ATTACHMENTS

Ordinary Council Meeting – 13 December 2023

7.1(1)	Minutes Ordinary Meeting of Council – 22 November 2023.
7.2(1)	Bush Fire Advisory Committee Meeting - 26 October 2023
7.3(1)	Local Emergency Management Committee Meeting - 21 November 2023
9.1.1(1)	Shire of Donnybrook Balingup Debrief Information 2022/23 Bushfire Season
9.1.2(1)	Council Policy EMERG/CP-2 Permits for Road Verge burning
9.1.3(1)	LGGS ineligible expenditure
9.1.4(1)	Shire of Donnybrook Balingup Preformed Communications Plan
9.1.6(1)	Reformatted BFAC Terms of Reference
9.1.8(1)	Draft Local Emergency Management Arrangements
9.1.8(2)	Annexure 1 – LEMC Terms of Reference
9.1.8(3)	Annexure 2 – LEMC Emergency Risk Management
9.1.8(4)	Annexure 3 – LEMC Hazard Plans
9.1.9(1)	Original Development Application and Plans
9.1.9(2)	Development Plans - September 2023
9.1.9(3)	Traffic Impact Assessment Report 2023
9.1.9(4)	Noise Management Plan
9.1.9(5)	Site and Soil Evaluation
9.1.9(6)	Safety Management Plan
9.1.9(7)	Bushfire Prone Area map
9.1.9(8)	Public Submissions
9.1.9(9)	Agency Comments

9.1.9(10)	Assessment under Clause 67
9.1.10(1)	Location Plan
9.1.10(2)	Locality Plan
9.1.10(3)	Site Plan
9.1.10(4)	Floor Plan
9.1.10(5)	Full copy of Initial Public Submissions
9.1.10(6)	Final correspondence from initial objectors
9.2.1(1)	Accounts for Payment – November 2023
9.2.2(1)	Monthly Financial Report - October and November 2023

9.3.1(1) Chief Executive Officer Recruitment and Performance Review Committee - Terms of Reference

9.3.1(2) Standards for CEO Recruitment Performance and Termination

MINUTES OF ORDINARY MEETING OF COUNCIL

Held on

Wednesday 22 November 2023

Commenced at 5:00pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

Garry Hunt
Chief Executive Officer (Temporary)

29 November 2023

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SHIRE OF DONNYBROOK BALINGUP

MINUTES OF ORDINARY COUNCIL MEETING

Held at the Council Chambers
Wednesday, 22 November 2023 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.

The Shire President advised that the meeting was being live streamed and recorded in accordance with Council Policy EM/CP-2. The President further stated the following:

> *"This meeting is being livestreamed and digitally recorded in accordance with Council Policy."*
>
> *"Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson."*
>
> *"Whilst every endeavour has been made to only record those who are actively participating in the meeting, loud comments or noises from the gallery may be picked up on the recording."*

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Vivienne MacCarthy (President)	Garry Hunt – Chief Executive Officer (Temporary)
Cr Lisa Glover (Deputy President)	Kim Dolzadelli –Director Finance and Corporate
Cr Alexis Davy	Ross Marshall – Director Operations
Cr Peter Gubler	Loren Clifford – Manager Corporate Services
Cr Anita Lindemann	Samantha Farquhar – Administration Officer Corporate Services
Cr Anne Mitchell	
Cr Grant Patrick	
Cr Deanna Shand	

PUBLIC GALLERY

13 members of the public were in attendance.

2.1 APOLOGIES

Cr John Bailey.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Cr Alexis Davy requested a leave of absence for the Ordinary Council Meeting on 13 December 2023.

COUNCIL DECISION 57/23

MOVED: Cr Lindemann **SECONDED: Cr Glover**

That Council approve Cr Alexis Davy's request for a leave of absence for the Ordinary Council Meeting on 13 December 2023.

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

Cr Deanna Shand requested a leave of absence for the Ordinary Council Meeting on 13 December 2023.

COUNCIL DECISION 58/23	
MOVED: Cr Mitchell	**SECONDED: Cr Patrick**
That Council approve Cr Deanna Shand's request for a leave of absence for the Ordinary Council Meeting on 13 December 2023.	

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

I am pleased to announce that grant funding has been received to aid the development of a Draft Local Biodiversity Strategy. This was made possible through WALGA with $20,000 funded specifically by the State Natural Resource Management initiative. This grant aligns with our Shire Vision to enjoy our cultural heritage and natural environment. By developing this strategy, we will build on the legacy of our predecessors and ensure that we manage our natural resources responsibly and sustainably, for the benefit of current and future generations. As this project moves along, Director of Operations, Ross Marshall, will provide updates.

4 DECLARATION OF INTEREST

Mr Ross Marshall – Director of Operations declared an Impartiality interest regarding report 12.1.1 as he has had previous business dealings with one of the proponents.
Mr Garry Hunt – Chief Executive Officer (Temporary) declared an Indirect Financial interest regarding report 9.3.2 as at times he has performed work of a nature contained within the report.
Cr Anne Mitchell declared an Impartiality interest regarding report 9.1.1 as she is related to one of the parties consulted.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

The following was taken as a question by Commissioner McGowan.

Question: Kev Johns

Kev Johns stated that he would like to see more signage at the entrance of Donnybrook, Kirup, and Balingup to say that the town is under CCTV surveillance and suggested more CCTV coverage within the Donnybrook townsite. Kev Johns then thanked Mr Neville Fry for donating the old fun park equipment to him.

Response:

The requested placement of CCTV warning signage on our major entrances to townsites is noted, however, the Shire also needs to consider the impact that these types of warning signs would have in promoting our towns as a welcoming place to visit.

Therefore, it is considered that greater benefit would be achieved by placing warning signage of the CCTV cameras at the Apple Fun Park and Pump Track, where new and additional cameras have recently been installed. The Shire will make arrangements to order new CCTV warning signage for these sites and have them installed once they arrive.

More CCTV camera coverage can be considered in the future when external funding opportunities are identified. Prior to submitting any applications for additional cameras, the Shire will also need to consider the ongoing cost and management implications of the additional cameras.

5.2 PUBLIC QUESTION TIME

Question: Phil Jones

I will be asking a question at the next Council Meeting in regards to the total costs incurred following the dismissal of the Councillors in December 2022 including salary, travel, accommodation, meeting expenses and any other costs.

Response: Director Finance and Corporate

Ms. Gail McGowan was appointed as Commissioner of the Shire of Donnybrook Balingup in December 2022 by, the former Local Government Minister, Mr. John Carey.

The financial arrangements for this appointment were that the Department of Local Government, Sport and Cultural Industries (DLGSCI) would effectively employ the Commissioner and seek reimbursement from the Shire.

Over the period spanning from 19 December 2022 to 14 September 2023, payments totalling $165,792.08 were remitted to DLGSCI. To partially offset this expenditure, a commendable reduction in costs associated with Councillors' allowances, fees, and expenses was realised, amounting to $120,296.10. Nevertheless, after accounting for these adjustments, a net increased cost of $45,498.98 was incurred.

It is noteworthy that a final reconciliation may be pending, as there could be a small outstanding amount yet to be invoiced by DLGSCI. This financial process aligns with the understanding that Ms. McGowan's tenure concluded with the declaration of the election results in October 2023.

Question: Phil Jones

I will be asking a question at the next Council meeting in regard to the decision of the Commissioner to provide a loan to the DFC of $160,000 towards the anticipated $250,000 co-contribution and how is the balance of $90,000mis being paid.

Response: Director Operations

The Council (Commissioner) accepted an offer from the Donnybrook Football Club (DFC) as detailed in Council Resolution 105/23, as per the extract below.
The Western Australian Football Commission (WAFC) originally committed to a contribution of $120,000. This contribution was increased by $15,000 to $135,000.
In addition to the above, the WAFC provided a further contribution of $65,000 and requested the amount be applied to reduce the DFC contribution.

DFC = $160,000
WAFC = $65,000
Sum Total = $225,000

In addition to the above, and as noted in the extract below, the DFC have also committed to “work in kind”. The value of these works is yet to be determined.

Question: Colin Sharp

What plans does the shire have in place to protect the town? Fuel reduction seems to have been overlooked for many years and fire burning periods (when permits are needed.... not in the middle of winter when burning is impossible) are becoming smaller and smaller windows for this to happen.

Response:

Taken on notice.

Kev Johns

I understand the apple fun park equipment is going to tender but I want to know why there is 127,000 dollars written as an asset.

Response:

Currently they still hold a written down book value and the figure you have quoted, it is around that amount of 127,000 dollars I think part of the actual motion at tonight's Council Meeting that considers the disposal deals with the write off of of that amount. Dependant on the value of the disposal.

Question: Kev Johns

There was a skip bin over there at some point, I don't know if it was JP Metals or Hastie Waste but having a quick look through the video and the photographs, all of it isn't there. There's stuff like bolts missing, bits of steal. Where has it all gone?

Response:

This question will be taken on notice.

6 PRESENTATIONS

Nil.

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Nil.

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL (COMMISSIONER) – 19 OCTOBER 2023

Minutes of the Ordinary Meeting of Council (Commissioner) held 19 October 2023 are attached (Attachment 7.1(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council (Commissioner) held 19 October 2023 as confirmed by Commissioner McGowan as a true and accurate record be noted by Council.

COUNCIL RESOLUTION 59/23

MOVED: Cr Lindemann **SECONDED: Cr Patrick**

That the Minutes from the Ordinary Meeting of Council (Commissioner) held 19 October 2023 as confirmed by Commissioner McGowan as a true and accurate record be noted by Council.

CARRIED 5/4

For: Cr Lindemann, Cr Mitchell, Cr Patrick, Cr MacCarthy

Against: Cr Davy, Cr Gubler, Cr Glover, Cr Shand

Note: Shire President MacCarthy cast a second vote in accordance with the Local Government Act 1995, Section 5.21(3).

7.2 SPECIAL MEETING OF COUNCIL – 26 OCTOBER 2023

Minutes of the Special Meeting of Council held 26 October 2023 are attached (Attachment 7.2.(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 26 October 2023 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 60/23

MOVED: Cr Glover **SECONDED: Cr Shand**

That the Minutes from the Special Meeting of Council held 26 October 2023 be confirmed as a true and accurate record.

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

9.1 DIRECTOR OPERATIONS

Cr Mitchell left the room at 5:29pm.

9.1.1 DISPOSAL OF IDLE APPLE FUN PARK ASSETS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	PWF 18AB
Author	Ross Marshall, Director Operations
Responsible Manager	Ross Marshall, Director Operations
Attachments	9.1.1(1) Apple Fun Park Idle Assets Register
Voting Requirements	Simple Majority

EXECUTIVE RECOMMENDATION

That Council:

1. **Instructs the Chief Executive Officer to:**

   1.1 Commence the disposal of the idle Apple Fun Park assets by way of public tender in accordance with Section 3.58(2)(b) of the *Local Government Act 1995* on a where is, 'as is' basis with no warranties; and

   1.2 Present a report to Council to determine the most acceptable tender once closed; and

   1.3 Prepare a Budget Amendment report to recognise the disposal and present to Council.

STRATEGIC ALIGNMENT

Outcome	11	Strong visionary leadership.
Objective	11.1	Provide strategically focused, open and accountable governance.

EXECUTIVE SUMMARY

The original Apple Fun Park was created in 2008 and was renewed in 2021. The redundant equipment has been stored at the Shire's town depot since that time. This equipment was donated by the Fry Family and remains on the Shire's registers as idle assets. This report looks to dispose of the assets in accordance with the *Local Government Act 1995* whilst respecting the Fry Family and community sentiment.

BACKGROUND

The Apple Fun Park was first developed in 2008 and remains the biggest free entry playground in Australia. The initial development was community driven and underwritten by generous donation from the Fry Family. The Fry Family donated equipment, provided project management, organised and paid for local subcontractors, and coordinated contributions for work in kind.

Typically, standard playground equipment would require renewal or updating within 8-10 years after its original installation date - depending on warranty, frequency of use, maintenance, and safety inspections.

In 2019, the Shire of Donnybrook Balingup secured $1.5 million under Round 3 of the Federal Government's Building Better Regions Fund to revitalise Donnybrook's iconic playground. The revitalised Donnybrook Apple Fun Park was officially open on Friday 8 October 2021.

After the renewal project was completed, the redundant equipment has been stored at the Shire's town depot since that time. This equipment was donated by the Fry Family and remains on the Shire's registers as idle assets.

Whilst the equipment maintains a current written down value of $126,829.04, refer to Attachment 9.1.1(1) Apple Fun Park Idle Assets Register, the practical value of the assets is significantly less when considering the cost to rejuvenate, repair, relocate, install, and carry out safety inspection. As the manufacturer's warranty for the equipment has lapsed, re-use on Crown or Shire land is not recommended.

Considering this impost, the equipment has no value to the Shire.

The Community sentiment for the Apple Fun Park is very strong. Respecting that the original Apple Fun Park was created in 2008 with significant donation and community effort, disposal is likely to be a contentious issue.

FINANCIAL IMPLICATIONS

Disposal of these assets is likely to result in a non cash Loss being shown in the Statement of Comprehensive Income with the assets being disposed of in the Shire Asset register.

There will also be minor advertising costs which can be covered within the adopted 2023/24 Budget.

Whilst the equipment maintains a current written down value of $126,829.04, refer to Attachment 9.1.1(1) Apple Fun Park Idle Assets Register, the practical value of the assets is significantly less when considering the cost to rejuvenate, repair, relocate, install, and carry out safety inspection. As the manufacturer's warranty for the equipment has lapsed, re-use on Crown or Shire land is not recommended.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

Local Government Act 1995

Section 3.58(3)(a) of the *Local Government Act 1995* sets the requirements for disposal of property.

3.58. Disposing of property

(1) In this section —

***dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

***property** includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

CONSULTATION

Out of respect of the Family's donation, external consultation was undertaken with Mr Neville Fry to confirm disposal of the Apple Fun Park equipment is supported. Mr Fry has provided support, ideally with Council considering the following:"

- Disposal of the equipment locally, items remaining within the Shire of Donnybrook Balingup location.
- Ideally the successful tender submission will include coordination, if practicable rejuvenation, and disbursement to ensure the recipients are bona fide locals with needs or those who might not have the same advantages as others, and likely to be supported by the greater community.

OFFICER COMMENT

The officer recommends the disposal of the outdated playground equipment from the Apple Fun Park, which was donated by the Fry Family and has been stored since the park's renewal in 2021. Despite a written down value of $126,829.04, the assets are

considered to have no practical value to the Shire due to the costs associated with their refurbishment, relocation, and necessary safety inspections, alongside the expiration of the manufacturer's warranty.

The recommendation is made with full awareness of the community's strong attachment to the park and its history of significant community and the Fry Family's involvement.

The disposal process is advised to be carried out in compliance with Section 3.58(3)(a) of the *Local Government Act 1995*, ensuring transparency and fairness through public tender.

The officer acknowledges the need for careful consideration of community sentiment and respect for the Fry Family's contributions during the disposal process.

COUNCIL RESOLUTION 61/23

MOVED: Cr Glover **SECONDED: Cr Lindemann**

That Council:

1. **Instructs the Chief Executive Officer to:**

   1.1 Commence the disposal of the idle Apple Fun Park assets by way of public tender in accordance with Section 3.58(2)(b) of the *Local Government Act 1995* on a where is, 'as is' basis with no warranties; and

   1.2 Present a report to Council to determine the most acceptable tender once closed; and

   1.3 Prepare a Budget Amendment report to recognise the disposal and present to Council.

CARRIED 7/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Patrick, Cr Shand.

Against: Nil.

9.2 DIRECTOR FINANCE AND CORPORATE

Cr Mitchell re entered the room at 5:39pm.

9.2.1 ACCOUNTS FOR PAYMENT – OCTOBER 2023

The Schedule of Accounts Paid under Delegation (No. 1.2.23) is presented for public information (Attachment 9.2.1(1)).

EXECUTIVE RECOMMENDATION

Note that the Schedule of Accounts Paid under Delegation (No. 1.2.23) is presented for public information (Attachment 9.2.1(1)).

COUNCIL RESOLUTION 62/23

MOVED: Cr Lindemann **SECONDED: Cr Glover**

Note that the Schedule of Accounts Paid under Delegation (No. 1.2.23) is presented for public information (Attachment 9.2.1(1)).

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

9.2.2 MONTHLY FINANCIAL REPORT – SEPTEMBER 2023

The Monthly Financial Report for September 2023 is attached (Attachment 9.2.2(1)).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ending September 2023 be received.

COUNCIL RESOLUTION 63/23

MOVED: Cr Glover **SECONDED: Cr Lindemann**

That the monthly financial report for the period ending September 2023 be received.

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 AGENDA BRIEFING AND COUNCIL MEETING DATES 2024

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Samantha Farquhar, Administration Officer Corporate Services
Responsible Manager	Loren Clifford, Manager Corporate Services
Attachments	Attachment 9.3.1(1) Livestream Viewer Statistics
Voting Requirements	Simple Majority

EXECUTIVE RECOMMENDATION

That Council:

1. Adopt the 2024 Agenda Briefing and Ordinary Council Meeting dates as follows:

Agenda Briefing (Wednesday)	Ordinary Council Meeting (Wednesday)	Venue
21 February (5pm)	28 February (5pm)	Council Chamber Donnybrook
20 March (5pm)	27 March (5pm)	Council Chamber Donnybrook
17 April (5pm)	24 April (5pm)	Council Chamber Donnybrook
15 May (5pm)	22 May (5pm)	Council Chamber Donnybrook
19 June (5pm)	26 June (5pm)	Council Chamber Donnybrook
17 July (5pm)	24 July (5pm)	Council Chamber Donnybrook
21 August (5pm)	28 August (5pm)	Council Chamber Donnybrook
18 September (5pm)	25 September (5pm)	Council Chamber Donnybrook
16 October (5pm)	23 October (5pm)	Council Chamber Donnybrook
20 November (5pm)	27 November (5pm)	Council Chamber Donnybrook
11 December (5pm)	18 December (5pm)	Council Chamber Donnybrook

2. Instructs the Chief Executive Officer to undertake all statutory advertising in this regard.

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome	11	Strong, visionary leadership
Objectives	11.1	Improve community consultation and engagement.
Outcome	12	A well respected, professionally organisation.
Objectives	12.1	Deliver effective and efficient operations and service provision.

EXECUTIVE SUMMARY

Council is requested to adopt the 2024 calendar for Agenda Briefing and Ordinary Council meetings as presented below:

Agenda Briefing (Wednesday)	Ordinary Council Meeting (Wednesday)	Venue
21 February (5pm)	28 February (5pm)	Council Chamber Donnybrook
20 March (5pm)	27 March (5pm)	Council Chamber Donnybrook
17 April (5pm)	24 April (5pm)	Council Chamber Donnybrook
15 May (5pm)	22 May (5pm)	Council Chamber Donnybrook
19 June (5pm)	26 June (5pm)	Council Chamber Donnybrook
17 July (5pm)	24 July (5pm)	Council Chamber Donnybrook
21 August (5pm)	28 August (5pm)	Council Chamber Donnybrook
18 September (5pm)	25 September (5pm)	Council Chamber Donnybrook
16 October (5pm)	23 October (5pm)	Council Chamber Donnybrook
20 November (5pm)	27 November (5pm)	Council Chamber Donnybrook
11 December (5pm)	18 December (5pm)	Council Chamber Donnybrook

To allow Councillors to take leave throughout January, it is proposed that no Ordinary Council Meeting be held in January 2024. The last meeting of 2023 is Wednesday, 13 December and the first meeting for 2024 will be the Agenda Briefing 21 February 2024.

No public holidays occur on the dates recommended.

BACKGROUND

Council currently conducts one ordinary meeting on the fourth Wednesday of each month commencing at 5.00pm, a process which was adopted on 19 December 2008.

Council also, historically, conducted regular Agenda Briefings and Concept Forums to keep Councillors abreast of current issues and to allow for informal discussion on matters of interest to Council, this occurs the Wednesday one (1) week prior to the Ordinary Council Meeting.

Meetings are usually held in the Shire Council Chamber at Donnybrook, however, traditionally the March Agenda Briefing has been held in Kirup, the September Agenda Briefing has been held in Yabberup and the November Ordinary Council Meeting has been held in Balingup.

At the Ordinary Council Meeting in February 2023, Council (Commissioner) resolved to shift the November meeting from Balingup Hall (as resolved in November 2022) to the Donnybrook Council Chamber, as it will be the first meeting of the newly elected Council.

FINANCIAL IMPLICATIONS

The cost to hold the Ordinary Meetings are provided for in the 2023/24 Budget.

POLICY COMPLIANCE

EM/CP-2-Live Streaming and Recording of Council Meetings.

STATUTORY COMPLIANCE

Local Government (Administration) Regulations 1996, R.12(3)

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

CONSULTATION

Nil.

OFFICER COMMENT

Its recommend that all meetings be conducted exclusively within the Donnybrook Council Chamber. This venue stands as the singular facility equipped with the necessary livestreaming and video recording infrastructure, to ensure compliance with Council Policy EM/CP-2-Live Streaming and Recording of Council Meetings. This technology serves to greatly enhance public access to critical Council decisions, debates, and discussions. It effectively mitigates the geographical and personal constraints that might otherwise hinder in-person attendance at these vital proceedings.

The attached statistics (Attachment 9.3.1(1)) highlight the effectiveness of this approach, with an average view of 200accumulative for each meeting. In contrast, meetings held offsite registered notably minimal attendance rates, as per the table below.

Offsite Meeting Attendance						
	2022	2021	2020	2019	2018	2017
Kirup (AB)	0	0	10 (Donnybrook)	0	0	0
Yabberup (AB)	0	0	0	0	0	0
Balingup (OCM)	21	27	5	16	16	10

This reaffirms the Council Chamber's status as the most viable and accessible platform for meaningful engagement with our community.

COUNCIL RESOLUTION 64/23

MOVED: Cr Mitchell **SECONDED: Cr Glover**

That Council:

1. **Adopt the 2024 Agenda Briefing and Ordinary Council Meeting dates as follows:**

Agenda Briefing (Wednesday)	Ordinary Council Meeting (Wednesday)	Venue
21 February (5pm)	28 February (5pm)	Council Chamber Donnybrook
20 March (5pm)	27 March (5pm)	Council Chamber Donnybrook
17 April (5pm)	24 April (5pm)	Council Chamber Donnybrook
15 May (5pm)	22 May (5pm)	Council Chamber Donnybrook
19 June (5pm)	26 June (5pm)	Council Chamber Donnybrook
17 July (5pm)	24 July (5pm)	Council Chamber Donnybrook
21 August (5pm)	28 August (5pm)	Council Chamber Donnybrook
18 September (5pm)	25 September (5pm)	Council Chamber Donnybrook
16 October (5pm)	23 October (5pm)	Council Chamber Donnybrook
20 November (5pm)	27 November (5pm)	Council Chamber Donnybrook
11 December (5pm)	18 December (5pm)	Council Chamber Donnybrook

2. **Instructs the Chief Executive Officer to undertake all statutory advertising in this regard.**

CARRIED 8/0

For:
Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr McCarthy Cr Mitchell, Cr Patrick, Cr Shand.

.

Against: Nil.

The Chief Executive Officer, Garry Hunt left the room at 5:43pm.

9.3.2 BIENNIAL REVIEW COUNCIL POLICY EM/CP-1 COUNCIL MEMBER INDUCTION, TRAINING AND PROFESSIONAL DEVELOPMENT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	ADM 11/14
Author	Loren Clifford, Manager Corporate Services
Responsible Manager	Kim Dolzadelli, Director Finance and Corporate
Attachments	9.3.2(1) Council Policy EM/CP- 1- Council Member Induction, Training and Professional Development
Voting Requirements	Absolute Majority

EXECUTIVE RECOMMENDATION

That Council:

1. **Note the biennial review of Council Policy EM/CP- 1- Council Member Induction, Training and Professional Development, pursuant to section 5.128(5)(a) of the *Local Government Act 1995.***

2. **Adopt Council Policy EM/CP- 1- Council Member Induction, Training and Professional Development, inclusive of the amendments as outlined in the report.**

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome	11	Strong visionary leadership
Objective	11.1	Provide strategically focused, open, and accountable governance.
Priority Project	11.1.3	Facilitate access to mandatory training.

EXECUTIVE SUMMARY

It's recommended that Council, pursuant to section 5.128(5)(a) of the *Local Government Act 1995*, note the biennial review of Council Policy EM/CP- 1- Council Member Induction, Training and Professional Development, and adopt the amendment as per Attachment 9.3.2(1).

BACKGROUND

The *Local Government Amendment Act 2019* introduced the requirement for all Council Members to undertake Council Member Essentials training within the first 12 months of being elected.

Council at its Ordinary Council Meeting on 23 October 2019 adopted Council Policy EM/CP-1 Council Member Induction, Training and Professional Development pursuant to sec. 5.128(1) of the *Local Government Act 1995*.

> ***COUNCIL DECISION 165/19***
> *(Executive Recommendation)*
>
> *Moved: Cr Atherton Seconded: Cr Wringe*
>
> *That Council, pursuant to section 2.7(2)(b) of the Local Government Act 1995, adopt the new Council Policy EM/CP- 1- Council Member Induction, Training and Professional Development as provided at Attachment 9.7.1(1).*
>
> *Carried 9/0*

Section 5.128(5)(c) of the *Local Government Act 1995* requires Council to undertake a review of the policy after each ordinary election.

FINANCIAL IMPLICATIONS

The 2023/2024 budget for Councillor Training is $16,000 (Ex GST), this allocation allows for all Council Members to commence all five Council Member Essential (CME) modules, Council Members are required to commence this financial year.

POLICY COMPLIANCE

Council Policy EXE/CP-8- Policy Framework

This policy is recommended for review pursuant to clause 4.9 of the Council Policy EXE/CP-8- Policy Framework which outlines that:

4.9. A policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:

a. Legislative requirement.

b. New or changing industry and organisational standards.

c. To meet the Shire's strategic objectives.

d. Community needs or expectation.

e. Advocacy on issues that Council considers to be significant.

f. As a result of a Council resolution.

STATUTORY COMPLIANCE

Local Government Act 1995

5.127. Report on training

(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.

(2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

5.128. Policy for continuing professional development

(1) A local government must prepare and adopt a policy in relation to the continuing professional development of council members.*

(2) A local government may amend the policy.*

** Absolute majority required.*

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website.

(5) A local government —

a) must review the policy after each ordinary election; and

b) may review the policy at any other time.

CONSULTATION

Nil.

OFFICER COMMENT

Policy Amendment

Council Policy EM/CP- 1- Council Member Induction, Training and Professional Development underwent a review resulting in two modifications. The amendments are as follows:

1. A new addition, Clause 2.2 now states, "*2.2. This policy is obligatory as specified in section 5.128(1) of the Local Government Act 1995*."

2. Clause 4.11 was reworded from *"Council will consider the following when approving requests from Council Members for professional development:" to "Consideration will be given to the following when approving requests from Council Members for professional development:*" This modification enables the considerations to be factored in when the Chief Executive Officer is granting approvals in accordance with clause 5.1.

An overview of the Policy is outlined below.

This policy provides a framework for the formulation of the annual Training and Development Plan that will include inductions, mandatory Council Member training and professional development opportunities for Council Members.

Candidate Inductions

Candidate Inductions are free and provided (online) by the Department of Local Government, Sport and Cultural Industries.

Council Member Training and Professional Development

Western Australian Local Government Association (WALGA) training offers a range of Nationally Accredited Elected Member professional development courses that have been designed to provide the essential knowledge and skills to support Council Members to perform their role as defined in the *Local Government Act 1995*. This training has been broken up into three stages.

Council Member Essentials (CME) – Mandatory

All Council Members will commence this training within 12 months of being elected unless an exemption applies. The training is expected to take approximately 5 days over the course of a year.

After completion of the training and assessments for this stage Council Members will gain the LGASS00002 Elected Member Skill Set qualification.

Module No.	Module Name
1	Understanding Local Government
2	Conflicts of Interest
3	Serving on Council
4	Meeting Procedures
5	Understanding Financial Reports and Budgets

The training is valid for five years so a Council Member will only be required to undertake the training upon re-election each term.

Professional Development

WALGA offers a comprehensive suite of professional development training for Elected Members to undertake, after the completion of the CME modules. There are over 20 distinct learning and continuous professional development opportunities including WALGA's nationally accredited program, the LGA50220 Diploma of Local Government for Elected Members.

These units align with Council Policy EM/CP- 1- Council Member Induction, Training and Professional Development, providing reassurance that participants are building their capacity to perform to a level that reflects the trust communities place in their elected representatives. These modules include:

- Effective Community Leadership
- Dealing with Conflict
- Strategic Decision Making (IPR)
- Strategic Policy Development
- Oversee Asset Management Strategy
- Planning Practices – Essentials
- Planning Practices – Advanced
- Emergency Management Foundations for Local Government
- Community Disaster Recovery
- Recovery Coordinators Course for Local Government
- Emergency Management for Local Government Leaders
- CEO Performance Review
- CEO Recruitment
- Economic Development Essentials for Elected Members
- Speaking Professionally as an Elected Member
- Record Keeping Awareness for Local Government
- Elected Members
- The Role of Mayors and Presidents

Requests from Council Members to undertake the professional development training will be considered based on the following:

- the strategic direction of the Shire of Donnybrook Balingup; and
- the skills gap among the council as a whole; and
- the budget allocation, and
- the needs of individual Council Members.

Time Frame and Budget Allowance

It is proposed that the training be split over the Council Members four-year term to allow for time and budget constraints.

Training Costs and duration

WALGA offers four flexible delivery methods for presenting these training modules. When considering the cost of the training consideration should be given to the suitability and advantages to each method.

ELECTED MEMBER TRAINING	Face-to-face	Virtual Classroom	eLearning	Duration
Council Member Essentials (CME) – Mandatory				
Understanding Local Government	$ 240.00	$ 240.00	$ 220.00	1/2 day
Conflicts of Interest	$ 240.00	$ 240.00	$ 220.00	1/2 day
Serving on Council	$ 990.00	$ 0.00	$ 450.00	2 days
Meeting Procedures	$ 495.00	$ 0.00	$ 350.00	1 day
Understanding Financial Reports and Budgets	$ 495.00	$ 495.00	$ 350.00	1 day
Professional Development Units				
CEO Performance Review	$ 530.00	$ 0.00	$ 530.00	1 day
CEO Recruitment	$ 530.00	$ 0.00	$ 530.00	1 day
Dealing with Conflict	$ 990.00	$ 0.00	$ 0.00	2 days
Economic Development Essentials for Elected Members	$ 530.00	$ 0.00	$ 0.00	1 day
Effective Community Leadership	$ 530.00	$ 0.00	$ 530.00	1 day
Oversee Asset Management Strategy	$ 530.00	$ 0.00	$ 530.00	1 day
Planning Practices - Advanced	$ 580.00	$ 0.00	$ 580.00	1 day
Planning Practices - Essentials	$ 580.00	$ 0.00	$ 580.00	1 day
Record Keeping Awareness for Local Government Elected Members	$ 0.00	$ 240.00	$ 0.00	1.5 days
Speaking Professionally as an Elected Member	$ 530.00	$ 0.00	$ 530.00	1 day
Strategic Decision Making (IPR)	$ 530.00	$ 0.00	$ 530.00	1 day
Strategic Policy Development	$ 530.00	$ 0.00	$ 530.00	1 day
The Role of Mayors and Presidents	$ 395.00	$ 0.00	$ 0.00	1 day

Training Requests

Requests are to be submitted and approved by the CEO as per the policy.

Reporting Requirements

On completion of any Council funded professional development the Council Member is expected to submit a report to Council as per the policy.

Pursuant to sec. 5.127 of the *Local Government Act 1995*, the Chief Executive Officer is to compile a report listing each Council Member and the training completed in that

financial year. This report is to be published on the Shire's website and in the Annual Report.

Review Frequency

Pursuant to sec. 5.128(5)(a) of the *Local Government Act 1995* the policy must be reviewed after each ordinary election to consider the needs and skill sets of the new Council Members.

COUNCIL RESOLUTION 65/23

MOVED: Cr Glover **SECONDED: Cr Patrick**

That Council:

1. **Note the biennial review of Council Policy EM/CP- 1- Council Member Induction, Training and Professional Development, pursuant to section 5.128(5)(a) of the *Local Government Act 1995.***

2. **Adopt Council Policy EM/CP- 1- Council Member Induction, Training and Professional Development, inclusive of the amendments as outlined in the report.**

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr Mitchell, Cr MacCarthy, Cr Patrick, Cr Shand.

Against: Nil.

The Chief Executive Officer, Garry Hunt re entered the room at 5:48pm.

9.3.3 SHIRE COMMITTEES AND COUNCILLOR GROUP MEMBERSHIP

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	CNL 16
Author	Loren Clifford, Manager Corporate Services
Responsible Manager	Kim Dolzadelli, Director Finance and Corporate
Attachments	9.3.3(1) Draft Council Committee Working/Reference Group Membership 2023 - 2025
Voting Requirements	Absolute Majority

EXECUTIVE RECOMMENDATION

That Council:

1. **Appoint the following three Elected Members as Audit and Risk Management Committee members:**

   - **Cr_____**
   - **Cr_____**
   - **Cr_____**

2. **Appoint previous external member Ian Telfer to the Audit and Risk Management Committee as an external member for the December 2023 meeting.**

3. **Appoint the following four Elected Members as Development Assessment Panels (DAP) members:**

   - **Cr_____**
   - **Cr_____**
   - **Cr_____* Alternate Member**
   - **Cr_____* Alternate Member**

4. **Appoint the following two Elected Members as delegates to the South West Country Zone of WALGA:**

   - **Shire President**
   - **Deputy Shire President *Proxy**

5. **Appoint the following Elected Member as a Bush Fire Advisory Committee member:**

   - **Cr_____**

6. **Appoint the following two Elected Members as delegates to The Donnybrook School Community Resource Library Management Committee members:**

   - **Cr_____**
   - **Cr_____**

7. **Appoint the following three Elected Members as delegates to the Warren Blackwood Alliance of Council members:**

   - **Cr_____**
   - **Cr_____**
   - **Cr_____*Proxy**

8. **Appoint the following two Elected Members as Warren Blackwood Climate Change Impact Reference Group members:**

   - **Cr_____**
   - **Cr_____**

9. **Appoint the following Elected Member as a Local Emergency Management Committee (LEMC) member:**

   - **Cr_____**

10. **Appoint the following Elected Member as a Regional Road Group (RRG) member:**
    - **Cr_____**

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome	4.0	Shared responsibility for sustainability.
Objective	4.1	Encourage the adoption of sustainable practices
Outcome	11	Strong, visionary leadership.
Objective	11.1	Provide strategically focused, open, and accountable governance.

EXECUTIVE SUMMARY

Council is requested to appoint Elected Members as representatives to the following Committee's or Working/Reference Group for the next biennial term of two years. The following are the specific bodies in question:

- Audit and Risk Management Committee; and
- Development Assessment Panels (DAP); and
- South West Country Zone; and
- Bush Fire Advisory Committee (BFAC); and
- The Donnybrook School Community Resource Library Management Committee; and
- Warren Blackwood Alliance of Councils (WBAC); and
- Warren Blackwood Climate Change Impact Reference Group; and
- Local Emergency Management Committee (LEMC); and
- Regional Road Group (RRG).

BACKGROUND

The Council's representation on these Committees and Working/Reference Groups has been facilitated by the Commissioner and/or Senior Staff members for the past 11 months.

Committee, Working/Reference Group details vary and have been outlined in the table below.

AUDIT AND RISK MANAGEMENT COMMITTEE	
Established by Council pursuant to Division 1A, Section 7.1A of the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996* regulation 16.	
Members:	3 Elected Members 2 External Members
Term:	2 Years
Meeting Frequency:	The Committee shall meet quarterly
BUSH FIRE ADVISORY COMMITTEE	
Established pursuant to the *Bushfires Act 1954* to provide advice to Council regarding all matters relating to bushfire control, prevention, and management.	
Members:	1 Elected Member 13 Brigade Representatives (FCOs)
Term:	2 Years
Meeting Frequency:	Biannual meetings (April AGM)
THE DONNYBROOK SCHOOL COMMUNITY RESOURCE LIBRARY MANAGEMENT COMMITTEE	
A committee established via a legal agreement executed between the Shire and the Minister for Education in 2019 for the purpose of facilitating the management and control the Donnybrook Community Library.	
Members:	3 Shire members appointed by the Shire

	(Pursuant to sec 4.1(a) one of whom shall be the Shire CEO) 3 members appointed by the Minister for Education (pursuant to sec 4.1(b) one of whom shall be the principal)
Term:	2 Years
Meeting Frequency:	Two meetings per year

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

Established pursuant to the *Local Emergency Management Act 2005* to assist Council and ensure local emergency management arrangements are established.

Members:	1 Elected member (Chairperson) Shire Employees
Term:	2 Years
Meeting Frequency:	Every three (3) month as part of the financial year cycle and as required.

SOUTH WEST COUNTRY ZONE

An association of 12 South West local governments that meet to consider WA Local Government Association initiatives.

Members:	1 Elected Members (Usually, President and Deputy President as proxy) Shire Employee
Term:	2 Years
Meeting Frequency:	Five (5) meeting per year

REGIONAL ROAD GROUP (RRG)

The group prioritizes and resolves projects for the allocation of monies received from State and Federal Government.

Members:	1 Elected Member
Term:	2 Years
Meeting Frequency:	See annual meeting timetable on WALGA's website

WARREN BLACKWOOD ALLIANCE OF COUNCILS (WBAC)

A voluntary regional organisation of Councils representing the Shires of Bridgetown-Greenbushes, Boyup Brook, Donnybrook Balingup, Manjimup and Nannup. The WBAC acts as an advocacy group by supporting or undertaking significant projects relating to promoting economic development and diversity and encouraging regional population growth.

Members:	2 Elected Members
Term:	2 Years
Meeting Frequency:	Every (2) two months

WARREN BLACKWOOD CLIMATE CHANGE IMPACT REFERENCE GROUP	
To establish the basis of a Warren Blackwood Alliance of Councils (WBAC) sub-regional climate change impact policy that includes recommendations for practical and achievable adaption and mitigation strategies applicable to WBAC and member Local Government Organisations (LGO's).	
Members:	2 Elected Member
Term:	Until advised
Meeting Frequency:	Every second month (additional meetings may be called when required).

DEVELOPMENT ASSESSMENT PANELS (DAP)

Development Assessment Panels (DAP) were originally established by the Minister for Planning on 1 July 2011 to determine development applications that meet a certain threshold value. Each DAP comprises of five members, three specialist members and two local government members. All current local government DAP members are appointed for a term ending 26 January 2022.

All local government councils are requested to provide nominations for local government members by Friday 19 November 2021. Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* requires Council to nominate, as soon as possible following the elections, four elected Council members to sit as DAP members, two as members and two as alternate members.

Since the inception of the DAP the Shire has not received any applications that have required referral/determination by a DAP.

There are two situations when an application is referred to a DAP. These are:

- A mandatory application. This is a planning application that has an estimated value of $10 million or more.
- An optional application. This is a planning application that has an estimated value of $2 million or more and the applicant has elected for the application to be referred to the DAP.

Further information pertaining to the DAP and member participation can be accessed at https://www.dplh.wa.gov.au/daps.

Members:	2 Elected Members 2 Alternate Elected Members
Term:	2 Years
Meeting Frequency:	As required

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

- *Local Government Act 1995*
- *Bush Fires Act 1954*
- *Emergency Management Act 2005*
- *Planning and Development (Development Assessment Panels) Regulations 2011*

CONSULTATION

Nil.

OFFICER COMMENT

The appointments to these Committees and Working/Reference Groups stand as a crucial mechanism for proactive community representation and focused participation in areas of essential local concern.

The fulfillment of these roles will be instrumental in advancing the interests of the community and the region as a whole. It is the Council's prerogative to designate the most suitable representatives for each of these bodies, thus ensuring a well-rounded and effective contribution to our community's growth and welfare. provide advice and feedback to both the group and Council. It’s important to ensure that the representatives provide advice and feedback to both the group and Council.

COUNCIL RESOLUTION 66/23

MOVED: Cr Glover **SECONDED: Cr Lindemann**

That Council suspend the Meeting Procedures Local Law.

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

COUNCIL RESOLUTION 67/23

MOVED: Cr Lindemann **SECONDED: Cr Shand**

That Council re-commence the Meeting Procedures Local Law.

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr Mitchell, Cr MacCarthy, Cr Patrick, Cr Shand.

Against: Nil.

COUNCIL RESOLUTION 68/23

MOVED: Cr Patrick **SECONDED: Cr Lindemann**

That Council:

1. **Appoint the following three Elected Members as Audit and Risk Management Committee members:**

   - **Cr McCarthy**
   - **Cr Davy**
   - **Cr Bailey**

2. **Appoint previous external member Ian Telfer to the Audit and Risk Management Committee as an external member for the December 2023 meeting.**

3. **Appoint the following four Elected Members as Development Assessment Panels (DAP) members:**

   - **Cr Lindemann**
   - **Cr Davy**
   - **Cr Glover * Alternate Member**
   - **Cr Shand * Alternate Member**

4. **Appoint the following two Elected Members as delegates to the South West Country Zone of WALGA:**

   - **Shire President Cr MacCarthy**
   - **Deputy Shire President Cr Lisa Glover *Proxy**

5. **Appoint the following Elected Member as a Bush Fire Advisory Committee member:**

- **Cr Patrick**

6. **Appoint the following two Elected Members as delegates to The Donnybrook School Community Resource Library Management Committee members:**

   - **Deputy Shire President Cr Glover**
   - **Cr MacCarthy**
   -

7. **Appoint the following three Elected Members as delegates to the Warren Blackwood Alliance of Council members:**

   - **Shire President Cr MacCarthy**
   - **Cr Davy**
   - **Deputy Shire President Cr Glover *Proxy**

8. **Appoint the following two Elected Members as Warren Blackwood Climate Change Impact Reference Group members:**

   - **Cr Lindemann**
   - **Cr Davy**

9. **Appoint the following Elected Member as a Local Emergency Management Committee (LEMC) member:**

   - **Shire President Cr MacCarthy**

10. **Appoint the following Elected Member as a Regional Road Group (RRG) member:**
    - **Cr Mitchell**

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr Mitchell, Cr MacCarthy, Cr Patrick, Cr Shand.

Against: Nil.

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

Nil.

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12.1.1 CONFIDENTIAL – BITUMEN PRODUCTS – RFQ 314

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

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

12.1.2 CONFIDENTIAL –2024 COMMUNITY CITIZEN OF THE YEAR AWARDS

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

> (b) the personal affairs of any person.

COUNCIL RESOLUTION 69/23

MOVED: Cr Mitchell **SECONDED: Cr Gubler**

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 Bitumen Products – RFQ 314

12.1.2 2024 Community Citizen of the Year Awards

CARRIED: 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

The meeting was closed to the public at 6:18pm.

COUNCIL RESOLUTION 72/23

MOVED: Cr Shand **SECONDED: Cr Patrick**

That the meeting be re-opened to the public.

CARRIED: 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

The meeting was opened to the public at 6:34pm.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

COUNCIL RESOLUTION 70/23

MOVED: Cr Lindemann **SECONDED: Cr Gubler**

That Council:

1. **Instruct the Chief Executive Officer to award the contract for RFQ 314 – *Bitumen Products 2023/24* to Malatesta Road Paving and Hotmix, in accordance with their submitted offer.**

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

COUNCIL RESOLUTION 71/23

MOVED: Cr Glover **SECONDED: Cr Gubler**

That Council:

1. **Approve the recipients as outlined in the report.**

2. **Note that award recipients are kept confidential until they are awarded at the Australia Day event on 26 January 2024.**

CARRIED 8/0

For: Cr Davy, Cr Gubler, Cr Glover, Cr Lindemann, Cr MacCarthy, Cr Mitchell, Cr Patrick, Cr Shand.

Against: Nil.

13 CLOSURE

The Shire President to advise that the next Agenda Briefing Session will be held on 6 December 2023 commencing at 5:00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 6:37pm.

Bush Fire Advisory Committee
General Meeting

Held on

Thursday, 26 October 2023

Commencing at 6.00pm

At the Donnybrook Incident Control Centre
SES Headquarters
80 Bentley St, Donnybrook WA 6239

Garry Hunt
Chief Executive Officer (Temporary)

23 November 2023

Disclaimer
The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

ATTACHMENTS

Bush Fire Advisory Committee

General Meeting

26 October 2023

4.1	BFAC AGM Minutes – 4 May 2023
5.2.2	Senior Ranger's Report
9	Bush Fire Advisory Committee Terms of Reference (Reformatted)
11	Debrief Information 2022/23 Bushfire Season
13	Council Policy EMERG/CP-2 – Permits for Road Verge Burning
14	Local Government Grant Scheme – Ineligible Expenditure
15	Shire of Donnybrook Balingup Preformed Communications Plan

Attachment 4.1

Bushfire Advisory Committee
Annual General Meeting

held on

Thursday, 4 May 2023

Commencing at 6.00pm

At the Donnybrook Incident Control Centre

SES Headquarters

80 Bentley Street Donnybrook WA 6239

Ben Rose

Chief Executive Officer

12 May 2023

Disclaimer
The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

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DRAFT

SHIRE OF DONNYBROOK BALINGUP

BUSHFIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING

Held at the SES Headquarters Donnybrook

Thursday, 4 May 2023

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

The Chairperson declared the meeting open at 18:00 and welcomed the public gallery.

2. ATTENDANCE

2.1. MEMBERS PRESENT

Committee Member	Title	Brigade
B Dix (Chair)	FCO	Upper Capel
S Rowe	FCO	Argyle Irishtown
P Davis	FCO	Balingup
S Simmonds	FCO	Beelerup
D Tooke	DCBFCO	Donnybrook
M Walker	CBFCO	Ferndale-Stirling Park
M Zwart	FCO	Kirup-Brazier (Proxy)
M Anderson	FCO	Lowden
B Kettle	FCO	Mumballup
A Scott	FCO	Mullalyup
T McNab	FCO	Thomson Brook (Proxy) / Brookhampton

DRAFT

Guests	Title	Organisation
G Hodgson	Manager Fire Protection	Forrest Products Commission
B Anderson	Captain	Volunteer Fire and Rescue Service
G Hatch	Captain	Mumballup BFB
A Rohrbach	Captain	Lowden BFB
Staff	**Title**	**Organisation**
J Cooper	CESM	Shire of Donnybrook Balingup
C McGregor	Senior Ranger	Shire of Donnybrook Balingup
K Strange	Executive Manager Operations	Shire of Donnybrook Balingup
A Longford	Minute Taker	Shire of Donnybrook Balingup

2.2. APOLOGIES

Committee Member	Title	Organisation
G. McGowan	Commissioner	Shire of Donnybrook Balingup
B. Anderson	Captain	Donnybrook Volunteer Fire and Rescue Service
G Foan	FCO	Thomsons Brook
I Ralph	DCBFCO	Shire of Donnybrook Balingup
C Wringe	FCO	Kirup Brazier
E Hatherly	District Fire Coordinator	DBCA - Blackwood
T Thamo	FCO	Munro

DRAFT

3. DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

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

Paul Davis declared that he is an employee and contractor to the Shire of Donnybrook Balingup.

Scott Rowe declared that he is a contractor to the Shire of Donnybrook Balingup.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the Minutes of the Bushfire Advisory Committee Annual General Meeting held on 10 November 2022 be confirmed as a true and accurate record.

Moved: S. Rowe **Second:** S. Simmonds

5. BUSH FIRE BRIGADE AGM MINUTES

Pursuant to Section 3.9 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*, minutes of each of the Shire of Donnybrook Balingup Bush Fire Brigades Annual General Meetings are attached in Attachments 5.1 - 5.12.

Officer Recommendation:

That the Bush Fire Advisory Committee receives the minutes of each of the Shire of Donnybrook Balingup Bush Fire Brigade's 2023 Annual General Meetings.

Moved: S. Rowe **Seconded:** B Dix

DRAFT

6. REPORTS

6.1. COMMITTEE MEMBERS

1. Argyle/Irishtown Fire Control Officer (V)
2. Balingup Fire Control Officer (V)
3. Ferndale/Stirling Park and Chief Bush Fire Control Officer (attachment 6.1.3)
4. Mullalyup Fire Control Officer (V)
5. Upper Capel Fire Control Officer (attachment 6.1.5)

6.2. STAFF REPORTS

1. Community Emergency Services Manager (attachment 6.2.1)
2. Ranger Services (attachment 6.2.2)

6.3. GUEST REPORTS

1. Donnybrook Volunteer Fire and Rescue (attachment 6.3.1)
2. Forest Products Commission (V)
3. Department of Fire and Emergency Services (attachment 6.3.3)

7. CORRESPONDENCE

Nil

8. GENERAL BUSINESS

Officer	Topic	Action
M Walker	Automatic Vehicle Locator (AVL) not transmitting to Pinpoint Comms website correctly.	C Sousa to investigate. J Cooper reminded officers to perform regular AVL updates.
A Scott	Raised Concerns regarding incorrect contact details for Mullalyup FCO on Firebreak Order.	J Cooper advised issue had been corrected.
P Davis	Requested access cards for new Balingup Standpipe.	J Cooper to arrange.
B Kettle	Raised concerns regarding WAERN Radio reception, particularly since tower was shortened.	J Cooper to investigate grant funding to upgrade tower. C Sousa advised that fault reports need to be logged via CESM with DFES.
J Cooper	Vehicle resourcing – several brigades have requested additional resources.	J Cooper to coordinate consultation session.

DRAFT

Group Discussion	Distribution of incident debrief information.	J Cooper to collate and distribute debrief summaries.
Group Discussion	Succession Planning for leadership roles.	J Cooper to coordinate consultation session.

9. ANNUAL REVIEW OF THE SHIRE OF DONNYBROOK BALINGUP FIRE BREAK ORDER 2023/2024 FINANCIAL YEAR

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01, FRC 04
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Kira Strange, A/ Director Operations
Attachments	(10.1) Draft 2023/2024 Fire Break Order
Voting Requirements	Simple Majority

Recommended Committee Resolution

That Council:

1. **Endorse the 2023/2024 Shire of Donnybrook Balingup Fire Break Order.**

2. **Instructs the Chief Executive Officer to produce and distribute the 2023/2024 Shire of Donnybrook Balingup Fire Break order in accordance with Section 33 of the *Bush Fires Act 1956.***

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup Fire Break Order is a notice that is produced and distributed in accordance with Section 33 of the *Bush Fires Act 1954* and is presented for BFAC endorsement (Attachment 10.1).

BACKGROUND

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

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

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

FINANCIAL IMPLICATIONS

The total cost of the production and distribution for the 2022/23 Fire Break Order was $2,596.00.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Section 33, *Bush Fires Act 1954*

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

It is recommended that the Shire of Donnybrook Balingup Fire Break Order is updated as follows:

- Updated to reflect changes to Australian Fire Danger Rating System (AFDRS). These modifications are highlighted in attachment 10.1
- Grammatical errors corrected and highlighted on attachment 10.1
- Inclusion of Mr Brad Kettle as Fire Control Officer for Mumballup Bush Fire Brigade (subject to authorisation)
- *Bush Fires Act 1954 Summary* point 10;
    - Inclusion of defined extinguisher size (9kg). This was previously undefined.

That BFAC recommends Council:

3. **Endorse the 2023/2024 Shire of Donnybrook Balingup Fire Break Order, subject to change to inclusion of defined minimum of size (9 litre) extinguisher**

4. **Instructs the Chief Executive Officer to produce and distribute the 2023/2024 Shire of Donnybrook Balingup Fire Break order in accordance with Section 33 of the *Bush Fires Act 1956.***

Moved: Bevan Dix **Seconded: S Simmonds**

10. ENDORSEMENT OF NOMINATED FIRE CONTROL OFFICERS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01, FRC 10A-FRC10L
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Kira Strange, A/Director Operations
Attachments	Nil
Voting Requirements	Simple Majority

Recommended Committee Resolution:

That Council:

1. **Endorse the following persons as Fire Control Officers for the period 30/06/2023 until 01/07/2024 pursuant to section 38 of the *Bush Fires Act 1954,* and the persons to be advertised pursuant to section 38(2a) of the *Bush Fires Act 1954* and Section 3.11 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law* subject to the following:**

   1.1 Each endorsed FCO having completed the DFES FCO training prior to the October BFAC Meeting;

   1.2 In the event that an FCO has not completed the training by the October BFAC Meeting the Brigade shall be requested to nominate an alternative member who has completed the FCO training for the remainder of the applicable period.

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

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

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

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

BACKGROUND

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

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

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

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

FINANCIAL IMPLICATIONS
Nil

POLICY COMPLIANCE
Nil

STATUTORY COMPLIANCE
Section 38, *Bush Fires Act 1954*
Section 3.6, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*
Section 3.7, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*
Section 3.11, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

CONSULTATION
Nil

OFFICER COMMENT/CONCLUSION

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

That BFAC recommends Council:

1. **Endorse the following persons as Fire Control Officers for the period 30/06/2023 until 01/07/2024 pursuant to section 38 of the *Bush Fires Act 1954,* and the persons to be advertised pursuant to section 38(2a) of the *Bush Fires Act 1954* and Section 3.11 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law* subject to the following:**

   1.1 Each endorsed FCO having completed the DFES FCO training prior to the October BFAC Meeting;

   1.2 In the event that an FCO has not completed the training by the October BFAC Meeting the Brigade shall be requested to nominate an alternative Member who has completed the FCO training for the remainder of the applicable period.

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

Moved: David Tooke **Seconded: Paul Davis**

11. ELECTION OF OFFICE BEARERS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Kira Stranger, A/Director Operations
Attachments	Nil
Voting Requirements	Simple Majority

Recommended Committee Resolution:
That Council: 1. **Endorse the recommended office bearers of the Bush Fire Advisory Committee.**

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

Outcome	2.3	A natural environment for the benefit of current and future generations

Strategy	2.3.3	Partner with key stakeholders for effective environmental management
Action	2.3.3.2	Support Emergency Services Volunteers

EXECUTIVE SUMMARY
The election of Bush Fire Advisory Committee Office Bearers is a process that is undertaken annually as determined by Fire Control Policy 8.2.

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

FINANCIAL IMPLICATIONS
Nil

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

STATUTORY COMPLIANCE
Section 38 (1) *Bush Fires Act 1954*
Section 67 *Bush Fires Act 1954*

CONSULTATION
Nil

NOMINATIONS OF OFFICER BEARERS OF BFAC
The Chairperson declared all positions vacant and handed meeting to the Director Operations.

Director of Operations called for nominations for Chairperson.

OFFICE	NOMINATION	MOVED	SECONDED	CARRIED
CHAIRPERSON	**B. Dix**	**S. Simmonds**	**T McNab**	**14/14**

Director of Operations handed the meeting back to the Chairperson to call for nomination for vacant positions.

OFFICE	NOMINATION	MOVED	SECONDED	Outcome
CHIEF BUSH FIRE CONTROL OFFICER	M Walker	D Tooke	M Anderson	Carried 14/14
DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	D Tooke	M Zwart	P Davis	D Tooke accepted the nomination
DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	I Ralph	D Tooke	T McNab	Pending Acceptance of nomination
DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	P Davis	S Rowe	-	P Davis Declined the nomination
DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	M Anderson	S Rowe	S Simmonds	M Anderson accepted the nomination
COMMUNICATIONS OFFICER	M Webb	M Walker	B Dix	Carried 14/14
FIRE WEATHER OFFICER	M Webb	B Dix	P Davis	Carried 14/14

The Position of Deputy Chief bush Fire Control Officer went to a private ballot the results are displayed below.

NOMINEE	COUNT
D Tooke	14/14
I Ralph	11/14
M Anderson	3/14

Results summary:

OFFICE	RECOMMENDED OFFICER
CHIEF BUSH FIRE CONTROL OFFICER	M Walker
DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	D Tooke
DEPUTY CHIEF BUSH FIRE CONTROL OFFICER	I Ralph (pending confirmation of nomination)
COMMUNICATIONS OFFICER	M Webb
FIRE WEATHER OFFICER	M Webb

That BFAC recommends Council:

1. **Endorse the recommended office bearers of the Bush Fire Advisory Committee, subject to I Ralph's acceptance of nomination. In the instance the I Ralph does not accept the nomination, it is recommended that M Anderson is endorsed as Deputy Chief Bush Fire Control Officer in his place.**

Moved: M. Zwart **Seconded: S Rowe**

12. CLOSURE OF MEETING

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

The Chairperson declared the meeting closed at 20:00.

DRAFT

BUSHFIRE ADVISORY COMMITTEE GENERAL MEETING MINUTES

26 October 2023

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SHIRE OF DONNYBROOK BALINGUP

BUSHFIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING

Donnybrook Incident Control Centre
SES Headquarters
80 Bentley St, Donnybrook WA 6239

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

The Chairperson declared the meeting open at 1800 hrs, welcomed the public gallery and advised them of the meeting procedures.

2 ATTENDANCE

2.1 COMMITTEE MEMBERS

MEMBERS PRESENT

Fire Control Officer	Brigade	Guests	Staff
B Dix (Chair)	Upper Capel	G Hodgson (FPC)	J Cooper
S Rowe	Argyle-Irishtown	S Ward (DBCA)	C McGregor
P Davis	Balingup	P Dowling (DFES)	R Marshall
S Simmonds	Beelerup	B Anderson (VFRS)	A Longford
D Tooke	Donnybrook	P Nation (WAPol)	D Smith
M Walker	Ferndale-Stirling Park	A Rohrbach	
M Zwart (Proxy)	Kirup-Brazier	D Denholm	
M Anderson	Lowden	J Thomson	
B Kettle	Mumballup	G Hatch	
A Scott	Mullalyup		
T McNab M Gibbons (Proxy)	Thomsons Brook/Brookhampton		

2.2 APOLOGIES

C Wringe (Kirup)
G Foan (Thomsons Brook)
T Thamo (Munro)
G McGowan (Shire Commissioner)
I Ralph (Deputy Chief Bush Fire Control Officer)

3 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

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

S Rowe Declared that he is a contractor to the Shire of Donnybrook Balingup
P Davis declared that he is an employee of the Shire of Donnybrook Balingup

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the Minutes of the Bushfire Advisory Committee Annual General Meeting held on 4 May 2023 be confirmed as a true and accurate record.

Moved: D Tooke **Second:** M Zwart

Carried: 12/0

5 REPORTS

5.1 COMMITTEE MEMBERS

1. Ferndale/Stirling Park and Chief Bush Fire Control Officer – Attachment 5.1.1
2. Mumballup Fire Control Officer (V)
3. Upper Capel Fire Control Officer (V)

*(V) denotes verbal report

5.2 STAFF

1. Community Emergency Services Manager

Local Emergency Management Arrangements Update
Since March 2023 The Shire of Donnybrook Balingup's Local Emergency Management Arrangements have undergone a comprehensive review and are due to be endorsed by Council at its November meeting. These arrangements address emergencies relevant to the Shire of Donnybrook Balingup.

Automatic Vehicle Locator Upgrade
Due to the 3g network being phased out, all Automatic Vehicle Locators (AVLs) will be replaced during the months of November and December. The process takes approximately 30 minutes and should not impact brigades' ability to respond to incidents. These works will be performed by Infield Servicing.

Police Clearances
The Shire of Donnybrook Balingup has now established an internal procedure utilising the Volunteer National Police Clearance Certificate system, resulting in a more streamlined membership application process. Prospective members no longer need to provide a police

clearance with their membership application form, as the Shire now makes application for that information on their behalf.

2. **Senior Ranger -** attachment 5.2.2

5.3 GUESTS

1. Forest Products Commission (V)
2. Department of Biodiversity, Conservation and Attractions (V)
3. Department of Fire and Emergency Services (V)
4. Donnybrook Volunteer Fire and Rescue Service – attachment 5.3.4

6 CORRESPONDENCE

Nil

7 BUSINESS ARISING FROM PREVIOUS MEETINGS

Officer	Topic	Agreed Action	Outcome
M Walker	Automatic Vehicle Locator (AVL) not transmitting to Pinpoint Comms website correctly.	C Sousa to investigate. J Cooper reminded officers to perform regular AVL updates to the appliances.	Resolved. AVL system currently undergoing statewide upgrade from 3G to 4G/5G network.
A Scott	Raised Concerns regarding incorrect contact details for Mullalyup FCO on Firebreak Order.	J Cooper advised issue had been corrected.	Resolved.
P Davis	Requested access cards for new Balingup Standpipe.	J Cooper to arrange.	Access cards provided.
B Kettle	Raised concerns regarding WAERN Radio reception, particularly since tower was shortened.	J Cooper to investigate grant funding to upgrade tower. C Sousa advised that fault reports need to be logged via CESM with DFES.	Ongoing. No suitable grants available to fund project. Officers encouraged to report faults in writing for CESM to escalate via DFES ICT Team.
J Cooper	Vehicle resourcing – several brigades have requested additional resources.	J Cooper to coordinate consultation session.	Complete. Report on outcomes below.
Group Discussion	Distribution of incident debrief information.	J Cooper to collate and distribute debrief summaries.	Complete.
Group Discussion	Succession Planning for leadership roles.	J Cooper to coordinate consultation session.	Not started.

8 GENERAL BUSINESS

8.1 OUTSTANDING INCIDENT REPORTS

The Department of Fire and Emergency Services has provided data to the Shire of Donnybrook Balingup outlining the number of outstanding incident reports by brigade for the past two financial years.

It is requested that brigades refer to the table below and complete their outstanding reports by 31 December 2023.

A full list of incident details such as dates, brief incident description and incident numbers can be obtained upon request from the Shire's Community Emergency Services Manager.

Brigade	Number of Reports Outstanding 2021/2022 and 2022/2023
Argyle Irishtown	0
Balingup	5
Beelerup	6
Donnybrook Town	0
Ferndale Stirling Park	4
Kirup	2
Lowden	25
Mullalyup	14
Mumballup	6
Munro	4
Thomsons Brook	10
Upper Capel	2

8.2 SUMMARY OF VEHICLE RESOURCING CONSULTATION SESSION

On Tuesday 4 July, a consultation session was held between the Shire of Donnybrook Balingup, the Department of Fire and Emergency Services (DFES) and brigade leaders to discuss emergency vehicle resourcing throughout the Shire of Donnybrook Balingup.

The intent of the session was to determine whether the Shire of Donnybrook Balingup should approach DFES to request an additional appliance and if so, where it would be housed.

Key outcomes:

- The Shire of Donnybrook Balingup is reasonably well-resourced with 18 LGGS-Funded Bush Fire Service appliances in its current fleet. It was determined that the Shire would most likely be unsuccessful in obtaining any additional appliances.

- A 1.4 (1,000 litre, 4x4) appliance would be better suited than the current Light Tanker (600 litre) to manage the risk that exists within the Noggerup townsite.

- The Shire will consider requesting the 1.4 style appliance in lieu of Light Tankers from DFES during the replacement scheduling process, where needs exist and following

consultation with affected brigades. It was recognised that Light Tankers still serve a purpose within the Shire's Emergency Service Fleet.

- The Shire of Donnybrook Balingup Chief Bush Fire Control Officer will continue to periodically consider resource allocations throughout the Shire based on need and/or risk.

- The Shire of Donnybrook Balingup Community Emergency Services Manager will provide opportunities for brigades to train using a variety of appliances to enable familiarisation.

8.3 APPLICATION FOR FUNDING – FIRE DANGER RATING SIGNS

In May 2023, The Shire of Donnybrook Balingup submitted a grant funding application for a contribution of $31, 500 to the State Emergency Management Committee (SEMC) for x3 electronic fire danger rating signs to be placed at prominent locations throughout the Shire.



Following an extensive application process, the Shire was unsuccessful in its proposal. A breakdown of the full costs is tabled below:

Description	Agency	Funding Source	Amount ($)
Sign and subscription fees - 50%	Shire of Donnybrook Balingup	Cash	$30,000
Sign and subscription fees - 50%	NDRR Grant	NDRR	$30,000
Wages	Shire of Donnybrook Balingup	In-kind	$7,000
Consumables	Shire of Donnybrook Balingup	Cash	$5,000
Subscription fees (50%)	Shire of Donnybrook Balingup	Cash	$1,500
Subscription fees (50%)	NDRR Grant	NDRR	$1,500
		Total:	$75,000

In light of this unsuccessful proposal, the Shire of Donnybrook Balingup Ranger Services is in consultation with Main Roads WA to place fire awareness signs at Balingup, Donnybrook Lowden townsites. It is anticipated that these signs will be funded internally.

8.4 LOCAL GOVERNMENT GRANTS SCHEME

The Shire of Donnybrook Balingup Bush Fire Brigades are primarily funded the Department of Fire and Emergency Services (DFES) Local Government Grant Scheme (LGGS). In August 2023, the Shire of Donnybrook Balingup completed the required grant acquittal for Operational Expenditure and provided the below summary for the 2022/23 Financial year:

Description	Amount
Purchase of plant/equipment <$1,000	$2,640.74
Maintenance of plant/equipment	$3,276.15
Maintenance of vehicles	$105,452.63
Maintenance of land/buildings	$1,888.75
Clothing & accessories	$40,820.98
Utilities, rates & taxes	$12,662.99
Other goods/services	$19,701.55
Insurances/sundries	$73,683.57
Total	**$260,127.36**

The Shire of Donnybrook Balingup also made application for additional funding for Capital Expenditure (Items greater than $1,500).

The following items were approved:

Brigade	Item	Amount Approved
Thomsons Brook	Refrigerator (Fair wear & Tear)	$1,200
Kirup/Brazier	Washing Machine	$1,400
Argyle/Irishtown	Laptop (Fair wear & tear)	$1,500
Argyle/Irishtown	Data Projector (Fair wear & tear)	$1,650

The following items were not funded:

Brigade	Item	Reason Provided to Shire
Argyle/Irishtown	3-Bay facility & amenities	Design considered in excess to needs
Mumballup	55,000L water tank	Considered, Declined due to lack of funding availability

Brigades have individually been advised of the outcomes of the funding applications with alternative solutions presented for consideration.

8.5 CADETS

The Shire of Donnybrook Balingup is currently working with Donnybrook District High School to develop and support Fire Service Cadets. These cadets are currently working through the Rural Fire Awareness competency with Volunteer Trainer/Assessor Mick Zwart.

It is intended that in the 2024 school year, a formal Youth in Emergency Services (YES) program will be developed in conjunction with Donnybrook District High School, WA Police, St John Ambulance, State Emergency Service, Shire of Donnybrook Balingup, and Bush Fire Service.

8.6 MITIGATION ACTIVITY FUND

In November 2022, the Shire of Donnybrook Balingup was awarded $161,150 through the Mitigation Activity Fund across 21 treatments, including chemical works (spraying) mechanical works (mulching) and prescribed burning.

Below is a summary of treatments, correct as of 16 October 2023.

Completed Treatments		
Treatment Address	**Treatment Type**	**Status**
Campbell St, Balingup	Chemical Works	Complete
Tassone Road, Upper Capel	Chemical Works	Complete
Kelly Street, Donnybrook	Chemical Works	Complete
Allnutt St (Tuia Lodge), Donnybrook	Chemical Works	Complete
Bentley St (St Mary's), Donnybrook	Chemical Works	Complete
Grimwade Rd, Balingup	Chemical Works	Complete
Jenkins St, Balingup	Chemical Works	Complete
Macquarie St, Noggerup	Planned Burn	Complete
Wade Rd, Brookhampton	Mechanical Works	Complete
Mead St, Donnybrook	Planned Burn	Complete
Bakewell St, Donnybrook	Planned Burn	Complete
Macquarie St, Noggerup	Mechanical Works	Complete
Goodwood Rd, Upper Capel	Chemical Works	Complete
Vernon Rd, Upper Capel	Chemical Works	Complete
Russells Rd, Balingup	Chemical Works	Complete
Incomplete Treatments		
Treatment Address	**Treatment Type**	**Status**
Russells Rd, Balingup	Planned Burn	Deferred
South Western Highway, Mullalyup	Planned Burn	Deferred
Cemetery Road, Donnybrook	Planned Burn	Deferred
Cemetery Road, Donnybrook	Planned Burn	Deferred
Cemetery Road, Donnybrook	Planned Burn	Deferred
Hetherington Rd, Argyle	Fire Access Track	Deferred

Several planned burns have been deferred predominantly due to unfavourable weather conditions or unsuitable resource availability. It is anticipated that the Shire of Donnybrook Balingup will perform these works in the 2024 calendar year.

8.7 SUMMARY OF TRAINING

The Shire of Donnybrook Balingup has coordinated the following training locally.

Course	Number of course occurrences	Number of Participants
Bushfire Safety Awareness	3	34
Firefighting Skills*	2	23
Structural Firefighting	1	13
Totals	**6**	**70**

*Firefighting Skills course to be held in November 2023 – 12 participants have been confirmed.

Volunteers from the Shire of Donnybrook Balingup have also completed the following training:

Sector Commander
Mental Health First Aid
Ground Controller
Fire Control Officer
Provide First Aid

Local and Regional Training Calendars for 2024 are yet to be developed and will be distributed in the new year.

Committee Resolution:

That the information provided in *Business Arising from Previous Meetings* and *General Business*, items 7, 8.1 - 8.7 is received by the Shire of Donnybrook Balingup Bush Fire Advisory Committee.

Moved: B Dix **Seconded:** M Walker

Carried: 12/0

9 REVIEW OF BFAC TERMS OF REFERENCE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Ross Marshall, Director Operations
Attachments	(9) Reformatted BFAC Terms of Reference
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup Bush Fire Advisory Committee Terms of Reference has been identified as requiring review, having last been completed in 2021.

BACKGROUND

The Shire of Donnybrook Balingup Bush Fire Advisory Committee Terms of Reference was initially endorsed by BFAC and adopted by Council in October 2016. This Document was last reviewed at the April 2021 BFAC Annual General Meeting, where several changes were made.

The Shire of Donnybrook Balingup has recently updated its Document Style Guide, and the BFAC Terms of Reference has been updated to reflect this. No other changes to the content of the document have been made.

The updated document for consideration is attached.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Nil

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

The draft updated Shire of Donnybrook Balingup Bushfire Advisory Committee Terms of Reference is attached. It is recommended that BFAC endorse these changes for Council adoption.

That BFAC recommends Council:

1. **Endorse the updated Shire of Donnybrook Balingup Bush Fire Advisory Committee Terms of Reference.**

Moved: S Rowe **Seconded:** B Dix

Carried 12/0

10 RAIL CORRIDOR MAINTENANCE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Ross Marshall, Director Operations
Attachments	Nil
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup has been made aware of concerns within the community regarding the lack of bushfire mitigation and firebreak order compliance inside rail corridors.

ARC infrastructure has informally been approached regarding these concerns following receipt of a written complaint from the Mumballup/Noggerup Bush Fire Brigade.

BACKGROUND

The Shire of Donnybrook Balingup has received a written complaint from the Mumballup/Noggerup Bush Fire Brigade, relating to the fire risk that exists within the rail the corridor adjacent to the Donnybrook Boyup Brook Road:

"our Brigade is concerned that no work has been done for many years to manage the rail reserve and reduce the fire hazard, particularly from the Mumby pub through to Noggerup townsite and along the fire access track that runs along parallel to the creek on McQuarie St. Our concern is that local landowners are bound by Shire regulations with regard to having to do firebreaks to help manage fire risk and provide safe access for fire fighters in the event of a fire, yet it appears that Arc Infrastructure can operate with impunity with regards to their fire mitigation responsibilities.

The Brigade would like feedback from the Shire on what action they intend to take on this matter. Perhaps it could be suggested to Arc that they provide some funding to the local Brigade who would be only too happy to assist in some hazard reduction burning, if they are unwilling to, or are unable to, meet their obligations."

It is understood that the rail corridor mentioned in this correspondence has been a concern within the community for several years, based on informal discussions and feedback from community groups and residents following the significant fires experienced in the area during the 2022/23 Bushfire Season.

As a result of these informal discussions, the Shire's Community Emergency Services Manager approached ARC Infrastructure via email requesting information relating to rail corridor maintenance plans:

"Can you please advise whether there are any plans to maintain the rail corridor that passes through the Shire of Donnybrook Balingup, specifically the line that runs parallel with the Donnybrook-Boyup Brook Road through the localities of Lowden, Mumballup and Noggerup?

This line has not been used for many years and local residents are now raising concerns with the Local Government surrounding fire risk. Local Bush Fire Brigades have also shown interest in providing assistance, particularly following the busy fire season experienced last Summer."

ARC infrastructure provided the following response, advising that plans are in place, with a focus on more populated areas:

"After speaking with our regional lead, I can confirm sections of the line you've referred to are part of our annual program for bushfire mitigation and firebreak management, mainly around the more populated areas. The sections of line which have been maintained within the last six months are approximately indicated in orange on the map below.



Arc has a risk framework which is used to identify areas on our network which require bushfire mitigation as part of our annual program of maintenance.
Our regional lead has flagged there can be areas with neighbouring vegetation, such as in road reserves (outside rail corridor), not getting the same level of attention giving the impression we're not managing the vegetation appropriately."

This correspondence was also forwarded to the Shire of Donnybrook Balingup BFAC Committee for comment via email in July 2023. Nil responses were received.

The written complaint from Mumballup/Noggerup Bush Fire Brigade has also been forwarded to the Shire's Ranger Services for consideration during the Firebreak Compliance Period (1 December – 31 March annually).

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Section 33, Bush Fires Act 1956
Shire of Donnybrook Balingup Fire Break Order

CONSULTATION

ARC Infrastructure
Shire of Donnybrook Balingup Bush Fire Advisory Committee
Shire of Donnybrook Balingup Ranger Services

OFFICER COMMENT/CONCLUSION

It is acknowledged that there are concerns within the community pertaining to perceived fire risk within rail corridors in the Shire of Donnybrook Balingup. Written complaints have been forwarded to Ranger Services for their attention during the Firebreak Compliance period.

ARC infrastructure has also been made aware of these complaints and have advised the Shire of Donnybrook Balingup that it intends to develop a detailed mitigation plan to better manage fire risk within its land tenure.

That BFAC recommends Council:

1. **Instruct the CEO to request a schedule of proposed mitigation works within rail corridors in the Shire of Donnybrook Balingup from Arc Infrastructure for distribution to BFAC.**

2. **Instruct the CEO provide a written response to Mumballup/Noggerup Bush Fire Brigade that outlines the Shire's Firebreak inspection process.**

Moved: B Kettle **Seconded:** M Zwart

Carried 12/0

11 REQUEST FOR 2022/23 BUSH FIRE SEASON DEBRIEF

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Ross Marshall, Director Operations
Attachments	(11) Shire of Donnybrook Balingup Debrief Information 2022/23 Bushfire Season
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

Following the 2022/23 Bushfire season, it has been requested that the Shire of Donnybrook Balingup facilitate a forum-style interagency debrief.

The Shire of Donnybrook Balingup has provided numerous opportunities for brigades to provide feedback, which has been collated and distributed to relevant and appropriate stakeholders.

Given the resources that would be required to facilitate such a request, it is requested that the BFAC provide guidance as to whether such a forum would be beneficial.

BACKGROUND

On Tuesday 3 October 2023, the Shire of Donnybrook Balingup received an email from Mr G Hatch, Captain Mumballup/Noggerup Bush Fire Brigade:

"Feedback to the Brigades on what are the learnings from all the post-fire reviews carried out Brigades, at the request of Acting CESM Linden, following the Burra Buroo and Mumballup-Yabberup fires, last summer.

Our Brigade formally requests an opportunity for all Brigades to meet in a forum-style meeting with representatives from the Shire and other Government agencies who were involved, to discuss what could have been done better and reflect on what was done well.

We believe that it is only by confronting and discussing the issues that were raised in the post-fire reviews, that we are able to avoid repeating the same errors and can capitalise on the positive aspects of how these 2 large fires were managed."

As per a request in May's BFAC Meeting, Brigade leaders were approached for further feedback via email in August 2023, with most brigades providing a response. This information was collated and distributed to the Shire of Donnybrook Bush Fire Brigades along with suggested solutions to improve the issues raised. This information can be found in attachment 11 which was also distributed to representatives of the Department of Fire and Emergency Services and the Department of Biodiversity, Conservation and Attractions.

It is unlikely that the facilitation of an event of this scale prior to the upcoming High Threat Period (1 December 2023 – 31 March 2023) would be successful and would put significant strain on Shire resources. It is also unlikely that key agencies would be able to contribute to this event on short notice due to pre-fire season commitments such as training facilitation and spring burning activities.

It is suggested that the collated information be tabled at the Shire of Donnybrook Balingup Local Emergency Management Committee meeting, as representatives from key stakeholders form this committee.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Nil

CONSULTATION

Shire of Donnybrook Balingup Bush Fire Brigades
Shire of Donnybrook Balingup Bush Fire Advisory Committee

OFFICER COMMENT/CONCLUSION

It is recommended that the Shire of Donnybrook Balingup Bush Fire Advisory Committee consider the merits in holding a further debrief regarding the 2022/23 Bush Fire Season and provide a recommendation to council outlining this.

That BFAC recommends Council:

1. **Instruct the CEO to table the debrief information captured by Shire of Donnybrook Balingup at the next Local Emergency Management Committee Meeting.**

2. **Accept the debrief information and suggested action items collated by the Shire of Donnybrook Balingup**

3. **Instruct the CEO to facilitate a debrief for any significant event (Level 2, Level 3 or Critical) attended by Shire of Donnybrook Balingup Bush Fire Brigades in the Shire of Donnybrook Balingup within one month of the conclusion of event.**

Moved: S Simmonds **Seconded:** T McNab

Carried: 12/0

13 REVIEW OF COUNCIL POLICY EMERG/CP-2 PERMITS FOR ROAD VERGE BURNING

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Ross Marshall, Director Operation
Attachments	(13) Council Policy EMERG/CP-2 Permits for Road Verge burning
Voting Requirements	Simple Majority

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

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

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup Council Policy EMERG/CP-2 Permits for Road Verge Burning has been identified as requiring a periodic review in December 2023.

BACKGROUND

Council Policy EMERG/CP-2 was last reviewed by the Shire of Donnybrook Balingup in 2021. Several changes were implemented following this process, which were endorsed by BFAC and adopted by council.

Since 2021, there have been no reported issues or concerns relating to this policy.

Council Policy EMERG/CP-2 was previously named *"Fire Control Policy 8.3 – Road Verge Burning of Shire Controlled Roads".* The name and document formatting was updated to better align with updated document control protocols within the Shire of Donnybrook Balingup.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Council Policy EMERG/CP-2 Permits for Road Verge Burning

STATUTORY COMPLIANCE

Nil

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

Council Policy EMERG/CP-2 is attached for consideration.

That BFAC recommends Council

1. **Endorse the unchanged policy EMERG/CP-2 Permits for Road verge Burning.**

Moved: P Davis **Seconded:** S Simmonds

Carried 12/0

14 DEVELOPMENT OF OPERATIONAL GUIDELINES - CHAINSAWS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Ross Marshall, Director Operations
Attachments	(14) LGGS ineligible expenditure
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup has been made aware that several Bush Fire Brigades possess chainsaws for use whilst performing operational duties.

Give the high risk of injury that exists through their use, Chainsaws are not to be used by Bush Fire Service Volunteers until endorsed operational procedures are implemented and appropriate training provided.

BACKGROUND

Chainsaws are not a recognised piece of equipment for Shire of Donnybrook Balingup Bush Fire Service Volunteers, with no training program, maintenance schedule or operational procedures currently in place.

Funding for all other approved operational equipment is provided by the Department of Fire and Emergency Services (DFES), through the Local Government Grant Scheme (LGGS). As Chainsaws are not approved for the use of Bush Fire Services Volunteers, costs associated with them are ineligible through the LGGS and training is not provided. Refer attachment 14.

Should the use of chainsaws by bushfire service volunteers be recommended by BFAC to Council, all costs relating to them will need to be borne by sources other than the LGGS, such as Shire of Donnybrook Balingup budget, external grant funding or Shire of Donnybrook Balingup Bush Fire Brigades.

It is recommended that, in consultation with Shire of Donnybrook Balingup Bush Fire Brigades, operational procedures for the use of chainsaws be developed to provide operational guidance around their appropriate use, maintenance and training standards.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Nil

CONSULTATION

Shire of Donnybrook Balingup Bush Fire Brigades
Department of Fire and Emergency Services

That BFAC recommends Council:

1. **Instruct the Chief Executive Officer to hold a consultation session with Shire of Donnybrook Balingup Bush Fire Brigade leaders to develop Operational Guidelines relating to the use of chainsaws by volunteers.**

2. **Instruct the CEO to Prepare draft operational guidelines regarding the use of chainsaws for consideration at the next BFAC meeting.**

Moved: M Zwart **Seconded:** P Davis

Carried 12/0

15 ESTABLISHMENT OF DEFAULT UHF SECTOR CHANNELS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Ross Marshall, Director Operations
Attachments	(15) Shire of Donnybrook Balingup Preformed Communications Plan
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

It is encouraged that the Shire of Donnybrook Balingup BFAC consider the information provided and incorporate predetermined UHF radio channels to the Shire of Donnybrook Balingup Preformed Communications Plan.

BACKGROUND

Following numerous unsuccessful attempts to procure additional VHF handheld radios from the Department of Fire and Emergency Services, it was determined that CB radios should be purchased to ensure effective communication is maintained at incidents within the Shire of Donnybrook Balingup.

In June 2023, the Shire of Donnybrook Balingup was successful in obtaining $9,300 of Grant Funding for UHF (CB) radios through Forest Products Commission's Community Fire Protection Grants program.

Through this grant funding, 16 5-Watt UHF CB twin pack radios were purchased for distribution to Shire of Donnybrook Balingup Bush Fire brigade. It is recognised that some brigades have already purchased or do not wish to carry UHF radios.

Following several informal discussions with brigade leaders throughout the Shire, it has been suggested that the BFAC consider incorporating predetermined UHF channels for inclusion on the Preformed Bushfire Communications Plan (Attachment 15) Currently, the document states that CB1 – 80 can be considered.

Earth 2 Ocean have been approached for advice regarding this matter and have provided the following information:

UHF CB Channels	Usage
5 and 35	Emergency use only
40	Road safety, trucks
11, 22, 23, 61, 62, 63	Reserved for specific purposes
1 to 8 and 41 to 48 31 to 38 and 71 to 78	Repeater channel pairs - only use if there is no CB repeater on that channel in your area
10 and 18	4WD and caravan club use
All other channels	General chat

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Nil

CONSULTATION

Shire of Donnybrook Balingup Bush Fire Brigades
Department of Fire and Emergency Services

That BFAC recommends Council:

1. **Instruct the Chief Executive Officer to update the existing Shire of Donnybrook Balingup Preformed Bushfire Communications Plan to incorporate UHF channels 50-53 and 54-60 as required**

Moved: T McNab **Seconded:** S Simmonds

Carried 12/0

16 DEVELOPMENT OF FATIGUE MANAGEMENT GUIDELINES

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FRC 01
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Ross Marshall, Director Operations
Attachments	Nil
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

Following several investigations into incident reports received during the 2022/23 Bush Fire Season, it has been recommended that the Shire of Donnybrook Balingup should develop Fatigue Management Guidelines for its Bushfire Service Volunteers.

The implementation of Fatigue Management Guidelines will enable better compliance with the *Work Health and Safety Act 2022* by addressing the Duty of Care that the Shire of Donnybrook Balingup has to its workforce, including Bush Fire Service Volunteers.

BACKGROUND

During the 2022/23 Bushfire season, the Shire of Donnybrook Balingup received reports of several incidents where, following internal investigations, it was determined that fatigue was likely to have been a major contributing factor. It was determined that the Shire should consider implementing of Fatigue Management Guidelines for Bush Fire Service Volunteers.

It is acknowledged that some brigades within the Shire have also developed their own internal fatigue management processes, which should be considered if Fatigue Management Guidelines are developed across all brigades.

It is also anticipated that other Local Governments within the Department of Fire and Emergency Services Lower South West Region will also endorse Policies, Procedures or Guidelines relating to fatigue management applicable to Bush Fire Service volunteers.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Work Health and Safety Act 2020 – S19 (g)

CONSULTATION

Shire of Donnybrook Balingup Bush Fire Brigades

OFFICER COMMENT/CONCLUSION

It is recommended that the Shire of Donnybrook Balingup Bush Fire Advisory Committee request that the Shire of Donnybrook Balingup develop a Fatigue Management Guidelines for consideration at the next BFAC meeting.

That BFAC recommends Council:

1 **Instruct the Chief Executive Officer to develop draft Fatigue Management Guidelines for consideration at the next BFAC meeting.**

Moved: B Dix **Seconded:** M Zwart

Carried 12/0

17 CLOSURE OF MEETING

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

The Chairperson declared the meeting closed at 19:36.

Following the closure of the Bush Fire Advisory Committee Meeting, the Committee held an informal discussion regarding succession planning for future leadership roles.

Ranger Report - 26th October 2023

BUSH FIRE ADVISORY COMMITTEE

Shire of Donnybrook Balingup

General	The Shire is preparing for the up-coming season with its annual inspections of Shire managed reserves and maintenance to existing fire breaks. Deanne Smith has been appointed as Part -time Ranger with the Shire and will be assisting with carrying out fire break inspections.
Advertising for firebreaks	Advertising has commenced and the Fire Break order can be found in the Preston press, on our website and was sent out in the rates notices. Banners have been put up around the Shire with older ones being replaced. Approval is being sought from Main roads to install three metal signs at Balingup, Lowden and Donnybrook townsites. The signs are more visual than the banner style and they have a changeable display to indicate what period we are in "Restricted Period Permits Required" or "Prohibited Period" the signs can also be folded so they have no display for the open season.
Fire break Variations	No fire break variations have been received for this year. Rangers will take into consideration previously issued variations during inspections and assess properties that are non-complaint with the fire break order factoring in topography and natural watercourses.
Inspections	All townsites will be inspected first starting at Balingup and Donnybrook followed by all other townsites. Rural areas will be carried out after townsites have been completed. If any FCO's are concerned of particular areas please make these known to Ranger staff who can flag them for early inspection.

Conor McGregor
Senior Ranger

Ranger Services
Shire of Donnybrook Balingup

Bush Fire Advisory Committee Terms of Reference

Shire of Donnybrook Balingup / Bush Fire Advisory Committee (BFAC)

TERMS OF REFERENCE

1. ESTABLISHMENT

The Shire of Donnybrook Balingup Bushfire Advisory Committee (BFAC) is established in accordance with the Bushfires Act 1954 (the Act).

2. VOTING MEMBERSHIP

Members of the BFAC are appointed in accordance with Section 67 of the Act. The following table represents the BFAC voting structure:

Representative Brigade	Position	Voting Rights
Argyle / Irishtown	Fire Control Officer	1
Balingup	Fire Control Officer	1
Beelerup	Fire Control Officer	1
Donnybrook	Fire Control Officer	1
Ferndale	Fire Control Officer	1
Kirup / Brazier	Fire Control Officer	1
Lowden	Fire Control Officer	1
Mullalyup	Fire Control Officer	1
Mumballup	Fire Control Officer	1
Munro	Fire Control Officer	1
Stirling Park	Fire Control Officer	1
Thomson Brook	Fire Control Officer	2
Upper Capel	Fire Control Officer	1
Shire of Donnybrook Balingup	Elected Member	1

3. NON VOTING MEMBERSHIP

- Plantation Industry
- Department of Biodiversity, Conservation & Attractions
- Department of Fire and Emergency Services
- Fire and Rescue
- Staff - Shire of Donnybrook Balingup

4. ROLES AND RESPONSIBILITIES

The BFAC shall advise and recommend to Council matters relating to:

- Reviews of the Shire's Bushfire Response Plan;
- Reviews of the Shire's Bushfire Risk Management Plan;
- Government reports making recommendations for changes in local government practices relating to fire risk management, planning, response and improvements;
- Annual bushfire budget and relevant financial matters;
- Bushfire planning, setting standards and works program for fire prevention and mitigation within the Shire;
- The Shire's annual Firebreak Order;
- Appointments of Chief Fire Control Officer and Fire Control Officers;
- Reviews of bushfire related procedures, policies and local laws;
- Formation, rationalisation or dissolving any Bushfire Brigades within the Shire;
- Standards of equipment that should be provided and maintained under Brigade control;
- Distribution of firefighting equipment and funding between Brigades;
- Training standards for Brigade members; and
- Any other function assigned to the Committee under Section 67 of the Bush Fires Act 1954 and subsidiary legislation.

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5. GOVERNANCE

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

An elected member of the Shire of Donnybrook Balingup shall be appointed by Council to represent the BFAC.

Shire staff including the Community Emergency Services Manager and Executive Manager Operations are responsible for the functional activities of the BFAC and, as such, will attend these meetings in an advisory capacity to provide guidance to the committee. Shire staff do not have voting rights.

6. MEMBERSHIP TERM

The Shire of Donnybrook Balingup elected member will be for a period of two (2) years in line with local government elections.

All Fire Control Officers will be voting members on the BFAC whilst they remain Fire Control Officers for their respective brigades.

7. PROXIES

If a voting member cannot be present at a BFAC meeting, the member can assign a proxy as follows:

Bush Fire Brigade

1 representative to each Bush Fire Brigade FCO

Elected member

1 alternative elected member

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8. QUORUM AND VOTING

Quorum for a meeting is conditional on a representative or proxy from a minimum of seven (7) member organisations participating in the vote.

A decision of the BFAC does not have effect unless quorum is met. If the votes of members present at a meeting are equally divided, the Chair has the casting vote.

9. POWERS OF THE BUSH FIRE ADVISORY COMMITTEE

The BFAC has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

10. MEETING FREQUENCY AND STRUCTURE

The BFAC will meet as a minimum biannually.

11. AGENDAS AND MINUTES

The agenda for the BAC meetings will be distributed to all members a minimum of 3 days working prior to the meeting.

Minutes of the meeting will be taken and will be distributed to all members prior to the next BFAC meeting date.

12. DOCUMENT CONTROL

AMENDMENT		DETAILS OF AMENDMENT		AMENDED BY
#	SCOPE	COUNCIL	BFAC	
1	Document prepared	Adopted 26 October 2016	Endorsed 20 October 2016	MDES
2	Revision	Adopted 26 May 2021	Endorsed 12 May 2021	CESM
3				
4				

DRAFT

Shire of Donnybrook Balingup Debrief Information 2022/2023 Bushfire Season

Topic	Details	Suggested Solution
Communications	• Sector Commander not checking in on crews or answering radio, resulting in chain of command being bypassed for crews to get info • Awareness that IC may not have received all info at escalating incident • 144/106 Link unreliable • Consider use of CB channels when sectorizing, allows ease of communication with private units • Unnecessary radio communications experienced	• Sector Commander refresher training. 1 day with experienced officers/staff • Escalate to DFES LSW and request regular monitoring of link • Radio refresher training
Using other brigade's equipment	Pump at Lowden Shed hard to use	Familiarization training in other brigade areas, basic instructions left in location near pump
Appliance repairs	Good turnaround times	Communicate positive feedback to providers
Access Permits	Slow turnaround times, locals could be better utilised to defend if they can access their properties	• Consider allowing access sooner (IC consideration) • Communicate situation better with the public
Brigade representation	SoDB Brigades well represented, South West brigades good to work with	Communicate positive feedback to brigades
DBCA	• Bypassing Chain of Command to issue instructions to volunteers – not acceptable • Poor communications with Volunteers – Yelling unacceptable	• Communicate feedback to DBCA, suggest utilising Red Flag Warning system • Communicate feedback to DBCA, consider crossover training with parks
Mop Up Standards	Appears to be lacking across the board	• Utilise more inexperienced crews in this space • Leadership training
Resourcing	• Often Over resourced in the evenings, tasks not meaningful • Lack of Local Knowledge on the Fireground • Good Local Knowledge at management level • Well-Experienced SoDB Brigade Leaders • Slow tasking at Control Points	• Constantly review and communicate via chain of command • Sector Commander Training • Ensure experience/local knowledge is embedded at the sector/crew level

Welfare	• Not adequate • Slow turnaround times • Consider using a runner to allow crews to work effectively • Consider snack type food be made available at water points	• Continue to keep grab bags replenished in appliances • Ensure T-Cards are completed • Maintain communication with Chain of Command • Utilise support brigade more
Private equipment	Proved to be an invaluable resource throughout the summer Require appropriate supervision	• Continue to support their use when appropriate • Consider sourcing funding to maintain brigade owned slip on units
Incident Controller/Sector Commander relief	• ICs/SCs working long shifts with no relief. Crews reported similar fatigue throughout season	• More Sector Commander Training/opportunities to build confidence in crews. • Provide more shadowing opportunities at IC/DIC role • Develop fatigue management guidelines at local level
Animal Welfare	Large number livestock requiring destruction, slow turnaround times	• Process to be reviewed/improved DPIRD/LG
Aerial Support	Very Effective	• Communicate to DFES & DBCA – continue to request at jobs

COUNCIL POLICY EMERG/CP-2
PERMITS FOR ROAD VERGE BURNING

STRATEGIC OUTCOME SUPPORTED: 4 - Shared responsibility for sustainability.

1. OBJECTIVE

1.1. To provide clear guidelines for the burning of road verges throughout the Shire of Donnybrook Balingup.

2. SCOPE

2.1. This applies to all burning permits being issued by the Shire of Donnybrook Balingup for the burning of any road verge within the Shire of Donnybrook Balingup.

2.2. This is a discretionary Council Policy.

3. DEFINITIONS

3.1. Nil

4. POLICY STATEMENT

4.1. A Permit is to be issued prior to any road verge burn in accordance with this policy.

4.2. Burns are to be conducted by the relevant Bush Fire Brigade or authorised Shire staff. No road verge burning may be carried out by individuals unless authorised.

4.3. No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council unless written approval has been received from the controlling body.

4.4. Site inspections will take into consideration the environmental impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecasts for that time of year.

4.5. Permits to burn road verges will only be issued to Brigade Fire Control Officers and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines:

a. Prevent damage to infrastructure (i.e., Telstra infrastructure, culverts and fencing).

b. Minimise damage to native vegetation by completing a desktop assessment during the planning phase.

c. Ensure acceptable weather conditions have been considered.

d. Comply with normal permit requirements.

e. Only one side of a road to be burnt in any one year.

f. No single hazard reduction burn to exceed 500 metres within 3kms along a single road verge subject to environmental approval;

g. Adjoining strips may not be burnt within three years.

Shire of Donnybrook Balingup

4.6. The use of fire to abate fire hazards and to clear roadside drains should be confined to areas where distinct hazards, high ignition risks and high values can be identified. In general, these relate to road verges where native plant species have been replaced by annual weeds and grasses. Where possible, mowing and approved herbicide treatment is to be used as opposed to road verge burns.

4.7. On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary by Shire staff or its appointed contractors.

5. DELEGATION AND AUTHORISATION

5.1. Delegation 3.1.2 Prohibited Burning Times - Vary

5.2. The Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges, and only after a site inspection has been carried out by authorised Shire staff.

6. LEGISLATION

6.1. *Bush Fire Act 1954*

6.2. *Bush Fire Regulations 1954*

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Emergency		
Reviewer:	Community Emergency Services Manager		
Review Frequency:	Biennial	**Next Due:**	2023
Version Date:	21/12/2021	**Synergy #:**	NPP7992
Policy Version Details			
Initial Adoption Date:	23/01/2008	**Decision Reference:**	N/A
Version Decision Date:	21/12/21	**Decision Reference:**	213/21
Version Synopsis:	• Removed policy number 8.3 and added new policy ID; and • Renamed; and • Added scope and legislation; and • Moved delegation and authorisation under the heading		

Appendix III

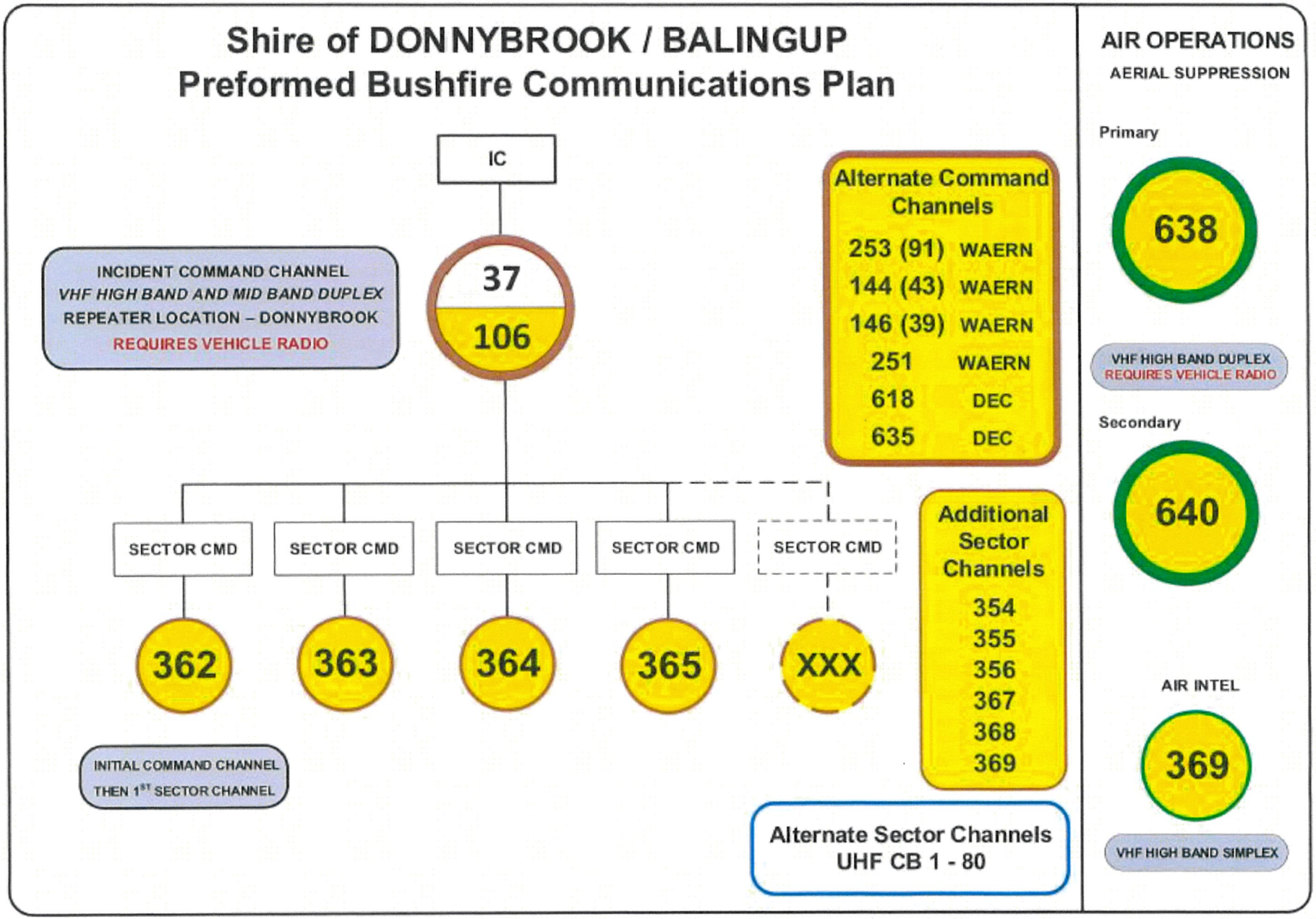
Index of Ineligible Expenditure

EXPENDITURE NOT ELIGIBLE FOR LGGS FUNDING

Expenditures associated with the functions/activities below **ARE NOT ELIGIBLE FOR LGGS FUNDING** through this budget process.

- Accounting/audit fees
- Accrual accounting provisions including depreciation
- Acquisition of land
- Aerial inspections
- Activities resulting in costs not directly associated with operational activities of a brigade/unit
- Alcohol
- Appointment and publication of Bush Fire Control Officers
- All -Terrain Vehicles (ATV's)
- Breathing Apparatus (Managed by DFES Operations Command and DFES Plant and Equipment Services)
- Capital and operating costs of Local Government plant and equipment
- Catering/Welfare Trailers
- Chainsaws – BFB
- Community recovery, support and assistance activities
- Community Emergency Services Manager (All expenses related to this position including vehicle expenses)
- Concrete cutters
- Costs associated with Annual Dinners and Annual General Meetings (AGM's)
- Costs associated with Bush Fire Advisory Committees
- Costs associated with hosting the annual Bush Fire Games
- Costs associated with providing utilities to site facility boundaries
- Costs associated with the engagement of contracted facility cleaning
- Costs associated with the engagement of contracted gardening and lawn mowing services
- Declaration and publication of restricted and prohibited burning times
- Development of local area fire and emergency management plans
- Portable fridge/freezer e.g. Engel, WAECO etc. (other than the replacement of those provided with new LGGS prescribed fleet assets)
- Emergency Positioning Indicating Radio Beacon (EPIRB)
- Emergency Service Levy and General Rates charges
- Equipment identified through DFES Equipment Re-call and Prohibition (ERAP) Circulars
- Feasibility Study
- Fire Prevention/Education and associated costs
- Funding for garaging on private property
- Goods and Services Tax (GST)
- Hands free kits for mobile phones, except for LGGS funded vehicles
- Hydrant installation, repairs and maintenance outside of gazetted fire districts (excludes hydrant servicing consumables)
- Insurance on radio communication equipment (refer Radio Communication Equipment below)
- Legal costs associated with action involving Local Government staff/employees/volunteers
- Legal costs associated with prosecutions for non-compliance with bush fire prevention requirements
- Local Government audit fees
- Local Government corporate overhead costs or transfer/assigned costs

Shire of DONNYBROOK / BALINGUP
Preformed Bushfire Communications Plan



Attachment 15

Local Emergency Management Committee Meeting

held on

Tuesday, 21 November 2023

Commencing at 9:00am

Donnybrook SES
80 Bentley St
Donnybrook WA

Garry Hunt
Temporary Chief Executive Officer

23 November 2023

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note these minutes may contain recommendations which have not yet been adopted by Council.

LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

21 November 2023

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SHIRE OF DONNYBROOK BALINGUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

held at Donnybrook SES, 80 Bentley St, Donnybrook on Tuesday, 21 November 2023 at 9.00am.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

The Chairperson declared the meeting open at 09:05, welcomed the gallery and advised them of the meeting procedures.

2 ATTENDANCE

2.1 COMMITTEE MEMBERS

Organisation	Committee Member
WA Police	Phil Nation (Deputy Chairperson)
Shire of Donnybrook Balingup	Jessie Cooper (CESM)
Shire of Donnybrook Balingup	Garry Hunt (T/CEO)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, SCEO)
State Emergency Service	Julie Carrick
St John Ambulance	Garry Davis (Proxy)
Department of Biodiversity, Conservation & Attractions	Steve Ward
Donnybrook Hospital	Sally Shaw
Water Corporation	Steve Collins
DEMC	Erin Hutchins
Department of Communities	Roma Boucher
Dept Fire and Emergency Services	Patrick Dowling
Tuia Lodge	Jane Goff
Dept Primary Industries & Regional Development	Tim Stevens
Balingup Progress Association	Wendy Trow

2.2 APOLOGIES

Organisation	Committee Member
Shire of Donnybrook Balingup	Ross Marshall (Director Operations)
Shire of Donnybrook Balingup	Kim Dolzadelli (DCC)
Shire of Donnybrook Balingup	Conor McGregor (Senior Ranger)
Shire of Donnybrook Balingup	Claire Palmer (EO)
Bushfire Service	Max Walker (CBFCO)
Fire and Rescue Service	Ben Anderson
WA Country Health Service	Barry Moroney
Bushfire Service	Mick Zwart
Red Cross	Karen Edmeades
Western Power	Gary Smith
Dept Fire and Emergency Services	Phil Bresser
Tuia Lodge	Jane Goff
Dept Primary Industries & Regional Development	Tim Stevens
Balingup Progress Association	Wendy Trow

2.3 GUESTS

Cr Vivienne MacCarthy, Shire President, Shire of Donnybrook Balingup

3 DECLARATIONS FROM THE PRESIDING MEMBER

The Chairperson delivered the Committee's functions as per S.39 of the EM Act:

a) *To advise and assist the local government in ensuring that local emergency management arrangements are established for its district*
b) *To liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
c) *To carry out other emergency management activities as direct by SEMC or prescribed by the regulations.*

4 DECLARATION OF INTEREST

Identify real, or potential conflicts of interest experienced by any member in relation to the items on the agenda. These should be declared now and if possible, raised with the chair prior to the meeting to determine the appropriate way to manage the conflict.

No Declarations of Interest were made.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes of the Local Emergency Management Committee Meeting held on 16 May 2023 be confirmed as a true and accurate record.

Moved: S Delaporte **Seconded:** P Dowling

6 CONTACT LIST REVIEW

The current Shire of Donnybrook Balingup Local Emergency Management Committee Contact list is attached at *Attachment 6.1.* Committee members to review this attachment to ensure contact details are current.

The Chairperson of the LEMC (elected member) will be determined on Wednesday 22 November 2023.

The contact list was circulated, and members provided relevant updates.

7 COMMITTEE MEMBER REPORTS

Committee members to provide an update on their organisation, in regard to issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the Committee in relation to Local Emergency Management Arrangements.

1. **Donnybrook Police** (V)
2. **Donnybrook Volunteer Fire & Rescue Service** (V, provided by J Cooper)
3. **Donnybrook St John Ambulance** (V)
4. **Donnybrook State Emergency Service** (V)
5. **Department of Biodiversity, Conservation & Attractions** (attachment 7.5)
6. **Donnybrook District Hospital** (V)
7. **Department of Communities** (Attachment 7.7)
8. **Shire of Donnybrook Balingup**
    a. **Community Emergency Services Manager** (V)
    b. **Recovery Coordinator** (V)
9. **Water Corporation** (V)
10. **District Emergency Management Advisor** (Attachment 7.10)
11. **Department of Fire and Emergency Services** (Attachment 7.11)
12. **Department of Primary Industries and Regional Development** (Attachment 7.12)

8 REVIEW OF SHIRE OF DONNYBROOK BALINGUP LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	CSV 23
Author	Jess Cooper, Community Emergency Services Manager
Responsible Manager	Ross Marshall, Director Operations
Attachments	8.1 Draft Local Emergency Management Arrangements 8.2 Annexure 1 – LEMC Terms of Reference 8.3 Annexure 2 – LEMC Emergency Risk Management 8.4 Annexure 3 – LEMC Hazard Plans 8.5 Local Recovery Plan
Voting Requirements	Simple Majority

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup Local Emergency Management Arrangements (LEMA) were last reviewed and updated in 2017. It has been identified that these arrangements required a comprehensive review that incorporated opportunities for stakeholder feedback and contribution.

BACKGROUND

The LEMA is a suite of documents that are required to be produced by the Local Government pursuant to sections 36 and 41 of the *Emergency Management Act 2005.*

These arrangements are utilised for planning, responding to, and supporting communities impacted by emergencies relevant to the local area.

In 2022, it was identified that the Shire of Donnybrook Balingup LEMA was due for review but was unable to facilitate a comprehensive review internally. The Shire of Donnybrook Balingup successfully made a joint application with the Shire of Bridgetown-Greenbushes for funding from the State Emergency Management Committee's All West Australians Reducing Emergencies (AWARE) program for an external party to facilitate this review.

The Shire of Donnybrook Balingup utilised these funds to engage Plan-it Consulting WA to perform the review, which commenced in January 2023. This review included several community workshops, and surveys.

In October 2023, the final LEMA was provided to the Local Emergency Management Committee, for an out of session review, feedback, and finalisation.

Following endorsement from the Shire of Donnybrook Balingup LEMC and adoption by Council, the updated LEMA is to be provided to the District Emergency Management Committee for noting at their December meeting.

FINANCIAL IMPLICATIONS

A joint application was submitted for AWARE Grant Funding by the Shires of Donnybrook Balingup and Bridgetown-Greenbushes. This submission was successful, and the monies received will cover the consultant (Plan-It) so there is no net cost to the Shire.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Sections 36 and 41 of the *Emergency Management Act 2005*

CONSULTATION

In May 2023, a community survey was prepared and advertised locally within the Preston Press. The survey was also made available via:

- The Shire's website
- The Shire's social media pages
- Balingup Public Library
- Donnybrook Community Library
- Donnybrook Community Resource Centre
- Balingup Post Office
- The Shire Administration Office

Community workshops were advertised locally and facilitated in both Balingup (1) and Donnybrook (2). The workshops that were held in Donnybrook were also livestreamed to encourage greater participation in these sessions.

Feedback from the community was forwarded to Plan-it Consulting, who utilised this data to ensure that the risks and measures identified in the LEMA were still relevant to the local community.

Draft copies of the LEMA were provided to the LEMC via email, which enabled the document to be periodically reviewed and updated to capture current practices and terminology.

OFFICER COMMENT/CONCLUSION

The final Shire of Donnybrook Balingup Local Emergency Management Arrangements is attached. It is recommended that LEMC endorse these arrangements for adoption by council and recommend that these arrangements be forwarded to the District Emergency Management Committee (DEMC) for noting.

LEMC Resolution:

1. **That the Shire of Donnybrook Balingup Local Emergency Management Committee endorse the updated Shire of Donnybrook Balingup Local Emergency Management Arrangements 2023 included in attachments 7.1 – 7.5 to Council for Adoption, subject to terminology updates provided by the Department of Communities via email on 20 November 2023.**

2. **That the CEO facilitate the completion of signing the endorsed Shire of Donnybrook Balingup Recovery Plan 2021.**

3. **That the CEO provide a copy of the adopted Local Emergency Management Arrangements to the District Emergency Management Committee for noting.**

Moved: G Davis **Seconded:** J Carrick

9 GUEST PRESENTATIONS

Nil

10 CORRESPONDENCE

10.1 CORRESPONDENCE IN

From	To	Topic	Date
R Boucher & E Hutchins	CESM	Terminology Updates – Dept. Communities	3/11/2023
WALGA	CESM	2023 EM Survey	26/10/2023
E Hutchins	CESM	New State EM Docs	13/10/2023
R Boucher	CESM	Updated Local Emergency Welfare Plan (Aug 2023)	30/08/2023
E Hutchins	CESM	LEMC Annual Report Survey 2023	2/6/2023
E Hutchins & T Stevens	CESM	Consultation Request – Restricted Access Permit System	1/6/2023

10.2 CORRESPONDENCE OUT

From	To	Topic	Date
CESM	LEMC Committee	Advice of next LEMC date	7/11/2023
CESM	LEMC Committee	LEMA Review	4/10/2023
CESM	E Hutchins	LEMC Annual Report Survey Response	6/6/2023

10.3 INFORMATION TABLED

Bush Fire Advisory Committee (BFAC) Information 26 October 2023 – Request for information to be tabled at LEMC.

The Shire of Donnybrook Balingup BFAC have requested that debrief information collected by the Shire of Donnybrook Balingup regarding the 2022/23 fire season be provided to the LEMC for noting in lieu of a forum-style debrief as per the below request received in October 2023:

"Our Brigade (Mumballup BFB) *formally requests an opportunity for all Brigades to meet in a forum-style meeting with representatives from the Shire and other Government agencies who were involved, to discuss what could have been done better and reflect on what was done well.*
We believe that it is only by confronting and discussing the issues that were raised in the post-fire reviews, that we are able to avoid repeating the same errors and can capitalise on the positive aspects of how these 2 large fires were managed."

The collated information is included in attachment 10.3 for noting.

11 REVIEW OF ACTION LIST and BUSINESS ARISING

R Boucher raised concerns that in 2022, the Shire of Donnybrook Balingup reduced the number of LEMC meetings from quarterly (4 per year) to biannually (2 per year) and put forward the following motion:

That The Shire of Donnybrook Balingup review the biannual meeting of LEMC and consider retuning to meeting on a quarterly basis.

Moved: R Boucher **Seconded:** E Hutchins

12 CLOSURE OF MEETING

The Chairperson advised that the date of the next Local Emergency Management Committee meeting will be advised.

The Chairperson declared the meeting closed at 10:04.

Attachment 5.1

Local Emergency Management Committee Meeting

Held on

Wednesday 16 May 2023

at 11.35am

Donnybrook SES
80 Bentley St,
Donnybrook WA 6239

Ben Rose
Chief Executive Officer

8 June 2023

LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

16 May 2023

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SHIRE OF DONNYBROOK BALINGUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

Held at Donnybrook SES,
80 Bentley St Donnybrook WA 6239
on Tuesday 16 May 2023 11.35am

1. DECLARATION OF OPENING

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

The Chairperson declared the meeting open at 11.35am.

2. ATTENDANCE

2.2 COMMITTEE MEMBERS

Organisation	**Committee Member**
WA Police	Terry Townsend (Chairperson)
Shire of Donnybrook Balingup	Jessie Cooper (CESM, LEMC Executive Officer)
Shire of Donnybrook Balingup Volunteer Fire & Rescue Service	Conor McGregor (Senior Ranger & Proxy for VFRS)
Shire of Donnybrook Balingup	Apryl Longford (Minute Taker)
Shire of Donnybrook Balingup	Susie Delaporte (Local Recovery Coordinator, (SCEO)
St John Ambulance	Ian Telfer (via Teams)
State Emergency Service	Julie Carrick
Department of Fire and Emergency Services	Erin Hutchins
Department of Communities	Roma Boucher
Department of Fire and Emergency Services	Patrick Dowling
Water Corporation	Steve Collins (via Teams)
Balingup Progress Association	Wendy Trow (via Teams until 12pm)
Tuia Lodge	Jane Goff

2.3 APOLOGIES

Shire of Donnybrook Balingup	Gail McGowan(Commissioner)
Shire of Donnybrook Balingup	Ben Rose (CEO)
Shire of Donnybrook Balingup	Kira Strange (A/DO)
Shire of Donnybrook Balingup	Kim Dolzadelli (DCC)
Shire of Donnybrook Balingup	Claire Palmer
Fire and Rescue Service	Ben Anderson
State Emergency Service	Julie Carrick
Department of Biodiversity, Conservation and Attractions	Ed Hatherley
Bushfire Service	Mick Zwart
Water Corporation	Mel Robertson
Bushfire Service	Max Walker
WA Country Health Service	Barry Moroney
Donnybrook District Hospital	Sally Shaw
Department of Fire and Emergency Services	Phil Bresser
Red Cross	Karen Edmeades
Western Power	Gary Smith
Department of Communities	Renee Flaxman
Department of Primary Industries & Regional Development	Tim Stevens

3. DECLARATIONS FROM THE PRESIDING MEMBER

The Chairperson delivered the Committee's purpose as per S.39 of the Emergency Management Act:

1. *To advise and assist the local government in ensuring that local emergency management arrangements are established for its district*
2. *To liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
3. *To carry out other emergency management activities as direct by SEMC or prescribed by the regulations.*

4. DECLARATIONS OF INTEREST

No declarations of interest were made.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes of the Local Emergency Management Committee Meeting held on 29 November 2022 included in attachment 5.1 were not confirmed to be a true and accurate record as there were no committee members present to second the motion.

6. CONTACT LIST UPDATE

Committee members to update contact details on a regular basis to the Shire of Donnybrook Balingup.

The Department of Communities provided contact updates to the Local Emergency Management Committee.

7. COMMITTEE MEMBER REPORTS

Committee members to provide an update on their organisation, regarding issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the Committee in relation to Local Emergency Management Arrangements.

- (v) denotes verbal report

1. Donnybrook Police (v)
2. Donnybrook Volunteer Fire & Rescue (v)
3. St John Ambulance (v - online)
4. Department of Communities
5. Shire of Donnybrook Balingup
    a) Community Emergency Services Manager
    b) Local Recovery Coordinator (v)
    c) Senior Ranger (v)
6. Water Corporation (v)
7. Tuia Lodge (v)
8. District Emergency Management Advisor
9. Department Fire and Emergency Services (v)
10. Balingup Progress Association (v)

8. CORRESPONDENCE

- 2022 LG EM capability summaries - South West
- CONSULTATION REQUEST - Draft Western Australian Emergency Management Capability Framework
- CONSULTATION REQUEST - Draft WA Community Disaster Resilience Strategy
- CONSULTATION REQUEST: State Support Plan - Emergency Relief and Support (formerly Emergency Welfare)
- Registration Opportunity: Webinar: Disaster Grant Funding
- National Disaster Risk Reduction (NDRR) Competitive Grant Program 2023-24
- Update on the Government's response to the Wooroloo Bushfire Review
- REMINDER CONSULTATION REQUEST - Local Emergency Management Committee Handbook
- CONSULTATION REMINDER: State Support Plan - Emergency Relief and Support (formerly Emergency Welfare)
- CONSULTATION REQUEST: State Hazard Plan Search and Rescue Emergency
- CONSULTATION REQUEST: WA Climate Change Adaptation Program

9. BUSINESS ARISING

9.1 LOCAL EMERGENCY WELFARE PLAN

That the Shire of Donnybrook Local Emergency Management Committee accept to Local Emergency Welfare Plan 2022 which was tabled by the Department of Communities. (Attachment 9.1)

Moved: R Boucher **Seconded:** J Cooper

Carried 13/0

10. CLOSURE OF MEETING

The Chairperson advised that the date of the next Local Emergency Management Committee meeting will be advised.

The Chairperson declared the meeting closed at 12.20 pm.

The Shire of Donnybrook Balingup LEMC Committee then performed an Incident Support Group Awareness training session.

DBCA - BLACKWOOD DISTRICT
LEMC MEETING DONNYBROOK 21/11/2023

Steve Ward

Preparedness

- The L3 Fire Operations Officer position in Kirup has now been permanently filled (Steve Ward) providing a fulltime fire officer on the Eastern side of the District to support crews at the Kirup Workcentre and provide for effective initial attack
- The Fire Tower at Ellis Ck (West of Bridgetown) is now active and fixed wing bombers have been available since the 6nd of November from Bunbury

Prevention

- Prescribed burning within the District has now ceased. Dry conditions have meant that a season that is usually 8 to 10 weeks was shortened to a 6 week window.
- The District completed 5 Spring burns totalling approximately 6000ha which is approximately one third to half of the average Spring programme.
- Planned burns in the Donnybrook Shire for Argyle, Donnybrook, Warner and Kirup were not completed this Spring due to the conditions.

Response

- 22 fires in Blackwood District so far – most arising from escaped landowner burns that were poorly secured. Nothing greater than 2ha due to mild winds on the day.
- Soil dryness is approximately 5 weeks ahead of the 5-year average so we are now in mid summer fire conditions and active fire behaviour will be expected now if there is lightning or strong winds in areas of heavy fuels
- Current DBCA resources within the Shire have been updated as part of the LEMC review.

Government of **Western Australia**
Department of **Communities**

Attachment 7.7

SHIRE OF DONNYBROOK BALINGUP - LOCAL EMERGENCY MANAGEMENT COMMITTEE REPORTING

Agency: **Department of Communities – Emergency Relief and Support (Communities)**			
Report prepared by:	Roma Boucher	**Position:**	DESO, SW

Date: Quarter 2 – October to December 2023 inclusive
LEMC Meeting: 21 November 2023

Report:

- **Review of the State Support Plan -** The draft State Support Plan – Emergency Relief and Support has been endorsed by the State Emergency Management Committee (SEMC) Response Policy Sub-Committee and will be presented to the SEMC for approval on 4 October 2023. Communities is preparing minor consequential changes to the Local Emergency Welfare Plans.
  - As a consequence, a template for a Local Emergency Relief and Support Plan will be produced in the near future, and a new document will be created to replace the present Local Emergency Welfare Plan.
  - In the meantime, I recently forwarded an email to all SW Local Governments information on new terminology in place of the word 'welfare', i.e. emergency relief and support.
- **Capability Audit –** Communities procured Nous Group to conduct an audit of Western Australia's emergency relief and support capability. Nous has completed consultation with partner agencies and is finalising the audit report
- **Disaster Victim Identification (DVI)/Mass Fatality** – Communities is engaging with WAPOL and the State Coroner's Office to strengthen its response to a potential major emergency where mass DVI processes are required.
- **Change Management -** On 21 August 2023, Communities commenced a change process to establish a permanent structure to deliver the Emergency Relief and Support (ERS) function under an enhanced service delivery model.
- **Partners Strategy-** To coincide with the change management process, Communities is exploring new ways to engage with partners. From October, Communities will trial a series of monthly workshops, information circulars and desktop exercises with state partners.

Response to the Kimberley Floods

- Communities continues to provide emergency relief and support services to Fitzroy Valley residents impacted by the Kimberley Floods.
- As of 20 September 2023:
  - 87 people are in Phase 1 Temporary Accommodation across the Fitzroy Valley: including Humanihuts on Country at Bungardi and Tarunda Caravan Park and in the Derby Hostel.
  - From 11 January 2023 until 20 September 23, Communities has responded to a total of 2,090 calls for assistance.
  - 92 Category 3 Assistance applications have been initiated.
- Communities has undertaken planning and preparedness activities in the Kimberley Region ahead of the upcoming wet season. Key activities are integrated into the DFES Wet Season Regional Preparedness Strategy and support the Shire of Derby West Kimberley Resilience and Planning Committee activities.

DISTRICT EMERGENCY MANAGEMENT ADVISOR REPORT
2nd Quarter 2023-2024

STATE NEWS

The last meeting of the **State Emergency Management Committee (SEMC)** was held on the 4 October 2023. SEMC Communiques can be found here.

2023 SEMC MEETING SCHEDULE

- December 2023

STATE EMERGENCY MANAGEMENT DOCUMENTS

The SEMC has approved and published two new State emergency management documents, the **State Support Plan – Emergency Relief and Support** and the **Local Emergency Management Committee Handbook**.

State Support Plan – Emergency Relief and Support

Several key changes were made to the Plan including;

- The change to terminology from 'welfare' to 'emergency relief and support' and welfare centre' to 'evacuation centres'.
- Greater clarity of the emergency relief and support services provided within the six functional domains.
- Greater clarity of Communities role un supporting Disaster Victim Identification services in respect to a major emergency.
- Greater clarity of Communities role as the State agency responsible for leading the social domain in the recovery phase of an emergency.

