



ATTACHMENTS

Ordinary Council Meeting – 27 October 2021

- 7.1(1) Minutes Ordinary Council Meeting - 22 September 2021
- 7.2(1) Minutes Special Meeting of Electors - 29 September 2021
- 7.3(1) Minutes Audit and Risk Management Committee Meeting - 14 October 2021
- 7.4(1) Special Meeting of Council - 19 October 2021
- 9.2.1(1) Schedule of Accounts Paid
- 9.2.2(1) Monthly Financial Report – August 2021



MINUTES OF ORDINARY MEETING OF COUNCIL

held on

Wednesday 22 September 2021

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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

Ben Rose
Chief Executive Officer

29 September 2021

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SHIRE OF DONNYBROOK BALINGUP
MINUTES ORDINARY COUNCIL MEETING

Held at the Council Chambers
Wednesday, 22 September 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, present and emerging.

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

Recording of Proceedings:

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.

Shire of Donnybrook Balingup Meeting Procedures Local Law 2017 6.17 (4) "A person shall ensure that his or her mobile telephone, audible pager or other electronic communications device is not switched on or used during any meeting of the Council, unless required for emergency use and permission has been granted by the Presiding Member prior to the start of the meeting."

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Steve Potter – Director Operations
Cr Shane Atherton	Kim Dolzadelli – Director Corporate and Community
Cr Anita Lindemann	Archana Arun – Administration Officer – Executive Services
Cr Anne Mitchell	
Cr Chaz Newman	
Cr Chris Smith	
Cr Leanne Wringe	

PUBLIC GALLERY

21 members of the public were in attendance.
1 member of the Press.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

The Shire President commended retiring Cr's Anne Mitchell and Anita Lindemann on their service to Council and the community, including the presentation of flowers and their Councillors 'name plates'. Cr's Mitchell and Lindemann took the opportunity to present their reflections on their time on Council.

The Shire President addressed Council and community concerns with divisive, offensive and unnecessary social media activity in local closed-group accounts, particularly in relation to incorrect social media commentary on the Chief Executive Officer's salary (a matter which was still to be considered by Council at this meeting, behind closed doors). The Shire President advised that senior staff salaries are reported annually (in \$10,000 increments) in the Shire's Annual Report.

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. B Piesse declared an impartiality interest in item *9.3.2 Request to sub-lease portion of 70 South Western Highway, Donnybrook* as he is a shareholder of the Donnybrook-Capel Branch of Bendigo Bank.

Cr. J Massey declared an impartiality interest in *item 9.2.5 2021/2022 Major Community Grants Funding Round and item 9.2.6 2021/2022 Community Grant Funding – Service Level Agreements* as she is a member of BPA and non-voting chair of selection panel for park steward.

Cr. L Wringe declared an impartiality interest in *item 9.2.5 2021/2022 Major Community Grants Funding Round and 9.3.2 request to sub-lease portion of 70 South Western Highway* as she is Treasurer of the Donnybrook Chamber of Commerce.

Cr. A Mitchell declared a financial interest in *item 9.2.5 2021/2022 Major Community Grants Funding Round and item 9.2.6 2021/2022 Community Grant Funding – Service Level Agreements* as there may be possible financial interest as also *item 9.3.3 Transition of Tuia*

Lodge to Leasehold Operation 30 June 2021 as Mother in care at Tuia Lodge and also being surge workforce volunteer

Mr. B Rose declared an impartiality interest in item *9.3.2 Request to sub-lease portion of 70 South Western Highway, Donnybrook* as his wife is Co-Chair of the Donnybrook-Capel Branch of Bendigo Bank.

Mr. B Rose declared a financial interest in item *12.1.2 CEO Annual Performance Review 2021/22*.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Simon McInnes

With the capital works, how many projects are completed and to what value and how many projects in the 20/21 budget were not completed and to what value and how many have been carried over to this year and to what value?

Response

2020-2021 completed projects – 30 projects, total expenditure \$3.1 million.

2020-2021 continuing projects – 16 projects, total unspent budget \$2.54 million.

2021-2022 projects brought forward for completion – 16 projects, total brought forward budget \$2.48 million.

5.2 PUBLIC QUESTION TIME

Simon McInnes

Could you explain why my previous questions were not placed in the Minutes in full? And will you correct this oversight?

Chief Executive Officer Ben Rose

It is not an oversight. The Local Government Administration Regulations 1996, Part 2, 11(e) requires the Chief Executive Officer to include a summary of each question raised by members of the public at the meeting and a summary of the response to the question – not a verbatim report.

Simon McInnes

Will you amend the minutes?

Chief Executive Officer Ben Rose

No - there is no reason too.

Simon McInnes

Was The \$500k funding for the Bridge Street Housing Project returned to the State Government, given to Alliance Housing or transferred to General Revenue?

Chief Executive Officer Ben Rose

It was transferred to Alliance Housing via the State Government under a contractual arrangement with the State.

Simon McInnes

Could you outline the current arrangements with Alliance Housing?

Chief Executive Officer Ben Rose

I'll direct Mr McInnes to a media release provided by the Shire (4 May 2021) on this matter and previous responses to that same question.

Simon McInnes

When was the last valuation done on the Bridge St land?

Chief Executive Officer Ben Rose
January 2020.

Brad Fowler – Donnybrook Balingup Resident Ratepayers Association
Is the CEO going to conduct a feasibility study for the VC Mitchell Park upgrade?

Chief Executive Officer Ben Rose
Yes, there was a Council resolution on this matter requesting me to undertake a feasibility study.

Brad Fowler – Donnybrook Balingup Resident Ratepayers Association
Have the questions raised by the members of the public at the VC Mitchell Park Upgrade Open Day been published as stated by the CEO at a previous OCM? If not, what is the delay?

Chief Executive Officer Ben Rose
I've decided to hold-over any decisions on that project until there's a new Council sworn-in.

Morrie Goodz – Argyle Irishtown Community
Considering there are two deputations to be heard today with respect to the Argyle Irishtown Bush Fire Brigade fire shed, I was wondering what were the plans for publication of the results from the recent consultation?

Chief Executive Officer Ben Rose
The timing of the local government election in October this year presents a challenge for us in terms of the continuity of this process, but we aim to present an item to Council for the November 2021 Council Meeting.

Rod Atherton
Do you know who heads up the Donnybrook Progress Association?

Chief Executive Officer Ben Rose
No, I don't. I did undertake a search on the Incorporated Associations website, however, there is no Association registered with that name.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

- Mr Paul Delbridge and Mr John Corfe: Siting of proposed new Argyle Irishtown Bushfire Brigade facility.
- Mr Morrie Goodz: Siting of proposed new Argyle Irishtown Bushfire Brigade facility.
- Mr Troy Jones (Regional Manager Peel and South West – Department of Local Government, Sport and Culture): Donnybrook Community, Sporting, Recreation and Events Precinct Project (VC Mitchell Park).

EXECUTIVE RECOMMENDATION

That Mr Morrie Goodz be given a two-minute extension to summarise his deputation.

COUNCIL RESOLUTION 141/21

Moved Cr Lindemann Seconded Cr Newman

That Mr Morrie Goodz be given a two-minute extension to summarise his deputation.

CARRIED 7/1

EXECUTIVE RECOMMENDATION

That Standing Orders be suspended and the meeting be adjourned for two minutes.

COUNCIL RESOLUTION 142/21

Moved Cr Wringe Seconded Cr Lindemann

That Standing Orders be suspended and the meeting be adjourned for two minutes.

CARRIED 8/0

EXECUTIVE RECOMMENDATION

That Standing Orders be resumed and proceed with the Ordinary Council Meeting Agenda.

COUNCIL RESOLUTION 143/21

Moved Cr Atherton Seconded Cr Newman

That Meeting Standing Orders be resumed and proceed with the Ordinary Council Meeting Agenda.

CARRIED 8/0

The meeting resumed at 6:58 pm

COUNCIL RESOLUTION 144/21

ADOPTION BY EXCEPTION

Moved Cr Newman Seconded Cr Massey

That the following items be adopted ‘en bloc’:

- 7.1 Minutes Ordinary Meeting of Council – 25 August 2021**
- 7.2 Minutes Local Emergency Management Committee Meeting – 17 August 2021**
- 9.2.2 Monthly Financial Report – July 2021**
- 9.2.3 Monthly Financial Report – August 2021**
- 9.2.7 Submission to Local Government Advisory Board for District Boundary Adjustment with Shire of Boyup Brook**
- 9.3.1 Adoption of EXE/CP-8-Policy Framework**
- 12.1.1 RFT 02/2122-Southampton Road Reconstruction - Confidential**

CARRIED 8/0

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 25 AUGUST 2021

Minutes of the Ordinary Meeting of Council held 25 August 2021 are attached (attachment 7.1(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 25 August 2021 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 145/21

Moved Cr Newman Seconded Cr Massey

That the Minutes from the Ordinary Meeting of Council held 25 August 2021 be confirmed as a true and accurate record.

CARRIED 8/0 by En bloc Resolution

7.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – 17 AUGUST 2021

Minutes of the Local Emergency Management Committee Meeting held 17 August 2021 are attached (*attachment 7.2(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Local Emergency Management Committee Meeting held 17 August 2021 be received.

COUNCIL RESOLUTION 146/21

Moved Cr Newman Seconded Cr Massey

That the Minutes from the Local Emergency Management Committee Meeting held 17 August 2021 be received.

CARRIED 8/0 by En bloc Resolution

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

9.1 DIRECTOR OPERATIONS

9.1.1 SOUTH WEST NATIVE TITLE SETTLEMENT – REQUEST FOR CROWN LAND ALLOCATION – LAND LIST 356

Location	Shire of Donnybrook Balingup
Applicant	Department of Planning, Lands & Heritage
File Reference	DEP 61C
Author	Kira Strange, Principal Planner
Responsible Officer	Steve Potter, Director Operations
Attachments	9.1.1(1) - DPLH Crown Land List 356
Voting Requirements	Simple majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Advises the Department of Planning, Lands and Heritage (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 DPLH ensure such arrangements and/or agreements are consistent with the parameters of the local Statutory and Strategic planning frameworks. 2. Provides responses as per Attachment 9.1.1(1) in response to the queries presented by the Department of Planning, Lands and Heritage. 3. Advises the Department of Planning, Lands and Heritage that the Shire may review the Local Planning Strategy and Local Planning Scheme in the near future which may or may not impact the Strategic and/or Statutory frameworks of the subject land parcel. 4. Request that, prior to resolving a decision on this matter, consultation is undertaken with the neighbouring landowner of Lot 62 who is understood to utilise the land for grazing purposes.

STRATEGIC ALIGNMENT

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

Outcome	4.1	A strategically focused, open and accountable local government
Strategy	4.1.1	Provide accountable and strategic leadership
Action	4.1.1.5	Support initiatives to nurture local civic, social and community 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 a parcel 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 parcel 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.

Consistent with Council’s Resolution dated 28 April 2021 (detailed below) it is recommended that Council advises the DPLH that it has no comment with regards to the proposed transfer of land, however, authorises staff to provide information regarding the Strategic and Statutory framework applicable to the lot.

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. The DPLH are doing this on an ad-hoc basis, providing the Shire with a list of parcels for consideration as the settlement progresses over the next 5 years.

Council has considered a request of this nature before, including most recently, the Ordinary Meeting held 28 April 2021 where it was resolved:

“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.”*

The land the subject of the current request for comment is as follows:

- Lot 501 Nieuwenhuyze Road, Brazier (Figure 2).



Figure 2 – Lot 501 Nieuwenhuyze Road, Brazier.

The DPLH has asked a series of questions relating to the parcel of land. The proposed tenure arrangement for the lot is “Freehold”.

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

Lot 501 Nieuwenhuyze Road, Brazier

The subject property is 3.4848 hectares, zoned ‘General Agriculture’ 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 identified as Unallocated Crown Land and is on Upper Capel Road, approximately 5km west of the Kirup townsite.

The lot is partly vegetated and the ground slopes upward from approximately 205 AHD in north-west corner to 240 AHD in the south-east corner. The property does not currently appear to be fenced.

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.

OFFICER COMMENT

The DPLH has requested advice on the subject property which can be categorised in two parts:

1. Factual based site specific information 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). Notwithstanding, 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 to avoid any future potential land use and/or development conflict and the following summary highlights the considerations that will be communicated to the DPLH.

The subject lot is located in the General Agriculture zone and the Shire is uncertain whether the land is currently fenced. In this regard, the DPLH should consider any current arrangements (informal or formal) with the use of this land, particularly by any surrounding landowners.

The land may present physical constraints and challenges (i.e. topography, vegetation, soil classification, water and/or sewer provision, etc.) that should be considered where applicable including:

- *Land use permissibility in the 'General Agriculture' zone;*
- *Clearing of native and non-native vegetation;*
- *Significant changes to the natural ground level (i.e. site works);*
- *Physical provision of any on-site sewer management and water supply;*
- *Ongoing bushfire management and future land use; and*
- *Stormwater management.*

CONCLUSION

It is recommended that Council endorse the Officer's recommendation and the attached documentation to be provided to the DPLH.

Moved Cr Smith

Seconded Cr Newman

That Council:

- 1. Advises the Department of Planning, Lands and Heritage (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 DPLH ensure such arrangements and/or agreements are consistent with the parameters of the local Statutory and Strategic planning frameworks.**
- 2. Provides responses as per Attachment 9.1.1(1) in response to the queries presented by the Department of Planning, Lands and Heritage.**
- 3. Advises the Department of Planning, Lands and Heritage that the Shire may review the Local Planning Strategy and Local Planning Scheme in the near future which may or may not impact the Strategic and/or Statutory frameworks of the subject land parcel.**
- 4. Request that, prior to resolving a decision on this matter, consultation is undertaken with the neighbouring landowner of Lot 62 who is understood to utilise the land for grazing purposes.**

Amendment (Withdrawn)

Moved Cr Mitchell

That Council:

- 1. Advises the Department of Planning, Lands and Heritage (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 DPLH ensure such arrangements and/or agreements are consistent with the parameters of the local Statutory and Strategic planning frameworks.**
- 2. Provides responses as per Attachment 9.1.1(1) in response to the queries presented by the Department of Planning, Lands and Heritage.**
- 3. Advises the Department of Planning, Lands and Heritage that the Shire may review the Local Planning Strategy and Local Planning Scheme in the near future which may or may not impact the Strategic and/or Statutory frameworks of the subject land parcel. Request that, prior to resolving a decision on this matter, consultation is undertaken with the neighbouring landowner of Lot 62 who is understood to utilise the land for grazing purposes**
- 4. Requests in the interest of good communication that the Department of Planning, Lands and Heritage contacts owners of land adjacent to any claims at a similar time when contacting the Shire of Donnybrook Balingup.**
- 5. Point 4 is taken to the South West Country Zone of WALGA, for consideration.**

COUNCIL RESOLUTION 147/21

Moved Cr Smith

Seconded Cr Newman

That Council:

- 1. Advises the Department of Planning, Lands and Heritage (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 DPLH ensure such arrangements and/or agreements are consistent with the parameters of the local Statutory and Strategic planning frameworks.**
- 2. Provides responses as per Attachment 9.1.1(1) in response to the queries presented by the Department of Planning, Lands and Heritage.**
- 3. Advises the Department of Planning, Lands and Heritage that the Shire may review the Local Planning Strategy and Local Planning Scheme in the near future which may or may not impact the Strategic and/or Statutory frameworks of the subject land parcel.**
- 4. Request that, prior to resolving a decision on this matter, consultation is undertaken with the neighbouring landowner of Lot 62 who is understood to utilise the land for grazing purposes.**

CARRIED 8/0

9.1.2 PROPOSED EXPANSION OF WELLINGTON NATIONAL PARK

Location	Wellington National Park
Applicant	Department of Planning, Lands & Heritage
File Reference	PWF 16T
Author	Steve Potter, Director Operations
Responsible Manager	Steve Potter, Director Operations
Attachments	9.1.2(1) - Deposited Plan 420655 9.1.2(2) - Deposited Plan 420656 9.1.2(3) - Deposited Plan 420657 9.1.2(4) - Plan relevant to the Shire of Donnybrook Balingup
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the proposed expansion of the portions of Wellington National Park located within the Shire of Donnybrook Balingup in accordance with DP 420655, 420656 and 420657. 2. In accordance with Council’s resolution from its Ordinary Council Meeting of 13 February 2019 advises the Department of Planning, Lands and Heritage that Council: <ol style="list-style-type: none"> 2.1 Supports initiatives that promote a sustainable timber industry; 2.2 Supports initiatives that promote a diversified and resilient local economy including expansion of tourism and eco-tourism opportunities; 2.3 Remains impartial in terms of its support or otherwise for the proposed expansion of Wellington National Park, due to the absence of supporting data to quantify the merits of the proposal; 3. In accordance with Council’s resolution from its Ordinary Council Meeting of 26 June 2019 acknowledges that the proposed expansion of the Wellington National Park is likely to be approved by the State Government and subject to such approval being granted: <p style="margin-left: 40px;">Indicates the Shire of Donnybrook Balingup’s in-principle support for the development of ecotourism opportunities in the Greater Wellington National Park with a view to increasing connectivity between tourism developments in neighbouring local government areas.</p> 4. Advises DPLH that State Government funding commitment to the development of eco-tourism opportunities at Glen Mervyn Dam, as

previously jointly endorsed by the Shire of Donnybrook Balingup and the Shire of Collie, should be considered as part of the expansion of the Wellington National Park.

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.
	1.1.1.4	Actively partner in regional Growth Planning partnerships and projects.
Outcome	1.3	An attractive visitor and tourist destination.
Strategy	1.3.1	Actively promote the district as an attractive destination.
Action	1.3.1.3	Continue to support local and regional tourism bodies and initiatives.
	1.3.1.4	Support and promote local tourism events and attractions.
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	2.3.3.3	Lobby key stakeholders for improved environmental management practices and initiatives.

EXECUTIVE SUMMARY

Statutory public notification of the proposed expansion of Wellington National Park is currently underway and the public is invited to make comment.

Council previously considered two separate reports on this matter in 2019 and it is recommended that Council largely reiterate the position(s) it previously reached when considering the matter as nothing has substantially changed in the interim.

BACKGROUND

At the Ordinary Council Meeting held on 13 February 2019, Council considered a request for comment from the Department of Biodiversity Conservation and Attractions (DBCA) for the proposed expansion of Wellington National Park.

In considering the proposal, Council resolved the following:

“That Council:

- 1. Supports initiatives that promote a sustainable timber industry;*

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

This was followed by a separate report on the matter presented as an Elected Member’s Motion by Cr. Lindemann which was considered at the Ordinary Council Meeting held on 26 June 2019 and which resulted in the following resolution:

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

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

In light of the above, public notification is currently being undertaken by the Department of Planning Lands and Heritage (DPLH) indicating that the State Government is ‘intending to act’ in relation to Class “A” Reserve 46213 (Wellington National Park) by increasing it in size by 7,381.7ha with the addition of the following Crown land parcels:

- Portions of State Forest 25, totaling 6,222.8707 ha, which will be excised from the State Forest;
- Portions of State Forest No. 26, totaling of 1056.7332 ha, which will be excised from State Forest;
- Areas of Unallocated Crown Land, totaling of 9.0478 ha;
- Freehold Lot 153 on DP 72265, held in the name of State of Western Australia, being 81.0504ha;
- Portions of unconstructed road reserve, totaling 12.0201ha.

FINANCIAL IMPLICATIONS

The proposed expansion is expected to have limited direct financial implications as the State will be responsible for the additional areas including road and trail maintenance.

It may have implications for local businesses, which may be positive or negative, depending on the nature of the business.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

The Shire is responding to the State consultation process, however has not undertaken any additional consultation of its own.

OFFICER COMMENT/CONCLUSION

Council has previously considered this matter on two separate occasions which resulted in the forming of certain positions as per the previous Council resolutions.

In reviewing the previous Council resolutions, further information regarding the funding aspect has been provided which indicates that the State Government will allocate \$3.35 million for the upgrading of roads and provision of visitor facilities such as lookouts, tracks, trails, and campgrounds which appears to be in line with Council's support for eco-tourism initiatives.

However, details regarding the economic and other implications of the proposal (either positive or negative) do not appear to have been quantified and therefore, officers retain the position that there is insufficient data to enable Council to make an informed decision with regards to supporting / not supporting the proposal.

Moved Cr Linderman

Seconded Cr Newman

That Council:

- 1. Acknowledges the proposed expansion of the portions of Wellington National Park located within the Shire of Donnybrook Balingup in accordance with DP 420655, 420656 and 420657.**
- 2. In accordance with Council's resolution from its Ordinary Council Meeting of 13 February 2019 advises the Department of Planning, Lands and Heritage that Council:**
 - 2.1 Supports initiatives that promote a sustainable timber industry;**

- 2.2 Supports initiatives that promote a diversified and resilient local economy including expansion of tourism and eco-tourism opportunities;**
- 2.3 Remains impartial in terms of its support or otherwise for the proposed expansion of Wellington National Park, due to the absence of supporting data to quantify the merits of the proposal;**
- 3. In accordance with Council’s resolution from its Ordinary Council Meeting of 26 June 2019 acknowledges that the proposed expansion of the Wellington National Park is likely to be approved by the State Government and subject to such approval being granted:**

Indicates the Shire of Donnybrook Balingup’s in-principle support for the development of ecotourism opportunities in the Greater Wellington National Park with a view to increasing connectivity between tourism developments in neighbouring local government areas.

Advises DPLH that State Government funding commitment to the development of eco-tourism opportunities at Glen Mervyn Dam, as previously jointly endorsed by the Shire of Donnybrook Balingup and the Shire of Collie, should be considered as part of the expansion of the Wellington National Park.

Amendment

Moved: Cr Lindemann Seconded Cr Newman

That Council:

- 1. Acknowledges the proposed expansion of the portions of Wellington National Park located within the Shire of Donnybrook Balingup in accordance with DP 420655, 420656 and 420657.**
- 2. In accordance with Council’s resolution from its Ordinary Council Meeting of 13 February 2019 advises the Department of Planning, Lands and Heritage that Council:**
 - 2.1 Supports initiatives that promote a sustainable timber industry;**
 - 2.2 Supports initiatives that promote a diversified and resilient local economy including expansion of tourism and eco-tourism opportunities;**
- 3. In accordance with Council’s resolution from its Ordinary Council Meeting of 26 June 2019 acknowledges that the proposed expansion of the Wellington National Park is likely to be approved by the State Government and subject to such approval being granted:**

Indicates the Shire of Donnybrook Balingup’s in-principle support for the development of ecotourism opportunities in the Greater Wellington National Park with a view to increasing connectivity between tourism developments in neighbouring local government areas.

- 4. Advises DPLH that State Government funding commitment to the development of eco-tourism opportunities at Glen Mervyn Dam, as previously jointly endorsed by the Shire of Donnybrook Balingup and the Shire of Collie, should be considered as part of the expansion of the Wellington National Park.**

CARRIED 8/0

COUNCIL RESOLUTION 148/21

Moved Cr Lindemann

Seconded Cr Newman

That Council:

- 1. Acknowledges the proposed expansion of the portions of Wellington National Park located within the Shire of Donnybrook Balingup in accordance with DP 420655, 420656 and 420657.**
- 2. In accordance with part of Council’s resolution from its Ordinary Council Meeting of 13 February 2019 advises the Department of Planning, Lands and Heritage that Council:**
 - 2.1 Supports initiatives that promote a sustainable timber industry;**
 - 2.2 Supports initiatives that promote a diversified and resilient local economy including expansion of tourism and eco-tourism opportunities;**
- 3. In accordance with Council’s resolution from its Ordinary Council Meeting of 26 June 2019 acknowledges that the proposed expansion of the Wellington National Park is likely to be approved by the State Government and subject to such approval being granted:**

Indicates the Shire of Donnybrook Balingup’s in-principle support for the development of ecotourism opportunities in the Greater Wellington National Park with a view to increasing connectivity between tourism developments in neighbouring local government areas.

- 4. Advises DPLH that State Government funding commitment to the development of eco-tourism opportunities at Glen Mervyn Dam, as previously jointly endorsed by the Shire of Donnybrook Balingup and the Shire of Collie, should be considered as part of the expansion of the Wellington National Park.**

CARRIED 6/2

The Mover and Seconder agreed to a minor amendment to Resolution 2.

9.2 DIRECTOR CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT

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

9.2.2 MONTHLY FINANCIAL REPORT – JULY 2021

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

EXECUTIVE RECOMMENDATION

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

COUNCIL RESOLUTION 149/21

Moved Cr Newman Seconded Cr Massey

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

CARRIED 8/0 by En bloc Resolution

9.2.3 MONTHLY FINANCIAL REPORT – AUGUST 2021

The Monthly Financial Report for August 2021 *will be prepared and presented to the Ordinary Council Meeting in October 2021.*

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended August 2021 will be presented to the October Ordinary Council Meeting for compliance purposes.

COUNCIL RESOLUTION 150/21

Moved Cr Newman Seconded Cr Massey

That the monthly financial report for the period ended August 2021 will be presented to the October Ordinary Council Meeting for compliance purposes.

CARRIED 8/0 by En bloc Resolution

9.2.4 BUDGET AMENDMENT REQUEST

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 04/1
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	Nil
Voting Requirements	Absolute Majority

Recommendation				
That Council approve the following Budget Amendment:				
COA	Description	Current Budget	Amended Budget	Change in Budget
N/A	Stated Surplus Position	\$986,229	\$ -	-\$986,229
176230	Transfer to Restricted Assets - Unspent Loan Funds	\$ -	-\$986,229	\$986,229
			Net Impact	0

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

Council is being requested to consider an amendment to the Adopted 2021/2022 Budget, in order to correct a technical accounting treatment of unspent loan funds.

BACKGROUND

Council adopted its 2021/2022 Municipal Budget on Thursday 25 August 2021.

In accordance with regulation 33 of the *Local Government (Financial Management) Regulations 1996* the adopted statutory Budget was lodged with the Department of Local Government, Sport and Cultural Industries on 2 September 2021.

Correspondence from the Department of Local Government, Sport and Cultural Industries was received on 6 September 2021 noting non-compliance with Section 6.34 of the *Local Government Act 1995* which states the following:

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —
(a) be more than 110% of the amount of the budget deficiency; or
(b) be less than 90% of the amount of the budget deficiency.

The non-compliance has been bought about by the technical accounting treatment of unspent loan funds to the amount of \$986,229.

It is noted that whilst preparing the Annual 2021/2022 Budget, officers sought and were given advice on this matter in the preparation of the budget and that identification of the funding as restricted cash in the Notes would have been sufficient to meet the provisions of clause 6.34 of the Act.

The adopted 2021/2022 Budget recorded the above in Notes 2c and 6 as shown below:

NOTES TO AND FORMING PART OF THE BUDGET FOR THE YEAR ENDED 30 JUNE 2022			
2. NET CURRENT ASSETS (CONTINUED)			
EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)			
Items excluded from calculation of budgeted deficiency			
When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the <i>Local Government Act 1995</i> the following amounts have been excluded as provided by <i>Local Government (Financial Management) Regulation 32</i> which will not fund the budgeted expenditure.			
(b) Operating activities excluded from budgeted deficiency			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .			
		2021/22 Budget	2020/21 Actual
	Note	30 June 2022	30 June 2021
		\$	\$
		30 June 2021	30 June 2021
		\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	4(b)	(24,018)	(53,620)
Add: Loss on disposal of assets	4(b)	28,303	6,474
Add: Extinguishment of RADS Borrowings		0	187,229
Add: Depreciation on assets	5	5,758,977	5,699,572
Movement in non-current employee provisions		0	(101,693)
Non cash amounts excluded from operating activities		5,763,262	5,737,962
(c) Current assets and liabilities excluded from budgeted deficiency			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
Less: Unspent borrowings	6(c)	(986,229)	0
Less: Cash - restricted reserves	8	(4,716,128)	(5,539,258)
- Current portion of employee benefit provisions held in reserve		17,500	0
Total adjustments to net current assets		(5,684,857)	(5,539,258)

SHIRE OF DONNYBROOK BALINGUP
NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2022
6. INFORMATION ON BORROWINGS

(b) New borrowings - 2021/22

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
VC Mitchell Park	WATC	Debenture	20	2.80%	\$ 2,500,000	\$ 984,354	\$ 1,513,771	\$ 988,229
					2,500,000	984,354	1,513,771	988,229

(c) Unspent borrowings

Loan Details	Purpose of the loan	Year loan taken	Amount b/fwd.	Amount used 2021/22 Budget	New loans unspent at 30 June 2022	Amount as at 30 June 2022
New	VC Mitchell Park	2022	\$ 0	\$ 0	\$ 988,229	\$ 988,229
			0	0	988,229	988,229

FINANCIAL IMPLICATIONS

There are no financial implications with respect to the requested budget amendment in so much that budgeted unspent loan funds will be transferred to restricted assets, hence reducing the stated year end budgeted surplus.

The unspent loan funds can then be transferred back into the 2022/2023 Budget to support capital expenditure associated with the purpose of the loan funding.

POLICY COMPLIANCE

N/A.

STATUTORY COMPLIANCE

Section 6.34 of the *Local Government Act 1995* states the following:

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) be more than 110% of the amount of the budget deficiency; or*
- (b) be less than 90% of the amount of the budget deficiency.*

CONSULTATION

Consultation has occurred with Mr Alan Carmichael, Senior Advisory Officer, Department of Local Government, Sport and Cultural Industries.

