



ATTACHMENTS

Ordinary Council Meeting – 26 May 2021

- 7.1(1) Minutes Ordinary Council Meeting 28 April 2021
- 7.2(1) Minutes Aged Care Community Reference Group 29 April 2021
- 7.3(1) Minutes Bush Fire Advisory Committee Meeting 12 May 2021
- 8.1(1) 7.0 JV Agreements
- 9.1.1(1) Farley Road Petition
- 9.1.2(1) Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan
- 9.1.3(1) Location Plan
- 9.1.3(2) Formal Request to Close Road
- 9.1.3(3) Part 1 Preliminary Written Advice
- 9.2.1(1) Schedule of Accounts Paid May 2021
- 9.2.2(1) Monthly Financial Report March 2021
- 9.2.3(1) Monthly Financial Report April 2021
- 9.2.5(1) Shire of Donnybrook Balingup Proposal



**MINUTES OF ORDINARY COUNCIL MEETING
28 APRIL 2021**

Held on

Wednesday 28 April 2021

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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

**Ben Rose
Chief Executive Officer**

29 April 2021

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY COUNCIL MEETING

Held at the Council Chambers
Wednesday 28 April 2021 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

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

The Shire President reminded everyone in attendance to sign in with the QR code or manually, and to wear a mask if you have been to Perth since 17 April, or not attend the Chamber if feeling unwell.

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

Shire President - Public Notification of Recording of Meetings

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

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

2 ATTENDANCE

MEMBERS PRESENT

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

PUBLIC GALLERY

Three members of the public were in attendance.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Cr Smith is on an approved leave of absence from the Ordinary Council Meeting to be held Wednesday 28 April 2021.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

Nil.

4 DECLARATION OF INTEREST

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

Cr Massey declared an impartiality interest in item 9.1.4 Community Townscape Activities – Draft Council Policy and Operational Procedure as she is a member of the Balingup Progress Association. Cr Massey will remain in the Chamber for the duration of the discussion and vote.

Cr Wringe declared an impartiality interest in item 9.1.4 Community Townscape Activities – Draft Council Policy and Operational Procedure as she is a member of the Balingup Progress Association. Cr Wringe will remain in the Chamber for the duration of the discussion and vote.

Cr Piesse declared an impartiality interest in item 9.3.3 Warren Blackwood Alliance of Councils Membership as he is the Chair of the Warren Blackwood Alliance of Councils. Cr Piesse will remain in the Chamber for the duration of the discussion and vote.

Cr Wringe declared an impartiality interest in item 9.3.3 Warren Blackwood Alliance of Councils Membership as she is a member of the Warren Blackwood Alliance of Councils. Cr Wringe will remain in the Chamber for the duration of the discussion and vote.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5.2 PUBLIC QUESTION TIME

Mr Jeff Pow

I live on a property that the Bibbulmun Track passes through and on 16 October 2020 a person walking the track within my property was allegedly bitten by one of my dogs. The Council is now prosecuting me for an \$800 fine for unregistered dogs. Who directed the Shire Ranger to issue the fine? Why does the Shire have such a punitive response and why are staff not using their power appropriately?

Shire President Response

A meeting was requested by yourself and arranged between myself, Cr Massey and the Chief Executive Officer – we met and heard your case. It was advised that this was an administration matter and left for the Chief Executive Officer to action.

Chief Executive Officer Response

As you have commenced legal action against the Shire, it would be inappropriate for me to answer your questions. Please direct any questions through that process.

Mr Jeff Pow

What firm has the Shire engaged for the court proceedings regarding this case and what cost is that to the ratepayers?

Executive Manager Operations Response

The Shire will be represented by the Senior Ranger and is not engaging a legal professional.

6 PRESENTATIONS

6.1 PETITIONS

A Petition for the sealing of Farley Road was received at the March Ordinary Meeting of Council. An officer report will be prepared for Council's consideration at the May 2021 Ordinary Meeting.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Nil.

ADOPTION BY EXCEPTION

COUNCIL RESOLUTION 46/21

Moved Cr Wringe Seconded Cr Mitchell

That item 9.2.2 Monthly Financial Report – March 2021 be removed from en bloc and presented to the May 2021 Ordinary Council Meeting.

CARRIED 7/0

COUNCIL RESOLUTION 47/21

Moved Cr Mitchell Seconded Cr Newman

That the following items be adopted ‘en bloc’:

- 7.1 Minutes Ordinary Meeting of Council – 24 March 2021**
- 7.2 Minutes Local Emergency Management Committee Meeting – 23 March 2021**
- 7.3 Minutes Audit and Risk Management Committee Meeting – 15 April 2021**
- 8.1 Shire of Donnybrook Balingup Local Recovery Plan**
- 8.2 Compliance Audit Return – Status Update Report**
- 8.3 Local Government (Audit) Regulations 17 – Status Update**
- 8.4 Office of the Auditor General Findings – Status Update Report**
- 8.5 Financial Management Systems Review**
- 9.1.2 Review of Local Planning Scheme and Local Planning Strategy**
- 9.1.3 Proposed Tunnel Greenhouse (Intensive Agriculture) – Lot 103 (107) Irishtown Road, Donnybrook**
- 9.2.2 Monthly Financial Report – March 2021**
- 9.2.3 Fees and Charges – Sporting and Community Groups 2020-21 Budget**
- 9.3.1 New Model Code of Conduct for Council Members and Model Standards for CEO Recruitment, Performance and Termination**

CARRIED 7/0

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 24 MARCH 2021

Minutes of the Ordinary Meeting of Council held 24 March 2021 are attached (*attachment 7.1(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 24 March 2021 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 48/21

Moved Cr Mitchell Seconded Cr Newman

That the Minutes from the Ordinary Meeting of Council held 24 March 2021 be confirmed as a true and accurate record.

CARRIED 7/0 by En Bloc Resolution

7.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – 23 MARCH 2021

Minutes of the Local Emergency Management Committee Meeting held 23 March 2021 are attached (*attachment 7.2(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Local Emergency Management Committee Meeting held 23 March 2021 be received.

COUNCIL RESOLUTION 49/21

Moved Cr Mitchell Seconded Cr Newman

That the Minutes from the Local Emergency Management Committee Meeting held 23 March 2021 be received.

CARRIED 7/0 by En Bloc Resolution

7.3 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING – 15 APRIL 2021

Minutes of the Audit and Risk Management Committee Meeting held 15 April 2021 are attached (*attachment 7.3(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Audit and Risk Management Committee Meeting held 15 April 2021 be received.

COUNCIL RESOLUTION 50/21

Moved Cr Mitchell Seconded Cr Newman

That the Minutes from the Audit and Risk Management Committee Meeting held 15 April 2021 be received.

CARRIED 7/0 by En Bloc Resolution

8 REPORTS OF COMMITTEES

8.1 SHIRE OF DONNYBROOK BALINGUP LOCAL RECOVERY PLAN

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	CSV23
Author	James Jarvis, Manager Community Development
Responsible Manager	Steve Potter, Executive Manager Operations
Attachments	8.1(1): Draft Local Recovery Plan 2021 – with LEMC Feedback 8.1(2): Local Recovery Plan 2021 – Comparison of Changes – LEMC Feedback
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopts the Shire of Donnybrook Balingup Local Recovery Plan 2021 as provided in Attachment 8.1(1). 2. Instructs the Chief Executive Officer to table the Shire of Donnybrook Balingup Local Recovery Plan 2021 with the District Emergency Management Committee (DEMC) for review.

STRATEGIC ALIGNMENT

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

Outcome	3.3	A safe and healthy community environment for all ages
Strategy	3.3.3	Support a safe, healthy and active community
Action	3.3.3.3	Support local State Emergency Services and facilitate Local Emergency Management Committee

EXECUTIVE SUMMARY

The draft Local Recovery Plan (LRP) is a comprehensive document that has involved the review and update of relevant new Local Emergency Management Arrangements, including most recently, detailed inclusion of how to respond effectively to the declaration of a State Emergency due to a pandemic.

The Draft LRP has been circulated, feedback collated, and incorporated into an updated document. The Local Emergency Management Committee (LEMC) endorsed the draft LRP at its meeting held 23 March 2021 as follows:

COMMITTEE RESOLUTION

That the Local Emergency Management Committee:

- 1. Endorses the draft Shire of Donnybrook Balingup Local Recovery Plan 2021 as provided in Attachment 7.1(1);*
- 2. Requests the LRP to be presented to the Shire of Donnybrook Balingup Council for final adoption; and*
- 3. Tables the draft Shire of Donnybrook Balingup Local Recovery Plan 2021 with the District Emergency Management Committee (DEMC) for review.*

CARRIED 17/0

BACKGROUND

In July 2019, the Shire of Donnybrook Balingup received funding from AWARE (All West Australian's Reducing Emergencies). Grant funding of \$7,500 was received to undertake an update of the Local Emergency Management Arrangements 2017 Local Recovery Plan (LRP) and a Project Officer was engaged to undertake this work on behalf of the Shire.

The delivery of the updated LRP was delayed by COVID-19, however the process is nearing completion.

The draft LRP was presented to the LEMC meeting held on 24 November 2020 and was subsequently referred to LEMC members for more detailed review and feedback.

Four LEMC members provided feedback that has been incorporated into a summary table (Attachment 8.1(2)) and incorporated into an updated Draft LRP (Attachment 8.1(1)).

FINANCIAL IMPLICATIONS

The AWARE grant is being acquitted within financial parameters.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Emergency Management Act 2005

Part 3, Div. 3, s.41(4) requires that the local emergency management arrangements include the creation and adoption of a Local Recovery Plan.

CONSULTATION

The Project Officer has undertaken consultation with various parties during the preparation of the draft LRP as identified in the project management plan.

The LEMC review cycle just completed has added to the breadth of consultation with several amendments made to the final document.

OFFICER COMMENT/CONCLUSION

The final Draft LRP 2021 is attached for Council's adoption.

COUNCIL RESOLUTION 51/21

Moved Cr Mitchell Seconded Cr Newman

That Council:

- 1. Adopts the Shire of Donnybrook Balingup Local Recovery Plan 2021 as provided in Attachment 8.1(1).**
- 2. Instructs the Chief Executive Officer to table the Shire of Donnybrook Balingup Local Recovery Plan 2021 with the District Emergency Management Committee (DEMC) for review.**

CARRIED 7/0 by En Bloc Resolution

8.2 COMPLIANCE AUDIT RETURN – STATUS UPDATE REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Paul Breman, Executive Manager Corporate and Community
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.2(1): 2020 CAR Update Report
Voting Requirements	Simple Majority

Committee Recommendation
<p>That Council:</p> <p>Receive the Compliance Audit Return (CAR) Report at <i>Attachment 8.2(1)</i> as a status update of the actions taken to date to achieve compliance with regard to selected items identified as non-compliant within the 2020 Compliance Audit Return.</p>

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

At the February 2021 Ordinary Council Meeting the Council passed the following resolution:

That Council:

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

The above resolution contains an instruction to the Chief Executive Officer to report on the actions to be achieved toward compliance for those items reported as non-compliant in the 2020 Compliance Audit Return. This item serves to action that instruction by presenting a status update report to the Committee.

BACKGROUND

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

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

After conducting the checking process, the 2020 CAR contained a compliance item for as set out below:

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

These compliance items have been noted by Staff and are not expected to occur again in future compliance audit returns..

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

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

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

Following presentation to Council at the February ordinary meeting of the Council, a certified copy of the 2020 CAR, along with an extract of the minutes of the meeting at which the CAR was adopted by Council, was submitted to the DLGSCI on 17 March 2021, well within the 31 March 2021 deadline.

No feedback has been received to date from the DLGSCI on the contents of the 2020 CAR.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The attached CAR - Status Update Report, will be presented to successive meetings of the Audit and Risk Management Committee until all items raised in the report are completed.

COUNCIL RESOLUTION 52/21

Moved Cr Mitchell

Seconded Cr Newman

That Council:

Receive the Compliance Audit Return (CAR) Report at Attachment 8.2(1) as a status update of the actions taken to date to achieve compliance with regard to selected items identified as non-compliant within the 2020 Compliance Audit Return.

CARRIED 7/0 by En Bloc Resolution

8.3 LOCAL GOVERNMENT (AUDIT) REGULATIONS 17 – STATUS UPDATE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Paul Breman, Executive Manager Corporate and Community
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.3(1): LG (Audit) Regulation 17 - Status Update
Voting Requirements	Simple Majority

Committee Recommendation
<p>That Council:</p> <p>Receive the LG (Audit) Regulation 17 Status Update Report as attached at <u>Attachment 8.3(1)</u> in relation to the progress of items identified on the current Audit Regulation 17 Report.</p>

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

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

BACKGROUND

A status report on the identified actions from the Review and their status of resolution is attached at Attachment 8.3(1).

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

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

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

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

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

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

The next Audit Regulation 17 Review is due to be conducted by December 2021.

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

COUNCIL RESOLUTION 53/21

Moved Cr Mitchell

Seconded Cr Newman

That Council:

Receive the LG (Audit) Regulation 17 Status Update Report as attached at Attachment 8.3(1) in relation to the progress of items identified on the current Audit Regulation 17 Report.

CARRIED 7/0 by En Bloc Resolution

8.4 OFFICE OF THE AUDITOR GENERAL FINDINGS – STATUS UPDATE REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Paul Breman, Executive Manager Corporate and Community
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.4(1): OAG Report Findings – Status Update Report
Voting Requirements	Simple Majority

Committee Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at <u>Attachment 8.4(1)</u>. 2. Notes the priorities attached to each item in <u>Attachment 8.4(1)</u> and the associated resource requirements, and the Audit and Risk Management Committee will work towards prioritisation of these items for Council’s future consideration.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

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

BACKGROUND

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

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

That Council:

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

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The attached OAG General Findings - Status Update Report (Attachment 8.4(1)), will be presented to successive meetings of the Audit and Risk Management Committee to monitor the progress made toward aligning these industry-based findings and recommendations to the Shire's internal processes and systems.

COUNCIL RESOLUTION 54/21

Moved Cr Mitchell

Seconded Cr Newman

That Council:

- 1. Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at Attachment 8.4(1).**
- 2. Notes the priorities attached to each item in Attachment 8.4(1) and the associated resource requirements, and the Audit and Risk Management Committee will work towards prioritisation of these items for Council's future consideration.**

CARRIED 7/0 by En Bloc Resolution

8.5 FINANCIAL MANAGEMENT SYSTEMS REVIEW

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Paul Breman, Executive Manager Corporate and Community
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.5(1): Financial Management Systems Review – AMD 8.5(2): Financial Management Systems Review Status Report
Voting Requirements	Simple Majority

Committee Recommendation	
<p>That Council:</p> <p>Receive from the Chief Executive Officer the Financial Management Systems Review report dated 12 February 2019, undertaken in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996, including the accompanying status update report (Attachment 8.5(1) and 8.5(2)).</p>	

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

Regulations 5(2)(c) of the Local Government (Financial Management) Regulations 1996, requires the Chief Executive Officer to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every four financial years) and report to the local government the results of than Review.

BACKGROUND

To comply with the requirements of the Regulations, AMD Accountants were engaged by the Chief Executive Officer to undertake an independent review and report on Council’s financial management systems and procedures. The review was undertaken by AMD in late 2018 and received in February 2019.

This item was not presented to the Audit and Risk Committee or to the Council after receipt. The timing of this oversight does correspond with some staff changes at the time.

As part of preparing the 2020 Compliance Audit return, this oversight was recognised and planning commenced to present this report to the Audit and Risk Management Committee for review.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Local Government (Financial Management) Regulations 1996 The financial management responsibilities of the Chief Executive Officer are established under Regulation 5 of the Local Government (Financial Management) Regulations 1996:

“(1) Efficient systems and procedures are to be established by the CEO of a local government:

- (a) for the proper collection of all money owing to the local government;
- (b) for the safe custody and security of all money collected or held by the local government;
- (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);
- (d) to ensure proper accounting for municipal or trust:
 - (i) revenue received or receivable;
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities;
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments;
- (f) for the maintenance of payroll, stock control and costing records; and
- (g) to assist in the preparation of budgets, budget reviews, accounts and reports Required by the Act or these Regulations.”

In addition, the Chief Executive Officer is to:

- “(2) (a) ensure that the resources of the local government are effectively and efficiently managed;
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
 - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and no less than once in every 3 financial years) and report to the local government the results of those reviews.”

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

Although the report was not presented to the Council in a timely manner, it can be seen from the accompanying status update report, that the recommendations and matters raised in the Audit Regulation 17 report have been substantially actioned over the intervening period.

A status update report will be presented to the Audit and Risk Management Committee at each subsequent meeting to monitor progress until all actions have been completed.

The timing for the next financial management review is during the 2021-22 financial year. In addition, the timing for the next Audit reg 17 (Risk Management, Internal controls and Legislative Compliance) review is before December 2021.

It would seem efficient to have the reviews combined into one exercise and potentially procure the services of an independent and experienced provider to undertake this role and provide the reports to the Chief Executive Officer.

COUNCIL RESOLUTION 55/21

Moved Cr Mitchell

Seconded Cr Newman

That Council:

Receive from the Chief Executive Officer the Financial Management Systems Review report dated 12 February 2019, undertaken in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996, including the accompanying status update report (Attachment 8.5(1) and 8.5(2)).

CARRIED 7/0 by En Bloc Resolution

9 REPORTS OF OFFICERS

9.1 EXECUTIVE MANAGER OPERATIONS

9.1.1 SOUTH WEST NATIVE TITLE SETTLEMENT – REQUEST FOR CROWN LAND ALLOCATION

Location	Shire of Donnybrook Balingup
Applicant	Department of Planning, Lands & Heritage
File Reference	DEP 61C
Author	Kira Strange, Principal Planner
Responsible Officer	Steve Potter, Executive Manager Operations
Attachments	9.1.1(1): DPLH Crown Land List 1244 - High Priority
Voting Requirements	Simple majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledges and supports the formal commencement of the South West Native Title Settlement including the transfer of land deemed appropriate by the DPLH and as agreed by the Noongar People. 2. Advises the DPLH that the Shire has no comment to make on private land tenure matters between the Crown and the Noongar People as part of the South West Native Title Settlement, however recommends that the Department of Planning, Lands and Heritage ensure any arrangements and/or agreements are consistent with the parameters of the local Statutory and Strategic frameworks. 3. Provides responses as per Attachment 9.1.1(1) in response to the queries presented by the Department of Planning, Lands and Heritage. 4. Advises the Department of Planning, Lands and Heritage that the Shire may review the Local Planning Strategy and/or Local Planning Scheme in the near future which may or may not impact the Strategic and/or Statutory frameworks of the subject land parcels.

STRATEGIC ALIGNMENT

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

- Outcome: Effective leadership and civic responsibility
 Strategy: A strategically focused, open and accountable local government
 Action: Provide accountable and strategic leadership.

EXECUTIVE SUMMARY

Council has received correspondence from the Department of Planning, Lands and Heritage (DPLH) seeking information and comment on the potential allocation of four parcels of Crown land located within the Shire of Donnybrook-Balingup to the Noongar People as part of the South West Native Title Settlement (SWNTS). The proposed parcels may form part of the Noongar Land Estate (NLE), held by the Noongar Boodja Trust (NBT), as part of the South West Native Title Settlement.

The matter was presented to Council for consideration at the March Ordinary Council Meeting, however was deferred. It is therefore re-presented, with some minor amendments, including the removal of a previously recommended resolution to provide the Chief Executive Officer with delegation to respond directly to any further queries of this nature without the need for Council's consideration.

It is recommended that Council advises the DPLH that it has no comment with regard to the proposed private transfer of land, however instructs appropriate Officers to provide information regarding the Strategic and Statutory framework applicable to the lots.

BACKGROUND

The SWNTS is the largest and most comprehensive agreement to settle Aboriginal interests over land in Australia. The SWNTS area, involving six Noongar Native Title Agreement Groups, is illustrated below.



Figure 1 - Map of the South West Native Title Settlement Area and the six Noongar Native Title Agreement Groups that form the six Indigenous Land Use Agreements (ILUAs).

The State of Western Australia has committed to allocating up to 300,000 hectares of land allocated as reserve or leasehold and 20,000 hectares of land allocated as freehold for cultural or economic development use within the SWNTS area.

The land will form part of the Noongar Land Estate (NLE) which will be held by the Noongar Boodja Trust (NBT). The Trustee must manage the land in accordance with the Trust Deed of each of the six Indigenous Land Use Agreements (ILUAs) which were registered at the Native Title Tribunal on 17 October 2018. The legal processes surrounding this registration of the ILUAs have now concluded. As a result, conclusive registration of the ILUAs occurred on 27 January 2021 and the SWNTS formally commenced on 25 February 2021.

As part of the SWNTS process, the DPLH are responsible for undertaking the identification and assessment process for land parcels within the boundaries of the SWNTS area. Part of the assessment process includes referral of land parcels to the relevant agencies, including Local Government, for comment.

Council at the Ordinary Meeting held 22 July 2020, considered a similar request and resolved:
That Council:

- 1. Advises the Department of Planning, Lands and Heritage that the Shire of Donnybrook, Balingup has no objections to the State of Western Australia allocating Crown land identified as Lot 516; Reserve 2052; PIN 1039142; DP 215417; CLT LR3128/829, to the Noongar People in accordance with the South West Native Title Settlement.*
- 2. Requests the Department of Planning, Lands and Heritage place a Section 70A Notification on the certificate of title under the Transfer of Land Act 1893 containing the following wording:*

“The land is in close proximity to land zoned ‘General Industry’ under the Shire of Donnybrook Balingup Local Planning Scheme No. 7 which may result in offsite impacts including noise, dust, vibrations and other emissions to users of the land.”
- 3. Requests the DPLH include an additional term of allocation maintaining public access to the land after transfer to the Noongar People.*
- 4. Provides responses as per Attachment 9.1.3(1) in response to the queries presented by the Department of Planning, Lands and Heritage.*
- 5. Request the State Government that, prior to resolving a decision on this matter, consultation with neighbouring and nearby landowners on the proposal is undertaken.*

The DPLH have now identified four additional parcels of land as ‘high priority’ for transfer early in the Settlement proceedings:

1. Lot 517 Sandhills Road, Brookhampton (Figure 2);
2. Lot 518 Sandhills Road, Brookhampton (Figure 2);
3. Lot 519 Sandhills Road, Beelerup (Figure 2); and
4. Lot 500 Steere Street, Donnybrook (Figure 3).



Figure 2 - Lot 517 and 518 Sandhills Road, Brookhampton, and Lot 519 Sandhills Road, Beelerup.

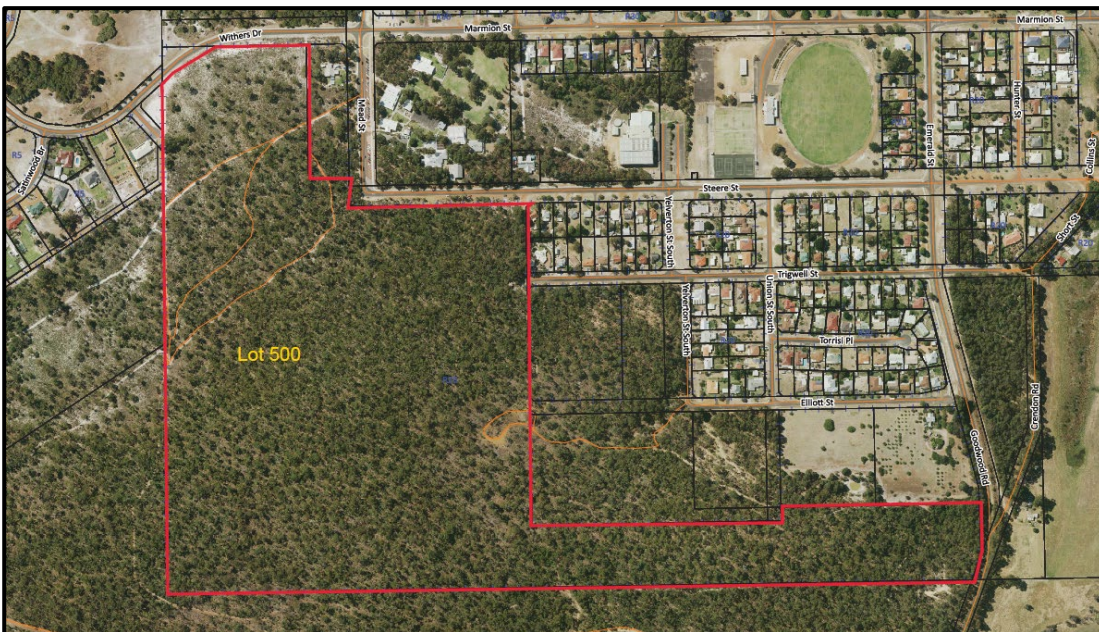


Figure 3 - Lot 500 Steere Street, Donnybrook.

The DPLH have presented a series of questions relating to each parcel of land. The proposed tenure arrangement for all four lots is “Reserve with Power to Lease”. The associated Management Order would be for “Noongar social, cultural or economic benefit”.

A full review of the subject parcels and responses to questions has been completed within Attachment 9.1.1(1) however a summary of each land parcel is as follows:

1. Lot 517 Sandhills Road, Brookhampton (Figure 2)

The subject property is 1.1104 hectares, zoned ‘General Industry’ under the Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (LPS7) and is wholly located within a

designated bushfire prone area. The property is also identified as Reserve 2052. In addition, the lot is located within;

- Special Control Area 7 – Road Protection Area (SCA7) due to the proximity to Donnybrook – Boyup Brook Road being a Main Roads Western Australia (MRWA) controlled road;
- Special Control Area 6 – Plantation Exclusion Area (SCA6); and
- Development Investigation Area 10 (DIA10) for possible future ‘General Industry’ development.

The lot is densely vegetated and the ground slopes downward from approximately 85 AHD in north-east corner to 70 AHD in the south-west corner.

2. Lot 518 Sandhills Road, Brookhampton (Figure 2)

The subject lot is 20.1839 hectares, zoned ‘General Industry’ under LPS7 and is wholly located within a designated bushfire prone area. The property is also identified as Reserve 2052. In addition, the lot is located within SCA6 and DIA10.

The lot is densely vegetated and the ground undulates from approximately 120 AHD on the east side to 80 AHD on the west side.

3. Lot 519 Sandhills Road, Beelerup (Figure 2)

The subject lot is 5,762m², zoned ‘General Industry’ under LPS7 and is wholly located within a designated bushfire prone area. In addition, the lot is located within SCA6 and SCA7.

The lot is densely vegetated and the ground slopes downward from approximately 85 AHD on the east side to 80 AHD on the west side.

4. Lot 500 Steere Street, Donnybrook (Figure 3)

The subject lot is 42.7764 hectares, zoned ‘Residential R20’ under LPS7 and is wholly located within a designated bushfire prone area. In addition, the lot is located within SCA6 as well as;

- Special Control Area 2 – Public Drinking Water Source Protection Area (SCA2); and
- Special Control Area 8 – Structure Plan Area (SCA8), identified as Structure Plan Area 5 (SPA5) for possible Residential development at the R20 coding.

The lot is densely vegetated and undulates from approximately 90 AHD on the north side to the centre of the lot at a peak of approximately 141 AHD.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

Nil.

CONSULTATION

Part of the DPLH assessment process includes referral of land parcels to the relevant agencies, including Local Government, for comment. Further consultation by the local government is not required.

OFFICER COMMENT

The DPLH have requested advice on the four properties which can be categorised in two parts:

1. Factual based site context regarding land use and development potential (local Statutory and Strategic frameworks, land interests, possible site constraints, future development, changes in zoning, bushfire status, etc.); and
2. Whether the Shire supports the proposed transfer of land (land tenure) as part of the South West Native Title Settlement.

Council is responsible for the local Statutory and Strategic frameworks which control and guide the way in which land parcels are used and developed within the Shire (i.e. point 1 above). Land ownership, management and/or leasing arrangements (i.e. land tenure as per point 2) holds minimal bearing on the way in which the land is permitted or not permitted to be used or developed under the local Statutory and Strategic framework. All land use and development within the Shire is subject to the same Statutory and Strategic framework, regardless of the party (private or public) who is responsible for and/or in ownership of the land (i.e. land tenure).

Officers therefore consider that proposed transfer of land is considered a private land tenure matter between the owner (the Crown) and the beneficiary (Noongar People). In saying this, it is recommended that the DPLH consider whether proposed land tenure arrangements and/or agreements will be consistent with the local Statutory and Strategic framework as provided to avoid any future potential land use and/or development conflict. For example, Lot 500 Steere Street, Donnybrook, is identified as a Reserve however the Local Planning Scheme currently identifies it for Residential development.

The following summary is provided:

Lot 517 and 518 Sandhills Road, Brookhampton, and 519 Sandhills Road, Beelerup (Figure 2)

The three subject lots are all located in an area that has been identified for General Industrial land. However, the area presents significant physical constraints and challenges (i.e. topography, vegetation, soil classification, water and/or sewer provision, etc.) that may make development of this land either financially unviable or physically challenging.

It should be noted that there is a relatively short supply of industrial zoned land within the Shire and therefore general development of industrial land is supported subject to the requirements of LPS7. However, at this stage the Shire is unable to provide comment on whether this would actually be possible as the following concerns regarding these three parcels of land are required to be addressed:

- Clearing of native and non-native vegetation;
- Significant changes to the natural ground level (i.e. site works);
- Physical provision of on-site sewer management and water supply;
- Bushfire management;
- Appropriate interface with surrounding land uses; and
- Stormwater management.

The Shire’s expectation that suitable on-site assessments and reports would be prepared to address the above pursuant to DIA10 within LPS7. Lot 517 and Lot 518 are within DIA 10, however Lot 519 is not. However, all three lots may present similar challenges.

Area No.	Description of Land Area	Land Use Expectation	Matters to be Addressed in Structure Plan (In Addition to Clause 6.10)
DIA10	Lot 499 515, 520 and 525 Sandhills Road, Lot 398 Cherrydale Way, Lot 74, 297 and 447 Boyup Brook Road, Beelerup	General Industry	<p><i>Following gaining necessary approvals, support sand extraction prior to possible industrial development.</i></p> <p><i>Investigate the site’s environmental assets, land suitability and land capability for General Industry including —</i></p> <ul style="list-style-type: none"> • <i>whether all or portion of the site should be included in a conservation reserve, or whether there is the potential for general industry subdivision and development;</i> • <i>interface with potential development to the south;</i> • <i>effluent disposal and servicing;</i> • <i>indigenous heritage;</i> • <i>vehicular access to existing industrial area and major arterial roads;</i> • <i>vegetation plan;</i> • <i>drainage management; and</i> • <i>buffer to land managed by the Department of Parks and Wildlife.</i> <p><i>The protection of native vegetation that has been identified as worthy of protection by the Department of Parks and Wildlife and the local government. Undertake a spring flora and vegetation survey. Appropriate fire management measures.</i></p>

Lot 500 Steere Street, Donnybrook (Figure 3)

This lot has significant physical constraints and challenges that may render Residential development at the R20 scale either financially unviable or physically challenging. However, the proposed land tenure may be inconsistent with the zoning.

It should be noted that the Shire is expecting to commence a review of the Local Planning Strategy and Scheme which may result in zoning changes to land within the Shire.

The zoning of this parcel of land is an example of land likely to be reviewed due to the anticipated constraints including:

- Clearing of native and non-native vegetation;
- Significant changes to the natural ground level (i.e. site works);
- Physical provision of on-site sewer management and water supply;
- Bushfire management; and
- Stormwater management.

Whilst the Shire would generally support the development of Residential land, it would need to be consistent with the provisions of SPA5 within LPS7.

Area No. (SPA)	Description of Land Area	Land Use Expectation	Matters to be Addressed in Structure Plan (In Addition to Clause 6.10)	Associated Provisions
SPA5	Lot 300, 301 Elliott Street, Donnybrook and adjoining land bounded by Marmion Street to the north, State Forest to the south and west and Goldfields Road to the east.	Residential R20	<p>Vegetation assessment to be prepared.</p> <p>Visual impact assessment and landscape analysis where appropriate.</p> <p>Development contributions.</p> <p>Appropriate access from the existing road network.</p> <p>The interface between the proposed development and existing townsite including pedestrian access.</p>	All lots must be connected to the reticulated water system, while all lots below 2000m ² and grouped dwelling lots are required to be connected to the reticulated sewerage system.

CONCLUSION

It is recommended that Council endorse the officer’s recommendation and the attached documentation, to be provided to the Department of Planning, Lands and Heritage.

COUNCIL RESOLUTION 56/21

Moved Cr Newman Seconded Cr Wringe

That Council:

1. Acknowledges and supports the formal commencement of the South West Native Title Settlement including the transfer of land deemed appropriate by the DPLH and as agreed by the Noongar People.
2. Advises the DPLH that the Shire has no comment to make on private land tenure matters between the Crown and the Noongar People as part of the South West Native Title Settlement, however recommends that the Department of Planning, Lands and Heritage ensure any arrangements and/or agreements are consistent with the parameters of the local Statutory and Strategic frameworks.
3. Provides responses as per Attachment 9.1.1(1) in response to the queries presented by the Department of Planning, Lands and Heritage.
4. Advises the Department of Planning, Lands and Heritage that the Shire may review the Local Planning Strategy and/or Local Planning Scheme in the near future which may or may not impact the Strategic and/or Statutory frameworks of the subject land parcels.

5/2 CARRIED 5/2

Cr Atherton requested his vote against be recorded

FORESHADOWED ALTERNATE MOTION (CR ATHERTON)

That Council:

1. Acknowledges and supports the formal commencement of the South West Native Title Settlement including the transfer of land deemed appropriate by the DPLH and as agreed by the Noongar People.
2. Advises the DPLH that the Shire has no comment to make on private land tenure matters with regards to Lot 517, 518 and 519 Sandhills Road, Donnybrook between the Crown and the Noongar People as part of the South West Native Title Settlement, however recommends that the Department of Planning, Lands and Heritage ensure any arrangements and/or agreements are consistent with the parameters of the local Statutory and Strategic frameworks.
3. Advise the DPLH that the Shire does not support the allocation of Lot 500 Steere Street, Donnybrook under the South West Native Title Settlement, as this lot is zoned residential.
4. Provides responses as per Attachment 9.1.1(1), in response to the queries presented by the Department of Planning, Lands and Heritage.

- 5. Advises the Department of Planning, Lands and Heritage that the Shire may review the Local Planning Strategy and/or Local Planning Scheme in the near future which may or may not impact the Strategic and/or Statutory frameworks of the subject land parcels.**

9.1.2 REVIEW OF LOCAL PLANNING SCHEME AND LOCAL PLANNING STRATEGY

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	TP 14
Author	Steve Potter, Executive Manager Operations
Responsible Officer	Steve Potter, Executive Manager Operations
Attachments	9.1.2(1): WAPC Correspondence
Voting Requirements	Simple majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives the formal advice from the Western Australian Planning Commission (WAPC), dated 20 October 2020 as contained in Attachment 9.1.2(1); 2. Resolves to prepare a new Local Planning Scheme pursuant to Part 4, Division 1, Regulation 19 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>; 3. Authorises the Chief Executive Officer to undertake the necessary notifications of Council’s decision to prepare a new Local Planning Scheme pursuant to Part 4, Division 1, Regulation 20 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>; 4. Instructs the Chief Executive Officer to consider resourcing requirements in the preparation of the 2021/22 draft Annual Budget; 5. Subject to funding under Point 4 being approved in the 2021/22 Annual Budget, instructs the Chief Executive Officer to prepare and present a Project Plan to Councillors for the Scheme / Strategy Review in a Concept Forum.

STRATEGIC ALIGNMENT

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

Outcome: Effective leadership and civic responsibility
 Strategy: A strategically focused, open and accountable local government
 Action: Provide accountable and strategic leadership.

EXECUTIVE SUMMARY

Under the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), the local government is required to internally review its Local Planning Scheme at five year intervals and a report to this effect was considered by Council in December 2019,

with Council's recommendations subsequently being communicated to the Western Australian Planning Commission (WAPC).

In October 2020, the Shire received a copy of the WAPC's response to Council's recommendations.

In light of the WAPC's decisions and advice, the Shire will need to determine how to proceed, with specific regard as to how any review of the Shire's planning instruments will be resourced.

In addition, there are statutory requirements that the Shire is required to comply with when preparing a new Local Planning Scheme and this also forms part of the recommended resolution presented.

BACKGROUND

At the December 2019 Ordinary Council Meeting, Council resolved the following:

"That Council:

- 1. Pursuant to Part 6, Division 1, Sections 66(1)(b) and (c) of the Planning and Development (Local Planning Schemes) Regulations 2015 approves the "Report of Review" (Attachment 9.1.3(1)) and provides a copy to the Western Australian Planning Commission;*
- 2. Pursuant to Part 6, Division 1, Section 66(3)(a) of the Planning and Development (Local Planning Schemes) Regulations recommends to the Western Australian Planning Commission that Local Planning Scheme 7 be amended;*
- 3. Pursuant to Part 6, Division 1, Section 66(3)(b) of the Planning and Development (Local Planning Schemes) Regulations recommends to the Western Australian Planning Commission that the Local Planning Strategy be reviewed."*

In October 2020, the WAPC provided a formal response to the Shire's 'Report of Review' which in summary contained the following statements:

- The WAPC is supportive of the Shire of Donnybrook Balingup's 'Report of Review' to amend its Local Planning Strategy;
- The WAPC is not supportive of the Shire's proposed amendment of the existing Local Planning Scheme No. 1 and requires the Shire to prepare a new Local Planning Scheme to ensure the Shire has a contemporary scheme, which is consistent with the form and content of the 'model provisions for local planning schemes' in the Planning and Development (Local Planning Schemes) Regulations 2015;
- The WAPC advises the Shire that:
 - the proposed review of industrial land is supported;

- whilst the Donnybrook Stone Special Control Area (SCA) does not impact the future expansion of the Donnybrook townsite, a review of this SCA in consultation with DMIRS can be considered;
- a comprehensive review and consolidation of residential and low-density residential growth areas is recommended given the current significant oversupply; and
- the Department is available to provide further assistance and guidance regarding other planning matters that should be addressed as part of the preparation of the new Local Planning Scheme and amendment to the Local Planning Strategy.

A full copy of the WAPC's correspondence is provided in Attachment 9.1.2(1).

OFFICER COMMENT

The review of the Scheme / Strategy (Review) represents an important and significant project for the future growth and development of the Shire, however prior to commencing the process Council will first need to determine how this project will be resourced.

Currently, the Shire has a single staff member (Principal Planner) who is responsible for all Shire related planning related matters including the following:

- Processing all development applications, subdivisions, scheme amendments and structure plans submitted by local residents and land developers;
- Liaising with government agencies on land use planning matters (DPLH / DWER/ MRWA / DFES etc).
- Preparing approval documents including notices and plans;
- Completing all orders and requisitions for private land transfers;
- Responding to all planning related enquiries (phone, email, front desk);
- Planning related compliance matters;
- Writing Council reports;
- Dealing with Native title matters;
- Processing road closures and other amendments to encumbrances on land titles;
- Providing advice and coordinating approvals on Shire projects.

What is evident when reviewing the list of tasks currently performed by the Shire's existing staff member is that they are mainly 'statutory' based. Further, due to a combination of a growing Shire population and additional State legislation (e.g. bushfire planning) impacting on statutory land use planning, it is becoming increasingly challenging for the existing staff member to comply with statutory deadlines whilst meeting customer expectations in terms of application processing timeframes, dealing with compliance matters and responding to enquiries. It is noted that the Shire's population has grown 29% since 2001, however the Shire resource allocated to land use planning has not increased in that time.

It is noted that 'Planning' as a discipline entails two separate streams; these being 'statutory planning' and 'strategic planning' which, in brief, are defined as follows:

Statutory Planning: concerns the day-to-day decision making by the various responsible authorities on planning schemes, subdivision and development proposals.

Strategic Planning: focuses on the big picture and setting a framework for future development of towns and regions, to effectively guide land supply, land use, and urban and regional development.

In considering the above, it is evident that the ability of the Shire to undertake a significant 'strategic' project such as a Scheme / Strategy review is limited with the current resource. It is noted that many local governments have separate sections (and specialist staff) for Statutory and Strategic Planning. Whilst this may not be possible for a small local government such as the SoDB, it is evident that if the review of the Scheme / Strategy is to proceed the Shire will need to factor in the allocation of additional Planning resources for this to occur.

In this regard, the Shire is considered to have three options which are:

1. Employ an additional Planning staff member (either on a permanent or fixed-term basis);
2. Engage a consultant to undertake the Review on the Shire's behalf;
3. Determine not to commence the Review process.

In considering these options, Staff consider it is in the public interest to commence the Review with the preference being to undertake the works 'in-house' by employing an additional Planning staff member, consistent with option 1 above, for the following reasons:

- It is more cost effective with the per hour cost of employing a staff member significantly less than employing an external consultant at higher rates;
- Internal Shire staff have a greater understanding of local issues and have more 'buy-in' with the process and eventual outcomes;
- The Shire currently has the expertise 'in-house', however does not have the capacity. The additional employee would likely be a sub-ordinate position that would enable the Principal Planner to be freed up to undertake the Review.

FINANCIAL IMPLICATIONS

The cost of a full-time Planning Officer would equate to approximately \$80,000 per annum.

There is currently \$40,000 in the Strategic Planning Reserve which could be allocated to partly off-set this cost.

CONCLUSION

There are a range of inconsistencies and inefficiencies that result from the Shire's existing planning instruments that could be addressed through a comprehensive review of the Scheme and Strategy. Further, a renewed Scheme and Strategy have the capacity to encourage appropriate local growth and investment through the removal of 'red-tape' in certain circumstances.

However, as highlighted in this report, there is insufficient capacity for the Shire to currently undertake this process with existing resources. As such, Council will need to determine the importance it places on this project when compared to other organisational objectives and whether it is willing to allocate the resources necessary for the process to commence.

It is recommended that Council resolve in accordance with the Officer's recommended resolution at the beginning of the report. Alternatively, if Council determines not to proceed with the Review in 2021/22, it is suggested that this be formally communicated to the DPLH/WAPC, through the adoption of the following alternative resolution:

That Council:

- 1. Receives the formal advice from the Western Australian Planning Commission (WAPC), dated 20 October 2020 as contained in Attachment 9.1.1(1);*
- 2. Instructs the Chief Executive Officer to advise the Western Australian Planning Commission that due to resource constraints, the Shire of Donnybrook Balingup will not commence the process of amending its Local Planning Strategy or preparing a new Local Planning Scheme in the 2021/22 financial year.*

COUNCIL RESOLUTION 57/21

Moved Cr Mitchell

Seconded Cr Newman

That Council:

- 1. Receives the formal advice from the Western Australian Planning Commission (WAPC), dated 20 October 2020 as contained in Attachment 9.1.2(1);**
- 2. Resolves to prepare a new Local Planning Scheme pursuant to Part 4, Division 1, Regulation 19 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;**
- 3. Authorises the Chief Executive Officer to undertake the necessary notifications of Council's decision to prepare a new Local Planning Scheme pursuant to Part 4, Division 1, Regulation 20 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;**
- 4. Instructs the Chief Executive Officer to consider resourcing requirements in the preparation of the 2021/22 draft Annual Budget;**
- 5. Subject to funding under Point 4 being approved in the 2021/22 Annual Budget, instructs the Chief Executive Officer to prepare and present a Project Plan to Councillors for the Scheme / Strategy Review in a Concept Forum.**

CARRIED 7/0 by En Bloc Resolution

9.1.3 PROPOSED TUNNEL GREENHOUSE (INTENSIVE AGRICULTURE) – LOT 103 (107) IRISHTOWN ROAD, DONNYBROOK

Location	Lot 103 (107) Irishtown Road, Donnybrook WA 6239
Applicant	S. Russo
File Reference	P21020 / A4904
Author	Kira Strange, Principal Planner
Responsible Officer	Steve Potter, Executive Manager Operations
Attachments	9.1.3(1): Location Plan 9.1.3(2): Site Plan 9.1.3(3): Elevation and Floor Plan 9.1.3(4): Full Copy of Submission 9.1.3(5): Deposited Plan 411036
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Schedule 2, Part 9, Clause 68 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> approve the development of a tunnel greenhouse at Lot 103 (107) Irishtown Road, Donnybrook, subject to the following: <p><u>Conditions:</u></p> <ol style="list-style-type: none"> a. The approved development must accord with the endorsed plan(s), including any notations, and must not be altered or modified, without prior approval from the Shire. b. The approved tunnel greenhouse shall only be used for purposes associated with the residential or agricultural use of the property and is not to be used for habitable, commercial or industrial purposes without prior approval from the Shire. c. All stormwater from the proposed development including building(s) and hardstand area(s) shall be managed by the landowner in accordance with the <i>Shire of Donnybrook Balingup’s Policy 4.27 – Stormwater Management Private Land</i>. d. Any damage to the structure’s covering material is to be rectified within 7 days to the satisfaction of the Chief Executive Officer to avoid unwanted noise.

Advice Notes:

- a. With regards to Condition (c), written approval must first be obtained from the Shire if a landowner proposes to direct discharge of stormwater into the Shire's open or piped drainage infrastructure.
- b. It is the responsibility of the landowner to ensure that the structure is wholly outside of the Easement as illustrated on Deposited Plan 411036 (attached).
- c. All noise emitted from the property is required to comply with the *Environmental Protection (Noise) Regulations 1997*.
- d. Construction work is to be appropriately managed to ensure compliance with the *Environmental Protection (Noise) Regulations 1997*. In accordance with the Regulations, construction work is not permitted:
 - outside of the hours of 7:00am to 7:00pm;
 - on a Sunday;
 - or on a Public Holiday.
- e. Compliance with the Building Code of Australia is required. A Building Permit Application must be submitted to, and approved by, the Shire prior to the commencement of any development. The Building Permit plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent amendments to the plans may require additional development approval.
- f. If the development the subject of this approval is not substantially commenced within a period of two years, the approval will lapse and be of no further effect.
- g. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.
- h. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.

STRATEGIC ALIGNMENT

The following outcomes from the *Community Strategic Plan 2017 and Corporate Business Plan 2017 – 2021* relate to this proposal:

Outcome 2	Respect for our heritage, natural and built environment
Strategy 2.1	An attractive and maintained built environment
Action 2.1.2	Provide efficient and effective building services.

EXECUTIVE SUMMARY

An application for development approval was received by the Shire on 19 February 2021 for a tunnel greenhouse with an 11 metre setback in lieu of the required 20 metre requirement under the Shire's Local Planning Scheme No. 7 (LPS7).

The tunnel greenhouse has five internal 'tunnels' and has overall dimensions of 70 metres (length) by 51 metres (width) (3,570m²). The proposed wall height is 3 metres with an overall ridge height of 5.9 metres.

Pursuant to clause 4.5.2 of LPS7, the application was advertised to surrounding landowners with one objection received. The key planning concerns raised related to visual impact, privacy, noise and use of the structure.

It is recommended that Council approves the proposed development subject to the conditions contained in the officer recommendation.

BACKGROUND

An application for development approval was received by the Shire on 19 February 2021 for a tunnel greenhouse with an 11 metre setback in lieu of the required 20 metre requirement under the Shire's Local Planning Scheme No. 7 (LPS7).

The subject property is 21.2 hectares and zoned 'Priority Agriculture' under LPS7. The site adjoins Irishtown Road to the east and is bound by private 'Rural Residential' land to the west and private 'Priority Agriculture' land on the north and south. The site is partially located within a designated bushfire prone area however the development footprint of the proposal is wholly outside of this area. A Location Plan is provided in *Attachment 9.1.3(1)* illustrating the local area.