Please review your internal emergency management documents to reflect new terminology used within the Plan.

Local Emergency Management Committee Handbook

The LEMC handbook provides local governments with a summary of the actions and best practice principles as required under section 38 – 40 of the *Emergency Management Act 2005*, State Emergency Management Policy, procedures, and guidelines.

The LEMC Handbook provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.

The Handbook also includes sample LEMC Terms of Reference and Meeting Agenda templates, which can be downloaded from the SEMC website.

CONSULTATION REQUESTS

You can view all current consultations on the Engage WA EM consultation homepage

State Hazard Plan – Crash Emergency

The State Hazard Plan - Crash Emergency provides an overview of arrangements for the management of crash emergencies in Western Australia. The DFES State EM Policy Branch, on behalf of the SEMC (the responsible agency for the development and review of the State Hazard Plan Crash) is progressing with the periodical comprehensive review of the Plan on behalf of the three Hazard Management Agencies. The Hazard Management Agencies for crash emergencies are:

- Commissioner of Police (air crash and road crash)
- Arc Infrastructure Pty Ltd (Arc Infrastructure) (rail crash on Arc Infrastructure network)
- Public Transport Authority (PTA), (rail crash on PTA network).

The Head of Operations and Customer Management (Arc Infrastructure) and Managing Director (PTA) are the responsible for ensuring that emergency management is carried out on behalf of the respective agencies.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed amendments and welcomes other questions, queries or comments you have in relation to this Plan.

Please submit your feedback by COB 24 November 2023.

Philanthropic Engagement Framework for Emergency Management

Emergency events are becoming increasingly severe and frequent, being driven in part by a changing climate. In response, there is growing acknowledgement that the effective and efficient management of emergencies across the emergency management spectrum (prevention, preparedness, response, and recovery [PPRR]) requires a whole-of-society approach.

Philanthropic and private organisations have the potential to enhance State and local emergency management capabilities and capacities through the provision of resources, people, and expertise. The growing importance and prominence of philanthropy in emergency management is also reflected at a Commonwealth level through efforts to further enhance and formalise arrangements between government and private/philanthropic actors.

The State Emergency Management Committee (SEMC) is leading the design of a holistic approach to emergency management, with strategic emphasis on prevention and preparedness. The SEMC acknowledges the important role of philanthropic and private organisations in emergency management, and the need to work collaboratively with these sectors.

The Philanthropic Engagement Framework for Emergency Management provides guidance on the key issues to be considered when determining appropriate governance arrangements for public-private partnerships for emergency management across PPRR and will support increased collaboration between public and private sectors for an effective and efficient emergency management system.

Please submit your feedback by COB 8 December 2023.

DISTRICT NEWS

The last meeting of the **District Emergency Management Committee** (DEMC) was held on Tuesday 10 October 2023. The next meeting of the DEMC will be held on Tuesday 19 March 2024.

LOCAL NEWS

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

A copy of the Local Emergency Management Arrangements – Status Report is attached. Please check the due date for the five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process. Funding opportunities are available to assist with LEMA reviews.

GRANT PROGRAM UPDATES

The State Emergency Management Committee (SEMC) oversees the distribution of grant funding to support activities that reduce disaster risk and enhance WA's resilience to disasters.

Disaster Ready Fund

The Department of Fire and Emergency Services (DFES) is inviting Expressions of Interest (EOIs) from government and non-government organisations who have projects that will build resilience in the Western Australian community and prepare for future natural hazard impacts.

If you would like to share in $200 million of emergency management grant funding for a project or initiative that will make WA more resilient to disasters and will deliver benefits to your community, submit your EOI by 15 November 2023.

Submit your EOI here.

DRF Round Two is expected to open for applications in early 2024. Further information on the timeframes, Guidelines and application process will be made available once the Australian Government announces Round 2.

Information on funding opportunities can be found here.

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

Telecommunications Disaster Resilience Innovation Program

The Telecommunications Disaster Resilience Innovation (TDRI) program, through the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, will promote the development of new technologies to provide solutions for telecommunications disaster resilience, particularly in regional, remote and First Nations communities.

Applications are now open for projects that improve the resilience of telecommunications network during natural disasters, particularly in rural, regional, remote and First Nations communities. The new $50 million Telecommunications Disaster Resilience Innovation (TDRI) program will accelerate the development and deployment of new and innovative solutions to address communications issues during natural disasters. If you have any questions, please email TDRI@communications.gov.au. Questions should be sent **no later than 14 days prior to the closing date** for grant applications.

Applications under the Power Resilience Round and the Innovation Round of the TDRI program are open until **5pm AEDT Friday 17 November 2023**.

For more information on how to apply, including the Grant Opportunity Guidelines and Application Packs for the Power Resilience Round (GO6402) and the Innovation Round (GO6403), please visit GrantConnect.

TRAINING OPPORTUNITIES

Emergency Management Foundations for Local Government

Thursday, 16 November

This foundation course explores contemporary emergency management concepts and how these apply to your Local Government, within the Western Australian context. It is suitable for CEOs, Elected Members, Managers and Officers who would like to enhance their role in Emergency Management.

Register Here

Community Disaster Recovery

Friday, 17 November

This course will demonstrate recovery group management, pre-event recovery planning processes, the benefit of engaging with your community in preparedness and resilience building activities, and an understanding of the resources available to you.

Register Here

Complied by:
District Emergency Management Advisor – South West (incl. LSW)
Department of Fire and Emergency Services
As at 8 November 2023

SOUTH WEST DEMC

LOCAL EM REPORT as at 10 October 2023

SOUTH WEST

District Emergency Management Committee

READY	DRAFT	NEARING REVIEW	OVERDUE

Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12		60% Current		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	Current	3/05/2023	27/2023	3/05/2028
Shire of Boyup Brook	Boyup Brook	AWARE Grant application submitted	3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Bridgetown-Greenbushes	AWARE funding allocated; project underway	3/10/2017	46/2017	3/10/2022
City of Bunbury	Bunbury	Current	6/03/2020	08/2020	6/03/2025
City of Busselton	Busselton	Current	8/03/2023	08/2023	8/03/2028
Shire of Capel	Capel	Current	5/12/2022	81/2022	5/12/2027
Shire of Collie	Collie	AWARE funding allocated; Endorsed by Council.	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Current	4/08/2022	32/2022	4/08/2027
Shire of Donnybrook-Balingup	Donnybrook-Balingup	AWARE funding allocated; project underway. Endorsement by Council delayed until Nov 23 due to caretaker period.	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	Endorsed by LEMC and Council. Noted by DEMC at 10 October meeting.	3/10/2017	46/2017	TBA 2027
Shire of Manjimup	Manjimup	Current	1/10/2021	76/2021	1/10/2026
Shire of Nannup	Nannup	Current	14/08/2020	50/2020	14/08/2025

Government of **Western Australia**
Department of **Fire & Emergency Services**

DFES
Department of Fire & Emergency Services

Donnybrook Balingup LEMC Meeting

DFES LSW Region Report – 21 November 2023

- **Incidents** – for the period 16/05/2023 t0 21/11/2023

  Total 50

  - Fire – Bushfire (lge) 4
  - Fire – Bushfire (sml) 19
  - Fire – Other/Rubbish/Vehicle 6
  - Fire – Structure 3
  - Hazardous Situation 1
  - Natural Hazard 3
  - Road Crash Rescue 3

- **Training**

  Scheduled training program has been ongoing with emphasis on maintaining currency in critical skills sets such as BA refreshers and pre-season training in crew protection at bush fires.

- **Staff**

  Regional staff and volunteers have been requested by State Operations to assist with outside region incidents namely Pilbara and Kimberly incidents. Volunteers have deployed to support in both IMT roles and task force field operations. Regional FTE have also been deployed to undertake roles. This is likely to continue for a protracted period.

- Community Engagement
  - 1 Bushfire Ready Facilitator attended pre-season meeting Sunday 19 November
  - CPA providing support for activities by Lowden Bushfire Ready
    - 4 activities planned.
  - Dunsborough week feedback has been positive and will be reviewed for the potential organising future such events in the region.

- Mitigation

  BRMO continue to progress on targeted work program for the 2023/24 period

Patrick Dowling

Area Officer Warren Blackwood - LSW

Department of
Primary Industries and Regional Development

GOVERNMENT OF WESTERN AUSTRALIA

Incident and Emergency Management

Agency Name:	Department of Primary Industries and Regional Development		**Date:** 11 September 2023
Report prepared by:	Helen Kent	**Position:**	Emergency Preparedness Coordinator – Incident & Emergency Management Branch

LEMC and DEMC report – September 2023

- **Declared incidents** which DPIRD is managing:

- Eight (8) declared level 1 and 2 incidents in relation to plant pests/diseases and aquatic pests/diseases
- Nil animal pest/disease incidents

Red dwarf honey bee

DPIRD is investigating the detection of the exotic pest red dwarf honey bee (*Apis florea*) discovered on the Burrup Peninsula near Karratha. Red dwarf honey bees are known to be a vector for numerous exotic bee pests, including brood diseases, internal and external mites, and bee viruses.

The department is calling on the State's beekeepers and land managers to monitor their area for any unusual bees or nests.

Quarantine Area

A **Quarantine Area** (QA) has been declared for the Burrup Peninsula in the Pilbara to support a biosecurity response to eradicate Red dwarf honey bee. Bee keepers with hives, equipment or those who have collected swarms on the peninsula are not permitted to move them outside the Quarantine Area to prevent the pest from spreading.

Affected bee keepers are asked to contact DPIRD's Pest and Disease Information Service (PaDIS) to advise of hives in the area. Workers, residents, businesses and visitors to the Quarantine Area are required to report observations of unusual bees to the PaDIS hotline or via the department's **MyPestGuide® Reporter** app to support surveillance

Impact

Red dwarf honey bees are social bees which live in colonies of at least 3,000 insects. They migrate, swarm, and abscond readily, making them a major threat for exotic incursions and to the Australian environment.

One of the major risks for Australia is that red dwarf honey bee (*Apis florea*) is host to a range of bee brood diseases, parasites, and viruses that may impact European honey bees.

The red dwarf honey bee can carry Euvarroa mite (*Euvarroa sinhai*) a close relatives to the destructive Varroa mites. The species can also carry Tropilaelaps mites (*Tropilaelaps clareae*) which is a known pest of European honey bees.

Red dwarf honey bees may also compete with other bees for floral resources.

What to look for:

Red dwarf honey bees are characterised by their external nesting habits. Their nest is made up of an exposed single horizontal comb less than 25 centimetres wide that is built around and attached to tree branches or other support, including buildings and shipping containers.

The pest is easily distinguished from European honey bees by their small size in comparison to the European honey bee, being just 7-10 millimeters in length. They have a red/brown abdomen with black and white bands

Look for unusual bees that look smaller than European honey bees or colonies with exposed combs.



- +61 (0)8 9368 3080
- **padis@dpird.wa.gov.au**

MyPestGuide®

- **MyPestGuide® Reporter app**
- **mypestguide.agric.wa.gov.au**

Queensland fruit fly

DPIRD is working to stop the spread of the significant invasive pest, Queensland fruit fly (Qfly), after a confirmed detection in Bayswater.

A Quarantine Area has now been declared and covers a 15km radius around the suburbs of Bayswater and Belmont.

Qfly is one of the most serious pests of fruit and vegetables in Australia, attacking over 300 species of fruit and vegetables and impacting a range of horticulture industries and access to valuable markets, a full host list can be found to the right of this page.

Quarantine Area

The Quarantine Area covers a 15kms radius from the Qfly detection points and includes Perth, Belmont, Gosnells, Kalamunda, Vincent, Joondalup, Swan, Wanneroo, Melville, Canning, Bayswater, South Perth, Subiaco, Stirling, Nedlands, Bassendean, Belmont, Claremont, Victoria Park, Cambridge and Mundaring.

The QA is divided into two main zones: the **Corrective Action Zone which** is the 1.5 km area surrounding each detection point and the **Export Assurance Zone** covers the area in a 15 km radius from the detection point - the area of the QA that is not part of the Corrective Action.

The full Quarantine Area Notice can be accessed at: https://www.agric.wa.gov.au/plant-biosecurity/biosecurity-alerts-queensland-fruit-fly-updates.
Link to video with Qfly eradication response Bayswater: Advice for residents living within the Qfly Corrective Action Zone | Agriculture and Food

The QA is divided into two main zones: the **Corrective Action Zone** and the **Export Assurance Zone**.

Corrective Action Zone

The Corrective Action Zone is the 1.5 km area surrounding each detection point.
Residents located within this zone are required to comply with the following QA requirements:

- Qfly host fruit cannot be removed from or moved within any part of the Corrective Action Zone, unless treated (e.g. cooked, frozen, solarised or processed).
- Host trees/plants can be moved if all fruit has been stripped, treated and disposed of correctly prior to movement.
- All ripe or ripening host fruit on plants or trees must be picked every three days. There should be no host fruit on the ground.
- Fruit can be eaten (immediately store in the fridge), or must be treated, bagged and binned in residential general waste bins, not green waste or compost bins.

- Residents must provide DPIRD personnel access to their premises to inspect and bait host plants, place lures and check for compliance up to twice a week, until further notice.

Export Assurance Zone

The **Export Assurance Zone** covers the area in a 15 km radius from the detection point - the area of the QA that is not part of the Corrective Action Zone. The area will act as a buffer zone to further prevent further spread of the pest.

The requirements for the management of Qfly host fruit for this area are less stringent but commercially grown Qfly host fruit cannot move either within the QA or outside the QA unless it is treated.

Advice for residents living within the Qfly Correction Action Zone: Advice for residents living within the Qfly Corrective Action Zone | Agriculture and Food

Advice for Growers in Qfly Export Assurance Zone: Advice for Growers in Qfly Export Assurance Zone | Agriculture and Food

Further information is available at: Queensland fruit fly (Qfly) updates | Agriculture and Food

Didemnum vexillum (Carpet sea squirt)

Didemnum vexillum (Carpet sea squirt) has been detected in Western Australia (WA) for the first time.

Carpet sea squirt (CSS) is a highly invasive marine invertebrate animal that can overgrow and smother native species. It can overgrow rocks, shellfish, sea sponges and man-made structures such as wharves, jetty pylons, pontoons, buoys and vessels.

A level 2 incident was declared on 25 January 2023 in response to the detection of CSS in WA.

On 17 March 2023 a Quarantine Area Notice was put in place for the waters adjacent to the Australian Marine Complex Common User Facility at Henderson South.

The aim of the QAN is to:

- Manage the movement of vessels into the QA to minimise the spread of the pest.
- Strengthen the requirements for biofouling inspections and treatments for vessels that regularly operate in the Quarantine Area or have been in the Quarantine Area for a period of six days or more.

CSS has the potential to impact oyster and mussel aquaculture, marine environments, dive tourism industries as well as increasing maintenance costs for commercial and recreational vessels.

The aquatic pest has been detected in two locations in WA; Garden Island and at a marine facility in Henderson. The detection at Garden Island was the first confirmed detection in Australia.

Biosecurity alerts: Carpet sea squirt | Agriculture and Food

Polyphagous shot-hole borer

Polyphagous shot-hole borer (PSHB) *Euwallacea fornicatus* is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.

DPIRD continues to respond to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area.

Response activities include:

- Conducting surveillance to determine the distribution of PSHB
- Containing the pest to prevent further spread to non-infested regions within Western Australia
- Providing advice and information to residents, industry and other stakeholders
- Ensuring that all response activities are conducted safely, consistently and efficiently

To stop the spread, a Quarantine Area Notice (QAN) is in place to support the Department of Primary Industries and Regional Development's ongoing surveillance program to determine the spread of the pest.
The Quarantine Area covers 25 local government areas. The new areas added to the expanded QAN on 21 March 2023 are:

- Beckenham, Canning Vale, Huntingdale, Kenwick, Langford, Maddington and Thornlie in the City of Gosnells
- Duncraig, Greenwood, Marmion, Sorrento and Warwick in the City of Joondalup
- Alexander Heights, Girrawheen, Koondoola and Marangaroo in the City of Wanneroo
- Ballajura, Beechboro, Bennett Springs, Dayton, Hazelmere, Kiara, Lockridge, Malaga, Middle Swan, Midland, Viveash, West Swan and Woodbridge in the City of Swan
- Forrestfield, High Wycombe, Perth Airport and Wattle Grove in the City of Kalamunda

Link to information about Polyphagous shot-hole borer | Agriculture and Food

State alerts and investigations
DPIRD is investigating one (1) pest/disease.

National alerts & investigations
DPIRD, and other state jurisdictions, continue to monitor reported outbreaks of African swine fever, Lumpy skin disease and Foot and mouth disease in other countries.

Information regarding Foot and Mouth Disease prevention is available on the WA government website:
Foot-and-mouth disease advice for Western Australians (www.wa.gov.au)

Information is also available on the DPIRD website:
Foot-and-mouth disease: prevention and preparedness | Agriculture and Food

Important: There are, currently, no known incidences of these emergency animal diseases in Australia.

Emergency animal disease preparedness included in the 2023-2024 State Budget:

The WA State government announced $10.4 Million, in the State Budget, to enhance preparedness for Emergency Animal Disease (EAD).

Key activities include:

- enhancing EAD preparedness by focussed incident management training, emergency disease exercises and finalising policies and procedures for incident response.
- enhancing communications with industry and community stakeholders to increase awareness of Emergency Animal Diseases and improve preparedness and likelihood of early disease detection and reporting.
- building and developing a veterinary reserve and enhancing veterinary student exposure to rural veterinary opportunities.
- enhancing veterinary capacity
- enhancing the diagnostic laboratory capability and capacity by upgrading the laboratory information management system, including automation of tasks and enhanced sample tracking and security.

Learning and Development Coordinator (Emergency Animal Disease) – Level 6
Fixed term until 30 June 2027 with the possibility of extension and/or permanency

In line with the State Government's commitment to enhance preparedness for emergency animal diseases, DPIRD is recruiting for the position of Learning and Development Coordinator (Emergency Animal Disease).

This position will:

- deliver and manage the training and compliance activities across DPIRD's emergency response operations in Western Australia
- undertake evaluation and assessment of learning, exercising and induction programs for our specialist and field-related roles that provide support to WA's emergency responses.
- facilitate the development and evaluation of various programs in relation to the delivery of training needs, training solutions, scheduling
- conduct assessments to develop employee skills to meet regulatory and Departmental requirements

Link to JobsWA: Learning and Development Coordinator (Emergency Animal Disease) (jobs.wa.gov.au)

Natural hazards – DPIRD support responsibilities and Disaster Recovery Funding Arrangements WA

Severe Tropical Cyclone Seroja (Disaster Recovery Funding Arrangements WA - DRFAWA)

Incident details:

11 April 2021: Severe Tropical Cyclone Seroja crossed just south of Kalbarri around 8pm Australian Western Standard Time (AWST).

Impacts at Kalbarri and the nearby town of Northampton were severe with many buildings sustaining significant damage, mostly consisting of lost roofs but other structures were destroyed. Many locations recorded maximum wind gusts greater than 125km/h with the highest being 170km/h from Meanarra Tower near Kalbarri.

DPIRD is managing Disaster Recovery Funding Arrangements WA assistance to primary producers impacted by TC Seroja

Application details for the Primary Producer Recovery Grants Category B and C as at – 4 September 2023

DRFA Measures	Submitted applications	Under assessment	Approved	Approved $
Category B	65	17	41	$876,183.00 (Expended)
Category C	184	53	126	$2,571,425.89 (Expended)

Ex-TC Ellie (Kimberley Floods) – January 2023

DPIRD is providing support to affected communities, in relation to its areas of responsibility, in the recovery from the January flooding in the west Kimberley.

- The State Support Plan – Animal Welfare in Emergencies was formally activated on 9 January 2023 and remained activated until 3 May 2023 to provide support to the local government in relation to the coordination of animal welfare.

Recovery:

- Substantive Wheatbelt Development Commission CEO, Rob Cossart, has been appointed as the State Recovery Coordinator for the Kimberley floods.

- The State recovery structure, across the four recovery environments of Social, Economic, Built and Natural environment, has been formalised with appropriate State Government agencies leading the domains:
- Social: Department of Communities
- Economic: DPIRD
- Built: Department of Treasury and Main Roads WA
- Natural environment: Department of Environmental and Regulation

  DPIRD has appointed liaison officers to sit on the social, built and natural environments State-level domains.

- The Shire of Derby West Kimberley has established its local recovery group and relevant subcommittees which are:
- Media
- Getting Home
- Cadjebut Airport
- Pastoral
- Social/Wellbeing
  DPIRD has provided a departmental representative on the Shire of Derby West Kimberley's local recovery group and relevant subcommittees.

  DPIRD has secured funding for an Industry Recovery Officer to be embedded with the Kimberley Pilbara Cattleman's Association (KPCA).

- Dedicated DPIRD web page for affected primary producers outlining available assistance: Kimberley flood recovery | Agriculture and Food

Disaster Recovery Funding Arrangements WA (DRFAWA):

Support measures are designed to assist in meeting the needs of primary producers whose assets or primary production business has/have been affected by a disaster for which DRFAWA has been invoked.

Category B - Assistance measures for primary producers may include grants for:

- Professional advice
- Reimbursement of fees (maximum $1,500) to obtain professional advice directly related to addressing issues arising from the declared natural disaster event
- Freight subsidy (reimbursement)
  Primary producers can claim a maximum of 50% of the costs to the producer of transporting any of the following items as a direct result of a natural disaster:
- Livestock;

- Fodder or water for livestock; or
- Building or fencing equipment or machinery.
- Fencing (for livestock producers only)
  Primary producers can claim 100% of the costs associated with any of the following:
- restoration/replacement of fencing (to pre-disaster standard) where the fencing has been deliberately dismantled or damaged due to counter disaster operations activities undertaken in order to combat the eligible natural disaster event; and/or
- reimbursement of the costs of materials only (to pre-disaster standard) to repair/replace boundary fencing damaged/lost as a direct result of the eligible natural disaster event. The measure is only available where the fencing adjoins a major road/rail transport corridor and where the roaming of livestock may present a danger to the travelling public (i.e., the aim being to preserve public safety).

The applicant must demonstrate to DPIRD's satisfaction that, at the time of the natural disaster event, the property was being used to hold or agist livestock.

- Expression of interest for interest subsidy on a new loan to recover
  An interest rate subsidy may be available to primary producers for new loans:
- to repair/replace assets lost or damaged / repair damage caused by the natural disaster event
- for carry on purposes to implement the next season's production program
- or to replace livestock lost in the disaster for which the assistance measures under the DRFAWA have been activated

Link to further information regarding available funding and relevant conditions: https://www.agric.wa.gov.au/emergency-response/disaster-recovery-funding-arrangements

Category D – Exceptional circumstances:

Freight Assistance Program

- Purposes: The Commonwealth and WA State Government jointly funded Freight Subsidy Program is to assist with the ongoing exceptional freight requirements for businesses impacted by ex Tropical Cyclone Ellie (DRFA AGRN1044).
- Eligible applicants: Businesses located in, or delivering to, the four (4) DRFAWA activated local government districts which are the Shire of Broome, Shire of Derby West Kimberley, Shire of Halls Creek and the Shire of Wyndham East Kimberley
- Funding duration: All claims must be submitted no later than two (2) months after a suitable road connection is re-established. Claims may be backdated for all freight movement that occurred on, or after, 1 January 2023
- DPIRD is the designated delivery agency for this funding

FAQs including details of eligibility: Publications (dfes.wa.gov.au)

Applications received (as at 4 September 2023):

DRFA Measures	Submitted applications	Under assessment	Approved	Approved $
Category B (AGRN 1044 – Ex TC Ellie)	4	0	3	$ $49,875.70 (ex GST)
Category D (AGRN 1044 – Ex TC Ellie & AGRN 1059 – TC Ilsa)	214	7	195	4,286,504.04 (ex GST)

Severe Tropical Cyclone Ilsa – 9 April 2023

Incident details:

Severe Tropical Cyclone Ilsa crossed the east Pilbara coast as a category 5 cyclone just before midnight on Thursday, 13 April 2023.

Incident impacts have included:

- Destruction of Pardoo Roadhouse
- Damage/losses on pastoral stations

Local government districts subject to DRFAWA proclamation: Shire of Broome, Shire of East Pilbara and Town of Port Hedland

Disaster Recovery Funding Arrangements WA:

Category B: Assistance measures for primary producers may include grants for:

- Interest rate subsidy may be available to primary producers for new loans to repair/replace assets that have been damaged or destroyed
- Freight subsidy - reimbursement (livestock, fodder or water for livestock and building or fencing or machinery)
- Fencing subsidy (where fencing adjoins a major road/rail transport corridor)

Applications received (as at 7 August 2023):
(Shire of Broome, Town of Port Hedland and Shire of East Pilbara)

DRFA Measures	Submitted applications	Under assessment	Approved	Approved $
Category B (AGRN 1059 – TC Ilsa)	1	1	0	Nil

Category D – Primary Producer Grants

Grants of up to $75,000 are available to assist pastoralists with out-of-pocket clean-up and reinstatement costs incurred as a direct result of the flooding associated with Ex TC Ellie and TC Ilsa. The grant covers activities such as the removal and disposal of debris, damaged infrastructure and equipment, deceased livestock; salvaging crops; and repairing damaged infrastructure and equipment.
Note: Cat D for TC Ilsa is being administered under AGRN1044 and expenditure is included in Category D noted in the section relating to Ex TC Ellie (Kimberley floods).

DPIRD staff emergency management training

Biosecurity Emergency Response Training Australia:
Relevant DPIRD staff are currently completing the Certificate IV in Public Safety (Biosecurity Emergency Response Leadership).

DPIRD emergency management workshop:

The DPIRD Incident and Emergency Management Branch will be delivering emergency response training to its first response teams, and District and Local Emergency Management Committee representatives in their operational role as an Incident Support Group (ISG) and/or Operational Area Support Group (OASG).

Sessions include:

- FRT activation, functional roles and responsibilities
- Role of the District and Local Emergency Management Committee representatives as ISG/OASG liaison officer
- An overview of DPIRD's animal welfare in emergencies role and responsibilities
- Use of DPIRD information and mapping systems during incidents and emergencies

- Hybrid desktop/functional emergency management exercise

Animal Health Australia and Plant Health Australia online training:

DPIRD staff are encouraged to undertake suitable online training which is available on the Animal Health Australia (AHA) and Plant Health Australia (PHA) websites.

Links to AHA and PHA:

Home - Animal Health Australia

Plant Health Australia

DPIRD preparedness for the 2023-2024 natural hazards heightened threat period

Attachment 1

DPIRD's role in emergency management

DPIRD plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery. Link to State Hazard Plan – Animal and Plant Biosecurity: State Hazard Plan Animal and Plant Biosecurity (www.wa.gov.au)
- Provision of support to other HMAs by:
- coordinating animal welfare for other hazard emergencies including during bushfires, cyclones and floods;
- contributing to the Controlling Agency's impact statement in relation to impacts to primary producers, and other economic impacts through its regional development commissions across the state
- managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding
- providing professional expertise to primary industry producers and small business in a regional context

Animal Welfare in Emergencies

Local governments are encouraged to develop a plan for animal welfare in emergencies (PAWE) which forms part of the local emergency management arrangements (LEMA).

For tools and resources to assist local governments to develop a local PAWE click here and for assistance in completing the PAWE template, speak to your LEMC or DEMC representative/s.

DPIRD Preparedness for the 2023-2024 Natural Hazards Heightened Threat Period

The Department of Primary Industries and Regional Development (DPIRD) has existing initiatives in place, and also undertakes additional activities, to assist in organisational preparedness for the natural hazards heightened threat period.

State Support Plan – Animal Welfare in Emergencies

The State Emergency Management Committee (SEMC) has formally assigned the role and responsibility for coordinating animal welfare in emergencies to the Department of Primary Industries and Regional Development.

The owner or person responsible for caring for an animal (the carer) is responsible for the welfare of that animal. The owner or carer's ability to address animal welfare issues may be hampered, or prevented, due to the nature of the emergency. In these circumstances, local arrangements, such as the local government's plan for animal welfare in emergencies (PAWE), may assist. If local arrangements do not exist, are inadequate or have been exhausted, the controlling agency or hazard management agency (HMA) may determine the need to access the arrangements under the State Support Plan.

The controlling agency or hazard management agency (HMA) may determine the need to activate the arrangements under the State Support Plan where:
- animal welfare is beyond the capacity and capability of the owners or carers, and
- any local or district arrangements are no longer sufficient or effective; or
- no local or district arrangements exists.

In addition, DPIRD may recommend activation of the State Support Plan to the Incident Controller.

Approval to activate the State Support Plan – Animal Welfare in Emergencies is by the DPIRD Executive Director - Biosecurity.

Note: DPIRD may support local arrangements for animal welfare prior to the activation of the State Support Plan through the provision of advice, communication and providing connection to animal welfare stakeholders or service providers.

DPIRD's responsibilities may include:
- liaise with the relevant controlling agency or HMA as a liaison officer and/ or member of the incident support group (ISG) or operational area support group (OASG);
- coordinates the activation of the DPIRD internal operational plan in line with this Plan;
- contribute to public information released during the emergency;
- provide situational reports to the CAWE on animal welfare in the emergency;

- establish the Animal Welfare in Emergences (AWEG) to consult on actions undertaken by DPIRD in coordinating animal welfare services for an emergency;
- liaise with the local government and other organisations to coordinate response activities including:
  – providing support and advice on transportation for evacuating animals;
  – identifying the availability of locations to house evacuated animals;
  – managing displaced or stray animals; assisting owners and carers to obtain Restricted Access Permits, where applicable;
  – assessing and triaging impacted animals;
  – identifying/administering treatment;
  – performing/assisting with transportation for euthanasia or perform on-site; advising on/arranging for disposal of deceased animals;
  – identifying/providing emergency food / water / shelter; and
  – identifying and reuniting animals with their owners or carers.
- Coordinate arrangements to best utilise volunteers and
- donations relevant to DPIRD animal categories;
- coordinate the reporting and future investigation of animal welfare complaints arising as a consequence of the emergency;
- liaise with and advise Local Government and other organisations about suitable temporary containment and other welfare needs of animals.

Business Continuity Plan

DPRID has a business continuity plan to assist in maintaining delivery of its critical functions.

DPIRD First Response Teams

DPIRD has first response teams (FRTs) to assist with a response in relation to its role as the HMA for animal and plant biosecurity incidents and emergencies, and its support responsibilities in relation to animal welfare in emergencies.

The DPIRD first response teams (FRTs) provide the Department with teams across the State, which may be activated to undertake required actions in relation to response and recovery.

Emergency management training

DPIRD has an ongoing schedule to deliver emergency management training and exercises.

Biosecurity Emergency Response Training Australia

Relevant DPIRD staff are currently completing the Certificate IV in Public Safety (Biosecurity Emergency Response Leadership).

DPIRD emergency management workshop for DEMC/LEMC representatives and FRT members

The DPRID Incident and Emergency Management Branch (IEMB) will be delivering emergency response training to its district and local emergency management committee (DEMC/ LEMC) representatives, and first response teams across the state.

Sessions include:

- FRT activation, functional roles and responsibilities
- DEMC and LEMC representatives' operational role on an ISG and/or an OASG
- Use of DPIRD information and mapping systems during incidents and emergencies
- Hybrid desktop/functional emergency management exercise

On call arrangements

DPIRD appoints on call officers during the DPIRD heightened threat period – 1 November to 31 March, annually.

Incident and Emergency Management Branch On Call Coordinator:

The Incident and Emergency Management Branch (IEMB) staff undertake the role of On Call Coordinator from 1 November to 31 March, annually.

The IEMB On Call Coordinator supports local DPIRD staff;

- by monitoring weather conditions, and incidents and emergencies across the state
- in their role on an Incident Support Group (ISG) or Operational Area Support Group (OASG);
- who undertake a role on a First Response Team.

Regionally based on call officers:

Regionally based on call officers fulfil this function from 25 December 2023 to 15 January 2024.

Regionally based officers:

- monitor weather conditions, and incidents and emergencies in their region
- are the Department's Liaison Officer on an ISG or OASG

DPIRD on call operates:
Monday to Sunday – **7am to 8pm**

Important Disclaimer
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Shire of Donnybrook Balingup Debrief Information 2022/2023 Bushfire Season

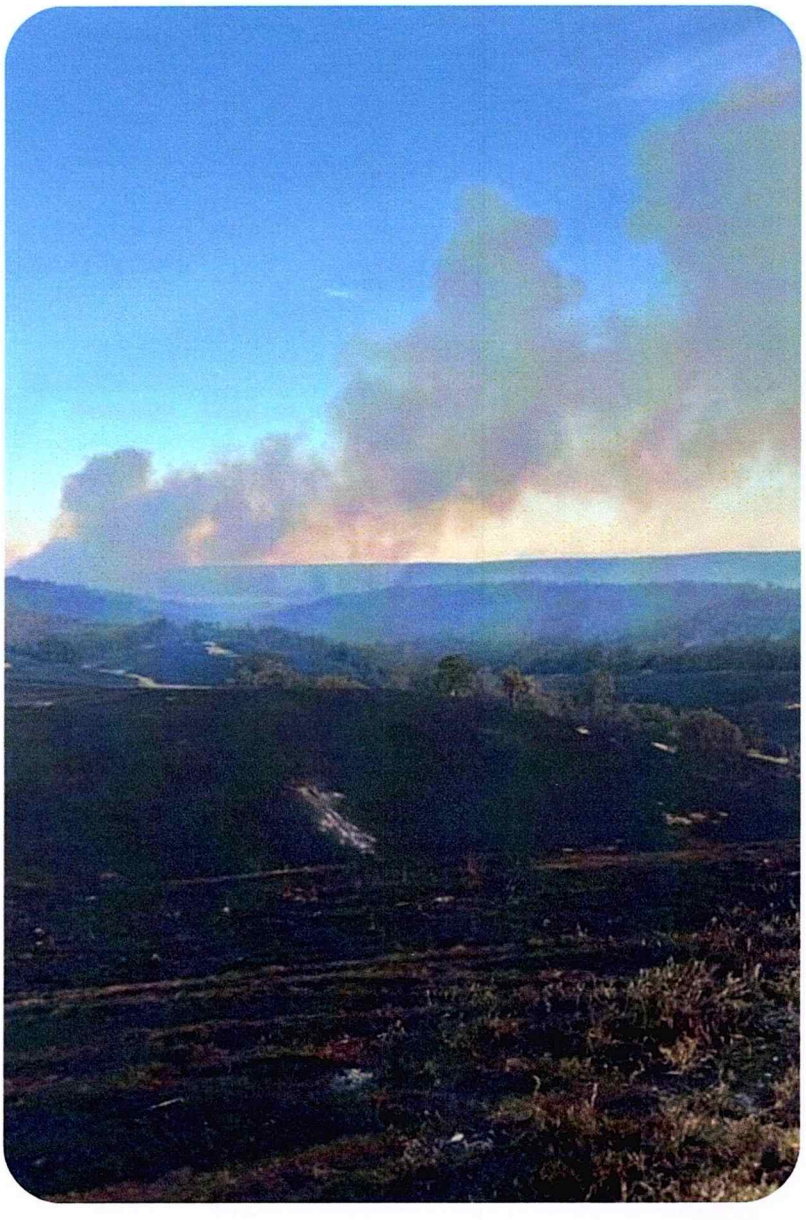
Topic	Details	Suggested Solution
Communications	• Sector Commander not checking in on crews or answering radio, resulting in chain of command being bypassed for crews to get info • Awareness that IC may not have received all info at escalating incident • 144/106 Link unreliable • Consider use of CB channels when sectorizing, allows ease of communication with private units • Unnecessary radio communications experienced	• Sector Commander refresher training. 1 day with experienced officers/staff • Escalate to DFES LSW and request regular monitoring of link • Radio refresher training
Using other brigade's equipment	Pump at Lowden Shed hard to use	Familiarization training in other brigade areas, basic instructions left in location near pump
Appliance repairs	Good turnaround times	Communicate positive feedback to providers
Access Permits	Slow turnaround times, locals could be better utilised to defend if they can access their properties	• Consider allowing access sooner (IC consideration) • Communicate situation better with the public
Brigade representation	SoDB Brigades well represented, South West brigades good to work with	Communicate positive feedback to brigades
DBCA	• Bypassing Chain of Command to issue instructions to volunteers – not acceptable • Poor communications with Volunteers – Yelling unacceptable	• Communicate feedback to DBCA, suggest utilising Red Flag Warning system • Communicate feedback to DBCA, consider crossover training with parks
Mop Up Standards	Appears to be lacking across the board	• Utilise more inexperienced crews in this space • Leadership training
Resourcing	• Often Over resourced in the evenings, tasks not meaningful • Lack of Local Knowledge on the Fireground • Good Local Knowledge at management level • Well-Experienced SoDB Brigade Leaders • Slow tasking at Control Points	• Constantly review and communicate via chain of command • Sector Commander Training • Ensure experience/local knowledge is embedded at the sector/crew level

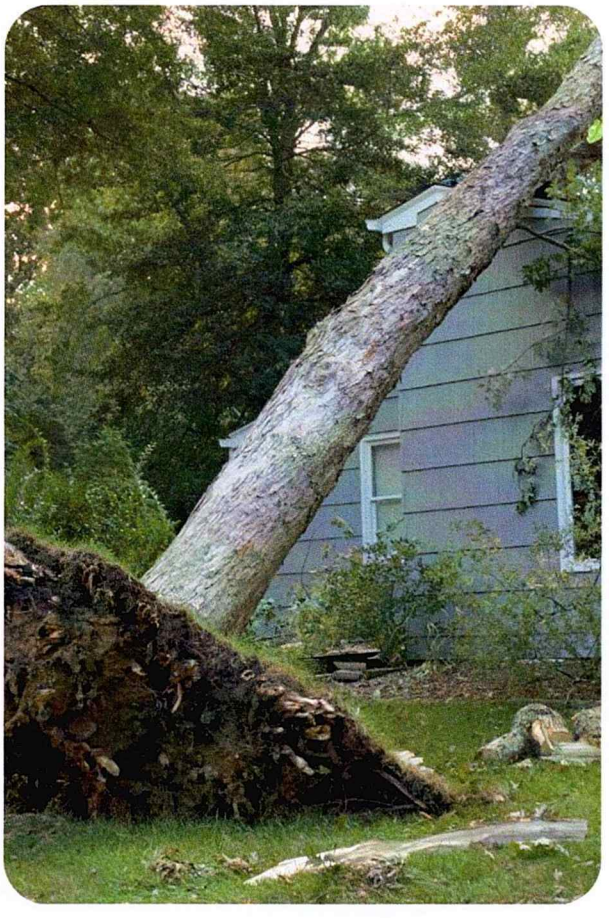
Welfare	• Not adequate • Slow turnaround times • Consider using a runner to allow crews to work effectively • Consider snack type food be made available at water points	• Continue to keep grab bags replenished in appliances • Ensure T-Cards are completed • Maintain communication with Chain of Command • Utilise support brigade more
Private equipment	Proved to be an invaluable resource throughout the summer Require appropriate supervision	• Continue to support their use when appropriate • Consider sourcing funding to maintain brigade owned slip on units
Incident Controller/Sector Commander relief	• ICs/SCs working long shifts with no relief. Crews reported similar fatigue throughout season	• More Sector Commander Training/opportunities to build confidence in crews. • Provide more shadowing opportunities at IC/DIC role • Develop fatigue management guidelines at local level
Animal Welfare	Large number livestock requiring destruction, slow turnaround times	• Process to be reviewed/improved DPIRD/LG
Aerial Support	Very Effective	• Communicate to DFES & DBCA – continue to request at jobs

Shire of
Donnybrook Balingup

LEMA 2023

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS







LEMC Endorsement Date: *2023*
Full Review Required: *2028*
Maintained By: *Shire of Donnybrook Balingup Community Emergency Services Manager*

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Certificate of Approval

The Shire of Donnybrook Balingup Local Emergency Management Arrangements (LEMA) have been produced and issued under the authority of *Section 36* and *Section 41* of the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*. The LEMA forms one part of a suite of documents, collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the Shire of Donnybrook-Balingup Local Emergency Management Arrangements:

- Shire of Donnybrook Balingup Emergency Contacts & Resources Directory,
- Shire of Donnybrook Balingup Risk Register,
- Shire of Donnybrook Balingup Local Recovery Plan,
- Shire of Donnybrook - Balingup Bushfire Response Plan 2016,
- Local Emergency Relief and Support Plan – Bunbury Region ,
- The Provision of Mutual Aid During Emergencies and Post Incident Recovery – South West Zone of Councils MOU.

In accordance with *State EM Policy*, these arrangements have been endorsed and noted by the following entities:

- Shire of Donnybrook Balingup Local Emergency Management Committee - Endorsed
- Shire of Donnybrook Balingup Council - Endorsed
- District Emergency Management Committee - Noting
- State Emergency Management Committee – Noting

Shire of Donnybrook Balingup Chairperson – LEMC	
Signature:	Date:
Shire of Donnybrook Balingup Chief Executive Officer (CEO)	
Signature:	Date:

VERSION CONTROL:			
Document Title:	Shire of Donnybrook Balingup Local Emergency Management Arrangements 2023		
Electronic Name/Version:	Shire of Donnybrook Balingup Local Emergency Management Arrangements 2023		
Author(s):	Shire of Donnybrook Balingup	**Status:**	Version 3.0
Finalised:	28 June 2023	**Due for Review:**	June 2028

Acknowledgements

This project was funded by the *All West Australians Reducing Emergencies (AWARE)* Funding.

Amendment Record

Suggestions and comments from the community and stakeholders can help improve these Arrangements and subsequent amendments.

Feedback can include:

- What you do and / or don't like about the Arrangements,
- Unclear, or incorrect expression,
- Out of date information, or practises,
- Inadequacies and
- Errors, omissions, or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson
Local Emergency Management Committee
Shire of Donnybrook Balingup
PO Box 94, Donnybrook WA 6239

Or alternatively you may email to: shire@donnybrook.wa.gov.au

The Chairperson will refer any correspondence to the LEMC, for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment Info		Details of Amendment	Amended By (Initials)	Doc. Version
#	Date			
1.	6 Dec. 2016	Review of LEMA dated 1 July 2011.	B WRIGHT	1.0
2.	13 June 2017	Endorsed by LEMC.	B WRIGHT	2.0
3.	28 June 2017	Final endorsement by Council.	B WRIGHT	2.1
4.	August 2023	Review of LEMA.	C WIDMER *ESM*	3.0

Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Donnybrook Balingup through the following email address: shire@donnybrook.wa.gov.au.

Alternatively, the current version of the document can be found on the Shire of Donnybrook Balingup website www.donnybrook-balingup.wa.gov.au. Hard copy versions of this document may not be accurate. Any document released for public use must not include staff names or contact details of persons mentioned therein.

ORGINISATION / ROLE	# OF COPIES
Shire of Donnybrook Balingup:	
Chairperson - Shire Donnybrook Balingup LEMC	1
Chief Executive Officer	1
Director Operations	1
Chief Bushfire Control Officer	1
Community Emergency Services Manager (CESM) Office	1
Senior Ranger	1
Local Recovery Coordinator	1
Public Library	1
LEMC Membership:	
WA Police Force – Donnybrook OIC	1
Department of Fire and Emergency Services – Lower South West Regional Office	1
Volunteer Fire and Rescue – Donnybrook Station	1
State Emergency Service - Donnybrook Unit Local HQ	1
Department of Biodiversity, Conservation and Attractions (DBCA) (Parks and Wildlife (DPAW))	1
St John Ambulance Sub-Centre	1
Department of Communities	1
Red Cross	1
Kirup Community - Kirup Fire Station	1
Water Corporation	1
Telstra	1
Western Power	1
CHC (Community Home Care)	1
Other:	
District Emergency Management Committee	1
State Emergency Management Committee	1

PART ONE: Introduction

1. Area Covered

The Shire of Donnybrook Balingup Local Emergency Management Arrangements have been prepared for the area gazetted as the Shire of Donnybrook Balingup Local Government District under the *Local Government Act 1995*.

With 50% of the Shire consisting of forest, it has suffered many bushfires, the worst of which was in combination with the storm "Cyclone Alby" in 1978. Other storms have also taken their toll. Floods in the Lowden and Argyle areas have been prevalent, especially in the years 1964, 1967, 1974 and 1990. Train derailments, fatal road crashes and road transport hazardous material/chemical spills have also been recorded.

The Shire of Donnybrook Balingup occupies 1,541 square km to the east of Bunbury and shares boundaries with the Shires of Capel, Dardanup, Boyup Brook, Bridgetown-Greenbushes, Collie, Nannup and the City of Busselton. Fifty percent of the land is either forest or timber plantation under the control of the Department of Biodiversity, Conservation and Attractions (DBCA). It is mainly located along the Darling Scarp; only a small portion of its area sits on the coastal plain. The Preston, Upper Capel and Blackwood Rivers and Balingup Brook cross the district. Donnybrook is located 206 km south of Perth and 36 km southeast of Bunbury. Townsites or localities within the Shire are Argyle, Brookhampton, Balingup, Lowden, Mullalyup, Mumballup, Kirup, Noggerup and Newlands.

The Shire is served by a SES Unit, a Fire and Rescue Brigade, thirteen Bush Fire Brigades and one Ambulance sub-centre. All of these are staffed by local volunteers.

With the diversity of the Shire, there are several considerations that will have an impact on the implementation of these Arrangements in times of emergency:

- Bush fire season – December to April.
- Winter storm season – June to September.
- Flooding of low-lying areas in the Shire or dam burst – winter season.

Refer Appendix 2 - Map of the Shire of Donnybrook Balingup.

2. Social Geography

The Shire of Donnybrook Balingup has a population of 6062[1], (approximately 60% urban) occupying some 4808[1] houses. Historically, its principal industries have been farming, fruit growing and timber milling. Today, orchards and farms dominate, alongside of several timber plantations. Viticulture, tourism, and stone quarries are other more recent industries to arise.

[1] – *Walga LG Directory 2023.*

The major arteries running through the district are the South-Western Highway and the Donnybrook-Boyup Brook Road.

Several annual major events occur in the Shire including (approximate number of visitors shown):

- Donnybrook Festival – Easter at Donnybrook (annual) 5,000 - 10,000 people
- Small Farm Field Day –April in Balingup 10,000 – 15,000 people
- Medieval Carnivale – August in Balingup 8,000 – 15,000 people
- Jalbrook Concert – 2 to 3 per year 100 – 150 per event
- Telling Tales in Balingup – July 1,000 people
- Donnybrook Wine & Food Festival – February 3,000 people

In addition, several events are held in neighbouring localities produce considerable traffic through the Shire. These include the Bridgetown Blues Festival, the Blackwood Marathon and the Boyup Brook Country Music Festival, Pemberton Classic and WA Formula 500 State Title, Manjimup.

3. Community Consultation

These arrangements have been developed by the Shire of Donnybrook-Balingup, in conjunction with the Shire of Donnybrook Balingup Local Emergency Management Committee. Information of the identified local risks and likelihood and consequences of these risks to the community were identified during the 2023 review of the LEMA and a range of community groups were consulted.

In 2017, the Shire was involved in the State Risk Project, which considered risk across the three levels of government, being State, District and Local. It used a platform of uniformed and nationally agreed approaches to the emergency risk management process. This process saw the Shire's Risk Register and Treatment Schedule completed, in line with best practice.



Additionally, and in line with the requirements to review Local Emergency Management Arrangements every 5 years, these arrangements were reviewed and updated to be brought in line with State Emergency Management Framework.

These Arrangements, in their draft form, were reviewed by LEMC, advertised to the public for 28 days during the month of July 2023. Submissions received were considered for inclusion into the draft LEMA. These were then considered by the Local Emergency Management Committee and subsequently Council, prior to the Local Emergency Management Arrangements being endorsed by the LEMC and Council.

4. Aim

The aim of the Shire of Donnybrook Balingup's Local Emergency Management Arrangements is to:

a) ensure there is a written understanding between agencies involved in managing emergencies within the Shire of Donnybrook Balingup; and
b) to document the management of identified risks within the Shire of Donnybrook Balingup including the specific details on prevention, preparedness, response, and recovery activities within the Shire of Donnybrook Balingup.

5. Purpose

The purpose of these emergency management arrangements is to set out:

a) The Shire of Donnybrook Balingup's preparedness and capacity to support the effective management of an emergency, that may impact upon the local community,
b) The roles and responsibilities of public authorities and other agencies/stakeholders, involved in emergency management within the Shire of Donnybrook Balingup district,
c) Provisions about the coordination of emergency operations and activities, relating to emergency management performed by the persons mentioned in paragraph (b),
d) A list of natural and technological hazards that may impact the local community,
e) Strategies and priorities for emergency management in the local government district, and
f) Other matters about emergency management in the local government district prescribed by the regulations.

6. Scope

The scope of this document is to ensure that appropriate strategies are in place to minimise any adverse effects on the community and ensure that the best possible outcomes are delivered for the community in the long term. It is not the intent of this document to detail the procedures for Hazard Management Agencies in dealing with an emergency. These should be detailed in the HMAs' individual plans.

In the case of the Shire of Donnybrook Balingup, the plans and arrangements perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community.

To ensure the best possible outcomes for the Shire of Donnybrook Balingup, it is important to consider key stakeholders and the community, along with a comprehensive understanding of the hazards, community, environment and the interaction between consequences along with the various levels of resilience within the community.

The scope of this plan is limited to and includes:

- The geographical boundaries of the Shire of Donnybrook Balingup,
- Existing legislation, Plans and Local Laws,
- Statutory or agreed responsibilities, and
- Support to and interface with other emergency management plans and agreements.

7. Local Emergency Management Policies

Local government policies for emergency management refer to any policies, which are unique to the Shire area being bylaws or operational policies. There are no current policies within the Shire of Donnybrook Balingup relating to emergency management.

8. Existing Plans and Supporting Documents

To enable the integrated and coordinated delivery of emergency management support within the Shire of Donnybrook Balingup, this plan is consistent with *State Emergency Management Policies (SEMP)* and the suite of *State Emergency Management Plans (Hazard Plans)*. The flow chart in *APPENDIX 3 - Local Emergency Management Arrangement Requirements* indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that, together, become the emergency management arrangements for the Shire of Donnybrook Balingup.

9. State Legislation, Policy, Plans, Procedures and Guidelines

The State of Western Australia has a suite of Legislation, Policy, Plans, Procedures and Guidelines which are regulated by the State Emergency Management Committee and its Business Unit and includes:

Legislation

Emergency Management in Western Australia is underpinned by the *State Emergency Management Act 2005* and the *State Emergency Management Regulations 2006*.

Policy

The *State Emergency Management Policy* provides a strategic framework for emergency management in Western Australia and covers the aspects of Prevention, Preparedness, Response and Recovery.

Plans

State Emergency Management Plans comprise of the State Emergency Management Plan, hazard specific State Hazard Plans (previously known as Westplans), Support plans and National Plans.

Procedures

State Emergency Management Procedures have been developed when a procedural activity needs to be explained through a step-by-step process, allowing Emergency Management Agencies and personnel to complete tasks in compliance with State Emergency Management Policy.

Guidelines

State Emergency Management Guidelines are informal instructions designed to provide detailed assistance to EMAs in undertaking their role by proposing specific methods for conducting activities.

The full details regarding the State's documentations can be located at https://www.wa.gov.au or the *State Emergency Management Plans.*

10. Local Arrangements

The following documents form the Local Emergency Management Arrangements for the Shire of Donnybrook Balingup:

- Shire of Donnybrook Balingup Emergency Contacts & Resources Directory,
- Shire of Donnybrook Balingup Risk Register,
- Shire of Donnybrook Balingup Local Recovery Plan,
- Shire of Donnybrook Balingup Bushfire Response Plan 2016,
- Local Emergency Relief and Support Plan – Bunbury Region.

11. Agreements, Understanding and Commitments

Provision of Mutual Aid Agreement

In July of 2023, the Shire of Donnybrook Balingup along with 11 other south-west local governments signed a renewed memorandum of understanding.

The purpose of this memorandum is to:

a) Facilitate the provision of mutual aid between member Councils of the South-West Zone of the Western Australia Local Government Association during emergencies and post incident recovery,
b) Enhance the capacity of your communities to cope in times of difficulty, and
c) Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

The local governments that are signatories to this agreement include:

Parties to the Agreement	Summary of the Agreement
Cities of Bunbury & Busselton, Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Nannup and Manjimup	***Memorandum of Understanding Member Councils of the South-West Zone Western Australian Local Government Association, for the provision of mutual aid during emergencies and post incident recovery.***

12. Resources

The Hazard Management Agency (HMA) is responsible for the determination of the resources required, to combat the hazards for which they have responsibility. The Shire of Donnybrook Balingup has an Assets Register (internal document), outlining Shire resources.

Emergency vehicle assets from other agencies are as follows:

ITEM DESCRIPTION		# OF ITEMS
Donnybrook SES:		
Personnel carrier 4x4		1
Crew cab ute 4x4		1
Rescue Trailer, Welfare Trailer		2
Parks and Wildlife Service – Blackwood District:		
Heavy Duty Fire Trucks 4x4		11
Medium Duty Fire Trucks 4x4		9
Light Units - slip on 450 litre		14
Low Loaders		2
Backhoe		1
Caterpillar D6 Dozer		2
Caterpillar 950 Loader		1
Caterpillar Positrack Skid Steer		1
6T Merlot Forklift / crane		1
VHF Radio network, including access to portable repeater		
Fire fighting support equipment:		
• Generators	• Hand Tools	
• Chainsaws	• Mechanical Support	
• High volume portable pumps and tanks	• Retardants and Foam supplies	
St John Ambulance:		
Ambulance		2
Volunteer Bushfire Brigade:		
3.4 Fire appliance		4
2.4 Fire appliance		3
1.4 Fire appliance		1
Light Tanker		10
Volunteer Fire and Rescue:		
4-seater Light Tanker		1
Urban 3.4 Fire appliance		1
Road Rescue Trailer		1

PART TWO: Local Roles and Responsibilities

13. Local Roles and Responsibilities

13.1. Local Emergency Coordinator (LEC)

Under *Section 37* of the *Emergency Management Act 2005*, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district (*EM Act - section 28 (2)*).

At the local level, the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements and assisting any Hazard Management Agency in the provision of a coordinated multi-agency response, during an emergency in the district.

The Local Emergency Coordinator for the local government district is the Officer in Charge (OIC), Donnybrook Police Station.

13.2. Local Government

Local Role	Description of Responsibilities
Local Government	The responsibilities of the Shire of Donnybrook Balingup are defined in *Section 36* of the *Emergency Management Act 2005*. It is a function of a local government — a) to ensure that effective local emergency management arrangements are prepared and maintained for its district, b) to manage recovery, following an emergency affecting the community in its district, and c) to perform other functions given to the local government under the *EM Act*.
Local Recovery Coordinators	a) to ensure the development and maintenance of effective recovery management arrangements for the local government, and b) in conjunction with the local recovery committee, implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	During an evacuation, where a local government facility is utilised by the Department of Communities - provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings, to represent the local government, provide local knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	a) Ensure planning and preparation for emergencies is undertaken, b) Implement procedures that assist the community and emergency services deal with incidents, c) Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role, d) Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability, e) Liaise with the incident controller (provide liaison officer), f) Participate in the ISG and provide local support, g) Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities.

14. LEMC Roles and Responsibilities

14.1. Local Emergency Management Committee (LEMC)

The Shire of Donnybrook Balingup has established a LEMC to plan, administer and test this plan and other plans and documents, that make up the local emergency management arrangements (LEMA).

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons, having been identified as possessing relevant emergency management knowledge, or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to LEMA – *Appendix 4 - Local Emergency Management Committee Members*.

The LEMC is not an operational committee, but rather the organisation established under s.38 of the Emergency Management Act 2005 by the local government, to assist in the development and maintenance of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning, from a multi-agency perspective, having local knowledge of hazards, along with demographic and geographic matters. They provide advice to Hazard Management Agencies to develop effective localised hazard plans,
- providing a multi-agency forum, to analyse and treat local risk,
- providing a forum for multi-agency stakeholders to share issues and learnings, to ensure continuous improvement.

The LEMC should follow a meeting and business cycle as recommended in *State EM Preparedness Procedure 3.7 - Emergency Management in Local Government*. For direct reference to the schedule refer to *Appendix 5 - Local Emergency Management Business Cycle*.

14.2. LEMC Functions and Responsibilities

- Executive Chair — Shire President, Shire of Donnybrook Balingup,
- Deputy Chair — OIC - Donnybrook Police,
- Executive Officer — Community Emergency Services Manager

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC, to ensure effective meetings and high levels of emergency management planning and preparedness, for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: a) Provide secretariat support including: • Meeting agenda, • Minutes and action lists, • Correspondence, • Committee membership contact register, b) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: • Annual Report, • Annual Business Plan, • Local Emergency Management Arrangements, c) Facilitate the provision of relevant emergency management advice to the Chair and committee as required, d) Participate as a member of sub-committees and working groups as required, e) Arranging LEMA exercises and other initiatives.

15. Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency Role	Description of Responsibilities
Incident Controller	The Incident Controller, as per *State Emergency Management Policy Section 5.2*, the IC or their delegate is responsible for: a) the overall control of an incident, within a defined incident area, which may include the whole State in some incidents, b) leading an incident management team (IMT), c) assessing the incident level – if an incident is assessed as Level 2 or Level 3 incident, the IC must make an incident level declaration, in accordance with *State Emergency Management Response Procedure 2*, d) ensuring the accuracy of the emergency public information releases and approving their release, in coordination with all relevant agencies and authorising its broadcast, e) in consultation with the HMA, ensuring effective strategies for evacuation are implemented, f) management of traffic during an emergency response, g) activates an ISG when an incident requires the coordination of multiple agencies or considers activation where an incident is declared a Level 2. An ISG shall be called whenever an incident is declared to be Level 3. (*State Emergency Management Policy Section 5.2*), h) once a decision has been made to evacuate an area, in consultation with the HMA, be responsible for ensuring effective communication strategies are implemented (*State Emergency Management Policy Section 5.7*), and i) responsible for the management of traffic during an emergency response until the road is returned to the asset owner (*State Emergency Management Policy 5.8*).
Operational Area Manager	a) Facilitates control across an operational area during the response to an emergency area, b) Convenes an Operational Area Support Group, and c) Responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and ICs in accordance with the needs of the situation.
Controlling Agency	A controlling agency is an agency nominated to control the response activities to a specified type of emergency. The function of a controlling agency is to: a) undertake all responsibilities as prescribed in agency specific legislation for Prevention and Preparedness, b) control all aspects of the response to an incident, c) during recovery the controlling agency will ensure effective transition to recovery.

Hazard Management Agency (HMA)	The role of Hazard Management Agencies (HMA) is described in *Sections 4 and 5* of the *Emergency Management Regulations 2006*. Their function is to: a) undertake responsibilities where prescribed, for these aspects (EM Regulations), b) appoint Hazard Management Officers (S55 EM Act), c) declare / revoke emergency situations (S50 & 53 EM Act), d) coordinate the development of the State Hazard Plan for that hazard, and e) ensure effective transition to recovery by local government.
Combat Agency	A Combat Agency as prescribed under *subsection (1)* of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. *(State EM Glossary)*.
Incident Support Group	The role of the Incident Support Group is to assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation *(State Emergency Management Plan, Section 5.1)*.
Operational Area Support Group	An Operational Area Support Group is a group of agency liaison officers convened by an OAM that assists in the strategic support of an operational area for an incident through the provision of agency-specific information, expert advice, resources and support. It is activated by a HMA when multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously in one operational area.

PART THREE: Managing Risk

16. Emergency Risk Management

Risk management is a critical component of the emergency management process. The purpose being to build a sound understanding of the hazards and risks likely to impact the community, this then enables local government and LEMC, to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations, which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in *State Emergency Management Policy Section 3.2*.

Information of the identified local risks, along with the likelihood and consequences of these risks to the community, were further identified during 2017, when the OEM undertook the 'State Risk Project', across the three levels of government, being, State, District and Local. This saw a uniformed and nationally agreed approach to the emergency risk management process. This process further informed the Shire's Risk Register and Treatment Schedule. This was further refined during the review of the LEMA in 2023.

17. Description of Emergencies Likely to Occur

Western Australia is exposed to a range of potential hazards of which 28 hazards have been prescribed in legislation in Western Australia. In the 2023 review of the LEMA, the top 5 local risks and likelihood and consequences of these risks to the community, were identified, which are:



Fire (bushfire & structural)



Storm



Road Crash



Animal & Plant Biosecurity



Human Pandemic

These hazards are further detailed in the table below and are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

As part of the 2023 LEMA review, the Emergency Risk Management study within the Shire identified community risk perceptions and tolerances, to develop a risk register. This risk register considered likelihood and consequence, and community tolerances.

This outcomes of the Emergency Risk Management (ERM) study are included into and informs the Shire's Hazard Plans, that appear as 'ANNEX 3' to the Shire's LEMA.

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	Plans
Fire (bushfire & structural)	DFES, DBCA, Shire of Donnybrook Balingup	FES Commissioner	DFES, DBCA, Shire of Donnybrook Balingup	Western Power, Water Corporation, SES	State Hazard Plan – Fire, Shire of Donnybrook Balingup Bushfire Response Plan 2016
Storm/Flood	DFES	DFES Commissioner	SES **STORM:** **FLOOD:**	Western Power, Shire of Donnybrook Balingup, WAPOL, St John Ambulance, DBK District Hospital epartment of Water, Water Corporation, Shire of Donnybrook Balingup	State Hazard Plan – Severe Weather
Road Crash	WAPOL	WAPOL Commissioner	DFES (VFRS), St John Ambulance	Shire of Donnybrook Balingup, DFES, DBK Fire and Rescue, St John Ambulance, DBK District Hospital	State Hazard Plan – Crash Emergency
Animal and Plant Biosecurity	Department of Primary Industry and Regional Development	DG DPIRD	Department of Primary Industry and Regional Development	Shire of Donnybrook Balingup, Department of Health, Water Corporation, DFES	State Hazard Plan – Animal and Plant Biosecurity

18. Emergency Management Structure and Response Levels

The Shire of Donnybrook Balingup - Local Emergency Management Arrangements are consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006* and State Policy and plans, as appropriate to local governments. When an emergency event occurs (fire, storm, or other incident) the HMA will make an assessment of the severity, or likely impact of the event and make an informed assessment of the level to be assigned, as identified in the chart below. Local response refers to the level of support required by the event level assigned. The Shire is committed to providing the appropriate level of support as is required by the Hazard Management Agency, where reasonably practicable.

Event Level	Local Response
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: • Personnel • Equipment Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: • Personnel • Equipment • Local knowledge and advice **Consider forming** an ISG, if so: • Provide a Local Government Liaison Officer. Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation, or State of Emergency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: • Personnel • Equipment • Local knowledge and advice An ISG or OASG **shall be formed:** • Provide Local Government Liaison Officers. Make available to the HMA local facilities designated in this plan as evacuation centres.

PART FOUR: Response

19. Emergency Action

Emergency events such as severe storms and cyclones, have a lead time where the local government will receive warnings in the form of weather alerts, or storm watch information from a number of sources. Other emergencies, such as bush fires and earthquakes are rapid onset emergencies, leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies, in a timely and effective way.

20. Local Government Involvement in Response

The Shire of Donnybrook Balingup will ensure that all staff members who have a designated role in emergency management, receive adequate training to equip them for the role they are designated to undertake in an emergency.

Depending upon the incident, the Shire of Donnybrook Balingup will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG), should one be called, and also to

attend all subsequent meetings. The LGLO, as delegated by the CEO, will hold managerial status and be able to provide expert knowledge, relevant to the incident.

21. Shire of Donnybrook Balingup Incident Management

The successful resolution of any incident affecting the Shire of Donnybrook Balingup, is of paramount importance. The incident must be responded to and resolved in a coordinated way. Senior personnel within the Shire must take responsibility for ensuring the Shire's response to an emergency event is coordinated and informed by:

- Ensuring planning and preparation for emergencies is undertaken,
- Implementing procedures that assist the community and emergency services deal with incidents,
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities, are properly trained in their role,
- Reporting any matters likely to impact the Shire's systems and resources, and
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability.

22. Multiple Hazards

Where an incident results in multiple hazards occurring, the hazard which initiated the incident will determine the Controlling Agency and / or Hazard Management Agency for that incident. Where a subsequent hazard caused by the initiating hazards presents a significantly greater risk, management of the incident may be transferred to the relevant Controlling Agency and/or Hazard Management Agency for the subsequent hazard, by agreement between the two agencies.

23. Unclear Controlling Agency

Where an incident requires an emergency response, however, it is unclear as to which agency is responsible for controlling that response under existing statutory law or agency responsibilities, and agreement cannot be reached by responding personnel, then the WA Police Force shall assume control of the incident, until the appropriate response agency has been identified.

To identify the appropriate agency to control an incident, the following procedure applies:

- the WA Police shall immediately request the relevant Emergency Coordinator (Local or District depending on the level of the incident) to establish an Incident Support Group (ISG) and an Operational Area Support Group (OASG),
- the Emergency Coordinator shall facilitate, through the ISG or OASG, the identification of the agency most appropriate to control the response to the incident and negotiate their agreement to assume the role (this may be in person or via teleconference),
- when identifying the most appropriate agency to control an incident, the following factors should be considered:
  a) Is there a designated Combat Agency for that type of emergency management activity?
  b) Which agency has the most relevant legislative responsibilities required to manage the incident?
  c) Which agency has the most relevant expertise and resources available to manage the incident?
- where an agreement cannot be reached, the decision to determine the most appropriate controlling agency must immediately be referred by the Emergency Coordinator, through the relevant chain of command, to the next level of coordination (District Emergency Coordination and OASG, or SEC and the SECG) for confirmation, and
- the Emergency Coordinator should also ensure the issue is clearly identified in any Post Operational Report or Post Incident Analysis.

24. Local Emergency Operations Centres

The local Emergency Operations Centre (EOC) for an emergency will be designated by the HMA 'Incident Controller'. Where the HMA requests an alternate location for the EOC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

Primary Emergency Operations Centre	Secondary Emergency Operations Centre
The primary location for the Shire of Donnybrook Balingup EOC is:	The secondary location for the Shire of Donnybrook Balingup EOC is:
Donnybrook State Emergency Service Unit 80 Bentley Street, Donnybrook WA 6239	St John Ambulance Centre Bentley Street, Donnybrook WA 6239

To ensure a timely response to any of the hazards, local or district contact details for HMA, Combat and Supporting Agency are listed below:

HMA Combat and Support Agency Contact Details

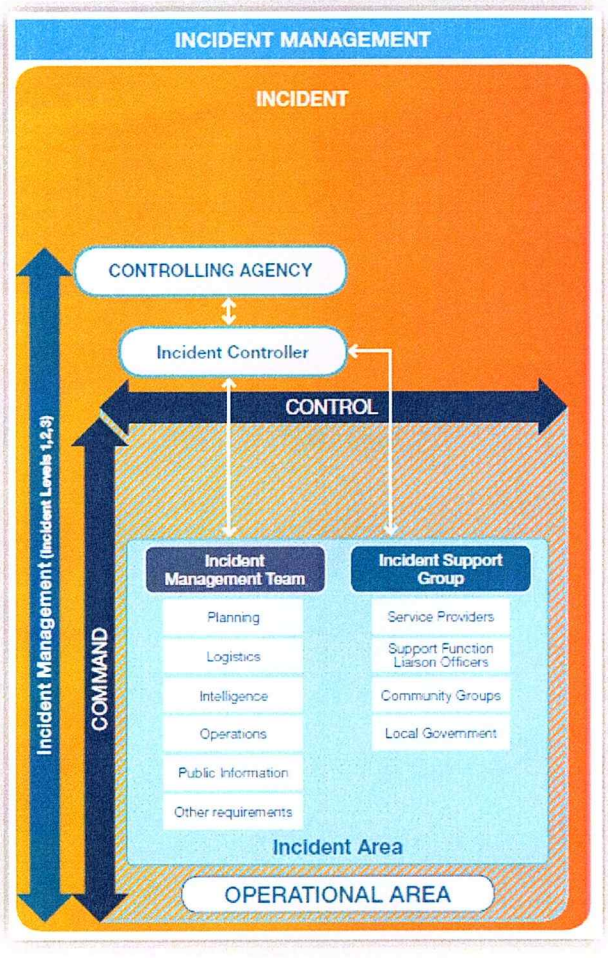
AGENCY NAME	LOCAL CONACT NUMBER
Department of Fire and Emergency Services (DFES)	9771 6800 (Manjimup Office) 9780 1900 (Bunbury Office)
DBCA –Parks and Wildlife Service	9725 4300 (Bunbury Regional Office) 9731 6232 (Kirup District Office)
WA Police Force (WAPOL)	9732 3333 (Donnybrook Office)
Department of Communities	6414 2777 (Bunbury Office)

HMA's, Controlling and Support Agencies may require resources held by the local government and assistance to manage the emergency. The Shire is committed to providing assistance/support if the required resources are available.

25. Incident Support Group (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened, and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident.

The Incident Support Group's main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in *State EM Plan*.



ESTABLISHMENT OF AN ISG

The Shire of Donnybrook Balingup Liaison Officer will attend all meetings of the ISG as the **'liaison officer'** and represent the local government on the Incident Support Group, upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in ***Appendix 6*** - *Local Government Liaison Officer (LGLO).*

25.1. Triggers for an Incident Support Group

The triggers for an incident support group are defined in the *State Emergency Management Policy Statement 5.2.2* and *State Emergency Management Plan Section 5.1*. These are:

a) where an incident is designated as Level 2 or higher,
b) multiple agencies need to be coordinated,
c) requirements for a possible, or an actual evacuation,
d) extensive support agency assistance is required,
e) where there is a perceived need, relative to an impending hazard impact.

25.2. Membership of an Incident Support Group

The Incident Support Group is made up of various agency representatives, that provide support to the Controlling Agency. Emergency management agencies may be called upon, to provide liaison officers to the Incident Support Group.

The recovery coordinator should be a member of the Incident Support Group from the onset, to ensure consistency of information flow, situational awareness and also, the ultimate handover to the recovery phase.

The representation on this group may change regularly, depending upon the nature of the incident, agencies involved, and the consequences caused by the emergency. Agencies supplying staff for the Incident Support Group, must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

25.3. Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through the clear identification of priorities and objectives by the relevant agencies sharing information and resources.

26. Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions, to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency for the incident.

Emergency Public Information is information provided to the community during emergencies with instructions on how to protect personal health, safety, and property. Information can be provided through the media and a range of other tools, to reach the intended stakeholders. The Emergency Public Information function is a "response" and also a "recovery" activity, whereby information relating to a specific emergency (including actions that need to be taken by the public) is disseminated to the community. It is also a "preparedness" activity, as it establishes protocols and procedures prior to an emergency event occurring.

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The community communication strategy will be prepared by the relevant Shire Officer, in collaboration with the President and CEO of the Shire of Donnybrook Balingup. Both internal and external communication will be directed by that strategy, which will ensure the information is in alignment with the advice from the HMA or Controlling Agency.

The *State Support Plan - Public Information* details the arrangements and responsibilities for the emergency public information function, relating to emergencies in Western Australia.

26.1. Managing the Media

During an emergency, information used in the communication response, must be controlled. The Shire Media process must be adhered to, so that all facts are accurate and that their release is authorised. The Shire President, or the CEO is responsible for enforcing this procedure, which is detailed below:

a) Having one authorised spokesperson during a crisis ensures that communication with the media and public audiences is consistent, transparent, and controlled,
b) Consistent with *s2.8(1)(d) of the Local Government Act (1995)*, the identified spokesperson for the Shire of Donnybrook - Balingup is the President and/or the CEO of the Shire,
c) Releases must have the updated facts and be both available and prepared to manage media relations. This will involve responding to media enquiries and speaking on behalf of the Shire of Donnybrook Balingup at media briefings, or community briefings,
d) During the response phase, all public information must be consistent with that of the Controlling Agency/Incident Controller.

26.2. General Enquiries

Frontline employees from the Shire of Donnybrook Balingup, must be prepared to receive enquiries from a range of stakeholders. The Shire will ensure that frontline staff are provided with a script based on the key messages and a brief on the communication policies. Other than approved spokespeople, no Shire staff are authorised to make comment to any stakeholder, beyond the scope of the script and these prepared documents. If the enquiry requires further information or comment, the caller or visitor, must be transferred to an authorised spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message needs to be taken, so that the call can be returned as soon as possible. In brief, the procedure for Shire personnel in handling enquiries is:

- Inform the person that you are not an authorised spokesperson and cannot provide comment on detailed information, other than the prepared briefing statements,
- Correctly take a message, including the nature of the enquiry and the deadline for response, and
- Ensure that the appropriate person receives the message and then returns the call, within a timely manner.

26.3. Enquiries from Concerned Relatives and Friends

Enquiries from concerned relatives and friends must be directed to the Department of Communities, or the Police. At all times, you should:

- Establish the caller/visitor's relationship to the person being enquired about,
- Demonstrate the appropriate care and listen to their concerns,
- Provide reassurance that all necessary actions are being undertaken to manage the situation,
- Remain calm, and
- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry, as soon as possible.

27. Public Warning Systems

During times of an emergency, one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. Within the Shire of Donnybrook Balingup, the following systems may be utilised to distribute emergency information:

- Emergency WA Website - https://www.emergency.wa.gov.au/,
- Shire of Donnybrook - Balingup Website - http://www.donnybrook-balingup.wa.gov.au,
- DFES Public Information Line - 13 33 37,

- Emergency Alert - This is the national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies. This will be activated by the Controlling Agency of the incident. http://www.emergencyalert.gov.au/
- Standard Emergency Warning Signal (SEWS) - The SEWS is a distinctive audio signal that has been adopted to precede a community alert broadcast, or an urgent safety message, relating to a major emergency/disaster. It is intended for use as an alert signal to be played on public media (such as radio, television, public address systems, mobile sirens) to draw listeners' attention to an emergency warning,
- ABC Emergency - http://www.abc.net.au/news/emergency/about/
- ABC Radio
    - Local Radio 684AM
    - News Radio 1152AM
- DFES Facebook and Twitter Page – Facebook (@dfeswa)
    - http://www.facebook.com/dfeswa/
    - http://twitter.com/dfes_wa
- **Community Information Points**
  Unstaffed information points will be placed at strategic location around the effected community. These will include:
    - Shire Community Notice Boards,
    - Libraries,
    - Visitor Centres,
    - Post Office,
    - Banks,
    - Community Buildings,
    - Grocery Stores,
    - Petrol Stations,
    - Accommodation Facilities.

- Emergency Phone Applications - http://www.emergencyaus.info/discover/app
- Local Bushfire Ready Groups - Phone trees provide a localised method for neighbours to give each other early warning of fire. Phone trees must not be relied on as the sole method of warning. Individuals should take responsibility for their own level of awareness.

28. Finance Arrangements

State Emergency Management Policy Section 5.12, State Emergency Management Plan Section 5.4 and *6.10* and *State Emergency Management Recovery Procedures* 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Donnybrook-Balingup is committed to expending such necessary funds within its current budgetary constraints as required, to ensure the safety of its residents and visitors.

The Chief Executive Officer, or delegated representative, should be notified in an emergency event requiring resourcing by the Shire of Donnybrook Balingup, to ensure the desired level of support is achieved.

Refer to the finance section in the *Shire of Donnybrook Balingup Local Recovery Plan (Section 11.8* and *Section 11.9)* for information on public appeals, donations, DRFA-WA etc.

29. Community Evacuation

Circumstances may arise where there may be the need to partially, or totally, evacuate or relocate the population of a particular area, or areas, within the Shire of Donnybrook Balingup.

The WA Community Evacuation in Emergencies Guidelines defines an evacuation as the planned relocation of persons from dangerous, or potentially dangerous areas, to safer areas and eventual return. The Guideline describes the following evacuation styles:

- **Directed Evacuation:** a direction for members of a community to evacuate, with which they are obliged to comply, in circumstances where it is believed there is an imminent and real threat to life should they remain. Under the Emergency Management Act 2005, a directed evacuation can occur only during an 'emergency situation', or 'state of emergency'. Only a Hazard Management Officer, Authorised Officer, or Police Officer may issue a direction for members of a community to evacuate in circumstances where it is believed there is an imminent and real threat to life, should they remain. A direction to evacuate is a lawful instruction.
- **Immediate Evacuation:** This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time (e.g. hazardous materials emergencies, air crashes, bushfires or earthquakes).
- **Pre-warned Evacuation:** This follows the receipt of sufficient and reliable information, that prompts a decision to evacuate ahead of a hazard impact (e.g. cyclones and storm surges).
- **Recommended Evacuation:** An evacuation whereby a Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/ imminent.
- **Self-Evacuation:** The voluntary evacuation of community members who have assessed their risk and have decided to move to a safer place, either a place established for the hazard or a place of their choosing.

All evacuations shall be managed in accordance with *The State EM Plan 5.3.2 - Community Evacuation*.

Reference can also be made to the *Western Australia Community Evacuation in Emergencies Guide*.

30. Evacuation Management

The decision to evacuate during an emergency, rests with the Incident Controller appointed by the HMA/ Controlling Agency. *Emergency Management Act* allows the Hazard Management Officer, or an authorised officer, to direct the evacuation and removal of persons, or animals from the emergency area, or any part of the emergency area, only during an emergency, or State of Emergency, as outlined in *Section 67* of the *Emergency Management Act*. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation, or relocation is being considered, the Hazard Management, or Controlling Agency will consult with the Department of Communities (Communities) to support an informed decision on evacuation centre location.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

The Shire Ranger(s) will arrange appropriate animal welfare through local resources and relevant organisations. Evacuation centres are unsuitable for domestic animals, and these are not permitted within the centres unless they are a registered assistance animal.

To assist the south-west horse owning community, who may be displaced in times of disaster, the Donnybrook Horseman's and Pony Club has been identified as a public equestrian facility, that may be suitable as short-term relocation areas for horses. The Donnybrook Horseman's and Pony Club is located on Frontino Road, Beelerup.

31. Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, aboriginal, culturally and linguistically diverse (CaLD) people, and tourists. In addition, town-based organisations catering for the most vulnerable in the community must be consulted. For a comprehensive list of these community based vulnerable groups refer to *Appendix 7 - Vulnerable Groups*.

32. Community Evacuation Organisations and Responsibilities

AGENCY/TASK	RESPONSIBLE PERSON/POSITION/AGENCY
HMA/Controlling Agency	• Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency, • The decision to evacuate a community or portions thereof, • Evacuation route planning and traffic management, • Road closures during emergencies, • Identification of evacuation centres, • Return of the evacuated community.
WA Police Force	• Assist with evacuating the affected community, • Assist with traffic management.
Shire of Donnybrook Balingup	• Liaise with Incident Controller, • Participate in ISG and provide local support, • Where an identified evacuation centre is a building owned and operated by the Shire of Donnybrook Balingup, provide a liaison officer to support the Communities.
Department of Communities and **The Shire of Donnybrook Balingup**	• Identify appropriate evacuation centres in consultation with Incident Controller and Local Government, • Receive evacuees and coordinate the provision of emergency relief and support services for evacuees.
Property security	WA Police (WAPOL)
Traffic management	WA Police initially, then Traffic contractors - as appointed by MRWA or the Shire of Donnybrook Balingup.
Emergency Relief and Support	Department of Communities (Communities), and the Shire of Donnybrook Balingup.

33. Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan, in the event an incident occurs which may require an evacuation.

The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the evacuation centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The Communities will activate the *Local Emergency Relief and Support Plan Bunbury Region* should the need for activation of an evacuation centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre, will arrange for the opening of an Evacuation Centre, when requested to do so by the IC and/or Communities.

BUILDING NAME	SITE ADDRESS	CAPACITY SLEEPING	CONTACT DETAILS
Donnybrook Recreation Centre	Steere Street, Donnybrook	500 persons	9731 1235
Balingup and Districts Recreation Centre	South Western Highway	100-150 persons	0409 092 236

The above buildings have been identified by the Shire of Donnybrook Balingup as being suitably constructed and equipped for use as evacuation centres in emergencies, meeting the requirements for sheltering of persons for up to 24 hours or longer periods, depending upon the capacity, building configuration and available equipment. Refer to *Appendix 8 - Evacuation Centres* for further detail on the facilities provided at these premises.

For other evacuation centres, refer to the *Communities Local Emergency Plan - Bunbury Region.*

Note: Communities is to be contacted whenever an evacuation is considered, as the Department has responsibility for the provision of emergency relief and support services to evacuees and the management of registration and inquiry services, using the Red Cross 'Register. Find. Reunite' system and associated forms, which can be located at https://register.redcross.org.au

Communities *Local Emergency Relief and Support Plan – Bunbury Region* contains details of all local government- controlled Evacuation Centres.

34. Emergency Relief and Support

Emergency Relief and support provisions are outlined in the *State Support Plan - Emergency* Relief and Support.

The provision of emergency relief and support services shall be based on a two-tier response; local resources (Emergency Centre Coordinator) followed by State support (State Emergency Coordinator).

The following State plans and supporting plans apply:

- *State Emergency Management Plan – (*Specifically *section 5.5.4 -Welfare)*
- *State Support Plan – Emergency Relief and Support*

35. Department of Communities

Emergency Centre Coordinator (Department of Communities - Communities):

Communities shall appoint an Emergency Centre Coordinator, who will liaise with the Shire of Donnybrook Balingup – Local Welfare Liaison Officer, if one has been appointed and will also coordinate the provision of resources, detailed in the abovementioned support plans.

Local Government Welfare Liaison Officer:

The Shire of Donnybrook Balingup will provide an officer to be liaison/support between Communities and the local government, where an evacuation centre has been established within the local government district. The duties to be performed by the Local Government Welfare Liaison Officer are described in *Appendix 9 – Local Government – Welfare Liaison Officer (LGWLO).*

PART FIVE: Exercising, Reviewing and Reporting

36. The Aim of Exercising

Testing and exercising is essential to ensure that emergency management arrangements are and remain workable and effective. Testing and exercising are important, to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a Hazard Management Agency's (HMA), or Combat Agency's (CA) response to an incident is that HMA and CA responsibility, however it could be incorporated into a LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements and continually improve these,
- Bring together members of emergency management agencies and improve their knowledge of, and confidence in, their roles and responsibilities,
- Help educate the community about local arrangements and programs,
- Allow participating agencies an opportunity to test their operational procedures and skills, in simulated emergency conditions, and
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

37. Frequency of Exercises

State Emergency Management Policy (Section 4.8), *State Emergency Management Plan (Section 4.7)* and the *State Emergency Management Preparedness Procedure (Section 3.19)* outline the State's arrangements for emergency management exercising, including the requirement for LEMCs to exercise their arrangements on at least, an annual basis.

38. Types of Exercises

Exercises can be developed and facilitated in a number of formats. Select the best format to deliver the desired outcomes from the exercise, according to the chosen Exercise **Aim** and any **Objectives**.

Exercises can be delivered in the following formats (refer *SEM Policy s4.8*):

- **Discussion Exercise (DiscEx),**
  Designed to examine and develop understandings of principles, concepts within the group. These may typically be desktop or discussion style exercises.
- **Functional Exercise,**
  These are generally used to practice job roles, equipment, or inter-dependant systems, with participants working within their operational environment. It is commonplace to use Functional Exercises after training, to test a participant in a discipline that they are undertaking training in (for example).
- **Field Exercise,**
  This style would be used in a simulated 'real time' operational environment, using 'boots on the ground'. It is generally labour and time intensive, but enables the examination of operational effectiveness, in as close to real response as possible.

Some examples of typical exercises include:

- A phone tree recall exercise,
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency,
- Procedures for the Emergency Operations Centre, or
- Locating and activating resources on the Emergency Resources Register.

39. Reporting of Exercises

Each LEMC reports their exercise schedule to the relevant DEMC, by the 1st May each year, for inclusion in the DEMC report to the State Exercise Coordination team (SECT).

Once the exercises have been completed, post-exercise reports should be forwarded to the DEMC, to be included in reporting for the SEMC annual report.

40. Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements shall be reviewed in accordance with *State Emergency Management Policy Section 2.5* and be amended or replaced whenever the local government considers it appropriate (*Emergency Management Act 2005 – s.42*).

According to *State EM Policy – Section 2.5*, the Local Emergency Management Arrangements (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly,
- a review is conducted after training that exercises the arrangements,
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes, and
- circumstances may require more frequent reviews.

41. Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members, shall determine the term and composition of LEMC positions.

42. Review of Resources Register

The LEMC Executive Officer shall have the resources register checked and updated on an annual basis with ongoing amendments occurring at each LEMC meeting.

43. Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC and Office of Emergency Management Annual Report which is tabled in Parliament.

The SEMC issue the annual report template to local government.

APPENDIX 1 – Glossary of Terms and Acronyms

Terminology used throughout this document shall have the meaning as prescribed in either *Section 3* of the *Emergency Management Act 2005* or as defined in the *State EM Glossary* or the *WA Emergency Risk Management Guide*.

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency.

DISTRICT – Means an area of the State that is declared to be a district under *Section 2.1* of the *Local Government Act 1995*.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE – A district emergency management committee established under *section 31(1)* of the *Emergency Management Act 2005.*

EMERGENCY – The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (*s.3 EM Act*).

EMERGENCY MANAGEMENT – Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency,
2. Preparedness – preparation for response to an emergency,
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

HAZARD – An event, situation or condition that can cause or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

HAZARD MANAGEMENT AGENCY – A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT – The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER – The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of

agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology, however the function remains the same].

LOCAL EMERGENCY COORDINATOR (LEC) – The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as 'these arrangements' or 'local arrangements'.

LOCAL EMERGENCY MANAGEMENT COORDINATOR (LEC) – The person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, as well as assisting the Hazard Management Agency in the provision of a coordinated, multi-agency response during incident operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – A local emergency management committee established under *section 38* of the *Emergency Management Act 2005*.

MUNICIPALITY – Means the district of the local government.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also comprehensive approach in the *State EM Glossary*.

RECOVERY – The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities, and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, considering the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period.
- Based on mathematical calculations, risk is the product of hazard and vulnerability.

RISK MANAGEMENT – Coordinated activities of an organisation or a government to direct and control risk.

RISK REGISTER – A register of the risks within the local government that is identified through the Community Emergency Risk Management Process.

RISK STATEMENT – A statement identifying the hazard, element at risk and the source of risk.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies which minimise the potential harm to the community.

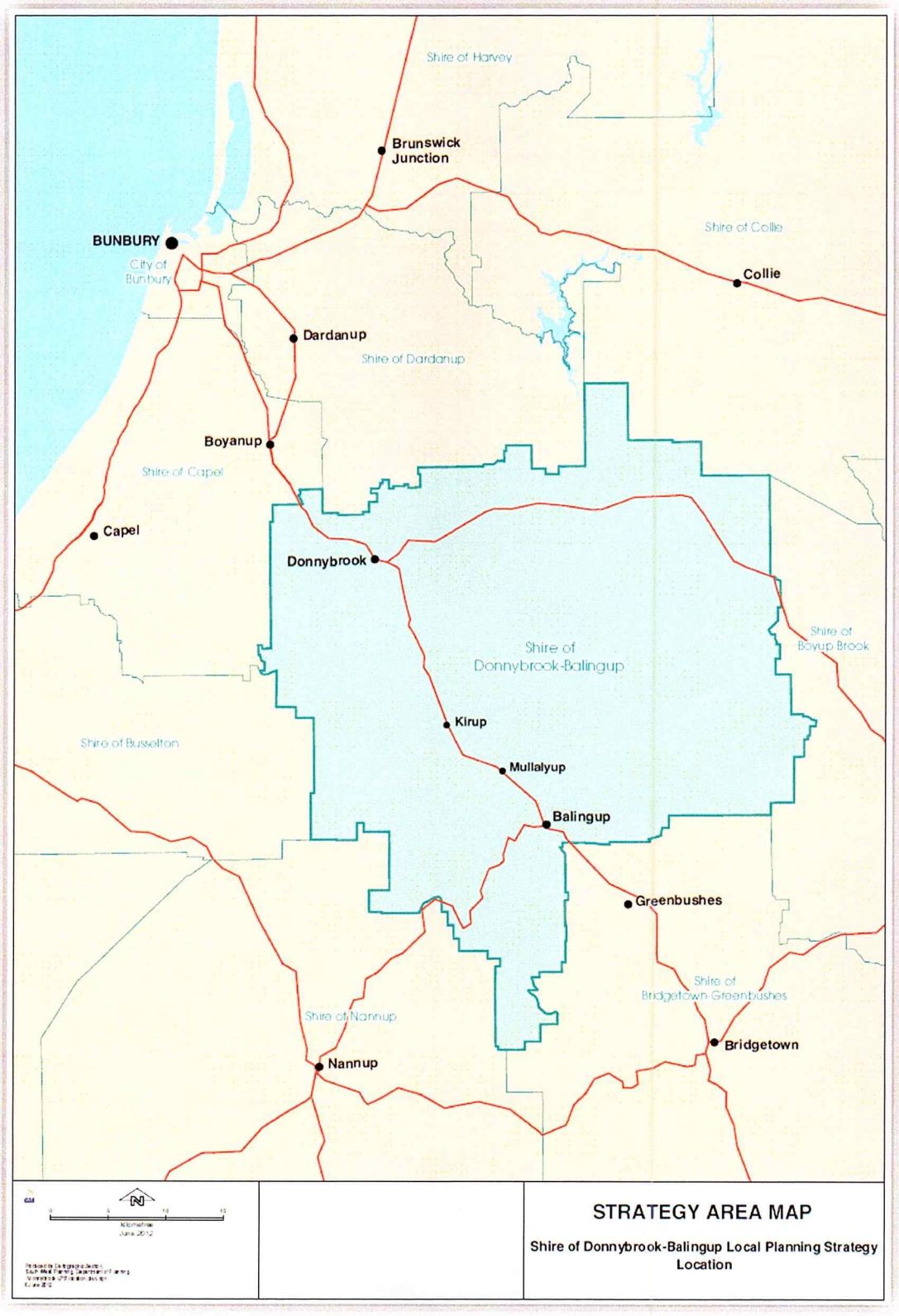
VULNERABILITY – The degree of susceptibility and resilience of the community and the environment, to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).

ACRONYMS USED IN THESE ARRANGEMENTS

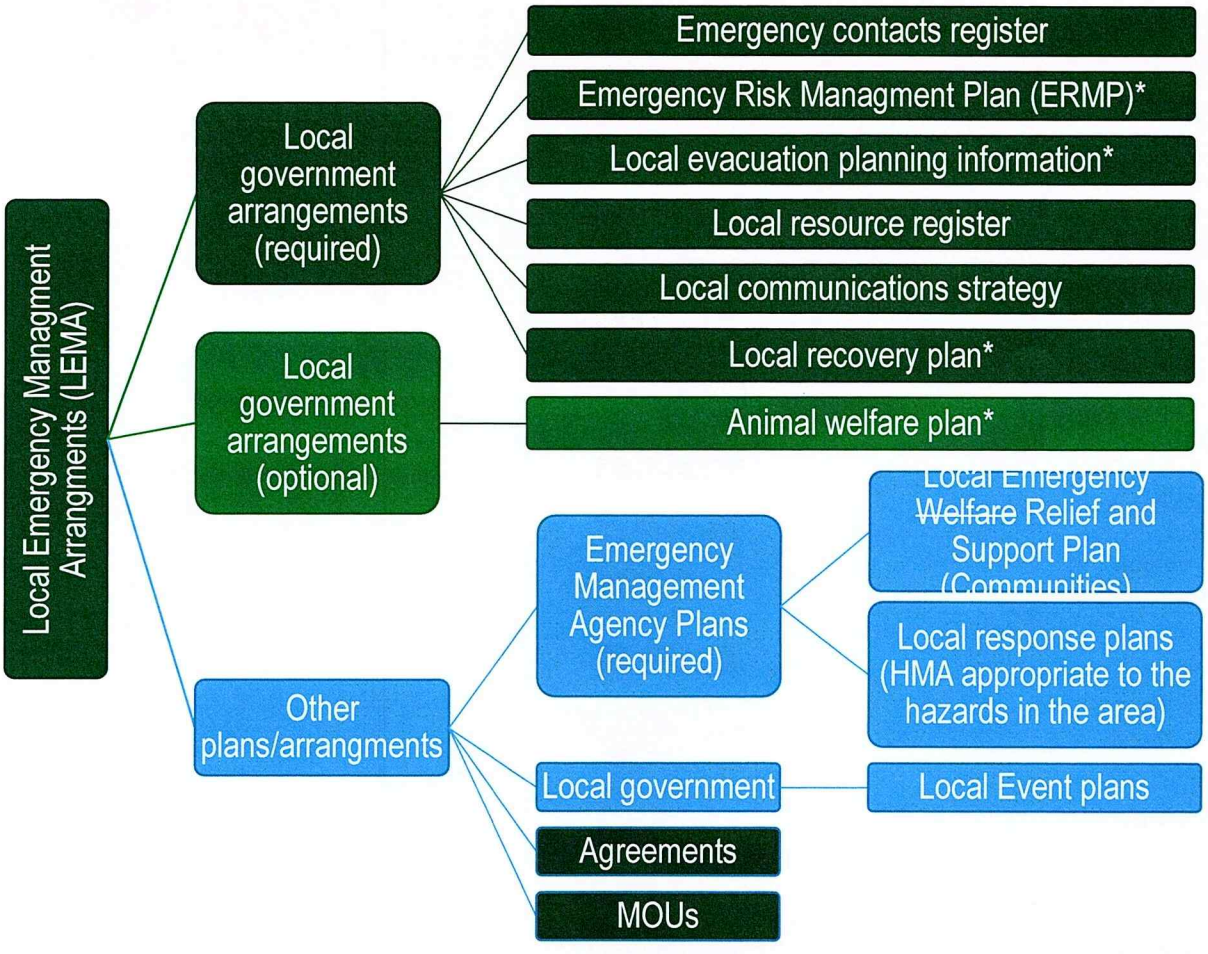
Acronym	Terminology
BFS	Bush Fire Service
CA	Controlling Agency
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
Communities	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DRFAWA	Disaster Relief Funding Arrangements – WA
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EM	Emergency Management
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LGLO	Local Government Liaison Officer
LGWLO	Local Government Welfare Liaison Officer

Acronym	Terminology
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OASG	Operations Area Support Group
OIC	Officer in Charge (including WA Police)
P&W	Parks and Wildlife Service (as a division of DBCA)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEMC-BU	State Emergency management Committee Business Unit
SEMP	State Emergency Management Policy/Plan/Procedure
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SOP	Standard Operating Procedure
VFRS	Volunteer Fire and Rescue Service
WAPol	Western Australia Police Force

APPENDIX 2 – Map of the Shire of Donnybrook Balingup



APPENDIX 3 – Local Emergency Management Arrangements Requirements

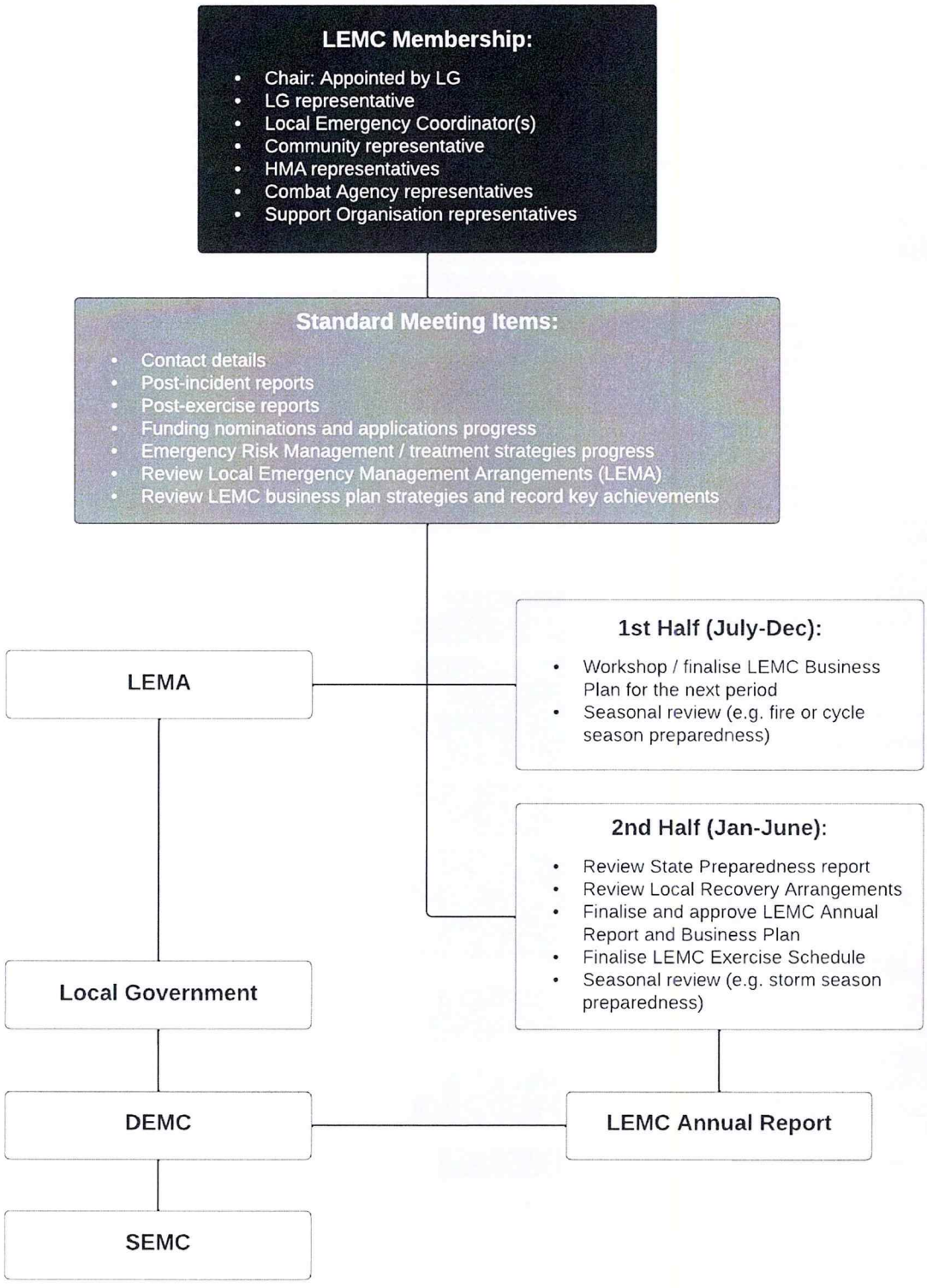


APPENDIX 4 – Local Emergency Management Committee Members

ORGANISATION	NAME/POSITION	CONTACT NUMBER	EMAIL ADDRESS
Shire of Donnybrook Balingup	Garry Hunt *T/CEO*	[redacted]	garry.hunt@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Cr Vivienne MacCarthy *Shire President*	[redacted]	Vivienne.maccarthy@donnybrook.wa.gov.au
WA Police	Phil Nation *Deputy Chair*	[redacted]	Phil.nation@police.wa.gov.au
Shire of Donnybrook Balingup	Jess Cooper *Community Emergency Services Manager*	[redacted]	Jess.cooper@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Susie Delaporte *Recovery Co-ordinator*	[redacted]	susie.delaporte@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Conor McGregor *Senior Ranger*	[redacted]	Conor.McGregor@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Jarrad Ramsden *Principal Environmental Health Officer*	[redacted]	jarrad.ramsden@donnybrook.wa.gov.au
Fire & Rescue	Ben Anderson *Captain*	[redacted]	ben.p.anderson@bigpond.com
Shire of Donnybrook Balingup	Kim Dolzadelli *Director Corporate & Community*	[redacted]	kim.dolzadelli@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Ross Marshall *Director Operations*	[redacted]	ross.marshall@donnybrook.wa.gov.au
Donnybrook SES	Julie Carrick *Donnybrook SES Manager*	[redacted]	dbkses@gmail.com
Donnybrook SES	Sue Tooke *Deputy Manager*	[redacted]	dbkses@gmail.com
DBCA	Ed Hatherley Steve Ward	[redacted]	ed.hatherley@dbca.wa.gov.au steve.ward@dbca.wa.gov.au blackwood@dbca.wa.gov.au
Shire of Donnybrook Balingup	Max Walker *Chief Bush Fire Control Officer*	[redacted]	maxandbeth@westnet.com.au
Donnybrook District Hospital	Barry Moroney *District Manager*	[redacted]	barry.moroney@health.wa.gov.au
Donnybrook District Hospital	Sally Shaw *Clinical Nurse*	[redacted]	sally.shaw@health.wa.gov.au
St John Ambulance	Ian Telfer *Ambulance Rep*	[redacted]	Donnybrook.Subcentre@stjohnwa.com.au

St John Ambulance	*Community Paramedic Upper Southwest*	[redacted]	Cp.uppersouthwest@stjohnwa.com.au
Department of Communities	**Hellen Hall** *Team Leader*	[redacted]	Hellen.hall@communities.wa.gov.au
Department of Communities	**Roma Boucher** *District Emergency Services Officer*	[redacted]	Roma.Boucher@communities.wa.gov.au
DFES	**Phil Brandrett** *Superintendent DFES Lower Southwest*	[redacted]	Philip.Brandrett@dfes.wa.gov.au
DFES	**Paddy Dowling** *Area Officer*	[redacted]	Patrick.dowling@dfes.wa.gov.au
Tuia Lodge	**Jane Goff** *Manager*	[redacted]	Jgoff@hallprior.com.au
DFES	**Linda Ashton** *Community Preparedness Advisor*	[redacted]	linda.ashton@dfes.wa.gov.au
DFES	**Phil Bresser** *District Officer SES*	[redacted]	phillip.bresser@dfes.wa.gov.au
DFES	**Erin Hutchins** *District Emergency Management Advisor – South West*	[redacted]	Erin.Hutchins@dfes.wa.gov.au
Red Cross Member	-	[redacted]	kedmeades@redcross.org.au
Donnybrook Balingup Bush Fire Brigades	**Mick Zwart**	[redacted]	mezwart@bigpond.com
Water Corporation	**Mel Robertson** *Operations Manager*	[redacted]	mel.robertson@watercorporation.com.au
Water Corporation	**Steve Collins** *Operations Manager*	[redacted]	steve.collins@watercorporation.com.au
Western Power	**Gary Smith** *Team Leader Picton/Collie*	[redacted]	Gd.smith@westernpower.com.au
CHC	**Jess Rudolf** *Site Manager*	[redacted]	jess.rudolf@chcare.org.au
CHC	**Susy Glenister** *Scheduler/Administrator*	[redacted]	Susan.glenister@chcare.org.au
Dept. Primary Industries & Regional Development	**Tim Stevens**	[redacted]	Tim.Stevens@dpird.wa.gov.au
Balingup Progress Association	**Wendy Trow**	[redacted]	brookview@wn.com.au
Shire of Donnybrook Balingup	**Claire Palmer** *Environmental Officer*	[redacted]	Claire.palmer@donnybrook.wa.gov.au

APPENDIX 5 – LEMC Meeting Business Cycle



APPENDIX 6 – Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Donnybrook Balingup will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources, where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government, holding either a managerial or executive position within the local government. They must be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

State EM Plan – 5.1.7 sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA), or the Controlling Agency, to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the Local Government Liaison Officer (LGLO) are to:

- Make contact with the HMA, or Controlling Agency Incident Controller,
- Represent the local government at all ISG meetings,
- Provide the IC with timely information on local issues and key factors affecting response activities,
- Provide the IC with a copy of the Local Emergency Management Arrangements,
- Identify vulnerable groups within the local government area,
- Provide information relating to community evacuation, ~~welfare~~ evacuation centres and 'community safe places',
- Coordinate local government resources applied to the incident,
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.) and the Needs Assessment from the impacted community,
- Coordinate the transition from response to recovery, on behalf of the local government, in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities,
- Local government impact/needs assessment (if known),
- Local government resource status,
- Significant community issues.

Responsibilities of the IC

The IC of the HMA, or Controlling Agency, will provide the following information:

- A current situation report,
- Outcomes of the previous meeting (if not the first meeting),
- Details of significant or emerging issues,
- Assistance required,
- Record of outcomes of the meeting,
- Details of the next scheduled meeting.

APPENDIX 7 – Vulnerable Groups

ORGANISATION	SITE ADDRESS	CONTACT DETAILS
HEALTHCARE		
Donnybrook Hospital	Bentley Street, Donnybrook	9780 4333
AGED CARE		
Tuia Lodge	30 Allnutt Street, Donnybrook	9731 1602
Minninup Cottages and Langley Villas	144 South West Highway, Donnybrook	9780 4200
Preston Retirement Village Units	Sharp Street, Donnybrook	9780 4200
Balingup Vintage Homes for Life	PO Box 238, Balingup WA 6253	0427 641 512 9764 1587
AGED CARE		
Donnybrook High School	10 Bentley Street, Donnybrook	9731 1060
Donnybrook Primary School	Bentley Street, Donnybrook	9731 1060
Kirup Primary School	6 Station Street, Kirup	9731 6271
Balingup Primary School	1 Brockman Street, Balingup	9764 1093
St Mary's Primary School	Bentley Street, Donnybrook	9731 1496
Tree House Child Care Centre	2 Steere Street, Donnybrook	9731 0342 / [redacted]
RECREATION		
Balingup Recreation Centre	South West Highway, Balingup	9764 1872
Donnybrook Recreation Centre	Steere Street, Donnybrook	9731 1822
CAMPING AREAS		
Donnybrook Transit Park	Egan Park, Donnybrook	9780 4200
Balingup Transit Park	Walter Street, Balingup	9764 1818
Glen Mervyn Dam	Collie-Mumballup Road.	9735 1988
Wrights Bridge	Nannup Road, Southampton	9752 5555
Iron Stone Gully Falls	Goodwood Road, Capel River	9752 5555
Kirup Caravan Park	47 South Western Highway, Kirup	9731 6311
Grimwade Settlement	Grimwade Road, Mullalyup	9752 5555
BACKPACKERS ACCOMMODATION		
Brook Lodge Backpackers	3 Bridge Street, Donnybrook	9731 1520
Betty's Lodge	47 Collins Street, Donnybrook	9731 0390
Donnybrook Backpackers Hostel	6 Bridge Street, Donnybrook	9731 1818
Donnybrook Motel Motor Lodge	26 South Western Highway, Donnybrook	9731 1499
Brook Lodge Backpackers	3 Bridge Street, Donnybrook	9731 1520

APPENDIX 8 – Evacuation Centres

Primary Centre: DONNYBROOK

** denotes Shire owned facilities.			POPULATION: Shire = 5,870 (Donnybrook = 2,824, Balingup = 544)
Premises:	Donnybrook Recreation Centre – Lot 549 Steere St / 15/17 Steere St, Donnybrook Ph: 9731 1822 PO Box 94, Donnybrook WA 6239		
Contact:	Simon Peppler (Manager) – simon.peppler@donnybrook.wa.gov.au Shire has keys (G1-G9) – 9780 4200 / recreation.centre@donnybrook.wa.gov.au		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – all electric. Power – no gas supplies. Wired for generator use.
Disability Access:	YES	**Showers/Toilets:**	2M/2F showers/changerooms, 2M/1U/4F/1 disabled toilets.
Parking:	YES	**Kitchen Facilities:**	Full facilities (1 electric stove, 3 fridges)
Pets:	LIMITED	**Bedding:**	12x gym mats
Capacity:	**Max capacity 640pax.** Basketball stadium – 2 courts; function room; mezzanine & separate swimming pool.		**Covid-19:** Court 1&2 = 320pax (2m2 = 160pax, 4m2 = 80pax sleeping). Function Rm = 60pax (2m2 = 30pax, 4m2 = 15pax sleeping).
Hazards:	No hazards – 1st pref/primary evac centre – long term.		

Premises:	Donnybrook Football Club – Marmion Street, Donnybrook. NOTE: DFC to be demolished and rebuilt starting October 2023.		
Contact:	[redacted]		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – not wired for generator use. Gas – no.
Disability Access:	YES	**Showers/Toilets:**	4 showers. Toilets available for up to 150 persons.
Parking:	YES	**Kitchen Facilities:**	Small (1 fridge, 1 stove)
Pets:	NO	**Bedding:**	NO
Capacity:	**Max capacity 168pax.** Bar area and training room.		**Covid-19:** Bar area = 120pax (2m2 = 60pax, 4m2 = 30pax sleeping). Training Rm = 68pax (2m2 = 34pax, 4m2 = 17pax sleeping).
Hazards:	No hazards – small-long term, tent space.		

Premises:	Country Club, South West Highway.		
Contact:	[redacted]		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – . Gas – cylinders.
Disability Access:	YES	**Showers/Toilets:**	8 showers. 3M/6F Toilets.
Parking:	YES	**Kitchen Facilities:**	Large full facilities
Pets:	OUTSIDE	**Bedding:**	NO
Capacity:	**Max capacity 140pax.** Bar area.		**Covid-19:** Bar area = 140pax (2m2 = 70pax, 4m2 = 35pax sleeping).
Hazards:	No hazards – good long term.		

Primary Centre: BALINGUP

Premises:	Balingup & Districts Recreation Centre – 21569 South Western Highway.		
Contact:	[redacted]		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – all electric. Power – no gas supplies. Wired for generator use.
Disability Access:	YES	**Showers/Toilets:**	11M/10F showers (electric hot water system). 7M/1U/8F/2D toilets.
Parking:	YES	**Kitchen Facilities:**	Full facilities (1 gas stove, 1 fridge)
Pets:	LIMITED, OUTSIDE	**Bedding:**	Gym mats
Capacity:	**Max capacity 220pax.** Stadium & Function Room.		**Covid-19:** Stadium = 120pax (2m2 = 60pax, 4m2 = 30pax sleeping). Function Rm = 100pax (2m2 = 50pax, 4m2 = 25pax sleeping).
Hazards:	May be flood susceptible. 1st pref/primary evac centre – long term.		

APPENDIX 9 – Local Government Welfare Liaison Officer (LGWLO)

Roles and Responsibilities

The Local Emergency Relief and Support (LERSP) will be activated by the Communities where emergency relief and support is required for the community. The support plan designates that the local government will provide a liaison/support officer at emergency relief and support centres activated because of an emergency.

The Shire of Donnybrook Balingup will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the Communities Emergency Centre Coordinator (ECC).

Duties of the LGWLO

- Report to the Communities - Emergency Centre Coordinator,
- Where a local government owned building has been identified as an evacuation Centre, notify local groups booked to use the centre that their planned activities have been cancelled, or moved to another location,
- Facilitate access to the Evacuation Centre by the Communities,
- Facilitate the setup of the building,
- Organise any cleaning and building maintenance requirements for the centre, through the Shire of Donnybrook-Balingup,
- Liaise with all key support agencies located at the building, to ensure all needs, where possible are met,
- Liaise with and assist organisations present at the centre, as requested by the Emergency Centre Coordinator,
- Manage vehicle access and general traffic/parking issues and request support if required,
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC,
- Assist the ECC in managing conflict at the centre,
- Identify and organise personnel and additional resources, through the Local Recovery Coordinator, as required,
- Attend all necessary briefings as requested by the ECC,
- Keep a log of activities conducted at the Evacuation Centre,
- Carry out other duties as requested.

APPENDIX 10 – Supporting LEMA Plans (Annexures)

ANNEXURE 1 – LEMC TERMS OF REFERENCE

ANNEXURE 2 – EMERGENCY RISK MANAGEMENT STUDY – 2023

ANNEXURE 3 – SHIRE OF DONNYBROOK BALINGUP HAZARD PLANS

TERMS OF REFERENCE

1. ESTABLISHMENT

The Shire of Donnybrook Balingup Local Emergency Management Committee (LEMC), is established in accordance with the *Emergency Management Act 2005* (the Act) *(s.38)* which states that "local government is to establish one or more local emergency management committees for the local government's district."

2. OBJECTIVES OF THE LEMC

The objectives of the LEMC are in accordance with the *Emergency Management Act's* identified functions of LEMCs *(s. 39)* that are:

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district,
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements,
- To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

3. DUTIES AND RESPONSIBILITIES

The LEMC's role is:

- To assist in the preparation and endorsement of the Shire's Local Emergency Management Arrangements (LEMA),
- To review the LEMA, in accordance with *State Emergency Management Procedure 3.8*
- To ensure appropriate exercising of the LEMA, including the local recovery plan, consistent with the requirements within *State Emergency Management Policy 4.8.8*,
- To prepare an annual business plan of proposed committee emergency management strategies, activities and priorities, per requirement within *State Emergency Management Procedure 3.7*.
- To prepare an annual report of the Committee's activities in accordance with the *Emergency Management Act (2005) - s33.1* and the *State Emergency Management Policy 7.1 - Annual Reporting*.

4. MEMBERSHIP

Members of this committee are appointed in accordance with the *Emergency Management Act (2005) - s38* and as articulated within the *State Emergency Management Procedure 3.7.*

The Chairperson is appointed by the relevant local government *s.38(3) (a)* of the Act.

The Local Emergency Coordinator is appointed by the State Emergency Coordinator for the local government district *s.37(1)* of the Act.

Representatives from local emergency management agencies in the local government district are invited to be LEMC members, along with any other representatives determined by the local government.

Members, or designated proxy:

ORGANISATION	OFFICER / LEMC MEMBER
Elected Council Member	Chairperson
Local Emergency Coordinator	Deputy Chairperson
Shire of Donnybrook Balingup	• Chief Executive Officer • Director Operations • Community Emergency Services Manager • Senior Ranger • 2 Recovery Coordinator
WA Police (WAPOL)	Officer-in-Charge Donnybrook Police Station
Department of Communities	• District Emergency Services Officer • Emergency Centre Coordinator
Department of Education	Donnybrook Senior High School – Principal
Department of Primary Industry and Regional Development (DPIRD)	Regional Biosecurity Coordinator – Southwest/Metro
Water Corporation	Operations Manager
Western Power	Area Manager – South West
Telstra	
Department of Fire and Emergency Services (DFES)	• District Officer – Lower SW Region • Community Preparedness Advisor • SES Local Manager • Captain VFRS
Department of Health	Nurse Unit Manager
Department of Biodiversity, Conservation & Attractions (DBCA)	Fire Operations Officer – Blackwood District
St John Ambulance	Chairperson
Australian Red Cross	Recovery Advisor
Community Members	• Kirup Progress Association (KPA) • Balingup Progress Association (BPA) • Others

The Executive Officer is responsible for the functional activities of the LEMC and as such, will attend these meetings in an advisory capacity and provide all necessary guidance and support to the committee.

The Executive Officer is ex officio, not a member of this committee and does not have voting rights.

The Executive Officer is the Shire of Donnybrook Balingup Community Emergency Services Manager (CESM).

Membership Term:

The LEMC Chair will preside for a period of two (2) years, in line with the local government elections cycle.

The LEMC composition will be reviewed in accordance with *State Emergency Management Procedure 3.7*.

5. QUORUM AND VOTING

The quorum for a meeting is conditional on a representative or proxy from a minimum of five (5) member organisations, participating in any voting.

A decision of the LEMC does not have effect unless quorum has been met.

If any formal voting of members present at a meeting are equally divided, the Chair has the casting vote.

6. POWERS OF THE LEMC

The LEMC has no delegated powers under the *Local Government Act (1995)* and is to advise and make recommendations to Council only.

7. MEETING FREQUENCY AND BUSINESS CYCLE FUNCTIONS

The LEMC will meet every six (6) months, as part of the financial year cycle and as required by the *State Emergency Management Procedure 3.7*.

Agenda items to be considered, in line with the annual reporting requirements, should include:

- confirmation of LEMA contact details and key stakeholders,
- committee membership and resources,
- status of LEMA including local recovery plans,
- exercises that include the local government(s) and/or test the LEMA,
- subcommittees or working groups,
- projects undertaken,
- key achievements.

Additional considerations should include:

- local training needs or opportunities,
- funding opportunities, (for example, the Natural Disaster Resilience Program and All West Australian Reducing Emergencies),
- Incident Support Group (ISG) activations/or incidents,
- emergency risk management processes – including any treatment strategies,
- post-incident reports and post-exercise reports,
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

In addition to the standard LEMC meeting business items (above), the additional and special functions of LEMC business cycle of each meeting, is to be in accordance with State Emergency Management Procedure 3.7, which recommends the following:

- **1st Meeting:**
  - Workshop and finalise the LEMC Business Plan, for next reporting period.
  - Seasonal review - e.g. fire, or cyclone season preparedness,
- **2nd Meeting:**
  - Review the current 'State Preparedness Report',
  - Review the Local Recovery Arrangements.
  - Finalise & approve the LEMC Annual Report & Business Plan,
  - Finalise Local Government Exercise Schedule,
  - Seasonal review e.g. Storm season preparedness.

8. AGENDA AND MINUTES

The agenda for the committee meetings shall be distributed to all members, with a minimum of 3 working days, prior to the meeting. The agenda will also include the minutes of the previous LEMC meeting for confirmation.

9. REPORTING

The LEMC will report to the South-West District Emergency Management Committee (DEMC), in accordance with *State Emergency Management Policy 7.1 - Annual Reporting*.

Reporting

The reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Shire Council.

10. DOCUMENT CONTROL

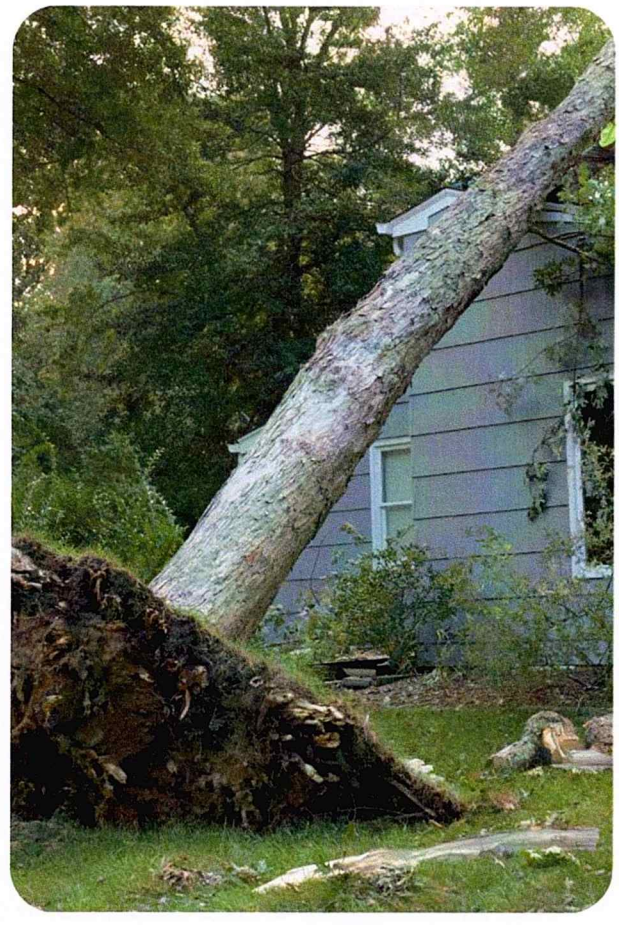
AMENDMENT		DETAILS OF AMENDMENT		AMENDED BY
#	SCOPE	LEMC	Council	
1	Document prepared	Endorsed 28/06/16	Adopted 27/07/16	MDES
2	Revision			CW
3				
4				

Shire of Donnybrook Balingup

LEMA 2023

ANNEXURE 2: EMERGENCY RISK MANAGEMENT







LEMC Endorsement Date: *2023*
Full Review Required: *2028*
Maintained By: *Shire of Donnybrook Balingup Community Emergency Services Manager*

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MITIGATION PLANNING – EMERGENCY RISK MANAGEMENT (ERM)

1. INTRODUCTION

As part of the redevelopment of its Local Emergency Management Arrangements, the Shire of Donnybrook Balingup (SoDB) undertook a local risk analysis, by conducting a range of community workshops. It also considered historical data to determine likely hazards, risks and respective community tolerances, to inform its perception of its exposure to risk. The focus of this study was Donnybrook Balingup and the people and assets of the communities, within the whole of the Shire.

The ERM models were based on the *ISO 31000:2018 Risk Management – Principles and Guidelines*. The subsequent outputs of this process resulted in a Risk Management Register, including the resultant Shire of Donnybrook Balingup Risk Evaluation Criteria.

In 2022, through AWARE Grant Finding, the assumptions of risk that populated the pre-existing Risk Register and informed the previous Risk Treatment Register, were challenged for currency. The benchmarks for this assessment were the Risk Management Standard *ISO 31000:2018 Risk Management – Principles and Guidelines*, along with the implications from the *National Emergency Risk Assessment Guidelines (NERAG) (2020)*. This latest version of the Emergency Risk Management Study, (Annexure 2 to Donnybrook Balingup's LEMA), now includes the outcomes of that study.

RESULTS

It is noted that the highest risk from the previous version of the Shire's risk register, was an aggregation of bush and structural fire, with their associated metrics. On this occasion, **bushfire** remained the highest concern with respect to the likelihood and subsequent consequence assumptions. While it is recognised that the current *State Hazard Plan – Fire (2022)* combines the two and this plan may be considered in any remediation or response activities, this current study delineated the two as separate hazards. This was thought necessary, as the consultation indicated the need to consider them separately for the determination of risk exposure and also the resultant impacts upon any of the community elements, perceived to be at risk.

During this consultation and the conducted workshops, there was a lot of discussion on the impacts of telecommunication and electricity supply network failures and the associated consequences. This consequence, based on the assumption metrics appeared to rate as the second highest concern to the community. However, as discussed in *section 5* of this document, this should be considered to be a consequence which may be common to many hazards impacting community. Therefore, it was quarantined from the risk register. However, this consequence needs to be recognised in any emergency risk management activity, as well as any risk treatments, as something that clearly concerns the community and business.

Severe storm was determined to be the second highest risk to be considered on the risk register.