The proposed budget amendment has been discussed in detail with Senior Advisory Officer, Mr Alan Carmichael who is satisfied with the outcome this will deliver.

OFFICER COMMENT/CONCLUSION

The non-compliance has been bought about by a technical accounting treatment of unspent loan funds in the amount of \$986,229, as such there is no adverse impact on the adopted 2021/22 Annual Budget.

The proposed budget amendment will correct this technical issue by transferring the budgeted unspent loan funds to restricted assets. The result of this amendment will be that the closing surplus position for 2021/22 will be \$0 and will ensure more informative and accurate monthly financial reporting and tracking.

The unspent Loan Funds can then be transferred back into the 2022/2023 Budget to support capital expenditure associated with the purpose of the loan funding.

The Officer commends the requested Budget Amendment to Council for consideration.

COUNCIL RESOLUTION 151/21

Moved Cr Atherton Seconded Cr Mitchell

That Council approve the following Budget Amendment:

COA	Description	Current Budget	Amended Budget	Change in Budget
N/A	Stated Surplus Position	\$986,229	\$ -	-\$986,229
176230	Transfer to Restricted Assets - Unspent Loan Funds	\$ -	-\$986,229	\$986,229
			Net Impact	0

**CARRIED 8/0
ABSOLUTE MAJORITY VOTE ATTAINED**

9.2.5 2021/2022 MAJOR COMMUNITY GRANTS FUNDING ROUND

Location	Shire of Donnybrook Balingup
Applicant	Various
File Reference	FNC 08/6
Author	James Jarvis, Manger Community Development
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	9.2.5(1) - Community Grant Funding Guidelines 9.2.5(2) - Council Policy COMD/CP-1 CGFS 9.2.5(3) - Summary of Applications 2020/2021 (Confidential) 9.2.5(4) - Summary of previous grant recipients
Voting Requirements	Simple Majority

Cr. Mitchell left the Chamber at 7:30 pm

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Approve the recommended decisions identified in the Community Grants Funding Scheme Major Community Grants and Major Event Sponsorship categories in accordance with the confidential Summary of Applications 2021/2022 (Attachment 9.2.5(3)), totaling \$24,648. 2. Approve the surplus funding allocation transfer of \$1,374 from the undersubscribed Major Event Sponsorship category to the oversubscribed Major Community Grants category that will: <ol style="list-style-type: none"> a. Increase the total funding pool in the Major Community Grants category from \$12,324 to \$13,698; and b. Enable another worthwhile community grant to be substantially funded.

STRATEGIC ALIGNMENT

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

Outcome	3.1	An engaged, supportive, and inclusive community
Strategy	3.1.1	Facilitate, encourage, and support a diverse range of festivals, community events, arts, and cultural activities.
Action	3.1.1.2	Continue to encourage and support community-led events

EXECUTIVE SUMMARY

The 2021/2022 Community Grants Funding Scheme (CGFS) is the first funding round subject to the new policy arrangements that amended key funding categories and linked CGFS funding

allocation as a percentage of Shire rates. There was a significant increase in competition for major community grants because of increased CGFS visibility in the community, extensive consultation by the Community Development team and the ongoing impact of COVID-19 restrictions on other revenue generating sources for community clubs and organisations. CGFS grant round application assessments and recommendations for the contested and over-subscribed major community grant category were based on project impact, number of community members positively impacted by the funding investment, and the project idea's alignment with the Shire's Strategic Community Plan.

BACKGROUND

The Shire's CGFS policy was adopted by Council on 25 November 2020. The purpose of the Scheme is to provide funding to individuals, community groups, not-for-profit and commercial organisations that are seeking financial support to allow them to deliver projects and activities that address identified community needs. Application assessments and subsequent recommendations are linked to the Shire's Strategic Community Plan.

For each financial year, the total CGFS funding budget allocation is based as a percentage of Shire rates 2.5%. In 2021/2022 this represents \$138,471 available for the CGFS round, as identified in Table 1: 2021/2022 CGFS funding allocations by grant category.

Table1: 2021/2022 CGFS funding allocation by grant category.

Grant Category	%	\$
• Service Level Agreements	75	103,856
• Major Community Grants	8.9	12,324
• Major Event Sponsorship	8.9	12,324
• Minor Community Grants	2.4	3,323
• Minor Event Sponsorship	2.4	3,323
• Non-Cash Donations/Waiver of Fees	1.6	2,215
• Cash Donations	0.8	1,107

Full CGFS are outlined in the CGFS Guidelines (Attachment 9.2.5(1)) and Council Policy COMD/CP-1 CGFS (Attachment 9.2.5(2)). These documents include details of eligibility, ineligibility, how to apply and the assessment criteria.

On 1 May 2021, the Major Community Funding Round was advertised with applications being accepted to 25 June 2021. These applications were for projects and events which would occur in the 2021/2022 financial year. Two funding categories were advertised, including:

- (1) Major Community Grants – maximum of \$2,000 per application; and
- (2) Major Event Sponsorship - maximum of \$2,000 per application.

A total of seventeen applications were received, including:

- (1) Eleven applications for Major Community Grants totaling \$20,045; and
- (2) Six applications for Major Event Sponsorship totaling \$10,950.

A confidential overview of the applications received has been completed (Attachment 9.2.5(3)), which indicates the recommended amounts and recipients of the grants from the received

applications. The assessment process also includes reviewing previous grant recipients (see Attachment 9.2.5(4)).

The major event sponsorship applications can be fully funded within the \$12,324 funding allocation, which leaves a surplus of \$1,374 in this funding category.

The major community grant category has a total application total of \$20,045 revealing a deficit of \$7,721 against the policy guided allocation of \$12,324. To increase the number of funded major community grant projects, it is recommended that the \$1,374 surplus from the major event sponsorship category is re-allocated to the major community grant category enabling a total funding allocation of \$13,698.

RECOMMENDED FINANCIAL IMPLICATIONS

\$ 13,698.00	Major Community Grants
<u>\$ 10,950.00</u>	Major Event Sponsorship
<u>\$ 24,648.00</u>	Total Major Community Grants

These are indicative figures only that are subject to variation by Council.

For reference in 2020/2021 financial year budget a total of \$107,725.00 was distributed across the Scheme categories.

POLICY COMPLIANCE

COMD/CP-1- Community Grants Funding Scheme.

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

No external consultation is required for the CGFS.

OFFICER COMMENT/CONCLUSION

The 2021/2022 CGFS major community grant ground was competitive and contested. Using the grant assessment process, recommendations have been provided that preference those community grants with the most significant community impact and have demonstrated an effective alignment with the social, economic and environmental outcomes identified in the Shire's Strategic Community Plan.

COUNCIL RESOLUTION 152/21

Moved Cr Smith Seconded Cr Lindemann

That Council:

- 1. Approve the recommended decisions identified in the Community Grants Funding Scheme Major Community Grants and Major Event Sponsorship categories in accordance with the confidential Summary of Applications 2021/2022 (Attachment 9.2.5(3)), totaling \$24,648.**
- 2. Approve the surplus funding allocation transfer of \$1,374 from the undersubscribed Major Event Sponsorship category to the oversubscribed Major Community Grants category that will:**
 - a. Increase the total funding pool in the Major Community Grants category from \$12,324 to \$13,698; and**
 - b. Enable another worthwhile community grant to be substantially funded.**

CARRIED 7/0

9.2.6 2021/2022 COMMUNITY GRANTS FUNDING – SERVICE LEVEL AGREEMENTS

Location	Shire of Donnybrook Balingup
Applicant	Various
File Reference	FNC 08/6
Author	James Jarvis, Manger Community Development
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	9.2.6(1) - Community Grant Funding Guidelines 9.2.6(2) - Council Policy COMD/CP-1 CGFS 9.2.6(3) - Service Level Agreement application form 9.2.6(4) - Copies of SLA applications
Voting Requirements	Simple Majority

Recommendation													
<p>That Council:</p> <p>1. Approve the Community Grant Funding Scheme funding allocation for the Service Level Agreement (three year) category for the 2021-2022 financial year as follows:</p> <table border="1" data-bbox="263 967 1366 1272"> <thead> <tr> <th style="background-color: #4F81BD; color: white;">Community Organisation</th> <th style="background-color: #4F81BD; color: white;">2021/2022 Allocation</th> </tr> </thead> <tbody> <tr> <td>Donnybrook Regional Tourism Association</td> <td>\$35,000</td> </tr> <tr> <td>Balingup and Districts Tourism Association</td> <td>\$35,000</td> </tr> <tr> <td>Golden Valley Tree Park</td> <td>\$15,000</td> </tr> <tr> <td>Donnybrook Balingup Chamber of Commerce</td> <td>\$15,000</td> </tr> <tr> <td>Preston Press (Donnybrook Community Resource Centre)</td> <td>\$5,000</td> </tr> </tbody> </table> <p><i>Advice Note: The funding allocation for the Community Grants Funding Scheme has been approved by Council in the adoption of the Shire of Donnybrook Balingup 2021/2022 Budget at the August Ordinary Council Meeting.</i></p> <p>2. Authorise the Chief Executive Officer to commence negotiations with each Service Level Agreement category applicant and to execute Service Level Agreement contracts after each applicant has aligned their key service level outcomes to the refreshed Shire of Donnybrook Balingup Strategic Community Plan 2032. The negotiations will ensure the Shire is purchasing relevant and effective service activities and will apply to four of the five applicants, including:</p> <ul style="list-style-type: none"> a. Donnybrook Regional Tourism Association for the Donnybrook Visitor’s Centre service; b. Balingup and Districts Tourism Association for the Balingup Visitor’s Centre; 		Community Organisation	2021/2022 Allocation	Donnybrook Regional Tourism Association	\$35,000	Balingup and Districts Tourism Association	\$35,000	Golden Valley Tree Park	\$15,000	Donnybrook Balingup Chamber of Commerce	\$15,000	Preston Press (Donnybrook Community Resource Centre)	\$5,000
Community Organisation	2021/2022 Allocation												
Donnybrook Regional Tourism Association	\$35,000												
Balingup and Districts Tourism Association	\$35,000												
Golden Valley Tree Park	\$15,000												
Donnybrook Balingup Chamber of Commerce	\$15,000												
Preston Press (Donnybrook Community Resource Centre)	\$5,000												

c. Golden Valley Tree Park; and

d. Donnybrook Balingup Chamber of Commerce.

3. Authorise the Chief Executive Officer to execute Service Level Agreement contract with the Donnybrook Community Resource Centre Inc.

STRATEGIC ALIGNMENT

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

Outcome	3.1	An engaged, supportive, and inclusive community
Strategy	3.1.1	Facilitate, encourage, and support a diverse range of festivals, community events, arts, and cultural activities.
Action	3.1.1.2	Continue to encourage and support community-led events

EXECUTIVE SUMMARY

The 2021/2022 Community Grants Funding Scheme (CGFS) is the first funding round subject to the new policy arrangements that amended key funding categories and linked CGFS funding allocation as a percentage of Shire rates.

A new category for Service Level Agreements (SLA's) was established to enable the Shire to invest, over a three-year period, with those community-based organisations who provide an ongoing and significant service to the community where certainty and stable cashflow are important to their sustainable operations.

A restricted Expression of Interest (EOI) was extended to five organisations three who have received ongoing recurrent funding under the previous CGFS arrangements and two organisations who had not previously received recurrent funding.

The introduction of the SLA category and commissioning process is new to the Shire, which required the implementation of new systems and processes to encourage applicants to apply using a standardised application template. This commissioning process also occurred during a period when the Shire's Strategic Community Plan (SCP) 2027 was being updated resulting in refreshed strategic people, place, planet, and prosperity outcomes. As the SLA applicants were invited to align their service level outcomes and activities to the Shire's SCP, a period of negotiation is required to ensure the applicant's outcomes and service activities align effectively with the SCP 2032.

BACKGROUND

The Shire's CGFS policy was adopted by Council on 25 November 2020. The purpose of the Scheme is to provide funding to individuals, community groups, not-for-profit and commercial organisations that are seeking financial support to allow them to deliver projects and activities that address identified community needs. Application assessments and subsequent recommendations are linked to the Shire's Strategic Community Plan.

For each financial year, the total CGFS funding budget allocation is based as a percentage of Shire rates 2.5%. In 2021/2022 this represents \$138,471 available for the CGFS round, as identified in Table 1: 2021/2022 CGFS funding allocations by grant category.

Table1: 2021/2022 CGFS funding allocation by grant category.

Grant Category	%	\$
• Service Level Agreements	75	103,856
• Major Community Grants	8.9	12,324
• Major Event Sponsorship	8.9	12,324
• Minor Community Grants	2.4	3,323
• Minor Event Sponsorship	2.4	3,323
• Non-Cash Donations/Waiver of Fees	1.6	2,215
• Cash Donations	0.8	1,107

Full CGFS are outlined in the CGFS Guidelines (Attachment 9.2.6(1)) and Council Policy COMD/CP-1 CGFS (Attachment 9.2.6(2)). These documents include details of eligibility, ineligibility, how to apply and the assessment criteria.

On 27 May 2021, a restricted EOI was extended to specific community-based organisations that have received funding under the prior CGFS system of ‘Recurrent Funding’ and an additional two entities that had been in discussion with Shire on collaborative programs/projects. Separate, but similar, application templates were created for SLA funding above, or below, a \$10,000 threshold. Applications under \$10,000 required less information and were simplified.

The application template required applicant’s to outlines their service level outcomes aligned to the Shire’s SCP 2027 and the service activities they would implement to achieve those outcomes. The applicant submitted their application as an ‘Offer’ to the Shire. The next step in the commissioning process is for the Shire to undertake a due diligence assessment of the veracity of the applications and their alignment to outcomes and the activities the Shire is seeking to purchase. Upon completion of due diligence, a negotiation process should occur prior to an SLA contract being awarded.

A total of five Offers have been received, these include:

Community Organisation	2021/2022 Allocation	Total over 3 years
Donnybrook Regional Tourism Association	\$35,000	\$105,000
Balingup and Districts Tourism Association	\$35,000	\$105,000
Golden Valley Tree Park	\$15,000	\$45,000
Donnybrook Balingup Chamber of Commerce	\$15,000	\$45,000
Preston Press (Donnybrook Community Resource Centre)	\$5,000	\$15,000

A confidential overview of the applications received has been completed (Attachment 9.2.6(3)), which indicates the recommended amounts and recipients of the grants from the received applications.

The due diligence process is important as the release of the Shire’s SCP 2032 introduces updated outcomes within a People, Place, Planet and Prosperity outcome framework. Prior to

awarding contracts, the Shire must ensure alignment between Shire outcomes, applicant outcomes and the services being purchased.

The Donnybrook Community Resource Centre offer for the continuation of the Preston Press service activity is \$5,000 per annum for three years totaling \$15,000. The service activity is well established and an asset to the Shire. The offer is under the \$10,000 per annum threshold and it is recommended that a contract is awarded.

The remaining four applications should be subject to a period of due diligence and negotiation.

RECOMMENDED FINANCIAL IMPLICATIONS

The total funding available for the 2021/2022 year is \$103,853 with applications totaling \$105,000. The shortfall noted here of \$1,147 will be met over the 3-year term of the agreement as the Service Level Agreement is funded as 75% of the total CGFS allocation as a percentage of rates

These are indicative figures only that are subject to variation by Council.

For reference in 2020/2021 financial year budget a total of \$107,725.00 was distributed across the Scheme categories.

POLICY COMPLIANCE

COMD/CP-1- Community Grants Funding Scheme.

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

No external consultation is required for the CGFS.

OFFICER COMMENT/CONCLUSION

The 2021/2022 CGFS SLA category is new and subject to the development of new systems, templates, and processes to enable effective commissioning to occur. Commissioning service contracts during a period in which the SCP was being reviewed added to the complexity of the process as alignment between Shire outcomes and organisational outcomes was a critical part of the commissioning objectives. As the SCP 2032 has introduced refreshed and updated outcomes under the People, Place, Plant and Prosperity outcome framework, due diligence and negotiation will enable the Shire to purchase service activities that align with the SCP 2032.

COUNCIL RESOLUTION 153/21

Moved Cr Smith Seconded Cr Lindemann

That Council:

- 1. Approve the Community Grant Funding Scheme funding allocation for the Service Level Agreement (three year) category for the 2021-2022 financial year as follows:**

Community Organisation	2021/2022 Allocation
Donnybrook Regional Tourism Association	\$35,000
Balingup and Districts Tourism Association	\$35,000
Golden Valley Tree Park	\$15,000
Donnybrook Balingup Chamber of Commerce	\$15,000
Preston Press (Donnybrook Community Resource Centre)	\$5,000

Advice Note: The funding allocation for the Community Grants Funding Scheme has been approved by Council in the adoption of the Shire of Donnybrook Balingup 2021/2022 Budget at the August Ordinary Council Meeting.

- 2. Authorise the Chief Executive Officer to commence negotiations with each Service Level Agreement category applicant and to execute Service Level Agreement contracts after each applicant has aligned their key service level outcomes to the refreshed Shire of Donnybrook Balingup Strategic Community Plan 2032. The negotiations will ensure the Shire is purchasing relevant and effective service activities and will apply to four of the five applicants, including:**
 - a. Donnybrook Regional Tourism Association for the Donnybrook Visitor’s Centre service;**
 - b. Balingup and Districts Tourism Association for the Balingup Visitor’s Centre;**
 - c. Golden Valley Tree Park; and**
 - d. Donnybrook Balingup Chamber of Commerce.**
- 3. Authorise the Chief Executive Officer to execute Service Level Agreement contract with the Donnybrook Community Resource Centre Inc.**

CARRIED 7/0

Cr Mitchell re-entered the Chamber at 7:33pm

9.2.7 SUBMISSION TO LOCAL GOVERNMENT ADVISORY BOARD FOR DISTRICT BOUNDARY ADJUSTMENT WITH SHIRE OF BOYUP BROOK

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	A2491, A1732, A2671, A4390, A4389, A1393
Author	Stuart Eaton, Finance Projects
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	9.2.7(1) - Making a submission for a district boundary change Local Government Advisory Board - October 2017. 9.2.7(2) - Guiding Principles. Proposal to create, change the boundaries of, or abolish a local government district.
Voting Requirements	Simple Majority

Recommendation					
That Council:					
<p>1. Endorse support for a joint submission to the Local Government Advisory Board with the Shire of Boyup Brook for a district boundary adjustment on the following properties where the Shire of Donnybrook-Balingup / Shire of Boyup Brook boundary dissects the individual lot.</p>					
Land ID	VEN	Assess No	Cert of Title	Lot	Address
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West
<p>2. Subject to the Council of the Shire of Boyup Brook resolving to support a joint submission in accordance with resolution 1, endorse the Chief Executive Officer to undertake consultation with landowners resolved in Resolution 1 to determine the preferred district for each affected lot.</p>					
<p>3. That the Chief Executive Officer reports back to Council following the completion of landowner consultation undertaken in accordance with Resolution 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	Efficient and effective operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls

EXECUTIVE SUMMARY

The purpose of this report is to seek a joint Council resolution with the Shire of Boyup Brook to initiate a submission to the Local Government Advisory Board (The Board) for a district boundary change.

The Board is the body established by the Local Government Act 1995 (the Act) to assess proposals for changes to local government district boundaries. A proposal submitted to The Board is required to meet specific requirements for it to be deemed a valid submission (Attachment 9.2.7(1) and 9.2.7(2)).

The proposed boundary change is to permanently resolve issues relating to the Shire of Donnybrook Balingup and Shire of Boyup Brook shared boundary dissecting individual lots. This anomaly results in landowners having a single lot of land located in two local government districts.

It is proposed that a similar anomaly relating to one land parcel with the Shire of Bridgetown Greenbushes be dealt with as a separate process should the Shire of Bridgetown Greenbushes be receptive to a district boundary change.

BACKGROUND

Seven individual lots have been identified as having the shared boundary dissect the Shire of Donnybrook Balingup / Shire of Boyup Brook boundary.

Land ID	VEN	Assess No	Cert of Title	Lot	Address
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup
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10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West

At its Ordinary Meeting on 24 April 2013, Council considered an approach from the Shire of Boyup Brook to initiate a Shire boundary adjustment to resolve the issue. Council considered the application and resolved the following:

*Council Decision
(Officer's Recommended Resolution)*

Moved: Cr Dawson

Seconded: Cr Logiudice

That the CEO write to the Shire of Boyup Brook advising that it would not be in favour of a Shire boundary adjustment but would be prepared to offer a 50% rating concession and a 50% concession on any waste management charges currently levied on the affected properties, specifically crown grants 11859 (A4390), 12087 (A4389) and 4522 (A2491). The provision of these concessions is subject to the Shire of Boyup Brook providing a 50% concession to the affected landowners for land situated within the Boyup Brook Shire.

The concessions were duly applied.

Due to a change in Council and officer position that a permanent solution to the matter is preferred, at its Ordinary Meeting on 25 September 2019, Council resolved in part:

COUNCIL DECISION 137/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Lindemann

7. Instruct the Chief Executive Officer to undertake preliminary consultation with the Shire of Boyup Brook (by no later than December 2019) regarding boundary adjustment on properties where the Shire Boundary dissects a land parcel, in preparation for a future report to Council for its consideration.

The Chief Executive Officer raised the matter with the Shire of Boyup Brook in December 2019. The Shire of Boyup Brook were transitioning through Chief Executive Officers at the time and the matter was deemed a low priority. The Shire of Boyup Brook now have a permanent Chief Executive Officer and the matter can now be collaboratively progressed.

POLICY COMPLIANCE

Not Applicable

STATUTORY COMPLIANCE

Schedule 2.1 of the Local Government Act 1995 prescribes the requirements for changing boundaries of a local government district

2. Making a proposal

- (1) *A proposal may be made to the Advisory Board by —*
 - (a) *the Minister; or*
 - (b) *an affected local government; or*
 - (c) *2 or more affected local governments, jointly; or*
 - (d) *affected electors who —*
 - (i) *are at least 250 in number; or*
 - (ii) *are at least 10% of the total number of affected electors.*

(2) *A proposal is to —*

- (a) *set out clearly the nature of the proposal, the reasons for making the proposal and the effects of the proposal on local governments; and*
- (b) *be accompanied by a plan illustrating any proposed changes to the boundaries of a district; and*
- (c) *comply with any regulations about proposals.*

CONSULTATION

In March 2021, joint correspondence from the Shires of Donnybrook Balingup and Boyup Brook was sent to property owners affected by the Shire of Donnybrook Balingup / Shire of Boyup Brook boundary to advise of a joint intent to permanently resolve the boundary issue. No objections were received.

Should both Councils resolve to progress a joint submission to The Board, a formal consultation process with affected landowners shall be undertaken to determine a preferred alignment of the district boundary.

OFFICER COMMENT/CONCLUSION

A joint approach for a formal boundary adjustment with Shire of Boyup Brook has received CEO level support. It is intended that the same resolution will be presented to the Shire of Boyup Brook Council by its officers for its consideration.

It is proposed that the following plan guide the joint submission to The Board by the Shire of Donnybrook Balingup and Shire of Boyup Brook.

The resolution that is the subject of this report relates to stage 1a and 1b only.

Stages - Boundary Change		Council Decision Required	Landowner Consultation
1	Joint Council resolution with Shire of Boyup Brook		
	a. Endorse boundary change process	√	
	b. Endorse initiating consultation with affected landowners	√	
2	Letter to landowners advising process - Include a return form where landowner indicates preferred district for the affected lot		√
3	Joint Council resolution with Shire of Boyup Brook		
	a. Endorse proposed changes to boundary alignment	√	
	b. Authorise CEOs to prepare a submission for a district boundary change to Local Government Advisory Board	√	
4	Officers prepare Local Government Advisory Board submission report		
5	Joint Council resolution with Shire of Boyup Brook adopting the submission report for a district boundary change to Local Government Advisory Board	√	
6	Submit to Local Government Advisory Board		
7	Resolve matters raised from the Local Government Advisory Board assessment process		
8	Local Government Advisory Board considers proposal and makes recommendation to Minister for Local Government		
9	Minister makes determination on proposal and advises proponent via Local Government Advisory Board		

COUNCIL RESOLUTION 154/21

Moved Cr Newman

Seconded Cr Massey

That Council:

1. Endorse support for a joint submission to the Local Government Advisory Board with the Shire of Boyup Brook for a district boundary adjustment on the following properties where the Shire of Donnybrook-Balingup / Shire of Boyup Brook boundary dissects the individual lot.

Land ID	VEN	Assess No	Cert of Title	Lot	Address
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup
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11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West

12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West

- 2. Subject to the Council of the Shire of Boyup Brook resolving to support a joint submission in accordance with resolution 1, endorse the Chief Executive Officer to undertake consultation with landowners resolved in Resolution 1 to determine the preferred district for each affected lot.**

- 3. That the Chief Executive Officer reports back to Council following the completion of landowner consultation undertaken in accordance with Resolution 2.**

CARRIED 8/0 by En bloc Resolution

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 ADOPTION OF EXE/CP-8-POLICY FRAMEWORK

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	ADM 11/4
Author	Loren Clifford, Corporate Planning and Governance Officer
Responsible Manager	Maureen Keegan, Manager Executive Services
Attachments	9.3.1(1) – Draft EXE/CP-8 - Policy Framework
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopts Draft EXE/CP-8 Policy Framework as included in Attachment 9.3.1(1) 2. Instructs the Chief Executive Officer to conduct a review of all policies (excluding Local Planning Policies) in line with EXE/CP-8- Policy Framework and provide the review outcomes to Council at its November Ordinary Council Meeting.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

Council is requested to adopt the Draft EXE/CP-8- Policy Framework. The objective of the policy framework is to provide direction on the development and implementation of the Shire’s policies to reflect the Shire’s strategic goals and to fulfil statutory requirements.

BACKGROUND

An assessment of the Shire’s policies was undertaken during 2021 identifying 145 Council policies that required review of their efficacy, alignment with legislation and classification between Council and Administrative process. The assessment revealed there was a requirement for a Policy Framework to be created to guide the development and management of Shire policies to ensure consistency and relevance to the Shire operations.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

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

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

Clauses 3, 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* allow for local planning policies to be prepared, made and amended.

CONSULTATION

This framework has been developed based upon WA Local Government Association (WALGA) advice, and best practice policy development principles taken from other Council's policy frameworks such as the Town of Victoria Park and City of Joondalup.

OFFICER COMMENT/CONCLUSION

This framework has been designed to provide direction on the development and implementation of Shire policies and to ensure they reflect the Shires strategic goals as well as fulfilling Councils statutory requirements. The framework will apply to the development of new policies and the review of existing policies.

Advice received from WA Local Government Association (WALGA) was sought which recommended there be a clear distinction between the role of the council and the role of the local government administration. Separate document classifications outlined below will allow for this separation.

- 1. Council Policy** - Focus on the strategic and statutory decision-making obligations of the Council and set governing principles and guide the direction of the organisation to align with community values and aspirations.

Policy Initiated by: Resolution of Council or as appropriate by the Administration

Policy Custodian: Relevant Shire Officer (Usually Director or Manager)

Policy Decision Maker: Council

Application: Council, Elected Members and employees when fulfilling their decision-making responsibilities.

2. Administration Policy – Developed for administrative and operational purposes with an internal focus.

Policy Initiated by: Executive or as appropriate by the Administration
Policy Custodian: Relevant Officer
Policy Decision Maker: Chief Executive Officer
Application: Shire employees only. Administration Policy applies to operational activities

3. Local Planning Policy - are a subset of either Council or Administration policies that are specific to the objectives of the Local Planning Scheme. These policies relate to planning or development in the Scheme area.

Policy Initiated by: Resolution of Council or as appropriate by the Administration
Policy Custodian: Relevant Officer (Usually the Principal Planner)
Policy Decision Maker: Council (in accordance with Clauses 3, 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015.*)
Application: Elected Members and Shire employees. Planning Policy applies to relevant planning determinations only

4. Operational Procedure - A series of actions conducted in a certain order or manner to give effect to Policy. Operational Procedures explain the steps and the considerations to be followed by the Administration when applying policy to a matter.

Procedure Initiated by: Executive or as appropriate by the Administration
Procedure Custodian: Relevant Officer
Procedure Decision Maker: Chief Executive Officer
Application: Shire employees only

The Local Government Act 1995 does not define what a policy is or how they are to be managed. This framework will assist in ensuring the strategic direction is aligned with policies by Council, whilst reserving the responsibility to operationalise policies by the administration through an administration policy made by the CEO.

Care should be taken to ensure that Council policy does not cross over into the statutory functions and responsibilities of the CEO for the day-to-day operations of the local government.

Guiding principles have been included in this draft to provide for good governance, ensuring policies are concise, clear, consistent and compliant.

Based on the framework the CEO will establish an Administration Policy which will determine the method of operationalising policies including standardising policy content and policy templates.

Council may consider adopting, amending or rescinding a Council Policy for one or a combination of the reasons listed below:

- Legislative requirement.
- New or changing industry and organisational standards.
- To meet the Shire’s strategic objectives.
- Community need or expectation.
- Advocacy on issues that Council considers to be significant.
- As a result of a Council resolution.