The subject site contains two large existing sheds and two other tunnel greenhouses as illustrated on the site plan provided in *Attachment 9.1.3(2)*. The site is currently used for Intensive Agriculture purposes – the growing of fruit and vegetables – which is a permitted use within the 'Priority Agriculture' zone. The proposed tunnel greenhouse is to be used in conjunction with the existing operations.

The tunnel greenhouse has five internal 'tunnels' and has overall dimensions of 70 metres (length) by 51 metres (width) (3,570m²). The proposed wall height is 3 metres with an overall

ridge height of 5.9 metres. Elevations and floor plans for the proposal are provided in *Attachment 9.1.3(3)*.

The applicant has provided the following justification for the proposed location of the tunnel greenhouse, including the reduced setback:

- To provide uniformity with the existing tunnel greenhouse immediately adjacent to this proposed location;
- Due to the intensive nature of the farming operation, every square metre of land is required to make the business sustainable;
- No site works are required; and
- No vegetation has to be removed (other than existing crops).

In addition, the landowner has advised Shire Officers that water collected off the structure will be piped to an existing soak on the property.

In accordance with the provisions of the Scheme, the proposal was referred to the landowner on the southern side of the subject site as indicated in **Attachment 2**, with one objection received. The comments provided by the neighbor have been summarised in the following Schedule of Submissions:

Submitter Comment	Officer Comment
Devalues property	Property values are not a material planning consideration.
Existing horses may be spooked by people/machinery coming and going from the shelter.	<p>The property is surrounded by a number of farms and agricultural land which typically has machinery, animals, people and general vehicles.</p> <p>Whilst potential land use conflicts are to be expected in a rural area, it is reasonable to restrict machinery access to the structure on this side of the property boundary to assist in reducing the potential impact to surrounding animals.</p> <p>Notwithstanding this, people may access the tunnel greenhouse on this side.</p>
Plenty of alternative places on the site.	It is acknowledged that the site may be large enough to consider alternative locations however officers consider the

	<p>applicant has provided reasonable justification for the specified location and consider the issues raised may not be alleviated if moved to a compliant location.</p>
<p>Intention to subdivide the land in the future which will result in lost profit.</p>	<p>The subject lot is zoned Priority Agriculture under LPS7 which currently does not have subdivision potential. The Local Planning Strategy also identifies this land for agriculture.</p> <p>Financial profit is not a material planning consideration.</p>
<p>Visual impact.</p>	<p>It is noted that the existing structure are visible from the surrounding area, particularly as viewed from Hamilton Street across the paddock.</p> <p>However, if the proposed development was moved to comply with the 20m requirement, it would still be visible from the surrounding area.</p> <p>Officers have considered the visual impact as viewed from the existing dwelling. It is considered that based on the location, topography and existing development, the proposed tunnel greenhouse will have minimal visual impact as viewed from this dwelling.</p> <p>Notwithstanding this, the addition of landscaping may assist in mitigating the visual impact to the surrounding area.</p>
<p>Privacy.</p>	<p>It is considered that the existing dwelling is located a significant distance from the proposed tunnel greenhouse and will have minimal impact to the privacy of the adjoining property</p>
<p>Previously agreed to the other shelter however didn't realise the visual impact and noise it makes in the wind.</p>	<p>The Shire acknowledges that the neighbor has modified their previously stated position with regards to the proposed reduced setback.</p>
<p>Noise impact.</p>	<p>Due to the material of the tunnel greenhouse, the wind can cause the external surface to shift/move in the wind. The Shire acknowledges that this can</p>

	<p>cause a noise however it is considered minimal, particularly when considering the standard noise generated through the permitted farming operations.</p> <p>In addition, the nearest dwelling is approximately 200m away, therefore the impact would likely be minimal.</p> <p>Notwithstanding this, noise is regulated by the <i>Environmental Protection (Noise) Regulations 1997</i> and is required to comply with relevant provisions within this legislation.</p>
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A full copy of the submission received is provided in Attachment 9.1.3(4).

Consultation was undertaken with the submitter to determine whether any conditions of approval and/or amendments could be made to appease their concerns however other than full compliance with the setback their concerns remained.

In accordance with delegation *9.2.1 Local Planning Scheme No. 7 – Development Applications*, officers are required to bring contentious matters to Council, hence the reason for it being presented to Council for determination.

FINANCIAL IMPLICATIONS

The relevant application fee has been paid by the applicant.

POLICY COMPLIANCE

The proposed development has been assessed against the relevant provisions of the *Shire of Donnybrook-Balingup Local Planning Scheme No. 7* and *Policy 9.4 Outbuilding Control*.

Under the policy, outbuildings in the 'Priority Agriculture' zone do not have size restrictions and therefore the proposed tunnel greenhouse is compliant in this regard.

STATUTORY COMPLIANCE

The proposed development has been assessed against all relevant statutory requirements as follows:

Local Planning Scheme No. 7

- Part 3 – Zones and the Use of Land

The property is zoned 'Priority Agriculture' under LPS7. In accordance with clause 3.6.2 of LPS7, the objectives of the zone are as follows:

- (i) *require the protection of the rural infrastructure and agricultural land resources;*

- (ii) *require planning to avoid the introduction of land uses and subdivision not related to agriculture including rural residential proposals;*
- (iii) *support the improvement of resource and investment security for agricultural and allied industry production;*
- (iv) *require protection and enhancement of biodiversity;*
- (v) *encourage value-adding opportunities to agricultural products at source;*
- (vi) *support a wide variety of productive agricultural and rural activities;*
- (vii) *support subdivision; where it provides for boundary adjustments, realignments, farm restructuring and new lot creation which promotes effective land management practices, environmental and landscape enhancement and infrastructure provision;*
- (viii) *support sensible use and management of resources, and the proper direction and control of development;*
- (ix) *promote the existing intensive agricultural land use; and*
- (x) *encourage other similar or complementary activities.*

- Part 4 – General Development Requirements

The relevant general development requirements of LPS7 have been assessed accordingly and summarised in the below table.

LPS7 Requirement	Proposal	Officer Comment
CI 4.17 General appearance of buildings and preservation of amenity	White	The proposed development is consistent with the existing tunnel greenhouse which are commonly used in intensive agriculture farming.
CI 4.18 Height and appearance of buildings – Maximum 12m	3.0m wall height, 5.9m roof height, 3,570m ²	Complies.
CI 4.23 Outbuildings – setbacks as per development standards in the zone (20m to side)	11m	Acceptable. The proposed variation to the setback requirement is assessed against clause 4.54.8.1 (ii) below.
CI 4.25 Landscaping – as required by a condition of approval is to be carried out at the time of the development and permanently maintained to the satisfaction of the local government		A condition of approval for landscaping should be required within 12 months of the development being placed on the site and thereafter maintained.
CI 4.55 Priority Agriculture Zone – development standards to be the same as provisions for the General Agriculture zone within clause 4.54.	Property is within the Priority Agriculture zone	The development has been assessed against the relevant standards below.

LPS7 Requirement	Proposal	Officer Comment
<p>CI 4.54.8 – Development standards</p>		
<p>4.54.8.1 Setbacks:</p>		
<p>(i) Minimum front setback – 30m</p>	<p>~230m</p>	<p>Complies.</p>
<p>(ii) Minimum side setback – 20m</p>	<p>11m (southern side)</p>	<p>An 9m variation is proposed. It is considered that the development will have minimal impact to the surrounding amenity in relation to existing land use. In addition, the impact of the development at a reduced setback has been considered comparatively against the likely impact of the development if it were to be placed in the compliant location i.e. 20m.</p> <p>The proposed development will be visible from the adjoining property however the nearest dwelling is approximately 200m away.</p> <p>It is considered that the existing development, particularly the compliant large agricultural sheds may have more of a visual impact than the proposed tunnel greenhouse when viewed from the dwelling.</p> <p>Notwithstanding this, the addition of landscaping may assist in mitigating the visual impact from the paddocks and from Hamilton Road.</p>
	<p>~150m (northern side)</p>	<p>Complies.</p>
<p>(iii) Minimum rear setback – 20m</p>	<p>~340m</p>	<p>Complies.</p> <p>It is noted that there is an easement directly to the west of the proposed location. It is the responsibility of the applicant to ensure the proposal is wholly outside of the easement.</p>

LPS7 Requirement	Proposal	Officer Comment
(iv) Setback to State Forest Boundary – Minimum 100m	N/A	N/A
<p>CI 4.54.8.2 – In determining proposed setback reductions, the local government will consider:</p> <p>(i) any alternative development sites on the property</p> <p>(ii) possible bush fire hazards</p> <p>(iii) environmental impacts</p> <p>(iv) effluent disposal</p> <p>(v) visual impact</p> <p>(vi) servicing/infrastructure implications</p>		<p>The property is over 21 hectares in area. Whilst the Shire acknowledges that the site is significant in size and alternative locations may be available, the applicant has expressed their preference for this location largely due to the location of the existing development and the importance of the remaining available land for the farming operations.</p> <p>The footprint of the proposed development is located wholly outside of a designated bushfire prone area. The proposed development is for non-habitable development and would unlikely change the existing bushfire status of the site.</p> <p>The proposed development will have minimal impact on the existing natural environment.</p> <p>The proposed development is for non-habitable purposes and therefore effluent disposal is not applicable to this proposal.</p> <p>The proposed development may have a visual impact insofar as it will be visible from the adjoining property when standing in the paddock. The nearest dwelling is approximately 200m away, therefore the visual impact will be minimal. Notwithstanding this, landscaping may mitigate visual impact.</p> <p>The proposed development is for non-habitable purposes and therefore servicing/infrastructure is not applicable to this proposal.</p>

- Clause 4.54.10 – Reasons for Refusal

In accordance with clause 4.54.10, the local government shall refuse an application for development approval where in its opinion the proposed development will:

- (i) *adversely affect the rural landscape;*
- (ii) *adversely impact upon the agricultural use of the land and adjacent/nearby areas;*
- (iii) *cause detrimental environmental impacts;*
- (iv) *result in unacceptable fire management risk;*
- (v) *place unacceptable servicing requirements which have not been appropriately addressed by the applicant;*
- (vi) *result in the impacts of the proposed use/development not being adequately contained on the application site;*
- (vii) *in the opinion of the local government, result in an undesirable planning outcome.*

- Clause 4.5 – Variations to site and development standards and requirements

Clause 4.5 is relevant and states:

4.5.1 *Except for development in respect of which the Residential Design Codes apply, if a development is the subject of an application for development approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.*

4.5.2 *In considering an application for development approval under this clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjacent to the site which is the subject of consideration for the variation, the local government is to –*

- (i) *consult the affected parties by following one or more of the provisions for advertising under clause 64 of the deemed provisions; and*
- (ii) *have regard to any expressed views prior to making its determination to grant the variation.*

4.5.3 *The power conferred by this clause may only be exercised if the local government is satisfied that –*

- (i) *approval of the proposed development would be appropriate having regard to the matters to be considered set out in clause 67 of the deemed provisions; and*
- (ii) *the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.*

Officers acknowledge that adjoining landowners use the land for livestock and the keeping of animals which may have been impacted by vehicular access encroaching within the development setback area. However, the applicant has reiterated that the only use of machinery in this location is within the tunnel greenhouse and is a small tractor for spraying

purposes. The use of this machinery is on a minimal basis and is not uncommon in the surrounding area. It is therefore considered that the impact is likely to be minimal and will not adversely impact the agricultural use of neighbouring land.

Notwithstanding this, machinery access to the tunnel greenhouse can be restricted on this side.

CONSULTATION

In accordance with clause 4.5 of LPS7 as outlined above, in considering an application for development approval that proposes a variation to a Scheme requirement, the local government is to form an opinion on whether the variation is likely to affect any owners or occupiers in the general locality or adjoining the site. In the case where it is considered that owners or properties may be affected, the local government must consult those parties and have regard to any expressed views prior to making its determination.

It was the opinion of officers that the proposed variation to the setback requirement warranted advertising to the adjoining landowners.

OFFICER COMMENT/CONCLUSION

In reviewing the application for the tunnel greenhouse, it was noted that the current submitter previously agreed to, and endorsed, the existing tunnel greenhouse that is located 11m from the boundary. However, they have since modified their previously stated position and have advised they were not fully aware of the visual impact, nor the noise the plastic cladding can make in the wind.

The objections raised during the advertising period were thoroughly considered based on the context of the site including:

- The existing development on the site and the surrounding area;
- The use of the proposed tunnel greenhouse for intensive agriculture purposes which is permitted in the Priority Agriculture zone;
- Potential common land use conflicts, particularly between animals, residential use and farming activities;
- The location of the nearest existing dwelling in relation to the tunnel greenhouse and subject property boundary;
- The objectives of the Priority Agriculture zone;
- The likely impacts should the applicant move the development to the compliant setback;
- Whether potential impacts can be ameliorated through conditions of approval.

Whilst there may be a visual impact to the rural landscape, insofar as the development will be visible from the adjoining property paddocks and Hamilton Road (to the south), compliance with the setback requirement would not necessarily result in an improved visual outcome. It is considered that the visual impact will be minimal as the nearest dwelling on the adjacent property being approximately 200m away. Notwithstanding this, the introduction of landscaping adjacent to the development will mitigate visual impact and is a common condition imposed for this purpose.

The proposed development is considered consistent with the existing development on the site and the Priority Agriculture zone, particularly for intensive agricultural use which is common in the area.

It is considered that the proposed variation to the required setback will not jeopardise the objectives of the Priority Agriculture zone and will have minimal impact on the function and use of the adjoining property. It is therefore recommended that Council resolves to approve the application for development approval, subject to the conditions contained in the officer recommendation.

COUNCIL RESOLUTION 58/21

Moved Cr Mitchell

Seconded Cr Newman

That Council:

- 1. Pursuant to Schedule 2, Part 9, Clause 68 of the *Planning and Development (Local Planning Schemes) Regulations 2015* approve the development of a tunnel greenhouse at Lot 103 (107) Irishtown Road, Donnybrook, subject to the following:**

Conditions:

- a. The approved development must accord with the endorsed plan(s), including any notations, and must not be altered or modified, without prior approval from the Shire.**
- b. The approved tunnel greenhouse shall only be used for purposes associated with the residential or agricultural use of the property and is not to be used for habitable, commercial or industrial purposes without prior approval from the Shire.**
- c. All stormwater from the proposed development including building(s) and hardstand area(s) shall be managed by the landowner in accordance with the *Shire of Donnybrook Balingup's Policy 4.27 – Stormwater Management Private Land*.**
- d. Any damage to the structure's covering material is to be rectified within 7 days to the satisfaction of the Chief Executive Officer to avoid unwanted noise.**

Advice Notes:

- a. With regards to Condition (c), written approval must first be obtained from the Shire if a landowner proposes to direct discharge of stormwater into the Shire's open or piped drainage infrastructure.
- b. It is the responsibility of the landowner to ensure that the structure is wholly outside of the Easement as illustrated on Deposited Plan 411036 (attached).
- c. All noise emitted from the property is required to comply with the *Environmental Protection (Noise) Regulations 1997*.
- d. Construction work is to be appropriately managed to ensure compliance with the *Environmental Protection (Noise) Regulations 1997*. In accordance with the Regulations, construction work is not permitted:
 - outside of the hours of 7:00am to 7:00pm;
 - on a Sunday;
 - or on a Public Holiday.
- e. Compliance with the Building Code of Australia is required. A Building Permit Application must be submitted to, and approved by, the Shire prior to the commencement of any development. The Building Permit plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent amendments to the plans may require additional development approval.
- f. If the development the subject of this approval is not substantially commenced within a period of two years, the approval will lapse and be of no further effect.
- g. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.
- h. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.

CARRIED 7/0 by En Bloc Resolution

9.1.4 COMMUNITY TOWNSCAPE ACTIVITIES – DRAFT COUNCIL POLICY AND OPERATIONAL PROCEDURE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC08/6
Author	Steve Potter, Executive Manager Operations
Responsible Officer	Steve Potter, Executive Manager Operations
Attachments	9.1.4(1): Draft Council Policy – Community Townscape Activities 9.1.4(2): Draft Operational Procedure – Townscape Funds and Activities
Voting Requirements	Simple majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Section 2.7(2)(b) of the <i>Local Government Act 1995</i>, formally adopts <i>Council Policy – Townscape Activities</i> as provided in Attachment 9.1.4(1); 2. Expresses its gratitude to the Balingup Townscape Committee and Kirup Progress Association for their contribution and the collaborative approach demonstrated during the preparation of the Policy and Operational Procedure.

STRATEGIC ALIGNMENT

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

Outcome: Effective leadership and civic responsibility

Strategy: A strategically focused, open and accountable local government

Action: Provide accountable and strategic leadership.

EXECUTIVE SUMMARY

A new Council Policy (*Council Policy – Townscape Activities*) is presented to Council for consideration.

It is recommended that Council adopts the new policy.

BACKGROUND

At the Ordinary Council Meeting in November 2020, Council resolved the following:

“That Council:

- 1. Acknowledges the correspondence received from the Balingup Townscape Committee and expresses the Shire’s gratitude for the ongoing contribution of its members in improving the Balingup townsite;*
- 2. Advises the Balingup Townscape Committee that no additional funds are available in the 2020/21 financial year for BTC activities;*
- 3. Advises the Balingup Townscape Committee that no additional funds are available in the 2020/21 financial year to undertake works to raise and/or restore the Rothery Walk Bridge;*
- 4. Advises the Balingup Townscape Committee that it is the intention of Council to coordinate any future works associated with the Rothery Walk Bridge due to compliance and safety considerations;*
- 5. Confirms it is the position of Council that the role of the Balingup Townscape Committee is to undertake low risk beautification activities and to provide recommendations to Council on larger infrastructure projects;*
- 6. Instructs the Chief Executive Officer to develop a draft Council Policy in collaboration with the Balingup Townscape Committee to provide guidance to Council, Staff and the Balingup Townscape Committee on the application of Shire funds and administration of projects which is to include the following:*
 - 6.1 Calculation of annual Shire funds allocated to BTC;*
 - 6.2 Eligible activities for BTC volunteers;*
 - 6.3 Activities that will remain the responsibility of the Shire;*
 - 6.4 BTC annual application process for Shire funds;*
 - 6.5 Shire assessment of BTC applications and proposed projects;*
 - 6.6 Project oversight by Shire of BTC activities;*
 - 6.7 Fund acquittal process.*
- 7. Instructs the Chief Executive Officer to provide a copy of the draft Policy to the Balingup Townscape Committee for review and comment by 28 February 2021.*
- 8. Instructs the Chief Executive Officer to bring a further report back to Council for further consideration at the April 2021 Ordinary Council Meeting, subject to comments being provided by the Balingup Townscape Committee by 31 March 2021.”*

Subsequent to Council’s decision, Staff commenced the process of drafting documentation, where it became apparent that any policy/operational procedure of this nature should apply to all community delivered townscape activities, rather than being specific only to the Balingup Townscape Committee. This resulted in the development of two documents as follows:

- *Council Policy – Townscape Activities*

- *Operational Procedure – Townscape Funds and Activities - Administration*

The draft documentation was provided to relevant community groups, specifically the Balingup Townscape Committee (BTC) and the Kirup Progress Association (KPA), which resulted in both groups providing feedback and further amendments made. The amended draft documentation presented to Council has been endorsed by both the BTC and KPA.

FINANCIAL IMPLICATIONS

Council will need to determine the extent it wishes to deliver townscape projects through its Annual Budget. It is anticipated that a further report will be presented, possibly in May, with the BTC's and KPA's proposed projects for consideration in the 2021/22 Annual Budget.

POLICY COMPLIANCE

This Policy represents a new policy of Council.

STATUTORY COMPLIANCE

Council is to determine a local government's policies as per section 2.7 (2)(b) of the Local Government Act 1995.

CONSULTATION

Consultation has been undertaken with both the BTC and the KPA who have both indicated their support for the proposed Policy and Operational Procedure.

OFFICER COMMENT / CONCLUSION

It was evident that there was a greater need for guidance for all parties in the allocation of Shire funds for community driven townscape activities. The proposed Policy and Operational Procedure are considered to clarify a range of aspects and will ensure that a clear process is established and followed in the future. This will enable appropriate allocation of funds and a suitable level of oversight for community projects undertaken on Shire managed land, whilst achieving governance objectives.

COUNCIL RESOLUTION 59/21

Moved Cr Atherton

Seconded Cr Wringe

That Council:

- 1. Pursuant to Section 2.7(2)(b) of the *Local Government Act 1995*, formally adopts *Council Policy – Townscape Activities* as provided in Attachment 9.1.4(1);**
- 2. Expresses its gratitude to the Balingup Townscape Committee and Kirup Progress Association for their contribution and the collaborative approach demonstrated during the preparation of the Policy and Operational Procedure.**

CARRIED 7/0

9.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT

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

9.2.2 MONTHLY FINANCIAL REPORT – MARCH 2021

The Monthly Financial Report for March 2021 will be provided to Councillors prior to the Ordinary Council Meeting (Attachment 9.2.2(1)).

EXECUTIVE RECOMMENDATION

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

COUNCIL RESOLUTION 46/21 (made earlier in the meeting)

That item 9.2.2 Monthly Financial Report – March 2021 be removed from en bloc and presented to the May 2021 Ordinary Council Meeting.

9.2.3 FEES AND CHARGES – SPORTING AND COMMUNITY GROUPS 2020-21 BUDGET

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	
Author	Paul Breman – Executive Manager Corporate and Community Services
Responsible Manager	Paul Breman – Executive Manager Corporate and Community Services
Attachments	9.2.3(1): COVID-19 Recovery Plan Community Leases
Voting Requirements	Absolute Majority

Recommendation
<p>That Council</p> <ol style="list-style-type: none"> 1. Provides a 50% waiver to selected local sporting and community groups for the fees and charges applied in the 2020-21 budget in accordance with Attachment 9.2.3(1) in response to the influences of the continuing COVID 19 Pandemic; and 2. Amend the 2020-21 Budget to transfer an amount of \$4,384 from the COVID 19 Reserve to compensate for the reduced revenue associated with the provision of a 50% waiver on fees and charges to local sporting and community groups for the 2020-21 year. <p>ABSOLUTE MAJORITY VOTE REQUIRED</p>

STRATEGIC ALIGNMENT

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

Outcome	3.2	Well supported community groups and facilities
Strategy	3.2.2	Encourage and support volunteers and community organisations
Action	3.2.2.2	Provide support for community organisations

EXECUTIVE SUMMARY

This item seeks to gain approval to apply a 50% waiver of fees and charges in relation to use of Shire facilities and grounds for local community and sporting clubs in recognition of the impact of the global COVID-19 pandemic on clubs capacity to operate under normal conditions.

The financial impact of applying this 50% waiver for the 2020-21 financial year is \$4,384 and this may be sourced from the existing COVID 19 Reserve which currently has a balance of \$102,532.

BACKGROUND

The Shire established a COVID 19 Response Plan (adopted by Council at a Special Council Meeting held 6 April 2020) in reaction to the worldwide Pandemic and the potential for the Virus to have impacts on the economic and social wellbeing of the community.

Contained in the plan was a recognition of the potential widespread restriction of movement would have on the finances and viability of local sporting and community groups. The Plan contained provision for fees and charges relief for local sporting and community groups in regard to those levied annually by the Shire for use of facilities and sporting grounds.

The assistance provided to local sporting and community groups during the previous 2019-20 year is contained in a column on the attached schedule of information at Attachment 9.2.3(1).

The 2021-21 budget was prepared at a time when the impacts and longevity of the pandemic was still very uncertain. As such no definitive treatment was contained in the budget in relation to fees and charges for sporting and community groups in the 2020-21 financial year.

FINANCIAL IMPLICATIONS

The COVID 19 reserve currently has a balance of \$102,532 at the time of preparing this report and an estimated balance of \$99,442 as at 30 June 2021. This reserve was established at the time of establishing the Shire's overall response to the COVID 19 Pandemic in April 2020.

The financial impact of applying the 50% waiver is \$4,384 which may be sourced via utilisation of funds in the COVID19 Cash Reserve.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

The Local Government Act 1995, contains a provision that permits the Council, by absolute majority, to waive fees and charges (or a portion thereof) at its discretion as follows:

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

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

* Absolute majority required.

CONSULTATION

No consultation has occurred, as It is assumed that local sporting clubs and sporting groups would not have any objection to a waiver being applied in their favour.

OFFICER COMMENT/CONCLUSION

Although Western Australia, unlike some other States, has been fortunate in avoiding prolonged community shutdowns due to the application of hard borders, the State Government, in early February 2021, did instigate a 5-day lockdown in response to a potential outbreak and community transmission. The potential for this to occur again is still present and uncertain.

COVID response plans, social distancing, sanitizing, visitor registers and the uncertainty of future lockdowns has the potential to impact on sporting and community group participation levels and their capacity for fundraising as well as adding to their overall administration costs.

It is recommended that the Shire recognise the impact of these uncertain times by approving a 50% waiver on the standard fees and charges for 2020-21 year in accordance with the schedule attached at 9.2.3(1).

COUNCIL RESOLUTION 60/21

Moved Cr Mitchell

Seconded Cr Newman

That Council

- 1. Provides a 50% waiver to selected local sporting and community groups for the fees and charges applied in the 2020-21 budget in accordance with Attachment 9.2.3(1) in response to the influences of the continuing COVID 19 Pandemic; and**
- 2. Amend the 2020-21 Budget to transfer an amount of \$4,384 from the COVID 19 Reserve to compensate for the reduced revenue associated with the provision of a 50% waiver on fees and charges to local sporting and community groups for the 2020-21 year.**

**CARRIED 7/0 by En Bloc Resolution
ABSOLUTE MAJORITY VOTE ATTAINED**

9.2.4 TUIA LODGE QUARTERLY REPORT – QUARTER THREE (2020/21)

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	CSV 01/2
Author	Bob Lowther, Manager Aged Care
Responsible Officer	Bob Lowther, Manager Aged Care
Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	9.2.4(1) – Tuia Lodge Quarter Three Report
Voting Requirements	Simple Majority

Recommendation
That Council receive the Tuia Lodge Quarterly Report for Quarter Three 2020/21 (January - March).

STRATEGIC ALIGNMENT

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

EXECUTIVE SUMMARY

This report covers quarter three (3) of the 2020/21 financial year. Comprehensive details including an Executive Summary, Residential Data, Employee Statistics, Occupational Safety and Health, Maintenance and Finance, are provided for Council’s information.

BACKGROUND

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

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

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

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

In accordance with 2020/21 Budget allocations.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Aged Care Act 1997.

OFFICER COMMENT / CONCLUSION

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

COUNCIL RESOLUTION 61/21

EXECUTIVE RECOMMENDATION

Moved Cr Atherton

Seconded Cr Wringe

That Council receive the Tuia Lodge Quarterly Report for Quarter Three 2020/21 (January - March).

CARRIED 7/0

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 NEW MODEL CODE OF CONDUCT FOR COUNCIL MEMBERS AND MODEL STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	NA
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.1(1): Code of Conduct for Council Members, Committee Members and Candidates 9.3.1(2): Model Standards CEO Recruitment, Performance and Termination
Voting Requirements	Absolute Majority

Recommendation
<p>That Council, pursuant to the new Local Government (Model Code of Conduct) Regulations 2021 and the amended (Local Government Administration Amendment Regulations 2021:</p> <ol style="list-style-type: none"> 1. Adopt the Model Code of Conduct for Council Members, Committee Members and Candidates (Model Code) as attached at Attachment 9.3.1(1). 2. Adopt the Model Standards for CEO Recruitment, Performance and Termination (Model Standards) as attached at Attachment 9.3.1(2). <p>ABSOLUTE MAJORITY VOTE REQUIRED</p>

STRATEGIC ALIGNMENT

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

Outcome	4.1	A strategically focussed, open and accountable local government
Strategy	4.1.1	Provide Accountable and strategic leadership

EXECUTIVE SUMMARY

Council is requested to adopt the New Model Code of Conduct for Council Members, Committee Members and Candidates’ and the ‘Model Standards for CEO Recruitment, Performance and Termination as per the new *Local Government (Model Code of Conduct) Regulations 2021* and the Amendment (*Local Government (Administration) Amendment Regulations 2021* introduced by the Department Local Government Sporting and Cultural Industries (DLGSCI) 3 February 2021.

BACKGROUND

On 3 February 2021 new regulations came into effect, prescribing a "Model Code of Conduct for Council Members, Committee Members and Candidates and "Model Standards for the Recruitment, Performance and Termination of Local Government CEOs'.

Both Models must be adopted by 3 May 2021. The Model Code and Model Standards apply as from 3 February 2021, regardless of whether a local government has adopted them. However, it is a statutory requirement to adopt them within three months of the regulations coming into effect, 3 May 2021.

Council, at its February 2021 OCM adopted the complaints form and appointed the CEO as the Shire Complaints Officer which are detailed in the Model Code of Conduct.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Voting requirements are by Absolute Majority - *Local Government Act 1995 section 5.104 (Model Code) and section 5.39B (Model Standards)*.

CONSULTATION

WALGA are preparing a detailed framework around the Model Code of Conduct but this is yet to be received.

OFFICER COMMENT/CONCLUSION

Due to the tight timeframe imposed by the Department of Local Government, it is proposed to adopt the Model Code and Model Standards as they have been legislated, upon receipt of WALGA framework the two documents can be re-considered by Council.

COUNCIL RESOLUTION 62/21

Moved Cr Mitchell

Seconded Cr Newman

That Council, pursuant to the new Local Government (Model Code of Conduct) Regulations 2021 and the amended (Local Government Administration Amendment Regulations 2021:

- 1. Adopt the Model Code of Conduct for Council Members, Committee Members and Candidates (Model Code) as attached at Attachment 9.3.1(1).**
- 2. Adopt the Model Standards for CEO Recruitment, Performance and Termination (Model Standards) as attached at Attachment 9.3.1(2).**

**CARRIED 7/0 by En Bloc Resolution
ABSOLUTE MAJORITY VOTE ATTAINED**

9.3.2 CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM REVIEW

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	NA
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.2(1): CRM Business Case
Voting Requirements	Simple Majority

Recommendation
That Council receive the Business Case for a Customer Relationship Management System and acknowledge the recommendations contained within.

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

Council is requested to receive the Business Case for a Customer Relationship Management System (CRMS) and acknowledge the recommendations contained within.

BACKGROUND

Council instructed the Chief Executive Officer to develop a business case for a customer relationship management system, with costs for consideration in the 2021/22 Budget.

FINANCIAL IMPLICATIONS

Councils' decision will determine the budget amount to allocated in the 2021-2022 budget. Work / research to date has been undertaken by staff.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Nil

CONSULTATION

Three businesses were consulted for product and cost information. Internal (staff) consultation was also undertaken with the Executive.

OFFICER COMMENT/CONCLUSION

Whilst researching and collecting information from CRM providers it became evident the Shires current IT infrastructure could not support a new program.

It is recommended that Council consider including a provision in the 2021-2022 budget to engage a consultant to provide a comprehensive review of the current IT infrastructure and provide Council with a Strategic Information Management Plan that incorporates Records Management.

OUTCOME OF MEETING

PROCEDURAL MOTION

Moved Cr Mitchell Seconded Cr Atherton

That Standing Orders be suspended.

CARRIED 6/1

PROCEDURAL MOTION

Moved Cr Lindemann Seconded Cr Newman

That Standing Orders be resumed.

CARRIED 7/0

COUNCIL RESOLUTION 63/21

Moved Cr Lindemann Seconded Cr Atherton

That Council receive the Business Case for a Customer Relationship Management System and acknowledge the recommendations contained within.

CARRIED 7/0

FORESHADOWED ALTERNATE MOTION (CR MITCHELL)

That a consultant with the appropriate skills is immediately engaged to provide:

- 1. A report on a corporate wide review of IT systems and applications software to address the gaps and the functionality including a corporate wide review of IT infrastructure, communications and cabling to address gaps to improve productivity.**
- 2. The report is to include costs and quotes.**
- 3. Council will instruct the CEO to engage the consultant at a cost of up to \$40,000.**

9.3.3 WARREN BLACKWOOD ALLIANCE OF COUNCILS MEMBERSHIP

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	CNL 16
Author	Ben Rose, Chief Executive Officer
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council agree to continue membership on the Warren Blackwood Alliance of Councils and instruct the Chief Executive Officer to include the membership fee of \$14,103.41 in the Draft 2021/22 Budget.</p>

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

At its Ordinary Council Meeting of 22 May 2019, Council agreed to join the Warren Blackwood Alliance of Councils (WBAC) for a two year trial period at a discounted rate of 50%. It is recommended Council continue membership on the WBAC and include the membership fee in budget deliberations for the 2021/22 financial year.

BACKGROUND

At its Ordinary Council Meeting of 22 May 2019, Council resolved to become a member of the WBAC and nominate the Shire President and Chief Executive Officer as the Shire of Donnybrook Balingup representatives. At its Ordinary Council Meeting of 26 June 2019, Council resolved to nominate Councillor Wringe as the second Shire representative, with Councillor Atherton as proxy for both Councillor Wringe and the Shire President.

The WBAC is a voluntary regional organisation which highlights and progresses key issues impacting the region, leading the way in partnership development, relationship building and project progression. WBAC has represented the Shire of Bridgetown-Greenbushes, Shire of Manjimup and Shire of Nannup for 19 years and have developed an excellent working partnership and undertaken many regional collaborative projects such as:

- The design and production of a regional map that promotes scenic routes between our towns
- Development of the Southern Forests Visitor Guide – a regional tourism guide
- Development of a Regional Trails Strategy and website
- Management and building of the Warren Blackwood Regional Stock Route
- Progressed the 'Warren Blackwood Sub Regional Growth Plan'

According to the WBAC, they have become a 'go to' for government departments when dealing with regional issues in the Warren Blackwood region. The WBAC is an incorporated association, with a part-time Executive Officer, and meets bi-monthly. Presidents, Chief Executive Officers and one Councillor from each Shire are invited to attend the meetings which are rotated around the Shires. Each Shire has two voting rights which are generally used by the Shire President and Councillor, and the Chairperson rotates between the Shires annually. The WBAC has a very close partnership with the South West Development Commission (SWDC) with senior and regional staff attending meetings, along with guest speakers on occasion.

With regionally significant growth and economic development arising from mining in Greenbushes (Talison), as well as coordinated sub regional growth planning (via SWDC) presently underway, maintaining 'proximity and influence' to key stakeholders and decision makers in the region (SWDC, other local governments, Talison etc) WBAC provides an effective advocacy instrument for the Shire. On this basis, it is recommended that the Shire continue its membership with membership fees for 2021/22 to be reviewed as part of budget deliberations.

Presently, the Shire is also a member of the Bunbury Geographe Economic Alliance (BGEA). The BGEA is a membership-based economic development advocacy association, with mixed membership between the private sector, State Government, local governments and other not-for-profit associations (e.g. Regional Chamber of Commerce). The majority of membership of the BGEA is from the private sector, and the majority of outcomes sought relate directly to improvement (diversity, resilience) of economic conditions within the Bunbury Geographe district.

Unlike the structure and objectives of the BGEA, the WBAC is a local government only entity (Shires of Bridgetown-Greenbushes, Nannup, Manjimup, Boyup Brook and Donnybrook Balingup), with terms of reference to address key issues affecting the region – economic, environmental, social or other.

FINANCIAL IMPLICATIONS

The WBAC offered the Shire a 50% discount in membership fees for the first two years (2019-2021).

The table below outlines each Shire’s contribution for 2021/22:

	WBAC Project	Total Trails	Total contribution
Bridgetown-Greenbushes	\$12,127.00	\$999.41	\$13,126.41
Manjimup	\$17,010.00	\$999.41	\$18,009.41
Nannup	\$8,465.00	\$999.41	\$9,464.41
Donnybrook Balingup	\$13,104.00	\$999.41	\$14,103.41
Boyup Brook	\$4,196.00	\$999.41	\$5,195.41
SWDC	\$5,000.00	\$ -	\$5,000.00
			\$64,899.05

The Shire of Donnybrook Balingup contribution for 2021/22 would be \$14,103.41.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

Not applicable.

OFFICER COMMENT/CONCLUSION

The WBAC works on highlighting and progressing key issues impacting the region, and it would be beneficial for the Shire of Donnybrook Balingup to continue its involvement from a regional economic development and a strategic planning perspective.

COUNCIL RESOLUTION 64/21

Moved Cr Lindemann Seconded Cr Atherton

That Council agree to continue membership on the Warren Blackwood Alliance of Councils and instruct the Chief Executive Officer to include the membership fee of \$14,103.41 in the Draft 2021/22 Budget.

CARRIED 6/1

FORESHADOWED ALTERNATE MOTION (CR MITCHELL)

That Council thanks the Warren Blackwood Alliance of Councils for their offer of membership, however respectfully declines the offer.

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 COUNCILLOR

Nil.

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

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 Council accept the following items as matters of urgent business:

12.1.3 CONFIDENTIAL – TUIA LODGE DIVESTMENT

12.1.4 CONFIDENTIAL – WORKFORCE PLANNING

COUNCIL RESOLUTION 65/21

Moved Cr Piesse

Seconded Cr Atherton

That Council accept the following items as matters of urgent business:

12.1.3 CONFIDENTIAL – TUIA LODGE DIVESTMENT

12.1.4 CONFIDENTIAL – WORKFORCE PLANNING

CARRIED 7/0

The two Confidential items will be discussed behind closed doors with the remainder of the Confidential items on the Agenda.

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

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

12.1.1 CONFIDENTIAL – DONNYBROOK WASTE MANAGEMENT FACILITY – FUTURE OPTIONS ASSESSMENT

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

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

12.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE APPRAISAL – SELECTION OF CONSULTANT

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

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

12.1.3 CONFIDENTIAL – TUIA LODGE DIVESTMENT

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

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

12.1.4 CONFIDENTIAL – WORKFORCE PLANNING

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

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

RECOMMENDATION

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

- 12.1.1 **CONFIDENTIAL – DONNYBROOK WASTE MANAGEMENT FACILITY – FUTURE OPTIONS ASSESSMENT**
- 12.1.2 **CONFIDENTIAL – CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE APPRAISAL – SELECTION OF CONSULTANT**
- 12.1.3 **CONFIDENTIAL – TUIA LODGE DIVESTMENT**
- 12.1.4 **CONFIDENTIAL – WORKFORCE PLANNING**

COUNCIL RESOLUTION 66/21

Moved Cr Newman

Seconded Cr Wringe

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

- 12.1.1 **CONFIDENTIAL – DONNYBROOK WASTE MANAGEMENT FACILITY – FUTURE OPTIONS ASSESSMENT**
- 12.1.2 **CONFIDENTIAL – CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE APPRAISAL – SELECTION OF CONSULTANT**
- 12.1.3 **CONFIDENTIAL – TUIA LODGE DIVESTMENT**
- 12.1.4 **CONFIDENTIAL – WORKFORCE PLANNING**

CARRIED 7/0

The meeting was closed to the public at 6.19pm.

COUNCIL RESOLUTION 71/21

Moved Cr Atherton

Seconded Cr Wringe

That the meeting be re-opened to the public.

CARRIED 7/0

The meeting was re-opened to the public at 7.51pm.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

RESOLUTION 67/21

That Council endorses the recommendations outlined in the Confidential Report.

RESOLUTION 68/21

That Council endorses the recommendations outlined in the Confidential Report.

RESOLUTION 69/21

That Council endorses the recommendations outlined in the Confidential Report.

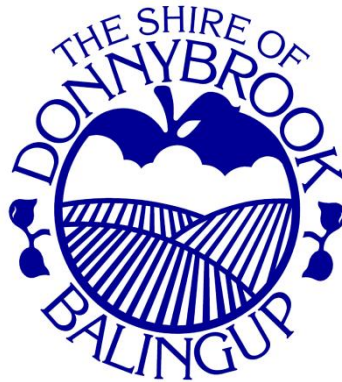
RESOLUTION 70/21

That Council endorses the recommendations outlined in the Confidential Report.

13 CLOSURE

The Shire President to advise that the next Ordinary Council Meeting will be held on 26 May 2021 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President closed the meeting at 7.51pm.



AGED CARE COMMUNITY REFERENCE GROUP MEETING

Held on

Thursday 29 April 2021

Commencing at 6.30pm

Council Chamber

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

Ben Rose
Chief Executive Officer

7 May 2021

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SHIRE OF DONNYBROOK BALINGUP
AGED CARE COMMUNITY REFERENCE GROUP

Held in the Council Chambers
Thursday, 29 April 2021 at 6.30pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Chairperson – Acknowledgment of Country

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

The Chairperson declared the meeting open.

2 ATTENDANCE

2.1 MEMBERS PRESENT

Cr Brian Piesse (Chairperson)	Ben Rose – Chief Executive Officer
Cr Jackie Massey	Paul Breman – Executive Manager Corporate and Community
Cr Leanne Wringe	
Dr Leanne Abas	
Mr Ian Telfer	
Ms Dawn Tan	
Ms Judy Bishop	

2.2 APOLOGIES

Nil

2.3 GUESTS

Nil

3 DECLARATION OF INTEREST

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

Nil

4 CONFIRMATION OF MINUTES

Minutes of the Aged Care Community Reference Group held 19 June 2020 are attached (*attachment 4(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Aged Care Community Reference Group held 19 June 2020 be confirmed as a true and accurate record.

COMMITTEE RESOLUTION

Moved Ian Telfer Seconded Cr Jackie Massey

That the Minutes from the Aged Care Community Reference Group held 19 June 2020 be confirmed as a true and accurate record.

CARRIED 7/0

5 DISCUSSION ITEMS

5.1 DONNYBROOK WELL AGED UNITS

BACKGROUND

The Shire operates the accommodation at Minnipup Cottages (122 South West Hwy) and Langley Villas (142 South West Hwy) Donnybrook, collectively known as the Well-Aged/affordable accommodation Units.

The ownership and operating status of the accommodation units are set out below:

Name	Units	JV Ownership		JV Contract Term		
		Shire	State	Start	Term	Finish
Minnipup	1,2,3 & 4	100%	0	N/A	N/A	N/A
Minnipup	5,6,7 & 8	34.48%	65.52%	06/03/1997	25 Years	06/03/2022
Minnipup	9,10,11 & 12	15.20%	84.80%	06/03/1997	25 Years	06/03/2022
Langley	1,2,3,4,5 & 6	23.42%	76.58%	05/01/2001	25 Years	05/01/2026
Langley	7,8 & 9	23.42%	76.58%	15/01/2001	25 Years	15/01/2026

The units were predominately constructed under five Joint Venture (JV) agreements with Homeswest (now the Department of Communities). Only units 1 to 4 Minnipup Cottages are wholly owned by the Shire of Donnybrook Balingup.

The contract term of the JV agreements for units 5-8 and 9-12 Minnipup Cottages terminate on 6 March 2022. The relevant JV agreements set out the following actions on expiry of the contract term as follows:

- 7.1 *At least six months before the expiration of the Term, but not earlier than 18 months before the expiration of the Term, the Parties shall agree to one of the following courses of action:*
- a) *To enter into a new joint venture agreement between the Parties on new terms and conditions with a view to continuing the Project;*
 - b) *To extend the Term of the existing Agreement for a further period as agreed between the Parties;*
 - c) *To assign or transfer the Organisation's Interest in the Joint Venture Property to another organisation or party which agrees to be bound by all the terms and conditions of this agreement for the new term or is willing to negotiate a new Joint Venture agreement with Homeswest;*

- d) *The Organisation to buy out Homeswest's equitable Interest in the Joint Venture at its Current Market Value;*
- e) *Homeswest to purchase the Organisation's equitable Interests in the Joint Venture Property at its Current Market Value, and thereby transfer proprietorship of the Land to Homeswest;*
- f) *To sell the Joint Venture Property at its Current Market Value and divide the proceeds of the sale between the Parties based on each Party's percentage equitable Interest in the Joint Venture as identified in Item 3 of the Schedule.*

The JV agreements for the two groups of units at Langley Villas also have similar expiry of term clauses to those contained in the Minninup JV agreements

Contact has been made with the relevant Officers at the Department of Communities and they have requested that the Council consider the termination clauses in the JV agreements and advise the Department its preferred action.

The Shire engaged Ansell Strategic to deliver a report (previously made available to the reference group) making recommendations on the future of Aged Care Services and accommodation in the District. The outcome of that review was a recommendation that the Shire should consider exiting from the delivery of aged care services and accommodation.

In relation to the operation of Tuia Lodge, the Aged Care Community Reference Group (ACCRG) recommended to the Council that Tuia Lodge be outsourced, and the Council resolved to undertake this process. At the time of making this recommendation to the Council, the ACCRG were aware the scope of the reference group was not concluded, and it remained to consider the future operation of Preston Retirement Village as well as Minninup Cottages and Langley Villas.

OFFICER COMMENT

The work in negotiating an outcome that results in Tuia Lodge being operated by another licenced provider, with the Shire leasing the land and building to that provider, is still in progress. Work continues documenting the commercial terms negotiated to date and the preferred new operator is undertaking due diligence prior to any public announcement and publication of the details of the transaction.

During the negotiations with the preferred new operator, they were requested to consider involvement in the future operation of PRV and the Well-aged units as part of their overall strategy for Aged Care services in Donnybrook. Although the preferred operator has not categorically rejected the future of this proposal, it was obvious from the discussions that activities on the scale of PRV and the Well-Aged units are not part of the overall portfolio planning for Donnybrook. Based on discussions, it is suggested the Shire should consider the potential for alternative opportunities for the future of both the PRV and Well Aged units.

Please see the attached schedule with comments on the impact of each of the courses of action as set out under 7.0 of the JV agreements (attachment 5.1(1)).

To deal with only the termination of the JV agreements in relation to Minninup Cottages without also considering the future of the adjacent Langley Villas, even though the Langley JV

agreements still have some years to run, would be short sighted. If the Department of Communities was willing to consider a bundled approach to all the JV agreements, this would seem to be the best outcome.

The practical course of action available to the Shire to exit operation of the units and still maintain the service to the community would be to:

7.1(e) request the State to purchase the Shire’s equitable interest in all the well-aged units including units 1 to 4 (wholly owned by the Shire) at agreed market value resulting in the Department of Communities operating all units at Minninup and Langley on the same basis as is undertaken by the Shire; or

7.1(f) Seek approval from the Department of Communities to jointly sell all JV units and add into the sale the units wholly owned by the Shire, to achieve the transfer to another entity whose objects and charter align with the ongoing delivery of affordable accommodation.

If the JV units were sold to the State, it would trigger clause 8.7 and 8.8 of the agreements in that:

8.7 Any surplus income accumulated by the Organisation (Shire) from the management and operation of the Units may be used, subject to the approval of Homeswest, as cash contributions towards further low-income rental housing projects, improvements or upgrades to existing Joint Venture Units or other purposes agreed in writing by Homeswest.

8.8 Where no agreed purpose can be found for the use of surplus income as referred to be Clause 8.7 or the Guidelines, then such surplus is to be divided proportionately between Homeswest and the Organisation (Shire) based on each Parties percentage equitable Interest in the Joint Venture as identified in Item 3 of the Schedule.