Major crash was a common theme in the workshop discussions. The data is interesting, in that depending upon the consequences that were considered, there was a difference in the results. One

workshop seemed to focus on a multiple victim crash (ie school bus), whereas the others considered impact to local persons being more serious than to visitors/tourists. This differential skewed the results when applied to the risk tables. Either way, it was a salient concern for the local people.

Concern about **disease** (both exotic plant and animal as well as human pandemic) was also considered to be of concern and would appear to be 4 and 5 (respectively) on the risk priority register. As the Shire has a considerable agricultural output, there was unsurprisingly, a considerable amount of concern expressed for the impact on local livelihoods. The recent COVID impacts, perhaps unsurprisingly, appeared to have influenced the human pandemic concerns.

Throughout most discussions on the consequences to hazard impacts, it was universally believed that tolerance to human injury or fatality was considerably less tolerable, should that person/s be local community members (as distinct from visitors to the Shire).

The SoDB ERM Register and SoDB Emergency Risk Management Plan, are integral parts of the SoDB LEMA.

Until the next study is completed (as required within 5 years), the newly created risk register will determine the relevant priorities for treatment during this period. Only the top 6 risks from the recent work were used to amend the previous risk register. Therefore, where a risk was not elevated to risk 1 to 6, those risks remain in their current place on the register.

Resultant Risk Priorities from Workshops and the Historical Data

Priority for Treatment	Hazard
1	• Bushfire
2	• Storm • High velocity winds, tornados, heavy rainfall
3	• Major Crash • Transport, tourist, air
4	• Exotic Animal/Plant Disease
5	• Human Pandemic
6	• Flooding (from previous Risk Register) • Riverine, hydraulic structure failure, dam failure.
7	• Hazardous Materials Incident
For universal consideration	• Electricity power supply/communications network failure

Table 1 – Hazard Priorities table

2. COMMUNITY ENGAGEMENT CONFIDENCE

It is unfortunate that for four community workshops that were widely publicised and then facilitated, the attendance was not what had been hoped. In fact, most of the advertised workshops saw no community members appear. Only three on-line surveys were returned. On the positive side, there was good engagement with the Local Emergency management Committee, where the first risk assessment workshop was facilitated. A second workshop was conducted at Balingup and this output was also valuable. However, a significant bushfire, which would go on to have significant local impacts, occurred at the time of this workshop, meaning that may of the expected participants were called to attend this fire, reducing the participation numbers.

This low uptake of the invitations to participate in the risk studies has greatly reduced the confidence in the data that was received, resulting in a relatively high weighting being applied to a search of historical data, and feedback from Shire staff and the LEMC membership.

3. MANAGING RISK

Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community, enable local governments and LEMCs, to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations, which enable them to better prepare for, respond to and recover from a major emergency event. The process and mandate for local governments to undertake risk management is detailed in State EM Policy Section 3.2.

4. GENERAL RISK EVALUATION CRITERIA

General discussion with the participants during the various elements of this study framed the following generalised criteria, to be considered whereby the community believes that the consequences of an event, become beyond community tolerance thresholds.

Criterion 1

Any reasonably preventable accident/incident resulting in loss of local life is unacceptable.

Criterion 2

Any reasonably preventable accident/incident resulting in serious injury to a local person, is unacceptable.

Criterion 3

Any reasonable preventable event that will permanently affect the health and well-being of 2 or more local community members, would be considered unacceptable.

Criterion 4

Any reasonably preventable activity, or incident that will have a medium to long term, or permanent effect on the environment (natural, economic, social or built) is unacceptable.

Criterion 5

Any reasonably preventable activity or accident, that will cause closure, or seriously disrupt normal business activity for 5% (or more) of local businesses, for greater than 3 days, is unacceptable.

Criterion 6

Any reasonably preventable activity, or accident, that will cause closure or seriously disrupt community lifelines or services for greater than 24 hours, is unacceptable.

Criterion 7

Any reasonably preventable activity or accident, that will have long term or permanent effects on the cultural assets and values of the community, is unacceptable.

Criterion 8

The destruction of, or more than 5 homes (or 5% of smaller communities) becoming uninhabitable, for greater than 3 months due to an emergency event, is considered unacceptable.

5. IDENTIFIED CONSEQUENCES TO CONSIDER IN TREATING RISK

5.1. ELECTRICAL SUPPLY/COMMUNICATIONS DISRUPTION

Much of the concern expressed within the discussions during the workshops, focussed on the impacts of any electrical supply and communications network disruption upon the greater community. These being primarily disruption of the potable water supply, sewerage, communications and the resultant impact on community and commercial activities. Despite the fact that there is an identified HMA for electricity supply disruptions (Emergency Management Regulation r23(B) - being the Coordinator of Energy), from the discussions at the various workshops it was considered that any such disruptions would be a consequence that may be resultant from any hazard, rather than a discreet hazard in its own right. Therefore, it does not appear in the hazard table as a Hazard to be treated. However, this community concern must be considered when working to manage community vulnerabilities.

6. HAZARD RELATED RISK EVALUATION CRITERIA

6.1. BUSHFIRE

During this study, the discussions and activities resulted in a discreet focus on bushfire, rather than the combined bush and structural fire focus of the previous study. While there was discussion on structural fire as a hazard, the subsequent consequence metrics resulted in this hazard being relatively low on the hierarchy for treatment. It became necessary to determine the trigger points within the discussion on fire, where bushfire may be considered to be 'not routine' and become a disaster to the community. The ultimate Risk Evaluation Criteria (REC) that were developed, then became the platforms to frame the analysis for the workshop discussions.

- F1 – The death of one local person due to a bushfire, would be considered to be unacceptable.
- F2 - The loss of 5 homes to fire in one event, would be considered to be unacceptable.
- F3 – The permanent loss of one business, employing 10 or more persons as a result of fire, would be considered to be unacceptable.
- F4 – The interruption of a major transport link for greater than 48 hours, would be considered to be unacceptable.
- F5 - The hospitalisation of more than five local persons due to fire (eg. Burns of smoke inhalation), would be considered to be unacceptable. (Important consideration being that the local hospital has only 14 ED beds, so any more would be separated from their community to access treatment)
- F6 – The displacement of any local persons for more than 48 hours due to a bushfire, would be considered to be unacceptable.

6.2. SEVERE STORM

Triggers where the consequences of Storm, become intolerable to Donnybrook Balingup:

- S1 - The loss of 1 human life during a storm would be considered intolerable.
- S2 - The loss of 5 homes (or 5% of homes in a smaller community, whichever is the lesser) to a storm would be considered to be intolerable.
- S3 - The loss of one business (employing 10 persons or more) would be considered to be intolerable.
- S4 - The loss of electrical power to 5% of the community, for greater than 24 hours, would be considered unacceptable.
- S5 - The closure of any significant business (employing >10 persons) for greater than one week, would be considered unacceptable.
- S6 – The interruption of any critical infrastructure for 24 hours or greater, would be unacceptable.

6.3. MAJOR CRASH – Road Transport Emergency

- C1 - The loss of more than two human lives to crash, is unacceptable.
- C2 - The serious and/or permanent injury to one, or more local human lives to crash, is unacceptable.
- C3- The injury of 10 or more persons requiring hospitalisation, would be unacceptable.
- C4 - Any crash involving hazardous materials that results in an exclusion zone within an urban area, would be unacceptable.
- C5 – Any crash that results in a major transport corridor being closed for greater than 24 hours and affected supplies to from any Donnybrook Balingup community, would be considered to be unacceptable.

6.4. EXOTIC PLANT OR ANIMAL DISEASE

- D1 – Any disease event that results in a reduction of annual agricultural output of 5% (or greater), would be unacceptable.
- D2 – Any disease outbreak that directly causes 2 or more agricultural enterprises to fail, would be unacceptable.

6.5. HUMAN PANDEMIC

While this hazard figured prominently in the risk scoring exercises and resulted in priority 5 for treatment strategies, it was difficult to determine any relevant risk related evaluation criteria. Consistent with other hazards that were workshopped, it could be assumed that the loss of multiple local human lives, business risks related to high workplace absenteeism and the congestion of the limited local hospital facilities would all be factors.

6.6. FLOOD

- Fd1 – The death of one local person due to flooding, would be considered to be unacceptable.
- Fd2 – Any community being isolated for two days, or more, would be considered to be unacceptable.
- Fd3 – Inundation of the Donnybrook Balingup CBD, would be considered to be unacceptable.
- Fd4 – More than 20 homes being inundated and/or damaged by flooding, would be considered to be unacceptable.
- Fd5 - 20 homes being uninhabitable for 3 months or more due to flooding, would be considered to be unacceptable.
- Fd6 - More than 6 businesses being closed due to flooding, for more than 3 days would be considered to be unacceptable.
- Fd7 – More than 50 persons being displaced due to flooding, would be considered to be unacceptable.

GENERAL NOTE:

For future mitigation activity consideration, with most discussions there were concerns raised about the implications of utility failure for extended lengths of time, irrespective of the hazard that may cause this failure.

Likewise, Human Disease/Pandemic has shown to be concerning, given the recent situation with COVID, which was currently affecting the community. This may have artificially elevated its risk and consequence scores and therefore, subsequently its place on the risk register.

7. SHIRE OF DONNYBROOK BALINGUP EMERGENCY RISK MANAGEMENT PLAN

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Bushfire	DFES/Shire/DBCA	DFES	DFES	LG	YES	YES
Severe Storm (includes Flood)	DFES/SES	FES Commissioner	DFES	LG	YES	NO
Road Transport Emergency	WAPoL	WAPoL Commissioner	WAPol/DFES	LG	YES	NO
Exotic Plant / Animal Disease	DPIRD	DG - Agriculture	DPIRD	LG	YES	NO
Human Epidemic	Department of Health	CEO - Department of Health		LG	YES	NO
Flood	DFES/SES	FES Commissioner	DFES	LG	YES	NO

These arrangements are based on the premise that the HMA is responsible for combatting the above risks and will develop, test and review appropriate emergency management plans for their hazard, as described within the *Emergency Management Regulations (2016)*.

8. EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

Hazard	Priorities	Strategies
Bushfire	• Development of Bush Fire Risk Management Plan • Hazard Reduction activity • Building Community awareness	• Fire Breaks • Fuel hazard reduction • Checking compliance • Working with community • Developing relationship with agencies • Weather Warnings • Vehicle Movement Bans • Bushfire Mapping
Storm	Reducing risk of localised damage/injury	• Community preparedness, • Community awareness &/or warnings, • Compliance to building codes
Road Transport Emergency	Reduce impacts to and upon the community	• Working closely with WAPoL • LEMC engagement
Exotic Plant or Animal Disease	Reduce the impact of plant and animal disease on local agriculture enterprises and the economy	• LEMC engagement • Enforcement of biosecurity protocols
Human Epidemic	Strengthening relationship with local health providers	• LEMC engagement
Flood	Reducing the risk of localised flooding	• Flood mitigation work • Community Awareness • Warning systems
Critical Infrastructure Failure	Strengthening industry and agency relationships	• LEMC engagement

8.1. Fire

CAUSES AND CONTRIBUTING FACTORS

- Increasing severe weather events - extreme and catastrophic fire danger days,
- Fuel-load build up in adjacent bushland reserves,
- Inflammable materials surrounding private property,
- Lack of comprehensive early warning and advice,
- Lighting storm,
- Arson,
- Increasing rural/urban interface development as a life-style choice.

PREPAREDNESS & PREVENTION CONTROLS

- Local laws and Bush Fires Act - property fuel reduction enforcement,
- Annual Fire Readiness campaign - community emergency readiness campaign,
- Encourage property clean-up through free green waste pick-up's, as a risk reduction Strategy,
- Fire management planning bushland reserves within the Shire of Donnybrook Balingup,
- Shire of Donnybrook Balingup Bushfire Risk Management Plan
- Local Volunteers – effectively trained and equipped,
- Access ways in reserves (limestone tracks) as compartmentalisation and management tools.

RESPONSE & RECOVERY CONTROLS

- Established volunteer emergency services, within Shire of Donnybrook Balingup,
- Emergency evacuation arrangements in place and communicated,
- Established and practiced recovery and response planning,
- Community engagement activities – acceptance of 'a shared responsibility' philosophy,
- MOU with neighbouring shires,
- Participation and communication with established LEMC committees,
- Joint agency exercises.

TREATMENT STRATEGIES

Agencies	Local Government	Community
Development of early warning systems	Development and implementation of the Bushfire Risk Management Plan.	Greater understanding of fire causes and consequences, during restricted and prohibited times
Practiced interagency cooperation and planning exercises, training and doctrine	Regular annual hazard reduction burning programs within bushland reserves.	Increase emergency readiness, awareness and a resultant reduction in reliance on emergency services
Interagency agreements and cooperation, to better enable a coordinated approach to fire fuel mitigation	Increase emergency readiness awareness, specially tagging on to DFES November bushfire campaign/s.	Promote prepare for fire campaigns in your area, green and hard waste removal.
Established arrangements with fire services, for rapid response	Encourage green waste and property clean up, prior to fire season each year.	Greater understanding of the new Australian Fire Danger Warning systems and triggers.
Engagement in Bush Fire Response Planning, with owners of risk, to reduce net bush fire risk. (tenure-blind approach)	Investigate declaration of Bushfire Prone Areas and appropriate special planning and building conditions.	Active engagement in bush fire planning, for families and business to include such things as triggers for action, ire plans etc.
Participation with multi-agency Pre-formed IMT training and preparedness activities	Maintain stringent enforcement of Annual Fire Notice provisions, as a minimum standard of fire protection.	Acceptance of ownership of risk, leading to positive action to reduce personal risk.

EMERGENCY RISK MANAGEMENT PLAN

RISK ANALYSIS

Vulnerability (Bushfire):

- Residents living within close proximity to bushland reserves:
    - Bushland residential interface, surrounding reserves and forested areas,
    - Close neighbours to above mentioned areas (within 100 metres).

Source and Elements of risk:

- Build-up of fuel loads in close proximity to residential homes,
- Failure to heed early warnings, or advice statements,
- No early warning system in place,
- Failure to undertake adequate seasonal precautionary measures,
- Ember attack from nearby bushland (e.g. evaporative air conditioners),
- Fire Service personnel and equipment, unable to access rear of properties or escape.

Vulnerability (Structural Fire):

- Residents/occupants of buildings:
    - With reduced capacity to notice, or react to fire emergencies,
    - That present an enhanced risk of fire/explosion due to the nature of the activities or material within,
    - Those who may be in proximity to hazardous premises, or activities.

Source and Elements of Risk:

- Hazardous materials and/or work practices and those within those premises.

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Reserve fuel reduction strategy as required (hazard reduction burning)	SoDB – Officer (CESM)
2. Fuel reduction buffer zones, adjacent to residential areas (to create a maximum BAL 29)	SoDB – Officer
3. Specific awareness/preparedness campaigns for residential areas, adjacent to reserves and bushland	SoDB – Officer DFES- District Officer - Manjimup
4. Investigation of Town Planning requirements for residential areas adjacent to reserves and bushland	SoDB- Manager/Officer
5. Strict enforcement of Bush Fires Act and Local Laws related to lighting of fires and fuel reduction	SoDB – Officer
6. Development of an "all hazards" early warning system	SoDB – Officer
7. Implementation of "all hazards" warning system into the Donnybrook Balingup community/s	LEMC- LEMA, SoDB Officer DFES – District Officer Manjimup
8. Ensure fire suppression response is in concert with 9. State Hazard Plan - Fire	DFES- District Officer - Manjimup
10. Ensure timely response of within 12 minutes for volunteer FRS	DFES- Dist. Manager - Manjimup
11. Development of specific bushland reserves Fire 12. Management Strategy	SoDB – Officer SoDB - Environmental Planner
13. Development of specific reserves Fire Response Strategy (Pre-Plans)	DFES- District Officer - Manjimup
14. Ensure training calendar is published annually with appropriate training courses offered for fire fighter personal, to provide local area response. (Regional and Local calendars)	SoDB Officer - CESM DFES- District Officer - Manjimup
15. Ensure safe operational protocols and SOP's are enforced	SoDB Officer - CESM DFES- District Officer - Manjimup
16. Ensure effective multi-agency co-operation and response, by testing Plans and strategies of agencies, by the conducting of exercises	DFES- Dist.Officer/Rural Fire
17. Develop fire management mapping and implement into EM arrangements	SoDB Officer - CESM SoDB- Manager Engineering Services (GIS Officer)
18. Cooperative Arson reporting and investigation programme	SoDB, DFES, DBCA, WaPOL

RESPONSIBLE AGENCY/INDIVIDUAL(S): HMA – DFES, OTHERS - SoDB, WaterCorp, Dept of Communities (Housing), DFES (crown land), DBCA (vested), private property owners.		
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end November 2026	Implementation Plan	
	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	
BUDGET CONSIDERATIONS –		
MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis		

APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DFES		

8.2. Severe Storm

CAUSES AND CONTRIBUTING FACTORS

- Severe weather events,
- Southerly cyclonic/tropical lows,
- Abnormal weather conditions forming tornados,
- Loose materials becoming potential missiles in high wind,
- Extended power outage due to damaged overhead lines,
- Transport routes obstructed,
- Extended service shutdown due to lack of Business Continuity Planning,
- Lack of comprehensive early warning for some localised events,
- Community Compliancy leading to lack of preparedness.

PREPAREDNESS & PREVENTION CONTROLS

- Local laws encouraging residential and industrial clean up,
- Initial community emergency readiness campaigning strategies,
- Encourage property clean-up, through hard waste and green waste collection campaigns,
- Tree trimming program (including adjacent to power infrastructure, public and private),
- Email/early warning to agencies of Severe Weather Warnings,
- Encouraging investment in underground power supply services,
- Upgrade mobile telephone and radio towers.

RESPONSE & RECOVERY CONTROLS

- Established career and volunteer emergency services, within Donnybrook Balingup Shire,
- Established and rehearsed emergency shelter establishment,
- Western Power depot within Donnybrook Balingup area,
- Established and practiced recovery and response planning,
- Pumping Stations,
- State/National Disaster Relief Funding,
- Encourage active Business Continuity Panning,
- Encourage active and aware LEMC and EM networks.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Improve and implement early warning systems	Reassess and evaluate hard waste collection times	Increase 'emergency readiness' awareness
Practiced interagency cooperation and planning exercises	Examine higher wind rated building code requirements	Promote securing your area, green and hard waste removal.
Encouraged Business Continuity Planning for agencies and business	Increase emergency readiness awareness throughout community	Implement annual green waste and property clean up prior to storm season.
Established arrangements with response services coordinated response	Encourage green waste and property clean up, prior to storm season each year.	Evaluation and acceptance of risk – mitigation and planning at local neighbourhood/family/business level
Develop DRFA-WA plans and trigger processes	Investigate development of a local law for property clean up, prior to storm season e.g. 26 parallel rule (*EM Regs*)	
Pre-season advisory/awareness campaigns, on risk mitigation activity and options.	Practical recovery and restoration planning and arrangements	Accept and manage personal risk, through active consideration of exposure levels.
Participation with multi-agency pre-formed emergency coordination team training and preparedness activities	Support to a 'community resilience development' project – to reduce reliance of community on emergency services and local government.	Accept and manage personal risk, through active consideration of exposure levels.

RISK ANALYSIS

Vulnerability

- Residents:
  - Especially in older homes,
  - Adjacent to tall trees,
  - With limited capacity to maintain their properties.

Source and Elements of risk:

- Wind + loose material adjacent properties, that can become airborne,
- Rain + blockages of water drainage, gutters, downpipes,
- No early warning system in place, limiting preparation time,
- Failure to undertake adequate seasonal precautionary measures.

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Support an increase community awareness of storm (wind & rain) as a seasonal risk.	SES Unit
2. Ensure seasonal maintenance occurs to Council drainage and other infrastructure.	SoDB - Works
3. Ensure community warnings are promulgated throughout Council networks	SoDB – Media Team, LEMC
4. Development of an "all hazards" early warning system, locally.	LEMC – LEMA, SoDB Officer (Public Information)
5. 5. Ensure timely response possible from SES Unit	DFES Dist. Officer – NH, SES Donnybrook Balingup Unit
6. 6. Ensure training calendar is published annually with appropriate training courses offered for SES Unit personnel, to provide local area response. (Regional and Local calendars)	SoDB CESM, DFES - District Officer NH-Manjimup
7. Ensure safe operational protocols and SOP's are enforced	SoDB CESM, DFES - District Officer - Manjimup
8. Development of specific bushland reserves Fire 9. Management Strategy	SoDB – Officer SoDB - Environmental Planner

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – DFES, OTHERS - SoDB, WaterCorp, Dept of Communities (Housing), DFES, private property owners, Western Power, WAPOL.

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end November 2026	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DFES		

8.3. Major Crash – Road Transport Emergency

CAUSES AND CONTRIBUTING FACTORS

- Increasing road use, especially for goods transport (rail closure),
- Major arterial routes cross through Shire,
- Community compliancy leading to lack of preparedness and dangerous driving,
- Increasing foreign visitor drivers facing unfamiliar driving conditions.

PREPAREDNESS & PREVENTION CONTROLS

- Traffic laws encouraging good driver behaviour,
- Community awareness campaigns to encourage safe driver behaviour,
- Improving and enforcing vehicle design and maintenance standards,

RESPONSE & RECOVERY CONTROLS

- Established career and volunteer emergency services, within Donnybrook Balingup Shire,
- Equipped and staffed emergency medical facilities,
- Established and practiced recovery and response planning,
- Encourage active and aware LEMC and EM networks.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Implementation and promulgation of safer driver campaigns.	Support any WAPol campaigns through the Roadwise program.	Monitor and improve driver behaviours. Report poor driver behaviour.
Practiced interagency cooperation and planning exercises	Support initiatives through the LEMC.	
Established arrangements with Medical services for a coordinated response	Support initiatives through the LEMC.	

RISK ANALYSIS

Vulnerability

- Residents:
  - Required to travel relatively long distances,
  - Adjacent tall trees to roads,
  - Seasonal high volumes of traffic, travelling through communities.

Source and Elements of risk:

- High volumes of traffic, travelling through community/s,
- Heavy goods haulage, especially without rail,
- Visitors unfamiliar with locale.

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Support an increase in community awareness of crash risk.	WAPol
2. Enforce traffic regulations.	WAPol
3. Maintenance of road assets to improve safety	Main Roads & SoDB
4. Train and equip emergency response capacity.	WAPol, SJAA, DFES, VFRS, Health.

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – Commissioner WAPOL, OTHERS - SoDB, DFES, St John Ambulance, Donnybrook Hospital.

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end November 2026	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DFES		

8.4. Exotic Plant / Animal Disease

CAUSES AND CONTRIBUTING FACTORS

- High value economic industry, currently without biosecurity stressors.
- Continuous threat of disease entering the area of agricultural operations, causing mortality of stock/crops, quarantine restrictions and industry reputation.
- Low subject species tolerance to potentially imported disease.

PREPAREDNESS & PREVENTION CONTROLS

- Quarantine Laws and Planning Controls,
- Industrial biosecurity protocols in existence,
- Monitoring and reporting of disease ongoing,
- Effective monitoring and early warning protocols,
- Community awareness and education.

RESPONSE & RECOVERY CONTROLS

- Established network of agricultural inspection, advisory and compliance personnel and agencies,
- Emergency response arrangements in place, communicated and exercised,
- Established and practiced recovery planning,
- Community engagement activities – acceptance of 'a shared responsibility' philosophy,
- MOU with neighbouring jurisdictions,
- Participation and communication with established LEMC committees,
- Joint agency exercises.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Improve and implement early warning systems	Collaborate with DPIRD to develop communications links	Increase 'emergency readiness' awareness
Practiced interagency cooperation and planning exercises	Consider integration of LEMA with DPIRD disease management protocols	Promote outcomes of inter-agency work within community.
Encouraged Business Continuity Planning for agencies and business	Increase emergency readiness awareness throughout community	
Practice and collaborate where beneficial, animal movement tracing procedures	Collaborate with DPIRD on where relevant LG LEMA practices could support a response to an exotic disease outbreak	
Participation with multi-agency pre-formed emergency coordination team training and preparedness activities	Provide resources and information to any exercising that may occur, to ensure alignment and synergies in practices.	

EMERGENCY RISK MANAGEMENT PLAN

RISK ANALYSIS
Vulnerability • Enterprises engaged in sensitive agricultural pursuits which could be affected by an infection, • Industrial and community partners who rely on agriculture for an income, • Tourists and visitors staying in accommodation within any infected premises, • Enterprises who may (by the nature of their connections) be affected by any travel, distribution or quarantine restrictions as a result of a potential infection
Source and Elements of risk: • Vectors and disease-causing organisms, • Livestock and/or crops potentially infected by an exotic disease vector which may have been inadvertently relocated, • Enterprises managing stock/crops potentially infected, • Potential for poor biosecurity practices, • Lack of public information, regarding biosecurity measures, • Rapid spread potential verses time required to identify disease and then trace movements, to restrict further spread.

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Adherence to Biosecurity protocols across industry.	Australian Quarantine Service, DPIRD, agriculturists
2. Development of an "all hazards" early warning system.	DPIRD
3. Implementation of "all hazards" warning system into the Donnybrook Balingup community	LEMC- SoDB CESM, DFES - District Officer – Manjimup. DFES- Dist. Officer – Natural Hazards
4. Development and implementation of complete animal management plans, that will be incorporated into the SoDB EM Arrangements.	DPIRD, LEMC - CESM
5. Specific awareness/preparedness campaigns for agricultural industry	DPIRD
6. Ensure production of contamination response strategies	DPIRD

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – DFES. OTHERS - SoDB, LEMC, Life-lines agencies – Western Power, Water Corp, Alinta Gas, DoE, Telstra, & DFES – SES, Dept of Water

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end December 2026	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DPIRD		
Agricultural Enterprises		

8.5. Human Pandemic

CAUSES AND CONTRIBUTING FACTORS

- Rapid, world-wide travel is common-place,
- Proximity of people in communities, including gatherings indoors.

PREPAREDNESS & PREVENTION CONTROLS

- Biosecurity controls and immunisation campaigns,
- Increased community awareness of risk and spread factors,
- Contact tracing arrangements and procedures,
- Quarantine Laws and controls,
- Monitoring and reporting of known diseases and locations is ongoing,
- Effective monitoring and early warning protocols.

RESPONSE & RECOVERY CONTROLS

- Established network of disease notification, advisory and compliance personnel and agencies,
- Emergency response arrangements in place, communicated and exercised,
- Established and practiced recovery planning,
- MOU with neighbouring jurisdictions,
- Participation and communication with established LEMC committees,
- Joint agency exercises,
- Embracing the lessons learned from the COVID pandemic.

EMERGENCY RISK MANAGEMENT PLAN

RISK ANALYSIS
Vulnerability (Pandemic): • Community members, especially where immunity may be compromised, • Occupants of shared spaces, • Health industry workers and first responders, where inter-personal spread of disease may be exacerbated, • Community and enterprises that may be affected by lock-down/quarantine requirements.
Source and Elements of risk: • Vectors and disease-causing organisms, • Visitors who may be already infected by a communicable disease being a vector, • Enterprises that may be dependant upon the free movement of people, • Potential for poor hygiene practices, • Lack of public information, regarding biosecurity/disease containment measures, • Rapid spread potential verses time required to identify disease and then trace movements, to restrict further spread.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Monitor communicable disease potential and react accordingly	Collaborate with Department of Health	Practice communicable disease control behaviours
Practiced interagency cooperation and planning exercises	Consider integration of LEMA with Dept of Health disease management protocols	Promote outcomes and lessons from inter-agency work within community.
Encouraged Business Continuity Planning for agencies and business	Increase emergency readiness awareness throughout community. Ensure appropriate business continuity arrangements are in place within organisation.	
Participation with multi-agency pre-formed emergency coordination team training and preparedness activities	Provide resources and information to any exercising that may occur, to ensure alignment and synergies in practices.	

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Early identification of disease within, or threatening to enter the community.	Dept. of Health
2. Development and adherence to suitable disease containment protocols.	Dept. of Health
3. Contact tracing and notification of potentially infected persons.	SoDB – Environmental Health
4. Public education programs on disease risk and risk management.	Dept. of Health
5. Provision and maintenance of medical response capability.	Dept. of Health

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – Department of Health (DG). OTHERS - SoDB, LEMC, Health service agencies.

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end December 2026	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
Department of Health		
Donnybrook Hospital		

8.6. Flood

CAUSES AND CONTRIBUTING FACTORS

- Increasing severe weather events - extreme rainfall days,
- Tropical Low/Cyclone,
- Riverine level rise, due to heavy rainfall in catchment,
- Levy failure,
- Ageing infrastructure, (water, or Sewage main burst),
- Blocked, or compromised drainage infrastructure,
- Hydraulic structure failure (landslip, dam collapse),
- Lack of comprehensive early warning and advice,
- Increasing rural/urban development.

PREPAREDNESS & PREVENTION CONTROLS

- Local Laws and Planning Controls,
- Drainage infrastructure maintenance and improvements,
- Monitoring and reporting of watercourse telemetry,
- Effective monitoring and early warning protocols,
- Succession and redundancy plans including alternate pumping plant,
- Pump Stations with generators,
- Flood Sump/ Basins e.g.
- Community awareness and education.

RESPONSE & RECOVERY CONTROLS

- Established volunteer emergency services (including active SES Unit), within Shire of Donnybrook Balingup,
- Emergency evacuation arrangements in place and communicated,
- Established and practiced recovery and response planning,
- Community engagement activities – acceptance of 'a shared responsibility' philosophy,
- MOU with neighbouring shires,
- Early Warning System (BoM),
- Participation and communication with established LEMC committees,
- Joint agency exercises.

EMERGENCY RISK MANAGEMENT PLAN

RISK ANALYSIS
Vulnerability • Residents living within close proximity to Donnybrook Balingup flood prone areas. • Senior citizens care and residential villages, on the flood prone areas. • Proprietors and staff from commercial premises, within the flood prone areas. • Tourists and visitors staying in accommodation within the flood prone areas.
Source and Elements of risk: • Localised rains and storm exceeding normal run off expectations. • Upstream catchments receiving extraordinary rainfall. • River levee banks, breach or over-run. • Sunny day dam burst Wellington, or other Weirs. • Lack of public information, regarding evacuation centres and exit routes. • Lack of road signage and police presence, in early stages to control traffic. • Lack of public information on emergency evacuation protocol.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Improve and implement early warning systems	Collaborate with BoM & DoW to develop communications links	Increase 'emergency readiness' awareness
Practiced interagency cooperation and planning exercises	Consider flood mapping, related to built environment planning	Promote outcomes of inter-agency work within community.
Encouraged Business Continuity Planning for agencies and business	Increase emergency readiness awareness throughout community	
Established arrangements with Medical services cooperated response	Consider mapping and planning, to assist with advice on impacts upon transport and infrastructure in flooding events	
Develop DRFA-WA plans and trigger processes	Ensure accurate inventory of flood related infrastructure, to assist with any subsequent claims for funding.	
Pre-season advisory/awareness campaigns, on risk mitigation activity and options.	Practical recovery and restoration planning and arrangements	
Participation with multi-agency pre-formed emergency coordination team training and preparedness activities	Support to a 'community resilience development' project – to reduce reliance of community on emergency services and local government.	

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Development of an "all hazards" early warning system.	LEMC- SoDB Officer
2. Implementation of "all hazards" warning system into the Donnybrook Balingup community	LEMC- SoDB officer, DFES - District Officer – Manjimup DFES- Dist. Officer – Natural Hazards
3. Development and implementation of complete Evacuation plans, that will be incorporated into the SoDB EM Arrangements.	LEMC- Shire Officer
4. Specific awareness/preparedness campaigns for residential areas in flood plain	DFES- District Officer - Natural Hazards
5. Ensure production of flood response strategies	DFES- District Officer - Natural Hazards
6. Ensure training calendar is published annually, with appropriate training courses offered to SES personal, to provide effective local area response.	DFES- District Officer - Natural Hazards
7. Ensure multi-agency co-operation and response by testing bi-annually plans and strategies of agencies by the conducting of exercises	LEMC- Shire Officer, DFES- District Officer - Natural Hazards
8. Development of an "all hazards" early warning system.	LEMC- SoDB Officer

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – DFES. OTHERS - SoDB, LEMC, Life-lines agencies – Western Power, Water Corp, Alinta Gas, DoE, Telstra, & DFES – SES, Dept of Water.

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end December 2026	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

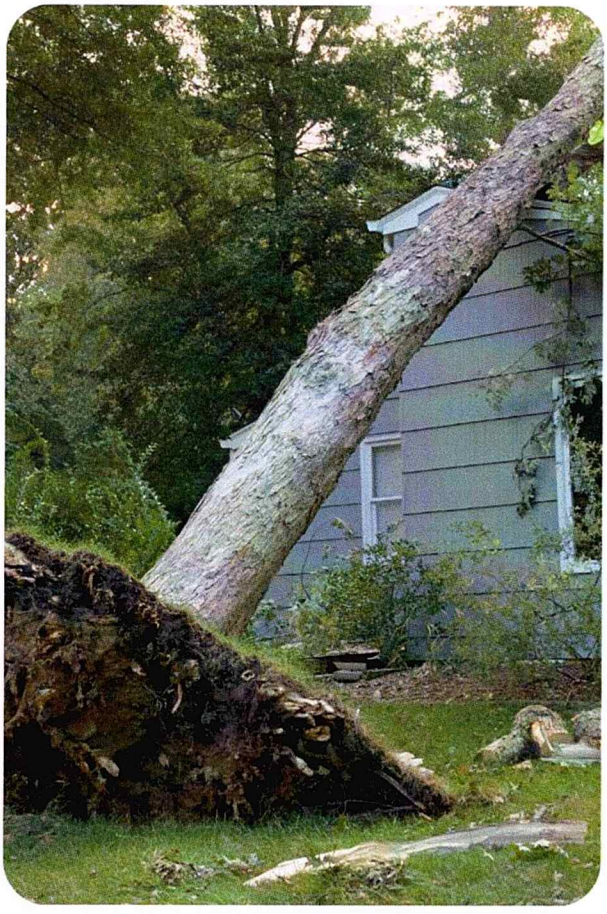
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DFES		
The Department of Communities		

Shire of
Donnybrook Balingup

LEMA 2023

ANNEXURE 3: HAZARD PLANS







LEMC Endorsement Date: *2023*
Full Review Required: *2028*
Maintained By: *Shire of Donnybrook Balingup Community Emergency Services Manager*

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AMENDMENT #	DATE	DETAILS OF / REASON FOR AMENDMENT	AMENDED BY (INITIALS)
1.	July 2023	Complete plan rewrite – Includes Hazard Plans Annexure	Planit WA Consulting
2.	30 Aug. 2023	Final draft (incorporating SODB comment)	Planit WA Consulting

3.			
4.			
5.			
6.			
7.			

NEXT REVISION IS DUE AUGUST 2028.

HAZARD PLANS – RURAL FIRES

References

Donnybrook Balingup Bush Fire Response Plan – 2016, State Hazard Plan – FIRE (2022)

Introduction

1. Rural fires are a regularly occurring threat. Inter-agency planning for this hazard has led to the production of a range of reference documents. The procedures contained in this reference plan will be adopted and all participating organisations should make themselves familiar with it.
2. This Hazard Plan details the control and coordination arrangements within the Shire of Donnybrook Balingup, in support of the DFES.

Hazard Effects

3. Rural fires produce all of, or some of the following effects:
    a. Dead and injured persons,
    b. Destruction of homes, pastures/forest/plantation resources and business,
    c. Traffic disruption and health issues (smoke),
    d. Evacuation (fire and smoke threat),
    e. Disruption to water, power/communications services and other critical

Response Arrangements

4. There will be three levels of warning for bush fire danger:
    a. Advice - for days of Very High Fire Danger forecast, or where a fire has started but not yet likely to threaten life or property in the Shire of Donnybrook Balingup (A bushfire 'Advice' has been issued), and/or a 'Total Fire Ban' has been declared for the Donnybrook Balingup Shire.
    b. Watch and Act – for days of 'Severe' or 'Extreme' Fire Danger Rating and/or whenever a bush fire 'Watch and Act' warning is issued within the Shire of Donnybrook Balingup.
    c. Emergency Warning – for days of 'Catastrophic' bush Fire Danger Rating, or whenever an 'Emergency Warning' is issued within the Shire of Donnybrook Balingup, or significant damage has already occurred to two or more homes, fatalities and/or significant injuries requiring prolonged hospitalisation has occurred.

5. Response arrangements for fires outside of the Donnybrook Balingup Gazetted Fire District (GFD), will be accordance with the responsibilities identified within the State Hazard Plan (Fire) and the Shire of Donnybrook Balingup Bush Fire Response Plan
6. The Local Emergency Coordinator is responsible for activating non-combat support for fire operations. This activation will be made on the advice of the nominated Controlling Agency (CA) – Incident Controller.
7. Fire-fighting support is requested through DFES – ComCen, or LSW Regional Operations Centre (ROC), or the DBCA Blackwood District Duty Officer at the request of the nominated CA – Incident Controller.
8. All other support arrangements are coordinated through the IMT, , located at an ICC or Control point.

Command & Control Structure

9. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency	FES Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Fire fighting • Building rescue • Traffic/crowd control • Casualties • Evacuation • Resources • Emergency relief and support	• BFB/DBCA – Parks & Wildlife/DFES-FRS • DFES-FRS/DFES-SES • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • HMA – through WA Police/DFES-SES • Shire of Donnybrook Balingup/DFES-SES/ • Department of Communities
Utilities restoration	Statutory Authorities

The State Hazard Plans are to be read in conjunction with the Shire of Donnybrook Balingup Bush Fire Response Plan.

In the event that the incident is likely to trigger the Risk Evaluation Criteria for fire (LEMA - Annex 2 - ERM Plan), consideration should be taken to implementing the SoDB Business Continuity Plans and communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

HAZARD PLANS – SEVERE STORMS

References

State Hazard Plan – Severe Weather (2022)

Introduction

1. The Shire of Donnybrook Balingup is subject to the effects of severe storms, as a result of:
    a. Cyclones/Tropical Lows passing down the coast (November April).
    b. Tornados (Summer & Winter).
    c. Winter Gales (May – September).

Hazard Effects

2. Severe storms can produce some or all of the following effects:
    a. Damage to buildings & fences,
    b. Damage to trees,
    c. Loss of electrical power and other infrastructure failure,
    d. Fire (lightning strikes),
    e. Death or injury (lightning strikes, falling trees or wind-blown debris),
    f. Flash flooding (storm water drain and waterway overload),
    g. Traffic crashes (poor road conditions).

Response Arrangements

3. There will be three levels of warning for storms:

a. Blue Alert - for severe weather warnings where:
   (1) 'gale warnings' (41-47 knots – 76-87 km/hr), or
   (2) advanced warnings of 'Storm Force' (Level 1 @ 48-55 knots – 80-102 km/hr) at 24 hours+, or
   (3) where rainfall is expected to exceed seasonal norms &/or where rivers are already high. Additionally,
   (4) whenever a 'Blue Alert' for a cyclone has been declared for the Donnybrook Balingup district.

b. Yellow Alert – for:
   (1) severe weather warnings (BoM) with 'Storm Force' Wind warnings (Level 2 @ 56 63 knots – 103-117 km/hr) with less than 24 hours warning time + potential flood warnings from BoM. Where
   (2) there is a specific mention of the possibility of tornados in the BoM forecast. Additionally,
   (3) whenever a 'Yellow Alert' is declared for a cyclone within Donnybrook Balingup.

c. Red Alert – for:
   (1) forecast 'Hurricane force' winds (velocity of 64 knots (118 + km/hr) and above),
   (2) significant rainfall with already saturated ground, full catchments, flood warnings etc) and/or
   (3) imminent impact, or significant damage has occurred from wind or floodwater, requiring a significant response. Additionally,
   (4) whenever a Red Alert is declared for Cyclone impact within for Donnybrook Balingup.

Strong Winds

4. Strong winds result in responses which are usually infrequent and of a minor nature. Reports may be received directly to the Shire of Donnybrook Balingup from the public, from DFES ComCen, DFES LSW Regional Office (Regional Duty Coordinator), the local DFES-SES, or Police Headquarters (CADCom).

Gale Warnings

5. The standard response to Gale Warnings may include the targeted staffing of the DFES LSW-RHQ and SES Local Headquarters. The following local planning arrangements should be implemented:
   i. Place Relevant SoDB Shire staff on stand by,
   ii. Restrict controlled burning (Local Government Responsibility [BF Act]),
   iii. Check availability/maintenance of storm damage stores & equipment,
   iv. Establish communications between the Donnybrook Balingup ECC and the Local DFES-SES Local Emergency Operations Centre.

Severe Weather Warnings

6. In the event of a **Severe Weather Warning** (including cyclone warnings) all SES Units in the South-West Region, including the Regional DFES Office, are likely to staff their EOC. In addition to the local arrangements detailed for gale warnings, the HMA should advise all

members of the LEMC and request that they place their organisation on the relevant alert status. Public information broadcasts should be considered, after consultation with the DFES.

7. Should a severe storm affect the Shire of Donnybrook Balingup to the degree that services are badly disrupted and severe damage is sustained, the Controlling Agency (CA) – Incident Controller, in consultation with the Local Emergency Coordinator (LEC) &/or the ISG, will determine the priority allocation of resources, until the event and its consequences are under control.

   In the event that the incident is likely to trigger the Risk Evaluation Criteria for storms (*LEMA – Annex 2 - ERM Plan*), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

Command & Control Structure

8. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency (CA)	FES Commissioner
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Fire fighting • Building rescue • Traffic • Casualties • Evacuation • Resources • Emergency relief and support	• BFB/DBCA - Parks & Wildlife/DFES-FRS • DFES-FRS/DFES-SES • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police /DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities
Utilities restoration	Statutory Authorities

Information Flow

9. Requests for assistance are usually passed to DFES-SES, from the following sources:
    a. Direct from the caller by telephone,
    b. Via the DFES ComCen, or DFES SW RHQ,
    c. Via a Donnybrook Balingup ECC,
    d. Direct observation by damage control teams,
    e. Via the Shire of Donnybrook Balingup switchboard, or other emergency services.
10. Utility damage reports are provided to the Donnybrook Balingup ECC, by the appropriate Government Department or agency. It is the responsibility of the Controlling Agency/HMA to provide timely Situation Reports (SitReps), outlining the damage sustained to the Shire of Donnybrook Balingup, along with any action in progress - to the ECC and to all members of the LEMC.

Hazard Plan – Exotic Animal / Plant Disease

References

State Hazard Plan – Animal and Plant Biosecurity (2023)

Introduction

1. The Shire of Donnybrook Balingup is subject to the risk and subsequent effects of exotic disease infections to agricultural stock and crops.

Hazard Definition

State Hazard Plan Animal and Plant Biosecurity defines the hazard of animal or plant disease (animal or plant biosecurity incursion) as:

- An "emergency Animal Disease" – as defined by the Government and Industry Emergency Animal Response Agreement (EADRA) for Australia – (E.g. Foot and mouth disease or Avian Influenza)
- an "Emergency Plant Pest" – as defined in the Government and Industry Emergency Plant Pest Response Deed (EPPRD) for Australia – (e.g. Karnal Bunt or Khapra Beetle)
- a "Declared Pest" – as defined in the Biosecurity and Agriculture Management Act 2007, which is also an endemic animal or plant pest or disease that is occurring in such a fulminate form that an emergency response is required to ensure that it does not become a large scale epidemic within Western Australia
- aquatic emergency animal disease outbreaks.

Hazard Effects

2. The potential effects of exotic diseases may include some, or all of the following:
    a. Destruction of commercial products and resultant impact on agricultural business,
    b. Mobility restrictions for product and/or producers and their equipment,
    c. Reputation harm and subsequent impacts on future trade capacity,
    d. Loss of income, potentially for prolonged periods of time,
    e. Restrictions on future activities on any impacted land/s
    f. Loss of local employment.

Response Arrangements

3. Responses to any potential disease infection, should take into account the response levels indicated within the State hazard plan, prepared by DPIRD. The italic text below is directly extracted from that Plan for LG consideration in any response they may take:

Level One:
Assigned to any local or limited response that has limited potential impact on DPIRD, industry, community or the environment, and can be managed within DPIRD's resources. There is a low level of complexity and minimal impact on the community.

Level Two:
Assigned to any incident that is likely to cause severe and widespread impact on industry or the environment and requiring management and coordination at a State level. There is likely to be a medium level of complexity and impact on the community. Support from an agency or agencies may be required. There is likely to be a protracted response phase (e.g. three-six months). There is potential for the incident to be declared an "Emergency Situation". Most biosecurity incursions covered by national deeds will be initially categorised at this level (or higher).

Level Three:
Assigned to any incident likely to cause catastrophic consequences for industry, community or environment and may potentially impact the whole of WA. A significant multi-agency response will be required. There is likely to be a protracted response phase (e.g. greater than six months). A declaration of an "Emergency Situation" or "State of Emergency" may be required. Advise all members of the LEMC and request that they place their organisation on the relevant alert status. Public information broadcasts should be considered, after consultation with the DFES.

In the event that the incident is likely to trigger the Risk Evaluation Criteria for Exotic Plant or Animal Disease (LEMA – Annex 2 - ERM Plan), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

In accordance with the State Hazard Plan, Local Governments may be requested to provide the following support to the HMA:

a. Provide Liaison Officer/s and other trained staff as required and appropriate,
b. Provide and/or assist in the acquisition of resources and engineering services including earth moving machinery and operators,
c. Provide information on local legislation, conditions and hazards, environmental and water issues associated with waste disposal,
d. Assistance with quarantine and movement control as required,
e. Assist with local communication,
f. Identify and/or make available suitable facilities for use as Control Centres,
g. Management of the local recovery process.

Command & Control Structure

4. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency (CA)	DG DPIRD
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • DPIRD • Animal care • Evacuation • Resources • Emergency relief and support	• Combat Agency • Local Veterinarians • DBCA • Wildlife Care Groups • WAPol/DFES-SES • DFES-FRS/DFES-SES/SoDB • Department of Communities
Utilities restoration	Statutory Authorities

Information Flow

5. Requests for assistance are usually passed to DPIRD, from the following sources:
    a. Direct from the caller by telephone,
    b. Via other agriculture jurisdictions,
    c. Via a Donnybrook Balingup ECC,
    d. Direct observation by damage control teams,
    e. Via the Shire of Donnybrook Balingup switchboard, or other emergency services.
6. If activated, incident situation reports may be provided to the Donnybrook Balingup ECC, by the appropriate Government Department or agency. It is the responsibility of the Controlling Agency/HMA to provide timely Situation Reports (SitReps), outlining the losses sustained and activities impacting upon the Public to the Shire of Donnybrook Balingup, along with any action in progress - to the ECC and to all members of the LEMC.

HAZARD PLAN – FLOODING

References

State Hazard Plan – Severe Weather (2022)

Introduction

1. The Shire of Donnybrook Balingup is subject to the effects of flooding, as a result of:
    a. Cyclones passing down the coast (November - April),
    b. Excessive rainfall in catchments and locally,
    c. Riverine flooding (maybe due to dam collapse or overtopping),
    d. Drainage blockage, causing localised flooding.

Hazard Effects

2. Flooding can produce some or all of the following effects:
    a. Damage to buildings & fences,
    b. Traffic congestion and crashes, through flooded roadways and bridges,
    c. Loss of electrical power and other infrastructure failure,
    d. Death or injury,
    e. Flash flooding (storm water drain and waterway overload),
    f. Community isolation,
    g. Disease risk (vectors, or sewerage escape)

Response Arrangements

3. There will be three levels of warning for flooding:

Blue Alert:

1. *Flood warning issued by BoM (for the Nelson BoM District), plus River levels are approaching, or have reached winter - time maximum levels and flow rates, and the associated catchments are already saturated,*
2. *there is failure of drainage systems/pump-sets and this failure will be for greater than 4 hours duration, during a risk warning period, and/or*
3. *the forecast is for greater than 20-30 mm rainfall in any two-hour period.*

Yellow Alert:

1. *Flood levels are rising beyond annual winter levels and more rain (>15 mm) is forecast in the next 24 hours,*
2. *a warning is received of dam failure on the upstream rivers and/or catchments, or water flows within the Preston River are predicted to have the potential to raise to over-top banks and floodplains,*
3. *pump-set failure that is anticipated to last for greater than 4 hours, during a period where 30 mm of rain (or greater) is forecast..*

Red Alert:

1. *Flooding/inundation is occurring in Donnybrook Balingup, effecting more than 6 homes/buildings and this is likely to persist for more than 12 hours,*
2. *Warning has been received of significant dam break/cascading failure within the upstream catchments,*
3. *Warnings have been received of the failure (or imminent failure) of any private or Water Corporation dam assets, which will lead to downstream flooding.*

ROLE	AGENCY
Hazard Management Agency (CA)	FES Commissioner
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Emergency Water Pumping • Building rescue • Traffic • Casualties • Evacuation • Resources • Emergency relief and support	• Combat Agency • Local Veterinarians • DBCA • Wildlife Care Groups • WAPol/DFES-SES • DFES-FRS/DFES-SES/SoDB • Department of Communities
Utilities restoration	Statutory Authorities

In the event that the incident is likely to trigger the Risk Evaluation Criteria for flood (*LEMA – Annex 2 – ERM*), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

HAZARD PLAN – EARTHQUAKES

References

State Emergency Management Plan – Earthquake (2022), State Hazard Plan – Collapse (2022)

Introduction

a. The Shire of Donnybrook Balingup does not lie near any significant fault lines in the Southwest seismic zone. Therefore, the risk of this threat eventuating is considered to be low. However, in view of the catastrophic consequences of these natural phenomena, the threat cannot be ignored.
b. Should this threat eventuate, it would be a reasonable assumption that other parts of the Region will sustain damage. This being the case, the Shire of Donnybrook Balingup may be unable to rely on neighbouring communities for support in the first instance.
c. The emphasis of earthquake response will be directed towards saving the maximum number of lives, whilst providing medical and emergency relief and support services to the survivors, until organised relief operations arrive.

Response Arrangements

Blue Alert: not applicable for this hazard.
Yellow Alert: *Reports of earthquake damage received, but not verified.*
Red Alert: *Reports of earthquake damage are received and verified. The observed damage will require significant SoDB support to the response, for community restoration*

Threat Effects & Additional Response Arrangements

1. Earthquakes produce all or some of the following:
   a) Dead and injured persons,
   b) Trapped persons,
   c) Extensive building damage,
   d) Extensive disruption to services and facilities,
   e) Fire,
   f) Evacuation and displacement of persons,
   g) Disruption to traffic due to roadway and bridge failure,
   h) Landslides/slips,
   i) Possible uncontrolled leakage of natural gas, sewage, or mains water supply

2. Response Arrangements:
   a) The need for activation of the Shire of Donnybrook Balingup Emergency Management Arrangements will be self evident, as the event occurs. Participating organisations should immediately staff their Headquarters and establish communications with the Earthquake Control Centre and Shire of Donnybrook Balingup ECC. In the event that telecommunication/radio facilities are inoperative, communications with the Donnybrook Balingup ECC must be established through the use of Liaison Officers.
   b) During the initial stages, assessment of damage and urgent rescue/medical responses will be responsibility of the DFES-SES, FRS & USAR capabilities, St John Ambulance supported by the Shire of Donnybrook Balingup, Bush Fire Brigade and Shire of Donnybrook Balingup employees. Thereafter, available rescue/medical resources will be allocated by the CA - Incident Controller, in consultation with the LEMC, to particular areas of operation.

Command & Control Structure

3. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency	FES Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Fire fighting • Building rescue • Traffic • Casualties • Evacuation • Resources • Emergency relief and support	• BFB/DBCA-PARKS & WILDLIFE/DFES-FRS • DFES-SES / DFES-FRS • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police /DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities
Utilities restoration	Statutory Authorities

4. This structure is designed to meet the immediate needs within the Shire of Donnybrook Balingup. District, State and National Plans will assist with the acquisition, deployment and logistics for external resources being allocated to the affected area. It is envisaged that due to the likely consequences of such an event, that Recovery Operations will be coordinated at State Level, with input from the Shire of Donnybrook Balingup LEMC/Recovery Coordinator.
5. In the event that the incident is likely to trigger the Risk Evaluation Criteria for earthquake (LEMA – Annex 2 - ERM Plan), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

HAZARD PLAN – BUILDING FIRE & EXPLOSION

References

State Hazard Plan – Fire (2022)

Introduction

1. Response to this occurrence is a routine procedure for the primary emergency services. This Hazard Plan details the arrangements for an incident beyond the normal day to day response (Level II and above).
2. With any increase in development of the Donnybrook Balingup Central Business Districts, shopping centres and industrial areas, the risks greatly increase for a major fire, explosion and/or industrial emergency.
3. This Hazard plan details responses to be undertaken by the Shire, in response to assets that are the responsibility (or owned by) the Shire of Donnybrook Balingup. Other assets will be managed by their owners.

Hazard Effects

4. This hazard can produce all or some of the following:
    a. Dead and injured persons,
    b. Trapped persons,
    c. Destruction/damage of buildings and businesses,
    d. The need for evacuation &/or relocation of persons,
    e. Damage to environmental and/or heritage values,
    f. Disruption of services, or critical infrastructure

Response Arrangements

5. For fires and explosions within town buildings, there will be three levels of warning for Shire of Donnybrook Balingup Building fires and/or explosions:

Blue Alert: Facility will be out of use, for the duration of the response to the incident
Yellow Alert: The facility will be out of action for up to a week and/or a serious injury (prolonged hospitalization), or a fatality occurs.
Red Alert: The facility will be out of action for more than a week and/or multiple serious injuries/fatalities occur.

6. A response to this threat is normally activated through the "000" emergency phone system. In view of the urgency of a required response, activation of this Hazard Plan will be in two phases. Phase 1. - will be the deployment of FRS, WA Police and St John Ambulance, to the scene. Phase 2. - will be the activation of the Donnybrook Balingup ECC and support organisations, to provide the necessary coordination to support the response activities

Command & Control Structure

7. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency (CA)	FES Commissioner
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Fire fighting • Building rescue • Traffic/crowd control • Casualties • Evacuation • Resources • Emergency relief and support • Pollution	• DFES-FRS/BVBFB • DFES-FRS/DFES-SES • WA Police Force • St John Ambulance/ Donnybrook Balingup Hospital • WA Police Force/DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities • Department of Water and Environmental Regulation
Utilities restoration	Statutory Authorities

8. In the event that the incident is likely to trigger the Risk Evaluation Criteria for fire (LEMA – Annex 2 - ERM Plan), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

TRANSPORT INCIDENT – ROAD, AIR & RIVER

References

WA Police Force, DFES-FRS and Ambulance agency SOPs, Public Transport Authority SOPs, State Hazard Plan – Crash Emergency (2022).

Introduction

1. Transport incidents are the most common form of emergency response. The Southwest Highway and several other major road systems converge and travel through the Shire of Donnybrook Balingup. There are a number of minor airstrips within the Shire, with larger strips at Bunbury and Busselton. Busselton can carry larger passenger aircraft.

Road Crashes

2. Road crashes are normally handled under the standing operating procedures of the WA Police Force, Fire and Rescue Service and St John Ambulance. Where a complex road crash occurs beyond this normal response, the Police may activate portions of the Hazard Plan and these arrangements, in support.

Air Incidents

3. The impact of an air disaster on an urban community is a threat to the population. Such operations are extremely complex and could involve local, State and Federal representation. The major response to air emergencies rests with Police Emergency Coordinator.

Minor Aquatic Incidents

4. Minor aquatic accidents and drownings are normally responded to by the WA Police Force, in conjunction with the Department of Transport. Small boat incidents are handled under procedures prepared by these authorities.

Summary

5. To summarise, this Hazard Plan will deal with road emergencies and low-level air and river emergencies. Large scale emergencies will require the activation of the local organisation to provide information and resource support only.

Command & Control Structure

6. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency	HMA depends upon location/asset: • Air - WA Police Commissioner • Road – WA Police Commissioner
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Rescue • Fire fighting • Traffic/crowd control • Casualties • Evacuation • Resources • Emergency relief and support	• DFES–FRS/SES • BFB/DBCA-PARKS & WILDLIFE/DFES-FRS • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police /DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities
Utilities restoration	Statutory Authorities

7. The structure to provide support to other Plans for major rail, air and river emergencies is as follows:
    a. Region/State Control Structure - District/State Plans.
    b. Local Resource Coordination - Local Emergency Coordinator/LEMC (ISG)
    c. Resource Commanders - LEMC (ISG) Representatives
    d. Emergency relief and support Department of Communities

When a transport incident occurs with a Shire of Donnybrook Balingup vehicle or item of plant:

8. There will be three levels of warning:

Blue Alert: Crash of Council vehicle resulting in a 'lost time injury' of the driver and/or passenger.
Yellow Alert: Crash of Council vehicle, resulting in serious injury requiring hospital treatment.
Red Alert: Loss of critical plant for greater than 1 month's duration, or a fatality occurs.

HAZARDOUS MATERIAL INCIDENT

References

State Hazard Plan – HAZMAT (2022), State Hazard Plan – Crash Emergency (2022).

Introduction

1. The storage and transportation of hazardous materials presents a potentially significant threat to the community. Furthermore, these operations require a highly specialised response and often create environmental pollution consequences.

Hazard Effects

2. Should this threat eventuate some or all of the following may be encountered:
    a. Dead and injured persons,
    b. Fire and/or explosion,
    c. Release of toxic solids, liquids or gases,
    d. Pollution of water supplies, streams, lakes and/or land,
    e. Evacuation and/or relocation of persons being required,
    f. Prolonged disruption to transport services and infrastructure.

Response Arrangements

3. Response to this threat is normally activated through the "000" emergency system. In view of the urgency of a required response effort, activation of this Hazard Plan will be in two phases. Phase 1. - will be the deployment of emergency services to the scene. Phase 2. - will be the activation of the Donnybrook Balingup ECC and support organisations, to provide the required coordination in support of the response and to provide for community needs.

Command & Control Structure

4. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency	FES Commissioner – HazMat, WA Police Commissioner - Crash
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Nuclear Powered Warship Incident	WAPol Commissioner
Combat or Support Agencies: • Hazardous Material containment • Traffic/crowd control • Casualties • Evacuation • Resources • Emergency relief and support	• DFES – FRS • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police Force/DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities
Utilities restoration	Statutory Authorities

5. There will be three levels of warning:

Blue Alert:
Risk identified to occupants of a community facility/building.

Yellow Alert:
Injury has occurred as a result of contamination of community facility/building.

Red Alert:
Injury has occurred to 5 persons, or a fatality has occurred within a Community facility.

SEARCH & RESCURE (SAR)

References

State Hazard Plan – Search and Rescue Emergencies (2022), Australian Emergency Manual – "Land Search Operations."

Introduction

1. There are a variety of situations that involve search and rescue. These operations may be of a minor nature. However, in certain circumstances a major coordinated response is required.

Threat Responses

2. SAR operations include some of the following:
    a. Searches and rescues for persons lost or distressed on land or in waterway,
    b. Searches for and rescues from waterways,
    c. Cliff and cave searches and subsequent rescues,
    d. Searches of and rescues from mine shafts, wells, bores and the like.

Command & Control Structure

3. The following structure will apply to the incident:

Searches – MISSING PERSONS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Field Search Controller • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-SES • DFES-SES (SES Commander) • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

Searches – RIVERS, LAKES, DAMS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Field Search Controller • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-SES • DFES-SES • WA Police • St John Ambulance/Donnybrook Balingup Hospital • DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

Rescues – VERTICAL CLIFF & CAVE

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Vertical Rescue Team Leader • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-SES • DFES-SES (SES Commander) • WA Police • St John Ambulance/Donnybrook Balingup Hospital • DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

Rescues – MINES, WELLS, BORES (confined space and/or contaminated atmospheres)

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Vertical Rescue Team Leader • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-SES (Bores/wells - CFRS with BA) • DFES-SES • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

TRANSPORT EMERGENCY

References

State Hazard Plan – Search and Rescue Emergencies (2022), State Hazard Plan – Crash Emergency (2022).

Introduction

1. Interstate and intrastate passenger, trading, mining and petroleum industry vehicles travel the road and rails throughout the Donnybrook Balingup Shire. There is a possibility of a transport emergency through the effect of weather, human error, mechanical or vehicle failure, amongst other reasons. Such emergencies may involve the loss of or injury to, life and property, cause hazards to navigation and pollute the waterways.

Hazard Responses

2. A transport emergency is an event involving a vehicle(s) presenting several hazards requiring a multi-agency response that has resulted in, or has a potential to result in:
    a. Extensive loss of human life and/or property,
    b. Risk to safe travel/navigation,
    c. Significant damage to infrastructure to the extent that commerce is, or may be disrupted,
    d. Serious degradation of the environment.

Without providing an exhaustive list, any of the above situations, when they involve a transport vehicle, may result or have the potential to result in, the following transport emergency situations:

- Need to evacuate all, or the majority of, people from an area,
- The requirement to rescue persons,
- Damage to infrastructure that impedes trade and/or recreation,
- Significant release of hazardous liquids, materials or gases into the water &/or the environment,
- Extensive damage, to the extent that a transport asset becomes unusable.

Further Responses

The response to transport emergencies will be directed towards the following goals:

- Preservation of human life,
- Rescue of persons from vehicles,
- Protection of environmental values,
- Containment of oil and chemical pollutants,
- Removal of oil and chemical pollutants from the vicinity,
- Removal of hazards to transport and community,
- Protection of biological, commercial and recreational assets, from the effect of spilled oil and noxious or hazardous chemicals,
- Accident reporting, investigation and potentially, crime scene preservation.

Command & Control Structure

3. The following structure will apply to the incident:

WATERBORNE SEARCH & RESCUE

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Incident Controller • Support Agencies • Traffic/crowd control • Casualties • Resources • Emergency relief and support	• DFES • As appointed - WA Police Force • DFES-SES • WA Police Force • St. John Ambulance/Donnybrook Balingup Hospital • Shire of Donnybrook Balingup • Department of Communities

HAZMAT SPILLS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Incident Controller • Support Agencies • Traffic/crowd control • Casualties • Resources • Emergency relief and support	• DFES-FRS • As appointed by DFES • DoT, DFES-SES • WA Police Force • St. John Ambulance/Donnybrook Balingup Hospital • Shire of Donnybrook Balingup • Department of Communities

BOMB OR PERSONAL HARM THREAT

References

Emergency Management Regulations – 2016 [specifically reg16(g)], State Hazard Plan – Hostile Act (2022).

Introduction

1. The Shire of Donnybrook Balingup Central Administration building, and civic centres can become targets for bomb threats, or threats of personal harm to Council staff and/or patrons.
2. It is important that the receiver of such calls remains calm and gathers as much intelligence from this contact as possible, to assist the WA Police Force. This intelligence will assist WA Police in enabling an appropriate response to the threat, as well as assisting in the process of defusing the risk to the targets of that threat.

Response Arrangements

3. There will be three levels of warning:

Blue Alert: Advice received of a potential threat to Shire of Donnybrook Balingup staff, or facility.
Yellow Alert: Shire staff/facility actually threatened, or community at risk, within a Council facility.
Red Alert: Threat realised, siege in place, or imminent potential for harm to staff, or members of the community, within a Council facility.

Threat Responses

4. Threats may be directed at an individual person or targeted towards the Shire itself. They are likely to be received by telephone and these are likely (but not always) to be made to published SoDB contact telephone numbers, therefore:
    a. operators receiving threatening calls are advised to use the checklist (refer Appendix *BPT 1*) to frame their questions and gather intelligence on the call. This should then be provided to WA Police, as part of a statement.
    b. The person receiving the call should then advise their supervisor, seeking further instructions.
    c. If it is believed that there may be imminent risk to Shire of Donnybrook Balingup staff, patrons, customers, or the public, the venue/facility that is the subject of the threat should be evacuated according to the SoDB evacuation plan, for that facility. WA Police should be advised of any action, in response to a threat, as should the CEO of the Shire.

Command & Control Structure

5. The following structure will apply to the incident:

EVACUATIONS - BUILDINGS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Evacuation of Staff/Customers (Each SoDB Building) • Traffic/Crowd Management • Investigation • Intelligence	• Chief Warden – SoDB • Floor/Area Wardens – SoDB • WA Police Force • WA Police Force

SEARCHES - BUILDINGS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Combat Agency – Search for persons • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES (only where no bomb/device remains) • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police Force • DFES-SES/Shire of Donnybrook Balingup • Department of Communities

RESCUES - BUILDINGS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Combat Agency • Vertical Rescue Team Leader • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-CFRS - SES • DFES-SES • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police Force – DFES SES/USAR • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

APPENDIX A – BOMB / PERSONAL THREAT CHECKLIST (BPT1)

Insert proforma for Bomb Scare / Personal Threats for the Shire of Donnybrook Balingup
(NOT FOR PUBLIC DISTRIBUTION)

APPENDIX B – ACRONYM GLOSSARY

ACRONYM	FULL WORDING	EXPLAINATION
BoM	Bureau of Meteorology	N/A
BFB	Shire of Donnybrook Balingup Bushfire Brigade	N/A
CA	Controlling Agency	Agency which would control incidents, where not HMA
DFES	Dept. of Fire & Emergency Services	N/A
DPIRD	Dept. of Primary Industries and Regional Development	N/A
ECC	Emergency Coordination Centre	N/A
FRS	Fire & Rescue Service (DFES)	N/A
GFD	Gazetted Fire District	*Fire Brigades Act (1942)* FRS area of responsibility
HMA	Hazard Management Agency	Agency delegated responsibility to manage a hazard (*EM Regulations (2006)*). *State Emergency Management Policy 4.1 - Incident Management s1(c)*
ISG	Incident Support Group	Sub-set of LEMC, rasied to support community interests during emergency response. *State Emergency Management Policy 4.1 - Incident Management s1(h)*
LEC	Local Emergency Coordinator	*Emergency Management Act (2005) s37 State Emergency Management Policy 4.1- Incident Management s48*
LEMA	Local Emergency Management Arrangements	*Emergency Management Act (2005) s38 EM Procedures Manual ADP-5*
LEMC	Local Emergency Management Committee	*State Emergency Management Policy 2.5 – EM for Local Government s19-20*
OIC	Officer in Charge (WAPol)	N/A
SAR-MC	Search & Rescue – Mission Controller (WAPol)	N/A
SES	Stare Emergency Service	N/A
SoDB	Shire of Donnybrook Balingup	N/A
LSWRHQ	DFES – Lower South West Regional Headquarters	N/A
SOP	Standard Operating Procedure/s	N/A
State Hazard Plan	(previously WestPlan)	Hazard Management Plan, developed by the HMA, for defined hazards in the EM Regulations

Shire of
Donnybrook Balingup

Local Recovery Plan 2021



Shire of Donnybrook Balingup
Local Emergency Management Arrangements
Part E



Shire of Donnybrook Balingup Local Recovery Plan

This plan has been produced and issued under the authority of section 41(4) of the *Emergency Management Act 2005* and forms part of the Shire of Donnybrook Balingup Local Emergency Management Arrangements. It has been endorsed by Donnybrook Balingup's Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

_____ _____

Local Recovery Coordinator Date

Donnybrook Balingup Local Emergency Management Committee

_____ _____

Chairperson Date

Donnybrook Balingup Local Emergency Management Committee

_____ _____

Endorsed by Council Date

Shire of Donnybrook Balingup

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DISTRIBUTION LIST

Organisation	Location / Officer	
Shire of Donnybrook Balingup	Chief Executive Officer	1
Shire of Donnybrook Balingup	Executive Manager Operations	1
Shire of Donnybrook Balingup	Executive Manager Services	1
Shire of Donnybrook Balingup	Executive Manager Corporate and Community	1
Shire of Donnybrook Balingup	HR Coordinator	1
Shire of Donnybrook Balingup	Occupational Safety and Health Officer	1
Shire of Donnybrook Balingup	Communications Officer	1
Shire of Donnybrook Balingup	Administrations Officer Executive Services	1
Shire of Donnybrook Balingup	Manager Community Development	1
Shire of Donnybrook Balingup	Community Development Administration Officer	1
Shire of Donnybrook Balingup	Manager Donnybrook Recreation Centre	1
Shire of Donnybrook Balingup	Manager Development Services	1
Shire of Donnybrook Balingup	Principal Building Surveyor	1
Shire of Donnybrook Balingup	Principal Environmental Health Officer	1
Shire of Donnybrook Balingup	Manager Works and Services	1
Shire of Donnybrook Balingup	Senior Ranger	1
Shire of Donnybrook Balingup	Community Emergency Services Manager	1
District Emergency Management Committee (DEMC)	DEMC South West District Office	1
WA Police	Donnybrook OIC	1
Department of Fire and Emergency Services	DFES Lower West District Office	1
Department of Communities	Busselton	1
Department of Health WA	Perth	1
WA Country Health Services	South West Regional Director	1
South West Population Health Unit	Bunbury	1
Donnybrook Hospital	Nurse Unit Manager	1
St. John Ambulance	Donnybrook	1
Donnybrook Medical Services	Donnybrook	1
South West Health Campus	Bunbury Hospital	1
Donnybrook SES	Donnybrook	1
Local Government Insurance Services	West Perth	1
Balingup and District Tourism Association	Balingup	1
South West Development Commission	Bunbury	1
Services Australia	Bunbury	1
Donnybrook Chamber of Commerce and Industries	Donnybrook	1
South West Catchment Council	Bunbury	1
Aqwest – Bunbury Water Corporation	Bunbury	1

Main Roads WA	South West Regional Office Bunbury	1
Western Power	Bunbury	1
Telstra	Bunbury	1
NBN Co.	State Office	
Bunbury Port Authority	Bunbury	1
Department of Transport	Perth	1
Australian Red Cross	Donnybrook	1
Salvation Army	Bunbury	1
Silver Chain	Bunbury	1
Department of Education – South West Education Region	Bunbury	1
Balingup Community Advisory Committee	Balingup	1
Donnybrook – Balingup Aged Care Board	Donnybrook	1
Tuia Lodge	Donnybrook	1
Country Women's Association	Donnybrook	1
Donnybrook Lions	Donnybrook	1
Combined Churches of Donnybrook	Donnybrook	1
Councils in the South West Local Government Emergency Management Alliance		
Shire of Augusta-Margaret River	LEMC	1
Shire of Boyup Brook	LEMC	1
Shire of Bridgetown-Greenbushes	LEMC	1
City of Bunbury	LEMC	1
City of Busselton	LEMC	1
Shire of Capel	LEMC	1
Shire of Collie	LEMC	1
Shire of Dardanup	LEMC	1
Shire of Donnybrook Balingup	LEMC	1
Shire of Harvey	LEMC	1
Shire of Manjimup	LEMC	1
Shire of Nannup	LEMC	1

The distribution list is included to enable amendments to be distributed at later dates.

Contact details can be found at Appendix One.

RECORD OF AMENDMENTS

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

- What you do and / or do not like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions, or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson
Local Emergency Management Committee
Shire of Donnybrook Balingup
PO Box 94
DONNYBROOK WA 6239

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment		Details of Amendment	Amended by
No.	**Date**		
1	July 2020	Full Revision of Local Recovery Plan	B Wright
		Approved by LEMC	
		Noted by Council	

NOTE - The person receiving the amendments should be responsible for replacing the pages as appropriate and complete the amendment record.

GENERAL ACRONYMS USED IN THE LOCAL RECOVERY PLAN

CA	Controlling Agency
DEMC	District Emergency Management Committee
DFES	Department of Fire Emergency Services
DRFA-WA	Disaster Relief Funding Arrangements – Western Australia
EPA	Essential Public Assets
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
LEMA	Shire of Donnybrook Balingup Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LMDRF	Lord Mayors Disaster Relief Fund
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Centre
LRCG	Local Recovery Coordination Group
LRP	Shire Donnybrook Balingup Local Recovery Plan
NGO	Non-Government Organisation
OASG	Operations Area Support Group
OIC	Officer in Charge
OSS	One Stop Shop
RIC	Recovery Information Centre
SRCG	State Recovery Coordination Group
SWEMA	South West Emergency Management Alliance

GLOSSARY OF TERMS

The State Emergency Management Glossary provides definitions for a range of terms encountered in Emergency Management, drawing together definitions from many sources. The following terms relate to recovery. For additional definitions refer to the current State Emergency Management Glossary.

ACCIDENT – a sudden event in which harms is caused to people, property or the built or natural environment. Also referred to as an **INCIDENT** or **EMERGENCY**.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) - is a nationally adopted structure, to formalise a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS).

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases.

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See also **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also **COMMAND** and **COORDINATION**.

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also **CONTROL** and **COMMAND**.

DISTRICT – means the municipality of the Shire of Donnybrook Balingup.

EMERGENCY – the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

EMERGENCY COORDINATION CENTRE (ECC) – a facility established to coordinate and organise emergency provision of services.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:
Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

Preparedness – preparation for response to an emergency

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation

EMERGENCY OPEARTIONS CENTRE (EOC) – a facility, either static or mobile, from which that total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency. Also referred to at the **INCIDENT CONTROL CENTRE**.

EMERGENCY PUBLIC INFORMATION (EPI) – information provided to the community during emergency situations with instructions on how to get assistance or to protect personal health, safety and property.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

SES –State Emergency Service

VFRS –Volunteer Fire & Rescue Service

VMR –Volunteer Marine Rescue

VES – Volunteer Emergency Service

DFES – Department of Fire Emergency Services

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

EXERCISE – simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review / test the planning process or other procedures; to identify needs and / or weaknesses; to demonstrate capabilities; and to practice people in working together.

HAZARD - an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.
(a) a cyclone, earthquake, flood, storm, tsunami or other natural event
(b) a fire
(c) a road, rail or air crash
(d) a plague or an epidemic
(e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
(f) any other event, situation or condition that is capable of causing or resulting in
    (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
    (ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise, and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area.

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning, and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government, meaning the Shire of Donnybrook Balingup.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair, Executive support should be provided by the local government.

NON – GOVERNMENT ORGANISATION (NGO) – non-profit making organisation operating at the local, national, or international levels. Distinct from a governmental organisation, having no statutory ties with a national government.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

OPERATIONAL AREA SUPPORT GROUP (OASG) - a group of agency / organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed.

Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RECOVERY INFORMATION MANAGEMENT - recovery information management develops timely, effective communication channels to gather, process and disseminate information relevant to the recovery of the affect community.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities, and the environment.

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

A measure of harm, taking into account the consequences of an event and its likelihood for example, it may be expressed as the likelihood of death to an exposed individual over a given period.

Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail, and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimise the potential harm to the community.

WELFARE CENTRE – Location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

ACKNOWLEDGMENTS

This project was funded by the *All West Australians Reducing Emergencies* (AWARE) Funding.

PART ONE: INTRODUCTION

Recovery management is the coordinated process of supporting "emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing" (*Emergency Management Act 2005).*

Disaster recovery is the coordinated process of returning an affected community to a normal level of functioning after a disaster. Recovery is part of emergency management, which also includes the components of Prevention, Preparedness and Response. Planning for recovery is integral to emergency preparation.

This Local Recovery Plan is to be read in conjunction with:

- Emergency Management Act 2005 (EM Act)
- Emergency Management Regulations 2006 (EM Regulations)
- State Emergency Management Plan 2018 (State EM Plan)
- State Emergency Management Procedures 2018 (State EM Procedures)
- Local Recovery Guidelines 2019
- Shire of Donnybrook Balingup Local Emergency Management Arrangements 2017

1.1 Authority

This Local Recovery Plan has been prepared in accordance with the *Emergency Management Act 2005 [s.41 (4)]* as a sub plan to the Shire of Donnybrook Balingup Local Emergency Management Arrangements.

The plan has been endorsed by the Shire of Donnybrook Balingup Local Emergency Management Committee (LEMC). The plan has been consulted with Council members and stakeholders and has been tabled for information and comment at the South West District Emergency Management Committee (DEMC).

1.2 Document Availability

Copies of this plan are available for inspection free of charge during office hours:

- Shire's Administration Building
  Corner Collins Street and Bentley Street
  Donnybrook WA 6239

- Shire's Website in PDF format
  www.donnybrook-balingup.wa.gov.au

This plan also forms part of the Shire of Donnybrook Balingup Local Emergency Management Arrangements (LEMA) and as such, shall be always distributed along with the LEMA.

1.3 Aim

The aim of this plan is to formalise arrangements for the effective management of recovery from emergencies and disasters.

The Shire will aspire to deliver the services and resources as guided in this Local Recovery Plan as recovery needs arise and Shire resources permit noting that recovery efforts will depend on many variables such as the size and type of a natural disaster and the effect on the community.

1.4 Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery operations at a local level and to facilitate the affected community undertaking its own recovery.

1.5 Objectives

The objectives of the Plan are to:

- Describe the roles, responsibilities, available resources, and procedures for the management of recovery from emergencies for Donnybrook, Balingup and the surrounding District;
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; and
- Provide a framework for recovery operations.

1.6 Scope

The scope of the Plan is limited to and includes;

- The geographical boundaries of the Shire of Donnybrook Balingup;
- Local Emergency Management Arrangements;
- Existing legislation, plans and Local Laws;
- Statutory or agreed responsibilities;
- Relevant Shire of Donnybrook Balingup supporting documents and plans; and
- Involvement of the affected community in recovery management.

PART TWO: RELATED DOCUMENTS AND ARRRANGEMENTS

The Shire of Donnybrook Balingup Local Recovery Plan is a sub-plan of the Donnybrook Balingup Local Emergency Management Arrangements (LEMA) and as such should not be read in isolation to these plans and arrangements.

The plan is part of the Shire of Donnybrook Balingup Emergency Management process and interface with other emergency management plans and recovery plans at District and State levels.

To enable a coordinated and integrated approach to the delivery of emergency management within the Shire of Donnybrook Balingup, these arrangements are aligned with the State Emergency Management Policies and State Emergency Management Plans.

Reference should also be made to the Department for Child Protection and Family Support "Local Emergency Management Plan for the Provision of Welfare Support – Shire of Donnybrook Balingup".

Existing Plans and Arrangements

Plan	Owner	Date
Local Emergency Management Arrangements	Shire of Donnybrook Balingup	2017
Risk Register	Shire of Donnybrook Balingup	2020
COVID (Coronavirus) Community Recovery Action Plan (Draft)	Shire of Donnybrook Balingup	2020
Local Emergency Management Plan for the Provision of Welfare Support – Shire of Donnybrook Balingup	Department of Communities	

2.1 Agreements and Understandings

A Memorandum of Understanding exists between the neighbouring Local Governments through the South West Emergency Management Alliance (SWEMA).

The purpose of the Memorandum is to:

1. Facilitate the provision of mutual aid between member Local Governments of the South West Zone during emergencies and post incident recovery.

2. Demonstrate the capacity and willingness of participating Local Governments to work co-operatively and share resources within the region.

Parties to the agreement are:

- Shire of Augusta-Margaret River
- Shire of Boyup Brook
- Shire of Bridgetown-Greenbushes
- City of Bunbury
- City of Busselton
- Shire of Capel

- Shire of Collie
- Shire of Donnybrook Balingup
- Shire of Dardanup
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

2.2 Special Considerations

The following should be considered in relation to local recovery;

- After hours, weekends and public holiday staff impacts;
- Culturally and linguistically diverse populations;
- Vulnerable individuals/groups –this includes those who may not be vulnerable under ordinary circumstances but have become vulnerable due to the emergency e.g., now homeless as their residence has been damaged or lost;
- Severe weather conditions;
- Remote and limited access;
- Reduced resources and increased safety risks during the bush fire season from November to April; and
- High volumes of traffic and movement of people.

PART THREE: RESOURCES

The Local Recovery Coordinator (LRC) is responsible for the determination of resources required for recovery activities, based on the Comprehensive Impact Assessment. This determination is made in consultation with the Local Recovery Coordinating Group (LRCG) and support organisations, during the initial stages of the recovery process.

If the Local Recovery Coordination Group (LRCG) is convened, the LRC will continue to assess requirements for the restoration of services and facilities including determination of the resources required for the recovery process, including the wellbeing and communication / information needs of the community.

The LRCG will source and coordinate external and internal resources, including the provision of the staff. It is also noteworthy that the communities' needs will change throughout the recovery cycle, and as such, the distribution of resources to address community impacts will need to be flexible as information continues to be received.

The Shire's LEMC Contact List can be found in **Appendix Two** of this plan, and **Appendix Four** of the Shire's Local Emergency Management Arrangements (LEMA).

3.1 Local Government Staff

Once the LRCG has been activated, all staffing matters will be coordinated by the LRC including the rostering of staff, attendance monitoring (timesheets), OH&S etc.

Staff may be involved in the operation of the Local Recovery Coordination Centre (LRCC), Recovery Information Centre (RIC), assessments of building and environmental conditions, and clean-up activities.

The Shire of Donnybrook Balingup Staff Emergency Contact List is included at **Appendix One** of this plan.

3.2 Local Volunteer Coordination

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the LRCG.

Spontaneous volunteers are a valuable, flexible resource that could be used to support existing volunteers and personnel to take up more active responsibilities in aiding with recovery operations.

Local volunteers usually have more familiarity with the local community, local area, and understanding of available resources. Care must be taken however, to ensure that volunteer efforts are organised to ensure that the needs of those affected are the primary consideration and that activities of volunteers do not negatively impact on the community or other recovery efforts.

To support this coordination, the LRCG should make every effort to ensure that volunteers are registered and tasked appropriately. To assist with the registration process, a

spontaneous volunteer registration form is included at **Appendix Three**. This form is only required for volunteers not currently registered with an agency, for example volunteer firefighters and SES volunteers, who will continue to be managed by their respective agencies.

Where the local community is affected (i.e. – pandemic isolation), the LRCG shall seek support from the State Recovery Coordinating Group for volunteer assistance. During these times, there is no obligation for local groups (e.g. – church groups etc) to offer volunteer assistance.

3.3 Local Recovery Coordination Centre

It may be necessary to establish a Local Recovery Coordination Centre (LRCC) if extensive recovery activities are likely to be carried out. The purpose of the Centre is to coordinate the recovery process undertaken by various agencies in terms of resources, information, and tasks.

The LRCC will be located at the Shire of Donnybrook Balingup office; if this location is unavailable or deemed unsuitable, the LRC will designate an alternative location as soon as possible and publicise the location and contact numbers after it has been relocated.

Each LRCG member agency will provide a liaison officer to ensure the continuity of information. All agencies are responsible for ensuring representatives from their agency are in place for the length of the recovery operations.

Local Recovery Coordination Centre	Address	Available Resources
Shire of Donnybrook Balingup Council Chambers	49 Collins Street, Donnybrook	Internet, offices, communication, secure
Donnybrook SES Building	80 Bentley Street, Donnybrook	Internet, offices, communication, secure
Balingup Bush Fire Station	Forrest Street Balingup	Internet, offices, communication, secure

Table 1: Suggested Local Recovery Coordination Centre in the district


NO
PARKING

3.4 Recovery Information Centre (One-Stop-Shop)

A Recovery Information Centre (RIC) / One-Stop-Shop will be established when required by the LRCG. The purpose of the Centre is to provide information and advice to the community on the progress of recovery, special arrangements, and services.

A RIC is also designed to centralise the delivery of Local, State and Commonwealth government and non-government services to people affected by a disaster.

The RIC may or may not be co-located with the LRCC, depending on the size and complexity of the disaster. It may be appropriate to establish the RIC at the local welfare centre to provide easy access for the affected community. The location and contact details of the Centre should be disseminated to the community when it has been established.

All LRCG agencies are required to ensure an agency representative is in place at the One-Stop-Shop throughout recovery as dictated by the needs of the community and LRCG. This will ensure effective communication and coordination of resources, information, and tasks The Local Government will provide a help desk to assist the community members on where to direct their enquiries.

One Stop Shop	Address	Available Resources
Donnybrook Recreation Centre	Steere Street, Donnybrook	Internet, offices, phone lines, kitchen, toilets, disabled parking, and access
Balingup Recreation Centre	South Western Highway, Balingup	Internet, phone lines, kitchen, toilets, disabled parking, and access

Table 2: Identifies possible locations for One-Stop-Shops



3.5: Financial Arrangements

Financial management is a key aspect in providing support to a recovery plan and there should be a strategy to ensure successful implementation of recovery programs ensuring adequate and timely expenditure of funds.

The Shire of Donnybrook Balingup will utilise the following regarding financial arrangements for recovery where required:

- Ensure assets are adequately insured;
- Establishing a cash reserve for Community Recovery, where it is considered appropriate for the level of risk to the community;
- Use of s6.8(1) and s6.11(2) of the Local Government Act 1995 with respect to expenditure of funds not included in the annual budget;
- Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides exemption for council to make budget related decisions in emergencies without giving local public notice of changes to financial reserves; and
- Use of s6.20(2) of Local Government Act 1995 enabling borrowing of funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by absolute majority decision of Council.

The following arrangements and agencies are available to fund recovery activities if a natural disaster is determined:

- Disaster Recovery Funding Arrangements – Western Australia (DRFA-WA),
- Lord Mayor's Distress Relief Fund (LMDRF),
- Services Australia, and
- Department of Communities.

3.6 Donation Management

The following procedure forms part of the State Emergency Management Procedures Manual and outlines the policy for initiating and managing appeals. Applications for assistance to the Lord Mayors Disaster Relief Fund (LMDRF) need to include all details of any other funding assistance provided to allow the Board of the Fund to consider the fair allocation of funds to claimants.

Individual Assistance
Any requests for relief aid over and above assistance available through defined State / Commonwealth government schemes should be referred to the LMDRF.

Public Fundraising Appeals
Any request to initiate a public fundraising appeal for victims of an emergency should be directed to the LMDRF. If the LMDRF Board agrees to the request, the Board will liaise directly with the affected local government/s to establish the required guidelines. For further information regarding the LMDRF visit: http://www.appealswa.org.au

Volunteers and Donations
Where possible, all offers of, or requests for, volunteer assistance with recovery activities and spontaneous donations should be coordinated through the LRCG to avoid duplication of effort.
Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the LRCG.

3.7 Non-Government Organisations (NGOs)

In some circumstances, Non-Government Organisations (NGOs) provide assistance by way of emergency relief funds, shelter, accommodation, or household supplies.

Where possible, the LRCG should deal with all offers of, or requests for, assistance from NGOs to avoid duplication of effort and confusion.

At the State Government level, coordination is undertaken by the State Recovery Coordinator (SRCG), if established.

The distribution of the donated goods shall be undertaken by the organisations concerned.
Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

3.8 Funding for Emergencies

In order to undertake an assessment of a disaster event and ensure it satisfies the required Disaster Relief Funding Arrangements – Western Australia (DRFA-WA) criteria, the Department of Fire and Emergency Services (DFES) is to be informed of any potential eligible costs as soon as practical after the impact of a disaster event.

Only damage sustained as a direct result of the disaster event is to be included in the report. Damage that occurred prior to, or over a period of time, is not to be included in the damage report and will not be eligible for reimbursement under DRFA – WA.

Once the estimated eligible costs of damage satisfy the required criteria of:

a) one of 10 declared disasters and terrorist act; and
b) a $240,000 threshold.

A recommendation is submitted to the Fire Emergency Services Commissioner to activate DRFA-WA. Once endorsed, a public notification of DRFA-WA activation is issued by DFES.

Assistance is available to State government agencies and local governments for:

- the restoration and replacement of Essential Public Assets (EPA); and
- counter disaster operations for the protection of the general public.

Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

3.9 Essential Public Assets

An Essential Public Assets (EPA) is a transport or public infrastructure asset of an eligible undertaking that the State considers is a necessary part of the State's infrastructure and integral to the normal functioning of a community.

If the EPA is related to another infrastructure category, DFES must be contacted prior to the work being undertaken to verify eligibility and obtain Commonwealth approval.

Assistance is available for the restoration / replacement of EPA owned by an eligible undertaking, such as an eligible State government agency or local government, to its pre-disaster function.
Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

3.10 Counter Disaster Operations

DRFA-WA may cover up to 100 percent of counter disaster operations provided these costs are additional costs incurred as a direct result of the event.

For affected individuals, examples include, but are not limited to, expenses such as; search and rescue operations, establishment of temporary access routes to allow individuals to return home and sandbagging to prevent damage to residential properties.

Counter disaster operations are also available as assistance to protect the general public. These include sandbagging to prevent damage to public buildings (hospitals and schools) and fire suppression activities.
Source: State Emergency Management Procedures Manual Part Five: Recovery Procedures

PART FOUR: ROLES AND RESPONSIBILITIES

4.1 Recovery Structure

The structure of the Local Recovery Coordinating Group (LRCG) should be dynamic, as the composition and roles within the group will change depending upon the disaster recovery. During the response phase of the incident, the following structure is typically adopted, until the incident transitions from Response to Recovery.

4.1.1 Response Phase Structure

This structure sees the coordination and communication between the Hazard Management Agency (HMA) / Controlling Agency (CA), and the local government authority, including the Local Recovery Coordinator (LRC) being included in the HMA / CA Incident Support Group briefings and meetings.

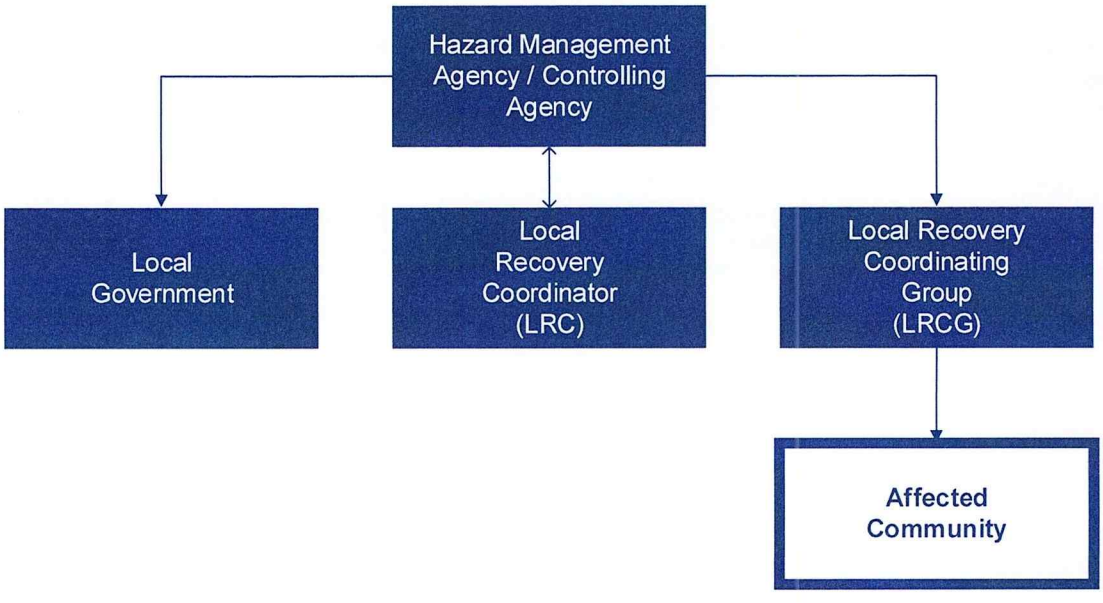


Figure 1: Response Phase Recovery Management Structure

Note: Transition from response to recovery shall be formalised by completing the **Response to Recovery Transition Handover** form as found in **Appendix Four**.

4.1.2 Recovery Phase Structure

During the Recovery phase, this structure will change depending upon the disaster, which will largely dictate required recovery actions i.e., a significant infrastructure sub-committee and associated functions may not be required for a bushfire that only affects pastoral landowners or nature reserve land.

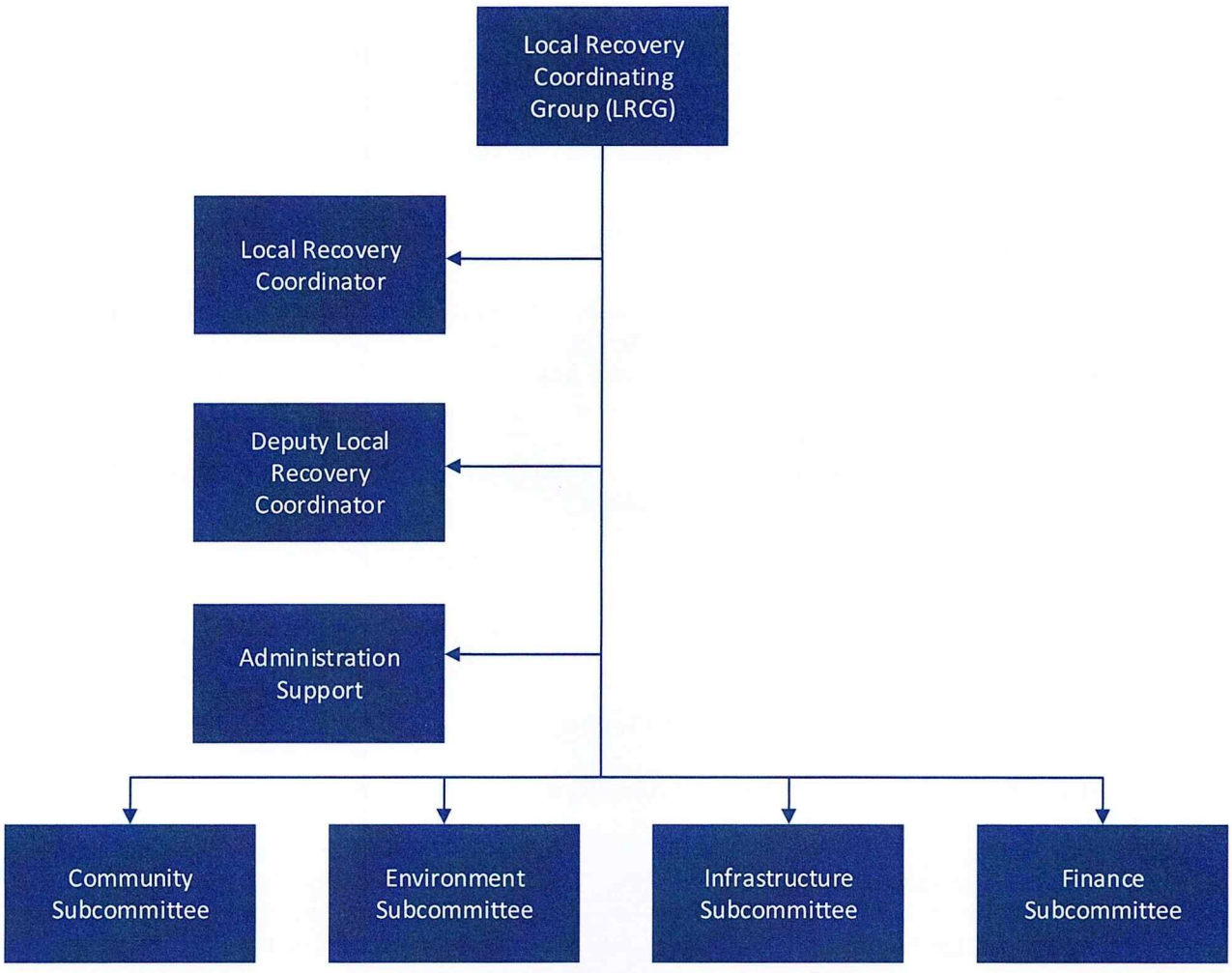


Figure 2: Recovery Phase Management Structure

The above diagram illustrates a basic Recovery Committee structure, which can be utilised dependent upon complexity and impact of the disaster. Guidance for individual subcommittee functions is also available within this plan.

4.2 Local Recovery Coordinator

The Local Recovery Coordinator (LRC) has been appointed by the Shire of Donnybrook Balingup in accordance with the *Emergency Management Act 2005*, S 41. (4).

Should the appointed LRC not be available, then the role may be filled by another senior Shire staff member at the direction of the CEO.

The LRC is responsible for:

- coordinating the recovery in conjunction with the LRCG and adhering to the plans, strategies and policies determined by the LRCG.
- preparation, maintenance, testing and implementation of recovery management arrangements in accordance with *Emergency Management Act 2005,* in consultation with local government.
- liaise with the Controlling Agency and participate in the incident management arrangements.

The suggested responsibilities of LRC are provided at **Appendix Five.**

The LRC Task Checklist is provided at **Appendix Six**.

4.3 Local Recovery Coordination Group

A Local Recovery Coordination Group (LRCG) is the strategic decision-making body for recovery.

LRCGs provide visible and strong leadership and have a key role in restoring confidence to the community through assessing the consequences of the emergency and coordinating activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community. The Shire of Donnybrook Balingup has the responsibility to form a LRCG.

A LRCG might comprise of:

- the Local Recovery Coordinator (LRC);
- key local government staff and elected members;
- local representatives of participating agencies (government, non-government, and private sector) who have the ability to provide specific services, for example;
    - local government,
    - Western Australia Police Force (WA Police Force),
    - Department of Communities,
    - Essential Services (Water Corporation, Western Power/Horizon Power, Alinta Gas, Telstra), and Main Roads WA, and Department of Health (WA Health); and
- Members of the community, community groups or leaders from local community groups/associations/committees.

The typical composition of the group is outlined in the following table:

Executive	Core Members	Co-opted Members
Chairperson (Shire President or CEO) Local Recovery Coordinator/s Secretary (normally provided by Local Government) Local Emergency Coordinator (OIC WA Police)	Local Government Officers Controlling Agency (CA) Department of Communities Department of Fire and Emergency Services South West Population Health Unit Community Representative/s If established, Chairpersons of sub-committees	WACHS - SW, Donnybrook Hospital (Nurse Unit or delegate) St. John Ambulance Donnybrook SES Main Roads WA Essential Services Small Business Development Corporation Department of Education Department of Water and Environmental Regulations Department of Primary Industries and Regional Development Australian Red Cross Salvation Army Donnybrook Visitors Centre Coordinator Balingup and Districts Tourism Association Coordinator Balingup Community Advisory Committee St. John Ambulance Community Groups Donnybrook Chamber of Commerce and Industries Donnybrook Balingup Aged Care Board

		Insurance Council Rep Others as required

Table 2: Suggested members of the Local Recovery Coordination Group

Suggested responsibilities of the LRCG Chairperson are attached in **Appendix Seven**.

The LRCG Action Checklist is provided at **Appendix Eight**.

Details of potential roles and responsibilities of organisations that may be participants in the recovery phase of an emergency are attached in **Appendix Nine**.

4.4 Local Recovery Coordination Group Subcommittees

Dependent upon the extent of the recovery process required, the following sub-committees may be established to assist the LRCG in the management of the recovery process. Further to the below subcommittees, it may be necessary to establish a Recovery Communications Unit. Further information is included in **Part Six: Communications.**

4.4.1 Community (Human / Social Environment) Subcommittee

Objectives:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event.
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing.
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing.
- To assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing.
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

4.4.2 Environment (Natural Environment) Subcommittee

Objectives:

- To provide advice and guidance to assist in the restoration of the natural environment post the event.

- To facilitate understanding of the needs of the impacted community in relation to environmental restoration.

- To assess and recommend priority areas, projects, and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife.

- To assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

4.4.3 Infrastructure (Built Environment) Subcommittee

Objectives:

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate.

- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency.

- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium, and long-term.

4.4.4 Finance (Economic Environment) Subcommittee

Objectives:

- To assess and recommend priority recovery activities to assist with the direct and indirect impacts on the economic position of the area.

- Consider the need for an economic impact assessment.

- Consider participation of business and/or industry representatives in economic recovery decision making.

- Work with the insurance sector to coordinate insurance companies' response.

- Consider projects to ensure tourism viability is maintained.

- Support and promotion of the economic viability of affected community through short and long-term projects.

- Coordination of supply and distribution of emergency fodder, water, fencing, agistment and other materials/services.

- To provide advice on care and management of livestock, including feed, water, fencing, agistment and transport.

Lord Mayor's Distress Relief Fund Role

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship because of the event.

Function:

- Work with LMDRF in the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
    - ensure the principles of equity, fairness, simplicity, and transparency apply;
    - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
    - recognise the extent of loss suffered by individuals;
    - complement other forms of relief and assistance provided by government and the private sector;
    - recognise immediate, short, medium, and longer term needs of affected individuals; and
    - ensure the privacy of individuals is always protected.

- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

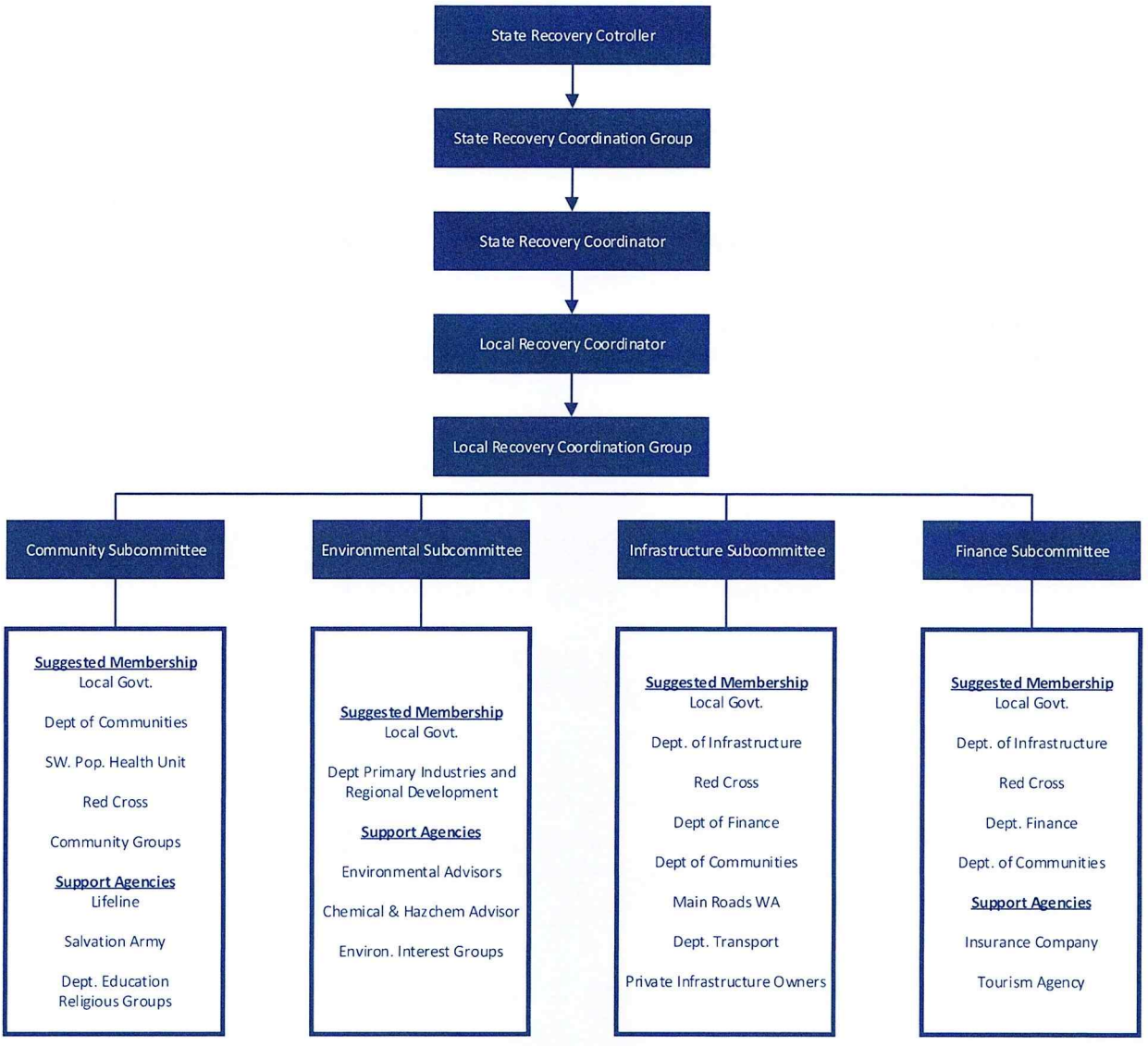


Figure 3: Expanded Recovery Management Structure Showing Potential Subcommittee Members and State-wide reporting relationship.

PART FIVE: COMMENCEMENT OF RECOVERY

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery.

The responsibility for coordinating recovery arrangements rests with the affected local government. State level assistance may be required where the delivery of recovery services, or the coordination required to deliver recovery services, exceeds the capacity of the local government.

To ensure that appropriate recovery activities are initiated as soon as possible after impact of the event, the Controlling Agency (CA) / Hazard Management Agency (HMA) is to ensure the LRC is notified of the event. The LRC is to liaise with the CA, including attending the Incident Support Group (ISG) and Operations Area Support Group (OASG) meetings where appropriate.

The Incident Controller (IC) is to complete and sign the Comprehensive Impact Assessment to confirm the accuracy of the information and handover the responsibility to local government. The LRC will take over the responsibility for recovery and advise the LRCG to activate the recovery plan and related arrangements.

Transition from response to recovery shall be formalised by completing the Response to Recovery Transition Handover Form at **Appendix Four**.

5.1 Activation of This Plan

The decision to activate the Local Recovery Plan (LRP) will be made by the Chair of LRCG or the LRC. Once the plan has been agreed to be activated, the LRC and LRCG become responsible for implementation of the plan.

5.2 Operational Recovery Planning

The Operational Recovery Plan provides the strategic direction and details actions required to facilitate a successful recovery. When the LRCG is activated, the group should develop an operational recovery plan to guide its functions during the first meeting.

The operational recovery plan should include assessment and recovery requirements, organisational management, operational aspects, and administrative arrangements.

The first LRCG meeting should be within 12 hours of disaster impact as short term planning should start simultaneously alongside response operations.

The following sources and agencies are involved in undertaking impact assessment encompassing the functional areas of recovery (i.e., social, infrastructural, economic, and environmental disruption /or damage);

- Hazard Management Agencies;
- Welfare agencies – to identify persons in need of immediate assistance;

- Local government surveyors, engineers, environmental health officers, waste/sanitation, and finance staff; and
- Insurance assessors.

A framework for the development of the Operational Recovery Plan Guideline is included at **Appendix Ten.**

5.3 Welfare and Health Services

The Department of Communities is delegated to coordinate welfare support in the response and recovery phases of an emergency event. The Local Emergency Management Plan for the Provision of Welfare Support – Shire of Donnybrook Balingup details the arrangements that apply in local circumstances, consistent with the arrangements detailed in the State Emergency Welfare Plan.

The LRCG will work closely with the local office for Department of Communities in accordance with following plans:

- State Health Emergency Response Plan;
- State Emergency Welfare Plan; and
- Local Emergency Management Plan for the Provision of Welfare Support – Shire of Donnybrook Balingup.

5.4 Impact Assessment

Impact assessment involves gaining early and accurate information about the impact of the event on individuals, the community, and infrastructure. Impact assessment is critical to the management of an effective recovery program and must involve all relevant agencies, working together to exchange information.

Staff of Donnybrook Balingup staff and others working with the LRC, could include:

- Principal Environmental Health Officer
- Principal Building Surveyor
- Manager Works and Services
- Manager Finance and Administration
- Insurance inspectors

Data-gathering techniques include inspections and surveys. Data collection will begin during the immediate response phase of an emergency and have a short-term focus.

To facilitate best management of data collection and to avoid those affected being asked the same questions by numerous survey teams, agencies must avoid acting independently and work within the LRCG framework. Information collected must be carefully managed so as retain client confidentiality.

An Impact Assessment Questionnaire can be found at **Appendix Eleven**.

5.5 Inspections and Needs Assessments (Surveys)

Environmental Health Officers, Building Inspectors/Officers, and Insurance Assessors are required to make inspections.

The inspection process needs to be managed to ensure that priority tasks are completed first and coverage is completed with efficient use of resources.

Surveys can be used to assist short-term recovery through:

- Determining numbers, locations, circumstances, and ethnicity of displaced and/or injured people.
- Assessing the safe occupation of buildings and their continued use, especially emergency facilities.
- Assessing the need for temporary works, such as shoring and securing of property
- Protecting property from unnecessary demolition.

Inspections and needs assessments also contribute to longer-term recovery measures through:

- Defining personal and community needs.
- Determining aid and resource requirements for permanent recovery.
- Estimating the cost of damage.
- Acquiring engineering, scientific and insurance data to inform the disaster mitigation process.

The Recovery Needs Assessment and Support Survey Form can be found at **Appendix Twelve**.

PART SIX: COMMUNICATIONS

Regardless of the hazard and who the Controlling Agency (CA) is, it should be expected that the community will turn to the local government for assistance, information and advice, particularly in the recovery phase of an event. The demand for information from the community will often be well beyond what is available, and many will not have a clear idea of what information is required.

It is the responsibility of LRCG to develop an effective communication plan for recovery, specific to the event. Throughout the recovery process, local government is to maintain an on-going dialogue with the affected community and share information with all other stakeholders and partners in the recovery process.

This section provides information on the establishment of a Recovery Communications Unit to support the LRCG. This unit is then responsible for the development and implementation of a recovery communication plan. Provided in the appendices are templates and checklists which may be used in the development of the communication plan, and for specific topics of the plan such as media briefings, community meetings and situation updates.

6.1 Effective Communication in Recovery

The effective management of communication following an emergency or disaster can be used to promote and hasten community recovery. It provides an opportunity for the community to have its issues and concerns addressed in the recovery process.

Provision of public information must be deliberate, planned and sustained. Effective information management is the key to rebuilding community confidence. Only with the return of confidence will the community invest in its own recovery.

Communication - the how?

Communication methods include:

- community meetings;
- pamphlets/flyers/brochures;
- print newsletters;
- noticeboards;
- word of mouth;
- posters/billboards;
- face to face;
- email newsletters;
- websites;
- local newspapers;
- text messaging;
- social media;
- radio and television;
- video communication; and
- blogs.

Communication — the who?

In considering information gathering, processing and dissemination channels, it is necessary to take account of who needs information and whose role it is to provide information. It is relatively easy to identify two broad groups that need information:

(1) the affected community; and
(2) those working towards community recovery.

The individuals, groups and organisations included in those groups are innumerable, however, special mention needs to be made of the information needs of:

- Culturally and linguistically diverse communities, people with disabilities and seniors, and isolated and vulnerable people;
- elected representatives; and
- the media.

Communication — the what?

The broad categories of information that needs to be communicated (perhaps in different ways at different times) in the recovery process are covered by the following questions:

- What has happened in the community?
- What areas have been affected and how have they been affected?
- What do the community see as issues and priorities?
- What is recovery likely to involve?
- What plans are in place for the wellbeing of the community?
- What services and resources are available for recovery of the community?
- What information will assist the community to achieve recovery?

Communication — the where?

Information can be provided at a range of settings, including:

- any place where people spontaneously or normally congregate;
- disaster sites (if it is safe to do so);
- reception or assembly points (hospitals etc.);
- recovery centres / one-stop-shops, which can be used for the short, medium, or long-term — these services provide the opportunity for face-to-face information provision, as well as a central repository for up-to-date newsletters and agency specific information such as fact sheets, posters, and leaflets; outreach programs;
- community information forums, or neighbourhood or community meetings — these can include congregations of sporting, spiritual, recreational, and school groups;
- community events (street/neighbourhood barbeques, memorials, anniversary events, social occasions); and
- through a central website with links to relevant government and non-government service information — websites can establish email networks and use pre-existing

community groups' databases. NOTE: using community groups' databases for email contact has privacy law issues.

In addition to information regarding services available to individuals, there is a need for broader information regarding community activities. The dissemination of such information is an important part of supporting the community.

6.2 Communication Roles and Responsibilities

The scale of the recovery communication unit will depend on the demands of the event at hand. All the following functions may be carried out by the Recovery Communications Coordinator, or each may be delegated out to individual persons. For significant events, each function may be established as a unit, with a functional leader managing the unit and reporting to the Recovery Communications Coordinator.

6.2.1 Recovery Communications Coordinator

The Recovery Communications Coordinator leads and manages the recovery communications work and team. The role should be part of, or have access to, the senior management or executive team; be included in the Local Recovery Coordination Group (LRCG) and relevant sub-committees; and report to the Local Recovery Coordinator (LRC). They also have the following responsibilities:

- Lead recovery communications team;
- Establish resourcing requirements for the recovery communications team including rosters and additional staffing support;
- Ensure resource requirements take into account fatigue management issues that may arise;
- Keep abreast of all communications related to the emergency (from its outset) from the HMA and other sources;
- Provide support to the LRC;
- Advise the LRC on any additional resource requirements for communications;
- Ensure timely briefing and debriefing for team members is completed;
- Develop a Recovery Communications Plan;
- Develop and coordinate time critical recovery messaging for the community; and
- Coordinate and prioritise recovery messaging for the local government; and
- Contact relevant authorities to identify vulnerable people in the community. Identify communication methods targeting vulnerable people.

6.2.2 Community Liaison

The community liaison function undertakes direct liaison with key community groups. This includes obtaining and providing information and messages received to and from the affected community via the recovery centre, telephone line, outreach and any other methods.

This function can have a direct link to the Community Liaison Unit within the Hazard Management Agency (if utilised by the HMA) and the Community Development/

Engagement team or officer with the local government. The community Liaison unit has the following responsibilities:

- Gather, coordinate, and maintain community contact lists;
- Maintain liaison through various channels such as the recovery centre, telephone line and outreach;
- Coordinate key information analysis from the Community Liaison Unit (where available) and the local government community development/engagement team or officer;
- Coordinate public information messaging and gathering at community events such as public meetings;
- Contribute to key recovery messaging using intelligence gathered from community liaison activities and provide to the Local Recovery Coordination Group (LRCG);
- Assist the Recovery Communications Coordinator in identifying and communicating with vulnerable members of the community;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.3 Stakeholder Engagement

The stakeholder engagement function coordinates with key agency, organisation and local government stakeholders and keeps them informed, engaged, and involved. The stakeholders may be assisting directly as a member agency of the Local Recovery Coordination Group (LRCG) or relevant sub-committee, or outside of this arrangement supporting recovery activities within the affected community. The stakeholder engagement unit has the following responsibilities:

- Coordinate and maintain key stakeholder contacts;
- Ensure information flow is coordinated from all agencies and organisations in and out of the local government;
- Ensure relevant organisations who are integral to the recovery effort are represented at appropriate times on the LRCG;
- Contribute to key recovery messaging using intelligence gathered from liaison with stakeholders;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.4 Media Liaison

The media liaison function has direct contact with media stakeholders and supports key messaging in recovery. The media liaison function has the following responsibilities:

- Coordinate and maintain media contact list;
- Coordinate media opportunities for the local government with the media;
- Brief local government spokesperson before and after media interviews and conferences;
- Contribute to key recovery messaging using intelligence gained from liaison with the key media contacts;

- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.5 Social Media

The social media function provides expertise in social media applications that may be utilised by the local government in communicating with the affected community during recovery. This function requires the use of social media to gather intelligence and to provide up to date information and engage with the community. The social media function has the following responsibilities:

- Coordinate and maintain social media platforms utilised by the local government to engage with the community;
- Monitor community led social media sites to gather intelligence to contribute to recovery decisions by the Local Recovery Coordination Group (LRCG);
- Contribute to key recovery messaging using intelligence gathered from social media platforms;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.6 Internal Communications

The internal communications function coordinates information and messaging about what is happening in recovery to keep staff within the local government informed.

Internal reporting mechanisms are used as appropriate, to support staff dealing with the affected community in a face-to-face, customer service and on the ground environment daily. The internal communications function has the following responsibilities:

- Coordinate and maintain information to staff on relevant platforms utilised by the local government for internal communications;
- Contribute to key recovery messaging using intelligence gathered from staff members who have direct liaison with the community;
- Provide input to the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.7 Publications

The publication's function is to develop, produce and maintain key documentation used in recovery to support communications within the affected community. The publication's function has the following responsibilities:

- Develop, produce, and maintain documents to support the local government's recovery activities;
- Ensure key recovery messages are included in the recovery documents produced;
- Provide input to and document the Recovery Communications Plan; and
- Be part of briefing and debriefing with team members.

6.2.8 Ministerial Liaison

The ministerial liaison function supports the role of the State Recovery Coordinator to ensure coordination and consistent messaging between the relevant ministers, local government, and the affected community. It supports dealings with the local government and contact with the Department of Local Government, Sport and Cultural Industries, Department of the Premier and Cabinet, Premier, Ministers, Ministerial Advisers, Members of Parliament, and local members. The Ministerial Liaison has the following responsibilities:

- Coordinate and maintain ministerial contact lists;
- Maintain liaison with relevant departments, Ministers and Ministerial Advisers;
- In conjunction with the State and Local Recovery Coordinators, coordinate ministerial visits to the affected community and community venues;
- Contribute to key recovery messaging by gathering intelligence from Ministers and local members who have direct contact with the community; and
- Provide input to the Recovery Communications Plan.

6.3 Community Information Briefings and Debriefings

In the event of a major incident, community information briefings and debriefings (including community briefings and meetings) are often led jointly by emergency services, local governments and State government departments. The role of community briefings in the recovery context is to provide:

- clarification of the emergency event (Controlling Agency);
- advice on services available (recovery agencies);
- input into the development of management strategies (lead recovery agencies, often local government); and
- advice to affected individuals on how to manage their own recovery, including the provision of public health information (specialist advisers).

Community meetings can serve varying purposes at different stages of the recovery process and are an excellent means of communicating recovery information to and from an affected community. When well-planned and actively managed, they can be useful in providing information, gathering concerns, dispelling rumour, and correcting misconceptions.

Clarity about the purpose of the meeting is paramount. Community meetings that are not well planned and are hazy about their objectives have a high potential to go awry and degenerate into a forum of scape-goating, blame-laying and complaint.

The objectives of community meetings depend on the stage of recovery that the community has reached at the time the meeting is to be held. However, the objectives should always include raising or maintaining the profile of the recovery effort and assisting the community towards recovery. In planning public meetings, the following must be taken into account:

- the patronage under which the meeting is to be held (local authority, emergency management organisation, recovery agency);
- the objectives of the meeting, the agenda to be addressed, the process of conducting the meeting, the speakers (including local identities) and their subject matter;
- availability of personnel to address issues after the meeting;
- the process for expressions of concern or complaint by attendees;
- advertisement of the venue, date and time, purpose, patronage, speakers, and complaint process;
- strategies to deal with and follow up expressions of concern or complaint and further meetings/arrangements;
- management issues; and
- the needs of vulnerable groups.

Public meetings should:

- be held at a neutral venue;
- have a strong, independent but fair and non-defensive chair;
- have representatives from emergency-related disciplines to give factual information;
- address the psychosocial issues as well as physical aspects of recovery;
- have a pre-determined finishing time;
- allow for a review of the meeting and its effect on the recovery process; and
- follow up issues raised and prepare report-back for subsequent meetings.

Regardless of the success or otherwise of the meeting, every effort should be made to conclude the meeting on a note of optimism for the early and successful recovery of the community.

PART SEVEN: REHABILITATION, RESTORATION AND ASSISTANCE

Recovery efforts after an emergency event may not ensure speedy return to normal. The pre-event status quo may not be possible to re-establish, and the recovery effort must focus on restoring the functions of affected communities. Formal recovery arrangements may be scaled down or terminated as the community regains the means to manage its own affairs, despite some issues remaining to be resolved.

Assistance begins with the basic necessities of life – food, clothing, shelter, health and hygiene needs. Rehabilitation is about empowering individuals, families, and communities to rebuild the social fabric of the local economy.

A return to the normal structures of governance at the local and regional level is a foundation for restoring confidence and provides the mechanism for participation in recovery decision-making.

Rehabilitation and restoration priorities should be based on a comprehensive knowledge of the community's expectations and available resources.

Priority Considerations for Rehabilitation

- Health issues.
- Restoration of essential services.
- Allocation of limited resources.
- Aid management.
- Ongoing welfare requirements.
- Law and order, including security.
- Communications.
- Transport, including the status of all roads, rail, seaport, and airfield.
- Utilities.
- Business/commercial and rural sector requirements.
- Residential property damage.
- Social concerns, including psychological impacts and stress symptoms.
- Recovery of educational establishments and review of their use during response phase.

Issues Associated with Rehabilitation

- Acceleration of pre-event economic trends – will the community continue to prosper or regress?
- Prioritisation (domestic vs commercial) – population density is likely to capture and determine prioritisation.
- Prolonged welfare assistance.
- Political will to acknowledge liability or to accord special funding.
- The need for clarity about insurance issues.
- Difference of expectations between federal, state, and local government
- Restoration to what level?
    - Is it affordable?
    - Is it a priority?
    - Is it legal?
    - Determining who pays.

7.1 Managed Withdrawals

The recovery phase must have an end. Organisational arrangements must be wound down and responsibility for completion of outstanding tasks and actions assigned and acknowledged. The recovery phase involves restoring the community to the point where normal social and economic activity may resume.

PART EIGHT: EXERCISING AND REVIEWING

8.1 Reviewing

Testing and exercising are essential to ensure that the arrangements are workable and effective. The Local Recovery Plan (LRP) is to be reviewed in accordance with the State Emergency Management Policy Statements 2.5.2 and 6.3.2 and State Emergency Preparedness Procedure 8 and amended and replaced whenever the local government considers it appropriate (*Emergency Management Act, 2005 section 42*).

According to State Emergency Management Policy, local emergency management arrangements (including a Local Recovery Plan) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after an event or incident in which the local recovery plan was implemented;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five years, as risks might vary due to climate, environment, and population changes, and
- circumstances may require more frequent reviews.

8.2 Exercising

Local governments, in consultation with Local Emergency Management Committees are to develop appropriate exercise plans and schedules to test local arrangements including Local Recovery Plan. At least one local level exercise should be conducted on an annual basis. Refer to *Emergency Management Act, 2005* section 39 and State Emergency Management Policy – State Emergency Management Exercises for further information on conduct of exercise.

Exercising the arrangements during the planning process will allow the LRC and LRCG to:

- test the functionality and effectiveness of the local arrangements;
- bring together members of emergency management agencies and give them knowledge of, and confidence in, each other;
- help educate the community about local arrangements and programs thus providing them with confidence in their local government and emergency management agencies;
- allow participating agencies an opportunity of testing their operational procedures and skills in simulated emergency conditions; and
- test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

The management of an exercise is a systematic process involving planning, documenting, conducting, evaluating, and validating.