Further, Council should only consider a Council Policy response where it can be demonstrated that the policy will deliver:

- Clarity and consistency in decision making.
- Improved efficiency and effectiveness.
- Improved customer / community outcomes.

The role of each stakeholder relating to policy development has been outlined in the framework to guide how each party should be involved in policy development.

A provision has been made in the framework to guide staff to use the Community Engagement Method Matrix from Council’s Community Engagement Framework.

If Community consultation is required for any reason the Community Engagement Framework will outline the level of participation required under the IAP2 Spectrum, in most cases the level of engagement will be to “*Inform*”, this will be done by ensuring public access to all policies on the Shire’s website.

The framework establishes the requirements for all policies to reviewed based on a Risk Assessment Rating which will be outlined in the Administration Policy.

Inherent Risk Rating	Review Frequency
Extreme/High - Change in the policy’s strategic/operational environment is very likely to occur	Annual
Medium - There is limited likelihood of change in the policy’s strategic/operational environment	Biennial
Low - Very limited likelihood of change in the policy’s strategic/operational environment	Triennial

Following the adoption of this policy a further report will be provided to Council at the November 2021 Ordinary Meeting after conducting the first full review of all policies in line with EXE/CP-8- Policy Framework.

COUNCIL RESOLUTION 155/21

Moved Cr Newman Seconded Cr Massey

That Council:

- 1. Adopts Draft EXE/CP-8 Policy Framework as included in Attachment 9.3.1(1)**
- 2. Instructs the Chief Executive Officer to conduct a review of all policies (excluding Local Planning Policies) in line with EXE/CP-8- Policy Framework and provide the review outcomes to Council at its November Ordinary Council Meeting.**

CARRIED 8/0 by En bloc Resolution

9.3.2 REQUEST TO SUB-LEASE PORTION OF 70 SOUTH WESTERN HIGHWAY, DONNYBROOK

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	L017
Author	Loren Clifford, Corporate Planning & Governance Officer
Responsible Officer	Maureen Keegan, Manager Executive Services
Attachments	Nil
Voting Requirements	Simple Majority
Staff Conflict of Interest Notifications	The Chief Executive Officer declares an impartiality interest as his wife is co-chair of the Bendigo Bank Board.

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Provides consent for Donnybrook and Capel Districts Community Financial Services Limited to sub-lease portion office accommodation of 70 South Western Highway, Donnybrook to the Donnybrook-Balingup Chamber of Commerce & Industry Inc. 2. Instructs the Chief Executive Officer to have the sub-lease prepared, based on the following: <ol style="list-style-type: none"> 2.1 Term: Up to 30 June 2023. 2.2 Permitted Use: Office and Meeting space. 2.3 Consideration of future ownership/head-lease arrangements. 3. Authorises the Chief Executive Officer to execute the Sub-Lease as per 2.1 and 2.2 above.

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 interest with key stakeholders

EXECUTIVE SUMMARY

Donnybrook and Capel Districts Community Financial Services Limited (Bendigo Bank) are seeking to formalise their arrangement with the Donnybrook-Balingup Chamber of Commerce & Industry Inc. who occupy part of the shire owned and leased building at 70 South Western Highway, Donnybrook.

BACKGROUND

A lease was executed in 2003 between the Shire and Donnybrook and Capel Districts Community Financial Services Limited (Bendigo Bank) for the premises at 70 South Western Highway, Donnybrook. A deed of extension was made in 2009 which terminates on 30 June 2023.

At its Ordinary Council Meeting on 23 September 2020 Council resolved:

“That Council:

- 1. Provides consent for Donnybrook and Capel Districts Community Financial Services Limited to sub-lease portion office accommodation of 70 South Western Highway, Donnybrook to an accounting firm.*
- 2. Instructs the Chief Executive Officer to have the sub-lease prepared, based on the following:*
 - 2.1 Term: Up to 31 October 2021.*
 - 2.2 Permitted Use: Banking and Financial Services.*
- 3. Authorises the Chief Executive Officer to execute the Sub-Lease as per 2.1 and 2.2 above.”*

This sub-lease never came to fruition due to a change in circumstances from the accounting firm.

A written request has been received to formalise a sub-lease arrangement between Bendigo Bank and the Donnybrook-Balingup Chamber of Commerce & Industry Inc. to sub-let a portion of 70 South Western Highway, Donnybrook, with the permitted use being for general office and meeting space, for seven (7) days a week. The term requested for the sub-lease is to align with their Bendigo Banks existing expiry date.

Officers note that there has been an informal occupation arrangement between Bendigo Bank and the Donnybrook-Balingup Chamber of Commerce & Industry Inc. for many years. This sub-lease seeks to formalise/legitimise the arrangement.

FINANCIAL IMPLICATIONS

All costs are to be paid by the Lessee “Donnybrook and Capel Districts Community Financial Services Limited” as per sec.12.1(a)(v) of the lease.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE [CHIEF EXECUTIVE OFFICER COMMENT]

As the Chief Executive Officer has recorded an Impartiality Interest in this matter (his wife is co-chair of the Board of the Donnybrook and Capel Districts Community Financial Services Limited), it is not appropriate for the Chief Executive Officer to exercise his delegation in this matter.

CONSULTATION

Nil

OFFICER COMMENT

Pursuant to section 12 of the existing lease document, provisions are made to allow for sub-leasing, which states that the Lessor “The Shire of Donnybrook Balingup” will not unreasonably withhold its consent.

COUNCIL RESOLUTION 156/21

Moved Cr Atherton Seconded Cr Newman

That Council:

- 1. Provides consent for Donnybrook and Capel Districts Community Financial Services Limited to sub-lease portion office accommodation of 70 South Western Highway, Donnybrook to the Donnybrook-Balingup Chamber of Commerce & Industry Inc.**
- 2. Instructs the Chief Executive Officer to have the sub-lease prepared, based on the following:**
 - 2.1 Term: Up to 30 June 2023.**
 - 2.2 Permitted Use: Office and Meeting space.**
 - 2.3 Consideration of future ownership/head-lease arrangements.**
- 3. Authorises the Chief Executive Officer to execute the Sub-Lease as per 2.1 and 2.2 above.**

CARRIED 8/0

9.3.3 TRANSITION OF TUIA LODGE TO LEASEHOLD OPERATION 30 JUNE 2021

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 04/1
Author	Ben Rose, Chief Executive Officer
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Cr. Mitchell left the Chamber at 7:36pm

Recommendation
<p>That Council receive and note the information provided in this report - Transition of Tuia Lodge to Leasehold Operation 30 June 2021.</p>

STRATEGIC ALIGNMENT

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

Outcome	3.2	Well supported community groups and facilities.
Strategy	3.2.1	Provide and maintain appropriate community facilities.
Outcome	3.3	A safe and healthy community environment for all ages.
Strategy	3.2.1	Promote 'aging in place'.

EXECUTIVE SUMMARY

This report provides Council with an update on the outcomes of the major land transaction for the lease of Tuia Lodge at 30 Allnutt Street, Donnybrook ultimately to Hall and Prior, with a completion date of 30 June 2021.

BACKGROUND

Council considered a proposed business plan for the major land transaction at a Special Council Meeting held on 27 January 2021 and resolved as follows:

RESOLUTION 5/21

That Council instruct the Chief Executive Officer to release the attached Business Plan for a Major Land Transaction for statutory consultation, as per section 3.59 of the Local Government Act 1995.

Subsequently, at its Ordinary Council Meeting on 28 April 2021, Council endorsed "... *the recommendations outlined in the Confidential Report*" to progress the lease of Tuia Lodge and outsource its operations.

Following this resolution, officers commenced the progression of the project and the transfer of operations of Tuia Lodge to Hall and Prior was completed effective 1 July 2021.

FINANCIAL IMPLICATIONS

There are no financial implications directly associated with this report.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

There is no statutory compliance obligation associated with this report.

CONSULTATION

No consultation has been undertaken or is required on this matter.

OFFICER COMMENT

A number of activities and obligations were required to be undertaken leading up to, during and after the transition of operations as at 1 July 2021. These matters are detailed in the Business Sale Agreement between the Shire and Great Southern Care Company Pty Ltd (Hall & Prior). Although the necessary activities to instigate the transfer have already occurred, a final reconciliation of this transition is required to be undertaken by mid October 2021. The acceptance and satisfaction of all obligations detailed in this final reconciliation will finalise the matter.

Actions which have been undertaken to date to facilitate the transfer are briefly discussed below to update Council on the current status.

Lease of the premises

The lease of Tuia Lodge site to Hall and Prior commenced as planned on 1 July 2021 with all management responsibilities transferred to the lessee on that date. This was undertaken relatively seamlessly with only a few minor items requiring clarification of update following commencement.

Transfer of staff

A total of 58 employees retained the option of remaining at Tuia Lodge based on an obligatory offer of employment by Hall and Prior. Two employees have remained in the direct employment of the Shire of Donnybrook Balingup due to current workers compensation matters requiring finalisation prior to transfer.

Hall and Prior have confirmed that all other staff have received an offer of immediate employment with their organisation.

In accordance with contractual and employment obligations, the monetary value of all staff entitlements in existence as at 30 June 2021 (such as annual leave, long service leave etc.) have been paid to Hall and Prior. This action ensures that all obligations relating to Shire's

employees have been appropriately funded for the point where the employees need to utilise them.

To minimise the financial impact on the Shire, the full balance of the Employee Entitlements Reserve (\$195,740) was utilised to assist in funding this contribution.

Transfer of Accommodation Bonds

The Shire transferred all accommodation bonds for current residents held at 30 June 2021 (totaling \$5,177,675.60) to Hall and Prior at that date. Bonds held on behalf of residents who had already departed Tuia Lodge (totaling \$1,000,272.90) were retained by the Shire for distribution in accordance with statutory requirements. Bonds retained by the Shire have now been paid where required documentation is available. As at 31 August 2021 the Shire is holding remaining bonds (totaling \$600,272.90) which will be refunded once all documentation has been received.

Transfer of business equipment

All business equipment and business trading stock as defined in the Business Sale Agreement has been transferred to Hall and Prior for operation of Tuia Lodge. Any leased property which was able to be novated to Hall and Prior has been finalised, however, due to lease terms restricting the ability to novate, and Hall and Prior advising that they are not required, seven laptops and three mobile phones have been retained by the Shire. These have been stored pending internal needs and will reduce the need to purchase equivalent replacement items in the short term.

Approved Provider Licence and Key Personnel

The Shire has surrendered its Approved Provider License and all Key Personnel listings (Councillors and Senior Staff) have been de-registered.

Social Media account

Access and log-in to the Shire's Tuia Lodge Facebook account has been transitioned to Hall & Prior.

Debtors/Creditors

Account details with all debtors/creditors have been changed to Hall & Prior.

Jack Denning Bequeathment Funds

Funds of \$269,443.20 (includes interest accrued) are retained by the Shire via the Jack Denning Bequeathment. This funding was originally reserved (2019/20) for future works to Tuia Lodge, however, with the commercial lease of the facility to Hall & Prior, the Shire has determined to preserve these funds for other activities in the local aged care environment.

Evidenced financial impact post disposal

As reported during the 2021-2022 Annual Budget process, the resulting impact on the finances of the Shire of this transition has been positive.

For the year ended 30 June 2021, the Shire incurred total expenditure (excluding depreciation/accrual entries and inclusive of internal allocations) of \$3,954,115. Revenue for the period calculated in the same manner (and inclusive of the reserve transfer to partially fund employee entitlements) was \$3,557,111.

The result for 2020-2021 was a cash expenditure of \$397,004.

Forecasts for future years include lease income escalating in accordance with the lease agreement and CPI. On the basis of an average CPI over the 21 year lease, total revenue in current dollars should amount to approximately \$6.1 million.

In addition, estimated savings in operational expenditure amount to between \$140,000 and \$160,000 per annum (cash basis). Accumulated savings over the 21 year lease period equate to approximately \$2.9 million. This represents a total benefit to the Shire over the period of approximately \$9 million.

Having transferred the property to a commercial enterprise, rates and other related charges are now payable annually. At this stage, no estimate is available of the quantum of rates. A valuation has been requested from the State Office of the Valuer General, and the Shire is still awaiting its provision.

COUNCIL RESOLUTION 157/21

Moved Cr Wringe Seconded Cr Massey

That Council receive and note the information provided in this report - Transition of Tuia Lodge to Leasehold Operation 30 June 2021.

CARRIED 7/0

Cr. Mitchell reentered the Chamber at 7:37pm

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12.1.1 RFT 02/2122 – SOUTHAMPTON ROAD RECONSTRUCTION - CONFIDENTIAL

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

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

12.1.2 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW 2021/22

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

(a) a matter affecting an employee or employees.

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 RFT 02/2122 – SOUTHAMPTON ROAD RECONSTRUCTION – CONFIDENTIAL

12.1.2 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW 2021/22

COUNCIL RESOLUTION 158/21

Moved: Cr Massey Seconded: Cr Lindemann

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 RFT 02/2122 – SOUTHAMPTON ROAD RECONSTRUCTION – CONFIDENTIAL

12.1.2 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW 2021/22

CARRIED 8/0

The meeting was closed to the public at 7:37 pm.

Ben Rose-Chief Executive Officer, Steve Potter-Director Operations and Kim Dolzadelli-Director Corporate and Community left the room at 7:38pm

COUNCIL RESOLUTION 161/21

Moved Cr Seconded Cr

That the meeting be re-opened to the public.

CARRIED 8/0

The meeting was re-opened to the public at 7.52pm.

Ben Rose- Chief Executive Officer, Steve Potter- Director Operations and Kim Dolzadelli-Director Corporate and Community entered the room at 7:52 pm

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

13 CLOSURE

The Shire President advised that the Ordinary Council Meeting will be held on 27 October 2021 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 7.55 pm.



Minutes of Special Meeting of Electors

Held on Wednesday, 29 September 2021

Commencing at 6.00pm

Soldiers Memorial Hall, Donnybrook

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

Benjamin (Ben) Rose
Chief Executive Officer

15 October 2021

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SHIRE OF DONNYBROOK BALINGUP
NOTICE OF SPECIAL MEETING OF ELECTORS

Held at the Soldiers Memorial Hall Donnybrook
Wednesday 29 September 2021 at 6:00pm

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.

The Shire President declared the meeting open at 6:00pm and welcomed the public gallery.

Shire President - Introduction

The President advised those in attendance that a Request for a Special Meeting of Electors (in the form of a petition with 344 signatures, of which only 85% are electors) was received by the Shire President on 25 August 2021. The request set out the following:

To: The President of the Donnybrook Balingup Shire Council.

- 1. Under section 5.28 of the Local Government Act 1995, the electors of Donnybrook Balingup Shire whose names, addresses and signatures are set out in the attached list and who comprise of 100 electors request that a special meeting of the electors of the district be held.*
- 2. The details of the matter to be discussed are the special meeting are:*
 - SoDB 2021/22 Budget inclusive of but not limited to the proposed 8.6% rate increase.*
 - The Donnybrook and Districts Sporting Recreation and Events Precinct (known as VC Mitchell Park/Community Hub) regarding all aspects of the project and in respect to the required plans as listed - Feasibility Plan, Business Plan and Governance Model.*
- 3. This request is served on behalf of the listed signatories by: Donnybrook Balingup Ratepayer and Residents Association Inc (DBRRA).*

Shire President advised - This meeting is a Special Meeting of Electors, defined under the Local Government Act as “*in relation to a district or ward, means a person who is eligible to be enrolled to vote at elections for the district or ward*”. As such, only questions, motions and voting can be undertaken by electors. Incorporated associations (e.g. DBRRA) are not electors of the district. However, most appropriate points raised by DBRRA have been covered by electors questions. As I have stated on many occasions, under the LG Act, there are many opportunities for community members to seek clarification of local matters and council decisions and determinations e.g. Question time at Council Meetings.

Shire President - Public Notification of Recording of Meetings

The Shire President advised that the meeting is not being digitally recorded as the Soldiers Memorial Hall is not equipped to record meetings.

The Shire President further stated the following:

Attendees are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Presiding Member, including the use of mobile phones for purposes other than emergency services.

Please note, any questions that didn't meet the criteria to be considered at this Elector's Meeting can be asked at any future Ordinary Meeting of Council.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Brian Piesse (Shire President, Presiding Member)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy Shire President)	Kim Dolzadelli – Director Corporate and Community
Cr Shane Atherton	Archana Arun – Administration Officer Executive Services
Cr Leanne Wringe	Maureen Keegan – Manager Executive Services
Cr Chris Smith	Shawn Lombard – Principal Project Manager

PUBLIC GALLERY

Peter Gubler	Neil Gubler
Casey Dale	Carmel Coad
Rod Atherton	Jill Clifford
Neville Clifford	Cory Miller
Dyanne Fry	Tamara Rayment
Annmaree Jones	Geof Lyons
Jaq Dahlstrom	Amy Marsh
Suzanne Hernan	Murray Wells
Kate Bond	Les Bond
Fred Mills	Penny Hearman
Susan Eckler	Basil Carter
Angelo Logiudice	Jill Duncan
Shaun Nelson	Jeff Heath
Alicia Keall	Chris Sharp
Andrea Brown	Luccille Piesse
Miranda McKee	Nick Perciwal

Leith Crowley	Robert Rayment
Leon Jones	John Keenan
Lindsay Forrest	Sanda Hough
Michelle Fowler	Robert Richardson
Mike King	Derrick Louw
Chris Wringe	Robin Giudici
Graeme Giudici	Simon McInness
Mark Giles	Bob Jennings
John Wringe	Wendy Mills
John Hearman	K. Downes
Malcolm Haggett	Sara Orenshaw
Brad Fowler	Wendy Ayers
Nicola Brown	Fiona Richardson
Peter Woods	Warren Clarson
Michael Staffa	Rod Browton
Cathie Peters	Trevor Payne
John Simmons	Scott Pickering
Tony Scaffidi	Peter Hearman
Karyn Connor	Roz Benson
N. Fenttiman	Shlley Gillespie
Vicki Woods	Geoff McMullan
Greg Hayward	Lui Tuia
Maree Sampson	Mike Sampson
Paul De Kluyver	Frank Wachala
Izael Diniz	Dave Glover
Lisa Glover	Enrico Logiudice
Michael Bray	Margaret Bray
Tanya Reynolds	Brian Reynolds
Felicity Graham	Richard Graham
Brian Trigwell	Martin Dale
Neville Fry	Illegible
Linda McCabe	Shirley Steicke
Bernice O'Connell	S. Peterson
Andrew Hull	Steve Dilley
Mick Murray	Leah Thomas
Phil Jones	Jackson Barrett
Fiona Miller	Clare Rosman
Julie Atherton	Peter Hopwood
Michael Forward	Ella Atherton
Seth Vanhaefton	Peter Hopwood
Amanda Forrest	Aaron Davy
Alexis Davy	June Scott
Jeff Smith	Lindsay Dale
Louisa Dale	Hayden Martindale
Amy Martindale	

Electors in attendance - 99

Other community members in attendance - 15

Press in attendance - 1

2.1 APOLOGIES

Cr Anita Lindemann.
Cr Anne Mitchell.
Cr Chaz Newman.

3 ELECTOR QUESTIONS

Responses to Questions on Notice, as per the advertised meeting procedure, by the meeting Presiding Member (Cr Brian Piesse, Shire President):

Given the two items on the agenda this evening (as per the petition), the following is presented as important background information:

In a conversation with the Shire President and Chief Executive Officer at 9.30am Tuesday 28 September 2021, former member for Collie Preston and former Minister for Ageing, Volunteering and Sport and Recreation, the Hon. Mick Murray confirmed the following via email to the Shire on 28 September 2021:

1. ***“The proposition from the Shire of Donnybrook Balingup (approved via Ordinary Council Meeting), whereby in-principle support for up to one-third co-contribution (capped at \$3m) funding towards the Donnybrook Community Sporting, Recreation and Events Precinct MasterPlan, enabled this project to be elevated as a priority project under the State Government’s COVID Recovery Plan.*”**
2. ***The Shire’s preparedness, in terms of this project (proposition) put it ahead of many other contending projects throughout the State, including those from much larger regional and metropolitan local governments.***
3. ***This project is not funded through the ‘normal’ State Government Community, Sport and Recreation Facilities Fund and the Shire has done exceptionally well to leverage two-thirds State funding, instead of the normal one-third State funding ratio.***
4. ***Without the funding co-contribution (\$3m) from the Shire, this project will not meet the criteria used by the State Government in developing the State’s COVID Recovery Plan 2020, and unless anything has changed, a reduction in Shire co-contribution is likely to put at risk the State Government’s support for this all-embracing community project.***
5. ***Given the above points, any notion that suggests that the State’s funding contribution of \$6m, without any contribution from the Shire, is “totally wrong”.***
6. ***As per my media statement 5 August 2020 on this project, I concluded with the following statement “This significant investment, as part of the McGowan Government’s WA Recovery Plan, will help boost the region’s social, and economic recovery while providing much needed facility upgrades at the same time”.***
7. ***It has been a pleasure working with a shire that has been proactive by looking not only at the needs of the community for today but into the future.”***

Elector Questions: Responses

Submitted By	Question	Presiding Member Response
<p>Sandra Hough (Elector)</p>	<p>1. Would the Shire and Councillors reconsider this Budget and look at stopping large scale borrowings at a time in history where Covid makes things so uncertain?</p>	<p>The 2021-22 Annual Budget has been adopted and cannot be ‘reconsidered’, particularly as rates notices have already been issued. A Budget Review is scheduled for the first quarter of 2022, as is undertaken every year by each local government. During the Budget Review, there is an opportunity for the Council to review expenditure and revenue. The Shire’s borrowings are presently very low (less than \$350k, with one loan being a self supporting loan) and WA Treasury Corp’s loan interest rates are exceptionally competitive presently. Further, the DCSREP Project is still subject to further decisions of Council (newly elected).</p>
	<p>2. Would a careful consideration of alternatives to the VC Mitchell Park Community Hub be a way to save money and still satisfy Sporting Bodies?</p>	<p>Development of the project MasterPlan evolved over 2+ years in close consultation with local sporting groups, Shire staff, Councillors, industry experts, State Sporting Associations, the Minister for Sport and Recreation and the Department of Local Government Sport and Cultural Industries. In any community infrastructure project such as this, there will be a compromise between the available budget and derived benefit (i.e. the cost effectiveness) to respective sporting groups and the community at large across the Shire.</p>
	<p>3. Has any thought been given to the purchase of the Apple Park Hotel as a much cheaper, more centralised, multi-functional Community Hub?</p>	<p>The Apple Tree Inn (Hotel) does not satisfy the objectives of a multi-purpose community and sporting precinct.</p>

	<p>4. Could each and every Councillor give an account of the ideas they brought to the table with regards to the spending of the Grant Money? Can they then explain their reasons for voting for the present Project?</p>	<p>Councillor's contact details are easily available via the Shire website and I encourage you to ask this question to each Councillor outside of this forum. The Council had two representatives on the project Stakeholder Reference Group over two years and it was the Council that approved the Stakeholder Reference group engagement approach. The Council has been kept fully informed on the progress of the project and has made numerous resolutions on the project over the past few years to guide its direction. Under the Local Government Act 1995, it is a balancing act for Councillors between providing strategic oversight and governance on projects versus direct administrative involvement – the latter of which leads to breaches of the Act.</p>
<p>K Connor (Elector)</p>	<p>5. Why is the Council going into debt over an extravagant 6 million 2 storey clubhouse, especially with the current impact of Covid and the extremely high costs of building at this time?</p>	<p>The Shire is not going into debt over an extravagant \$6m two-storey clubhouse, rather, it is proposing to invest in the future of the community with a loan of up to \$2.5m (with \$500k from Reserves) for community and sporting infrastructure. Over the course of a 20 year loan, annual repayments would equate to approximately \$150k per annum, commencing from 2022-23. For comparison, approximately 17% of all Shire rates go towards operating facilities such as the Shire libraries and the Donnybrook Recreation Centre.</p>
	<p>6. Why can't the Shire build a single storey clubhouse as would be much better value (saving millions) and without the need for costly annual maintenance items, such as lifts etc.?</p>	<p>The Shire accepts there is a cost premium to a two-storey facility, however, it makes better use of the topography opportunities and enables better promotion of non-sporting activities which will be crucial in terms of offsetting operational costs of the asset.</p>
	<p>7. Why does the Shire feel there is a need for another Community Function Centre, when we already have multiple places for functions, such as Recreation Centre, Memorial Hall, new Park Café, Wineries plus existing cafes and restaurants?</p>	<p>While venues like the Soldier's Memorial Hall are attractive for some community events (dances, small music events), none of the existing facilities can accommodate any larger sized (or concurrent) functions or events such as conferences. Additionally, existing facilities lack modern/contemporary standards (decent toilets, disability access, audio-visual set up etc). Some</p>

		local clubs even need to travel to Bunbury to find a facility large enough to cater for end-of-year functions. Additionally, the proposed facility is not a stand-alone function centre – it is to be integrated with sporting clubs and the ‘function centre’ component will act as a significant revenue opportunity to offset operating costs.
	8. Why was the Survey Monkey relating to the VC Park not widely advertised to all the Community? Most residents were not even aware of such a survey!	Online surveys are a contemporary consultation aid (they are not a poll or a referendum) and are a cost-effective way of seeking community feedback. This online survey was a complementary consultation process in addition to the Stakeholder Reference Group, Open Day, Preston Press articles, intense and prolonged engagement with individual sports groups, visits to other regional facilities and preceding resident and sporting club surveys. While responses to some online surveys are low, others are high (e.g. Apple Fun Park survey with 578 and the Community Scorecard survey with 441).
	9. Due to the lack of advertising and no paper surveys sent out to ALL the Community, only 150 out of approx. 5,000 were completed, how can such low results even be taken into consideration?	As above.
	10. An extensive campaign by Shire should have been made with much more detail for such an important decision and a paper survey could easily have been included in rate notices and sent out to everyone at next to no cost.	As above.
	11. Due to the huge backlash by residents of the Shire and withdrawal of support from almost ALL other Sporting Groups is the Shire going to do a proper unbiased survey with current updated information, so they can then proceed with the overall wishes of the entire community and not just a select few?	The Shire has undertaken a variety of complementary consultation and engagement activities, including an Open Day Forum (7am-7pm) with current updated information. As mentioned above, the previous online survey was used as a consultation aid – not as a poll or referendum.
	12. Given that a current Councillor is heavily involved in the Donnybrook Football Club,	That Councillor does not have a Financial, Indirect Financial or Proximity interest in the matter (although has

	(amongst others) why was he still allowed to vote on this new Clubroom?	declared an Impartiality interest) and in accordance with the Local Government Act 1995 must vote on the matter. Not to vote would be a breach of the LG Act. This situation (Impartiality interests) is not unique to one Councillor.
	13. Although you have previously stated in the minutes that “no financial conflict of Interest” where declared, this Councillor clearly still very much has a personal and private interest and could not possibly act without bias.	Refer above.
	14. Quote from Local Govt Act 2020 relating to a person in public office. “A conflict of interest is a situation arising from conflict between the performance of public duty and private or personal interests.” Why was Shane Atherton therefore not precluded from voting on the VC Clubroom?	Refer above (please note: the LG Act 2020 is Victorian legislation).
Darrin and Nicola Brown (Elector)	15. Why weren't the Residents in the Immediate vicinity given consideration, notified or informed of any intended proposals or plans that would have a significant impact on their properties and livelihoods? for Eg but not limited to (The Avenue Of Honour and Carpark 3 situated right near Property Fence lines)	The proposed entry/exit points are conceptual at this stage and are awaiting more detailed costings to determine their viability. The concept of a new entry/exit point to the Recreation Centre along Marmion Street aligns with an existing road reserve (the extension of Yelverton Street). As more detailed planning proceeds (assuming this alignment is viable), project team members will liaise with adjoining landowners in more detail regarding site-specific issues.
	16. Has or is there going to be any Environmental Impact Assessment or Studies undertaken in regards to the Decimation of the Natural Bushland, Vegetation and Fauna on the Vacant Lot and Areas adjacent to my own and other properties on Marmion Street?	The Shire will follow any environmental impact assessments required by the Department of Water and Environment Regulation. None have been conducted to date as there is minimal vegetation clearing / habitat disturbance across the precinct.
	17. Can buffers be included into the Carpark 3 designs as previously suggested for the residents affected for Eg Buffer consisting of Trees and/or a Retaining wall	Yes, buffers/screens (predominantly vegetation) can certainly be investigated.