FINANCIAL CONSIDERATIONS

As of 30th June 2020, the balance of the surplus funds relating to the Joint venture properties was as follows:

Property	Units	JV Ownership		Surplus Balance 30 June 2020
		Shire	State	
Minninup	1,2,3 & 4	100%	0	\$56,545
Minninup	5,6,7 & 8	34.48%	65.52%	\$150,785
Minninup	9 ,10,11 & 12	15.20%	84.80%	\$243,531
Langley	1,2,3,4,5 & 6	23.42%	76.58%	\$339,703
Langley	7,8 & 9	23.42%	76.58%	\$199,811
Total				\$990,375

OFFICER RECOMMENDATION

The Aged Care Reference Group recommend to the Council that:

The Chief Executive Officer advise the Department of Communities that the Council seeks to enter negotiations with the Department of Communities to consider the future operation of all units at Minninup Cottages (122 South West Highway, Donnybrook) and all units at Langley Villas (142 South West Highway, Donnybrook) in accordance with the following clause:

1. 7.1(e) of the Joint Venture agreements being that the Department of Communities purchase the Shire's equitable interest in the Joint Venture properties, and in addition units 1-4 Minninup Cottages at the current market value and transfer proprietorship of the land to the Department of Communities; or.
2. 7.1(f) of the joint venture agreements being to sell the Joint Venture properties, and in addition, units 1-4 Minninup Cottages at their Current Market Value and divide the proceeds of the sale between the Parties based on each Party's percentage of equitable Interest in the Joint Venture, providing 100% of the net proceeds from the sale of units 1-4 Minninup Cottages is returned to the Shire of Donnybrook Balingup.

COMMITTEE RESOLUTION

Moved Dawn Tan

Seconded Cr Jackie Massey

The Aged Care Reference Group recommend to the Council that:

The Chief Executive Officer advise the Department of Communities that the Council seeks to enter negotiations with the Department of Communities to consider the future operation of all units at Minninup Cottages (122 South West Highway, Donnybrook) and all units at Langley Villas (142 South West Highway, Donnybrook) in accordance with the following clause:

1. 7.1(e) of the Joint Venture agreements being that the Department of Communities purchase the Shire's equitable interest in the Joint Venture properties, and in addition units 1-4 Minninup Cottages at the current market value and transfer proprietorship of the land to the Department of Communities; or.
2. 7.1(f) of the joint venture agreements being to sell the Joint Venture properties, and in addition, units 1-4 Minninup Cottages at their Current Market Value and divide the proceeds of the sale between the Parties based on each Party's percentage of equitable Interest in the Joint Venture, providing 100% of the net proceeds from the sale of units 1-4 Minninup Cottages is returned to the Shire of Donnybrook Balingup.

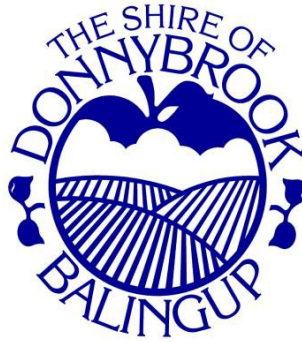
CARRIED 7/0

6 NEW BUSINESS

- Verbal update provided by the Executive Manager Corporate and Community on the transition of Tuia Lodge to a new provider.
- Preston Retirement Village future options were discussed generally.
- Mr Telfer noted a potential conflict of interest in the discussion as his mother/he are leases at Preston Retirement Village.
- Kelly Road lifestyle lots were discussed.
- Rural Health West was raised as an opportunity for advocacy with the Donnybrook Health Precinct concept.

7 CLOSURE

The Chairperson to declare the meeting closed.



Bush Fire Advisory Committee Meeting

Held on

Wednesday, 12 May 2021

At 6.00pm

At the Donnybrook Volunteer Fire & Rescue Station
3 Bentley St, Donnybrook WA 6239

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

Ben Rose
CHIEF EXECUTIVE OFFICER

17 May 2021

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**BUSHFIRE ADVISORY COMMITTEE
ANNUAL GENERAL MEETING
MINUTES
12 May 2021**

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SHIRE OF DONNYBROOK BALINGUP BUSHFIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING

**Held at the Donnybrook Volunteer Fire & Rescue Station on
Wednesday, 12 May 2021**

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Brian Piesse, acknowledged the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders past, present and emerging.

The Presiding Member declared the meeting open at 18:02 and welcomed the public gallery.

2 ATTENDANCE

Committee Members	Position / Representing
Cr. B. Piesse	Shire President - SoDB
B Dix	FCO - Upper Capel
S Rowe	FCO - Argyle-Irishtown
P Davis	FCO - Balingup
S Simmonds	FCO - Beelerup
D Tooke	FCO - Donnybrook
M Walker	FCO - Ferndale-Stirling Park
C Wringe	FCO - Kirup-Brazier
M Anderson	FCO - Lowden
G Hatch	FCO - Mumballup
A Scott	FCO - Mullalyup
I Ralph	Donnybrook Balingup
T McNab D Garner (Proxy)	FCO - Thompsons Brook / Brookhampton
Guests	Representing
G Hodgson	Forest Products Commission
D Peachey	Department of Biodiversity, Conservation and Attractions
J Newman	Department of Biodiversity, Conservation and Attractions
D Virgo	Department of Fire and Emergency Services
B Anderson	Volunteer Fire and Rescue Service
Shire Staff	Position
B Rose	Chief Executive Officer
S Potter	Director Operations
J Cooper	CESM
P Robins	Senior Ranger

2.1 APOLOGIES

Fire Control Officer	Brigade
T Thamo	Munro
G Foan	Thomson Brook

3 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

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

- Scott Rowe declared that he is an electrical contractor to the Shire of Donnybrook Balingup
- Chris Wringe declared that he is a mechanical contractor to the Shire of Donnybrook Balingup
- Paul Davis declared that he is an employee of the Shire of Donnybrook Balingup
- Michael Anderson declared that he is an employee of the Shire of Donnybrook Balingup

4 ELECTION OF BFAC CHAIR

The election of a new Chairperson is a process that is undertaken as part of the BFAC AGM held in April each year as outlined in Fire Control Policy 8.2.

Written nominations for the position of Chairperson were given to Cr Brian Piesse who was the Presiding Member for the election.

Mr Bevan Dix was nominated unopposed for the position of Chairperson, which he accepted.

Committee Resolution:

That Council endorse Mr Bevan Dix as Chairperson of the Shire of Donnybrook Balingup Bush Fire Advisory Committee.

Moved: D Tooke

Seconded: S Simmonds

Carried: 13/0

Presiding Member handed control of the meeting to the elected Chairperson, Mr Bevan Dix.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes from the Bush Fire Advisory Committee Annual General Meeting held on 29 October 2020 are attached in Attachment 5.1.

Committee Resolution:

That the Minutes of the Bushfire Advisory Committee Annual General Meeting held on 29 October 2020 are confirmed as a true and accurate record.

Moved: B Dix

Seconded: S Rowe

Carried: 13/0

Mr Chris Wringe arrived at the meeting at 18:08

6 BUSH FIRE BRIGADE AGM MINUTES

Pursuant to Section 3.9 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*, minutes for each of the Shire of Donnybrook Balingup Bush Fire Brigades 2021 Annual General Meetings are provided in attachments 6.1 - 6.12.

OFFICER RECOMMENDATION

That the Bush Fire Advisory Committee receives the minutes of each of the Shire of Donnybrook Balingup Bush Fire Brigades' 2021 Annual General Meetings.

Alternate Resolution:

That the Bush Fire Advisory Committee receives the minutes of each of the Shire of Donnybrook Balingup Bush Fire Brigades' 2021 Annual General Meetings., subject to the following amendments;

- **Removal of 'Jess Cooper' from the Balingup Bush Fire Brigade Annual General Meeting attendee list as she was not in attendance.**

Moved: B Dix

Seconded: S Rowe

Carried: 14/0

7 REPORTS

7.1 COMMITTEE MEMBERS

1. Ferndale/Stirling Park & Chief Bush Fire Control Officer (tabled)
2. Elected Member – Cr Piesse

Cr Piesse acknowledged the ongoing efforts of Bush Fire Brigade volunteers throughout the Shire of Donnybrook Balingup and thanked them on behalf of Council.

Committee Resolution:

That the Shire of Donnybrook Balingup Bush Fire Advisory Committee receives the reports of Committee Members.

Moved: B Dix

Seconded: P Davis

Carried: 14/0

7.2 STAFF

1. Community Emergency Services Manager (tabled)
2. Senior Ranger (tabled)

Committee Resolution:

That the Shire of Donnybrook Balingup Bush Fire Advisory Committee receives the reports of Staff Members.

Moved: I Ralph

Seconded: S Rowe

Carried: 14/0

7.3 GUESTS

1. Forest Products Commission (verbal)
2. Department of Biodiversity, Conservation and Attractions - Blackwood District (verbal)
3. Department of Biodiversity, Conservation and Attractions - Wellington District (verbal)
4. Department of Fire and Emergency Services (tabled)
5. Donnybrook Volunteer Fire and Rescue Service (tabled)
6. Bushfire Risk Planning Coordinator (tabled)

Committee Resolution:

That the Shire of Donnybrook Balingup Bush Fire Advisory Committee receives these reports of Staff Members.

Moved: D Tooke

Seconded: S Rowe

Carried: 14/0

8 CORRESPONDENCE

Nil

9 GENERAL BUSINESS

Mr Scott Rowe:

Following the 2020 Beelerup Fire, Argyle Irishtown Bush Fire Brigade observed the use of tablets for the assistance of incident management such as the use of AVL.

1) *Are tablets eligible for funding?*

Ms Jessie Cooper:

Question taken on notice to allow investigation into funding options.

2) *Is it possible to mount tablets in appliances?*

Ms Jessie Cooper:

Permanent fixtures or modifications to appliances are not permitted on appliances without prior approval from DFES and the Local Government. Temporary mounts can be considered.

3) *Is it possible to obtain logins for members of Argyle Irishtown Bush Fire Brigade?*

Ms Jessie Cooper:

Yes, logins can be obtained by completing the DFES application form and submitting to the Local Government for approval, who will forward to DFES for consideration. These forms are available from the Volunteer Hub and will be circulated with the Minutes of tonight’s meeting.

10 BUSINESS ARISING FROM PREVIOUS MEETINGS

BFAC MEETING DATE	ACTION	OUTCOME	STATUS
29 October 2020	Request for fire awareness signs at campsites within the Shire of Donnybrook Balingup	The recommendation was carried by Council at its November meeting. Letter correspondence has been sent to DPAW – awaiting a response.	In progress
29 October 2020	Endorsement of BFAC Office Bearer Positions	The recommendation was carried by Council at its November meeting.	Complete
29 October 2020	Proposed amendment of Fire Control Policy 8.3 – Road Verge Burning of Shire Controlled Roads	The recommendation was carried by Council at its November meeting. A Report in included in the current BFAC Agenda for consideration.	In progress

11 SHIRE REPORTS

11.1 REVIEW OF BFAC TERMS OF REFERENCE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jessie Cooper, Community Emergency Services Manager
Responsible Manager	Steve Potter, Executive Manager Operations
Attachments	11.1(1): Updated Draft BFAC Terms of Reference
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

Outcome	2.3	A natural environment for the benefit of current and future generations
Strategy	2.3.3	Partner with key stakeholders for effective environmental management
Action	2.3.3.2	Support Emergency Services Volunteers

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup Bush Fire Advisory Committee Terms of Reference has been identified as requiring review for the following reason:

- Specified positions are no longer exist at the Shire of Donnybrook Balingup; and/or
- Specified positions are no longer responsible for the management of the Bush Fire Advisory Committee due to organisational structural change.

It is recommended that BFAC recommends to Council that the Terms of Reference be modified accordingly.

BACKGROUND

The Shire of Donnybrook Balingup Bush Fire Advisory Committee Terms of Reference was initially endorsed by BFAC and adopted by Council in October 2016. This document has not been reviewed or updated since its implementation.

A review has indicated that the following specific changes are required:

Throughout document:

- Update acronym from “BAC” to “BFAC”
- Update “Donnybrook-Balingup” to “Donnybrook Balingup”

Governance section:

Original paragraph:

“The Chairperson for the BAC, Communications Officer, Weather Officer and Training Officer shall be appointed by the voting members of the BAC at the Annual General Meeting of the BAC held in March Annually”

Updated Paragraph:

“The Chairperson for the BFAC, Communications Officer and Weather Officer shall be endorsed to Council by the voting members of the BFAC at the Annual General Meeting of the BFAC held in April annually.”

The wording of the original paragraph suggests that BFAC has authority to appoint officers, rather than act in an advisory capacity to Council. This paragraph has been modified to more accurately reflect the function of the BFAC Committee.

The Training Officer position has been removed from the BFAC structure, as it is a requirement of the Community Emergency Services Manager position.

The Month of the Annual General Meeting stated in the Terms of Reference has been amended from March to April to align with *Shire of Donnybrook Balingup Fire Control Policy 8.2 – Bush Fire Advisory Committee Meetings*.

The positions of “Manager Development and Environmental Services” and “Senior Ranger” have been replaced with “Community Emergency Services Manager” and “Director Operations” as these positions are no longer responsible and/or no longer exist at The Shire of Donnybrook Balingup.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Nil

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

The draft updated Shire of Donnybrook Balingup Bushfire Advisory Committee Terms of Reference is attached. It is proposed that BFAC recommend the amended TOR for Council adoption.

Committee Resolution:

That BFAC recommends that Council endorse the updated Shire of Donnybrook Balingup Bush Fire Advisory Committee Terms of Reference as outlined in this report.

Moved: B Dix

Seconded: D Tooke

Carried: 14/0

11.2 AMENDMENT OF FIRE CONTROL POLICY 8.3 ROAD VERGE BURNING OF SHIRE CONTROLLED ROADS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jessie Cooper, Community Emergency Services Manager
Responsible Manager	Steve Potter, Executive Manager Operations
Attachments	11.2(1): Draft Fire Control Policy 8.3 – Road Verge Burning of Shire Controlled Roads
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

Outcome	2.3	A natural environment for the benefit of current and future generations;
Strategy	2.3.3	Partner with key stakeholders for effective environmental management;
Action	2.3.3.2	Support Emergency Services Volunteers

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup Fire Control Policy 8.3 - *Road Verge Burning of Shire Controlled Roads* has been identified as requiring review and amending to enable better management of Shire controlled verges.

This policy has undergone an internal review to determine the suitability of the suggested amendments.

BACKGROUND

At the October 2020 Bush Fire Advisory Committee (BFAC) Annual General Meeting, the following recommendation was made to Council in relation to amending Fire Control Policy 8.3 – *Road Verge Burning of Shire Controlled Roads*.

That Council:

1. *Instruct the Chief Executive Officer to undertake a review of Fire Control Policy 8.3 – Road Verge Burning of Shire Controlled Roads to determine the suitability of the following:*
 - *Amending Section (f), Point 6, to allow 500 metres of verge to be burned per roadside within any three kilometre section of road.*
2. *Instruct the Chief Executive Officer to prepare a further report for the consideration of BFAC (and then Council) at the next BFAC Meeting.*

This recommendation was adopted at the Ordinary Council Meeting, held on 25 November 2020.

Subsequent to Council's decision internal consultation occurred with the Shire's Environmental Officer who advised that they did not consider there would be any major detrimental impacts to wildlife or native habitat, however recommended that desktop assessments be undertaken prior to carrying out any future burning works on Shire verges.

The policy has been modified accordingly and a full copy is provided at **Attachment 11.2(1)**.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Fire Control Policy 8.3 – *Road Verge Burning of Shire Controlled Roads*

STATUTORY COMPLIANCE

Nil

CONSULTATION

Internal consultation took place in relation to this policy review with the Shire of Donnybrook Balingup Environmental Officer.

OFFICER COMMENT/CONCLUSION

It is recommended that BFAC supports the changes and recommends the adoption of the amended policy for Council approval.

Committee Resolution:

That BFAC recommends that Council adopts amended Fire Control Policy 8.3 – *Road Verge Burning of Shire Controlled Roads* as provided in Attachment 11.2 (1).

Moved: B Dix

Seconded: I Ralph

Carried: 14/0

11.3 ANNUAL REVIEW OF THE SHIRE OF DONNYBROOK BALINGUP FIRE BREAK ORDER - 2021/2022 FINANCIAL YEAR

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01, FRC 04
Author	Jessie Cooper, Community Emergency Services Manager
Responsible Manager	Steve Potter, Executive Manager Operations
Attachments	11.3(1): Draft 2021/2022 Fire Break Order
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

Outcome	2.3	A natural environment for the benefit of current and future generations
Strategy	2.3.3	Partner with key stakeholders for effective environmental management
Action	2.3.3.2	Support Emergency Services Volunteers

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup Fire Break Order is a notice that is produced and distributed in accordance with Section 33 of the *Bush Fires Act 1954*.

BACKGROUND

The Shire of Donnybrook Balingup Fire Break Order determines the fire prevention requirements of owners or occupiers within the Shire of Donnybrook Balingup, such as the installation of firebreaks or the removal of inflammable materials that may contribute to the spread of fire.

The Shire of Donnybrook Balingup Fire Break Order is included with the annual rates notice, which is distributed via post to all ratepayers within the Shire of Donnybrook Balingup. This notice is also available to all residents via advertising in the Preston Press and is published on the Shire website.

Each year, The Shire of Donnybrook Balingup Bush Fire Advisory Committee is provided an opportunity to review the requirements contained within the Shire of Donnybrook Balingup Fire Break Order. Other updates such as dates and contact names are automatically carried out by the Community Emergency Services Manager

FINANCIAL IMPLICATIONS

The total cost of the production and distribution for the 2020/21 Fire Break Order was \$2,228.18.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Section 33, *Bush Fires Act 1954*

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

It is recommended that the fire prevention requirements contained within the Shire of Donnybrook Balingup Fire Break Order remain unchanged and the notice is endorsed by the Shire of Donnybrook Balingup Bush Fire Advisory Committee.

Committee Resolution

That BFAC recommends that Council:

- 1. Endorses the 2021/2022 Shire of Donnybrook Balingup Fire Break Order;**
- 2. Instructs the Chief Executive Officer to produce and distribute the 2021/2022 Shire of Donnybrook Balingup Fire Break order in accordance with Section 33 of the *Bush Fires Act 1956*.**

Moved: S Rowe

Seconded: I Ralph

Carried: 14/0

11.4 ENDORSEMENT OF FIRE CONTROL OFFICERS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01, FRC 10A-FRC10L
Author	Jessie Cooper, Community Emergency Services Manager
Responsible Manager	Steve Potter, Executive Manager Operations
Attachments	Nil
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

Outcome	2.3	A natural environment for the benefit of current and future generations
Strategy	2.3.3	Partner with key stakeholders for effective environmental management
Action	2.3.3.2	Support Emergency Services Volunteers

EXECUTIVE SUMMARY

The Authorisation of Fire Control Officers is made pursuant to Section 38 of the *Bush Fires Act 1954*.

BACKGROUND

In accordance with Sections 3.6 and 3.7 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*, Shire of Donnybrook Balingup Bush Fire Brigades are to hold an Annual General Meeting (AGM) during the month of March, where a person is to be nominated to the Bush Fire Advisory Committee (BFAC) for the position of Fire Control Officer (FCO) until the next AGM.

Endorsed nominations for FCO by the BFAC are then submitted to Council for consideration and further endorsement. Upon endorsement from Council, the Chief Executive Officer is then instructed to authorise the nominee for FCO under delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer* and Section 3.11 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*.

The following nominations for FCO have been received by the Shire of Donnybrook Balingup, for consideration of the BFAC:

Brigade Area	Officer
Argyle Irishtown	Mr Scott Rowe
Balingup Town	Mr Paul Davis
Beelerup	Mr Stuart Simmonds
Donnybrook Town	Mr David Tooke
Ferndale Stirling Park	Mr Max Walker
Kirup	Mr Chris Wringe
Lowden	Mr Michael Anderson
Mullalyup	Mr William (Andrew) Scott
Mumballup Noggerup	Mr Garry Hatch
Thomson Brook/Brookhampton (x2)	Mr Graham Foan Mr Tim McNab
Munro	Mr Tas Thamo
Upper Capel	Mr Bevan Dix

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Section 38, *Bush Fires Act 1954*

Section 3.6, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

Section 3.7, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

Section 3.11, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

It is recommended that the Shire of Donnybrook Balingup Bush Fire Advisory Committee recommends that Council endorses the received nominations for the positions of FCO for each Bush Fire Brigade within the Shire of Donnybrook Balingup.

Committee Resolution:

That BFAC recommends that Council:

- 1. Endorses the following persons as Fire Control Officers for the period 1/7/2021 until 30/6/2022 pursuant to section 38 of the *Bush Fires Act 1954*, and the persons to be advertised pursuant to section 38(2a) of the *Bush Fires Act 1954* and Section 3.11 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*;**

- 2 Instructs the Chief Executive Officer to authorise the following persons as Fire Control Officers for their respective brigade areas under Section 38 of *The Bush Fires Act 1956* and delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer*.**

Brigade Area	Officer
Argyle Irishtown	Mr Scott Rowe
Balingup Town	Mr Paul Davis
Beelerup	Mr Stuart Simmonds
Donnybrook Town	Mr David Tooke
Ferndale – Stirling Park	Mr Max Walker
Kirup	Mr Chris Wringe
Lowden	Mr Michael Anderson
Mullalyup	Mr William (Andrew) Scott
Mumballup Noggerup	Mr Garry Hatch
Thomson Brook/Brookhampton	Mr Graham Foan Mr Tim McNab
Munro	Mr Tas Thamo
Upper Capel	Mr Bevan Dix

Moved: D Tooke

Seconded: I Ralph

Carried: 14/0

11.5 ELECTION OF OFFICE BEARER POSITIONS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jessie Cooper, Community Emergency Services Manager
Responsible Manager	Steve Potter, Executive Manager Operations
Attachments	Nil
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

Outcome	2.3	A natural environment for the benefit of current and future generations
Strategy	2.3.3	Partner with key stakeholders for effective environmental management
Action	2.3.3.2	Support Emergency Services Volunteers

BACKGROUND

Pursuant to section 38 of the *Bush Fires Act 1954*, a Local Government is required to appoint a Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers. The Bush Fire Advisory Committee nominates suitable persons for these and other office bearing positions for endorsement by Council annually.

The Chairperson is to declare all positions vacant and call for nominations for the following positions:

Nominations for each position are to be given to the Chairperson who will be the Presiding Member for the election. Nominations should be in writing [forms available from the Chair].

All nominees are to accept the nomination to the position.

If more than one person is nominated for any position, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Fire Control Policy 8.2 – *Bush Fire Advisory Committee Meetings*

STATUTORY COMPLIANCE

Section 38 (1) *Bush Fires Act 1954*

Section 67 *Bush Fires Act 1954*

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

It is recommended that the Shire of Donnybrook Balingup Bush Fire Advisory Committee recommends that Council endorses BFAC nominations for office bearer positions.

Committee Resolution:

That BFAC recommends that Council endorses the recommended office bearers of the Bush Fire Advisory Committee, all of whom were nominated unopposed for the positions:

Chief Bush Fire Control Officer: Mr Max Walker

Deputy Chief Bush Fire Control Officer: Mr David Tooke

Deputy Chief Bush Fire Control Officer: Mr Ian Ralph

Communications/Fire Weather Officer: M Murray Webb

Moved: B Dix

Seconded: S Simmonds

Carried: 14/0

12 CLOSURE OF MEETING

The date of the next Bushfire Advisory Committee Meeting will be advised.

The Chairperson declared the meeting closed at 19:40.

JV Ref	JV Courses of Action	Comments
7.1(a)	<i>To enter into a new joint venture agreement between the Parties on new terms and conditions with a view to continuing the Project.</i>	A new agreement on new terms and conditions would require the approval approvals of both the Ministers for Housing and Treasury and can take anywhere up to 12 months for the approvals. This is the Departments least favoured option
7.1(b)	<i>To extend the Term of the existing Agreement for a further period as agreed between the Parties.</i>	This sees a continuation of the same conditions for an extension of the term (duration to be determined)
7.1(c)	<i>To assign or transfer the Organisation's Interest in the Joint Venture Property to another organisation or party which agrees to be bound by all the terms and conditions of this agreement for the new term or is willing to negotiate a new Joint Venture agreement with Homeswest.</i>	This would require finding an entity to be willing to take over the management and operation of the accommodation. No organisation has been identified.
7.1(d)	<i>The Organisation to buy out Homeswest's equitable Interest in the Joint Venture at its Current Market Value.</i>	This would involve the Shire buying the States ownership proportion at current market value so that full ownership resides with the Shire. This option does not progress the overall strategy for Aged Care assets held by the Shire to be operated by and entity other than the Shire.
7.1(e)	<i>Homeswest to purchase the Organisation's equitable Interests in the Joint Venture Property at its Current Market Value, and thereby transfer proprietorship of the Land to Homeswest.</i>	This would result in the State owning the two groups of units under the JV. The complication with this option is that units 1-4 are owned by the Shire and not subject to the JV agreement. Practically, this option may only be workable if units 1-4 owned by the Shirer are included in the terms of the transfer of ownership of units 5-12 to ensure management over the accommodation is workable.

7.1(f)	<i>To sell the Joint Venture Property at its Current Market Value and divide the proceeds of the sale between the Parties based on each Party's percentage equitable Interest in the Joint Venture as identified in Item 3 of the Schedule.</i>	This option would involve putting the units in private ownership (not for profit) by calling for expressions of interest or a sale by tender. The objects and charter of any potential new owner would need to align with the current purpose. It is not expected that this would require termination of any current tenancies. This option would require the agreement of the Department of Communities.
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24th March 2021

Mr Ben Rose
CEO
Shire of Donnybrook-Balingup
PO Box 94
DONNYBROOK WA 6239

Via Councillor Chaz Newman

Dear Ben

Safety Concerns for urgent attention to Farley Road

The owners of property on Farley Road sincerely thank the Shire and Council for the sealing works completed on this road to date which is now up to the entrance of Gordon and Karen Farley's property at 305 (3 kilometres).

Since our last petition submission to Council on the 9th May 2016, some re-sheeting of Farley Road (gravel) has occurred. Oakway Estate Wines has continued to undertake a survey and petition of visitors to their cellar door and café facility. Wayne and Ria Hammond have invested heavily in their property, winery, nanobrewery and cellar door. In regards to the current petition, not all visitors to their cellar door were willing to sign or comment formally through the petition for reasons of their own. However, there was a general verbal consensus from all visitors that the dirt road from 305 still needed work done on it, particularly beyond the end of the recent gravel re-sheeting and especially the narrow stretches in Rocky and Boundary Roads.

We had been advised by Shire staff that we are entitled to two grades per year, but our gravel and dirt roads deteriorate to an unsafe state much quicker than the suggested six-month timeframe. It also seems odd that all Shire unsealed roads are subjected to this policy of two grades per year irrespective of the traffic volumes or road condition.

We could have sought additional grading on the gravel and dirt roads after serious deterioration on numerous occasions however, being mindful of the two grades per year policy, we did not pursue. We have had two significant rain events recently that caused significant erosion gullies on the dirt roads. These were poorly addressed by Shire and are still evident even after repair and the recent grading.

This petition has amassed several hundred signatures and comments which are worthy reading and are included as part of the formal petition accompanying this letter. The common theme of the petition is the safety aspect of the road. Many visitors who now use the road to visit Oakway Estate advise that they are unfamiliar with driving on gravel and dirt roads and that this is a deterrent for them from re-visiting in the future. Corrugations forming in the road create unstable driving conditions for those unfamiliar with dirt roads, and as the volume of traffic increases, the roads deteriorate quicker and hence need more regular maintenance. Other visitors, particularly overseas tourists, travel too fast and too close to other road users and are unaware of unanticipated events such as wildlife appearing from nowhere on the road. This results in a sudden adjustment to driving that generally does not end well. As residents we have noticed that wildlife now appear at all times of the day, and kangaroos no longer seem to be nocturnal. Another common issue is dust resulting

in poor visibility especially during the dryer months which now extend to a good 9 months of the year.

We also question the Shire's response to the sealing (tarmac) width for gravel roads. We were told by a Shire representative it had to be 6 metres. We suggested a 3 metre tarmac which would have doubled the distance sealed. A single width of 3 metres is used extensively in neighbouring Shires (eg Margaret River), which receives considerably more traffic. An adoption of 3 metres by Shire would have attained sealing almost the entire length of Farley Road. We suggest Shire review this policy.

We will continue to bring to your attention the section of road from 493 through to 609 in that it is narrower than the road up to 493. This is of concern for vehicles visiting properties past 493 when they meet vehicles coming in the opposite direction around several blind corners. Property owners past 609, who are in the shire of Capel, also use Farley Road to gain access to their properties from the Goodwood Road.

In summation we ask the Council to re-consider in the budget, road works and sealing of Farley Road to 609, thereby mitigating unsafe road conditions for the Shire and significantly reducing the very likely result of a fatality or serious injury to road users.

We are more than happy to meet with Council or Shire staff to discuss this petition and issue further.

Yours faithfully

Residents on Farley Road at:

159
N & J Robinson
9731 7192
jude.robinson@live.com.au

305
G & K Farley
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g.kfarley@skymesh.com.au

349
A & M Nietrzeba
0439 819 350
alex.nietrzeba@bigpond.com

491
D Perkins
0418 931 655
dan.perkins@perkinsbuilders.com.au

493
T and K Basset, S Ryan
0408 421799
0499 903144
tbassett@alchemytrading.com.au

492
N Harrison and A Lumpkin
0410 508 073
nmharrison77@gmail.com

575
W & M Hammond
0408 711 417
wayne@oakwayestate.com.au

W. M. Hammond

609
W Back & M Freeman
0400 840 844
michaelafreeman@yahoo.com.au

Petition

To: The Shire President and Shire of Donnybrook-Balingup Councillors assembled.

We the undersigned, being the ¹⁾ RESIDENTS of ²⁾ FARLEY ROAD respectfully request the Donnybrook-Balingup Shire Council to ³⁾ CONSIDER THE EARLY SEALING OF THE REMAINING 3KM OF GRAVEL AND DIRT ROAD.

- 1) owners/residents/parents/members etc. whatever the case may be
- 2) insert your address, name of the street, suburb, club etc. whatever is applicable in this case
- 3) clearly state action that you would like to see taken by the Council

Name	Address	Signature
WAYNE & RIA	FARLEY RD	<i>M.G. Hammond</i>
HAMMOND	PAYNE DALE WA	
PLEASE FIND FURTHER SIGNATURES FOLLOWING.		



**SHIRE OF
DONNYBROOK BALINGUP**



UNSEALED ROADS UPGRADE PLAN

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Executive Summary

Expectations of the public regarding the level of service provided by the road network are increasing. This includes both long term and new residents. Unsealed roads are often seen as being not acceptable, due to concerns such as dust nuisance, corrugations, loose material, environmental issues and safety.

The Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan (Plan) has been developed in response to a Council request to undertake an investigation to develop a suitable process for determination and validation of the highest priority unsealed roads for upgrading, and to then develop a program of works to address the highest priority roads. The process was to include consideration of a range of factors such as road use, strategic significance, crash history, network connectivity etc.

The total length of the Shire of Donnybrook Balingup's (the Shire) road network is approximately 680kms, with 290kms of sealed roads and 390 kms of unsealed roads. The unsealed road network generally comprises of roads which provide a variety of functions and typically carry a range of daily traffic volumes of between 10 and 150 vehicles per day.

This assessment and prioritisation process was developed involving a range of road characteristics and function criteria. Each road was assessed against these criteria and scored, a weighting was applied to each score relevant to its importance and the weighted scores added to provide an overall score for the road. The roads were then ranked in order of overall scores. This process was refined through a number of iterations and trial assessments of selected roads of varying hierarchy.

Assessment of the Shire's unsealed road network has been undertaken for approximately 65kms of the total 390kms of unsealed roads. Assessment of the remainder of the unsealed roads is progressively being undertaken.

The assessment and prioritisation process has been utilised to develop an indicative program of works for the upgrading of approximately 1km of unsealed roads based on highest priority and a budget commitment of up to \$250,000 per year. Upgrading of more than 1km would involve a significant increase in funding. Roads that are eligible for external funding may be delayed, or brought forward, in the program of works as external funding is sourced.

Each year the priority list of unsealed roads will be reviewed and the program of works amended. The first year of the program of works will be submitted annually through the Council budget process, and the program of works will be updated annually in accordance with budget outcomes. The remaining years of the program of works are indicative only and subject to confirmation each subsequent year, however the program of works provides Council and the community a strong indication as to the status of individual roads and their likely timing for upgrading.

1. Introduction

The Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan (Plan) sets out the strategic planning for the upgrading of the unsealed road network.

Council requested officers develop a plan and assessment methodology for the upgrading of unsealed roads, based on a defined prioritisation process. The outcome of the review was that, of the 390kms of unsealed roads, approximately 1km per year could potentially be considered for upgrading.

The prioritisation process was to include consideration of a range of factors such as road use, strategic significance, crash history, network connectivity etc.

This Plan outlines Council's unsealed road network, the assessment and prioritisation process, unsealed road management and presents an indicative program of works for upgrading the highest priority unsealed roads.

2. Road Network

The Shire of Donnybrook Balingup's (the Shire) road network currently comprises a total length of approximately 680kms with 290kms of sealed roads and 390kms of unsealed roads.

The unsealed roads are primarily located within rural areas with some minor lengths of unsealed roads within townsites.

Roads which comprise the Shire's road network are classified in accordance with the Main Roads Western Australia Road Hierarchy for Western Australia.

Unsealed roads are typically located in rural areas and generally comprise of the lower hierarchy roads as follows:

Hierarchy	Purpose	Approximate Daily Traffic Volumes
Local Distributor	Movement of traffic within local areas and connect access roads to higher order Distributors.	1-6,000
Access Road	Provision of vehicle access to abutting properties.	1-3,000

3. The Challenge Ahead

Expectations of the public regarding the level of service provided by the road network are increasing. This includes both long term and new residents. Unsealed roads are often seen as not being acceptable, due to concerns such as dust, corrugations, loose material, environmental issues and safety.

Based on current construction costs, it is anticipated the Annual Budget will allow for the upgrading of approximately 1km of unsealed road each year. With this current level of expenditure it will take many years to upgrade most of the unsealed roads in Council's road network, and the majority of gravel roads will remain unsealed due to both the cost of upgrades and the lack of traffic volumes to justify an upgrade.

An important part of the unsealed roads upgrade strategy, is to continue to include provision for appropriate management of those roads which, in terms of their priority for upgrade, will not be sealed for many years, if ever. Council currently undertakes routine and programmed maintenance of unsealed roads and it is critical this maintenance continues.

4. Assessment and Prioritisation Process

Council receives many requests to upgrade the existing unsealed road network. Whilst it may be desirable to upgrade some of the unsealed roads across the region, it is considered that Council should utilise available funding on upgrading roads that are of the highest priority.

The prioritisation process involves consideration of the following criteria.

- Traffic volumes

How many vehicles per day utilise the section of road? (Measured via automatic traffic counters)

- School bus route

Is this section of road on a school bus route?

- Crash history (Last 5 Years)

How many reported crashes have occurred on this section of road in the last 5 years? (Obtained from MRWA Crash Analysis Reporting System)

- Strategic significance

What is the strategic significance of this section of road and does the section of road link to tourist attractions or facilities?

- Existing road geometry

What is the existing geometry characteristics of this section of road?

- Environmental Impact

What is the environmental impact of upgrading this section of road (i.e amount of clearing of vegetation)?

- Network significance

Does this section of road provide network connectivity to other roads and is the section of road on the RAV Network?

- Residential dwellings and Commercial businesses

How many residential dwellings and commercial businesses are on this section of road?

Each criteria is scored, from 0 to 5, a weighting applied to each criteria score and then the weighted scores are added to provide an overall score for the road. Roads are then prioritised by the total score.

Details of the Criteria, Scores and Weightings are attached as Appendix 1.

The criteria was determined through consultation with Councillors, and Shire staff. The weightings were developed via a number of iterations and trial assessments of a number of unsealed roads of varying hierarchy.

For assessment purposes, unsealed roads are segmented into sections, which are defined by intersections. This methodology of segmenting roads is consistent with asset management practices for managing roads.

Assessment of Council's unsealed road network has been undertaken for approximately 65kms of the total 390kms of unsealed roads. This initial 65kms was identified through workshops with Council, engineering and road maintenance officers.

An assessment of the remainder of the unsealed roads is progressively being undertaken.

5. Project Validation

Use of the assessment and prioritisation process has enabled projects to be ranked in order of priority.

The development of an indicative program of works is dependent on the adoption of estimated construction costs and any opportunities for external sources of funding.

An indicative program of work has been prepared on the basis of current estimated average costs, in the range of approximately \$200,000 to \$250,000 per kilometre. It should be noted that actual construction costs may well be less or greater than the average rate depending on the characteristics of the particular site.

These preliminary scoping estimates for each project need to be validated prior to submission of the projects to Council for funding consideration each year.

It is proposed that this will entail an initial site inspection and assessment by experienced design and construction staff.

The assessment would include consideration of the existing horizontal and vertical alignment of the road and whether the desired width of a two lane road can be achieved.

It would also include consideration of the depth and strength of the existing gravel or subgrade, presence of significant vegetation and road side hazards.

It is proposed that validation of projects proposed for funding in the first 2 years of the program of work be progressively undertaken over the next 12 months.

6. Contributions

From time to time, Council is approached by private parties to either upgrade an unsealed road at their cost or to provide a contribution towards the cost of the upgrade.

In the first case, Council has agreed to this on a number of occasions, subject to the works being designed and constructed to current standards.

This is a similar process to a road being constructed as part of a development. It is considered that this practice should continue as opportunities arise. In the second case, it may be appropriate for Council to consider bringing the construction of a project forward as a result an external funding offer. Each application should be assessed on its merits and be subject to an investigation and report to Council, consistent with the relevant Shire policies.

7. Design Standards

Roads must be designed to provide safe travel at an adopted design speed, taking into account the expected volume of traffic. Designs are often required and must be prepared in accordance with relevant engineering standards, such as Main Roads WA and Austroads Guide to Road Design specifications.

The upgrading and sealing of roads may increase the speed of vehicles due to the improved surfacing of the pavement and the removal of weather effects on gravel pavements such as scouring, corrugations etc. If the trafficable width, horizontal and vertical alignment of the road, and the roadside clear zones are not appropriate, this increase in vehicle speed may compromise the safety of road users.

8. Unsealed Road Management

Unsealed roads are maintained in accordance with Council's typical procedures and budget allocations. Gravel re-sheeting to specific sections of road also occurs when programmed within annual budget allocations.

Properly formed and maintained, with appropriate levels of traffic, an unsealed road will perform well.

Dust nuisance to residences adjacent to unsealed roads does occur from time to time and is exacerbated in times of dry weather and by the volume and speed of passing traffic. Council has an ongoing interest in exploring possible alternative treatments that may improve dust suppression and the overall condition of unsealed roads. If such treatments are found to be successful in the future, it is anticipated that they could be utilised on roads which are not ranked as high priorities for upgrading.

Unless a private contribution is obtained, Council does not consider it appropriate to seal short lengths of unsealed roads adjacent to residences to reduce dust nuisance for the following reasons;

- there are a large number of such locations across the Shire
- it is inefficient to undertake upgrading of short sections of roads

- the practice does not accord with the prioritisation process which has been developed
- undertaking such works would reduce the available funding for upgrading of higher priority roads

9. Unformed Roads

There is increasing pressure from the community to include some unformed roads in Council's road network. These are roads which Council has not previously accepted responsibility for maintenance, due to the low standard of their construction.

Generally these unformed roads provide access to one or two properties only and are essentially farm tracks.

Many of these unformed roads traverse steep or low lying areas with little or inadequate drainage structures and are usually formed of low strength local materials.

Acceptance of unformed roads into Council's road network will expose Council to the risk of significant expenditure to bring them up to a reasonable standard which can be maintained.

10. Unsealed Road Program of Works

An indicative program of works for the upgrading of unsealed roads has been developed on the basis of an annual funding allocation of up to \$250,000 which would enable approximately 1kms of road to be upgraded. The program has been developed using the assessment and prioritisation process on sections of gravel roads. A copy of the program is attached as Appendix 2.

The program has been developed on the basis of sections of roads which have been assessed and prioritised to date. These sections total approximately 65kms of the total 390km of unsealed roads.

Due to funding limitations, it may take many years to complete the upgrading of an unsealed road and may result in the entire length of road not being included in the program of works.

Whilst it is considered that the majority of the potential higher priority roads have been included, it is likely that some roads of a high priority will be identified as the assessment of the remainder of the unsealed roads progresses as requests are received.

Each year the priority list of unsealed roads will be reviewed and the indicative program of works amended. The first year of the program will be submitted for adoption by Council and the following years are indicative only and subject to change.

11. Acknowledgements

The Shire of Donnybrook Balingup (the Shire) wishes to thank the Sunshine Coast Council for allowing the Shire to utilise the "Sunshine Coast Council Unsealed Roads Upgrade Plan" to assist with the development of this document.

The Shire wishes to thank all contributors and stakeholders involved in the development of this document.

Appendix 1

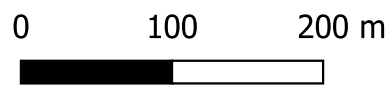
Prioritisation Model

<u>Criteria</u>	<u>Score</u>	<u>Description</u>	<u>Weighting</u>
<p style="text-align: center;">Traffic Volumes</p> <p style="text-align: center;"><i>How many vehicles per day utilise the section of road? (Measured via automatic traffic counters)</i></p>	5	>125	15
	4	100-125	
	3	75-100	
	2	50-75	
	1	25-50	
	0	<25	
<p style="text-align: center;">School Bus Routes</p> <p style="text-align: center;"><i>Is this section of road on a school bus route?</i></p>	5	Yes	10
	0	No	
<p style="text-align: center;">Crash History (Last 5 Years)</p> <p style="text-align: center;"><i>How many reported crashes have occurred on this section of road in the last 5 years? (Obtained from MRWA Crash Analysis Reporting System)</i></p>	5	>8	15
	4	7-8	
	3	5-6	
	2	3-4	
	1	1-2	
	0	0	

<p>Strategic Significance</p> <p><i>What is the strategic significance of this section of road and does the section of road link to tourist attractions or facilities?</i></p>	5	Through road, 2 or more tourist attractions or facilities	15
	4	Through road, 1 tourist attractions or facilities	
	3	Through road, no tourist attractions or facilities	
	2	No through road, 2 or more tourist attractions or facilities	
	1	No through road, 1 tourist attraction or facilities	
	0	No through road	
<p>Existing Road Geometry</p> <p><i>What is the existing geometry characteristics of this section of road?</i></p>	5	Good horizontal and vertical alignment and >6m width	10
	4	Poor horizontal or vertical alignment and >6m width	
	3	Good horizontal and vertical alignment and 5-6m width	
	2	Poor horizontal or vertical alignment and 5-6m width	
	1	Good horizontal and vertical alignment and <5m width	
	0	Poor horizontal or vertical alignment and <5m width	
<p>Environmental Impact</p> <p><i>What is the environmental impact of upgrading this section of road?</i></p>	5	None	15
	4	Minor Vegetation Removal (<25% of the length of road requires vegetation removal)	
	3		
	2	Moderate Vegetation Removal (25-50% of the length of road requires vegetation removal)	
	1		
	0	Extensive Vegetation Removal (>50% of the length of road requires vegetation removal)	

<p>Network Significance</p> <p><i>Does this section of road provide network connectivity to other roads and is the section of road on the RAV Network?</i></p>	5	Links 2 or more existing sealed roads and on the RAV Network	10
	4	Links 2 or more existing sealed roads	
	3	Extends the existing sealed network and on the RAV Network	
	2	Extends the existing sealed network	
	1	Isolated sealed road and on the RAV Network	
	0	Isolated sealed road	
<p>Residential Dwellings and Commercial Businesses</p> <p><i>How many residential dwellings and commercial businesses are on this section of road?</i></p>	5	>11	10
	4	7-10	
	3	4-6	
	2	1-3	
	1	0	

Appendix 2
Unsealed Road Program of Works



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Shire of Donnybrook Balingup

20/04/2021

Ms Kira Strange
Principal Planner
Shire of Donnybrook
PO Box 94 Donnybrook WA 6239

RE : Lot 40 (10) Jones Street Yabberup: Application for Road Closure in accordance with Section 58 of the Land Administration Act 1997 and Land Administration Regulations 1998

Dear Kira,

As per our recent discussions and Council Stage one investigation, we would like to proceed with our application for permanent road closure of the road reserve adjacent to our land at Lot 40 (10) Jones Street Yabberup.

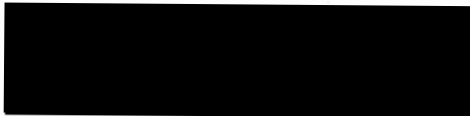
We confirm that upon successful closure of the road reserve we intend to purchase the land adjacent to our property and also the part of the road reserve adjacent to Lot 61 (8) Jones Street depending on whether the Landowner of Lot 61 (8) Jones Street wishes to purchase that portion of land and subject to final valuation.

We also confirm our acceptance to pay the application fee and all associated costs as required by the Shire and/or DPLH and assume we will be entitled to a full break-down of these costs.

Yours Sincerely,



Nick & Kylie Williams



Property Ref: A5357
Enquiries: K Strange



12 April 2021

Nick Williams
[REDACTED]

Dear Mr Williams,

**RE: PROPOSED ROAD CLOSURE – HINDE STREET, YABBERUP
UNCONSTRUCTED ROAD RESERVE – LANDGATE LAND ID 3469417
PART 1 – PRELIMINARY WRITTEN PLANNING ADVICE**

With regards to your request for the proposed closure of unconstructed road reserve (Hinde Street) adjacent to your property, Lot 40 (10) Jones Street, Yabberup, please be advised of the following.

The Shire has completed a preliminary review of the request including;

- A desktop review;
- A Dial Before Your Dig request; and
- An internal Development Control Unit (DCU) referral.

The subject property is identified as 'No Zone' within the Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (LPS7) which is the zone used to identify existing and/or future roads.

The subject parcel of land is located wholly within a designated bushfire prone area, and partly within a Special Control Area 7 – Road Protection Area, meaning it is within proximity to a significant road. In this case, it is adjacent to a Main Roads controlled road (Donnybrook Boyup Brook Road). In addition, the land is adjacent to a water course.

Dial Before You Dig (DBYD)

A DBYD request was completed with asset owners, Telstra and Western Power, identifying that assets were found in the subject location.

The relevant responses have been attached. It is noted that a power line traverses the subject road reserve and that Telstra infrastructure is within the vicinity.

Internal DCU Referral

A preliminary referral to each internal Shire service including Building, Planning, Environmental Health and Works and Services has been completed.

No initial objections were raised to the proposed road closure subject to a number of items being addressed including:

- Demonstration of legal access to Lot 40 and Lot 61 Jones Street, Yabberup;
- The Shire may require continued access to the adjacent Reserve 6956 (to the east) in which case should the road be closed, an easement would be required over the subject land. Further investigation regarding this matter may be required;
- Suitable public advertising including external referral to all relevant agencies, including but not limited to:
 - Department of Water and Environmental Regulation (DWER);
 - Department of Fire and Emergency Services (DFES);
 - Main Roads Western Australia (MRWA);
 - Telstra;
 - Western Power; and
 - Department of Planning, Lands and Heritage (DPLH).
- The subsequent review by Shire Officers of any submissions received during the public advertising process; and
- The landowner of Lot 61 (8) Jones Street, Yabberup, be specifically advised of the proposed road closure and associated process. The landowner may wish to purchase the portion of road adjacent to their property and should be made aware of their right to engage in the same process.