Training in exercise management prior to embarking on any type of exercise ensures a relevant and effective exercise program.

Consideration must be given to exercising the top 5 identified emergency risks, as outlined in the Shire of Donnybrook Balingup Risk Register 2019, these being bushfire, storm, flood, human epidemic, and electrical supply disruption.

8.3 Evaluation of Recovery

It is the responsibility of the LRC to monitor the progress of recovery and provide periodic reports to the LRCG, DEMC, District Advisor, State Recovery Coordinator and State Recovery Coordinating Group, if established. The evaluation of recovery activities is essential to maximise lessons learned and identify where improvements can be made. An evaluation of the effectiveness of the recovery activities in relation to the recovery plan should be conducted within 12 months of the disaster.

The evaluation can involve:

- Community and stakeholder surveys;
- Interviews;
- Workshops; and
- Assessment of key project outcomes.

APPENDIX ONE: SHIRE OF DONNYBROOK BALINGUP EMERGENCY CONTACT LIST

DETAILS NOT FOR PULIC DISSEMINATION

Should you wish to obtain information, which may be contained in this Appendix, please contact the Shire of Donnybrook Balingup.

APPENDIX TWO: LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACT LIST

DETAILS NOT FOR PULIC DISSEMINATION

Should you wish to obtain information, which may be contained in this Appendix, please contact the Chairperson of the Local Emergency Management Committee, through the Shire of Donnybrook Balingup

APPENDIX THREE: VOLUNTEER REGISTRATION FORM

Contact Information

Name	
Address	
Phone	
E-mail Address	

Availability

During which hours are you available for volunteer assignments?

_____ weekday mornings
_____ weekday afternoons
_____ weekday evenings
_____ weekend mornings
_____ weekend afternoons
_____ weekends evenings

Interests

Tell us in which areas you are interested in volunteering

_____ administration
_____ events
_____ field work
_____ deliveries
_____ phone bank
_____ volunteer coordination

Special Skills or Qualifications

Summarise special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities.

Emergency Contact Information

Name	
Relationship	
Address	
Phone	
Mobile	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

APPENDIX FOUR: RESPONSE TO RECOVERY TRANSITION HANDOVER

During the post impact phase of any emergency, recovery activities will commence and many of these activities will continue for an extended period. There is no clear division from one element to another. The decision to move from the response to the recovery and the procedures for handover between the two elements rests with the appropriate Hazard Management Agency. To assist in the transition and mitigate against any confusion that may be generated with respect to jurisdictional or other activities the Shire of Donnybrook Balingup requests that the following be considered prior to official handover.

The response phase can be considered to continue at least until the following conditions are met. On receipt of this notification the Shire of Donnybrook Balingup will consider the emergency response complete and responsibility for full recovery passed over, it is also understood that some minor response activities may continue under authority of the HMA.

Incident Name:		**Date:**	
HMA:			
Incident Controller:			

Condition	Yes / No	Comment
All rescues have been accomplished		
All known injuries have been attended to		
Displaced provided with shelter		
Essential public services restored		
Temporary repairs made to designated buildings		
Physical and electronic communications largely restored		
Final situation report provided		

Position	Name	Signature
HMA Incident Controller		
Local Recovery Coordinator		

APPENDIX FIVE: RESPONSIBILITES OF THE LOCAL RECOVERY COORDINATOR

LOCAL RECOVERY COORDINATOR The LRC manages the Local Recovery Coordination Group (LRCG), related planning for the Shire of Donnybrook Balingup and oversees the recovery process (human / social, natural, built and economic)
RESPONSIBILITIES
Pre-Recovery Phase
• Attend all training activities organised for the LRCG. • Remain familiar with responsibilities within LRCG. • Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies. • Maintain the Local Recovery Plan. • Maintain regular contact with relevant agencies involved in recovery planning and response. • Ensure the Local Recovery Plan is tested with the other Emergency Management Arrangement Exercises.
Stand-By Phase
• Receive brief from HMA and document details of the disaster. • Brief LRCC members of situation and the 'alert/stand-by' status. • Confirm the level of activation of the LRCC in consultation with the Chair and HMA. • Mobilise any additional resources are in place for activation of the LRCC. • Coordinate the assessment of the community recovery requirements. • Keep updated on the status of the event/situation. • Advise the LRCG Chair when to activate LRCG.
LRCG Activation Phase
• Facilitate the first meeting of LRCG. • Allocate responsibilities and manage the activities of the LRCG during activation phase. • Ensure all LRCG members are briefed and understand their individual and team responsibilities. • Keep updated on the status of the event/situation (covering economic, environment, social and infrastructure implications). • Ensure the LRCG and chair is aware of other HMA's potentially other government support plans that may be activated during recovery.
Recovery Phase
• Involve members of the community in implementation of the recovery plan. • Provide copy of the recovery plan to LRCC Administrator for feedback and review. • Ensure effective communication with all relevant stakeholders (i.e., Community members, businesses, media government agencies, not-for-profit agencies, mayors, elected representatives) with support of the communication officer. • Ensure regular Situational Reports (SITREP) are provided to the HMA and other agencies. • Ensure all committee actions, decisions and events are accurately recorded and documented, and record in the LRCG Activity Log Sheet. • Conduct regular LRCG briefings and feedback sessions on the progress of the recovery program. • Conduct regular LRCG briefing and feedback sessions on the progress of the recovery program. • Ensure management of volunteers is provided. • Ensure management of donated goods. • Coordinate visits by Ministers and VIPs.

• When appropriate, develop a medium/long-term recovery plan and oversee its implementation (plan to cover the economic , environmental , health and infrastructure elements).
Post Recovery Phase
• Identify any group follow-on actions required and allocate responsibilities and deadlines. • Facilitate LRCG Post-Crisis Review and record outcomes – oversee the update of procedures/plans, if required. • Provide copy of Post Crisis Review to other relevant agencies.

APPENDIX SIX: LOCAL RECOVERY COORDINATOR TASK CHECKLIST

Local Recovery Coordinator Task Checklist	Yes	No	Comments
Liaise with controlling agency regarding location, size, type, and potential impact.			
Contact and alert key staff.			
Determine likely human effects.			
Establish whether event has been proclaimed an eligible natural disaster under the DRFA-WA.			
Contact other relevant response and recovery agencies.			
Activate and brief relevant agency staff.			
Activate appropriate inter-agency liaison mechanisms.			
Locate liaison officer and emergency operations centre (if appropriate).			
Determine immediate short-term needs (e.g., Accommodation, financial assistance, and personal support).			
Manage offers of assistance, including volunteers, material aid and donated money.			
Assess the impact of the event through information/data from local government, geographic data, and relevant response agencies.			
Report to organisational hierarchy on likely costs / impact of involvement in recovery activities.			
Organise briefing and debriefing processes for staff.			
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance, and social, recreational, and domestic facilities.			
Establish a 'one-stop-shop' recovery information centre.			
Provide the affected community with access to all recovery services.			
Manage a public appeal/private donations process.			
Brief media on the recovery program.			
Assess reports gathered through the outreach program to assess community needs.			
Identify special needs groups or individuals.			
Meet with other recovery agencies to consider full assessment of the impact of the event.			
Determine the best means of involving the affected community and determine action required from specific agencies.			

Activate community recovery committees, ensuring active participation of members of the affected community.			
Develop a community information process, including consideration of public meetings and newsletters.			
Monitor staffing arrangements.			
Review resources and services on an ongoing basis.			

APPENDIX SEVEN: RESPONSIBILITES OF THE LOCAL RECOVERY COORDINATION GROUP CHAIRPERSON

LOCAL RECOVERY COORDINATION GROUP CHAIRPERSON The Chair leads the LRCG, performs the role of primary spokesperson for the committee and liaises with the Hazard Management Agency (HMA) and other state level agencies
RESPONSIBILITIES
Pre-Recovery Phase
• Attend all training activities organised for the LRCG. • Remain familiar with responsibilities within the LRCG. • Understand each agency's role in relation to recovery to ensure a coordinated recovery process involving all relevant agencies. • Maintain regular contact with relevant agencies involved in recovery planning and response.
Stand-By Phase
• Receive brief from HMA and document details of the disaster. • Brief LRCC members of situation and the 'alert/stand-by' status. • Confirm the level of activation of the LRCC in consultation with HMA. • Provide briefing to the LRCC following HMA briefing. • Keep updated on the status of the event/situation.
LCRG Activation Phase
• Hold first meeting of the LRCG. • Allocate responsibilities and manage the activities of the LRCG during activation phase. • Keep updated on the status of the event /situation (covering economic, environment, social and infrastructure implications). • Ensure the LRCG is aware of HMA's arrangements and potentially other government support plans that may be activated during a recovery.
Recovery Phase
• Lead the development of the recovery plan and manage its implementation. • Approve and effective disaster recovery plan (for short-medium term) that is in line with the policy framework and minimise the effect of disaster. • Ensure effective communication with all relevant stakeholders (i.e., Community members, businesses, media government agencies, not-for-profit agencies, Councillors (elected representatives) with support of the communication officer. • Ensure regular Situational Reports (SITREP) are provided to the HMA and other agencies. • Conduct regular LRCC briefings and feedback sessions on the progress of the recovery program. • Coordinate visits by Ministers and VIPs. • When appropriate, develop a medium /long-term recovery plan and oversee its implementation (plan to cover the economic, environmental, health, and infrastructure elements) • Act as spokesperson for LRCG with the media and in public forums. • Manages the decision –making process and , where appropriate, have the final decision.
Post Recovery Phase
• Stand down the LRCG. • Identify any group follow-on actions required and allocate responsibilities and deadlines. • Facilitate LRCG Post-Crisis Review and record outcomes – oversee the update of procedure / plan, if required. • Attend any Post-Crisis Reviews organised by the HMA and brief LRCG members. • Provide copy of Post-Crisis Review to other relevant agencies.

APPENDIX EIGHT: LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

Local Recovery Coordination Group Action Checklist	Yes	No	Comments
Management Structure – the LRCG shall:			
Ensure the appointment of a LRC has occurred.			
Set up an office with administrative support.			
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions as required.			
Ensure and facilitate the completion of the impact assessment.			
Assume public information responsibilities from response agency and provide information to the impacted area, to the general public and the media.			
Facilitate and advise on State/Federal emergency relief funding and private aid funding.			
Activate and coordinate the Recovery Coordination Centre, if required.			
Prepare oral and written financial and non-financial reports and briefs.			
Promote Community Involvement – the LRCG shall:			
Work with existing community organisations.			
Recruit representatives of the affected community into the recovery planning.			
Establish strategies for uniting the community behind agreed objectives.			
Provide a "one-stop-shop(s)" for advice, information, and assistance during the recovery period.			
Establish mechanisms for the sharing of information and reporting local initiatives (e.g., regular community meetings and local newsletters).			
Impact Assessment – the LRCG shall:			
Use intelligence/planning information from the response operation and set up a recovery liaison person in the EOC/ECC.			
Confirm the total area of impact for determination of survey focus.			
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues.			
Link with parallel data-gathering work.			
Identify and close information gaps (establish the "big picture").			
Assess the financial and insurance requirements of affected parties.			
Gather evidence to support requests for government assistance.			

Ensure all relevant information is strictly confidential to avoid use for commercial gain.			
Inspections and Needs Assessments (technical focus) – the LRCG shall:			
Establish and define the purpose of inspection/assessment and expected outcomes.			
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process).			
Collect and analyse data.			
Establish a process to determine the type of information needed, defining: • How and who will gather the information (single comprehensive survey); • How information will be shared; • How information will be processed and analysed; and • How the data will be verified (accuracy, currency and relevance).			
Select and brief staff.			
Maintain confidentiality and privacy of assessment data.			
Data Management – the LRCG shall:			
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer.			
Create templates for impact assessment and for tracking assistance provided.			
State Government Involvement – the LRCG shall:			
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate LRCG Sub-committees, as appropriate.			
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals.			
Establish a system for recording all expenditure during recovery, in-line with the requirements of the recovery plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour).			
Answer requests for information from government agencies.			
Public Information – the LRCG shall:			
Appoint a Spokesperson to deal with the media.			
Manage public information during the transition from response to recovery when hand-over completed from Controlling Agency.			
Identify priority information needs.			
Develop a comprehensive media/communications strategy.			
Coordinate public information through:			

• Joint information centres; • Spokesperson/s; • Identifying and adopting key message priorities; and • Using a single publicised web site for all press releases.			
Implement processes for: • Media liaison and management (all forms e.g., print, and electronic); • Briefing politicians; • Alternative means of communication (e.g., public meetings, mailbox flyers, advertising); • Communicating with community groups; • Meeting specialist needs; • Formatting press releases; • Developing and maintaining a website; and • Ensuring feedback is sought, integrated, and acknowledged.			
Monitor print and broadcast media, and counter misinformation.			
Rehabilitation and Assistance – the LRCG shall:			
Establish a mechanism for receiving expert technical advice from lifeline groups.			
Monitor and assist rehabilitation of critical infrastructure.			
Prioritise recovery assistance.			
Prioritise public health to restore health services and infrastructure.			
Assist and liaise with business to re-establish and reopen.			
Restore community and cultural infrastructure (including education facilities).			
Facilitate emergency financial assistance in liaison with Department of Communities.			
Adjust capital works and maintenance programs.			
Implementation of Reduction Measures – the LRCG shall:			
Take the opportunity, while doing the risk analysis, to: Identify essential services and facilities in high-risk areas; Consider the restoration options in the event of them becoming dysfunctional.			
Identify options based on research and consultation.			
Undertake urgent hazard reassessment based on new (event) information and adhere to the Local Emergency Management Arrangements).			
Financial Management – the LRCG shall:			
Review financial strategies.			
Communicate with financial agencies, including insurance providers.			
Keep financial processes transparent.			

Reporting – the LRCG shall:			
Provide a simple, flexible and succinct reporting system.			
Provide adequate administrative support.			
Managed Withdrawal – the LRCG shall:			
Continually review the recovery management process with a view to withdrawing as the community takes over.			
Identify long term recovery activities and agencies responsible for management.			
Establish arrangements for ongoing public information and communications including avenues for reporting and management of unresolved community recovery issues.			
Stage a public event of acknowledgement and community closure.			
Conduct a debrief of participants with community input to identify lessons learned and strategies for enhancing community recovery arrangements and processes for future events.			

APPENDIX NINE: ORGANISATIONAL RESPONSIBILITIES

The following list details the assigned and/or potential roles and responsibilities of organisations that may be participants in the recovery phase of an emergency affecting your community.

Local Government

- Ensure that a Local Recovery Plan for its district is prepared, maintained, and tested (s.41(4) EM Act);
- Appoint a Local Recovery Coordinator(s) [(s.41(4) EM Act);
- Chair the LRCG;
- Provide secretariat and administrative support to the LRCG, as required;
- Provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency (e.g., Building Surveyor, Environmental Health Officer, Community Services); and
- Ensure the restoration/reconstruction of services/facilities normally provided by the local government.

Department of Communities

- Provide a representative to the LRCG;
- Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal support, registration and reunification, financial assistance (State EM Plan section 5.4); and
- Manage the provision of the Personal Hardship and Distress measures under DRFAWA, including counselling, emergency assistance and temporary accommodation (State EM Plan section 6.10 and DRFAWA).

Department of Primary Industries and Regional Development

- Provide a representative to the LRCG;
- Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies; and
- Manage the provision of assistance measures to primary producers, particularly in relation to eligible financial services or reimbursements under DRFAWA (State EM Plan section 6.10 an DRFAWA).

Main Roads Western Australia

- Provide a representative to the LRCG;
- Assess and report on damage to State/Federal road infrastructure that may impact on the community;
- Issue of advice of roads closure/alternate transport route;
- Provide advice and support to local governments involved in reopening and restoring damaged local roads; and
- Main Roads WA is responsible for processing all local government road infrastructure claims under WANDRRA. Under the DRFAWA, DFES Disaster Recovery Funding Officers will be processing all local government road infrastructure claims directly under the DRFAWA.

Essential Services (Including Power, Telecommunications, Water and Gas Western Power/Horizon Power, Telstra, Corporation, Alinta Gas)

- Provide a representative to the LRCG (co-opted as required);

- Assess and report on damage to essential services and progress of restoration of services; and
- Facilitate restoration of priority services as requested by the LRCG. Commission/Business Enterprise Centre (if available).

Small Business Development Corporation

- Provide a representative to the LRCG (co-opted as required); and
- Assist with the assessment of the impact of the emergency on small business.

Department of Education (Or Local School Representative)

- Provide a representative to the LRCG (co-opted as required); and
- Advice on issues affecting normal operation of schools, e.g., restrictions on student access or damage to school premises.

Local Health Services Provider (Department of Health or South West Population Health Unit)

- Provide a representative to the LRCG;
- Advise on health, environmental health and medical issues arising from the emergency; and
- Coordinate the local health components of the recovery process.

Department of Water and Environmental Regulation

- Provide advice on environmental protection, clean up and waste management. Lord Mayor's Distress Relief Fund;
- Liaise with the LRCG to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies";
- As required set up a local appeals committee in conjunction with the LRCG; and
- Provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance.

APPENDIX TEN: OPERATIONAL RECOVERY PLAN GUILDELINE

OPERATIONAL RECOVERY PLAN

Local Recovery Coordinating Group

Emergency:

Date of Emergency:

Section 1

Introduction

- Background on the nature of the emergency or incident.
- Aim or purpose of the plan.
- Authority for plan.

Section 2

Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial, and industrial buildings, transport, essential services (including State and Local Government infrastructure).
- Estimates of costs of damage.
- Temporary accommodation requirements (includes details of evacuation centres).
- Additional personnel requirements (general and specialist).
- Human services (personal and psychological support) requirements.
- Other health issues.

Section 3

Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process.
- Details the inter-agency relationships and responsibilities.
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Local Recovery Coordinator.

Section 4

Operational Aspects

- Details resources available and required.
- Redevelopment Plans (includes mitigation proposals).
- Reconstruction restoration programme and priorities, (including estimated timeframes).

- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies.
- Includes the local government program for community services restoration.
- Financial arrangements (assistance programs (NDRRA), insurance, public appeals, and donations.
- Public information dissemination.

Section 5

Administrative Arrangements

- Administration of recovery funding and other general financial issues.
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6

Conclusion

Summarises: goals, priorities, and timetable of plan.

Signed by:

Chairperson
Local Recovery Coordinating Group

Local Recovery Coordinator

APPENDIX ELEVEN: IMPACT ASSESSMENT

1. Has any **residential property** been damaged or destroyed?

Yes Go to question 1a
No Go to question 2

1a. Record any available information about damage to losses to residential properties.

Number of residential properties damaged _____

Address:	
Notes:	

Address:	
Notes:	

Include an attachment of any additional properties / damage.

2. Has any **commercial or industrial property** been damaged or destroyed?

Yes Go to question 2a
No Go to question 3

2a. Record any available information about damage, or losses to commercial, or industrial properties.

Number of commercial or industrial properties damaged _____

Address:	
Notes:	

Address:	
Notes:	

Include an attachment of any additional properties / damage.

3. Have any **rural, pastoral, or primary property** been damaged or destroyed?

Yes Go to question 3a
No Go to question 4

3a. Record any available information about damage or losses to rural, pastoral, or primary properties.

Number of rural, pastoral, or primary properties damaged _____

Address:	
Notes:	

Address:	
Notes:	

Include an attachment of any additional damage.

4. Have any essential services been disrupted?

Yes Go to question 4a
No Go to question 5

4a. Record any available information about damage or losses to essential services.

Service Type	Location	Contact Person	Estimated Restoration Time
Phone			
Power			
Roads			
Water			
Other			

5. Are there any roadblocks in place?

6. Is there any other relevant information regarding the disruption of essential services or damage/losses in general?

APPENDIX TWELVE: RECOVERY NEEDS ASSESSMENT AND SUPPORT SURVEY FORM

This needs assessment is being conducted to gather information about your personal circumstances so we can assist you, provide you with information on services, or refer you to organisations who can best assist you with your recovery process.

The survey is designed to gather as much relevant information as possible in one interview to avoid having to repeat some details to several interviewers. However please note that further contact may be necessary.

You are not obliged to provide any or all the information requested. You should be aware that the information you provide may be passed to other agencies involved in the recovery process.

Please note that completion of this survey does not guarantee your specific needs will be met immediately, however every effort will be made to obtain the assistance you need as quickly as possible.

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquiries about the survey, please ring this telephone number - 9780 4200.

In terms of the Privacy Act should you wish to access, change, or amend any information you have given please ring the above telephone number. You can also contact this agency at: Shire of Donnybrook Balingup - Cnr Collins and Bentley Street, Donnybrook.

Interview Conducted at: _____
(place)

_____ _____
(Date) (Time)

By _____
Interviewer (Print Name)

Tear this page off and give it to the person being interviewed. along with any information/ sheets/ brochures.

NOTES FOR INTERVIEWER

(Please read before commencing the survey)

Introduce yourself to the person being interviewed.

"Hello, I am *name*, I am here on behalf of the Shire of Donnybrook Balingup Local Recovery Committee about the recent *emergency event(s).* I would like to talk with you to see if there is anything we can help you with, or organisations we can refer you to, to assist in your recovery."

1. Read through the cover page with the interviewee and complete it.

2. Provide them with the information sheets/brochure.

3. Start at section one and continue to work through all sections.

4. Texts in grey italic font are prompts for you to note or advise the interviewee on.

5. If the interviewee declines to give information, complete known details, and return the form with cover intact.

NOTE: some people may take this opportunity to offload any frustrations. Do not take this personally; it is best to listen and then move on to the next question when possible.

Section One: Occupier and Property

1. **PRINCIPAL OCCUPIER'S NAME(S):**

Family name _____First name(s)_____

1.2. Total number of people normally residing at this property _____

1.3 Other people normally residing:

Family name_____First name(s)_____
Family name_____First name(s)_____
Family name_____First name(s)_____
Family name_____First name(s)_____
(Please provide children's ages)

1.4 Have you registered with Department of Communities?
(Please circle one)

Yes Go to Question 1.4a
No Go to Questions 1.5

You may be required to register to access recovery services. Please ask your interviewer to explain this process to you.

1.5 Location of affected property: _____
_____

Address of affected property: _____
_____

Phone day/night of affected property: _____

1.5a What is your rates number/valuation number (if known) _____

1.5b Would you like to be considered for rates relief (if available) Yes/No

1.6 Do you own the property? Yes/No

If **No,** please provide contact details of the owner of you know these.

Name: _____

Address:_____

Phone day/night: _____

1.7 Where are you currently living *(please tick one)*
(✓)

	Living at affected property - go to Section Two
	Temporary accommodation until we can return to property

	Temporary accommodation looking for new permanent accommodation
	In new permanent accommodation

1.8 Current address and contacts (if not living at affected property)

Address: _____

Phone day/night: _____

Section Two: Damage to Dwelling/Contents and Insurance

2.1 Was your house damaged? *(please tick one)*

(✓)		
	Yes	Go to question 2.2
	No	Go to question 2.3
	Don't know as have not yet seen house	Go to question 2.3
	Not damaged but not accessible	Go to question 2.3

2.2 Please tick the list below to indicate damage that occurred.

Nature of damage	(✓)	Describe damage if relevant
Water supply not working		
Sewerage not working		
Drainage blocked		
Electricity cut		
Gas cut		
Telephone cut		
Roading access cut or restricted		
Damage to outbuildings on property		
Other *(please describe)*		

2.2a Would you like this to be reported to the appropriate authority?
Yes / No *(please circle one)*

2.2b When was your house damaged? Date:_____

2.2c Has your house been inspected by Council (Building Surveyor)?
Yes / No / Don't know *(please circle one)*

2.2d Would you like someone to do a check of your house and property to ensure it is safe to move back into? Yes / No *(please circle one)*

2.2e If your house insured? *(please tick one)*

(✓)		
	Yes	Go to question 2.2f
	No	Go to question 2.3

	Don't own a house	Go to question 2.3
	I decline to answer this question	Go to question 2.3

2.2f Have you lodged an insurance claim? Yes / No *(please circle one)*

2.2g Would you like help to contact your insurance company or agent?
Yes / No *(please circle one)*

2.2h Has an insurance assessor inspected your property?
Yes / No *(please circle one)*

2.3 Have you experienced damage to contents in your house? *(please tick one)*
(✓)

	Yes	Go to question 2.3a
	No	Go to question 3
	Don't know as have not yet seen contents	Go to question 3

2.3a Has insurance claim been lodged? Yes / No *(please circle one)*

2.3b Has an insurance assessor inspected the damage?
Yes / No *(please circle one)*

Section Three: Alternative Accommodation

3.1 Do you need assistance to find alternative accommodation? *(please tick one)*
Yes Go to Question 3.1a
No Go to Section 4

3.1a What kind of accommodation do you require? *(please tick one)*
(✓)

	Temporary (less than a week)
	Short-term (1-4 weeks)
	Long-term (more than one month) Please estimate the number of months ( )
	Permanent

3.1b The alternative accommodation needed is to house:

Adults _____(number)

Children _____(number)

3.1c Do you have any special needs for your accommodation, i.e., access for wheelchairs, aged, *please provide details.*

_____

3.1d Do you have pets? Yes / No *(please circle one)*
If yes, please detail what kind of pet and how many:

_____

Section Four: Health and Welfare

Household

4.1 Do you require any clean-up assistance for your house or property? *(please circle one)*

Yes	Go to Question 4.1a
No	Go to Question 4.2
Don't know	Go to Question 4.2

(If you have answered yes, your details will be passed on to the council who are coordinating clean-up services where available).

4.1a Please provide detail of the kind of assistance you would like:

_____

_____

4.2 Are you looking after any evacuees at your home? *(please circle one)*

Yes	Go to Question 4.2a
No	Go to Question 4.3

4.2a Would you like to receive information about financial support for hosting these evacuees? Yes / No *(please circle one)*

Personal

4.3 If you have had contents in your home damaged, would you like to be contacted by agencies that are distributing donated goods? *(please circle one)*

Yes	Go to Question 4.3a
No	Go to Question 4.4

4.3a What kind of goods do you need? *(please list)*

_____

_____

_____

4.4 Do you have a need for clothing, toiletries, bedding, nappies or formula? *(please circle one)*

Yes	Go to Question 4.4a
No	Go to Question 4.5

4.4a What kind of these items do you need? *(please list)*

_____

_____

_____

4.5 Are there any medications which you or your family use that you are unable to get? *(please circle one)*

Yes — Go to Question 4.5a
No — Go to Question 4.6

4.5a If you would like us to help you get medication, please list the name of the medication and the quantity/dose.

_____
_____
_____

4.5b Is a prescription required for these medications?
Yes / No *(please circle one)*

4.5 If Yes please provide that name and address of your doctor and pharmacist

_____

4.6 Would you like to find out about support or counseling services for you or a family member?
Yes / No *(please circle one)*

(This question is included to help you access services that may be provided by affiliate organisations)

4.7 Do you have any affiliation to any other groups in the community
Yes / No *(please circle one)*

If yes, please indicate which groups

_____

Domestic animals / pets

4.8 Have you got any domestic animals or pets which are in need of care? *(please circle one)*

Yes — Go to Question 4.8a
No — Go to Question 4.9

4.8a What kind of animals are they? *(Please list all your animals)*

_____
_____
_____

4.8b Where are they located? *(Please provide address / physical location)*

_____
_____
_____

4.8c What kind of care do they need? *(Please detail)*

_____

Farm Animals

4.9 Have you got any farm animals which are in need of care? *(please circle one)*

Yes — Go to Question 4.9a
No — Go to Question 5

4.9a What kind of animals are they? *(Please list all your animals)*

4.9b Where are they located? *(Please provide address / physical location)*

4.9c How many, and what condition are they in?

4.9d What kind of care do they need? *(Please detail the type of feed and the preferred method of transport out)*

Section Five: Financial

5.1 Do you require any assistance with income support?

Yes — Go to Question 5.1a
No — Go to Question 5.2

5.1a Are you already a client of Centrelink? *(please circle one)*

Yes — Please contact Centrelink directly
No — Please contact Centrelink through the help line and they can advise you on assistance available.

Note: there may be grants available from other sources such as the Red Cross and mayoral relief funds. Applications will need to be filled in for these grants. Please advise those being interviewed about any relief funds that have been established and provide then with application forms is possible.

Documents

5.2 Have you lost, or do you not have access to, any of the following? *(Please tick all those that apply)*

Document lost or not able to be accessed	Lost (✓)	Cannot access (✓)	Who in your house has lost this document
Bank books			
Cheque books			
Credit cards			
EFTPOS cards (money cards)			
Community cards			
Passport			
Birth certificate			
Marriage certificate			
Citizenship certificate			
Insurance papers			
Other: Please detail:			

5.3 If you have lost your bank documents, do you have access to a branch of your bank?

Yes / No / Does not apply *(please circle one)*

Administration information

Person conducting interview

Name (print) _____

Contact details: _____

Date: _____

Person being interviewed

I have been given the front page of this survey form and agree to the use of the information I have given for the purpose of recovery from this emergency.

Name (print) _____

Signature: _____

Date: _____

8 REPORTS OF COMMITTEES

8.1 SHIRE OF DONNYBROOK BALINGUP LOCAL RECOVERY PLAN

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

Recommendation

That Council:

1. **Adopts the Shire of Donnybrook Balingup Local Recovery Plan 2021 as provided in Attachment 8.1(1).**

2. **Instructs the Chief Executive Officer to table the Shire of Donnybrook Balingup Local Recovery Plan 2021 with the District Emergency Management Committee (DEMC) for review.**

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

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

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

COMMITTEE RESOLUTION

That the Local Emergency Management Committee:

1. *Endorses the draft Shire of Donnybrook Balingup Local Recovery Plan 2021 as provided in Attachment 7.1(1);*

2. *Requests the LRP to be presented to the Shire of Donnybrook Balingup Council for final adoption; and*

3. *Tables the draft Shire of Donnybrook Balingup Local Recovery Plan 2021 with the District Emergency Management Committee (DEMC) for review.*

CARRIED 17/0

BACKGROUND

In July 2019, the Shire of Donnybrook Balingup received funding from AWARE (All West Australian's Reducing Emergencies). Grant funding of $7,500 was received to undertake an update of the Local Emergency Management Arrangements 2017 Local Recovery Plan (LRP) and a Project Officer was engaged to undertake this work on behalf of the Shire.
The delivery of the updated LRP was delayed by COVID-19, however the process is nearing completion.
The draft LRP was presented to the LEMC meeting held on 24 November 2020 and was subsequently referred to LEMC members for more detailed review and feedback.
Four LEMC members provided feedback that has been incorporated into a summary table (Attachment 8.1(2)) and incorporated into an updated Draft LRP (Attachment 8.1(1)).

FINANCIAL IMPLICATIONS

The AWARE grant is being acquitted within financial parameters.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Emergency Management Act 2005

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

CONSULTATION

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

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

8.2 COMPLIANCE AUDIT RETURN – STATUS UPDATE REPORT

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

Committee Recommendation

That Council:

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

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

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

That Council:

1. *Adopt the 2020 Compliance Audit Return as presented at attachment 8.4(1) for the Shire of Donnybrook Balingup for the period 1 January 2020 to 31 December 2020; and*

2. *Instruct the CEO prepare a report identifying the actions to be taken to achieve compliance with the items identified within the 2020 Compliance Audit Return to be presented to the next Audit and Risk Management Committee Meeting.*

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

OFFICER COMMENT/CONCLUSION

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

COUNCIL RESOLUTION 51/21

Moved Cr Mitchell **Seconded Cr Newman**

That Council:

1. **Adopts the Shire of Donnybrook Balingup Local Recovery Plan 2021 as provided in Attachment 8.1(1).**

2. **Instructs the Chief Executive Officer to table the Shire of Donnybrook Balingup Local Recovery Plan 2021 with the District Emergency Management Committee (DEMC) for review.**

CARRIED 7/0 by En Bloc Resolution

Shire of Donnybrook Balingup Debrief Information 2022/2023 Bushfire Season

Topic	Details	Suggested Solution
Communications	• Sector Commander not checking in on crews or answering radio, resulting in chain of command being bypassed for crews to get info • Awareness that IC may not have received all info at escalating incident • 144/106 Link unreliable • Consider use of CB channels when sectorizing, allows ease of communication with private units • Unnecessary radio communications experienced	• Sector Commander refresher training. 1 day with experienced officers/staff • Escalate to DFES LSW and request regular monitoring of link • Radio refresher training
Using other brigade's equipment	Pump at Lowden Shed hard to use	Familiarization training in other brigade areas, basic instructions left in location near pump
Appliance repairs	Good turnaround times	Communicate positive feedback to providers
Access Permits	Slow turnaround times, locals could be better utilised to defend if they can access their properties	• Consider allowing access sooner (IC consideration) • Communicate situation better with the public
Brigade representation	SoDB Brigades well represented, South West brigades good to work with	Communicate positive feedback to brigades
DBCA	• Bypassing Chain of Command to issue instructions to volunteers – not acceptable • Poor communications with Volunteers – Yelling unacceptable	• Communicate feedback to DBCA, suggest utilising Red Flag Warning system • Communicate feedback to DBCA, consider crossover training with parks
Mop Up Standards	Appears to be lacking across the board	• Utilise more inexperienced crews in this space • Leadership training
Resourcing	• Often Over resourced in the evenings, tasks not meaningful • Lack of Local Knowledge on the Fireground • Good Local Knowledge at management level • Well-Experienced SoDB Brigade Leaders • Slow tasking at Control Points	• Constantly review and communicate via chain of command • Sector Commander Training • Ensure experience/local knowledge is embedded at the sector/crew level

Welfare	• Not adequate • Slow turnaround times • Consider using a runner to allow crews to work effectively • Consider snack type food be made available at water points	• Continue to keep grab bags replenished in appliances • Ensure T-Cards are completed • Maintain communication with Chain of Command • Utilise support brigade more
Private equipment	Proved to be an invaluable resource throughout the summer Require appropriate supervision	• Continue to support their use when appropriate • Consider sourcing funding to maintain brigade owned slip on units
Incident Controller/Sector Commander relief	• ICs/SCs working long shifts with no relief. Crews reported similar fatigue throughout season	• More Sector Commander Training/opportunities to build confidence in crews. • Provide more shadowing opportunities at IC/DIC role • Develop fatigue management guidelines at local level
Animal Welfare	Large number livestock requiring destruction, slow turnaround times	• Process to be reviewed/improved DPIRD/LG
Aerial Support	Very Effective	• Communicate to DFES & DBCA – continue to request at jobs

COUNCIL POLICY EMERG/CP-2
PERMITS FOR ROAD VERGE BURNING

STRATEGIC OUTCOME SUPPORTED: 4 - Shared responsibility for sustainability.

1. OBJECTIVE

1.1. To provide clear guidelines for the burning of road verges throughout the Shire of Donnybrook Balingup.

2. SCOPE

2.1. This applies to all burning permits being issued by the Shire of Donnybrook Balingup for the burning of any road verge within the Shire of Donnybrook Balingup.

2.2. This is a discretionary Council Policy.

3. DEFINITIONS

3.1. Nil

4. POLICY STATEMENT

4.1. A Permit is to be issued prior to any road verge burn in accordance with this policy.

4.2. Burns are to be conducted by the relevant Bush Fire Brigade or authorised Shire staff. No road verge burning may be carried out by individuals unless authorised.

4.3. No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council unless written approval has been received from the controlling body.

4.4. Site inspections will take into consideration the environmental impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecasts for that time of year.

4.5. Permits to burn road verges will only be issued to Brigade Fire Control Officers and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines:

a. Prevent damage to infrastructure (i.e., Telstra infrastructure, culverts and fencing).

b. Minimise damage to native vegetation by completing a desktop assessment during the planning phase.

c. Ensure acceptable weather conditions have been considered.

d. Comply with normal permit requirements.

e. Only one side of a road to be burnt in any one year.

f. No single hazard reduction burn to exceed 500 metres within 3kms along a single road verge subject to environmental approval;

g. Adjoining strips may not be burnt within three years.

4.6. The use of fire to abate fire hazards and to clear roadside drains should be confined to areas where distinct hazards, high ignition risks and high values can be identified. In general, these relate to road verges where native plant species have been replaced by annual weeds and grasses. Where possible, mowing and approved herbicide treatment is to be used as opposed to road verge burns.

4.7. On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary by Shire staff or its appointed contractors.

5. DELEGATION AND AUTHORISATION

5.1. Delegation 3.1.2 Prohibited Burning Times - Vary

5.2. The Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges, and only after a site inspection has been carried out by authorised Shire staff.

6. LEGISLATION

6.1. *Bush Fire Act 1954*

6.2. *Bush Fire Regulations 1954*

7. POLICY VERSION

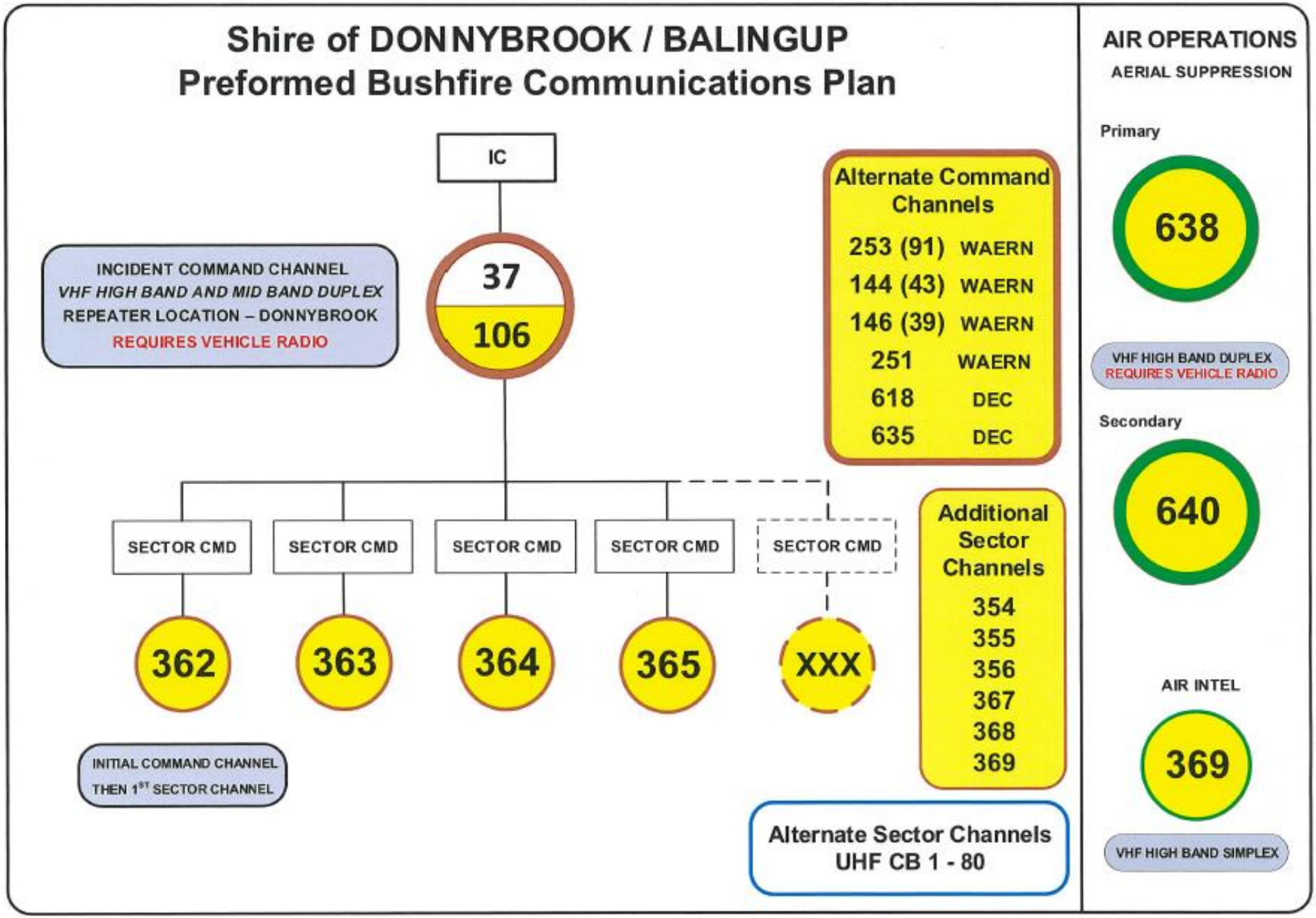
Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Emergency		
Reviewer:	Community Emergency Services Manager		
Review Frequency:	Biennial	**Next Due:**	2023
Version Date:	21/12/2021	**Synergy #:**	NPP7992
Policy Version Details			
Initial Adoption Date:	23/01/2008	**Decision Reference:**	N/A
Version Decision Date:	21/12/21	**Decision Reference:**	213/21
Version Synopsis:	• Removed policy number 8.3 and added new policy ID; and • Renamed; and • Added scope and legislation; and • Moved delegation and authorisation under the heading		

EXPENDITURE NOT ELIGIBLE FOR LGGS FUNDING

Expenditures associated with the functions/activities below **ARE NOT ELIGIBLE FOR LGGS FUNDING** through this budget process.

- Accounting/audit fees
- Accrual accounting provisions including depreciation
- Acquisition of land
- Aerial inspections
- Activities resulting in costs not directly associated with operational activities of a brigade/unit
- Alcohol
- Appointment and publication of Bush Fire Control Officers
- All -Terrain Vehicles (ATV's)
- Breathing Apparatus (Managed by DFES Operations Command and DFES Plant and Equipment Services)
- Capital and operating costs of Local Government plant and equipment
- Catering/Welfare Trailers
- Chainsaws – BFB
- Community recovery, support and assistance activities
- Community Emergency Services Manager (All expenses related to this position including vehicle expenses)
- Concrete cutters
- Costs associated with Annual Dinners and Annual General Meetings (AGM's)
- Costs associated with Bush Fire Advisory Committees
- Costs associated with hosting the annual Bush Fire Games
- Costs associated with providing utilities to site facility boundaries
- Costs associated with the engagement of contracted facility cleaning
- Costs associated with the engagement of contracted gardening and lawn mowing services
- Declaration and publication of restricted and prohibited burning times
- Development of local area fire and emergency management plans
- Portable fridge/freezer e.g. Engel, WAECO etc. (other than the replacement of those provided with new LGGS prescribed fleet assets)
- Emergency Positioning Indicating Radio Beacon (EPIRB)
- Emergency Service Levy and General Rates charges
- Equipment identified through DFES Equipment Re-call and Prohibition (ERAP) Circulars
- Feasibility Study
- Fire Prevention/Education and associated costs
- Funding for garaging on private property
- Goods and Services Tax (GST)
- Hands free kits for mobile phones, except for LGGS funded vehicles
- Hydrant installation, repairs and maintenance outside of gazetted fire districts (excludes hydrant servicing consumables)
- Insurance on radio communication equipment (refer Radio Communication Equipment below)
- Legal costs associated with action involving Local Government staff/employees/volunteers
- Legal costs associated with prosecutions for non-compliance with bush fire prevention requirements
- Local Government audit fees
- Local Government corporate overhead costs or transfer/assigned costs

Shire of DONNYBROOK / BALINGUP
Preformed Bushfire Communications Plan



Attachment 9.1.4 (1)

Bush Fire Advisory Committee Terms of Reference

Shire of Donnybrook Balingup / Bush Fire Advisory Committee (BFAC)

TERMS OF REFERENCE

1. ESTABLISHMENT

The Shire of Donnybrook Balingup Bushfire Advisory Committee (BFAC) is established in accordance with the Bushfires Act 1954 (the Act).

2. VOTING MEMBERSHIP

Members of the BFAC are appointed in accordance with Section 67 of the Act. The following table represents the BFAC voting structure:

Representative Brigade	Position	Voting Rights
Argyle / Irishtown	Fire Control Officer	1
Balingup	Fire Control Officer	1
Beelerup	Fire Control Officer	1
Donnybrook	Fire Control Officer	1
Ferndale	Fire Control Officer	1
Kirup / Brazier	Fire Control Officer	1
Lowden	Fire Control Officer	1
Mullalyup	Fire Control Officer	1
Mumballup	Fire Control Officer	1
Munro	Fire Control Officer	1
Stirling Park	Fire Control Officer	1
Thomson Brook	Fire Control Officer	2
Upper Capel	Fire Control Officer	1
Shire of Donnybrook Balingup	Elected Member	1

DRAFT

3. NON VOTING MEMBERSHIP

- Plantation Industry
- Department of Biodiversity, Conservation & Attractions
- Department of Fire and Emergency Services
- Fire and Rescue
- Staff - Shire of Donnybrook Balingup

4. ROLES AND RESPONSIBILITIES

The BFAC shall advise and recommend to Council matters relating to:

- Reviews of the Shire's Bushfire Response Plan;
- Reviews of the Shire's Bushfire Risk Management Plan;
- Government reports making recommendations for changes in local government practices relating to fire risk management, planning, response and improvements;
- Annual bushfire budget and relevant financial matters;
- Bushfire planning, setting standards and works program for fire prevention and mitigation within the Shire;
- The Shire's annual Firebreak Order;
- Appointments of Chief Fire Control Officer and Fire Control Officers;
- Reviews of bushfire related procedures, policies and local laws;
- Formation, rationalisation or dissolving any Bushfire Brigades within the Shire;
- Standards of equipment that should be provided and maintained under Brigade control;
- Distribution of firefighting equipment and funding between Brigades;
- Training standards for Brigade members; and
- Any other function assigned to the Committee under Section 67 of the Bush Fires Act 1954 and subsidiary legislation.

DRAFT

5. GOVERNANCE

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

An elected member of the Shire of Donnybrook Balingup shall be appointed by Council to represent the BFAC.

Shire staff including the Community Emergency Services Manager and Executive Manager Operations are responsible for the functional activities of the BFAC and, as such, will attend these meetings in an advisory capacity to provide guidance to the committee. Shire staff do not have voting rights.

6. MEMBERSHIP TERM

The Shire of Donnybrook Balingup elected member will be for a period of two (2) years in line with local government elections.

All Fire Control Officers will be voting members on the BFAC whilst they remain Fire Control Officers for their respective brigades.

7. PROXIES

If a voting member cannot be present at a BFAC meeting, the member can assign a proxy as follows:

Bush Fire Brigade

1 representative to each Bush Fire Brigade FCO

Elected member

1 alternative elected member

DRAFT

8. QUORUM AND VOTING

Quorum for a meeting is conditional on a representative or proxy from a minimum of seven (7) member organisations participating in the vote.

A decision of the BFAC does not have effect unless quorum is met. If the votes of members present at a meeting are equally divided, the Chair has the casting vote.

9. POWERS OF THE BUSH FIRE ADVISORY COMMITTEE

The BFAC has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council only.

10. MEETING FREQUENCY AND STRUCTURE

The BFAC will meet as a minimum biannually.

11. AGENDAS AND MINUTES

The agenda for the BAC meetings will be distributed to all members a minimum of 3 days working prior to the meeting.

Minutes of the meeting will be taken and will be distributed to all members prior to the next BFAC meeting date.

12. DOCUMENT CONTROL

AMENDMENT		DETAILS OF AMENDMENT		AMENDED BY
#	SCOPE	COUNCIL	BFAC	
1	Document prepared	Adopted 26 October 2016	Endorsed 20 October 2016	MDES
2	Revision	Adopted 26 May 2021	Endorsed 12 May 2021	CESM
3				
4				

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Shire of Donnybrook Balingup

LEMA 2023

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS







LEMC Endorsement Date: *2023*
Full Review Required: *2028*
Maintained By: *Shire of Donnybrook Balingup Community Emergency Services Manager*

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Certificate of Approval

The Shire of Donnybrook Balingup Local Emergency Management Arrangements (LEMA) have been produced and issued under the authority of *Section 36* and *Section 41* of the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*. The LEMA forms one part of a suite of documents, collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the Shire of Donnybrook-Balingup Local Emergency Management Arrangements:

- Shire of Donnybrook Balingup Emergency Contacts & Resources Directory,
- Shire of Donnybrook Balingup Risk Register,
- Shire of Donnybrook Balingup Local Recovery Plan,
- Shire of Donnybrook - Balingup Bushfire Response Plan 2016,
- Local Emergency Relief and Support Plan – Bunbury Region ,
- The Provision of Mutual Aid During Emergencies and Post Incident Recovery – South West Zone of Councils MOU.

In accordance with *State EM Policy*, these arrangements have been endorsed and noted by the following entities:

- Shire of Donnybrook Balingup Local Emergency Management Committee - Endorsed
- Shire of Donnybrook Balingup Council - Endorsed
- District Emergency Management Committee - Noting
- State Emergency Management Committee – Noting

Shire of Donnybrook Balingup Chairperson – LEMC	
Signature:	Date:
Shire of Donnybrook Balingup Chief Executive Officer (CEO)	
Signature:	Date:

VERSION CONTROL:			
Document Title:	Shire of Donnybrook Balingup Local Emergency Management Arrangements 2023		
Electronic Name/Version:	Shire of Donnybrook Balingup Local Emergency Management Arrangements 2023		
Author(s):	Shire of Donnybrook Balingup	**Status:**	Version 3.0
Finalised:	28 June 2023	**Due for Review:**	June 2028

Acknowledgements

This project was funded by the *All West Australians Reducing Emergencies (AWARE)* Funding.

Amendment Record

Suggestions and comments from the community and stakeholders can help improve these Arrangements and subsequent amendments.

Feedback can include:

- What you do and / or don't like about the Arrangements,
- Unclear, or incorrect expression,
- Out of date information, or practises,
- Inadequacies and
- Errors, omissions, or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson
Local Emergency Management Committee
Shire of Donnybrook Balingup
PO Box 94, Donnybrook WA 6239

Or alternatively you may email to: shire@donnybrook.wa.gov.au

The Chairperson will refer any correspondence to the LEMC, for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment Info		Details of Amendment	Amended By (Initials)	Doc. Version
#	**Date**			
1.	6 Dec. 2016	Review of LEMA dated 1 July 2011.	B WRIGHT	1.0
2.	13 June 2017	Endorsed by LEMC.	B WRIGHT	2.0
3.	28 June 2017	Final endorsement by Council.	B WRIGHT	2.1
4.	August 2023	Review of LEMA.	C WIDMER *ESM*	3.0

Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Donnybrook Balingup through the following email address: shire@donnybrook.wa.gov.au.

Alternatively, the current version of the document can be found on the Shire of Donnybrook Balingup website www.donnybrook-balingup.wa.gov.au. Hard copy versions of this document may not be accurate. Any document released for public use must not include staff names or contact details of persons mentioned therein.

ORGINISATION / ROLE	# OF COPIES
Shire of Donnybrook Balingup:	
Chairperson - Shire Donnybrook Balingup LEMC	1
Chief Executive Officer	1
Director Operations	1
Chief Bushfire Control Officer	1
Community Emergency Services Manager (CESM) Office	1
Senior Ranger	1
Local Recovery Coordinator	1
Public Library	1
LEMC Membership:	
WA Police Force – Donnybrook OIC	1
Department of Fire and Emergency Services – Lower South West Regional Office	1
Volunteer Fire and Rescue – Donnybrook Station	1
State Emergency Service - Donnybrook Unit Local HQ	1
Department of Biodiversity, Conservation and Attractions (DBCA) (Parks and Wildlife (DPAW))	1
St John Ambulance Sub-Centre	1
Department of Communities	1
Red Cross	1
Kirup Community - Kirup Fire Station	1
Water Corporation	1
Telstra	1
Western Power	1
CHC (Community Home Care)	1
Other:	
District Emergency Management Committee	1
State Emergency Management Committee	1

PART ONE: Introduction

1. Area Covered

The Shire of Donnybrook Balingup Local Emergency Management Arrangements have been prepared for the area gazetted as the Shire of Donnybrook Balingup Local Government District under the *Local Government Act 1995*.

With 50% of the Shire consisting of forest, it has suffered many bushfires, the worst of which was in combination with the storm "Cyclone Alby" in 1978. Other storms have also taken their toll. Floods in the Lowden and Argyle areas have been prevalent, especially in the years 1964, 1967, 1974 and 1990. Train derailments, fatal road crashes and road transport hazardous material/chemical spills have also been recorded.

The Shire of Donnybrook Balingup occupies 1,541 square km to the east of Bunbury and shares boundaries with the Shires of Capel, Dardanup, Boyup Brook, Bridgetown-Greenbushes, Collie, Nannup and the City of Busselton. Fifty percent of the land is either forest or timber plantation under the control of the Department of Biodiversity, Conservation and Attractions (DBCA). It is mainly located along the Darling Scarp; only a small portion of its area sits on the coastal plain. The Preston, Upper Capel and Blackwood Rivers and Balingup Brook cross the district. Donnybrook is located 206 km south of Perth and 36 km southeast of Bunbury. Townsites or localities within the Shire are Argyle, Brookhampton, Balingup, Lowden, Mullalyup, Mumballup, Kirup, Noggerup and Newlands.

The Shire is served by a SES Unit, a Fire and Rescue Brigade, thirteen Bush Fire Brigades and one Ambulance sub-centre. All of these are staffed by local volunteers.

With the diversity of the Shire, there are several considerations that will have an impact on the implementation of these Arrangements in times of emergency:

- Bush fire season – December to April.
- Winter storm season – June to September.
- Flooding of low-lying areas in the Shire or dam burst – winter season.

Refer Appendix 2 - Map of the Shire of Donnybrook Balingup.

2. Social Geography

The Shire of Donnybrook Balingup has a population of 6062[1], (approximately 60% urban) occupying some 4808[1] houses. Historically, its principal industries have been farming, fruit growing and timber milling. Today, orchards and farms dominate, alongside of several timber plantations. Viticulture, tourism, and stone quarries are other more recent industries to arise.

[1] – Walga LG Directory 2023.

The major arteries running through the district are the South-Western Highway and the Donnybrook-Boyup Brook Road.

Several annual major events occur in the Shire including (approximate number of visitors shown):

- Donnybrook Festival – Easter at Donnybrook (annual) 5,000 - 10,000 people
- Small Farm Field Day –April in Balingup 10,000 – 15,000 people
- Medieval Carnivale – August in Balingup 8,000 – 15,000 people
- Jalbrook Concert – 2 to 3 per year 100 – 150 per event
- Telling Tales in Balingup – July 1,000 people
- Donnybrook Wine & Food Festival – February 3,000 people

In addition, several events are held in neighbouring localities produce considerable traffic through the Shire. These include the Bridgetown Blues Festival, the Blackwood Marathon and the Boyup Brook Country Music Festival, Pemberton Classic and WA Formula 500 State Title, Manjimup.

3. Community Consultation

These arrangements have been developed by the Shire of Donnybrook-Balingup, in conjunction with the Shire of Donnybrook Balingup Local Emergency Management Committee. Information of the identified local risks and likelihood and consequences of these risks to the community were identified during the 2023 review of the LEMA and a range of community groups were consulted.

In 2017, the Shire was involved in the State Risk Project, which considered risk across the three levels of government, being State, District and Local. It used a platform of uniformed and nationally agreed approaches to the emergency risk management process. This process saw the Shire's Risk Register and Treatment Schedule completed, in line with best practice.



Additionally, and in line with the requirements to review Local Emergency Management Arrangements every 5 years, these arrangements were reviewed and updated to be brought in line with State Emergency Management Framework.

These Arrangements, in their draft form, were reviewed by LEMC, advertised to the public for 28 days during the month of July 2023. Submissions received were considered for inclusion into the draft LEMA. These were then considered by the Local Emergency Management Committee and subsequently Council, prior to the Local Emergency Management Arrangements being endorsed by the LEMC and Council.

4. Aim

The aim of the Shire of Donnybrook Balingup's Local Emergency Management Arrangements is to:

a) ensure there is a written understanding between agencies involved in managing emergencies within the Shire of Donnybrook Balingup; and
b) to document the management of identified risks within the Shire of Donnybrook Balingup including the specific details on prevention, preparedness, response, and recovery activities within the Shire of Donnybrook Balingup.

5. Purpose

The purpose of these emergency management arrangements is to set out:

a) The Shire of Donnybrook Balingup's preparedness and capacity to support the effective management of an emergency, that may impact upon the local community,
b) The roles and responsibilities of public authorities and other agencies/stakeholders, involved in emergency management within the Shire of Donnybrook Balingup district,
c) Provisions about the coordination of emergency operations and activities, relating to emergency management performed by the persons mentioned in paragraph (b),
d) A list of natural and technological hazards that may impact the local community,
e) Strategies and priorities for emergency management in the local government district, and
f) Other matters about emergency management in the local government district prescribed by the regulations.

6. Scope

The scope of this document is to ensure that appropriate strategies are in place to minimise any adverse effects on the community and ensure that the best possible outcomes are delivered for the community in the long term. It is not the intent of this document to detail the procedures for Hazard Management Agencies in dealing with an emergency. These should be detailed in the HMAs' individual plans.

In the case of the Shire of Donnybrook Balingup, the plans and arrangements perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community.

To ensure the best possible outcomes for the Shire of Donnybrook Balingup, it is important to consider key stakeholders and the community, along with a comprehensive understanding of the hazards, community, environment and the interaction between consequences along with the various levels of resilience within the community.

The scope of this plan is limited to and includes:

- The geographical boundaries of the Shire of Donnybrook Balingup,
- Existing legislation, Plans and Local Laws,
- Statutory or agreed responsibilities, and
- Support to and interface with other emergency management plans and agreements.

7. Local Emergency Management Policies

Local government policies for emergency management refer to any policies, which are unique to the Shire area being bylaws or operational policies. There are no current policies within the Shire of Donnybrook Balingup relating to emergency management.

8. Existing Plans and Supporting Documents

To enable the integrated and coordinated delivery of emergency management support within the Shire of Donnybrook Balingup, this plan is consistent with *State Emergency Management Policies (SEMP)* and the suite of *State Emergency Management Plans (Hazard Plans)*. The flow chart in *APPENDIX 3 - Local Emergency Management Arrangement Requirements* indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that, together, become the emergency management arrangements for the Shire of Donnybrook Balingup.

9. State Legislation, Policy, Plans, Procedures and Guidelines

The State of Western Australia has a suite of Legislation, Policy, Plans, Procedures and Guidelines which are regulated by the State Emergency Management Committee and its Business Unit and includes:

Legislation

Emergency Management in Western Australia is underpinned by the *State Emergency Management Act 2005* and the *State Emergency Management Regulations 2006*.

Policy

The *State Emergency Management Policy* provides a strategic framework for emergency management in Western Australia and covers the aspects of Prevention, Preparedness, Response and Recovery.

Plans

State Emergency Management Plans comprise of the State Emergency Management Plan, hazard specific State Hazard Plans (previously known as Westplans), Support plans and National Plans.

Procedures

State Emergency Management Procedures have been developed when a procedural activity needs to be explained through a step-by-step process, allowing Emergency Management Agencies and personnel to complete tasks in compliance with State Emergency Management Policy.

Guidelines

State Emergency Management Guidelines are informal instructions designed to provide detailed assistance to EMAs in undertaking their role by proposing specific methods for conducting activities.

The full details regarding the State's documentations can be located at https://www.wa.gov.au or the *State Emergency Management Plans.*

10. Local Arrangements

The following documents form the Local Emergency Management Arrangements for the Shire of Donnybrook Balingup:

- Shire of Donnybrook Balingup Emergency Contacts & Resources Directory,
- Shire of Donnybrook Balingup Risk Register,
- Shire of Donnybrook Balingup Local Recovery Plan,
- Shire of Donnybrook Balingup Bushfire Response Plan 2016,
- Local Emergency Relief and Support Plan – Bunbury Region.

11. Agreements, Understanding and Commitments

Provision of Mutual Aid Agreement

In July of 2023, the Shire of Donnybrook Balingup along with 11 other south-west local governments signed a renewed memorandum of understanding.

The purpose of this memorandum is to:

a) Facilitate the provision of mutual aid between member Councils of the South-West Zone of the Western Australia Local Government Association during emergencies and post incident recovery,
b) Enhance the capacity of your communities to cope in times of difficulty, and
c) Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

The local governments that are signatories to this agreement include:

Parties to the Agreement	Summary of the Agreement
Cities of Bunbury & Busselton, Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Nannup and Manjimup	***Memorandum of Understanding Member Councils of the South-West Zone Western Australian Local Government Association, for the provision of mutual aid during emergencies and post incident recovery.***

12. Resources

The Hazard Management Agency (HMA) is responsible for the determination of the resources required, to combat the hazards for which they have responsibility. The Shire of Donnybrook Balingup has an Assets Register (internal document), outlining Shire resources.

Emergency vehicle assets from other agencies are as follows:

ITEM DESCRIPTION		# OF ITEMS
Donnybrook SES:		
Personnel carrier 4x4		1
Crew cab ute 4x4		1
Rescue Trailer, Welfare Trailer		2
Parks and Wildlife Service – Blackwood District:		
Heavy Duty Fire Trucks 4x4		11
Medium Duty Fire Trucks 4x4		9
Light Units - slip on 450 litre		14
Low Loaders		2
Backhoe		1
Caterpillar D6 Dozer		2
Caterpillar 950 Loader		1
Caterpillar Positrack Skid Steer		1
6T Merlot Forklift / crane		1
VHF Radio network, including access to portable repeater		
Fire fighting support equipment:		
• Generators	• Hand Tools	
• Chainsaws	• Mechanical Support	
• High volume portable pumps and tanks	• Retardants and Foam supplies	
St John Ambulance:		
Ambulance		2
Volunteer Bushfire Brigade:		
3.4 Fire appliance		4
2.4 Fire appliance		3
1.4 Fire appliance		1
Light Tanker		10
Volunteer Fire and Rescue:		
4-seater Light Tanker		1
Urban 3.4 Fire appliance		1
Road Rescue Trailer		1

PART TWO: Local Roles and Responsibilities

13. Local Roles and Responsibilities

13.1. Local Emergency Coordinator (LEC)

Under *Section 37* of the *Emergency Management Act 2005*, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district (*EM Act - section 28 (2)*).

At the local level, the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements and assisting any Hazard Management Agency in the provision of a coordinated multi-agency response, during an emergency in the district.

The Local Emergency Coordinator for the local government district is the Officer in Charge (OIC), Donnybrook Police Station.

13.2. Local Government

Local Role	Description of Responsibilities
Local Government	The responsibilities of the Shire of Donnybrook Balingup are defined in *Section 36* of the *Emergency Management Act 2005*. It is a function of a local government — a) to ensure that effective local emergency management arrangements are prepared and maintained for its district, b) to manage recovery, following an emergency affecting the community in its district, and c) to perform other functions given to the local government under the *EM Act*.
Local Recovery Coordinators	a) to ensure the development and maintenance of effective recovery management arrangements for the local government, and b) in conjunction with the local recovery committee, implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	During an evacuation, where a local government facility is utilised by the Department of Communities - provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings, to represent the local government, provide local knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	a) Ensure planning and preparation for emergencies is undertaken, b) Implement procedures that assist the community and emergency services deal with incidents, c) Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role, d) Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability, e) Liaise with the incident controller (provide liaison officer), f) Participate in the ISG and provide local support, g) Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities.

14. LEMC Roles and Responsibilities

14.1. Local Emergency Management Committee (LEMC)

The Shire of Donnybrook Balingup has established a LEMC to plan, administer and test this plan and other plans and documents, that make up the local emergency management arrangements (LEMA).

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons, having been identified as possessing relevant emergency management knowledge, or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to LEMA – *Appendix 4 - Local Emergency Management Committee Members*.

The LEMC is not an operational committee, but rather the organisation established under s.38 of the Emergency Management Act 2005 by the local government, to assist in the development and maintenance of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning, from a multi-agency perspective, having local knowledge of hazards, along with demographic and geographic matters. They provide advice to Hazard Management Agencies to develop effective localised hazard plans,
- providing a multi-agency forum, to analyse and treat local risk,
- providing a forum for multi-agency stakeholders to share issues and learnings, to ensure continuous improvement.

The LEMC should follow a meeting and business cycle as recommended in *State EM Preparedness Procedure 3.7 - Emergency Management in Local Government*. For direct reference to the schedule refer to *Appendix 5 - Local Emergency Management Business Cycle*.

14.2. LEMC Functions and Responsibilities

- Executive Chair — Shire President, Shire of Donnybrook Balingup,
- Deputy Chair — OIC - Donnybrook Police,
- Executive Officer — Community Emergency Services Manager

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC, to ensure effective meetings and high levels of emergency management planning and preparedness, for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: a) Provide secretariat support including: • Meeting agenda, • Minutes and action lists, • Correspondence, • Committee membership contact register, b) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: • Annual Report, • Annual Business Plan, • Local Emergency Management Arrangements, c) Facilitate the provision of relevant emergency management advice to the Chair and committee as required, d) Participate as a member of sub-committees and working groups as required, e) Arranging LEMA exercises and other initiatives.

15. Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency Role	Description of Responsibilities
Incident Controller	The Incident Controller, as per *State Emergency Management Policy Section 5.2*, the IC or their delegate is responsible for: a) the overall control of an incident, within a defined incident area, which may include the whole State in some incidents, b) leading an incident management team (IMT), c) assessing the incident level – if an incident is assessed as Level 2 or Level 3 incident, the IC must make an incident level declaration, in accordance with *State Emergency Management Response Procedure 2*, d) ensuring the accuracy of the emergency public information releases and approving their release, in coordination with all relevant agencies and authorising its broadcast, e) in consultation with the HMA, ensuring effective strategies for evacuation are implemented, f) management of traffic during an emergency response, g) activates an ISG when an incident requires the coordination of multiple agencies or considers activation where an incident is declared a Level 2. An ISG shall be called whenever an incident is declared to be Level 3. (*State Emergency Management Policy Section 5.2*), h) once a decision has been made to evacuate an area, in consultation with the HMA, be responsible for ensuring effective communication strategies are implemented (*State Emergency Management Policy Section 5.7*), and i) responsible for the management of traffic during an emergency response until the road is returned to the asset owner (*State Emergency Management Policy 5.8*).
Operational Area Manager	a) Facilitates control across an operational area during the response to an emergency area, b) Convenes an Operational Area Support Group, and c) Responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and ICs in accordance with the needs of the situation.
Controlling Agency	A controlling agency is an agency nominated to control the response activities to a specified type of emergency. The function of a controlling agency is to: a) undertake all responsibilities as prescribed in agency specific legislation for Prevention and Preparedness, b) control all aspects of the response to an incident, c) during recovery the controlling agency will ensure effective transition to recovery.

Hazard Management Agency (HMA)	The role of Hazard Management Agencies (HMA) is described in *Sections 4 and 5* of the *Emergency Management Regulations 2006*. Their function is to: a) undertake responsibilities where prescribed, for these aspects (EM Regulations), b) appoint Hazard Management Officers (S55 EM Act), c) declare / revoke emergency situations (S50 & 53 EM Act), d) coordinate the development of the State Hazard Plan for that hazard, and e) ensure effective transition to recovery by local government.
Combat Agency	A Combat Agency as prescribed under *subsection (1)* of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. *(State EM Glossary)*.
Incident Support Group	The role of the Incident Support Group is to assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation *(State Emergency Management Plan, Section 5.1)*.
Operational Area Support Group	An Operational Area Support Group is a group of agency liaison officers convened by an OAM that assists in the strategic support of an operational area for an incident through the provision of agency-specific information, expert advice, resources and support. It is activated by a HMA when multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously in one operational area.

PART THREE: Managing Risk

16. Emergency Risk Management

Risk management is a critical component of the emergency management process. The purpose being to build a sound understanding of the hazards and risks likely to impact the community, this then enables local government and LEMC, to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations, which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in *State Emergency Management Policy Section 3.2*.

Information of the identified local risks, along with the likelihood and consequences of these risks to the community, were further identified during 2017, when the OEM undertook the 'State Risk Project', across the three levels of government, being, State, District and Local. This saw a uniformed and nationally agreed approach to the emergency risk management process. This process further informed the Shire's Risk Register and Treatment Schedule. This was further refined during the review of the LEMA in 2023.

17. Description of Emergencies Likely to Occur

Western Australia is exposed to a range of potential hazards of which 28 hazards have been prescribed in legislation in Western Australia. In the 2023 review of the LEMA, the top 5 local risks and likelihood and consequences of these risks to the community, were identified, which are:



Fire (bushfire & structural)



Storm



Road Crash



Animal & Plant Biosecurity



Human Pandemic

These hazards are further detailed in the table below and are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

As part of the 2023 LEMA review, the Emergency Risk Management study within the Shire identified community risk perceptions and tolerances, to develop a risk register. This risk register considered likelihood and consequence, and community tolerances.

This outcomes of the Emergency Risk Management (ERM) study are included into and informs the Shire's Hazard Plans, that appear as 'ANNEX 3' to the Shire's LEMA.

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	Plans
Fire (bushfire & structural)	DFES, DBCA, Shire of Donnybrook Balingup	FES Commissioner	DFES, DBCA, Shire of Donnybrook Balingup	Western Power, Water Corporation, SES	State Hazard Plan – Fire, Shire of Donnybrook Balingup Bushfire Response Plan 2016
Storm/Flood	DFES	DFES Commissioner	SES **STORM:** **FLOOD:**	Western Power, Shire of Donnybrook Balingup, WAPOL, St John Ambulance, DBK District Hospital epartment of Water, Water Corporation, Shire of Donnybrook Balingup	State Hazard Plan – Severe Weather
Road Crash	WAPOL	WAPOL Commissioner	DFES (VFRS), St John Ambulance	Shire of Donnybrook Balingup, DFES, DBK Fire and Rescue, St John Ambulance, DBK District Hospital	State Hazard Plan – Crash Emergency
Animal and Plant Biosecurity	Department of Primary Industry and Regional Development	DG DPIRD	Department of Primary Industry and Regional Development	Shire of Donnybrook Balingup, Department of Health, Water Corporation, DFES	State Hazard Plan – Animal and Plant Biosecurity

18. Emergency Management Structure and Response Levels

The Shire of Donnybrook Balingup - Local Emergency Management Arrangements are consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006* and State Policy and plans, as appropriate to local governments. When an emergency event occurs (fire, storm, or other incident) the HMA will make an assessment of the severity, or likely impact of the event and make an informed assessment of the level to be assigned, as identified in the chart below. Local response refers to the level of support required by the event level assigned. The Shire is committed to providing the appropriate level of support as is required by the Hazard Management Agency, where reasonably practicable.

Event Level	Local Response
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: • Personnel • Equipment Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: • Personnel • Equipment • Local knowledge and advice **Consider forming** an ISG, if so: • Provide a Local Government Liaison Officer. Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation, or State of Emergency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: • Personnel • Equipment • Local knowledge and advice An ISG or OASG **shall be formed:** • Provide Local Government Liaison Officers. Make available to the HMA local facilities designated in this plan as evacuation centres.

PART FOUR: Response

19. Emergency Action

Emergency events such as severe storms and cyclones, have a lead time where the local government will receive warnings in the form of weather alerts, or storm watch information from a number of sources. Other emergencies, such as bush fires and earthquakes are rapid onset emergencies, leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies, in a timely and effective way.

20. Local Government Involvement in Response

The Shire of Donnybrook Balingup will ensure that all staff members who have a designated role in emergency management, receive adequate training to equip them for the role they are designated to undertake in an emergency.

Depending upon the incident, the Shire of Donnybrook Balingup will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG), should one be called, and also to

attend all subsequent meetings. The LGLO, as delegated by the CEO, will hold managerial status and be able to provide expert knowledge, relevant to the incident.

21. Shire of Donnybrook Balingup Incident Management

The successful resolution of any incident affecting the Shire of Donnybrook Balingup, is of paramount importance. The incident must be responded to and resolved in a coordinated way. Senior personnel within the Shire must take responsibility for ensuring the Shire's response to an emergency event is coordinated and informed by:

- Ensuring planning and preparation for emergencies is undertaken,
- Implementing procedures that assist the community and emergency services deal with incidents,
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities, are properly trained in their role,
- Reporting any matters likely to impact the Shire's systems and resources, and
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability.

22. Multiple Hazards

Where an incident results in multiple hazards occurring, the hazard which initiated the incident will determine the Controlling Agency and / or Hazard Management Agency for that incident. Where a subsequent hazard caused by the initiating hazards presents a significantly greater risk, management of the incident may be transferred to the relevant Controlling Agency and/or Hazard Management Agency for the subsequent hazard, by agreement between the two agencies.

23. Unclear Controlling Agency

Where an incident requires an emergency response, however, it is unclear as to which agency is responsible for controlling that response under existing statutory law or agency responsibilities, and agreement cannot be reached by responding personnel, then the WA Police Force shall assume control of the incident, until the appropriate response agency has been identified.

To identify the appropriate agency to control an incident, the following procedure applies:

- the WA Police shall immediately request the relevant Emergency Coordinator (Local or District depending on the level of the incident) to establish an Incident Support Group (ISG) and an Operational Area Support Group (OASG),
- the Emergency Coordinator shall facilitate, through the ISG or OASG, the identification of the agency most appropriate to control the response to the incident and negotiate their agreement to assume the role (this may be in person or via teleconference),
- when identifying the most appropriate agency to control an incident, the following factors should be considered:
  a) Is there a designated Combat Agency for that type of emergency management activity?
  b) Which agency has the most relevant legislative responsibilities required to manage the incident?
  c) Which agency has the most relevant expertise and resources available to manage the incident?
- where an agreement cannot be reached, the decision to determine the most appropriate controlling agency must immediately be referred by the Emergency Coordinator, through the relevant chain of command, to the next level of coordination (District Emergency Coordination and OASG, or SEC and the SECG) for confirmation, and
- the Emergency Coordinator should also ensure the issue is clearly identified in any Post Operational Report or Post Incident Analysis.

24. Local Emergency Operations Centres

The local Emergency Operations Centre (EOC) for an emergency will be designated by the HMA 'Incident Controller'. Where the HMA requests an alternate location for the EOC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

Primary Emergency Operations Centre	Secondary Emergency Operations Centre
The primary location for the Shire of Donnybrook Balingup EOC is:	The secondary location for the Shire of Donnybrook Balingup EOC is:
Donnybrook State Emergency Service Unit 80 Bentley Street, Donnybrook WA 6239	St John Ambulance Centre Bentley Street, Donnybrook WA 6239

To ensure a timely response to any of the hazards, local or district contact details for HMA, Combat and Supporting Agency are listed below:

HMA Combat and Support Agency Contact Details

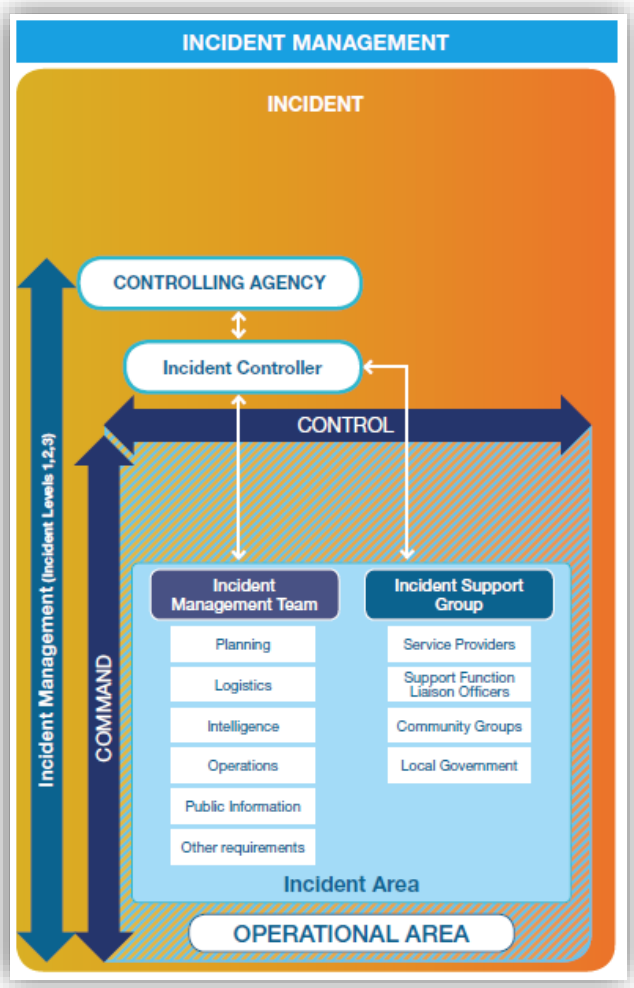
AGENCY NAME	LOCAL CONACT NUMBER
Department of Fire and Emergency Services (DFES)	9771 6800 (Manjimup Office) 9780 1900 (Bunbury Office)
DBCA –Parks and Wildlife Service	9725 4300 (Bunbury Regional Office) 9731 6232 (Kirup District Office)
WA Police Force (WAPOL)	9732 3333 (Donnybrook Office)
Department of Communities	6414 2777 (Bunbury Office)

HMA's, Controlling and Support Agencies may require resources held by the local government and assistance to manage the emergency. The Shire is committed to providing assistance/support if the required resources are available.

25. Incident Support Group (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened, and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident.

The Incident Support Group's main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in *State EM Plan*.



ESTABLISHMENT OF AN ISG

The Shire of Donnybrook Balingup Liaison Officer will attend all meetings of the ISG as the **'liaison officer'** and represent the local government on the Incident Support Group, upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in ***Appendix 6 -*** *Local Government Liaison Officer (LGLO).*

25.1. Triggers for an Incident Support Group

The triggers for an incident support group are defined in the *State Emergency Management Policy Statement 5.2.2* and *State Emergency Management Plan Section 5.1*. These are:

a) where an incident is designated as Level 2 or higher,
b) multiple agencies need to be coordinated,
c) requirements for a possible, or an actual evacuation,
d) extensive support agency assistance is required,
e) where there is a perceived need, relative to an impending hazard impact.

25.2. Membership of an Incident Support Group

The Incident Support Group is made up of various agency representatives, that provide support to the Controlling Agency. Emergency management agencies may be called upon, to provide liaison officers to the Incident Support Group.

The recovery coordinator should be a member of the Incident Support Group from the onset, to ensure consistency of information flow, situational awareness and also, the ultimate handover to the recovery phase.

The representation on this group may change regularly, depending upon the nature of the incident, agencies involved, and the consequences caused by the emergency. Agencies supplying staff for the Incident Support Group, must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

25.3. Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through the clear identification of priorities and objectives by the relevant agencies sharing information and resources.

26. Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions, to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency for the incident.

Emergency Public Information is information provided to the community during emergencies with instructions on how to protect personal health, safety, and property. Information can be provided through the media and a range of other tools, to reach the intended stakeholders. The Emergency Public Information function is a “response” and also a “recovery” activity, whereby information relating to a specific emergency (including actions that need to be taken by the public) is disseminated to the community. It is also a "preparedness" activity, as it establishes protocols and procedures prior to an emergency event occurring.

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The community communication strategy will be prepared by the relevant Shire Officer, in collaboration with the President and CEO of the Shire of Donnybrook Balingup. Both internal and external communication will be directed by that strategy, which will ensure the information is in alignment with the advice from the HMA or Controlling Agency.

The *State Support Plan - Public Information* details the arrangements and responsibilities for the emergency public information function, relating to emergencies in Western Australia.

26.1. Managing the Media

During an emergency, information used in the communication response, must be controlled. The Shire Media process must be adhered to, so that all facts are accurate and that their release is authorised. The Shire President, or the CEO is responsible for enforcing this procedure, which is detailed below:

a) Having one authorised spokesperson during a crisis ensures that communication with the media and public audiences is consistent, transparent, and controlled,
b) Consistent with *s2.8(1)(d) of the Local Government Act (1995)*, the identified spokesperson for the Shire of Donnybrook - Balingup is the President and/or the CEO of the Shire,
c) Releases must have the updated facts and be both available and prepared to manage media relations. This will involve responding to media enquiries and speaking on behalf of the Shire of Donnybrook Balingup at media briefings, or community briefings,
d) During the response phase, all public information must be consistent with that of the Controlling Agency/Incident Controller.

26.2. General Enquiries

Frontline employees from the Shire of Donnybrook Balingup, must be prepared to receive enquiries from a range of stakeholders. The Shire will ensure that frontline staff are provided with a script based on the key messages and a brief on the communication policies. Other than approved spokespeople, no Shire staff are authorised to make comment to any stakeholder, beyond the scope of the script and these prepared documents. If the enquiry requires further information or comment, the caller or visitor, must be transferred to an authorised spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message needs to be taken, so that the call can be returned as soon as possible. In brief, the procedure for Shire personnel in handling enquiries is:

- Inform the person that you are not an authorised spokesperson and cannot provide comment on detailed information, other than the prepared briefing statements,
- Correctly take a message, including the nature of the enquiry and the deadline for response, and
- Ensure that the appropriate person receives the message and then returns the call, within a timely manner.

26.3. Enquiries from Concerned Relatives and Friends

Enquiries from concerned relatives and friends must be directed to the Department of Communities, or the Police. At all times, you should:

- Establish the caller/visitor's relationship to the person being enquired about,
- Demonstrate the appropriate care and listen to their concerns,
- Provide reassurance that all necessary actions are being undertaken to manage the situation,
- Remain calm, and
- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry, as soon as possible.

27. Public Warning Systems

During times of an emergency, one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. Within the Shire of Donnybrook Balingup, the following systems may be utilised to distribute emergency information:

- Emergency WA Website - https://www.emergency.wa.gov.au/,
- Shire of Donnybrook - Balingup Website - http://www.donnybrook-balingup.wa.gov.au,
- DFES Public Information Line - 13 33 37,

- Emergency Alert - This is the national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies. This will be activated by the Controlling Agency of the incident. http://www.emergencyalert.gov.au/
- Standard Emergency Warning Signal (SEWS) - The SEWS is a distinctive audio signal that has been adopted to precede a community alert broadcast, or an urgent safety message, relating to a major emergency/disaster. It is intended for use as an alert signal to be played on public media (such as radio, television, public address systems, mobile sirens) to draw listeners' attention to an emergency warning,
- ABC Emergency - http://www.abc.net.au/news/emergency/about/
- ABC Radio
    - Local Radio 684AM
    - News Radio 1152AM
- DFES Facebook and Twitter Page – Facebook (@dfeswa)
    - http://www.facebook.com/dfeswa/
    - http://twitter.com/dfes_wa
- **Community Information Points**
  Unstaffed information points will be placed at strategic location around the effected community. These will include:

  - Shire Community Notice Boards,
  - Libraries,
  - Visitor Centres,
  - Post Office,
  - Banks,
  - Community Buildings,
  - Grocery Stores,
  - Petrol Stations,
  - Accommodation Facilities.

- Emergency Phone Applications - http://www.emergencyaus.info/discover/app
- Local Bushfire Ready Groups - Phone trees provide a localised method for neighbours to give each other early warning of fire. Phone trees must not be relied on as the sole method of warning. Individuals should take responsibility for their own level of awareness.

28. Finance Arrangements

State Emergency Management Policy Section 5.12, State Emergency Management Plan Section 5.4 and *6.10* and *State Emergency Management Recovery Procedures* 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Donnybrook-Balingup is committed to expending such necessary funds within its current budgetary constraints as required, to ensure the safety of its residents and visitors.

The Chief Executive Officer, or delegated representative, should be notified in an emergency event requiring resourcing by the Shire of Donnybrook Balingup, to ensure the desired level of support is achieved.

Refer to the finance section in the *Shire of Donnybrook Balingup Local Recovery Plan (Section 11.8* and *Section 11.9)* for information on public appeals, donations, DRFA-WA etc.

29. Community Evacuation

Circumstances may arise where there may be the need to partially, or totally, evacuate or relocate the population of a particular area, or areas, within the Shire of Donnybrook Balingup.

The WA Community Evacuation in Emergencies Guidelines defines an evacuation as the planned relocation of persons from dangerous, or potentially dangerous areas, to safer areas and eventual return. The Guideline describes the following evacuation styles:

- **Directed Evacuation:** a direction for members of a community to evacuate, with which they are obliged to comply, in circumstances where it is believed there is an imminent and real threat to life should they remain. Under the Emergency Management Act 2005, a directed evacuation can occur only during an 'emergency situation', or 'state of emergency'. Only a Hazard Management Officer, Authorised Officer, or Police Officer may issue a direction for members of a community to evacuate in circumstances where it is believed there is an imminent and real threat to life, should they remain. A direction to evacuate is a lawful instruction.
- **Immediate Evacuation:** This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time (e.g. hazardous materials emergencies, air crashes, bushfires or earthquakes).
- **Pre-warned Evacuation:** This follows the receipt of sufficient and reliable information, that prompts a decision to evacuate ahead of a hazard impact (e.g. cyclones and storm surges).
- **Recommended Evacuation:** An evacuation whereby a Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/ imminent.
- **Self-Evacuation:** The voluntary evacuation of community members who have assessed their risk and have decided to move to a safer place, either a place established for the hazard or a place of their choosing.

All evacuations shall be managed in accordance with *The State EM Plan 5.3.2 - Community Evacuation*.

Reference can also be made to the *Western Australia Community Evacuation in Emergencies Guide*.

30. Evacuation Management

The decision to evacuate during an emergency, rests with the Incident Controller appointed by the HMA/ Controlling Agency. *Emergency Management Act* allows the Hazard Management Officer, or an authorised officer, to direct the evacuation and removal of persons, or animals from the emergency area, or any part of the emergency area, only during an emergency, or State of Emergency, as outlined in *Section 67* of the *Emergency Management Act*. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation, or relocation is being considered, the Hazard Management, or Controlling Agency will consult with the Department of Communities (Communities) to support an informed decision on evacuation centre location.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

The Shire Ranger(s) will arrange appropriate animal welfare through local resources and relevant organisations. Evacuation centres are unsuitable for domestic animals, and these are not permitted within the centres unless they are a registered assistance animal.

To assist the south-west horse owning community, who may be displaced in times of disaster, the Donnybrook Horseman's and Pony Club has been identified as a public equestrian facility, that may be suitable as short-term relocation areas for horses. The Donnybrook Horseman's and Pony Club is located on Frontino Road, Beelerup.

31. Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, aboriginal, culturally and linguistically diverse (CaLD) people, and tourists. In addition, town-based organisations catering for the most vulnerable in the community must be consulted. For a comprehensive list of these community based vulnerable groups refer to *Appendix 7 - Vulnerable Groups*.

32. Community Evacuation Organisations and Responsibilities

AGENCY/TASK	RESPONSIBLE PERSON/POSITION/AGENCY
HMA/Controlling Agency	• Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency, • The decision to evacuate a community or portions thereof, • Evacuation route planning and traffic management, • Road closures during emergencies, • Identification of evacuation centres, • Return of the evacuated community.
WA Police Force	• Assist with evacuating the affected community, • Assist with traffic management.
Shire of Donnybrook Balingup	• Liaise with Incident Controller, • Participate in ISG and provide local support, • Where an identified evacuation centre is a building owned and operated by the Shire of Donnybrook Balingup, provide a liaison officer to support the Communities.
Department of Communities and **The Shire of Donnybrook Balingup**	• Identify appropriate evacuation centres in consultation with Incident Controller and Local Government, • Receive evacuees and coordinate the provision of emergency relief and support services for evacuees.
Property security	WA Police (WAPOL)
Traffic management	WA Police initially, then Traffic contractors - as appointed by MRWA or the Shire of Donnybrook Balingup.
Emergency Relief and Support	Department of Communities (Communities), and the Shire of Donnybrook Balingup.

33. Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan, in the event an incident occurs which may require an evacuation.

The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the evacuation centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The Communities will activate the *Local Emergency Relief and Support Plan Bunbury Region* should the need for activation of an evacuation centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre, will arrange for the opening of an Evacuation Centre, when requested to do so by the IC and/or Communities.

BUILDING NAME	SITE ADDRESS	CAPACITY SLEEPING	CONTACT DETAILS
Donnybrook Recreation Centre	Steere Street, Donnybrook	500 persons	9731 1235
Balingup and Districts Recreation Centre	South Western Highway	100-150 persons	0409 092 236

The above buildings have been identified by the Shire of Donnybrook Balingup as being suitably constructed and equipped for use as evacuation centres in emergencies, meeting the requirements for sheltering of persons for up to 24 hours or longer periods, depending upon the capacity, building configuration and available equipment. Refer to *Appendix 8 - Evacuation Centres* for further detail on the facilities provided at these premises.

For other evacuation centres, refer to the *Communities Local Emergency Plan - Bunbury Region*.

Note: Communities is to be contacted whenever an evacuation is considered, as the Department has responsibility for the provision of emergency relief and support services to evacuees and the management of registration and inquiry services, using the Red Cross 'Register. Find. Reunite' system and associated forms, which can be located at https://register.redcross.org.au

Communities *Local Emergency Relief and Support Plan – Bunbury Region* contains details of all local government- controlled Evacuation Centres.

34. Emergency Relief and Support

Emergency Relief and support provisions are outlined in the *State Support Plan - Emergency* Relief and Support.

The provision of emergency relief and support services shall be based on a two-tier response; local resources (Emergency Centre Coordinator) followed by State support (State Emergency Coordinator).

The following State plans and supporting plans apply:

- *State Emergency Management Plan – (*Specifically *section 5.5.4 -Welfare)*
- *State Support Plan – Emergency Relief and Support*

35. Department of Communities

Emergency Centre Coordinator (Department of Communities - Communities):

Communities shall appoint an Emergency Centre Coordinator, who will liaise with the Shire of Donnybrook Balingup – Local Welfare Liaison Officer, if one has been appointed and will also coordinate the provision of resources, detailed in the abovementioned support plans.

Local Government Welfare Liaison Officer:

The Shire of Donnybrook Balingup will provide an officer to be liaison/support between Communities and the local government, where an evacuation centre has been established within the local government district. The duties to be performed by the Local Government Welfare Liaison Officer are described in *Appendix 9 – Local Government – Welfare Liaison Officer (LGWLO).*

PART FIVE: Exercising, Reviewing and Reporting

36. The Aim of Exercising

Testing and exercising is essential to ensure that emergency management arrangements are and remain workable and effective. Testing and exercising are important, to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a Hazard Management Agency's (HMA), or Combat Agency's (CA) response to an incident is that HMA and CA responsibility, however it could be incorporated into a LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements and continually improve these,
- Bring together members of emergency management agencies and improve their knowledge of, and confidence in, their roles and responsibilities,
- Help educate the community about local arrangements and programs,
- Allow participating agencies an opportunity to test their operational procedures and skills, in simulated emergency conditions, and
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

37. Frequency of Exercises

State Emergency Management Policy (Section 4.8), *State Emergency Management Plan (Section 4.7)* and the *State Emergency Management Preparedness Procedure (Section 3.19)* outline the State's arrangements for emergency management exercising, including the requirement for LEMCs to exercise their arrangements on at least, an annual basis.

38. Types of Exercises

Exercises can be developed and facilitated in a number of formats. Select the best format to deliver the desired outcomes from the exercise, according to the chosen Exercise **Aim** and any **Objectives**.

Exercises can be delivered in the following formats (refer *SEM Policy s4.8*):

- **Discussion Exercise (DiscEx),**
  Designed to examine and develop understandings of principles, concepts within the group. These may typically be desktop or discussion style exercises.
- **Functional Exercise,**
  These are generally used to practice job roles, equipment, or inter-dependant systems, with participants working within their operational environment. It is commonplace to use Functional Exercises after training, to test a participant in a discipline that they are undertaking training in (for example).
- **Field Exercise,**
  This style would be used in a simulated 'real time' operational environment, using 'boots on the ground'. It is generally labour and time intensive, but enables the examination of operational effectiveness, in as close to real response as possible.

Some examples of typical exercises include:

- A phone tree recall exercise,
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency,
- Procedures for the Emergency Operations Centre, or
- Locating and activating resources on the Emergency Resources Register.

39. Reporting of Exercises

Each LEMC reports their exercise schedule to the relevant DEMC, by the 1st May each year, for inclusion in the DEMC report to the State Exercise Coordination team (SECT).

Once the exercises have been completed, post-exercise reports should be forwarded to the DEMC, to be included in reporting for the SEMC annual report.

40. Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements shall be reviewed in accordance with *State Emergency Management Policy Section 2.5* and be amended or replaced whenever the local government considers it appropriate (*Emergency Management Act 2005 – s.42*).

According to *State EM Policy – Section 2.5*, the Local Emergency Management Arrangements (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly,
- a review is conducted after training that exercises the arrangements,
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes, and
- circumstances may require more frequent reviews.

41. Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members, shall determine the term and composition of LEMC positions.

42. Review of Resources Register

The LEMC Executive Officer shall have the resources register checked and updated on an annual basis with ongoing amendments occurring at each LEMC meeting.

43. Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC and Office of Emergency Management Annual Report which is tabled in Parliament.

The SEMC issue the annual report template to local government.

APPENDIX 1 – Glossary of Terms and Acronyms

Terminology used throughout this document shall have the meaning as prescribed in either *Section 3* of the *Emergency Management Act 2005* or as defined in the *State EM Glossary* or the *WA Emergency Risk Management Guide*.

CONTROLLING AGENCY – An agency nominated to control the response activities to a specified type of emergency.

DISTRICT – Means an area of the State that is declared to be a district under *Section 2.1* of the *Local Government Act 1995*.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE – A district emergency management committee established under *section 31(1)* of the *Emergency Management Act 2005.*

EMERGENCY – The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (*s.3 EM Act*).

EMERGENCY MANAGEMENT – Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency,
2. Preparedness – preparation for response to an emergency,
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

HAZARD – An event, situation or condition that can cause or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

HAZARD MANAGEMENT AGENCY – A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT – The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER – The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of

agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology, however the function remains the same].

LOCAL EMERGENCY COORDINATOR (LEC) – The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as 'these arrangements' or 'local arrangements'.

LOCAL EMERGENCY MANAGEMENT COORDINATOR (LEC) – The person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, as well as assisting the Hazard Management Agency in the provision of a coordinated, multi-agency response during incident operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – A local emergency management committee established under *section 38* of the *Emergency Management Act 2005*.

MUNICIPALITY – Means the district of the local government.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also comprehensive approach in the *State EM Glossary*.

RECOVERY – The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities, and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, considering the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period.
- Based on mathematical calculations, risk is the product of hazard and vulnerability.

RISK MANAGEMENT – Coordinated activities of an organisation or a government to direct and control risk.

RISK REGISTER – A register of the risks within the local government that is identified through the Community Emergency Risk Management Process.

RISK STATEMENT – A statement identifying the hazard, element at risk and the source of risk.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies which minimise the potential harm to the community.

VULNERABILITY – The degree of susceptibility and resilience of the community and the environment, to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).

ACRONYMS USED IN THESE ARRANGEMENTS

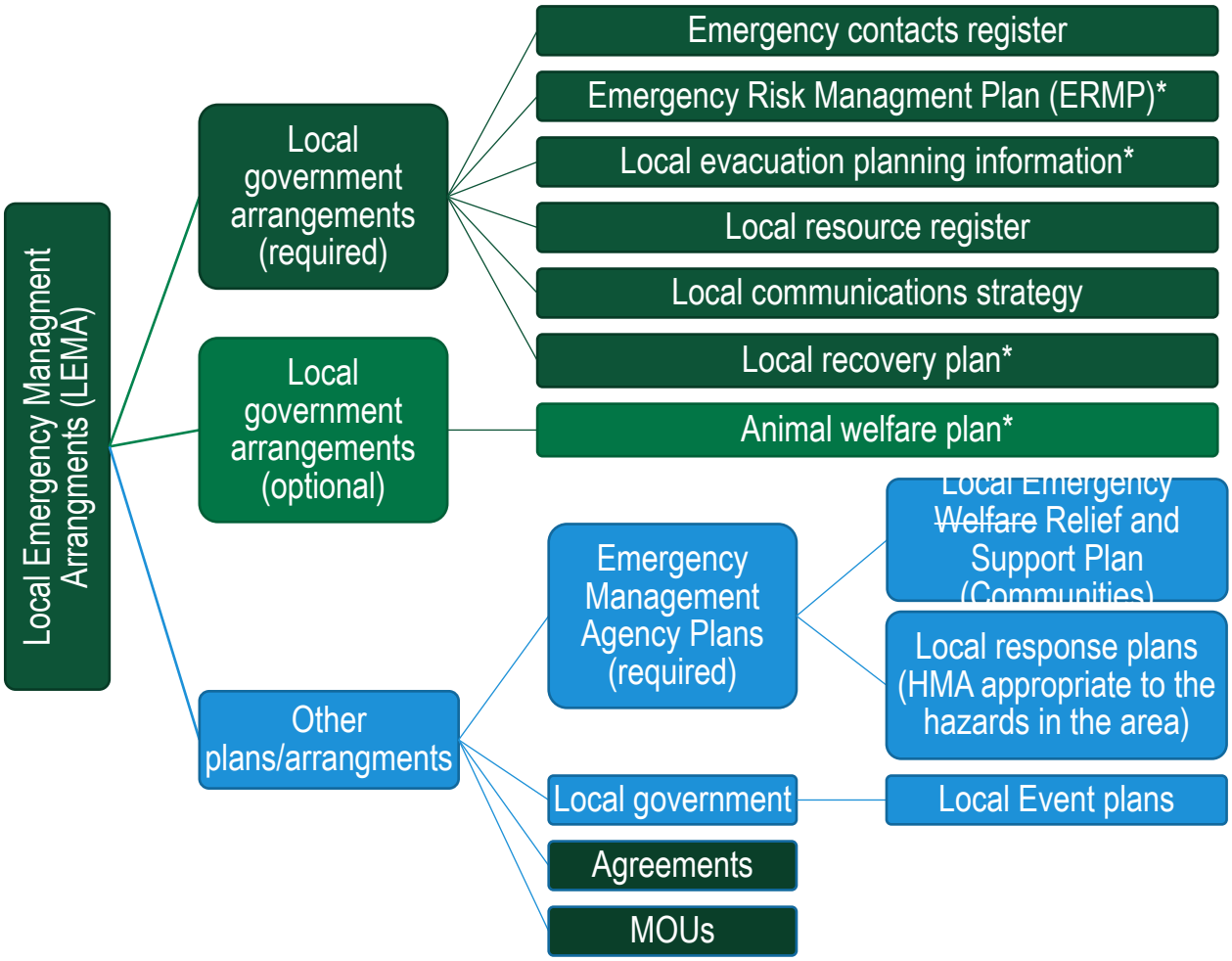
Acronym	Terminology
BFS	Bush Fire Service
CA	Controlling Agency
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
Communities	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DRFAWA	Disaster Relief Funding Arrangements – WA
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EM	Emergency Management
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LGLO	Local Government Liaison Officer
LGWLO	Local Government Welfare Liaison Officer

Acronym	Terminology
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OASG	Operations Area Support Group
OIC	Officer in Charge (including WA Police)
P&W	Parks and Wildlife Service (as a division of DBCA)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEMC-BU	State Emergency management Committee Business Unit
SEMP	State Emergency Management Policy/Plan/Procedure
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SOP	Standard Operating Procedure
VFRS	Volunteer Fire and Rescue Service
WAPol	Western Australia Police Force

APPENDIX 2 – Map of the Shire of Donnybrook Balingup



APPENDIX 3 – Local Emergency Management Arrangements Requirements

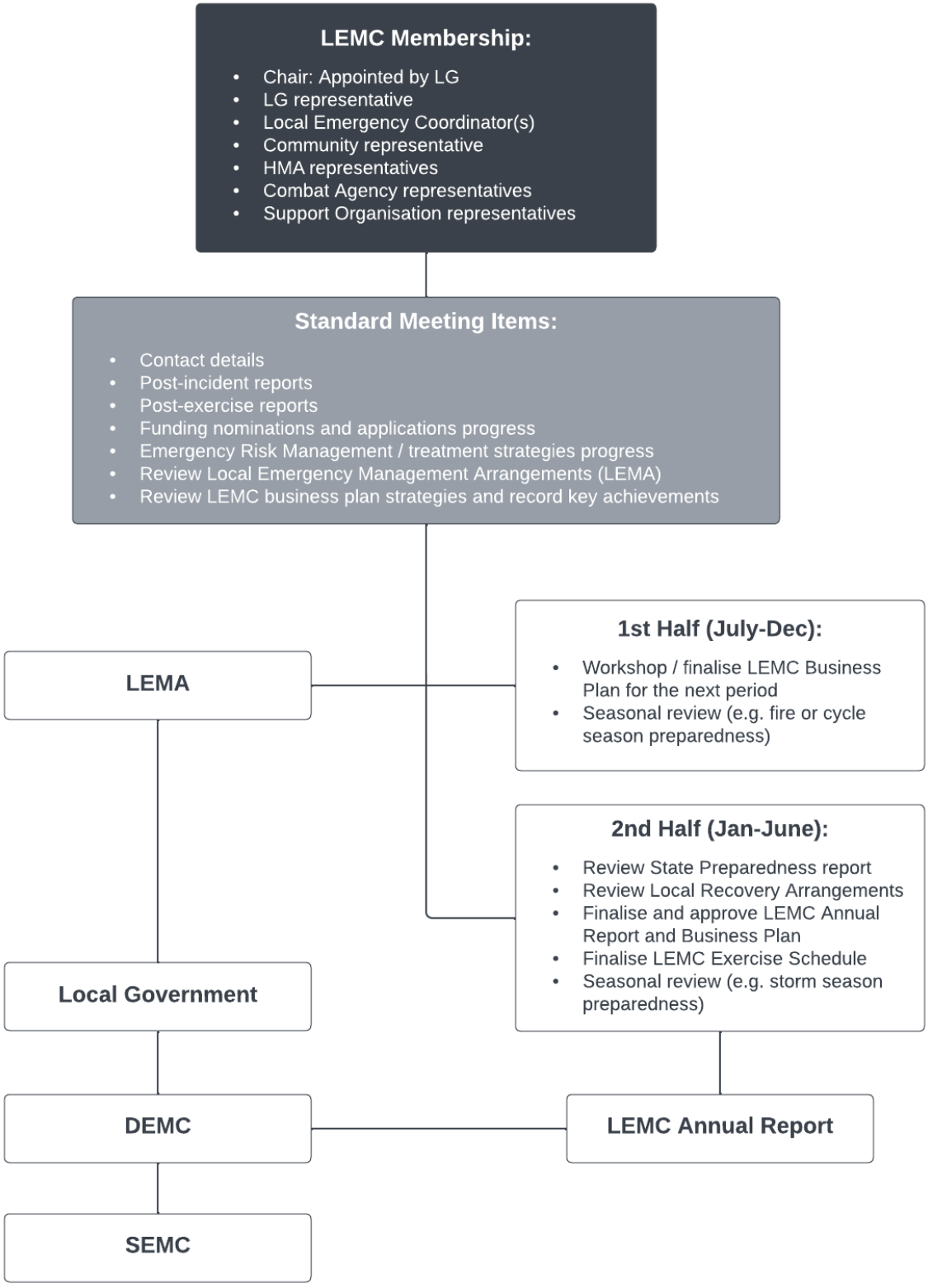


APPENDIX 4 – Local Emergency Management Committee Members

ORGANISATION	NAME/POSITION	CONTACT NUMBER	EMAIL ADDRESS
Shire of Donnybrook Balingup	Garry Hunt *T/CEO*	[redacted]	garry.hunt@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Cr Vivienne MacCarthy *Shire President*	[redacted]	Vivienne.maccarthy@donnybrook.wa.gov.au
WA Police	Phil Nation *Deputy Chair*	[redacted]	Phil.nation@police.wa.gov.au
Shire of Donnybrook Balingup	Jess Cooper *Community Emergency Services Manager*	[redacted]	Jess.cooper@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Susie Delaporte *Recovery Co-ordinator*	[redacted]	susie.delaporte@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Conor McGregor *Senior Ranger*	[redacted]	Conor.McGregor@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Jarrad Ramsden *Principal Environmental Health Officer*	[redacted]	jarrad.ramsden@donnybrook.wa.gov.au
Fire & Rescue	Ben Anderson *Captain*	[redacted]	ben.p.anderson@bigpond.com
Shire of Donnybrook Balingup	Kim Dolzadelli *Director Corporate & Community*	[redacted]	kim.dolzadelli@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Ross Marshall *Director Operations*	[redacted]	ross.marshall@donnybrook.wa.gov.au
Donnybrook SES	Julie Carrick *Donnybrook SES Manager*	[redacted]	dbkses@gmail.com
Donnybrook SES	Sue Tooke *Deputy Manager*	[redacted]	dbkses@gmail.com
DBCA	Ed Hatherley Steve Ward	[redacted]	ed.hatherley@dbca.wa.gov.au steve.ward@dbca.wa.gov.au blackwood@dbca.wa.gov.au
Shire of Donnybrook Balingup	Max Walker *Chief Bush Fire Control Officer*	[redacted]	maxandbeth@westnet.com.au
Donnybrook District Hospital	Barry Moroney *District Manager*	[redacted]	barry.moroney@health.wa.gov.au
Donnybrook District Hospital	Sally Shaw *Clinical Nurse*	[redacted]	sally.shaw@health.wa.gov.au
St John Ambulance	Ian Telfer *Ambulance Rep*	[redacted]	Donnybrook.Subcentre@stjohnwa.com.au

St John Ambulance	*Community Paramedic Upper Southwest*	[redacted]	Cp.uppersouthwest@stjohnwa.com.au
Department of Communities	Hellen Hall *Team Leader*	[redacted]	Hellen.hall@communities.wa.gov.au
Department of Communities	Roma Boucher *District Emergency Services Officer*	[redacted]	Roma.Boucher@communities.wa.gov.au
DFES	Phil Brandrett *Superintendent DFES Lower Southwest*	[redacted]	Philip.Brandrett@dfes.wa.gov.au
DFES	Paddy Dowling *Area Officer*	[redacted]	Patrick.dowling@dfes.wa.gov.au
Tuia Lodge	Jane Goff *Manager*	[redacted]	Jgoff@hallprior.com.au
DFES	Linda Ashton *Community Preparedness Advisor*	[redacted]	linda.ashton@dfes.wa.gov.au
DFES	Phil Bresser *District Officer SES*	[redacted]	phillip.bresser@dfes.wa.gov.au
DFES	Erin Hutchins *District Emergency Management Advisor – South West*	[redacted]	Erin.Hutchins@dfes.wa.gov.au
Red Cross Member	-	[redacted]	kedmeades@redcross.org.au
Donnybrook Balingup Bush Fire Brigades	Mick Zwart	[redacted]	mezwart@bigpond.com
Water Corporation	Mel Robertson *Operations Manager*	[redacted]	mel.robertson@watercorporation.com.au
Water Corporation	Steve Collins *Operations Manager*	[redacted]	steve.collins@watercorporation.com.au
Western Power	Gary Smith *Team Leader Picton/Collie*	[redacted]	Gd.smith@westernpower.com.au
CHC	Jess Rudolf *Site Manager*	[redacted]	jess.rudolf@chcare.org.au
CHC	Susy Glenister *Scheduler/Administrator*	[redacted]	Susan.glenister@chcare.org.au
Dept. Primary Industries & Regional Development	Tim Stevens	[redacted]	Tim.Stevens@dpird.wa.gov.au
Balingup Progress Association	Wendy Trow	[redacted]	brookview@wn.com.au
Shire of Donnybrook Balingup	Claire Palmer *Environmental Officer*	[redacted]	Claire.palmer@donnybrook.wa.gov.au

APPENDIX 5 – LEMC Meeting Business Cycle



APPENDIX 6 – Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Donnybrook Balingup will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources, where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government, holding either a managerial or executive position within the local government. They must be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

State EM Plan – 5.1.7 sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA), or the Controlling Agency, to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the Local Government Liaison Officer (LGLO) are to:

- Make contact with the HMA, or Controlling Agency Incident Controller,
- Represent the local government at all ISG meetings,
- Provide the IC with timely information on local issues and key factors affecting response activities,
- Provide the IC with a copy of the Local Emergency Management Arrangements,
- Identify vulnerable groups within the local government area,
- Provide information relating to community evacuation, ~~welfare~~ evacuation centres and 'community safe places',
- Coordinate local government resources applied to the incident,
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.) and the Needs Assessment from the impacted community,
- Coordinate the transition from response to recovery, on behalf of the local government, in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities,
- Local government impact/needs assessment (if known),
- Local government resource status,
- Significant community issues.

Responsibilities of the IC

The IC of the HMA, or Controlling Agency, will provide the following information:

- A current situation report,
- Outcomes of the previous meeting (if not the first meeting),
- Details of significant or emerging issues,
- Assistance required,
- Record of outcomes of the meeting,
- Details of the next scheduled meeting.

APPENDIX 7 – Vulnerable Groups

ORGANISATION	SITE ADDRESS	CONTACT DETAILS
HEALTHCARE		
Donnybrook Hospital	Bentley Street, Donnybrook	9780 4333
AGED CARE		
Tuia Lodge	30 Allnutt Street, Donnybrook	9731 1602
Minninup Cottages and Langley Villas	144 South West Highway, Donnybrook	9780 4200
Preston Retirement Village Units	Sharp Street, Donnybrook	9780 4200
Balingup Vintage Homes for Life	PO Box 238, Balingup WA 6253	0427 641 512 9764 1587
AGED CARE		
Donnybrook High School	10 Bentley Street, Donnybrook	9731 1060
Donnybrook Primary School	Bentley Street, Donnybrook	9731 1060
Kirup Primary School	6 Station Street, Kirup	9731 6271
Balingup Primary School	1 Brockman Street, Balingup	9764 1093
St Mary's Primary School	Bentley Street, Donnybrook	9731 1496
Tree House Child Care Centre	2 Steere Street, Donnybrook	9731 0342 / [redacted]
RECREATION		
Balingup Recreation Centre	South West Highway, Balingup	9764 1872
Donnybrook Recreation Centre	Steere Street, Donnybrook	9731 1822
CAMPING AREAS		
Donnybrook Transit Park	Egan Park, Donnybrook	9780 4200
Balingup Transit Park	Walter Street, Balingup	9764 1818
Glen Mervyn Dam	Collie-Mumballup Road.	9735 1988
Wrights Bridge	Nannup Road, Southampton	9752 5555
Iron Stone Gully Falls	Goodwood Road, Capel River	9752 5555
Kirup Caravan Park	47 South Western Highway, Kirup	9731 6311
Grimwade Settlement	Grimwade Road, Mullalyup	9752 5555
BACKPACKERS ACCOMMODATION		
Brook Lodge Backpackers	3 Bridge Street, Donnybrook	9731 1520
Betty's Lodge	47 Collins Street, Donnybrook	9731 0390
Donnybrook Backpackers Hostel	6 Bridge Street, Donnybrook	9731 1818
Donnybrook Motel Motor Lodge	26 South Western Highway, Donnybrook	9731 1499
Brook Lodge Backpackers	3 Bridge Street, Donnybrook	9731 1520

APPENDIX 8 – Evacuation Centres

Primary Centre: DONNYBROOK

** denotes Shire owned facilities.			POPULATION: Shire = 5,870 (Donnybrook = 2,824, Balingup = 544)
Premises:	Donnybrook Recreation Centre – Lot 549 Steere St / 15/17 Steere St, Donnybrook Ph: 9731 1822 PO Box 94, Donnybrook WA 6239		
Contact:	Simon Peppler (Manager) – simon.peppler@donnybrook.wa.gov.au Shire has keys (G1-G9) – 9780 4200 / recreation.centre@donnybrook.wa.gov.au		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – all electric. Power – no gas supplies. Wired for generator use.
Disability Access:	YES	**Showers/Toilets:**	2M/2F showers/changerooms, 2M/1U/4F/1 disabled toilets.
Parking:	YES	**Kitchen Facilities:**	Full facilities (1 electric stove, 3 fridges)
Pets:	LIMITED	**Bedding:**	12x gym mats
Capacity:	**Max capacity 640pax.** Basketball stadium – 2 courts; function room; mezzanine & separate swimming pool.		**Covid-19:** Court 1&2 = 320pax (2m2 = 160pax, 4m2 = 80pax sleeping). Function Rm = 60pax (2m2 = 30pax, 4m2 = 15pax sleeping).
Hazards:	No hazards – 1st pref/primary evac centre – long term.		

Premises:	Donnybrook Football Club – Marmion Street, Donnybrook. NOTE: DFC to be demolished and rebuilt starting October 2023.		
Contact:	[redacted]		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – not wired for generator use. Gas – no.
Disability Access:	YES	**Showers/Toilets:**	4 showers. Toilets available for up to 150 persons.
Parking:	YES	**Kitchen Facilities:**	Small (1 fridge, 1 stove)
Pets:	NO	**Bedding:**	NO
Capacity:	**Max capacity 168pax.** Bar area and training room.		**Covid-19:** Bar area = 120pax (2m2 = 60pax, 4m2 = 30pax sleeping). Training Rm = 68pax (2m2 = 34pax, 4m2 = 17pax sleeping).
Hazards:	No hazards – small-long term, tent space.		

Premises:	Country Club, South West Highway.		
Contact:	[redacted]		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – . Gas – cylinders.
Disability Access:	YES	**Showers/Toilets:**	8 showers. 3M/6F Toilets.
Parking:	YES	**Kitchen Facilities:**	Large full facilities
Pets:	OUTSIDE	**Bedding:**	NO
Capacity:	**Max capacity 140pax.** Bar area.		**Covid-19:** Bar area = 140pax (2m2 = 70pax, 4m2 = 35pax sleeping).
Hazards:	No hazards – good long term.		

Primary Centre: BALINGUP

Premises:	Balingup & Districts Recreation Centre – 21569 South Western Highway.		
Contact:	[redacted]		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – all electric. Power – no gas supplies. Wired for generator use.
Disability Access:	YES	**Showers/Toilets:**	11M/10F showers (electric hot water system). 7M/1U/8F/2D toilets.
Parking:	YES	**Kitchen Facilities:**	Full facilities (1 gas stove, 1 fridge)
Pets:	LIMITED, OUTSIDE	**Bedding:**	Gym mats
Capacity:	**Max capacity 220pax.** Stadium & Function Room.		**Covid-19:** Stadium = 120pax (2m2 = 60pax, 4m2 = 30pax sleeping). Function Rm = 100pax (2m2 = 50pax, 4m2 = 25pax sleeping).
Hazards:	May be flood susceptible. 1st pref/primary evac centre – long term.		

APPENDIX 9 – Local Government Welfare Liaison Officer (LGWLO)

Roles and Responsibilities

The Local Emergency Relief and Support (LERSP) will be activated by the Communities where emergency relief and support is required for the community. The support plan designates that the local government will provide a liaison/support officer at emergency relief and support centres activated because of an emergency.

The Shire of Donnybrook Balingup will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the Communities Emergency Centre Coordinator (ECC).

Duties of the LGWLO

- Report to the Communities - Emergency Centre Coordinator,
- Where a local government owned building has been identified as an evacuation Centre, notify local groups booked to use the centre that their planned activities have been cancelled, or moved to another location,
- Facilitate access to the Evacuation Centre by the Communities,
- Facilitate the setup of the building,
- Organise any cleaning and building maintenance requirements for the centre, through the Shire of Donnybrook-Balingup,
- Liaise with all key support agencies located at the building, to ensure all needs, where possible are met,
- Liaise with and assist organisations present at the centre, as requested by the Emergency Centre Coordinator,
- Manage vehicle access and general traffic/parking issues and request support if required,
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC,
- Assist the ECC in managing conflict at the centre,
- Identify and organise personnel and additional resources, through the Local Recovery Coordinator, as required,
- Attend all necessary briefings as requested by the ECC,
- Keep a log of activities conducted at the Evacuation Centre,
- Carry out other duties as requested.

APPENDIX 10 – Supporting LEMA Plans (Annexures)

ANNEXURE 1 – LEMC TERMS OF REFERENCE

ANNEXURE 2 – EMERGENCY RISK MANAGEMENT STUDY – 2023

ANNEXURE 3 – SHIRE OF DONNYBROOK BALINGUP HAZARD PLANS

TERMS OF REFERENCE

1. ESTABLISHMENT

The Shire of Donnybrook Balingup Local Emergency Management Committee (LEMC), is established in accordance with the *Emergency Management Act 2005* (the Act) *(s.38)* which states that "local government is to establish one or more local emergency management committees for the local government's district."

2. OBJECTIVES OF THE LEMC

The objectives of the LEMC are in accordance with the *Emergency Management Act's* identified functions of LEMCs *(s. 39)* that are:

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district,
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements,
- To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

3. DUTIES AND RESPONSIBILITIES

The LEMC's role is:

- To assist in the preparation and endorsement of the Shire's Local Emergency Management Arrangements (LEMA),
- To review the LEMA, in accordance with *State Emergency Management Procedure 3.8*
- To ensure appropriate exercising of the LEMA, including the local recovery plan, consistent with the requirements within *State Emergency Management Policy 4.8.8*,
- To prepare an annual business plan of proposed committee emergency management strategies, activities and priorities, per requirement within *State Emergency Management Procedure 3.7*.
- To prepare an annual report of the Committee's activities in accordance with the *Emergency Management Act (2005) - s33.1* and the *State Emergency Management Policy 7.1 - Annual Reporting*.

4. MEMBERSHIP

Members of this committee are appointed in accordance with the *Emergency Management Act (2005) - s38* and as articulated within the *State Emergency Management Procedure 3.7*.

The Chairperson is appointed by the relevant local government *s.38(3) (a)* of the Act.

The Local Emergency Coordinator is appointed by the State Emergency Coordinator for the local government district *s.37(1)* of the Act.

Representatives from local emergency management agencies in the local government district are invited to be LEMC members, along with any other representatives determined by the local government.

Members, or designated proxy:

ORGANISATION	OFFICER / LEMC MEMBER
Elected Council Member	Chairperson
Local Emergency Coordinator	Deputy Chairperson
Shire of Donnybrook Balingup	• Chief Executive Officer • Director Operations • Community Emergency Services Manager • Senior Ranger • 2 Recovery Coordinator
WA Police (WAPOL)	Officer-in-Charge Donnybrook Police Station
Department of Communities	• District Emergency Services Officer • Emergency Centre Coordinator
Department of Education	Donnybrook Senior High School – Principal
Department of Primary Industry and Regional Development (DPIRD)	Regional Biosecurity Coordinator – Southwest/Metro
Water Corporation	Operations Manager
Western Power	Area Manager – South West
Telstra	
Department of Fire and Emergency Services (DFES)	• District Officer – Lower SW Region • Community Preparedness Advisor • SES Local Manager • Captain VFRS
Department of Health	Nurse Unit Manager
Department of Biodiversity, Conservation & Attractions (DBCA)	Fire Operations Officer – Blackwood District
St John Ambulance	Chairperson
Australian Red Cross	Recovery Advisor
Community Members	• Kirup Progress Association (KPA) • Balingup Progress Association (BPA) • Others

The Executive Officer is responsible for the functional activities of the LEMC and as such, will attend these meetings in an advisory capacity and provide all necessary guidance and support to the committee.

The Executive Officer is ex officio, not a member of this committee and does not have voting rights.

The Executive Officer is the Shire of Donnybrook Balingup Community Emergency Services Manager (CESM).

Membership Term:

The LEMC Chair will preside for a period of two (2) years, in line with the local government elections cycle.

The LEMC composition will be reviewed in accordance with *State Emergency Management Procedure 3.7*.

5. QUORUM AND VOTING

The quorum for a meeting is conditional on a representative or proxy from a minimum of five (5) member organisations, participating in any voting.

A decision of the LEMC does not have effect unless quorum has been met.

If any formal voting of members present at a meeting are equally divided, the Chair has the casting vote.

6. POWERS OF THE LEMC

The LEMC has no delegated powers under the *Local Government Act (1995)* and is to advise and make recommendations to Council only.

7. MEETING FREQUENCY AND BUSINESS CYCLE FUNCTIONS

The LEMC will meet every six (6) months, as part of the financial year cycle and as required by the *State Emergency Management Procedure 3.7*.

Agenda items to be considered, in line with the annual reporting requirements, should include:

- confirmation of LEMA contact details and key stakeholders,
- committee membership and resources,
- status of LEMA including local recovery plans,
- exercises that include the local government(s) and/or test the LEMA,
- subcommittees or working groups,
- projects undertaken,
- key achievements.

Additional considerations should include:

- local training needs or opportunities,
- funding opportunities, (for example, the Natural Disaster Resilience Program and All West Australian Reducing Emergencies),
- Incident Support Group (ISG) activations/or incidents,
- emergency risk management processes – including any treatment strategies,
- post-incident reports and post-exercise reports,
- finalising the annual report and arranging for it to be forwarded to the relevant DEMC for annual report compilation.

In addition to the standard LEMC meeting business items (above), the additional and special functions of LEMC business cycle of each meeting, is to be in accordance with State Emergency Management Procedure 3.7, which recommends the following:

- **1st Meeting:**
  - Workshop and finalise the LEMC Business Plan, for next reporting period.
  - Seasonal review - e.g. fire, or cyclone season preparedness,
- **2nd Meeting:**
  - Review the current 'State Preparedness Report',
  - Review the Local Recovery Arrangements.
  - Finalise & approve the LEMC Annual Report & Business Plan,
  - Finalise Local Government Exercise Schedule,
  - Seasonal review e.g. Storm season preparedness.

8. AGENDA AND MINUTES

The agenda for the committee meetings shall be distributed to all members, with a minimum of 3 working days, prior to the meeting. The agenda will also include the minutes of the previous LEMC meeting for confirmation.

9. REPORTING

The LEMC will report to the South-West District Emergency Management Committee (DEMC), in accordance with *State Emergency Management Policy 7.1 - Annual Reporting*.

Reporting

The reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Shire Council.