	<p>which would not only Separate and Soundproof but would also Retain the privacy and provide safety for the properties adjacent to the carpark?</p>	
	<p>18. Instead of shutting off and demolishing existing entrances and carparks and building new, wouldn't it be a lot cheaper and more efficient to extend and upgrade existing Car Parks and entrances according to the Original Plans and use the money saved towards other things needed within the Hub?</p>	<p>Enabling coordinated parking across the precinct is important, and with significant redevelopment of facilities and the provision of new facilities (e.g. hockey pitch and netball courts), access and parking arrangements require re-thinking and re-planning.</p>
<p>Alan Lyon (Elector)</p>	<p>19. My question relates to lack of community consultation on the proposed VC Clubrooms. The Open Day was only a “Show and Tell” of completed plans and was supposed to finally answer all our queries relating to the VC Clubroom, but questions have STILL not been answered (as at 24.9.21) or are so well hidden on Shire website that I cannot find!</p> <p>When are you going to publish all the Answers to the 68 questions? Previously advised it would be prior to Sept Council meeting?</p>	<p>These will be presented to Council (and hence published) later this calendar year – to the newly elected Council, rather than the outgoing Council (this was advised at the September Council Meeting).</p>
	<p>20. Has an amount been allowed for in current Budget for video conferencing equipment to live share Council meetings and if not, why not?</p>	<p>An allocation of \$12k was provisioned in the 2021-22 budget for “Audio Visual upgrades (TV screens etc) - Council Chambers”. The precise scope of works is to be determined, however, the Council has previously identified its preference for the funding to be allocated towards improved audio visual for attendees within the Council Chamber.</p>
<p>Mike King (Elector)</p>	<p>21. The Shire President informed the Budget Presentation that Council had considered the communities capacity to pay in raising rates by more than 250% or 2.5 times the average rate increase (3.4%) of all 11 other Southwest Councils this year. Can he explain the details of this consideration in view of the realities outlined below?</p>	<p>The decision on rates each year is not made by the Shire President alone – it is made by the full Council. For 2021-22, the Shire’s general rate revenue was increased by 8.6%, not 250% as suggested by Mr King.</p>

	<p>In 2019 the Minister for Local Government and WALGA suggested Councils must consider their communities capacity to pay when setting increases in rates. This big spending Council appears to have ignored this in setting an average 8.6% wage rise.</p> <p>This is the average increase, many ratepayers are paying far higher (two or more times).</p> <p>The rates increases in the SoDB have been consistently high over many years (2012/13 to 2018/19 increases were) 7.5%, 6.7%, 6.0%, 5.0%, 5.0%, 5.0% and 6.0% - a cumulative increase of 49.2 % - when many other southwest shire's were often well below 4-5%.</p> <p>In the future the Shire's Long Term Financial Plan (LTFP) suggests that this year and over the next five years increases will be 8.6%, 8.0%, 6.5%, 6.0%, 6.0% and 5.5%, another cumulative increase of 47.8%. The Shire President has warned that "while Federal and State grants are flowing presently, securing confidence in our future will require a greater focus on own-source revenue" (e.g. still higher rates????)</p> <p>During Covid we had some very limited increases, but "we're all in this together" and many individual ratepayers also suffered severely reduced incomes due to low wages growth, low interest rates affecting those depending on savings in their retirement years, and a general downturn in many industries.</p> <p>Covid should not be used as an</p>	<p>I acknowledge the then-Minister's statement, however, it ignores the historic rating strategies of this Shire, with particular reference to the year before the COVID rates moratorium. Also, it fails the current Council's objective to address the adverse financial ratio trends identified by the OAG, as experienced by almost all other local governments in the State.</p> <p>Rating revenue represents just 22% of all revenue for the Shire of Donnybrook Balingup, while rates revenue for other local governments in the south west (e.g. City of Bunbury) account for up to 62% of all revenue.</p> <p>My position on this is no different to my counterparts in almost every local government around WA and such was subject to a special presentation to the WALGA Convention last week. As was the case, and is becoming more so, funding co-contributions to community infrastructure projects are becoming the 'norm' – naturally, local governments with higher rate income are going to be in a better position to leverage State, Federal and other (e.g. LotteryWest) funding opportunities.</p> <p>The current council is addressing the challenges created by historically 'soft' rating strategies which ignored the local government financial health ratios.</p>
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	<p>excuse for exorbitant catchup increases of 8.6% and 8.0%. Councilors should consider the ratepayers capacity to pay. Very few ratepayers incomes have increased between 5.0% to 8.6% year after year in the period 2012-2019, and the Reserve Bank predicts wage growth will remain low post Covid.</p>	
	<p>22. Will the President cease the Smoke and Mirrors deception that the effective average increase is much lower to some ratepayers and accept he has presided over an average 8.6% rate increase? The Presidents use of GRV valuation mid-points, to suggest the bottom-line impact of all Shire controlled charges to the rates notice will be only 3.49% higher than last year, and even less to the ratepayer on the GRV Minimum Payment threshold, is deceptive. When looking at Unimproved Valuations (i.e. mostly rural and farming properties), these figures are 6.24% and 5.6% more than last year, respectively, is also deceptive. On the basis of the GRV and UV graphs provided in the Budget Presentation, 60% of ratepayers will receive a larger increase than the 3.5% and 6.24% the President suggests, and many will be twice and even more.</p>	<p>Refer Appendix 1.</p>
	<p>23. The minimum rates payments on vacant blocks may well be discouraging prospective residents from moving into the SoDB. A vacant block is often the start point for a young family trying to save a deposit to allow them to build a home on the block, or a retiree seeking to build the “til the end“ home. A vacant block (cannot be rented and you cannot live in a tent on</p>	<p>Development Approvals and Building Licenses across the Shire have increased over the past 12-18 months by some 25-35%, suggesting that State and local economic conditions are driving owners of vacant land to develop. No doubt, people will have different investment strategies for developed and undeveloped land (GRV and UV), for which market forces will chiefly drive. With a more vibrant and sustainable district, the more attractive it will be to residents and investors and hence land</p>

	<p>the block). Its GRV might be \$2910 which when multiplied by the \$0.097461 rate in the dollar, draws a base rate of \$287.60. This is then adjusted to the GRV Minimum rate by adding \$1028.40 – or roughly four times the nominal rates, to achieve a minimum rate of \$1316.</p> <p>The rate in the dollar for the vacant block (Minimum of \$1316 divided by the GRV of the vacant block) can be 4-5 times as high as for a block with a house.</p> <p>Is this fair, reasonable and equitable Mr President – when the vacant blocks produce no waste material or products, still have fire service levies and breaks to maintain – but no possible income from this vacant land.</p> <p>While the Shire does not set the GR and UV Valuations, it does set the minimum rates. Some ratepayers are paying an effective \$0.452 in the GRV \$ valuation.</p>	<p>values will increase. Lastly, this Shire’s rates, both for GRV and UV, are modest/average in comparison to the average across the south-west.</p> <p>WA local governments’ rating system, as legislated by the State Government, is based on a ‘land franchise philosophy’ that requires all landowners/ratepayers to contribute to a range of service and facilities – it is not a ‘user pays system’. In relation to possible income from vacant land, there are always opportunities – lease, develop, sell.</p>
	<p>24. The shire claims its inclusion of the WML into the general rates will provide an “increased benefit” available to 764 properties across the Shire due to State Government rate concessions.</p> <p>If the WML levy had been included in general rates last year, as it had been in previous rates notices, would the “benefit” have been available to these ratepayers last year.</p> <p>It would seem that the Shires action in separating the WML as an individual line item in last year’s rates notices cost ratepayers the opportunity to claim the benefit amount. Should the Shire be claiming this as a Shire generated saving for concession ratepayers this year?</p>	<p>The premise of the question is incorrect. The Waste Management Levy was not included in the general rates assessment in the years prior to 2020-21 – it was always a stand-alone levy separate to rates (at least for some 20 years prior).</p> <p>Again, the premise of the question is incorrect. The discontinuation of the Waste Management Levy in 2021-22, with the balance of funds now accrued via general rates, does benefit some 764 properties across the Shire.</p>
<p>Derek Louw</p>	<p>25. Over each of the last 4 years, the term of the current council, the</p>	<p>Rating revenue represents just 22.4% of all revenue for the Shire of Donnybrook</p>

<p>(Elector)</p>	<p>Shire of Donnybrook-Balingup has recorded rate increases that are less than the average of the increases recorded by other South West Shires. Please put into perspective this remarkable achievement and discuss the reasons for the rate increase for 2021. How does the change in the method of accounting for the waste management levy affect the rate increase.</p>	<p>Balingup, while rates revenue for other local governments in the south west (e.g. City of Bunbury) account for up to 62% of all revenue. Including this year's general rate increase of 8.6%, across the 12 south west local governments, this Shire has shifted from fourth lowest to sixth lowest for GRV and from sixth lowest to seventh lowest for UV.</p> <p>The key reason for a higher than normal rate increase this year is to address the Shire's financial health ratios - particularly the 'operating surplus ratio' and the 'asset sustainability ratio'.</p> <p>Last year, the Waste Management Levy netted approximately \$500k. By bringing that revenue source into general rates, rather than as a stand-alone levy, the general rates revenue for the Shire increased by \$500k, however, there is no longer any Waste Management Levy. The net effect to the Shire is approximately an additional \$40k (via the 8.6% rate increase). The change of method of accounting for the Waste Management Levy this year required redistribution of previous costs across the ~3,500 rateable properties of the district – some will be paying less than previous years, some will be paying more (based GRV and UV land valuations by the Valuer General's Office).</p>
	<p>26. This council has been extremely successful at securing grant funding for various projects within the Shire. The most significant is the redevelopment of the Goods Shed and the Apple Fun Park. How have the various projects generally impacted in the Shire budget for 2021 – either negatively or positively and with specific reference to ongoing maintenance and upkeep costs.</p>	<p>Goods Shed Almost all expenditure for the Goods Shed was during 2020-21, although there will be some residual State grant expenditure in 2021-22. The business/facility manager leasing the Goods Shed will pay Shire rates on the property, as well as having a commercially negotiated lease fee arrangement. With a contractual Service Level Agreement for the facility as part of the Lease, the Shire will save approximately \$150k in additional staffing costs this year (and forward).</p> <p>Apple Fun Park Federal Grant expenditure of \$1.5m for</p>

		<p>the Fun Park is split over 2020-21 and 2021-22. As a Federal grant funded project with no Shire co-contribution required, there is little impact to the Shire’s budget, other than grant funds being set aside through Reserve Accounts and general revenue. There will be a modest saving in works and services maintenance to the park (e.g. no mowing and no cleaning bbq’s or toilets) while it is closed for redevelopment, however, this is likely to be offset with a temporary increase in complementary works by Shire staff (extra mowing, gardening) to the facility as it nears re-opening.</p>
	<p>27. With reference to the significant additional grant funding secured during the term of this council, this council has secured 2 grants (\$4.5million and \$1.5million) for upgrades to VC Mitchell Park. The total of \$6million is the largest grant ever awarded to a Shire* by the WA govt. Please advise what if any conditions are attached to this funding with respect to:</p> <ol style="list-style-type: none"> a. Timing of the project b. The purposes for which the grant may be used c. What design constraints have been imposed d. Is the grant funding transferable either to other projects or to a design that is different to the design for which the grant funding was awarded. e. How has the WA Recovery Grant team viewed the unedifying opposition from a very small group of electors. <p>*Correction – it’s the largest grant to this Shire (not to any local government).</p>	<p>Presently, the Shire has a Financial Assistance Agreement with the State Government for \$250k – for detailed project planning. The residual State funding of \$5.75m will be subject to a further Financial Assistance Agreement once the Shire is in a position to request that funding agreement. With this in mind:</p> <ul style="list-style-type: none"> • There is presently no contractual timeline for the construction component of the project, however, the Department of Local Government, Sport and Culture (DLGSC) advises <i>“There is no specific deadline, however the funding was allocated as part of the States “WA Recovery Plan”, which assumes that a project will be completed within a reasonable timeframe as part of the economic stimulus aimed at supporting the state during the COVID period.”</i> • The allocation of State funding to the project was on the basis of the project MasterPlan, together with the Shire’s co-funding proposal of up to \$3m. Specifically, the DLGSC advises <i>“It has been made quite clear that the intent of the funding must be on co-location of sports where possible and provision of multi-sport / multi-use. Funding is not for what would be deemed maintenance or general upgrades of existing facilities. It is</i>

		<p><i>imperative that the long-term status of facilities is considered, should consideration be given to using some of the available funds on upgrading existing facilities.”</i></p> <ul style="list-style-type: none"> • There are no specific/detailed design constraints, however, the State funding allocation was on the basis of the project MasterPlan. • Specifically, DLGSC advise that <i>“Ultimately the funding is to deliver on the key aspects of the masterplan, which incorporates the entire precinct. A key aspect of the masterplan was for a shared facility with all clubs in the one area, shared use of facilities and colocation of sports. This development could be staged, focusing on priority areas first and looking at other opportunities later. It is recommended that the priority areas be focused on essential “need” and not aspirational “want”.</i> • This COVID Recovery Plan grant is administered via the DLGSC – that question would need to be put to that State agency.
	<p>28. At the Meet the Candidates meeting on 23rd September one of the candidates was asked about her opposition to redevelopment of VC Mitchell Park given the obvious need including:</p> <ol style="list-style-type: none"> a. Lack of appropriate facilities for the increased number of female participants in sport in 2021 b. The wasteful duplication of facilities such as parking, kitchens, lighting etc c. Lack of a main room for large functions such as wind-ups, training, regional tournaments <p>The candidate’s response referenced the failure of an old community project as a reason for delaying development of VC Mitchell Park. The candidate cited failure of the various community groups involved in the</p>	<p>Accepting the question on the provision that it relates to the Donnybrook Community, Sporting, Recreation and Events Precinct, it is not the Shire’s role to oversee the management of community groups – especially those that have Incorporated Association status. As it relates to this project, if the Shire had membership on (for example) an overarching Incorporated Association for VC Mitchell Park representing some or all sporting groups, it would obviously seek to assist the association with governance, financial, administrative and other managerial skills. This would be even more relevant/pertinent if the Shire was co-funding the operation of the association, as is the case in many other regional WA towns.</p>

	<p>project to properly manage the use of the community facility. While the response is not relevant to the question, the failure of the whole project because of poor governance within the effected community groups is worth noting.</p> <p>Please advise whether it is the Shire's role to oversee management of community groups. How will the Shire ensure that the lack of managerial skill in community groups will be managed to ensure that a similar failure is prevented.</p>	
<p>Rod Atherton (Elector)</p>	<p>29. Is there any validity to the latest claim that the Shire could have secured \$6,000,000 from the State Government as part of the State Covid Recovery Plan, without any co-contribution from the Shire and/or any local sporting group?</p>	<p>Refer to Hon. Mick Murray comments:</p> <p>In a conversation with the Shire President and Chief Executive Officer at 9.30am Tuesday 28 September 2021, former member for Collie Preston and former Minister for Ageing, Volunteering and Sport and Recreation, the Hon. Mick Murray confirmed the following via email on 28 September 2021:</p> <ol style="list-style-type: none"> 1. "The proposition from the Shire of Donnybrook Balingup (approved via Ordinary Council Meeting), whereby in-principle support for up to one-third co-contribution (capped at \$3m) funding towards the Donnybrook Community Sporting, Recreation and Events Precinct MasterPlan, enabled this project to be elevated as a priority project under the State Government's COVID Recovery Plan. 2. The Shire's preparedness, in terms of this project (proposition) put it ahead of many other contending projects throughout the State, including those from much larger regional and metropolitan local governments. 3. This project is not funded through the 'normal' State Government Community, Sport and Recreation Facilities Fund and the Shire has

		<p>done exceptionally well to leverage two-thirds State funding, instead of the normal one-third State funding ratio.</p> <ol style="list-style-type: none"> 4. Without the funding co-contribution (\$3m) from the Shire, this project will not meet the criteria used by the State Government in developing the State's COVID Recovery Plan 2020, and unless anything has changed, a reduction in Shire co-contribution is likely to put at risk the State Government's support for this all-embracing community project. 5. Given the above points, any notion that suggests that the State's funding contribution of \$6m, without any contribution from the Shire, is "totally wrong". 6. As per my media statement 5 August 2020 on this project, I concluded with the following statement <i>"This significant investment, as part of the McGowan Government's WA Recovery Plan, will help boost the region's social, and economic recovery while providing much needed facility upgrades at the same time"</i>. 7. It has been a pleasure working with a shire that has been proactive by looking not only at the needs of the community for today but into the future."
<p>Sian Blackledge (Elector)</p>	<p>30. In the December 2020 OCM accounts paid is the following: EFT 20291 Lucid Economics Pty Ltd - Dbk Sports Precinct - economic impact and cost benefit assessment \$5,390.00</p> <p>Where is this report?</p> <p>31. Why has it not been released?</p> <p>32. Where did Plan B originate from?</p>	<p>The Shire hosts a copy of the report in its records system.</p> <p>There has not been a reason to release the document.</p> <p>Scenario B, as included in the MasterPlan, was prepared by the appointed consultant – an industry expert with volumes of experience in multi-use</p>

		precinct projects. It was based on rigorous and prolonged consultation with local sporting bodies, State Sporting Associations, the project Stakeholder Reference Group, broader consultation, Shire staff and Councillors.
	33. Who designed Plan B?	As above.
	34. When were the Donnybrook Football Club informed that the major part of the precinct development was planned for their site?	The Donnybrook Football Club have not been informed of such, neither have any other sporting group. There is no decision yet on the project in relation to budget, design, scope or even whether it will proceed. Those decisions will be made by the incoming Council. The Donnybrook football Club have been communicated with in the exact same manner as each of the other sporting groups.
	35. Why was the Recreation centre not considered as the site for multi purpose/sport site?	It's lack of proximity to the existing tennis and football playing surfaces, as well as the relative site constraints compared to the proposed footprint on the lower level.
	36. Why were the needs of other sports not fully taken into account?	The desires and needs of all sporting groups have been clearly expressed and documented over the course of 2+ years. To say they have not been taken into account is untrue. With a finite budget, there will always be prioritisation of project scope and deliverables and the latest concept plans (as per the Community Open Day) seek to achieve outcomes across all sports groups, and the community, in Stage 1 of the project.
	37. As the \$6m is a stand alone funding with no requirement for shire funding why has the shire gone ahead with such a big jump in rates?	Refer quote from Hon. Mick Murray.

Note 1: During the Presiding Member's response to Questions on Notice, several meeting attendees interjected on numerous occasions, disrupting the meeting.

Note 2: Various attendees departed the meeting approximately 15-20 minutes into proceedings.

Note 3: At approximately 20 minutes into the meeting, a meeting attendee/s accessed the RSL Soldiers Memorial Hall meter box and turned the main circuit breaker off, causing the lights, data projector and microphone/speaker to be turned off. The meeting was adjourned for 3-4 minutes whilst the circuit breaker was turned back on and the audio-visual equipment turned back on.

4 ELECTOR MOTIONS

Nil.

Seven separate motions were proposed by a non-electors of the district and could not be accepted.

One motion was proposed by an elector of the district, however, the motion did not relate to the purpose of the meeting and could not be accepted.

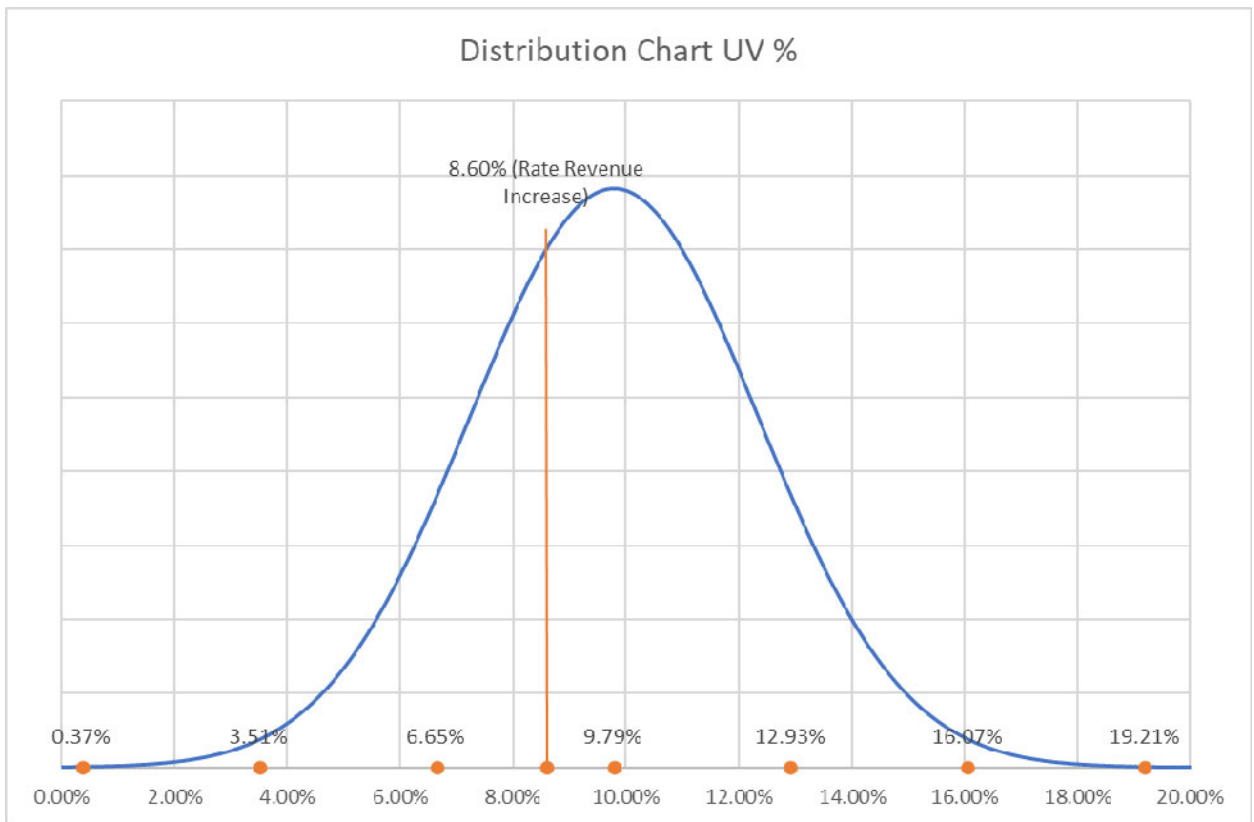
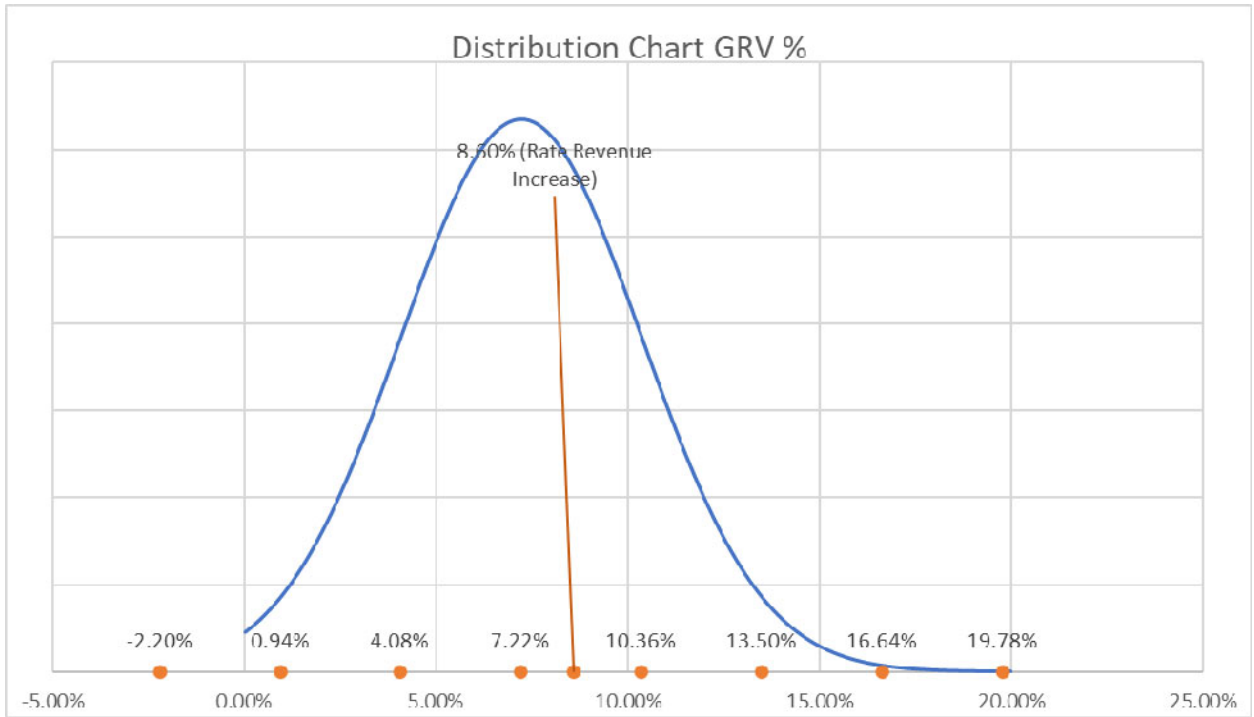
5 CLOSURE OF MEETING

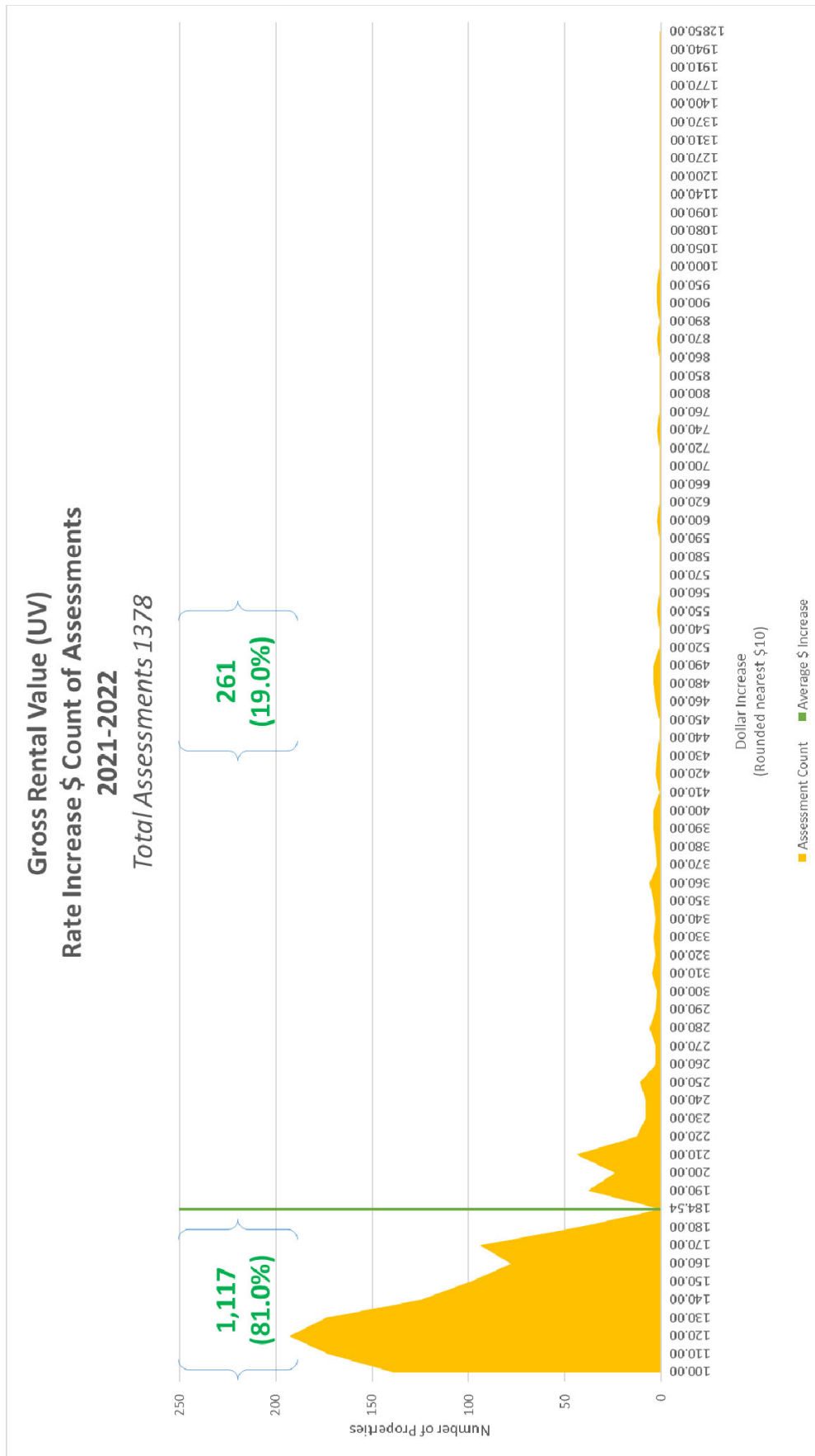
The President thanked everyone for attending the Special Meeting of Electors and for their participation.