Should the landowner(s) wish to proceed with the formal commencement of the road closure process in accordance with the *Land Administration Act 1997* and *Land Administration Regulations 1998*, the request to the Shire is to be accompanied by a written, in-principle agreement from the landowner(s) to:

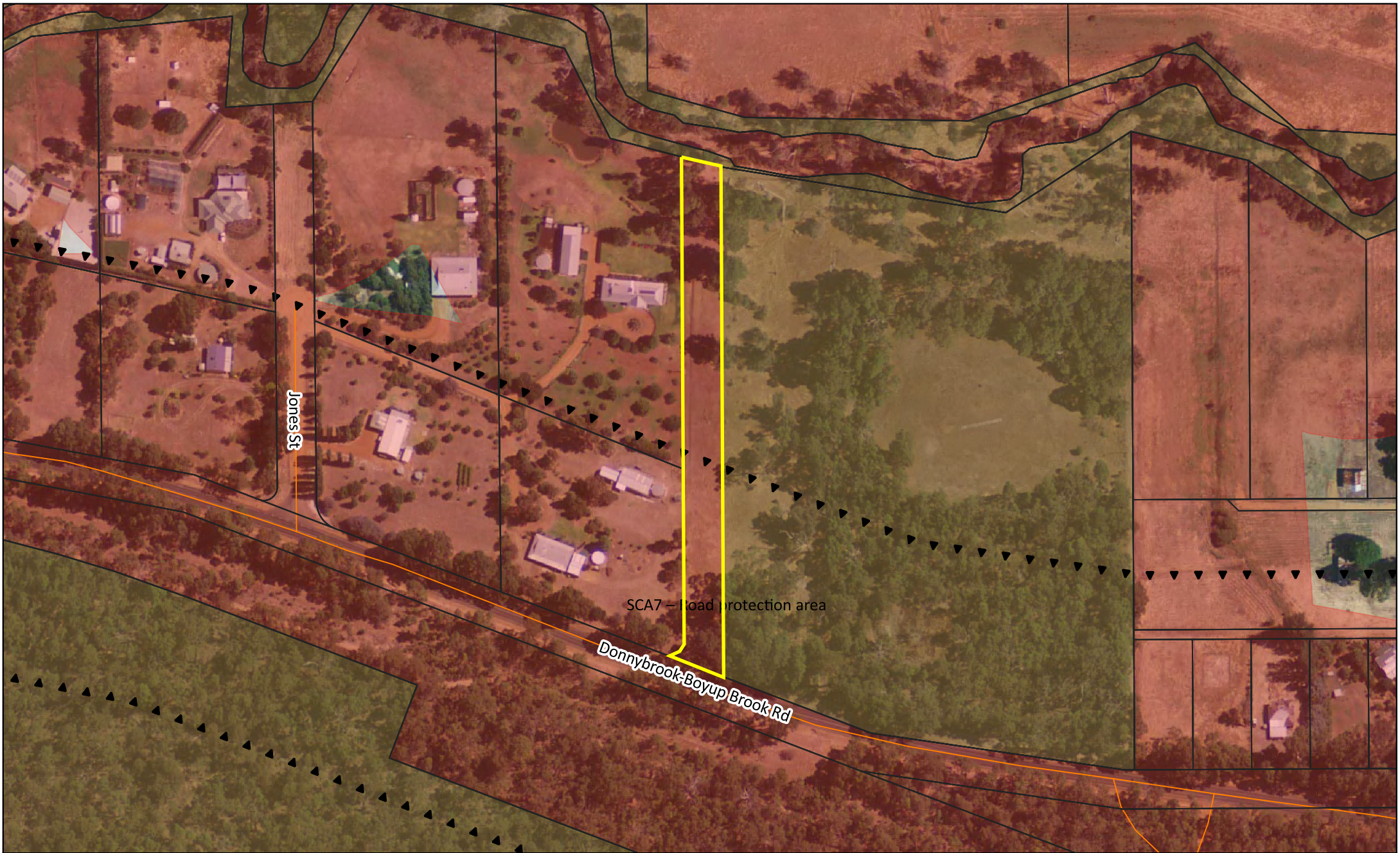
- Purchase the land identified for closure; and
- Pay the application fee and all associated costs with the request that may be required as determined by the Shire and/or DPLH (plan preparation, advertising, assessment reports, etc.).

Please be advised that above review does not include confirmation that the proposed road closure is supported by Council or the Minister for Lands, rather it has identified items for your review.

Should you have any queries or wish to discuss this matter, please do not hesitate to contact the Shire's Planning Services on (08) 9780 4200 or via email at shire@donnybrook.wa.gov.au.



Kira Strange
PRINCIPAL PLANNER



0 50 100 m



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Road Reserve

Land ID3469417

5,284m2

YABBERUP

**Shire of
Donnybrook Balingup**

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 26 MAY 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
CCP3581	AUSTRALIA POST	TUIA LODGE - MONTHLY STAFF INCENTIVES	\$ 423.80	
CCP3582	BODDINGTON IGA	PUMP TRACK - REFRESHMENTS DURING SITE VISITS	\$ 7.80	
CCP3583	CITY OF PERTH	PARKING EXPENSES FOR BUDGET TRAINING 05/03/21	\$ 23.22	
CCP3584	CAFE 48	REFRESHMENTS FOR MEETING WITH SHIRE PRES & NOLA MARINO	\$ 16.00	
CCP3585	CORE CIDER HOUSE	VC MITCHELL PARK PROJECT - MEETING WITH PETER KENYON	\$ 209.06	
CCP3586	DONNYBROOK FRUIT BARN	PUMP TRACK - REFRESHMENTS DURING SITE VISITS	\$ 25.20	
CCP3587	SUPA IGA DONNYBROOK	MORNING TEA MEETING	\$ 62.84	
CCP3588	DOMES SECRET HARBOUR	PUMP TRACK - MEALS DURING SITE VISITS	\$ 70.25	
CCP3589	MUMBALLUP TAVERN	MEETING WITH CEO SHIRE OF BOYUP BROOK - SHIRE BOUNDARIES	\$ 46.00	
CCP3590	ST JOHN AMBULANCE AUSTRALIA	FIRST AID TRAINING - FIRST AID OFFICER	\$ 160.00	
CCP3591	WAYPOINTS CAFE, TOURS AND RETAIL	PUMP TRACK - REFRESHMENTS DURING SITES VISITS	\$ 14.50	
EFT21311a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL - RESIGNATION PAY	\$ 3,357.82	
EFT21311b	WESTNET PTY LTD	INTERNET EXPENSES	\$ 375.37	
EFT21311c	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 07/04/2021 WEEK 42	\$ 136,283.15	
EFT21311d	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 07/04/2021 WEEK 42	\$ 84,088.09	
EFT21312	A & L PRINTERS	PRINTING OF RANGER INFRINGEMENT BOOKS	\$ 1,582.00	
EFT21313	AUSTRALIA POST	SHIRE POSTAGE EXPENSES - MARCH 2021	\$ 1,062.14	
EFT21314	AUST SERVICES UNION WA BRANCH	PAYROLL DEDUCTIONS	\$ 51.80	
EFT21315	ARGYLE/IRISHTOWN BUSH FIRE BRIGADE	REIMBURSEMENT FOR PURCHASE OF AUDIO RECORDER FOR MEETINGS	\$ 199.00	
EFT21316	AMITY SIGNS	RURAL ROAD NUMBER PLATES	\$ 188.65	
EFT21317	WINC AUSTRALIA PTY LTD	STATIONERY EXPENSES	\$ 10.84	
EFT21318	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT FOR ROAD WORKS & BUSHFIRE MITIGATION	\$ 6,794.70	
EFT21319	ACCESS PROTOCOL	TUIA LODGE - 5X SENSOR MATS. CORDS & DOUBLE ADAPTORS	\$ 1,697.03	
EFT21320	A & R MACHINERY	MISC SMALL PARTS - MARCH 2021	\$ 33.00	
EFT21321	JOHN HOWARD AUSTIN	BUSHFIRE MITIGATION WORKS - LABOUR HIRE	\$ 5,940.00	
EFT21322	BUNNINGS GROUP LIMITED	ASSORTED MISC HARDWARE FOR ROAD REPAIRS	\$ 152.69	
EFT21323	BCE SURVEYING PTY LTD	VC MITCHELL PARK - DETAILED SURVEY	\$ 8,745.00	
EFT21324	BANKS PEST AND WEED CONTROL	BROAD LEAF & MITICIDE SPRAY OF SHIRE OVALS	\$ 4,008.95	
EFT21325	BP SERVICE STATION	DBK TRANSIT PRK - MANAGEMENT FEES, ADMIN FUEL EXPENSES - FEB 21	\$ 5,827.07	
EFT21326	BALINGUP MEDIEVAL CARNIVAL	BOND REFUND	\$ 400.00	
EFT21327	BRECKEN HEALTH CAR	PRE-EMPLOYMENT MEDICALS	\$ 905.30	
EFT21328	BALINGUP WELDING & CIVIL PTY LTD	MITIGATION - TRUCK HIRE TO CART POZZITRAK TO VARIOUS SITES	\$ 1,269.95	
EFT21329	BP SERVICE STATION - MITIGATION	MITIGATION - POZZITRAK & TRUCK HIRE	\$ 7,647.20	
EFT21330	BUNBURY GEOGRAPHE ECONOMIC	2020/21 BGEA MEMBERSHIP FOR APRIL 2021	\$ 778.80	
EFT21331	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE - INVOICES JAN TO MAR 2021	\$ 120.00	
EFT21332	BLACKBOX AUSTRALIA PTY LTD	DTCRP - RENTAL OF TIME LAPSE CAMERAS - MARCH 2021	\$ 805.20	
EFT21333	NORMAN KEITH BEDFORD	CUT TIMBER TO REPAIR SEATS ON MAIN STREET	\$ 473.00	

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 26 MAY 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT21334	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$ 186.67	
EFT21335	COATES HIRE OPERATIONS PTY LTD	UPPER CAPEL RD - HIRE OF PORTABLE TOILET	\$ 477.32	
EFT21336	CITY & REGIONAL FUELS	DIESEL EXPENSES - MARCH 2021	\$ 24,286.38	
EFT21337	CLIFFORD AUTO REPAIRS	DB92 RANGER VEHICLE - 120 000KM STANDARD SERVICE	\$ 339.90	
EFT21338	DUG CROSS ELECTRICS	MISC ELECTRICAL REPAIRS AND MAINTENANCE	\$ 1,100.00	
EFT21339	CARPET COURT FLOORING CENTRES	TUIA LODGE - SUPPLY AND INSTALL OF VINYL IN ROOM 6	\$ 2,200.00	
EFT21340	CRAVEN FOODS	DBK REC CTR - KIOSK CONFECTIONERY & SNACK SUPPLIES	\$ 297.36	
EFT21341	CD & CM CASTLEDINE	UPPER CAPEL RD - REPAIRS TO FENCING	\$ 2,772.00	
EFT21342	C & D CUTRI	PREVENTATIVE MAINTENANCE & REPAIRS TO BRIDGES	\$ 95,183.00	
EFT21343	CAPE ABILITIES	TUIA LODGE - CONTINENCE AIDS	\$ 6,328.05	
EFT21344	CHUBB FIRE & SECURITY PTY LTD	TUIA LODGE - FIRE DOOR INSPECTION	\$ 341.00	
EFT21345	CORSIGN WA	ASSORTED ROAD SIGNS	\$ 176.00	
EFT21346	DONNYBROOK PHARMACY	TUIA LODGE - PHARMACEUTICAL SUPPLIES - MARCH 2021	\$ 200.38	
EFT21347	DONNYBROOK FRUIT BARN	CATERING SERVICES - MARCH 2021	\$ 750.00	
EFT21348	SUPA IGA DONNYBROOK - TUIA LODGE A/C	TUIA LODGE - GROCERIES SUPPLIES - MARCH 2021	\$ 2,962.76	
EFT21349	DONNYBROOK TYRE SERVICE	TYRE REPLACEMENTS & REPAIRS	\$ 1,419.50	
EFT21350	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - SHARED OPERATING EXPENSES	\$ 693.43	
EFT21351	DONNYBROOK FARM SERVICE	MISC PARTS, RETIC, PESTICIDE & POOL CHMICALS	\$ 756.34	
EFT21352	SUPA IGA DONNYBROOK	ADMIN GROCERIES & APRIL SCHOOL HOLIDAY LIBRARY PROGRAM	\$ 645.83	
EFT21353	DONNYBROOK COMMUNITY GARDEN	2020/21 COMMUNITY GRANTS - INSTALL RAISED GARDEN BEDS	\$ 2,000.00	
EFT21354	DE LAGE LANDEN PTY LTD	LEASE EXPENSES 22/03/2021 - 21/04/2021	\$ 670.12	
EFT21355	DARDANUP BUTCHERING COMPANY	TUIA LODGE - MEAT ORDER FOR 29/03/2021	\$ 864.97	
EFT21356	DBCEC (WA) PTY LTD	UPGRADE WORKS AND MACHINERY HIRE	\$ 75,360.01	
EFT21357	DONNYBROOK MENS SHED (INC)	AYERS GARDEN - TIMBER DRESSING WORKS BENCH SEATING	\$ 1,500.00	
EFT21358	STEPHEN JOHN DAMIANI	REFUND BALANCE OF TUIA LODGE RESIDENTS KITTY	\$ 109.70	
EFT21359	ESC ENGINEERING	VC MITCHELL PARK - ELECTRICAL. COMMS & SECURITY CONSULTANCY	\$ 5,500.00	
EFT21360	MARGARET ELLEN ETRIDGE	RATES REFUND	\$ 594.00	
EFT21361	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$ 154.00	
EFT21362	FACE INC	THE SPIRIT OF TRAILS CONFERENCE IN COLLIE - ATTENDANCE FEE	\$ 500.00	
EFT21363	MIRANDA FREE	2020/21 COMMUNITY GRANTS - BLACKWOOD RIVER ART TRAIL	\$ 500.00	
EFT21364	SUEZ RECYCLING & RECOVERY (PERTH) PTY	PROCESSING OF RECYCLABLES - MARCH 2021	\$ 1,298.00	
EFT21365	STAFF REIMBURSEMENTS	DBK REC CTR - REIMBURSEMENT OF WORKING WITH CHILDREN CHECK	\$ 87.00	
EFT21366	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSEMENT OF FLU VACCINE EXPENSES	\$ 39.90	
EFT21367	TOTAL GREEN RECYCLING	DBK WMF - E-WASTE RECYCLING PROCESSING	\$ 1,672.97	
EFT21368	GFG CONSULTING	REVIEW OF W&S SERVICE DELIVERY	\$ 3,348.67	
EFT21369	HASTIE WASTE PTY LTD	DWMF - WEEKLY CARDBOARD RECYCLING SERVICE - MARCH 2021	\$ 2,465.00	
EFT21370	HISCO - HOSPITALITY & HEALTHCARE	TUIA LODGE - CROCKERY, CUTLERY, JUGS, POTS & MISC KITCHENWARE	\$ 1,514.67	

SHIRE OF DONNYBROOK/BALINGUP
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT21371	COVERT SIGNS	CATHOLIC CHURCH DIRECTIONAL SIGNAGE	\$ 204.60	
EFT21372	SKIPPERS PLUMBING SERVICES	MAIN IRRIGATION EMERGENCY REPAIR, REPLACEMENT KITCHEN TAP	\$ 1,214.72	
EFT21373	INTERFIRE AGENCIES PTY LTD	ALL BFB'S - COVID FACEMASKS FOR BFB APPLIANCES	\$ 502.59	
EFT21374	INDUSTRIAL AUTOMATION GROUP PL	BALINGUP STANDPIPE CONTROLLER	\$ 18,211.60	
EFT21375	ITR PACIFIC PTY LTD	DB2462 GRADER - REPLACEMENT GRADER BLADES	\$ 1,936.00	
EFT21376	JONNO'S HANDYMAN AND CARPENTRY	PRESTON VILLAGE - GROUNDS MAINTENANCE	\$ 135.00	
EFT21377	JCW ELECTRICAL GROUP	BALINGUP REC CTR - POWER INVESTIGATION	\$ 3,300.00	
EFT21378	JEM TRAINING PTY LTD	TUIA LODGE - SITUATIONAL LEADERSHIP TRAINING	\$ 715.00	
EFT21380	WESFARMERS KLEENHEAT GAS P/L	TUIA LODGE - BULK LPG ORDER	\$ 1,288.51	
EFT21381	LGISWA	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/2019 - 30/06/2020	\$ 4,639.53	
EFT21382	LFA FIRST RESPONSE	FERNDAL BFB - REPLACEMENT FIRST AID KIT	\$ 396.39	
EFT21383	LD TOTAL	DTCRP - IRRIGATION AND TURF WORKS	\$ 10,593.00	
EFT21384	MALATESTA ROAD PAVING & HOTMIX	EMULSION FOR ROAD REPAIRS	\$ 640.00	
EFT21385	MCG ARCHITECTS PTY LTD	VC MITCHELL - ARCHITECTURAL & SUB CONSULTANCY SERVICES	\$ 16,225.00	
EFT21386	MPM CONCRETING	CONCRETE PATH CONSTRUCTION AT CRACKNELL PLACE	\$ 7,590.00	
EFT21387	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE - MARCH 2021	\$ 1,248.61	
EFT21388	MORE TELECOM	TUIA LODGE - MONTHLY TELEPHONE SERVICES - MARCH 2021	\$ 608.96	
EFT21389	MERRIFIELD RANGE	BEELEUP BFB - PURCHASE OF OFFICE CHAIRS	\$ 330.00	
EFT21390	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED SRPING WATER	\$ 296.45	
EFT21391	OFFICEWORKS	DBK REC CTR - WHITEBOARD & MISC STATIONERY	\$ 640.63	
EFT21392	OFFICEWORKS	TUIA LODGE - STATIONERY ORDER - MARCH 2021	\$ 216.27	
EFT21393	PERKINS BUILDERS	DTCRP - PROGRESS CLAIM	\$ 482,972.10	
EFT21394	PRESTON PRESS	2020-2021 COMMUNITY GRANTS FULL PAGE AD	\$ 60.00	
EFT21395	PRESTON VALLEY MAINTENANCE	ADMIN BLDG - INSTALL HAND TOWEL DISPENSOR'S & PIN UP BOARDS	\$ 165.00	
EFT21396	PFD FOOD SERVICE PTY LTD	TUIA LODGE - GROCERIES ORDER 29/03/2021	\$ 1,770.00	
EFT21397	PRESTON POWER EQUIPMENT	MISC SMALL GOODS & SERVICES - MARCH 2021	\$ 237.00	
EFT21398	PROGRAMMED PROPERTY SERVICES	DBK REC CTR - PREP & PAINTING OF POOL & FOYER AREAS	\$ 17,166.60	
EFT21399	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE FOR SEAT AT LOWDEN CEMETERY	\$ 622.60	
EFT21400	STAFF REIMBURSEMENTS	REIMBURSE INTERNET EXPENSES - APRIL 2021	\$ 39.95	
EFT21401	C.J. KAY T/A RURAL CINEMA	2021 OUTDOOR MOVIE SERIES - FINDING STEVE MCQUEEN	\$ 1,650.00	
EFT21402	SPRINT EXPRESS	FREIGHT EXPENSES - MARCH 2021	\$ 11.00	
EFT21403	SOUTHERN LOCK & SECURITY	ADMIN & DBK SES - ALARM MONITORING 01/04/2021 - 30/06/2021	\$ 421.29	
EFT21404	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - MARCH 2021	\$ 1,987.29	
EFT21405	SPORTSMARINE	DBK REC CTR - NETBALLS AND BADMINTON RACQUETS	\$ 552.00	
EFT21406	STALEY FOOD & PACKAGING	TUIA LODGE - KITCHEN, LAUNDRY, PPE, CLEANING CONSUMABLES	\$ 1,666.46	
EFT21407	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$ 446.40	
EFT21408	S & S PROPERTY MAINTENANCE	ADMIN - CLEANING EXPENSES FOR MARCH 2021	\$ 1,640.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT21409	STATEWIDE BEARINGS	ENGINE MOUNTS	\$	84.48	
EFT21410	SHRED-X PTY LTD	ADMIN OFFICE - SHREDDING BIN PICKUP	\$	176.68	
EFT21411	SCOPE BUSINESS IMAGING	DBK SES - PREVENTATIVE SERVICE PLAN FOR PRINTER/COPIER	\$	55.97	
EFT21412	SHAPE MANAGEMENT	VC MITCHELL - PROJECT MANAGEMENT SERVICES	\$	8,404.00	
EFT21413	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	1,857.74	
EFT21414	TOTALLY WORKWEAR	STAFF CORPORATE UNIFORMS 2020/21	\$	295.90	
EFT21415	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$	62.32	
EFT21416	TENDERLINK	01-2021 ROAD SWEEPING REQUEST FOR TENDER	\$	168.30	
EFT21417	TARVIA	GOODS SHED COUNTER FABRICATIONS - JARRAH SUPPLY & FABRICATE	\$	995.50	
EFT21418	UNICARE HEALTH	TUIA LODGE - CUSHION HEAD PILLOW & EQUIPMENT HIRE	\$	1,088.50	
EFT21419	EARTH 2 OCEAN COMMUNICATIONS	BEELERUP BFB - SUPPLY & INSTALL DUAL HEAD KIT FOR ENGINE ROOM	\$	1,733.60	
EFT21420	VETAG PTY LTD	GRAVEL FOR ROAD WORK PROJECTS DURING MARCH 2021	\$	19,935.55	
EFT21421	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSEMENT FOR PARKING DURING TRAINING	\$	16.15	
EFT21422	STAFF REIMBURSEMENTS	REIMBURSEMENT FOR PURCHASE OF CLEANING PRODUCTS FOR ADMIN	\$	60.74	
EFT21423	SYNERGY	ELECTRICITY EXPENSES	\$	13,074.37	
EFT21424	WESTRAC EQUIPMENT PTY LTD	DB4517 GRADER - INSPECT & REPAIR AIR CONDITIONING	\$	769.38	
EFT21425	WORK CLOBBER	STAFF UNIFORMS PPE	\$	423.00	
EFT21425a	SHERIFF'S OFFICE	FINES ENFORCEMENT INFRINGEMENT LODGEMENTS - RECOVERABLE	\$	154.00	
EFT21426	JEFFREY ALLAN DICKENS	RATES REFUND	\$	998.73	
EFT21427	CR SHANE ATHERTON	COUNCILLOR ALLOWANCE - JAN TO MAR 2021	\$	2,739.50	
EFT21428	CR ANITA LINDEMANN	COUNCILLOR ALLOWANCE - JAN TO MAR 2021	\$	2,739.50	
EFT21429	CR ANNE MITCHELL	COUNCILLOR ALLOWANCE - JAN TO MAR 2021	\$	2,739.50	
EFT21430	CR JACQUELINE MASSEY	COUNCILLOR ALLOWANCE - JAN TO MAR 2021	\$	3,638.93	
EFT21431	CR CHARLES NEWMAN	COUNCILLOR ALLOWANCE - JAN TO MAR 2021	\$	2,739.50	
EFT21432	CR BRIAN PIESSE	COUNCILLOR ALLOWANCE - JAN TO MAR 2021	\$	6,243.66	
EFT21433	CR SHANE SERCOMBE	COUNCILLOR ALLOWANCE - JAN TO 27 JAN 2021	\$	821.88	
EFT21434	CR CHRISTOPHER SMITH	COUNCILLOR ALLOWANCE - JAN TO MAR 2021	\$	2,739.50	
EFT21435	CR LEANNE WRINGE	COUNCILLOR ALLOWANCE - JAN TO MAR 2021	\$	2,739.50	
EFT21435a	SG FLEET AUSTRALIA PTY LIMITED	LEASE REPAYMENT - CESM VEHICLE	\$	1,561.90	
EFT21435b	AUSTRALIAN TAX OFFICE	BAS - MARCH 2021	\$	9,722.00	
EFT21436	ALLENS CIVIL & RURAL CONTRACTORS	MACHINERY HIRE FOR MAINTENANCE WORKS	\$	1,925.00	
EFT21437	ALFS MACHINERY PTY LTD	MISC SMALL GOODS & SERVICES FOR MARCH 20201	\$	104.70	
EFT21438	AUSTRALIAN COMMUNICATIONS & MEDIA	LAND MOBILE SYSTEM ANNUAL RENEWAL LICENCE	\$	114.00	
EFT21439	A & R ENGINEERING	BLN P&G - SUPPLY FLAT BAR AND LABOUR 100 X 12	\$	67.83	
EFT21440	WINC AUSTRALIA PTY LTD	ADMIN & TUIA LODGE - STATIONERY SUPPLIES	\$	1,578.90	
EFT21441	AUST INST OF COMPANY DIRECTORS	NEW STANDARD MEMBERSHIP TO 30 APRIL 2022 - CEO	\$	825.00	
EFT21442	ACCESS PROTOCOL	TUIA LODGE - CALL POINT RECEIVER & ACCESSORIES	\$	326.70	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT21443	ALL LIFT LIFTING SERVICES	12 MONTH INSPECTION OF CHAINS AND SLINGS	\$	1,719.76	
EFT21444	A & R MACHINERY	DB193 MOWER - SIDE DISCHARGE SHOOTS	\$	115.50	
EFT21445	AIR & POWER PTY LTD	INSPECT COMPRESSOR AT DBK DEPOT	\$	608.20	
EFT21446	ALL FIRE & EVACUATION SYSTEMS	TUIA LODGE - FIP TRAINING	\$	429.00	
EFT21447	SHIRLEY VERONICA ALLEN	BOND REFUND	\$	300.00	
EFT21448	AUSTRALIAN VISA ASSIST	TUIA LODGE - DHA SKILLING AUSTRALIA FUND LEVY (SAF)	\$	3,042.00	
EFT21449	BUNBURY RETRAVISION	TUIA LODGE - 3 x HD SMART TV'S. REMOTES & CABLING	\$	2,328.70	
EFT21450	BUNNINGS GROUP LIMITED	DTCRP - MISC ITEMS FOR SHOP FITTING DISPLAY CABINETS	\$	1,170.51	
EFT21451	BOC LIMITED	TUIA LODGE - 3 X OXYGEN CONCENTRATOR RENTAL - MARCH 2021	\$	201.10	
EFT21452	BUILD & CONSTRUCT IND TRAIN FUND	BCITF LEVY COLLECTIONS - MARCH 2021	\$	2,118.76	
EFT21453	BIG W - BUNBURY	LIBRARIES - BOOKS, DVD'S & SOFT FURNISHINGS	\$	473.00	
EFT21454	BANKS PEST AND WEED CONTROL	UPPER CAPEL RD - TREAT ROADSIDE SUCKERS	\$	1,374.45	
EFT21455	BUNBURY PLUMBING SERVICES PTY LTD	EGAN PARK - SAT CALL OUT FOR BLOCKAGE IN TOILETS OF MENSHEDS	\$	902.16	
EFT21456	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - MARCH 2021	\$	155.13	
EFT21457	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - MARCH 2021	\$	2,662.10	
EFT21458	STAFF REIMBURSEMENTS	REIMBURSE TELECOMMUNICATION PACKAGE 21/04 - 21/05 2021	\$	79.99	
EFT21459	BUNBURY SUBARU	DB463 PLANNER - 12500KM VEHICLE SERVICE	\$	359.27	
EFT21460	ROSS LEWIS BOYDELL	COUNCIL CONTRIBUTION TO CROSSOVER	\$	185.00	
EFT21461	BICKLEY GRAZING	REFUND PURCHASE OF TIP PASS NOT REQUIRED	\$	176.00	
EFT21462	CLIFFORD AUTO REPAIRS	DB15 PROECT MGR - 70000KM SERVICE	\$	566.50	
EFT21463	COATES CIVIL CONSULTING PTY LTD	MARMION STREET STANDPIPE BAY PROJECT - DESIGN & DRAFTING	\$	3,300.00	
EFT21464	CRS ELECTRICAL	TUIA LODGE - MISC SMALL ELECTRICAL REPAIRS & REPLACEMENTS	\$	360.00	
EFT21465	CLEANAWAY	REFUSE COLLECTION - MARCH 2021	\$	27,115.49	
EFT21466	CHUBB FIRE & SECURITY PTY LTD	TUIA LODGE - FIRE. SMOKE AND EXIT DOORS INSPECTION & REPAIRS	\$	14,909.95	
EFT21467	CORSIGN WA	W&S - MOWING AHEAD SIGNAGE	\$	413.60	
EFT21468	COM-QUIP COMMERCIAL	TUIA LODGE - DISHWASHER DRAIN PLUG	\$	60.23	
EFT21469	MARION BETH CURTIS	TUIA LODGE - REFUND RESPITE FEES 08/04/2021 TO 22/04/2021	\$	790.65	
EFT21470	DONNYBROOK MEDICAL SERVICES	TUIA LODGE - PRE EMPLOYMENT MEDICAL	\$	330.00	
EFT21471	DONNYBROOK NEWSAGENCY	W&S - DAILY TIMESHEET PADS, ADMIN PAPERS & STATIONERY	\$	643.80	
EFT21472	DONNYBROOK HARDWARE & GARDEN	MISC TOOLS & HARDWARE - MARCH 2021	\$	1,125.91	
EFT21473	DONNYBROOK FRUIT BARN	TUIA LODGE - FRUIT AND VEGETABLES - MARCH 2021	\$	2,097.44	
EFT21474	DBK & DISTRICTS PLUMBING SERVICE	MISC PLUMBING REPAIRS, REPLACEMENTS & MAINTENANCE	\$	1,958.00	
EFT21475	DONNYBROOK TYRE SERVICE	DB193 MOWER - REPLACEMENT TYRE	\$	215.00	
EFT21476	GRUMPY GNOME GARDEN SUPPLIES	P&G - LAWN MIX	\$	455.00	
EFT21477	DONNYBROOK FARM SERVICE	MISC GOODS & POOL CHEMICALS FOR MARCH 2021	\$	314.22	
EFT21478	SUPA IGA DONNYBROOK	DBK REC CTR - MILK - MARCH 2021	\$	33.21	
EFT21479	DATA#3	SOPHOS FIREWALL ANNUAL RENEWAL	\$	2,532.96	

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Chq/EFT	Name	Description		Municipal	Trust
EFT21480	DEPARTMENT OF MIRS	BSL LEVY COLLECTIONS - MARCH 2021	\$	3,749.45	
EFT21481	DBK & DIST COUNTRY MUSIC CLUB INC	2020/21 MINOR SPONSORSHIP - NEW YEARS EVE DANCE	\$	500.00	
EFT21482	DELL FINANCIAL SERVICES PTY LTD	LEASE EXPENSES	\$	821.46	
EFT21483	DARDANUP BUTCHERING COMPANY	TUIA LODGE - MEAT SUPPLY - ORDER 06/04/2021 & 14/04/2021	\$	923.41	
EFT21484	DBCEC (WA) PTY LTD	KINCRAIG ST - CLEAN OUT DRAIN & REPAIRS TO DRAINAGE	\$	1,578.50	
EFT21485	EARTHMAC PTY LTD	TRAFFIC MANAGEMENT UPPER CAPEL ROAD WORKS	\$	23,525.43	
EFT21486	BUNBURY FREIGHT SERVICES	TUIA LODGE - FREIGHT FOR PHARMACEUTICAL SUPPLIES - MARCH 2021	\$	176.23	
EFT21487	GARMIN	GARMEN MESSENGER AND GPS DEVICE 14/04/2021 - 13/05/2021	\$	60.00	
EFT21488	HOSPITALITY HOUSE	KITCHENWARE FOR COUNCILLOR CATERING	\$	19.65	
EFT21489	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL SITE & BLN TRANSFER STN - MARCH 2021	\$	34,352.31	
EFT21490	COVERT SIGNS	DBK REC CTR - WINDOW COVERING FILM COATING FOR OFFICE PRIVACY	\$	2,057.00	
EFT21491	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE	\$	80.00	
EFT21492	JONNO'S HANDYMAN AND CARPENTRY	PRESTON VILLAGE - GROUNDS MAINTENANCE	\$	180.00	
EFT21493	JACKSON MCDONALD	TUIA LODGE - SALE AGREEMENT & LEASE	\$	13,285.59	
EFT21494	KENSINGTON PHYSIOTHERAPY	TUIA LODGE - PHYSIOTHERAPY SERVICES - 12.04.2021	\$	2,321.55	
EFT21495	LOTEX FILTER CLEANING SERVICE	VEHICLE AIR CLEANER SERVICING	\$	217.56	
EFT21496	LIVING SPRINGS	WATER COOLER RENTAL - COUNCIL CHAMBERS 01/04/2021 - 31/03/2022	\$	165.00	
EFT21497	LOCAL GOVERNMENT PROFESSIONALS	INTRO TO LOCAL GOVT - 4 X NEW STAFF	\$	1,140.00	
EFT21498	MCLEODS BARRISTERS & SOLICITORS	DONNYBROOK GOODS SHED - LEASE	\$	4,636.15	
EFT21499	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - MARCH 2021	\$	3,022.07	
EFT21500	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES 01/04/2021 - 30/04/2021	\$	230.00	
EFT21501	SUZANNE FAY MORGAN	RATES REFUND	\$	618.62	
EFT21502	NISBETS AUSTRALIA PTY LTD	TUIA LODGE - KITCHEN EQUIPMENT	\$	2,044.83	
EFT21503	NORTH POINT CONSULTING	TUIA LODGE - SITE ATTENDANCE. FLOW TEST & REPORT. SYSTEM DOCS	\$	2,640.00	
EFT21504	OFFICEWORKS	BLN LIBRARY - STANDING DESK & MISC STATIONERY	\$	764.28	
EFT21505	PRESTON PRESS	MONTHLY SHIRE CONNECT DOUBLE PAGE FEATURE - APRIL 2021	\$	440.00	
EFT21506	FULTON HOGAN INDUSTRIES PTY LTD	BITUMEN RESEAL - AS PER RFQ 244	\$	173,790.54	
EFT21507	PRESTON VALLEY MAINTENANCE	BLN VILLAGE GREEN - INSTALL NEW PICNIC SETTINGS & BENCH SEATING	\$	534.60	
EFT21508	PFD FOOD SERVICE PTY LTD	TUIA LODGE - GROCERY ORDERS 06/04/2021 & 14/04/2021	\$	1,972.20	
EFT21509	PRESTON POWER EQUIPMENT	TUIA LODGE - ROTARY NOZZLE FOR PRESSURE CLEANER	\$	29.00	
EFT21510	TRACIE MICHELLE PUSHMAN	BOND REFUND	\$	150.00	
EFT21511	PAYPAC PAYROLL SERVICES PTY LTD	TUIA LODGE - PAYROLL PROCESSING SERVICES - MARCH 2021	\$	906.47	
EFT21512	HOLCIM (AUSTRALIA) PTY LTD	MELDENE PARK FOOTPATH - CONCRETE & DELIVERY	\$	11,920.25	
EFT21513	WREN OIL	OIL WASTE DISPOSAL FROM DWMF	\$	16.50	
EFT21514	GRACE RECORDS MANAGEMENT	DESTRUCTION OF 55 ARCHIVE BOXES	\$	665.50	
EFT21515	REPCO - DONNYBROOK	MISC SMALL GOODS FOR MARCH 2021	\$	451.73	
EFT21516	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS PAYROLL SERVICES - 12/04/2021 - 11/05/2021	\$	149.00	

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EFT21517	SOUTHERN LOCK & SECURITY	TUIA LODGE - REPLACEMENT LOCK ON MEDICATION TROLLEY	\$	358.30	
EFT21518	SOS OFFICE EQUIPMENT	DBK REC CTR - PHOTOCOPIER TONER	\$	535.70	
EFT21519	SPOTLIGHT PTY LTD	SCHOOL HOLIDAY PROGRAM EXPENSES - LIBRARIES	\$	192.89	
EFT21520	SOUTH WEST SEPTICS	BALINGUP VILLAGE GREEN - EMPTY SEPTIC TANKS	\$	1,530.60	
EFT21521	STALEY FOOD & PACKAGING	TUIA LODGE - LAUNDRY. KITCHEN. PPE. CLEANING. CONSUMABLES	\$	3,163.62	
EFT21522	SOLAHART SOUTH WEST	PRESTON VILLAGE - REPLACE SYSTEMS U6 & U7. SERVICE TO 5 OTHERS	\$	9,851.00	
EFT21523	SPORTSWORLD OF WA	DBK REC CTR - KIOSK GOGGLES AND MASKS	\$	283.80	
EFT21524	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$	1,036.14	
EFT21525	SURVCON PTY LTD	GENERAL CONSTRUCTION SETOUT AND STAKES AT ROADWORK SITES	\$	3,656.40	
EFT21526	SOUTH WEST NUTRITION SERVICES	TUIA LODGE - DIETICIAN SERVICES	\$	1,450.00	
EFT21527	STEVE'S TRANSPORTABLES GROUP P/L	BALINGUP ABLUTION - DESIGN, FABRICATION & DELIVERY OF ABLUTION	\$	45,045.00	
EFT21528	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	3,548.83	
EFT21529	TOTALLY WORKWEAR	STAFF CORPORATE UNIFORMS 2020/21	\$	30.80	
EFT21530	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$	460.19	
EFT21531	TARVIA	DTCRP - ENGINEER & DESIGN TWO SHELTERS WITH TRAIN PROFILE	\$	2,590.50	
EFT21532	VEECO LAUNDRY SYSTEMS	TUIA LODGE - SERVICE SMALL WASHING MACHINE AND DRYER	\$	275.28	
EFT21533	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$	21,928.70	
EFT21534	SYNERGY	ELECTRICITY EXPENSES	\$	4,188.83	
EFT21535	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING SERVICES	\$	779.35	
EFT21536	WIGHT & EMMETT	SELF FEEDING WATER BOWL FOR DOG POUND	\$	85.00	
EFT21537	ZIPFORM	RATES - SUPPLY 1000 FINAL NOTICES BLANK FORM	\$	579.70	
EFT21537a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 21/04/2021	\$	133,855.98	
EFT21537b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 21/04/2021 WEEK 44	\$	89,392.94	
EFT21537c	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR APRIL 2021	\$	17,330.50	
EFT21537d	WESTNET PTY LTD	INTERNET SERVICES	\$	990.57	
53650	SHIRE OF DONNYBROOK BALINGUP	BALINGUP ABLUTION REFURBISHMENT BUILDING APPLICATION FEES	\$	459.90	
53651	DAWN CORBETT	REFUND OVERPAYMENT OF RESPITE FEES 19/01/2021 - 21/01/2021	\$	156.75	
53652	SHIRE OF DONNYBROOK BALINGUP	REFUND OVERPAYMENT TO FINES ENFORCEMENT REGISTRY	\$	48.20	
53653	DEPARTMENT OF TRANSPORT	DB463 - 2020/21 VEHICLE REGISTRATION TO JUNE 30 2021	\$	91.45	
53654	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - RESIDENTS KITTY RECOUP - APRIL 2021	\$	981.10	
53655	MAGISTRATES COURT OF WA	PAYMENT OF PROSECUTION FEES	\$	155.70	
53656	DEPARTMENT OF MIRS	LODGEMENT OF SECURITY BONDS	\$	1,313.60	
53657	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES PAYROLL DEDUCTIONS - APRIL 2021	\$	200.00	
53658	DECEASED ESTATE	REFUND BALANCE OF TUIA LODGE RESIDENT'S KITTY	\$	98.00	
53660	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATES	\$	400.00	
DD25797.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	37.13	
DD25797.2	AWARE SUPER	PAYROLL DEDUCTIONS	\$	8.91	

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 26 MAY 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
DD25816.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$ 17,738.22	
DD25816.2	HOSTPLUS	PAYROLL DEDUCTIONS	\$ 383.65	
DD25816.3	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 215.72	
DD25816.4	AUSTRALIAN CATHOLIC	PAYROLL DEDUCTIONS	\$ 62.47	
DD25816.5	SUPERESTATE	PAYROLL DEDUCTIONS	\$ 80.77	
DD25816.6	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$ 94.00	
DD25816.7	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 197.65	
DD25816.8	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 1,198.99	
DD25816.9	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$ 481.26	
DD25816.10	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 187.28	
DD25816.11	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$ 325.23	
DD25816.12	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 258.39	
DD25816.13	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 293.46	
DD25816.14	UNISUPER	PAYROLL DEDUCTIONS	\$ 55.49	
DD25855.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$ 43.38	
DD25855.2	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$ 325.23	
DD25855.3	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 268.59	
DD25855.4	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 313.74	
DD25855.5	UNISUPER	PAYROLL DEDUCTIONS	\$ 37.47	
DD25855.6	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 216.25	
DD25855.7	AUSTRALIAN CATHOLIC	PAYROLL DEDUCTIONS	\$ 10.86	
DD25855.8	SUPERESTATE	PAYROLL DEDUCTIONS	\$ 140.00	
DD25855.9	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$ 75.07	
DD25855.10	AWARE SUPER	PAYROLL DEDUCTIONS	\$ 18,347.35	
DD25855.11	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 1,394.43	
DD25855.12	FIRSTCHOICE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$ 45.68	
DD25855.13	MLC NOMINEES PTY LTD	PAYROLL DEDUCTIONS	\$ 43.46	
DD25855.14	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 197.65	
DD25855.15	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$ 300.94	
DD25855.16	COMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 187.28	
DD25855.17	HOSTPLUS	PAYROLL DEDUCTIONS	\$ 492.01	
			\$ 1,946,074.11	\$ -
				\$ 1,946,074.11

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 26 MAY 2021.**

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3581-CCP3591, EFT21311a-EFT21537d, 53650 - 53660, DD25797.1- DD25797.2, DD25816.1- DD25816.14 and DD25855.1 - DD25855.17	\$1,946,074.11
Trust		
<i>Monthly Cheque Totals</i>		<u><u>\$1,946,074.11</u></u>

CERTIFICATION OF DIRECTOR CORPORATE & COMMUNITY

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3581-CCP3591, EFT21311a-EFT21537d, 53650 - 53660, DD25797.1-DD25797.2, DD25816.1-DD25816.14 and DD25855.1 - DD25855.17 totalling \$1,946,074.11 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.