10. DOCUMENT CONTROL

AMENDMENT		DETAILS OF AMENDMENT		AMENDED BY
#	SCOPE	LEMC	Council	
1	Document prepared	Endorsed 28/06/16	Adopted 27/07/16	MDES
2	Revision			CW
3				
4				

Shire of Donnybrook Balingup

LEMA 2023

ANNEXURE 2: EMERGENCY RISK MANAGEMENT







LEMC Endorsement Date: *2023*
Full Review Required: *2028*
Maintained By: *Shire of Donnybrook Balingup Community Emergency Services Manager*

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MITIGATION PLANNING – EMERGENCY RISK MANAGEMENT (ERM)

1. INTRODUCTION

As part of the redevelopment of its Local Emergency Management Arrangements, the Shire of Donnybrook Balingup (SoDB) undertook a local risk analysis, by conducting a range of community workshops. It also considered historical data to determine likely hazards, risks and respective community tolerances, to inform its perception of its exposure to risk. The focus of this study was Donnybrook Balingup and the people and assets of the communities, within the whole of the Shire.

The ERM models were based on the *ISO 31000:2018 Risk Management – Principles and Guidelines*. The subsequent outputs of this process resulted in a Risk Management Register, including the resultant Shire of Donnybrook Balingup Risk Evaluation Criteria.

In 2022, through AWARE Grant Finding, the assumptions of risk that populated the pre-existing Risk Register and informed the previous Risk Treatment Register, were challenged for currency. The benchmarks for this assessment were the Risk Management Standard *ISO 31000:2018 Risk Management – Principles and Guidelines*, along with the implications from the *National Emergency Risk Assessment Guidelines (NERAG) (2020)*. This latest version of the Emergency Risk Management Study, (Annexure 2 to Donnybrook Balingup's LEMA), now includes the outcomes of that study.

RESULTS

It is noted that the highest risk from the previous version of the Shire's risk register, was an aggregation of bush and structural fire, with their associated metrics. On this occasion, **bushfire** remained the highest concern with respect to the likelihood and subsequent consequence assumptions. While it is recognised that the current *State Hazard Plan – Fire (2022)* combines the two and this plan may be considered in any remediation or response activities, this current study delineated the two as separate hazards. This was thought necessary, as the consultation indicated the need to consider them separately for the determination of risk exposure and also the resultant impacts upon any of the community elements, perceived to be at risk.

During this consultation and the conducted workshops, there was a lot of discussion on the impacts of telecommunication and electricity supply network failures and the associated consequences. This consequence, based on the assumption metrics appeared to rate as the second highest concern to the community. However, as discussed in *section 5* of this document, this should be considered to be a consequence which may be common to many hazards impacting community. Therefore, it was quarantined from the risk register. However, this consequence needs to be recognised in any emergency risk management activity, as well as any risk treatments, as something that clearly concerns the community and business.

Severe storm was determined to be the second highest risk to be considered on the risk register.

Major crash was a common theme in the workshop discussions. The data is interesting, in that depending upon the consequences that were considered, there was a difference in the results. One

workshop seemed to focus on a multiple victim crash (ie school bus), whereas the others considered impact to local persons being more serious than to visitors/tourists. This differential skewed the results when applied to the risk tables. Either way, it was a salient concern for the local people.

Concern about **disease** (both exotic plant and animal as well as human pandemic) was also considered to be of concern and would appear to be 4 and 5 (respectively) on the risk priority register. As the Shire has a considerable agricultural output, there was unsurprisingly, a considerable amount of concern expressed for the impact on local livelihoods. The recent COVID impacts, perhaps unsurprisingly, appeared to have influenced the human pandemic concerns.

Throughout most discussions on the consequences to hazard impacts, it was universally believed that tolerance to human injury or fatality was considerably less tolerable, should that person/s be local community members (as distinct from visitors to the Shire).

The SoDB ERM Register and SoDB Emergency Risk Management Plan, are integral parts of the SoDB LEMA.

Until the next study is completed (as required within 5 years), the newly created risk register will determine the relevant priorities for treatment during this period. Only the top 6 risks from the recent work were used to amend the previous risk register. Therefore, where a risk was not elevated to risk 1 to 6, those risks remain in their current place on the register.

Resultant Risk Priorities from Workshops and the Historical Data

Priority for Treatment	Hazard
1	• Bushfire
2	• Storm • High velocity winds, tornados, heavy rainfall
3	• Major Crash • Transport, tourist, air
4	• Exotic Animal/Plant Disease
5	• Human Pandemic
6	• Flooding (from previous Risk Register) • Riverine, hydraulic structure failure, dam failure.
7	• Hazardous Materials Incident
For universal consideration	• Electricity power supply/communications network failure

Table 1 – Hazard Priorities table

2. COMMUNITY ENGAGEMENT CONFIDENCE

It is unfortunate that for four community workshops that were widely publicised and then facilitated, the attendance was not what had been hoped. In fact, most of the advertised workshops saw no community members appear. Only three on-line surveys were returned. On the positive side, there was good engagement with the Local Emergency management Committee, where the first risk assessment workshop was facilitated. A second workshop was conducted at Balingup and this output was also valuable. However, a significant bushfire, which would go on to have significant local impacts, occurred at the time of this workshop, meaning that may of the expected participants were called to attend this fire, reducing the participation numbers.

This low uptake of the invitations to participate in the risk studies has greatly reduced the confidence in the data that was received, resulting in a relatively high weighting being applied to a search of historical data, and feedback from Shire staff and the LEMC membership.

3. MANAGING RISK

Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community, enable local governments and LEMCs, to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations, which enable them to better prepare for, respond to and recover from a major emergency event. The process and mandate for local governments to undertake risk management is detailed in State EM Policy Section 3.2.

4. GENERAL RISK EVALUATION CRITERIA

General discussion with the participants during the various elements of this study framed the following generalised criteria, to be considered whereby the community believes that the consequences of an event, become beyond community tolerance thresholds.

Criterion 1

Any reasonably preventable accident/incident resulting in loss of local life is unacceptable.

Criterion 2

Any reasonably preventable accident/incident resulting in serious injury to a local person, is unacceptable.

Criterion 3

Any reasonable preventable event that will permanently affect the health and well-being of 2 or more local community members, would be considered unacceptable.

Criterion 4

Any reasonably preventable activity, or incident that will have a medium to long term, or permanent effect on the environment (natural, economic, social or built) is unacceptable.

Criterion 5

Any reasonably preventable activity or accident, that will cause closure, or seriously disrupt normal business activity for 5% (or more) of local businesses, for greater than 3 days, is unacceptable.

Criterion 6

Any reasonably preventable activity, or accident, that will cause closure or seriously disrupt community lifelines or services for greater than 24 hours, is unacceptable.

Criterion 7

Any reasonably preventable activity or accident, that will have long term or permanent effects on the cultural assets and values of the community, is unacceptable.

Criterion 8

The destruction of, or more than 5 homes (or 5% of smaller communities) becoming uninhabitable, for greater than 3 months due to an emergency event, is considered unacceptable.

5. IDENTIFIED CONSEQUENCES TO CONSIDER IN TREATING RISK

5.1. ELECTRICAL SUPPLY/COMMUNICATIONS DISRUPTION

Much of the concern expressed within the discussions during the workshops, focussed on the impacts of any electrical supply and communications network disruption upon the greater community. These being primarily disruption of the potable water supply, sewerage, communications and the resultant impact on community and commercial activities. Despite the fact that there is an identified HMA for electricity supply disruptions (Emergency Management Regulation r23(B) - being the Coordinator of Energy), from the discussions at the various workshops it was considered that any such disruptions would be a consequence that may be resultant from any hazard, rather than a discreet hazard in its own right. Therefore, it does not appear in the hazard table as a Hazard to be treated. However, this community concern must be considered when working to manage community vulnerabilities.

6. HAZARD RELATED RISK EVALUATION CRITERIA

6.1. BUSHFIRE

During this study, the discussions and activities resulted in a discreet focus on bushfire, rather than the combined bush and structural fire focus of the previous study. While there was discussion on structural fire as a hazard, the subsequent consequence metrics resulted in this hazard being relatively low on the hierarchy for treatment. It became necessary to determine the trigger points within the discussion on fire, where bushfire may be considered to be 'not routine' and become a disaster to the community. The ultimate Risk Evaluation Criteria (REC) that were developed, then became the platforms to frame the analysis for the workshop discussions.

- F1 – The death of one local person due to a bushfire, would be considered to be unacceptable.
- F2 - The loss of 5 homes to fire in one event, would be considered to be unacceptable.
- F3 – The permanent loss of one business, employing 10 or more persons as a result of fire, would be considered to be unacceptable.
- F4 – The interruption of a major transport link for greater than 48 hours, would be considered to be unacceptable.
- F5 - The hospitalisation of more than five local persons due to fire (eg. Burns of smoke inhalation), would be considered to be unacceptable. (Important consideration being that the local hospital has only 14 ED beds, so any more would be separated from their community to access treatment)
- F6 – The displacement of any local persons for more than 48 hours due to a bushfire, would be considered to be unacceptable.

6.2. SEVERE STORM

Triggers where the consequences of Storm, become intolerable to Donnybrook Balingup:

- S1 - The loss of 1 human life during a storm would be considered intolerable.
- S2 - The loss of 5 homes (or 5% of homes in a smaller community, whichever is the lesser) to a storm would be considered to be intolerable.
- S3 - The loss of one business (employing 10 persons or more) would be considered to be intolerable.
- S4 - The loss of electrical power to 5% of the community, for greater than 24 hours, would be considered unacceptable.
- S5 - The closure of any significant business (employing >10 persons) for greater than one week, would be considered unacceptable.
- S6 – The interruption of any critical infrastructure for 24 hours or greater, would be unacceptable.

6.3. MAJOR CRASH – Road Transport Emergency

- C1 - The loss of more than two human lives to crash, is unacceptable.
- C2 - The serious and/or permanent injury to one, or more local human lives to crash, is unacceptable.
- C3- The injury of 10 or more persons requiring hospitalisation, would be unacceptable.
- C4 - Any crash involving hazardous materials that results in an exclusion zone within an urban area, would be unacceptable.
- C5 – Any crash that results in a major transport corridor being closed for greater than 24 hours and affected supplies to from any Donnybrook Balingup community, would be considered to be unacceptable.

6.4. EXOTIC PLANT OR ANIMAL DISEASE

- D1 – Any disease event that results in a reduction of annual agricultural output of 5% (or greater), would be unacceptable.
- D2 – Any disease outbreak that directly causes 2 or more agricultural enterprises to fail, would be unacceptable.

6.5. HUMAN PANDEMIC

While this hazard figured prominently in the risk scoring exercises and resulted in priority 5 for treatment strategies, it was difficult to determine any relevant risk related evaluation criteria. Consistent with other hazards that were workshopped, it could be assumed that the loss of multiple local human lives, business risks related to high workplace absenteeism and the congestion of the limited local hospital facilities would all be factors.

6.6. FLOOD

- Fd1 – The death of one local person due to flooding, would be considered to be unacceptable.
- Fd2 – Any community being isolated for two days, or more, would be considered to be unacceptable.
- Fd3 – Inundation of the Donnybrook Balingup CBD, would be considered to be unacceptable.
- Fd4 – More than 20 homes being inundated and/or damaged by flooding, would be considered to be unacceptable.
- Fd5 - 20 homes being uninhabitable for 3 months or more due to flooding, would be considered to be unacceptable.
- Fd6 - More than 6 businesses being closed due to flooding, for more than 3 days would be considered to be unacceptable.
- Fd7 – More than 50 persons being displaced due to flooding, would be considered to be unacceptable.

GENERAL NOTE:

For future mitigation activity consideration, with most discussions there were concerns raised about the implications of utility failure for extended lengths of time, irrespective of the hazard that may cause this failure.

Likewise, Human Disease/Pandemic has shown to be concerning, given the recent situation with COVID, which was currently affecting the community. This may have artificially elevated its risk and consequence scores and therefore, subsequently its place on the risk register.

7. SHIRE OF DONNYBROOK BALINGUP EMERGENCY RISK MANAGEMENT PLAN

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Bushfire	DFES/Shire/DBCA	DFES	DFES	LG	YES	YES
Severe Storm (includes Flood)	DFES/SES	FES Commissioner	DFES	LG	YES	NO
Road Transport Emergency	WAPoL	WAPoL Commissioner	WAPol/DFES	LG	YES	NO
Exotic Plant / Animal Disease	DPIRD	DG - Agriculture	DPIRD	LG	YES	NO
Human Epidemic	Department of Health	CEO - Department of Health		LG	YES	NO
Flood	DFES/SES	FES Commissioner	DFES	LG	YES	NO

These arrangements are based on the premise that the HMA is responsible for combatting the above risks and will develop, test and review appropriate emergency management plans for their hazard, as described within the *Emergency Management Regulations (2016)*.

8. EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

Hazard	Priorities	Strategies
Bushfire	• Development of Bush Fire Risk Management Plan • Hazard Reduction activity • Building Community awareness	• Fire Breaks • Fuel hazard reduction • Checking compliance • Working with community • Developing relationship with agencies • Weather Warnings • Vehicle Movement Bans • Bushfire Mapping
Storm	Reducing risk of localised damage/injury	• Community preparedness, • Community awareness &/or warnings, • Compliance to building codes
Road Transport Emergency	Reduce impacts to and upon the community	• Working closely with WAPoL • LEMC engagement
Exotic Plant or Animal Disease	Reduce the impact of plant and animal disease on local agriculture enterprises and the economy	• LEMC engagement • Enforcement of biosecurity protocols
Human Epidemic	Strengthening relationship with local health providers	• LEMC engagement
Flood	Reducing the risk of localised flooding	• Flood mitigation work • Community Awareness • Warning systems
Critical Infrastructure Failure	Strengthening industry and agency relationships	• LEMC engagement

8.1. Fire

CAUSES AND CONTRIBUTING FACTORS

- Increasing severe weather events - extreme and catastrophic fire danger days,
- Fuel-load build up in adjacent bushland reserves,
- Inflammable materials surrounding private property,
- Lack of comprehensive early warning and advice,
- Lighting storm,
- Arson,
- Increasing rural/urban interface development as a life-style choice.

PREPAREDNESS & PREVENTION CONTROLS

- Local laws and Bush Fires Act - property fuel reduction enforcement,
- Annual Fire Readiness campaign - community emergency readiness campaign,
- Encourage property clean-up through free green waste pick-up's, as a risk reduction Strategy,
- Fire management planning bushland reserves within the Shire of Donnybrook Balingup,
- Shire of Donnybrook Balingup Bushfire Risk Management Plan
- Local Volunteers – effectively trained and equipped,
- Access ways in reserves (limestone tracks) as compartmentalisation and management tools.

RESPONSE & RECOVERY CONTROLS

- Established volunteer emergency services, within Shire of Donnybrook Balingup,
- Emergency evacuation arrangements in place and communicated,
- Established and practiced recovery and response planning,
- Community engagement activities – acceptance of 'a shared responsibility' philosophy,
- MOU with neighbouring shires,
- Participation and communication with established LEMC committees,
- Joint agency exercises.

TREATMENT STRATEGIES

Agencies	Local Government	Community
Development of early warning systems	Development and implementation of the Bushfire Risk Management Plan.	Greater understanding of fire causes and consequences, during restricted and prohibited times
Practiced interagency cooperation and planning exercises, training and doctrine	Regular annual hazard reduction burning programs within bushland reserves.	Increase emergency readiness, awareness and a resultant reduction in reliance on emergency services
Interagency agreements and cooperation, to better enable a coordinated approach to fire fuel mitigation	Increase emergency readiness awareness, specially tagging on to DFES November bushfire campaign/s.	Promote prepare for fire campaigns in your area, green and hard waste removal.
Established arrangements with fire services, for rapid response	Encourage green waste and property clean up, prior to fire season each year.	Greater understanding of the new Australian Fire Danger Warning systems and triggers.
Engagement in Bush Fire Response Planning, with owners of risk, to reduce net bush fire risk. (tenure-blind approach)	Investigate declaration of Bushfire Prone Areas and appropriate special planning and building conditions.	Active engagement in bush fire planning, for families and business to include such things as triggers for action, ire plans etc.
Participation with multi-agency Pre-formed IMT training and preparedness activities	Maintain stringent enforcement of Annual Fire Notice provisions, as a minimum standard of fire protection.	Acceptance of ownership of risk, leading to positive action to reduce personal risk.

EMERGENCY RISK MANAGEMENT PLAN

RISK ANALYSIS

Vulnerability (Bushfire):

- Residents living within close proximity to bushland reserves:
    - Bushland residential interface, surrounding reserves and forested areas,
    - Close neighbours to above mentioned areas (within 100 metres).

Source and Elements of risk:

- Build-up of fuel loads in close proximity to residential homes,
- Failure to heed early warnings, or advice statements,
- No early warning system in place,
- Failure to undertake adequate seasonal precautionary measures,
- Ember attack from nearby bushland (e.g. evaporative air conditioners),
- Fire Service personnel and equipment, unable to access rear of properties or escape.

Vulnerability (Structural Fire):

- Residents/occupants of buildings:
    - With reduced capacity to notice, or react to fire emergencies,
    - That present an enhanced risk of fire/explosion due to the nature of the activities or material within,
    - Those who may be in proximity to hazardous premises, or activities.

Source and Elements of Risk:

- Hazardous materials and/or work practices and those within those premises.

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Reserve fuel reduction strategy as required (hazard reduction burning)	SoDB – Officer (CESM)
2. Fuel reduction buffer zones, adjacent to residential areas (to create a maximum BAL 29)	SoDB – Officer
3. Specific awareness/preparedness campaigns for residential areas, adjacent to reserves and bushland	SoDB – Officer DFES- District Officer - Manjimup
4. Investigation of Town Planning requirements for residential areas adjacent to reserves and bushland	SoDB- Manager/Officer
5. Strict enforcement of Bush Fires Act and Local Laws related to lighting of fires and fuel reduction	SoDB – Officer
6. Development of an "all hazards" early warning system	SoDB – Officer
7. Implementation of "all hazards" warning system into the Donnybrook Balingup community/s	LEMC- LEMA, SoDB Officer DFES – District Officer Manjimup
8. Ensure fire suppression response is in concert with 9. State Hazard Plan - Fire	DFES- District Officer - Manjimup
10. Ensure timely response of within 12 minutes for volunteer FRS	DFES- Dist. Manager - Manjimup
11. Development of specific bushland reserves Fire 12. Management Strategy	SoDB – Officer SoDB - Environmental Planner
13. Development of specific reserves Fire Response Strategy (Pre-Plans)	DFES- District Officer - Manjimup
14. Ensure training calendar is published annually with appropriate training courses offered for fire fighter personal, to provide local area response. (Regional and Local calendars)	SoDB Officer - CESM DFES- District Officer - Manjimup
15. Ensure safe operational protocols and SOP's are enforced	SoDB Officer - CESM DFES- District Officer - Manjimup
16. Ensure effective multi-agency co-operation and response, by testing Plans and strategies of agencies, by the conducting of exercises	DFES- Dist.Officer/Rural Fire
17. Develop fire management mapping and implement into EM arrangements	SoDB Officer - CESM SoDB- Manager Engineering Services (GIS Officer)
18. Cooperative Arson reporting and investigation programme	SoDB, DFES, DBCA, WaPOL

RESPONSIBLE AGENCY/INDIVIDUAL(S): HMA – DFES, OTHERS - SoDB, WaterCorp, Dept of Communities (Housing), DFES (crown land), DBCA (vested), private property owners.		
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end November 2026	Implementation Plan	
	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	
BUDGET CONSIDERATIONS –		
MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DFES		

8.2. Severe Storm

CAUSES AND CONTRIBUTING FACTORS

- Severe weather events,
- Southerly cyclonic/tropical lows,
- Abnormal weather conditions forming tornados,
- Loose materials becoming potential missiles in high wind,
- Extended power outage due to damaged overhead lines,
- Transport routes obstructed,
- Extended service shutdown due to lack of Business Continuity Planning,
- Lack of comprehensive early warning for some localised events,
- Community Compliancy leading to lack of preparedness.

PREPAREDNESS & PREVENTION CONTROLS

- Local laws encouraging residential and industrial clean up,
- Initial community emergency readiness campaigning strategies,
- Encourage property clean-up, through hard waste and green waste collection campaigns,
- Tree trimming program (including adjacent to power infrastructure, public and private),
- Email/early warning to agencies of Severe Weather Warnings,
- Encouraging investment in underground power supply services,
- Upgrade mobile telephone and radio towers.

RESPONSE & RECOVERY CONTROLS

- Established career and volunteer emergency services, within Donnybrook Balingup Shire,
- Established and rehearsed emergency shelter establishment,
- Western Power depot within Donnybrook Balingup area,
- Established and practiced recovery and response planning,
- Pumping Stations,
- State/National Disaster Relief Funding,
- Encourage active Business Continuity Panning,
- Encourage active and aware LEMC and EM networks.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Improve and implement early warning systems	Reassess and evaluate hard waste collection times	Increase 'emergency readiness' awareness
Practiced interagency cooperation and planning exercises	Examine higher wind rated building code requirements	Promote securing your area, green and hard waste removal.
Encouraged Business Continuity Planning for agencies and business	Increase emergency readiness awareness throughout community	Implement annual green waste and property clean up prior to storm season.
Established arrangements with response services coordinated response	Encourage green waste and property clean up, prior to storm season each year.	Evaluation and acceptance of risk – mitigation and planning at local neighbourhood/family/business level
Develop DRFA-WA plans and trigger processes	Investigate development of a local law for property clean up, prior to storm season e.g. 26 parallel rule (*EM Regs*)	
Pre-season advisory/awareness campaigns, on risk mitigation activity and options.	Practical recovery and restoration planning and arrangements	Accept and manage personal risk, through active consideration of exposure levels.
Participation with multi-agency pre-formed emergency coordination team training and preparedness activities	Support to a 'community resilience development' project – to reduce reliance of community on emergency services and local government.	Accept and manage personal risk, through active consideration of exposure levels.

RISK ANALYSIS

Vulnerability

- Residents:
  - Especially in older homes,
  - Adjacent to tall trees,
  - With limited capacity to maintain their properties.

Source and Elements of risk:

- Wind + loose material adjacent properties, that can become airborne,
- Rain + blockages of water drainage, gutters, downpipes,
- No early warning system in place, limiting preparation time,
- Failure to undertake adequate seasonal precautionary measures.

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Support an increase community awareness of storm (wind & rain) as a seasonal risk.	SES Unit
2. Ensure seasonal maintenance occurs to Council drainage and other infrastructure.	SoDB - Works
3. Ensure community warnings are promulgated throughout Council networks	SoDB – Media Team, LEMC
4. Development of an "all hazards" early warning system, locally.	LEMC – LEMA, SoDB Officer (Public Information)
5. 5. Ensure timely response possible from SES Unit	DFES Dist. Officer – NH, SES Donnybrook Balingup Unit
6. 6. Ensure training calendar is published annually with appropriate training courses offered for SES Unit personnel, to provide local area response. (Regional and Local calendars)	SoDB CESM, DFES - District Officer NH-Manjimup
7. Ensure safe operational protocols and SOP's are enforced	SoDB CESM, DFES - District Officer - Manjimup
8. Development of specific bushland reserves Fire 9. Management Strategy	SoDB – Officer SoDB - Environmental Planner

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – DFES, OTHERS - SoDB, WaterCorp, Dept of Communities (Housing), DFES, private property owners, Western Power, WAPOL.

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end November 2026	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DFES		

8.3. Major Crash – Road Transport Emergency

CAUSES AND CONTRIBUTING FACTORS

- Increasing road use, especially for goods transport (rail closure),
- Major arterial routes cross through Shire,
- Community compliancy leading to lack of preparedness and dangerous driving,
- Increasing foreign visitor drivers facing unfamiliar driving conditions.

PREPAREDNESS & PREVENTION CONTROLS

- Traffic laws encouraging good driver behaviour,
- Community awareness campaigns to encourage safe driver behaviour,
- Improving and enforcing vehicle design and maintenance standards,

RESPONSE & RECOVERY CONTROLS

- Established career and volunteer emergency services, within Donnybrook Balingup Shire,
- Equipped and staffed emergency medical facilities,
- Established and practiced recovery and response planning,
- Encourage active and aware LEMC and EM networks.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Implementation and promulgation of safer driver campaigns.	Support any WAPol campaigns through the Roadwise program.	Monitor and improve driver behaviours. Report poor driver behaviour.
Practiced interagency cooperation and planning exercises	Support initiatives through the LEMC.	
Established arrangements with Medical services for a coordinated response	Support initiatives through the LEMC.	

RISK ANALYSIS

Vulnerability
• Residents:
  ○ Required to travel relatively long distances,
  ○ Adjacent tall trees to roads,
  ○ Seasonal high volumes of traffic, travelling through communities.

Source and Elements of risk: • High volumes of traffic, travelling through community/s, • Heavy goods haulage, especially without rail, • Visitors unfamiliar with locale.

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Support an increase in community awareness of crash risk.	WAPol
2. Enforce traffic regulations.	WAPol
3. Maintenance of road assets to improve safety	Main Roads & SoDB
4. Train and equip emergency response capacity.	WAPol, SJAA, DFES, VFRS, Health.

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – Commissioner WAPOL, OTHERS - SoDB, DFES, St John Ambulance, Donnybrook Hospital.

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end November 2026	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

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ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DFES		

8.4. Exotic Plant / Animal Disease

CAUSES AND CONTRIBUTING FACTORS

- High value economic industry, currently without biosecurity stressors.
- Continuous threat of disease entering the area of agricultural operations, causing mortality of stock/crops, quarantine restrictions and industry reputation.
- Low subject species tolerance to potentially imported disease.

PREPAREDNESS & PREVENTION CONTROLS

- Quarantine Laws and Planning Controls,
- Industrial biosecurity protocols in existence,
- Monitoring and reporting of disease ongoing,
- Effective monitoring and early warning protocols,
- Community awareness and education.

RESPONSE & RECOVERY CONTROLS

- Established network of agricultural inspection, advisory and compliance personnel and agencies,
- Emergency response arrangements in place, communicated and exercised,
- Established and practiced recovery planning,
- Community engagement activities – acceptance of 'a shared responsibility' philosophy,
- MOU with neighbouring jurisdictions,
- Participation and communication with established LEMC committees,
- Joint agency exercises.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Improve and implement early warning systems	Collaborate with DPIRD to develop communications links	Increase 'emergency readiness' awareness
Practiced interagency cooperation and planning exercises	Consider integration of LEMA with DPIRD disease management protocols	Promote outcomes of inter-agency work within community.
Encouraged Business Continuity Planning for agencies and business	Increase emergency readiness awareness throughout community	
Practice and collaborate where beneficial, animal movement tracing procedures	Collaborate with DPIRD on where relevant LG LEMA practices could support a response to an exotic disease outbreak	
Participation with multi-agency pre-formed emergency coordination team training and preparedness activities	Provide resources and information to any exercising that may occur, to ensure alignment and synergies in practices.	

EMERGENCY RISK MANAGEMENT PLAN

RISK ANALYSIS
Vulnerability • Enterprises engaged in sensitive agricultural pursuits which could be affected by an infection, • Industrial and community partners who rely on agriculture for an income, • Tourists and visitors staying in accommodation within any infected premises, • Enterprises who may (by the nature of their connections) be affected by any travel, distribution or quarantine restrictions as a result of a potential infection
Source and Elements of risk: • Vectors and disease-causing organisms, • Livestock and/or crops potentially infected by an exotic disease vector which may have been inadvertently relocated, • Enterprises managing stock/crops potentially infected, • Potential for poor biosecurity practices, • Lack of public information, regarding biosecurity measures, • Rapid spread potential verses time required to identify disease and then trace movements, to restrict further spread.

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Adherence to Biosecurity protocols across industry.	Australian Quarantine Service, DPIRD, agriculturists
2. Development of an "all hazards" early warning system.	DPIRD
3. Implementation of "all hazards" warning system into the Donnybrook Balingup community	LEMC- SoDB CESM, DFES - District Officer – Manjimup. DFES- Dist. Officer – Natural Hazards
4. Development and implementation of complete animal management plans, that will be incorporated into the SoDB EM Arrangements.	DPIRD, LEMC - CESM
5. Specific awareness/preparedness campaigns for agricultural industry	DPIRD
6. Ensure production of contamination response strategies	DPIRD

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – DFES. OTHERS - SoDB, LEMC, Life-lines agencies – Western Power, Water Corp, Alinta Gas, DoE, Telstra, & DFES – SES, Dept of Water

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end December 2026	1st Quarterly Report	
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	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DPIRD		
Agricultural Enterprises		

8.5. Human Pandemic

CAUSES AND CONTRIBUTING FACTORS

- Rapid, world-wide travel is common-place,
- Proximity of people in communities, including gatherings indoors.

PREPAREDNESS & PREVENTION CONTROLS

- Biosecurity controls and immunisation campaigns,
- Increased community awareness of risk and spread factors,
- Contact tracing arrangements and procedures,
- Quarantine Laws and controls,
- Monitoring and reporting of known diseases and locations is ongoing,
- Effective monitoring and early warning protocols.

RESPONSE & RECOVERY CONTROLS

- Established network of disease notification, advisory and compliance personnel and agencies,
- Emergency response arrangements in place, communicated and exercised,
- Established and practiced recovery planning,
- MOU with neighbouring jurisdictions,
- Participation and communication with established LEMC committees,
- Joint agency exercises,
- Embracing the lessons learned from the COVID pandemic.

EMERGENCY RISK MANAGEMENT PLAN

RISK ANALYSIS

Vulnerability (Pandemic):

- Community members, especially where immunity may be compromised,
- Occupants of shared spaces,
- Health industry workers and first responders, where inter-personal spread of disease may be exacerbated,
- Community and enterprises that may be affected by lock-down/quarantine requirements.

Source and Elements of risk:

- Vectors and disease-causing organisms,
- Visitors who may be already infected by a communicable disease being a vector,
- Enterprises that may be dependant upon the free movement of people,
- Potential for poor hygiene practices,
- Lack of public information, regarding biosecurity/disease containment measures,
- Rapid spread potential verses time required to identify disease and then trace movements, to restrict further spread.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Monitor communicable disease potential and react accordingly	Collaborate with Department of Health	Practice communicable disease control behaviours
Practiced interagency cooperation and planning exercises	Consider integration of LEMA with Dept of Health disease management protocols	Promote outcomes and lessons from inter-agency work within community.
Encouraged Business Continuity Planning for agencies and business	Increase emergency readiness awareness throughout community. Ensure appropriate business continuity arrangements are in place within organisation.	
Participation with multi-agency pre-formed emergency coordination team training and preparedness activities	Provide resources and information to any exercising that may occur, to ensure alignment and synergies in practices.	

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Early identification of disease within, or threatening to enter the community.	Dept. of Health
2. Development and adherence to suitable disease containment protocols.	Dept. of Health
3. Contact tracing and notification of potentially infected persons.	SoDB – Environmental Health
4. Public education programs on disease risk and risk management.	Dept. of Health
5. Provision and maintenance of medical response capability.	Dept. of Health

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – Department of Health (DG). OTHERS - SoDB, LEMC, Health service agencies.

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end December 2026	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

APPROVAL FOR RECOMMENDATION IMPLEMENTATION

ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
Department of Health		
Donnybrook Hospital		

8.6. Flood

CAUSES AND CONTRIBUTING FACTORS

- Increasing severe weather events - extreme rainfall days,
- Tropical Low/Cyclone,
- Riverine level rise, due to heavy rainfall in catchment,
- Levy failure,
- Ageing infrastructure, (water, or Sewage main burst),
- Blocked, or compromised drainage infrastructure,
- Hydraulic structure failure (landslip, dam collapse),
- Lack of comprehensive early warning and advice,
- Increasing rural/urban development.

PREPAREDNESS & PREVENTION CONTROLS

- Local Laws and Planning Controls,
- Drainage infrastructure maintenance and improvements,
- Monitoring and reporting of watercourse telemetry,
- Effective monitoring and early warning protocols,
- Succession and redundancy plans including alternate pumping plant,
- Pump Stations with generators,
- Flood Sump/ Basins e.g.
- Community awareness and education.

RESPONSE & RECOVERY CONTROLS

- Established volunteer emergency services (including active SES Unit), within Shire of Donnybrook Balingup,
- Emergency evacuation arrangements in place and communicated,
- Established and practiced recovery and response planning,
- Community engagement activities – acceptance of ‘a shared responsibility’ philosophy,
- MOU with neighbouring shires,
- Early Warning System (BoM),
- Participation and communication with established LEMC committees,
- Joint agency exercises.

EMERGENCY RISK MANAGEMENT PLAN

RISK ANALYSIS

Vulnerability

- Residents living within close proximity to Donnybrook Balingup flood prone areas.
- Senior citizens care and residential villages, on the flood prone areas.
- Proprietors and staff from commercial premises, within the flood prone areas.
- Tourists and visitors staying in accommodation within the flood prone areas.

Source and Elements of risk:

- Localised rains and storm exceeding normal run off expectations.
- Upstream catchments receiving extraordinary rainfall.
- River levee banks, breach or over-run.
- Sunny day dam burst Wellington, or other Weirs.
- Lack of public information, regarding evacuation centres and exit routes.
- Lack of road signage and police presence, in early stages to control traffic.
- Lack of public information on emergency evacuation protocol.

TREATMENT STRATEGIES

AGENCIES	LOCAL GOVERNMENT	COMMUNITY
Improve and implement early warning systems	Collaborate with BoM & DoW to develop communications links	Increase 'emergency readiness' awareness
Practiced interagency cooperation and planning exercises	Consider flood mapping, related to built environment planning	Promote outcomes of inter-agency work within community.
Encouraged Business Continuity Planning for agencies and business	Increase emergency readiness awareness throughout community	
Established arrangements with Medical services cooperated response	Consider mapping and planning, to assist with advice on impacts upon transport and infrastructure in flooding events	
Develop DRFA-WA plans and trigger processes	Ensure accurate inventory of flood related infrastructure, to assist with any subsequent claims for funding.	
Pre-season advisory/awareness campaigns, on risk mitigation activity and options.	Practical recovery and restoration planning and arrangements	
Participation with multi-agency pre-formed emergency coordination team training and preparedness activities	Support to a 'community resilience development' project – to reduce reliance of community on emergency services and local government.	

RECOMMENDED TREATMENT OPTIONS	Responsible Office
1. Development of an "all hazards" early warning system.	LEMC- SoDB Officer
2. Implementation of "all hazards" warning system into the Donnybrook Balingup community	LEMC- SoDB officer, DFES - District Officer – Manjimup DFES- Dist. Officer – Natural Hazards
3. Development and implementation of complete Evacuation plans, that will be incorporated into the SoDB EM Arrangements.	LEMC- Shire Officer
4. Specific awareness/preparedness campaigns for residential areas in flood plain	DFES- District Officer - Natural Hazards
5. Ensure production of flood response strategies	DFES- District Officer - Natural Hazards
6. Ensure training calendar is published annually, with appropriate training courses offered to SES personal, to provide effective local area response.	DFES- District Officer - Natural Hazards
7. Ensure multi-agency co-operation and response by testing bi-annually plans and strategies of agencies by the conducting of exercises	LEMC- Shire Officer, DFES- District Officer - Natural Hazards
8. Development of an "all hazards" early warning system.	LEMC- SoDB Officer

RESPONSIBLE AGENCY/INDIVIDUAL(S):
HMA – DFES. OTHERS - SoDB, LEMC, Life-lines agencies – Western Power, Water Corp, Alinta Gas, DoE, Telstra, & DFES – SES, Dept of Water.

	Implementation Plan	
• PRIORITY STATUS – High Priority • IMPLEMENTATION SCHEDULE – all treatment actions completed by end December 2026	1st Quarterly Report	
	2nd Quarterly Report	
	Completion	

BUDGET CONSIDERATIONS –

MONITOR AND REVIEW. LEMC to monitor & review in November, on an annual basis

APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
Shire of Donnybrook Balingup		
DFES		
The Department of Communities		

Shire of Donnybrook Balingup

LEMA 2023

ANNEXURE 3: HAZARD PLANS







LEMC Endorsement Date: *2023*
Full Review Required: *2028*
Maintained By: *Shire of Donnybrook Balingup Community Emergency Services Manager*

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AMENDMENT #	DATE	DETAILS OF / REASON FOR AMENDMENT	AMENDED BY (INITIALS)
1.	July 2023	Complete plan rewrite – Includes Hazard Plans Annexure	Planit WA Consulting
2.	30 Aug. 2023	Final draft (incorporating SODB comment)	Planit WA Consulting

3.			
4.			
5.			
6.			
7.			
NEXT REVISION IS DUE AUGUST 2028.			

HAZARD PLANS – RURAL FIRES

References

Donnybrook Balingup Bush Fire Response Plan – 2016, State Hazard Plan – FIRE (2022)

Introduction

1. Rural fires are a regularly occurring threat. Inter-agency planning for this hazard has led to the production of a range of reference documents. The procedures contained in this reference plan will be adopted and all participating organisations should make themselves familiar with it.
2. This Hazard Plan details the control and coordination arrangements within the Shire of Donnybrook Balingup, in support of the DFES.

Hazard Effects

3. Rural fires produce all of, or some of the following effects:
    a. Dead and injured persons,
    b. Destruction of homes, pastures/forest/plantation resources and business,
    c. Traffic disruption and health issues (smoke),
    d. Evacuation (fire and smoke threat),
    e. Disruption to water, power/communications services and other critical

Response Arrangements

4. There will be three levels of warning for bush fire danger:
    a. Advice - for days of Very High Fire Danger forecast, or where a fire has started but not yet likely to threaten life or property in the Shire of Donnybrook Balingup (A bushfire 'Advice' has been issued), and/or a 'Total Fire Ban' has been declared for the Donnybrook Balingup Shire.
    b. Watch and Act – for days of 'Severe' or 'Extreme' Fire Danger Rating and/or whenever a bush fire 'Watch and Act' warning is issued within the Shire of Donnybrook Balingup.
    c. Emergency Warning – for days of 'Catastrophic' bush Fire Danger Rating, or whenever an 'Emergency Warning' is issued within the Shire of Donnybrook Balingup, or significant damage has already occurred to two or more homes, fatalities and/or significant injuries requiring prolonged hospitalisation has occurred.

5. Response arrangements for fires outside of the Donnybrook Balingup Gazetted Fire District (GFD), will be accordance with the responsibilities identified within the State Hazard Plan (Fire) and the Shire of Donnybrook Balingup Bush Fire Response Plan
6. The Local Emergency Coordinator is responsible for activating non-combat support for fire operations. This activation will be made on the advice of the nominated Controlling Agency (CA) – Incident Controller.
7. Fire-fighting support is requested through DFES – ComCen, or LSW Regional Operations Centre (ROC), or the DBCA Blackwood District Duty Officer at the request of the nominated CA – Incident Controller.
8. All other support arrangements are coordinated through the IMT, , located at an ICC or Control point.

Command & Control Structure

9. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency	FES Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Fire fighting • Building rescue • Traffic/crowd control • Casualties • Evacuation • Resources • Emergency relief and support	• BFB/DBCA – Parks & Wildlife/DFES-FRS • DFES-FRS/DFES-SES • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • HMA – through WA Police/DFES-SES • Shire of Donnybrook Balingup/DFES-SES/ • Department of Communities
Utilities restoration	Statutory Authorities

The State Hazard Plans are to be read in conjunction with the Shire of Donnybrook Balingup Bush Fire Response Plan.

In the event that the incident is likely to trigger the Risk Evaluation Criteria for fire (LEMA - Annex 2 - ERM Plan), consideration should be taken to implementing the SoDB Business Continuity Plans and communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

HAZARD PLANS – SEVERE STORMS

References

State Hazard Plan – Severe Weather (2022)

Introduction

1. The Shire of Donnybrook Balingup is subject to the effects of severe storms, as a result of:
    a. Cyclones/Tropical Lows passing down the coast (November April).
    b. Tornados (Summer & Winter).
    c. Winter Gales (May – September).

Hazard Effects

2. Severe storms can produce some or all of the following effects:
    a. Damage to buildings & fences,
    b. Damage to trees,
    c. Loss of electrical power and other infrastructure failure,
    d. Fire (lightning strikes),
    e. Death or injury (lightning strikes, falling trees or wind-blown debris),
    f. Flash flooding (storm water drain and waterway overload),
    g. Traffic crashes (poor road conditions).

Response Arrangements

3. There will be three levels of warning for storms:

a. Blue Alert - for severe weather warnings where:
   (1) 'gale warnings' (41-47 knots – 76-87 km/hr), or
   (2) advanced warnings of 'Storm Force' (Level 1 @ 48-55 knots – 80-102 km/hr) at 24 hours+, or
   (3) where rainfall is expected to exceed seasonal norms &/or where rivers are already high. Additionally,
   (4) whenever a 'Blue Alert' for a cyclone has been declared for the Donnybrook Balingup district.

b. Yellow Alert – for:
   (1) severe weather warnings (BoM) with 'Storm Force' Wind warnings (Level 2 @ 56 63 knots – 103-117 km/hr) with less than 24 hours warning time + potential flood warnings from BoM. Where
   (2) there is a specific mention of the possibility of tornados in the BoM forecast. Additionally,
   (3) whenever a 'Yellow Alert' is declared for a cyclone within Donnybrook Balingup.

c. Red Alert – for:
   (1) forecast 'Hurricane force' winds (velocity of 64 knots (118 + km/hr) and above),
   (2) significant rainfall with already saturated ground, full catchments, flood warnings etc) and/or
   (3) imminent impact, or significant damage has occurred from wind or floodwater, requiring a significant response. Additionally,
   (4) whenever a Red Alert is declared for Cyclone impact within for Donnybrook Balingup.

Strong Winds

4. Strong winds result in responses which are usually infrequent and of a minor nature. Reports may be received directly to the Shire of Donnybrook Balingup from the public, from DFES ComCen, DFES LSW Regional Office (Regional Duty Coordinator), the local DFES-SES, or Police Headquarters (CADCom).

Gale Warnings

5. The standard response to Gale Warnings may include the targeted staffing of the DFES LSW-RHQ and SES Local Headquarters. The following local planning arrangements should be implemented:
   i. Place Relevant SoDB Shire staff on stand by,
   ii. Restrict controlled burning (Local Government Responsibility [BF Act]),
   iii. Check availability/maintenance of storm damage stores & equipment,
   iv. Establish communications between the Donnybrook Balingup ECC and the Local DFES-SES Local Emergency Operations Centre.

Severe Weather Warnings

6. In the event of a **Severe Weather Warning** (including cyclone warnings) all SES Units in the South-West Region, including the Regional DFES Office, are likely to staff their EOC. In addition to the local arrangements detailed for gale warnings, the HMA should advise all

members of the LEMC and request that they place their organisation on the relevant alert status. Public information broadcasts should be considered, after consultation with the DFES.

7. Should a severe storm affect the Shire of Donnybrook Balingup to the degree that services are badly disrupted and severe damage is sustained, the Controlling Agency (CA) – Incident Controller, in consultation with the Local Emergency Coordinator (LEC) &/or the ISG, will determine the priority allocation of resources, until the event and its consequences are under control.

   In the event that the incident is likely to trigger the Risk Evaluation Criteria for storms (*LEMA – Annex 2 - ERM Plan*), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

Command & Control Structure

8. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency (CA)	FES Commissioner
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Fire fighting • Building rescue • Traffic • Casualties • Evacuation • Resources • Emergency relief and support	• BFB/DBCA - Parks & Wildlife/DFES-FRS • DFES-FRS/DFES-SES • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police /DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities
Utilities restoration	Statutory Authorities

Information Flow

9. Requests for assistance are usually passed to DFES-SES, from the following sources:
    a. Direct from the caller by telephone,
    b. Via the DFES ComCen, or DFES SW RHQ,
    c. Via a Donnybrook Balingup ECC,
    d. Direct observation by damage control teams,
    e. Via the Shire of Donnybrook Balingup switchboard, or other emergency services.
10. Utility damage reports are provided to the Donnybrook Balingup ECC, by the appropriate Government Department or agency. It is the responsibility of the Controlling Agency/HMA to provide timely Situation Reports (SitReps), outlining the damage sustained to the Shire of Donnybrook Balingup, along with any action in progress - to the ECC and to all members of the LEMC.

Hazard Plan – Exotic Animal / Plant Disease

References

State Hazard Plan – Animal and Plant Biosecurity (2023)

Introduction

1. The Shire of Donnybrook Balingup is subject to the risk and subsequent effects of exotic disease infections to agricultural stock and crops.

Hazard Definition

State Hazard Plan Animal and Plant Biosecurity defines the hazard of animal or plant disease (animal or plant biosecurity incursion) as:

- An “emergency Animal Disease” – as defined by the Government and Industry Emergency Animal Response Agreement (EADRA) for Australia – (E.g. Foot and mouth disease or Avian Influenza)
- an “Emergency Plant Pest” – as defined in the Government and Industry Emergency Plant Pest Response Deed (EPPRD) for Australia – (e.g. Karnal Bunt or Khapra Beetle)
- a “Declared Pest” – as defined in the Biosecurity and Agriculture Management Act 2007, which is also an endemic animal or plant pest or disease that is occurring in such a fulminate form that an emergency response is required to ensure that it does not become a large scale epidemic within Western Australia
- aquatic emergency animal disease outbreaks.

Hazard Effects

2. The potential effects of exotic diseases may include some, or all of the following:
    a. Destruction of commercial products and resultant impact on agricultural business,
    b. Mobility restrictions for product and/or producers and their equipment,
    c. Reputation harm and subsequent impacts on future trade capacity,
    d. Loss of income, potentially for prolonged periods of time,
    e. Restrictions on future activities on any impacted land/s
    f. Loss of local employment.

Response Arrangements

3. Responses to any potential disease infection, should take into account the response levels indicated within the State hazard plan, prepared by DPIRD. The italic text below is directly extracted from that Plan for LG consideration in any response they may take:

Level One:
Assigned to any local or limited response that has limited potential impact on DPIRD, industry, community or the environment, and can be managed within DPIRD's resources. There is a low level of complexity and minimal impact on the community.

Level Two:
Assigned to any incident that is likely to cause severe and widespread impact on industry or the environment and requiring management and coordination at a State level. There is likely to be a medium level of complexity and impact on the community. Support from an agency or agencies may be required. There is likely to be a protracted response phase (e.g. three-six months). There is potential for the incident to be declared an "Emergency Situation". Most biosecurity incursions covered by national deeds will be initially categorised at this level (or higher).

Level Three:
Assigned to any incident likely to cause catastrophic consequences for industry, community or environment and may potentially impact the whole of WA. A significant multi-agency response will be required. There is likely to be a protracted response phase (e.g. greater than six months). A declaration of an "Emergency Situation" or "State of Emergency" may be required. Advise all members of the LEMC and request that they place their organisation on the relevant alert status. Public information broadcasts should be considered, after consultation with the DFES.

In the event that the incident is likely to trigger the Risk Evaluation Criteria for Exotic Plant or Animal Disease (LEMA – Annex 2 - ERM Plan), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

In accordance with the State Hazard Plan, Local Governments may be requested to provide the following support to the HMA:

a. Provide Liaison Officer/s and other trained staff as required and appropriate,
b. Provide and/or assist in the acquisition of resources and engineering services including earth moving machinery and operators,
c. Provide information on local legislation, conditions and hazards, environmental and water issues associated with waste disposal,
d. Assistance with quarantine and movement control as required,
e. Assist with local communication,
f. Identify and/or make available suitable facilities for use as Control Centres,
g. Management of the local recovery process.

Command & Control Structure

4. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency (CA)	DG DPIRD
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • DPIRD • Animal care • Evacuation • Resources • Emergency relief and support	• Combat Agency • Local Veterinarians • DBCA • Wildlife Care Groups • WAPol/DFES-SES • DFES-FRS/DFES-SES/SoDB • Department of Communities
Utilities restoration	Statutory Authorities

Information Flow

5. Requests for assistance are usually passed to DPIRD, from the following sources:
    a. Direct from the caller by telephone,
    b. Via other agriculture jurisdictions,
    c. Via a Donnybrook Balingup ECC,
    d. Direct observation by damage control teams,
    e. Via the Shire of Donnybrook Balingup switchboard, or other emergency services.
6. If activated, incident situation reports may be provided to the Donnybrook Balingup ECC, by the appropriate Government Department or agency. It is the responsibility of the Controlling Agency/HMA to provide timely Situation Reports (SitReps), outlining the losses sustained and activities impacting upon the Public to the Shire of Donnybrook Balingup, along with any action in progress - to the ECC and to all members of the LEMC.

HAZARD PLAN – FLOODING

References

State Hazard Plan – Severe Weather (2022)

Introduction

1. The Shire of Donnybrook Balingup is subject to the effects of flooding, as a result of:
    a. Cyclones passing down the coast (November - April),
    b. Excessive rainfall in catchments and locally,
    c. Riverine flooding (maybe due to dam collapse or overtopping),
    d. Drainage blockage, causing localised flooding.

Hazard Effects

2. Flooding can produce some or all of the following effects:
    a. Damage to buildings & fences,
    b. Traffic congestion and crashes, through flooded roadways and bridges,
    c. Loss of electrical power and other infrastructure failure,
    d. Death or injury,
    e. Flash flooding (storm water drain and waterway overload),
    f. Community isolation,
    g. Disease risk (vectors, or sewerage escape)

Response Arrangements

3. There will be three levels of warning for flooding:

Blue Alert:

1. *Flood warning issued by BoM (for the Nelson BoM District), plus River levels are approaching, or have reached winter - time maximum levels and flow rates, and the associated catchments are already saturated,*
2. *there is failure of drainage systems/pump-sets and this failure will be for greater than 4 hours duration, during a risk warning period, and/or*
3. *the forecast is for greater than 20-30 mm rainfall in any two-hour period.*

Yellow Alert:

1. *Flood levels are rising beyond annual winter levels and more rain (>15 mm) is forecast in the next 24 hours,*
2. *a warning is received of dam failure on the upstream rivers and/or catchments, or water flows within the Preston River are predicted to have the potential to raise to over-top banks and floodplains,*
3. *pump-set failure that is anticipated to last for greater than 4 hours, during a period where 30 mm of rain (or greater) is forecast..*

Red Alert:

1. *Flooding/inundation is occurring in Donnybrook Balingup, effecting more than 6 homes/buildings and this is likely to persist for more than 12 hours,*
2. *Warning has been received of significant dam break/cascading failure within the upstream catchments,*
3. *Warnings have been received of the failure (or imminent failure) of any private or Water Corporation dam assets, which will lead to downstream flooding.*

ROLE	AGENCY
Hazard Management Agency (CA)	FES Commissioner
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Emergency Water Pumping • Building rescue • Traffic • Casualties • Evacuation • Resources • Emergency relief and support	• Combat Agency • Local Veterinarians • DBCA • Wildlife Care Groups • WAPol/DFES-SES • DFES-FRS/DFES-SES/SoDB • Department of Communities
Utilities restoration	Statutory Authorities

In the event that the incident is likely to trigger the Risk Evaluation Criteria for flood (*LEMA – Annex 2 – ERM*), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

HAZARD PLAN – EARTHQUAKES

References

State Emergency Management Plan – Earthquake (2022), State Hazard Plan – Collapse (2022)

Introduction

a. The Shire of Donnybrook Balingup does not lie near any significant fault lines in the Southwest seismic zone. Therefore, the risk of this threat eventuating is considered to be low. However, in view of the catastrophic consequences of these natural phenomena, the threat cannot be ignored.
b. Should this threat eventuate, it would be a reasonable assumption that other parts of the Region will sustain damage. This being the case, the Shire of Donnybrook Balingup may be unable to rely on neighbouring communities for support in the first instance.
c. The emphasis of earthquake response will be directed towards saving the maximum number of lives, whilst providing medical and emergency relief and support services to the survivors, until organised relief operations arrive.

Response Arrangements

Blue Alert: not applicable for this hazard.
Yellow Alert: *Reports of earthquake damage received, but not verified.*
Red Alert: *Reports of earthquake damage are received and verified. The observed damage will require significant SoDB support to the response, for community restoration*

Threat Effects & Additional Response Arrangements

1. Earthquakes produce all or some of the following:
   a) Dead and injured persons,
   b) Trapped persons,
   c) Extensive building damage,
   d) Extensive disruption to services and facilities,
   e) Fire,
   f) Evacuation and displacement of persons,
   g) Disruption to traffic due to roadway and bridge failure,
   h) Landslides/slips,
   i) Possible uncontrolled leakage of natural gas, sewage, or mains water supply

2. Response Arrangements:
   a) The need for activation of the Shire of Donnybrook Balingup Emergency Management Arrangements will be self evident, as the event occurs. Participating organisations should immediately staff their Headquarters and establish communications with the Earthquake Control Centre and Shire of Donnybrook Balingup ECC. In the event that telecommunication/radio facilities are inoperative, communications with the Donnybrook Balingup ECC must be established through the use of Liaison Officers.
   b) During the initial stages, assessment of damage and urgent rescue/medical responses will be responsibility of the DFES-SES, FRS & USAR capabilities, St John Ambulance supported by the Shire of Donnybrook Balingup, Bush Fire Brigade and Shire of Donnybrook Balingup employees. Thereafter, available rescue/medical resources will be allocated by the CA - Incident Controller, in consultation with the LEMC, to particular areas of operation.

Command & Control Structure

3. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency	FES Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Fire fighting • Building rescue • Traffic • Casualties • Evacuation • Resources • Emergency relief and support	• BFB/DBCA-PARKS & WILDLIFE/DFES-FRS • DFES-SES / DFES-FRS • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police /DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities
Utilities restoration	Statutory Authorities

4. This structure is designed to meet the immediate needs within the Shire of Donnybrook Balingup. District, State and National Plans will assist with the acquisition, deployment and logistics for external resources being allocated to the affected area. It is envisaged that due to the likely consequences of such an event, that Recovery Operations will be coordinated at State Level, with input from the Shire of Donnybrook Balingup LEMC/Recovery Coordinator.
5. In the event that the incident is likely to trigger the Risk Evaluation Criteria for earthquake (LEMA – Annex 2 - ERM Plan), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

HAZARD PLAN – BUILDING FIRE & EXPLOSION

References

State Hazard Plan – Fire (2022)

Introduction

1. Response to this occurrence is a routine procedure for the primary emergency services. This Hazard Plan details the arrangements for an incident beyond the normal day to day response (Level II and above).
2. With any increase in development of the Donnybrook Balingup Central Business Districts, shopping centres and industrial areas, the risks greatly increase for a major fire, explosion and/or industrial emergency.
3. This Hazard plan details responses to be undertaken by the Shire, in response to assets that are the responsibility (or owned by) the Shire of Donnybrook Balingup. Other assets will be managed by their owners.

Hazard Effects

4. This hazard can produce all or some of the following:
    a. Dead and injured persons,
    b. Trapped persons,
    c. Destruction/damage of buildings and businesses,
    d. The need for evacuation &/or relocation of persons,
    e. Damage to environmental and/or heritage values,
    f. Disruption of services, or critical infrastructure

Response Arrangements

5. For fires and explosions within town buildings, there will be three levels of warning for Shire of Donnybrook Balingup Building fires and/or explosions:

Blue Alert:
Facility will be out of use, for the duration of the response to the incident

Yellow Alert:
The facility will be out of action for up to a week and/or a serious injury (prolonged hospitalization), or a fatality occurs.

Red Alert:
The facility will be out of action for more than a week and/or multiple serious injuries/fatalities occur.

6. A response to this threat is normally activated through the "000" emergency phone system. In view of the urgency of a required response, activation of this Hazard Plan will be in two phases. Phase 1. - will be the deployment of FRS, WA Police and St John Ambulance, to the scene. Phase 2. - will be the activation of the Donnybrook Balingup ECC and support organisations, to provide the necessary coordination to support the response activities

Command & Control Structure

7. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency (CA)	FES Commissioner
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Fire fighting • Building rescue • Traffic/crowd control • Casualties • Evacuation • Resources • Emergency relief and support • Pollution	• DFES-FRS/BVBFB • DFES-FRS/DFES-SES • WA Police Force • St John Ambulance/ Donnybrook Balingup Hospital • WA Police Force/DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities • Department of Water and Environmental Regulation
Utilities restoration	Statutory Authorities

8. In the event that the incident is likely to trigger the Risk Evaluation Criteria for fire (LEMA – Annex 2 - ERM Plan), consideration should be taken to implementing the SoDB Business Continuity Plans and appropriate communications should be established between the HMA/CA and the Shire's Emergency Coordination Team (if established).

TRANSPORT INCIDENT – ROAD, AIR & RIVER

References

WA Police Force, DFES-FRS and Ambulance agency SOPs, Public Transport Authority SOPs, State Hazard Plan – Crash Emergency (2022).

Introduction

1. Transport incidents are the most common form of emergency response. The Southwest Highway and several other major road systems converge and travel through the Shire of Donnybrook Balingup. There are a number of minor airstrips within the Shire, with larger strips at Bunbury and Busselton. Busselton can carry larger passenger aircraft.

Road Crashes

2. Road crashes are normally handled under the standing operating procedures of the WA Police Force, Fire and Rescue Service and St John Ambulance. Where a complex road crash occurs beyond this normal response, the Police may activate portions of the Hazard Plan and these arrangements, in support.

Air Incidents

3. The impact of an air disaster on an urban community is a threat to the population. Such operations are extremely complex and could involve local, State and Federal representation. The major response to air emergencies rests with Police Emergency Coordinator.

Minor Aquatic Incidents

4. Minor aquatic accidents and drownings are normally responded to by the WA Police Force, in conjunction with the Department of Transport. Small boat incidents are handled under procedures prepared by these authorities.

Summary

5. To summarise, this Hazard Plan will deal with road emergencies and low-level air and river emergencies. Large scale emergencies will require the activation of the local organisation to provide information and resource support only.

Command & Control Structure

6. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency	HMA depends upon location/asset: • Air - WA Police Commissioner • Road – WA Police Commissioner
Local Emergency Coordinator (LEC)	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Rescue • Fire fighting • Traffic/crowd control • Casualties • Evacuation • Resources • Emergency relief and support	• DFES–FRS/SES • BFB/DBCA-PARKS & WILDLIFE/DFES-FRS • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police /DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities
Utilities restoration	Statutory Authorities

7. The structure to provide support to other Plans for major rail, air and river emergencies is as follows:
    a. Region/State Control Structure - District/State Plans.
    b. Local Resource Coordination - Local Emergency Coordinator/LEMC (ISG)
    c. Resource Commanders - LEMC (ISG) Representatives
    d. Emergency relief and support Department of Communities

When a transport incident occurs with a Shire of Donnybrook Balingup vehicle or item of plant:

8. There will be three levels of warning:

Blue Alert: Crash of Council vehicle resulting in a 'lost time injury' of the driver and/or passenger.
Yellow Alert: Crash of Council vehicle, resulting in serious injury requiring hospital treatment.
Red Alert: Loss of critical plant for greater than 1 month's duration, or a fatality occurs.

HAZARDOUS MATERIAL INCIDENT

References

State Hazard Plan – HAZMAT (2022), State Hazard Plan – Crash Emergency (2022).

Introduction

1. The storage and transportation of hazardous materials presents a potentially significant threat to the community. Furthermore, these operations require a highly specialised response and often create environmental pollution consequences.

Hazard Effects

2. Should this threat eventuate some or all of the following may be encountered:
    a. Dead and injured persons,
    b. Fire and/or explosion,
    c. Release of toxic solids, liquids or gases,
    d. Pollution of water supplies, streams, lakes and/or land,
    e. Evacuation and/or relocation of persons being required,
    f. Prolonged disruption to transport services and infrastructure.

Response Arrangements

3. Response to this threat is normally activated through the "000" emergency system. In view of the urgency of a required response effort, activation of this Hazard Plan will be in two phases. Phase 1. - will be the deployment of emergency services to the scene. Phase 2. - will be the activation of the Donnybrook Balingup ECC and support organisations, to provide the required coordination in support of the response and to provide for community needs.

Command & Control Structure

4. The following structure will apply to the incident:

ROLE	AGENCY
Hazard Management Agency	FES Commissioner – HazMat, WA Police Commissioner - Crash
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Nuclear Powered Warship Incident	WAPol Commissioner
Combat or Support Agencies: • Hazardous Material containment • Traffic/crowd control • Casualties • Evacuation • Resources • Emergency relief and support	• DFES – FRS • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police Force/DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities
Utilities restoration	Statutory Authorities

5. There will be three levels of warning:

Blue Alert:
Risk identified to occupants of a community facility/building.

Yellow Alert:
Injury has occurred as a result of contamination of community facility/building.

Red Alert:
Injury has occurred to 5 persons, or a fatality has occurred within a Community facility.

SEARCH & RESCURE (SAR)

References

State Hazard Plan – Search and Rescue Emergencies (2022), Australian Emergency Manual – "Land Search Operations."

Introduction

1. There are a variety of situations that involve search and rescue. These operations may be of a minor nature. However, in certain circumstances a major coordinated response is required.

Threat Responses

2. SAR operations include some of the following:
    a. Searches and rescues for persons lost or distressed on land or in waterway,
    b. Searches for and rescues from waterways,
    c. Cliff and cave searches and subsequent rescues,
    d. Searches of and rescues from mine shafts, wells, bores and the like.

Command & Control Structure

3. The following structure will apply to the incident:

Searches – MISSING PERSONS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Field Search Controller • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-SES • DFES-SES (SES Commander) • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

Searches – RIVERS, LAKES, DAMS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Field Search Controller • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-SES • DFES-SES • WA Police • St John Ambulance/Donnybrook Balingup Hospital • DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

Rescues – VERTICAL CLIFF & CAVE

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Vertical Rescue Team Leader • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-SES • DFES-SES (SES Commander) • WA Police • St John Ambulance/Donnybrook Balingup Hospital • DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

Rescues – MINES, WELLS, BORES (confined space and/or contaminated atmospheres)

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Vertical Rescue Team Leader • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-SES (Bores/wells - CFRS with BA) • DFES-SES • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • DFES-SES • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

TRANSPORT EMERGENCY

References

State Hazard Plan – Search and Rescue Emergencies (2022), State Hazard Plan – Crash Emergency (2022).

Introduction

1. Interstate and intrastate passenger, trading, mining and petroleum industry vehicles travel the road and rails throughout the Donnybrook Balingup Shire. There is a possibility of a transport emergency through the effect of weather, human error, mechanical or vehicle failure, amongst other reasons. Such emergencies may involve the loss of or injury to, life and property, cause hazards to navigation and pollute the waterways.

Hazard Responses

2. A transport emergency is an event involving a vehicle(s) presenting several hazards requiring a multi-agency response that has resulted in, or has a potential to result in:
    a. Extensive loss of human life and/or property,
    b. Risk to safe travel/navigation,
    c. Significant damage to infrastructure to the extent that commerce is, or may be disrupted,
    d. Serious degradation of the environment.

Without providing an exhaustive list, any of the above situations, when they involve a transport vehicle, may result or have the potential to result in, the following transport emergency situations:

- Need to evacuate all, or the majority of, people from an area,
- The requirement to rescue persons,
- Damage to infrastructure that impedes trade and/or recreation,
- Significant release of hazardous liquids, materials or gases into the water &/or the environment,
- Extensive damage, to the extent that a transport asset becomes unusable.

Further Responses

The response to transport emergencies will be directed towards the following goals:

- Preservation of human life,
- Rescue of persons from vehicles,
- Protection of environmental values,
- Containment of oil and chemical pollutants,
- Removal of oil and chemical pollutants from the vicinity,
- Removal of hazards to transport and community,
- Protection of biological, commercial and recreational assets, from the effect of spilled oil and noxious or hazardous chemicals,
- Accident reporting, investigation and potentially, crime scene preservation.

Command & Control Structure

3. The following structure will apply to the incident:

WATERBORNE SEARCH & RESCUE

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Incident Controller • Support Agencies • Traffic/crowd control • Casualties • Resources • Emergency relief and support	• DFES • As appointed - WA Police Force • DFES-SES • WA Police Force • St. John Ambulance/Donnybrook Balingup Hospital • Shire of Donnybrook Balingup • Department of Communities

HAZMAT SPILLS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station – SAR-MC
Combat or Support Agencies: • Combat Agency • Incident Controller • Support Agencies • Traffic/crowd control • Casualties • Resources • Emergency relief and support	• DFES-FRS • As appointed by DFES • DoT, DFES-SES • WA Police Force • St. John Ambulance/Donnybrook Balingup Hospital • Shire of Donnybrook Balingup • Department of Communities

BOMB OR PERSONAL HARM THREAT

References

Emergency Management Regulations – 2016 [specifically reg16(g)], State Hazard Plan – Hostile Act (2022).

Introduction

1. The Shire of Donnybrook Balingup Central Administration building, and civic centres can become targets for bomb threats, or threats of personal harm to Council staff and/or patrons.
2. It is important that the receiver of such calls remains calm and gathers as much intelligence from this contact as possible, to assist the WA Police Force. This intelligence will assist WA Police in enabling an appropriate response to the threat, as well as assisting in the process of defusing the risk to the targets of that threat.

Response Arrangements

3. There will be three levels of warning:

Blue Alert: Advice received of a potential threat to Shire of Donnybrook Balingup staff, or facility.
Yellow Alert: Shire staff/facility actually threatened, or community at risk, within a Council facility.
Red Alert: Threat realised, siege in place, or imminent potential for harm to staff, or members of the community, within a Council facility.

Threat Responses

4. Threats may be directed at an individual person or targeted towards the Shire itself. They are likely to be received by telephone and these are likely (but not always) to be made to published SoDB contact telephone numbers, therefore:
    a. operators receiving threatening calls are advised to use the checklist (refer Appendix *BPT 1*) to frame their questions and gather intelligence on the call. This should then be provided to WA Police, as part of a statement.
    b. The person receiving the call should then advise their supervisor, seeking further instructions.
    c. If it is believed that there may be imminent risk to Shire of Donnybrook Balingup staff, patrons, customers, or the public, the venue/facility that is the subject of the threat should be evacuated according to the SoDB evacuation plan, for that facility. WA Police should be advised of any action, in response to a threat, as should the CEO of the Shire.

Command & Control Structure

5. The following structure will apply to the incident:

EVACUATIONS - BUILDINGS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Evacuation of Staff/Customers (Each SoDB Building) • Traffic/Crowd Management • Investigation • Intelligence	• Chief Warden – SoDB • Floor/Area Wardens – SoDB • WA Police Force • WA Police Force

SEARCHES - BUILDINGS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Combat Agency – Search for persons • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES (only where no bomb/device remains) • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police Force • DFES-SES/Shire of Donnybrook Balingup • Department of Communities

RESCUES - BUILDINGS

ROLE	AGENCY
Hazard management Agency	WA Police Commissioner
Local Emergency Coordinator	OIC - Donnybrook Balingup Police Station
Combat or Support Agencies: • Combat Agency • Vertical Rescue Team Leader • Traffic/crowd control • Casualties • SAR Dogs • Resources • Emergency relief and support	• DFES-CFRS - SES • DFES-SES • WA Police Force • St John Ambulance/Donnybrook Balingup Hospital • WA Police Force – DFES SES/USAR • Shire of Donnybrook Balingup/DFES-SES • Department of Communities

APPENDIX A – BOMB / PERSONAL THREAT CHECKLIST (BPT1)

Insert proforma for Bomb Scare / Personal Threats for the Shire of Donnybrook Balingup
(NOT FOR PUBLIC DISTRIBUTION)

APPENDIX B – ACRONYM GLOSSARY

ACRONYM	FULL WORDING	EXPLAINATION
BoM	Bureau of Meteorology	N/A
BFB	Shire of Donnybrook Balingup Bushfire Brigade	N/A
CA	Controlling Agency	Agency which would control incidents, where not HMA
DFES	Dept. of Fire & Emergency Services	N/A
DPIRD	Dept. of Primary Industries and Regional Development	N/A
ECC	Emergency Coordination Centre	N/A
FRS	Fire & Rescue Service (DFES)	N/A
GFD	Gazetted Fire District	*Fire Brigades Act (1942)* FRS area of responsibility
HMA	Hazard Management Agency	Agency delegated responsibility to manage a hazard (*EM Regulations (2006)*). *State Emergency Management Policy 4.1 - Incident Management s1(c)*
ISG	Incident Support Group	Sub-set of LEMC, rasied to support community interests during emergency response. *State Emergency Management Policy 4.1 - Incident Management s1(h)*
LEC	Local Emergency Coordinator	*Emergency Management Act (2005) s37 State Emergency Management Policy 4.1- Incident Management s48*
LEMA	Local Emergency Management Arrangements	*Emergency Management Act (2005) s38 EM Procedures Manual ADP-5*
LEMC	Local Emergency Management Committee	*State Emergency Management Policy 2.5 – EM for Local Government s19-20*
OIC	Officer in Charge (WAPol)	N/A
SAR-MC	Search & Rescue – Mission Controller (WAPol)	N/A
SES	Stare Emergency Service	N/A
SoDB	Shire of Donnybrook Balingup	N/A
LSWRHQ	DFES – Lower South West Regional Headquarters	N/A
SOP	Standard Operating Procedure/s	N/A
State Hazard Plan	(previously WestPlan)	Hazard Management Plan, developed by the HMA, for defined hazards in the EM Regulations

Shire of Donnybrook-Balingup

Application for Development Approval

Change of Use

About the site:

The *Preston Vale Estate (Preston Vale Vineyard)* is located 23.5km from the Collie CBD and 20km from the Donnybrook CBD (straight line distance). The vineyards were established in 1999 and expand over nearly 240 hectares. The primary attraction of the site is the picturesque landscape offering unrivalled views of the Wilga State Forrest, which sits on the edge of the Estate's 19-hectare surface area freshwater dam. The dam provides an incredible backdrop to the vineyards and rolling hills.

About the proposal:

The proposal will be developed on lot 3245, in the Wilga West Locality of the Shire of Donnybrook-Balingup. The point on which all activity will take place is identified in the figure below (Figure 1).

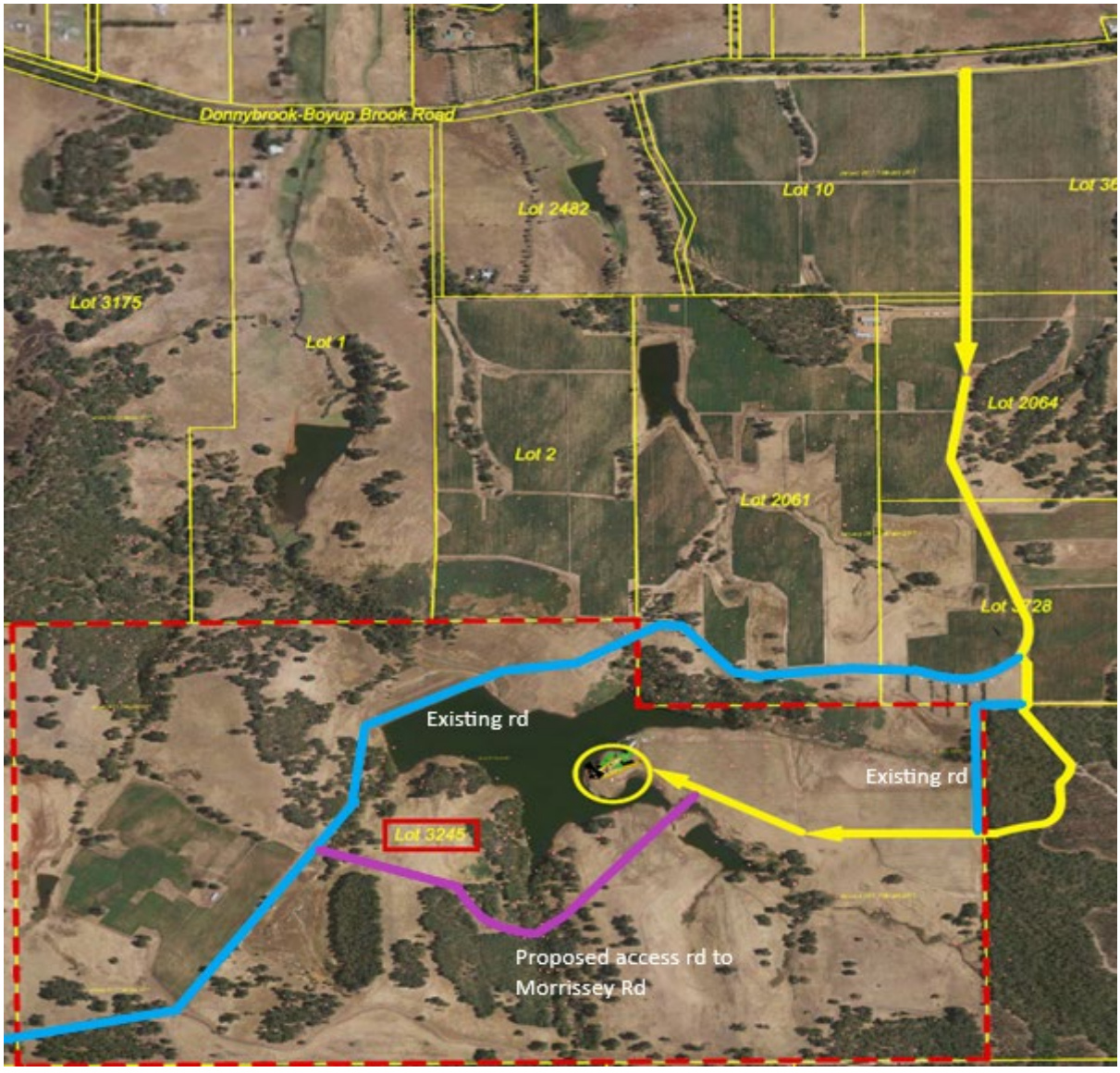


Figure 1: Proposed site plan, approximately accurate to scale provided by ±2m. Blue roads are currently present and can be used to access the proposed site.

The development is not in a bushfire prone area as identified via the ARCGIS Web Application. The development is however a tourism based land use, and will require a level 3 bushfire practitioner to conduct specific site assessments for council approval. The owner is currently in consultation with a provider to conduct the assessment.

This includes the provision of a Bushfire Attack Level Assessment (prepared by minimum level 1 practitioner), a Bushfire Management Plan (prepared by minimum Level 2 practitioner) and an Emergency Evacuation Plan (prepared by minimum level 3 practitioner). These documents are provided following submission of the Development Application.

Purpose:

The proposal aims to provide an all-inclusive eco-based venue for events such as weddings, school groups and corporate functions. The venture expects to provide a significant boost to the tourism industry of the Collie and greater South West region by marketing specifically for corporate events and weddings.

Operation:

The proposal will operate approximately from October to April each year. Events will be marketed as a two day package with accommodation provided for guests overnight and will mostly occur on weekends. Smaller capacity one day events mid-week are also expected. The number of operating days per week with guests on site will be approx. four. Events on weekends are likely to start mid afternoon (2pm) and continue until late (1am). Mid-week events will likely start in morning (9am) and continue until evening (9pm).

Expected visitors and employees:

The proposal has initially forecast one major event per fortnight during operating months. Each event can cater for up to 150 people, with accommodation, showers, toilets, food, drink and all other essentials. No plant, machinery or other heavy equipment will be used during events. A wastewater treatment system will be installed more than 32 meters from the water line mark to process guest sewage and wastewater.

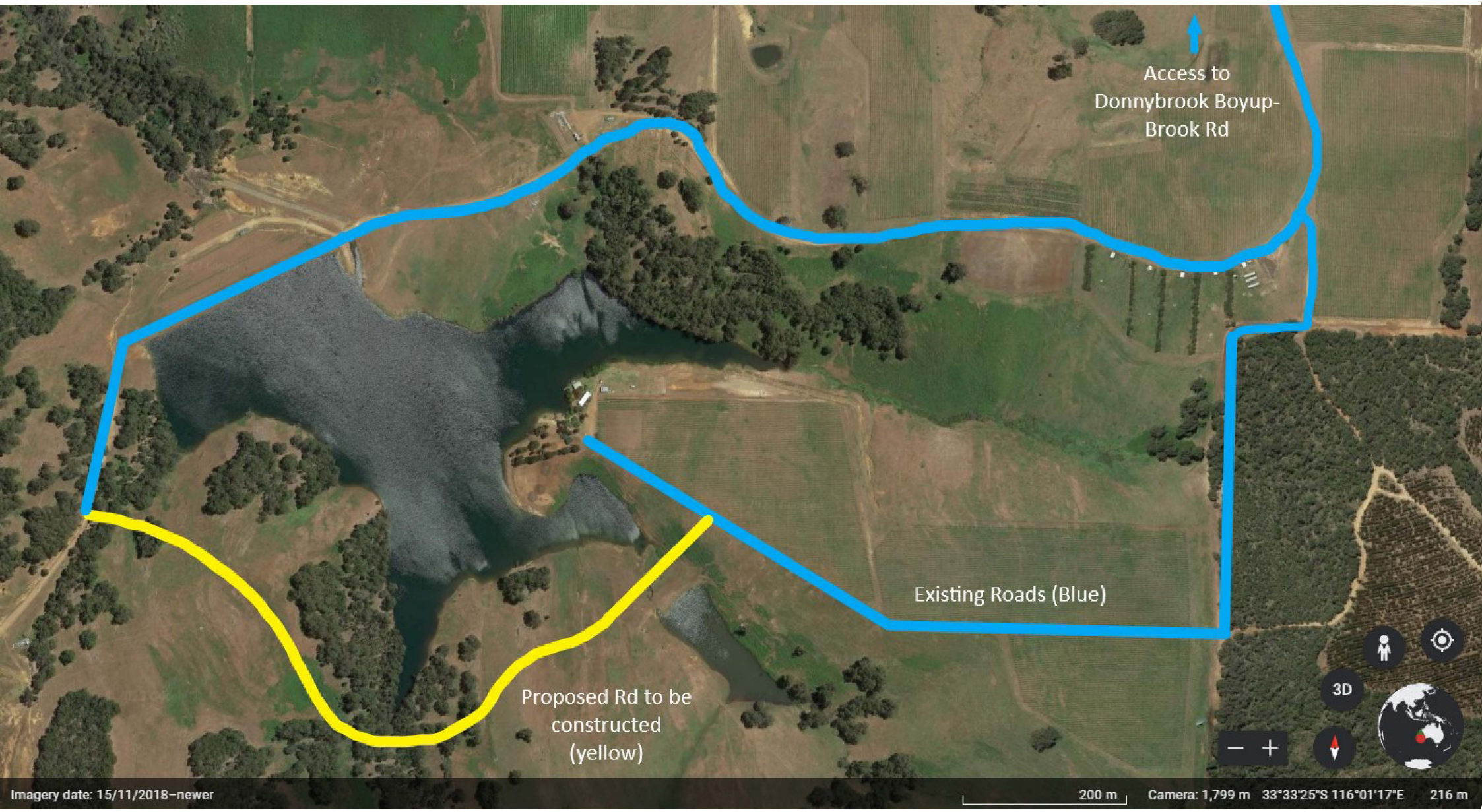
The projected number of employees working per major event (weekends) will be approx. 10 (including catering, cooking, cleaning, service, etc.).

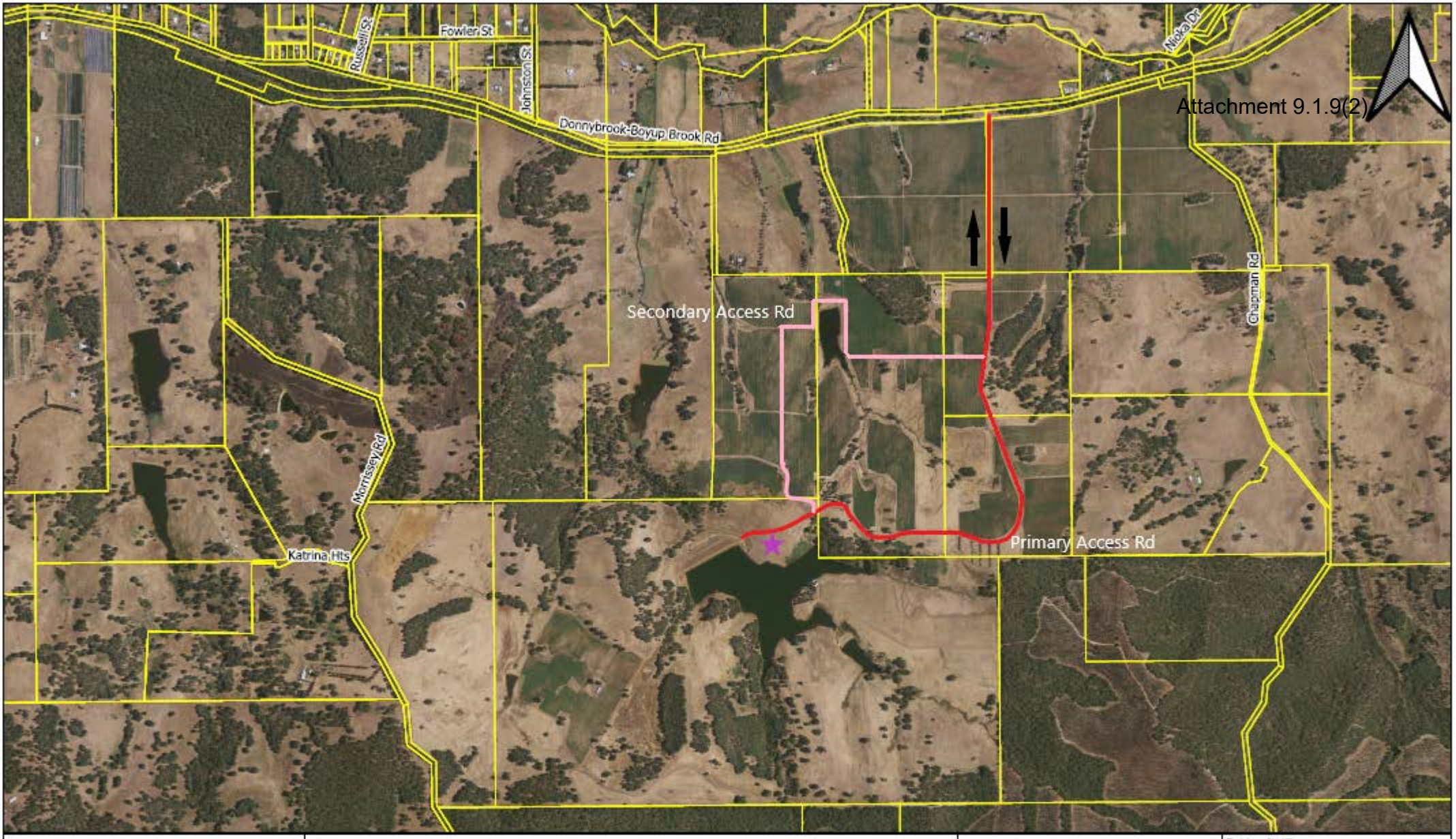
Proposed provision for parking:

Parking area will be allocated at the site, and can be seen in the attached site plans. Total parking allocation will initially cater for up to approx. 70 small or medium vehicles. This can be expanded as necessary.

Proposed/expected development cost: $300,000


Vines
10a
Sewage outflow to irrigation on vines/pastures
Outflow pipe (250m)
Vines
E
1
13
8
10
4
6
9
7
5
11
Key
1. drive in
2. drive out
3. (TBA)
4. Function centre
5. Store
6.Coolroom
7.Toilets
8.Waste water treatment plant
9.Access road and turning
10.Secondary parking
10a.Main carpark
11.Camping area
12.All existing buildings and facilities marked with E
13. Grassed and landscaped function areas
0 5 10 15 20 25 M
3D
96% Imagery date: 15/11/2018–newer
40 m
Camera: 457 m 33°33'27"S 116°01'45"E 154 m


Access to Donnybrook Boyup-Brook Rd
Existing Roads (Blue)
Proposed Rd to be constructed (yellow)
3D
Imagery date: 15/11/2018–newer
200 m
Camera: 1,799 m 33°33'25"S 116°01'17"E 216 m



Shire of Donnybrook Balingup

0 0.75 1.5 km

Shire of Donnybrook Balingup

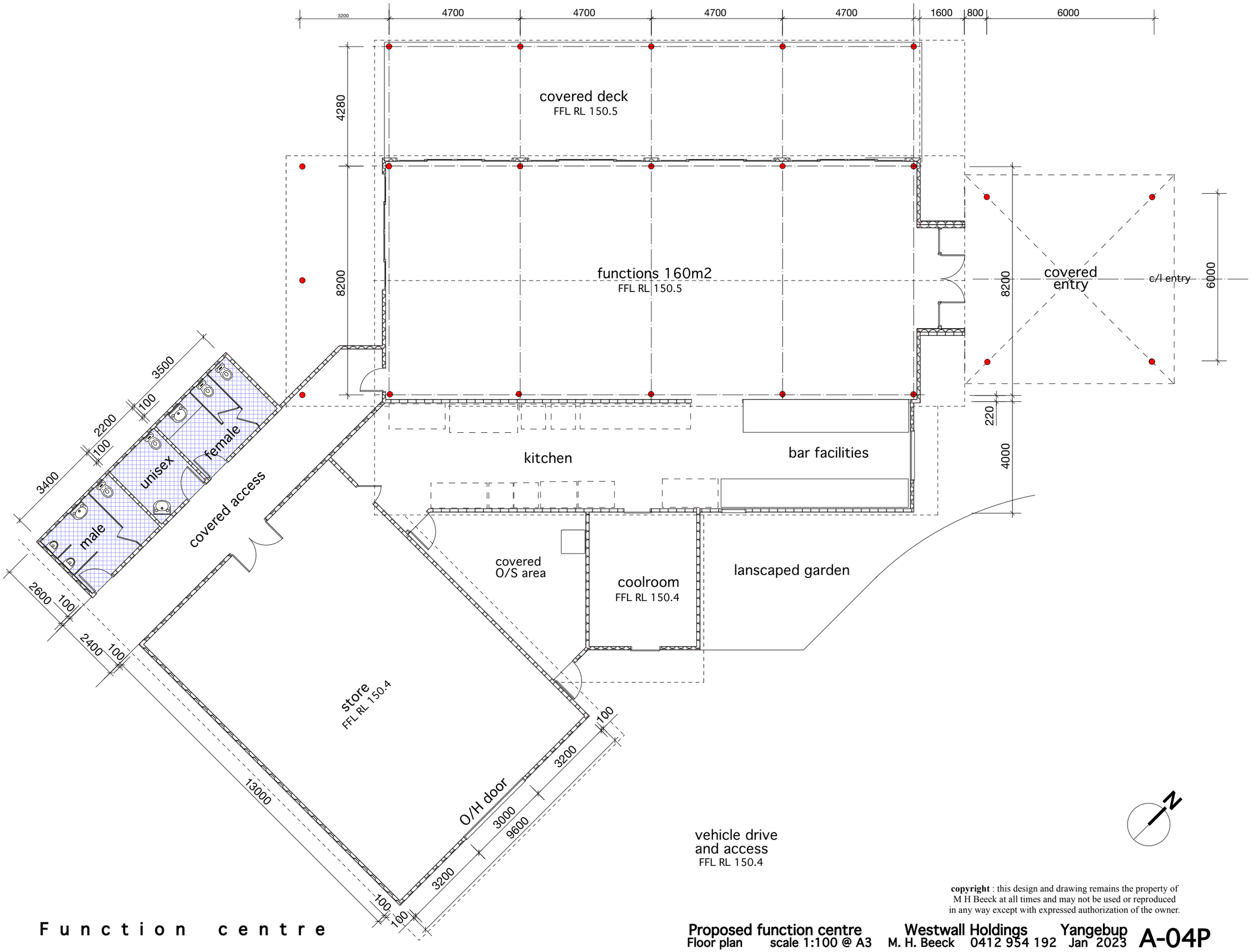
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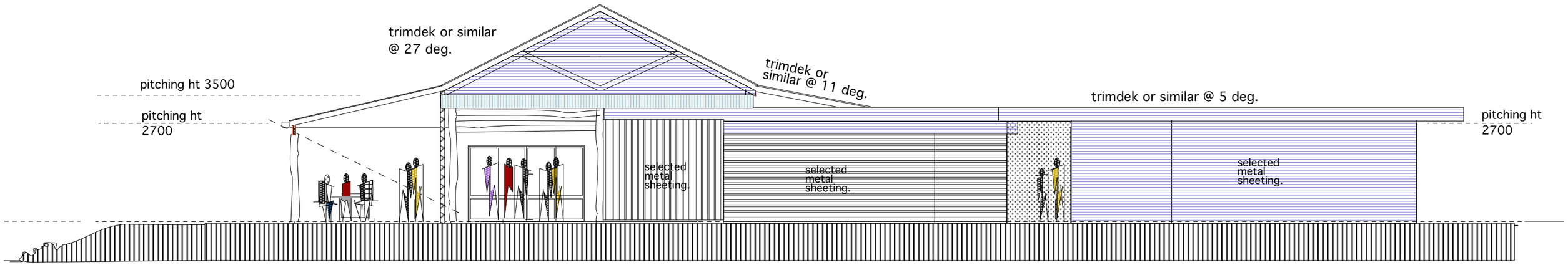

Sewage Treatment System
Leach Drains
Access Rd
Parking
Parking
Boardwalk
Coolroom
Stores
Function Centre
Toilets
Glamping Tent Terrace
Glamping Tent Terrace
Glamping Tent Terrace
Glamping Tent Terrace
145m
150m
155m
160m
165m
170m
175m
180m
175m
170m
165m
160m
154m
154m
N
60 m
Imagery date: 15/11/2018 - newer



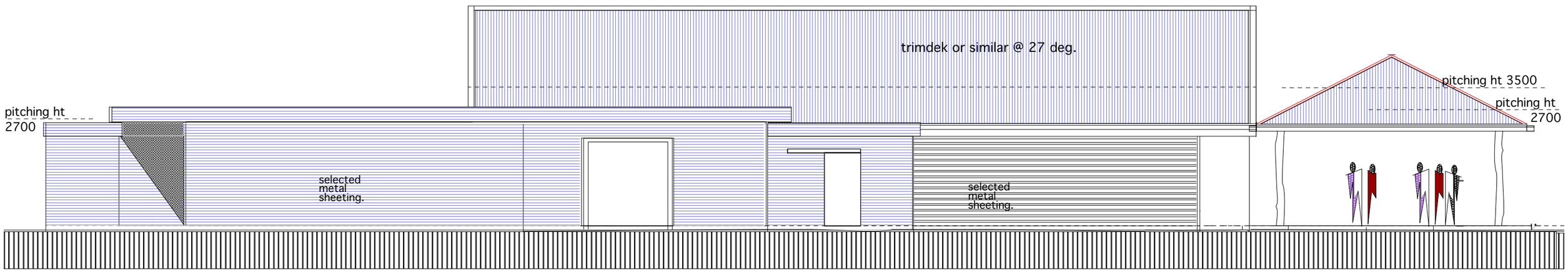
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Function centre

Proposed function centre — **Westwall Holdings** — **Yangebup**
Floor plan scale 1:100 @ A3 M. H. Beeck 0412 954 192 Jan 2023 **A-04P**



south elevation



east elevation

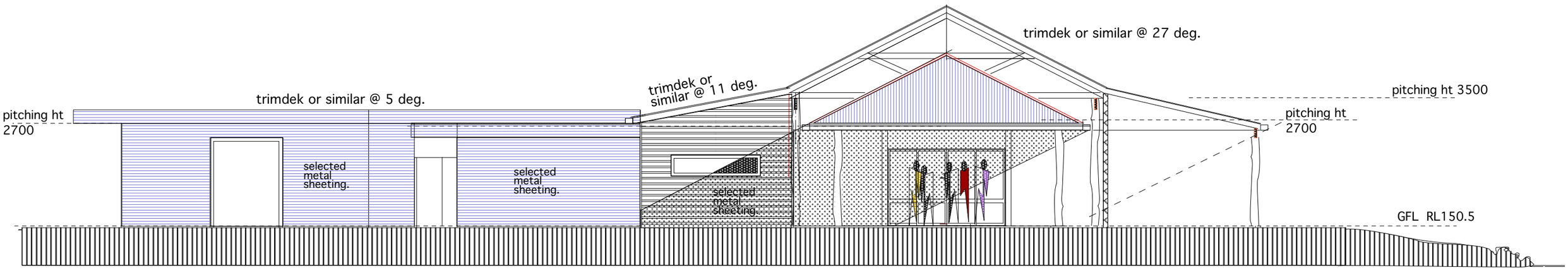
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Function centre

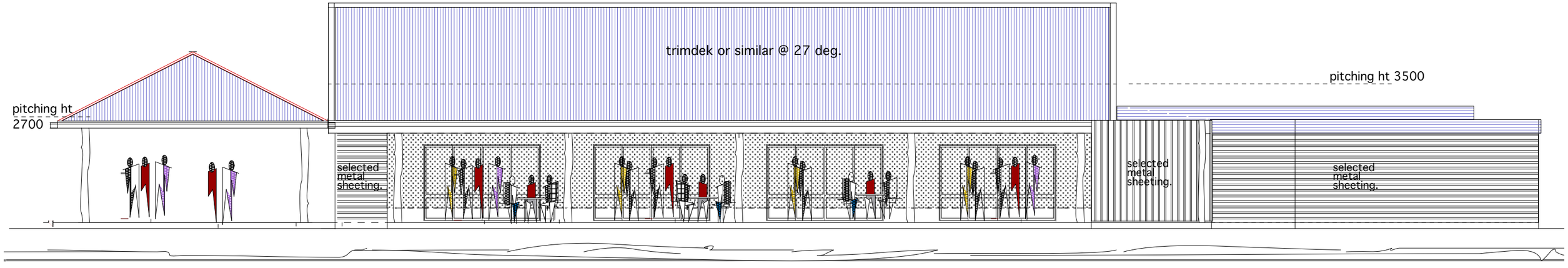
Proposed function centre
Elevations scale 1:100 @ A3

Westwall Holdings Yangebup
M. H. Beeck 0412 954 192 Jan 2023

A-04E2



n o r t h e l e v a t i o n



w e s t e l e v a t i o n

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F u n c t i o n c e n t r e

Proposed function centre Westwall Holdings Yangebup
Elevations scale 1:100 @ A3 M. H. Beeck 0412 954 192 Jan 2023 **A-04E1**

Lot 3245 #2038 Donnybrook Boyup-Brook Rd, Yabberup Traffic Impact Assessment Report 2023



Brad Brooksby
Traffic Consultant
PO Box 102 GELORUP WA 6230

Your destination is reward for safe driving

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Build Status:

Version	Date	Author	Reason	Sections
1.0	Aug 2023	B Brooksby	Draft	All

PREPARED: **Date:** **04** **August** **2023**

Brad Brooksby

1 Introduction

1.1 Outline of the Development Proposal

Brad Brooksby Consulting has been requested to provide a Transport Impact Statement for a proposed development on Lot 3245 (#2038) Donnybrook Boyup Brook Road, Yabberup.

The Transport Impact Statement has been completed in accordance with the guidelines of the WAPC Transport Impact Assessment Guidelines – Volume 4 Individual Developments (2016).

The purpose of this document is to provide an analysis of the access to the development, parking requirements and potential traffic and transport impacts that the proposed development on this site may have on the surrounding road and transportation networks.

The following has been reviewed for this report: -

Traffic volumes from the Main Roads Traffic Map.

Review crash data, in the vicinity of the development.

Review road hierarchy information and carriageway widths for roads directly fronting the site.

Estimate the subject sites' trip generation/attraction based on the proposed development.

Review the access from Donnybrook Boyup Brook Road.

Consider access and parking requirements.

Review the existing pedestrian and cyclist paths as well as the current bus routes.

Detailed traffic information and traffic distribution in the report.

Safety inspection.

1.2 Proposal

The Traffic Impact Assessment will be in two parts. The report will consider two different and separate uses for the property.

Part A is the use of the property for private functions such as wedding receptions, birthdays, lunch or dinner events making use of the expansive views on the property. These events will be at the back of the property on top of the hill on weekends or public holidays with most of them in the warmer months.

Part B is the use of the property for gravel extraction.

This activity will be at the front of the property at the base of the hill during working days (Monday – Friday), with most activity in the drier months.

This is seen as a way of diversifying the property's income and maintaining the farm as a viable prospect.

1.3 Proposed Site

The project site is located on Donnybrook Boyup Brook Road (Donnybrook Kojonup Road M013) approximately 20 km east of Donnybrook. Vehicle access to the site is via Donnybrook Boyup Brook Road which connects to South Western Highway to the west.

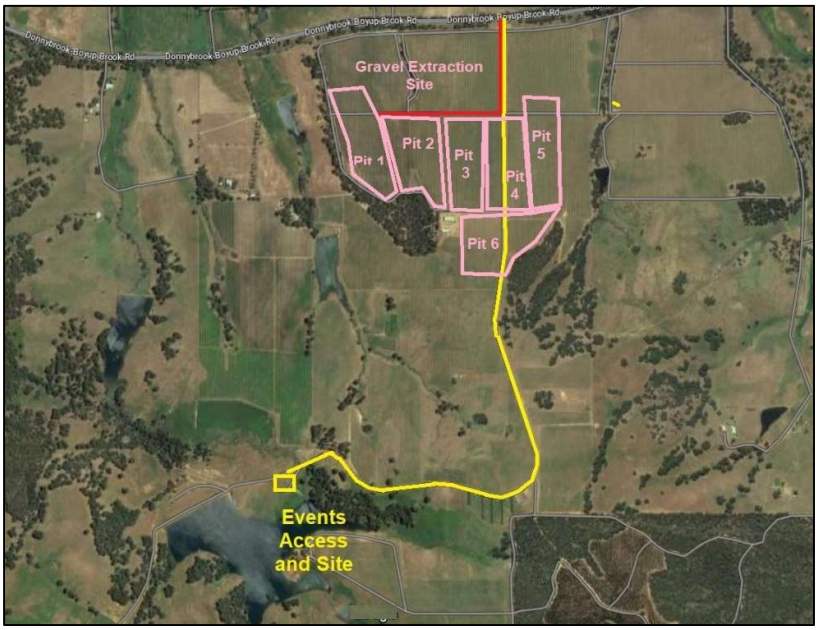


Figure 1 – Location Plan

The existing land use is farming, a mixture of fruit and livestock. The site is surrounded by farming properties of similar sizes.

1.4 Vehicle Access

Access

The site is to be accessed from the existing access on Donnybrook Boyup Brook Road.



Photo 1 - Donnybrook Boyup Brook Road near the entrance to Lot 3245 looking west.



Photo 2 - Donnybrook Boyup Brook Road near the entrance to Lot 3245 looking east.

2 Part A - Private Functions

2.1 Use of Site

As discussed, Part A is the use of the property as a small events business to run on weekends, including weddings, birthdays and corporate functions.

It is anticipated the number of people who will be attending each event will be capped at a maximum of 100 people and approximately 30 vehicles. These events will be at the back of the property on top of the hill on weekends or public holidays with most of the events in the warmer months.

2.2 Transport Generation

Each event will generate some traffic. This will be a combination of service vehicles, before and after the event, and function traffic.

Typically, service vehicles will be minimal. The site would generally be set up the previous day with chairs, tables, a small dance floor and various sound equipment etc. Much of this equipment will be stored onsite. For some functions, equipment will be brought in on small trucks of similar size to the existing farm trucks currently using the road.

Estimated traffic generation of an event with 100 guests.

Service vehicles the day prior – 2 -3 vehicles	Total of 6 trips.
100 guests on the day of the event – 30 vehicles	Total of 60 trips.
Service vehicles the day after – 2 -3 vehicles	Total of 6 trips.

The level of impact using Table 1 of Transport Impact Assessment Guidelines Volume 4 is less than 100 vehicles in the peak hour – Moderate Impact.

2.3 Hours of operation

The vast majority of functions will be on weekends and public holidays, starting from mid-morning and ending early in the evening. It is expected that most functions would end during daylight light hours taking advantage of the views and allowing the guests to either return home at a reasonable time or make their way to local accommodation.

The proposal does not want to restrict the hours of operation.

2.4 Parking

There is a large area on top of the hill which can be developed for parking. The access road is approximately 5 m wide, mostly of natural gravel construction. The access road is posted at 40 km/h and has level verges which allow vehicles to pass easily.

Parking for 30 vehicles can be achieved in an area of 18 m by 45 m which would allow 15 car bays 3 m wide and 6 m long a central access 6 m wide and 15 car bays 3 m wide and 6 m long on the other side.

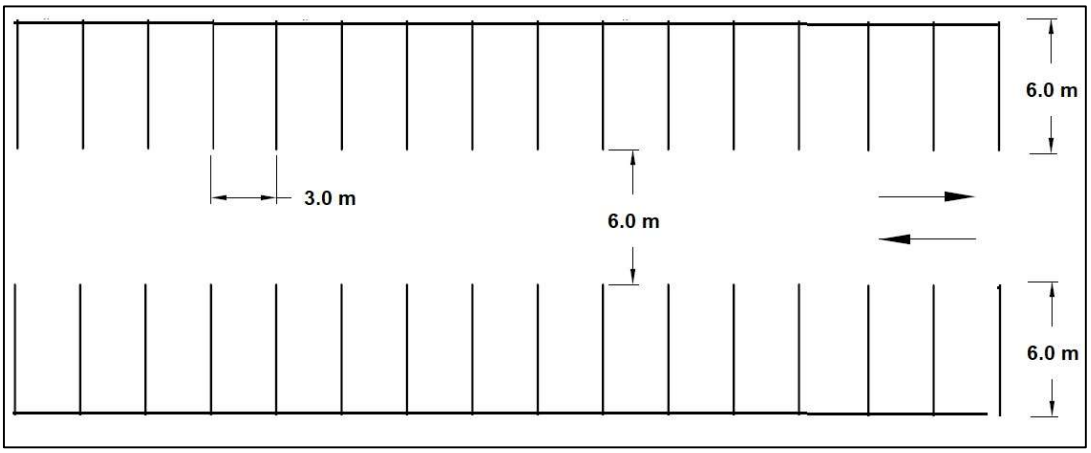


Figure 2 Typical Parking Arrangement

The location of the parking would depend on the layout selected by the party for the function but would be close enough to provide ease of access. Formal parking areas are not proposed to be constructed. Parking for buses and larger vehicles can easily be catered for onsite if required.

The events will have a specific start time with the guests typically arriving half an hour to an hour before the start time. Most functions would be for several hours to allow for any ceremonies to take place, serving of food and guests to mingle. At the completion of the function, the guests would leave.

3 Part B – Gravel Extraction

3.1 Use of Site

As discussed, Part B is the use of the property for gravel extraction at the front of the property. Gravel extraction is very dependent on demand and is usually undertaken in dryer months. The estimated annual gravel removal is;

Estimated annual gravel removal	74,000 tonnes.
Number of working days per month	22 days
Operating times	07:00 – 17:00 Monday to Friday excluding public holidays.
Vehicle payload	Standard ridged truck (14 tonnes)
	Semi-trailer (24 tonnes)
Proportional Use	14 tonner (50%), 24 tonner (50%)

3.2 Transport Generation

Determining trip movements for gravel extraction is difficult as it is demand driven and there are several gravel extraction sites nearby. Based on an estimated volume of 74,000 tonnes annually, and a working period of 30 weeks, an average of 2,466 tonnes would be removed per week. This equates to 493 tonnes per day, using a split of 50% for 14 and 24 tonne payloads would require 25/26 trips per working day. This equates to 2 trips per hour. The trucks would likely platoon in groups of 3 – 4 trucks being loaded and then travel to their destination and then return.

The estimate is 8 movements (in and out) from the site in an hour. Typically, service vehicles will be minimal with 4 – 6 movements per day.

The level of impact using Table 1 of Transport Impact Assessment Guidelines Volume 4 is less than 100 vehicles in the peak hour – Moderate Impact.

3.3 Access to the Various Pit Sites

The access will be from the main access off Donnybrook Boyup Brook Road which is a natural gravel track 6.0 m in width. The track is posted at 40 km/h. Vehicles accessing the gravel pits will turn off the main access after 360 m and travel to the pit site. If required the internal roads can be made wider using natural gravel however it is likely that the operation will low key.

3.4 Existing Site Traffic

The existing farm produces little traffic with only trips to town for supplies. It is estimated to have 4 trips per day as a peak traffic volume which travels back and forth along Donnybrook Boyup Brook Road. Access is via a gravel driveway on Donnybrook Boyup Brook Road at 20.4 Slk. The existing vehicles are cars and utes daily. Small trucks are used for supplies and harvest times.

There are no cyclist or pedestrian facilities, but the access could be used if required.

4 Daily traffic volumes and vehicle types

4.1 Existing traffic volumes on Donnybrook Boyup Brook Road

There is a Main Roads traffic count site on Donnybrook Boyup Brook Road at 15.55 Slk which is approximately 5 km west of the existing access.

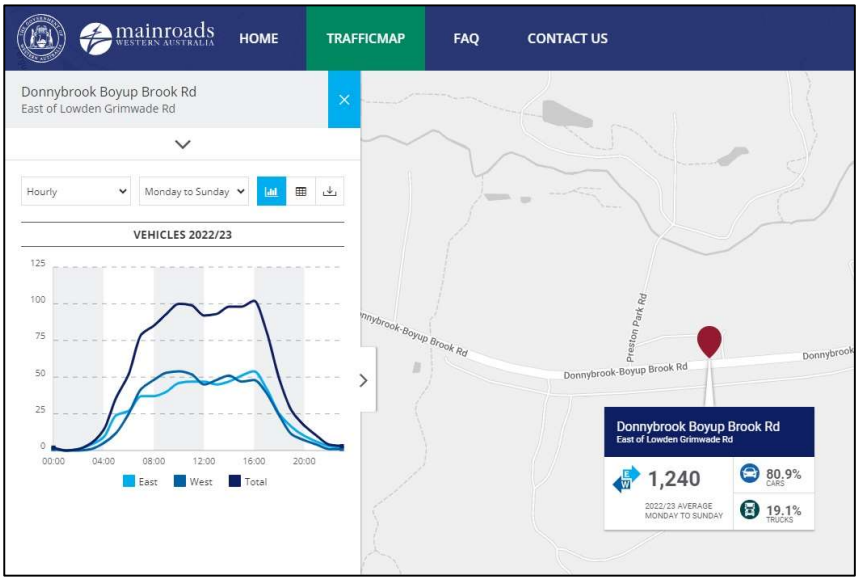


Figure 3 - Traffic count data for Donnybrook Boyup Brook Road (15.5 Slk) East of Lowden Grimwade Road.

The above traffic count data of Donnybrook Boyup Brook Road near Lowden Grimwade Road shows a low traffic volume of 1,240 vehicles per day (2022). The graph of the traffic volume shows a plateau from 07:00 – 16:00 of approximately 100 vehicles per hour evenly split between east and westbound. The heavy vehicle percentage is 19% representing 19 trucks per hour.

The night traffic quickly drops after 17:00 and remains with very low traffic volumes (less than vehicles per hour) until the following morning.

4.2 Restricted Access Vehicles

Donnybrook Boyup Brook Road is approved for Restricted Access Vehicles (RAV) Tandem Drive Network 4, allowing B Double trucks to travel in either direction.

4.3 Crash History

Donnybrook Boyup Brook Road (Donnybrook Kojonup Road M013) has 4 reported crashes between A review of the crash data (during the most recently available five-year period (2018-2022) from Main Roads WA Crash Analysis Reporting System (CARS) details.

Donnybrook Kojonup Road M013 – Four crashes between Johnston Street (18.44 Slk) and B Marshall Road (24.97 Slk).

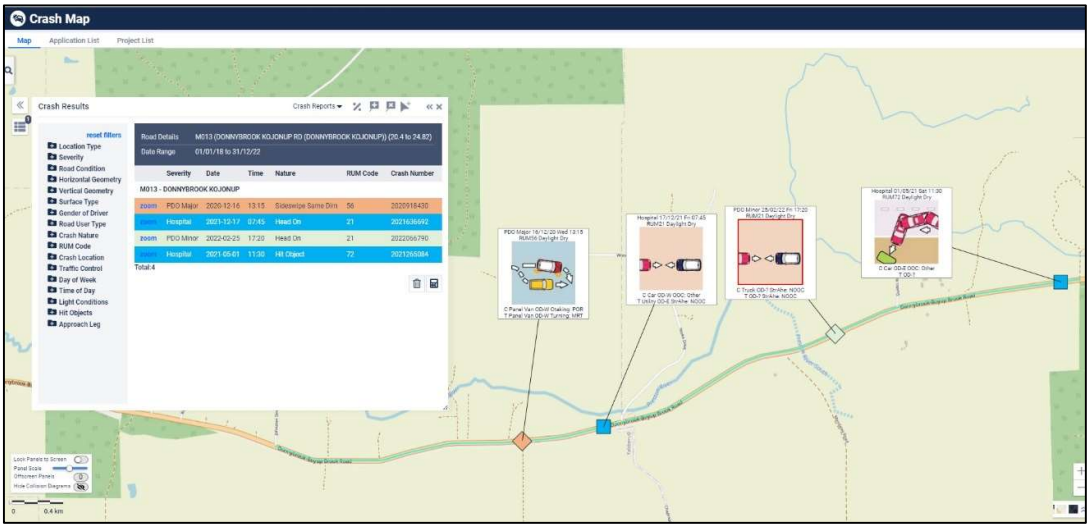


Figure 4 - Crash Map from Main Roads website

- RUM code (56) – Overtaking – Right Turn: At Slk 20.4 in Dec 2020 at 13.15 (Daylight) a Panel Van travelling west to south (turning into the driveway) in dry conditions was hit by a Panel Van travelling west to east trying to overtake on the right resulting in a Property Damage severity crash,
- RUM code (21) – Head On: At Slk 21.04 in Dec 2021 at 07.45 (Daylight) a Car travelling west to east in dry conditions hit a Utility travelling east to west resulting in a Hospitalization severity crash,
- RUM code (21) – Head On: At Slk 23.00 in Feb 2022 at 17.20 (Daylight) a Truck in dry conditions hit a vehicle resulting in a Property Damage severity crash,
- RUM code (72) – Off Path: At Slk 24.82 in May 2021 at 11.30 (Daylight) a Car travelling east to west in dry conditions lost control and hit a tree resulting in a Hospitalization severity crash.

A review of the crash data for Donnybrook Kojonup Road shows numerous crashes with most being Off Path which is typical for main roads with many horizontal and vertical curves. There are several Head On crashes which can have high severity crashes, these appear to be recent 2020 – 2022. The road has sealed shoulder and edge lines with auditable markings so should be forgiving for a driver that makes an error by drifting off the edge of the road.

The additional traffic resulting from the development is unlikely to alter the crash trends along Donnybrook Boyup Brook Road.

4.4 Traffic management on the frontage streets

Donnybrook Boyup Brook Road – in the vicinity of the development is a single carriageway with a sealed road with a 3.6 m traffic lane in each direction. The road pavement has 2.0 m shoulders of which 1.0 m is sealed. The road is delineated with a painted centre line, edge lines, auditable edge line, guide posts and warning signs as required.

The road has a posted speed zone of 110 km/h, the traffic data from the traffic count at 15.55 Slk shows the 85th percentile traffic speed for cars is 103.4 km/h and trucks 100 km/h.

There are similar properties with developments nearby. At approximately 17.30 and 32.2 Slk's there are recently approved operating gravel extraction developments. The sight lines and access are of poorer quality than the proposed access for Lot 3245 Donnybrook Boyup Brook Road.

The proposed access to Lot 3245 Donnybrook Boyup Brook Road will be sealed from the property boundary to the sealed surface of the road pavement.

The existing sightlines for vehicles exiting Lot 3245 onto Donnybrook Boyup Brook Road are 410 m to the west and 360 m to the east. The road has a gentle gradient of 1%.



Photo 3 - Looking west at the access location.



Photo 4 - Looking east at the access location.

There are no paths and little likelihood of pedestrians or cyclists using the road.

The low traffic volume of the development is not expected to alter the level of service of Donnybrook Boyup Brook Road.

4.5 Public transport access

There is no public transport along Donnybrook Boyup Brook Road. There is school bus signage on the road. The existing traffic on the road has not caused issues and the small amount of additional traffic from the gravel extraction is unlikely to be detrimental on school days.

4.6 Pedestrians and Cyclists Access

There are no pedestrian or cyclist access facilities near the proposed development site. It is unlikely that pedestrians or cyclists, if they were using the road would be impacted by the proposal.

4.7 Site Specific Issues

The unsealed section of the access track may become boggy during wet periods. As discussed, the function area on top of the hill would generally operate in the drier

warmer months. If the farm has a range of machinery that can be used to keep the track in good condition.

The gravel extraction at the base of the hill will also generally operate in the drier months. Again, if required the gravel extraction operation will have machinery available to keep the track and access in good condition.

4.8 Safety Issues

An inspection of the area and road was undertaken in July 2023.

Donnybrook Boyup Brook Road.

The road surface is a chip seal with 3.6 m traffic lanes in either direction with a sealed shoulder of 1.0 m. The road is posted at 110 km/h and has a centreline and edge lines including audible marking. The road does not have large steep sections which would significantly slow trucks and is in good condition. No obvious items were noticed that require attention.

Main Access to Lot 3245 (#2038) Donnybrook Boyup Brook Road

The existing access is a typical farm access constructed in natural gravel. The access has good sightlines for exiting vehicles. The access is gravel which under traffic can form potholes, particularly in wetter months. As discussed in the report, the function area and gravel extraction will generally be in the drier months. The proposal does not wish to restrict operation times and would seal the access to Main Roads standards. This would prevent debris being tracked onto the Donnybrook Boyup Brook Road and prevent the creation of potholes etc.

Internal tracks.

The internal gravel track to the gravel extraction area will be maintained at 6 – 7.0 m in width to allow trucks to pass safely. The gravel surface will be kept in good condtion by the machinery at the site.

The internal gravel track to the function area will be maintained at 5.0 m. A large flat area will be developed which will cater for parking. A formal parking area is not proposed and the number of patrons is expected to be low and is capped at 100 per function.

If a larger event was considered, patrons could be advised to consider using a local bus service to ferry them back and forth from a public parking area to the venue.

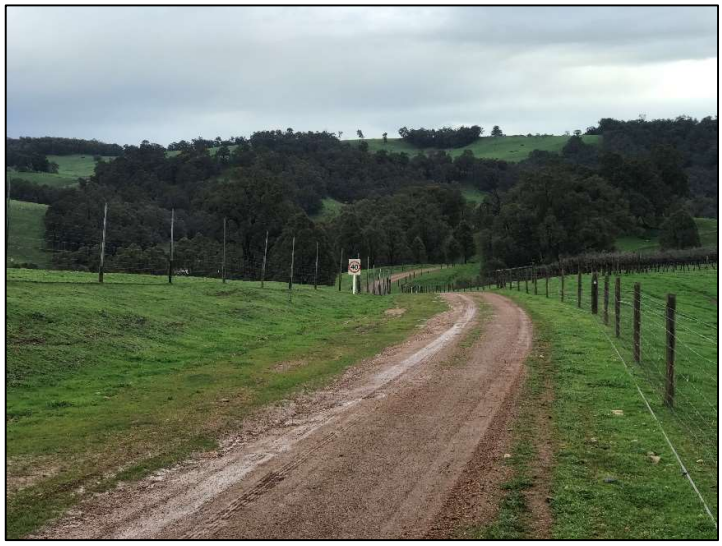


Photo 5 – Track to function area suitable for small functions of 100, posted at 40 km/h.



Photo 6 – Top of the hill - to be levelled to allow parking and gazebos for events.



Photo 7 – View towards the dam and surrounding hillsides.



Photo 8 – Future access to the gravel extraction area.

5 Recommendations

The existing access from Donnybrook Boyup Brook Road is suitable for the proposed use. Donnybrook Boyup Brook Road has low volumes (1,200 vehicles per day) of traffic.

The proposal for a function area will add some additional traffic on weekends and public holidays but not impact adversely.

The proposal for a gravel extraction area will add some additional traffic during the weekday but not impact adversely.

The access from Donnybrook Boyup Brook Road sealed surface to the property boundary should be sealed to Main Roads standards.

Brad Brooksby

Traffic Consultant

Preston Valley Events Noise Management Plan

Background

Preston Valley Events is a proposed major events venue located on Lot 3245 on the Preston Vale Estate, 2038 Donnybrook Boyup-Brook Rd, Yabberup, W.A. The project is expected to host several events (up to 20) annually which take place in the evenings on weekends. Projected major events include weddings, birthdays, corporate functions and engagement parties. This noise management plan has been created by Westwall Holdings as the Project Manager, as a risk management and mitigation tool to be used by the business during its operation.

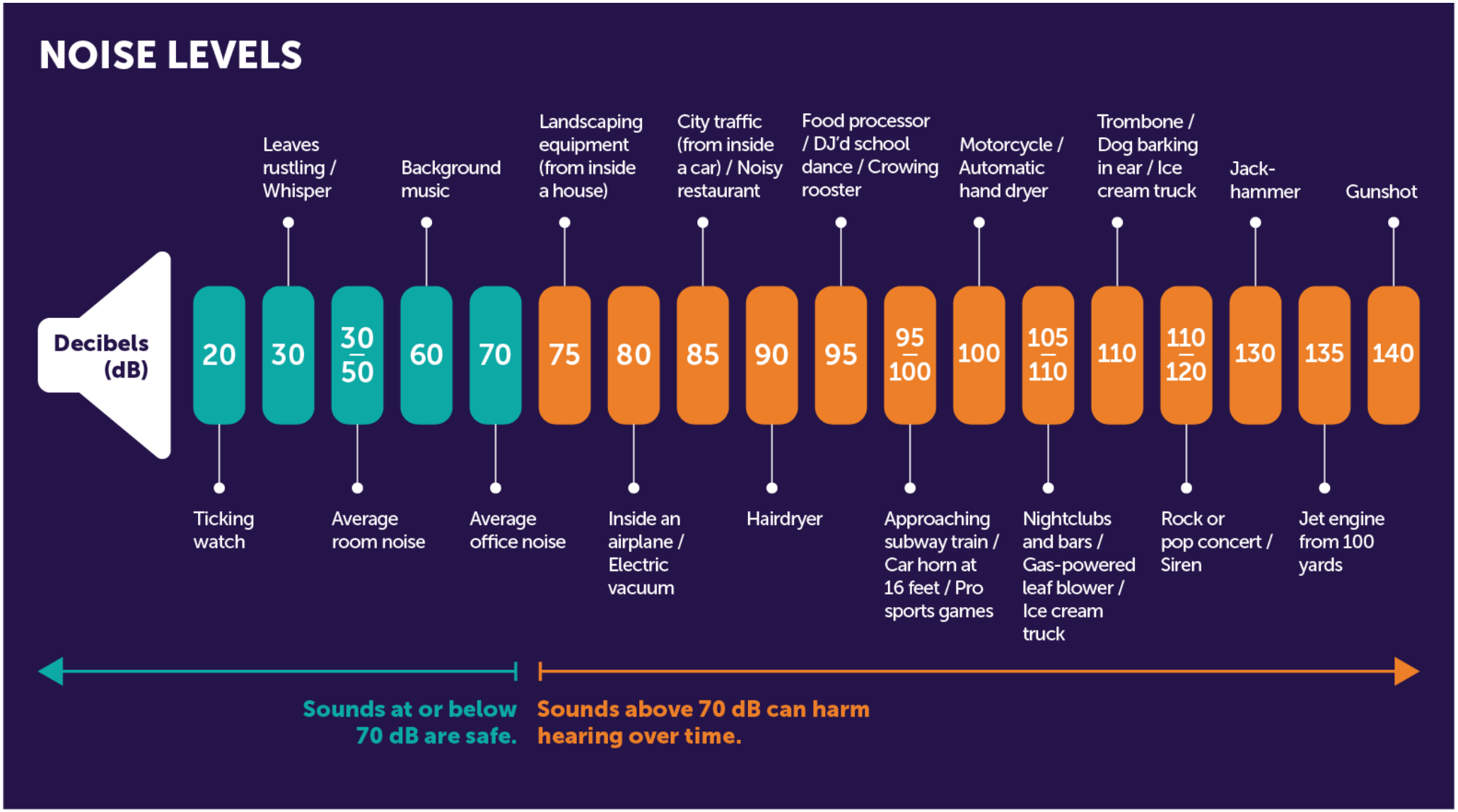
Potential Noise Impacts

Impact	**Expected Decibel Output**	**Mitigation**	**Outcome**
DJ Booth/Speaker System	85 – 95 Db on site	Speakers allowed to a maximum 90 Db output after midnight. Speaker system to face away (South) from closest neighbouring lot toward the State Forest. Closest neighbouring lot over 2km from proposed site of events.	Noise is not expected to be heard by neighbouring lots.
Buses travelling to and from site	80 – 90 Db within 10m 50 – 60 Db at distance of 200m 30 Db at distance greater than 1km	Closest neighbouring lot over 2km from proposed site of events. Buses to only operate during daytime office hours.	Noise is not expected to be heard by neighbouring lots.

Summary

Noise is not expected to be heard by neighbouring lots. The maximum output expected to be achieved by the project is 95 Decibels, which is less than a motorcycle engine. The neighbouring lot to the project is greater than 2km distance and currently operates a motocross park/track, which **cannot** be heard from the projected site.

Appendix 1


NOISE LEVELS
Decibels (dB)
20
30
30 – 50
60
70
75
80
85
90
95
95 – 100
100
105 – 110
110
110 – 120
130
135
140
Ticking watch
Leaves rustling / Whisper
Average room noise
Background music
Average office noise
Landscaping equipment (from inside a house)
Inside an airplane / Electric vacuum
City traffic (from inside a car) / Noisy restaurant
Hairdryer
Food processor / DJ'd school dance / Crowing rooster
Approaching subway train / Car horn at 16 feet / Pro sports games
Motorcycle / Automatic hand dryer
Nightclubs and bars / Gas-powered leaf blower / Ice cream truck
Trombone / Dog barking in ear / Ice cream truck
Rock or pop concert / Siren
Jack-hammer
Jet engine from 100 yards
Gunshot
Sounds at or below 70 dB are safe.
Sounds above 70 dB can harm hearing over time.

accendo AUSTRALIA

SITE AND SOIL EVALUATION

331 MORRISSEY ROAD, YABBERUP

September 2023

Telephone +61 418 950 852

info@accendoaustralia.com.au
PO Box 5178 West Busselton WA 6280
ABN 11 160 028 642

www.accendoaustralia.com.au

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Limitations

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This report is strictly limited to the matters stated in it and is not to be read as extending, by implication, to any other matter in connection with the matters addressed in it.