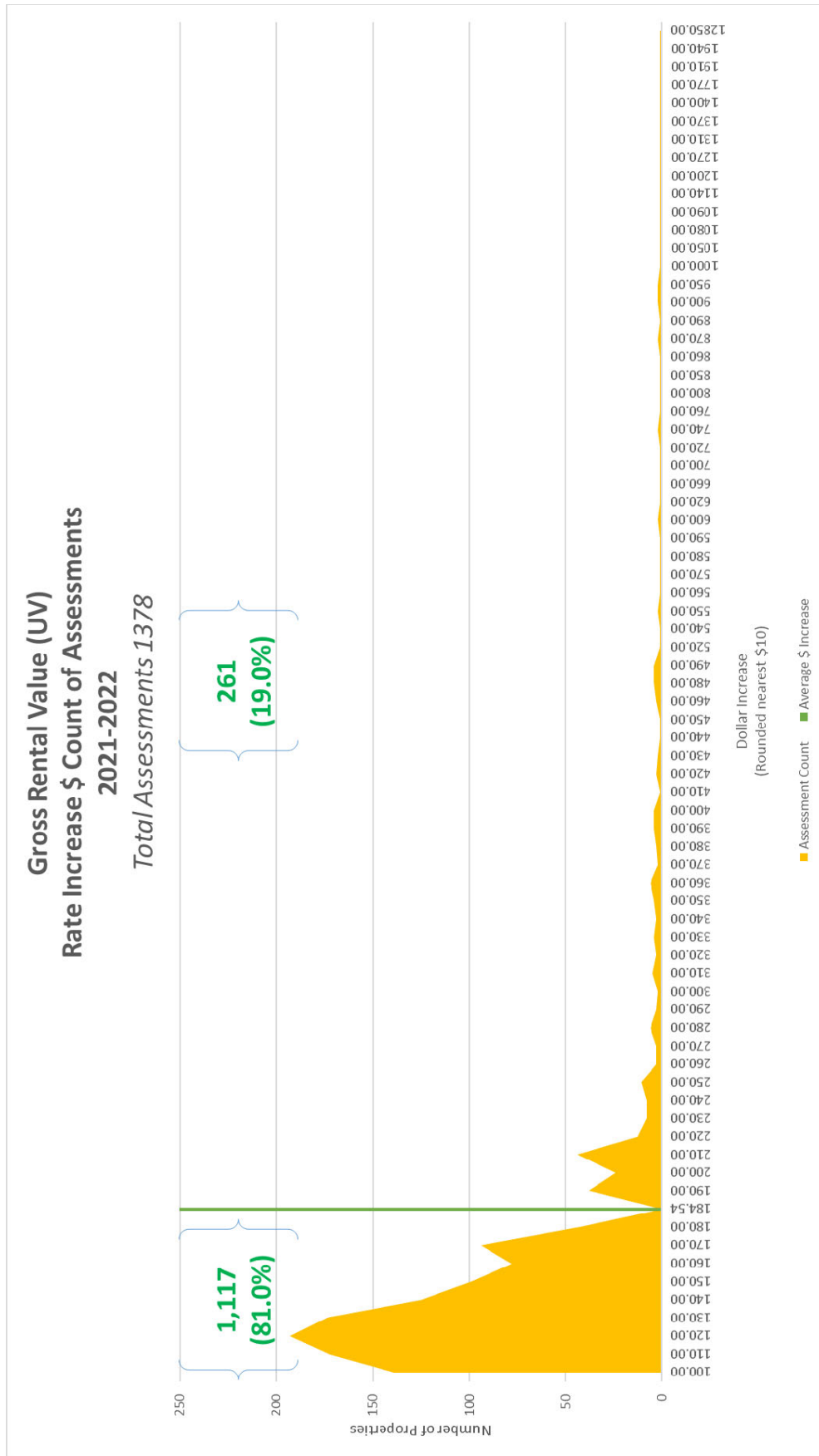
The Shire President advised that the date of the next Ordinary Council Meeting will be held on Wednesday, 27 October 2021, commencing at 5.00pm at the Shire of Donnybrook-Balingup Council Chambers.

Presiding Member declared the meeting closed at 7:05pm.

Appendix 1 – Additional Information for Responses







Appendix 2 – Disallowed Questions

Submitted By	Question	Presiding Member Reason for Disallowance
Sandra Hough (Elector)	1. Could the Shire explain why greater efforts are not made to Explain Projects, Collect more Community Feedback, Readjust and Change ideas as more involvement becomes the norm. Bunbury Central Revival Plans have great ideas for involving their community in this new Project. Could the Shire look into some of these ideas and use them to prevent feelings that have led to a Special Electors Meeting?	Question does not relate to either of the two nominated topics of the meeting.
Mike King (Elector)	2. The Shire constantly whinges that it has a lower rate income than larger and surrounding shires. (eg. Larger local governments across the South West have rates income representing up to 62% of all revenue). Everyone recognizes the differences. The Shire also has a large sections of its countryside tied up in State Government forests which require little specific infrastructure, but which do not pay rates – but which the State government recognizes, and compensates within the grants framework, resulting in the Shire having intrinsically a heavy reliance on Federal and State grants to fund capital and some operational expenditure (which we are presently taking advantage of). In the past five years, this Shire has received tied and untied grant income which has increased by some 70% (or approximately \$54M) compared to the previous five years. If there is doubt within the Council that this will continue to be the case, should Council be hellbent on constructing monument buildings and other grandiose schemes which many ratepayers object to, which may not be supported by many of the ratepayers, and the maintenance of which may burden the community with excessive rates increases far into the future, or should it take a more cautious and conservative to expenditure?	Question does not relate to either of the two nominated topics of the meeting.
Donnybrook Balingup Ratepayers and Residents Association (Non-electors)	3. Donnybrook Community Sporting Recreation Events Precinct Why - after Minister Murray urged careful 'due diligence' be done before committing ratepayers to this costly project - were some members of the stakeholder group asked to "PRETEND" to support the project FIRST and do due diligence LATER? 4. Was the stakeholder group shut down because some of its members insisted on due diligence being done first and not later and if it wasn't shut down because of that then why?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district. The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the

		district.
5.	Why was the original preferred “Plan A” in the master plan substituted after months of volunteer stakeholder group work for “Plan B” and who made this recommendation?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
6.	Was Plan B proposed by the Donnybrook Football Club (DFC), Shire President Piesse, Shire CEO or others?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
7.	Was/is Plan B supported without appropriate ‘due diligence’ by DFC, Shire President, Shire CEO and the current Minister for Sport?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
8.	Why weren’t the public, Shire Councillors and Minister Murray properly informed that the projects long serving Stakeholder Group had been disbanded after indicating their concern for appropriate ‘due diligence’?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
9.	Why was a public meeting held to inform ratepayers and residents of the more than two years work that community volunteers had put into helping councillors and community make an informed decision about the project, purposely disrupted by an organised mob which appeared to have been organised by a sitting councillor and supported by the Shire President and CEO as well as officials, members and supporters of the Donnybrook Football Club?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district. DBRRA requested this question be withdrawn (via email 10.06am 28 September).
10.	Will the Donnybrook CEO call on the Minister for Local Government and the Minister for Sport to instigate departmental inquiries into the actions of officials of the Shire of Donnybrook-Balingup to ensure that due processes, procedures, compliances, accountability and transparency have been followed through the process thus far in seeking upfront funds and onward commitments for this project and to ensure the future integrity of all projects being managed and or committed to by people in positions of trust on behalf of	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.

	ratepayers?	
	11. Why were the Men’s Hockey club and the Ladies Hockey club forced to relocate from Egan Park to VC Mitchell Park against their will?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
	12. Troy Jones from the DLGSCI stated at the Donnybrook Balingup OCM 22/09/2021 in his deputation to council “The \$6M funding was WA Covid Recovery money and there was no requirement for the DB Shire to co-contribute towards this funding” Why have the Ratepayers and Residents of Donnybrook Balingup not been told this before?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
	13. The Donnybrook Community Sporting Recreation Events Precinct master plan was presented to minister Mick Murry as shovel ready. What does shovel ready mean?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
	14. The Donnybrook Balingup CEO engaged Mr Peter Kenyon from “The Bank of Ideas”, who is an expert in governance, why has his report not been made public?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
Donnybrook Balingup Ratepayers and Residents Association (Non-electors)	15. When did the CEO receive the Financial Assistance Agreement (FAA) for the \$6M Covid Recovery Funding and when was this agreement presented to council for approval?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
	16. When did the CEO sign the Financial Assistance Agreement (FAA) as instructed by council at the 23 rd September 2020 council meeting - Agenda Item 9.3.1?	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
	17. At what point in time or date, did the CEO, or the Shire President, or the council know that the \$6M Covid Recovery Funding from the state government had no requirement for the Donnybrook Balingup Shire to co-contribute \$3M towards the funding.	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.

Appendix 3 – Disallowed Motions

Submitted by	Motion	Presiding Member Reason for Disallowance
Donnybrook Balingup Ratepayers and Residents Association Inc (Non-elector)	1. We the people gathered here tonight request the Presiding Member of the Meeting (the Shire President) to allow Questions and Motions be submitted from the floor as per the previous Special Meeting of Electors held in September 2017.	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district. Question does not relate to either of the two nominated topics of the meeting.
	2. That Council move a vote of no confidence in the CEO for misleading council on the funding requirement for the Donnybrook Community Sporting Recreation Events Precinct as there was no requirement for ratepayers to co-contribute \$3,000,000 to the \$6,000,000 WA Covid Recovery Funding.	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
	3. That Council move a vote of no confidence in the Shire President for misleading council on the funding requirement for the Donnybrook Community Sporting Recreation Events Precinct as there was no requirement for ratepayers to co-contribute \$3,000,000 to the \$6,000,000 WA Covid Recovery Funding.	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
	4. That Council accept reasonability for misleading the public on the funding requirement for the Donnybrook Community Sporting Recreation Events Precinct as there was no requirement for ratepayers to co-contribute \$3,000,000 to the \$6,000,000 WA Covid Recovery Funding.	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
	5. That Council move a vote no confidence in the Management Team of the Donnybrook Community Sporting Recreation Events Precinct. The information required by the Sporting Stakeholder groups and the public has not been forthcoming regarding a Feasibility study, Business Plan and Governance Model.	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.
	6. That Council investigates the implementation of live streaming of council meetings to YouTube on the basis of open and accountable governance.” Not all members of the public can attend council meetings at 5:00pm and some people have large distances to travel, in some cases more than 100km.	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district. Question does not relate to either of the two nominated topics of the meeting.

Simon McInnes (Elector)	7. That the shire asks the state government auditor general to conduct an independent forensic audit of the shire finances and report directly to council and should the auditor general decline the request that the shire make funds available and engage a suitably qualified person to conduct this audit.	Question does not relate to either of the two nominated topics of the meeting.
Donnybrook Balingup Ratepayers and Residents Association Inc (Non- elector)	8. That Council instigate an independent investigation into the CEO for making misleading recommendations in council agendas regarding the Shires \$3M co-contribution towards the state governments \$6M Covid Recovery Funding. Then report the findings back to the council and community by the November 2021 ordinary council meeting.	The Donnybrook Balingup Ratepayers and Residents Association is not an elector of the district.



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

Held on
Thursday 14 October 2021

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

Ben Rose
Chief Executive Officer

22 October 2021

Disclaimer

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

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SHIRE OF DONNYBROOK BALINGUP
AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES

Held at the Council Chambers
14 October 2021 at 5.00pm

1 DECLARATION OF OPENING

Chairperson – Acknowledgment of Country

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

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

2 ATTENDANCE

MEMBERS PRESENT

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

2.1 APOLOGIES

Ms Carly Anderson
Mr Ben Rose – Chief Executive Officer

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM CHAIRPERSON

Nil.

4 DECLARATION OF 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*.

5 CONFIRMATION OF MINUTES

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

EXECUTIVE RECOMMENDATION

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

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Newman

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

CARRIED 4/0

6 REPORTS OF OFFICERS

6.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETINGS 2022

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

Executive Recommendation

That the Audit and Risk Management Committee:

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

Wednesday 9 February 2022	5pm	Council Chamber
Wednesday 11 May 2022	5pm	Council Chamber
Wednesday 17 August 2022	5pm	Council Chamber
Wednesday 15 November 2022	5pm	Council Chamber

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

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

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

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

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

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

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

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

BACKGROUND

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

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

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

COMMITTEE RESOLUTION

Moved Cr Massey Seconded Cr Wringe

That the Audit and Risk Management Committee:

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

Wednesday 9 February 2022	5pm	Council Chambers
Wednesday 11 May 2022	5pm	Council Chambers
Wednesday 17 August 2022	5pm	Council Chambers
Wednesday 15 November 2022	5pm	Council Chambers

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

CARRIED 4/0

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

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

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

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

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

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

BACKGROUND

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

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

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

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

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

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

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

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

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

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

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

- 1. Receive the LG (Audit) Regulation 17 Status Update Report as attached at Attachment 6.2(1) in relation to the progress of items identified on the current Audit Regulation 17 Report;**

- 2. Request the CEO seek quotes to undertake the Local Government (Audit) Regulation 17 Review and present the quotes at the 9 February 2022 Audit and Risk Management Committee meeting.**

CARRIED 4/0

6.3 OFFICE OF THE AUDITOR GENERAL FINDINGS – STATUS UPDATE REPORT

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

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

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

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

BACKGROUND

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

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

That Council:

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

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

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

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

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

CARRIED 4/0

7 General Business

COMMITTEE RESOLUTION

Moved Cr Massey Seconded Cr Newman

That updated status reports contain track changes with verbal updates.

CARRIED 4/0

8 CLOSURE

The Chairperson declared the meeting closed at 6.10pm.



SPECIAL MEETING OF COUNCIL MINUTES

**Purpose: Swearing in of New Councillors and Election of
the Shire President and Deputy Shire President**

held on

Tuesday 19 October 2021

Commencing at 6.00pm
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**

20 October 2021

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SHIRE OF DONNYBROOK BALINGUP SPECIAL MEETING OF COUNCIL MINUTES

Held in the Council Chambers
Tuesday 19 October 2021 at 6.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The CEO declared the meeting open and welcomed the public gallery, Councillors, Councillors Elect, Ex Councillors and staff at 6:00pm.

Acknowledgment of Country

We acknowledge the Traditional Custodians of the land, the Wardandi People of the Noongar Nation, pay our respects to Elders past, present and emerging.

CEO – Public Notification of Recording of Meetings

The CEO advised that the meeting was being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The CEO 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.

Shire of Donnybrook Balingup Meeting Procedures Local Law 2017 6.17 (4) “A person shall ensure that his or her mobile telephone, audible pager or other electronic communications device is not switched on or used during any meeting of the Council, unless required for emergency use and permission has been granted by the Presiding Member prior to the start of the meeting.”

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Shane Atherton	Ben Rose – Chief Executive Officer
Cr Lisa Glover	Steve Potter – Director Operations
Cr Peter Gubler	Kim Dolzadelli – Director Corporate and Community
Cr Phil Jones	Maureen Keegan – Manager Executive Services
Cr Jackie Massey	Damien Morgan – Manager Works and Services
Cr Fred Mills	Karis Aplin – Communications Officer
Cr Chaz Newman	Archana Arun – Administration Officer Executive Services
Cr Chris Smith	
Cr Leanne Wringe	

Walter Bruce Hearman – Special Guest – JP (Freeman of the Shire)

PUBLIC GALLERY

25 members of the public were in attendance.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3 SWEARING-IN OF NEW COUNCILLORS

Mr Walter Bruce Hearman, JP (Freeman of the Shire) invited each Councillor Elect to undertake the Affirmation of Allegiance and Declaration of Office.

Each Councillor Elect was invited to address the Council and gallery prior to taking their seat.

4 ELECTION OF SHIRE PRESIDENT

The Chief Executive Officer invited nominations for the position of Shire President for the ensuing two years.

Cr Newman nominated Cr Wringe for the position of Shire President. Cr Wringe accepted the nomination.

Cr Fred Mills nominated himself for the position of Shire President.

A secret ballot was conducted and on counting the votes Cr Wringe was declared elected 5 votes to 4, for a period of two years.

Cr Wringe was sworn in to the position of Shire President in the presence of Walter Bruce Hearman (Freeman), JP. Shire President Wringe took the Presiding Members Chair.

5 ELECTION OF DEPUTY SHIRE PRESIDENT

Via the CEO, the Shire President invited nominations for the position of Deputy Shire President for the ensuing two years.

Nominations were received from Cr Newman, Cr Glover and Cr Jones and accepted in writing.

Cr Newman withdrew his nomination based on the outcome of the vote for Shire President and in the interest of ensuring a balanced council made up of new and old members and also to ensure balance in experience.

A secret ballot was conducted and on counting the votes Cr Glover was declared elected 5 votes to 4, for a period of two years.

Cr Glover was sworn in to the position of Deputy Shire President in the presence of Walter Bruce Hearman (Freeman), JP.

6 ALLOCATION OF SEATING ARRANGEMENTS

In accordance with s.8.1 of the *Shire of Donnybrook-Balingup Meeting Procedures Local Law 2017*, the Shire President allotted, alphabetically, a position at the Council table to each Member, with the exception of the Deputy Shire President sitting to the immediate right of the Shire President.

7 CLOSURE

The Shire President closed the meeting at 6:38 pm and advised that the next Agenda Briefing Session will commence at 2:00pm 20 October 2021 prior to the Ordinary Council Meeting commencing at 5.00pm 27 October 2021 in the Shire of Donnybrook Balingup Council Chamber.

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 27 OCTOBER 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT22494	ALLENS CIVIL & RURAL CONTRACTORS	BALINGUP BFB - REPAIR POTHOLES & COMPLETE MAINTENANCE	\$	2,403.50	
EFT22495	ALFS MACHINERY PTY LTD	MISC SMALL GOODS & SERVICES FOR AUGUST 2021	\$	431.20	
EFT22496	AUSTRALIA POST	SHIRE POSTAGE - AUGUST 2021	\$	1,273.44	
EFT22497	ANIMAL CARE EQUIPMENT & SERV	DOG BAG DISPENSERS FOR GOODS SHED & TOWNSITE	\$	179.37	
EFT22498	AUSTRALIAN SERVICES UNION WA	PAYROLL DEDUCTIONS	\$	25.90	
EFT22499	MAIA FINANCIAL	LEASE EXPENSES FOR PERIOD 01/10/2021 - 31/12/2021	\$	6,295.16	
EFT22500	A & R MACHINERY	REPAIR ROOF ELECTRICS FOR INTERMITTENT CUT OFF TO MOWER	\$	264.60	
EFT22501	ARM SECURITY	BEELERUP BFB - SECURITY MONITORING - 01/10/2021 - 31/12/2021	\$	135.85	
EFT22502	AQUATIC SERVICES WA PTY LTD	DBK REC CTR - CHLORINE INJECTION WITHDRAWAL QUILL REPAIR	\$	1,060.40	
EFT22503	AUS MEDIA OUTSIDE BROADCAST P/L	TV PRODUCTION - EXTENDED TIME PACKAGE IN CCWA TV SHOW	\$	7,700.00	
EFT22504	BALINGUP PROGRESS ASSOCIATION	2021/22 MINOR GRANTS - BALINGUP STORYTIME	\$	500.00	
EFT22505	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF AUGUST 2021	\$	16,214.00	
EFT22506	BIG APPLE BAKERY	AUSTRALIAN CITIZENSHIP - CATERING	\$	46.40	
EFT22507	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - AUG 2021	\$	226.23	
EFT22508	BUNBURY HARVEY REGIONAL CNL	ORGANICS DISPOSAL - AUGUST 2021	\$	2,961.84	
EFT22509	STAFF REIMBURSEMENTS	MEAL EXPENSES - FAREWELL LUNCH	\$	163.49	
EFT22510	BOLT SOLUTIONS PTY LTD	APPLE FUN PARK - REPLACEMENT COIN COLLECTION UNIT	\$	1,083.50	
EFT22511	BLACKWOOD TANKS	VC MITCHELL PK - WATER TANK FOR BORE	\$	5,000.00	
EFT22512	DUG CROSS ELECTRICS	PRESTON VILL - REPLACE CORRODED POWER BREAKER	\$	2,036.00	
EFT22513	CLARK RUBBER - BUNBURY	DB112 P&G UTE - RUBBER MAT FOR UTE TRAY	\$	97.43	
EFT22514	CLEANAWAY	REFUSE COLLECTION - AUGUST 2021	\$	20,944.88	
EFT22515	COWARA CONTRACTORS PTY LTD	FINAL PAYMENT FOR WIN, CRUSH & STOCKPILE OF GRAVEL	\$	59,835.32	
EFT22516	CORSIGN WA	ACROD PARKING & NO DOG SIGNAGE	\$	508.20	
EFT22517	COMMON GROUND TRAILS PTY LTD	DBK PUMP TRACK - MAIN TENDER AWARD PROGRESS PAYMENT	\$	12,830.40	
EFT22518	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL	\$	165.00	
EFT22519	DONNYBROOK NEWSAGENCY	NEWSPAPERS, BUSINESS CARDS & MISC STATIONERY	\$	183.40	
EFT22520	DONNYBROOK PHARMACY	BAND AIDS FOR DEPOT & WORK VEHICLE - FIRST AID KITS	\$	39.96	
EFT22521	DYMOCKS BUSSELTON	DBK LIBRARY - PURCHASE OF LIBRARY RESOURCES/BOOKS	\$	490.24	
EFT22522	DONNYBROOK TYRE SERVICE	DB009 DCC VEHICLE - NEW TYRES & ALIGNMENT, DB799 - NEW TYRE	\$	1,105.00	
EFT22523	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - SHARED OPERATING EXPENSES - AUG 2021	\$	1,221.54	
EFT22524	SUPA IGA DONNYBROOK	DBK REC CTR - KITCHEN SUPPLIES	\$	28.42	
EFT22525	DELL FINANCIAL SERVICES PTY LTD	LEASE EXPENSES FOR PERIOD 01/10/2021 - 31/10/2021	\$	821.46	
EFT22526	DBCEC (WA) PTY LTD	DWMF - PUSH UP OF CARTED FILL MATERIAL AS PER RFT 01/1819	\$	56,963.50	
EFT22527	STAFF REIMBURSEMENTS	REIMBURSE POLICE CLEARANCE & TYRE PUNCTURE REPAIR	\$	129.00	
EFT22528	RAE VICTORIA DYER	DBK LIBRARY - REIMBURSE POLICE CLEARANCE - VOLUNTEER	\$	57.60	
EFT22529	GARMIN	GARMEN MESSENGER AND GPS DEVICE 14/09/2021 - 13/10/2021	\$	60.00	
EFT22530	HARVEY NORMAN SUPERSTORE	PROTECTIVE PHONE CASE FOR W&S PHONE	\$	69.95	
EFT22531	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL SITE - AUGUST 2021	\$	22,189.80	
EFT22532	COVERT SIGNS	W&S - DIRECTIONAL ROAD SIGNAGE	\$	93.50	

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 27 OCTOBER 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT22533	SKIPPERS PLUMBING SERVICES	DB SES - INVESTIGATE WC PIPES & WATER PRESSURE ISSUES	\$	104.50	
EFT22534	HAYS SPECIALIST RECRUITMENT P/L	PEOPLE & CULTURE COORDINATOR - W/E 05/09 & 12/09/2021	\$	3,785.13	
EFT22535	STAFF REIMBURSEMENTS	DBK REC CTR - REIMBURSE POOL OPERATIONS TRAINING	\$	1,045.00	
EFT22536	SOUTH WEST ISUZU	DB799 TRUSCK - EXHAUST BRAKE EXTRACTOR	\$	186.59	
EFT22537	JONNO'S HANDYMAN & CARPENTRY	WELL AGED UNITS - MAINTENANCE & GARDENING SERVICES	\$	1,633.60	
EFT22538	MALATESTA ROAD PAVING & HOTMIX	EMULSION FOR ROAD MAINTENANCE WORKS	\$	560.00	
EFT22539	PRESTON PRESS	ADVERTISING EXPENSES - SEPTEMBER 2021	\$	910.00	
EFT22540	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$	266.20	
EFT22541	PRESTON VALLEY MAINTENANCE	NETBALL BUILDING MAINTENANCE, FOOTPATH REPAIRS - UNION ST	\$	4,758.00	
EFT22542	ROYAL LIFE SAVING	DBK REC CTR - SWIMMING CERTIFICATES	\$	165.10	
EFT22543	RIVERSEA PAINTING	UNIT 1 MINNINUP COTT - INTERNAL PAINTING REFURBISHMENT	\$	2,560.00	
EFT22544	RTR FITNESS	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - AUG 2021	\$	1,008.00	
EFT22545	SPENCER SIGNS	COUNCIL CHAMBER - SUPPLY & INSTALL ACRYLIC SIGNAGE	\$	547.80	
EFT22546	SPORTSWORLD OF WA	DBK REC CTR - KIOSK GOGGLES	\$	429.00	
EFT22547	SOUTH WEST PERSONNEL	CONTRACT ENVIRONMENTAL OFFICER W/E 03/09 & 10/09/2021	\$	2,310.00	
EFT22548	TELSTRA	TELEPHONE AND INTERNET EXPENSES	\$	2,579.49	
EFT22549	TRUCKLINE	DB4806 TRACTOR - REPLACEMENT SIDE MIRROR	\$	74.06	
EFT22550	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$	46.53	
EFT22551	THE PRINT SHOP BUNBURY	A1 SIZE PRINT IMAGES FOR COMMUNITY INFORMATION FORUM	\$	576.00	
EFT22552	SYNERGY	ELECTRICITY EXPENSES	\$	402.05	
EFT22553	VEOLIA ENVIRONMENTAL SERVICES	2021 PIT CLEANING AS PER RFQ 01/2018	\$	7,869.40	
EFT22554	WESTSIDE WINDSCREENS	DB2134 TRUCK - REPLACE WINDSCREEN	\$	395.00	
EFT22555	WARREN B/WOOD ALLIANCE OF CNLS	CONTRIBUTION TO 2021/22 PROJECTS	\$	16,063.75	
EFT22556	WATER BORE REDEVELOPERS P/L	RE-ESTABLISH MARSHALL RD EMERGENCY WATER BORE	\$	1,012.00	
EFT22557	ZIPFORM	RATES NOTICES 2021/22 PRINTING AND POSTING EXPENSES	\$	6,211.18	
EFT22557a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR WEEK ENDING 22/09/2021	\$	135,648.20	
EFT22557b	AUSTRALIAN TAX OFFICE	BAS - AUGUST 2021	\$	88,717.00	
EFT22558	ALFS MACHINERY PTY LTD	W&S - SPRAY TANK & RETRACTABLE HOSE FOR MAINTENANCE	\$	1,092.00	
EFT22559	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$	25.90	
EFT22560	AMITY SIGNS	RURAL ROAD NUMBER PLATES	\$	32.45	
EFT22561	ABCO PRODUCTS PTY LTD	PUBLIC CONVENIENCES - CLEANING PRODUCTS	\$	33.64	
EFT22562	ARC INFRASTRUCTURE PTY LTD	LICENCE PREPERATION FEE - RAIL CORRIDOR AT EGAN PARK	\$	1,375.00	
EFT22563	AFGRI EQUIPMENT AUSTRALIA P/L	DB754 LOADER - EXCESS ON COMPREHENSIVE WARRANTY CLAIM	\$	199.99	
EFT22564	ACTIVE DISCOVERY	APPLE FUN PARK REVITILISATION - PROGRESS PAYMENT	\$	297,000.00	
EFT22565	ALTUS GROUP CONSULTING PTY	VC MITCHELL PK - QUANTITY SURVEYING CONSULTANT SERVICES	\$	2,475.00	
EFT22566	BUNBURY RETRAVISION	DBK REC CTR - COMMERCIAL URN	\$	348.00	
EFT22567	BUNNINGS GROUP LIMITED	APPLE FUN PARK - TIMBER FOR LANDSCAPING WORKS	\$	485.10	
EFT22568	BBY REGIONAL ENTERTAINMENT CTR	WA EMERGENCY MANAGEMENT CONFERENCE ENTRANCE X 2	\$	307.00	
EFT22569	BALINGUP LIQUOR & GENERAL STORE	DIESEL PURCHASES - SEPTEMBER 2021	\$	29.37	