DIRECTOR CORPORATE & COMMUNITY

14/5/2021

DATE



Monthly Financial Reports

Management Statements

For the period ended
31st March 2021

Shire of Donnybrook-Balingup

Monthly Report to Council

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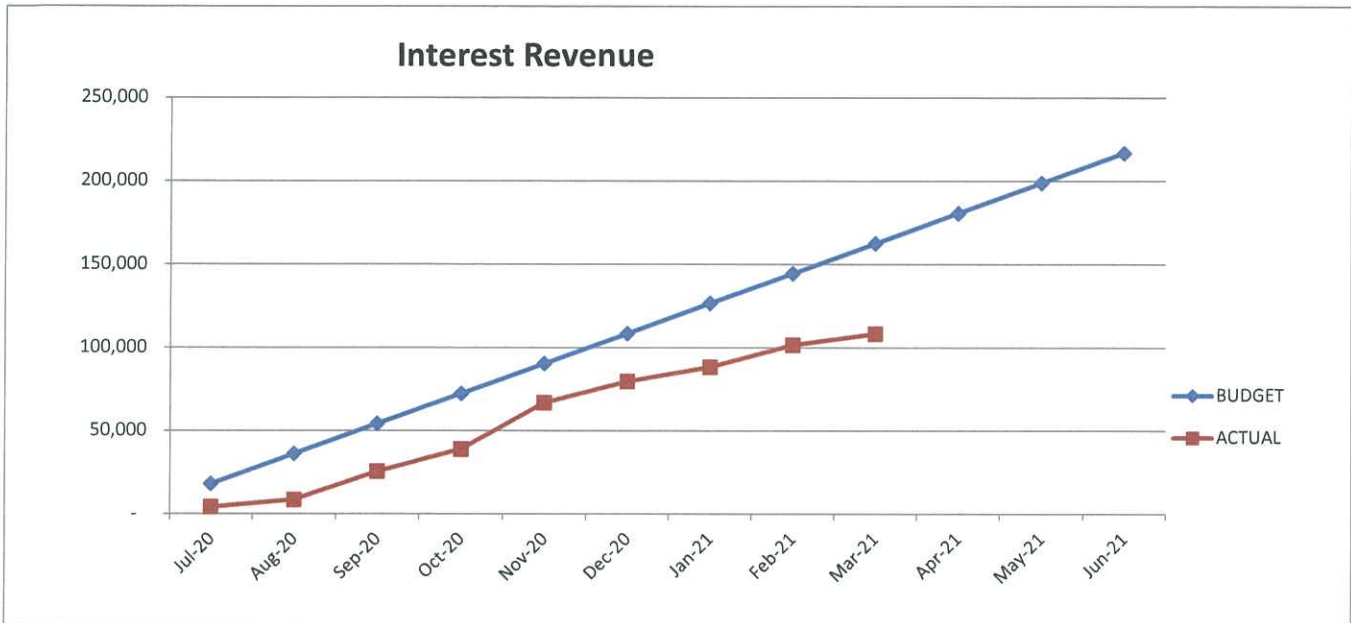
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st March 2021

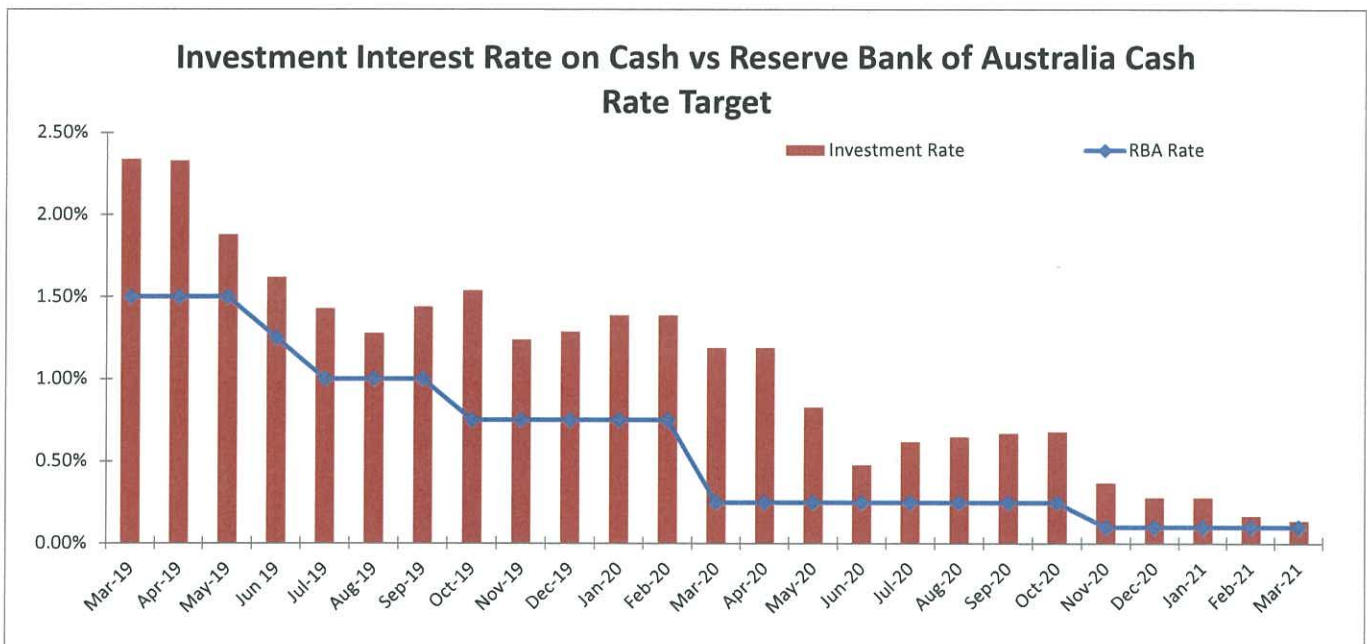
Cash & Investments

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

	YTD Actual	YTD Budget
Municipal Fund:	\$ 32,832	\$ 72,000
Reserve Fund:	\$ 23,074	\$ 47,493
Interest Revenue - Rates	\$ 52,456	\$ 43,119
	<u>\$ 108,362</u>	<u>\$ 162,612</u>



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

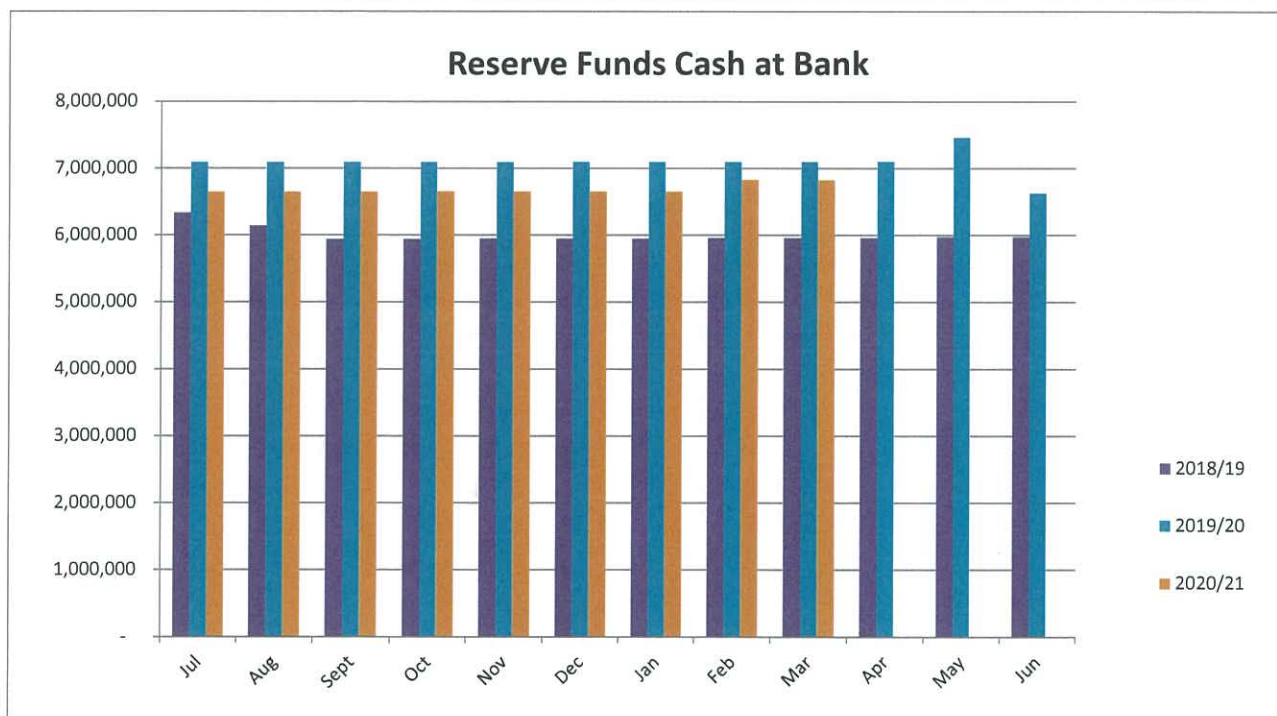
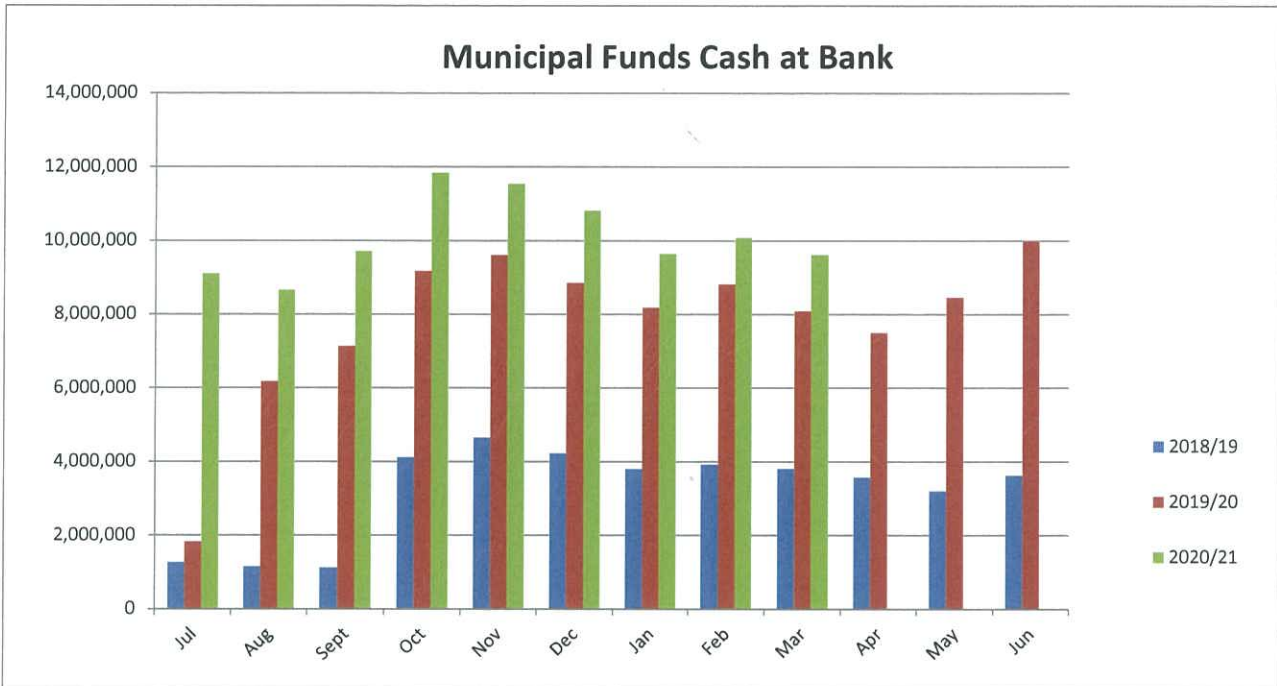


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st March 2021

Cash & Investments

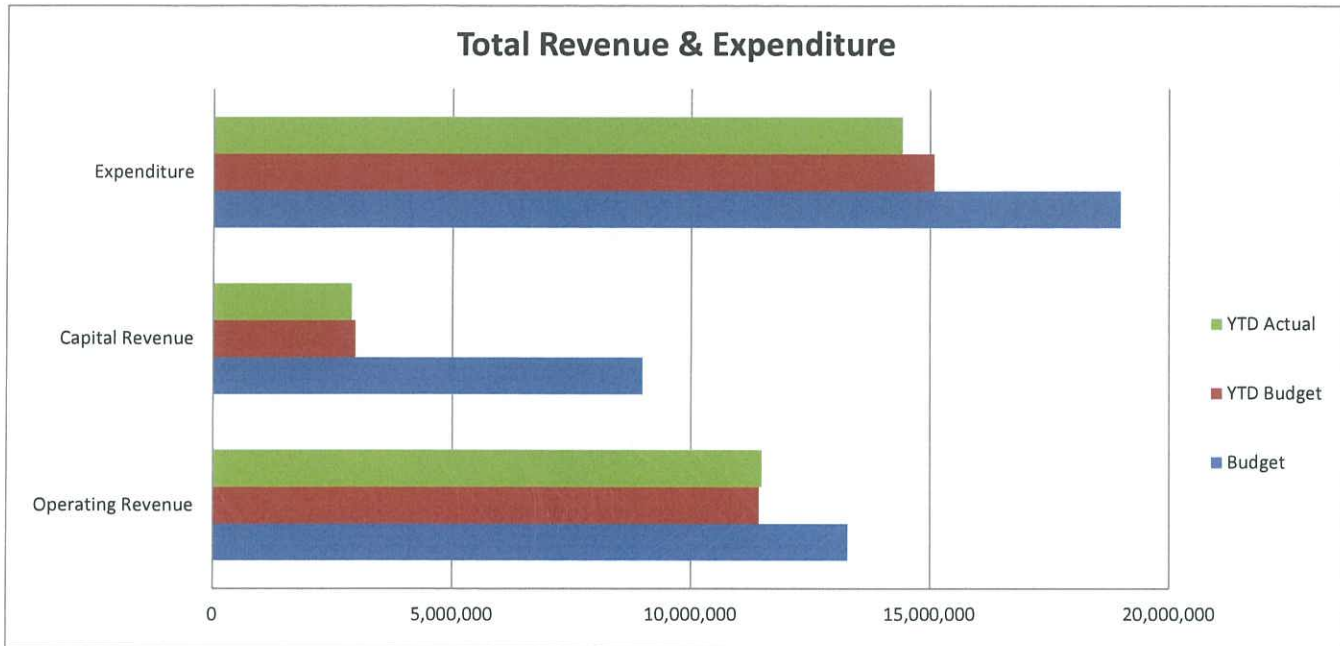
As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$9,622,963.32. This includes investments held by the Shire of \$8,750,316.48.

Municipal Investment Funds total	\$	5,019,597
Restricted Funds - Bond Deposits	\$	3,730,720
Municipal Fund Cash at Bank total	\$	872,647
Reserve Fund Cash at Bank total	\$	265,738
Reserve Investment Funds Cash at Ban	\$	6,564,963
	\$	16,453,664



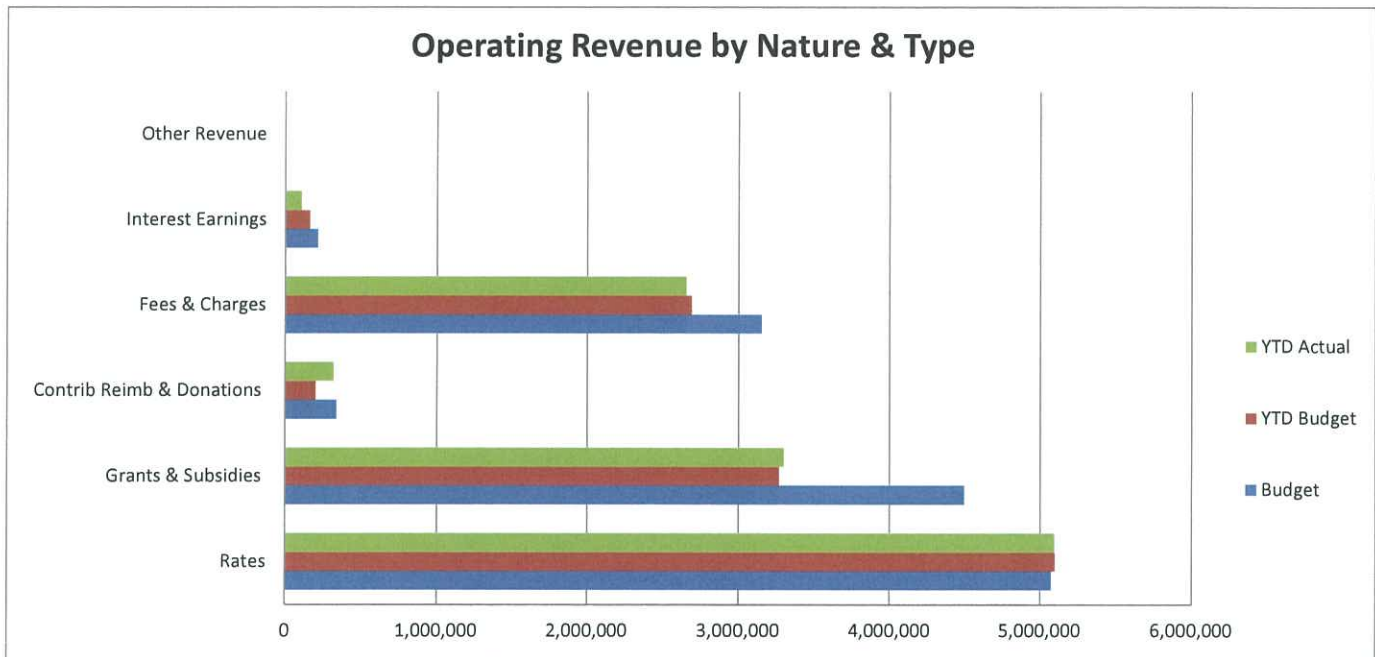
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st March 2021

Nature & Type Reporting



Total Revenue & Expenditure	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	13,286,259	13,373,119	11,428,168	11,484,067	0.49%
Capital Revenue	8,994,403	9,512,581	2,978,492	2,898,887	(2.67%)
Expenditure	18,988,603	19,682,539	15,097,297	14,423,241	(4.46%)

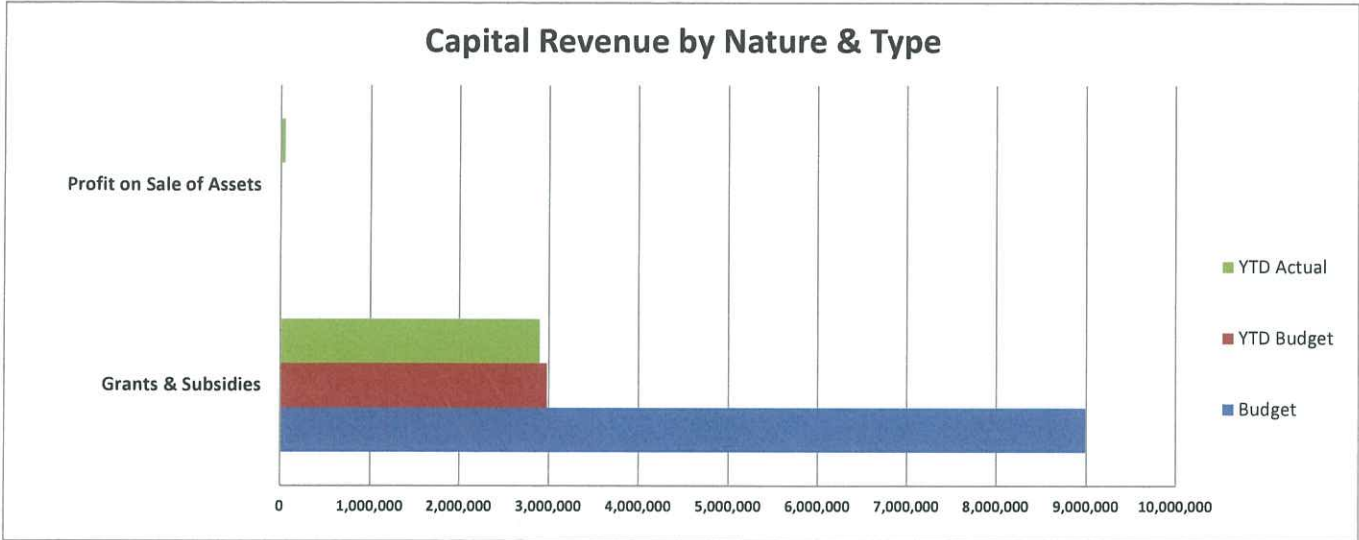
A further detailed analysis of total operating revenue, capital revenue and expenditures is provided via the various nature and type subsections listed below:



Operating Revenue by Nature & Type	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,074,942	5,101,442	5,100,992	5,096,823	(0.08%)
Grants & Subsidies	4,498,690	4,499,690	3,267,758	3,299,629	0.98%
Contrib Reimb & Donations	339,678	339,678	203,732	321,649	57.88%
Fees & Charges	3,154,474	3,213,834	2,691,841	2,657,164	(1.29%)
Interest Earnings	216,825	216,825	162,612	108,362	(33.36%)
Other Revenue	1,650	1,650	1,233	440	(64.31%)
Total	13,286,259	13,373,119	11,428,168	11,484,067	

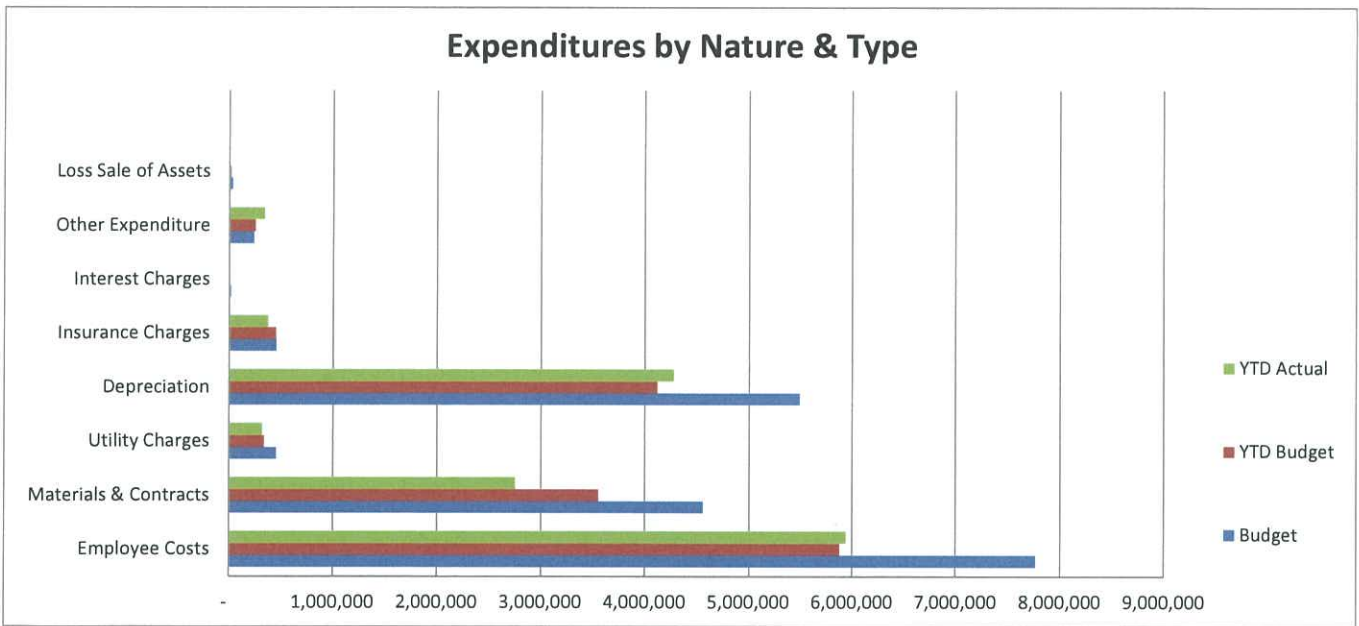
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st March 2021

Nature & Type Reporting (continued)



Capital Revenue by Nature and Type

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	8,994,403	9,512,581	2,978,492	2,898,887	(2.67%)
Profit on Sale of Assets	9,869	9,869	9,691	48,901	404.60%
Total	9,014,141	9,522,450	2,988,183	2,947,788	

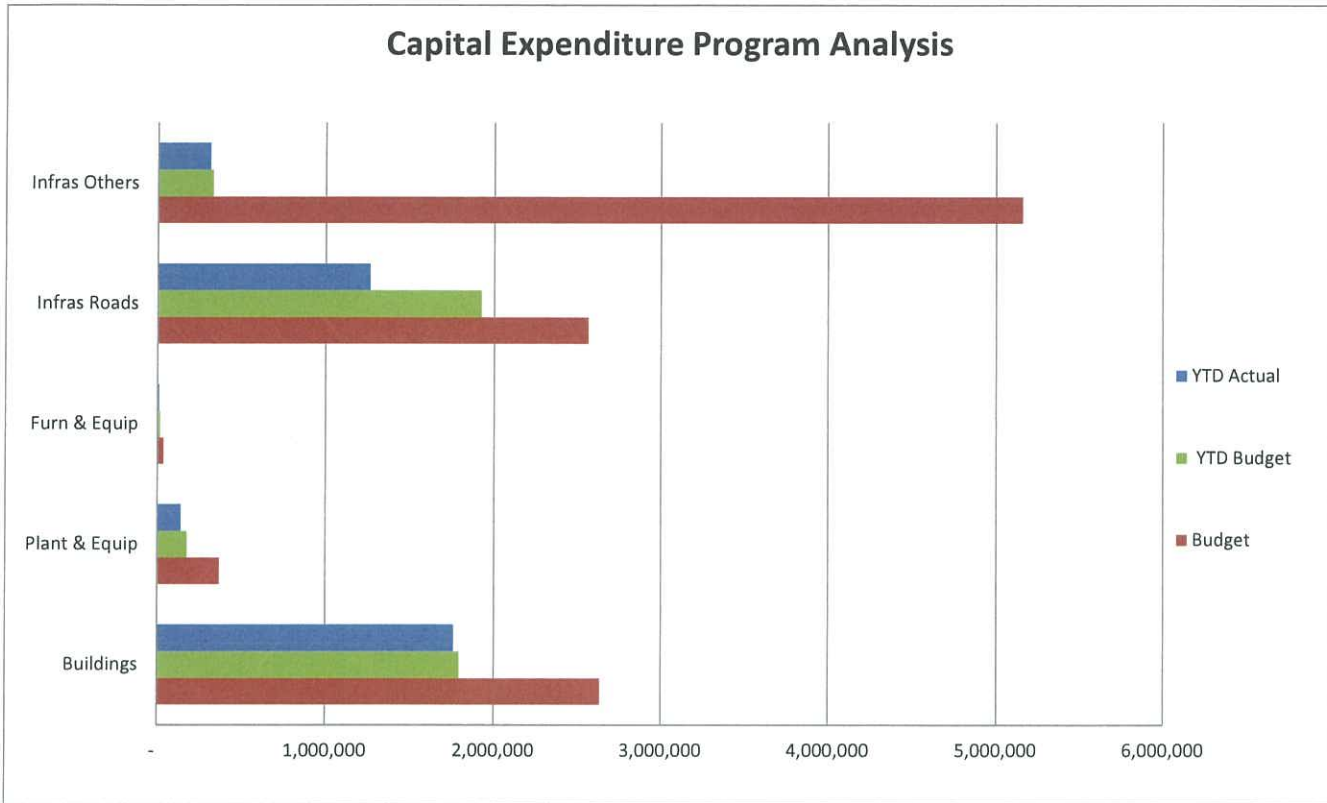


Expenditures by Nature and Type

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,766,645	7,780,331	5,880,622	5,943,191	1.06%
Materials and contracts	4,559,200	5,165,972	3,554,252	2,758,942	(22.38%)
Utility charges	457,272	454,772	340,220	322,197	(5.30%)
Depreciation on Non Current Assets	5,494,234	5,494,234	4,120,569	4,279,038	3.85%
Insurance charges	456,518	456,581	454,213	377,019	(17.00%)
Interest charges	17,133	17,133	11,108	11,163	0.49%
Loss on sale of asset	32,470	32,470	18,450	9,262	0.00%
Other expenditure	237,601	313,516	254,048	345,385	35.95%
TOTAL	19,021,073	19,715,009	14,633,482	14,046,197	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st March 2021

Capital Acquisitions by Asset Class



Capital Acquisitions

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	2,635,764	2,943,494	1,795,170	1,763,430	(1.77%)
Plant & Equipment	371,556	371,556	177,664	142,018	(20.06%)
Furniture & Equipment	38,000	56,088	18,088	12,088	(33.17%)
Infrastructure Roads	2,567,418	2,547,418	1,925,370	1,264,443	(34.33%)
Infrastructure Others	5,160,088	5,554,488	330,272	314,860	(4.67%)
TOTAL	10,772,826	11,473,044	4,246,564	3,496,838	

**Shire of Donnybrook / Balingup
Operating Statement
For Period ended 31st March 2021**

		Adopted Budget 2020/21	Amended Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
Operating Revenues					
Rate Revenue	3	5,074,942	5,101,442	5,100,992	5,096,823
General Purpose Funding	3	1,163,234	1,163,234	872,397	865,592
Governance	4	64,084	63,462	43,206	51,682
Law, Order & Public Safety	5	577,580	577,580	360,730	378,760
Health	7	173,013	173,013	129,735	128,506
Education and Welfare	8	4,047,772	4,068,772	3,192,857	3,175,887
Community Amenities	10	1,134,936	1,169,296	1,152,438	1,190,329
Recreation & Culture	11	261,529	241,529	381,053	137,997
Transport	12	198,310	198,310	162,679	163,356
Economic Services	13	480,781	505,781	149,074	152,830
Other Property & Services	14	110,078	110,700	83,007	142,306
		13,286,259	13,373,119	11,628,168	11,484,067
Operating Expenses Excluding Borrowing Costs Expenses					
General Purpose Funding	3	(202,110)	(202,110)	(156,319)	(120,963)
Governance	4	(1,049,323)	(1,055,075)	(813,777)	(741,591)
Law, Order & Public Safety	5	(1,372,958)	(1,373,180)	(1,051,829)	(939,820)
Health	7	(260,039)	(267,375)	(196,699)	(178,767)
Education and Welfare	8	(5,020,297)	(5,029,720)	(3,930,443)	(3,928,834)
Community Amenities	10	(1,709,555)	(1,709,555)	(1,284,225)	(1,133,338)
Recreation & Culture	11	(3,576,815)	(3,542,394)	(2,666,204)	(2,656,016)
Transport	12	(4,818,754)	(4,818,754)	(3,633,577)	(3,651,014)
** Economic Services	13	(844,600)	(925,849)	(729,796)	(442,308)
Other Property & Services	14	(118,200)	(131,880)	(142,115)	(233,121)
		(18,972,651)	(19,055,893)	(14,604,984)	(14,025,772)
Borrowing Costs Expenses					
Governance	4	(2,876)	(2,876)	(2,151)	(2,547)
Law, Order & Public Safety	5	(111)	(111)	(81)	(176)
Health	7	(3,668)	(3,668)	(1,834)	(1,553)
Education and Welfare	8	(4,617)	(4,617)	(2,389)	(3,753)
Recreation and Culture	11	(2,012)	(2,012)	(1,104)	(1,735)
Transport	12	(0)	(0)	(0)	(0)
** Economic Services	13	(2,667)	(2,667)	(2,667)	(1,397)
		(15,951)	(15,951)	(10,226)	(11,163)
Contributions/Grants for the Development of Assets					
Law, Order & Public Safety	5	62,241	63,819	10,000	9,990
Education and Welfare	8	0	16,850	16,850	16,850
Community Amenities	10	170,000	190,000	30,000	30,073
Recreation & Culture	11	4,030,671	4,493,671	1,205,000	1,416,717
Transport	12	4,611,491	4,560,241	1,466,642	1,373,716
Economic Services	13	120,000	188,000	50,000	51,542
		8,994,403	9,512,581	2,778,492	2,898,887
GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS					
Governance	4	622	622	622	0
Community Amenities	10	5,611	5,611	5,611	11,639
Transport	12	(21,321)	(21,321)	(7,300)	(8,350)
Economic Services	13	(7,514)	(7,514)	(7,514)	36,350
		(22,602)	(22,602)	(8,581)	39,639
Net Profit OR Loss / Result		3,269,458	3,823,157	(217,131)	385,658

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

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 31st March 2021

	Adopted Budget 2020/21	Amended Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
OPERATING REVENUE AND EXPENDITURE				
(a) <u>Summary by Nature and Type</u>				
Revenue				
Rates	5,074,942	5,101,442	5,100,992	5,096,823
Grants and Subsidies (Operating)	4,498,690	4,499,690	3,267,758	3,299,629
Contributions Reimbursements and Donations (Operating)	339,678	339,678	203,732	321,649
Fees and Charges	3,154,474	3,213,834	2,691,841	2,657,164
Interest Earnings	216,825	216,825	162,612	108,362
Other Revenue	1,650	1,650	1,233	440
	13,286,259	13,373,119	11,428,168	11,484,067
Expenditure				
Employee Costs	(7,766,645)	(7,780,331)	(5,880,622)	(5,943,191)
Materials and Contracts	(5,201,797)	(5,165,972)	(4,036,517)	(3,145,248)
Utility Charges	(457,272)	(454,772)	(340,220)	(322,197)
Depreciation on Non Current Assets	(5,494,234)	(5,494,234)	(4,120,569)	(4,279,038)
Insurance Expenses	(456,518)	(456,581)	(454,213)	(377,019)
Interest Expenses	(17,133)	(17,133)	(11,108)	(11,163)
Other Expenses	(237,601)	(313,516)	(254,048)	(345,385)
	(19,631,200)	(19,682,539)	(15,097,297)	(14,423,241)
Less Applicable to Capital Works	(642,598)	(642,598)	(482,265)	(386,306)
	(5,702,344)	(5,666,823)	(3,186,864)	(2,552,868)
Non-operating grants, subsidies and contributions	8,994,403	9,512,581	2,978,492	2,898,887
Profit on asset disposals	9,869	9,869	9,691	48,901
Loss on asset disposals	(32,470)	(32,470)	(18,450)	(9,262)
Net result	3,269,458	3,823,157	(217,131)	385,658
Total Comprehensive Income	3,269,458	3,823,157	(217,131)	385,658

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st March 2021

OPERATING REVENUE AND EXPENDITURE	2020/21			
	Adopted Budget	Amended Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:				
<u>OPERATING REVENUE</u>				
Rate Revenue				
Rates	5,074,942	5,101,442	5,100,992	5,096,823
Grants & Subsidies (Operating)				
** Other Grants	4,498,690	4,499,690	3,267,758	3,299,629
Grants & Subsidies (Capital)				
** Other Grants	8,978,371	9,479,699	2,949,618	2,882,037
Reimbursements (Operating)				
** Reimbursements	334,838	334,838	200,132	289,056
Contributions & Donations (Operating)				
** Contributions, Reimbursements & Donations	4,840	4,840	3,600	32,593
Contributions & Donations (Cap)				
** Contributions, Reimbursements & Donations	16,032	32,882	28,874	16,850
Fees and Charges				
Waste Receptacle Fee	570,696	570,696	570,696	592,704
Waste Management Levy	498,070	497,000	497,000	500,909
Property Lease	426,507	427,577	320,607	276,256
Property Hire	58,106	58,106	43,560	43,607
Sale of Stock	8,000	8,000	5,994	4,438
Inspections	200	200	144	0
Other Charges	1,461,555	1,461,555	1,096,020	1,069,972
Fines and Penalties	5,100	5,100	3,807	8,699
Licenses, Approvals, Registrations	126,240	185,600	154,013	160,579
Interest Earnings				
Rates Penalty Interest Charge	37,500	37,500	28,125	33,897
Interest on Rates Instalments	16,500	16,500	12,375	17,225
Interest on Municipal Funds	159,325	159,325	119,493	55,906
Interest Other	3,500	3,500	2,619	1,335
Other Revenue				
Other Income	1,650	1,650	1,233	440
Profit on Sale of Non-Current Assets	9,869	9,869	9,691	48,901
Total Operating Revenue	22,290,531	22,895,569	14,416,351	14,431,855

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st March 2021

OPERATING REVENUE AND EXPENDITURE	2020/21			
(b) Classified According to Nature and Type:	Adopted Budget	Amended Budget	YTD Budget	Actual
<u>OPERATING EXPENDITURE</u>				
Employee Costs				
Salaries and Wages (Operating only, excludes Capital)	6,550,811	6,644,497	4,996,506	4,923,726
Superannuation	691,204	691,204	518,310	517,705
Workers Compensation	290,890	210,890	190,606	266,113
Clothing and Uniforms	39,733	39,733	29,781	50,317
Training Expenses	104,599	104,599	78,399	25,266
Fringe Benefits Tax	52,042	52,042	39,012	71,132
** Employee Provisions	0	0	0	62,735
Other Employee Costs	37,366	37,366	28,008	26,197
Materials				
Materials	4,751,661	4,761,671	3,749,125	2,882,652
Phone/Fax	51,401	49,901	37,011	49,583
Fuels & Oils	175,000	175,000	131,238	75,950
Contracts				
Lease & Rental Expenses	0	0	0	941
Contract Labour	81,335	37,000	12,367	69,454
Professional Services & Consultants	142,400	142,400	106,776	66,669
Utility Charges				
Sewerage	20,824	20,824	15,588	21,987
Electricity / Gas	324,480	322,480	241,270	225,417
Water	111,968	111,468	83,362	74,793
Insurance Expenses				
Insurance	456,518	456,581	454,213	377,019
Interest Expenses				
Interest on Leases	4,612	4,612	3,429	3,206
Interest on Loans	12,521	12,521	7,679	7,956

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st March 2021

4. OPERATING REVENUE AND EXPENDITURE	2020/21			
	Adopted Budget	Amended Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:				
OPERATING EXPENDITURE (cont)				
Other Expenditure				
Postage	10,350	10,350	7,749	11,991
Other Expenditure	227,251	303,166	246,299	244,062
** style="padding-left: 20px;">Asset Write Off / Derecognition	0	0	0	89,332
Loss on Sale of Non-Current Assets	32,470	32,470	18,450	9,262
Depreciation				
Depreciation on Assets	5,494,234	5,494,234	4,120,569	4,279,038
Less: Applicable to Capital Works	(642,598)	(642,598)	(482,265)	(386,306)
Total Operating Expenditure	19,021,073	19,072,412	14,633,482	14,046,197
NET PROFIT OR LOSS / RESULT	3,269,458	3,823,157	(217,131)	385,658

** Grants & Subsidies (Operating) above YTD budget - variance relates to timing of ACFI Subsidies and Adverse Events Grant.

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

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

** Contributions & Donations (Operating) above YTD budget - includes additional income for Preston Village.

** Contributions & Donations (Capital) below YTD budget - variance relates to timing of contribution to assets for Infrastructure/Future works.

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

** Asset Write Off / Derecognition - variance relates to Bridge Street housing project - prior years Capital Expenditure treated as WIP Buildings project has now been handed to Alliance Housing during 2020/21 - no longer an asset.

Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 31st March 2021

		2020/21 Adopted Budget \$	2020/21 Amended Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES						
General Purpose Funding (Excl. Rates)	3	1,163,234	1,163,234	872,397	865,592	(0.78)
Governance	4	64,084	64,084	44,450	51,682	16.27
Law, Order, Public Safety	5	577,580	577,580	360,730	378,760	5.00
Health	7	173,013	173,013	129,735	128,506	(0.95)
Education and Welfare	8	4,047,772	4,068,772	3,192,857	3,175,887	(0.53)
Community Amenities	10	1,140,547	1,174,907	1,163,660	1,201,968	3.29
Recreation and Culture	11	261,529	241,529	381,053	137,997	(63.79)
Transport	12	201,946	201,946	169,951	164,268	(3.34)
Economic Services	13	480,781	505,781	149,074	189,180	26.90
Other Property and Services	14	110,702	110,700	83,007	142,306	71.44
		<u>8,221,188</u>	<u>8,281,546</u>	<u>6,546,914</u>	<u>6,436,145</u>	<u>(1.69)</u>
EXPENSES						
General Purpose Funding	3	(202,110)	(202,110)	(156,319)	(120,963)	(22.62)
Governance	4	(1,052,199)	(1,052,199)	(815,928)	(744,138)	(8.80)
Law, Order, Public Safety	5	(1,373,069)	(1,373,069)	(1,051,910)	(939,996)	(10.64)
Health	7	(263,707)	(263,707)	(198,533)	(180,320)	(9.17)
Education and Welfare	8	(5,024,914)	(5,025,103)	(3,932,832)	(3,932,587)	(0.01)
Community Amenities	10	(1,709,555)	(1,709,555)	(1,284,225)	(1,133,338)	(11.75)
Recreation & Culture	11	(3,578,827)	(3,540,382)	(2,667,308)	(2,657,752)	(0.36)
Transport	12	(4,843,710)	(4,843,710)	(3,655,449)	(3,660,277)	0.13
Economic Services	13	(854,781)	(854,781)	(747,491)	(367,790)	(50.80)
Other Property and Services	14	(118,200)	(131,880)	(142,115)	(233,121)	64.04
		<u>(19,021,072)</u>	<u>(18,996,497)</u>	<u>(14,652,110)</u>	<u>(13,970,282)</u>	<u>(4.65)</u>
Net Operating Result Excluding Rates:		<u>(10,799,884)</u>	<u>(10,714,951)</u>	<u>(8,105,196)</u>	<u>(7,534,137)</u>	<u>(7.05)</u>
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Income						
(Profit)/Loss on Asset Disposals		22,601	22,601	8,581	(39,639)	(561.94)
Depreciation on Assets		5,494,234	5,494,234	4,120,569	4,279,038	3.85
Adjust Current Asset - Land Held for Resale		0	0	0	(45,468)	
Adjust Non Current Liabilities & Employee Prov.		0	0	0	(17,109)	
Adjust Non Current Assets & Liabilities		0	0	0	0	
Adjust WIP Buildings		0	0	0	94,685	
Adjust Non Current Liabilities - POS Funds		0	265,738	0	265,738	
Capital Expenditure and Income						
Non Operating Grants, Subsidies & Contributions		8,994,403	9,512,581	2,778,492	2,898,887	4.33
** Purchase property, plant and equipment		(3,285,320)	(3,371,138)	(1,990,922)	(1,917,535)	(3.69)
Purchase and construction of infrastructure		(7,727,506)	(8,101,906)	(2,255,642)	(1,579,302)	(29.98)
Proceeds from disposal of assets		168,209	250,027	161,613	152,909	(5.39)
Proceeds from self supporting loan		9,143	9,144	6,858	4,541	(33.79)
Repayment of borrowings		(61,290)	(61,290)	(42,707)	(55,359)	29.62
Principal elements of finance lease payments		(53,871)	(53,871)	(53,753)	(48,541)	(9.70)
Proceeds from Lease		275,000	275,000	275,000	260,000	(5.45)
** Repayment of Life Lease		(308,000)	(308,000)	(308,000)	(583,000)	89.29
Transfer to Trust Fund		0	(75,915)	0	(75,915)	
Transfers to reserves (restricted assets)		(212,000)	(489,248)	(489,248)	(273,645)	(44.07)
Transfers from reserves (restricted assets)		1,372,213	1,242,099	238,439	91,307	(61.71)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,037,126	1,018,549	1,037,126	1,018,549 **	(1.79)
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	15,096	482,202	1,992,826	313.28
Budgeted deficiency before general rates		(5,074,942)	(5,101,442)	(5,100,992)	(5,096,823)	(0.08)
Estimated amount to be raised from general rates		5,074,942	5,101,442	5,100,992	5,096,823	
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

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

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

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/03/2021	Actual to 31/03/2021	Variance Amount	Variance %	Permanent Variation	Comment
GENERAL PURPOSE FUNDING								
OPERATING EXPENDITURE								
1932	RATING VALUATIONS	Exp	21,744	3,949	-17,795	-81.84		Budget timing variation
OPERATING INCOME								
0643	FEES & CHARGES	Inc	-14,994	-30,936	-15,942	106.32	x	Permanent variation - YTD Actual exceeds full year budget by approx \$16k - increased income from settlement agent account enquiries
4891	INTEREST - RESERVE FUND	Inc	-47,493	-23,074	24,419	-51.42	x	Potential permanent variance - interest income is based on prevailing interest rates
GOVERNANCE								
OPERATING EXPENDITURE								
0252	DONATIONS	Exp	23,049	11,715	-11,334	-49.17		Budget timing variation
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	Exp	36,819	9,234	-27,585	-74.92		Budget timing variation
0352	COMPUTER SOFTWARE COSTS	Exp	36,369	18,092	-18,277	-50.25		Budget timing variation
0372	OTH OFFICE EXPENSES (A003)	Exp	15,147	4,355	-10,792	-71.25	x	Potential permanent variation - No expenditure required for Revaluation of Assets due to change in regulations
0392	COMPUTER MTCE AGREEMENTS	Exp	87,904	63,849	-24,055	-27.36		Budget timing variation - includes \$52k for Synergy annual license fees
1072	FRINGE BENEFITS TAX	Exp	17,835	71,132	53,297	298.83		Budget timing variation - FBT reallocated in May 2021
0952	AUDIT FEES	Exp	22,950	1,600	-21,350	0.00		Budget timing variation - awaiting invoice from Auditor Generals for EOFY audit
LAW, ORDER & PUBLIC SAFETY								
OPERATING EXPENDITURE								
0632	FIRE CONTROL EXPENSES	Exp	33,354	16,209	-17,145	-51.40		Budget timing variation - dependant on timing of projects
6962	BUSH FIRE MITIGATION - SEMC	Exp	143,229	108,873	-34,356	-23.99		Budget timing variation - dependant on timing of works
8452	ADVERSE EVENTS PLAN	Exp	11,250	0	-11,250	-100.00	x	Potential permanent variance - event plan to be completed in house.
OPERATING INCOME								
5983	REIMBURSEMENTS - DFES FOR CESM	Inc	-39,872	-53,933	-14,061	35.26		Budget timing variation - next recoup due in April
1303	GRANTS - PROGRAMS	Inc	-11,250	0	11,250	-100.00	x	Funding for Adverse Event plan to be reallocated to other Drought Community projects as per Budget Review
CAPITAL EXPENDITURE								
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	24,985	60,990	36,005	144.11		Budget timing variation - Ferndale BFB works completed earlier than expected
EDUCATION AND WELFARE								
OPERATING EXPENDITURE								
Tuia Lodge								
1662	SALARIES (T/LODGE)	Exp	1,768,131	1,689,151	-78,980	-4.47		Budget timing variation - \$78k under YTD budget
1672	SUPERANNUATION (T/LODGE)	Exp	158,238	170,828	12,590	7.96		Budget timing variation - \$12k over YTD Budget
3697	BOND INTEREST - (TUIA)	Exp	6,894	17,338	10,444	151.49	x	Potential permanent variance - base interest expense dependant on timing of probate paperwork
3832	MEDICAL SERVICES - (TUIA)	Exp	45,459	26,570	-18,889	-41.55		Budget timing variation
3882	CONSULTANCY SERVICES - (TUIA)	Exp	26,226	54,209	27,983	106.70		Budget timing variation
6062	FURN. & EQUIP. TUIA - NON CAPITAL	Exp	11,997	25,682	13,685	114.07	x	Permanent variance - equipment purchases exceed budget by approx. \$13k.
Other Welfare								
1037	ASSET MTC/REFURB - WELL AGED UNIT	Exp	-7,883	4,670	12,553	-159.24		Budget timing variation - dependant on timing of works
6812	BRIDGE ST PROJECT	Exp	504,469	518,001	13,532	2.68	x	Permanent variance - Final repayment of grant funding higher than budget estimate
OPERATING INCOME								
Preston Village								
1353	REIMBURSEMENTS - PRESTON VILLAGE	Inc	0	-14,224	-14,224		x	Permanent variation - reimbursement of refurbishment costs for Unit 11.
1523	FEES & CHARGES - LEASE PRESTON VILLAGE	Inc	-40,923	-29,878	11,045	-26.99	x	Permanent variation - reduction in income due to unit renovations
2573	TRANSFER FROM RESERVE	Inc	-30,409	0	30,409	-100.00		Budget timing variation - transfer dependant on expenditure.

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/03/2021	Actual to 31/03/2021	Variance Amount	Variance %	Permanent Variation	Comment
EDUCATION AND WELFARE								
<u>Tuia Lodge</u>								
1693	CARE INCOME - ACFI SUBSIDIES	Inc	-1,529,244	-1,574,826	-45,582	2.98	}	Revenue sources vary across categories (to be considered as a whole)
1703	BASIC DAILY CARE FEE	Inc	-572,130	-447,412	124,718	-21.80		
1706	ACCOMMODATION FEE - DAILY ACCOMMODATION	Inc	-139,338	-168,936	-29,598	21.24		
1707	CARE INCOME - RESIDENT FEES - MEANS TESTED	Inc	-131,634	-71,076	60,558	-46.01		
			-2,372,346	-2,262,250	110,096	-4.64		
1708	CARE INCOME - RESIDENT FEES - OTHER	Inc	-17,550	-41,545	-23,995	136.72	x	Permanent variation - Income for respite care has currently exceeded Full Year Budget by 181k
2193	ACCOM. FEE - INTEREST ON RAD BONDS	Inc	-49,500	-18,254	31,246	-63.12		Budget timing variation - income dependant on prevailing interest rates
<u>Other Welfare</u>								
1173	FEES & CHARGES - LEASE MIINUP COTTAGES U	Inc	-25,650	-11,495	14,155	-55.19	x	Permanent variation - reduction in income due to unit renovations
CAPITAL EXPENDITURE								
<u>Preston Village</u>								
1174	PRESTON RETIREMENT VILLAGE - REPAY FIXED L	Exp	308,000	583,000	275,000	89.29		Budget timing variation - Repayment of Units 8 and 11
CAPITAL INCOME								
<u>Preston Village</u>								
0315	PROCEEDS FROM LEASED PROPERTY LOT 141 SF	Inc	-275,000	-260,000	15,000	-5.45		Budget timing variation - \$260k is for sale of Unit 11 Preston Village, budget allocation is for sale of Unit 8
COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
1772	RUBBISH SITES MTC	Exp	317,520	292,960	-24,560	-7.74		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	109,458	73,379	-36,079	-32.96		Budget timing variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	93,762	77,563	-16,199	-17.28		Budget timing variation - normal operational variance
2302	DBK CEMETERY MNTCE	Exp	47,970	24,489	-23,481	-48.95		Budget timing variation
2322	PUBLIC CONVENIENCES	Exp	147,934	135,292	-12,642	-8.55		Budget timing variation
OPERATING INCOME								
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	Inc	-570,696	-592,704	-22,008	3.86	x	Permanent variation - income higher than budget estimates
RECREATION AND CULTURE								
OPERATING EXPENDITURE								
<u>Recreation Centre</u>								
5037	DBK REC CENTRE - ASSET MTC / REFUB	Exp	14,591	4,462	-10,129	-69.42		Budget timing variation - dependant on timing of works
<u>Other Recreation & Sport</u>								
2642	PARKS & RESERVES GENERAL	Exp	484,606	429,359	-55,247	-11.40		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	64,099	44,156	-19,943	-31.11		Budget timing variation - normal operational variance
<u>Other Culture</u>								
5272	PROMOTION OF COMMUNITY EVENTS	Exp	39,501	21,969	-17,532	-44.38		Budget timing variation
OPERATING INCOME								
<u>Recreation Centre</u>								
1075	TRANSFER FROM RESERVE	Inc	-12,725	0	12,725	-100.00		Budget timing variation - Reserve transfer dependant on timing of Asset Mtce projects
1201	FEES & CHARGES - GYMNASIUM / MEMBERSHIPS	Inc	-52,497	-39,767	12,730	-24.25	x	Potential permanent variation

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/03/2021	Actual to 31/03/2021	Variance Amount	Variance %	Permanent Variation	Comment
RECREATION AND CULTURE								
CAPITAL EXPENDITURE								
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	101,332	132,632	31,300	30.89		Budget timing variation
1094	DONNYBROOK HERITAGE PRECINCT	Exp	1,485,671	1,396,019	-89,652	-6.03		Budget timing variation
CAPITAL INCOME								
2865	TRANSFER FROM RESERVES	Inc	-55,662	0	55,662	-100.00		Budget timing variation - dependant on timing of works
3165	GRANTS (CAPITAL) - ASSETS	Inc	-1,320,000	-1,334,117	-14,117	1.07		Budget timing variation - Grant funding for Heritage Precinct dependant on timing of project milestones
TRANSPORT								
CAPITAL EXPENDITURE								
3210	ROADWORKS GENERAL	Exp	290,349	208,362	-81,987	-28.24		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	153,747	141,087	-12,660	-8.23		Budget timing variation - works progressed earlier than budget estimate
3260	REGIONAL ROAD GROUP	Exp	806,382	768,415	-37,967	-4.71		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGF	Exp	318,663	162,173	-156,490	-49.11		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	509,976	125,493	-384,483	-75.39		Budget timing variation - variance reflects timing of road program
CAPITAL INCOME								
0325	GRANTS - BLACK SPOTS	Inc	-339,999	-190,488	149,511	-43.97		Budget timing variation - variance reflects timing of road program
3191	CONTRIBUTION TO ASSETS (INFRASTRUCTURE/FL	Inc	-12,024	0	12,024	-100.00		Budget timing variation - no contributions to date
3261	GRANT REVENUE - LRCI FUNDING	Inc	-243,750	-309,153	-65,403	26.83		Budget timing variation - variance reflects timing of road program
OPERATING EXPENDITURE								
3370	STREET TREES & PRUNING	Exp	47,682	23,145	-24,537	-51.46		Budget timing variation
341M	GENERAL ROAD MAINTENANCE	Exp	747,306	760,017	12,711	1.70		Budget timing variation - variance reflects timing of road program
3450	BRIDGE MAINTENANCE	Exp	151,958	167,402	15,444	10.16		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	41,247	13,548	-27,699	-67.15		Budget timing variation - review of service delivery model in progress
ECONOMIC SERVICES								
OPERATING EXPENDITURE								
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	260,442	14,232	-246,210	-94.54		Budget timing variation - dependant on timing of weed program
4082	CONTRACT LABOUR & RELIEF	Exp	11,250	0	-11,250	-100.00		No expenditure to date
CAPITAL EXPENDITURE								
4194	PLANT AND EQUIPMENT	Exp	34,000	0	-34,000	-100.00		Budget timing variation - vehicle due for delivery in April
CAPITAL INCOME								
4215	TRNSFR FROM RESERVE	Inc	-22,000	0	22,000	-100.00		Budget timing variation
4225	SALE OF PLANT & EQUIPMENT	Inc	-12,000	0	12,000	-100.00		Budget timing variation - vehicle due for trade in April
Fund Transfer								
4760	TO VEHICLE & PLANT RESERVE	Exp	212,000	0	-212,000	-100.00		Budget timing variation
4770	TO AGED CARE HOUSING RESERVE	Exp	10,510	0	-10,510	-100.00		Budget timing variation
PUBLIC WORKS OVERHEADS								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	1,150,535	1,108,315	-42,220	-3.67		
7422	LESS ALLOCATED TO W&S	Exp	-1,057,779	-937,565	120,214	-11.36		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-79,578	-118,892	-39,314	49.40		
	TOTAL PUBLIC WORKS OVERHEADS		13,178	51,857	38,679	293.51		Public Works Overheads are currently \$51,857 under allocation. Rates have been reviewed and increased for the remainder of the year.