This report has been prepared based upon data and other information provided by the Client and other individuals and organisations, most of which are referred to in the report, which Accendo has not independently verified or checked beyond the agreed scope of work. Accendo does not accept liability in connection with such unverified information.

The conclusions and recommendations in this report are based on assumptions made by Accendo described in this report where and as they are required. Accendo disclaims liability arising from any of the assumptions being incorrect.

The report is based on site specific conditions encountered and information received at the time of preparation of this report or the time that site investigations were undertaken. Accendo disclaims responsibility for any changes that may have occurred after this time.

The preparation of this report has been undertaken and performed in a professional manner, in consideration of the scope of services and in accordance with environmental consulting practices. No other warranty is made.

EXECUTIVE SUMMARY

Joel Wynhorst on behalf of the proponent is seeking to develop a portion of 331 Morrissey Road, Yabberup. The subject site is located within the municipality of the Shire of Donnybrook- Balingup, approximately 18 km from the town centre of Donnybrook and approximately 180 km south of the City of Perth.

Pursuant to the Shire of Donnybrook - Balingup *Local Planning Scheme No. 7,* the subject site is zoned 'General agriculture'. The subject site is largely bordered by 'General agriculture' and 'Priority agriculture' zoned land with an area of State Forest located to the south of the subject site.

This Soil and Site Evaluation report has been prepared to support the proposed development of the subject site. It investigates the existing environment and the suitability of the subject site for onsite effluent disposal and the appropriate location for onsite effluent disposal in accordance with the relevant regulations and guidelines.

The use of onsite effluent disposal within the subject site is considered suitable provided the following measures are implemented:

- The limitations of the subject site, as discussed, do not preclude any land application systems.
- Install additional holding tank to allow for dosing of the effluent to occur;
- Reduce flow of wastewater using water-saving devices;
- Minimise discharge of sodium salts to application area; and
- The removal of boulders within the LAA, where encountered.

Based on this assessment and compliance with the above management measures, Accendo considers that the subject site is suitable for onsite effluent disposal within the proposed land application area.

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Figure 1. Locality Plan

Figure 2. Soil landscape mapping

1 INTRODUCTION

1.1 Background

Joel Wynhorst on behalf of the proponent is seeking to develop a portion of 331 Morrissey Road, Yabberup (herein referred to as the subject site). The subject site is located within the municipality of the Shire of Donnybrook- Balingup, approximately 18 km from the town centre of Donnybrook and approximately 180 km south of the City of Perth (refer to **Figure 1** and **Figure 2**).

Pursuant to the Shire of Donnybrook - Balingup *Local Planning Scheme No. 7,* the subject site is zoned 'General agriculture'. The subject site is largely bordered by 'General agriculture' and 'Priority agriculture' zoned land with an area of State Forest located to the south of the subject site.

1.2 Purpose

In consideration of the above, the purpose of this report is to determine the suitability of the subject site for onsite effluent disposal and the appropriate on-site effluent system to comply with the following policies and standards:

- *Government Sewerage Policy* (September 2019) (Department of Planning, Lands and Heritage); and
- *Australian/New Zealand Standard On-site domestic wastewater management* (AS/NZS 1547:2012) (February 2012).

1.3 Description of Development

The proposed development consists of the construction of a function centre and a series of on-site glamping tents available to guests to stay overnight. The factsheet *Supplement to Regulation 29 and Schedule 9 – Wastewater system loading rates* (Department of Health (DoH) (2021)) provides indicative flow rates for various operations, including restaurants and hotel rooms. Based on this factsheet the proposed operations are likely to produce effluent at rates described within **Table 1**.

Table 1. Hydraulic loading rates.

Operation	Capacity	Combined Flow (L/person/day)	Total Flow (L/day)
Glamping tents	100 guests	140	14,000
Function Centre	100 guests	30	3,000

Based on a maximum occupancy of 100 guests using the function centre and glamping tents, the total wastewater produced per day would be approximately 17,000 L per day. It should be noted that this is the maximum expected production, and it is unlikely the function centre and glamping tents would be operating 7 days per week.

1.4 Existing Infrastructure

The subject site does not contain any existing infrastructure. However, there are sheep yards located to the north west of the subject site and a dwelling located approximately 250 m to the south on the other side of the dam.

2 BIOPHYSICAL ENVIRONMENT

2.1 Topography, Landforms and Soils

The topography of the proposed effluent disposal area, taken from top ographical points located within Google Earth, is sloping from east to west ranging from approximately 1 90 meters (m) Australian Height Datum (AHD) to 170 m AHD.

The subject site is located within the Western Darling Range located to the east of the Swan Coastal Plain. The Western Darling Range consists of moderately lateritic plateau on granite with deeply incised valleys, includes the Darling Scarp on the western margin. Soils are formed in laterite, lateritic colluvium and weathered in-site granite and gneiss.

The Department of Primary Industry and Regional Development's (DPIRD's) Natural Resource Information Portal (NRInfo) maps the subject site as occurring within the Lowden Valleys System containing 'deep gneissic valleys, in the south of the Western Darling Range with loamy earth, loamy duplex, gravel and stony soils'

The entire subject site is mapped as containing the Balingup moderate slopes phase – slopes 15-35%, with relief of approximately 60 – 120 m.

A geotechnical investigation was undertaken within the subject site on the 8th August where two test holes were excavated to a depth of approximately 0.8 m and 1.0 m below ground level (BGL) and samples were collected for laboratory analysis. Permeability testing was undertaken in proximity to test hole 1 (refer to **Figure 2**).

2.2 Surface Water

The subject site is located within the Upper Preston Subarea of the Preston Surface Water Management Area. The proposed development and subsequent land application area site are bounded on three sides by tributaries of the *Rights in Water and Irrigation Act 1914* (RiWI Act) proclaimed Preston River. An approximate 15 ha dam is present to the south west of the proposed subject site. There are no mapped wetlands located within or in proximity to the subject site.

The subject site is above the 1 in 100 year Annual Exceedance Probability (AEP) floodplain level as mapped by the Department of Water and Environmental Regulation (DWER).

2.3 Groundwater

The subject site is located within the Karri Groundwater Area. No groundwater was encountered in either test hole during the geotechnical investigation. Investigation was carried out during mid-winter in a period of relatively high rainfall with over 80 mm of rainfall recorded within the previous week at the site. Overland flow was observed during the site visit.

To protect the State's drinking water resources the DWER has defined certain Priority Classification Areas within the Public Drinking Water Source Areas (PDWSA) providing three levels of groundwater quality protection. These are based on the principles of risk avoidance (Priority 1), risk minimisation (Priority 2) and pollution limiting (Priority 3). The subject site does not lie within any existing or potential PDWSAs.

2.4 Sewage Sensitive Areas

The *Government Sewerage Policy* (GSP) (DPLH 2019) was produced to establish the Western Australian Government's position on the provision of sewerage services in the State. It requires reticulated sewerage

to be provided during the subdivision and development of land where possible. Reticulated sewerage is not available within the subject site, therefore sewerage disposal is to adopt a best practice approach in accordance with *Australian/New Zealand Standard 1547 On-site domestic wastewater management* and the GSP.

The general site requirements for on-site effluent disposal are outlined in the GSP and *AS/NZS 1547:2012* and are dependent on whether the site is located within a sewage sensitive area. The subject site does not lie within a sewage sensitive area (as defined within the GSP).

2.5 Climate

The climate at the subject site can be described as Mediterranean with warm and dry summers and cool, wet winters. According to data from the Mumballup Organics weather station (Station number 109518, accessed at www.bom.gov.au), the closest weather station with data for monthly rainfall statistic to be calculated, the annual average rainfall is approximately 718.7 mm, with the highest monthly rainfall of 134.7 mm recorded in July and the lowest, 13.7 mm, recorded in December. The average monthly maximum temperatures recorded at the Donnybrook weather station (Station number 9538) range from 30.6 °C in January to 16.6 °C in July and the average monthly minimum temperatures range from 14.5°C in February to 5.7 °C in July.

The average monthly Class A pan evaporation for Donnybrook ranges between 221 mm in January to 47 mm in June. Evaporation is greater than rainfall from October to April. The annual average Class A pan evaporation is 1,399 mm, which is greater than the average rainfall.

3 SITE ASSESSMENT

3.1 Site Specific Investigations

In order to provide a measure of the site-specific characteristics to determine the suitability of onsite effluent disposal, a site investigation was undertaken on the 8th August 2023 involving the excavation of two test holes to a depth of 1.0 m and 0.8 m BGL for TH1 and TH2, respectively. The site investigation also involved onsite permeability testing and the collection of soil samples for phosphorus retention index (PRI) testing.

3.1.1 Groundwater Levels

As discussed within **Section 2.3**, groundwater levels within the subject site have not been measured but groundwater was not encountered in either test hole. The subject site is located at the top of a hill at an elevation of at least 170 m AHD above a dam at an elevation of approximately 155 m AHD. Water levels in the dam during the site inspection were expected to be at maximum capacity indicating a separation to groundwater of approximately 10 m is present, even in periods of maximum rainfall and groundwater levels.

3.1.2 Subsurface Findings

Subsurface conditions were relatively consistent across both test pits, consisting of a topsoil layer, over orange sandy loams to red gravelly loams. Gravelly clay was encountered in TH1 at a depth of approximately 1 m and refusal of the hand auger occurred at approximately 0.8 m BGL in TH2 due to the presence of pea sized gravel (refer to **Appendix A** for soil logs).

Boulder and rock outcrops were observed within areas of the subject site but these were limited and could readily be avoided during the construction of the disposal systems.

3.1.3 Permeability

Permeability is the characteristic of the soil which governs the rate at which water will move through it and depends largely on soil texture, soil structure, the presence of clay pans and the size and distribution of pores in the soil. Soils that are too permeable, such as white sands, or clays that are impermeable, are at risk. Qualitative categories of permeability and approximate limits for each category in terms of hydraulic conductivity are listed in **Table 2** (Wells 1989).

Table 2. Permeability classes (Wells 1989).

Permeability	Saturated hydraulic conductivity
Slow	<0.01 m per day
Moderately slow	0.01-0.05 m per day
Moderate	0.05-0.5 m per day
Moderately rapid	0.5-1 m per day
Rapid	1-5 m per day
Very rapid	> 5 m per day

Soil permeability testing was undertaken using the Talsma-Hallam constant head method in accordance with best practice as described in AS/NZS 1547:2012. Soil permeability testing indicated that the soils were of 'Moderately Rapid' permeability with a saturated hydraulic conductivity of 0.76 m/day.

3.1.4 Microbial Purification Risk

Microbial purification relates to the ability of the soil (used for onsite effluent disposal) to remove micro-organisms that may be detrimental to public health. It is essentially a measure of the permeability of, and aeration within, the soil profile. This influences its ability to:

- Remove undesirable micro-organisms from onsite effluent; and
- Provide suitable conditions for the oxidation of some organic and inorganic compounds added to the soil as effluent.

Microbial purification ability is influenced by the time of travel through the soil profile, which is directly related to the size and distribution of the pore spaces and the depth to the water table or an impermeable layer. Important soil characteristics include PRI, depth, particle size and the clay and/or organic matter content. Sites which have poor drainage tend to have low microbial purification ability.

PRI quantifies the ability of a soil to bind and retain phosphate and therefore the capacity for the purification of nutrients. Soils with an increased PRI have an elevated capacity to retain phosphate and remove nutrients. In sandy soils the PRI is usually less than 5. Very strongly absorbing soils include lateritic loams, iron-rich peats and Karri loams with PRI > 70. The *Code of Practice for the Design, Manufacture, Installation and Operation of Aerobic Treatment Units* (DoH 2015) indicates a PRI of greater than 20 should be observed for the installation of an ATU system. Soil samples were collected from both test hole locations during site investigation and analysed for PRI (refer to **Table 3** and **Appendix B**). These results demonstrate that the PRI of the soils within the subject site have a moderate to high capacity to bind and retain nutrients.

Table 3. PRI rating for test holes within the subject site.

Test Hole ID	Phosphorus Retention Index
Test hole 1	380
Test hole 2	53

Depth to the water table is a key consideration regarding microbial purification as it affects the effluent travel time available for removal of microbes and for organic matter to be oxidised prior to reaching the water table. The accepted standard depth of soil required for adequate microbe removal is 1.2 m (Wagner and Lanoix 1958).

As previously discussed, site specific groundwater data is not available. However, visual observations of the nearby watercourses along with the absence of groundwater encountered in both test pits indicates a separation to groundwater of at least 1 m but more likely closer to 10 m. In consideration of the high PRI results and moderately rapid permeability results during periods of high groundwater, the soils within the subject site are considered to have a moderate to high microbial purification capability.

3.1.5 Slope

High slopes make construction of soil adsorption systems difficult. Given the topography of the site, as discussed in **Section 2.1**, the subject site is classified as having a slope of approximately 10%. Care should be taken to ensure the disposal is either located within areas of reduced slope or is designed to allow for slopes greater than 10%.

3.1.6 Soil Categorisation

Soil categorisation is undertaken within the AS/NZ Standard 1547-2012 considering several important soil properties such as:

- Soil texture;
- Sodicity and dispersiveness;
- Soil structure;
- Presence, density and sizes of biological pores – 'areal porosity';
- Soil bulk density; and
- Soil permeability.

In accordance with Table 5.1 of AS1547:2012, the soils located within the subject site can be categorised as soil category 4 'Clay loams'.

3.2 Summary

A summary of the findings from the desktop and site investigation are provided below in **Table 4**.

Table 4. Key site characteristics.

Site Characteristics	Investigation results	Level of constraint	Mitigation measures
Climate	The mean annual rainfall is 718.7 mm and the Class A Pan evaporation is 1,399 mm. Evaporation is greater than rainfall in seven months of the year.	Low	None required
Exposure	The subject site is devoid of vegetation. The subject site has moderate exposure to sun and wind.	Low	None required
Vegetation	The subject site contains no vegetation other than pasture.	Low	None required
Landform and slope	The slope of the subject site ranges from approximately 5 to 20%	Moderate	LAA to be placed in area with reduced slope or disposal method designed to be appropriate for the slope.
Fill	No evidence of fill was observed during the site visit.	Low	None required
Surface gravel and rock outcrops	Minor areas of rock outcrops were identified in the subject site.	Moderate	Place LAA away from areas with rocky outcrops.
Erosion Potential	No signs of erosion were identified anywhere within the subject site.	Low	None required
Separation to groundwater	No site-specific groundwater data was available at the time of the investigation, however, visual observations of the subject site and nearby watercourses at a similar topographical elevation indicates sufficient separation to groundwater, approximately	Low	None required.

Site Characteristics	Investigation results	Level of constraint	Mitigation measures
	10 m, is achievable. Site investigations undertaken in August indicate a separation to groundwater of greater than 1 m is present in peak groundwater time.		
Public Drinking Water Source Areas (PDWSA)	The subject site is not classified as occurring within a PDWSA.	Low	None required
Sewage Sensitive Areas (SSA)	The subject site is not currently mapped as an SSA.	Low	None required
Surface Water	The proposed development and subsequent land application area site are bounded on three sides by tributaries of the RiWI Act proclaimed Preston River and a large irrigation dam. A separation of greater than 100 m can be achieved from all surface water features.	Low	None required.
Flood potential	According to available mapping, the subject site is not located in an area prone to flooding.	Low	None required.

Based on the desktop and site-specific investigations, the constraints identified for the use of on-site effluent disposal at the subject site include:

- Variability of slope;
- Possible presence of rocky outcrops and buried rocks reducing the effectiveness of effluent disposal; and
- High variation in the volume of effluent produced (i.e. high volumes of effluent produced during functions and none outside of these times)

4 MANAGEMENT MEASURES

4.1 General Site Requirements

The general site requirements for on-site effluent disposal in lots greater than 2,000 m^2 are outlined in the GSP (DPLH 2019) and AS/NZS 1547:2014 and are summarised in **Table 5** below. An assessment of these criteria against the proposed development with proposed management measures indicates general compliance for onsite effluent disposal within the proposed lots.

Table 5: Site requirements for on-site effluent disposal and compliance assessment.

Feature	Minimum Requirement	Compliance

Separation from water resources	An on-site sewage system is not to be located within:
	• A wellhead protection zone or on Crown land within a reservoir protection zone;
	• 100 metres of the high water mark of a reservoir or 100 metres of any bore used for public drink water supply where:
	  ○ A wellhead protection zone or reservoir protection zone has not been assigned; or
	  ○ Where existing lots would be rendered undevelopable by the wellhead protection zone;
	• 30 metres of a private bore used for household/ drinking water purposes;
	• 100 metres of a waterway or significant wetland and not within a waterway foreshore area or wetland buffer.
	• 100 metres of a drainage system that discharges directly into a waterway or significant wetland without treatment;
	• Any area subject to inundation and/or flooding in a 10 per cent Annual Exceedance Probability (AEP) rainfall event.
		There are no wellhead or reservoir protection zones, groundwater bores or waterways located within 100 m of the proposed disposal area boundaries. Therefore, land application areas within the subject site will comply with these requirements.
		The subject site is not located in an area subject to flooding in a 10 per cent Annual Exceedance Probability (AEP) rainfall event.

Separation from groundwater	The discharge point of the on-site sewage system should be at least 0.6 metres above the highest groundwater level.	Site investigations were undertaken during late winter in a period of relatively high rainfall and groundwater was not encountered in either test pit. Visual observations of the subject site and nearby watercourses at a similar topographical elevation indicates sufficient separation to groundwater is achievable. Accordingly, compliance with this requirement is expected to be achieved.

Feature	Minimum Requirement	Compliance
Land Application Area	Each lot should be of sufficient size to accommodate development and an unencumbered land application area for the disposal of sewage. The land application area includes the area restricted to the distribution of treated sewage only and should be kept free of any temporary or permanent structure, should not be built on or paved in a manner which precludes access, not be subject to vehicular or regular foot traffic and should be kept in a manner which enables servicing and maintenance of the disposal system.	The subject site is sufficient to accommodate the required LAA.
Slope and instability	Where slope exceeds one in five the land application area should be engineered to prevent run-off from the land application area.	The slope of the subject site ranges from approximately 5 to 20%. Land application areas will either be placed in a location with slopes of less than 10% or engineered to prevent run-off from the land application area.
Boulders and rock outcrops	Presence of cobbles, stones, boulders and rock may obstruct excavation of trenches or restrict the flow of water.	The prevalence of boulders within the proposed LAA is low and areas with boulders can easily be avoided.

Setbacks	Each lot should be of sufficient size to accommodate the following setbacks
	• Treatment tanks to buildings property boundaries, driveways, paths and other tanks – 1.2 m
	• Trenches, beds and soak wells to boundary, building, tanks and other land application systems – 1.8 m
	• Trenches, beds and soak wells to trafficable areas – 1.2 m
	• Spray irrigation:
	  ○ Boundaries, buildings, treatment tanks, driveways etc – 1.8 m
	  ○ Sub-soil and open drain – 6 m
	  ○ Swimming pool -3 m
	  ○ Treatment tanks – 1.2 m
	• Subsurface Dripper:
	  ○ Boundaries, buildings, treatment tanks, driveways etc – 0.5 m
	  ○ Sub-soil and open drain – 3 m
	  ○ Swimming pool -2 m
	  ○ Garden bore – 10 m
		The land application area is of sufficient size with suitable setbacks to ensure compliance with these requirements.

4.2 Treatment Type

The conventional system for onsite disposal and treatment of domestic liquid waste consists of one or more septic tank units connected to a soil absorption system such as a leach drain. Septic tank units are typically connected to two leach drains to enable the release of effluent.

Based on the results of the site and soil evaluation the use of the conventional onsite effluent disposal systems is considered suitable for the subject site. The addition of a holding tank to allow the effluent to be gradually released through the system may increase the efficiency of the system and allow for a smaller disposal area to be utilised. This will need to be addressed during the final design phase for the system.

4.3 Land Application System

Tables K1 and K2 in AS/NZS 1547:2012 provide guidance on the selection and design of land application systems with respect to site, soil and climatic factors. Given the limitations of the subject site as outlined in **Section 3.2,** the following management measures are recommended:

- Install additional holding tank to allow for dosing of the effluent to occur;
- Reduce flow of wastewater using water-saving devices;
- Minimise discharge of sodium salts to application area; and
- The removal of boulders within the LAA, where encountered.

The limitations of the subject site, as discussed, do not preclude any land application systems. The variable slopes present may provide a challenge for the installation of conventional or evapotranspiration /absorption/seepage trenches and beds and surface (spray and drip) irrigation systems although there are areas within the application system on which the slope is less than 10%. Neither the slopes or the presence of stones or boulders will impact on the use of mound application systems or subsurface irrigation systems.

Irrigation systems distribute effluent into the topsoil layers to provide in-soil treatment of the remaining effluent residuals as well as provide nutrient uptake and evapotranspiration by grass, shrubs or other plantings. Where covered surface drip and shallow subsurface drip irrigation or spray irrigation is to be installed, secondary treatment of the effluent is required.

If an irrigation system is to be used, extensive dripper line systems as well as surface soil preparation would be required. A maximum design irrigation rate (DIR) of 3.5 mm/day, is recommended (refer to Table M1 AS/NZS 1547:2012). The irrigation system shall also be installed at a depth of approximately 100-150 mm in good quality topsoil, and within grassed or other suitably vegetated areas.

In areas where the slope is less than 10% a minimum land application area of 4,857 m^2 will be required. In areas where the slope is greater than 10% (10-20%) an increase in the required land application area to a minimum land application area of 6,071 m^2 will be required.

ETA (evapotranspiration-adsorption) systems use subsurface adsorption of effluent into the soil and evapotranspiration by plants. ETA systems may be used as an alternative to conventional trench and bed systems and are especially useful in locations with low permeability soils. If an ETA system is to be constructed, a DIR of up to 10 mm/day is recommended. If conventional trench and bed systems is to be constructed, a DIR of up to 12 mm/day is recommended (refer to Table L1 AS/NZS 1547:2012).

Mounds are normally used on relatively flat slopes, up to 15% that have site or soil restrictions such as low permeability soils. They can also be used in situations where boulders or rock is present at the surface. Mounds are constructed directly onto the natural ground surface, which is ploughed, and may be treated with gypsum prior to construction. Secondary treatment is not necessarily required prior to disposal to

mounded land application systems. A maximum design irrigation rate (DIR) of 16 mm/day is recommended (refer to Table N1 AS/NZS 1547:2012) for category 4 soils.

5 SUMMARY

Joel Wynhorst on behalf of the proponent is seeking to develop a portion of 331 Morrissey Road, Yabberup (herein referred to as the subject site). The proposed development consists of the construction of a function centre and a series of on-site glamping tents available to guests to stay overnight.

This Soil and Site Evaluation report has been prepared to support the proposed development of the subject site. It investigates the existing environment and the suitability of the subject site for onsite effluent disposal and the appropriate location for onsite disposal in accordance with the relevant regulations and guidelines.

The use of onsite effluent disposal within the subject site was found to be suitable provided the following measures are implemented:

- The limitations of the subject site, as discussed, do not preclude any land application systems.
- Install additional holding tank to allow for dosing of the effluent to occur;
- Reduce flow of wastewater using water-saving devices;
- Minimise discharge of sodium salts to application area; and
- The removal of boulders within the LAA, where encountered.

Based on this assessment and compliance with the above management measures, Accendo considers that the subject site is suitable for onsite effluent disposal within the proposed land application area.

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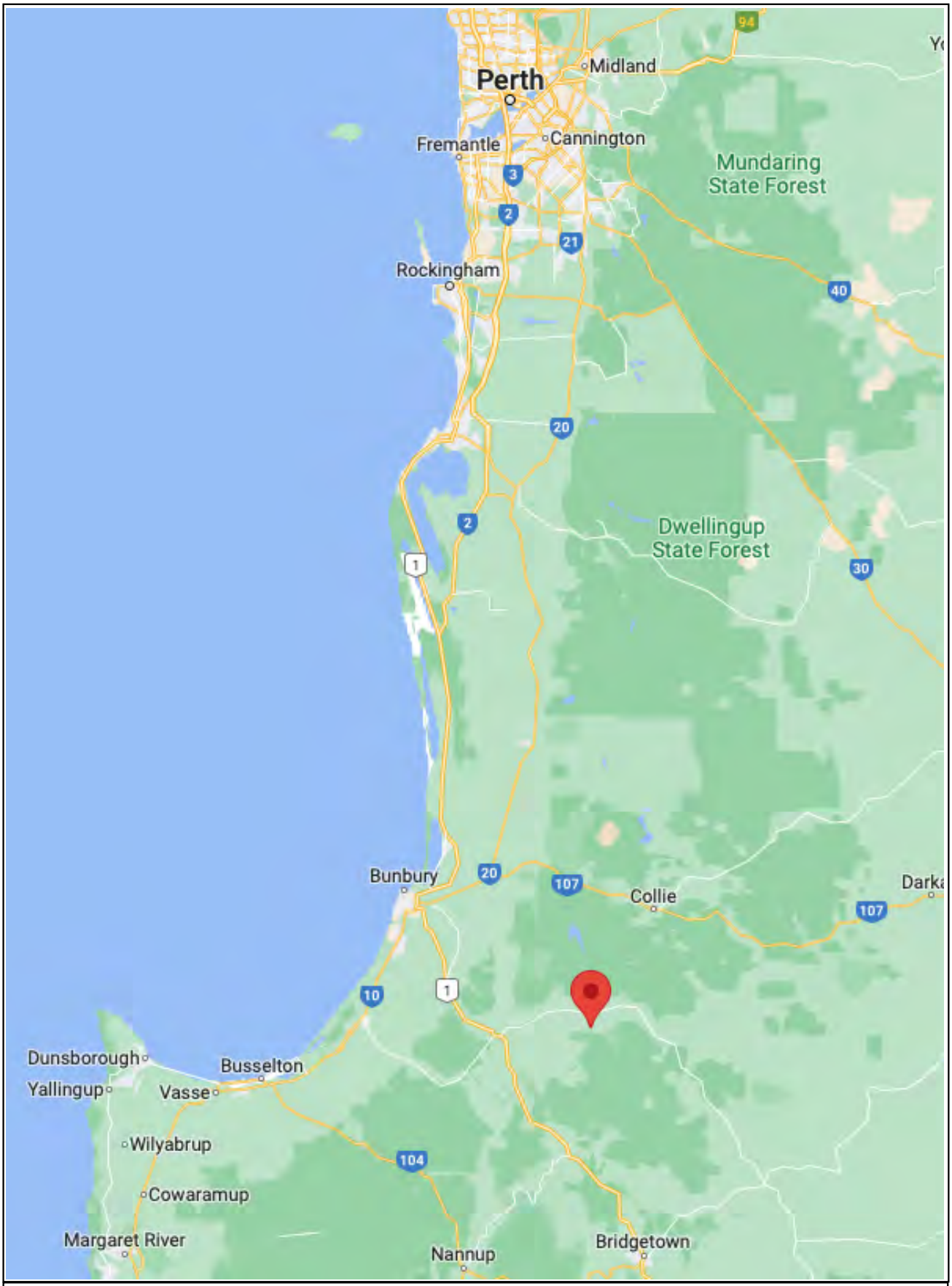
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FIGURES



PROJECT	331 Morrissey Rd, Yabberup
DRAWING TITLE	Figure 1 – Site Locality
CLIENT	Joel Wynhorst

accendo AUSTRALIA

PO Box 5178
West Busselton
Western Australia 6280
Mobile 0418 950 852

Project Number	Drawing Number	Revision
2361	Figure 1	A

Designed	PN	Checked	
Drawn	PN	Approved	

Date	11/09/2023
Local Authority	Shire of Donnybrook-Balingup
Sheet 1 of 1	

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Legend

- Lot boundary
- Proposed effluent disposal area
- Test Holes

PROJECT	331 Morrissey Road,Yabberup
DRAWING TITLE	Figure 2 - Site Extent
CLIENT	Joel Wynhorst

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accendo AUSTRALIA
PO Box 5178
West Busselton
Western Australia 6280
Mobile 0418 950 852

Project Number	2361	Designed	PN
Drawing Number	Figure 2	Drawn	PN
Revision	A	Checked	
Date	11/09/2023	Approved	
Sheet 1 of 1		Local Authority	Shire of Donnybrook – Balingup

APPENDIX A – SOIL LOGS

SOIL LOG

PROJECT NUMBER 2361	**BORE NAME** TH1	**COORDINATES** 409837,6286749
PROJECT NAME 331 Morrissey Road, Yabberup	**CONDITIONS** Wet	**COORD SYS** MGA 94-50
CLIENT Joel Wynhorst	**TOTAL DEPTH** 1.0	**LOGGED BY** PN
DATE 8/8/2023	**DEPTH TO WATER** NA	
	METHOD Hand Auger	

COMMENTS

Depth (m)	Samples	Analysed	Graphic Log	Material Description	Moisture	Additional Observations
0				TOPSOIL, dark brown/black, moderately sorted, rootlets,		
0.1				sandy LOAM, orange to red, moderately sorted, medium grained.		
0.2				gravelly LOAM, red to brown with small solidified clay pebbles		
0.3						
0.4	PRI					
0.5						
0.6						
0.7				gravelly CLAY, red to brown mottled, increase in size to pea sized pebbles		
0.8						
0.9						
1						
1.1						
1.2				Hole terminated at 1.0 m BGL due to refusal of hand auger and water incursion from overland flow		
1.3						
1.4						

Disclaimer This bore log is intended for environmental not geotechnical purposes.

produced by ESlog.ESdat.net on 11 Sep 2023

SOIL LOG

PROJECT NUMBER 2361	**BORE NAME** TH2	**COORDINATES** 409925,6286776
PROJECT NAME 331 Morrissey Road, Yabberup	**CONDITIONS** Wet	**COORD SYS** MGA 94-50
CLIENT Joel Wynhorst	**TOTAL DEPTH** 0.8	**LOGGED BY** PN
DATE 8/8/2023	**DEPTH TO WATER** NA	
	METHOD Hand Auger	

COMMENTS

Depth (m)	Samples	Analysed	Graphic Log	Material Description	Moisture	Additional Observations
0				TOPSOIL, dark brown/black, moderately sorted, rootlets,		
0.1				sandy LOAM, brown with orange mottling, moderately sorted, medium grained.		
0.2				gravelly LOAM, brown with small pebbles		
0.3						
0.4	PRI					
0.5						
0.6						
0.7				GRAVEL, red to brown mottled, increase in size to pea sized pebbles		
0.8						
0.9						
1						
1.1						
1.2				Hole terminated at 0.8 m BGL due to refusal of hand auger and water incursion from overland flow		
1.3						
1.4						

Disclaimer This bore log is intended for environmental not geotechnical purposes.

produced by ESlog.ESdat.net on 11 Sep 2023

APPENDIX B – LABORATORY CERTIFICATES

Envirolab Services (WA) Pty Ltd trading as MPL Laboratories
ABN 53 140 099 207
16-18 Hayden Court Myaree WA 6154
ph +61 8 9317 2505 fax +61 8 9317 4163
lab@mpl.com.au
www.mpl.com.au

Certificate of Analysis PEH0596

Client Details

Client	Accendo Australia
Contact	Phoebe Norman
Address	PO Box 5178, WEST BUSSELTON, WA, 6280

Sample Details

Your Reference	2038 Donnybrook, Boyup-Brook Rd
Number of Samples	2 Soil
Date Samples Received	09/08/2023
Date Samples Registered	09/08/2023

Analysis Details

Please refer to the following pages for results, methodology summary and quality control data.
Samples were analysed as received from the client. Results relate specifically to the samples as received.
Results are reported on a dry weight basis for solids and on an as received basis for other matrices.

Report Details

Date Results Requested by	18/08/2023
Date of Issue	11/08/2023

NATA Accreditation Number 2901. This document shall not be reproduced except in full.
Accredited for compliance with ISO/IEC 17025. Tests not covered by NATA are denoted with *.

Authorisation Details

Results Approved By	Lien Tang, Assistant Operations Manager
Laboratory Manager	Michael Kubiak

Certificate of Analysis PEH0596

Samples in this Report

Envirolab ID	Sample ID	Depth	Matrix	Date Sampled	Date Received
PEH0596-01	Test Pit 1	0.00-50.00Centimeters	Soil	08/07/2023	09/08/2023
PEH0596-02	Test Pit 2		Soil	08/07/2023	09/08/2023

Certificate of Analysis PEH0596

PBI/PRI (Soil)

Envirolab ID	Units	PQL	PEH0596-01	PEH0596-02
Your Reference			Test Pit 1	Test Pit 2
Date Sampled			08/07/2023	08/07/2023
Depth			0.00-50.00	
Phosphorus Retention Index	-		380	53

Method Summary

Method ID	Methodology Summary
AGRI-003_PRI	Phosphorous Retention index (PRI) is the ratio of adsorbed phosphorus to the equilibrium concentration. Phosphorus is extracted using KCl and determined colourimetrically. Result value is used to calculate PRI as per Allen and Jefferey.

Result Definitions

Identifier	Description
NR	Not reported
NEPM	National Environment Protection Measure
NS	Not specified
LCS	Laboratory Control Sample
RPD	Relative Percent Difference
>	Greater than
<	Less than
PQL	Practical Quantitation Limit
INS	Insufficient sample for this test
NA	Test not required
NT	Not tested
DOL	Samples rejected due to particulate overload (air filters only)
RFD	Samples rejected due to filter damage (air filters only)
RUD	Samples rejected due to uneven deposition (air filters only)
##	Indicates a laboratory acceptance criteria outlier, for further details, see Result Comments and/or QC Comments

Quality Control Definitions

Blank

This is the component of the analytical signal which is not derived from the sample but from reagents, glassware etc, and is determined by processing solvents and reagents in exactly the same manner as for samples.

Surrogate Spike

Surrogates are known additions to each sample, blank, matrix spike and LCS in a batch, of compounds which are similar to the analyte of interest, however are not expected to be found in real samples.

LCS (Laboratory Control Sample)

This comprises either a standard reference material or a control matrix (such as a blank sand or water) fortified with analytes representative of the analyte class. It is simply a check sample.

Matrix Spike

A portion of the sample is spiked with a known concentration of target analyte. The purpose of the matrix spike is to monitor the performance of the analytical method used and to determine whether matrix interferences exist.

Duplicate

This is the complete duplicate analysis of a sample from the process batch. The sample selected should be one where the analyte concentration is easily measurable.

Laboratory Acceptance Criteria

Duplicate sample and matrix spike recoveries may not be reported on smaller jobs, however, were analysed at a frequency to meet or exceed NEPM requirements. All samples are tested in batches of 20. The duplicate sample RPD and matrix spike recoveries for the batch were within the laboratory acceptance criteria. Filters, swabs, wipes, tubes and badges will not have duplicate data as the whole sample is generally extracted during sample extraction. Spikes for Physical and Aggregate Tests are not applicable. For VOCs in water samples, three vials are required for duplicate or spike analysis.

General Acceptance Criteria (GAC) - Analyte specific criteria applies for some analytes and is reflected in QC recovery tables.

Duplicates: >10xPQL - RPD acceptance criteria will vary depending on the analytes and the analytical techniques but is typically in the range 20%-50% - see ELN-P05 QAQC tables for details (available on request); <10xPQL - RPD are higher as the results approach PQL and the estimated measurement uncertainty will statistically increase. Matrix Spikes, LCS and Surrogate recoveries: Generally 70-130% for inorganics/metals; 60-140% for organics (+/-50% surrogates) and 10-140% for labile SVOCs (including labile surrogates), ultra trace organics and speciated phenols is acceptable.

In circumstances where no duplicate and/or sample spike has been reported at 1 in 10 and/or 1 in 20 samples respectively, the sample volume submitted was typically insufficient in order to satisfy laboratory QA/QC protocols.

Miscellaneous Information

When samples are received where certain analytes are outside of recommended technical holding times (THTs), the analysis has proceeded. Where analytes are on the verge of breaching THTs, every effort will be made to analyse within the THT or as soon as practicable.

Where sampling dates are not provided, Envirolab are not in a position to comment on the validity of the analysis where recommended technical holding times may have been breached. We have taken the sampling date as being the date received at the laboratory.

Two significant figures are reported for the majority of tests and with a high degree of confidence, for results <10*PQL, the second significant figure may be in doubt i.e. has a relatively high degree of uncertainty and is provided for information only.

Measurement Uncertainty estimates are available for most tests upon request.

Analysis of aqueous samples typically involves the extraction/digestion and/or analysis of the liquid phase only (i.e. NOT any settled sediment phase but inclusive of suspended particles if present), unless stipulated on the Envirolab COC or by correspondence. Notable exceptions include certain Physical Tests (pH/EC/BOD/COD/Apparent Colour etc.), Solids testing, Total Recoverable metals and PFAS where sediment/solids are included by default.

Urine Analysis - The BEI values listed are taken from the 2022 edition of *TLVs and BEIs Threshold Limits by ACGIH*.

Air volume measurements are not covered by Envirolab's NATA accreditation.

Data Quality Assessment Summary PEH0596

Client Details

Client	Accendo Australia
Your Reference	2038 Donnybrook, Boyup-Brook Rd
Date Issued	11/08/2023

Recommended Holding Time Compliance

No recommended holding time exceedances

Quality Control and QC Frequency

QC Type	Compliant	Details
Blank	Yes	No Outliers
LCS	Yes	No Outliers
Duplicates	Yes	No Outliers
Matrix Spike	Yes	No Outliers
Surrogates / Extracted Internal Standards	Yes	No Outliers
QC Frequency	Yes	No Outliers

Surrogates/Extracted Internal Standards, Duplicates and/or Matrix Spikes are not always relevant/applicable to certain analyses and matrices. Therefore, said QC measures are deemed compliant in these situations by default. See Laboratory Acceptance Criteria for more information

Data Quality Assessment Summary PEH0596

Recommended Holding Time Compliance

Analysis	Sample Number(s)	Date Sampled	Date Extracted	Date Analysed	Compliant
PRI | Soil	1-2	08/07/2023	10/08/2023	11/08/2023	Yes

Quality Control PEH0596

AGRI-003_PRI|PBI/PRI (Soil) | Batch BEH1126

Analyte	Units	PQL	Blank	DUP1 PEH0596-01 Samp | QC | RPD %	LCS %
Phosphorus Retention Index	-		0.00	376 | 370 | 1.55	88.2

Preston Valley Events Safety Management Plan

Background

Preston Valley Events is a proposed major events venue located on Lot 3245 on the Preston Vale Estate, 2038 Donnybrook Boyup-Brook Rd, Yabberup, W.A. The project is expected to host several events (up to 20) annually which take place in the evenings on weekends. Projected major events include weddings, birthdays, corporate functions and engagement parties. This safety management plan has been created by Westwall Holdings as the Project Manager, as a risk management and mitigation tool to be used by the business during its operation.

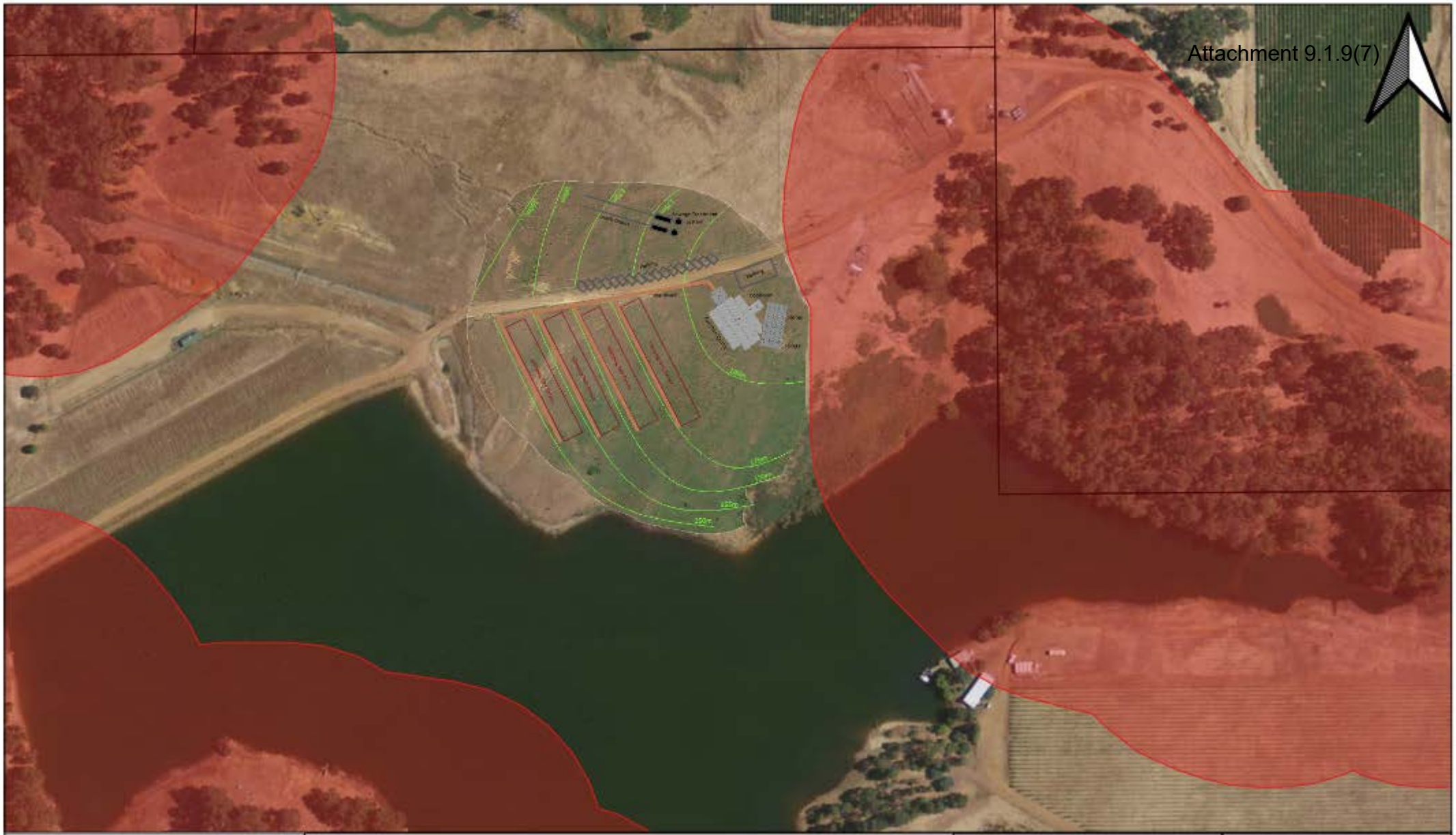
Potential Safety Risks

Source	Risks	Mitigation	Outcome
Extractive, orchard, farm operations/ industries work on the property	Guest injured by machinery	Guests prohibited from entry to orchard, extractive works sites on the property. Signage posts to be erected around property along roads and access point to indicate where guests are allowed to enter. Primary orchard and extractive works to be conducted on weekdays, events to be hosted only on weekends. All orchard and extractive machinery to be locked in workshop when not in use out of access from guests.	Extremely minimal safety risk presented by orchard or extractive works on the property to guests.
Freshwater Dam	Guest cannot swim	Guests strictly prohibited from entering dam water. During events, if water activities are permitted by manager, an onsite staff member will have bronze medallion training, as well as current	Extremely minimal safety risk presented by freshwater dam.

		(within 1 year) oxygen resuscitation first aid training, and current general first aid training (within 3 years). During events, if water activities are permitted by manager, no persons under the age of 16 may enter the water without an accompanying adult. Adequate signage and fencing to be erected around dam at low points and entry points to indicate water depth and nature of slope. Persons who enter dam will agree to terms and conditions provided by manager and confirm they are able and capable of swimming, and do so at their own risk.	

Summary

Noise is safety risks are expected to be presented by the above sources. The proposed mitigation strategies are comprehensive measures to ensure guests are safe at all times on the site, and will not be injured, discomforted or otherwise be un-safe during any event they attend.



Shire of
Donnybrook Balingup

Shire of Donnybrook Balingup

0 50 100 m

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Submitter 1 - Comment

Attachment 9.1.9(8)

P23013 / A4781

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
RECEPTION CENTRE AND CAMPING AREA
LOT 3245 DONNYBROOK-BOYUP BROOK ROAD, YABBERUP WA 6239

Name: [redacted]

Property Address:

Email:

Contact Number:

Response to Application:

☐ SUPPORT ☐ OBJECT ☑ COMMENT ONLY

Comments:

WAPRES is the owner / Manager of a significant commercial timber plantation on neighbouring locations to the east and south of this proposal.
WAPRES has no objection to this proposal, but wishes to highlight that plantation management operations (particularly harvesting, haulage, and re-establishment operations) are carried out periodically that may create noise + dust that could be noticed by users of the development.
WAPRES would not like to see plantation operations adversely affected by this development.

Signature: [redacted]

Date: 29/3/2023

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 30 March 2023.**

Submitter 2 - Objection

P23013 / A4781

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
RECEPTION CENTRE AND CAMPING AREA
LOT 3245 DONNYBROOK-BOYUP BROOK ROAD, YABBERUP WA 6239

Name: [redacted]

Property Address:

Email:

Contact Number:

SHIRE OF DONNYBROOK BALINGUP
RECEIVED
29 MAR 2023
Record No: IPA93793
File No: A4781
Officer: PCD
X Ref:
Corresps:
Signed Off:

Response to Application:

☐ SUPPORT ☒ OBJECT ☐ COMMENT ONLY

Comments:

This application is not shown on the Shire sites, therefor cannot be objected to electronically.

There have been two previous applications by this person on different parts of the property as a whole - for the extraction of gravel.

Neighbouring properties were not informed.

Signature: [redacted] Date: 29.3.23

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 30 March 2023.**

Submitter 2 - Objection Retained

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From: [redacted]
Sent: Friday, October 27, 2023 8:40 AM
To: Philip Diamond <philip.diamond@donnybrook.wa.gov.au>
Subject: Re: FW: Neighbour Notification - Lot 3245 Donnybrook-Boyup Brook Road YABBERUP (P23013 A4781)

Thank you for following up on this.

As far as the reception centre only being used on weekends and the gravel extraction being solely on weekdays, this is not what I understood from the proposals. The gravel pit would be working on Saturdays at least. Besides, who would use a reception centre in the middle of an active gravel extraction enterprise.
Although the reception centre might not be used for the workers of the gravel pit, it might well be in forethought of the impending lithium mine.
This community has very strong feelings about all this. We chose to live here because of the beauty of the environment. We care about the land, the flora and fauna. We care about the soil. I and my family are part of this community. We do not want to see it destroyed.

Thank you,
[redacted]

On Fri, 27 Oct 2023, 8:11 am Philip Diamond, <philip.diamond@donnybrook.wa.gov.au> wrote:

> Good morning,
>
> Can you please confirm if you have received the below email?
>
> Kind regards

Philip Diamond

Planning Officer

P: (08) 9780 4200 D: (08) 9780 4243

W: www.donnybrook-balingup.wa.gov.au/

E: philip.diamond@donnybrook.wa.gov.au

1 Bentley Street, Donnybrook WA 6239

Submitter 3 - Objection

SHIRE OF DONNYBROOK BALINGUP
RECEIVED
30 MAR 2023
Record No: IN23038852
File No: A4781
Officer: PCD
X Ref:
Corresps:
Signed Off:
P23013 / A4781

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
RECEPTION CENTRE AND CAMPING AREA
LOT 3245 DONNYBROOK-BOYUP BROOK ROAD, YABBERUP WA 6239

Name: [redacted]

Property Address:

Email:

Contact Number:

Response to Application:

☐ SUPPORT ☑ OBJECT ☐ COMMENT ONLY

Comments:

and any other developments regarding the gravel pit

We are against this due to noise, dust and other environmental concerns also the safety and quality of life aspects that this will take away from us and others near by.

When we were first approached by the developer it was made to sound like a lot smaller operation. After realising the true scale of this and being direct neighbours to it, we do not want this to go ahead

Signature: [redacted] Date: 27/3/23

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 30 March 2023.**

Submitter 4 - No comment

From: [redacted]
To: Philip Diamond; [redacted]
Subject: Re: Neighbour Notificaiton - Lot 3245 on P252598 YABBERUP (P23013 A4781)
Date: Thursday, 30 March 2023 6:16:30 PM
Attachments: image001.png
image002.png
image003.png
image004.png

Hi Philip, we don't feel that we need to make a submission on this.
Kind regards,
[redacted]

Get Outlook for Android

From: Philip Diamond <philip.diamond@donnybrook.wa.gov.au>
Sent: Thursday, March 30, 2023 10:54:20 AM
To: [redacted]
Cc: [redacted]
Subject: Neighbour Notificaiton - Lot 3245 on P252598 YABBERUP (P23013 A4781)

Hi [redacted],

My apologies again for the administrative error regarding the Neighbour Notification letter for a proposal at Lot 3245 on P252598, Yabberup.

As discussed with [redacted], please find attached the relevant notification letter, location plan, site plan and submission form.

Can you please confirm at your earliest convenience if you would like to make a submission. If you do not have any comments, can you please also confirm that in response to this email.

If you have any questions, please do not hesitate to contact me.

Kind regards

Philip Diamond
Planning Officer

P: (08) 9780 4200 D: (08) 9780 4243
W: www.donnybrook-balingup.wa.gov.au/
E: philip.diamond@donnybrook.wa.gov.au
1 Bentley Street, Donnybrook WA 6239
PO Box 94 Donnybrook WA 6239

Our Vision:
A proud community enjoying our rural lifestyle, cultural heritage, and natural environment.

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Submitter 5 - Objection

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
RECEPTION CENTRE AND CAMPING AREA
LOT 3245 DONNYBROOK-BOYUP BROOK ROAD, YABBERUP WA 6239

Name: [redacted]

Property Address: [redacted]

Email: [redacted]

Contact Number: [redacted]

Response to Application: SEE BELOW

☐ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

I support this application IF, AND ONLY IF, this is a genuine business pursuit that will bring tourism to the Preston Valley. For this to be genuine, all current and future mining/extractive applications need to be withdrawn. This application makes no sense otherwise.

If this application can not be held to account that it is being developed to bring tourism to the Preston Valley (and not to just take advantage of grant funding to develop for personal use) it should be refused, and grant funding given to a more worthy application.

Signature: [redacted]

Date: 4/04/23

Please complete and return this submission form via post, email or in person to the Shire Office as soon as possible.

Submitter 5 - Objection Retained

Philip Diamond

From: [redacted]
Sent: Sunday, 29 October 2023 2:13 PM
To: Philip Diamond
Subject: Re: Neighbour Notification - Lot 3245 Donnybrook-Boyup Brook Road YABBERUP (P23013 A4781)

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Philip,

Apologies for the delay in getting back to you.

I appreciate the additional information you have provided. I also note a change in location from the previous map I saw.

In answering your question, does the additional information address my concerns on the application, my answer is no. I still think the two ventures can't coexist on the same property so I would only support the camping/function centre if all gravel applications and plans are scrapped.

Kind regards,
[redacted]

Sent from my iPhone

> On 27 Oct 2023, at 08:11, Philip Diamond <philip.diamond@donnybrook.wa.gov.au> wrote:
>
> Good morning,
>
> Can you please confirm if you have received the below email?
>
> Kind regards
>
> [cid:image001.png@01DA028D.A0E8DA30]
> Philip Diamond
> Planning Officer
>
> P: (08) 9780 4200 D: (08) 9780 4243
> W:
> https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.d
> onnybrook-balingup.wa.gov.au%2F&data=05%7C01%7Cphilip.diamond%40donnyb
> rook.wa.gov.au%7C43a8962372f74f655adb08dbd8460cbe%7Cd57f59a877694e8a9a
> 57afefcdd40baf%7C0%7C0%7C638341567620226412%7CUnknown%7CTWFpbGZsb3d8ey
> JWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C300
> 0%7C%7C%7C&sdata=x3LNHl6hGtVUzXdLRbu9ptrFLyIwrJLkoJOzxJ8CaHA%3D&reserv
> ed=0<https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2F
> www.donnybrook-balingup.wa.gov.au%2F&data=05%7C01%7Cphilip.diamond%40d
> onnybrook.wa.gov.au%7C43a8962372f74f655adb08dbd8460cbe%7Cd57f59a877694

Submitter 6 - Comment

Philip Diamond

From: [redacted]
Sent: Tuesday, 4 April 2023 9:57 AM
To: Philip Diamond
Subject: Reception Centre and Camping Area

Hi Philip,

NAME: [redacted]
PROPERTY:
EMAIL:
PHONE:

Comment:
Apologies for the delayed response, we have been on holidays.

For what it is worth - our opinion is

If access to this campsite is proposed to be via Morrissey Road, then we object on the grounds that - this road is already poorly maintained without increasing traffic - that would make it dangerous!

Kind Regards
[redacted]

Main Roads - Initial Response

Attachment 9.1.9(9)

Philip Diamond

From: [redacted]
Sent: Wednesday, 29 March 2023 2:31 PM
To: Philip Diamond
Cc: [redacted]
Subject: RE: Development Application Referral - Lot 3245 Donnybrook-Boyup Brook Road YABBERUP (P23013 A4781)

Hi Philip

I refer to your email below and advise that Main Roads has no objection to the proposed subdivision subject to the following comments and conditions.

The proposed development will generate significant traffic demands which could increase the potential for traffic conflicts at the access driveway intersection with the Donnybrook - Boyup Brook Road.
The proponent will need to prepare a Traffic Impact Assessment Report for the proposed development to determine requirements for any turning treatments for the driveway intersection to the satisfaction of Main Roads.
The driveway / access intersection with Donnybrook - Boyup Brook Road will be required to be upgraded to the specifications and satisfaction of Main Roads including bitumen sealing to the specifications and satisfaction of Main Roads.
Main Roads has previously requested a condition for upgrading the driveway / crossover from the property to Donnybrook - Boyup Brook Road for a proposed extractive industry on this property.

The following condition is required for the proposed development;

> "The driveway/ access intersection with Donnybrook - Boyup Brook Road to be upgraded, designed and constructed to the specifications and satisfaction of Main Roads including bitumen sealing of the first 20 metres."

Also, it is noted that the driveway/ access for the proposed development crosses the adjacent railway reserve, hence, the driveway/access upgrading will need to be approved by PTA or relevant railway agency.

If you have any queries please phone [redacted]

Regards [redacted]

[redacted]
W: www.mainroads.wa.gov.au

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From: Philip Diamond <philip.diamond@donnybrook.wa.gov.au>
Sent: Tuesday, 14 March 2023 8:42 AM
Subject: Development Application Referral - Lot 3245 Donnybrook-Boyup Brook Road YABBERUP (P23013 A4781)

Main Roads - Revised Response

Philip Diamond

From: [redacted]
Sent: Wednesday, 11 October 2023 10:06 AM
To: Philip Diamond
Cc: [redacted]
Subject: FW: Development Application Referral - Lot 3245 Donnybrook-Boyup Brook Road YABBERUP (P23013 A4781)
Attachments: Additional Information.zip

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Philip

I refer to your email below and advise that Main Roads has no objection to the proposed development subject to the following comments and conditions.

As outlined in your email below it is understood that events are only proposed to be hosted on weekends and the proposed camping area will only be used for patrons of the reception centre and the planning approval will be limited accordingly.

On this basis, the Traffic impact Assessment prepared by the proponent is adequate.

"The access driveway intersection with Donnybrook Boyup-Brook Road to be upgraded including bitumen sealing of the first 20 metres to the specifications and satisfaction of Main Roads".

The existing access driveway also crosses the railway reserve, hence, approval will be required from the PTA.

If you have any queries please phone [redacted]

[redacted]

[redacted]

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Main Roads acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present

Public Transport Authority Response

Philip Diamond

From: [redacted]
Sent: Monday, 1 May 2023 2:27 PM
To: Philip Diamond
Subject: Public Transport Authority Referral Response - Development Application Referral - Lot 3245 Donnybrook-Boyup Brook Road YABBERUP (P23013 A4781)

Dear Philip Diamond,

Re: Reception and Camping – Lot 3245 Donnybrook-Boyup Brook Road YABBERUP (Application No. P23013 A4781)

With regards to your letter, dated 14 March 2023, the Public Transport Authority (PTA) has no objections to the above proposal subject to the following conditions and advice:

CONDITION:

1. No part of the development is to encroach into the railway reserve, this includes any part of the development below ground level.

Justification for condition - Condition confirms no structures, excavation works, building supports, car parking, service, landscaping etc are permitted within the railway reserve.

2. No construction works, vehicles or materials are permitted within the rail corridor at any time.

Justification for condition – Condition protects the railway reserve.

3. Drainage must not be discharged into the railway reserve.

Justification for condition – Protect the function of the railway reserve.

4. No clearing of Native vegetation is permitted in the railway reserve.

5. Effective hygiene and biosecurity management must be in place to ensure there is no spread of weeds or diseases into rail corridor land to the satisfaction of the Public Transport Authority (PTA).

Justification for condition – Condition ensures the protection of the rail corridor its maintenance as well as the protection of significant flora and fauna within the railway reserve.

6. All bushfire management must be achieved within the boundaries of Lot 3245.

Justification for condition – Condition ensures that the railway reserve is not utilised to meet bushfire management requirements.

Advice:

(a) Should the railway reserve be activated, upgrades to the rail level crossing will be required subject to the recommendations of an ALCAM assessment for the level crossing prior to the opening of rail line.
(b) Any future development of this subject land must ensure it is not land locked.

Should the Shire have any queries in respect to the above conditions or advice, in the first instance please feel free to contact [redacted]

The PTA requests a copy of the Shire's final determination on this proposal to be sent to WAPCreferrals@pta.wa.gov.au.

Kind regards,

[redacted]

Public Transport Authority

Transperth Transwa

Djinang,
moorditj bridiya warniny,
ni, nidja bidi bokadja kalyakool moort koorliny

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Department of Health Initial Response

Government of **Western Australia**
Department of **Health**

Our Ref: F-AA-04736 D-AA-23/170437
Contact: [redacted]

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

Attention: Phillip Diamond

Via email: philip.diamond@donnybrook.wa.gov.au

Dear Mr Rose

PROPOSED RECEPTION CENTRE AND CAMPING AREA AT LOT 3245 DONNYBROOK — BOYUP BROOK ROAD, YABBERUP

Thank you for your letter of 14 March 2023, requesting comments from the Department of Health (DoH) on the above proposal.

The DoH provides the following comment:

1. Wastewater Disposal

The DoH is unable to support the development until it can demonstrate the following:

- A site-specific Site and Soil Evaluation (SSE) report for onsite sewage management of the subject lot undertaken by a qualified consultant under the wettest time of the year as per AS/NZS1547:2012 and addressing Government Sewage Policy requirements.

- Recommended onsite system design to be proposed as per the Government Sewerage Policy requirement and AS/NZS1547:2012.

- The disposal area is required to be adequately sized based on the Site and Soil Evaluation report findings and Health (Treatment of Sewage and Disposal of Effluent and Liquid Wastes) Regulations 1972.

2. Food Act Requirements

All food related areas (kitchen, preparation areas, etc.) to comply with the provisions of the Food Act 2008 and related code, regulations and guidelines. Details available for download from:

https://ww2.health.wa.gov.au/Articles/S_T/Starting-a-food-business-in-WA

189 Royal Street East Perth Western Australia 6004
Telephone (08) 9222 2000 TTY 133 677
PO Box 8172 Perth Business Centre Western Australia 6849
ABN 28 684 750 332
www.health.wa.gov.au

3. Medical Entomology

There may be seasonal freshwater mosquito breeding habitat within close proximity to the subject land. Additionally, there is the potential for mosquitoes to breed in on-site infrastructure and constructed water bodies if they are poorly designed or not maintained.

It is best practice for the proponent to ensure that onsite works activities and water holding infrastructure including constructed wetlands and stormwater drainage do not contribute to or support mosquito breeding onsite.

[redacted]

20 April 2023

Department of Health Revised Response

Government of **Western Australia**
Department of **Health**

Your Ref: P23013
Our Ref: F-AA-90448-2 D-AA-23/356855
Contact: [redacted]

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

Attention: Philip Diamond

Via email: philip.diamond@donnybrook.wa.gov.au

Dear Mr Rose

PROPOSED RECEPTION CENTRE AND CAMPING AREA AT LOT 3245 DONNYBROOK — BOYUP BROOK ROAD, YABBERUP – UPDATED INFORMATION

Thank you for providing updated information through email on 20 September 2023, requesting comments from the Department of Health (DoH) on the above proposal.

Wastewater management

The Department of Health is unable to support the proposed development in accordance with the *Government Sewerage Policy 2019*, until the following concerns are addressed:

- The Site and Soil Evaluation (SSE) report indicates that a primary treatment system is suitable for this site and proposes the installation of an additional holding tank to allow for dosing of the effluent. DoH requires further information regarding the capacity of the tanks, water balance calculations, the number of required leach drains, and the length of the leach drains.
- The report indicates that a slope of more than 10% is present at the site. However, the SSE report does not explain how the leach drains are going to be installed on the site.
- The site plan only shows two leach drains without any further details. DoH is concerned that this may not be adequate for disposing of wastewater generated on the site.

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Telephone (08) 9222 2000 TTY 133 677
PO Box 8172 Perth Business Centre Western Australia 6849
ABN 28 684 750 332
www.health.wa.gov.au

- Google Maps shows that the leach drains area indicated on the site plan may be subject to surface inundation. Please note that leach drains or land application areas cannot be situated in areas that are subjected to inundation.
- A separation distance of 30 meters from the dam to the dispersal area should be maintained in accordance with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations of 1974*.

Drinking water

If the above can be resolved, it is further noted, that all drinking water provided on site must meet the health-related requirements and risk management framework set out in version 3.7 of the *Australian Drinking Water Quality Guidelines 2011*.

Any non-drinking water (i.e., water that is not intended or suitable for drinking) must be managed to ensure it cannot be confused with or contaminate the drinking water supply. This requires satisfactory labelling of non-drinking water taps and, depending on system configuration, suitable backflow prevention arrangements.

[redacted]

10 October 2023

Department of Water and Environmental Regulation - Initial Response

Philip Diamond

From: [redacted]
Sent: Wednesday, 19 April 2023 9:50 AM
To: SM Records
Cc: Philip Diamond; [redacted]
Subject: Proposed Reception Centre and Camping Area at Lot 3245 Donnybrook Boyup Brook Road, Yabberup
Attachments: Screenshot 1__Location map and tracks.JPG; Screenshot 2_Location map closeup.JPG; Screenshot 3__proposal site plan.JPG; Screenshot 4__Wastewater treatment plant and irrigation area.JPG; Screenshot 5__hydrological connectivity to Preston River.JPG; Screenshot 6__RIWI procliamed tributries.JPG

19 April 2023

Our Reference: PA054958 , DWERT51~63

Your Reference: P23013

To: Shire of Donnybrook-Balingup

From: Department of Water and Environmental Regulation

Attention: Philip Diamond

RE: Proposed Reception Centre and Camping Area at Lot 3245 Donnybrook Boyup Brook Road, Yabberup

Dear Philip,

Thank you for providing the above proposal for the Department of Water and Environmental Regulation (Department) to consider.

- **Due to the absence of information with regards to on-site sewage disposal (wastewater) this proposal is not supported in its current form.**

The proposal is to cater for events of up to 150 people, with accommodation, showers, toilets, food, drink and all other essentials (Screenshots 1 -3).

It is noted that the Shire has liaised directly with the Department's noise branch with regards to whether an acoustic assessment is required to be provided by the proponent, or not.

Otherwise, key issues and recommendations are provided below, and these matters should be addressed to the satisfaction of the Department.

- **Issue 1**: Wastewater disposal
  - **Advice 1**: Prior to any approval, the proponent should be required to demonstrate that the proposal can meet best practice approach to the provision of on-site sewage treatment and disposal, in accordance with the principals of the '*Government Sewerage Police 2019*' (GSP) and Australian/New Zealand Standard 1547 'On-site domestic wastewater management'.

- **Issue 2**: Water supply and waterway crossing
  - **Advice 2**: The following is advised:

a) the proponent is to email the Department's water licensing officer (kym.pennefather@dwer.wa.gov.au), providing details on how water will be used to support the additional activity. This will enable assessment of the proponent's surface water license SWL66218(4),

b) the proponent is to apply for a 'bed and banks' permit from the Department regarding the waterway crossing.

- **Issue 3**: Native vegetation
  - **Advice 3**: In the event the clearing of native vegetation is proposed, the following is advised:

a) Clearing for the building/structures: The proponent is to obtain Developmental Approval prior to clearing to ensure the clearing is exempt under the *'Environmental Protection Act 1986'* (EP Act), and clearing to be in accordance with the Shire's Firebreak and Fuel Hazard Reduction notice.

b) Clearing for the access track outside the riparian zone: this is likely to be exempt from the requirement for a clearing permit under Regulation 5, Item 12 of the Clearing Regulations.

c) Clearing over the waterway (riparian zone): A permit to clear native vegetation under the EP Act would be required. Additional information on how to apply for a clearing permit is available from Clearing permit forms | Western Australian Government (www.wa.gov.au), and the Department can be contacted for clarification at admin.nvp@dwer.wa.gov.au

Where the Department has a statutory role, planning applications should be considered prior to the Department issuing any relevant permits, licenses and/or approvals.

In the event that the applicant determines that a works approval or licence application is required under Part V of the EP Act, the advice provided in this communication does not prejudice and must not be considered to infer the outcome of the EP Act licence and works approval process.

More detail pertaining to the above issues are provided in Table 1 below.

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned.

Thank you.

[redacted]

Table 1 - Department of Water and Environmental Regulation detailed comments on P23013

Item No.	Reference	Reviewer comment/advice

1	N/A	**Issue 1:** Wastewater disposal **Advice 1:** Prior to any approval, the proponent should be required to demonstrate that the proposal can meet best practice approach to the provision of on-site sewage treatment and disposal, in accordance with the principals of the *'Government Sewerage Police 2019'* (GSP) and Australian/New Zealand Standard 1547 'On-site domestic wastewater management'. **Discussion 1:** Information provided in the referral is limited to the following - • "A **wastewater treatment system** will be installed more than **32 meters** from the water line mark to process guest sewage and wastewater." • "Waste water treatment plant o Although the toilets are closer than the required 30m. from the dam, the **waste water treatment plant is over 50m**. from the edge of the dam. o All waste water from toilets and kitchen at the function centre and all waste water from the bridal suites will be processed at the waste water treatment plant situated some 50m. from the edge of the dam. Gravity fed from the Bridal suites and pumped from a suitable holding tank at the function centre. This process must have its own emergency power source". The Department notes the above statements are in conflict with each other regarding the separation to the dam reservoir. No information has been provided with regards to wastewater volumes, type of treatment, the wastewater treatment system proposed, groundwater levels, or site capability of attenuating nutrients/pathogens. It is possible that the proposal may require consideration as a Category 54 Sewage facility, under Part V of the EP Act, for granting works approvals and licensing or registration of prescribed premises: (a) on which sewage is treated (excluding septic tanks); or (b) from which treated sewage is discharged onto land or into waters. 100 m3 or more per day. Based on the information provided, it appears the wastewater treatment plant will accept wastewater from the proposed activities, and the treated wastewater will be used to irrigate the property's vineyard. There is a potential risk for downstream users on the Preston River to be impacted in the event there is a leak from the wastewater treatment plant, or if effluent escapes from the irrigation area into the waterway/dam. More information on the wastewater treatment system is essential to enable support for the proposal. Particularly, a site and soil evaluation (SSE) is required in accordance with the GSP (s.5.3.1) and AS/NZS 1547 'On-site domestic wastewater management', to the satisfaction of local government/Department of Health.
2	N/A	**Issue 2:** Water supply and waterway crossing **Advice 2:** The following is advised: • a) the proponent is to email the Department's water licensing officer (kym.pennefather@dwer.wa.gov.au), providing details on how water will be used to

		support the additional activity. This will enable assessment of the proponent's surface water license SWL66218(4) • b) the proponent is to apply for a 'bed and banks' permit from the Department regarding the waterway crossing **Discussion 2:** No information has been provided with regards to water requirements to support the proposed activities. DWER has received an application to renew the surface water licence, SWL66218(4) on 14th October 2022, and an assessment is currently underway. However, there is no mention for this type of activity. As such, the department will require notification of the additional landuse (camping/function centre). This can be done by emailing the Department's assessing officer (Kym Pennefather) directly. The email is to include how water will be used to support the additional activity. The Department notes an access track is proposed to be constructed over a proclaimed tributary (Screenshot 6). In the event there is any interference with the bed and banks of the watercourse, such as construction of a waterway crossing, a *permit to interfere with the bed or banks* from the department would be required under the *'Rights in Water and Irrigation Act 1914'*.
3	N/A	**Issue 3:** Native vegetation **Advice 3**: In the event the clearing of native vegetation is proposed, the following is advised: • a) Clearing for the building/structures: The proponent is to obtain Developmental Approval prior to clearing to ensure the clearing is exempt under the EP Act, and clearing to be in accordance with the Shire's Firebreak and Fuel Hazard Reduction notice • b) Clearing for the access track outside the riparian zone: this is likely to be exempt from the requirement for a clearing permit under Regulation 5, Item 12 of the Clearing Regulations • c) Clearing over the waterway (riparian zone): A permit to clear native vegetation under the EP Act would be required. Additional information on how to apply for a clearing permit is available from Clearing permit forms | Western Australian Government (www.wa.gov.au), and DWER can be contacted for clarification at admin.nvp@dwer.wa.gov.au **Discussion 3:** Under section 51C of the *Environmental Protection Act 1986* (EP Act), clearing of native vegetation is an offence unless: • it is undertaken under the authority of a clearing permit, • it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required, • the clearing is subject to an exemption. Based on the information provided, it is not clear whether the vegetation can be classified as 'native vegetation'. "native vegetation" is defined as "indigenous aquatic or terrestrial vegetation, and includes dead vegetation unless that dead vegetation is of a class declared by regulation to be excluded from this definition but does not include vegetation in a plantation". If the vegetation does not meet the definition of 'native vegetation' it is not regulated under the EP Act. Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes, are contained in Schedule 6 of the EP Act. Exemptions for low impact routine land management practices outside of environmentally sensitive areas (ESAs) are

contained in the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (the Clearing Regulations).

Clearing for the building/structures
Based on the information provided, should development approval be issued, the proposal is likely to be exempt from the requirement for a clearing permit under Regulation 5, Item 1 of the Clearing Regulations.

Note that this exemption does not apply prior to development approval being issued.

Please also note that that clearing for a building/structure, combined with other exempt clearing activities on the property, must not exceed five hectares in a financial year.

If the proposed clearing for the [BPZ/APZ] is considered by the Shire to be appropriate, and clearing of native vegetation for this purpose is specified within the Development Approval, it is likely to be exempt under Regulation 5, Item 1.

If the proposed clearing for the [BPZ/APZ] is in accordance with the Shire's Firebreak and Fuel Hazard Reduction Notice, it is likely to be exempt under Schedule 6, Clause 10 (clearing in accordance with section 33 of the Bush Fires Act 1954 (BF Act), after the building/structure has been erected.

Please note that the guide to exemptions does not reflect the correct schedule location for the above BF Act exemption, given the change was made recently as part of the EP Act amendments. Please refer to Schedule 6, Clause 10 of the EP Act for the details relating to this exemption.

Clearing for the proposed accessway outside the waterway (riparian zone)
Based on the information provided, the proposal is likely to be exempt from the requirement for a clearing permit under *Regulation 5, Item 12* of the Clearing Regulations.

This exemption is described in the Departments 'A Guide to the Exemptions and Regulations for Clearing Native Vegetation'. It is the applicant's responsibility to determine compliance with these exemptions and therefore whether a clearing permit is required.

Clearing over the waterway (riparian zone)
Based on the information provided, the proposed clearing is not exempt and a clearing permit is required for any removal of riparian (waterway) vegetation.

The Department has not received a clearing permit application for this proposal. Application forms are available from https://www.wa.gov.au/service/environment/environment-information-services/clearing-permit-forms

Additional information on how to apply for a clearing permit is available from Clearing permit forms | Western Australian Government (www.wa.gov.au).

Information regarding clearing permit fees can be found here: Clearing fees – frequently asked questions | Western Australian Government (www.wa.gov.au)

If further clarification is required, please contact the Department's Native Vegetation Regulation section by email (admin.nvp@dwer.wa.gov.au) or by telephone (6364 7098).

Brendan Kelly
Senior Natural Resource Management Officer
Department of Water & Environmental Regulation,
Planning Advice, South West Region

Department of Water and Environmental Regulation - Revised Response

Philip Diamond

From: [redacted]
Sent: Thursday, 26 October 2023 2:09 PM
To: Philip Diamond
Subject: FYI: Additional information: Proposed Reception Centre and Camping Area at Lot 3245 Donnybrook Boyup Brook Road Yabberup (DWER ref: PA 059471 , DWERT51~63 ; Shire ref: P23013)
Attachments: FW: Additional information: Proposed Reception Centre and Camping Area at Lot 3245 Donnybrook Boyup Brook Road, Yabberup (DWER ref: PA054958 , DWERT51~63 , Shire ref: P23013)

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Philip,

Our comments have been provided below, as you have requested (your inquiry attached).

Thanks

[redacted]

From: [redacted]
Sent: Friday, October 20, 2023 5:13 PM
To: records@donnybrook.wa.gov.au
Subject: CM: Additional information: Proposed Reception Centre and Camping Area at Lot 3245 Donnybrook Boyup Brook Road Yabberup (DWER ref: PA 059471 , DWERT51~63 ; Shire ref: P23013)

20th October 2023

Our Reference: PA 059471 , DWERT51~63

Your Reference: P23013

To: Shire of Donnybrook-Balingup

From: Department of Water and Environmental Regulation

Attention: Philip Diamond

RE: Additional information: Proposed Reception Centre and Camping Area at Lot 3245 Donnybrook Boyup Brook Road Yabberup

Dear Philip,

Thank you for providing the above proposal for the Department of Water and Environmental Regulation (DWER) to consider.

This proposal for a function centre (100 guests) and glamping tents (100 guests), to which updated information has been provided in the above referral – as requested by DWER in the previous referral on 19th April 2023 (our ref: PA 054958 , DWERDT766730).

The location map is shown in Screenshot 1 below.

DWER notes the following updates:

- *Site And Soil Evaluation - 331 Morrissey Road, Yabberup* (by accendo Australia, dated: 8th September 2023) (to be referred to as the SSE Report V1)
- Updated secondary access route

Key issues and recommendations are provided below, and these matters should be addressed to the satisfaction DWER.

- **Issue 1:** Wastewater disposal and SSE Report V1
- **Advice 1:** The following is advised:
    - a) the cause of test hole refusal be provided, and it be established that there is no confining layer to restrict wastewater flow through the hydrogeological profile
    - b) further information be provided in the SSE to demonstrate how the impact to northern waterway (and Preston River) can be mitigated, such as, but not limited to the use of secondary treatment systems with nutrient removal (in view of the reduced separation distance), and stormwater management measures to mitigate overland flow over the sewage disposal point.
    - c) The Shire is advised to consult with its engineer and Environmental Health Officer/Department of Health regarding the recommended risk mitigation measures and proposed wastewater system site design (including stormwater management)

- **Issue 2:** Potential for prescribed premises under the EP Act
- **Advice 2:** The following is advised:
    - a) In the event the threshold for a Category 85 prescribed premises for a sewage facility is met (Category 85: More than 20 m^3 but less than 100 m^3 per day), which includes dilution of wastewater *prior* to discharge, the proponent is to contact DWER regarding EP Act requirements for a prescribed premises
    - b) The proponent should note the production or design capacity relates to the sewage facility **capacity**, and not the intended wastewater production (i.e. 17 m^3/day or 17,000L/day)
    - c) Further guidance on prescribed premises can be found in DWER's Industry Regulation Guide to Licensing which can be accessed at: https://www.der.wa.gov.au/our-work/licences-and-works-approvals/540-guideline-industry-regulation-guide-to-licensing

- **Issue 3:** Access route and watercourse
- **Advice 3:** The following is advised:

- a) the Shire is advised to contact DWER's water licensing officer water licensing officer (kym.pennefather@dwer.wa.gov.au) for further licensing information
- b) the proponent is to apply for a 'bed and banks' permit from the Department regarding the waterway crossing

Where the Department has a statutory role, planning applications should be considered prior to the Department issuing any relevant permits, licenses and/or approvals.

In the event that the applicant determines that a works approval or licence application is required under Part V of the EP Act, the advice provided in this communication does not prejudice and must not be considered to infer the outcome of the EP Act licence and works approval process.

More detail pertaining to the above issues are provided in Table 1 below.

As noted in your email, an assessment of the noise information provided is not required from DWER (DWER ref: DWERDT853683).

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned.

Thank you.

[redacted]

Table 1 - Department of Water and Environmental Regulation detailed comments on P23013 (submitted 20th September 2023)

Item No.	Reference	Reviewer comment/advice
1	N/A	**Issue 1:** Wastewater disposal and SSE Report V1 **Advice 1:** The following is advised: • a) the cause of test hole refusal be provided, and it be established that there is no confining layer to restrict wastewater flow through the hydrogeological profile • b) further information be provided in the SSE to demonstrate how the impact to northern waterway (and Preston River) can be mitigated, such as, but not limited to the use of secondary treatment systems with nutrient removal (in view of the reduced separation distance), and stormwater management measures to mitigate overland flow over the sewage disposal point.

- c) The Shire is advised to consult with its engineer and Environmental Health Officer/Department of Health regarding the risk mitigation measures and wastewater system site design (including stormwater management)

Discussion 1:

Groundwater

DWER notes that no groundwater was encountered in the investigation carried out on 8th August 2023, where the 2 test holes were dug to a depth of approximately 0.8 m and 1.0 m below ground level (BGL), noting the SSE Report V1:

- "The subject site is located at the top of a hill at an elevation of at least 170 m AHD above a dam at an elevation of approximately 155 m AHD. Water levels in the dam during the site inspection were expected to be at maximum capacity indicating a separation to groundwater of approximately 10 m is present, even in periods of maximum rainfall and groundwater levels."

- "No groundwater was encountered in either test hole during the geotechnical investigation. Investigation was carried out during mid-winter in a period of relatively high rainfall with over 80 mm of rainfall recorded within the previous week at the site. **Overland flow was observed during the site visit."**

- "Soil permeability testing was undertaken using the Talsma-Hallam constant head method in accordance with best practice as described in AS/NZS 1547:2012. Soil permeability testing indicated that the soils were of 'Moderately Rapid' permeability with a saturated hydraulic conductivity of 0.76 m/day."

DWER concurs with the reports finding that the period of year represents a time of the highest groundwater, and due to the elevated position of the proposed Land Application Area (LAA), the required separation to groundwater is likely to be achieved in accordance with the *Government Sewerage Policy 2019* (GSP 2019).

As noted in the SSE Report V1, the reason the test holes were dug to only 0.8 m and 1.0 m below ground level was on the basis of refusal.

Based on the information provided, DWER advises:

- the cause of test hole refusal be provided
- it be established that there is no confining layer to restrict wastewater flow through the hydrogeological profile

Watercourse and topography

The SSE Report V1 states the following:

- "There are no wellhead or reservoir protection zones, groundwater bores or waterways located within 100 m of the proposed disposal area boundaries. Therefore, land application areas within the subject site will comply with these requirements."

However, no measurements have been provided in the SSE Report V1 regarding the separation distance between the sewage disposal point (leach drains LAA) and the waterway located to the north.

Our GIS measurements show the separation distance between the leach drains and watercourse to be roughly ~60 metres (Screenshot 3 & 4) – which does not support the above claim in the SSE Report V1.

		Erosion channels are also evident in the 'site plan' (Screenshot 3) and our GIS imagery (Screenshot 4). Due to the sloping topography of the land, the risk of this proposal relates to contaminated stormwater from the sewage disposal point entering the northern waterway via overland sheet flow, or via the erosion channels connected to the waterway. In view of the above, DWER notes the following SSE Report V1 statements: • "Care should be taken to ensure the disposal is either located within areas of reduced slope or is designed to allow for slopes greater than 10%" • "The slope of the subject site ranges from approximately 5 to 20%. Land application areas will either be placed in a location with slopes of less than 10% or engineered to prevent run-off from the land application area." The reduced separation distance, in context of the wastewater volumes (17KL/day), sloping topography and evidence of overland flow presents an increased risk of contamination to the northern waterway – which is proclaimed under the *Rights in Water and Irrigation Act 1914* (Screenshot 4). As the northern waterways is hydrologically connected to the Preston River, and in view of non-compliance with the GSP 2019 (reduced separation distance) there is a risk of downstream users of the said river being impacted. Section 5.2.2 of the GSP 2019 'Separation from water resources' states that an on-site sewerage system is not to be located within 100 metres of a waterway. However, smaller setbacks may be considered where the proponent demonstrates that the reduced setback will not have a significant impact on the environment or public health; where it is likely that secondary treatment systems with nutrient removal will be required. In view of the above situation, further information should be provided in the SSE to demonstrate how this impact can be mitigated, such as, but not limited to the use of secondary treatment systems with nutrient removal (in view of the reduced separation distance), and stormwater management measures to mitigate overland flow over the sewage disposal point. The Shire is advised to consult with its engineer and Environmental Health Officer/Department of Health.
2	N/A	**Issue 2:** Potential for prescribed premises under the EP Act **Advice 2**: The following is advised: • a) In the event the threshold for a Category 85 prescribed premises for a sewage facility is met (Category 85: More than 20 m^3 but less than 100 m^3 per day), which includes dilution of wastewater *prior* to discharge, the proponent is to contact DWER regarding EP Act requirements for a prescribed premises • b) The proponent should note the production or design capacity relates to the sewage facility capacity, and not the intended wastewater production (i.e. 17 m^3/day or 17,000L/day) • c) Further guidance on prescribed premises can be found in DWER's Industry Regulation Guide to Licensing which can be accessed at: https://www.der.wa.gov.au/our-work/licences-and-works-approvals/540-guideline-industry-regulation-guide-to-licensing **Discussion 2:** DWER notes that the 'maximum expected production' per day from this development 17,000 litres (17KL). Based on the information provided, the proposal may cause the premises to be considered a prescribed premises as per Schedule 1 of the *Environmental Protection Regulations 1987* for the following category:

Category number	Description of category	Production or design capacity
85	Sewage facility: premises — (a) on which sewage is treated (excluding septic tanks); or (b) from which treated sewage is discharged onto land or into waters.	More than 20 m^3 but less than 100 m^3 per day

The details provided in the development application request are not sufficient to determine whether the criteria for a works approval and subsequent licence are met in regard to the production or design capacity – noting that no information has been provided regarding the production/design capacity of the wastewater treatment system.

If the camp wastewater treatment facility is to be constructed at a production or design capacity* that will exceed the applicable thresholds, the applicant will need to apply for a works approval and thereafter either a licence or registration under Part V, Division 3 of the EP Act.

The applicant is therefore advised to refer to the information and Guideline: Industry Regulation Guide to Licensing available at http://www.der.wa.gov.au/our-work/licences-and-works-approvals and / or if they have queries relating to applications for works approvals, licences or registrations to contact DWER at info@dwer.wa.gov.au or 6364 7000.

The application will need to demonstrate compliance with the general provisions of the EP Act and all relevant regulations the *Environmental Protection (Unauthorised Discharges) Regulations 2004,* irrespective of whether the premises is prescribed or not.

Note that this advice is provided based on information provided. Should this information change, the works approval and/or licensing requirements may also change. Applicants are encouraged to contact DWER at the above contact details to clarify requirements, should there be changes to information.

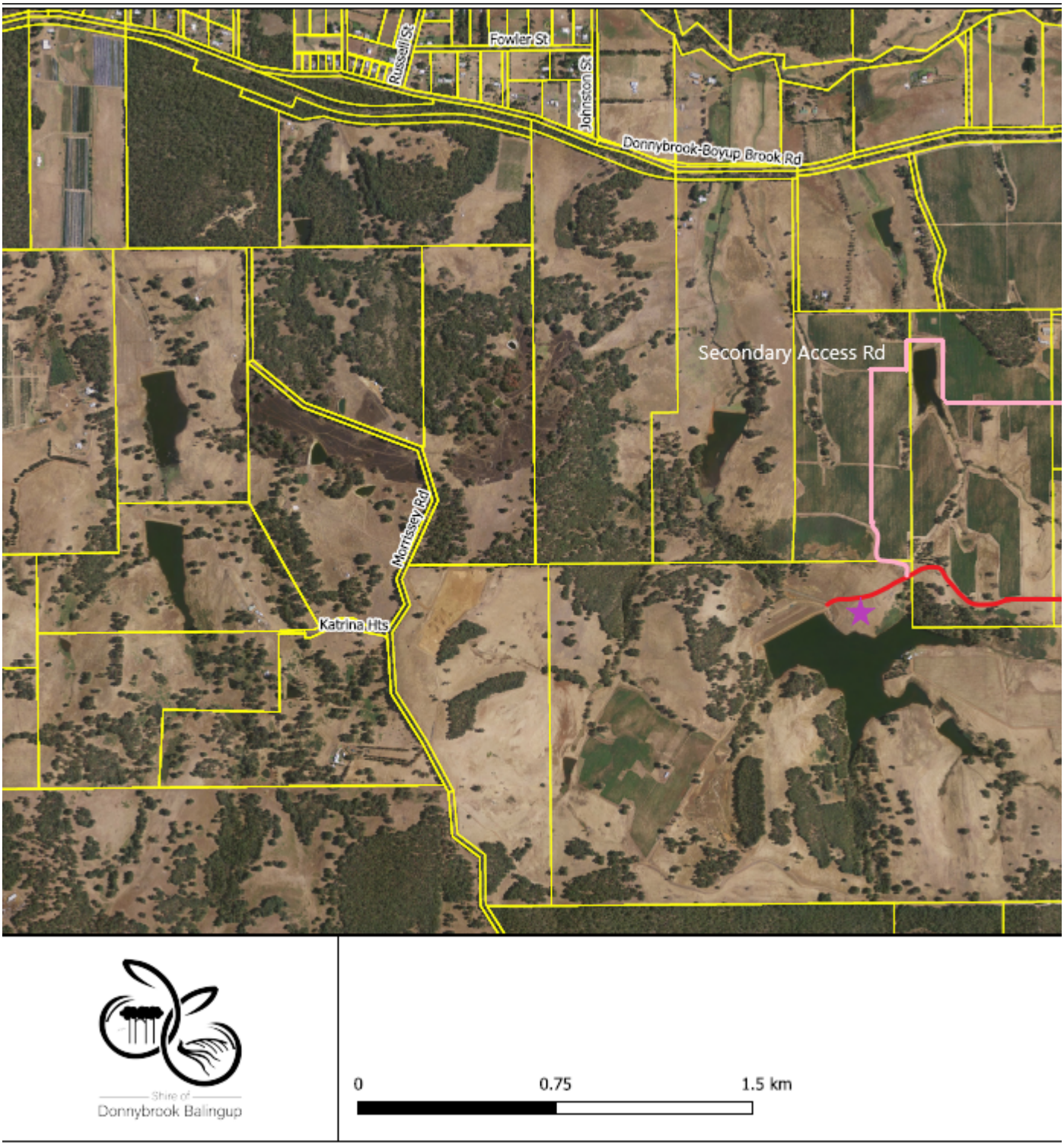
*'Production capacity' and 'design capacity'

- • **production capacity** is the rate at which a product is produced as relevant to the description of the prescribed premises category; and
- • **design capacity** is the maximum capacity / capability for which the facility or equipment is designed to receive, handle, process, contain or emit, as relevant to the description of the prescribed premises category.

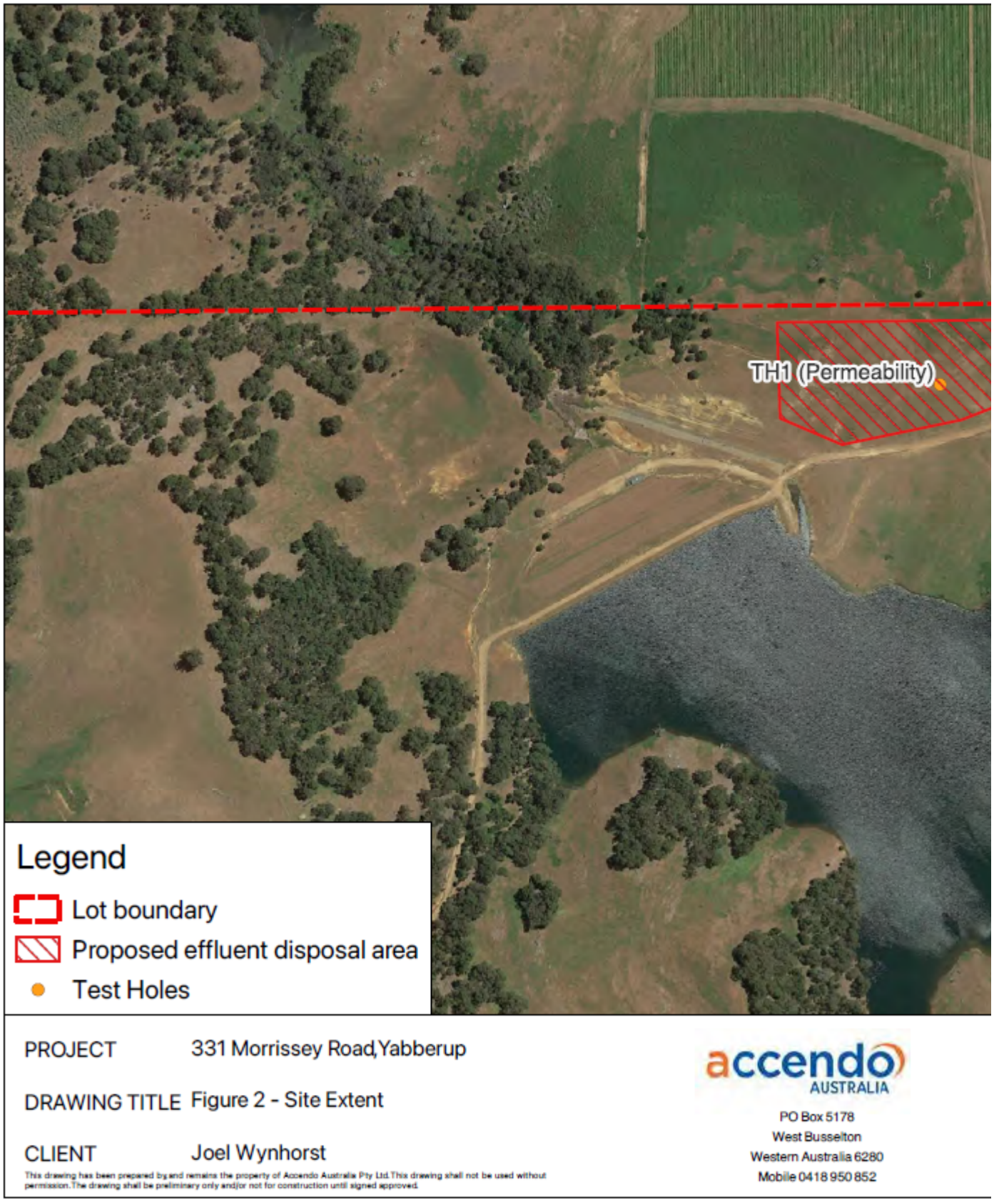
In view of the uncertainty regarding regulation under Part V of the EP Act advice has been provided on environmental risks and mitigation strategies, based on the available information. In the event that the applicant determines that a works approval or licence application is required under Part V of the EP Act, the advice provided in this communication does not prejudice and must not be considered to infer the outcome of the EP Act licence and works approval process.

3	N/A	**Issue 3:** Water supply and waterway crossing **Advice 3:** The following is advised: • a) the Shire is advised to contact DWER's water licensing officer water licensing officer (kym.pennefather@dwer.wa.gov.au) for further licensing information • b) the proponent is to apply for a 'bed and banks' permit from the Department regarding the waterway crossing

		Discussion 3: No information has been provided with regards to water requirements to support the proposed activities. The Shire is advised to contact DWER's water licensing officer (kym.pennefather@dwer.wa.gov.au) to confirm water licensing requirements. The Department notes the revised access track crosses over a proclaimed tributary (Screenshot 6). In the event there is any interference with the bed and banks of the watercourse, such as construction of a waterway crossing, a permit to interfere with the bed or banks from the department would be required under the '*Rights in Water and Irrigation Act 1914'*.



Screenshot 1: Location map and access routes



Screenshot 2: Test holes


Site Plan.png
140m
145m
150m
155m
160m
165m
Glamping Tent Terrace
Glamping Tent Terrace
134m
N
Imagery date: 15/11/2018–newer

Screenshot 3: Site Plan and leach drains



Screenshot 4: Leach drains and estimated waterway separation distance



Screenshot 5: Secondary access road

Disclaimer: This e-mail is confidential to the addressee and is the view of the writer, not necessarily that of the Department of Water and Environmental Regulation, which accepts no responsibility for the contents. If you are not the addressee, please notify the Department by return e-mail and delete the message from your system; you must not disclose or use the information contained in this email in any way. No warranty is made that this material is free from computer viruses.

Department of Water and Environmental Regulation (Noise Branch) Response

Philip Diamond

From: [redacted]
Sent: Wednesday, 15 March 2023 2:43 PM
To: Philip Diamond
Cc: [redacted]
Subject: RE: Level of noise advice required for Lot 3245 Donnybrook Boyup Brook Road Yabberup - Reception Centre and Camping Area (DWER ref: PA 054958 , DWERT51~63 ; Shire ref: P23013)

Hi Philip

Further to our quick chat this afternoon and the information provided, my view is that it would be beneficial to request an assessment of noise emissions from pre-recorded or live music occurring on site, although the nearest residents are 1.3 kms - 1.6 kms away. Since modelling can't be done for every type of event with music, I expect the noise assessment to focus on 'typical' event(s) e.g. wedding DJ and other event(s) with music. Any event outside of that (music festival?) would be assessed separately should the need arise.

Noise emissions associated with mechanical plant and the small camp site are not likely significant to warrant a noise assessment.

Hope this helps

Regards

[redacted]



From: [redacted]
Sent: Wednesday, 15 March 2023 12:39 PM
To: [redacted]
Subject: FW: Level of noise advice required for Lot 3245 Donnybrook Boyup Brook Road Yabberup - Reception Centre and Camping Area (DWER ref: PA 054958 , DWERT51~63 ; Shire ref: P23013)

[redacted]

Department of Primary Industries and Regional Development - Initial Response

Philip Diamond

From: [redacted]
Sent: Thursday, 6 April 2023 10:55 AM
To: Philip Diamond
Subject: LUP 1567 - Shire of DB - Lot 3245 Donnybrook-Boyup Brook Road YABBERUP

Your reference: P23013 A4781
Our reference: LUP 1567
Enquiries: [redacted]

Philip Diamond
Planning Officer
Shire of Donnybrook-Balingup
PO Box 94
DONNYBROOK WA 6239
philip.diamond@donnybrook.wa.gov.au

6 April 2023

Dear Phillip

COMMENT: Development Application Referral - Lot 3245 Donnybrook-Boyup Brook Road YABBERUP

Thank you for the opportunity to comment on the proposed Reception Centre and Camping Area at Lot 3245 Donnybrook-Boyup Brook Road, Yabberup.

The Department of Primary Industries and Regional Development (DPIRD) is not able to comment on the abovementioned proposal as additional information is required regarding the following aspects of the application:

- The following statement is made in the Additional Details document.
  - '*Description: Project consists of:*
    - *1. Function centre.*
    - *2. Bridal suites.*
    - *3. Camping area and all services required to support the proper function of these facilities.'* – Details must be provided.
- Bridal suites – More detail required e.g. How many suites? Where are the suites located? Plans of the suites. Etc.
- Camping area – No ablutions provided for the camping area? If so, where? How many sites? Just tents or caravans as well.
- The following statement is made in the Change of use document. '*Each event can cater for up to 150 people, with accommodation, showers, toilets, food, drink and all other essentials.'* – How will this be achieved? Everyone camping with their own camping equipment or caravans? Onsite Eco tents? Etc.

If you have any queries regarding the comments, please contact [redacted]

Department of Primary Industries and Regional Development - Revised Response

Philip Diamond

From: [redacted]
Sent: Thursday, 5 October 2023 10:50 AM
To: Philip Diamond
Subject: LUP 1696 - Shire of Donnybrook Balingup - Lot 3245 Donnybrook-Boyup Brook Road Yabberup (follow-up LUP 1567)

Follow Up Flag: Follow up
Flag Status: Flagged

Your reference: P23013 A4781
Our reference: LUP 1696
Enquiries: [redacted]

Philip Diamond
Planning Officer
Shire of Donnybrook-Balingup
PO Box 94
DONNYBROOK WA 6239
philip.diamond@donnybrook.wa.gov.au

5 October 2023

Dear Phillip

COMMENT: - Lot 3245 Donnybrook-Boyup Brook Road YABBERUP

Thank you for the opportunity to comment on the updated proposal for a Reception Centre and Glamping Area at Lot 3245 Donnybrook-Boyup Brook Road, Yabberup.

The Department of Primary Industries and Regional Development (DPIRD) does not object to the Reception Centre and Glamping Area at the abovementioned lot as all previous concerns have been addressed.

If you have any queries regarding the comments, please contact [redacted]

Regards

[redacted]

Department of Biodiversity, Conservation and Attractions Response

Depar
Conservation and Attractions

WILDLIFE SERVICE

GOVERNMENT OF WESTERN AUSTRALIA

Your ref: P23013 A4781
Our ref: 50281 2018/001582
Enquiries: [redacted]
Phone: [redacted]
Email: [redacted]

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

ATTENTION: Philip Diamond

RECEPTION CENTRE AND CAMPING AREA -
LOT 3245 DONNYBROOK-BOYUP BROOK ROAD YABBERUP

I refer to your email dated 14 March 2023 forwarding a development application for the above property for the Department of Biodiversity, Conservation and Attractions' (DBCA) Parks and Wildlife Service comment.

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

Advice to Shire

The Shire of Donnybrook-Balingup's (Shire) email dated 14 March 2023 refers to access for the development possibly being within the State forest. The western portion of the Lot 3245 southern boundary is adjacent to the Wilga State forest, which is managed by DBCA.

The Lot 3245 northern, western and eastern boundaries are adjacent to private land. The Lot 3245 existing and proposed access ways (Figure 1) do not appear to traverse through the western portion of the southern boundary, into the adjoining State forest.

DBCA recommends that the Lot 3245 internal access way (pink line, Figure 1) is aligned to avoid native vegetation clearing where possible.

Lot 3245 contains several water courses. The proposed internal access road linking to Morrissey Road (pink line) appears to cross several streamlines. Consideration should be given to the protection of stream water quality and the installation of suitable bridge/crossing structures to avoid impacts to the watercourse. DBCA recommends that the proponent seek advice from the Department of Water and Environmental Regulation (DWER) in relation to potential surface water/stream impacts.

Regional and Fire Management Services Division
South West Region
PO Box 1693, Bunbury, Western Australia 6230
dbca.wa.gov.au

Thank you for the opportunity to comment on this application. Please contact [redacted]

Yours sincerely

[redacted]

[redacted]

4 May 2023

Assessment under Clause 67

The proposal has been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.

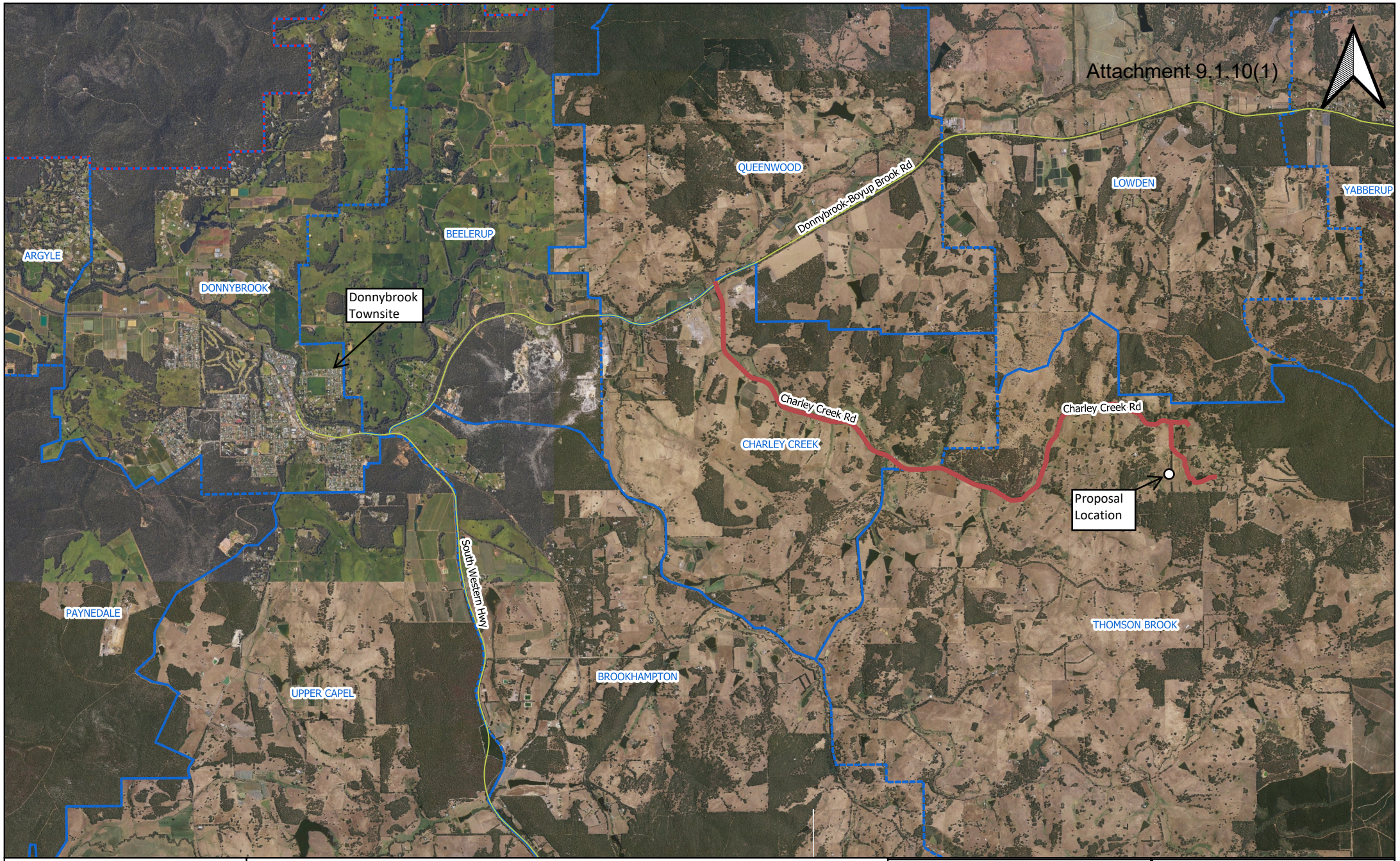
These matters have been assessed as follows:

LPS Regs Requirement	Officer Comment
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	Part 3 – Zones and the Use of Land Lot 3245 is zoned 'General Agricultural' under the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7) and the purpose and objectives of the zone are: 3.5.1 Purpose *The purpose of the General Agriculture zone is to provide for the sustainable use of rural land which primarily accommodates a broad range of rural pursuits and complementary non-agricultural uses that are compatible with the capability of the land, and which retain the rural character and amenity of the locality.* 3.5.2 Objectives The local government's objectives in managing and guiding land use, development and subdivision within the General Agriculture zone are – *(v) recognise the aesthetic and tourism importance of the scenic landscape, realise the need to retain the rural scenic character of a site and of the district by ensuring through siting and landscaping provision that any development does not detrimentally change the scenic rural character.* *(vii) support non-rural uses where they are compatible with adjacent and nearby rural and other uses, and where environmental, landscape and servicing considerations are appropriately addressed.* The proposed development of a reception centre and camping area complies with the purpose of the

	zone and the objective to support non-rural uses where they are compatible with rural uses and where it will have no adverse impacts on the landscape. The proposed development is considered consistent with the definition of: - 'Reception centre' within LPS7 which means '*premises used for functions on formal or ceremonial occasions but not for un-hosted use for general entertainment purposes*. 'Camping area' within LPS7 which means '*land set aside for the erection of tents and other similar structure for temporary accommodation, and 'camping' has a compatible meaning'.* Under LPS7, both land uses are 'A' uses in the General Farming zone which means that '*the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions'*. The proposal was advertised, and submissions were received from nearby landowners and various agencies and departments. These are considered under the 'Consultation" section of this report.
(c) any approved State planning policy	These are considered under the 'Policy Compliance" section of this report.
(fa) any local planning strategy for this Scheme endorsed by the Commission	Lot 3245 is identified as General Agricultural under the Shire of Donnybrook-Balingup Local Planning Strategy. The proposal is consistent with the future intention of the area.
(g) any local planning policy for the Scheme area	None.
(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located; The site is not identified as having any Aboriginal Heritage values but an advice note will be provided requiring the applicant do due diligence	The lot is impacted by a place having Aboriginal Heritage Values and an advice note will be provided requiring the applicant do due diligence. An advice note is recommended.

	
(m)(i) the compatibility of the development with the desired future character of its setting *(m)(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development*	The desired future character of the area is for agricultural purposes with no future changes identified. The proposal was amended for various reasons as stated in the report. The proposal includes construction of a reception centre building consisting of a function area, with a kitchen and bar, store room, cool room, and ablutions. The building size and appearance is not dissimilar from any proposed dwelling. Due to the building being constructed on top of a hill there may be some visual impact. It is therefore recommended the applicant provide a schedule of colours, materials and finishes with the lodgement of the building permit plans for further consideration and approval. The preference would be for earthy tones to be used to ensure that the development blend in with the surrounding environment.
(n)(i) environmental impacts of the development *(n)(ii) the character of the locality* *(n)(iii) social impacts of the development*	The development of the proposed reception centre and camping area is not expected to adversely impact on the amenity/character of the locality as it is considered consistent with the current and future agricultural character of the area. The proposal may be expected to have a positive social impact through the provision of the additional facilities/services to be provided.
(o) likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate their impact	Impacts from 'site works may involve recontouring to create flat terraced areas for camping. If recontouring is to occur, stormwater runoff is to be properly managed by the proponent who is also to ensure that no erosion and/or sedimentation occur. Conditions are recommended for the proponent to consider management measures so that there is no impact on the environment.
(q) the suitability of the land for the development taking into account	Erosion is to be considered as mentioned above.

the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk	The development is on a hill and flooding is not a concern. The footprint of the development is not in a bushfire prone area.
(s) the adequacy of – *(i) the proposed means of access to and egress from the site* *(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles*	Refer to Traffic Impacts under 'Officer Comment' section of this report.
(t) amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety	Refer to Traffic Impacts under 'Officer Comment' section of this report.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals	As outlined above, the Shire received a significant number of submissions during the public advertising period with some objecting to the proposal. Due regard has been given to all valid planning matters for consideration raised, and the technical elements of each have been assessed. It is considered that these matters can be appropriately managed by conditions.
Clause (y) any submissions received on the application;	Refer to 'Consultation' section of this report.
Clause (za) the comments or submissions received from any authority consulted	Refer to 'Consultation' section of this report.



Shire of Donnybrook Balingup

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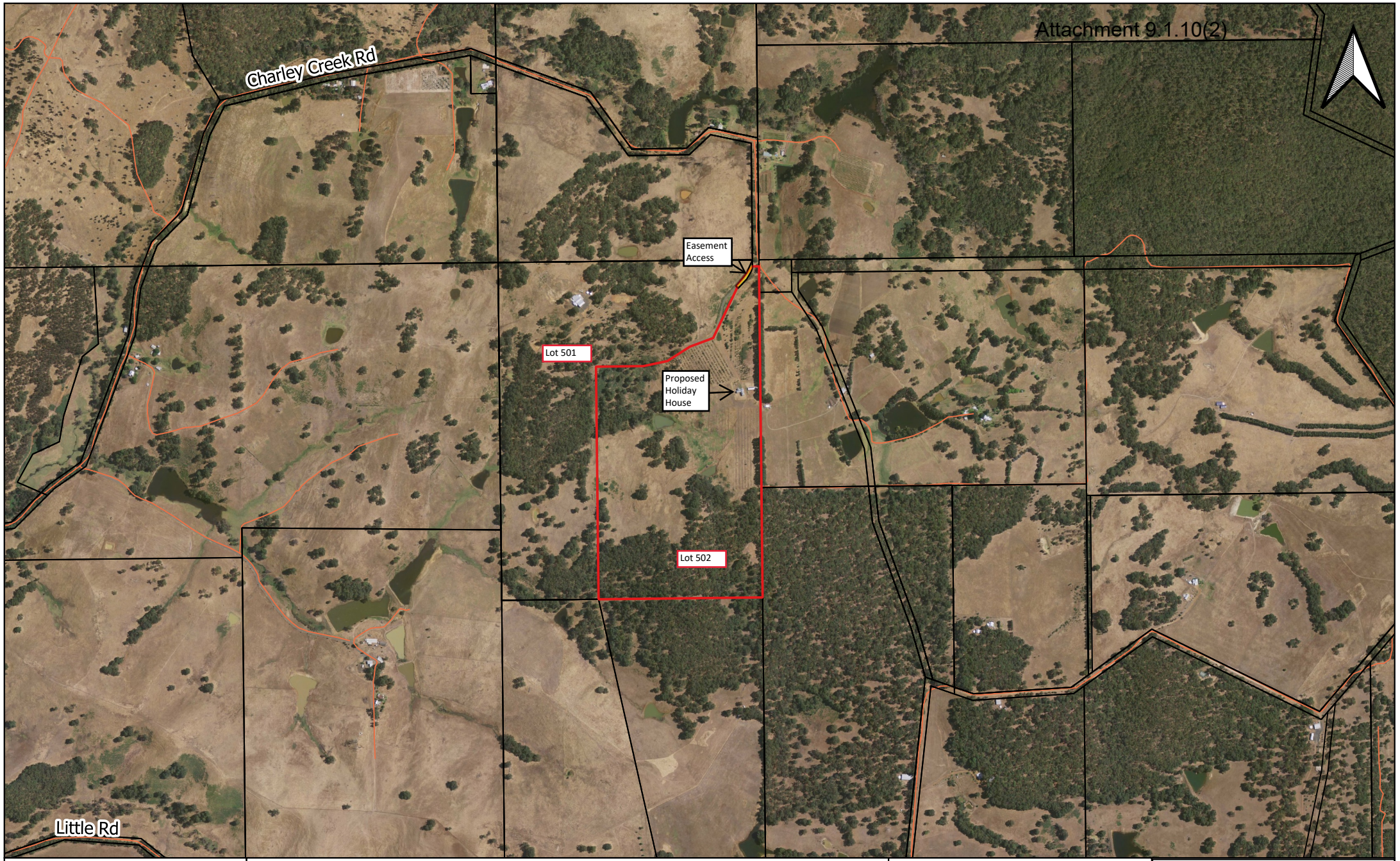
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The information is provided solely on the basis that readers will be responsible for making their own assessment of the matters. Readers including third parties are advised to verify all relevant representation, statements and information with their own professional advisers.

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Shire of Donnybrook Balingup


Attachment 9.1.10(2)
Charley Creek Rd
Easement Access
Lot 501
Proposed Holiday House
Lot 502
Little Rd
0
0.25
0.5 km
Shire of Donnybrook Balingup



Shire of Donnybrook Balingup

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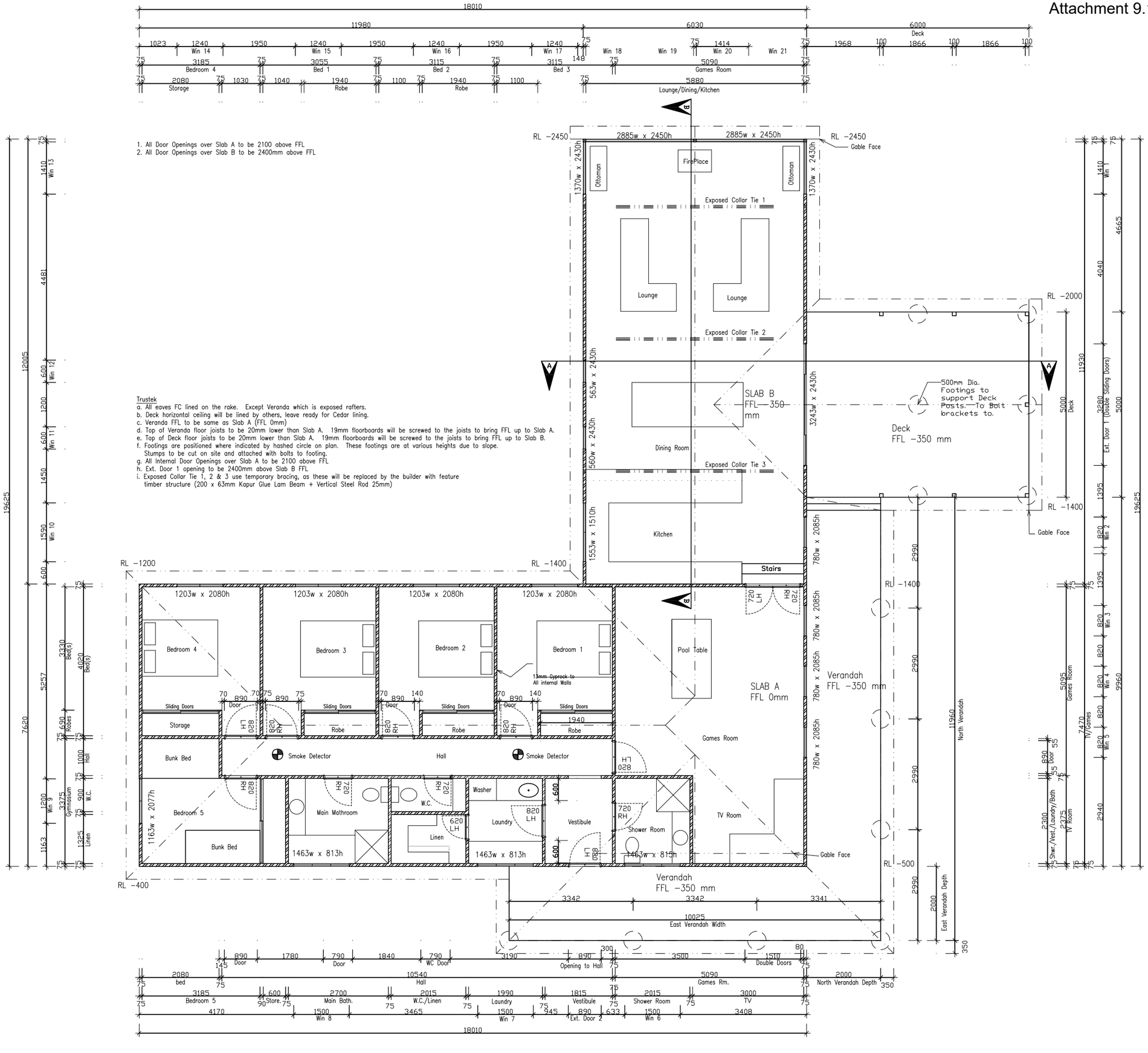
0 100 200 m

Shire of Donnybrook Balingup

Date:

1. All Door Openings over Slab A to be 2100 above FFL
2. All Door Openings over Slab B to be 2400mm above FFL

Trustek
a. All eaves FC lined on the rake. Except Veranda which is exposed rafters.
b. Deck horizontal ceiling will be lined by others, leave ready for Cedar lining.
c. Veranda FFL to be same as Slab A (FFL 0mm)
d. Top of Veranda floor joists to be 20mm lower than Slab A. 19mm floorboards will be screwed to the joists to bring FFL up to Slab A.
e. Top of Deck floor joists to be 20mm lower than Slab A. 19mm floorboards will be screwed to the joists to bring FFL up to Slab B.
f. Footings are positioned where indicated by hashed circle on plan. These footings are at various heights due to slope. Stumps to be cut on site and attached with bolts to footing.
g. All Internal Door Openings over Slab A to be 2100 above FFL
h. Ext. Door 1 opening to be 2400mm above Slab B FFL
i. Exposed Collar Tie 1, 2 & 3 use temporary bracing, as these will be replaced by the builder with feature timber structure (200 x 63mm Kapur Glue Lam Beam + Vertical Steel Rod 25mm)



Submitter 1 - Support

P23024 / A4213

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
CHANGE OF USE – HOLIDAY HOUSE
LOT 502 (1016) CHARLEY CREEK ROAD, THOMSON BROOK WA 6239

Name: [redacted]

Property Address:

Email:

Contact Number:

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

We Think it is great for the community and Bonnybrook to have more accomedation avalable in the district.

Signature: [redacted] Date: 24/6/23

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Tuesday 27 June 2023**

Submitter 2 - Support

RECEIVED 26/6/23

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
CHANGE OF USE – HOLIDAY HOUSE
LOT 502 (1016) CHARLEY CREEK ROAD, THOMSON BROOK WA 6239

Name: [redacted]

Property Address:

Email:

Contact Number:

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

I have no objection to the proposed change of use to holiday house.
I believe that it is a great way to help attract more people to visit the town of Donnybrook, which can only have a positive inpact and help to fund local bussnesses for a property which otherwise would sit vacant inbetween the owners seatronal visits.

Signature: [redacted] Date: 26.06.2023

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Tuesday 27 June 2023**

Submitter 3 - Support

P23024 / A4213

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
CHANGE OF USE – HOLIDAY HOUSE
LOT 502 (1016) CHARLEY CREEK ROAD, THOMSON BROOK WA 6239

Name: [redacted]

Property Address:

Email:

Contact Number:

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

SHIRE OF DONNYBROOK BALINGUP
RECEIVED
20 JUN 2023
Record No:
File No:
Officer:
X Ref:
Corresps:
Signed Off:

Signature [redacted] Date: 16.6.23

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Tuesday 27 June 2023**

Submitter 4 - Object

P23024 / A4213

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
CHANGE OF USE – HOLIDAY HOUSE
LOT 502 (1016) CHARLEY CREEK ROAD, THOMSON BROOK WA 6239

Name: [redacted]

Property Address: [redacted]

Email: [redacted]

Contact Number: [redacted]

Response to Application:

☐ SUPPORT ☒ OBJECT ☐ COMMENT ONLY

Comments: The grounds for this objection are as follows:
1. The prior use of the dwelling for short stay accommodation without Notice of Application for Development Approval Change of Use - Holiday House.
2. The antisocial behaviour of accommodation guests which resulted in damage to a neighbouring property and police investigation.
3. The increase in traffic will cause further deterioration of a road which is already in poor condition, particularly at the 90° bend outside property 979 Charley Creek Road.
4. The increase in traffic will cause dust issues which already impact our roof catchment of drinking water and general social ammenity.

Signature: [redacted] Date: 24/6/2023

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Tuesday 27 June 2023**

Submitter 5 - Object

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
CHANGE OF USE – HOLIDAY HOUSE
LOT 502 (1016) CHARLEY CREEK ROAD, THOMSON BROOK WA 6239

Name: [redacted]

Property Address:

Email:

Contact Number:

Response to Application:

☐ SUPPORT ☑ OBJECT ☐ COMMENT ONLY

Comments:

Lot 502, has for several months now been running as an AIR BNB holiday home, we have had to deal with their customers driving onto our farm, past the do not enter, biosecurity sign at our front gate! There was a birthday party with large numbers of people, some after becoming intoxicated, tresspassed onto our property and broke into my aircraft parked in the hangar and did some damage, the police were called and responded. Our road is in very poor condition, with the council now grading the road only 2 times per year, this extra traffic (up to 5 cars per booking) is increasing the poor condition. We should not have to put up with this inconvenience.

Signature: [redacted] Date: 26.6.2023

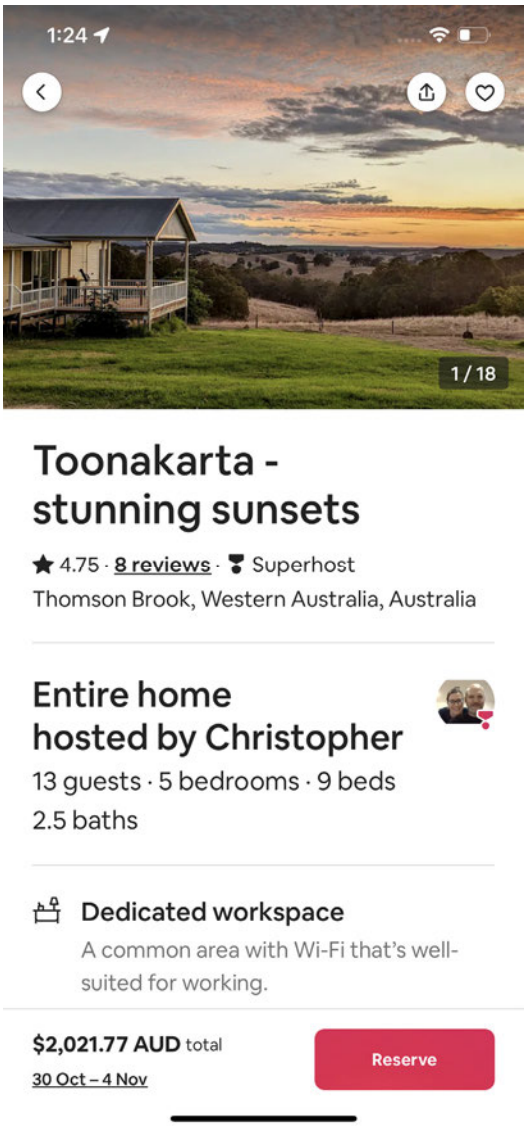
Please complete and return this submission form via post, email or in person to the Shire Office no later than **Tuesday 27 June 2023**

Submitter 4 - Retains Objection

From: [redacted]
Sent: Friday, 8 September 2023 9:17 PM
To: Philip Diamond
Subject: Re: FW: FW: Submission on Application P23024
Attachments: image001.png; image004.png; image003.png; image002.png

Hi Philip

Our objection stands as we have now seen on the AirBnB website page that this accommodation is advertised as offering accommodation for 13 guests as per the screenshot below:



Has this application been approved without the conditions of the draft approval being adhered to? To quote from your previous email dated 26 July 2023: *"I would like to first thank you for bringing to the Shire's attention the fact that the lot has been operated as a holiday house prior to a development application being submitted. The Shire was not aware of this and this was not specified in the application."*

[redacted]

On Tue, Sep 5, 2023 at 12:39 PM Philip Diamond <philip.diamond@donnybrook.wa.gov.au> wrote:

Submitter 5 - Removes Objection

From: [redacted]
Sent: Wednesday, 23 August 2023 5:31 PM
To: Philip Diamond
Subject: Re: Submission on Application P23024
Attachments: Draft Notice and Conditions.pdf

Hi Philip yes these conditions should address my concerns .Thanks [redacted]

Sent from my iPad

On 23/08/2023, at 12:10 PM, Philip Diamond <philip.diamond@donnybrook.wa.gov.au> wrote:

Hi [redacted]

Thank you for your email.
As discussed, please find attached a notice of draft conditions that may be applied in the event of an approval.
Can you please confirm as soon as possible if the attached draft conditions address your concerns regarding the specific development?