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 27 OCTOBER 2021

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT22570	BP SERVICE STATION	ADMIN & BFB'S - FUEL PURCHASES - AUGUST 2021	\$ 768.19	
EFT22571	BLUE FORCE PTY LTD	PRESTON VILLAGE - REPLACE EMERGENCY MEDICAL PENDANT	\$ 95.50	
EFT22572	BRECKEN HEALTH CARE	PRE-EMPLOYMENT MEDICAL	\$ 171.60	
EFT22573	BARK ENVIRONMENTAL PTY LTD	DIEBACK ASSESSMENT - SCRUB BIRD PIT & ACCESS TRACK 2021	\$ 4,675.00	
EFT22574	BUN/GEO ECONOMIC ALLIANCE	2021/22 BGEA MEMBERSHIP FOR JULY & AUGUST 2021 - FINAL	\$ 1,558.70	
EFT22575	CITY & REGIONAL FUELS	FUEL EXPENSES - SEPTEMBER 2021	\$ 12,768.79	
EFT22576	DUG CROSS ELECTRICS	PRESTON VILL & REC CTR - MISC ELECTRICAL REPAIRS	\$ 1,508.00	
EFT22577	CRAVEN FOODS	DBK REC CTR - KIOSK CHIP & CONFECTIONERY SUPPLIES	\$ 301.81	
EFT22578	COATES CIVIL CONSULTING PTY LTD	PROFESSIONAL SERVICES - DESIGN OF COLLINS STREET	\$ 6,050.00	
EFT22579	CLEANAWAY	BLN TRANSFER STN - CLEAR WASTE BINS - SEPTEMBER 2021	\$ 1,631.35	
EFT22580	CORSIGN WA	DUCK CROSSING & SOFT GROUND WARNING SIGNS	\$ 341.00	
EFT22581	DONNYBROOK NEWSAGENCY	NEWSPAPERS, MISC STATIONERY & DRYCLEANING - SEPT 2021	\$ 218.65	
EFT22582	DONNYBROOK FRUIT BARN	CATERING FOR VARIOUS TRAINING & MEETINGS - SEPT 2021	\$ 1,108.00	
EFT22583	DONNYBROOK COUNTRY CLUB	VENUE HIRE FOR MEET THE CANDIDATES NIGHT - 23 SEPT 2021	\$ 100.00	
EFT22584	DBK & DISTRICTS PLUMBING SERVICE	BLN S/PIPE GOODS FOR INSTALL & CONNECT, ABLUTION REPAIRS	\$ 6,512.00	
EFT22585	DONNYBROOK TYRE SERVICE	VARIOUS VEHICLE TYRE REPLACEMENTS & REPAIRS	\$ 4,127.50	
EFT22586	SUPA IGA DONNYBROOK	GROCERIES FOR STAFF ROOM, DEPOT & REC CTR	\$ 353.19	
EFT22587	DONNYBROOK HOTEL	BUDGET PRESENTATION - ROOM SETUP AND CATERING	\$ 200.00	
EFT22588	DE LAGE LANDEN PTY LTD	LEASE EXPENSES FOR PERIOD 22/08/2021 - 21/09/2021	\$ 1,340.24	
EFT22589	DBCEC (WA) PTY LTD	GRAVEL FOR ROAD MAINTENANCE WORKS - VARIOUS ROADS	\$ 1,129.98	
EFT22590	DONNYBROOK MENS SHED (INC)	APPLE FUN PARK - OPENING CEREMONY EQUIPMENT	\$ 200.00	
EFT22591	ESET SOFTWARE AUSTRALIA PTY LTD	ESET LICENSES - DESKTOP & SERVER VIRUS SCANNER	\$ 2,618.00	
EFT22592	ESC ENGINEERING	VC MITCHELL PK - ELECTRICAL, COMMS & SECURITY CONSULTING	\$ 4,400.00	
EFT22593	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$ 154.22	
EFT22594	HASTIE WASTE PTY LTD	DWMF & TOWNSITE - EMPTY FRONTLIFT BINS - SEPT 2021	\$ 520.00	
EFT22595	COVERT SIGNS	DB377 ARGYLE LT2 - REPLACE MELTED STRIPING ON DOOR & PANEL	\$ 82.50	
EFT22596	HIGGINS COATINGS PTY LTD	MINNINUP COTT - CONTRACT PAINTING WORKS (FINAL YEAR)	\$ 3,915.27	
EFT22597	HAYS SPECIALIST RECRUITMENT	PEOPLE & CULTURE COORDINATOR - W/E 19/09, 26/9 & 03/10/2021	\$ 6,081.92	
EFT22598	JONNO'S HANDYMAN AND CARPENTRY	WELL AGED UNITS - MAINTENANCE & GARDENING SERVICES	\$ 420.75	
EFT22599	JOHN PHILLIPS CONSULTING	PROFESSIONAL SERVICES - CEO PERFORMANCE REVIEW 2021	\$ 4,400.00	
EFT22600	WESFARMERS KLEENHEAT GAS P/L	GAS BOTTLE FACILITY FEES - SEPTEMBER 2021	\$ 148.50	
EFT22601	LANDGATE CUSTOMER ACCOUNT	TITLE SEARCH FOR NATIVE TITLE SETTLEMENT REQUEST	\$ 27.20	
EFT22602	LIVING SPRINGS	BOTTLED WATER FOR ADMIN OFFICE	\$ 46.00	
EFT22603	LANDMARK ENGINEERING & DESIGN	DBK ARBORETUM - 2 x PICNIC TABLES PLUS FREIGHT	\$ 10,140.90	
EFT22604	LD TOTAL	APPLE FUN PARK - SUPPLY & INSTALLATION OF TURF	\$ 6,435.28	
EFT22605	MCG ARCHITECTS PTY LTD	VC MITCHELL PK - ARCHITECTURAL & SUB CONSULTANCY SERVICES	\$ 24,884.75	
EFT22606	MCDONALD FENCING	DBK REC CTR - SUPPLY & INSTALL INTERNAL STORAGE COMPOUND	\$ 8,662.50	
EFT22607	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - SEPTEMBER 2021	\$ 2,450.16	
EFT22608	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE 26/08/2021 - 25/09/2021	\$ 1,084.36	

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 27 OCTOBER 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT22609	MILLINDI ENTERPRISES	PREPARE & DELIVER SUBMISSION FOR LG AWARDS - GOODS SHED	\$	1,300.00	
EFT22610	OFFICEWORKS	ADMIN, LIBRARY & DEPOT - STATIONERY SUPPLIES	\$	555.82	
EFT22611	PERKINS BUILDERS	GOODS SHED - REMEDIAL WORKS TO BATHROOMS & LIGHTING	\$	1,833.65	
EFT22612	PFI CLEANING SUPPLIES	ADMIN - CLEANING SUPPLIES	\$	385.10	
EFT22613	PRESTON VALLEY MAINTENANCE	APPLE FUN PARK - REFURBISHMENT OF EQUIPMENT	\$	3,839.00	
EFT22614	PRESTON POWER EQUIPMENT	MOWER - REPAIRS TO REEL CUTTING EDGE	\$	496.50	
EFT22615	HOLCIM (AUSTRALIA) PTY LTD	APPLE FUN PARK - 3 METRES CAMEL CEMENT	\$	1,116.72	
EFT22616	ROYAL LIFE SAVING	DBK REC CTR - RESCUE THROW BAGS & FREIGHT	\$	143.95	
EFT22617	SPENCER SIGNS	APPLE FUN PARK - ACRYLIC SIGN REMANUFACTURE	\$	481.25	
EFT22618	ST JOHN AMBULANCE DONNYBROOK	ST JOHN FIRST AID TRAINING FOR W&S AND DBK REC CTR STAFF	\$	1,227.00	
EFT22619	SOUTHERN LOCK & SECURITY	ALARM MONITORING SERVICES	\$	561.72	
EFT22620	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - SEPTEMBER 2021	\$	1,269.79	
EFT22621	BUNBURY TRUCKS	DB2134 TRUCK - RADIATOR ASSY, DB4550 TRUCK - FIRST SERVICE	\$	1,881.06	
EFT22622	SPORTSWORLD OF WA	DBK REC CTR - KIOSK GOGGLES & ACCESSORIES	\$	330.00	
EFT22623	SHRED-X PTY LTD	ADMIN OFFICE - SHREDDING BIN PICKUP	\$	236.12	
EFT22624	SCOPE BUSINESS IMAGING	DBK SES - PREVENTATIVE SERVICE PLAN FOR PRINTER/COPIER FROM	\$	12.89	
EFT22625	STANTEC AUSTRALIA PTY LTD	VC MITCHELL PK - HYDRAULIC SUB CONSULTANCY SERVICES	\$	9,275.75	
EFT22626	SOUTH WEST PERSONNEL	PERMANENT PLACEMENT FEE - ENVIRONMENTAL OFFICER	\$	5,005.00	
EFT22627	TELSTRA	TELEPHONE AND INTERNET EXPENSES	\$	2,156.34	
EFT22628	WA TREASURY CORPORATION	LOAN PAYMENT & INTEREST REPAYMENTS	\$	21,206.55	
EFT22629	TOTALLY WORKWEAR	ADMIN - 2020/21 CORPORATE UNIFORM NEW STAFF	\$	514.80	
EFT22630	TOTALLY SOUND	DBK HALL - HIRE OF PROJECTOR SCREEN	\$	364.69	
EFT22631	TOLL TRANSPORT PTY LTD	W&S - ROAD SIGNAGE - FREIGHT EXPENSES	\$	34.73	
EFT22632	TARVIA	APPLE FUN PARK - BENCH SEATING	\$	3,254.90	
EFT22633	VALVOLINE AUSTRALIA PTY LTD	DEPOT - ALL FLEET PLUS, GREASE	\$	2,578.70	
EFT22634	SYNERGY	ELECTRICITY EXPENSES	\$	16,845.15	
EFT22635	WA LOCAL GOVERNMENT ASSOC	LOCAL GOVT WEEK REGISTRATION - SEPT 21	\$	4,015.00	
EFT22636	VEOLIA ENVIRONMENTAL SERVICES	SWEEP OF DONNYBROOK MAIN STREET	\$	2,877.60	
EFT22637	WORK CLOBBER	UNIFORM & PPE FOR NEW EMPLOYEE	\$	419.70	
EFT22638	WA AUTOMOTIVE PTY LTD	2 X MITSUBISHI TRITON (INCLUSIVE OF TRADE IN)	\$	36,474.75	
EFT22639	WA LASER ENGRAVING	APPLE FUN PARK - BENCH SEAT PLAQUE RESTORATION	\$	350.00	
EFT22640	ZIPFORM	RATES - PRINTING OF BASE STOCK PLUS FREIGHT	\$	1,249.53	
EFT22640a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR WEEK ENDING 06/10/2021	\$	133,300.34	
EFT22640b	WESTNET PTY LTD	INTERNET EXPENSES FOR PERIOD 01/09/2021 - 01/10/2021	\$	52.97	
53693	MAGISTRATES COURT OF WA	PAYMENT OF PROSECUTION FEES	\$	155.70	
53694	SHIRE OF DONNYBROOK BALINGUP	PETTY CASH RECOUP TO SEPT 2021	\$	260.75	
DD26132.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	18,619.46	
DD26132.2	SUPERESTATE	PAYROLL DEDUCTIONS	\$	152.18	
DD26132.3	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	159.38	

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 27 OCTOBER 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
DD26132.4	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	326.92	
DD26132.5	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	369.55	
DD26132.6	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,885.93	
DD26132.7	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	383.08	
DD26132.8	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	210.79	
DD26132.9	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	342.35	
DD26132.10	UNISUPER	PAYROLL DEDUCTIONS	\$	74.34	
DD26132.11	HOSTPLUS	PAYROLL DEDUCTIONS	\$	403.85	
DD26132.12	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	229.04	
DD26148.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$	45.71	
DD26148.2	HOSTPLUS	PAYROLL DEDUCTIONS	\$	403.85	
DD26148.3	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	231.53	
DD26148.4	SUPERESTATE	PAYROLL DEDUCTIONS	\$	147.77	
DD26148.5	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	180.63	
DD26148.6	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	326.92	
DD26148.7	AWARE SUPER	PAYROLL DEDUCTIONS	\$	18,277.48	
DD26148.8	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,764.43	
DD26148.9	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	474.56	
DD26148.10	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	399.66	
DD26148.11	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	207.05	
DD26148.12	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	342.35	
DD26148.13	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$	50.10	
DD26148.14	UNISUPER	PAYROLL DEDUCTIONS	\$	59.93	
				\$ 1,232,866.68	\$ -
				\$ 1,232,866.68	\$ 1,232,866.68

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 27 OCTOBER 2021.**

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	EFT22494-EFT22640b, 53693 - 53694, DD26132.1- DD26132.12 and DD26148.1 - DD26148.14	\$1,232,866.68
Trust	-	\$0.00
<i>Monthly Cheque Totals</i>		<u><u>\$1,232,866.68</u></u>

CERTIFICATION OF DIRECTOR CORPORATE & COMMUNITY

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from EFT22494-EFT22640b, 53693 - 53694, DD26132.1- DD26132.12 and DD26148.1 - DD26148.14 totalling \$1,232,866.68 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

15/10/2021

DATE



Shire of
Donnybrook Balingup

Monthly Financial Reports

Management Statements

For the period ended
31st August 2021

Shire of Donnybrook-Balingup

Monthly Report to Council

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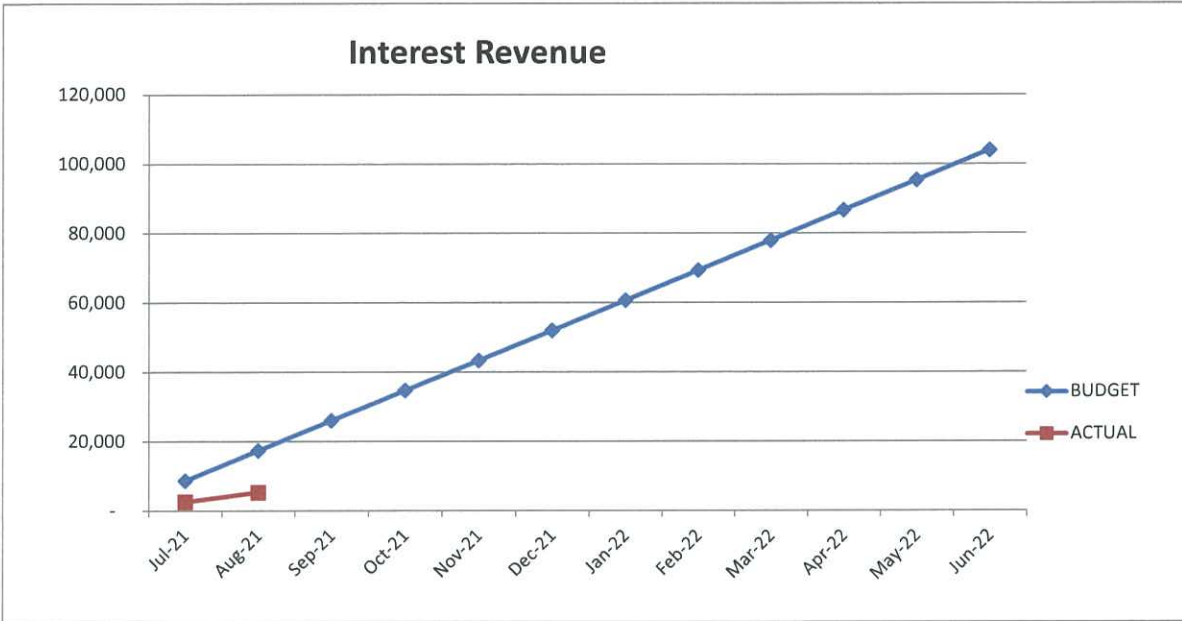
<u>FINANCIAL STATEMENTS</u>	Page
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st August 2021

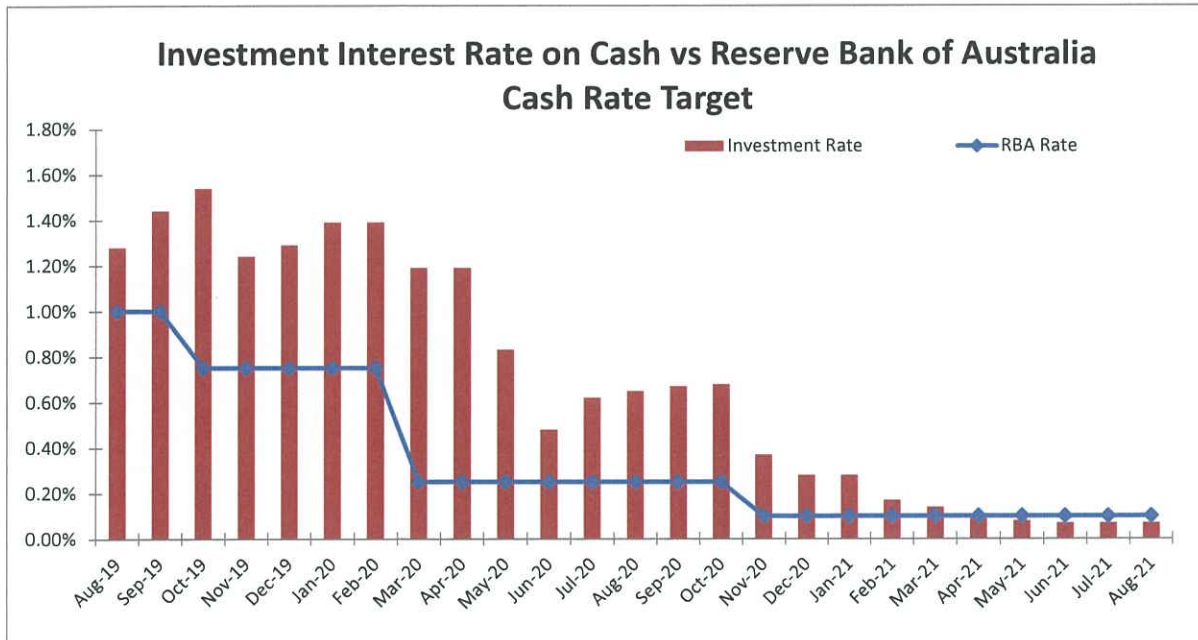
Cash & Investments

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

	YTD Actual	YTD Budget
Municipal Fund:	\$ 377	\$ 3,000
Reserve Fund:	\$ 363	\$ 5,000
Interest Revenue - Rates	\$ 4,560	\$ 9,332
	<u>\$ 5,299</u>	<u>\$ 17,332</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.

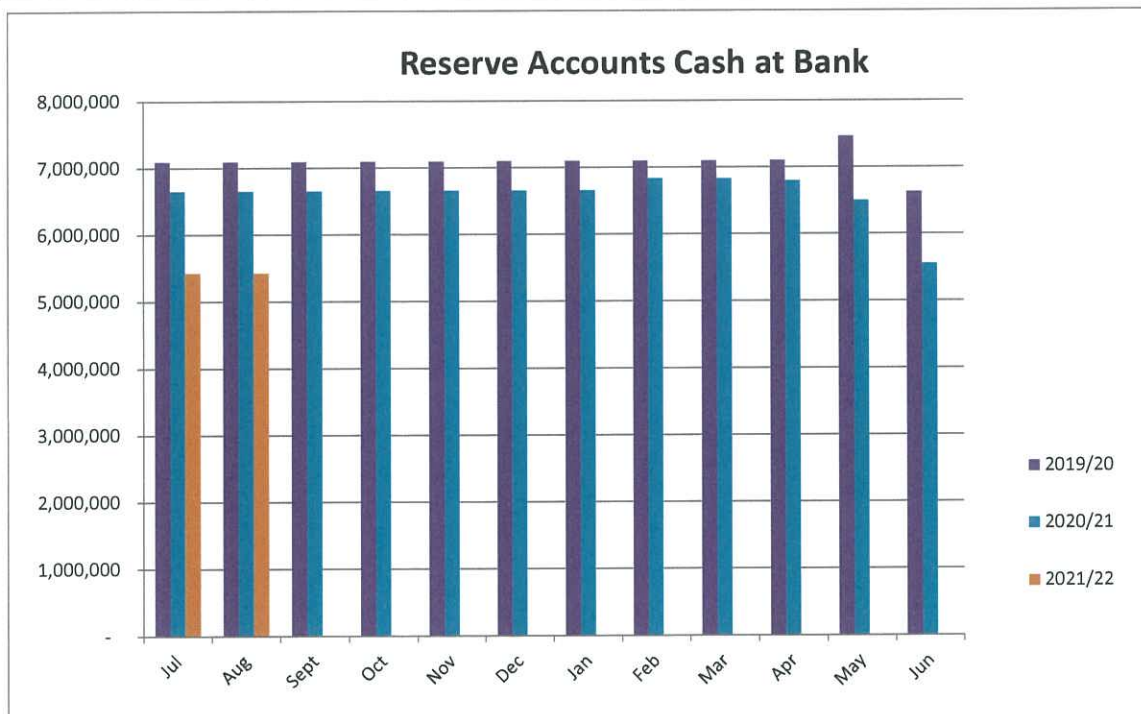
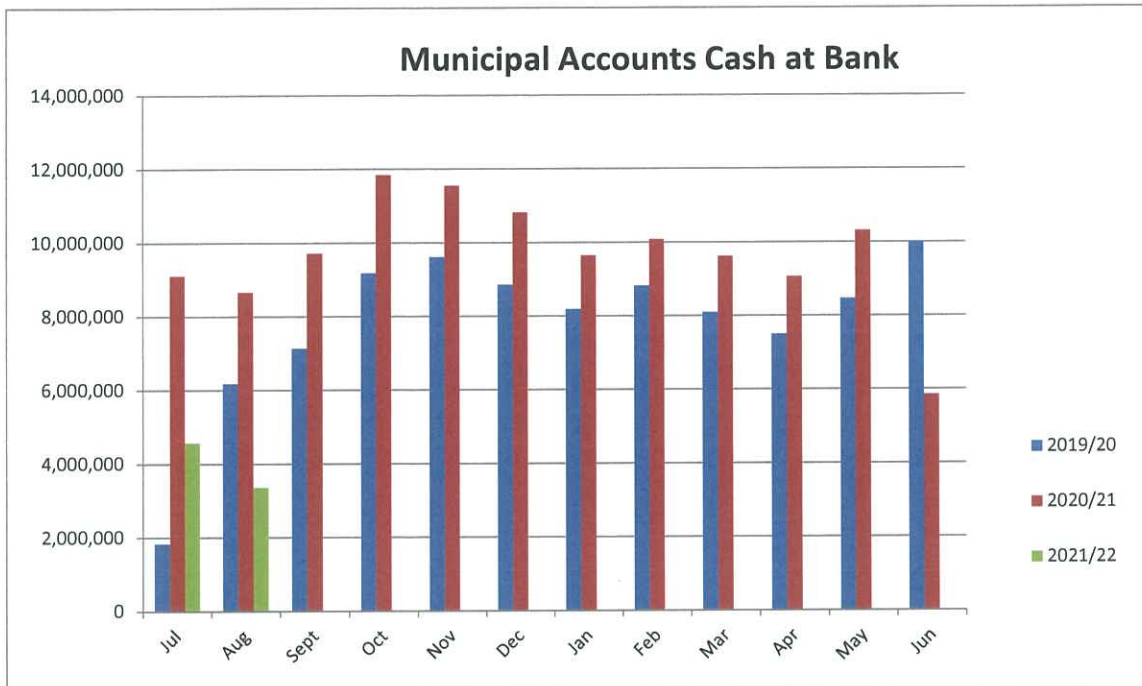


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st August 2021

Cash & Investments

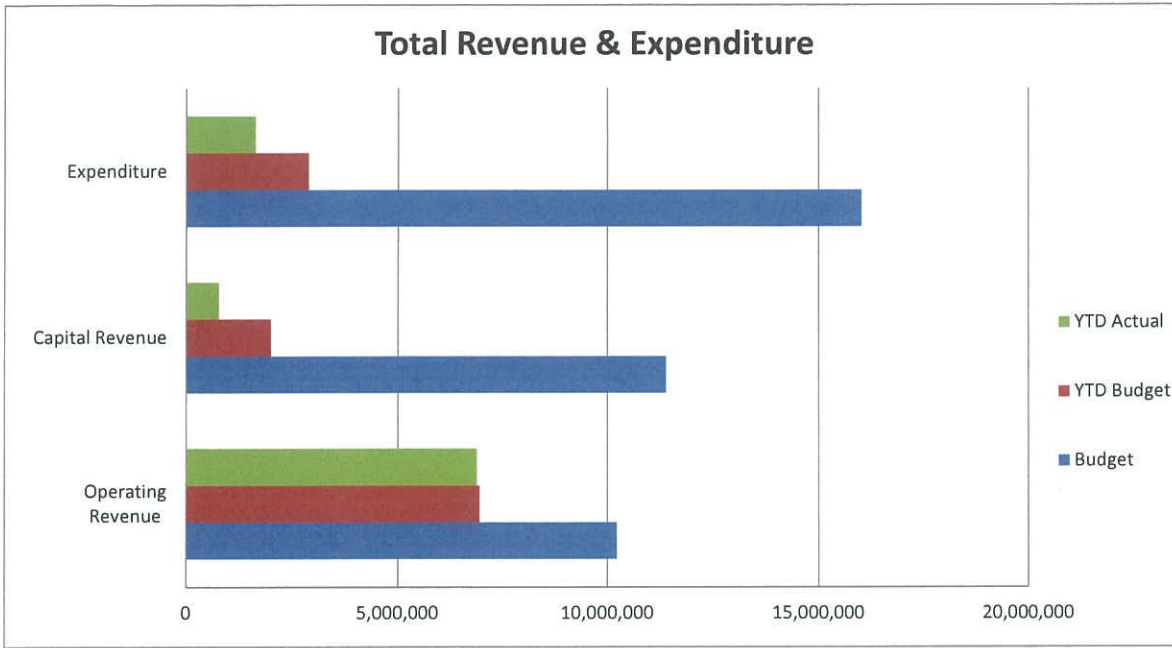
As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$3,356,311.80. This includes investments held by the Shire of \$1,014,979.32.

Municipal Investment Account total	\$	1,015,066
Restricted Funds - Bond Deposits	\$	-
 Municipal Account Cash at Bank total	 \$	 2,341,246
Reserve Account Cash at Bank total	\$	5,426,259
Reserve Investment Accounts Cash at Bank	\$	-
	\$	8,782,570



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

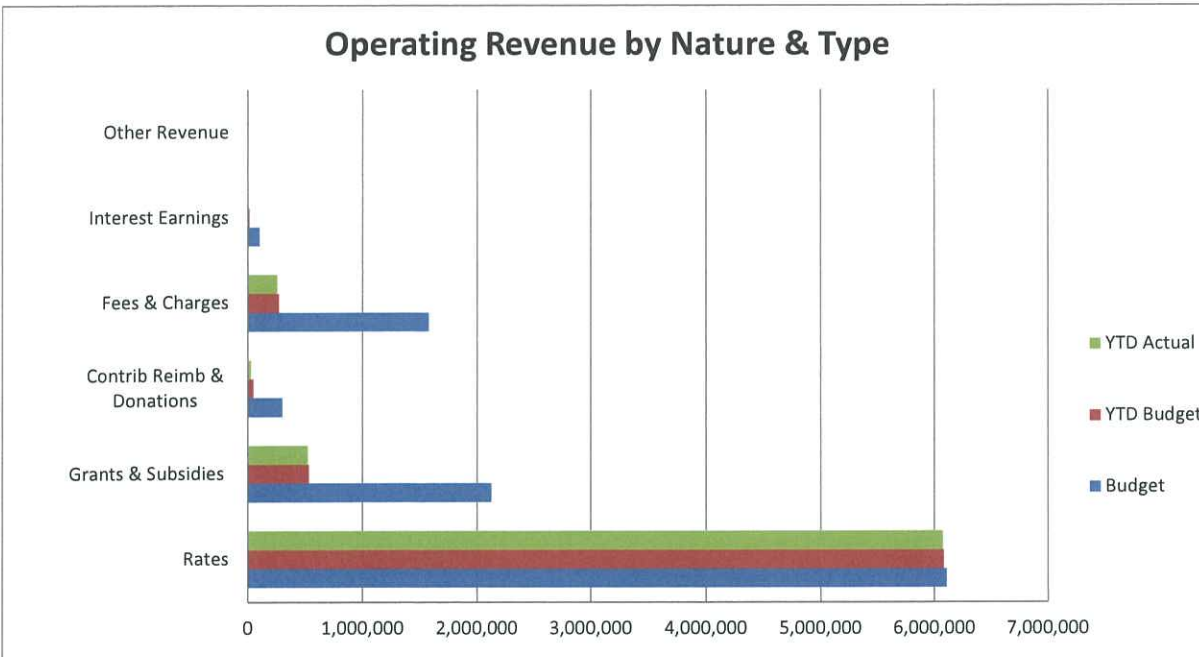
Nature & Type Reporting



Total Revenue & Expenditure

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	10,230,049	6,963,316	6,898,437	(0.93%)
Capital Revenue	11,389,111	2,016,678	775,865	(61.53%)
Expenditure	16,029,978	2,908,034	1,645,929	(43.40%)

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

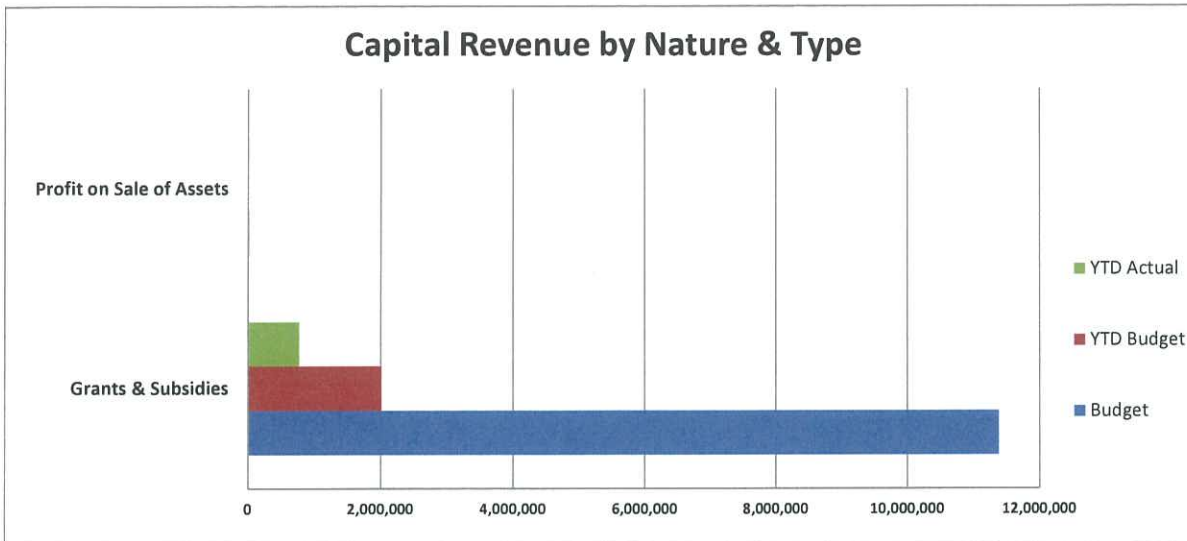


Operating Revenue by Nature & Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	6,110,565	6,086,147	6,078,215	(0.13%)
Grants & Subsidies	2,129,496	536,119	526,672	(1.76%)
Contrib Reimb & Donations	303,501	50,562	30,191	(40.29%)
Fees & Charges	1,582,087	273,090	258,060	(5.50%)
Interest Earnings	104,000	17,332	5,299	(69.42%)
Other Revenue	400	66	0	(99.97%)
Total	10,230,049	6,963,316	6,898,437	