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/03/2021	Actual to 31/03/2021	Variance Amount	Variance %	Permanent Variation	Comment
PLANT OPERATION COSTS								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	658,332	598,837	-59,495	-9.04		
4512	LESS POC ALLOCATED TO W&S	Exp	-611,190	-536,204	74,986	-12.27		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-22,644	-23,414	-770	3.40		
	TOTAL PLANT OPERATION COSTS		24,498	39,218	14,720	60.09		Plant Operation Costs are currently \$39,218 under allocated. Rates have been reviewed and some plant adjusted for remainder for the year.
PROJECT OPERATION COSTS								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS		224,229	250,219	25,990	11.59		
4197	LESS ALLOCATED TO PROJECTS	Exp	-222,003	-250,219	-28,216	12.71		
	TOTAL PROJECT OPERATION COSTS		2,226	0	-2,226	-100.00		Project Operation Costs are fully allocated across projects
TOTAL GROSS SALARY & WAGES								
4570	TOTAL SALARIES AND WAGES	Exp	5,202,549	5,228,641	24,092	0.46		Wages and Salaries approx \$24k over YTD Budget - Potential permanent variance (Includes workers compensation payments of approx. \$90k and \$15k LSL due from Reserve)
Note 1	Budget and Actual Income shown as negative figures. Budget and Actual Expenditure shown as positive figures. Therefore a negative variance indicates either more income or less expenditure than budget YTD estimate (positive effect on budget) Therefore a positive variance indicates either less income or more expenditure than budget YTD estimate (negative effect on budget)							
Note 2	Salaries and Wages variances are shown in total only in Schedule 14 (Public Works Overheads) Variances relating to internal costings and allocations are not reported. Variances relating to amounts transferred to/from Reserve have not been reported.							

**Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
31st March 2021**

	Sch No	2020/21 Amended Budget		2020/21 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	6,264,676	202,110	5,962,414	120,963
Governance	4	89,020	1,052,199	51,682	744,138
Law, Order & Public Safety	5	581,860	1,373,069	378,760	939,996
Health	7	173,013	263,707	128,506	180,320
Welfare Services	8	4,111,776	5,025,103	3,175,887	3,932,587
Community Amenities	10	1,174,907	1,709,555	1,201,968	1,133,338
Recreation & Culture	11	307,804	3,540,382	137,997	2,657,752
Transport	12	228,559	4,843,710	164,268	3,660,277
Economic Services	13	505,782	854,781	189,180	443,705
Other Property & Services	14	131,790	131,880	142,306	233,121
		13,569,187	18,996,495	11,532,968	14,046,197
CAPITAL SECTION					
Governance	4	193,635	209,847	91,307	119,842
Law, Order & Public Safety	5	67,819	85,488	9,990	83,843
Health	7	0	11,693	0	5,762
Welfare Services	8	521,152	545,993	276,850	652,255
Community Amenities	10	263,195	271,620	72,800	72,205
Recreation & Culture	11	4,923,477	4,992,460	1,421,258	1,674,739
Transport	12	4,829,557	5,543,734	1,402,079	1,510,180
Economic Services	13	303,818	311,285	133,360	64,911
Transfers To Reserves	15	0	489,248	0	273,645
		11,102,653	12,461,368	3,407,644.12	4,457,382.07
Total Income & Expenditure		24,671,840	31,457,863	14,940,612	18,503,579
Less Depreciation W/Back			(5,494,234)		(4,279,038)
Adjust Profit/Loss Adjustment		9,869	(32,470)		39,639
Net		24,661,971	25,931,159	14,940,612	14,264,181
Add Surplus July 1 B/Fwd		1,018,549		1,018,549	
Adjust WIP Buildings				94,685	
Adjust Current Asset Land Held for Resale					45,468
Adjust Employee Entitlements					13,956
Adjust to NCL (Leave Provisions)					3,153
Adjust NCL - POS Liability		265,738		265,738	
Rounding Adjustment			2		0
Surplus/Deficit C/Fwd			15,097		1,992,826
		25,946,258	25,946,258	16,319,584	16,319,584

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

**Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
31st March 2021**

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	9,622,222	
Cash at Bank - Reserves	6,833,602	
Sundry Debtors Rates	890,975	
Receivables/Debtors	216,168	
Contract Assets	13,383	
GST Asset Clearing A/C	138,437	
ESL Asset Clearing A/C	314,835	
Stock on Hand	<u>123,045</u>	18,152,667
 (B) Provision for LSL Current	 (467,343)	
Provision for A/L Current	(550,537)	
Add Cash Back Reserve	192,881	
Contract Liability	(2,644,596)	
GST Liability Clearing A/C	(21,078)	
ESL Liability Clearing A/C	(297,726)	
PAYG Clearing A/C	(107,489)	
Prepaid Rates	(107,932)	
Reserve Funds	(6,833,602)	
Restricted Liability (Bonds)	(4,208,630)	
Sundry Creditors	<u>(1,113,788)</u>	(16,159,841)
 Net Current Assets		 <u><u>1,992,826</u></u>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st March 2021

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(f) Rates, Grants, Donations and Other Contributions

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

(g) Goods and Services Tax

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

(h) Superannuation

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

(i) Fixed Assets

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

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

(j) Investments

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

(k) Impairment

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

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st March 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Depreciation of Non-Current Assets

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

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

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

(m) Land Held for Resale

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

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

(n) Employee Entitlements

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

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

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

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

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st March 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

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

(b) Statement of Objective

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

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

03 GENERAL PURPOSE FUNDING

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

04 GOVERNANCE

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

05 LAW, ORDER, PUBLIC SAFETY

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

07 HEALTH

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

08 EDUCATION AND WELFARE

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

09 HOUSING

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

10 COMMUNITY AMENITIES

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

11 RECREATION AND CULTURE

Objective: To establish and manage efficiently infrastructure and resources which will help the social well being of the community.
Activities: Maintenance of public Halls, parks and reserves, sporting facilities, libraries and museum.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st March 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

12 TRANSPORT

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

13 ECONOMIC SERVICES

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

14 OTHER PROPERTY & SERVICES

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

3. CASH AND INVESTMENTS

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

	Budget 30/06/2021	B/Forward 01/07/2020	YTD Actual 31/03/2021
Restricted (See below)	5,704,551.00	6,624,763	6,830,701
Restrictive Liability (Bonds)	5,424,593.00	5,739,577	3,730,720
Restricted Funds - Trust Deposit	0.00	189,561	0
Unrestricted			
Municipal Fund	6,464,250.00	3,241,806	872,647
Municipal Investment Account	0.00	1,014,496	5,019,597
Petty Cash on Hand	2,160.00	2,160	2,160
Total Cash Balance	17,595,554.00	16,812,362	16,455,824

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

Waste Management Reserve	1,410,974	1,535,974	1,535,974
Bushfire Control & Management Reserve	2,282	2,282	2,282
Aged Housing Reserve	1,144,953	1,187,133	1,191,126
Employee Entitlements Reserve	185,381	192,881	193,893
Arbuthnott Memorial Scholarship Reserve	3,285	3,585	3,585
Strategic Planning Studies Reserve	40,051	40,051	40,051
Land Development Reserve	450,271	450,271	350,271
Vehicle and Plant Reserve	376,690	402,000	402,000
Roadworks Reserve	435,434	435,434	435,434
Parks and Reserves Reserve	153,744	153,744	153,744
Revaluation Reserve	10,700	10,700	10,700
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	247,216	758,523	958,044
Apple Funpark Reserve	99,521	99,521	0
Information Technology Reserve	99,523	107,523	107,523
Carried Forward Projects Reserve	938,940	1,139,556	1,074,750
Covid 19 Reserve	102,532	102,532	102,532
POS Reserve - Donnybrook			208,771
POS Reserve - Balingup	0	0	56,967
	5,704,551	6,624,763	6,830,701

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st March 2021

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 31/03/2021 \$
Cash at Bank and on Hand	761,859	4,258,461	5,413,592
Restricted Assets - Reserves	5,704,551	6,624,763	6,830,701
Restricted Assets - Bond Deposits	5,424,593	5,739,577	4,208,630
Restricted Assets - Trust Funds	0	189,561	0
Sundry Debtors Rates	508,475	404,548	890,975
Receivables/Debtors	115,938	86,923	216,168
Accrued Income	63,913	51,716	0
GST Asset Clearing A/C	85,772	69,403	138,437
ESL Asset Clearing A/C	28,927	23,407	314,835
Prepayments	35,000	17,028	0
Stock on Hand	10,284	10,284	123,045
Land Held for Resale	97,652	97,652	0
Contract Assets	115,000	413,642	13,383
	12,951,964	17,986,966	18,149,766

CURRENT LIABILITIES

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 31/03/2021 \$
Provision for LSL Current	(438,098)	(438,098)	(467,343)
Provision for A/L Current	(699,275)	(513,894)	(550,537)
Add Cash Backed Reserve	185,381	192,881	192,881
Accrued Salaries/Wages	(149,827)	(220,176)	0
Accrued Expenses	(36,113)	(53,069)	0
Prepaid Rates	(95,288)	(140,029)	(107,932)
GST Liability Clearing A/C	(25,351)	(31,957)	(21,078)
ESL Liability Clearing A/C	0	0	(297,726)
PAYG Clearing A/C	(68,049)	(105,297)	(107,489)
Contract Liability	(189,095)	(2,724,717)	(2,644,596)
Sundry Creditors	(307,105)	(361,584)	(1,113,788)
Restricted Liability - Bonds	(5,424,593)	(5,739,577)	(4,208,630)
Less Restricted Assets - Trust Funds	0	(189,561)	0
Less Restricted Assets - Reserves	(5,704,551)	(6,624,763)	(6,830,701)
	(12,951,964)	(16,949,841)	(16,156,940)

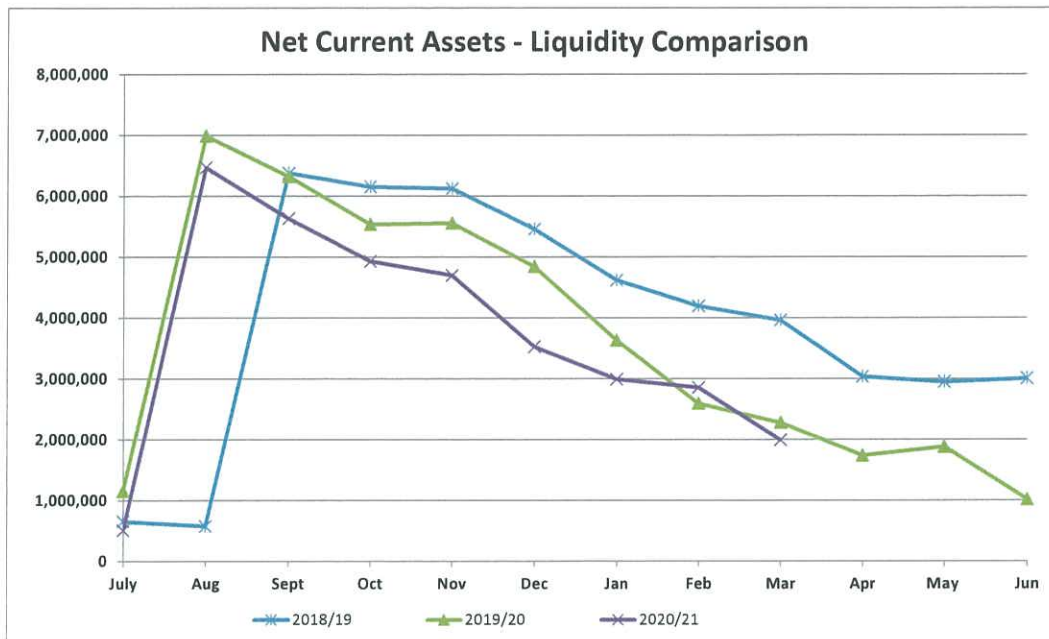
NET CURRENT FUNDING POSITION

0 1,037,126 1,992,826

Net Current Assets - Liquidity Comparison			
Month	2018/19	2019/20	2020/21
July	655,255	1,152,916	506,431
August	577,376	6,991,493	6,469,551
September	6,377,761	6,323,548	5,634,551
October	6,155,719	5,540,643	4,931,119
November	6,125,435	5,559,973	4,699,741
December	5,457,420	4,844,897	3,527,899
January	4,619,542	3,636,167	2,991,314
February	4,195,258	2,596,196	2,857,417
March	3,962,956	2,279,317	1,992,826
April	3,032,763	1,740,914	
May	2,948,242	1,885,171	
June	3,007,579	1,018,548	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st March 2021

4. NET CURRENT ASSETS



Current Ratio

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

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

Current Ratio =

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

	2018/19	2019/20	2020/21
July	1.37	1.75	1.12
August	1.33	6.15	2.24
September	5.44	5.90	2.10
October	4.64	5.40	1.95
November	5.82	5.02	1.89
December	4.79	4.83	1.65
January	3.84	3.61	1.65
February	3.32	2.21	1.59
March	3.73	2.56	1.39
April	2.65	2.26	
May	3.03	1.53	
June	2.79	1.22	

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st March 2021

5. VARIANCE ANALYSIS

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

Council has determined that a materiality threshold of \$10,000 will apply for reporting purposes. That is all variances greater than \$10,000 will be reported to Council.

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

A table showing material variances, as at 31st March 2021 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

General

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

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

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

General Purpose Funding

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

Variance of approx \$16k relating to settlement agent account enquiries - increase due to development growth.

Governance

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

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

Law, Order and Public Safety

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

Variance for the Adverse Events Plan - will now be completed in house, funding will be reallocated to other Drought Community Projects as identified in budget review.

Health

There are no variances reportable for the month.

Education and Welfare

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

A permanent variance for care income - resident fees has been identified, income relates to respite care and YTD actual is approx \$18k above full year budget amount.

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

Community Amenities

Increased income of approx \$22k has been identified for kerbside bin services, this is a permanent variance.

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st March 2021

5. VARIANCE ANALYSIS

Recreation and Culture

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

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

Transport

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

Economic Services

Delivery of vehicle for Principal Building Surveyor due Mid April.

Public Works Overheads

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

Total public works overheads are currently \$51,857 under allocated, rates have been reviewed and increased for the remainder of the year.

Total plant operation costs are currently \$39,218 under allocated, expect under allocation to be resolved by year end.

Total project operation costs have been fully allocated.

Total gross wages and salaries expenditure is approx. \$24k over the year to date budget.

Potential permanent variance (inc. workers comp payments of approx \$90k and \$15k LSL due from Reserve

6. Minor Debts Written Off Under Delegation

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

Rates	\$	788.61
Other	\$	-

Acquisition of assets are capitalised in accordance with Australian Accounting Standard 116

ASSETS ACQUIRED BY TYPE

	2020/21	
	Adopted Budget	Actual
	\$	\$
Land & Buildings	2,635,764	1,763,430
Plant & Equipment	371,556	142,018
Furniture & Equipment	38,000	12,088
Infrastructure Assets - Roads	2,567,418	1,264,443
Infrastructure Assets - Other	5,160,088	314,860
	10,772,826	3,496,838

ASSETS ACQUIRED BY PROGRAM

	2020/21	
	Adopted Budget	Actual
	\$	\$
Governance	163,720	102,350
Law, Order & Public Safety	71,241	71,240
Health	0	0
Education and Welfare	240,822	40,171
Community Amenities	341,220	72,205
Recreation & Culture	4,258,089	1,649,150
Transport	5,543,734	1,510,180
Economic Services	154,000	51,542
	10,772,826	3,496,838

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st March 2021

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2020/21	
	Adopted Budget \$	Actual \$
Proceeds of Sale of Assets		
Land	0	81,818
Plant & Equipment	190,810	71,091
	190,810	152,909
Less Written Down Value at Disposal	168,209	113,270
Profit/(Loss) on Disposal	22,601	39,639

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2020/21	
	Adopted Budget \$	Actual \$
Governance	(622)	0
Community Amenities	(5,611)	11,639
Transport	21,320	(8,350)
Economic Services	7,514	36,350
	22,601	39,639

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

8. LOAN REDEMPTION (Loan Principal Repayment)

The total loan principal outstanding as at 31st March 2021 is \$426,693.68.

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

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

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

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st March 2021

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre - Refurbishment	111,840	102,350		102,350				
105540	Replace Vehicle - Projects Officer	31,220	0			0			
105840	Audio Visual System (meeting streaming)	14,000	0				0		
105840	Upgrade of Shire Office Telephone System	30,000	0		0				
		187,060	102,350	0	102,350	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103540	Light Tanker - Lowden BFB	0	0			0			
103840	Beelerup Fire Station	12,117	12,990		12,990				
103840	Ferndale BFB	47,922	48,000		48,000				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room & I	0	0		0				
Animal Control									
107940	Dog Pound Seal Flood	6,000	4,830		4,830				
Law, Order and Public Safety									
170040	SES Depot Donnybrook	6,780	5,420		5,420				0
		72,819	71,240	0	71,240	0	0	0	0
HEALTH									
Health Inspection and Administration									
114640	Purchase Furniture	0	0				0		
		0	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Tuia Lodge									
173840	Tuia Lodge - Install Gutter Guards to complexes	15,606	0		0				
173840	Tuia Lodge - Fire Suppression System	0	7,847		7,847				
173840	Tuia Lodge - Marri Wing Refurbishment	6,000	4,482		4,482				
173840	Tuia Lodge - Nurses Station / Admin - Refurb Ca	19,380	0		0				
173840	Tuia Lodge - Classification Works	61,680	15,755		15,755				
116840	Tuia Lodge - Furniture & Equipment	12,088	12,088				12,088		
		114,754	40,171	0	28,083	0	12,088	0	0
Other Welfare									
180940	Minninup Cottages - Units 5 - Interior Refurbishn	46,818	0		0				
180940	Minninup Cottages - Units 8 - Interior Refurbishn	46,818	0		0				
		93,636	0	0	0	0	0	0	0

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st March 2021

APPENDIX A **Details of Capital Works Program - 2020/21**

Ledger Account	Proposed Works	2020/21 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
COMMUNITY AMENITIES									
Sanitation									
160140	Donnybrook Refuse Site - Closure Study	35,400	10,400						10,400
		35,400	10,400	0	0	0	0	0	10,400
Town Planning									
122740	Replace Vehicle - Town Planner	31,220	31,700				31,700		
		31,220	31,700	0	0	31,700	0	0	0
Other Community Amenities									
109650	Public Toilets - Main Street, Donnybrook	110,000	286		286				
109650	Public Toilets - Kirup	25,000	25,032		25,032				
109650	Public Toilets - Balingup	55,000	4,786		4,786				
109640	Donnybrook Cemetery Upgrades	15,000	0						0
		205,000	30,105	0	30,105	0	0	0	0
RECREATION AND CULTURE									
Other Recreation and Sport									
107140	Balingup - Install new Drinking Fountain	10,000	0						0
109840	Donnybrook - Install new Drinking Fountain	10,000	3,830						3,830
189340	Donnybrook Weir Upgrade	40,000	0						0
189240	Kirup Mill Park - Install new Drinking Fountain	10,000	0						0
189240	Kirup Mill Park - Upgrade	50,000	0						0
112140	Balingup Oval - New Bore	86,000	21,822						21,822
126820	Playground Equipment	15,000	2,621						2,621
106940	Apple Funpark - Renewal of Equipment	7,500	0						0
101940	Apple Funpark Project	1,505,000	8,582						8,582
111840	Dbk Arboretum - Safety Fencing and Furn	22,588	0						0
111840	Street Lighting - Replacement Energy Efficiency	8,000	5,200						5,200
111840	VC Mitchell Park - New Bore	150,000	68						68
111840	Ayers Garden - New Shade / Seating	15,000	15,760						15,760
111840	Ayers Garden - Upgrade Shade / Seating	10,000	0						0
111840	Pump Track	400,000	0						0
102840	Balingup Rec Centre	67,000	3,000		3,000				
189440	VC Mitchell Park - Redevelopment	250,000	53,948						53,948
		2,656,088	114,831	0	3,000	0	0	0	111,831

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st March 2021

APPENDIX A **Details of Capital Works Program - 2020/21**

Ledger Account	Proposed Works	2020/21 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
Donnybrook Recreation Centre									
189040	Equipment - Floor Scrubber	5,800	5,668			5,668			
172940	Refurbish Disabled Toilets	8,323	10,005		10,005				
172940	Pool Relined	81,600	87,574		87,574				
172940	Pool - New Nonslip Floor Product	15,606	0		0				
172940	Pool Plant - Renew Water Treatment Plant Cont	11,033	35,053		35,053				
172940	Pool Plant - Renew Sand Filter	33,300	0		0				
		155,662	138,299	0	132,632	5,668	0	0	0
Other Culture									
110940	Donnybrook Town Centre Revitalisation	2,155,671	1,396,019		1,396,019				
		2,155,671	1,396,019	0	1,396,019	0	0	0	0
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000	Bridgeworks (Special Grants)	2,502,000	0						0
132100	Roadworks Construction - General	387,230	208,362					208,362	
132600	Regional Road Group Projects	1,075,188	768,415					768,415	
133000	Roads to Recovery Program	425,000	162,173					162,173	
133300	Blackspot Projects	680,000	125,493					125,493	
132400	Footpath Construction Program	205,000	141,087						141,087
		5,274,418	1,405,530	0	0	0	0	1,264,443	141,087
Road Plant Purchases									
135540	Replace Tip Truck - DB4550	98,607	0				0		
135540	Replace Ute - DB112 (W&S)	41,519	0				0		
135540	Replace Ute - DB117 (P&G)	25,949	0				0		
135540	Replace Ride on Mower - DB606	50,625	46,717			46,717			
135540	Replace Ride on Mower - DB898	26,987	27,324			27,324			
135540	Replace Ute - DB102 - Balingup	25,629	30,609			30,609			
		269,316	104,650	0	0	104,650	0	0	0
ECONOMIC SERVICES									
Rural Services									
182340	Donnybrook Commercial Standpipe	117,000	19,466						19,466
182340	Balingup Commercial Standpipe	71,000	32,076						32,076
		188,000	51,542	0	0	0	0	0	51,542
Building Control									
141940	Replace Bldg Surveyor Ute - DB631	34,000	0				0		
		34,000	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENDITURE		11,473,044	3,496,838	0	1,763,430	142,018	12,088	1,264,443	314,860

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st March 2021

Appendix B Asset Disposal Schedule - 2020/21

Asset No.	Asset Details	Asset Classification	Budget Proceeds Sale of Asset	Budget Written Down Value	Budget Profit/Loss	Actual Proceeds Sale of Asset	Actual Written Down Value	Actual Profit / Loss
GOVERNANCE								
General Administration								
61301	Izuzu MUX - DB15	Plant & Equipment	37,173	37,795	(622)	0	0	0
			<u>37,173</u>	<u>37,795</u>	<u>(622)</u>	<u>0</u>	<u>0</u>	<u>0</u>
COMMUNITY AMENITIES								
Town Planning & Regional Development								
61298	Toyota Fortuner - DB463	Plant & Equipment	32,184	37,795	(5,611)	42,727	31,088	11,639
			<u>32,184</u>	<u>37,795</u>	<u>(5,611)</u>	<u>42,727</u>	<u>31,088</u>	<u>11,639</u>
TRANSPORT								
Road Plant Purchases								
61211	Tip Truck - DB4550	Plant and Equipment	33,741	19,721	14,020	0	0	0
61274	Mitsubishi Dual Cab Ute - DB112	Plant and Equipment	18,000	20,760	(2,760)	0	0	0
61263	Mitsubishi Triton Ute - DB117	Plant and Equipment	12,795	13,493	(698)	0	0	0
61292	Kubota Tractor Mower - DB606	Plant and Equipment	15,776	10,379	5,397	9,000	15,298	(6,298)
61270	Kubota Tractor Mower - DB898	Plant and Equipment	7,088	7,266	(178)	8,000	7,088	912
61236	Ford Ranger Ute - DB102	Plant and Equipment	14,539	9,000	5,539	11,364	14,328	(2,965)
			<u>101,939</u>	<u>80,619</u>	<u>21,320</u>	<u>28,364</u>	<u>36,714</u>	<u>(8,350)</u>
ECONOMIC SERVICES								
Building Control								
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	19,514	12,000	7,514	0	0	0
			<u>19,514</u>	<u>12,000</u>	<u>7,514</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Economic Services								
10140	Sale Lot 3 Mead Street	Land	0	0	0	81,818	45,468	36,350
			<u>0</u>	<u>0</u>	<u>0</u>	<u>81,818</u>	<u>45,468</u>	<u>36,350</u>
			<u>190,810</u>	<u>168,209</u>	<u>22,601</u>	<u>152,909</u>	<u>113,270</u>	<u>39,639</u>

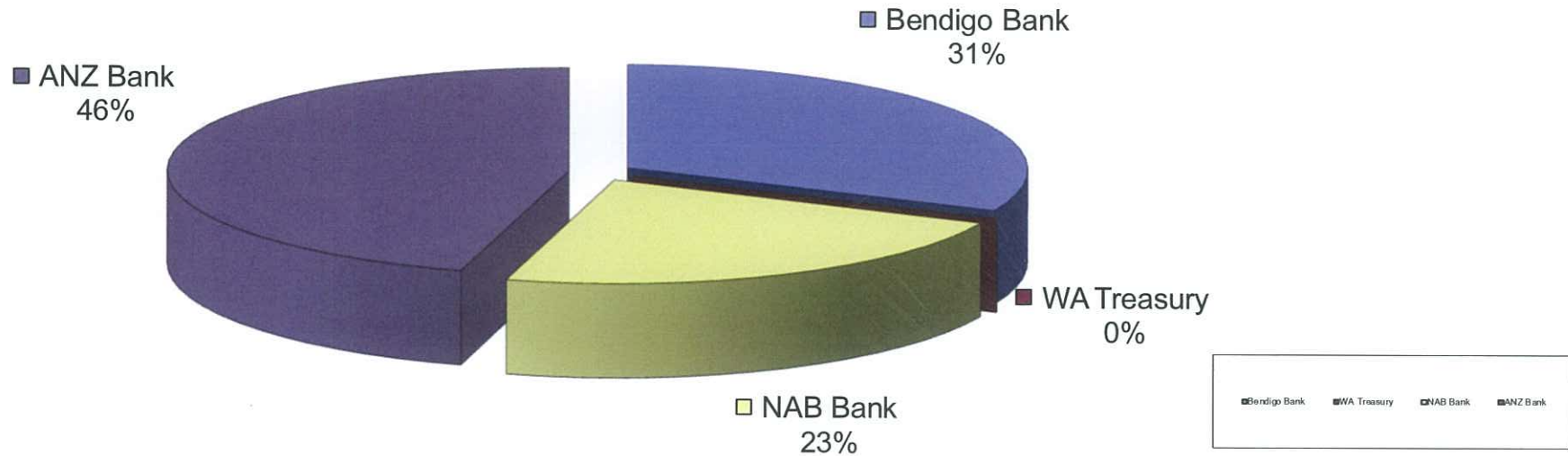
**Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 31st March 2021**

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$1,041,758.18	\$5,922,771.99	-\$6,105,136.61	\$859,393.56
	ANZ Bank 9116-13334	0.22%	3-Apr-2021	\$1,003,156.50	\$0.00	\$0.00	\$1,003,156.50
	ANZ Bank 9129-57331	0.29%	4-Apr-2021	\$1,001,931.50	\$0.00	\$0.00	\$1,001,931.50
	Bendigo Bank - 3617205	0.15%	9-Jun-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	Bendigo Bank - 3625131	0.15%	16-Jun-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	NAB Bank 44-223-0954	0.25%	15-May-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	WA Treasury - General	0.20%	At Call	\$14,508.36	\$0.62	\$0.00	\$14,508.98
				\$6,061,354.54	\$5,922,772.61	-\$6,105,136.61	\$5,878,990.54
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$127,379.68	\$138,965.91	\$0.00	\$266,345.59
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				\$127,379.68	\$138,965.91	\$0.00	\$266,345.59
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-47489	0.29%	18-Mar-2021	\$2,057,666.18	\$1,505.22	-\$2,059,171.40	\$0.00
Tuia Lodge Accommodation Bonds	Bendigo - 3634159	0.15%	25-Jun-2021	\$2,048,543.54	\$0.00	\$0.00	\$2,048,543.54
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-13289	0.22%	3-Apr-2021	\$1,682,175.96	\$0.00	\$0.00	\$1,682,175.96
				\$5,788,385.68	\$1,505.22	-\$2,059,171.40	\$3,730,719.50
FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
LONG TERM INVESTMENT							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$0.00	\$25,000.00
INVESTMENT FUND							
Aged Housing Reserve	ANZ A/c: 9202-29916	0.22%	3-Apr-2021	\$267,011.97	\$0.00	\$0.00	\$267,011.97
Aged Housing Reserve	ANZ A/c: 9202-29924	0.29%	5-Apr-2021	\$911,194.87	\$0.00	\$0.00	\$911,194.87
Waste Management Reserve	ANZ A/c: 9732-82198	0.10%	6-Jun-2021	\$1,535,973.72	\$1,100.40	-\$1,100.40	\$1,535,973.72
Interest Reserve	ANZ A/c: 9732-82198	0.29%	3-Apr-2021	\$2,900.99	\$0.00	\$0.00	\$2,900.99
Buildings	ANZ A/c: 9732-82235	0.22%	3-Apr-2021	\$767,216.23	\$0.00	\$0.00	\$767,216.23
Land	ANZ A/c: 9732-82235	0.22%	3-Apr-2021	\$350,270.71	\$0.00	\$0.00	\$350,270.71
Roadworks Reserve Account	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$435,434.44	\$0.00	\$0.00	\$435,434.44
Parks Reserve Account	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$153,743.91	\$0.00	\$0.00	\$153,743.91
CBD Development Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$3,053.54	\$0.00	\$0.00	\$3,053.54
Bushfire Control & Management Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$2,281.91	\$0.00	\$0.00	\$2,281.91
Arbuthnott Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$3,584.65	\$0.00	\$0.00	\$3,584.65
Information Technology Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2020	\$107,523.19	\$0.00	\$0.00	\$107,523.19
Langley Villas & Minn Cottis Contingency Account	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$12,919.22	\$0.00	\$0.00	\$12,919.22
Town Planning Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$40,051.22	\$0.00	\$0.00	\$40,051.22
Buildings Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$190,828.17	\$0.00	\$0.00	\$190,828.17
Plant Replacement Reserve	NAB A/c: 86-142-2539	0.15%	8-Apr-2021	\$401,999.77	\$0.00	\$0.00	\$401,999.77
Valuation Reserve	NAB A/c: 86-137-3001	0.30%	9-May-2021	\$10,700.10	\$0.00	\$0.00	\$10,700.10
Employee Leave & Gratuity Reserve	NAB A/c: 86-137-3001	0.30%	9-May-2021	\$193,893.04	\$0.00	\$0.00	\$193,893.04
Carried Forward Projects Reserve	NAB A/c: 86-137-3001	0.30%	9-May-2021	\$1,074,749.82	\$0.00	\$0.00	\$1,074,749.82
Covid 19 Reserve	NAB A/c: 86-137-3001	0.30%	9-May-2021	\$102,532.15	\$0.00	\$0.00	\$102,532.15
				\$6,592,863.62	\$1,100.40	-\$1,100.40	\$6,592,863.62
TOTAL CASH & INVESTMENTS				\$18,569,983.52	\$6,064,344.14	-\$8,165,408.41	\$16,468,919.25

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$5,199,282.69	31.57%	75%	A -2
WA Treasury	\$14,508.98	0.09%	100%	AAA
NAB Bank	\$3,733,295.13	22.67%	100%	A -1+
ANZ Bank	\$7,521,832.45	45.67%	100%	A -1+
	\$16,468,919.25	100.00%		

**Shire of Donnybrook - Balingup
Investment Balances**



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 31st March 2021**

MUNICIPAL FUND

Balance as per Bank Statements	859,394
Investments - Muni Funds	5,019,597
Investments - Trust Bonds	3,730,720
Deposits not yet Credited	10,441
Less Outstanding Cheques	(89)
Outstanding Transfers from Reserve	2,901
Outstanding Transfers to Reserves	0
Outstanding Transfers to Trust	0
Outstanding Transfers from Trust	0
Cheques not Yet Processed	0
Credit Card Payments	0
Bank Adjustment	0
<i>Balance as per Cash At Bank Account</i>	<u>9,622,963</u>

PETTY CASH

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

TRUST FUNDS

Balance as per Bank Statements	608
Investments	0
Plus Deposits not yet Credited	0
Less Outstanding Cheques	(608)
Less DOT EFT payment	0
Bank Adjustment	0
Outstanding Transfers	0
<i>Balance as per Cash At Bank Account</i>	<u>0</u>

RESERVE FUND

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

LONG TERM INVESTMENT

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

TOTAL BALANCE CASH AT BANK	<u>16,483,725</u>
-----------------------------------	--------------------------

SHIRE OF DONNYBROOK-BALINGUP
Rates Collection Statistics as at 31st March 2021

	Rates % June 20'	Movement in Mar '21	Rates % Mar '21
Arrears Brought Forward	329,193	(3,808)	325,385
Prepayment of Rates	(95,479)	(12,453)	(107,932)
Billing To Date	5,172,780	2,622	5,175,402
	5,406,493	(13,639)	5,392,855
Less Received To Date	1,095,270	3,356,939	4,452,209
Balance Owed	4,311,224	(3,370,578)	940,646
Percentage Collection (Including Arrears B/Fwd)	19.91%	62.65%	82.56%
Percentage Collection (On 20/21)	21.17%	64.85%	86.03%

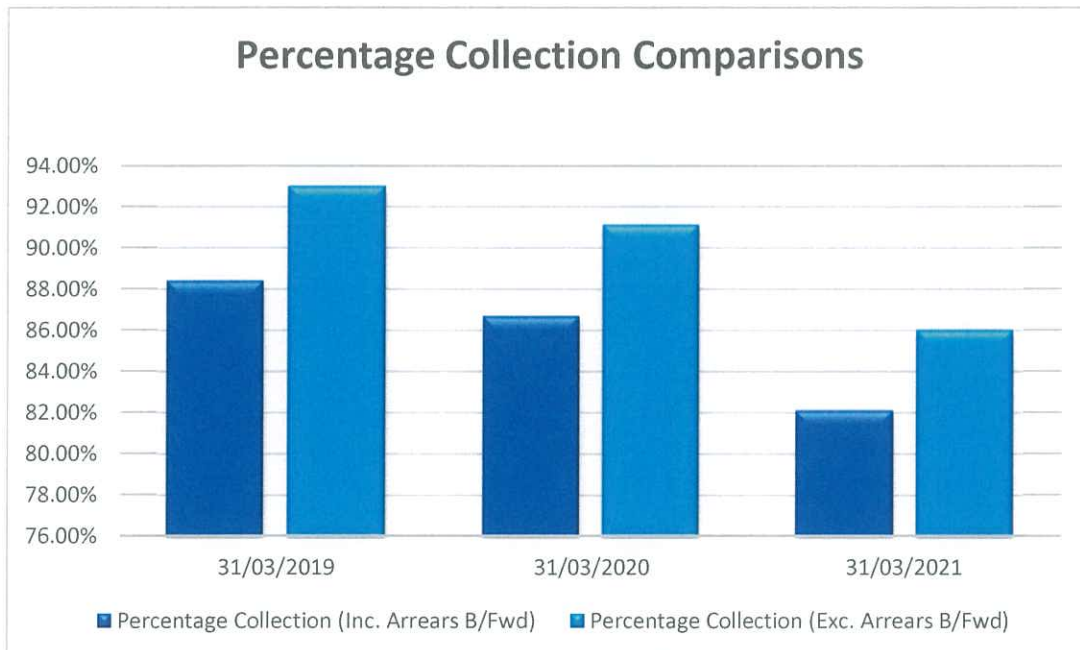
Note: Rates equating to approx 2.5% are not immediately collectable, being validly deferred under the State Governments' Scheme for Pensioner Rates deferrment. ie only 97.5% is collectable.

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

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 31st March 2021

	31/03/2019	31/03/2020	31/03/2021
Arrears Brought Forward	332,007	350,866	325,385
Prepayment of Rates	(72,746)	(86,586)	(79,686)
Billing To Date	4,990,470	5,171,264	5,175,402
Total Raised Inc. Arrears	5,249,731	5,435,543	5,421,101
Less Received To Date	4,641,088	4,711,918	4,452,209
Balance Owed	608,643	723,625	968,892
Percentage Collection (Inc. Arrears B/Fwd)	88.41%	86.69%	82.13%
Percentage Collection (Exc. Arrears B/Fwd)	93.00%	91.12%	86.03%





Monthly Financial Reports

Management Statements

For the period ended
30th April 2021

Shire of Donnybrook-Balingup

Monthly Report to Council

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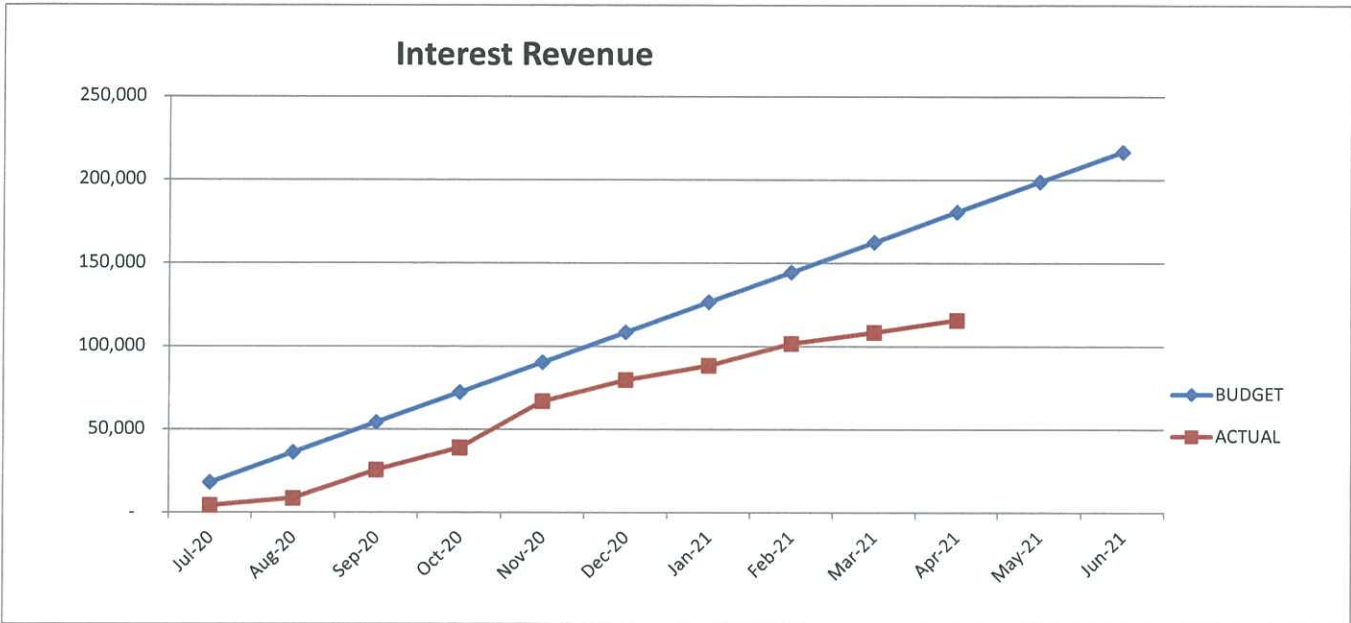
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2021

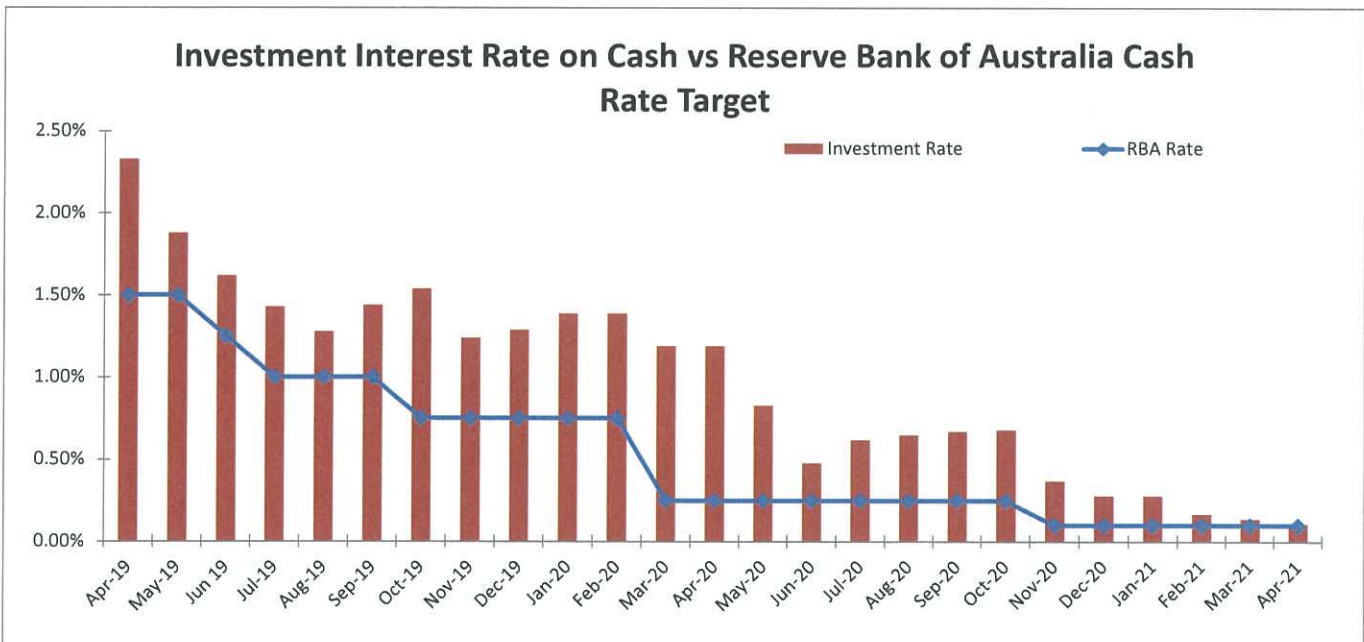
Cash & Investments

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

	YTD Actual	YTD Budget
Municipal Fund:	\$ 34,625	\$ 80,000
Reserve Fund:	\$ 25,429	\$ 52,770
Interest Revenue - Rates	\$ 55,701	\$ 47,910
	<u>\$ 115,755</u>	<u>\$ 180,680</u>



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

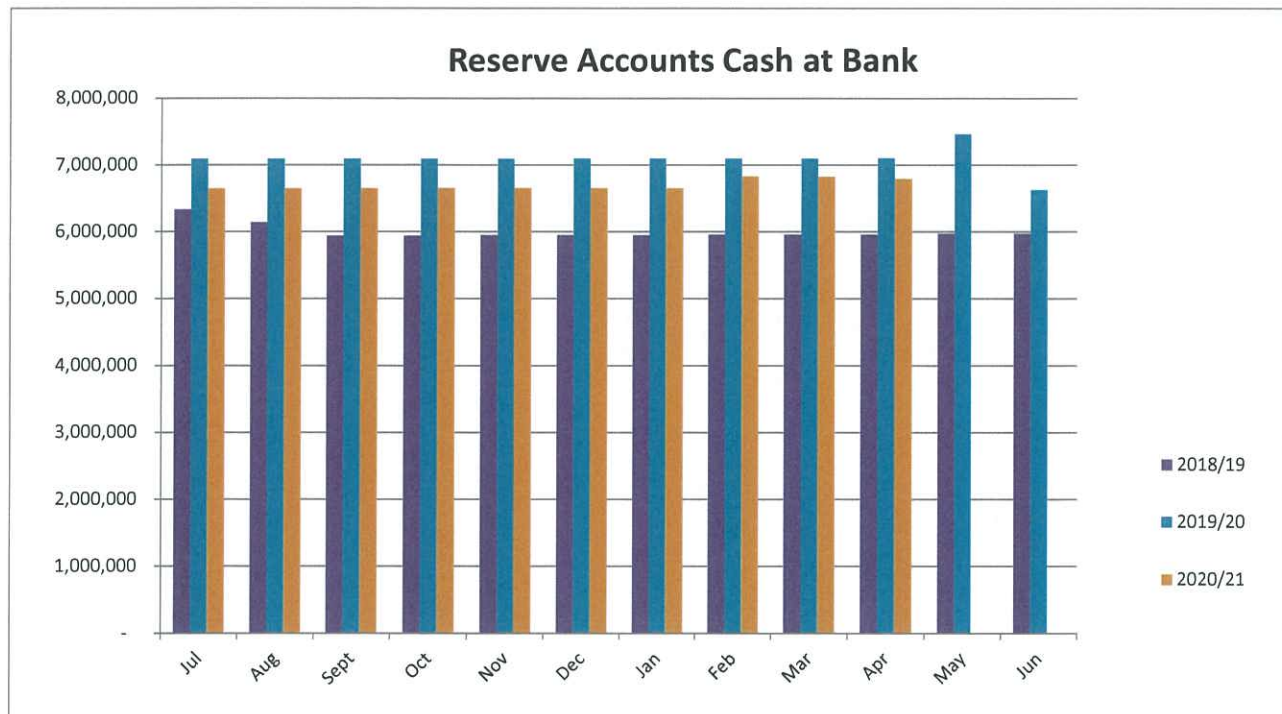
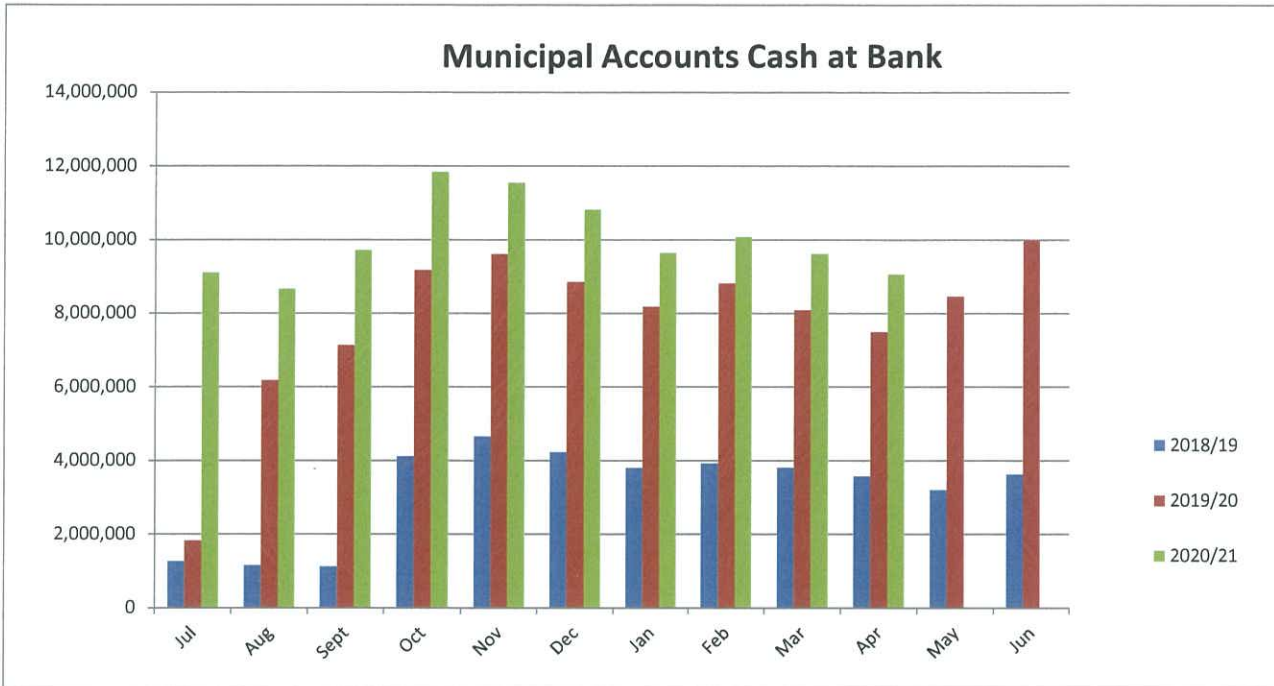


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2021

Cash & Investments

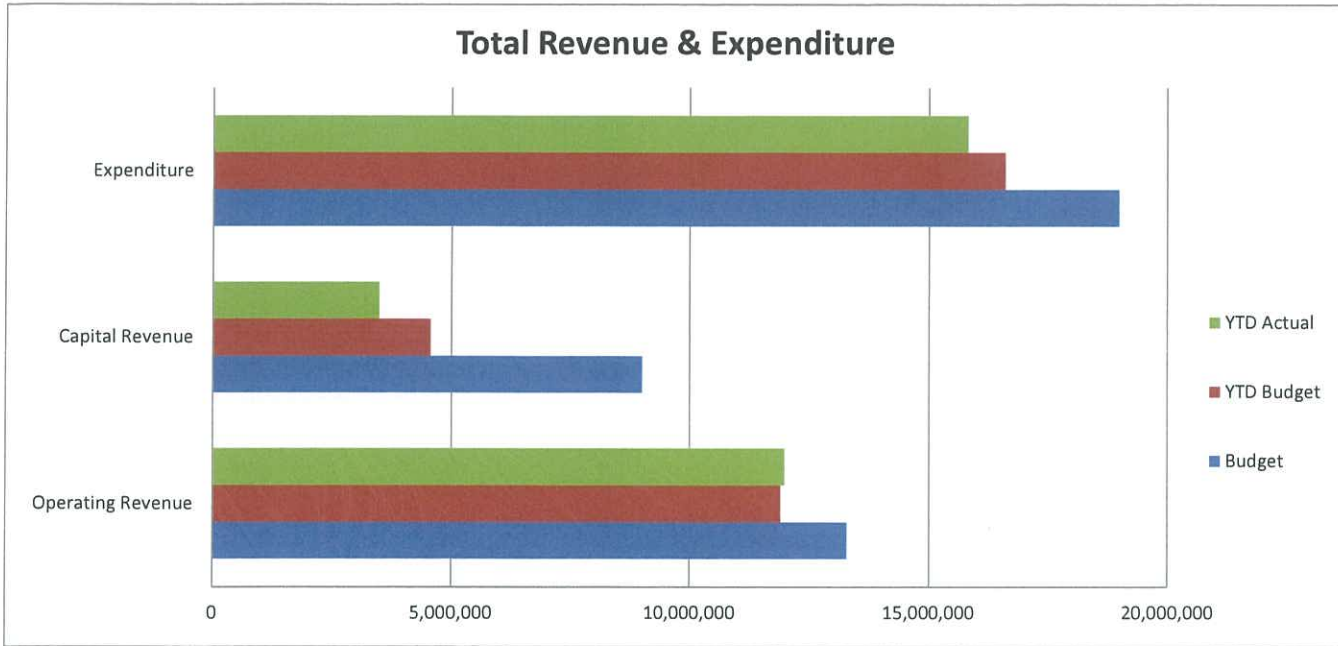
As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$9,064,923.70
 This includes investments held by the Shire of \$7,665,829.72.