In terms of the road condition, I have submitted a road maintenance request with your comments to the works department for review.
Should they require any information they may be in touch with you.

If you have any questions, please do not hesitate to contact me.

Kind regards

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 13 DECEMBER 2023.

SUMMARY:

Bank	*Cheque Number*	*Amount*
Municipal	CCP3475-CCP3485, EFT27335-EFT27655A, 53772-53780, DD27365, DD27390 & DD27431	$3,165,366.05
Trust		$0.00
Monthly Cheque Totals		**$3,165,366.05**

CERTIFICATION OF MANAGER FINANCE & CORPORATE

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3475-CCP3485, EFT27335-EFT27655A, 53772-53780, DD27365, DD27390 & DD27431 totalling $3,165,366.05 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.

BNichols 4.12.2023

MANAGER FINANCE & CORPORATE **DATE**

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO 3.1) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 OCTOBER TO 30 NOVEMBER 2023

EFT/CHQ/CREDIT CARD	DATE	NAME	DESCRIPTION	AMOUNT
CREDIT CARD 3475	**14/11/2023**	**ANACONDA**	**PAYMENT**	**-329.94**
INVOICE	26/10/2023	ANACONDA	DBK SES - 6 X RANGER BRAND COMPASSES	329.94
CREDIT CARD 3476	**14/11/2023**	**BUNNINGS GROUP LIMITED**	**PAYMENT**	**-482.26**
INVOICE	14/10/2023	BUNNINGS GROUP LIMITED	VC MITCHELL PROJECT - ITEMS FOR SOD TURNING EVENT	482.26
CREDIT CARD 3477	**14/11/2023**	**BATTERY ALL TYPES**	**PAYMENT**	**-275.00**
INVOICE	14/10/2023	BATTERY ALL TYPES	DB009 D/CORP & COMM VEHICLE - REPLACEMENT BATTERY	275.00
CREDIT CARD 3478	**14/11/2023**	**CONSTRUCTION INFORMATION SYSTEMS LIMITED**	**PAYMENT**	**-3509.00**
INVOICE	03/10/2023	CONSTRUCTION INFORMATION SYSTEMS	ANNUAL SUBSCRIPTION - AUS-SPEC COMPLETE	3509.00
CREDIT CARD 3479	**14/11/2023**	**DONNYBROOK FAMILY BAKERY**	**PAYMENT**	**-56.00**
INVOICE	30/10/2023	DONNYBROOK FAMILY BAKERY	BEELERUP RESERVE FIRE - LUNCH FOR VOLUNTEERS X 8	56.00
CREDIT CARD 3480	**14/11/2023**	**DONNYBROOK HOTEL**	**PAYMENT**	**-263.00**
INVOICE	19/10/2023	DONNYBROOK HOTEL	DINNER FOLLOWING FINAL ORDINARY COUNCIL MEETING	263.00
CREDIT CARD 3481	**14/11/2023**	**META PLATFORMS IRELAND LIMITED**	**PAYMENT**	**-60.76**
INVOICE	05/10/2023	META PLATFORMS IRELAND LIMITED	FACEBOOK PROMOTION OF DAIP SURVEY	30.40
INVOICE	05/10/2023	META PLATFORMS IRELAND LIMITED	ROLLER DISCO PROMOTION ON SOCIAL MEDIA	30.36
CREDIT CARD 3482	**14/11/2023**	**FELIX MOBILE**	**PAYMENT**	**-35.00**
INVOICE	27/10/2023	FELIX MOBILE	SIM SERVICE FOR DONNYBROOK TRANSIT PARK	35.00
CREDIT CARD 3483	**14/11/2023**	**LUCID SOFTWARE INC.**	**PAYMENT**	**-123.60**
INVOICE	19/10/2023	LUCID SOFTWARE INC.	ANNUAL SUBSCRIPTION TO LUCIDCHART SOFTWARE	123.60
CREDIT CARD 3484	**14/11/2023**	**MAILCHIMP**	**PAYMENT**	**-43.63**
INVOICE	24/10/2023	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	43.63
CREDIT CARD 3485	**14/11/2023**	**SENDGRID**	**PAYMENT**	**-147.45**
INVOICE	01/10/2023	SENDGRID	DBK REC CTR - AUTOMATED EMAIL SERVICE LINKED TO ENVIBE LEISURE MANAGEMENT SOFTWARE SYSTEM - 01/10/2023 TO 31/10/2023	147.45
EFT27335	**02/11/2023**	**HARMONIC IT**	**PAYMENT**	**-658.79**
INVOICE	17/10/2023	HARMONIC IT	MANAGED FORTIANALYZER AGREEMENT 5 FIREWALLS - OCTOBER 2023, FORTIANALYZER SITE LICENCE - OCTOBER 2023	605.00
INVOICE	17/10/2023	HARMONIC IT	VISIO PLAN 2 NCE MONTHLY SUBSCRIPTION X 2 - OCTOBER 2023	53.79
EFT27336	**02/11/2023**	**AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH**	**PAYMENT**	**-26.50**
INVOICE	18/10/2023	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	PAYROLL DEDUCTION	26.50
EFT27337	**02/11/2023**	**AMITY SIGNS**	**PAYMENT**	**-103.95**
INVOICE	26/10/2023	AMITY SIGNS	RURAL ROAD NUMBER PLATE	34.65
INVOICE	26/10/2023	AMITY SIGNS	RURAL ROAD NUMBER PLATE	34.65
INVOICE	26/10/2023	AMITY SIGNS	RURAL ROAD NUMBER PLATE	34.65
EFT27338	**02/11/2023**	**ALL TECH PLUMBING**	**PAYMENT**	**-357.50**
INVOICE	26/10/2023	ALL TECH PLUMBING	BALINGUP WORKS DEPOT STANDPIPE - CARRY OUT BACKFLOW DEVICE TEST, EGAN PARK DBK - CARRY OUT BACKFLOW DEVICE TEST	357.50

SHIRE OF DONNYBROOK BALINGUP
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EFT27339	**02/11/2023**	**ALLENS TRAFFIC MANAGEMENT**	**PAYMENT**	**-9600.25**
INVOICE	26/10/2023	ALLENS TRAFFIC MANAGEMENT	ATTWOOD RD - TRAFFIC MANAGEMENT FOR ROAD WORKS APPROX 7-10 DAYS	9600.25
EFT27340	**02/11/2023**	**ADAMS WINDOW CLEANING**	**PAYMENT**	**-2970.00**
INVOICE	27/10/2023	ADAMS WINDOW CLEANING	PRESTON RETIREMENT VILLAGE - ANNUAL WINDOW CLEAN (ALL UNITS AND COMMUNITY CENTRE)	2970.00
EFT27341	**02/11/2023**	**AUSSIE BROADBAND LIMITED**	**PAYMENT**	**-121.90**
INVOICE	07/10/2023	AUSSIE BROADBAND LIMITED	W&S ADMIN - MONTHLY INTERNET SERVICE - OCTOBER 2023	121.90
EFT27342	**02/11/2023**	**ALL WOOD WA**	**PAYMENT**	**-241.76**
INVOICE	30/10/2023	ALL WOOD WA	MINNINUP COTTAGES - SUPPLY AND INSTALLATION OF FILLERS AND KICKERS TO LAUNDRY TROUGH CABINETS	241.76
EFT27343	**02/11/2023**	**AFLEX TECHNOLOGY (NZ) LIMITED**	**PAYMENT**	**-1826.00**
INVOICE	25/10/2023	AFLEX TECHNOLOGY (NZ) LIMITED	DBK REC CTR - POOL INFLATABLE - GEORGE, HIGH PRESSURE BLOWER & FREIGHT	1826.00
EFT27344	**02/11/2023**	**BDA TREE LOPPING**	**PAYMENT**	**-6138.00**
INVOICE	22/09/2023	BDA TREE LOPPING	TREE PRUNING AROUND THE SHIRE OF DONNYBROOK BALINGUP	6138.00
EFT27345	**02/11/2023**	**BANKS PEST AND WEED CONTROL**	**PAYMENT**	**-2530.00**
INVOICE	24/10/2023	BANKS PEST AND WEED CONTROL	ANNUAL WEED CONTROL SPRAY AROUND ALL SHIRE MANAGED BRIDGES	2530.00
EFT27346	**02/11/2023**	**BIG APPLE BAKERY**	**PAYMENT**	**-30.00**
INVOICE	08/10/2023	BIG APPLE BAKERY	CATERING FOR CALENDAR PHOTOGRAPHIC COMPETITION VOTING EVENT	30.00
EFT27347	**02/11/2023**	**MARIO CONTARINO - MITIGATION**	**PAYMENT**	**-10657.94**
INVOICE	10/10/2023	MARIO CONTARINO - MITIGATION	PARSONS RD MAF TREATMENT - EQUIPMENT HIRE EXPENSES, DIESEL EXPENSES, GREASE & OIL	6920.69
INVOICE	16/10/2023	MARIO CONTARINO - MITIGATION	MULLALYUP RACECOURSE RESERVE MAF TREATMENT - SLASHER AND TRUCK HIRE, DIESEL TO ESTABLISH FIRE BREAKS	841.50
INVOICE	17/10/2023	MARIO CONTARINO - MITIGATION	CUNDINUP- KIRUP RD - VERGE CLEARING WORKS	2895.75
EFT27348	**02/11/2023**	**B & B CABINETS**	**PAYMENT**	**-3524.40**
INVOICE	19/10/2023	B & B CABINETS	ADMIN - SUPPLY AND INSTALL MELAMINE CABINETS	3524.40
EFT27349	**02/11/2023**	**BETTER TELCO SOLUTIONS PTY LTD - PHONE**	**PAYMENT**	**-932.71**
INVOICE	28/10/2023	BETTER TELCO SOLUTIONS PTY LTD - PHONE	ADMIN - MONTHLY PHONE/SIP ACCOUNT - OCT - NOV 2023	932.71
EFT27350	**02/11/2023**	**KIM PHILLIP BENZIE**	**PAYMENT**	**-620.00**
INVOICE	19/10/2023	KIM PHILLIP BENZIE	RELOCATION ALLOWANCE DURING SHERP REFURBISHMENT - OCTOBER 2023	620.00
EFT27351	**02/11/2023**	**COCA COLA AMATIL (AUST) P/L**	**PAYMENT**	**-421.43**
INVOICE	17/10/2023	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK STOCK , PUMP WATER, POWERADE, COCA-COLA	421.43
EFT27352	**02/11/2023**	**CLIFFORD AUTO REPAIRS**	**PAYMENT**	**-339.30**
INVOICE	24/10/2023	CLIFFORD AUTO REPAIRS	VEHICLE SERVICING FOR DB252 - PEHO VEHICLE	339.30
EFT27353	**02/11/2023**	**DUG CROSS ELECTRICS**	**PAYMENT**	**-3500.00**
INVOICE	28/10/2023	DUG CROSS ELECTRICS	EGAN PARK - DISCONNECT & RECONNECT TWO LIGHT POLE STANDS, DONNYBROOK TRANSIT PARK - DISCONNECT POWER TO STANDS FOR PLUMBER TO FIX WATER LEAK, DONNYBROOK MEMORIAL HALL - REPLACE PIE WARMER THERMOSTAT, PRESTON VILLAGE UNIT 10 - CONNECT NEW HOT WATER UNIT, PRESTON VILLAGE UNIT 12 - CONNECT NEW HOT WATER UNIT	1520.00
INVOICE	28/10/2023	DUG CROSS ELECTRICS	MAIN ADMIN BUILDING - RECORDS/SERVER ROOM - REMOVE THREE EXISTING FLUORESCENT LIGHT FITTINGS, SUPPLY AND INSTALL FOUR NEW LED LIGHT FITTINGS	605.00
INVOICE	28/10/2023	DUG CROSS ELECTRICS	DBK TOWN STREET LIGHTS - REPLACE BLOWN GLOBES TO OLD STREET LIGHTS AND NEW LED STREET LIGHT (CHECK BREAKER IN POLE), REPLACE ONE APPLE UPLIGHT GLOBE, CHECK OAK TREE LED LIGHTS FOR FAULT	660.00
INVOICE	28/10/2023	DUG CROSS ELECTRICS	SUPPLY AND INSTALL 1 X POWER POINT TO MAIN ST TOILET STOREROOM	275.00

SHIRE OF DONNYBROOK BALINGUP
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INVOICE	28/10/2023	DUG CROSS ELECTRICS	DBK DEPOT - SUPPLY AND INSTALL POWER POINT FOR WATER PUMP TO EYE WASH	440.00
EFT27354	**02/11/2023**	**CARPET COURT FLOORING CENTRES**	**PAYMENT**	**-2391.40**
INVOICE	19/10/2023	CARPET COURT FLOORING CENTRES	SHERP - MINNINUP COTTAGES - AFFINITY BLOCK OUT BLINDS TO FRONT WINDOWS	2391.40
EFT27355	**02/11/2023**	**JESSIE ROSE COOPER**	**PAYMENT**	**-110.00**
INVOICE	24/10/2023	JESSIE ROSE COOPER	REIMBURSE EXPENSES FOR MEALS SUPPLIED TO VOLUNTEERS DURING MITIGATION BURNING	110.00
EFT27356	**02/11/2023**	**CHARLES CVILIKAS**	**PAYMENT**	**-620.00**
INVOICE	19/10/2023	CHARLES CVILIKAS	RELOCATION ALLOWANCE DURING SHERP RENOVATION - OCTOBER 2023	620.00
EFT27357	**02/11/2023**	**DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.**	**PAYMENT**	**-3550.00**
INVOICE	30/06/2023	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	CORRECTION TO GST ON 2022/23 SERVICE LEVEL AGREEMENT FUNDING	1500.00
INVOICE	31/07/2023	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	CORRECTION TO GST ON 2023/24 SERVICE LEVEL AGREEMENT FUNDING	1500.00
INVOICE	17/10/2023	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	MEET THE CANDIDATES NIGHT VENUE HIRE & CATERING - DONNYBROOK COUNTRY CLUB	550.00
EFT27358	**02/11/2023**	**COATES CIVIL CONSULTING PTY LTD**	**PAYMENT**	**-770.00**
INVOICE	30/10/2023	COATES CIVIL CONSULTING PTY LTD	CUNDINUP-KIRUP ROAD - DRAWINGS UPDATE IFC REV1, DRAINAGE & SIGNS	770.00
EFT27359	**02/11/2023**	**CRS ELECTRICAL**	**PAYMENT**	**-510.00**
INVOICE	26/10/2023	CRS ELECTRICAL	EGAN PARK CRICKET CLUBROOMS - INVESTIGATE ELECTRICAL FAULT, REPLACE SECURITY LIGHT	510.00
EFT27360	**02/11/2023**	**CB TRAFFIC SOLUTIONS PTY LTD**	**PAYMENT**	**-3703.15**
INVOICE	15/10/2023	CB TRAFFIC SOLUTIONS PTY LTD	CUNDINUP-KIRUP ROAD - SUPPLY 3 TRAFFIC CONTROLLERS & TWO VEHICLES 2NO PTCD - 5 DAYS	3703.15
EFT27361	**02/11/2023**	**CORSIGN WA**	**PAYMENT**	**-228.80**
INVOICE	18/10/2023	CORSIGN WA	W&S ROAD SIGNAGE - 4 X 80KMH SIGNS, CUNDINUP-KIRUP ROAD, BLACKSPOT SAFETY AUDIT REVIEW	228.80
EFT27362	**02/11/2023**	**CORE ELEMENTS COACHING**	**PAYMENT**	**-525.00**
INVOICE	30/10/2023	CORE ELEMENTS COACHING	DBK REC CTR - GROUP FITNESS TRAINING SESSIONS 23/10/2023 & 30/10/2023	525.00
EFT27363	**02/11/2023**	**ELLA-JEWEL COOPER**	**PAYMENT**	**-87.00**
INVOICE	19/10/2023	ELLA-JEWEL COOPER	DBK REC CTR - REIMBURSE WORKING WITH CHILDREN CHECK EXPENSES	87.00
EFT27364	**02/11/2023**	**DONNYBROOK MEDICAL SERVICES**	**PAYMENT**	**-795.00**
INVOICE	23/10/2023	DONNYBROOK MEDICAL SERVICES	FULL FUNCTION PRE EMPLOYMENT MEDICAL	315.00
INVOICE	23/10/2023	DONNYBROOK MEDICAL SERVICES	FULL FUNCTION PRE-EMPLOYMENT MEDICAL	315.00
INVOICE	30/10/2023	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL	165.00
EFT27365	**02/11/2023**	**DONNYBROOK FRUIT BARN**	**PAYMENT**	**-1194.66**
INVOICE	01/10/2023	DONNYBROOK FRUIT BARN	VARIOUS BFB'S - FUEL EXPENSES - SEPT 2023	1194.66
EFT27366	**02/11/2023**	**DONNYBROOK & DISTRICTS PLUMBING**	**PAYMENT**	**-4763.00**
INVOICE	25/10/2023	DONNYBROOK & DISTRICTS PLUMBING SERVICE	THOMSON BROOK BFB - INSTALL REPLACEMENT WATER PUMP	220.00
INVOICE	25/10/2023	DONNYBROOK & DISTRICTS PLUMBING SERVICE	PRESTON VILLAGE RETIREMENT - SUPPLY AND INSTALL NEW 80L HOT WATER UNITS X 2	3498.00
INVOICE	25/10/2023	DONNYBROOK & DISTRICTS PLUMBING SERVICE	BALINGUP HALL - MENS TOILETS - SUPPLY AND INSTALL URINAL CISTERN, SUPPLY AND INSTALL TWO CISTERN TAPS & FLEX CONNECTIONS	704.00
INVOICE	25/10/2023	DONNYBROOK & DISTRICTS PLUMBING SERVICE	BALINGUP TRANSIT PARK - REPAIR/REPLACE TAP IN LADIES SHOWER IN THE SHOWER/TOILET BLOCK - TAP WON'T TURN ON	231.00
INVOICE	25/10/2023	DONNYBROOK & DISTRICTS PLUMBING SERVICE	REPAIR WATER LEAK AT THE SES BUILDING	110.00

SHIRE OF DONNYBROOK BALINGUP
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EFT27367	**02/11/2023**	**DONNYBROOK TYRE SERVICE**	**PAYMENT**	**-1314.00**
INVOICE	17/10/2023	DONNYBROOK TYRE SERVICE	DB009 D/CORPORATE SERVICES VEHICLE - WHEEL ALIGNMENT	38.00
INVOICE	23/10/2023	DONNYBROOK TYRE SERVICE	DB009 D/CORPORATE SERVICES VEHICLE - REPALCEMENT BRIDGESTONE 265/65R17 TYRES	1276.00
EFT27368	**02/11/2023**	**DONNYBROOK GLASS**	**PAYMENT**	**-2040.00**
INVOICE	20/10/2023	DONNYBROOK GLASS	SHERP - MINNINUP COTTAGES - REPLACE BATHROOM WINDOWS	2040.00
EFT27369	**02/11/2023**	**DONNYBROOK COMMUNITY RESOURCE**	**PAYMENT**	**-1650.00**
INVOICE	18/10/2023	DONNYBROOK COMMUNITY RESOURCE CENTRE	2023 - 2024 COMMUNITY GRANT FUNDING SCHEME MAJOR FUNDING ROUND - DONNYBROOK TOWN TEAM	1650.00
EFT27370	**02/11/2023**	**DBCEC (WA) PTY LTD**	**PAYMENT**	**-330.00**
INVOICE	19/10/2023	DBCEC (WA) PTY LTD	SOUTHAMPTON RD - SMALL ROLLER X 1 DAY HIRE	330.00
EFT27371	**02/11/2023**	**JOHN EDWARD DENT**	**PAYMENT**	**-620.00**
INVOICE	19/10/2023	JOHN EDWARD DENT	RELOCATION ALLOWANCE DURING SHERP REFURBISHMENT - OCTOBER 2023	620.00
EFT27372	**02/11/2023**	**GA & JR DIMASI**	**PAYMENT**	**-1386.68**
INVOICE	30/10/2023	GA & JR DIMASI	RATES REFUND	1386.68
EFT27373	**02/11/2023**	**ECOANGLE DESIGN & DRAFTING**	**PAYMENT**	**-1120.00**
INVOICE	24/10/2023	ECOANGLE DESIGN & DRAFTING	DBK DEPOT - DESIGN AND DRAFTING SERVICES	1120.00
EFT27374	**02/11/2023**	**EMERG SOLUTIONS PTY LTD**	**PAYMENT**	**-512.00**
INVOICE	26/10/2023	EMERG SOLUTIONS PTY LTD	BART - BFB MANAGEMENT TOOL SUBSCRIPTION RENEWAL PLUS ADDITIONAL LICENCES	512.00
EFT27375	**02/11/2023**	**DEPARTMENT OF FIRE AND EMERGENCY**	**PAYMENT**	**-7527.13**
INVOICE	11/10/2023	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL CHARGES FOR COUNCIL OWNED PROPERTY - 2023/24	7527.13
EFT27376	**02/11/2023**	**FAIRTEL PTY LTD**	**PAYMENT**	**-154.00**
INVOICE	28/10/2023	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	154.00
EFT27377	**02/11/2023**	**FRONTLINE FIRE & RESCUE**	**PAYMENT**	**-559.89**
INVOICE	20/10/2023	FRONTLINE FIRE & RESCUE	ALL BFBS - PROTECTIVE CLOTHING & PPE	559.89
EFT27378	**02/11/2023**	**DOUGLAS GRAHAM**	**PAYMENT**	**-51.00**
INVOICE	19/10/2023	DOUGLAS GRAHAM	REFUND DONNYBROOK TRANSIT PARK BOOKING FEES - CANCELLATION	51.00
EFT27379	**02/11/2023**	**MICHAEL GINEVER**	**PAYMENT**	**-51.00**
INVOICE	18/10/2023	MICHAEL GINEVER	DBK TRANSIT PARK - REFUND DONNYBROOK TRANSIT PARK BOOKING FEES - CANCELLATION	51.00
EFT27380	**02/11/2023**	**HARVEY NORMAN AV/IT SUPERSTORE**	**PAYMENT**	**-96.00**
INVOICE	20/10/2023	HARVEY NORMAN AV/IT SUPERSTORE BUNBURY	ADMIN - COFFEE MACHINE WATER FILTERS	96.00
EFT27381	**02/11/2023**	**SKIPPERS PLUMBING SERVICES**	**PAYMENT**	**-2556.14**
INVOICE	23/10/2023	SKIPPERS PLUMBING SERVICES	PRESTON VILLAGE - ALL UNITS - SUPPLY AND REPLACE INDIVIDUAL UNIT WATER METERS	2200.00
INVOICE	23/10/2023	SKIPPERS PLUMBING SERVICES	PRESTON VILLAGE - COMMUNITY CENTRE - SUPPLY AND INSTALL NEW WATER METER	356.14
EFT27382	**02/11/2023**	**SANDRA ELLEN HEYWORTH**	**PAYMENT**	**-620.00**
INVOICE	19/10/2023	SANDRA ELLEN HEYWORTH	RELOCATION ALLOWANCE DURING SHERP RENOVATION - OCTOBER 2023	620.00
EFT27383	**02/11/2023**	**INSTITUTE OF PUBLIC WORKS AND ENGINEERING AUSTRALIA (WA)**	**PAYMENT**	**-940.00**
INVOICE	23/10/2023	INSTITUTE OF PUBLIC WORKS AND ENGINEERING AUSTRALIA (WA)	ATTENDANCE AT ANNUAL COUNTRY MEETING FOR IPWEA - 3 X ATTENDEES	940.00
EFT27384	**02/11/2023**	**INFIELD SERVICES PTY LTD**	**PAYMENT**	**-3325.26**
INVOICE	22/09/2023	INFIELD SERVICES PTY LTD	DB1712 - BALINGUP BFB LIGHT TANKER - DFES A SERVICE	1626.08

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INVOICE	24/10/2023	INFIELD SERVICES PTY LTD	DB377 - ARGYLE BFB LIGHT TANKER - DFES A SERVICE	1699.18
EFT27385	**02/11/2023**	**JOMAR (WA) PTY LTD**	**PAYMENT**	**-4554.00**
INVOICE	30/10/2023	JOMAR (WA) PTY LTD	EMERGENCY PROPPING WORKS - BRIDGE 3616 IRISHTOWN ROAD	3564.00
INVOICE	30/10/2023	JOMAR (WA) PTY LTD	BOLTING WORKS - BRIDGE 3639 BENDALL ROAD OVER PRESTON RIVER	990.00
EFT27386	**02/11/2023**	**JONNO'S HANDYMAN AND CARPENTRY**	**PAYMENT**	**-1131.90**
INVOICE	24/10/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	MINNINUP COTTAGES - CLEARING GARDEN AREAS IN PREPARATION FOR LAWN	275.00
INVOICE	24/10/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	PRESTON VILLAGE - GROUNDS MAINTENANCE	306.35
INVOICE	26/10/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	LANGLEY VILLAS - UNIT 8 - REPLACE KITCHEN FLURO LIGHT	66.00
INVOICE	26/10/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	PRESTON VILLAGE - RETICULATION REPAIRS	58.30
INVOICE	29/10/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	LANGLEY VILLAS - GROUNDS GARDENING	137.50
INVOICE	30/10/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	MINNINUP COTTAGES - CLEARING GARDEN AREAS AFTER RENOVATIONS	288.75
EFT27387	**02/11/2023**	**KBS CIVIL & PLANT HIRE**	**PAYMENT**	**-1386.00**
INVOICE	30/10/2023	KBS CIVIL & PLANT HIRE	MINNINUP COTTAGES - EARTHWORKS REQUIRED FOR DRIVEWAY PREP, INSTALLATION OF STORMWATER SOAKWELLS	1386.00
EFT27388	**02/11/2023**	**LGIS BROKING - JLT RISK SOLUTIONS PTY LTD**	**PAYMENT**	**-6270.00**
INVOICE	13/06/2023	LGIS BROKING - JLT RISK SOLUTIONS PTY LTD	REGIONAL RISK CO-ORDINATOR PROGRAM FEES - JANUARY TO JUNE 2023	6270.00
EFT27389	**02/11/2023**	**MAINSPRAY**	**PAYMENT**	**-21358.66**
INVOICE	18/10/2023	MAINSPRAY	BI-ANNUAL VERGE SPRAY - SPRING SPRAY RURAL SEALED AND GRAVEL ROADS	21358.66
EFT27390	**02/11/2023**	**MICROSOFT REGIONAL SALES CORPORATION**	**PAYMENT**	**-1815.11**
INVOICE	26/10/2023	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT EMAIL SERVICE MONTHLY PAYMENT 26/09/2023 TO 25/10/2023, OFFICE 365 BUSINESS PREMIUM & EXCHANGE ONLINE	1760.66
INVOICE	26/10/2023	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT EMAIL SERVICE MONTHLY PAYMENT 26/09/2023 TO 25/10/2023, OFFICE 365 BUSINESS PREMIUM & EXCHANGE ONLINE	54.45
EFT27391	**02/11/2023**	**TIMOTHY JOHN MCNAB**	**PAYMENT**	**-1973.00**
INVOICE	25/10/2023	TIMOTHY JOHN MCNAB	RATES REFUND	1973.00
EFT27392	**02/11/2023**	**TARA ANN MCNEVEN**	**PAYMENT**	**-100.00**
INVOICE	25/10/2023	TARA ANN MCNEVEN	PART REFUND OF LIFETIME DOG REGISTRATION - STERILISED	100.00
EFT27393	**02/11/2023**	**J & J NORRIS**	**PAYMENT**	**-799.00**
INVOICE	01/11/2023	J & J NORRIS	RATES REFUND	799.00
EFT27394	**02/11/2023**	**DONNYBROOK NETBALL ASSOCIATION**	**PAYMENT**	**-480.00**
INVOICE	13/10/2023	DONNYBROOK NETBALL ASSOCIATION	DBK REC CTR - UMPIRE FEES FOR OCTOBER - 12 GAMES IN TOTAL	480.00
EFT27395	**02/11/2023**	**NEVERFAIL SPRINGWATER LIMITED**	**PAYMENT**	**-524.50**
INVOICE	26/10/2023	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - 15 LTR BOTTLED SPRINGWATER SUPPLY & DELIVERY	524.50
EFT27396	**02/11/2023**	**OFFICEWORKS**	**PAYMENT**	**-566.21**
INVOICE	20/10/2023	OFFICEWORKS	ADMIN - GENERAL STATIONERY ORDER	160.26
INVOICE	30/10/2023	OFFICEWORKS	ADMIN - STATIONERY ORDER	405.95
EFT27397	**02/11/2023**	**ODAN DESIGN & BUILD PTY LTD**	**PAYMENT**	**-54508.81**

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INVOICE	31/10/2023	ODAN DESIGN & BUILD PTY LTD	RFT 02-2223 SHERP (02795R1) MINNINUP COTTAGES REFURBISHMENT WORKS	54508.81
EFT27398	**02/11/2023**	**OMNICOM MEDIA GROUP AUSTRALIA PTY LTD**	**PAYMENT**	**-521.62**
INVOICE	31/10/2023	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT FOR TEMPORARY ROAD CLOSURE - UPPER CAPEL ROAD, BRAZIER	521.62
EFT27399	**02/11/2023**	**PRESTON VALLEY IRRIGATION**	**PAYMENT**	**-7350.00**
INVOICE	27/10/2023	PRESTON VALLEY IRRIGATION	EGAN PARK, TRANSIT PARK, SALVAROSA, VC MITCHELL PARK, TOWN & APPLE FUN PARK - WATER ANNUAL FIXED WATER RATE	7350.00
EFT27400	**02/11/2023**	**ROSETTA PATANE**	**PAYMENT**	**-150.00**
INVOICE	25/10/2023	ROSETTA PATANE	REFUND HALL BOND	150.00
EFT27401	**02/11/2023**	**PRESTON VALLEY MAINTENANCE**	**PAYMENT**	**-3444.10**
INVOICE	26/10/2023	PRESTON VALLEY MAINTENANCE	APPLE FUN PARK - SUPPLY AND INSTALL NEW DOOR ONTO STOREROOM	660.00
INVOICE	29/10/2023	PRESTON VALLEY MAINTENANCE	COUNCIL CHAMBER PAINTING - PROVIDE 40FT BOOM LIFT FOR SAFE ACCESS OF HIGH AREA OVER PORTICO (HIRE AND TRANSPORT COSTS), INCLUDES 5.5 HOURS LABOUR TO OPERATE THE MACHINE DURING USE	1441.00
INVOICE	30/10/2023	PRESTON VALLEY MAINTENANCE	APEX PARK PUBLIC TOILETS - REPLACE RHS CUBICLE DOOR (DAMAGED CAUSED BY VANDALISM), MAIN ADMIN CENTRE - CEO'S OFFICE - INSTALL SKIRTING BOARDS, PLANNING OFFICE - ADJUST ENTRY DOOR STRIKER PLATE	1150.60
INVOICE	30/10/2023	PRESTON VALLEY MAINTENANCE	APPLE FUN PARK - REPAIR CHILDRENS MERRY GO ROUND	192.50
EFT27402	**02/11/2023**	**PFD FOOD SERVICE PTY LTD**	**PAYMENT**	**-592.80**
INVOICE	20/10/2023	PFD FOOD SERVICE PTY LTD	DBK REC CTR - ICE CREAMS FOR KIOSK SALES	592.80
EFT27403	**02/11/2023**	**PRIME INDUSTRIAL PRODUCTS**	**PAYMENT**	**-76.67**
INVOICE	23/10/2023	PRIME INDUSTRIAL PRODUCTS	P&G - 2 X BOXES OF CLASSIC EAR PLUGS	98.67
INVOICE	23/10/2023	PRIME INDUSTRIAL PRODUCTS	DB4550 TRUCK - RETURN OF INCORRECT ITEM	-22.00
EFT27404	**02/11/2023**	**ALFIO VINCENT PATANE (JNR)**	**PAYMENT**	**-75.98**
INVOICE	26/10/2023	ALFIO VINCENT PATANE (JNR)	DBK REC CTR - PROMOTIONAL PRIZES FOR START SPRING STRONG PROMOTION	75.98
EFT27405	**02/11/2023**	**LEE FRANCIS PUSEY**	**PAYMENT**	**-799.00**
INVOICE	01/11/2023	LEE FRANCIS PUSEY	RATES REFUND	799.00
EFT27406	**02/11/2023**	**ROYAL LIFE SAVING SOCIETY WA INC.**	**PAYMENT**	**-388.30**
INVOICE	01/09/2023	ROYAL LIFE SAVING SOCIETY WA INC.	DBK REC CTR - GSPO ONLINE SUBSCRIPTION	113.00
INVOICE	01/09/2023	ROYAL LIFE SAVING SOCIETY WA INC.	REVERSAL OF TRANSACTION PAID TO INCORRECT BRANCH OF ROYAL LIFE SAVING, GSPO ONLINE SUBSCRIPTION - PAYMENT RETURNED	-113.00
INVOICE	19/10/2023	ROYAL LIFE SAVING SOCIETY WA INC.	DBK REC CTR - TRAVEL COSTS FOR RLSSWA AQUATIC FACILITY COMPLIANCE ASSESSMENT	388.30
EFT27407	**02/11/2023**	**GRACE RECORDS MANAGEMENT**	**PAYMENT**	**-561.47**
INVOICE	30/09/2023	GRACE RECORDS MANAGEMENT	DELIVERY OF TUIA LODGE RECORDS FROM STORAGE, PICK UP AND DESTRICTION OF 30 ARCHIVED RECORDS BOXES FROM STORAGE	561.47
EFT27408	**02/11/2023**	**ROYAL LIFE SAVING SOCIETY - AUSTRALIA**	**PAYMENT**	**-113.00**
INVOICE	01/09/2023	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	GSPO ONLINE SUBSCRIPTION	113.00
EFT27409	**02/11/2023**	**AMANDA RHODES**	**PAYMENT**	**-799.00**
INVOICE	23/10/2023	AMANDA RHODES	RATES REFUND	799.00
EFT27410	**02/11/2023**	**STEWART & HEATON CLOTHING CO. P/L**	**PAYMENT**	**-1110.19**
INVOICE	18/10/2023	STEWART & HEATON CLOTHING CO. P/L	VARIOUS BFB'S - NAME BADGES & PROTECTIVE CLOTHING	1110.19
EFT27411	**02/11/2023**	**SEEK LIMITED**	**PAYMENT**	**-401.50**
INVOICE	26/10/2023	SEEK LIMITED	SEEK ADVERTISING FOR ADMINISTRATION OFFICER - WORKS AND SERVICES	401.50

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EFT27412	**02/11/2023**	**STATEWIDE BEARINGS**	**PAYMENT**	**-153.56**
INVOICE	27/10/2023	STATEWIDE BEARINGS	SUNDRY PLANT - F206 HOUSING AND BEARING UC206-20R3	153.56
EFT27413	**02/11/2023**	**SOLAR POWER SOLUTIONS SOUTHWEST**	**PAYMENT**	**-24895.17**
INVOICE	30/10/2023	SOLAR POWER SOLUTIONS SOUTHWEST	SHERP - MINNINUP COTTAGES - ELECTRICAL FIT OUT TO ALL UNITS	23311.17
INVOICE	31/10/2023	SOLAR POWER SOLUTIONS SOUTHWEST	SHERP - MINNINUP COTTAGES - UNITS 2-4 UPGRADE SWITCH BOARDS	1584.00
EFT27414	**02/11/2023**	**SMARTSHEET AUSTRALIA PTY LTD**	**PAYMENT**	**-7920.00**
INVOICE	30/08/2023	SMARTSHEET AUSTRALIA PTY LTD	SMARTSHEET - ENTERPRISE PLAN (12 MONTH LICENCE)	7920.00
EFT27415	**02/11/2023**	**SOUTH WEST CLEANING**	**PAYMENT**	**-1573.00**
INVOICE	30/09/2023	SOUTH WEST CLEANING	PUMP TRACK (OLD NETBALL) CLUB ROOMS - CLEANING OF VENUE	143.00
INVOICE	26/10/2023	SOUTH WEST CLEANING	LANGLEY VILLAS - UNIT 4 - DEEP CLEAN ENTIRE UNIT	1430.00
EFT27416	**02/11/2023**	**LORRAINE SEWARD**	**PAYMENT**	**-127.20**
INVOICE	31/10/2023	LORRAINE SEWARD	DBK TRANSIT PARK - REIMBURSEMENT FOR PURCHASE OF SHOWER CURTAINS & RINGS FOR ABLUTIONS	127.20
EFT27417	**02/11/2023**	**SAPIO PTY LTD**	**PAYMENT**	**-73871.04**
INVOICE	17/10/2023	SAPIO PTY LTD	PUMP-TRACK SKATEPARK, EGAN PARK ABLUTION & KITCHEN - INSTALLATION OF SECURITY CAMERAS, APPLE FUN PARK - REPLACING CAMERAS, STREAMING FOOTAGE BACK TO THE SHIRE ADMINISTRATION, UPGRADE THE NETWORK VIDEO RECORDER AND VIDEO, MANAGEMENT SYSTEM	55071.41
INVOICE	18/10/2023	SAPIO PTY LTD	BRING EXISTING CAMERAS ON SOUTH WESTERN HIGHWAY ONLINE WITH NEW MILESTONE CCTV SYSTEM, REPLACE TWO CAMERAS LOCATED ON THE CRC BUILDING ON SOUTH WESTERN HIGHWAY WITH TWO LICENCE PLATE CAMERAS	18799.63
EFT27418	**02/11/2023**	**STRIKEARC ENGINEERING**	**PAYMENT**	**-481.25**
INVOICE	19/10/2023	STRIKEARC ENGINEERING	EGAN PARK - REPAIR WORK TO 2 (TWO) MAIN LIGHT POLES & CRANE HIRE	481.25
EFT27419	**02/11/2023**	**TELSTRA - MELBOURNE ACCOUNTS**	**PAYMENT**	**-3292.37**
INVOICE	15/10/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - DBK SES BULDING	35.41
INVOICE	18/10/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - ARGYLE/IRISHTOWN BFB	42.20
INVOICE	18/10/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - RETICULATION CONNECTIONS X 3 & MOBILE PLANS	216.00
INVOICE	19/10/2023	TELSTRA - MELBOURNE ACCOUNTS	ADMIN - MONTHLY MOBILE PHONE & DATA EXPENSES	2978.76
INVOICE	28/10/2023	TELSTRA - MELBOURNE ACCOUNTS	DEPOT - SMARTFILL	20.00
EFT27420	**02/11/2023**	**TREEHOUSE CHILDCARE CENTRE INC.**	**PAYMENT**	**-1973.40**
INVOICE	18/10/2023	TREEHOUSE CHILDCARE CENTRE INC.	2023 - 2024 COMMUNITY GRANT FUNDING SCHEME MAJOR FUNDING ROUND - UPGRADES TO COMMUNITY BUS	1973.40
EFT27421	**02/11/2023**	**TEAM GLOBAL EXPRESS PTY LTD**	**PAYMENT**	**-283.66**
INVOICE	22/10/2023	TEAM GLOBAL EXPRESS PTY LTD	ADMIN - PHOTOCOPIER SUPPLIES, PEHO - ANALYTICAL TESTING, CUNDINUP KIRUP RD - SIGNAGE, BFB'S- PROTECTIVE CLOTHING & PPE - FREIGHT EXPENSES	283.66
EFT27422	**02/11/2023**	**UNICARE HEALTH**	**PAYMENT**	**-11635.00**
INVOICE	16/10/2023	UNICARE HEALTH	DBK REC CTR - SUPPLY OF PARA MOBILITY KINGFISHER POOL HOIST, LEG REST, PACKAGING & DELIVERY	11635.00
EFT27423	**02/11/2023**	**LANDGATE - VALUATION SERVICES**	**PAYMENT**	**-145.01**
INVOICE	23/10/2023	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	145.01
EFT27424	**02/11/2023**	**EARTH 2 OCEAN COMMUNICATIONS**	**PAYMENT**	**-932.00**
INVOICE	25/10/2023	EARTH 2 OCEAN COMMUNICATIONS	BEELERUP & ARGYLE IRISHTOWN BFBS - X2 RADIOS AS PER QUOTE PROVIDED/DISCUSSIONS WITH DAVE DENHOLM	932.00
EFT27425	**02/11/2023**	**WATER CORPORATION - ACCOUNTS**	**PAYMENT**	**-16411.39**
INVOICE	11/10/2023	WATER CORPORATION - ACCOUNTS	VC MITCHELL PROJECT - WASTEWATER/SEWER UPGRADE TO INFRASTRUCTURE CONTRIBUTION & WASTEWATER/SEWER ISOLATION FEE	16411.39

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EFT27426	**02/11/2023**	**SYNERGY**	**PAYMENT**	**-3316.94**
INVOICE	03/10/2023	SYNERGY	MINNINUP COTTAGES - UNIT 7 - ELECTRICITY BEING CONSUMED DURING SHERP RENOVATION	12.85
INVOICE	05/10/2023	SYNERGY	MINNINUP COTTAGES - UNIT 11 - ELECTRICITY BEING CONSUMED DURING SHERP RENOVATION - SUPPLY CHARGES	59.25
INVOICE	17/10/2023	SYNERGY	ELECTRICITY - KIRUP HALL 15/08/2023 TO 11/10/2023	85.99
INVOICE	17/10/2023	SYNERGY	ELECTRICITY - STANDPIPE - MARSHALL RD - ARGYLE/IRISHTOWN BFB 16/08/2023 TO 13/10/2023	116.66
INVOICE	17/10/2023	SYNERGY	ELECTRICITY - ESL EXPENDITURE - MULLALYUP BFB 15/08/2023 TO 11/10/2023	186.80
INVOICE	17/10/2023	SYNERGY	ELECTRICITY - PIONEER PARK, MULLALYUP 15/08/2023 TO 11/10/2023	117.14
INVOICE	17/10/2023	SYNERGY	ELECTRICITY - MEMORIAL RSL PARK, KIRUP 15/08/2023 TO 11/10/2023	168.70
INVOICE	18/10/2023	SYNERGY	ELECTRICITY - BALINGUP HALL (AND LIBRARY) 17/08/2023 TO 16/10/2023	207.70
INVOICE	18/10/2023	SYNERGY	MINNINUP COTTAGES - UNIT 3 - ELECTRICITY BEING CONSUMED DURING SHERP RENOVATION	67.39
INVOICE	18/10/2023	SYNERGY	ELECTRICITY - ESL EXPENDITURE - BALINGUP BFB 16/08/2023 TO 13/10/2023	163.01
INVOICE	19/10/2023	SYNERGY	ELECTRICITY - WASTE MANAGEMENT FACILITY - DONNYBROOK 08/08/2023 TO 27/09/2023	128.19
INVOICE	24/10/2023	SYNERGY	ELECTRICITY - RAC CHARGING STATION 19/09/2023 TO 17/10/2023	642.24
INVOICE	24/10/2023	SYNERGY	ELECTRICITY - ADMINISTRATION CENTRE 19/09/2023 TO 17/10/2023	708.08
INVOICE	25/10/2023	SYNERGY	ELECTRICITY - LIONS CLUB BUILDING 12/08/2023 TO 03/10/2023	176.01
INVOICE	26/10/2023	SYNERGY	ELECTRICITY - VC MITCHELL PARK 05/08/2023 TO 04/10/2023	122.13
INVOICE	26/10/2023	SYNERGY	ELECTRICITY - VC MITCHELL PARK WATER PUMP 05/08/2023 TO 04/10/2023	120.30
INVOICE	27/10/2023	SYNERGY	ELECTRICITY - ESL EXPENDITURE - DONNYBROOK SES 08/08/2023 TO 05/10/2023	234.50
EFT27427	**02/11/2023**	**GEOFF WILKIE**	**PAYMENT**	**-620.00**
INVOICE	19/10/2023	GEOFF WILKIE	RELOCATION ALLOWANCE DURING SHERP RENOVATION - OCTOBER 2023	620.00
EFT27428	**02/11/2023**	**WESTSIDE WINDSCREENS**	**PAYMENT**	**-385.00**
INVOICE	19/10/2023	WESTSIDE WINDSCREENS	DB15 - P&G UTE - REPLACE WINDSCREEN	385.00
EFT27428A	**02/11/2023**	**SHIRE OF DONNYBROOK BALINGUP**	**PAYMENT**	**-163623.91**
INVOICE	02/11/2023	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 01/11/2023	163623.91
EFT27428B	**01/11/2023**	**WESTNET PTY LTD**	**PAYMENT**	**-520.73**
INVOICE	18/10/2023	WESTNET PTY LTD	BUSINESS NBN50 VALUE INTERNET SERVICE FOR PERIOD 01/11/2023 TO 01/12/2023	520.73
EFT27428C	**07/11/2023**	**AUSTRALIAN TAX OFFICE**	**PAYMENT**	**-52483.00**
INVOICE	02/11/2023	AUSTRALIAN TAX OFFICE	PAYG FOR PERIOD ENDING 01/11/2023	52483.00
EFT27429	**09/11/2023**	**TRIMVIEW CERAMICS**	**PAYMENT**	**-13865.05**
INVOICE	03/11/2023	TRIMVIEW CERAMICS	SHERP - MINNINUP COTTAGES REFURBISHMENT WORKS - INTERNAL AND PORCH TILES FOR UNITS	13865.05
EFT27430	**16/11/2023**	**HARMONIC IT**	**PAYMENT**	**-16929.00**
INVOICE	03/11/2023	HARMONIC IT	IT SUPPORT AGREEMENT - 120 BLOCK HOURS	16929.00
EFT27431	**16/11/2023**	**ALFS MACHINERY PTY LTD**	**PAYMENT**	**-49.50**
INVOICE	31/10/2023	ALFS MACHINERY PTY LTD	P&G - NOZZLE	49.50
EFT27432	**16/11/2023**	**AUSTRALIA POST - ACCOUNTS**	**PAYMENT**	**-928.20**
INVOICE	03/11/2023	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE - OCTOBER 2023	928.20
EFT27433	**16/11/2023**	**ANIMAL CARE EQUIPMENT & SERVICES**	**PAYMENT**	**-184.88**
INVOICE	26/10/2023	ANIMAL CARE EQUIPMENT & SERVICES	RANGERS - DOG TIDY BAG DISPENSER	184.88
EFT27434	**16/11/2023**	**AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH**	**PAYMENT**	**-53.00**

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INVOICE	01/11/2023	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	PAYROLL DEDUCTION	26.50
INVOICE	15/11/2023	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	PAYROLL DEDUCTION	26.50
EFT27435	**16/11/2023**	**WINC AUSTRALIA PTY LTD - ACCOUNTS**	**PAYMENT**	**-535.20**
INVOICE	31/10/2023	WINC AUSTRALIA PTY LTD - ACCOUNTS	ADMIN - STATIONERY - A4 WHITE PAPER - ADMIN, A4 YELLOW PAPER	308.20
INVOICE	03/11/2023	WINC AUSTRALIA PTY LTD - ACCOUNTS	ADMIN - GENERAL STATIONERY SUPPLIES	227.00
EFT27436	**16/11/2023**	**ALLENS TRAFFIC MANAGEMENT**	**PAYMENT**	**-6670.40**
INVOICE	26/10/2023	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT FOR DRAIN MAINTENANCE WORKS DURING SEPT 2023	4096.40
INVOICE	02/11/2023	ALLENS TRAFFIC MANAGEMENT	TRAFFIC HAZARD WARNING SIGNS - ONGOING MONITORING OF ROAD FAILURE	2574.00
EFT27437	**16/11/2023**	**AUSQ TRAINING**	**PAYMENT**	**-2298.00**
INVOICE	09/11/2023	AUSQ TRAINING	BASIC TRAFFIC MANAGEMENT & TRAFFIC CONTROL - THREE DAY COURSE (13-15 NOV)	766.00
INVOICE	09/11/2023	AUSQ TRAINING	BASIC TRAFFIC MANAGEMENT & TRAFFIC CONTROL - THREE DAY COURSE (13-15 NOV)	766.00
INVOICE	09/11/2023	AUSQ TRAINING	BASIC TRAFFIC MANAGEMENT & TRAFFIC CONTROL - THREE DAY COURSE (13-15 NOV)	766.00
EFT27438	**16/11/2023**	**AUSSIE BROADBAND LIMITED**	**PAYMENT**	**-121.90**
INVOICE	07/11/2023	AUSSIE BROADBAND LIMITED	W&S ADMIN - MONTHLY INTERNET SERVICE - 07/11/2023 TO 06/12/2023	121.90
EFT27439	**16/11/2023**	**AGTRAC MACHINERY**	**PAYMENT**	**-3420.45**
INVOICE	01/11/2023	AGTRAC MACHINERY	DB193 TRACTOR MOWER - 2 INDICATORS, 1X FAN, CONDENSOR FOR AIR CON	2963.66
INVOICE	03/11/2023	AGTRAC MACHINERY	SUNDRY PLANT - MULCHING HAMMERS	456.79
EFT27440	**16/11/2023**	**ADMEDIA AUSTRALIA PTY LTD**	**PAYMENT**	**-693.00**
INVOICE	13/11/2023	ADMEDIA AUSTRALIA PTY LTD	DBK REC CTR - STUDIO EDIT TO CREATE 1 X 15SEC TV COMMERCIAL, APPLICATION OF GRAPHICS, MOTION ELEMENTS ETC, PROFESSIONAL VOICEOVERS AND MUSIC LICENSING, COMMERCIAL CLASSIFICATIONS FOR REGIONAL BROADCAST VALID FOR TWO YEARS	693.00
EFT27441	**16/11/2023**	**BUNNINGS GROUP LIMITED**	**PAYMENT**	**-27.63**
INVOICE	01/11/2023	BUNNINGS GROUP LIMITED	MEMORIAL HALL - TOILET SIGN IN FOYER	27.63
EFT27442	**16/11/2023**	**BDA TREE LOPPING**	**PAYMENT**	**-64350.00**
INVOICE	19/10/2023	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF SEPT 2023	35420.00
INVOICE	31/10/2023	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF OCT 2023	14190.00
INVOICE	31/10/2023	BDA TREE LOPPING	TREE PRUNING ALONG CUNDINUP KIRUP ROAD FOR ROAD WORKS - INC TRAFFIC MANAGEMENT FOR FOUR DAYS	14740.00
EFT27443	**16/11/2023**	**BALINGUP LIQUOR & GENERAL STORE**	**PAYMENT**	**-1734.65**
INVOICE	01/11/2023	BALINGUP LIQUOR & GENERAL STORE	BALINGUP BFB - DIESEL PURCHASES	47.31
INVOICE	01/11/2023	BALINGUP LIQUOR & GENERAL STORE	MULLALYUP BFB - DIESEL PURCHASES	448.53
INVOICE	01/11/2023	BALINGUP LIQUOR & GENERAL STORE	KIRUP BFB - DIESEL PURCHASES	200.44
INVOICE	01/11/2023	BALINGUP LIQUOR & GENERAL STORE	DIESEL PURCHASES - NOGGERUP BUSHFIRE MITIGATION, FERNDALE BFB - DIESEL PURCHASES	530.42
INVOICE	01/11/2023	BALINGUP LIQUOR & GENERAL STORE	BALINGUP BFB - SAFETY MATCHES, TOILET PAPER, WOODEN CUTLERY, DIESEL PURCHASES	507.95
EFT27444	**16/11/2023**	**BANKS PEST AND WEED CONTROL**	**PAYMENT**	**-2942.50**
INVOICE	26/10/2023	BANKS PEST AND WEED CONTROL	EGAN PARK - SPRAY OVAL FOR BLACK BEETLE USING IMIDACLOPRID AND ECO-WET, BALINGUP OVAL - SPRAY OVAL FOR BLACK BEETLE USING IMIDACLOPRID AND ECO-WET, VC MITCHELL PARK - SPRAY OVAL FOR BLACK BEETLE USING IMIDACLOPRID AND ECO-WET	2117.50
INVOICE	26/10/2023	BANKS PEST AND WEED CONTROL	SPRAY CLEAVERS ON JAYES ROAD	825.00
EFT27445	**16/11/2023**	**BIG APPLE BAKERY**	**PAYMENT**	**-15.00**

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INVOICE	07/11/2023	BIG APPLE BAKERY	MELBOURNE CUP LUNCH FOR STAFF - BREAD ROLLS	15.00
EFT27446	**16/11/2023**	**TARNYA DAWN BOX**	**PAYMENT**	**-23.58**
INVOICE	07/11/2023	TARNYA DAWN BOX	REIMBURSE GROCERY EXPENSES AT MITIGATION BURN	23.58
EFT27447	**16/11/2023**	**BLUE FORCE PTY LTD**	**PAYMENT**	**-230.52**
INVOICE	08/11/2023	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY EMERGENCY HELP MONITORING - 01/10/2023 TO 31/10/2023	230.52
EFT27448	**16/11/2023**	**BUNBURY HARVEY REGIONAL COUNCIL**	**PAYMENT**	**-6808.98**
INVOICE	30/10/2023	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - OCTOBER 2023	6542.78
INVOICE	30/10/2023	BUNBURY HARVEY REGIONAL COUNCIL	P&G - 10TN OF SOIL/COMPOST	266.20
EFT27449	**16/11/2023**	**BALINGUP WELDING & CIVIL PTY LTD**	**PAYMENT**	**-2200.00**
INVOICE	05/11/2023	BALINGUP WELDING & CIVIL PTY LTD	MAF 19456 - EQUIPMENT CARTING EXPENSES, MAF 19527 - EQUIPMENT CARTING EXPENSES	550.00
INVOICE	05/11/2023	BALINGUP WELDING & CIVIL PTY LTD	MAF 19456 - EQUIPMENT CARTING EXPENSES, MAF 19527 - EQUIPMENT CARTING EXPENSES	1100.00
INVOICE	05/11/2023	BALINGUP WELDING & CIVIL PTY LTD	CUNDINUP-KIRUP RD - TRANSPORT MACHINE TO AND FROM WORKSITE	550.00
EFT27450	**16/11/2023**	**SCOTT JAMES BARTHOLOMEW**	**PAYMENT**	**-7135.81**
INVOICE	03/11/2023	SCOTT JAMES BARTHOLOMEW	MAF TREATMENTS - KELLY ST WEED TREATMENT, ST MARYS WEED TREATMENT, TUIA LODGE WEED TREATMENT, WATTLE COURT WEED TREATMENT, TASSONE RD WEED TREATMENT, VERNON RD WEED TREATMENT, RUSSELLS RD WEED TREATMENT, GRIMWADE RD WEED TREATMENT, JENKINS ST WEED TREATMENT, CAMPBELL ST WEED TREATMENT	7135.81
EFT27451	**16/11/2023**	**BEACHSIDE BUILDING AND MAINTENANCE**	**PAYMENT**	**-3849.00**
INVOICE	07/11/2023	BEACHSIDE BUILDING AND MAINTENANCE	MAIN ADMIN BUILDING - INTERNAL PAINTING OF CEO'S OFFICE	3849.00
EFT27452	**16/11/2023**	**KIM PHILLIP BENZIE**	**PAYMENT**	**-1356.12**
INVOICE	02/11/2023	KIM PHILLIP BENZIE	22 DAYS RENT REFUND WHILE USING ALTERNATE ACCOMMODATION DURING SHERP RENOVATION	516.12
INVOICE	02/11/2023	KIM PHILLIP BENZIE	RELOCATION ALLOWANCE DURING SHERP REFURBISHMENT - NOVEMBER 2023	840.00
EFT27453	**16/11/2023**	**BUNBURY HOTEL KOOMBANA BAY**	**PAYMENT**	**-18291.68**
INVOICE	03/11/2023	BUNBURY HOTEL KOOMBANA BAY	SHERP - MINNINUP COTTAGES RELOCATION ADDITIONAL ACCOMMODATION (CHECK IN 03.11.23 CHECK OUT 22.11.23)	18291.68
EFT27454	**16/11/2023**	**CITY & REGIONAL FUELS**	**PAYMENT**	**-21432.74**
INVOICE	28/09/2023	CITY & REGIONAL FUELS	DB2222 - MGR W&S - DIESEL EXPENSES	120.68
INVOICE	29/09/2023	CITY & REGIONAL FUELS	DB252 - PEHO - UNLEADED FUEL EXPENSES	44.42
INVOICE	01/10/2023	CITY & REGIONAL FUELS	ADMIN GENERATOR - DIESEL EXPENSES	46.38
INVOICE	03/10/2023	CITY & REGIONAL FUELS	BULK DIESEL EXPENSES	2817.05
INVOICE	03/10/2023	CITY & REGIONAL FUELS	DB252 - PEHO - UNLEADED FUEL EXPENSES	89.25
INVOICE	04/10/2023	CITY & REGIONAL FUELS	BULK DIESEL EXPENSES BALINGUP	1736.61
INVOICE	05/10/2023	CITY & REGIONAL FUELS	DB009 - D/CORPORATE & COMMUNITY - DIESEL EXPENSES	134.25
INVOICE	08/10/2023	CITY & REGIONAL FUELS	DB8060 - DONNYBROOK SES - DIESEL PURCHASES	150.26
INVOICE	09/10/2023	CITY & REGIONAL FUELS	BULK DIESEL EXPENSES	2146.30
INVOICE	09/10/2023	CITY & REGIONAL FUELS	DB252 - PEHO - UNLEADED FUEL EXPENSES	102.45
INVOICE	12/10/2023	CITY & REGIONAL FUELS	DB252 - PEHO - UNLEADED FUEL EXPENSES	60.69
INVOICE	16/10/2023	CITY & REGIONAL FUELS	BULK DIESEL EXPENSES	3686.91
INVOICE	16/10/2023	CITY & REGIONAL FUELS	DB252 - PEHO - UNLEADED FUEL EXPENSES	101.88
INVOICE	19/10/2023	CITY & REGIONAL FUELS	DB5 - CEO - DIESEL EXPENSES	283.64
INVOICE	20/10/2023	CITY & REGIONAL FUELS	DB252 - PEHO - UNLEADED FUEL EXPENSES	92.19

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INVOICE	22/10/2023	CITY & REGIONAL FUELS	DB463 MGR EXEC SERVICES - UNLEADED FUEL EXPENSES	102.40
INVOICE	23/10/2023	CITY & REGIONAL FUELS	BULK DIESEL EXPENSES	4218.15
INVOICE	26/10/2023	CITY & REGIONAL FUELS	DB252 - PEHO - UNLEADED FUEL EXPENSES	94.54
INVOICE	29/10/2023	CITY & REGIONAL FUELS	DB4384 - DONNYBROOK SES - DIESEL PURCHASES	125.91
INVOICE	30/10/2023	CITY & REGIONAL FUELS	DB252 - PEHO - UNLEADED FUEL EXPENSES	98.28
INVOICE	31/10/2023	CITY & REGIONAL FUELS	BULK DIESEL EXPENSES PURCHASES	5180.50
EFT27455	**16/11/2023**	**DUG CROSS ELECTRICS**	**PAYMENT**	**-2210.00**
INVOICE	13/11/2023	DUG CROSS ELECTRICS	APEX PARK TOILETS - REPLACE TUBES AND CHECK SENSORS, RIVERSIDE BBQ - CHECK, TEST AND UPGRADE CIRCUIT BREAKER, TOWN CENTRE TOILETS - CHECK AND TEST LIGHTING, RESET TIME CLOCKS, DONNYBROOK TRANSIT PARK - HEAD 9 - SUPPLY AND REPLACE FAULTY SOCKETS, DONNYBROOK REC CENTRE - SUPPLY AND INSTALL SWITCHED SOCKET FOR DISPLAY CABINETS, DONNYBROOK REC CENTRE - SUPPLY AND REPLACE FAULTY LED LIGHT FITTINGS	2210.00
EFT27456	**16/11/2023**	**BIDFOOD BUNBURY**	**PAYMENT**	**-250.29**
INVOICE	01/11/2023	BIDFOOD BUNBURY	DBK REC CTR - KIOSK STOCK, BURGER RINGS, STRAWBERRY CLOUDS, CURLY WURLY, RED FROGS, KILLER PYTHONS, ORIGINAL CHIPS, SALT AND VINEGAR CHIPS	250.29
EFT27457	**16/11/2023**	**GEOFFERY WILLIAM CHARTERIS**	**PAYMENT**	**-468.28**
INVOICE	15/11/2023	GEOFFERY WILLIAM CHARTERIS	RATES REFUND	468.28
EFT27458	**16/11/2023**	**CHARLES CVILIKAS**	**PAYMENT**	**-780.00**
INVOICE	02/11/2023	CHARLES CVILIKAS	RELOCATION ALLOWANCE DURING SHERP REFURBISHMENT - NOVEMBER 2023	780.00
EFT27459	**16/11/2023**	**CLEANAWAY**	**PAYMENT**	**-41762.53**
INVOICE	31/10/2023	CLEANAWAY	REFUSE COLLECTION OCTOBER 2023	41762.53
EFT27460	**16/11/2023**	**CB TRAFFIC SOLUTIONS PTY LTD**	**PAYMENT**	**-986.70**
INVOICE	29/10/2023	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY ONE VMS SIGN , JAYES ROAD BALINGUP SIX WEEKS, 6TH NOV - 1ST DEC	986.70
EFT27461	**16/11/2023**	**CROSS SECURITY SERVICES**	**PAYMENT**	**-128.70**
INVOICE	09/11/2023	CROSS SECURITY SERVICES	LOWDEN BFB - QUARTERLY SECURITY MONITORING EXPENSES FOR PERIOD 01/10/2023 TO 31/12/2023	128.70
EFT27462	**16/11/2023**	**CORSIGN WA**	**PAYMENT**	**-74.80**
INVOICE	30/10/2023	CORSIGN WA	DOGS MUST BE ON LEASH AT ALL TIMES SIGNAGE FOR WALK PATH ADJACENT TO GOLF COURSE	74.80
EFT27463	**16/11/2023**	**CAFE 48**	**PAYMENT**	**-123.50**
INVOICE	10/10/2023	CAFE 48	ADMIN - CATERING FOR FAREWELL MORNING TEA	45.00
INVOICE	23/10/2023	CAFE 48	CATERING WRAPS AND SANDWICHES FOR MONDAY 23 OCTOBER 2023 - COUNCILLOR TRAINING	78.50
EFT27464	**16/11/2023**	**CONWAY HIGHBURY PTY LTD**	**PAYMENT**	**-1232.00**
INVOICE	31/10/2023	CONWAY HIGHBURY PTY LTD	PROFESSIONAL FEES TO AMEND THE ANIMALS, ENVIRONMENT AND NUISANCE LOCAL LAW AND WASTE LOCAL LAW	1232.00
EFT27465	**16/11/2023**	**CSSTECH**	**PAYMENT**	**-159.50**
INVOICE	07/11/2023	CSSTECH	OTTERBOX SYMMETRY+ MAGSAFE APPLE IPHONE 15 PRO X 1, USP APPLE IPHONE 15 PRO (6.1) ARMOR GLASS FULL COVER SCREEN X 1	159.50
EFT27466	**16/11/2023**	**DESIREE RAELENE CAILES**	**PAYMENT**	-1988.00
INVOICE	06/11/2023	DESIREE RAELENE CAILES	RATES REFUND	1988.00
EFT27467	**16/11/2023**	**DONNYBROOK BUTCHERS**	**PAYMENT**	-250.00
INVOICE	07/11/2023	DONNYBROOK BUTCHERS	MELBOURNE CUP LUNCH FOR STAFF - PORK AND BEEF IN GRAVY	150.00
INVOICE	10/11/2023	DONNYBROOK BUTCHERS	FIREFIGHTING SKILLS - X2 MEAT AND GRAVY TRAYS FOR COLLECTION FRIDAY 10/11/2023	100.00
EFT27468	**16/11/2023**	**DONNYBROOK FAMILY BAKERY**	**PAYMENT**	-238.00

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INVOICE	08/11/2023	DONNYBROOK FAMILY BAKERY	MORNING TEA AND LUNCH FOR GREEN CARD TRAINING FOR 12 PEOPLE	238.00
EFT27469	**16/11/2023**	**DONNYBROOK TYRE SERVICE**	**PAYMENT**	-620.50
INVOICE	29/10/2023	DONNYBROOK TYRE SERVICE	CALL OUT TO HEARMAN GRAVEL PIT - CAT LOADER - SUPPLY OF CONSUMABLES & LABOUR FOR FITTING	280.50
INVOICE	31/10/2023	DONNYBROOK TYRE SERVICE	DB193 TRACTOR MOWER - 18X9.5-8 REAR TYRES	340.00
EFT27470	**16/11/2023**	**DONNYBROOK DISTRICT HIGH SCHOOL**	**PAYMENT**	-1670.81
INVOICE	26/10/2023	DONNYBROOK DISTRICT HIGH SCHOOL	2023 DONATION TO END OF YEAR SCHOOL AWARDS	150.00
INVOICE	01/11/2023	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - SHARED OPERATING EXPENSES	1520.81
EFT27471	**16/11/2023**	**DONNYBROOK FARM SERVICE**	**PAYMENT**	-3652.54
INVOICE	05/10/2023	DONNYBROOK FARM SERVICE	P&G - 10 X STEEL POSTS	116.60
INVOICE	09/10/2023	DONNYBROOK FARM SERVICE	P&G - 2 X 20LT ROUND UP	369.60
INVOICE	09/10/2023	DONNYBROOK FARM SERVICE	P&G - 2 X ULTRA SPRINKLERS	52.80
INVOICE	10/10/2023	DONNYBROOK FARM SERVICE	DBK REC CTR - SODIUM HYPOCHLORITE SOLUTION 200LTR DRUM	404.80
INVOICE	11/10/2023	DONNYBROOK FARM SERVICE	ADMIN GARDEN - 1 X 6 STATION RETICULATION CONTROLLER BOX	275.00
INVOICE	11/10/2023	DONNYBROOK FARM SERVICE	P&G - 10 X FULL CIRCLE IRRIGATION NOZZLES	159.50
INVOICE	12/10/2023	DONNYBROOK FARM SERVICE	P&G - 6 X SMALL RETIC SPRINKLERS	132.00
INVOICE	13/10/2023	DONNYBROOK FARM SERVICE	P&G - RETIC COUPLINGS, SPRINKLERS & NOZZLES	113.08
INVOICE	13/10/2023	DONNYBROOK FARM SERVICE	P&G - 6 X RETIC ELBOWS	26.40
INVOICE	16/10/2023	DONNYBROOK FARM SERVICE	PUMP TRACK - 1 X BOX SRM'S HIGH STEM SPRINKLERS	303.60
INVOICE	16/10/2023	DONNYBROOK FARM SERVICE	P&G - 30M TUBING	74.46
INVOICE	17/10/2023	DONNYBROOK FARM SERVICE	P&G - 12 PLASTIC SOCKETS, 6 X SPRINKLER NOZZLE ROTATORS	165.00
INVOICE	23/10/2023	DONNYBROOK FARM SERVICE	P&G - 4 X LARGE HUNTER SPRINKLERS	105.60
INVOICE	24/10/2023	DONNYBROOK FARM SERVICE	1 X300MM X6MTR LONG PLASTIC PIPE, 1 X300MM X6MTR LONG PLASTIC PIPE	352.00
INVOICE	25/10/2023	DONNYBROOK FARM SERVICE	1 X300MM X6MTR LONG PLASTIC PIPE, 1 X300MM X6MTR LONG PLASTIC PIPE	352.00
INVOICE	25/10/2023	DONNYBROOK FARM SERVICE	P&G - 2 X SPRINKLER NOZZLE ROTATORS	38.50
INVOICE	30/10/2023	DONNYBROOK FARM SERVICE	P&G - SOLENOID VALVE, PVC VALVE SOCKET, PVC COUPLINGS	206.80
INVOICE	31/10/2023	DONNYBROOK FARM SERVICE	DBK REC CTR - SODIUM HYPOCHLORITE SOLUTION 200LTR DRUM	404.80
EFT27472	**16/11/2023**	**DONNYBROOK FRESH SUPA IGA**	**PAYMENT**	**-3278.83**
INVOICE	02/10/2023	DONNYBROOK FRESH SUPA IGA	ADMIN - MILK FOR STAFFROOM	37.80
INVOICE	02/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 02.10.23 TO 08.10.23	46.34
INVOICE	02/10/2023	DONNYBROOK FRESH SUPA IGA	FERNDALE BFB - REPLACEMENT DOLPHIN TORCHES	58.70
INVOICE	03/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 02.10.23 TO 08.10.23	59.60
INVOICE	03/10/2023	DONNYBROOK FRESH SUPA IGA	FERNDALE BFB - REPLENISH KIT BAGS	186.82
INVOICE	03/10/2023	DONNYBROOK FRESH SUPA IGA	F19472 CEMETERY RD MITIGATION - GROCERIES FOR VOLUNTEERS	55.86
INVOICE	04/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 02.10.23 TO 08.10.23	50.86
INVOICE	04/10/2023	DONNYBROOK FRESH SUPA IGA	DBK REC CTR - GROCERY ITEMS FOR CRECHE	10.99
INVOICE	05/10/2023	DONNYBROOK FRESH SUPA IGA	KITCHEN GROCERIES FOR W&S OFFICE	16.83
INVOICE	05/10/2023	DONNYBROOK FRESH SUPA IGA	ADMIN - COFFEE, ORGANICS BIN LINER	28.37
INVOICE	05/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 02.10.23 TO 08.10.23	58.57
INVOICE	06/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 02.10.23 TO 08.10.23	188.92
INVOICE	09/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 09.10.23 TO 15.10.23	9.95

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INVOICE	09/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 09.10.23 TO 15.10.23	50.38
INVOICE	10/10/2023	DONNYBROOK FRESH SUPA IGA	ADMIN - FAREWELL MORNING TEA	56.20
INVOICE	10/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 09.10.23 TO 15.10.23	55.40
INVOICE	11/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 09.10.23 TO 15.10.23	54.34
INVOICE	11/10/2023	DONNYBROOK FRESH SUPA IGA	CATERING FOR PHOTOGRAPHIC COMPETITION JUDGING	27.64
INVOICE	11/10/2023	DONNYBROOK FRESH SUPA IGA	ADMIN - COFFEE	57.98
INVOICE	12/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 09.10.23 TO 15.10.23	64.34
INVOICE	12/10/2023	DONNYBROOK FRESH SUPA IGA	BUSHFIRE SAFETY AWARENESSS TRAINING - CATERING GROCERIES	132.92
INVOICE	12/10/2023	DONNYBROOK FRESH SUPA IGA	ADMIN STAFFROOM - MILK & COFFEE, DISH WASHING LIQUID	62.13
INVOICE	13/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 09.10.23 TO 15.10.23	186.25
INVOICE	13/10/2023	DONNYBROOK FRESH SUPA IGA	BUSHFIRE SAFETY AWARENESS - BOTTLED WATER, PAPER PLATES, GROCERIES	72.41
INVOICE	14/10/2023	DONNYBROOK FRESH SUPA IGA	BUSHFIRE SAFETY AWARENESS - GROCERIES	83.36
INVOICE	16/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 16.10.23 TO 22.10.23	58.88
INVOICE	17/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 16.10.23 TO 22.10.23	57.32
INVOICE	18/10/2023	DONNYBROOK FRESH SUPA IGA	ADMIN BREAK ROOM - MILK, GLEN 20	43.18
INVOICE	18/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 16.10.23 TO 22.10.23	45.80
INVOICE	19/10/2023	DONNYBROOK FRESH SUPA IGA	FAREWELL FLOWERS FOR COMMISSIONER	34.99
INVOICE	19/10/2023	DONNYBROOK FRESH SUPA IGA	ADMIN - MILK & SUPPLIES	22.46
INVOICE	19/10/2023	DONNYBROOK FRESH SUPA IGA	SNACKS FOR START SPRING STRONG MORNING TEA, MILK, CATERING FOR MORNING TEA	54.59
INVOICE	19/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 16.10.23 TO 22.10.23	48.13
INVOICE	20/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 16.10.23 TO 22.10.23	188.96
INVOICE	23/10/2023	DONNYBROOK FRESH SUPA IGA	MORNING AND AFTERNOON TEA FOR COUNCILLORS 23 OCTOBER 2023	59.54
INVOICE	23/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 23.10.23 TO 29.10.23	45.00
INVOICE	24/10/2023	DONNYBROOK FRESH SUPA IGA	ADMIN STAFFROOM - MILK	12.60
INVOICE	24/10/2023	DONNYBROOK FRESH SUPA IGA	ADMIN BREAK ROOM - COFFEE, TEA, SOFT DRINKS, ORGANIC BAGS	124.95
INVOICE	24/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 23.10.23 TO 29.10.23	56.92
INVOICE	25/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 23.10.23 TO 29.10.23	62.25
INVOICE	26/10/2023	DONNYBROOK FRESH SUPA IGA	MILK - ADMIN BREAK ROOM, 9V BATTERIES - ADMIN BREAK ROOM	43.90
INVOICE	26/10/2023	DONNYBROOK FRESH SUPA IGA	AFTERNOON TEA FOR SPECIAL COUNCIL MEETING (SWAERING IN)	67.74
INVOICE	26/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 23.10.23 TO 29.10.23	45.29
INVOICE	27/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 23.10.23 TO 29.10.23	181.75
INVOICE	30/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 30.10.23 TO 05.11.23	57.32
INVOICE	31/10/2023	DONNYBROOK FRESH SUPA IGA	SHERP - MINNINUP COTTAGES DAILY MEALS 30.10.23 TO 05.11.23	54.22
INVOICE	31/10/2023	DONNYBROOK FRESH SUPA IGA	GENERAL GROCERIES FOR BUSH FIRE BRIGADES - JAYES RD FIRE (31/10/2023)	200.08
EFT27473	**16/11/2023**	**DONNYBROOK COMMUNITY RESOURCE**	**PAYMENT**	**-180.00**
INVOICE	25/10/2023	DONNYBROOK COMMUNITY RESOURCE CENTRE	MINOR COMMUNITY GRANT - UNIVERSITY OF THE THIRD AGE - AUSPICED BY DONNYBROOK COMMUNITY RESOURCE CENTRE - FUNDING FOR GIFTS FOR GUEST SPEAKERS AT COMMUNITY EVENT.	180.00
EFT27474	**16/11/2023**	**DELL FINANCIAL SERVICES PTY LTD**	**PAYMENT**	**-821.46**
INVOICE	16/10/2023	DELL FINANCIAL SERVICES PTY LTD	LEASE EXPENSES - 26 X DELL LAPTOP COMPUTERS 1/12/2023 TO 31/12/2023	821.46
EFT27475	**16/11/2023**	**DE LAGE LANDEN PTY LTD**	**PAYMENT**	**-670.12**

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INVOICE	01/11/2023	DE LAGE LANDEN PTY LTD	LEASE EXPENSES CISCO CATALYST L3 STACKING SWITCHES INCLUDING ACCESSORIES, SUPPORT & LICENSES X 3 FOR PERIOD 22/10/2023 TO 21/11/2023	670.12
EFT27476	**16/11/2023**	**DONNYBROOK COMMUNITY RADIO INC.**	**PAYMENT**	**-100.00**
INVOICE	07/11/2023	DONNYBROOK COMMUNITY RADIO INC.	DBK REC CTR - DONATION FOR ROLLER DISCO MUSIC	100.00
EFT27477	**16/11/2023**	**DONNYBROOK AUTO SERVICE PTY LTD**	**PAYMENT**	**-583.88**
INVOICE	10/11/2023	DONNYBROOK AUTO SERVICE PTY LTD	DB8250 DIRECTOR VEHICLE - STANDARD VEHICLE SERVICE - MAZDA CX-8	583.88
EFT27478	**16/11/2023**	**JOHN EDWARD DENT**	**PAYMENT**	**-780.00**
INVOICE	02/11/2023	JOHN EDWARD DENT	RELOCATION ALLOWANCE DURING SHERP REFURBISHMENT - NOVEMBER 2023	780.00
EFT27479	**16/11/2023**	**DOOR HARDWARE SOLUTIONS**	**PAYMENT**	**-360.33**
INVOICE	09/11/2023	DOOR HARDWARE SOLUTIONS	DONNYBROOK TRANSIT PARK - YALE ASSURE KEYED SATIN CHROME WITH YALE HOME	360.33
EFT27480	**16/11/2023**	**FRONTLINE FIRE & RESCUE**	**PAYMENT**	**-8800.26**
INVOICE	03/11/2023	FRONTLINE FIRE & RESCUE	VARIOUS BFB'S - PROTECTIVE CLOTHING	2544.63
INVOICE	03/11/2023	FRONTLINE FIRE & RESCUE	ALL BFBS - X10 PAIRS OLIVER BOOT LACES AND OTHER PROTECTIVE CLOTHING	1155.33
INVOICE	09/11/2023	FRONTLINE FIRE & RESCUE	VARIOUS BFB'S - PROTECTIVE CLOTHING	1860.10
INVOICE	09/11/2023	FRONTLINE FIRE & RESCUE	VARIOUS BFB'S - PROTECTIVE CLOTHING	3240.20
EFT27481	**16/11/2023**	**GJ FREIGHT**	**PAYMENT**	**-72.60**
INVOICE	31/10/2023	GJ FREIGHT	FREIGHT FOR PART FOR DB754 LOADER	72.60
EFT27482	**16/11/2023**	**GARAGE DOORS SOUTH WEST**	**PAYMENT**	**-1485.00**
INVOICE	06/11/2023	GARAGE DOORS SOUTH WEST	DONNYBROOK MUSEUM - SUPPLY AND INSTALL NEW B&D SERIES 1 ROLLMASTA ROLL-UP DOOR (VANDALISM)	1485.00
EFT27483	**16/11/2023**	**GARRY HUNT CONSULTING GROUP**	**PAYMENT**	**-6051.50**
INVOICE	23/10/2023	GARRY HUNT CONSULTING GROUP	ELECTED MEMBER INDUCTION WORKSHOP - 23 OCTOBER 2023	6051.50
EFT27484	**16/11/2023**	**GIBBONS PLUMBING PTY LTD**	**PAYMENT**	**-21235.00**
INVOICE	03/11/2023	GIBBONS PLUMBING PTY LTD	SHERP - MINNINUP COTTAGES - PLUMBING TO UNITS INTERNALLY	21235.00
EFT27485	**16/11/2023**	**HERSEY'S SAFETY PTY LTD**	**PAYMENT**	**-1497.76**
INVOICE	26/10/2023	HERSEY'S SAFETY PTY LTD	W&S - 500 X SURVEY PEGS, 12 X SPRAY MARK PINK, 12 X SPRAY MARK WHITE, W&S CONSUMABLES & PPE - 3 ANTI VIBE GLOVES, 2 PACKS REHYDRATION STICKS, 10 FLAGGING TAPE PINK, 1 BOX EAR PLUGS, 1 SLEDGE HAMMER HANDLE, 1 EAR MUFF, FREIGHT	1497.76
EFT27486	**16/11/2023**	**HASTIE WASTE PTY LTD**	**PAYMENT**	**-40771.10**
INVOICE	31/10/2023	HASTIE WASTE PTY LTD	SOUTH WEST HWY - SERVICING OF FRONTLIFT WASTE BIN FOR MONTH OF OCTOBER 2023,	90.00
INVOICE	31/10/2023	HASTIE WASTE PTY LTD	CLIFFORD ST - SERVICING OF FRONTLIFT WASTE BIN FOR MONTH OF OCTOBER 2023	90.00
INVOICE	31/10/2023	HASTIE WASTE PTY LTD	TRANSPORT STOCKPILE OF FLUORESCENT TUBES AND BATTERIES FROM BALINGUP TRANSFER STATION TO DONNYBROOK WASTE MANAGAEMENT FACILITY	110.00
INVOICE	31/10/2023	HASTIE WASTE PTY LTD	DWMF - DELIVER/PICKUP AND DISPOSAL OF HAZIBAG	494.00
INVOICE	31/10/2023	HASTIE WASTE PTY LTD	DONNYBROOK WASTE MANAGEMENT FACILITY - EMPTY FRONTLIFT RECYCLING BINS - OCTOBER 2023	312.00
INVOICE	31/10/2023	HASTIE WASTE PTY LTD	DWMF - WEEKLY CARDBOARD RECYCLING SERVICE - OCTOBER 2023	1075.00
INVOICE	31/10/2023	HASTIE WASTE PTY LTD	BALINGUP TRANSFER STATION - MANAGEMENT - OCTOBER 2023	13351.00
INVOICE	31/10/2023	HASTIE WASTE PTY LTD	DBK WASTE MANAGEMENT FACILITY - MANAGEMENT - OCTOBER 2023	25249.10
EFT27487	**16/11/2023**	**BUNBURY HYUNDAI**	**PAYMENT**	**-79928.20**
INVOICE	07/11/2023	BUNBURY HYUNDAI	NX4.V2 HYUNDAI TUCSON N LINE ELITE (AS PER QUOTE: 7177) - MANAGER RECREATION CENTRE	39964.10
INVOICE	07/11/2023	BUNBURY HYUNDAI	NX4.V2 HYUNDAI TUCSON N LINE ELITE (AS PER QUOTE: 7159*3) - MANAGER FINANCE & CORPORATE	39964.10
EFT27488	**16/11/2023**	**SANDRA ELLEN HEYWORTH**	**PAYMENT**	**-780.00**

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INVOICE	02/11/2023	SANDRA ELLEN HEYWORTH	RELOCATION ALLOWANCE DURING SHERP REFURBISHMENT - NOVEMBER 2023	780.00
EFT27489	**16/11/2023**	**INFIELD SERVICES PTY LTD**	**PAYMENT**	**-2373.83**
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	DB634 KIRUP BFB - AVL UPGRADE	165.00
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	DB4042 ARGYLE BFB - UPGRADE AVL, DB377 ARGYLE BFB - UPGRADE AVL, DB334 ARGYLE BFB - UPGRADE AVL	215.05
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	DB7377 MUNRO BFB - AVL UPGRADE	246.95
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	DB4242 MULLALYUP BFB - AVL UPGRADE, DB4390 MULLALYUP BFB - AVL UPGRADE	265.38
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	DB2523 BEELERUP BFB - AVL UPGRADE	94.88
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	BALINGUP LT - UPGRADE AVL, BALINGUP 3.4 - UPGRADE AVL	278.58
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	FERNDALE LT - UPGRADE AVL	215.33
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	DB7324 - THOMSONS BROOK 3.4 - UPGRADE AVL	94.88
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	MUMBALLUP LT - UPGRADE AVL	208.73
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	DB932 - NOGGERUP LT - UPGRADE AVL	230.45
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	LOWDEN LT - UPGRADE AVL, LOWDEN 3.4 - UPGRADE AVL	203.50
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	UPPER CAPEL LT - UPGRADE AVL	155.10
EFT27490	**16/11/2023**	**ITR PACIFIC PTY LTD**	**PAYMENT**	**-5298.74**
INVOICE	09/11/2023	ITR PACIFIC PTY LTD	DB4517 GRADER - GRADER BLADES, DB2462 GRADER - GRADER BLADES, DB2201 LOADER - BUCKET TIPS	5298.74
EFT27491	**16/11/2023**	**JOMAR (WA) PTY LTD**	**PAYMENT**	**-5775.00**
INVOICE	30/10/2023	JOMAR (WA) PTY LTD	BRIDGE MAINTENANCE - PROP RESET WORKS AT BRIDGE 5224	5775.00
EFT27492	**16/11/2023**	**JONNO'S HANDYMAN AND CARPENTRY**	**PAYMENT**	**-765.60**
INVOICE	05/11/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	PRESTON VILLAGE - GROUND MAINTENANCE	206.25
INVOICE	07/11/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	MINNINUP COTTAGES - CLEARING GARDEN AREAS AFTER RENOVATION	398.75
INVOICE	09/11/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	LANGLEY VILLAS - UNIT 2 - FITTING AND REPLACEMENT OF OUTSIDE TAP	84.70
INVOICE	09/11/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	LANGLEY VILLAS - UNIT 9 - REPLACE TAP	75.90
EFT27493	**16/11/2023**	**JACKSON MCDONALD**	**PAYMENT**	**-912.30**
INVOICE	31/10/2023	JACKSON MCDONALD	FACILITATE TRANSFER OF FUNDS FROM THE PREVIOUS JACK DENNING TRUST - TUIA LODGE TO A CHARITABLE TRUST COMPRISING OF PREVIOUS SIGNATORIES TO THE JACK DENNING TRUST	912.30
EFT27494	**16/11/2023**	**JAPANESE TRUCK & BUS SPARES PTY LTD**	**PAYMENT**	**-49.55**
INVOICE	09/11/2023	JAPANESE TRUCK & BUS SPARES PTY LTD	MULLALYUP BFB 2.4 - REPLACEMENT SPARE WHEEL CARRIER	49.55
EFT27495	**16/11/2023**	**WESFARMERS KLEENHEAT GAS P/L - ACC'S**	**PAYMENT**	**-75.90**
INVOICE	31/10/2023	WESFARMERS KLEENHEAT GAS P/L - ACC'S	BLN HALL, DBK HALL - GAS FACILITY FEE	75.90
EFT27496	**16/11/2023**	**LIVING SPRINGS**	**PAYMENT**	**-37.50**
INVOICE	02/11/2023	LIVING SPRINGS	ADMIN OFFICE/CHAMBER - 15 LTR BOTTLED SPRINGWATER	37.50
EFT27497	**16/11/2023**	**LOWDEN BUSH FIRE BRIGADE - SECRETARY**	**PAYMENT**	**-48.33**
INVOICE	09/11/2023	LOWDEN BUSH FIRE BRIGADE - SECRETARY	REIMBURSE PURCHASE OF GROCERIES AND MISC SUPPLIES DURING MITIGATION BURN	48.33
EFT27498	**16/11/2023**	**SANDRA JANE MITCHELL**	**PAYMENT**	**-483.90**
INVOICE	15/11/2023	SANDRA JANE MITCHELL	RATES REFUND	483.90
EFT27499	**16/11/2023**	**NIGHTGUARD SECURITY SERVICE SW**	**PAYMENT**	**-1402.50**

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INVOICE	31/10/2023	NIGHTGUARD SECURITY SERVICE SW	ADMIN - ATTEND TO AFTER HOURS SECURITY TO EVALUATE ALARM INCIDENTS - OCTOBER 2023	1402.50
EFT27500	**16/11/2023**	**NATURALISTE TURF**	**PAYMENT**	**-14486.84**
INVOICE	02/11/2023	NATURALISTE TURF	EGAN PARK - TOP DRESS SPORTS OVAL	7940.74
INVOICE	02/11/2023	NATURALISTE TURF	EGAN PARK - TURF RENOVATIONS TO SPORTS OVAL	6546.10
EFT27501	**16/11/2023**	**OFFICEWORKS**	**PAYMENT**	**-1440.67**
INVOICE	31/10/2023	OFFICEWORKS	DBK REC CTR - PROFESSIONAL ERGONOMIC EXTRA-HEAVY-DUTY MESH CHAIR BLACK, RAPIDLINE 4 STAR BASE ROUND TABLE BEACH 1200MM, NEWBURY PADDED CHAIR GREY, DELIVERY	592.15
INVOICE	01/11/2023	OFFICEWORKS	DBK REC CTR - PROFESSIONAL ERGONOMIC EXTRA-HEAVY-DUTY MESH CHAIR BLACK, RAPIDLINE 4 STAR BASE ROUND TABLE BEACH 1200MM, NEWBURY PADDED CHAIR GREY, DELIVERY	797.95
INVOICE	07/11/2023	OFFICEWORKS	ADMIN - GENERAL STATIONERY	50.57
EFT27502	**16/11/2023**	**ODAN DESIGN & BUILD PTY LTD**	**PAYMENT**	**-3118.50**
INVOICE	14/11/2023	ODAN DESIGN & BUILD PTY LTD	MINNINUP COTTAGES - PROVIDE PAINTED GYPROCK CORNICE TO ALL CEILING HEIGHT CABINETRY., INCLUDES BEDROOM WARDROBES AND KITCHEN CABINETS	3118.50
EFT27503	**16/11/2023**	**OUTSIDE INFLUENCE**	**PAYMENT**	**-2850.00**
INVOICE	12/11/2023	OUTSIDE INFLUENCE	MINNINUP COTTAGES - REMOVE EXISTING GATES, SUPPLY AND INSTALL NEW COLORBOND GATES (COLOUR: WOODLAND GREY)	2850.00
EFT27504	**16/11/2023**	**BLACKWOODS**	**PAYMENT**	**-172.31**
INVOICE	09/11/2023	BLACKWOODS	ALL BRIGADES - HYDRATION POWDER	57.32
INVOICE	09/11/2023	BLACKWOODS	ALL BRIGADES - HYDRATION POWDER	114.99
EFT27505	**16/11/2023**	**PRESTON PRESS**	**PAYMENT**	**-83.00**
INVOICE	08/11/2023	PRESTON PRESS	FIRE SEASON ADVERTISING - PRESTON PRESS NOVEMBER ISSUE	83.00
EFT27506	**16/11/2023**	**PRESTON VALLEY MAINTENANCE**	**PAYMENT**	**-11385.00**
INVOICE	10/11/2023	PRESTON VALLEY MAINTENANCE	DRAINAGE UPGRADES - BRIDGE ST AREA, FORM UP AND POUR SLIDING GATE BEAM, INCLUDING MESH, REMOVE GATES AND 1 FENCE PANEL FROM 2 PROPERTIES AND SUPPLY AND INSTALL NEW GATE POST, SUPPLY MACHINE AND EXCAVATE 5 CROSSOVERS AND DISPOSE OF OLD CONCRETE SLABS AND FOOTINGS, FORM UP THE ABOVE AND INSTALL F62 MESH AND CHAIRS, INSTALL FOAM TO CURB EDGE, POUR 5.2 CUBIC METERS OF 32MPA CONCRETE, STRIP FORM, REHANG GATES TO OWNER'S SPECS AND REINSTALL FENCE PANEL, GRIND OFF OLD HINGES AND WELD NEW HINGES O., REMOVE EXCESS GRAVEL FROM SITE AND CLEANUP	9801.00
INVOICE	14/11/2023	PRESTON VALLEY MAINTENANCE	MAIN ADMIN BUILDING - ADJUST WEST WING EXTERNAL HINGED DOOR, COLLECT CARPETS FROM DEPOT FOR CEO'S OFFICE, TIGHTEN DOOR HARDWARE ON UNISEX TOILET, SUPPLY AND INSTALL NEW LOCK ON FRONT ENTRY PORCH NOTICE CABINET, RELOCATE FURNITURE FROM DO'S TO CEO'S OFFICE, PUBLIC TOILETS - ANZAC PARK - REPAIR SOAP DISPENSER, MAIN STREET TOILETS - REFIT MALE TOILET SIGN, MEMORIAL HALL - HANG 2 X PLAQUES, INSTALL TOILET SIGN, COUNCIL CHAMBERS - SECURE NEW COUNCIL MEMBERS NAME PLATES TO TIMBER MOUNTS, DONNYBROOK TRANSIT PARK - FIT NEW SHOWER CURTAINS X 4, SUPPLY AND INSTALL NEW SHOWER HEAD (CUBICLE C), INSTALL NEW DIGITAL LOCK AND HANDLE HARDWARE (CUBICLE C), VC MITCHELL PARK - RELOCATE DEFIBRILLATOR	1584.00
EFT27507	**16/11/2023**	**WA DISTRIBUTORS PTY LTD**	**PAYMENT**	**-466.80**
INVOICE	02/11/2023	WA DISTRIBUTORS PTY LTD	DBK REC CTR - CLEANING SUPPLIES, JUMBO TOILET ROLLS, TORK HAND TOWEL, DELIVERY	466.80
EFT27508	**16/11/2023**	**PORT SHIPPING CONTAINERS PTY LTD**	**PAYMENT**	**-198.00**
INVOICE	07/11/2023	PORT SHIPPING CONTAINERS PTY LTD	SHERP - MINNINUP COTTAGES 08/11/2023 TO 07/12/2023, HIRE OF 2 X 20' SHIPPING CONTAINERS	198.00
EFT27509	**16/11/2023**	**BELINDA MARIE RICHARDS**	**PAYMENT**	**-39.95**
INVOICE	09/11/2023	BELINDA MARIE RICHARDS	REIMBURSE INTERNET EXPENSES - NOVEMBER 2023	39.95

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EFT27510	**16/11/2023**	**ROSE & CROWN HOTEL**	**PAYMENT**	**-946.50**
INVOICE	10/11/2023	ROSE & CROWN HOTEL	ACCOMODATION FOR PART TIME RANGER - ROCS 1 TRAINING - MEALS INCLUDED	946.50
EFT27511	**16/11/2023**	**BRIAN ALLAN RODERICK**	**PAYMENT**	**-58.70**
INVOICE	02/11/2023	BRIAN ALLAN RODERICK	REIMBURSE POLICE CLEARANCE EXPENSES	58.70
EFT27512	**16/11/2023**	**SPRINT EXPRESS**	**PAYMENT**	**-33.00**
INVOICE	31/10/2023	SPRINT EXPRESS	FREIGHT EXPENSES FOR PARTS FROM BUNBURY TRUCKS & STATEWIDE BEARINGS	33.00
EFT27513	**16/11/2023**	**STEWART & HEATON CLOTHING CO. P/L**	**PAYMENT**	**-1330.29**
INVOICE	08/11/2023	STEWART & HEATON CLOTHING CO. P/L	VARIOUS BFB'S - PROTECTIVE CLOTHING	911.99
INVOICE	08/11/2023	STEWART & HEATON CLOTHING CO. P/L	VARIOUS BFB'S - PROTECTIVE CLOTHING	209.15
INVOICE	09/11/2023	STEWART & HEATON CLOTHING CO. P/L	VARIOUS BFB'S - PROTECTIVE CLOTHING	209.15
EFT27514	**16/11/2023**	**SOS OFFICE EQUIPMENT**	**PAYMENT**	**-1457.93**
INVOICE	31/10/2023	SOS OFFICE EQUIPMENT	ADMIN - PHOTOCOPIER EXPENSES	1174.13
INVOICE	09/11/2023	SOS OFFICE EQUIPMENT	W&S ADMIN - PHOTOCOPIER EXPENSES	283.80
EFT27515	**16/11/2023**	**SURVCON PTY LTD**	**PAYMENT**	**-3740.00**
INVOICE	04/11/2023	SURVCON PTY LTD	PRESTON RIVER LOOP PATH - FEATURE SURVEY	3740.00
EFT27516	**16/11/2023**	**SHRED-X PTY LTD & AUSTRALIAN PAPER**	**PAYMENT**	**-157.21**
INVOICE	31/10/2023	SHRED-X PTY LTD & AUSTRALIAN PAPER	ADMIN OFFICE - SHREDDING BIN PICKUP	157.21
EFT27517	**16/11/2023**	**SCOPE BUSINESS IMAGING**	**PAYMENT**	**-15.74**
INVOICE	31/10/2023	SCOPE BUSINESS IMAGING	DBK SES - PREVENTATIVE SERVICE PLAN FOR PRINTER/COPIER 31/07/2023 TO 31/10/2023	15.74
EFT27518	**16/11/2023**	**SIGMA CHEMICALS**	**PAYMENT**	**-260.15**
INVOICE	06/11/2023	SIGMA CHEMICALS	DBK REC CTR - POOL CHEMICAL TEST TUBES, DOLPHIN WAVE TIMING TRACK, FREIGHT	260.15
EFT27519	**16/11/2023**	**SHAPE MANAGEMENT**	**PAYMENT**	**-14999.60**
INVOICE	30/09/2023	SHAPE MANAGEMENT	PROJECT MANAGEMENT AND SUPERINTENDENCY SERVICES FOR THE VC MITCHELL PARK PROJECT - SEPTEMBER 2023	7499.80
INVOICE	23/10/2023	SHAPE MANAGEMENT	PROJECT MANAGEMENT AND SUPERINTENDENCY SERVICES FOR THE VC MITCHELL PARK PROJECT. - OCTOBER 2023	7499.80
EFT27520	**16/11/2023**	**SOUTH WEST CLEANING**	**PAYMENT**	**-14353.79**
INVOICE	31/10/2023	SOUTH WEST CLEANING	CLEANING CONSUMABLES FOR THE MONTH OF OCTOBER 2023	400.40
INVOICE	31/10/2023	SOUTH WEST CLEANING	PUBLIC TOILET FACILITIES AND BBQ CLEANING - OCTOBER 2023	7775.79
INVOICE	31/10/2023	SOUTH WEST CLEANING	CONTRACT CLEANING - OCTOBER 2023	6177.60
EFT27521	**16/11/2023**	**TELSTRA - MELBOURNE ACCOUNTS**	**PAYMENT**	**-438.36**
INVOICE	22/10/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - DBK SES	45.00
INVOICE	29/10/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - LOWDEN BFB	76.21
INVOICE	29/10/2023	TELSTRA - MELBOURNE ACCOUNTS	ARGYLE/IRISHTOWN BFB - INTERNET & DATA SERVICES & EQUIPMENT RENTAL	64.91
INVOICE	29/10/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - BLN LIBRARY	36.49
INVOICE	30/10/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - DBK LIBRARY	90.76
INVOICE	01/11/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - DBK REC CTR	124.99
EFT27523	**16/11/2023**	**TEAM GLOBAL EXPRESS PTY LTD**	**PAYMENT**	**-216.13**
INVOICE	05/11/2023	TEAM GLOBAL EXPRESS PTY LTD	ADMIN - PHOTOCOPIER SUPPLIES, RANGERS - SIGNAGE, BFB'S - PROTECTIVE CLOTHING - FREIGHT EXPENSES	216.13
EFT27524	**16/11/2023**	**TALIS DELIVERING SOLUTIONS**	**PAYMENT**	**-4273.50**

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INVOICE	31/10/2023	TALIS DELIVERING SOLUTIONS	RAMM SUPPORT SERVICES FOR 2023/2024	4273.50
EFT27525	**16/11/2023**	**TIMIAMA NOMINEES PTY LTD**	**PAYMENT**	**-1146.75**
INVOICE	07/11/2023	TIMIAMA NOMINEES PTY LTD	SOUTHAMPTON RD - 417 TONNE GRAVEL USED FOR ROAD WORKS ON SHIRE ROADS	1146.75
EFT27526	**16/11/2023**	**TPG NETWORK PTY LTD**	**PAYMENT**	**-1040.60**
INVOICE	01/11/2023	TPG NETWORK PTY LTD	ADMIN - MONTHLY FAST FIBRE INTERNET AND LINE SERVICE - 01/10/2023 TO 31/10/2023	1040.60
EFT27527	**16/11/2023**	**VERBAL JUDO AUSTRALIA**	**PAYMENT**	**-220.00**
INVOICE	29/10/2023	VERBAL JUDO AUSTRALIA	VERBAL JUDO BASICS WEBINAR - DONNYBROOK - NOV 23	220.00
EFT27528	**16/11/2023**	**WATER CORPORATION - ACCOUNTS**	**PAYMENT**	**-117.09**
INVOICE	02/11/2023	WATER CORPORATION - ACCOUNTS	WATER - DONNYBROOK MEDICAL CENTRE - BENTLEY ST, SEWERAGE - DONNYBROOK MEDICAL CENTRE - BENTLEY ST	117.09
EFT27529	**16/11/2023**	**SYNERGY**	**PAYMENT**	**-24008.80**
INVOICE	01/11/2023	SYNERGY	ELECTRICITY - DONNYBROOK RECREATION CENTRE 19/09/2023 TO 17/10/2023	5636.20
INVOICE	06/11/2023	SYNERGY	ELECTRICITY - MEMORIAL PARK BALINGUP 01/09/2023 TO 13/10/2023	111.50
INVOICE	06/11/2023	SYNERGY	ELECTRICITY - BALINGUP VILLAGE GREEN 01/09/2023 TO 13/10/2023	185.15
INVOICE	06/11/2023	SYNERGY	ELECTRICITY - WORKS DEPOT - BALINGUP 01/09/2023 TO 13/10/2023	342.57
INVOICE	07/11/2023	SYNERGY	ELECTRICITY - ESL EXPENDITURE - MUMBALLUP BFB 02/09/2023 TO 01/11/2023	178.30
INVOICE	08/11/2023	SYNERGY	ELECTRICITY - ESL EXPENDITURE - DONNYBROOK SES 08/08/2023 TO 03/11/2023	659.93
INVOICE	08/11/2023	SYNERGY	ELECTRICITY - STREET LIGHTING 25/09/2023 TO 24/10/2023	7933.77
INVOICE	08/11/2023	SYNERGY	ELECTRICITY - STREET LIGHTING 25/08/2023 TO 24/09/2023	8198.19
INVOICE	09/11/2023	SYNERGY	ELECTRICITY - ESL EXPENDITURE - MUMBALLUP BFB 02/09/2023 TO 01/11/2023	244.59
INVOICE	09/11/2023	SYNERGY	ELECTRICITY - BALINGUP OVAL 13/09/2023 TO 12/10/2023	518.60
EFT27530	**16/11/2023**	**VEOLIA ENVIRONMENTAL SERVICES**	**PAYMENT**	**-1077.10**
INVOICE	29/10/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING & CARPARK SWEEPING	132.02
INVOICE	29/10/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING & CARPARK SWEEPING	264.03
INVOICE	29/10/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING & CARPARK SWEEPING	86.97
INVOICE	29/10/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING & CARPARK SWEEPING	132.02
INVOICE	29/10/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING & CARPARK SWEEPING	462.06
EFT27531	**16/11/2023**	**WESTRAC EQUIPMENT PTY LTD**	**PAYMENT**	**-903.68**
INVOICE	01/11/2023	WESTRAC EQUIPMENT PTY LTD	DB1250 LOADER - SENSOR, O-RING	194.43
INVOICE	09/11/2023	WESTRAC EQUIPMENT PTY LTD	DB2201 LOADER - WASHER TANK	226.95
INVOICE	09/11/2023	WESTRAC EQUIPMENT PTY LTD	VARIOUS PLANT - ENGINE FILTER & FUEL FILTERS	482.30
EFT27532	**16/11/2023**	**WORK CLOBBER**	**PAYMENT**	**-1374.30**
INVOICE	07/11/2023	WORK CLOBBER	W&S - NEW EMPLOYEE WORK UNIFORMS	670.50
INVOICE	10/11/2023	WORK CLOBBER	W&S - NEW EMPLOYEE WORK UNIFORMS	703.80
EFT27533	**16/11/2023**	**GEOFF WILKIE**	**PAYMENT**	**-780.00**
INVOICE	02/11/2023	GEOFF WILKIE	RELOCATION ALLOWANCE DURING SHERP REFURBISHMENT - NOVEMBER 2023	780.00
EFT27534	**16/11/2023**	**THE WARREN BLACKWOOD ALLIANCE OF COUNCILS (INC)**	**PAYMENT**	**-33620.40**
INVOICE	24/07/2023	THE WARREN BLACKWOOD ALLIANCE OF COUNCILS (INC)	PROJECT CONTRIBUTION - CLIMATE CHANGE IMPACT GROUP, TRAILS DEVELOPMENT, TOURISM PORTFOLIO	33620.40
EFT27535	**16/11/2023**	**WA LASER ENGRAVING**	**PAYMENT**	**-336.00**

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INVOICE	07/11/2023	WA LASER ENGRAVING	NAME PLAQUES FOR COUNCILLORS	336.00
EFT27535A	**16/11/2023**	**SHIRE OF DONNYBROOK BALINGUP**	**PAYMENT**	**-154970.76**
INVOICE	16/11/2023	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 15/11/2023	154970.76
EFT27535B	**15/11/2023**	**SG FLEET AUSTRALIA PTY LIMITED**	**PAYMENT**	**-1018.60**
INVOICE	31/10/2023	SG FLEET AUSTRALIA PTY LIMITED	LEASE EXPENSES FOR CESM VEHICLE FOR PERIOD 09/11/2023 TO 08/12/2023	1018.60
EFT27535D	**23/11/2023**	**SHERIFF'S OFFICE**	**PAYMENT**	**-417.50**
INVOICE	14/11/2023	SHERIFF'S OFFICE	FINES ENFORCEMENT REGISTRY INFRINGEMENT LODGEMENTS	417.50
EFT27535C	**22/11/2023**	**AUSTRALIAN TAX OFFICE**	**PAYMENT**	**-46774.00**
INVOICE	16/11/2023	AUSTRALIAN TAX OFFICE	PAYG FOR PERIOD ENDING 15/11/2023	46774.00
EFT27536	**17/11/2023**	**ODAN DESIGN & BUILD PTY LTD**	**PAYMENT**	**-68407.82**
INVOICE	14/11/2023	ODAN DESIGN & BUILD PTY LTD	RFT 02-2223 SHERP (02795R1) MINNINUP COTTAGES REFURBISHMENT WORKS	68407.82
EFT27537	**28/11/2023**	**PERKINS BUILDERS**	**PAYMENT**	**-248253.39**
INVOICE	07/11/2023	PERKINS BUILDERS	VC MITCHELL PARK SPORTING AND RECREATION PRECINCT STAGE 1 - DESIGN PHASE & STAGE 2 CONSTRUCTION PHASE	248253.39
EFT27538	**30/11/2023**	**HARMONIC IT**	**PAYMENT**	**-654.39**
INVOICE	15/11/2023	HARMONIC IT	MANAGED FORTIANALYZER AGREEMENT 5 FIREWALLS, FORTIANALYZER SITE LICENCE	605.00
INVOICE	15/11/2023	HARMONIC IT	VISIO PLAN 2 NCE MONTHLY SUBSCRIPTION X 2	49.39
EFT27539	**30/11/2023**	**AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH**	**PAYMENT**	**-26.50**
INVOICE	29/11/2023	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	PAYROLL DEDUCTION	26.50
EFT27540	**30/11/2023**	**AMD**	**PAYMENT**	**-2035.00**
INVOICE	07/11/2023	AMD	2023 ROADS TO RECOVERY ACQUITTAL AUDIT	2035.00
EFT27541	**30/11/2023**	**ARGYLE/IRISHTOWN BUSH FIRE BRIGADE**	**PAYMENT**	**-3500.00**
INVOICE	16/11/2023	ARGYLE/IRISHTOWN BUSH FIRE BRIGADE	MITIGATION SERVICES - APPLIANCES & CREW	3500.00
EFT27542	**30/11/2023**	**ALL TECH PLUMBING**	**PAYMENT**	**-2590.50**
INVOICE	26/10/2023	ALL TECH PLUMBING	EGAN PARK - INSTALL NEW BACKFLOW DEVICE TO EGAN PARK MAIN WATER SUPPLY METER, BEING SUPPLY TO PUMP TRACK BLDG, MENS SHED BUILDING, TRANSIT PARK BLDG & BAYS, CRICKET CLUB BLDG AND COMMUNITY GARDEN	2590.50
EFT27543	**30/11/2023**	**WINC AUSTRALIA PTY LTD - ACCOUNTS**	**PAYMENT**	**-784.71**
INVOICE	10/11/2023	WINC AUSTRALIA PTY LTD - ACCOUNTS	WHITE BOARD - ADMIN OFFICER EXEC SERVICES	139.63
INVOICE	16/11/2023	WINC AUSTRALIA PTY LTD - ACCOUNTS	ADMIN - GENERAL STATIONERY	345.73
INVOICE	24/11/2023	WINC AUSTRALIA PTY LTD - ACCOUNTS	ADMIN - GENERAL STATIONERY	299.35
EFT27544	**30/11/2023**	**ABCO PRODUCTS PTY LTD**	**PAYMENT**	**-5797.51**
INVOICE	13/11/2023	ABCO PRODUCTS PTY LTD	VARIOUS CONSUMABLES FOR PUBLIC TOILETS	5797.51
EFT27545	**30/11/2023**	**AUSQ TRAINING**	**PAYMENT**	**-3064.00**
INVOICE	15/11/2023	AUSQ TRAINING	TRAFFIC MANAGEMENT TRAINING - 22-24 NOV 2023 X FOUR STAFF MEMBERS	766.00
INVOICE	15/11/2023	AUSQ TRAINING	TRAFFIC MANAGEMENT TRAINING - 22-24 NOV 2023 X FOUR STAFF MEMBERS	766.00
INVOICE	15/11/2023	AUSQ TRAINING	TRAFFIC MANAGEMENT TRAINING - 22-24 NOV 2023 X FOUR STAFF MEMBERS	766.00
INVOICE	15/11/2023	AUSQ TRAINING	TRAFFIC MANAGEMENT TRAINING - 22-24 NOV 2023 X FOUR STAFF MEMBERS	766.00
EFT27546	**30/11/2023**	**AUSTRALIA DAY COUNCIL OF SOUTH**	**PAYMENT**	**-382.50**
INVOICE	20/11/2023	AUSTRALIA DAY COUNCIL OF SOUTH AUSTRALIA	2024 AUSTRALIA DAY EVENT - WE'RE ALL PART OF THE STORY MERCHANDISE	382.50

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EFT27547	**30/11/2023**	**ALL WOOD WA**	**PAYMENT**	**-22501.60**
INVOICE	09/11/2023	ALL WOOD WA	SHERP - MINNINUP COTTAGES - SUPPLY EIGHT (8) ADDITIONAL SHELVES FOR BUILT IN WARDROBES, SIZE TO SUIT CENTRAL DOOR OF 1800MM WIDE WARDROBES	220.00
INVOICE	22/11/2023	ALL WOOD WA	SUPPLY TWO DESK FRONT PANELS IN COLOUR SEAL GREY	281.60
INVOICE	27/11/2023	ALL WOOD WA	SHERP - MINNINUP COTTAGES - INSTALLATION OF KITCHEN AND VANITY CABINETS	22000.00
EFT27548	**30/11/2023**	**A.L.L BUILDING DESIGN & DRAFTING**	**PAYMENT**	**-292.50**
INVOICE	22/11/2023	A.L.L BUILDING DESIGN & DRAFTING	VC MITCHELL PARK - DRAFTING SERVICES	292.50
EFT27549	**30/11/2023**	**BENARA NURSERIES**	**PAYMENT**	**-1161.38**
INVOICE	16/11/2023	BENARA NURSERIES	P&G - VARIOUS ANNUALS 10X PETUNIA COLOUR PARADE,10X PETUNIA RAINBOW MIX 20X MARIGOLDS BOYOBOY	1161.38
EFT27550	**30/11/2023**	**BUNNINGS GROUP LIMITED**	**PAYMENT**	**-577.91**
INVOICE	07/11/2023	BUNNINGS GROUP LIMITED	DBK REC CTR - CASTER WHEELS FOR EQUIPMENT TROLLEY	7.96
INVOICE	08/11/2023	BUNNINGS GROUP LIMITED	P&G - MATERIALS FOR INSTALLATION OF WIER WALL. 2 X ROLLS 75MM EXPANSION FOAM	54.16
INVOICE	20/11/2023	BUNNINGS GROUP LIMITED	MINNINUP COTTAGES - MISCELLANEOUS HARDWARE ITEMS	210.03
INVOICE	20/11/2023	BUNNINGS GROUP LIMITED	MINNINUP COTTAGES - MISCELLANEOUS HARDWARE ITEMS	222.30
INVOICE	20/11/2023	BUNNINGS GROUP LIMITED	MINNINUP COTTAGES - MISCELLANEOUS HARDWARE ITEMS	83.46
EFT27551	**30/11/2023**	**BALINGUP BUSH FIRE BRIGADE**	**PAYMENT**	**-1500.00**
INVOICE	16/11/2023	BALINGUP BUSH FIRE BRIGADE	MITIGATION SERVICES - FOR THE PROVISION OF CREWS & EQUIPMENT FOR PRESCRIBED BURNING	1500.00
EFT27552	**30/11/2023**	**BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD**	**PAYMENT**	**-2053.75**
INVOICE	24/11/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCITF LEVY COLLECTIONS - OCTOBER 2023	2053.75
EFT27553	**30/11/2023**	**BUNBURY & BUSSELTON AIR**	**PAYMENT**	**-7072.28**
INVOICE	14/11/2023	BUNBURY & BUSSELTON AIR	MEDICAL CENTRE (BENTLEY STREET DBK) - INSTALL MECHANICAL SEPARATIONS TO TWO DUCTED AC UNITS	4235.00
INVOICE	22/11/2023	BUNBURY & BUSSELTON AIR	DONNYBROOK WORKS DEPOT - CALL OUT FEE TO INSPECT THE OFFICE AIR CONDITIONER UNIT	170.00
INVOICE	24/11/2023	BUNBURY & BUSSELTON AIR	DBK REC CTR - POOLSIDE CHANGE ROOM EXHAUST FAN	2667.28
EFT27554	**30/11/2023**	**BEELERUP BUSH FIRE BRIGADE - SECRETARY**	**PAYMENT**	**-2000.00**
INVOICE	16/11/2023	BEELERUP BUSH FIRE BRIGADE - SECRETARY	MITIGATION SERVICES - FOR THE PROVISION OF CREWS AND EQUIPMENT FOR PRESCRIBED BURNING	2000.00
EFT27555	**30/11/2023**	**BANKS PEST AND WEED CONTROL**	**PAYMENT**	**-2345.20**
INVOICE	09/11/2023	BANKS PEST AND WEED CONTROL	SPRAY SUCKERS AND BLACKBERRIES ON ROAD VERGES	2345.20
EFT27556	**30/11/2023**	**AGRI SPARK AUTO ELECTRICS**	**PAYMENT**	**-2561.00**
INVOICE	07/09/2023	AGRI SPARK AUTO ELECTRICS	DB2462 GRADER - REPLACEMENT BATTERY	620.00
INVOICE	22/09/2023	AGRI SPARK AUTO ELECTRICS	DB4550 TRUCK - INSTALL BATTERY EQUALISER.	1000.00
INVOICE	05/10/2023	AGRI SPARK AUTO ELECTRICS	DB799 TRUCK - BATTERY N50ZZMF	450.00
INVOICE	27/10/2023	AGRI SPARK AUTO ELECTRICS	DB193 TRACTOR MOWER - FAULT FIND A/C, INSTALL NEW PARTS AND REPAIR A/C	491.00
EFT27557	**30/11/2023**	**BIG APPLE BAKERY**	**PAYMENT**	**-60.60**
INVOICE	17/11/2023	BIG APPLE BAKERY	COMMUNITY YARN EVENT CATERING EXPENSES	60.60
EFT27558	**30/11/2023**	**BALINGUP PROGRESS ASSOC - TOWNSCAPE**	**PAYMENT**	**-8834.00**
INVOICE	12/10/2023	BALINGUP PROGRESS ASSOC - TOWNSCAPE	FUNDING FOR BALINGUP TOWNSCAPE COMMITTEE 2023-2024	8834.00
EFT27559	**30/11/2023**	**BALINGUP PROGRESS ASSOCIATION - BACH**	**PAYMENT**	**-8000.00**
INVOICE	08/11/2023	BALINGUP PROGRESS ASSOCIATION - BACH	BALINGUP ARTS AND CULTURAL HUB (BACH) SERVICE LEVEL AGREEMENT FUNDING	8000.00
EFT27560	**30/11/2023**	**CARBONE BROS. PTY LTD**	**PAYMENT**	**-279091.78**

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INVOICE	28/11/2023	CARBONE BROS. PTY LTD	RFT 01/2324 , CUNDINUP-KIRUP ROAD, ROAD UPGRADE INC OPTIONAL EXTRA 2 AND WORKS VARIATION V001	279091.78
EFT27561	**30/11/2023**	**CAPEL CRANE HIRE**	**PAYMENT**	**-1960.20**
INVOICE	09/11/2023	CAPEL CRANE HIRE	P&G - CRANE & RIGGER TO INSTALL WEIR WALL AT THE PRESTON RIVER	1960.20
EFT27562	**30/11/2023**	**JESSIE ROSE COOPER**	**PAYMENT**	**-54.13**
INVOICE	11/11/2023	JESSIE ROSE COOPER	REIMBURSE CATERING EXPENSES FOR FIREFIGHTING SKILLS TRAINING	54.13
EFT27563	**30/11/2023**	**CRS ELECTRICAL**	**PAYMENT**	**-550.00**
INVOICE	27/11/2023	CRS ELECTRICAL	DBK REC CTR - INSTALLATION OF HDMI INPUTS AND TV POWER POINT	550.00
EFT27564	**30/11/2023**	**CB TRAFFIC SOLUTIONS PTY LTD**	**PAYMENT**	**-2403.50**
INVOICE	12/11/2023	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY ONE VMS SIGN , JAYES ROAD BALINGUP SIX WEEKS	1672.00
INVOICE	19/11/2023	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY ONE VMS SIGN , JAYES ROAD BALINGUP SIX WEEKS, 6TH NOV - 1ST DEC , QUOTATION CB7244	731.50
EFT27565	**30/11/2023**	**CONNECT CALL CENTRE SERVICES**	**PAYMENT**	**-283.42**
INVOICE	15/11/2023	CONNECT CALL CENTRE SERVICES	AFTER HOURS CALL SERVICE FOR 2023/2024 - WORKS & SERVICES, PARKS & GARDENS & RANGER SERVICES - OCTOBER 2023	269.39
INVOICE	15/11/2023	CONNECT CALL CENTRE SERVICES	LANGLEY VILLAS - EMERGENCY CALL OUT FEE	14.03
EFT27566	**30/11/2023**	**CORE ELEMENTS COACHING**	**PAYMENT**	**-595.00**
INVOICE	15/11/2023	CORE ELEMENTS COACHING	DBK REC CTR - GROUP FITNESS INSTUCTING 06.11.2023 & 15.11.2023	595.00
EFT27567	**30/11/2023**	**DONNYBROOK MEDICAL SERVICES**	**PAYMENT**	**-330.00**
INVOICE	14/11/2023	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL	165.00
INVOICE	15/11/2023	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL (ADMIN/TECHNICAL OFFICER - OPERATIONS)	165.00
EFT27568	**30/11/2023**	**DONNYBROOK NEWSAGENCY**	**PAYMENT**	**-15.20**
INVOICE	31/10/2023	DONNYBROOK NEWSAGENCY	ADMIN/OFFICE PUBLICATIONS SUPPLIED FOR THE MONTH OF OCTOBER 2023	15.20
EFT27569	**30/11/2023**	**DONNYBROOK HARDWARE & GARDEN**	**PAYMENT**	**-1442.44**
INVOICE	02/10/2023	DONNYBROOK HARDWARE & GARDEN	FERNDALE BFB - REPLACEMENT RAKEHOE	110.00
INVOICE	04/10/2023	DONNYBROOK HARDWARE & GARDEN	STAR PICKETS FOR FIRE SIGNAGE	439.20
INVOICE	04/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - KEY CUTTING	15.45
INVOICE	04/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - COIN BATTERIES	11.00
INVOICE	04/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - POWERFEED CONCENTRATE, P&G - LANDSCAPING PLANTS	31.15
INVOICE	05/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - KEY CUTTING, P&G - OSMOCOTE	16.45
INVOICE	07/10/2023	DONNYBROOK HARDWARE & GARDEN	RANGERS - DOG FOOD COBBER SENIOR DOG 20KG	67.50
INVOICE	09/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - EASY WETTA GRANULES	24.99
INVOICE	09/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - EYE SCREWS & D-SHACKLES	11.05
INVOICE	10/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - KWIKSET	9.25
INVOICE	10/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - SLEDGE HAMMER, P&G - SEASOL CONCENTRATE	116.10
INVOICE	11/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - RETIC VALVE BOX & TRICKLE ADAPTOR BARBS	27.75
INVOICE	16/10/2023	DONNYBROOK HARDWARE & GARDEN	EMERALD ST - KWIKSET X 3	27.75
INVOICE	16/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - INSECTICIDE	54.80
INVOICE	16/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - SPRINKLER BASE, P&G - ROSE INSECTICIDE	66.35
INVOICE	16/10/2023	DONNYBROOK HARDWARE & GARDEN	BLN P&G - TAP TIMER, BLN P&G - LANDSCAPING PLANTS	40.30
INVOICE	17/10/2023	DONNYBROOK HARDWARE & GARDEN	MACROZAMIA RTT - KWIKSET	9.25
INVOICE	17/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - FLAGGING TAPE	11.40