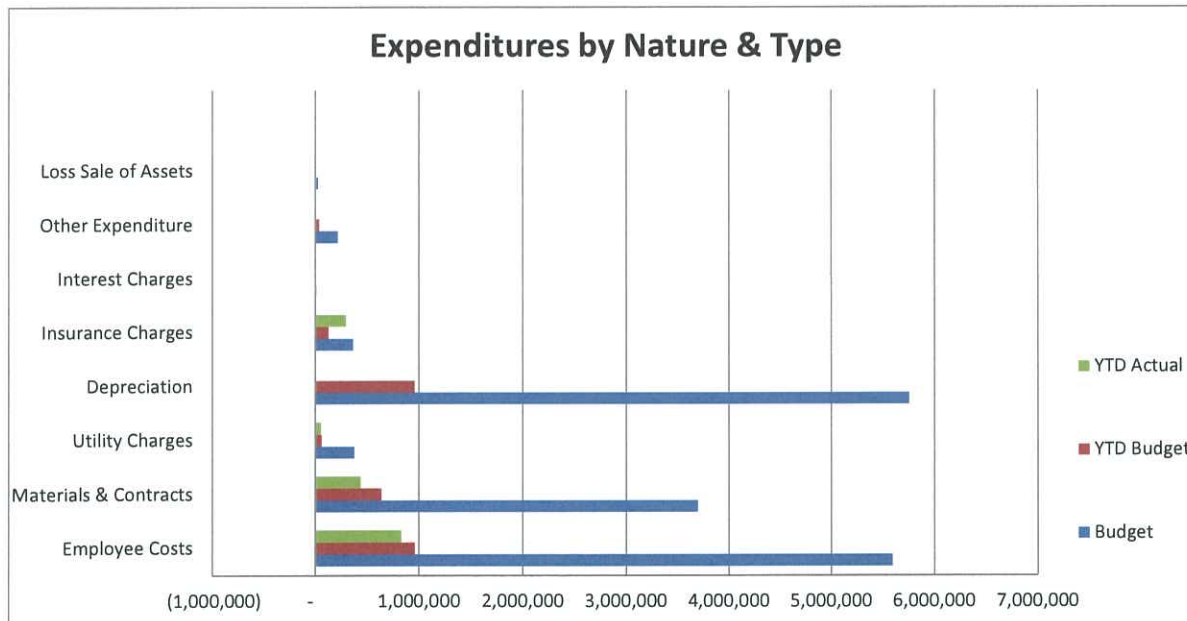
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st August 2021

Nature & Type Reporting (continued)



Capital Revenue by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	11,389,111	2,016,678	775,865	(61.53%)
Profit on Sale of Assets	24,018	3,000	0	(100.00%)
Total	11,413,129	2,019,678	775,865	

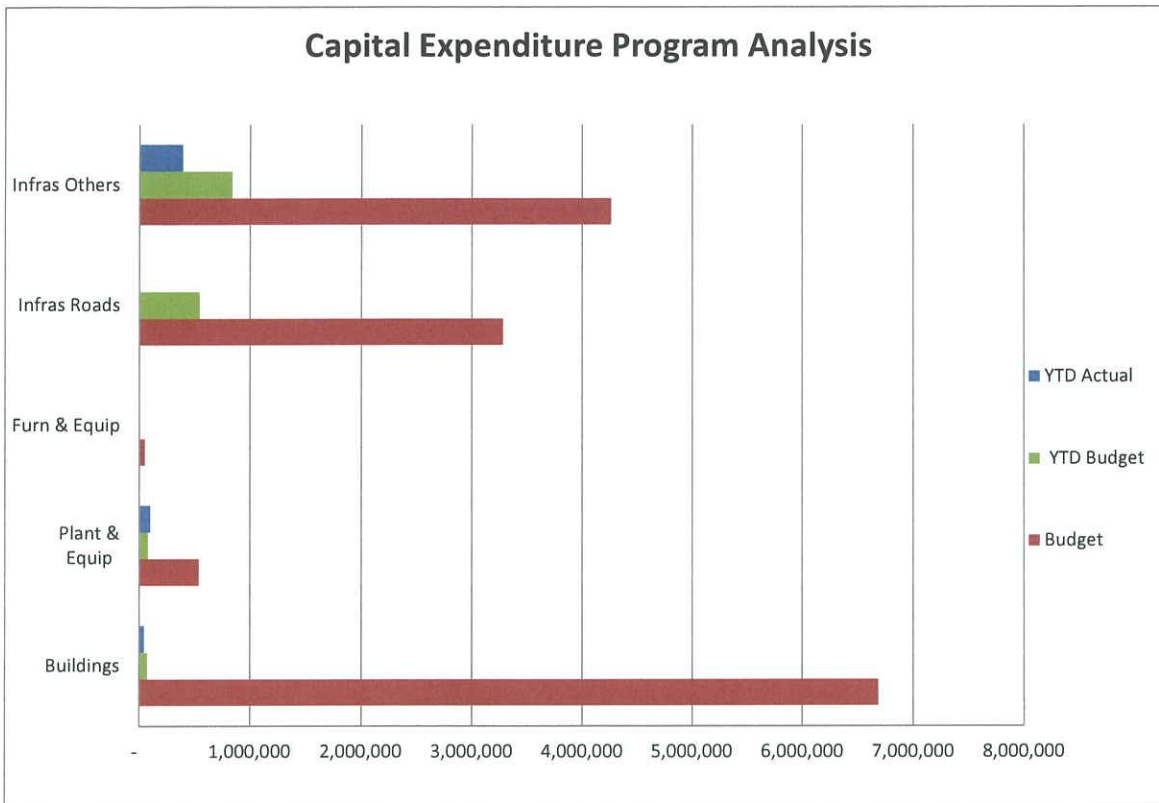


Expenditures by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	5,597,802	963,624	832,826	(13.57%)
Materials and contracts	3,696,022	637,561	436,194	(31.58%)
Utility charges	379,610	63,204	56,522	(10.57%)
Depreciation on Non Current Assets	5,758,977	959,806	0	(100.00%)
Insurance charges	367,996	129,967	298,189	129.43%
Interest charges	12,372	2,058	(1)	(100.04%)
Loss on sale of asset	28,303	4,716	0	0.00%
Other expenditure	217,199	36,182	10,758	(70.27%)
TOTAL	16,058,281	2,797,118	1,634,488	

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

Capital Acquisitions by Asset Class



Capital Acquisitions

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	6,686,956	75,420	46,757	(38.00%)
Plant & Equipment	541,463	81,636	100,700	23.35%
Furniture & Equipment	52,410	8,732	0	(100.00%)
Infrastructure Roads	3,284,476	547,362	0	(100.00%)
Infrastructure Others	4,265,317	841,460	393,685	(53.21%)
TOTAL	14,830,622	1,554,610	541,142	

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

		Adopted Budget 2021/22	Budget Year-to-date 2021/22	Actual Year-to-date 2021/22
Operating Revenues				
Rate Revenue	3	6,110,565	6,086,147	6,078,215
General Purpose Funding	3	1,254,258	299,392	258,721
Governance	4	41,700	6,942	11,440
Law, Order & Public Safety	5	679,365	113,218	117,680
Health	7	171,689	38,112	33,958
Education and Welfare	8	270,969	45,150	37,826
Community Amenities	10	652,950	108,778	109,107
Recreation & Culture	11	224,622	37,418	36,819
Transport	12	208,575	178,155	172,517
Economic Services	13	501,406	31,016	28,261
Other Property & Services	14	112,150	18,688	13,894
		10,228,249	6,963,016	6,898,437
Operating Expenses Excluding				
Borrowing Costs Expenses				
General Purpose Funding	3	(173,319)	(26,717)	(19,543)
Governance	4	(1,162,669)	(225,898)	(143,653)
Law, Order & Public Safety	5	(1,544,951)	(270,577)	(207,972)
Health	7	(266,528)	(44,793)	(32,875)
Education and Welfare	8	(840,288)	(143,384)	(92,313)
Community Amenities	10	(1,940,530)	(323,568)	(257,752)
Recreation & Culture	11	(4,052,516)	(685,208)	(397,616)
Transport	12	(4,980,915)	(830,106)	(358,273)
Economic Services	13	(859,184)	(142,136)	(56,680)
Other Property & Services	14	(219,650)	(53,451)	(67,812)
		(16,040,550)	(2,745,838)	(1,634,489)
Borrowing Costs Expenses				
Governance	4	(2,050)	(340)	(1,199)
Law, Order & Public Safety	5	(0)	(0)	(2)
Health	7	(2,977)	(496)	300
Education and Welfare	8	(4,062)	(676)	775
Recreation and Culture	11	(1,531)	(254)	249
Transport	12	(0)	(0)	(0)
Economic Services	13	(1,752)	(292)	(121)
		(12,372)	(2,058)	1
Contributions/Grants for the				
Development of Assets				
Law, Order & Public Safety	5	17,586	2,930	0
Recreation & Culture	11	6,876,658	1,137,774	305,865
Transport	12	4,466,867	871,308	470,000
Economic Services	13	28,000	4,666	0
		11,389,111	2,016,678	775,865
GAIN OR (LOSS) ON THE				
DISPOSAL OF ASSETS				
Law, Order & Public Safety	5	6,008	0	0
Transport	12	(2,779)	(464)	0
Economic Services	13	(7,514)	(1,252)	0
		(4,285)	(1,716)	0
Net Profit OR Loss / Result		5,584,896	6,230,082	6,039,814

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

	Adopted Budget 2021/22	Budget Year-to-date 2021/22	Actual Year-to-date 2021/22
OPERATING REVENUE AND EXPENDITURE			
(a) Summary by Nature and Type			
Revenue			
Rates	6,110,565	6,086,147	6,078,215
Grants and Subsidies (Operating)	2,129,496	536,119	526,672
Contributions Reimbursements and Donations (Operating)	303,501	50,562	30,191
Fees and Charges	1,582,087	273,090	258,060
Interest Earnings	104,000	17,332	5,299
Other Revenue	400	66	0
	10,230,049	6,963,316	6,898,437
Expenditure			
Employee Costs	(5,597,802)	(963,624)	(832,826)
Materials and Contracts	(4,389,395)	(753,193)	(447,635)
Utility Charges	(379,610)	(63,204)	(56,522)
Depreciation on Non Current Assets	(5,758,977)	(959,806)	(0)
Insurance Expenses	(367,996)	(129,967)	(298,189)
Interest Expenses	(12,372)	(2,058)	(1)
Other Expenses	(217,199)	(36,182)	(10,758)
	(16,723,352)	(2,908,034)	(1,645,929)
Less Applicable to Capital Works	(693,373)	(115,632)	(11,440)
	(5,799,930)	4,170,914	5,263,949
Non-operating grants, subsidies and contributions	11,389,111	2,016,678	775,865
Profit on asset disposals	24,018	3,000	0
Loss on asset disposals	(28,303)	(4,716)	(0)
Net result	5,584,896	6,185,876	6,039,814
Total Comprehensive Income	5,584,896	6,185,876	6,039,814

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

OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type:	2021/22		
	Adopted Budget	YTD Budget	Actual
OPERATING REVENUE			
Rate Revenue			
Rates	6,110,565	6,086,147	6,078,215
Grants & Subsidies (Operating)			
Other Grants	2,129,496	536,119	526,672
Grants & Subsidies (Capital)			
** Other Grants	11,174,312	1,980,880	775,865
Reimbursements (Operating)			
** Reimbursements	298,711	49,770	30,009
Contributions & Donations (Operating)			
Contributions, Reimbursements & Donations	4,790	792	182
Contributions & Donations (Cap)			
** Contributions, Reimbursements & Donations	214,799	35,798	0
Fees and Charges			
Waste Receptacle Fee	561,420	93,532	93,696
Waste Management Levy	0	0	0
Property Lease	445,019	74,154	64,056
Property Hire	63,282	10,546	3,045
Sale of Stock	5,000	832	343
Inspections	0	0	0
Other Charges	342,365	57,036	60,882
Fines and Penalties	5,800	962	1,148
Licenses, Approvals, Registrations	159,200	36,028	34,890
Interest Earnings			
Rates Penalty Interest Charge	37,500	6,250	4,537
Interest on Rates Instalments	17,000	2,832	22
Interest on Municipal Funds	48,000	8,250	740
Interest Other	1,500	0	0
Other Revenue			
Other Income	400	66	0
Profit on Sale of Non-Current Assets	24,018	3,000	0
Total Operating Revenue	21,643,178	8,982,994	7,674,302

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

OPERATING REVENUE AND EXPENDITURE	2021/22		
(b) Classified According to Nature and Type:	Adopted Budget	YTD Budget	Actual
<u>OPERATING EXPENDITURE</u>			
Employee Costs			
Salaries and Wages (Operating only, excludes Capital)	4,610,884	768,368	660,911
Superannuation	545,305	90,856	71,387
Workers Compensation	193,103	64,250	61,408
Clothing and Uniforms	37,433	6,230	2,497
Training Expenses	100,100	16,674	6,749
Fringe Benefits Tax	82,800	12,554	23,711
Employee Provisions	0	0	0
Other Employee Costs	28,178	4,692	6,164
Materials			
Materials	2,116,300	374,425	390,707
Phone/Fax	31,550	5,254	6,294
Fuels & Oils	170,000	28,332	1,769
Contracts			
Contract Labour	1,842,245	306,970	34,839
Professional Services & Consultants	226,300	37,712	4,926
Utility Charges			
Sewerage	20,720	3,440	3,476
Electricity	265,910	44,292	46,729
Gas	2,400	398	114
Water	90,580	15,074	6,204
Insurance Expenses			
Insurance	367,996	129,967	298,189
Interest Expenses			
Interest on Leases	2,138	354	1,233
Interest on Loans	10,234	1,704	(1,234)

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

4. OPERATING REVENUE AND EXPENDITURE	2021/22		
	Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
OPERATING EXPENDITURE (cont)			
Other Expenditure			
Postage	7,600	1,262	1,974
Other Expenditure	209,599	34,920	8,784
Loss on Sale of Non-Current Assets	28,303	4,716	0
Depreciation			
Depreciation on Assets	5,758,977	959,806	0
Less: Applicable to Capital Works	(693,373)	(115,632)	(11,440)
Total Operating Expenditure	16,058,281	2,797,118	1,634,488
NET PROFIT OR LOSS / RESULT	5,584,896	6,185,876	6,039,814

** Grants & Subsidies (Operating) below YTD budget - variance relates to timing of ESL Grants, Main Roads Direct Grant & Communities Combating Pest & Weeds

** Grants & Subsidies (Capital) below YTD budget - variance relates to the Special Projects Bridges, LRCI, Roads to Recovery, Drought Community funding and VC Mitchell Park development.

** Reimbursements Operating income below YTD budget - includes reimb CESM officer expenditure

** Contributions & Donations (Capital) below YTD budget - variance relates to contribution for VC Mitchell Park Development

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

		2021/22 Adopted Budget \$	2021/22 Amended Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES						
General Purpose Funding (Excl. Rates)	3	1,254,258	1,254,258	299,392	258,721	(13.58)
Governance	4	41,700	41,700	6,942	11,440	64.79
Law, Order, Public Safety	5	685,373	685,373	113,218	117,680	3.94
Health	7	171,689	171,689	38,112	33,958	(10.90)
Education and Welfare	8	270,969	270,969	45,150	37,826	(16.22)
Community Amenities	10	652,950	652,950	108,778	109,107	0.30
Recreation and Culture	11	224,622	224,622	37,418	36,819	(1.60)
Transport	12	226,585	226,585	181,155	172,517	(4.77)
Economic Services	13	501,406	501,406	31,016	28,261	(8.88)
Other Property and Services	14	112,150	112,150	18,688	13,894	(25.65)
		<u>4,141,702</u>	<u>4,141,702</u>	<u>879,869</u>	<u>820,222</u>	<u>(6.78)</u>
EXPENSES						
General Purpose Funding	3	(173,319)	(173,319)	(26,717)	(19,543)	(26.85)
Governance	4	(1,160,619)	(1,160,619)	(226,238)	(144,853)	(35.97)
Law, Order, Public Safety	5	(1,544,951)	(1,544,951)	(270,577)	(207,974)	(23.14)
Health	7	(263,551)	(263,551)	(45,289)	(32,575)	(28.07)
Education and Welfare	8	(836,226)	(836,226)	(144,060)	(91,538)	(36.46)
Community Amenities	10	(1,940,530)	(1,940,530)	(323,568)	(257,752)	(20.34)
Recreation & Culture	11	(4,050,984)	(4,050,985)	(685,462)	(397,368)	(42.03)
Transport	12	(5,001,704)	(5,001,704)	(833,570)	(358,273)	(57.02)
Economic Services	13	(864,946)	(864,946)	(143,680)	(56,801)	(60.47)
Other Property and Services	14	(219,650)	(219,650)	(53,451)	(67,812)	26.87
		<u>(16,056,481)</u>	<u>(16,056,481)</u>	<u>(2,752,612)</u>	<u>(1,634,488)</u>	<u>(40.62)</u>
Net Operating Result Excluding Rates:		<u>(11,914,779)</u>	<u>(11,914,779)</u>	<u>(1,872,743)</u>	<u>(814,266)</u>	<u>(56.52)</u>
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Income						
(Profit)/Loss on Asset Disposals		4,285	4,285	1,716	0	(100.00)
Depreciation on Assets		5,758,977	5,758,977	959,806	0	(100.00)
Capital Expenditure and Income						
Non Operating Grants, Subsidies & Contributions	11,389,111	11,389,111	11,389,111	2,016,678	775,865	(61.53)
Purchase property, plant and equipment	(7,280,829)	(7,280,829)	(7,280,829)	(165,788)	(147,457)	(11.06)
Purchase and construction of infrastructure	(7,549,793)	(7,549,793)	(7,549,793)	(1,388,822)	(393,685)	(71.65)
Proceeds from disposal of assets	143,870	143,870	143,870	21,278	25,000	17.49
Proceeds from self supporting loan	9,396	9,396	9,396	1,566	0	(100.00)
Repayment of borrowings	(63,577)	(63,577)	(63,577)	(10,654)	(7,024)	(34.07)
Principal elements of finance lease payments	(39,309)	(39,309)	(39,309)	(6,550)	(9,964)	52.12
Proceeds from new borrowings	2,500,000	2,500,000	2,500,000	0	0	
Proceeds from Lease (Preston)	275,000	275,000	275,000	0	0	
Repayment of Life Lease (Preston)	(308,000)	(308,000)	(308,000)	0	0	
Transfers to reserves (restricted assets)	(824,638)	(824,638)	(824,638)	(95,764)	0	(100.00)
Transfers from reserves (restricted assets)	1,647,768	1,647,768	1,647,768	191,578	0	(100.00)
Transfer unspent Loan to Restricted asset	0	(986,229)	(986,229)	0	0	
ADD Estimated Surplus/(Deficit) July 1 B/Fwd	1,128,182	1,128,182	1,128,182	1,128,182	1,131,406	0.29
LESS Estimated Surplus/(Deficit) June 30 C/Fwd	0	0	0	6,866,630	6,638,090	(3.33)
Budgeted deficiency before general rates		<u>(5,124,336)</u>	<u>(6,110,565)</u>	<u>(6,086,147)</u>	<u>(6,078,215)</u>	<u>(0.13)</u>
Estimated amount to be raised from general rates		<u>6,110,565</u>	<u>6,110,565</u>	<u>6,086,147</u>	<u>6,078,215</u>	
		<u>986,229</u>	<u>0</u>	<u>0</u>	<u>0</u>	

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
GOVERNANCE								
	OPERATING EXPENDITURE							
0392	COMPUTER MTCE AGREEMENTS	Exp	15,000	2,531	-12,469	-83.13		Budget timing variation
0582	CONTRACT STAFF WAGES	Exp	712	16,303	15,591	2189.76		Increased costs incurred for contract Admin staff
1072	FRINGE BENEFITS TAX	Exp	3,882	23,711	19,829	510.79		Budget variation - FBT reallocated in May 2022
0182	SUBSCRIPTIONS	Exp	29,407	29,277	-130	-0.44		Budget timing variation - annual WALGA subscription fees
0962	CONSULTANTS FEES	Exp	18,800	400	-18,400	-97.87		Budget timing variation
	CAPITAL INCOME							
6945	FROM BUILDING RESERVE	Exp	-11,112	0	11,112	-100.00		Reserve transfers dependant on timing of Capital Expenditure work
LAW, ORDER & PUBLIC SAFETY								
	OPERATING EXPENDITURE							
0642	INSURANCE (FC)	Exp	39,398	39,398	0	0.00		Budget timing variation - full invoiced received
5142	ESL OPERATING EXPENSES SHIRE	Exp	28,612	74,382	45,770	159.97		Budget timing variation - annual Brigade vehicle insurance
6962	BUSH FIRE MITIGATION - SEMC	Exp	54,500	0	-54,500	-100.00		Budget timing variation - no expenditure to date
	OPERATING INCOME							
5123	GRANTS - VBFB ESL OPERATING GRANT	Inc	-35,182	-57,255	-22,073	62.74		Budget timing variation - funds received quarterly
5983	REIMBURSEMENTS - DFES FOR CESM	Inc	-12,078	0	12,078	-100.00		Budget timing variation - recoup's processed quarterly
COMMUNITY AMENITIES								
	OPERATING EXPENDITURE							
1772	RUBBISH SITES MTC	Exp	79,856	68,854	-11,002	-13.78		Budget timing variation - normal operational variance
RECREATION AND CULTURE								
	OPERATING EXPENDITURE							
	<u>Other Recreation & Sport</u>							
2607	STATION SQUARE	Exp	13,800	2,133	-11,667	-84.55		Budget timing variation
2642	PARKS & RESERVES GENERAL	Exp	116,802	74,735	-42,067	-36.02		Budget timing variation - normal operational variance
	CAPITAL EXPENDITURE							
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	34,932	0	-34,932	-100.00		Budget variation - no expenditure to date, dependant on timing of project works
0284	BALINGUP RECREATION CENTRE	Exp	17,950	0	-17,950	-100.00		Budget variation - no expenditure to date, dependant on timing of project works
1184	OTHER INFRASTRUCTURE DONNYBROOK	Exp	93,802	52,805	-40,997	-43.71		Budget timing variation - dependant on project milestones
1274	STATION SQUARE	Exp	11,248	0	-11,248	-100.00		Budget timing variation - no expenditure to date
1284	VC MITCHELL - HOCKEY TRAINING FACILITY	Exp	41,650	0	-41,650	-100.00		Budget timing variation - no expenditure to date
8914	INFRASTRUCTURE - PATHWAYS	Exp	13,332	0	-13,332	-100.00		Budget timing variation - no expenditure to date
8934	WEIR - INFRASTRUCTURE	Exp	39,666	0	-39,666	-100.00		Budget timing variation - no expenditure to date
8944	INFRASTRUCTURE - VC MITCHELL PARK REDEVEL	Exp	0	28,735	28,735			Budget timing variation
	CAPITAL INCOME							
2865	TRANSFER FROM RESERVES	Inc	-38,002	0	38,002	-100.00		Reserve transfers dependant on timing of Capital works
0475	GOVT GRANTS - COMMUNITY FACILITIES	Inc	-751,916	0	751,916	-100.00		Budget timing variation - VC Mitchell Park funding
0685	TRANSFER FROM BUILDING RESERVE	Inc	-11,422	0	11,422	-100.00		Reserve transfers dependant on timing of Capital works
7105	GRANTS (CAPITAL) - ASSETS	Inc	-351,064	-305,865	45,199	-12.87		Budget timing variation
7225	TRANSFER FROM TRUST - POS	Inc	-34,794	0	34,794	-100.00		Trust transfer - dependant on timing of project milestones for VC Mitchell Park

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/08/2021	Actual to 31/08/2021	Variance Amount	Variance %	Permanent Variation	Comment
TRANSPORT								
CAPITAL EXPENDITURE								
3200	BRIDGEWORKS - EXT. FUNDED	Exp	253,662	0	-253,662	-100.00		Budget timing variation - no expenditure to date
3210	ROADWORKS GENERAL	Exp	76,650	0	-76,650	-100.00		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	24,582	0	-24,582	-100.00		Budget timing variation - no expenditure to date
3260	REGIONAL ROAD GROUP	Exp	240,330	0	-240,330	-100.00		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROG	Exp	83,926	0	-83,926	-100.00		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	77,708	0	-77,708	-100.00		Budget timing variation - variance reflects timing of road program
3340	COMMODITY ROUTE FUNDING	Exp	68,748	0	-68,748	-100.00		Budget timing variation - no expenditure to date
3554	PURCHASE PLANT & EQUIPMNT	Exp	75,970	100,700	24,730	32.55		Budget timing variation - dependant on timing of vehicle replacement program
CAPITAL INCOME								
0325	GRANTS - BLACK SPOTS	Inc	-51,808	0	51,808	-100.00		Budget timing variation - variance reflects timing of road program
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	Inc	-45,832	-110,000	-64,168	140.01		Budget timing variation - variance reflects timing of road program
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	Inc	-380,500	0	380,500	-100.00		Budget timing variation - variance reflects timing of road program
3261	GRANT REVENUE - LRCI FUNDING	Inc	-148,000	0	148,000	-100.00		Budget timing variation - variance reflects timing of road program
3291	GRANTS - REGIONAL ROAD GROUP	Inc	-160,222	-360,000	-199,778	124.69		Budget timing variation - variance reflects timing of road program
3331	GRANTS - ROADS TO RECOVERY	Inc	-83,942	0	83,942	-100.00		Budget timing variation - variance reflects timing of road program
3355	TRANSFER FROM CARRIED FORWARD PROJECT F	Inc	-47,572	0	47,572	-100.00		Budget timing variation - Reserve Transfer dependant on Capital expenditure
3565	RESERVE FUND TRANSFER	Inc	-55,024	0	55,024	-100.00		Reserve transfers for Plant Purchases - dependant on timing of vehicle replacement
OPERATING EXPENDITURE								
341M	GENERAL ROAD MAINTENANCE	Exp	179,388	261,558	82,170	45.81		Budget timing variation - variance reflects timing of road program
3450	BRIDGE MAINTENANCE	Exp	29,530	42,604	13,074	44.27		Budget timing variation
ECONOMIC SERVICES								
OPERATING EXPENDITURE								
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	58,376	0	-58,376	-100.00		Project is being administered by Shire of Collie
PUBLIC WORKS OVERHEADS								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	314,333	262,737	-51,596	-16.41		
7422	LESS ALLOCATED TO W&S	Exp	-268,744	-209,819	58,925	-21.93		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-14,664	-10,343	4,321	-29.46		
	TOTAL PUBLIC WORKS OVERHEADS		30,925	42,575	11,650	37.67		Public Works Overheads are currently \$42,575 under allocated, Rates to be monitored and reviewed as the year progresses.
PLANT OPERATION COSTS								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	137,838	144,200	6,362	4.62		
4512	LESS POC ALLOCATED TO W&S	Exp	-132,572	-129,413	3,159	-2.38		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-5,274	-3,551	1,723	-32.67		
	TOTAL PLANT OPERATION COSTS		-8	11,236	11,244			Plant Operation Costs are currently \$11,236 under allocated, Rates to be monitored and reviewed as the year progresses.

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/08/2021	Actual to 31/08/2021	Variance Amount	Variance %	Permanent Variation	Comment
PROJECT OPERATION COSTS								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS		56,846	49,999	-6,847	-12.04		
4197	LESS ALLOCATED TO PROJECTS	Exp	-54,250	-49,999	4,251	-7.84		
	TOTAL PROJECT OPERATION COSTS		<u>2,596</u>	<u>0</u>	<u>-2,596</u>			Project Operation Costs are fully allocated across projects.