Municipal Investment Account total	\$	4,014,510
Restricted Funds - Bond Deposits	\$	3,651,320
Municipal Account Cash at Bank total	\$	1,399,094
Reserve Account Cash at Bank total		0
Reserve Investment Accounts Cash at Bank	\$	6,795,206
	\$	15,860,130



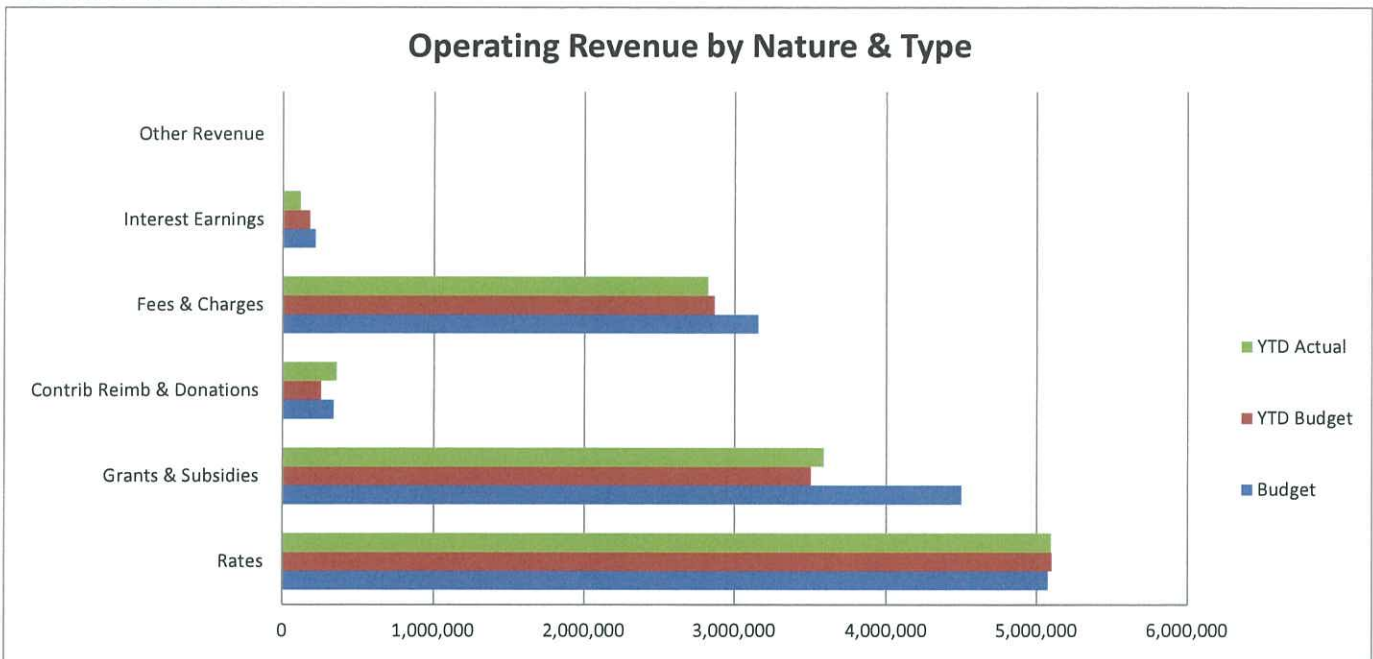
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2021

Nature & Type Reporting



Total Revenue & Expenditure	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	13,286,259	13,373,119	11,906,223	11,984,060	0.65%
Capital Revenue	8,994,403	9,512,581	4,567,222	3,496,779	(23.44%)
Expenditure	18,988,603	19,682,539	16,609,571	15,820,790	(4.75%)

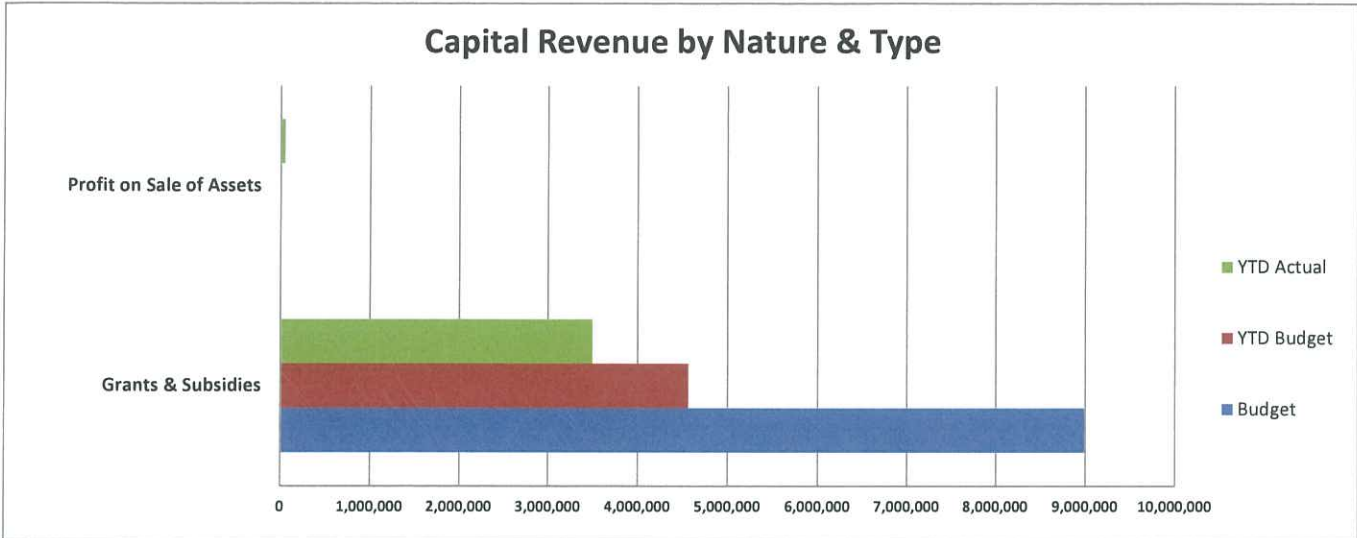
A further detailed analysis of total operating revenue, capital revenue and expenditures is provided via the various nature and type subsections listed below:



Operating Revenue by Nature & Type	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,074,942	5,101,442	5,101,142	5,096,745	(0.09%)
Grants & Subsidies	4,498,690	4,499,690	3,500,305	3,587,040	2.48%
Contrib Reimb & Donations	339,678	339,678	257,020	359,767	39.98%
Fees & Charges	3,154,474	3,213,834	2,865,706	2,821,883	(1.53%)
Interest Earnings	216,825	216,825	180,680	115,755	(35.93%)
Other Revenue	1,650	1,650	1,370	2,871	109.53%
Total	13,286,259	13,373,119	11,906,223	11,984,060	

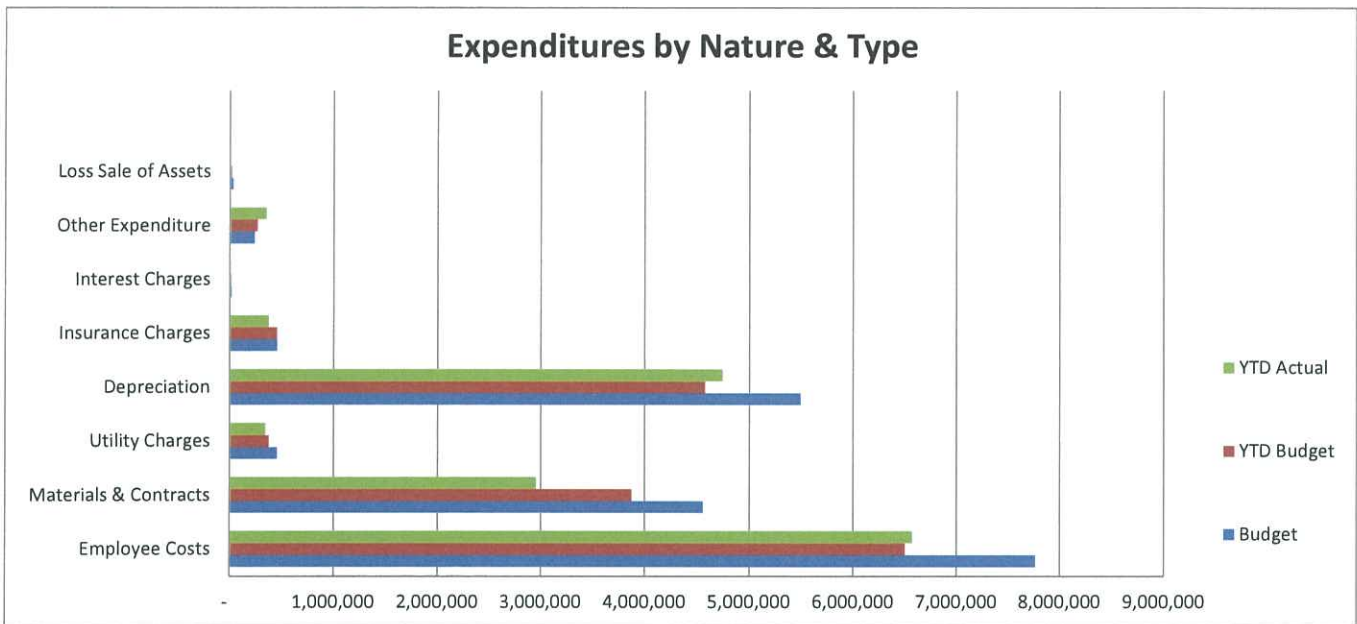
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2021

Nature & Type Reporting (continued)



Capital Revenue by Nature and Type

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	8,994,403	9,512,581	4,567,222	3,496,779	(23.44%)
Profit on Sale of Assets	9,869	9,869	9,869	48,901	395.50%
Total	9,014,141	9,522,450	4,577,091	3,545,680	

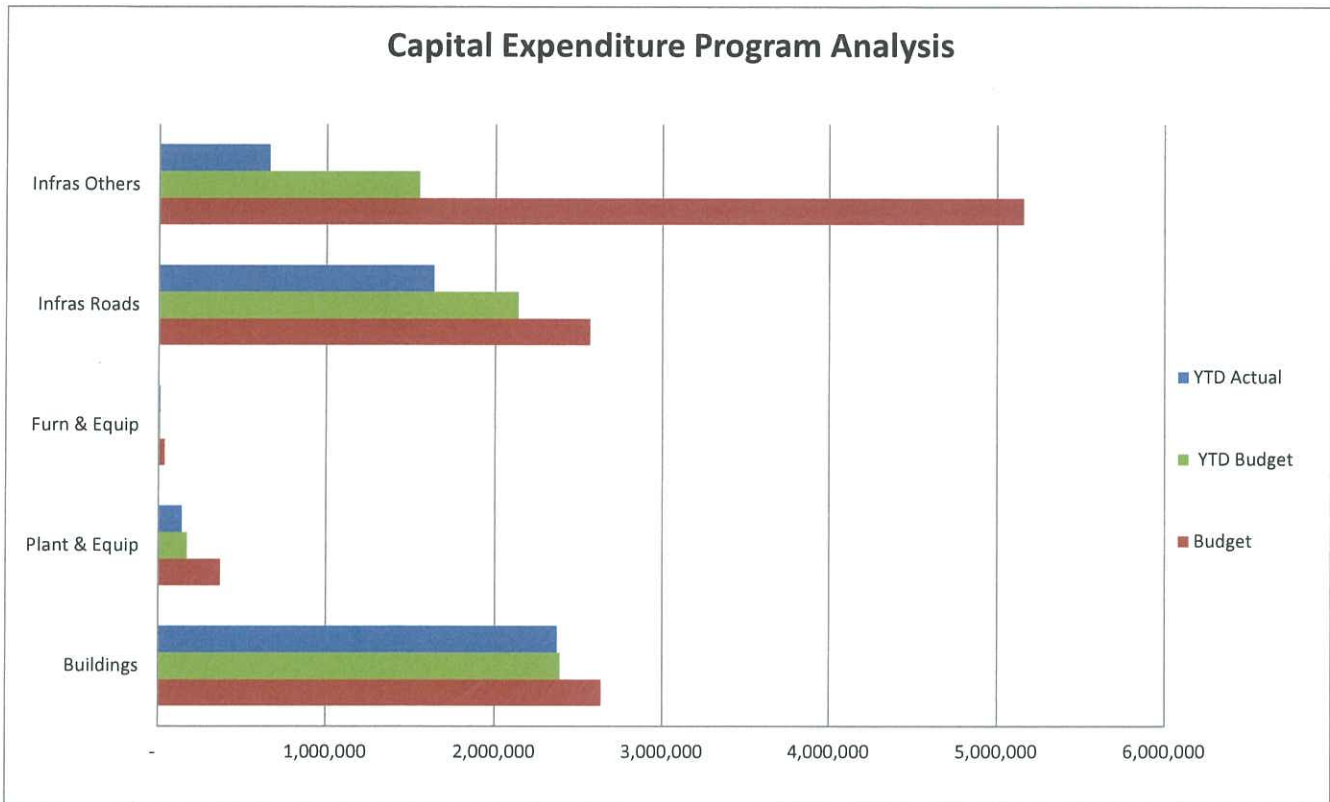


Expenditures by Nature and Type

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,766,645	7,780,331	6,504,445	6,574,762	1.08%
Materials and contracts	4,559,200	5,165,972	3,877,575	2,958,135	(23.71%)
Utility charges	457,272	454,772	377,550	346,418	(8.25%)
Depreciation on Non Current Assets	5,494,234	5,494,234	4,578,410	4,748,164	3.71%
Insurance charges	456,518	456,581	454,984	377,019	(17.14%)
Interest charges	17,133	17,133	14,497	11,217	(22.62%)
Loss on sale of asset	32,470	32,470	18,450	9,262	0.00%
Other expenditure	237,601	313,516	266,260	350,434	31.61%
TOTAL	19,021,073	19,715,009	16,092,171	15,375,411	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2021

Capital Acquisitions by Asset Class



Capital Acquisitions

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	2,635,764	2,943,494	2,390,053	2,373,946	(0.67%)
Plant & Equipment	371,556	371,556	174,147	142,018	(18.45%)
Furniture & Equipment	38,000	56,088	12,088	12,088	0.00%
Infrastructure Roads	2,567,418	2,547,418	2,139,300	1,635,472	(23.55%)
Infrastructure Others	5,160,088	5,554,488	1,551,980	661,329	(57.39%)
TOTAL	10,772,826	11,473,044	6,267,568	4,824,852	

**Shire of Donnybrook / Balingup
Operating Statement
For Period ended 30th April 2021**

		Adopted Budget 2020/21	Amended Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
Operating Revenues					
Rate Revenue	3	5,074,942	5,101,442	5,101,142	5,096,745
General Purpose Funding	3	1,163,234	1,163,234	889,438	875,403
Governance	4	64,084	63,462	63,152	52,138
Law, Order & Public Safety	5	577,580	577,580	446,536	462,230
Health	7	173,013	173,013	144,150	140,268
Education and Welfare	8	4,047,772	4,068,772	3,484,789	3,496,427
Community Amenities	10	1,134,936	1,169,296	1,158,036	1,197,006
Recreation & Culture	11	261,529	241,529	201,170	158,174
Transport	12	198,310	198,310	162,720	163,597
Economic Services	13	480,781	505,781	162,860	184,799
Other Property & Services	14	110,078	110,700	92,230	157,273
		13,286,259	13,373,119	11,906,223	11,984,060
Operating Expenses Excluding Borrowing Costs Expenses					
General Purpose Funding	3	(202,110)	(202,110)	(171,568)	(153,107)
Governance	4	(1,049,323)	(1,055,075)	(877,315)	(795,007)
Law, Order & Public Safety	5	(1,372,958)	(1,373,180)	(1,158,044)	(1,039,082)
Health	7	(260,039)	(267,375)	(217,767)	(196,562)
Education and Welfare	8	(5,020,297)	(5,029,720)	(4,292,501)	(4,293,944)
Community Amenities	10	(1,709,555)	(1,709,555)	(1,425,865)	(1,256,182)
Recreation & Culture	11	(3,576,815)	(3,542,394)	(2,956,645)	(2,921,647)
Transport	12	(4,818,754)	(4,818,754)	(4,028,543)	(3,993,213)
** Economic Services	13	(844,600)	(925,849)	(793,304)	(471,888)
Other Property & Services	14	(118,200)	(131,880)	(138,652)	(234,299)
		(18,972,651)	(19,055,893)	(16,060,204)	(15,354,932)
Borrowing Costs Expenses					
Governance	4	(2,876)	(2,876)	(2,390)	(2,584)
Law, Order & Public Safety	5	(111)	(111)	(90)	(184)
Health	7	(3,668)	(3,668)	(1,834)	(1,553)
Education and Welfare	8	(4,617)	(4,617)	(4,591)	(3,763)
Recreation and Culture	11	(2,012)	(2,012)	(1,945)	(1,735)
Transport	12	(0)	(0)	(0)	(0)
** Economic Services	13	(2,667)	(2,667)	(2,667)	(1,397)
		(15,951)	(15,951)	(13,517)	(11,217)
Contributions/Grants for the Development of Assets					
Law, Order & Public Safety	5	62,241	63,819	10,000	9,990
Education and Welfare	8	0	16,850	16,850	16,850
Community Amenities	10	170,000	190,000	80,000	81,167
Recreation & Culture	11	4,030,671	4,493,671	1,904,853	1,875,019
Transport	12	4,611,491	4,560,241	2,490,519	1,450,027
Economic Services	13	120,000	188,000	65,000	63,726
		8,994,403	9,512,581	4,567,222	3,496,779
GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS					
Governance	4	622	622	622	0
Community Amenities	10	5,611	5,611	5,611	11,639
Transport	12	(21,321)	(21,321)	(7,300)	(8,350)
Economic Services	13	(7,514)	(7,514)	(7,514)	36,350
		(22,602)	(22,602)	(8,581)	39,639
Net Profit OR Loss / Result		3,269,458	3,823,157	391,144	154,329

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

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 30th April 2021

	Adopted Budget 2020/21	Amended Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
OPERATING REVENUE AND EXPENDITURE				
(a) Summary by Nature and Type				
Revenue				
Rates	5,074,942	5,101,442	5,101,142	5,096,745
Grants and Subsidies (Operating)	4,498,690	4,499,690	3,500,305	3,587,040
Contributions Reimbursements and Donations (Operating)	339,678	339,678	257,020	359,767
Fees and Charges	3,154,474	3,213,834	2,865,706	2,821,883
Interest Earnings	216,825	216,825	180,680	115,755
Other Revenue	1,650	1,650	1,370	2,871
	13,286,259	13,373,119	11,906,223	11,984,060
Expenditure				
Employee Costs	(7,766,645)	(7,780,331)	(6,504,445)	(6,574,762)
Materials and Contracts	(5,201,797)	(5,165,972)	(4,413,425)	(3,412,776)
Utility Charges	(457,272)	(454,772)	(377,550)	(346,418)
Depreciation on Non Current Assets	(5,494,234)	(5,494,234)	(4,578,410)	(4,748,164)
Insurance Expenses	(456,518)	(456,581)	(454,984)	(377,019)
Interest Expenses	(17,133)	(17,133)	(14,497)	(11,217)
Other Expenses	(237,601)	(313,516)	(266,260)	(350,434)
	(19,631,200)	(19,682,539)	(16,609,571)	(15,820,790)
Less Applicable to Capital Works	(642,598)	(642,598)	(535,850)	(454,641)
	(5,702,344)	(5,666,823)	(4,167,498)	(3,382,089)
Non-operating grants, subsidies and contributions	8,994,403	9,512,581	4,567,222	3,496,779
Profit on asset disposals	9,869	9,869	9,869	48,901
Loss on asset disposals	(32,470)	(32,470)	(18,450)	(9,262)
Net result	3,269,458	3,823,157	391,144	154,329
Total Comprehensive Income	3,269,458	3,823,157	391,144	154,329

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th April 2021

OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type:	2020/21			
	Adopted Budget	Amended Budget	YTD Budget	Actual
OPERATING REVENUE				
Rate Revenue				
Rates	5,074,942	5,101,442	5,101,142	5,096,745
Grants & Subsidies (Operating)				
** Other Grants	4,498,690	4,499,690	3,500,305	3,587,040
Grants & Subsidies (Capital)				
** Other Grants	8,978,371	9,479,699	4,537,012	3,479,928
Reimbursements (Operating)				
** Reimbursements	334,838	334,838	253,020	326,720
Contributions & Donations (Operating)				
** Contributions, Reimbursements & Donations	4,840	4,840	4,000	33,047
Contributions & Donations (Cap)				
** Contributions, Reimbursements & Donations	16,032	32,882	30,210	16,850
Fees and Charges				
Waste Receptacle Fee	570,696	570,696	570,696	592,704
Waste Management Levy	498,070	497,000	497,000	500,909
Property Lease	426,507	427,577	356,230	302,244
Property Hire	58,106	58,106	48,400	62,491
Sale of Stock	8,000	8,000	6,660	4,760
Inspections	200	200	160	0
Other Charges	1,461,555	1,461,555	1,217,800	1,175,155
Fines and Penalties	5,100	5,100	4,230	10,447
Licenses, Approvals, Registrations	126,240	185,600	164,530	173,173
Interest Earnings				
Rates Penalty Interest Charge	37,500	37,500	31,250	37,142
Interest on Rates Instalments	16,500	16,500	13,750	17,225
Interest on Municipal Funds	159,325	159,325	132,770	60,054
Interest Other	3,500	3,500	2,910	1,335
Other Revenue				
Other Income	1,650	1,650	1,370	2,871
Profit on Sale of Non-Current Assets	9,869	9,869	9,869	48,901
Total Operating Revenue	22,290,531	22,895,569	16,483,314	15,529,740

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th April 2021

OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type:	2020/21			
	Adopted Budget	Amended Budget	YTD Budget	Actual
<u>OPERATING EXPENDITURE</u>				
Employee Costs				
Salaries and Wages (Operating only, excludes Capital)	6,550,811	6,644,497	5,545,171	5,464,440
Superannuation	691,204	691,204	575,900	571,526
Workers Compensation	290,890	210,890	190,689	266,113
Clothing and Uniforms	39,733	39,733	33,090	52,305
Training Expenses	104,599	104,599	87,110	31,377
Fringe Benefits Tax	52,042	52,042	41,365	94,843
** Employee Provisions	0	0	0	62,735
Other Employee Costs	37,366	37,366	31,120	31,422
Materials				
Materials	4,751,661	4,761,671	4,088,097	3,131,914
Phone/Fax	51,401	49,901	41,290	52,429
Fuels & Oils	175,000	175,000	145,820	79,085
Contracts				
Contract Labour	81,335	37,000	19,578	82,678
Professional Services & Consultants	142,400	142,400	118,640	66,669
Utility Charges				
Sewerage	20,824	20,824	17,320	23,177
Electricity / Gas	324,480	322,480	267,550	247,776
Water	111,968	111,468	92,680	75,465
Insurance Expenses				
Insurance	456,518	456,581	454,984	377,019
Interest Expenses				
Interest on Leases	4,612	4,612	3,810	3,261
Interest on Loans	12,521	12,521	10,687	7,956

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th April 2021

4. OPERATING REVENUE AND EXPENDITURE	2020/21			
	Adopted Budget	Amended Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:				
OPERATING EXPENDITURE (cont)				
Other Expenditure				
Postage	10,350	10,350	8,610	14,779
Other Expenditure	227,251	303,166	257,650	246,322
** Asset Write Off / Derecognition	0	0	0	89,332
Loss on Sale of Non-Current Assets	32,470	32,470	18,450	9,262
Depreciation				
Depreciation on Assets	5,494,234	5,494,234	4,578,410	4,748,164
Less: Applicable to Capital Works	(642,598)	(642,598)	(535,850)	(454,641)
Total Operating Expenditure	19,021,073	19,072,412	16,092,171	15,375,411
NET PROFIT OR LOSS / RESULT	3,269,458	3,823,157	391,144	154,329

** Grants & Subsidies (Operating) above YTD budget - variance relates to timing of ACFI Subsidies and Adverse Events Grant.

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

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

** Contributions & Donations (Operating) above YTD budget - includes additional income for Preston Village.

** Contributions & Donations (Capital) below YTD budget - variance relates to timing of contribution to assets for Infrastructure/Future works.

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

** Asset Write Off / Derecognition - variance relates to Bridge Street housing project - prior years Capital Expenditure treated as WIP Buildings project has now been handed to Alliance Housing during 2020/21 - no longer an asset.

Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 30th April 2021

		2020/21 Adopted Budget \$	2020/21 Amended Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES						
General Purpose Funding (Excl. Rates)	3	1,163,234	1,163,234	889,438	875,403	(1.58)
Governance	4	64,084	64,084	64,396	52,138	(19.03)
Law, Order, Public Safety	5	577,580	577,580	446,536	462,230	3.51
Health	7	173,013	173,013	144,150	140,268	(2.69)
Education and Welfare	8	4,047,772	4,068,772	3,484,789	3,496,427	0.33
Community Amenities	10	1,140,547	1,174,907	1,169,258	1,208,645	3.37
Recreation and Culture	11	261,529	241,529	201,170	158,174	(21.37)
Transport	12	201,946	201,946	169,992	164,509	(3.23)
Economic Services	13	480,781	505,781	162,860	221,149	35.79
Other Property and Services	14	110,702	110,700	92,230	157,273	70.52
		<u>8,221,188</u>	<u>8,281,546</u>	<u>6,824,819</u>	<u>6,936,216</u>	<u>1.63</u>
EXPENSES						
General Purpose Funding	3	(202,110)	(202,110)	(171,568)	(153,107)	(10.76)
Governance	4	(1,052,199)	(1,052,199)	(879,705)	(797,592)	(9.33)
Law, Order, Public Safety	5	(1,373,069)	(1,373,069)	(1,158,134)	(1,039,266)	(10.26)
Health	7	(263,707)	(263,707)	(219,601)	(198,116)	(9.78)
Education and Welfare	8	(5,024,914)	(5,025,103)	(4,297,092)	(4,297,707)	0.01
Community Amenities	10	(1,709,555)	(1,709,555)	(1,425,865)	(1,256,182)	(11.90)
Recreation & Culture	11	(3,578,827)	(3,540,382)	(2,958,590)	(2,923,383)	(1.19)
Transport	12	(4,843,710)	(4,843,710)	(4,050,415)	(4,002,475)	(1.18)
Economic Services	13	(854,781)	(854,781)	(810,999)	(397,371)	(51.00)
Other Property and Services	14	(118,200)	(131,880)	(138,652)	(234,299)	68.98
		<u>(19,021,072)</u>	<u>(18,996,497)</u>	<u>(16,110,621)</u>	<u>(15,299,496)</u>	<u>(5.03)</u>
Net Operating Result Excluding Rates:		<u>(10,799,884)</u>	<u>(10,714,951)</u>	<u>(9,285,802)</u>	<u>(8,363,280)</u>	<u>(9.93)</u>
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Income						
(Profit)/Loss on Asset Disposals		22,601	22,601	8,581	(39,639)	(561.94)
Depreciation on Assets		5,494,234	5,494,234	4,578,410	4,748,164	3.71
Adjust Current Asset - Land Held for Resale		0	0	0	(45,468)	
Adjust Non Current Liabilities & Employee Prov.		0	0	0	(17,109)	
Adjust Non Current Assets & Liabilities		0	0	0	0	
Adjust WIP Buildings		0	0	0	94,685	
Adjust Non Current Liabilities - POS Funds		0	265,738	0	265,738	
Capital Expenditure and Income						
Non Operating Grants, Subsidies & Contributions		8,994,403	9,512,581	4,567,222	3,496,779	(23.44)
** Purchase property, plant and equipment		(3,285,320)	(3,371,138)	(2,576,288)	(2,528,051)	(1.87)
Purchase and construction of infrastructure		(7,727,506)	(8,101,906)	(3,691,280)	(2,296,801)	(37.78)
Proceeds from disposal of assets		168,209	250,027	169,613	152,909	(9.85)
Proceeds from self supporting loan		9,143	9,144	7,620	9,144	20.00
Repayment of borrowings		(61,290)	(61,290)	(40,503)	(55,359)	36.68
Principal elements of finance lease payments		(53,871)	(53,871)	(58,240)	(50,653)	(13.03)
Proceeds from Lease		275,000	275,000	275,000	530,000	92.73
** Repayment of Life Lease		(308,000)	(308,000)	(308,000)	(583,000)	89.29
Transfer to Trust Fund		0	(75,915)	0	(75,915)	
Transfers to reserves (restricted assets)		(212,000)	(489,248)	(489,248)	(271,590)	(44.49)
Transfers from reserves (restricted assets)		1,372,213	1,242,099	260,924	127,648	(51.08)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,037,126	1,018,549	1,018,549	1,018,549	**
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	15,096	(462,299)	1,213,495	(362.49)
Budgeted deficiency before general rates		(5,074,942)	(5,101,442)	(5,101,142)	(5,096,745)	(0.09)
Estimated amount to be raised from general rates		5,074,942	5,101,442	5,101,142	5,096,745	
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

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

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

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/04/2021	Actual to 30/04/2021	Variance Amount	Variance %	Permanent Variation	Comment
GENERAL PURPOSE FUNDING								
OPERATING INCOME								
0643	FEES & CHARGES	Inc	-16,660	-33,936	-17,276	103.70	x	Permanent variation - YTD Actual exceeds full year budget by approx \$17k - increased income from settlement agent account enquiries
4891	INTEREST - RESERVE FUND	Inc	-52,770	-25,429	27,341	-51.81	x	Potential permanent variance - interest income is based on prevailing interest rates
GOVERNANCE								
OPERATING EXPENDITURE								
0252	DONATIONS	Exp	25,610	11,715	-13,895	-54.25		Budget variation
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	Exp	40,910	15,086	-25,824	-63.12		Budget variation
0352	COMPUTER SOFTWARE COSTS	Exp	40,410	18,861	-21,549	-53.33		Budget variation
0362	OFFICE & SURROUNDS MTCE.	Exp	62,291	51,446	-10,845	-17.41		Budget variation
0372	OTH OFFICE EXPENSES (A003)	Exp	16,830	4,715	-12,115	-71.98	x	Potential permanent variation - No expenditure required for Revaluation of Assets due to change in regulations
0392	COMPUTER MTCE AGREEMENTS	Exp	92,904	61,012	-31,892	-34.33		Budget variation - includes \$52k for Synergy annual license fees
1072	FRINGE BENEFITS TAX	Exp	17,835	94,843	77,008	431.78		Budget variation - FBT reallocated in May 2021
0952	AUDIT FEES	Exp	25,500	1,600	-23,900	0.00		Budget variation - awaiting invoice from Auditor Generals for EOFY audit
OPERATING INCOME								
7863	INSURANCE REBATES	Inc	-61,812	-49,922	11,890	-19.24		Budget variation - 2nd instalment contributions assistance package received
LAW, ORDER & PUBLIC SAFETY								
OPERATING EXPENDITURE								
0632	FIRE CONTROL EXPENSES	Exp	37,060	16,477	-20,583	-55.54		Budget variation - dependant on timing of projects
5142	ESL OPERATING EXPENSES SHIRE	Exp	160,517	143,937	-16,580	-10.33		Budget variation
6962	BUSH FIRE MITIGATION - SEMC	Exp	159,063	111,238	-47,825	-30.07		Budget variation - dependant on timing of works
8452	ADVERSE EVENTS PLAN	Exp	12,500	0	-12,500	-100.00	x	Potential permanent variance - event plan to be completed in house.
OPERATING INCOME								
5983	REIMBURSEMENTS - DFES FOR CESM	Inc	-59,808	-73,354	-13,546	22.65		Budget timing variation - final recoup due 30 June
1303	GRANTS - PROGRAMS	Inc	-12,500	0	12,500	-100.00	x	Funding for Adverse Event plan to be reallocated to other Drought Community projects as per Budget Review
EDUCATION AND WELFARE								
OPERATING EXPENDITURE								
Tuia Lodge								
1662	SALARIES (T/LODGE)	Exp	1,964,590	1,888,044	-76,546	-3.90		Budget variation - \$76k under YTD budget
1672	SUPERANNUATION (T/LODGE)	Exp	175,820	189,381	13,561	7.71		Budget variation - \$13.5k over YTD Budget
3672	EMPLOYEE ALLOWANCES - (TUIA)	Exp	40,000	60,288	20,288	50.72	x	Permanent variance - additional payments due to Covid Continuity of Workforce grant
3782	RESIDENT CATERING - (TUIA)	Exp	163,550	148,254	-15,296	-9.35		Budget variation
3832	MEDICAL SERVICES - (TUIA)	Exp	50,510	30,137	-20,373	-40.33		Budget variation
3882	CONSULTANCY SERVICES - (TUIA)	Exp	29,140	54,556	25,416	87.22		Budget variation
4272	ADVERTISING - (TUIA)	Exp	13,000	1,803	-11,197	-86.13		Budget variation
6062	FURN. & EQUIP. TUIA - NON CAPITAL	Exp	13,330	38,105	24,775	185.86	x	Permanent variance - equipment purchases exceed budget by approx. \$24k.
Other Welfare								
0191	ASSET WRITE OFF / DERECOGNITION	Exp	0	89,332	89,332		x	Permanent variation - Asset write off/derecognition for Bridge St housing project
6812	BRIDGE ST PROJECT	Exp	504,469	518,001	13,532	2.68	x	Permanent variance - Final repayment of grant funding higher than budget estimate

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/04/2021	Actual to 30/04/2021	Variance Amount	Variance %	Permanent Variation	Comment
EDUCATION AND WELFARE								
OPERATING INCOME								
Preston Village								
1191	FEES & CHARGES - AMENITIES FEE - PRESTON VIL	Inc	0	-63,659	-63,659		x	Permanent variation - Amenities Fees for Unit 11
1353	REIMBURSEMENTS - PRESTON VILLAGE	Inc	0	-14,224	-14,224		x	Permanent variation - reimbursement of refurbishment costs for Unit 11.
1523	FEES & CHARGES - LEASE PRESTON VILLAGE	Inc	-45,470	-33,135	12,335	-27.13	x	Permanent variation - reduction in income due to unit renovations
2523	FEES & CHARGES - RESERVE FUND FEE - PRESTC	Inc	0	-25,464	-25,464		x	Permanent variation - Reserve Fund Contribution for Unit 11
2573	TRANSFER FROM RESERVE	Inc	-31,174	0	31,174	-100.00		Budget variation - transfer dependant on expenditure.
Tuia Lodge								
1073	GRANTS (OPERATING)	Inc	-40,000	-60,320	-20,320	50.80	x	Permanent variation - additional grant funding received for Covid 19 continuity of workforce
1101	REIMBURSEMENTS	Inc	0	-22,617	-22,617		x	Permanent variation - reimbursement for staff parental leave
1693	CARE INCOME - ACFI SUBSIDIES	Inc	-1,699,160	-1,781,495	-82,335	4.85	}	Revenue sources vary across categories (to be considered as a whole)
1703	BASIC DAILY CARE FEE	Inc	-635,700	-497,620	138,080	-21.72		
1706	ACCOMMODATION FEE - DAILY ACCOMMODATION	Inc	-154,820	-184,905	-30,085	19.43		
1707	CARE INCOME - RESIDENT FEES - MEANS TESTEL	Inc	-146,260	-75,585	70,675	-48.32		
			-2,635,940	-2,539,605	96,335	-3.65		
1708	CARE INCOME - RESIDENT FEES - OTHER	Inc	-19,500	-46,078	-26,578	136.30	x	Permanent variation - Income for respite care has currently exceeded Full Year Budget by \$22k
2193	ACCOM. FEE - INTEREST ON RAD BONDS	Inc	-55,000	-18,855	36,145	-65.72		Budget variation - income dependant on prevailing interest rates
Other Welfare								
1173	FEES & CHARGES - LEASE MIINUP COTTAGES U	Inc	-28,500	-12,152	16,348	-57.36	x	Permanent variation - reduction in income due to unit renovations
CAPITAL EXPENDITURE								
Preston Village								
1174	PRESTON RETIREMENT VILLAGE - REPAY FIXED LI	Exp	308,000	583,000	275,000	89.29	x	Permanent variation - Repayment of Units 8 and 11
CAPITAL INCOME								
Preston Village								
0315	PROCEEDS FROM LEASED PROPERTY LOT 141 SF	Inc	-275,000	-530,000	-255,000	92.73	x	Permanent variation - additional \$260k received for the sale of Unit 11
COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
1772	RUBBISH SITES MTC	Exp	352,800	324,490	-28,310	-8.02		Budget variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	121,620	81,440	-40,180	-33.04		Budget variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	104,180	85,279	-18,901	-18.14		Budget variation - normal operational variance
2302	DBK CEMETERY MNTCE	Exp	53,300	25,560	-27,740	-52.05		Budget variation
2322	PUBLIC CONVENIENCES	Exp	164,209	152,550	-11,659	-7.10		Budget variation
OPERATING INCOME								
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	Inc	-570,696	-592,704	-22,008	3.86	x	Permanent variation - income higher than budget estimates
2383	FEES & CHARGES - CEMETERIES BALINGUP	Inc	-1,660	-11,757	-10,097	608.26	x	Permanent variation - additional \$9k received above full year budget
RECREATION AND CULTURE								
OPERATING EXPENDITURE								
Recreation Centre								
5037	DBK REC CENTRE - ASSET MTC / REFUB	Exp	16,566	4,462	-12,104	-73.06		Budget variation - dependant on timing of works
Other Recreation & Sport								
2642	PARKS & RESERVES GENERAL	Exp	537,268	460,303	-76,965	-14.33		Budget variation - normal operational variance
2662	EGAN PARK	Exp	70,823	49,697	-21,126	-29.83		Budget variation - normal operational variance
2712	BLN PARKS & RESERVES	Exp	187,080	197,492	10,412	5.57		Budget variation - normal operational variance

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/04/2021	Actual to 30/04/2021	Variance Amount	Variance %	Permanent Variation	Comment
RECREATION AND CULTURE								
	<u>Other Culture</u>							
5272	PROMOTION OF COMMUNITY EVENTS	Exp	43,890	21,969	-21,921	-49.94		Budget variation
	OPERATING INCOME							
	<u>Recreation Centre</u>							
1075	TRANSFER FROM RESERVE	Inc	-18,028	-4,281	13,747	-76.25		Budget variation - Reserve transfer dependant on timing of Asset Mtce projects
1201	FEES & CHARGES - GYMNASIUM / MEMBERSHIPS	Inc	-58,330	-43,977	14,353	-24.61	x	Potential permanent variation
	<u>Other Recreation & Sport</u>							
2763	FEES & CHARGES - PROPERTY LEASES (MITCHELL)	Inc	-11,020	-643	10,377	-94.17		Budget variation
	<u>Other Culture</u>							
4053	TRANSFER FROM RESERVES	Inc	-32,000	-32,060	-60	0.19		Budget variation - transfers from C/Forward Project Reserve for Asset Mtce works dependant on timing of works
	CAPITAL EXPENDITURE							
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	116,332	134,499	18,167	15.62		Budget variation - dependant on timing of project works
0284	BALINGUP RECREATION CENTRE	Exp	23,000	3,000	-20,000	-86.96		Budget variation - dependant on timing of works
8944	INFRASTRUCTURE - VC MITCHELL PARK REDEVEL	Exp	90,000	76,513	-13,487	-14.99		Budget variation - dependant on timing of works
	CAPITAL INCOME							
2865	TRANSFER FROM RESERVES	Inc	-55,662	0	55,662	-100.00		Budget timing variation
7105	GRANTS (CAPITAL) - ASSETS	Inc	-135,000	-105,165	29,835	-22.10		Budget variation - Grant funding is dependant on timing of project milestones
TRANSPORT								
	CAPITAL EXPENDITURE							
3200	BRIDGEWORKS - EXT. FUNDED	Exp	834,000	0	-834,000	-100.00		Budget timing variation - payments due in June
3210	ROADWORKS GENERAL	Exp	322,610	237,235	-85,375	-26.46		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	170,830	151,923	-18,907	-11.07		Budget timing variation - variance reflects timing of road program
3260	REGIONAL ROAD GROUP	Exp	895,980	942,048	46,068	5.14		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROG	Exp	354,070	278,395	-75,675	-21.37		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	566,640	177,793	-388,847	-68.62		Budget timing variation - variance reflects timing of road program
3554	PURCHASE PLANT & EQUIPMNT	Exp	138,097	104,650	-33,447	-24.22		Budget timing variation - variance reflects timing of plant replacement program
	CAPITAL INCOME							
0325	GRANTS - BLACK SPOTS	Inc	-339,999	-249,155	90,844	-26.72		Budget timing variation - variance reflects timing of road program
3191	CONTRIBUTION TO ASSETS (INFRASTRUCTURE/FL)	Inc	-13,360	0	13,360	-100.00		Budget variation - no contributions to date
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	Inc	-834,000	0	834,000	-100.00		Budget variation - due to be finalised in June
3291	GRANTS - REGIONAL ROAD GROUP	Inc	-616,667	-528,050	88,617	-14.37		Budget timing variation - variance reflects timing of road program
3341	GRANTS - PATHWAYS PROGRAM	Inc	-85,410	-72,188	13,223	-15.48		Budget timing variation - variance reflects timing of works program
3575	SALE OF PLANT & EQUIPMENT	Inc	-50,000	-28,364	21,636	-43.27		Budget timing variation - variance reflects timing of plant replacement program
	OPERATING EXPENDITURE							
3370	STREET TREES & PRUNING	Exp	52,980	25,254	-27,726	-52.33		Budget variation
341M	GENERAL ROAD MAINTENANCE	Exp	830,340	813,222	-17,118	-2.06		Budget timing variation - variance reflects timing of road program
3550	ROAD ASSET MANAGEMENT	Exp	45,830	13,517	-32,313	-70.51		Budget variation - review of service delivery model in progress
ECONOMIC SERVICES								
	OPERATING EXPENDITURE							
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	289,380	14,232	-275,148	-95.08		Budget variation - Project is being administered by Shire of Collie - project due for completion in 21/22.
2192	DONNYBROOK TRANSIT PARK MAINTENANCE	Exp	45,272	33,896	-11,376	-25.13		Budget variation
4082	CONTRACT LABOUR & RELIEF	Exp	12,500	0	-12,500	-100.00		No expenditure to date
	OPERATING INCOME							
3993	FEES & CHARGES - BALINGUP TRANSIT	Inc	-5,830	-19,464	-13,634	233.86	x	Permanent variation - income is \$12k above full year budget

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/04/2021	Actual to 30/04/2021	Variance Amount	Variance %	Permanent Variation	Comment
ECONOMIC SERVICES								
8234	CAPITAL EXPENDITURE INFRASTRUCTURE OTHER	Exp	90,000	63,726	-26,274	-29.19		Budget variation - Commercial standpipes
Fund Transfer								
4760	TO VEHICLE & PLANT RESERVE	Exp	212,000	0	-212,000	-100.00		Budget timing variation - dependant on completion of plant replacement program
4770	TO AGED CARE HOUSING RESERVE	Exp	10,510	0	-10,510	-100.00		Budget timing variation
PUBLIC WORKS OVERHEADS								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	1,271,014	1,211,449	-59,565	-4.69		Public Works Overheads are currently \$38,568 under allocation. Rates have been reviewed and increased for the remainder of the year.
7422	LESS ALLOCATED TO W&S	Exp	-1,175,310	-1,043,162	132,148	-11.24		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-86,910	-129,719	-42,809	49.26		
	TOTAL PUBLIC WORKS OVERHEADS		8,794	38,568	29,774	338.57		
PLANT OPERATION COSTS								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	720,582	652,794	-67,788	-9.41		Plant Operation Costs are currently \$38,812 under allocated. Rates have been reviewed and some plant adjusted for remainder for the year.
4512	LESS POC ALLOCATED TO W&S	Exp	-679,100	-586,428	92,672	-13.65		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-25,160	-27,554	-2,394	9.51		
	TOTAL PLANT OPERATION COSTS		16,322	38,812	22,490	137.79		
PROJECT OPERATION COSTS								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS		248,146	271,703	23,557	9.49		Project Operation Costs are fully allocated across projects
4197	LESS ALLOCATED TO PROJECTS	Exp	-246,670	-271,703	-25,033	10.15		
	TOTAL PROJECT OPERATION COSTS		1,476	0	-1,476	-100.00		

TOTAL GROSS SALARY & WAGES

4570	TOTAL SALARIES AND WAGES	Exp	5,720,171	5,793,129	72,958	1.28		Wages and Salaries approx \$73k over YTD Budget - Potential permanent variance (Includes workers compensation payments of approx. \$101k and \$24k LSL due from Reserve)
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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
30th April 2021

	Sch No	2020/21 Amended Budget		2020/21 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	6,264,676	202,110	5,972,148	153,107
Governance	4	89,020	1,052,199	52,138	797,592
Law, Order & Public Safety	5	581,860	1,373,069	462,230	1,039,266
Health	7	173,013	263,707	140,268	198,116
Welfare Services	8	4,111,776	5,025,103	3,496,427	4,297,707
Community Amenities	10	1,174,907	1,709,555	1,208,645	1,256,182
Recreation & Culture	11	307,804	3,540,382	194,515	2,923,383
Transport	12	228,559	4,843,710	164,509	4,002,475
Economic Services	13	505,782	854,781	221,149	473,286
Other Property & Services	14	131,790	131,880	157,273	234,299
		13,569,187	18,996,495	12,069,301.92	15,375,411.18
CAPITAL SECTION					
Governance	4	193,635	209,847	91,307	120,683
Law, Order & Public Safety	5	67,819	85,488	9,990	85,333
Health	7	0	11,693	0	5,762
Welfare Services	8	521,152	545,993	546,850	652,404
Community Amenities	10	263,195	271,620	123,894	117,007
Recreation & Culture	11	4,923,477	4,992,460	1,884,163	2,563,535
Transport	12	4,829,557	5,543,734	1,478,390	1,892,046
Economic Services	13	303,818	311,285	145,544	77,096
Transfers To Reserves	15	0	489,248	0	271,590
		11,102,653	12,461,368	4,280,138.71	5,785,454.66
Total Income & Expenditure		24,671,840	31,457,863	16,349,441	21,160,866
Less Depreciation W/Back			(5,494,234)		(4,748,164)
Adjust Profit/Loss Adjustment		9,869	(32,470)		39,639
Net		24,661,971	25,931,159	16,349,441	16,452,341
Add Surplus July 1 B/Fwd		1,018,549		1,018,549	
Adjust WIP Buildings				94,685	
Adjust Current Asset Land Held for Resale					45,468
Adjust Employee Entitlements					13,956
Adjust to NCL (Leave Provisions)					3,153
Adjust NCL - POS Liability		265,738		265,738	
Rounding Adjustment			2		0
Surplus/Deficit C/Fwd			15,097		1,213,495
		25,946,258	25,946,258	17,728,413	17,728,413

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

**Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
30th April 2021**

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	9,067,084	
Cash at Bank - Reserves	6,795,206	
Sundry Debtors Rates	564,136	
Receivables/Debtors	532,830	
Contract Assets	13,383	
GST Asset Clearing A/C	146,948	
ESL Asset Clearing A/C	298,135	
Stock on Hand	<u>122,757</u>	17,540,479
 (B) Provision for LSL Current	 (467,343)	
Provision for A/L Current	(550,537)	
Add Cash Back Reserve	192,881	
Contract Liability	(2,221,372)	
GST Liability Clearing A/C	(31,851)	
ESL Liability Clearing A/C	(297,726)	
PAYG Clearing A/C	(113,583)	
Prepaid Rates	(125,665)	
Reserve Funds	(6,795,206)	
Restricted Liability (Bonds)	(4,529,477)	
Sundry Creditors	<u>(1,387,105)</u>	(16,326,984)
 Net Current Assets		 <u><u>1,213,495</u></u>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2021

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(f) Rates, Grants, Donations and Other Contributions

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

(g) Goods and Services Tax

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

(h) Superannuation

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

(i) Fixed Assets

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

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

(j) Investments

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

(k) Impairment

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

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Depreciation of Non-Current Assets

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

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

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

(m) Land Held for Resale

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

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

(n) Employee Entitlements

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

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

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

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

The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date represents the present value 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 30th April 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

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

(b) Statement of Objective

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

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

03 GENERAL PURPOSE FUNDING

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

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

04 GOVERNANCE

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

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

05 LAW, ORDER, PUBLIC SAFETY

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

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

07 HEALTH

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

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

08 EDUCATION AND WELFARE

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

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

09 HOUSING

Objective: To help ensure adequate housing.