TOTAL GROSS SALARY & WAGES

4570	TOTAL SALARIES AND WAGES	Exp	731,738	665,186	-66,552	-9.10		Wages and Salaries approx \$66k Under YTD Budget - (Includes workers compensation payments of approx. \$21k)
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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
31st August 2021

	Sch No	2021/22 Amended Budget		2021/22 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	7,437,742	173,319	6,336,936	19,543
Governance	4	41,700	1,160,619	11,440	144,853
Law, Order & Public Safety	5	689,288	1,544,951	117,680	207,974
Health	7	171,689	263,551	33,958	32,575
Welfare Services	8	294,937	836,226	37,826	91,538
Community Amenities	10	652,950	1,940,530	109,107	257,752
Recreation & Culture	11	224,622	4,050,985	36,819	397,368
Transport	12	273,171	5,001,704	172,517	358,273
Economic Services	13	505,722	864,946	28,261	56,801
Other Property & Services	14	119,650	219,650	13,894	67,812
		10,411,471	16,056,481	6,898,437	1,634,488
CAPITAL SECTION					
Governance	4	66,674	84,822	0	4,983
Law, Order & Public Safety	5	71,506	114,224	0	19,003
Health	7	8,160	20,544	0	0
Welfare Services	8	434,982	464,300	0	0
Community Amenities	10	219,720	214,720	0	116,349
Recreation & Culture	11	8,758,536	8,856,812	305,865	309,865
Transport	12	5,198,134	5,409,801	495,000	100,700
Economic Services	13	62,000	76,285	0	7,230
Transfers To Reserves	15	0	824,638	0	0
		14,819,712	16,066,146	800,865.26	558,130
Total Income & Expenditure		25,231,183	32,122,628	7,699,302	2,192,618
Less Depreciation W/Back			(5,758,977)		0
Adjust Profit/Loss Adjustment		24,018	(28,303)	0.00	0
Adjust Asset Write Off / Derecognition					
Net		25,207,165	26,335,348	7,699,302	2,192,618
Add Surplus July 1 B/Fwd		1,128,183		1,131,406	
Restricted - Unspent Loan Funds - VC Mitchell		0			
Rounding Adjustment			0		0
Surplus/Deficit C/Fwd			0.00		6,638,090
		26,335,348	26,335,348	8,830,708	8,830,708

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

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	3,358,272	
Cash at Bank - Reserves	5,426,259	
Cash at Bank - Trust	265,738	
Sundry Debtors Rates	6,827,723	
Receivables/Debtors	797,264	
Contract Assets	96,978	
GST Asset Clearing A/C	33,216	
ESL Asset Clearing A/C	316,694	
Prepayments	5,313	
Stock on Hand	43,291	17,170,748
	<hr/>	
(B) Provision for LSL Current	(422,064)	
Provision for A/L Current	(380,860)	
Contract Liability	(2,557,959)	
GST Liability Clearing A/C	(54,349)	
ESL Liability Clearing A/C	(220,076)	
PAYG Clearing A/C	(69,716)	
Prepaid Rates	(33,614)	
Reserve Funds	(5,426,259)	
Restricted Liability (Bonds)	(842,728)	
Add Back Current Loan Liability		
Trust Funds	(265,738)	
Sundry Creditors	(259,293)	(10,532,657)
	<hr/>	
Net Current Assets		<hr/> 6,638,090 <hr/>

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

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

2. COMPONENT FUNCTIONS/ACTIVITIES

11 RECREATION AND CULTURE

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

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

12 TRANSPORT

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

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

13 ECONOMIC SERVICES

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

Activities: Promotion of Tourism, Maintenance of Caravan Park, building control, noxious weed control, receipt of royalties.

14 OTHER PROPERTY & SERVICES

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

3. CASH AND INVESTMENTS

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

Restricted (See below)

 Restrictive Liability (Bonds) 200,000

 Restrictive Unspent Grants, Subsidies & Contributions 1,800,000

 Restricted Funds - Trust Deposit 265,738

 Restricted Funds - Unspent Loan 986,229

Unrestricted

 Municipal Fund 2,302,032

 Municipal Investment Account 0

 Petty Cash on Hand 2,160

Total Cash Balance

Amended Budget 30/06/2022	B/Forward 01/07/2021	YTD Actual 31/08/2021
4,716,128	5,426,259	5,426,259
200,000	1,240,237	842,728
1,800,000	0	0
265,738	265,738	265,738
986,229	0	0
2,302,032	4,688,169	1,232,780
0	1,014,892	1,015,066
2,160	2,160	1,960
10,272,287	12,637,454	8,784,530

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

3. CASH AND INVESTMENTS

The following reserve funds have restrictions imposed by Council under Regulations

or by external requirements:

	Amended Budget 30/06/2022	B/Forward 01/07/2021	YTD Actual 31/07/2021
Waste Management Reserve	1,276,687	1,476,407	1,476,407
Bushfire Control & Management Reserve	0	2,282	2,282
Aged Housing Reserve	0	1,210,182	1,210,182
Employee Entitlements Reserve	17,500	0	0
Arbuthnott Memorial Scholarship Reserve	2,985	3,285	3,285
Strategic Planning Studies Reserve	20,051	40,051	40,051
Land Development Reserve	350,271	350,271	350,271
Vehicle and Plant Reserve	375,847	391,795	391,795
Roadworks Reserve	149,992	435,434	435,434
Parks and Reserves Reserve	221,235	129,744	129,744
Revaluation Reserve	50,700	10,700	10,700
CBD Development Reserve	0	3,054	3,054
Buildings Reserve	485,014	495,996	495,996
Information Technology Reserve	80,522	93,523	93,523
Carried Forward Projects Reserve	393,787	688,477	688,477
Covid 19 Reserve	95,058	95,058	95,058
Council Election Reserve	13,650	0	0
Preston Village Exit Deferred Mgmt Fee Reserve	261,957	0	0
Preston Village Reserve Fund Contribution Reserve	21,821	0	0
Minninup Cottages 1-4 Surplus Reserve	13,059	0	0
Minninup Cottages 5-8 Surplus Reserve	48,626	0	0
Minninup Cottages 9-12 Surplus Reserve	261,549	0	0
Langley Villas 1-6 Surplus Reserve	342,322	0	0
Langley Villas 7-9 Surplus Reserve	208,975	0	0
Minninup Cottages 5-8 Long Term Mtce Reserve	6,169	0	0
Minninup Cottages 9-12 Long Term Mtce Reserve	5,128	0	0
Langley Villas 1-6 Long Term Mtce Reserve	10,823	0	0
Langley Villas 7-9 Long Term Mtce Reserve	2,400	0	0
	4,716,128	5,426,259	5,426,259

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

	Amended Budget 30/06/2022 \$	B/Forward 01/07/2021 \$	YTD Actual 31/08/2021 \$
Cash at Bank and on Hand	2,304,192	4,464,984	2,515,543
Restricted Assets - Reserves	4,716,128	5,551,881	5,426,259
Restricted Assets - Bond Deposits	200,000	1,240,237	842,728
Restricted - Unspent Grants, Subsidies & Contributions	1,800,000	0	0
Restricted Assets - Trust Funds	265,738	265,738	265,738
Sundry Debtors Rates	385,893	386,502	6,827,723
Receivables/Debtors	421,542	421,542	797,264
Accrued Income	45,234	45,234	0
GST Asset Clearing A/C	198,612	198,612	33,216
ESL Asset Clearing A/C	21,541	21,541	316,694
Prepayments	3,201	3,201	5,313
Stock on Hand	45,499	46,187	43,291
Contract Assets	96,978	96,978	96,978
	10,504,558	12,742,636	17,170,748

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

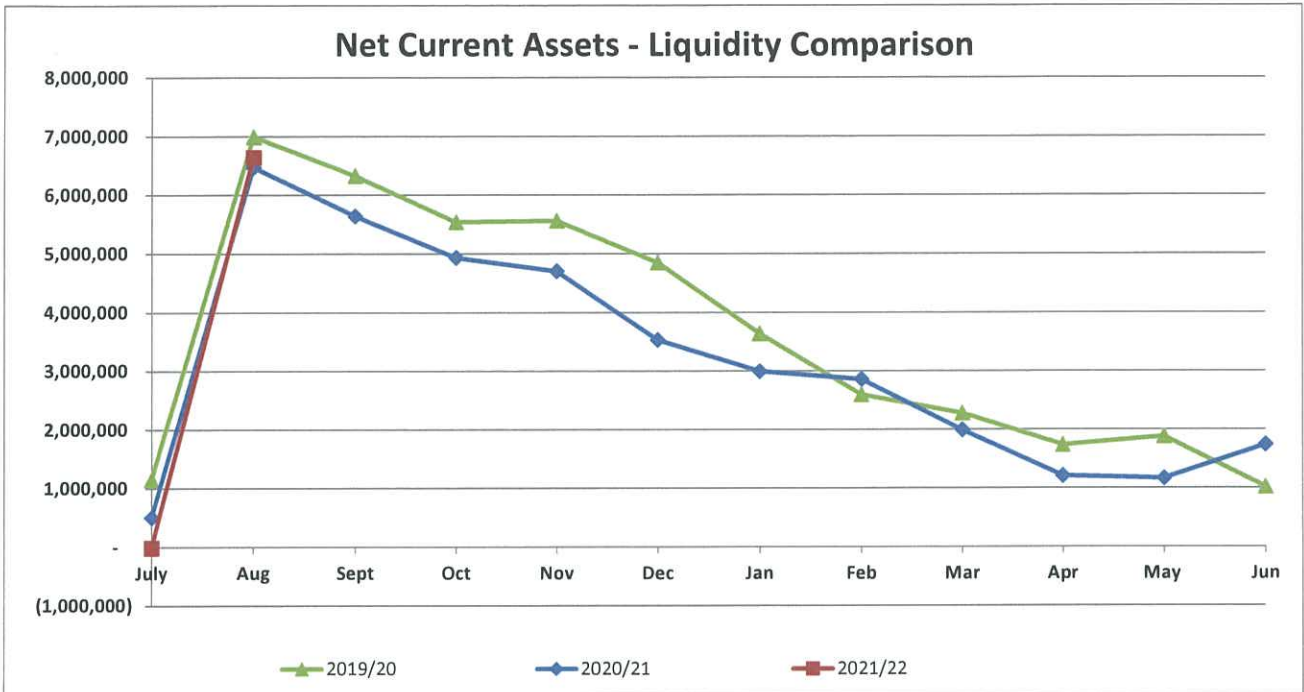
4. NET CURRENT ASSETS

	Amended Budget 30/06/2022 \$	B/Forward 01/07/2021 \$	YTD Actual 31/08/2021 \$
CURRENT LIABILITIES			
Provision for LSL Current	(422,064)	(422,064)	(422,064)
Provision for A/L Current	(380,860)	(380,860)	(380,860)
Add Cash Backed Reserve	17,500	0	0
Payments Received in Advance	0	(1,758)	0
Accrued Loan Interest	(2,228)	(2,228)	0
Accrued Expenses	(440,567)	(440,567)	0
Prepaid Rates	(165,268)	(165,268)	(33,614)
GST Liability Clearing A/C	(46,163)	(46,163)	(54,349)
ESL Liability Clearing A/C	0	0	(220,076)
PAYG Clearing A/C	(68,049)	(187,592)	(69,716)
Contract Liability	(2,000,000)	(2,386,027)	(2,557,959)
Loan Liability (Current Portion)	(137,663)	0	0
Lease Liaibility	(30,000)	0	0
Sundry Creditors	(471,710)	(515,429)	(259,293)
Employee Provisions	(189,391)	0	0
Restricted Liability - Bonds	(200,000)	(1,240,237)	(842,728)
Restricted - Unspent Borrowings	(986,229)	0	0
Less Restricted Assets - Trust Funds	(265,738)	(265,738)	(265,738)
Less Restricted Assets - Reserves	(4,716,128)	(5,426,259)	(5,426,259)
	(10,504,558)	(11,480,188)	(10,532,657)
NET CURRENT FUNDING POSITION	0	1,262,448	6,638,090

Net Current Assets - Liquidity Comparison			
Month	2019/20	2020/21	2021/22
July	1,152,916	506,431	(11,875)
August	6,991,493	6,469,551	6,638,090
September	6,323,548	5,634,551	
October	5,540,643	4,931,119	
November	5,559,973	4,699,741	
December	4,844,897	3,527,899	
January	3,636,167	2,991,314	
February	2,596,196	2,857,417	
March	2,279,317	1,992,826	
April	1,740,914	1,213,495	
May	1,885,171	1,167,583	
June	1,018,548	1,738,651	

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

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

	2019/20	2020/21	2021/22
July	1.75	1.12	1.00
August	6.15	2.24	2.37
September	5.90	2.10	
October	5.40	1.95	
November	5.02	1.89	
December	4.83	1.65	
January	3.61	1.65	
February	2.21	1.59	
March	2.56	1.39	
April	2.26	1.24	
May	1.53	1.28	
June	1.23	1.40	

*** 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 the 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 August 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.

Internal allocations depreciation have not been processed during August 2021.

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 and 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

There are no variances reportable for the month.

Governance

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Law, Order and Public Safety

Identified variances primarily relate to Fire control expenditures, ESL operating expenses and Bushfire mitigation works. These variances are expected to resolve as the financial year proceeds.

Health

There are no variances reportable for the month.

Education and Welfare

Variances reported within this program relate to the operation of Council's Well Aged Units and Preston Village

There are no variances reportable for the month.

Community Amenities

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Recreation and Culture

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Transport

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Economic Services

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

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

5. VARIANCE ANALYSIS

Public Works Overheads

All variances reported within public works overheads which are expected to resolve as the year proceeds. Current recovery rates will be monitored and reviewed as the year progresses.

Public works overheads are currently \$42,575 under allocated.

Plant operation costs are currently \$11,236 under allocated.

Project operation costs have been fully allocated across projects.

Total gross wages and salaries expenditure is approx. \$66k under the year to date budget. (Includes. workers comp payments of approx \$21k)

6. Minor Debts Written Off Under Delegation

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

Rates	\$	10.59
Other		Nil

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

ASSETS ACQUIRED BY TYPE

	2021/22	
	Adopted Budget	Actual
	\$	\$
Land & Buildings	6,686,956	46,757
Plant & Equipment	541,463	100,700
Furniture & Equipment	52,410	0
Infrastructure Assets - Roads	3,284,476	0
Infrastructure Assets - Other	4,265,317	393,685
	14,830,622	541,142

ASSETS ACQUIRED BY PROGRAM

	2021/22	
	Adopted Budget	Actual
	\$	\$
Governance	61,611	0
Law, Order & Public Safety	114,224	17,586
Health	8,160	0
Education and Welfare	126,982	0
Community Amenities	214,720	116,349
Recreation & Culture	8,833,124	306,302
Transport	5,409,801	100,700
Economic Services	62,000	206
	14,830,622	541,142

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 August 2021

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2021/22	
	Adopted Budget \$	Actual \$
Proceeds of Sale of Assets		
Plant & Equipment	148,148	0
	148,148	0
Less Written Down Value at Disposal	143,863	0
Profit/(Loss) on Disposal	4,285	0

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2021/22	
	Adopted Budget \$	Actual \$
Law, Order & Public Safety	(6,008)	0
Transport	2,779	0
Economic Services	7,514	0
	4,285	0

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 August 2021 is \$395,541.40
Loan redemption does not include 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 21/22 Budget (Estimate)	1,128,183
Prepayment Lease - Dell Computers	609
Revenue Recognition - Public Drink Fountain Dbk	7,346
Stock on Hand - Dbk Rec Centre Kiosk Stock	688
Sundry Debtors - SS Loan	(5,420)
Surplus July 1, Brought Forward actual balance	<u>1,131,406</u>
Difference (reduction in surplus)	3,223

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

APPENDIX A Details of Capital Works Program - 2021/22

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre - Exterior - Repaint	8,120	0		0				
105640	Admin Centre - External Walls- Repoint Fretted	1,015	0		0				
105640	Admin Centre - East wing - Repaint	12,150	0		0				
105640	Admin Centre - East Wing - Floor Coverings	11,138	0		0				
105640	Admin Centre - West Wing - Airconditioner	15,188	0		0				
105840	Audio Visual System (Meeting Streaming)	12,000	0				0		
105840	Phone Line - Council Chambers	2,000	0				0		
		61,611	0	0	0	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103840	Beelerup Fire Station - Finalisation	17,586	17,586		17,586				
103840	Argyle/Irishtown BFB - Planning Costs	45,000	0		0				
		62,586	17,586	0	17,586	0	0	0	0
Animal Control									
108840	Ranger Vehicle	51,638	0			0			
		51,638	0	0	0	0	0	0	0
HEALTH									
Other Health									
116040	Dental Surgery - replace air conditioner		0						
106740	Medical Centre - enclosure for external aircon pl	8,160	0		0				
		8,160	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Other Welfare									
180940	Minninup Cottages - Units 1-4 - Interior Refurbish	51,818	0		0				
180940	Minninup Cottages - Units 5-8 - Interior Refurbish	60,000	0		0				
180940	Langley Villas - Unit 1-6 - Refurbishment	10,000	0		0				
180940	Langley Villas - Unit 3 - Internal Repaint	5,164	0		0				
		126,982	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 August 2021

APPENDIX A **Details of Capital Works Program - 2021/22**

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
COMMUNITY AMENITIES									
Sanitation									
160140	Donnybrook Refuse Site - Land Closure Mgmt P	29,720	0						0
160140	Donnybrook Refuse Site - Siteworks, Rehab & C	170,000	110,872						110,872
		199,720	110,872.42	0	0	0	0	0	110,872
Other Community Amenities									
109650	Public Toilets	0	3,665						3,665
109640	Donnybrook Cemetery Upgrades	15,000	1,811						1,811
		15,000	5,476.17	0	0	0	0	0	5,476
RECREATION AND CULTURE									
Public Halls									
125740	Public Hall - Donnybrook - Clean & Seal Stone F	1,500	0			0			
125740	Public Hall - Donnybrook - Exterior Repaint	50,000	0			0			
110640	Public Hall - Yabberup - New Storage Shed	5,000	0			0			
		56,500	0	0	0	0	0	0	0
RECREATION AND CULTURE									
Other Recreation and Sport									
102840	Balingup Rec Centre - Building Upgrades	107,710	0			0			
112640	Egan Park - Netball Clubrooms	11,874	0			0			
112740	Station Square - Works Plant Shed	7,500	0						0
112740	Station Square - Interpretive Upgrades	20,000	0						0
112740	Station Square - Shade Sails, Bins etc	40,000	0						0
107140	Balingup - Install new Drinking Fountain	10,000	0						0
189340	Donnybrook Weir Upgrade	238,000	0						0
112840	VC Mitchell - Hockey Training Facility	250,000	0						0
189240	Kirup Mill Park - Upgrade	18,000	490						490
189240	Kirup - Install new Drinking Fountain	10,000	0						0
189140	Golden Valley Tree Park - Pathway Upgrade	80,000	0						0
112140	Balingup Oval - New Bore	25,000	0						0
126820	Playground Equipment	15,000	0						0
106940	Apple Funpark - Renewal of Equipment	1,500	0						0
101940	Apple Funpark Project	1,075,273	223,836						223,836
111840	Dbk Arboretum - Safety Fencing and Furn	50,764	0						0
111840	Street Lighting - Replacement Energy Efficiency	8,000	0						0
111840	VC Mitchell Park - New Bore	108,000	38,717						38,717
111840	Pump Track	396,060	14,088						14,088
189440	VC Mitchell Park - Redevelopment	6,025,271	28,735		28,735				
		8,497,952	305,865	0	28,735	0	0	0	277,130

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

APPENDIX A Details of Capital Works Program - 2021/22

Ledger	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
Donnybrook Recreation Centre									
189040	Equipment - CCTV Security	10,000	0				0		
189040	Equipment - Kitchen Appliances	5,410	0				0		
189040	Equipment - Leisure Cntr Mgmt Software	13,000	0				0		
172940	Kitchen - Renew Vinyl Floor	6,289	0		0				
172940	Kitchen - Renew Benchtops & Shelves	6,289	0		0				
172940	Kitchen - Renew Hot Water System	1,571	0		0				
172940	Kitchen - Repaint	5,241	0		0				
172940	Kitchen - Renew Doors x 6	2,096	0		0				
172940	Renew Carpets - Foyer/Office/Passages/Conf Rm	26,206	0		0				
172940	Renew Ceilings & Downlights	22,013	0		0				
172940	Renew Suspended Ceilings & Down lights	126,837	0		0				
172940	Function Room - Renew Blinds	3,668	0		0				
172940	Gym - Renew Airconditioner x 3	8,386	0		0				
172940	Gym - Storeroom Shelving	1,013	0		0				
		238,019	0	0	0	0	0	0	0
Libraries									
130140	Dbk Library - Wheeled Shelving	10,000	0				0		
		10,000	0	0	0	0	0	0	0
Other Culture									
110940	Dbk Heritage Precinct	0	436		436				
112540	Dbk Community Resource Centre - Bathroom Re	10,353	0		0				0
112540	Dbk Community Resource Centre - Restump	20,300	0		0				0
		30,653	436	0	436	0	0	0	0
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000	Bridgeworks (Special Grants)	1,522,000	0						0
132100	Roadworks Construction - General	460,000	0					0	
132600	Regional Road Group Projects	1,442,044	0					0	
133000	Roads to Recovery Program	503,657	0					0	
133300	Blackspot Projects	466,275	0					0	
133400	Commodity Route Projects	412,500	0					0	
132400	Footpath Construction Program	147,500	0						0
		4,953,976	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 August 2021

APPENDIX A Details of Capital Works Program - 2021/22

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
Road Plant Purchases									
135540	Replace Tip Truck - DB4550	98,607	100,700			100,700			
135540	Replace Ute - DB112 (W&S)	41,519	0			0			
135540	Replace Plant Trailer - DB6232	9,973	0			0			
135540	Replace Plant Trailer - DB6066	3,113	0			0			
135540	Replace Ute - DB646 (P&G)	27,337	0			0			
135540	Replace Vibrating Roller - DB2114	156,938	0			0			
135540	Replace Ute - DB419 (P&G)	27,337	0			0			
135540	Replace Ride on Mower - DB193 (Dbk)	47,588	0			0			
135540	Replace Ute - DB346	33,413	0			0			
135540	New Water Trailer	10,000	0			0			
		455,825	100,700	0	0	100,700	0	0	0
ECONOMIC SERVICES									
Rural Services									
182340	Donnybrook Commercial Standpipe	10,000	206						206
182340	Balingup Commercial Standpipe	18,000	0						0
		28,000	206	0	0	0	0	0	206
Building Control									
141940	Replace Bldg Surveyor Ute - DB631	34,000	0			0			
		34,000	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENDITURE		14,830,622	541,142	0	46,757	100,700	0	0	393,685

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

Appendix B Asset Disposal Schedule - 2021/22

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
LAW, ORDER, PUBLIC SAFETY								
Animal Control								
61289	Ranger Vehicle - DB92	Plant & Equipment	10,692	16,700	(6,008)	0	0	0
			<u>10,692</u>	<u>16,700</u>	<u>(6,008)</u>	<u>0</u>	<u>0</u>	<u>0</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
50230	Steel Trailer - DB6232	Plant and Equipment	0	0	0	0	0	0
61067	Flat Top Trailer - DB6066	Plant and Equipment	0	0	0	0	0	0
61167	Caterpillar Roller - DB2114	Plant and Equipment	16,544	21,020	(4,476)	0	0	0
61268	Mitsubishi Ute - DB646	Plant and Equipment	5,063	13,669	(8,606)	0	0	0
61264	Mitsubishi Ute - DB419	Plant and Equipment	11,500	13,668	(2,168)	0	0	0
61302	Kubota Mower - DB193	Plant and Equipment	15,094	10,125	4,969	0	0	0
61269	Mitsubishi Ute - DB346	Plant and Equipment	18,000	16,200	1,800	0	0	0
			<u>117,942</u>	<u>115,163</u>	<u>2,779</u>	<u>0</u>	<u>0</u>	<u>0</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>
			<u>148,148</u>	<u>143,863</u>	<u>4,285</u>	<u>0</u>	<u>0</u>	<u>0</u>

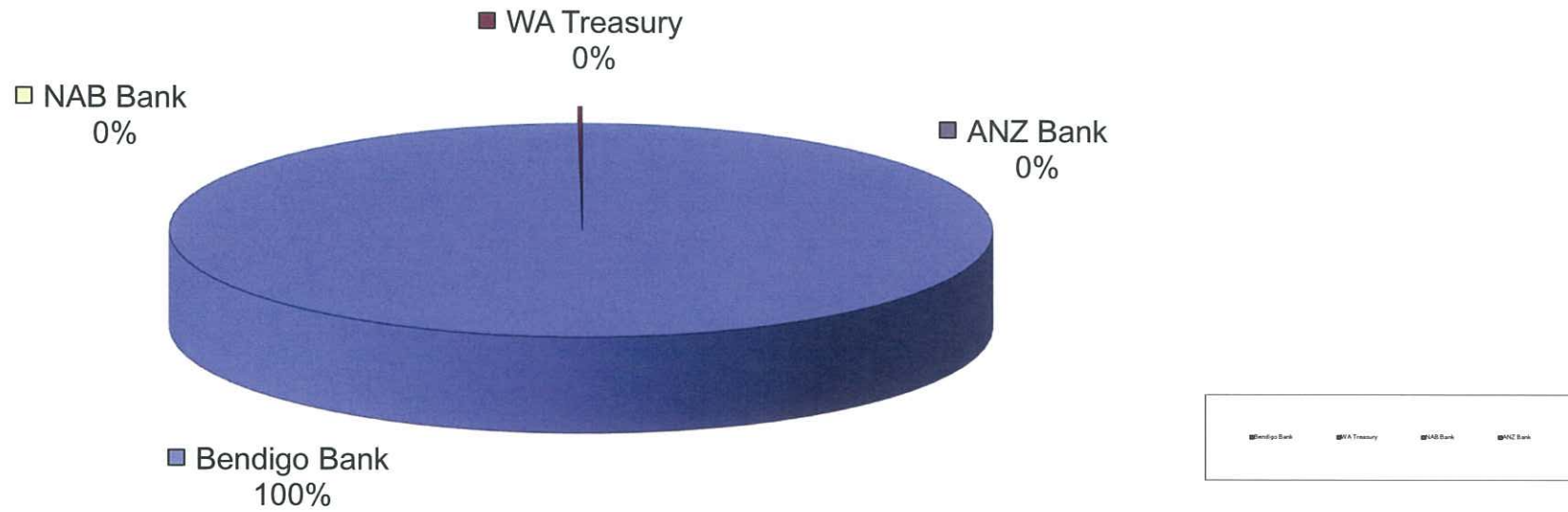
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 31st August 2021

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$3,739,192.40	\$509,199.02	-\$1,906,360.62	\$2,342,030.80
	Bendigo Bank - 3625131	0.05%	20-Sep-2021	\$1,000,468.52	\$84.97	\$0.00	\$1,000,553.49
	WA Treasury - General	0.05%	At Call	\$14,510.80	\$1.24	\$0.00	\$14,512.04
				\$4,754,171.72	\$509,285.23	-\$1,906,360.62	\$3,357,096.33
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$0.00	\$265,737.89	\$0.00	\$265,737.89
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$265,737.89	\$0.00	\$265,737.89
RESERVE FUND							
	Bendigo - 134088277	Variable	At Call	\$5,551,880.62	\$140,351.82	-\$265,737.89	\$5,426,494.55
	NAB Bank - 85-135-5950	Variable	At Call	\$0.25	\$0.00	\$0.00	\$0.25
				\$5,551,880.87	\$140,351.82	-\$265,737.89	\$5,426,494.80
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
TOTAL CASH & INVESTMENTS				\$10,331,052.59	\$915,374.94	-\$2,172,098.51	\$9,074,329.02

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$9,034,816.73	99.84%	75%	A -2
WA Treasury	\$14,512.04	0.16%	100%	AAA
NAB Bank	\$0.25	0.00%	100%	A -1+
ANZ Bank	\$0.00	0.00%	100%	A -1+
	<u>\$9,049,329.02</u>	<u>100.00%</u>		

**Shire of Donnybrook - Balingup
Investment Balances**



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

MUNICIPAL FUND

Balance as per Bank Statements	2,342,031
Investments - Muni Funds	1,015,066
Deposits not yet Credited	1,410
Less Outstanding Payments	(2,195)
Outstanding Transfers from Reserve	0
Outstanding Transfers to Reserves	0
<i>Balance as per Cash At Bank Account</i>	3,356,312

PETTY CASH

Shire Petty Cash on Hand	300
Shire Till Float on Hand	300
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>	1,960

TRUST FUNDS

Balance as per Bank Statements	265,738
Outstanding Transfers	0
<i>Balance as per Cash At Bank Account</i>	265,738

RESERVE FUND

Balance as per Bank Statements	5,426,495
Investments	0
Outstanding Transfer to Municipal Fund	(236)
Outstanding Transfers from Reserve	0
Outstanding Transfers to Reserves	0
<i>Balance as per Cash At Bank Account</i>	5,426,259

LONG TERM INVESTMENT

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

TOTAL BALANCE CASH AT BANK	9,075,268
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SHIRE OF DONNYBROOK-BALINGUP
Rates Collection Statistics as at 31st August 2021

	Rates % Jun 21'	Movement in Jul & Aug 21	Rates % Aug '21
Arrears Brought Forward	450,170	(42,237)	407,933
Prepayment of Rates	(165,268)	131,653	(33,614)
Billing To Date	0	6,089,033	6,089,033
	284,902	6,178,450	6,463,352
Less Received To Date	0	88,579	88,579
Balance Owed	284,902	6,089,871	6,374,773
Percentage Collection (Including Arrears B/Fwd)	0.00%	1.37%	1.37%
Percentage Collection (On 20/21)	0.00%	1.45%	1.45%

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 August 2021

	31/08/2019	31/08/2020	31/08/2021
Arrears Brought Forward	384,221	418,787	407,933
Prepayment of Rates	(20,155)	(28,730)	(33,614)
Billing To Date	5,068,142	5,085,593	6,089,033
Total Raised Inc. Arrears	5,432,208	5,475,650	6,463,352
Less Received To Date	103,246	92,880	88,579
Balance Owed	5,328,963	5,382,769	6,374,773
Percentage Collection (Inc. Arrears B/Fwd)	1.90%	1.70%	1.37%
Percentage Collection (Exc. Arrears B/Fwd)	2.04%	1.83%	1.45%