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

10 COMMUNITY AMENITIES

Objective: Provide services required by the community.

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

11 RECREATION AND CULTURE

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

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

12 TRANSPORT

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

13 ECONOMIC SERVICES

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

14 OTHER PROPERTY & SERVICES

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

3. CASH AND INVESTMENTS

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

	Budget 30/06/2021	B/Forward 01/07/2020	YTD Actual 30/04/2021
Restricted (See below)	5,704,551.00	6,624,763	6,795,206
Restrictive Liability (Bonds)	5,424,593.00	5,739,577	3,651,320
Restricted Funds - Trust Deposit	0.00	189,561	0
Unrestricted			
Municipal Fund	6,464,250.00	3,241,806	1,399,094
Municipal Investment Account	0.00	1,014,496	4,014,510
Petty Cash on Hand	2,160.00	2,160	2,160
Total Cash Balance	17,595,554.00	16,812,362	15,862,290

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

Waste Management Reserve	1,410,974	1,535,974	1,535,974
Bushfire Control & Management Reserve	2,282	2,282	2,282
Aged Housing Reserve	1,144,953	1,187,133	1,191,873
Employee Entitlements Reserve	185,381	192,881	193,893
Arbuthnott Memorial Scholarship Reserve	3,285	3,585	3,585
Strategic Planning Studies Reserve	40,051	40,051	40,051
Land Development Reserve	450,271	450,271	350,271
Vehicle and Plant Reserve	376,690	402,000	402,100
Roadworks Reserve	435,434	435,434	435,434
Parks and Reserves Reserve	153,744	153,744	153,744
Revaluation Reserve	10,700	10,700	10,700
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	247,216	758,523	921,703
Apple Funpark Reserve	99,521	99,521	0
Information Technology Reserve	99,523	107,523	107,523
Carried Forward Projects Reserve	938,940	1,139,556	1,074,750
Covid 19 Reserve	102,532	102,532	102,532
POS Reserve - Donnybrook			208,771
POS Reserve - Balingup	0	0	56,967
	5,704,551	6,624,763	6,795,206

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2021

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 30/04/2021 \$
Cash at Bank and on Hand	761,859	4,258,461	4,537,606
Restricted Assets - Reserves	5,704,551	6,624,763	6,795,206
Restricted Assets - Bond Deposits	5,424,593	5,739,577	4,529,477
Restricted Assets - Trust Funds	0	189,561	0
Sundry Debtors Rates	508,475	404,548	564,136
Receivables/Debtors	115,938	86,923	532,830
Accrued Income	63,913	51,716	0
GST Asset Clearing A/C	85,772	69,403	146,948
ESL Asset Clearing A/C	28,927	23,407	298,135
Prepayments	35,000	17,028	0
Stock on Hand	10,284	10,284	122,757
Land Held for Resale	97,652	97,652	0
Contract Assets	115,000	413,642	13,383
	12,951,964	17,986,966	17,540,479

CURRENT LIABILITIES

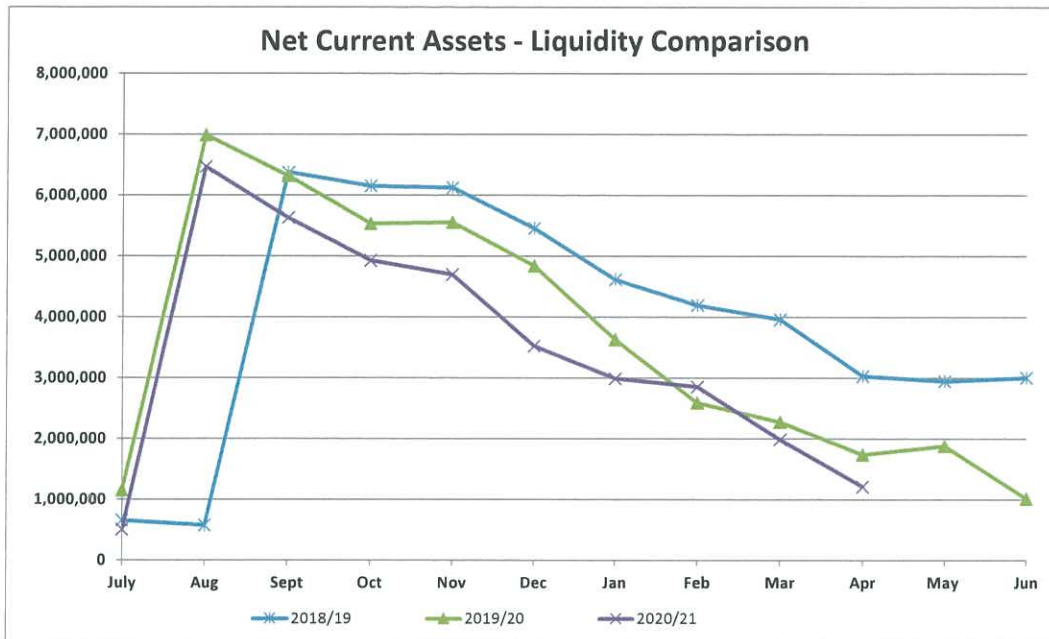
	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 30/04/2021 \$
Provision for LSL Current	(438,098)	(438,098)	(467,343)
Provision for A/L Current	(699,275)	(513,894)	(550,537)
Add Cash Backed Reserve	185,381	192,881	192,881
Accrued Salaries/Wages	(149,827)	(220,176)	0
Accrued Expenses	(36,113)	(53,069)	0
Prepaid Rates	(95,288)	(140,029)	(125,665)
GST Liability Clearing A/C	(25,351)	(31,957)	(31,851)
ESL Liability Clearing A/C	0	0	(297,726)
PAYG Clearing A/C	(68,049)	(105,297)	(113,583)
Contract Liability	(189,095)	(2,724,717)	(2,221,372)
Sundry Creditors	(307,105)	(361,584)	(1,387,105)
Restricted Liability - Bonds	(5,424,593)	(5,739,577)	(4,529,477)
Less Restricted Assets - Trust Funds	0	(189,561)	0
Less Restricted Assets - Reserves	(5,704,551)	(6,624,763)	(6,795,206)
	(12,951,964)	(16,949,841)	(16,326,984)

NET CURRENT FUNDING POSITION **0** **1,037,126** **1,213,495**

Net Current Assets - Liquidity Comparison			
Month	2018/19	2019/20	2020/21
July	655,255	1,152,916	506,431
August	577,376	6,991,493	6,469,551
September	6,377,761	6,323,548	5,634,551
October	6,155,719	5,540,643	4,931,119
November	6,125,435	5,559,973	4,699,741
December	5,457,420	4,844,897	3,527,899
January	4,619,542	3,636,167	2,991,314
February	4,195,258	2,596,196	2,857,417
March	3,962,956	2,279,317	1,992,826
April	3,032,763	1,740,914	1,213,495
May	2,948,242	1,885,171	
June	3,007,579	1,018,548	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2021

4. NET CURRENT ASSETS



Current Ratio

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

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

Current Ratio =

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

	2018/19	2019/20	2020/21
July	1.37	1.75	1.12
August	1.33	6.15	2.24
September	5.44	5.90	2.10
October	4.64	5.40	1.95
November	5.82	5.02	1.89
December	4.79	4.83	1.65
January	3.84	3.61	1.65
February	3.32	2.21	1.59
March	3.73	2.56	1.39
April	2.65	2.26	1.24
May	3.03	1.53	
June	2.79	1.23	

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2021

5. VARIANCE ANALYSIS

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

Council has determined that a materiality threshold of \$10,000 will apply for reporting purposes. That is all variances greater than \$10,000 will be reported to Council.

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

A table showing material variances, as at 30th April 2021 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

General

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

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

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

General Purpose Funding

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

Variance of approx \$17k relating to settlement agent account enquiries - increase due to development growth.

Governance

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

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

Law, Order and Public Safety

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

Variance for the Adverse Events Plan - will now be completed in house, funding will be reallocated to other Drought Community Projects as identified in budget review.

Health

There are no variances reportable for the month.

Education and Welfare

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

A permanent variance for care income - resident fees has been identified, income relates to respite care and YTD actual is approx \$22k above full year budget amount.

Additional grant funding of \$20k has been received for Covid 19 Continuity of Workforce at Tuia Lodge

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

Community Amenities

Increased income of approx \$22k has been identified for kerbside bin services, this is a permanent variance.

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2021

5. VARIANCE ANALYSIS

Recreation and Culture

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

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

Transport

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

Economic Services

Variance for Noxious weeds/pest plants has been identified - Project is being administered by Shire of Collie the majority of the project is due for completion in 2021/22 Financial year

Income for the Balingup Transit park will exceed the full year budget by approx. \$12k.

Public Works Overheads

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

Total public works overheads are currently \$38,568 under allocated, rates have been reviewed and increased for the remainder of the year.

Total plant operation costs are currently \$38,812 under allocated, expect under allocation to be resolved by year end.

Total project operation costs have been fully allocated.

Total gross wages and salaries expenditure is approx. \$73k over the year to date budget.

Potential permanent variance (inc. workers comp payments of approx \$101k and \$24k LSL due from Reserve

6. Minor Debts Written Off Under Delegation

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

Rates	\$	42.59
Other	\$	-

Acquisition of assets are capitalised in accordance with Australian Accounting Standard 116

ASSETS ACQUIRED BY TYPE

	2020/21	
	Adopted Budget	Actual
	\$	\$
Land & Buildings	2,635,764	2,373,946
Plant & Equipment	371,556	142,018
Furniture & Equipment	38,000	12,088
Infrastructure Assets - Roads	2,567,418	1,635,472
Infrastructure Assets - Other	5,160,088	661,329
	10,772,826	4,824,852

ASSETS ACQUIRED BY PROGRAM

	2020/21	
	Adopted Budget	Actual
	\$	\$
Governance	163,720	102,640
Law, Order & Public Safety	71,241	71,317
Health	0	0
Education and Welfare	240,822	40,171
Community Amenities	341,220	117,007
Recreation & Culture	4,258,089	2,537,945
Transport	5,543,734	1,892,046
Economic Services	154,000	63,726
	10,772,826	4,824,852

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2021

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2020/21	
	Adopted Budget \$	Actual \$
Proceeds of Sale of Assets		
Land	0	81,818
Plant & Equipment	190,810	71,091
	190,810	152,909
Less Written Down Value at Disposal	168,209	113,270
Profit/(Loss) on Disposal	22,601	39,639

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2020/21	
	Adopted Budget \$	Actual \$
Governance	(622)	0
Community Amenities	(5,611)	11,639
Transport	21,320	(8,350)
Economic Services	7,514	36,350
	22,601	39,639

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 30th April 2021 is \$408,495.93.

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

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

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

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2021

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre - Refurbishment	111,840	102,640		102,640				
105540	Replace Vehicle - Projects Officer	31,220	0			0			
105840	Audio Visual System (meeting streaming)	14,000	0				0		
105840	Upgrade of Shire Office Telephone System	30,000	0		0		0		
		187,060	102,640	0	102,640	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103540	Light Tanker - Lowden BFB	0	0			0			
103840	Beelerup Fire Station	12,117	12,990		12,990				
103840	Ferndale BFB	47,922	48,000		48,000				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room & I	0	0		0				
Animal Control									
107940	Dog Pound Seal Flood	6,000	4,907		4,907				
Law, Order and Public Safety									
170040	SES Depot Donnybrook	6,780	5,420		5,420				0
		72,819	71,317	0	71,317	0	0	0	0
HEALTH									
Health Inspection and Administration									
114640	Purchase Furniture	0	0				0		
		0	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Tuia Lodge									
173840	Tuia Lodge - Install Gutter Guards to comples	15,606	0		0				
173840	Tuia Lodge - Fire Supression System	0	7,847		7,847				
173840	Tuia Lodge - Marri Wing Refurbishment	6,000	4,482		4,482				
173840	Tuia Lodge - Nurses Station / Admin - Refurb Ca	19,380	0		0				
173840	Tuia Lodge - Classification Works	61,680	15,755		15,755				
116840	Tuia Lodge - Furniture & Equipment	12,088	12,088				12,088		
		114,754	40,171	0	28,083	0	12,088	0	0
Other Welfare									
180940	Minninup Cottages - Units 5 - Interior Refurbishn	46,818	0		0				
180940	Minninup Cottages - Units 8 - Interior Refurbishn	46,818	0		0				
		93,636	0	0	0	0	0	0	0

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2021

APPENDIX A **Details of Capital Works Program - 2020/21**

Ledger Account	Proposed Works	2020/21 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
COMMUNITY AMENITIES									
Sanitation									
160140	Donnybrook Refuse Site - Closure Study	35,400	10,400						10,400
		35,400	10,400	0	0	0	0	0	10,400
Town Planning									
122740	Replace Vehicle - Town Planner	31,220	31,700			31,700			
		31,220	31,700	0	0	31,700	0	0	0
Other Community Amenities									
109650	Public Toilets - Main Street, Donnybrook	110,000	4,138		4,138				
109650	Public Toilets - Kirup	25,000	25,032		25,032				
109650	Public Toilets - Balingup	55,000	45,736		45,736				
109640	Donnybrook Cemetery Upgrades	15,000	0						0
		205,000	74,907	0	74,907	0	0	0	0
RECREATION AND CULTURE									
Other Recreation and Sport									
107140	Balingup - Install new Drinking Fountain	10,000	0						0
109840	Donnybrook - Install new Drinking Fountain	10,000	3,830						3,830
189340	Donnybrook Weir Upgrade	40,000	0						0
189240	Kirup Mill Park - Install new Drinking Fountain	10,000	0						0
189240	Kirup Mill Park - Upgrade	50,000	5,320						5,320
112140	Balingup Oval - New Bore	86,000	21,822						21,822
126820	Playground Equipment	15,000	4,976						4,976
106940	Apple Funpark - Renewal of Equipment	7,500	0						0
101940	Apple Funpark Project	1,505,000	298,582						298,582
111840	Dbk Arboretum - Safety Fencing and Furn	22,588	0						0
111840	Street Lighting - Replacement Energy Efficiency	8,000	5,200						5,200
111840	VC Mitchell Park - New Bore	150,000	68						68
111840	Ayers Garden - New Shade / Seating	15,000	15,760						15,760
111840	Ayers Garden - Upgrade Shade / Seating	10,000	3,209						3,209
111840	Pump Track	400,000	0						0
102840	Balingup Rec Centre	67,000	3,000		3,000				
189440	VC Mitchell Park - Redevelopment	250,000	76,513						76,513
		2,656,088	438,280	0	3,000	0	0	0	435,280

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2021

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
Donnybrook Recreation Centre									
189040	Equipment - Floor Scrubber	5,800	5,668			5,668			
172940	Refurbish Disabled Toilets	8,323	10,005		10,005				
172940	Pool Relined	81,600	73,835		73,835				
172940	Pool - New Nonslip Floor Product	15,606	15,606		15,606				
172940	Pool Plant - Renew Water Treatment Plant Conti	11,033	35,053		35,053				
172940	Pool Plant - Renew Sand Filter	33,300	0		0				
		155,662	140,167	0	134,499	5,668	0	0	0
Other Culture									
110940	Donnybrook Town Centre Revitalisation	2,155,671	1,959,499		1,959,499				
		2,155,671	1,959,499	0	1,959,499	0	0	0	0
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000	Bridgeworks (Special Grants)	2,502,000	0						0
132100	Roadworks Construction - General	387,230	237,235					237,235	
132600	Regional Road Group Projects	1,075,188	942,048					942,048	
133000	Roads to Recovery Program	425,000	278,395					278,395	
133300	Blackspot Projects	680,000	177,793					177,793	
132400	Footpath Construction Program	205,000	151,923						151,923
		5,274,418	1,787,395	0	0	0	0	1,635,472	151,923
Road Plant Purchases									
135540	Replace Tip Truck - DB4550	98,607	0				0		
135540	Replace Ute - DB112 (W&S)	41,519	0				0		
135540	Replace Ute - DB117 (P&G)	25,949	0				0		
135540	Replace Ride on Mower - DB606	50,625	46,717			46,717			
135540	Replace Ride on Mower - DB898	26,987	27,324			27,324			
135540	Replace Ute - DB102 - Balingup	25,629	30,609			30,609			
		269,316	104,650	0	0	104,650	0	0	0
ECONOMIC SERVICES									
Rural Services									
182340	Donnybrook Commercial Standpipe	117,000	31,650						31,650
182340	Balingup Commercial Standpipe	71,000	32,076						32,076
		188,000	63,726	0	0	0	0	0	63,726
Building Control									
141940	Replace Bldg Surveyor Ute - DB631	34,000	0				0		
		34,000	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENDITURE		11,473,044	4,824,852	0	2,373,946	142,018	12,088	1,635,472	661,329

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2021

Appendix B Asset Disposal Schedule - 2020/21

Asset No.	Asset Details	Asset Classification	Budget Proceeds Sale of Asset	Budget Written Down Value	Budget Profit/Loss	Actual Proceeds Sale of Asset	Actual Written Down Value	Actual Profit / Loss
GOVERNANCE								
General Administration								
61301	Izuzu MUX - DB15	Plant & Equipment	37,173	37,795	(622)	0	0	0
			<u>37,173</u>	<u>37,795</u>	<u>(622)</u>	<u>0</u>	<u>0</u>	<u>0</u>
COMMUNITY AMENITIES								
Town Planning & Regional Development								
61298	Toyota Fortuner - DB463	Plant & Equipment	32,184	37,795	(5,611)	42,727	31,088	11,639
			<u>32,184</u>	<u>37,795</u>	<u>(5,611)</u>	<u>42,727</u>	<u>31,088</u>	<u>11,639</u>
TRANSPORT								
Road Plant Purchases								
61211	Tip Truck - DB4550	Plant and Equipment	33,741	19,721	14,020	0	0	0
61274	Mitsubishi Dual Cab Ute - DB112	Plant and Equipment	18,000	20,760	(2,760)	0	0	0
61263	Mitsubishi Triton Ute - DB117	Plant and Equipment	12,795	13,493	(698)	0	0	0
61292	Kubota Tractor Mower - DB606	Plant and Equipment	15,776	10,379	5,397	9,000	15,298	(6,298)
61270	Kubota Tractor Mower - DB898	Plant and Equipment	7,088	7,266	(178)	8,000	7,088	912
61236	Ford Ranger Ute - DB102	Plant and Equipment	14,539	9,000	5,539	11,364	14,328	(2,965)
			<u>101,939</u>	<u>80,619</u>	<u>21,320</u>	<u>28,364</u>	<u>36,714</u>	<u>(8,350)</u>
ECONOMIC SERVICES								
Building Control								
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	19,514	12,000	7,514	0	0	0
			<u>19,514</u>	<u>12,000</u>	<u>7,514</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Economic Services								
10140	Sale Lot 3 Mead Street	Land	0	0	0	81,818	45,468	36,350
			<u>0</u>	<u>0</u>	<u>0</u>	<u>81,818</u>	<u>45,468</u>	<u>36,350</u>
			<u>190,810</u>	<u>168,209</u>	<u>22,601</u>	<u>152,909</u>	<u>113,270</u>	<u>39,639</u>

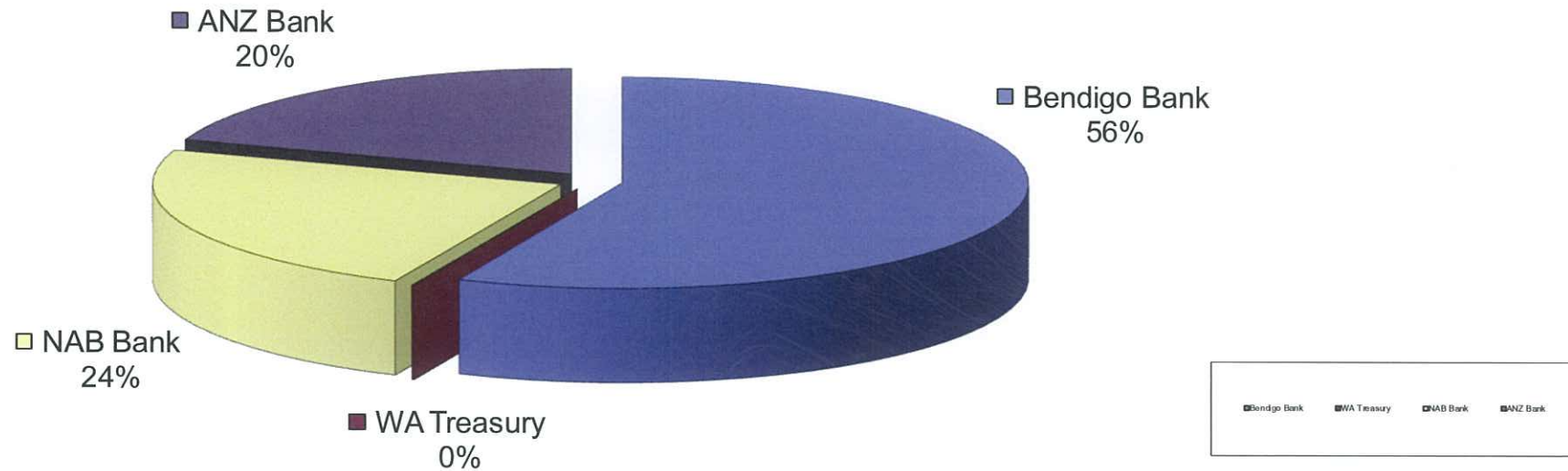
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 30th April 2021

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$859,393.56	\$5,077,014.82	-\$4,547,265.06	\$1,389,143.32
	ANZ Bank 9116-13334	0.22%	3-Apr-2021	\$1,003,156.50	\$380.99	-\$1,003,537.49	\$0.00
	ANZ Bank 9129-57331	0.29%	4-Apr-2021	\$1,001,931.50	\$732.37	-\$1,002,663.87	\$0.00
	Bendigo Bank - 3617205	0.15%	9-Jun-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	Bendigo Bank - 3625131	0.15%	16-Jun-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	Bendigo Bank - 3648505	0.10%	8-Jun-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	NAB Bank 44-223-0954	0.25%	15-May-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	WA Treasury - General	0.20%	At Call	\$14,508.98	\$0.60	\$0.00	\$14,509.58
				\$6,878,990.54	\$5,078,128.78	-\$6,553,466.42	\$5,403,652.90
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00	\$0.00
Tuia Lodge Accommodation Bonds	Bendigo - 3634159	0.15%	25-Jun-2021	\$2,048,543.54	\$0.00	\$0.00	\$2,048,543.54
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-13289	0.10%	8-Jun-2021	\$1,682,776.60	\$220,000.00	-\$300,000.00	\$1,602,776.60
				\$3,731,320.14	\$220,000.00	-\$300,000.00	\$3,651,320.14
FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
LONG TERM INVESTMENT							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$0.00	\$25,000.00
INVESTMENT FUND							
Reserve Fund Investments	ANZ A/c: 9202-29916	0.22%	3-Apr-2021	\$267,011.98	\$94.94	-\$267,106.92	\$0.00
	ANZ A/c: 9202-29924	0.29%	5-Apr-2021	\$911,194.87	\$651.57	-\$911,846.44	\$0.00
	ANZ A/c: 9732-82198	0.10%	6-Jun-2021	\$1,538,874.74	\$0.00	-\$2,900.99	\$1,535,973.75
	ANZ A/c: 9732-82235	0.22%	3-Apr-2021	\$1,117,486.94	\$400.18	-\$1,117,887.12	\$0.00
	Bendigo A/c: 3648519	0.10%	8-Jun-2021	\$1,346,883.92	\$0.00	\$0.00	\$1,346,883.92
	Bendigo A/c: 3648508	0.10%	8-Jun-2021	\$1,178,953.36	\$0.00	\$0.00	\$1,178,953.36
	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$949,420.25	\$0.00	\$0.00	\$949,420.25
	NAB A/c: 86-142-2539	0.10%	8-Jun-2021	\$401,999.77	\$100.22	\$0.00	\$402,099.99
	NAB A/c: 86-137-3001	0.30%	9-May-2021	\$1,381,875.11	\$0.00	\$0.00	\$1,381,875.11
				\$9,118,700.94	\$1,246.91	-\$2,299,741.47	\$6,820,206.38
TOTAL CASH & INVESTMENTS				\$19,729,011.62	\$5,299,375.69	-\$9,153,207.89	\$15,875,179.42

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$8,963,524.14	56.55%	75%	A -2
WA Treasury	\$14,509.58	0.09%	100%	AAA
NAB Bank	\$3,733,395.35	23.55%	100%	A -1+
ANZ Bank	\$3,138,750.35	19.80%	100%	A -1+
	\$15,850,179.42	100.00%		

**Shire of Donnybrook - Balingup
Investment Balances**



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 30th April 2021**

MUNICIPAL FUND

Balance as per Bank Statements	1,389,143
Investments - Muni Funds	4,014,510
Investments - Restricted Bonds	3,651,320
Deposits not yet Credited	10,804
Less Outstanding Cheques	(853)
Outstanding Transfers from Reserve	0
Outstanding Transfers to Reserves	0
Outstanding Transfers to Trust	0
Outstanding Transfers from Trust	0
Cheques not Yet Processed	0
Credit Card Payments	0
Bank Adjustment	0
<i>Balance as per Cash At Bank Account</i>	<u>9,064,924</u>

PETTY CASH

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

RESERVE FUND

Balance as per Bank Statements	-
Investments	6,795,206
<i>Balance as per Cash At Bank Account</i>	<u>6,795,206</u>

LONG TERM INVESTMENT

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

TOTAL BALANCE CASH AT BANK	15,887,290
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SHIRE OF DONNYBROOK-BALINGUP

Rates Collection Statistics as at 30th April 2021

	Rates % June 20'	Movement in Apr '21	Rates % Apr '21
Arrears Brought Forward	329,193	(14,371)	314,822
Prepayment of Rates	(107,932)	(17,733)	(125,665)
Billing To Date	5,175,402	3,234	5,178,636
	5,396,662	(28,869)	5,367,793
Less Received To Date	944,454	3,795,735	4,740,188
Balance Owed	4,452,209	(3,824,604)	627,604
Percentage Collection (Including Arrears B/Fwd)	17.16%	71.15%	88.31%
Percentage Collection (On 20/21)	18.25%	73.28%	91.53%

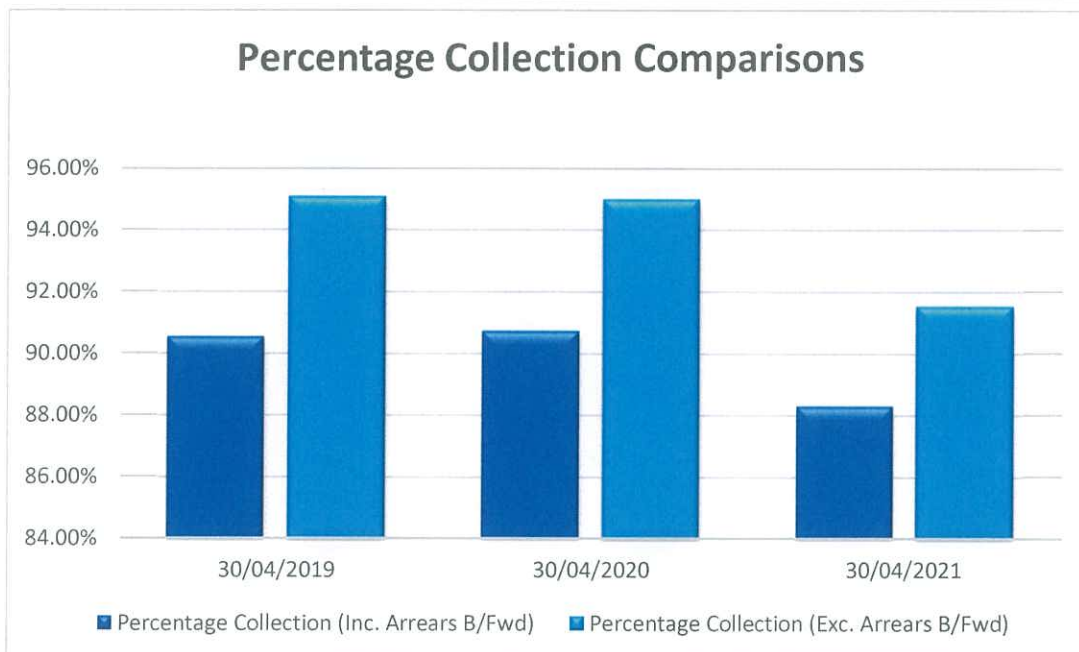
Note: Rates equating to approx 2.5% are not immediately collectable, being validly deferred under the State Governments' Scheme for Pensioner Rates deferrment. ie only 97.5% is collectable.

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

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 30th April 2021

	30/04/2019	30/04/2020	30/04/2021
Arrears Brought Forward	340,042	346,279	314,822
Prepayment of Rates	(88,021)	(102,965)	(125,665)
Billing To Date	5,006,696	5,179,078	5,178,636
Total Raised Inc. Arrears	5,258,717	5,422,392	5,367,793
Less Received To Date	4,760,882	4,920,013	4,740,188
Balance Owed	497,835	502,379	627,604
Percentage Collection (Inc. Arrears B/Fwd)	90.53%	90.74%	88.31%
Percentage Collection (Exc. Arrears B/Fwd)	95.09%	95.00%	91.53%



Open Water Swimming Event Proposal

PROPOSAL TO THE SHIRE OF DONNYBROOK – BALINGUP

Glen Mervyn Dam Open Water Swim



Western Australian Swimming Association Inc.

April 2021

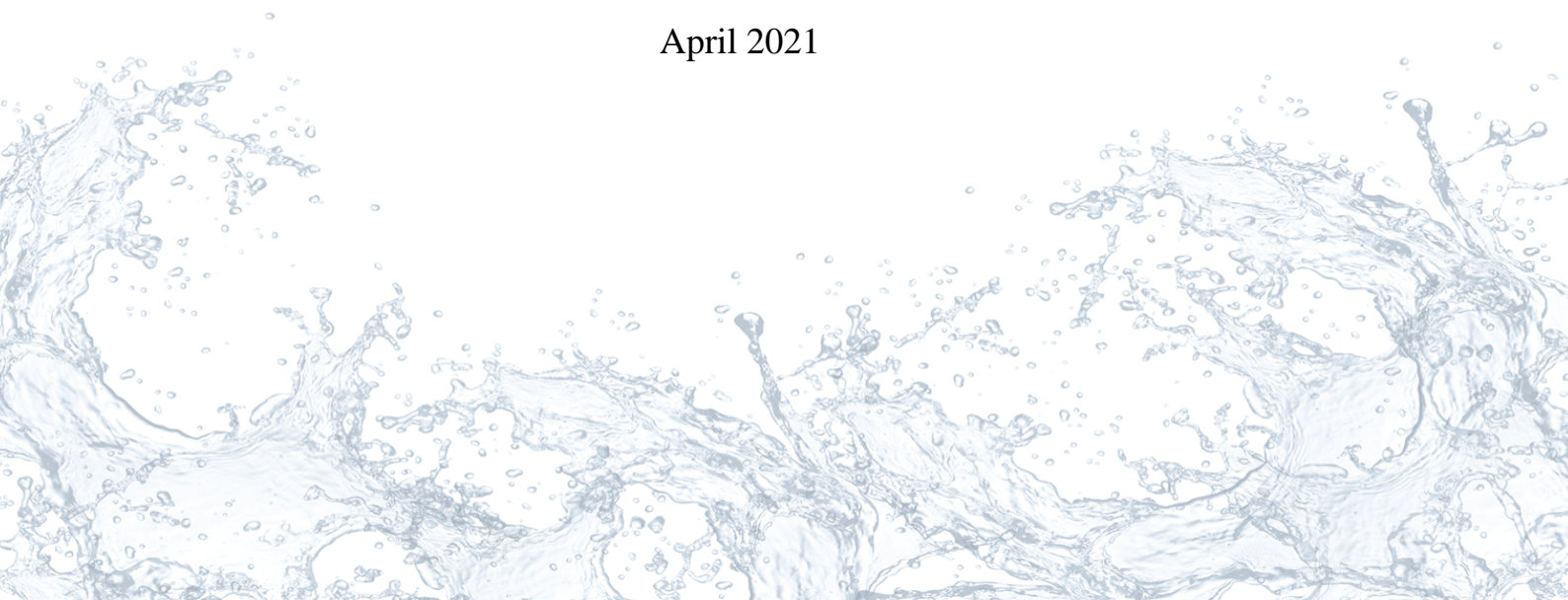


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Background

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?

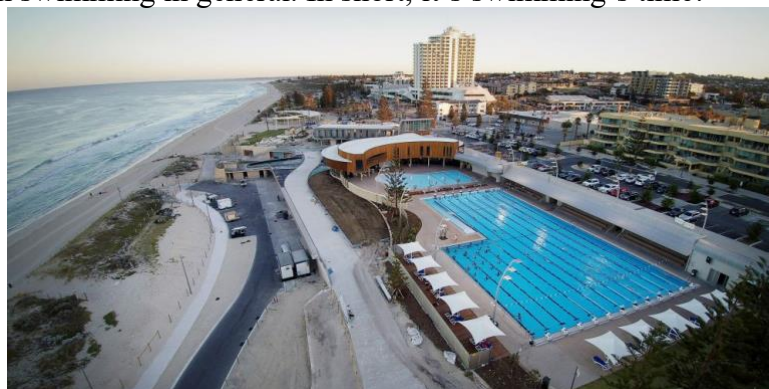
The Western Australian Swimming Association Inc. (SWA) was founded in 1902 and is the peak body for swimming in the State of Western Australia. The Association is not-for-profit representing 85 Clubs with over 12,000 Members across the State.

The objects for which SWA is established and maintained are to:

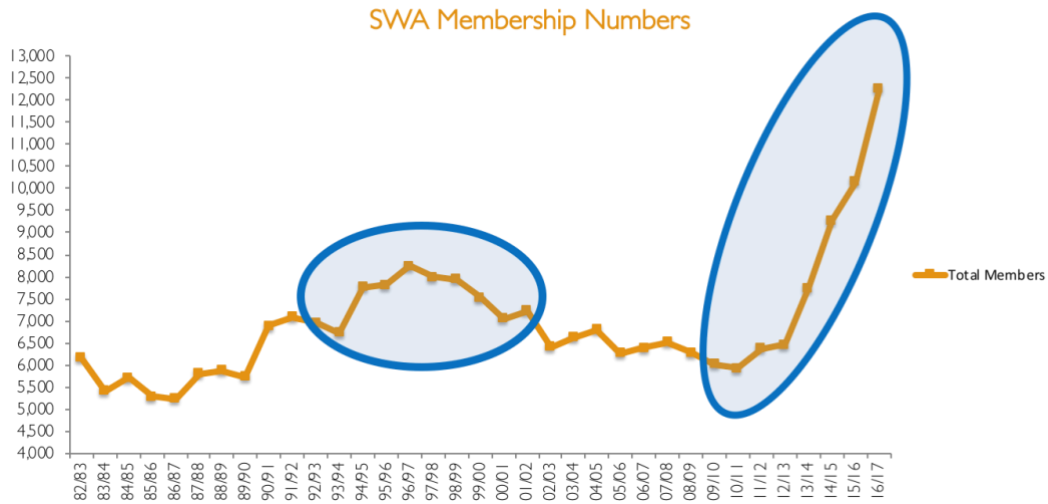
- a) Promote, encourage and develop participation in swimming and related activities as a lifelong contribution to deliver a healthy and safer community;
- b) Actively grow the sport of swimming in Western Australia;
- c) Enhance the sustainability of SWA and its membership;
- d) Align infrastructure 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.

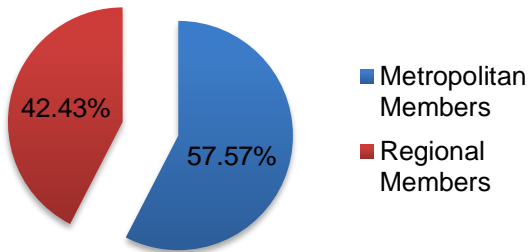
The opportunity lies in our ability to connect with the Western Australian community and the enormous interest in swimming in general. In short, it’s swimming’s time!



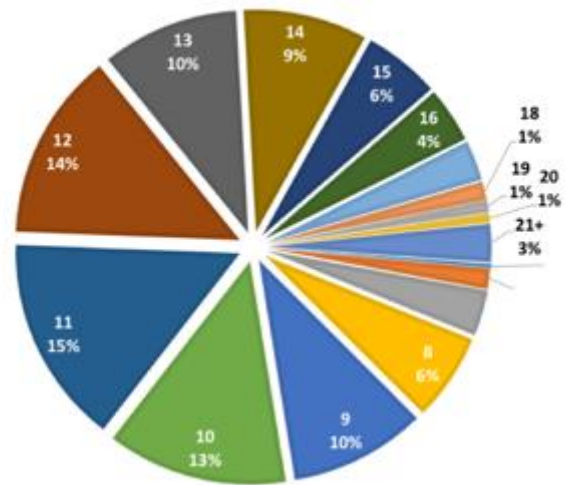
Swimming in WA – Key Metrics



Metropolitan and Regional Members



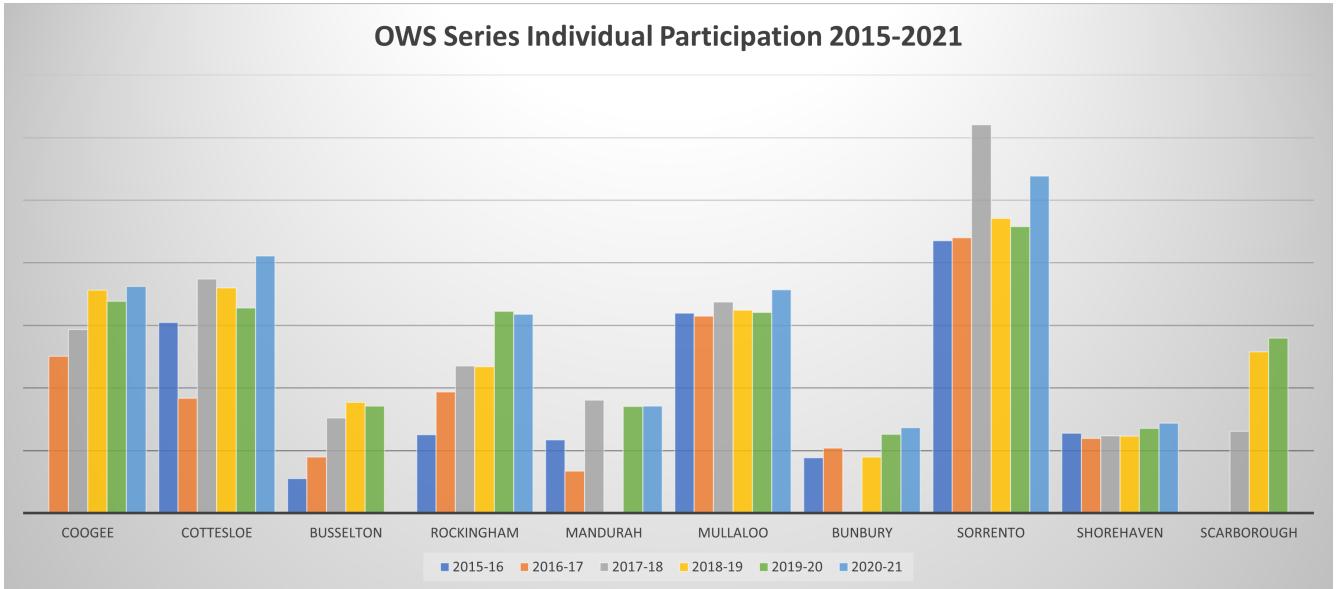
AGE GROUPING OF SWIMMERS



Membership Retention: 64%
Membership Breakdown: 15 – 25 years: 25%
 35 – 54 years: 21%*

* This has been SWA’s major growth area.

OWS Series Individual Participation 2015-2021



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
Total	206				\$16,200

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 400 visitors to Donnybrook by the 3rd 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 November to mid-December.

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. Since this time we have encouraged swimmers to reuse swim caps at events, removed the need for plastic race packs and provide water refill stations for both swimmers and spectators.

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,



Josh McCleery

Events and Operations Manager

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

Glen Mervyn Dam Proposed Budget		2021	2022	2023
	Projected Swimmers	100	150	200
Income	Assumptions			
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
Total		\$26,000	\$29,000	\$33,000
Expenditure				
Administration				
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
Admin Sub Total		2,500	2,500	2,500
Operational Costs				
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
Operational Costs Sub Total		3,000	3,500	4,000
Marketing & Promotions				
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

Marketing & Promotion Costs Sub Total		12,750	12,750	12,750
Services				
Subcontractor - Event	Subcontracted site coordinator supported by Local club volunteers	4,000	4,000	4,000
Subcontractor - official boat	Hire of 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
Services Costs Sub Total		10,800	10,800	10,800
Total		29,050	29,550	30,050
Surplus (Deficit)		(\$3,050)	(\$550)	\$2,950