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INVOICE	18/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - UREA	23.35
INVOICE	23/10/2023	DONNYBROOK HARDWARE & GARDEN	BLN CEMETERY - CLEAR SEALER	25.50
INVOICE	23/10/2023	DONNYBROOK HARDWARE & GARDEN	DENTAL SURGERY - LANDSCAPING PLANTS & RETIC PARTS	41.70
INVOICE	23/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - MULTI PURPOSE CLEANER	7.40
INVOICE	24/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - SPRINKER	35.95
INVOICE	25/10/2023	DONNYBROOK HARDWARE & GARDEN	SUNDRY PLANT - D-SHACKLES, TURNBUCKLE, HEX NUTS	49.65
INVOICE	30/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - ROSE FERTILISER	42.65
INVOICE	30/10/2023	DONNYBROOK HARDWARE & GARDEN	BLN P&G - LANDSCAPING PLANTS	15.50
INVOICE	31/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - LANDSCAPING PLANTS	45.85
INVOICE	31/10/2023	DONNYBROOK HARDWARE & GARDEN	GRIMWADE RD - KWIKSET X 2	18.50
INVOICE	31/10/2023	DONNYBROOK HARDWARE & GARDEN	P&G - LANDSCAPING PLANTS, P&G - SEASOL	46.65
EFT27570	**30/11/2023**	**DONNYBROOK BUTCHERS**	**PAYMENT**	**-90.90**
INVOICE	17/11/2023	DONNYBROOK BUTCHERS	CATERING FOR COMMUNITY YARN BBQ SESSION	90.90
EFT27571	**30/11/2023**	**DONNYBROOK TYRE SERVICE**	**PAYMENT**	**-687.50**
INVOICE	08/11/2023	DONNYBROOK TYRE SERVICE	DB 4390 MULLALYUP BFB 2.4 - REPLACEMENT TYRE	616.00
INVOICE	09/11/2023	DONNYBROOK TYRE SERVICE	DB4170 TIP TRUCK - REPAIR REAR TYRE	71.50
EFT27572	**30/11/2023**	**DONNYBROOK ARTS & CRAFT GROUP INC**	**PAYMENT**	**-2000.00**
INVOICE	23/11/2023	DONNYBROOK ARTS & CRAFT GROUP INC	2023 - 2024 COMMUNITY GRANTS FUNDING SCHEME MAJOR EVENT SPONSORSHIP - 2023 COLOUR EXHIBITION	2000.00
EFT27573	**30/11/2023**	**DONNYBROOK VOLUNTEER FIRE & RESCUE**	**PAYMENT**	**-2250.00**
INVOICE	16/11/2023	DONNYBROOK VOLUNTEER FIRE & RESCUE	MITIGATION SERVICES - FOR THE PROVISION OF CREWS AND EQUIPMENT FOR PRESCRIBED BURNING	2250.00
EFT27574	**30/11/2023**	**DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY - BUILDING**	**PAYMENT**	**-15493.17**
INVOICE	24/11/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY - BUILDING COMMISSION	BSL LEVY COLLECTIONS - OCTOBER 2023	15493.17
EFT27575	**30/11/2023**	**DBCEC (WA) PTY LTD**	**PAYMENT**	**-825.00**
INVOICE	22/11/2023	DBCEC (WA) PTY LTD	DIGGER HIRE FOR GRAVE PREPARATION WORKS AT DONNYBROOK CEMETERY - WED 25/10/2023	275.00
INVOICE	22/11/2023	DBCEC (WA) PTY LTD	MACHINERY HIRE FOR FUNERAL PREPARATION WORKS - 2ND & 6TH NOV 2023	550.00
EFT27576	**30/11/2023**	**DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES**	**PAYMENT**	**-24550.18**
INVOICE	28/11/2023	DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	COMMISSIONER ALLOWANCE - 15/09/2023 TO 26/10/2023	24550.18
EFT27577	**30/11/2023**	**DONNYBROOK TOWN VOLUNTEER BUSH FIRE BRIGADE**	**PAYMENT**	**-1000.00**
INVOICE	16/11/2023	DONNYBROOK TOWN VOLUNTEER BUSH FIRE BRIGADE	MITIGATION SERVICES - FOR THE PROVISION OF CREWS AND EQUIPMENT FOR PRESCRIBED BURNING	1000.00
EFT27578	**30/11/2023**	**DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.**	**PAYMENT**	**-1050.00**
INVOICE	15/09/2023	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	REVERSAL TO CORRECT GST, DONNYBROOK DOLLAR VOUCHERS FOR STAFF RECOGNITION AWARDS	-300.00
INVOICE	15/09/2023	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	REVERSAL TO CORRECT GST, DONNYBROOK DOLLAR VOUCHERS FOR STAFF RECOGNITION AWARDS	300.00

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INVOICE	22/11/2023	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	2023 PHOTOGRAPHIC COMPETITION PRIZES	850.00
INVOICE	22/11/2023	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	4 X SHOP LOCAL VOUCHERS FOR W&S SAFETY INITIATIVES	200.00
EFT27579	**30/11/2023**	**DARDANUP REMOVALS & STORAGE**	**PAYMENT**	**-7617.00**
INVOICE	25/11/2023	DARDANUP REMOVALS & STORAGE	SHERP - MINNINUP COTTAGES - RELOCATION OF MINNINUP RESIDENTS BELONGINGS FROM SEA CONTAINERS TO COTTAGES AND FROM LANGLEY VILLA'S TO COTTAGES - PACK AND UNPACK	7617.00
EFT27580	**30/11/2023**	**ALEXIS LOUISE DAVY**	**PAYMENT**	**-100.00**
INVOICE	28/11/2023	ALEXIS LOUISE DAVY	COUNCILLOR NOMINATION FEE REFUND	100.00
EFT27581	**30/11/2023**	**EMERG SOLUTIONS PTY LTD**	**PAYMENT**	**-495.00**
INVOICE	01/11/2023	EMERG SOLUTIONS PTY LTD	ARGYLE IRISHTOWN BFB - BART SUBSCRIPTION FEES 01/11/2023 TO 31/10/2024, BALINGUP BFB - BART SUBSCRIPTION FEES 01/11/2023 TO 31/10/2024, LOWDEN BFB - BART SUBSCRIPTION FEES 01/11/2023 TO 31/10/2024	495.00
EFT27582	**30/11/2023**	**DEPARTMENT OF FIRE AND EMERGENCY**	**PAYMENT**	**-106392.95**
INVOICE	21/11/2023	DEPARTMENT OF FIRE AND EMERGENCY	2023/24 ESL 2ND QUARTER CONTRIBUTION	106392.95
EFT27583	**30/11/2023**	**FERNDALE/STIRLING PARK BUSH FIRE BRIGADE**	**PAYMENT**	**-250.00**
INVOICE	16/11/2023	FERNDALE/STIRLING PARK BUSH FIRE BRIGADE	MITIGATION SERVICES - FOR THE PROVISION OF CREWS/EQUIPMENT FOR PRESCRIBED BURNING	250.00
EFT27584	**30/11/2023**	**GARMIN**	**PAYMENT**	**-60.00**
INVOICE	14/11/2023	GARMIN	MESSENGER AND GPS DEVICE SATELLITE SUBSCRIPTION FOR OCTOBER 2023	60.00
EFT27585	**30/11/2023**	**GRANTGURU PTY LTD**	**PAYMENT**	**-3025.00**
INVOICE	01/11/2023	GRANTGURU PTY LTD	ANNUAL SOFTWARE SUBSCRIPTION FOR PERIOD 15/12/2023 TO 15/12/2024	3025.00
EFT27586	**30/11/2023**	**HASTIE WASTE PTY LTD**	**PAYMENT**	**-627.00**
INVOICE	13/11/2023	HASTIE WASTE PTY LTD	BLN TRANSFER STN - PROCESSING OF MATTRESSES FOR RECYCLING - OCTOBER 2023, DBK WMF - PROCESSING OF MATTRESSES FOR RECYCLING - OCTOBER 2023	627.00
EFT27587	**30/11/2023**	**BUNBURY HYUNDAI**	**PAYMENT**	**-39964.10**
INVOICE	15/11/2023	BUNBURY HYUNDAI	PURCHASE HYUNDAI NX4.V2 TUCSON N LINE ELITE 2.0P (MANAGER DEVELOPMENT & COMMUNITY SERVICES)	39964.10
EFT27588	**30/11/2023**	**DONNYBROOK HISTORICAL SOCIETY**	**PAYMENT**	**-3832.12**
INVOICE	28/11/2023	DONNYBROOK HISTORICAL SOCIETY	DONNYBROOK MUSEUM - CONTENTS INSURANCE CLAIM	3832.12
EFT27589	**30/11/2023**	**HARDY SPICER**	**PAYMENT**	**-97.78**
INVOICE	22/11/2023	HARDY SPICER	DB6248 TRAILER - SEAL KIT	97.78
EFT27590	**30/11/2023**	**HOLIDAY INN WEST PERTH**	**PAYMENT**	**-474.00**
INVOICE	27/10/2023	HOLIDAY INN WEST PERTH	P&G SUPERVISOR - ACCOMMODATION TO ATTEND SUPERVISOR COURSE - 25TH OCTOBER - FRIDAY 27TH OCTOBER 2023	474.00
EFT27591	**30/11/2023**	**KATHERINE JANE IRVINE**	**PAYMENT**	**-30.00**
INVOICE	21/11/2023	KATHERINE JANE IRVINE	PARTIAL REFUND OF 1 YR DOG REGISTRATION - STERILISED	30.00
EFT27592	**30/11/2023**	**INFIELD SERVICES PTY LTD**	**PAYMENT**	**-7409.71**
INVOICE	10/11/2023	INFIELD SERVICES PTY LTD	DB8060 - DB SES AVL UPGRADE, DB4384 - DB SES AVL UPGRADE	158.13
INVOICE	22/11/2023	INFIELD SERVICES PTY LTD	DB1714 - BALINGUP 3.4 - DFES A SERVICE	3771.18
INVOICE	22/11/2023	INFIELD SERVICES PTY LTD	DB334 - ARGYLE 3.4 DFES A SERVICE AND ASSOCIATED REPAIRS	3480.40
EFT27593	**30/11/2023**	**ITR PACIFIC PTY LTD**	**PAYMENT**	**-145.25**

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INVOICE	27/11/2023	ITR PACIFIC PTY LTD	DB2201 LOADER - BUCKET TOOTH, 16 PINS AND RETAINER	145.25
EFT27594	**30/11/2023**	**RUSSELL JOHN JONES**	**PAYMENT**	**-62.00**
INVOICE	27/10/2023	RUSSELL JOHN JONES	REIMBURSE PHONE ALLOWANCE FOR OCTOBER 2023	62.00
EFT27595	**30/11/2023**	**JONNO'S HANDYMAN AND CARPENTRY**	**PAYMENT**	**-1015.30**
INVOICE	13/11/2023	JONNO'S HANDYMAN AND CARPENTRY	PRESTON VILLAGE - REPAIRS TO RETICULATION	60.50
INVOICE	13/11/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	LANGLEY VILLAS - GROUNDS GARDENING	212.30
INVOICE	19/11/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	PRESTON VILLAGE - GROUNDS MAINTENANCE	165.00
INVOICE	23/11/2023	JONNO'S HANDYMAN AND CARPENTRY SERVICES	MINNINUP COTTAGES - GROUNDS WORK AFTER SHERP REFURBISHMENT	577.50
EFT27596	**30/11/2023**	**JOHN MORRIS SCIENTIFIC PTY LTD**	**PAYMENT**	**-824.45**
INVOICE	21/11/2023	JOHN MORRIS SCIENTIFIC PTY LTD	PEHO - MIGHTY GRIPPER AND LONG 3-STAGE TELESCOPIC HANDLE (1100-2800MM)	824.45
EFT27597	**30/11/2023**	**LOWDEN BUSH FIRE BRIGADE - SECRETARY**	**PAYMENT**	**-1148.65**
INVOICE	16/11/2023	LOWDEN BUSH FIRE BRIGADE - SECRETARY	LOWDEN BFB - REIMBURSEMENT OF COSTS FOR ITEMS PURCHASED FOR GRAB BAG RE-STOCK	148.65
INVOICE	16/11/2023	LOWDEN BUSH FIRE BRIGADE - SECRETARY	MITIGATION SERVICES - FOR THE PROVISION OF CREWS AND EQUIPMENT FOR PRESCRIBED BURNING	1000.00
EFT27598	**30/11/2023**	**LGISWA**	**PAYMENT**	**-427301.95**
INVOICE	01/10/2023	LGISWA	BUSHFIRE INJURY INSURANCE 2023/24, COMMERCIAL CRIME & CYBER LIABILITY INSURANCE 2023/24, PERSONAL ACCIDENT/VOLUNTARY WORKERS INSURANCE 2023/24, MANAGEMENT LIABILITY (COUNCILLORS) INSURANCE 2023/24, MANAGEMENT LIABILITY INSURANCE 2023/24, TRAVEL INSURANCE 2023/24	39971.20
INVOICE	01/10/2023	LGISWA	VEHICLE INSURANCE EXPENSES 2023/24	57255.55
INVOICE	01/10/2023	LGISWA	WORKERS COMPENSATION INSURANCE EXPENSES 2023/24	165316.62
INVOICE	01/10/2023	LGISWA	BUILDING INSURANCE EXPENSES 2023/24	134864.78
INVOICE	01/10/2023	LGISWA	PUBLIC LIABILITY INSURANCE 2023/24	29893.80
EFT27599	**30/11/2023**	**CR ANITA MAREE LINDEMANN**	**PAYMENT**	**-100.00**
INVOICE	22/11/2023	CR ANITA MAREE LINDEMANN	COUNCILLOR NOMINATION FEE REFUND	100.00
EFT27600	**30/11/2023**	**LITSUPPORT PTY LTD**	**PAYMENT**	**-75.19**
INVOICE	17/11/2023	LITSUPPORT PTY LTD	LOCAL GOVERNMENT ACT 1995 FOR COUNCILLOR	75.19
EFT27601	**30/11/2023**	**MALATESTA ROAD PAVING & HOTMIX**	**PAYMENT**	**-11893.00**
INVOICE	14/11/2023	MALATESTA ROAD PAVING & HOTMIX	UPPER CAPEL RD - 400 LITRES OF EMULSION FOR ROAD PATCHING	640.00
INVOICE	15/11/2023	MALATESTA ROAD PAVING & HOTMIX	SUPPLY & SRAY TWO COAT 10/7 EMULSION SEAL, KING SPRING ROAD 1240M2	11253.00
EFT27602	**30/11/2023**	**MULLALYUP BUSH FIRE BRIGADE**	**PAYMENT**	**-1000.00**
INVOICE	16/11/2023	MULLALYUP BUSH FIRE BRIGADE	MITIGATION SERVICES - FOR THE PROVISION OF CREWS AND EQUIPMENT FOR PRESCRIBED BURNING	1000.00
EFT27603	**30/11/2023**	**MUMBALLUP BUSH FIRE BRIGADE - SECRETARY**	**PAYMENT**	**-2000.00**
INVOICE	16/11/2023	MUMBALLUP BUSH FIRE BRIGADE - SECRETARY	MITIGATION SERVICES - FOR THE PROVISION OF CREWS AND EQUIPMENT FOR PRESCRIBED BURNING	2000.00
EFT27604	**30/11/2023**	**METAL ARTWORK CREATIONS**	**PAYMENT**	**-49.78**
INVOICE	16/11/2023	METAL ARTWORK CREATIONS	NEW NAME BADGES FOR STAFF	49.78
EFT27605	**30/11/2023**	**MCLEODS BARRISTERS & SOLICITORS**	**PAYMENT**	**-1362.90**
INVOICE	31/10/2023	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVISE - UNAUTHORISED DEVELOPMENT	1362.90
EFT27606	**30/11/2023**	**MANJIMUP MITSUBISHI**	**PAYMENT**	**-55878.70**

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INVOICE	20/11/2023	MANJIMUP MITSUBISHI	SUPPLY MITSUBISHI MR TRITON GLX 2.4L 6A/T 4X2 SC CC AS PER QUOTE 37930 (2), WITH TRADE VEHICLE DB464	19439.35
INVOICE	20/11/2023	MANJIMUP MITSUBISHI	SUPPLY MITSUBISHI MR TRITON GLX 2.4L 6A/T 4X2 SC CC AS PER QUOTE 37930 (1), NOTE - NO TRADE VEHICLE	36439.35
EFT27607	**30/11/2023**	**MICROSOFT REGIONAL SALES CORPORATION**	**PAYMENT**	**-1851.54**
INVOICE	26/11/2023	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT EMAIL SERVICE MONTHLY PAYMENT 26/10/2023 TO 25/11/2023, OFFICE 365 BUSINESS PREMIUM & EXCHANGE ONLINE	54.45
INVOICE	26/11/2023	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT EMAIL SERVICE MONTHLY PAYMENT 26/10/2023 TO 25/11/2023, OFFICE 365 BUSINESS PREMIUM & EXCHANGE ONLINE	1797.09
EFT27608	**30/11/2023**	**MANJIMUP FREIGHT DISTRIBUTORS & BMI**	**PAYMENT**	**-20.66**
INVOICE	17/11/2023	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	DB18228 MACHINERY FLOAT - FREIGHT CHARGES FOR 13KG PARCEL FROM TRUCKLINE	20.66
EFT27609	**30/11/2023**	**MB TRAFFIC PLANNING & MANAGEMENT PTY**	**PAYMENT**	**-632.50**
INVOICE	16/11/2023	MB TRAFFIC PLANNING & MANAGEMENT PTY	GENERIC TRAFFIC MANAGEMENT PLAN TO SUPPORT EVENTS	632.50
EFT27610	**30/11/2023**	**CR VIVIENNE FRANCES MACCARTHY**	**PAYMENT**	**-100.00**
INVOICE	22/11/2023	CR VIVIENNE FRANCES MACCARTHY	COUNCILLOR NOMINATION FEE REFUND	100.00
EFT27611	**30/11/2023**	**DONNYBROOK NETBALL ASSOCIATION**	**PAYMENT**	**-800.00**
INVOICE	27/11/2023	DONNYBROOK NETBALL ASSOCIATION	DBK REC CTR - UMPIRE FEES FOR NOVEMBER MIXED NETBALL	800.00
EFT27612	**30/11/2023**	**NGIS AUSTRALIA PTY LTD**	**PAYMENT**	**-929.50**
INVOICE	22/11/2023	NGIS AUSTRALIA PTY LTD	QGIS FUNDAMENTALS 1 DAY TRAINING PERTH 2 FEB 2023 FOR EVIRONMENTAL OFFICER	929.50
EFT27613	**30/11/2023**	**NOLAN DRAFTING**	**PAYMENT**	**-1650.00**
INVOICE	20/11/2023	NOLAN DRAFTING	PROFESSIONAL SERVICES - DESIGN PRESTON RIVER LOOP PATH	1650.00
EFT27614	**30/11/2023**	**OFFICEWORKS**	**PAYMENT**	**-1236.54**
INVOICE	13/11/2023	OFFICEWORKS	DBK REC CTR - PROFESSIONAL ERGONOMIC EXTRA-HEAVY-DUTY MESH CHAIR BLACK, RPAIDLINE 4 STAR BASE ROUND TABLE BEACH 1200MM, NEWBURY PADDED CHAIR GREY, DELIVERY	558.00
INVOICE	22/11/2023	OFFICEWORKS	ADMIN - GENERAL STATIONERY	190.81
INVOICE	22/11/2023	OFFICEWORKS	ADMIN - GENERAL STATIONERY	386.45
INVOICE	22/11/2023	OFFICEWORKS	ADMIN - GENERAL STATIONERY	22.50
INVOICE	23/11/2023	OFFICEWORKS	DBK REC CTR - STATIONARY ITEMS FOR KIOSK	48.79
INVOICE	24/11/2023	OFFICEWORKS	DBK REC CTR - STATIONARY ITEMS FOR KIOSK	29.99
EFT27615	**30/11/2023**	**OAK HOLDINGS WA PTY LTD**	**PAYMENT**	**-4290.00**
INVOICE	27/11/2023	OAK HOLDINGS WA PTY LTD	MINNINUP COTTAGES UNITS 1-12 - RELOCATE / REPAIR DSL POINTS, INSTALL TV POINTS, ANTENNAS , SATELITE DISHES WHERE REQUIRED, TESTED ALL TV POINTS, TDR TESTED ALL DSL PORTS AND TESTED, SATELITE FOR D3 ALIGNMENT	4290.00
EFT27616	**30/11/2023**	**PRESTON PRESS**	**PAYMENT**	**-14780.00**
INVOICE	03/11/2023	PRESTON PRESS	PRESTON PRESS SERVICE LEVEL AGREEMENT FUNDING	14300.00
INVOICE	08/11/2023	PRESTON PRESS	MONTHLY SHIRE CONNECT DOUBLE PAGE FEATURE - NOVEMBER 2023	480.00
EFT27617	**30/11/2023**	**PRESTON VALLEY MAINTENANCE**	**PAYMENT**	**-11698.50**
INVOICE	13/11/2023	PRESTON VALLEY MAINTENANCE	SHERP - MINNINUP COTTAGES - FURNITURE REMOVAL FROM MOTEL	825.00
INVOICE	23/11/2023	PRESTON VALLEY MAINTENANCE	MINNINUP COTTAGES - COMMUNAL PICNIC SHELTER, SUPPLY AND INSTALL COOL DECK ROOF COVER	7095.00

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INVOICE	27/11/2023	PRESTON VALLEY MAINTENANCE	MAIN STREET PUBLIC TOILETS - GLUE MEN'S TOILET SIGN ON EXTERIOR WALL, DONNYBROOK TRANSIT PARK - REINSTALL TOILET DOOR LOCK AND REPAIR FLYSCREEN, MAIN ADMIN BUILDING - DISCONNECT WALL MOUNTED DESKS, RELOCATE SUPPORTS, SWAPPED DESKS AROUND, RE-ATTACHED TO WALLS, SILICONE GAPS, MAIN ADMIN BUILDING - RELOCATE/INSTALL FURNITURE INTO CEO'S OFFICE, MAIN ADMIN BUILDING - HANG WHITEBOARD, MAIN ADMIN BUILDING - SUPPLY 2X 2400X1200 SHEETS OF MELAMINE AND 4X LENGTHS OF SINGLE BULLNOSE SKIRTING, CUT SHEETING TO SIZE AND FIX TO WALL AND FIT SKIRTING TO EDGING, COUNCIL CHAMBER - REPAIR HOLE IN FLOOR NEXT TO DRINK FOUNTAIN	1512.50
INVOICE	27/11/2023	PRESTON VALLEY MAINTENANCE	MINNINUP COTTAGES - FINAL FIXING CARPENTER WORKS	2266.00
EFT27618	**30/11/2023**	**PFD FOOD SERVICE PTY LTD**	**PAYMENT**	**-372.90**
INVOICE	17/11/2023	PFD FOOD SERVICE PTY LTD	DBK REC CTR - ICE CREAM ORDER FOR KIOSK SALES	372.90
EFT27619	**30/11/2023**	**PLE COMPUTERS PTY LTD**	**PAYMENT**	**-567.28**
INVOICE	17/11/2023	PLE COMPUTERS PTY LTD	IT - ALOGIC DUAL 4K UNIVERSAL COMPACT DOCKING STATION - CD2 - DISPLAYPORT EDITION (DUCD2) X 2	567.28
EFT27620	**30/11/2023**	**PRESTON POWER EQUIPMENT**	**PAYMENT**	**-191.00**
INVOICE	12/10/2023	PRESTON POWER EQUIPMENT	P&G - NYLON LINE SPOOL & SPRING AUTOCUT	47.00
INVOICE	19/10/2023	PRESTON POWER EQUIPMENT	P&G - WOODEN FILE HANDLE & ROUND FILES	41.00
INVOICE	19/10/2023	PRESTON POWER EQUIPMENT	P&G - AUTOCUT SPOOL & BASE COVER	43.00
INVOICE	23/10/2023	PRESTON POWER EQUIPMENT	P&G - EDGER BLADES	60.00
EFT27621	**30/11/2023**	**PRIME INDUSTRIAL PRODUCTS**	**PAYMENT**	**-87.56**
INVOICE	15/11/2023	PRIME INDUSTRIAL PRODUCTS	SUNDRY PLANT - 90X90X5 STEEL TUBE	87.56
EFT27622	**30/11/2023**	**WA DISTRIBUTORS PTY LTD**	**PAYMENT**	**-241.50**
INVOICE	30/10/2023	WA DISTRIBUTORS PTY LTD	DBK REC CTR - CLEANING SUPPLIES, JUMBO TOILET ROLLS, 2 PLY TOILET ROLLS, TOILET CLEANER, DELIVERY	241.50
EFT27623	**30/11/2023**	**CR GRANT PATRICK**	**PAYMENT**	**-100.00**
INVOICE	22/11/2023	CR GRANT PATRICK	COUNCILLOR NOMINATION FEE REFUND	100.00
EFT27624	**30/11/2023**	**WREN OIL**	**PAYMENT**	**-16.50**
INVOICE	16/11/2023	WREN OIL	DWMF - OIL WASTE DISPOSAL ADMIN AND COMPLIANCE FEES	16.50
EFT27625	**30/11/2023**	**ROYAL LIFE SAVING SOCIETY - AUSTRALIA**	**PAYMENT**	**-495.00**
INVOICE	17/11/2023	ROYAL LIFE SAVING SOCIETY - AUSTRALIA	DBK REC CTR - WORLD DROWNING PREVENTION CONFERENCE - PERTH	495.00
EFT27626	**30/11/2023**	**REPCO - DONNYBROOK**	**PAYMENT**	**-602.84**
INVOICE	04/10/2023	REPCO - DONNYBROOK	P&G - CABLE TIES	6.11
INVOICE	04/10/2023	REPCO - DONNYBROOK	DB15 W&S UTE - OIL FILTER, HOSE CLAMP, HEATER HOSE SAFETY STOP, AIR FILTER	58.81
INVOICE	06/10/2023	REPCO - DONNYBROOK	DB646 P&G UTE - CABIN AIR FILTER, AIR FILTER, FUEL FILTER	84.71
INVOICE	06/10/2023	REPCO - DONNYBROOK	P&G - FUSE	1.65
INVOICE	07/10/2023	REPCO - DONNYBROOK	DEPOT - CABIN AIR FILTERS & AIR FILTERS ON HAND	106.15
INVOICE	11/10/2023	REPCO - DONNYBROOK	DB8329 - UTE - NS70LX BATTERY 720CCA	253.00
INVOICE	28/10/2023	REPCO - DONNYBROOK	P&G - ROCKER SWITCH	25.58
INVOICE	30/10/2023	REPCO - DONNYBROOK	P&G - TRAILER CONNECTOR	22.28
INVOICE	31/10/2023	REPCO - DONNYBROOK	P&G - 2 X TRAILER CONNECTORS	44.55
EFT27627	**30/11/2023**	**SOUTHERN LOCK & SECURITY**	**PAYMENT**	**-260.00**
INVOICE	13/11/2023	SOUTHERN LOCK & SECURITY	WORKS & SERVICES BLDG - REPLACE ZONE 3 MOTION SENSORS	260.00
EFT27628	**30/11/2023**	**SOS OFFICE EQUIPMENT**	**PAYMENT**	**-165.00**

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INVOICE	21/11/2023	SOS OFFICE EQUIPMENT	BLN LIBRARY - CALL OUT TO INVESTIGATE PRINTER PROBLEM	165.00
EFT27629	**30/11/2023**	**SPORTSWORLD OF WA**	**PAYMENT**	**-834.90**
INVOICE	21/11/2023	SPORTSWORLD OF WA	DBK REC CTR - KIOSK STOCK, RIPPER JUNIOR BLUE, RIPPER JUNIOR PINK, PHANTOM 2.0 JUNIOR BLUE, PHANTOM 2.0 JUNIOR PURPLE, PHANTOM KIDS MASK BLUE, PHANTOM KIDS MASK PURPLE, PHANTOM 2.0 CLEAR, PREDATOR	834.90
EFT27630	**30/11/2023**	**SURVCON PTY LTD**	**PAYMENT**	**-935.00**
INVOICE	26/11/2023	SURVCON PTY LTD	COST TO SURVEY CLAYSOIL STOCK PILE AT DWMF	935.00
EFT27631	**30/11/2023**	**SEEK LIMITED**	**PAYMENT**	**-401.50**
INVOICE	21/11/2023	SEEK LIMITED	SEEK ADVERTISING FOR CUSTOMER SERVICE OFFICER PERMANENT PART TIME	401.50
EFT27632	**30/11/2023**	**SUNNY INDUSTRIAL BRUSHWARE**	**PAYMENT**	**-137.50**
INVOICE	10/11/2023	SUNNY INDUSTRIAL BRUSHWARE	DB271 SWEEPER - 13 UNIVERSAL SIDE BROOM 0.70" POLY"	137.50
EFT27633	**30/11/2023**	**STRATAGREEN**	**PAYMENT**	**-281.17**
INVOICE	14/11/2023	STRATAGREEN	P&G - INITIATOR TABLETS - 300 × 1	281.17
EFT27634	**30/11/2023**	**JOHANNES ANTONIUS SCHUIJLING**	**PAYMENT**	**-270.00**
INVOICE	27/11/2023	JOHANNES ANTONIUS SCHUIJLING	DBK REC CTR - REIMBURSEMENT FOR RENWEAL OF AUSACTIVE FITNESS EXERCISE PROFESSIONAL MEMBERSHIP	270.00
EFT27635	**30/11/2023**	**SOUTH WEST CLEANING**	**PAYMENT**	**-343.20**
INVOICE	14/11/2023	SOUTH WEST CLEANING	MINNINUP COTTAGES - CLEANING OF UNITS	343.20
EFT27636	**30/11/2023**	**SOUTHWEST FENCING & BALUSTRADES**	**PAYMENT**	**-10205.00**
INVOICE	16/11/2023	SOUTHWEST FENCING & BALUSTRADES	MINNINUP COTTAGES - SUPPLY & INSTALL SLATTED SCREEN TO NEW REVERSING BAY IN FRONT OF UNIT 5	8557.00
INVOICE	16/11/2023	SOUTHWEST FENCING & BALUSTRADES	MINNINUP COTTAGES - EXTEND CUSTOM ALUMINIUM BALUSTRADES TO NEW ACCESS DECK	1648.00
EFT27637	**30/11/2023**	**SOUTHWEST SURFACING PTY LTD**	**PAYMENT**	**-8291.80**
INVOICE	24/11/2023	SOUTHWEST SURFACING PTY LTD	SUPPLY & LAY 30MM BLACK DG ASPAHLT 136.50M2 + 2 TONNE 7MM CORRECTOR - SOUTHAMPTON RD JNC OLD PADBURY RD BALINGUP	8291.80
EFT27638	**30/11/2023**	**SOUTH WEST COMMERCIAL FLOOR COVERINGS**	**PAYMENT**	**-935.00**
INVOICE	12/11/2023	SOUTH WEST COMMERCIAL FLOOR COVERINGS	SHIRE ADMINISTRATION CENTRE - INSTALL CARPET TILES TO CEO'S OFFICE AND ADJOINING ROOMS, INCLUDES TRAVEL AND SUPPLY OF ADHESIVE	935.00
EFT27639	**30/11/2023**	**JAN MARIE SANDELL**	**PAYMENT**	**-100.00**
INVOICE	10/11/2023	JAN MARIE SANDELL	PARTIAL REFUND LIFETIME DOG REGISTRATION - STERILISED	50.00
INVOICE	10/11/2023	JAN MARIE SANDELL	PARTIAL REFUND LIFETIME DOG REGISTRATION - STERILISED	50.00
EFT27640	**30/11/2023**	**CR DEANNA RUTH SHAND**	**PAYMENT**	**-100.00**
INVOICE	22/11/2023	CR DEANNA RUTH SHAND	COUNCILLOR NOMINATION FEE REFUND	100.00
EFT27641	**30/11/2023**	**TELSTRA - MELBOURNE ACCOUNTS**	**PAYMENT**	**-2903.66**
INVOICE	08/11/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - THOMSON BROOK BFB	69.89
INVOICE	09/11/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - ADMIN, BLN DEPOT, DBK DEPOT	1268.49
INVOICE	10/11/2023	TELSTRA - MELBOURNE ACCOUNTS	EMERGENCY COMMUNICATION SATELLITE PHONES X 3 - SATELLITE PLAN	165.00
INVOICE	15/11/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - DBK SES BULDING	34.95
INVOICE	18/11/2023	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE - ARGYLE/IRISHTOWN BFB	35.71
INVOICE	19/11/2023	TELSTRA - MELBOURNE ACCOUNTS	ADMIN - MOBILE & DATA SERVICES	1329.62
EFT27642	**30/11/2023**	**JTAGZ PTY LTD**	**PAYMENT**	**-112.20**
INVOICE	20/11/2023	JTAGZ PTY LTD	200 DOG REGISTRATION BLUE TAGS 2024	112.20
EFT27643	**30/11/2023**	**TRUCKLINE**	**PAYMENT**	**-176.80**

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INVOICE	16/11/2023	TRUCKLINE	DB18228 MACHINERY FLOAT - RATCHET STRAP SETS 2X 2500KG AND 4X 3000KG	36.26
INVOICE	17/11/2023	TRUCKLINE	DB 18228 MACHINERY FLOAT - RATCHET STRAP SETS 2X 2500KG AND 4X 3000KG	140.54
EFT27644	**30/11/2023**	**TOTALLY WORKWEAR**	**PAYMENT**	**-145.34**
INVOICE	15/11/2023	TOTALLY WORKWEAR	2023/24 STAFF UNIFORM	71.64
INVOICE	17/11/2023	TOTALLY WORKWEAR	2023/24 STAFF UNIFORM FOR BRIAN MCCAROLL	73.70
EFT27645	**30/11/2023**	**TEAM GLOBAL EXPRESS PTY LTD**	**PAYMENT**	**-387.54**
INVOICE	12/11/2023	TEAM GLOBAL EXPRESS PTY LTD	ADMIN - PHOTOCOPIER SUPPLIES, ESL - PROTECTIVE CLOTHING, DBK REC CTR - POOL CHEMICALS, MULLALYUP BFB - VEHICLE PARTS - FREIGHT EXPENSES	202.62
INVOICE	19/11/2023	TEAM GLOBAL EXPRESS PTY LTD	ADMIN - PHOTOCOPIER SUPPLIES, DB271 SWEEPER - SIDE BROOM, LOWDEN BFB - PROTECTIVE CLOTHING, ARGYLE/IRISHTOWN BFB - PROTECTIVE CLOTHING - FREIGHT EXPENSES	184.92
EFT27646	**30/11/2023**	**THE PRINT SHOP BUNBURY**	**PAYMENT**	**-6366.80**
INVOICE	21/11/2023	THE PRINT SHOP BUNBURY	2024 PHOTOGRAPHIC CALENDAR PRINTING COSTS	6366.80
EFT27647	**30/11/2023**	**TERRY PHILPOTT TILING**	**PAYMENT**	**-4237.20**
INVOICE	25/11/2023	TERRY PHILPOTT TILING	SHERP - MINNINUP COTTAGES - VERANDAH SKIRTINGS	4237.20
EFT27648	**30/11/2023**	**TERRATREE PTY LTD**	**PAYMENT**	**-3630.00**
INVOICE	15/11/2023	TERRATREE PTY LTD	DIEBACK TRAINING FOR THE FOLLOWING OUTDOOR STAFF X 11	3630.00
EFT27649	**30/11/2023**	**LANDGATE - VALUATION SERVICES**	**PAYMENT**	**-352.14**
INVOICE	21/11/2023	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	352.14
EFT27650	**30/11/2023**	**EARTH 2 OCEAN COMMUNICATIONS**	**PAYMENT**	**-779.38**
INVOICE	24/11/2023	EARTH 2 OCEAN COMMUNICATIONS	DB2462 GRADER - INSPECT UHF RADIO FOR FAULT	779.38
EFT27651	**30/11/2023**	**SYNERGY**	**PAYMENT**	**-699.42**
INVOICE	10/11/2023	SYNERGY	ELECTRICITY - BALINGUP SKATE PARK 12/09/2023 TO 09/11/2023	116.35
INVOICE	16/11/2023	SYNERGY	ELECTRICITY - BALINGUP OVAL 13/10/2023 TO 12/11/2023	583.07
EFT27652	**30/11/2023**	**WA LOCAL GOVERNMENT ASSOCIATION**	**PAYMENT**	**-434.50**
INVOICE	15/11/2023	WA LOCAL GOVERNMENT ASSOCIATION	THE ROLE OF MAYORS AND PRESIDENTS WALGA TRAINING - THURSDAY, 7 DECEMBER 2023 SHIRE PRESIDENT	434.50
EFT27653	**30/11/2023**	**VEOLIA ENVIRONMENTAL SERVICES**	**PAYMENT**	**-1473.16**
INVOICE	12/11/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD & CARPARK SWEEPING	132.02
INVOICE	12/11/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD & CARPARK SWEEPING	264.03
INVOICE	12/11/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD & CARPARK SWEEPING	86.97
INVOICE	12/11/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD & CARPARK SWEEPING	132.02
INVOICE	12/11/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD & CARPARK SWEEPING	462.06
INVOICE	12/11/2023	VEOLIA ENVIRONMENTAL SERVICES	ROAD & CARPARK SWEEPING	396.06
EFT27654	**30/11/2023**	**AUSTRALIND WATER BORING**	**PAYMENT**	**-15887.92**
INVOICE	21/11/2023	AUSTRALIND WATER BORING	CONSTRUCTION OF 55M BORE TO DWER MONITORING STANDARD	15887.92
EFT27655	**30/11/2023**	**URSULA ANNA WORTS**	**PAYMENT**	**-799.00**
INVOICE	29/11/2023	URSULA ANNA WORTS	RATES REFUND	799.00
EFT27655A	**30/11/2023**	**SHIRE OF DONNYBROOK BALINGUP**	**PAYMENT**	**-184870.59**
INVOICE	30/11/2023	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 29/11/2023	184870.59
CHEQUE 53772	**02/11/2023**	**CITY OF BUNBURY**	**PAYMENT**	**-33000.00**
INVOICE	20/12/2022	CITY OF BUNBURY	2022/23 CONTRIBUTION TO BUNBURY GEOGRAPHE TOURISM PARTNERSHIP	11000.00

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INVOICE	30/10/2023	CITY OF BUNBURY	2023/24 CONTRIBUTION TO BUNBURY GEOGRAPHE TOURISM PARTNERSHIP	22000.00
CHEQUE 53773	**02/11/2023**	**SHIRE OF DONNYBROOK BALINGUP**	**PAYMENT**	**-13910.00**
INVOICE	15/09/2023	SHIRE OF DONNYBROOK BALINGUP	SHIRE OWNED PROPERTY BIN SERVICE RATE CHARGES - 2023/24	13910.00
CHEQUE 53774	**02/11/2023**	**CITY OF BUSSELTON**	**PAYMENT**	**-200.00**
INVOICE	27/09/2023	CITY OF BUSSELTON	CORRECTION TO INVOICE TO CALCULATE CORRECT GST, 2023/24 BUSINESS CASE DEVELOPMENT FOR BUSSELTON MARGARET RIVER AIRPORT	2200.00
INVOICE	27/09/2023	CITY OF BUSSELTON	CORRECTION TO GST - BUSINESS CASE DEVELOPMENT FOR BUSSELTON MARGARET RIVER AIRPORT	-2000.00
CHEQUE 53775	**16/11/2023**	**DEPARTMENT OF TRANSPORT**	**PAYMENT**	**-200.00**
INVOICE	02/11/2023	DEPARTMENT OF TRANSPORT	CUSTOMER PURCASE OF SHIRE LOGO NUMBER PLATE	200.00
CHEQUE 53776	**30/11/2023**	**SHIRE OF DARDANUP**	**PAYMENT**	**-550.00**
INVOICE	09/08/2023	SHIRE OF DARDANUP	ANNUAL CONTRIBUTION TO THE BUNBURY GEOGRAPHE GROUP OF COUNCILS 2023/24	550.00
CHEQUE 53777	**30/11/2023**	**DEPARTMENT OF TRANSPORT**	**PAYMENT**	**-200.00**
INVOICE	02/11/2023	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	200.00
CHEQUE 53778	**30/11/2023**	**PETTY CASH - ADMIN OFFICE**	**PAYMENT**	**-284.80**
INVOICE	21/11/2023	PETTY CASH - ADMIN OFFICE	ADMIN PETTY CASH RECOUP - NOVEMBER 2023	284.80
CHEQUE 53779	**30/11/2023**	**SHIRE OF BRIDGETOWN-GREENBUSHES**	**PAYMENT**	**-6681.51**
INVOICE	31/10/2023	SHIRE OF BRIDGETOWN-GREENBUSHES	SHARED BUSHFIRE RISK MITIGATION COORDINATOR - JULY TO SEPTEMBER 2023	6681.51
CHEQUE 53780	**30/11/2023**	**KHLOE WATSON**	**PAYMENT**	**-400.00**
INVOICE	24/11/2023	KHLOE WATSON	2023 FRANK ARBUTHNOTT SCHOLARSHIP WINNER	400.00
DD27365.1	**01/11/2023**	**SPECTRUM SUPER**	**PAYMENT**	**-28.59**
INVOICE	01/11/2023	SPECTRUM SUPER	EMPLOYEE SUPER DEDUCTIONS	28.59
DD27365.2	**01/11/2023**	**PRIME SUPER PTY LTD**	**PAYMENT**	**-271.80**
INVOICE	01/11/2023	PRIME SUPER PTY LTD	EMPLOYEE SUPER DEDUCTIONS	271.80
DD27365.3	**01/11/2023**	**MLC PLUM SUPER**	**PAYMENT**	**-389.10**
INVOICE	01/11/2023	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	389.10
DD27365.4	**01/11/2023**	**BT PANORAMA SUPER**	**PAYMENT**	**-190.49**
INVOICE	01/11/2023	BT PANORAMA SUPER	EMPLOYEE SUPER DEDUCTIONS	190.49
DD27365.5	**01/11/2023**	**UNISUPER**	**PAYMENT**	**-453.20**
INVOICE	01/11/2023	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	453.20
DD27365.6	**01/11/2023**	**AWARE SUPER**	**PAYMENT**	**-22124.50**
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	300.00
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	866.94
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	1178.05
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	123.55
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	247.98
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	17373.10
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	136.77
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	160.00
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	24.71
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	691.71
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	148.26

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INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	378.40
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	133.32
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	61.20
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	176.81
INVOICE	01/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	123.70
DD27365.7	**01/11/2023**	**AUSTRALIAN SUPER**	**PAYMENT**	**-3976.18**
INVOICE	01/11/2023	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	140.30
INVOICE	01/11/2023	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	3835.88
DD27365.8	**01/11/2023**	**COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER**	**PAYMENT**	**-35.85**
INVOICE	01/11/2023	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL	EMPLOYEE SUPER DEDUCTIONS	35.85
DD27365.9	**01/11/2023**	**REST SUPERANNUATION**	**PAYMENT**	**-728.32**
INVOICE	01/11/2023	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	728.32
DD27365.10	**01/11/2023**	**COMMONWEALTH BANK GROUP SUPER**	**PAYMENT**	**-305.65**
INVOICE	01/11/2023	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	305.65
DD27365.11	**01/11/2023**	**HOSTPLUS**	**PAYMENT**	**-483.28**
INVOICE	01/11/2023	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	483.28
DD27365.12	**01/11/2023**	**AMP LIFE LIMITED**	**PAYMENT**	**-208.71**
INVOICE	01/11/2023	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	208.71
DD27365.13	**01/11/2023**	**MERCER SUPER TRUST**	**PAYMENT**	**-205.77**
INVOICE	01/11/2023	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	205.77
DD27390.1	**15/11/2023**	**SPECTRUM SUPER**	**PAYMENT**	**-28.59**
INVOICE	15/11/2023	SPECTRUM SUPER	EMPLOYEE SUPER DEDUCTIONS	28.59
DD27390.2	**15/11/2023**	**PRIME SUPER PTY LTD**	**PAYMENT**	**-271.80**
INVOICE	15/11/2023	PRIME SUPER PTY LTD	EMPLOYEE SUPER DEDUCTIONS	271.80
DD27390.3	**15/11/2023**	**MLC PLUM SUPER**	**PAYMENT**	**-389.10**
INVOICE	15/11/2023	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	389.10
DD27390.4	**15/11/2023**	**BT PANORAMA SUPER**	**PAYMENT**	**-327.55**
INVOICE	15/11/2023	BT PANORAMA SUPER	EMPLOYEE SUPER DEDUCTIONS	327.55
DD27390.5	**15/11/2023**	**UNISUPER**	**PAYMENT**	**-576.80**
INVOICE	15/11/2023	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	576.80
DD27390.6	**15/11/2023**	**AWARE SUPER**	**PAYMENT**	**-22233.86**
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	300.00
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	866.94
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	1084.87
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	123.55
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	247.98
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	17689.40
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	127.05
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	160.00
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	24.74

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INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	673.68
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	148.26
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	291.74
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	135.89
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	59.40
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	176.81
INVOICE	15/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	123.55
DD27390.7	**15/11/2023**	**AUSTRALIAN SUPER**	**PAYMENT**	**-4123.51**
INVOICE	15/11/2023	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	144.53
INVOICE	15/11/2023	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	3978.98
DD27390.8	**15/11/2023**	**COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER**	**PAYMENT**	**-35.85**
INVOICE	15/11/2023	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL	EMPLOYEE SUPER DEDUCTIONS	35.85
DD27390.9	**15/11/2023**	**REST SUPERANNUATION**	**PAYMENT**	**-771.85**
INVOICE	15/11/2023	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	771.85
DD27390.10	**15/11/2023**	**AUSTRALIAN RETIREMENT TRUST**	**PAYMENT**	**-344.96**
INVOICE	15/11/2023	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	344.96
DD27390.11	**15/11/2023**	**HOSTPLUS**	**PAYMENT**	**-37.49**
INVOICE	15/11/2023	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	37.49
DD27390.12	**15/11/2023**	**AMP LIFE LIMITED**	**PAYMENT**	**-27.69**
INVOICE	15/11/2023	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	27.69
DD27390.13	**15/11/2023**	**MERCER SUPER TRUST**	**PAYMENT**	**-216.93**
INVOICE	15/11/2023	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	216.93
DD27431.1	**29/11/2023**	**SPECTRUM SUPER**	**PAYMENT**	**-28.59**
INVOICE	29/11/2023	SPECTRUM SUPER	EMPLOYEE SUPER DEDUCTIONS	28.59
DD27431.2	**29/11/2023**	**MLC PLUM SUPER**	**PAYMENT**	**-389.10**
INVOICE	29/11/2023	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	389.10
DD27431.3	**29/11/2023**	**BT PANORAMA SUPER**	**PAYMENT**	**-311.29**
INVOICE	29/11/2023	BT PANORAMA SUPER	EMPLOYEE SUPER DEDUCTIONS	311.29
DD27431.4	**29/11/2023**	**UNISUPER**	**PAYMENT**	**-590.72**
INVOICE	29/11/2023	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	590.72
DD27431.5	**29/11/2023**	**AWARE SUPER**	**PAYMENT**	**-22036.40**
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	300.00
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	866.94
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	1009.71
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	125.75
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	247.98
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	127.05
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	17694.18
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	27.74
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	566.78

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INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	148.26
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	378.40
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	138.05
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	55.20
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	50.00
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	176.81
INVOICE	29/11/2023	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	123.55
DD27431.6	**29/11/2023**	**AUSTRALIAN SUPER**	**PAYMENT**	**-4453.76**
INVOICE	29/11/2023	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	142.50
INVOICE	29/11/2023	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4311.26
DD27431.7	**29/11/2023**	**COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER**	**PAYMENT**	**-30.34**
INVOICE	29/11/2023	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL	EMPLOYEE SUPER DEDUCTIONS	30.34
DD27431.8	**29/11/2023**	**REST SUPERANNUATION**	**PAYMENT**	**-687.07**
INVOICE	29/11/2023	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	687.07
DD27431.9	**29/11/2023**	**AUSTRALIAN RETIREMENT TRUST**	**PAYMENT**	**-344.96**
INVOICE	29/11/2023	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	344.96
DD27431.10	**29/11/2023**	**HOSTPLUS**	**PAYMENT**	**-37.49**
INVOICE	29/11/2023	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	37.49
DD27431.11	**29/11/2023**	**MERCER SUPER TRUST**	**PAYMENT**	**-219.16**
INVOICE	29/11/2023	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	219.16
DD27431.12	**29/11/2023**	**PRIME SUPER PTY LTD**	**PAYMENT**	**-271.80**
INVOICE	29/11/2023	PRIME SUPER PTY LTD	EMPLOYEE SUPER DEDUCTIONS	271.80
			TOTAL PAYMENTS	-3165366.05
			TOTAL INVOICES	3165366.05

SHIRE OF DONNYBROOK BALINGUP

Statement of Financial Activity

31/10/2023

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SHIRE OF DONNYBROOK BALINGUP
RATE SETTING STATEMENT
31/10/2023

	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 Actual
	$	$	$	$	$
REVENUES					
Governance	17,725	0	17,725	5,889	234
General Purpose Funding	7,480,012	96,252	7,576,264	7,238,574	7,293,769
Law, Order, Public Safety	607,400	10,000	617,400	205,565	215,004
Health	165,093	0	165,093	55,013	57,336
Education and Welfare	2,641,057	0	2,641,057	880,234	1,121,441
Housing	0	0	0	0	0
Community Amenities	1,106,041	20,000	1,126,041	956,387	962,409
Recreation and Culture	9,178,853	0	9,178,853	2,945,925	292,490
Transport	5,601,636	170,000	5,771,636	2,057,820	268,815
Economic Services	251,756	0	251,756	83,883	92,074
Other Property and Services	249,148	0	249,148	83,030	59,626
	27,298,721	**296,252**	**27,594,973**	**14,512,320**	**10,363,197**
EXPENSES					
Governance	(1,262,480)	0	(1,262,480)	(582,707)	(449,559)
General Purpose Funding	(300,135)	0	(300,135)	(100,349)	(67,726)
Law, Order, Public Safety	(1,419,600)	0	(1,419,600)	(482,449)	(390,891)
Health	(306,321)	0	(306,321)	(102,459)	(82,578)
Education and Welfare	(1,003,327)	0	(1,003,327)	(330,630)	(210,206)
Housing	0	0	0	0	0
Community Amenities	(2,480,459)	(20,000)	(2,500,459)	(833,020)	(713,488)
Recreation and Culture	(4,450,882)	0	(4,450,882)	(1,487,207)	(1,027,936)
Transport	(7,052,117)	0	(7,052,117)	(2,350,411)	(729,282)
Economic Services	(819,865)	0	(819,865)	(274,392)	(234,091)
Other Property and Services	(205,116)	0	(205,116)	(85,665)	(115,440)
	(19,300,301)	**(20,000)**	**(19,320,301)**	**(6,629,288)**	**(4,021,198)**
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Revenue					
(Profit)/Loss on Asset Disposals	(32,119)	0	(32,119)	(10,700)	0
Depreciation on Assets	7,338,039	0	7,338,039	2,445,709	0
Movement in Preston Village Fixed Loan Liability Current	(221,712)	0	(221,712)	0	(221,712)
Capital Expenditure and Revenue					
Infrastructure - Roads	(3,109,139)	(170,000)	(3,279,139)	(1,093,052)	(82,323)
Infrastructure - Bridges	(2,991,300)	0	(2,991,300)	(997,100)	0
Infrastructure - Footpaths	(136,590)	0	(136,590)	(45,528)	0
Infrastructure - Other	(262,425)	40,000	(222,425)	(74,140)	(12,933)
Plant And Equipment	(1,141,106)	(10,000)	(1,151,106)	(361,058)	(291,111)
Furniture And Equipment	(159,900)	0	(159,900)	(81,632)	(83,797)
Buildings	(14,783,780)	0	(14,783,780)	(4,927,928)	(1,226,914)
Proceeds from Disposal of Assets Plant and Equipment	291,000	0	291,000	84,932	84,932
Repayment of Debentures	(52,207)	0	(52,207)	(25,914)	(25,914)
Principal elements of finance lease payments	(32,375)	0	(32,375)	(13,719)	(15,349)
Repayment of Lease Liability	(630,000)	0	(630,000)	0	0
Proceeds from New Debentures	2,900,000	0	2,900,000	0	0
Proceeds from new Leases	630,000	0	630,000	0	0
Self-Supporting Loan Principal Income	9,922	0	9,922	0	4,927
Loan Principal Income	13,333	0	13,333	3,333	4,444
Transfers To Reserves (Restricted Assets)	(739,961)	0	(739,961)	0	0
Transfers /From Reserves (Restricted Assets)	2,132,677	(45,868)	2,086,809	0	0
Estimated Surplus/(Deficit) July 1 B/Fwd	2,979,222	0	2,979,223	2,979,223	2,915,504
Estimated Surplus/(Deficit)	**(0)**	**90,384**	**90,384**	**5,765,458**	**7,391,753**

SHIRE OF DONNYBROOK BALINGUP

Material Variance Reporting
31/10/2023

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of $10,000 for 2022-2023

Operating Revenues	**VARIANCE**	
General Purpose Funding	55,195	Rates - instalment interest, arreas, interim & back rates, interest - deferred pensioners, reimb debt recovery and Muni Interest $17k over and Reserve Interest $15.5k over
Education & Welfare	241,207	Fees & Charges $14k under, Reimbursements $18k under, Bike Grant $6.5k over and Sherp Grant $266k over
Recreation and Culture	(2,653,435)	Govt Grant - VC Mitchell $1.599m under, Contribution to Asset $1m under, Hall Grant $65.5k under, Fees & Charges $11.5k over
Transport	(1,789,005)	Blackspot $230k under, Grant Sundry Const $90k under, Contribution to Asset $23k under, LRCI Grant $103k under, Special Project - Bridges $997k under, Regional Road Group $191k under, Roads to Recovery $90k under and Bike Grant $21.5k under, Reimbursements $13k under, Contributions $17.5k under and P/L Sale of Asset $13k under
Other Property and Service	(23,404)	Reimb $17.5k under and P/L Sale of Asset $5.6k under
Operating Expenses	**VARIANCE**	
Governance	133,148	Members of council op exp $41k under, Other Governance Expenditure $69.5k under and Admin General $23k under
General Purpose Funding	32,623	Rates expenditure under
Law, Order, Public Safety	91,557	Fire prevention expenses $63.5k under, Fire Depreciation (Non Cash) $14.7k under, Other law & order expenses $96k under, Depreciation (Non Cash) $5.5k under.
Health	19,881	Health Insp Expenses $10k under, Other Health Expenses $9k under
Education and Welfare	120,424	Preston village expenses $30k under, Tuia lodge Depreciation (Non Cash) $38k under, Community & youth $14k under, Other welfare $36k under
Community Amenities	119,532	Sanitation refuse expenses $24k under, Town planning expenses $67k under and Other community amenities $18k under, Protection Environment 6k under
Recreation and Culture	459,271	Hall Depreciation (Non Cash) $65K under, Rec centre depreciation $50k under, Other Rec Cntr Expenditure $5k under, Other rec depreciation $176k under, Other rec & sport Expenses $68.5k under, Libraries depreciation (Non Cash) $ 40.5k under Library expenditure $10k under and Other Culture $46k under
Transport	1,621,129	Depreciation (Non Cash) $1.286m under and Mtce expenses $334k under
Economic Services	40,301	Building Expenses $12k under and Rural Services $7k over, Tourism $7.5k under, Economic Dev $22k under and Other Economic $5.5k under
Other Property and Services	(29,775)	PWO Costs $47k over and Plant Costs $34k under and Project Costs $14k over

SHIRE OF DONNYBROOK BALINGUP
Material Variance Reporting
31/10/2023

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of $10,000 for 2023-2024

Adjustment for Cash Budget Requirements:	**VARIANCE**	
Depreciation on Assets	(2,445,709)	Depreciation yet to be raised
Capital Expenditure and Revenue		
Infrastructure - Roads	1,010,729	Roadworks Gen $148k under, RRG $286k under, RTR $96k under, Blackspot $344k under and Com.Route $135k under
Infrastructure - Bridges	997,100	Bridges $997k under
Infrastructure - Footpaths	45,528	Footpaths $45.5k over
Infrastructure - Other	61,207	Egan Park Infras $5.5k under, Cemeteries $7.5k under, Dbk Waste Mgmt $8k under, Other Infras Dbk $16.5k under, Park Equip $7k under, Blp Skatepark $6.5k under, Bins $4.6k under, Other Minor $5k under
Plant And Equipment	69,947	Plant purchases - timing
Buildings	3,701,014	SHERP $266.5k over, VC Mitchell $3.75m under, Public Toilet $28k under, Halls $75k under, Community Centre $29k under, Admin $25k under, Dbk Rec $24.5k under, Depot building $8k under, Medical Cntr $7k under, Transit Park $6k under, Other Minor $15k under

SHIRE OF DONNYBROOK BALINGUP
NET CURRENT ASSETS
31/10/2023

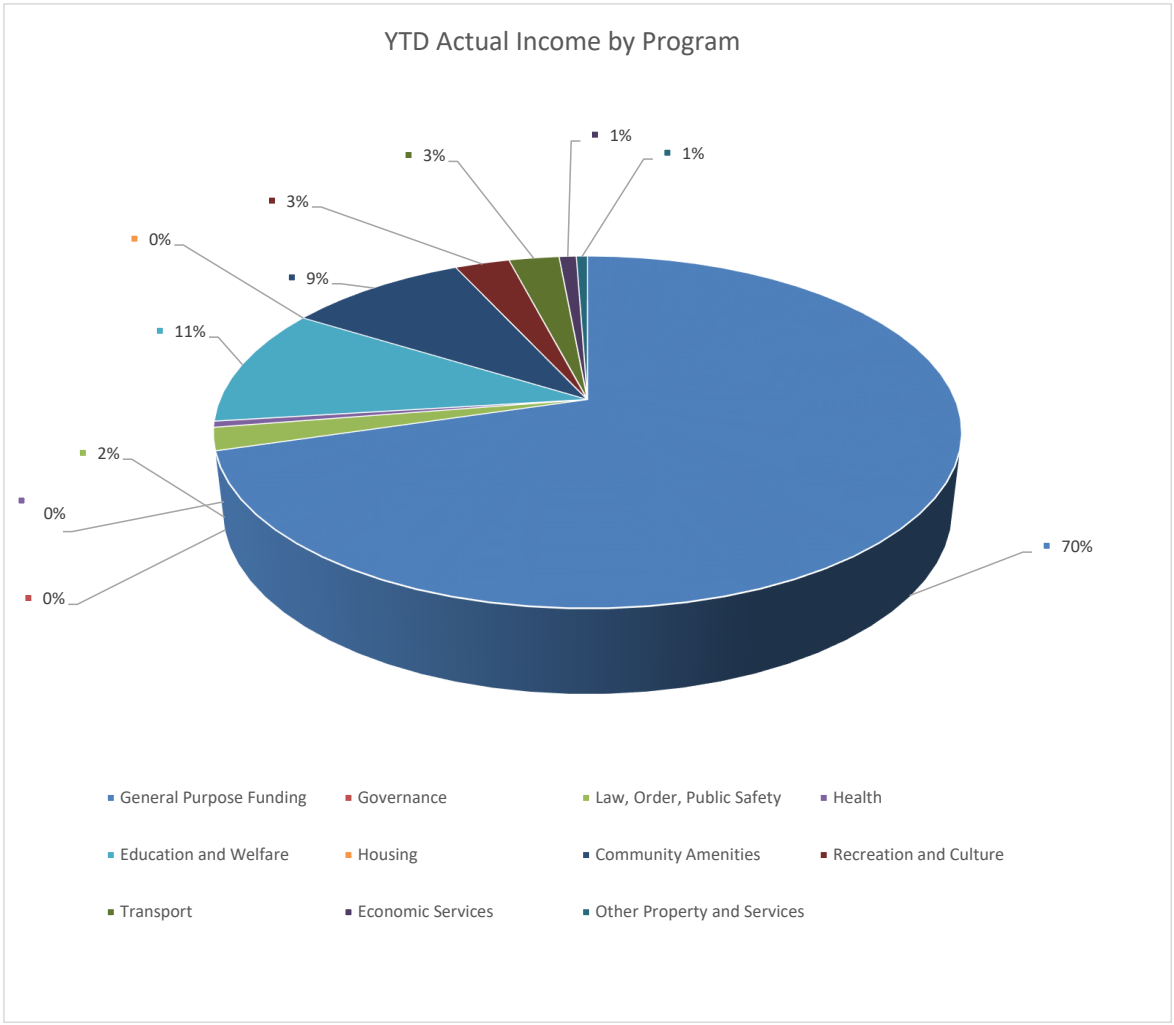
Composition of Estimated Net Current Asset Position	2022/2023 YTD Actual
CURRENT ASSETS	
Cash At Bank - Municipal Fund	3,503,317
Petty Cash On Hand	960
Cash At Bank - Reserve Fund	202,193
Cash At Bank - Reserve Fund Investments	5,000,000
Cash At Bank - Municipal Fund Investments	6,015,157
Cash At Bank - Trust Fund	56,967
Sub Total Cash	**14,778,594**
Accounts Receivable - Rates Debtors Total	2,983,809
Accounts Receivable - Rates Debtors Esl Total	137,014
Sundry Debtors Other	700,389
Gst Asset Account	124,982
Accounts Receivable - Loan Debtors Total	23,255
Inventories - Stock On Hand Total	207,426
Contract Assets - Grants Total	92,051
Total Current Assets	**19,047,519**
LESS: CURRENT LIABILITIES	
Provsn For Annual Leave	(441,310)
Prov For Lsl	(463,577)
Bonds / Deposits - Tuia Lodge Rad	(315,756)
Bonds / Deposits - Bcitf & Brb	(21,912)
Bonds / Deposits - Extractive Industry License Bonds	(134,611)
Bonds / Deposits - Election Nomination Deposits	(1,700)
Bonds / Deposits - Developer Retention Bonds	(84,183)
Bonds / Deposits - Transportable Building Bonds	(20,000)
Bonds / Deposits - Sundry Bonds / Deposits	(26,519)
Bonds / Deposits (Current Liability - Restricted) - Hockey Pitch Ret	(8,941)
Bonds/Deposits - Sherp Retention	(70,000)
Sundry Creditors	(738,600)
Paye Account	(1)
Sdy Debtors Rates -Excess	(72,459)
Contract Liability (Current) - Grant Revenue	(3,118,916)
Contract Liability (Current) - Contribution To Works	(479,632)
Lease Liability - Current Total	(32,375)
Gst Liability Account	(79,403)
Esl Levied	(245,831)
Current Liability (Clay Stock Pile)	(50,000)
Current Loan Liability	(52,207)
	(6,457,933)
NET CURRENT ASSET POSITION	**12,589,586**
Less: Cash - Restricted Reserves	(5,202,193)
Less: Cash - Restricted Trust	(56,967)
Less: Self Supporting Loans	(23,255)
Add: Current Portion Lease Liabilities	32,375
Add: Current Portion Borrowings	52,207
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	**7,391,753**

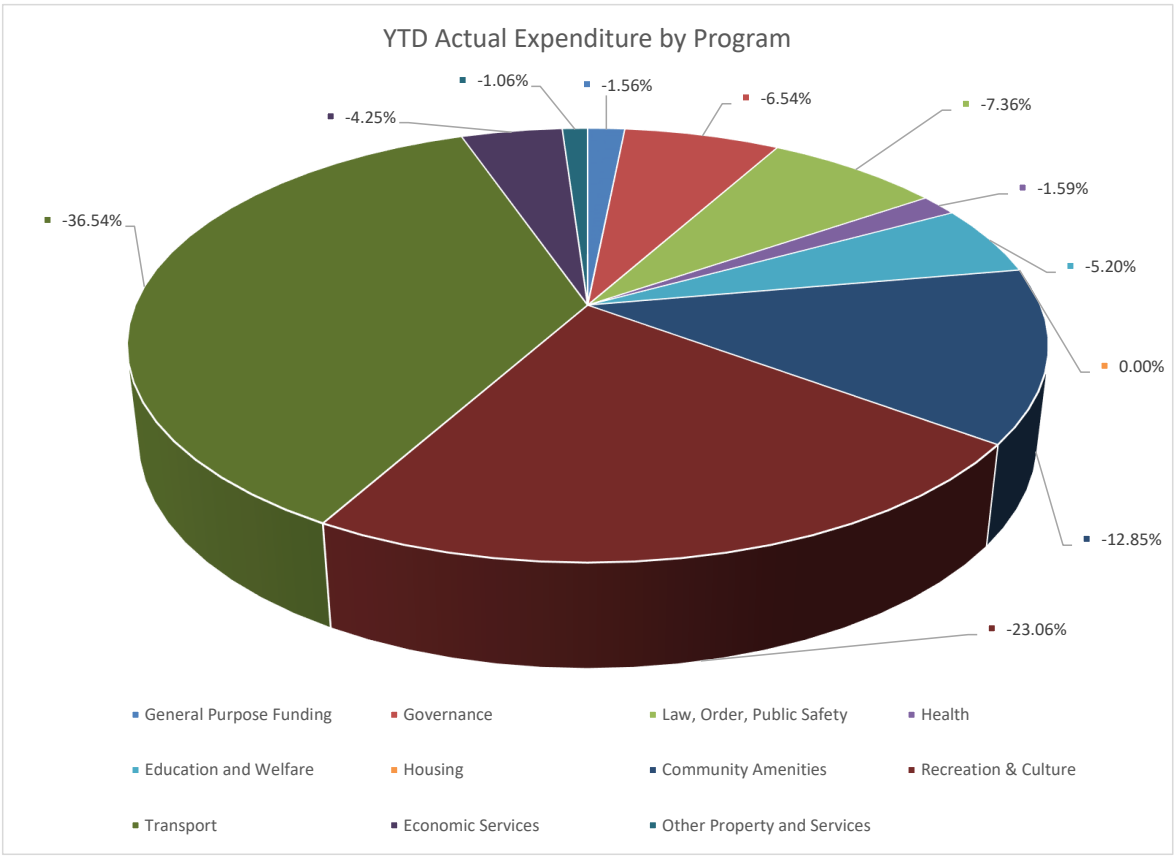
SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE AND TYPE
31/10/2023

	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 Actual
	$	$	$	$	$
REVENUE					
Rates	7,115,460	0	7,115,460	7,097,838	7,092,603
Operating Grants	1,129,108	126,252	1,255,360	539,630	505,270
Subsidies and Contributions	123,379	0	123,379	41,101	8,332
Fees and Charges	2,127,042	0	2,127,042	1,316,399	1,360,256
Interest Earnings	282,014	0	282,014	93,988	138,592
Other Revenue	420	0	420	137	0
Revenue	**10,777,423**	**126,252**	**10,903,675**	**9,089,093**	**9,105,052**
EXPENSES					
Employee Costs	(6,424,907)	0	(6,424,907)	(2,184,956)	(2,007,609)
Materials and Contracts	(4,263,515)	(20,000)	(4,283,515)	(1,504,060)	(1,447,400)
Utility Charges	(479,022)	0	(479,022)	(159,502)	(140,605)
Depreciation	(7,338,039)	0	(7,338,039)	(2,445,709)	0
Interest Expenses	(6,665)	0	(6,665)	(2,315)	(3,749)
Insurance Expenses	(442,121)	0	(442,121)	(160,589)	(238,887)
Other Expenditure	(311,043)	0	(311,043)	(160,498)	(182,656)
Expense	**(19,265,312)**	**(20,000)**	**(19,285,312)**	**(6,617,629)**	**(4,020,905)**
NET	**(8,487,890)**	**106,252**	**(8,381,638)**	**2,471,464**	**5,084,147**
Non-Operating Grants	13,385,391	170,000	13,555,391	4,378,038	1,257,853
Subsidies and Contributions	3,068,800	0	3,068,800	1,022,830	0
Profit on Asset Disposals	64,607	0	64,607	21,527	0
Loss on Asset Disposals	(32,488)	0	(32,488)	(10,827)	0
NET RESULT	**7,998,420**	**276,252**	**8,274,672**	**7,883,032**	**6,341,999**
Other Comprehensive Income	0			0	0
TOTAL COMPREHENSIVE INCOME	**7,998,420**	**276,252**	**8,274,672**	**7,883,032**	**6,341,999**

SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
31/10/2023

	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 Actual
	$	$	$	$	$
REVENUE					
General Purpose Funding	7,480,012	96,252	7,576,264	7,238,574	7,293,769
Governance	17,725	0	17,725	5,889	234
Law, Order, Public Safety	607,400	10,000	617,400	205,565	215,004
Health	165,093	0	165,093	55,013	57,336
Education and Welfare	2,641,057	0	2,641,057	880,234	1,121,441
Housing	0	0	0	0	0
Community Amenities	1,106,041	20,000	1,126,041	956,387	962,409
Recreation and Culture	9,178,853	0	9,178,853	2,945,925	292,490
Transport	5,601,636	170,000	5,771,636	2,057,820	268,815
Economic Services	251,756	0	251,756	83,883	92,074
Other Property and Services	249,148	0	249,148	83,030	59,626
	27,298,721	296,252	27,594,973	14,512,320	10,363,197
EXPENSES					
General Purpose Funding	(300,135)	0	(300,135)	(100,349)	(67,726)
Governance	(1,262,480)	0	(1,262,480)	(582,707)	(449,559)
Law, Order, Public Safety	(1,419,600)	0	(1,419,600)	(482,449)	(390,891)
Health	(306,321)	0	(306,321)	(102,459)	(82,578)
Education and Welfare	(1,003,327)	0	(1,003,327)	(330,630)	(210,206)
Housing	0	0	0	0	0
Community Amenities	(2,480,458.96)	(20,000)	(2,500,459)	(833,020)	(713,488)
Recreation & Culture	(4,450,882)	0	(4,450,882)	(1,487,207)	(1,027,936)
Transport	(7,052,117)	0	(7,052,117)	(2,350,411)	(729,282)
Economic Services	(819,865)	0	(819,865)	(274,392)	(234,091)
Other Property and Services	(205,116)	0	(205,116)	(85,665)	(115,440)
	(19,300,301)	(20,000)	(19,320,301)	(6,629,288)	(4,021,198)
NET RESULT	**7,998,420**	**276,252**	**8,274,672**	**7,883,032**	**6,341,999**
Other Comprehensive Income	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	**7,998,420**	**276,252**	**8,274,672**	**7,883,032**	**6,341,999**


YTD Actual Income by Program
1%
1%
3%
3%
0%
9%
11%
2%
0%
0%
70%
General Purpose Funding
Governance
Law, Order, Public Safety
Health
Education and Welfare
Housing
Community Amenities
Recreation and Culture
Transport
Economic Services
Other Property and Services


YTD Actual Expenditure by Program
-1.06%
-1.56%
-6.54%
-7.36%
-4.25%
-1.59%
-36.54%
-5.20%
0.00%
-12.85%
-23.06%
General Purpose Funding
Governance
Law, Order, Public Safety
Health
Education and Welfare
Housing
Community Amenities
Recreation & Culture
Transport
Economic Services
Other Property and Services

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
General Purpose Funding							
Rate Revenue - Expenditure							
0076		ADMIN SALARIES REALLOCATED TO RATES	31,707	0	31,707	10,567	9,368
0126		GEN ADMIN COSTS REALLOCATED TO RATES	21,501	0	21,501	7,166	9,171
0131		RATES WRITTEN OFF	2,500	0	2,500	832	293
0142		SALARIES - RATING	90,667	0	90,667	30,217	30,587
1932		RATING VALUATIONS	97,755	0	97,755	32,578	2,112
1952		POSTAGE & STATIONERY	17,123	0	17,123	5,706	8,751
1962		LEGAL COSTS (RATES)	14,000	0	14,000	4,665	444
1972		ADVERTISING & OTHER EXP.	5,993	0	5,993	1,996	983
5022		TRAINING EXPENSES - RATING	1,578	0	1,578	524	395
5842		SUPERANNUATION (RATES)	15,323	0	15,323	5,105	3,735
6102		EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,987	0	1,987	993	1,888
		Total Operating Income Rate Revenue	**300,135**	**0**	**300,135**	**100,349**	**67,726**
General Purpose Funding							
Rate Revenue - Income							
0011		RATES - GENERAL RATES LEVIED	(7,089,027)	0	(7,089,027)	(7,089,027)	(7,089,027)
0031		INTEREST - RATES INSTALMENT	(20,843)	0	(20,843)	(6,946)	(19,575)
0061		INTEREST - ARREARS	(40,556)	0	(40,556)	(13,516)	(8,433)
0071		RATES - INTERIM & BACK RATES	(29,812)	0	(29,812)	(9,935)	(4,747)
0081		LESS: RATES - DISCOUNTS / CONCESSIONS	879	0	879	292	879
0101		INTEREST - DEFERRED PENSIONERS	(2,100)	0	(2,100)	(697)	(4,998)
0121		REIMBURSEMENT - DEBT RECOVERY	(12,500)	0	(12,500)	(4,165)	(324)
2163		FEES & CHARGES - RATES INSTALMENTS / PAYMENT ARRANGEMENTS	(28,240)	0	(28,240)	(9,411)	(25,295)
		Total Operating Income Rate Revenue	**(7,222,199)**	**0**	**(7,222,199)**	**(7,133,405)**	**(7,151,521)**
General Purpose Funding - Schedule 3							
General Purpose Grants - Income							
0091		GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	(5,000)	(56,534)	(61,534)	(12,972)	(15,384)
1031		GRANTS - LGGC LOCAL ROAD GRANT	(2,000)	(39,718)	(41,718)	(8,611)	(10,430)
		Total Operating Income General Purpose Grants	**(7,000)**	**(96,252)**	**(103,252)**	**(21,583)**	**25,813**
General Purpose Funding - Schedule 3							
Other General Purpose Funding - Income							
0643		FEES & CHARGES	(31,458)	0	(31,458)	(10,483)	(10,730)
0911		OTHER REVENUE	(420)	0	(420)	(137)	(0)
0981		FEES & CHARGES (GST FREE) - SPECIAL SERIES NUMBER PLATES	(420)	0	(420)	(137)	(120)
4881		INTEREST - MUNICIPAL FUND	(93,015)	0	(93,015)	(31,001)	(48,086)
4891		INTEREST - RESERVE FUND	(125,500)	0	(125,500)	(41,828)	(57,499)
		Total Operating Income General Purpose Funding	**(250,813)**	**0**	**(250,813)**	**(83,586)**	**(116,435)**

Summary of Operations - General Purpose Funding

Rate Revenue					
Sub Total Operating Expenditure	300,135	0	300,135	100,349	67,726
Sub Total Operating Income	(7,222,199)	0	(7,222,199)	(7,133,405)	(7,151,521)
	(6,922,065)	**0**	**(6,922,065)**	**(7,033,056)**	**(7,083,795)**
General Purpose Grants					
Sub Total Operating Expenditure	0	0	0	0	0
Sub Total Operating Income	(7,000)	(96,252)	(103,252)	(21,583)	(25,813)
	(7,000)	**(96,252)**	**(103,252)**	**(21,583)**	**(25,813)**
Other General Purpose Funding					
Sub Total Operating Expenditure	0	0	0	0	0
Sub Total Operating Income	(250,813)	0	(250,813)	(83,586)	(116,435)
	(250,813)	**0**	**(250,813)**	**(83,586)**	**(116,435)**
Total Operating Expenditure	300,135	0	300,135	100,349	67,726
Total Operating Income	(7,480,012)	(96,252)	(7,576,264)	(7,238,574)	(7,293,769)
Program (Surplus)/Deficit	**(7,179,878)**	**(96,252)**	**(7,276,130)**	**(7,138,225)**	**(7,226,043)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Governance - Schedule 4 Members of Council - Expenditure							
0122		SALARIES	270,921	0	270,921	90,295	81,834
0132		REFRESHMENT & ENTERTAIN	10,702	0	10,702	3,565	2,815
0146		ADMIN BLDG COSTS REALLOCATED TO GOVERNANCE	67,683	0	67,683	22,555	28,867
0162		CR ALLOWANCES - TRAVEL	4,174	0	4,174	1,389	0
0172		CR ALLOWANCES -PRESIDENTIAL	8,797	0	8,797	2,929	0
0192		CONFERENCE EXPENSES	10,351	0	10,351	3,449	0
0202		COUNCILLOR'S INSURANCE	10,684	0	10,684	3,560	4,787
0222		COUNCIL STATIONERY/GIFTS	3,252	0	3,252	1,081	0
0232		CR ALLOWANCES - MEETING	63,960	0	63,960	21,315	1,193
0242		CR ALLOWANCES - OTHER	4,000	0	4,000	1,332	0
0252		DONATIONS	60,911	0	60,911	20,288	22,183
0332		DONATION BALINGUP RAIL GROUP	5,000	0	5,000	1,665	5,000
0336		COMMISSIONER ALLOWANCES	39,333	0	39,333	39,333	49,100
1222		INFORMATION TECHNOLOGY ALLOWANCE - COUNCILLORS	7,838	0	7,838	2,609	0
5532		VOLUNTEER'S FUNCTION	2,500	0	2,500	832	0
5852		SUPERANNUATION	33,155	0	33,155	11,048	10,641
5922		COUNCIL FUNCTIONS	12,500	0	12,500	4,165	0
6112		EMPLOYEE INSURANCE - WORKERS COMPENSATION	13,217	0	13,217	6,608	5,640
6302		DEPRECIATION - GOVERNANCE	8,000	0	8,000	2,665	0
6932		COUNCILLOR TRAINING	16,000	0	16,000	5,330	5,801
9722		ADMIN SAL REALLOCATED - MEMBERS GENERAL	3,700	0	3,700	1,232	1,093
		Total Operating Expenditure Members of Council	**696,677**	**0**	**696,677**	**260,577**	**219,864**
Governance - Schedule 4 Members of Council - Income							
0233		FEES & CHARGES	(105)	0	(105)	(32)	0
0243		REIMBURSEMENTS	(50)	0	(50)	(16)	0
		Total Operating Income Members of Council	**(155)**	**0**	**(155)**	**(48)**	**0**
Governance - Schedule 4 Administration - Expenditure							
0036		ADMIN EMPLOYEE COSTS REALLOCATED	(1,086,869)	0	(1,086,869)	(362,252)	(321,127)
0066		GEN ADMIN COSTS REALLOCATED	(640,001)	0	(640,001)	(213,312)	(272,965)
0250		LEASE INTEREST EXPENSE - ADMIN	1,240	0	1,240	412	258
0262		ADMIN TRAINING CONFERENCE & COURSE FEES	55,545	0	55,545	18,502	22,394
0272		SALARIES (ADM)	905,279	0	905,279	301,727	266,648
0282		SUPERANNUATION (ADMIN)	108,174	0	108,174	36,051	35,173
0292		EMPLOYEE INSURANCE - WORKERS COMPENSATION	57,216	0	57,216	28,607	19,306
0312		EMPLOYEE ASSISTANCE PROGRAM	16,200	0	16,200	5,398	0
0342		DEPRECIATION (ADM)	55,735	0	55,735	18,574	0
0352		COMPUTER SOFTWARE COSTS	49,000	0	49,000	16,323	22,998
0362	***Various***	OFFICE & SURROUNDS MTCE.	93,545	0	93,545	31,151	40,997
0372		OTH OFFICE EXPENSES (A003	6,421	0	6,421	2,137	3,870
0382		PRINTING & STATIONERY	16,052	0	16,052	5,349	4,671
0392		COMPUTER MTCE AND AGREEMENTS	161,000	0	161,000	107,900	102,832
0402		UNIFORM ALLOWANCE	6,174	0	6,174	2,056	481
0432		VEHICLE RUNNING COSTS	33,000	0	33,000	10,996	9,710
0452		ADVERTISING	1,070	0	1,070	356	0
0532		TELEPHONE & FACSIMILE	27,783	0	27,783	9,259	10,476
0542		POSTAGE	5,202	0	5,202	1,732	1,449
0562		OFFICE EQUIPMENT MAINTENANCE	7,000	0	7,000	2,332	4,654
0852		BANK CHARGES	16,587	0	16,587	5,526	3,089
0882		INSURANCE - OTHER	35,045	0	35,045	17,523	17,331
1072		FRINGE BENEFITS TAX	42,189	0	42,189	14,060	19,623
1092		COMPUTER USER GROUP SUBSCRIPTION	749	0	749	248	700
5572		CEO NETWORKING & STAFF REWARDS ALLOWANCE	1,500	0	1,500	497	300
5582		STAFF RECRUITMENT COSTS - ADMIN	10,000	0	10,000	3,333	1,135
5702		OCCUPATIONAL SAFETY AND HEALTH (RE-ALLOC. TO PROGRAMS)	1,250	0	1,250	416	24
5752		Staff Accomodation	0	0	0	0	829
6022		FURNITURE & EQUIPMENT UNDER THRESHOLD	13,912	0	13,912	4,634	5,143
		Total Operating Expenditure Administration	**-0**	**0**	**-0**	**69,535**	**0**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Governance - Schedule 4							
Administration - Income							
7863		INSURANCE REBATES	(14,000)	0	(14,000)	(4,665)	0
7873		REIMBURSEMENTS - ADMINISTRATION	(2,000)	0	(2,000)	(664)	0
		Total Operating Income Administration	**(16,000)**	**0**	**(16,000)**	**(5,329)**	**0**
Governance - Schedule 4							
Other Goverance Costs - Expense							
0156		ADMIN SALARIES REALLOCATED TO OTHER GOVERNANCE.	47,549	0	47,549	15,845	14,049
0182		SUBSCRIPTIONS	47,135	0	47,135	41,355	40,619
0206		GEN ADMIN COSTS REALLOC TO OTHER GOVERNANCE	46,853	0	46,853	15,613	19,983
0892		NON-SPECIFIC LEGAL COSTS	21,000	0	21,000	6,998	0
0952		AUDIT FEES	54,000	0	54,000	17,994	500
0962		CONSULTANTS FEES	65,000	0	65,000	21,656	25,267
1042		PUBLIC RELATIONS	21,938	0	21,938	7,310	1,655
1082		RESOURCE SHAR/ECON DEV	55,564	0	55,564	55,564	63,064
3772		SALARIES - GOVERNANCE	154,420	0	154,420	51,467	49,043
5862		SUPERANNUATION (GOVERNANCE)	12,465	0	12,465	4,153	5,677
5912		RISK MANAGEMENT	31,772	0	31,772	10,587	5,700
6122		EMPLOYEE INSURANCE - WORKERS COMPENSATION	8,107	0	8,107	4,053	3,215
		Total Operating expenditure Governancve Other	**565,803**	**0**	**565,803**	**252,595**	**229,695**
Governance - Schedule 4							
Other Goverance Costs - Income							
0333		CONTRIBUTIONS	(800)	0	(800)	(264)	234
0901		REIMBURSEMENTS - STAFF TELEPHONE	(150)	0	(150)	(48)	0
0921		FEES & CHARGES	(210)	0	(210)	(68)	0
0951		REIMBURSEMENTS - STAFF UNIFORM	(200)	0	(200)	(64)	0
1041		FEES & CHARGES - GST FREE	(210)	0	(210)	(68)	0
		Total Operating Income Governance Other	**(1,570)**	**0**	**(1,570)**	**(512)**	**234**
		Summary of Operations - Governance Program					
		Members of Council					
		Sub Total Operating Expenditure	696,677	0	696,677	260,577	219,864
		Sub Total Operating Income	(155)	0	(155)	(48)	0
			696,522	**0**	**696,522**	**260,529**	**219,864**
		Administration					
		Sub Total Operating Expenditure	(0)	0	(0)	69,535	0
		Sub Total Operating Income	(16,000)	0	(16,000)	(5,329)	0
			(16,000)	**0**	**(16,000)**	**64,206**	**0**
		Other Governace					
		Sub Total Operating Expenditure	565,803	0	565,803	252,595	229,695
		Sub Total Operating Income	(1,570)	0	(1,570)	(512)	(234)
			564,233	**0**	**564,233**	**252,083**	**229,461**
		Total Operating Expenditure	1,262,480	0	1,262,480	582,707	449,559
		Total Operating Income	(17,725)	0	(17,725)	(5,889)	(234)
		Program (Surplus)/Deficit	**1,244,755**	**0**	**1,244,755**	**576,818**	**449,325**
Law, Order & Public Safety - Schedule 5							
Fire Prevention - Expenditure							
0216		ADMIN SALARIES REALLOC TO FIRE CONTROL	70,205	0	70,205	23,399	20,743
0266		GENERAL ADMIN COSTS REALLOC TO FIRE CONTROL	35,210	0	35,210	11,732	15,017
0632		FIRE CONTROL EXPENSES	18,497	0	18,497	6,151	16,015
0642		INSURANCE (FC)	45,045	0	45,045	22,523	22,523
0672		PUBLIC STANDPIPES	26,000	0	26,000	8,663	6,221
0682		BUSH FIRE MITIGATION - SHIRE	10,702	0	10,702	3,565	8,884
1062		DEPRECIATION (FC)	44,222	0	44,222	14,737	0
1132		CESM - EMERGENCY MGMT SALS	130,285	0	130,285	43,421	46,794
3572		FURNITURE & EQUIPMENT UNDER THRESHOLD	2,442	0	2,442	812	0
0996		PLANT & EQUIPMENT UNDER THRESHOLD	8,455	0	8,455	2,817	7,879
5142		ESL OPERATING EXPENSES SHIRE	182,885	0	182,885	60,942	92,263
5592		DEPRECIATION ON BRIGADE PLANT	303,152	0	303,152	101,038	0
6402		CESM SUPERANNUATION	17,517	0	17,517	5,837	4,460

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
6412		CESM OFFICE EXPENSES	25,008	0	25,008	9,610	8,750
6962		BUSH FIRE MITIGATION - SEMC	161,150	0	161,150	53,712	47,671
7382		REGIONAL BUSHFIRE MITIGATION CO-ORDINATOR - CONTRIBUTION	19,690	0	19,690	6,562	0
		Total Operating Expenditure Fire Prevention	**1,100,464**	**0**	**1,100,464**	**375,521**	**297,220**
Law, Order & Public Safety - Schedule 5 Fire Prevention - Income							
0703		FEES & CHARGES - FINES	(2,000)	0	(2,000)	(664)	0
0745		REIMBURSEMENTS	(1,000)	0	(1,000)	(332)	0
0773		CONTRIBUTIONS	(1,000)	0	(1,000)	(332)	0
0781		DONATION FIRE PREVENTION	(8,455)	0	(8,455)	(2,817)	(7,879)
0783		FEES & CHARGES - SALE OF STANDPIPE WATER	(33,000)	0	(33,000)	(10,996)	(1,544)
1011		FEES & CHARGES - ESL COMMISSION	(4,000)	0	(4,000)	(1,332)	(4,000)
5123		GRANTS - VBFB ESL OPERATING GRANT	(235,570)	0	(235,570)	(78,492)	(117,785)
5983		REIMBURSEMENTS - DFES FOR CESM	(104,468)	0	(104,468)	(34,818)	0
6963		GRANTS - BUSHFIRE MITIGATION	(161,150)	0	(161,150)	(53,708)	(47,671)
		Total Operating Income Fire Prevention	**(550,643)**	**0**	**(550,643)**	**(183,491)**	**(178,879)**
Law, Order & Public Safety - Schedule 5 Animal Control - Expenditure							
0276		ADMIN SALARIES REALLOC TO ANIMAL CONTROL	41,142	0	41,142	13,712	12,156
0326		ADMIN GENERAL COSTS REALLOC TO ANIMAL CONTROL	30,691	0	30,691	10,227	13,090
0762		A/C TRAINING EXPENSES	2,573	0	2,573	856	4,185
0772		SALARIES (AC)	126,797	0	126,797	42,260	38,052
0782		SUPERANNUATION (AC)	10,905	0	10,905	3,633	4,166
0792		VEHICLE EXPENSE (AC)	15,500	0	15,500	5,165	2,207
0802		GENERAL EXPENSES (AC)	11,829	0	11,829	4,566	8,622
0812		CLOTHING ALLOWANCE	1,284	0	1,284	425	669
0822		TELEPHONE ALLOWANCE	2,000	0	2,000	664	516
0827		A/H CALL SERVICE - ANIMAL	2,500	0	2,500	832	601
0832		DEPRECIATION (AC)	480	0	480	157	0
		Total Operating Expenditure Animal Control	**245,700**	**0**	**245,700**	**82,497**	**84,265**
Law, Order & Public Safety - Schedule 5 Animal Control - Income							
0833		FEES & CHARGES - DOG REGISTRATION	(20,500)	0	(20,500)	0	(7,380)
0843		FEES & CHARGES - FINES	(4,000)	0	(4,000)	(1,332)	(2,804)
0873		FEES & CHARGES - ANIMAL FACILITY LICENSING	(510)	0	(510)	(168)	(210)
0893		FEES & CHARGES - ANIMAL IMPOUNDING	(2,400)	0	(2,400)	(797)	(1,909)
1193		FEES & CHARGES - CAT REGISTRATIONS	(3,590)	0	(3,590)	(1,196)	(1,279)
		Total Operating Income Animal Control	**(31,000)**	**0**	**(31,000)**	**(3,493)**	**(16,211)**
Law, Order & Public Safety - Schedule 5 Other Law, Order & Public Safety - Expenditure							
0912		DEPRECIATION (OTHER LAW & ORDER)	15,335	0	15,335	5,109	0
0916		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	34
0922	***A005***	DBK BRANCH-EMERGENCY SVES	19,977	0	19,977	6,642	6,123
1142		AWARE PROGRAMME - EMERGENCY MANAGEMENT	5,927	0	5,927	1,973	0
1152	***M032***	EMERGENCY RESPONSE, FESA SES ETC	5,479	0	5,479	1,821	90
5192		LEMC OPERATING EXPENSES	1,029	0	1,029	340	0
5193		EMERGENCY COMMUNICATION EXPENDITURE	1,574	0	1,574	524	603
5602		DEP'N ON SES PLANT	16,240	0	16,240	5,410	0
5742		COMMUNITY ROAD SAFETY	1,070	0	1,070	356	0
5772		BUILDING MAINTENANCE (EX SES BUILDING)	1,206	0	1,206	396	650
6862		ADMIN SALARIES REALLOCATED - OLOPS	3,668	0	3,668	1,220	1,084
6872		GENERAL ADMIN COSTS REALLOCATED - OLOPS	1,928	0	1,928	640	822
		Total Operating Expenditure Other Law, Order & Public Safety	**73,435**	**0**	**73,435**	**24,431**	**9,407**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Law, Order & Public Safety - Schedule 5							
Other Law, Order & Public Safety - Income							
1303		GRANTS - EMERGENCY MGMT PLAN	0	(10,000)	(10,000)	(10,000)	(10,000)
1153		GRANTS AWARE PROGRAMME	(5,927)	0	(5,927)	(1,973)	0
1163		GRANT - SES ESL OPERATING GRANT	(19,830)	0	(19,830)	(6,608)	(9,915)
		Total Operating Income Other Law, Order & Public Safety	**(25,757)**	**(10,000)**	**(35,757)**	**(18,581)**	**(19,915)**
		Summary of Operations - Law, Order & Public Safety Program					
		Fire Prevention					
		Sub Total Operating Expenditure	1,100,464	0	1,100,464	375,521	297,220
		Sub Total Operating Income	(550,643)	0	(550,643)	(183,491)	(178,879)
			549,822	**0**	**549,822**	**192,030**	**118,341**
		Animal Control					
		Sub Total Operating Expenditure	245,700	0	245,700	82,497	84,265
		Sub Total Operating Income	(31,000)	0	(31,000)	(3,493)	(16,211)
			214,700	**0**	**214,700**	**79,004**	**68,055**
		Other Law, Order & Public Safety					
		Sub Total Operating Expenditure	73,435	0	73,435	24,431	9,407
		Sub Total Operating Income	(25,757)	(10,000)	(35,757)	(18,581)	(19,915)
			47,678	**(10,000)**	**37,678**	**5,850**	**(10,508)**
		Total Operating Expenditure	1,419,600	0	1,419,600	482,449	390,891
		Total Operating Income	(607,400)	(10,000)	(617,400)	(205,565)	(215,004)
		Program (Surplus)/Deficit	**812,200**	**(10,000)**	**802,200**	**276,884**	**175,887**
Health - Schedule 7							
Health Inspection & Administration - Expenditure							
0426		ADMIN SALARIES REALLOC TO HEALTH INSP.	32,676	0	32,676	10,888	9,654
0476		ADMIN GENERAL COSTS REALLOC TO HEALTH INSP.	17,349	0	17,349	5,781	7,399
1262		SALARIES (HLTH)	132,136	0	132,136	44,038	36,333
1272		SUPERANNUATION - HEALTH	19,841	0	19,841	6,610	4,391
1302		CONF & TRAIN EXPENSES	2,104	0	2,104	700	395
1312		VEHICLE EXPENSES - HEALTH	8,500	0	8,500	2,832	2,151
1322		SUNDRY HEALTH EXPENSES	3,990	0	3,990	1,320	1,036
1332		LEGAL EXPENSES	562	0	562	184	0
2082		ANALYTICAL EXPENSES	2,140	0	2,140	712	1,567
3492		CONTRACT/RELIEF STAFF (FOOD INSPECTIONS)	5,200	0	5,200	1,732	0
6182		EMPLOYEE INSURANCE - WORKERS COMPENSATION	5,479	0	5,479	2,739	2,859
7392		FRINGE BENEFITS TAX - HEALTH	5,358	0	5,358	1,784	2,861
		Total Operating Expenditure Health Inspection & Admin	**235,335**	**0**	**235,335**	**79,320**	**68,647**
Health - Schedule 7							
Health Inspection & Administration - Income							
1071		FEES & CHARGES - SUNDRY	0	0	0	0	(177)
1343		FEES & CHARGES - GST FREE - LICENSING / INSPECTIONS	(23,020)	0	(23,020)	(7,670)	(16,783)
1443		FEES & CHARGES - FINES	(300)	0	(300)	(97)	0
1463		CONTRIBUTION - EMPLOYEES	(1,190)	0	(1,190)	(396)	0
6851		PROFIT ON SALE OF ASSET (HLTH)	(8,169)	0	(8,169)	(2,721)	0
		Total Operating Income Health Inspection & Administration	**(32,679)**	**0**	**(32,679)**	**(10,884)**	**(16,960)**
Health - Schedule 7							
Health Other - Expenditure							
1512		BANK CHARGES LOANS OTHER HEATH	378	0	378	124	155
1592	***B072***	MEDICAL CENTRE MTC	19,632	0	19,632	6,530	5,843
1602	***B005***	DENTAL SURGERY OPERATING	13,744	0	13,744	4,570	5,689
1612		INTEREST ON LOANS (MEDIC - TREASURY CORP)	1,468	0	1,468	0	675
1616		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	84
1622		DEPRECIATION (MED/DENT)	31,238	0	31,238	10,411	0
6882		ADMIN EMPLOYEE COSTS REALLOC - HEALTH	3,403	0	3,403	1,132	1,005
6892		GENERAL ADMIN COSTS REALLOC- HEALTH	1,122	0	1,122	372	479
		Total Operating Expenditure Health Other	**70,986**	**0**	**70,986**	**23,139**	**13,931**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Health - Schedule 7							
Health Other - Income							
1081		REIMBURSEMENTS	(15,500)	0	(15,500)	(5,165)	(785)
1091		FEES & CHARGES - PROPERTY LEASES	(116,914)	0	(116,914)	(38,964)	(39,591)
		Total Operating income Health Other	**(132,414)**	**0**	**(132,414)**	**(44,129)**	**(40,376)**
		Summary of Operations - Health Program					
		Health Inspection & Administration					
		Sub Total Operating Expenditure	235,335	0	235,335	79,320	68,647
		Sub Total Operating Income	(32,679)	0	(32,679)	(10,884)	(16,960)
			202,656	**0**	**202,656**	**68,436**	**51,687**
		Health Other					
		Sub Total Operating Expenditure	70,986	0	70,986	23,139	13,931
		Sub Total Operating Income	(132,414)	0	(132,414)	(44,129)	(40,376)
			(61,428)	**0**	**(61,428)**	**(20,990)**	**(26,445)**
		Total Operating Expenditure	306,321	0	306,321	102,459	82,578
		Total Operating Income	(165,093)	0	(165,093)	(55,013)	(57,336)
		Program (Surplus)/Deficit	**141,228**	**0**	**141,228**	**47,446**	**25,242**
Education & Welfare Schedule 8							
Preston Village Retirement							
4007	***Various***	UTILITY CHARGES (PRESTON VILLAGE)	21,500	0	21,500	7,158	10,299
4017		PROPERTY INSURANCE (PRESTON VILLAGE)	12,000	0	12,000	4,000	6,048
4027		WORKERS COMP INSURANCE (PRESTON VILLAGE)	1,757	0	1,757	878	347
4037		CONTRACTORS (PRESTON VILLAGE)	13,300	0	13,300	4,424	6,466
4047		EMERGENCY PHONE MONITORING (PRESTON VILLAGE)	4,000	0	4,000	1,332	1,244
4057		GENERAL EXPENSES (PRESTON VILLAGE)	250	0	250	80	0
4077		GROUNDS MAINTENANCE (PRESTON VILLAGE)	6,000	0	6,000	1,997	1,670
4167		SALARIES - PRESTON VILLAGE	15,152	0	15,152	5,049	5,264
4177		SUPERANNUATION - PRESTON VILLAGE	2,172	0	2,172	721	612
4192		PRESTON VILLAGE RETIREMENT UNITS MTC	37,772	0	37,772	12,588	6,578
5007		ADMINISTRATION SALARIES REALLOCATED (PRESTON VILLAGE)	3,459	0	3,459	1,152	1,409
5027		GENERAL ADMIN COSTS REALLOC (PRESTON VILLAGE)	2,201	0	2,201	732	925
5107		GENERAL MAINTENANCE COSTS - PRESTON VILLAGE	3,000	0	3,000	997	165
6202		DEPRECIATION (PRESTON VILLAGE)	76,754	0	76,754	25,580	0
8462		SELLING / LEASING COSTS - PRESTON VILLAGE	10,290	0	10,290	3,429	0
		Total Operating Expenditure Preston Retirement Village	**209,608**	**0**	**209,608**	**70,117**	**41,028**
Education & Welfare Schedule 8							
Preston Village Retirement							
1353		REIMBURSEMENTS - PRESTON VILLAGE	(57,127)	0	(57,127)	(19,038)	0
1523		FEES & CHARGES - LEASE PRESTON VILLAGE	(74,550)	0	(74,550)	(24,847)	(21,174)
3133		REIMBURSEMENTS - PRESTON VILLAGE	(3,500)	0	(3,500)	(1,164)	(744)
5953		FEES & CHARGES - PRESTON VILLAGE COMMUNITY CENTRE	(6,000)	0	(6,000)	(1,997)	(2,051)
		Total Operating Income Preston Retirement Village	**(141,177)**	**0**	**(141,177)**	**(47,046)**	**(23,968)**
Education & Welfare Schedule 8							
TUIA Lodge - Expenditure							
1642		DEPRECIATION (TUIA)	114,995	0	114,995	38,327	0
3592		INTEREST ON LOANS - (TUIA)	3,182	0	3,182	1,647	1,035
3697		BOND INTEREST - (TUIA)	19,160	0	19,160	0	0
3937		STATE GUARANTEE FEE - (TUIA)	1,715	0	1,715	569	754
		Total Operating Expenditure TUIA Lodge	**139,052**	**0**	**139,052**	**40,543**	**4,705**
Education & Welfare Schedule 8							
TUIA Lodge - Income							
1716		FEES & CHARGES - PROPERTY LEASES	(51,092)	0	(51,092)	(17,026)	(21,288)
		Total Operating Income TUIA Lodge	**(51,092)**	**0**	**(51,092)**	**(17,026)**	**(21,288)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Education & Welfare Schedule 8 Care Families and Children - Expenditure							
1362		COMMUNITY CENTRE / INFANT HEALTH CLINIC	8,643	0	8,643	2,867	2,152
4052		LIONS CLUB BUILDING ALLNUT ST	2,754	0	2,754	916	894
4336		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	35
4337		ADMIN SALARIES REALLOCATED	1,190	0	1,190	396	352
4347		GENERAL ADMIN COSTS REALLOCATED	383	0	383	124	164
5932		1ST DONNYBROOK SCOUT BLDG	972	0	972	317	672
6002		BALINGUP COMMUNITY CENTRE	321	0	321	104	98
9057		CHILDCARE & AFTERSCHOOL CARE NEEDS ANALYSIS	5,000	0	5,000	1,665	0
		Total Operating Expenditure Care Families and Children	**19,263**	**0**	**19,263**	**6,389**	**4,366**
Education & Welfare Schedule 8 Care Families and Children - Income							
1643		FEES & CHARGES - PROPERTY LEASES	(2,001)	0	(2,001)	(664)	(295)
4003		REIMBURSEMENTS	(1,250)	0	(1,250)	(416)	(11)
		Total Operating Income Care Families and Children	**(3,251)**	**0**	**(3,251)**	**(1,080)**	**306**
Education & Welfare Schedule 8 Community & Youth Development - Expenditure							
0486		ADMIN SALARIES REALLOC TO COMM/YOUTH DEV.	42,301	0	42,301	14,096	12,498
0536		ADMIN GENERAL COSTS REALLOC TO COMM/YOUTH DEV.	33,005	0	33,005	10,999	14,077
4652	***Y001***	COMM. DEV. INITIATIVES	9,120	0	9,120	3,037	81
4762		SEED FUNDING YOUTH RELATED PROGRAMMES	3,799	0	3,799	1,264	190
4802		DBK MOUNTAIN BIKE PROJECT	12,500	0	12,500	4,165	12,002
4822		SALARIES COMMUNITY DEVELOPMENT OFFICER	167,411	0	167,411	55,797	42,863
4832		SUPERNNUATION COMMUNITY DEVELOPMENT OFFICER	21,217	0	21,217	7,070	5,460
4842		INSURANCE COMMUNITY DEVELOPMENT	11,529	0	11,529	5,485	4,258
5202		OFFICE EXPENSES COMMUNITY DEVELOPMENT	1,830	0	1,830	608	76
5522		SENIOR WEEK FUNCTION	803	0	803	264	0
7752		AUSTRALIA DAY EVENT	5,351	0	5,351	1,781	0
		Total Operating Expenditure Community & Youth Development	**308,865**	**0**	**308,865**	**104,566**	**91,506**
Education & Welfare Schedule 8 Community & Youth Development - Income							
3403		CONTRIBUTIONS	(200)	0	(200)	(64)	0
5963		REIMBURSEMENTS - EMPLOYEES	(200)	0	(200)	(64)	0
4962		GRANTS - DBK MOUNTAIN PROJECT	(10,000)	0	(10,000)	(3,333)	10,000
		Total Operating Income Community & Youth Development	**(10,400)**	**0**	**(10,400)**	**(3,461)**	**10,000**
Education & Welfare Schedule 8 Other Welfare - Expenditure							
1017		BUILDING INSURANCE (LANG VILLS U7-9)	1,657	0	1,657	552	1,068
1057		GENERAL EXPENSES (LANG VILLS U7-9)	2,140	0	2,140	712	390
1067		WORKERS COMP INSURANCE - WELL AGED	1,963	0	1,963	981	1,075
1737		MOWING & GROUND MTCE (MINN COTTS U1-4)	3,602	0	3,602	1,200	0
1747		UTILITY CHARGES - (MINN COTTS U1-4)	5,259	0	5,259	1,744	513
1757	***Various***	CONTRACTORS - (MINN COTTS U1-4)	10,348	0	10,348	3,435	789
1767		BUILDING INSURANCE - (MINN COTTS U1-4)	982	0	982	324	586
1787		GENERAL EXPENSES - (MINN COTTS U1-4)	2,140	0	2,140	712	672
1797		MOWING & GROUND MTCE - (MINN COTTS U5-8)	3,602	0	3,602	1,200	811
6212		DEPRECIATION (MINN COTTS 1-4)	7,125	0	7,125	2,373	0
6222		DEPRECIATION (MINN COTTS 5-8)	2,457	0	2,457	816	0
6232		DEPRECIATION (MINN COTTS 9-12)	3,098	0	3,098	1,032	0
6242		DEPRECIATION (LANG VILLS 1-6)	3,840	0	3,840	1,277	0
6252		DEPRECIATION (LANG VILLS 7-9)	5,139	0	5,139	1,712	0
7107		SALARIES - DIRECT ALLOCATION	46,942	0	46,942	15,644	9,789
7117		SUPER - DIRECT ALLOCATION	3,533	0	3,533	1,176	1,051
8007		UTILITY CHARGES - (MINN COTTS U5-8)	2,964	0	2,964	980	945
8017	***Various***	CONTRACTORS - (MINN COTTS U5-8)	9,828	0	9,828	3,263	763
8027		BUILDING INSURANCE - (MINN COTTS U5-8)	940	0	940	312	573

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
8047		GENERAL EXPENSES - (MINN COTTS U5-8)	2,140	0	2,140	712	921
8057		MOWING & GROUND MTC - (MINN COTTS U9-12)	3,602	0	3,602	1,200	1,359
8067		UTILITY CHARGES - (MINN COTTS U9-12)	3,708	0	3,708	1,229	808
8077	***Various***	CONTRACTORS - (MINN COTTS U9-12)	9,828	0	9,828	3,263	1,519
8087		BUILDING INSURANCE - (MINN COTTS U9-12)	1,075	0	1,075	356	759
9007		GENERAL EXPENSES - (MINN COTTS U9-12)	2,140	0	2,140	712	638
9017		MOWING & GROUND MTC (LANG VILL U1-6)	3,602	0	3,602	1,200	917
9027		UTILITY CHARGES (LANG VILL U1-6)	6,823	0	6,823	2,269	2,111
9037	***Various***	CONTRACTORS (LANG VILL U1-6)	17,857	0	17,857	5,936	5,937
9047		BUILDING INSURANCE (LANG VILLS U1-6)	2,304	0	2,304	768	1,460
9067		GENERAL EXPENSES (LANG VILLS U1-6)	2,058	0	2,058	684	1,000
9077		MOWING & GROUND MTCE (LANG VILLS U7-9)	3,602	0	3,602	1,200	541
9082		GEN ADMIN ALLOC - AGED HOUSING (NOT TUIA OR HACC)	5,705	0	5,705	1,900	2,433
9087		UTILITY CHARGES (LANG VILLS U7-9)	3,013	0	3,013	1,000	809
9097	***Various***	CONTRACTORS (LANG VILLS U7-9)	10,744	0	10,744	3,570	3,545
9107		OPERATION COSTS ASSOCIATED WITH CAPITAL RENEWAL PROJECT - SHERP	98,407	0	98,407	32,798	19,944
9117		RECONCILIATION ACTION PLAN	3,000	0	3,000	997	0
9272		ADMIN SAL REALLOCATED - OTHER WELFARE	14,343	0	14,343	4,778	4,238
		Total Operating Expenditure Other Welfare	**311,509**	**0**	**311,509**	**104,017**	**67,962**
Education & Welfare Schedule 8 Other Welfare - Income							
1173		FEES & CHARGES - LEASE MIININUP COTTAGES U 5-8	(15,950)	0	(15,950)	(5,314)	(5,911)
1223		SOCIALHOUSING ECONOMIC RECOVERY PACKAGE (SHERP) GRANTS PROGRAM WORKSTREAM 2 - REFURBISHMENTS	(2,267,811)	0	(2,267,811)	(755,859)	(1,022,435)
1743		FEES & CHARGES - LEASE MINNINUP COTTAGES U 1-4	(36,344)	0	(36,344)	(12,112)	(5,583)
1753		FEES & CHARGES - LEASE LANGLEY VILLAS U 1-6	(57,230)	0	(57,230)	(19,074)	(11,494)
1773		FEES & CHARGES - LEASE MINNINUP COTTAGES U 9-12	(27,783)	0	(27,783)	(9,259)	(8,867)
2603		FEES & CHARGES - LEASE LANGLEY VILLAS U 7-9	(30,020)	0	(30,020)	(10,003)	(9,776)
		Total Operating Income Other Welfare	**(2,435,137)**	**0**	**(2,435,137)**	**(811,621)**	**(1,065,877)**
Education & Welfare Schedule 8 Pre-School - Expenditure							
0982		DEPRECIATION (EDUC)	11,375	0	11,375	3,789	0
		Total Operating Expenditure Pre-School	**11,375**	**0**	**11,375**	**3,789**	**0**
Education & Welfare Schedule 8 Other Education - Expenditure							
1002	***B017***	TELECENTRE MAINTENANCE	3,355	0	3,355	1,112	639
1012		SCHOLARSHIPS	300	0	300	97	0
		Total Operating Expenditure Other Education	**3,655**	**0**	**3,655**	**1,209**	**639**

Summary of Operations - Education & Welfare Program

Preston Village Retirement					
Sub Total Operating Expenditure	209,608	0	209,608	70,117	41,028
Sub Total Operating Income	(141,177)	0	(141,177)	(47,046)	(23,968)
	68,431	**0**	**68,431**	**23,071**	**17,059**
TUIA Lodge					
Sub Total Operating Expenditure	139,052	0	139,052	40,543	4,705
Sub Total Operating Income	(51,092)	0	(51,092)	(17,026)	(21,288)
	87,960	**0**	**87,960**	**23,517**	**(16,583)**
Care Families and Childfren					
Sub Total Operating Expenditure	19,263	0	19,263	6,389	4,366
Sub Total Operating Income	(3,251)	0	(3,251)	(1,080)	(306)
	16,012	**0**	**16,012**	**5,309**	**4,059**
Community & Youth Development					
Sub Total Operating Expenditure	308,865	0	308,865	104,566	91,506
Sub Total Operating Income	(10,400)	0	(10,400)	(3,461)	(10,000)
	298,465	**0**	**298,465**	**101,105**	**81,506**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
		Other Welfare					
		Sub Total Operating Expenditure	311,509	0	311,509	104,017	67,962
		Sub Total Operating Income	(2,435,137)	0	(2,435,137)	(811,621)	(1,065,877)
			(2,123,628)	**0**	**(2,123,628)**	**(707,604)**	**(997,916)**
		Pre-School					
		Sub Total Operating Expenditure	11,375	0	11,375	3,789	0
		Sub Total Operating Income	0	0	0	0	0
			11,375	**0**	**11,375**	**3,789**	**0**
		Other Education					
		Sub Total Operating Expenditure	3,655	0	3,655	1,209	639
		Sub Total Operating Income	0	0	0	0	0
			3,655	**0**	**3,655**	**1,209**	**639**
		Total Operating Expenditure	1,003,327	0	1,003,327	330,630	210,206
		Total Operating Income	(2,641,057)	0	(2,641,057)	(880,234)	(1,121,441)
		Program (Surplus)/Deficit	**(1,637,730)**	**0**	**(1,637,730)**	**(549,604)**	**(911,235)**
Community Amenities - Schedule 10 Sanitation-Household Refuse - Expenditure							
1762	***W001***	KERBSIDE GENERAL WASTE SERVICES	278,560	0	278,560	92,832	85,057
1772	***Various***	WASTE MANAGEMENT FACILITIES	545,512	0	545,512	181,802	209,439
1782		KERBSIDE RECYCLING SERVICES	168,660	0	168,660	56,209	64,551
1802	***W025***	KERBSIDE ORGANIC SERVICES (FOGO)	175,936	0	175,936	58,637	55,398
1812		DEPRECIATION (REFUSE)	51,619	0	51,619	17,202	0
2202		DWER Licence Renewal Application	15,000	0	15,000	4,998	2,665
2242		INSURANCE WASTE MANAGEMNT	2,588	0	2,588	1,121	2,789
2252		VEHICLE EXPENSES	5,250	0	5,250	1,748	1,385
2262		WASTE EDUCATION AND CUSTOMER SERVICE	16,430	0	16,430	5,474	4,163
2552	***M017***	REFUSE COLL - PUBLIC BINS	181,528	0	181,528	60,493	55,949
2562		GENERAL ADMIN ALLOCATED - HOUSEHOLD REFUSE	10,729	0	10,729	3,573	4,576
3602		REGIONAL WASTE MANAGEMENT	10,000	0	10,000	3,333	0
7362		AMORTISATION (INTANGIBLE ASSETS)	68,000	0	68,000	22,663	0
9322		ADMIN SAL ALLOCATED - SANITATION	32,084	0	32,084	10,691	9,480
9927		FRINGE BENEFITS TAX - WASTE	2,334	0	2,334	776	1,246
		Total Expenditure Sanitation Household Refuse	**1,564,230**	**0**	**1,564,230**	**521,552**	**497,698**
Community Amenities - Schedule 10 Sanitation-Household Refuse - Income							
0403		FEES & CHARGES - REFUSE SITE BALINGUP	(3,500)	0	(3,500)	(1,164)	(665)
1803		FEES & CHARGES - KERBSIDE BIN SERVICES	(921,601)	0	(921,601)	(921,601)	(922,845)
2003		FEES & CHARGES - REFUSE SITE DBK	(30,000)	0	(30,000)	(9,999)	(6,552)
6223		REIMBURSEMENTS	(600)	0	(600)	(197)	(325)
		Total Income Sanitation Household Refuse	**(955,701)**	**0**	**(955,701)**	**(932,961)**	**(930,387)**
Community Amenities - Schedule 10 Other Sanitation - Expenditure							
1902	***R042***	LITTER CONTROL	4,000	0	4,000	1,332	0
		Total Expenditure Other Sanitation	**4,000**	**0**	**4,000**	**1,332**	**0**
Community Amenities - Schedule 10 Other Sanitation - Income							
1933		FEES & CHARGES - FINES	(200)	0	(200)	(64)	0
		Total Income Other Sanitation	**(200)**	**0**	**(200)**	**(64)**	**0**
Community Amenities - Schedule 10 Urban Stormwater Drainage - expenditure							
2002	***R010***	NONEYCUP CREEK	6,000	0	6,000	1,997	0
2012	***R014***	BALINGUP DRAIN	1,622	0	1,622	540	339
5047	***R141***	BLACKWOOD RIVER MTCE	2,000	0	2,000	664	515
5057	***R142***	PRESTON RIVER MTCE	2,163	0	2,163	720	0
		Total Expenditure Urban Stormwater Drainage	**11,786**	**0**	**11,786**	**3,921**	**853**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Community Amenities - Schedule 10 Protection of Environment - expenditure							
2072	***Various***	LANDCARE DEV./ENV. PLNG.	6,490	0	6,490	2,160	194
3612		ABANDONED VEHICLES	535	0	535	176	0
4207		ADMIN SALARIES REALLOCATED	4,046	0	4,046	1,348	1,196
4217		GENERAL ADMIN COSTS REALLOCATED	1,635	0	1,635	544	697
5332		OFFICE EXPNSES - NATURAL RESOURCE MGMT	1,848	0	1,848	707	814
5612		WAGES (NATURAL RESOURCE MGMT.)	28,117	0	28,117	9,370	8,599
5622		SUPER - NATURAL RESOURCE MGMT	4,005	0	4,005	1,333	1,235
7252		BIODIVERSITY MGMT PROJECT	0	20,000	20,000	4,000	1,563
7502	***R091***	NORTH BALINGUP RESERVES	2,091	0	2,091	692	0
		Total Expenditure Protection of Environment	**48,767**	**20,000**	**68,767**	**20,330**	**14,298**
Community Amenities - Schedule 10 Protection of Environment - income							
1131		REIMBURSEMENT	0	0	0	0	(500)
1141		FEES & CHARGES - SUNDRY	(840)	0	(840)	(277)	0
1373		BIODIVERSITY MGMT PROGRAM GRANTS	0	(20,000)	(20,000)	0	(1,563)
		Total Income Protection of Environment	**(840)**	**(20,000)**	**(20,840)**	**(277)**	**(2,063)**
Community Amenities - Schedule 10 Town Planning & Regional Development - Expenditure							
0626		ADMIN EMP COSTS REALLOC TO TOWN PLAN	52,715	0	52,715	17,569	15,575
0656		ADMIN GENERAL COSTS REALLOC TO TOWN PLAN	29,340	0	29,340	9,778	12,514
2022		LEGAL EXPENSES	20,000	0	20,000	6,666	0
2052		TP CONFERENCE EXPENSES	2,104	0	2,104	700	155
2122		TOWN PLANNING SALARIES	251,604	0	251,604	83,857	43,389
2142		OFFICE EXPENSES (TP)	2,263	0	2,263	748	1,031
2162		MOTOR VEHICLE EXPENSES	14,770	0	14,770	4,921	2,069
2172		TOWN PLANNING GENERAL	5,145	0	5,145	1,713	0
2177		HERITAGE FRAMEWORK REVIEW	12,049	0	12,049	4,013	0
2272		TOWN PLANNING ADVERTISING COSTS	2,058	0	2,058	684	0
5242		TOWN PLANNING RECRUIT & RELIEF EXP	10,000	0	10,000	3,333	1,875
6052		T/PLAN - FURN & EQUIP UNDER THRESHOLD	1,070	0	1,070	356	0
6172		EMPLOYEE INSURANCE - WORKERS COMP	12,433	0	12,433	6,216	5,238
7102		SUPERANNUATION (TP)	22,339	0	22,339	7,443	5,334
7522		FRINGE BENEFITS TAX - TOWN PLANNING	10,640	0	10,640	3,545	5,682
7562		LAND ADMINISTRATION - TOWN PLANNING	8,232	0	8,232	2,741	0
7642		STRATEGIC PLANNING - TOWN PLANNING	17,775	0	17,775	5,922	0
		Total Expenditure Town Planning & Regional Development	**474,536**	**0**	**474,536**	**160,205**	**92,863**
Community Amenities - Schedule 10 Town Planning & Regional Development - Income							
2223		FEES & CHARGES - APPLICATIONS	(39,000)	0	(39,000)	(12,996)	(12,548)
2243		REIMBURSEMENTS	(200)	0	(200)	(64)	0
		Total Income Town Planning & Regional Development	**(39,200)**	**0**	**(39,200)**	**(13,060)**	**(12,548)**
Community Amenities - Schedule 10 Other Community Amenities - Expenditure							
2302	***R001***	DBK CEMETERY MNTCE	54,857	0	54,857	18,268	33,280
2312	***R002***	BLN CEMETERY MNTCE	23,415	0	23,415	7,794	6,616
2322	***R012***	PUBLIC CONVENIENCES	240,014	0	240,014	79,981	58,310
2342		TIDY TOWNS PROGRAMME	535	0	535	176	0
2372		DEPRECIATION (OCA)	15,417	0	15,417	5,137	0
2404	***B030***	VILLAGE GREEN TOILETS	6,730	0	6,730	2,237	709
4227		ADMINISTRATION SALARIES REALLOCATED	11,786	0	11,786	3,925	3,482
4237		GENERAL ADMIN COSTS REALLOCATED	4,145	0	4,145	1,380	1,768
4932	***R034***	UPPER PRESTON CEMETERY	6,284	0	6,284	2,084	2,387
5232		SALARIES - OTHER COMM AMENITIES	12,258	0	12,258	4,085	0
5882		SUPERANNUATION (COMM AMENITIES.)	1,409	0	1,409	468	52
6142		EMPLOYEE INSURANCE - WORKERS COMP	290	0	290	145	1,173
		Total Expenditure Other Community Amenities	**377,140**	**0**	**377,140**	**125,680**	**107,776**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Community Amenities - Schedule 10							
Other Community Amenities - Income							
0943		FEES & CHARGES - CEMETERIES UPPER PRESTON	(4,116)	0	(4,116)	(1,369)	(711)
2363		FEES & CHARGES - CEMETERY LICENSES	(840)	0	(840)	(277)	(3,871)
2373		FEES & CHARGES - CEMETERIES DONNYBROOK	(20,000)	0	(20,000)	(6,666)	(8,781)
2383		FEES & CHARGES - CEMETERIES BALINGUP	(5,145)	0	(5,145)	(1,713)	(4,047)
2415		GRANT INCOME LRCI TOILETS AND ABLUTIONS	(80,000)	0	(80,000)	0	0
		Total Income Other Community Amenities	**(110,101)**	**0**	**(110,101)**	**(10,025)**	**(17,411)**
		Summary of Operations - Community Amenities Program					
		Sanitation-Household Refuse					
		Sub Total Operating Expenditure	1,564,230	0	1,564,230	521,552	497,698
		Sub Total Operating Income	(955,701)	0	(955,701)	(932,961)	(930,387)
			608,529	**0**	**608,529**	**(411,409)**	**(432,689)**
		Other Sanitation					
		Sub Total Operating Expenditure	4,000	0	4,000	1,332	0
		Sub Total Operating Income	(200)	0	(200)	(64)	0
			3,800	**0**	**3,800**	**1,268**	**0**
		Urban Stormwater Drainage					
		Sub Total Operating Expenditure	11,786	0	11,786	3,921	853
		Sub Total Operating Income	0	0	0	0	0
			11,786	**0**	**11,786**	**3,921**	**853**
		Protection of Environment					
		Sub Total Operating Expenditure	48,767	20,000	68,767	20,330	14,298
		Sub Total Operating Income	(840)	(20,000)	(20,840)	(277)	(2,063)
			47,927	**0**	**47,927**	**20,053**	**12,235**
		Town Planning & Regional Development					
		Sub Total Operating Expenditure	474,536	0	474,536	160,205	92,863
		Sub Total Operating Income	(39,200)	0	(39,200)	(13,060)	(12,548)
			435,336	**0**	**435,336**	**147,145**	**80,315**
		Other Community Amenities					
		Sub Total Operating Expenditure	377,140	0	377,140	125,680	107,776
		Sub Total Operating Income	(110,101)	0	(110,101)	(10,025)	(17,411)
			267,040	**0**	**267,040**	**115,655**	**90,366**
		Total Operating Expenditure	2,480,459	20,000	2,500,459	833,020	713,488
		Total Operating Income	(1,106,041)	(20,000)	(1,126,041)	(956,387)	(962,409)
		Program (Surplus)/Deficit	**1,374,418**	**0**	**1,374,418**	**(123,367)**	**(248,920)**
Recreation & Culture - Schedule 11							
Public Halls & Civic Centres - Expenditure							
2412	***B009***	PUBLIC HALLS - DBK	38,381	0	38,381	12,826	10,411
2422	***B010***	PUBLIC HALLS - BLN	21,077	0	21,077	7,056	6,534
2432	***B085***	PUBLIC HALLS - KIRUP	5,723	0	5,723	1,900	2,068
2442		PUBLIC HALLS - NOGGERUP	6,286	0	6,286	2,092	1,946
2452		DEPRECIATION (HALLS)	195,639	0	195,639	65,204	0
2462		PUBLIC HALLS - NEWLANDS	4,371	0	4,371	1,450	1,301
2472	***B088***	PUBLIC HALL- BROOKHAMPTON	5,094	0	5,094	1,696	1,087
2482	***B090***	PUBLIC HALL - YABBERUP	4,688	0	4,688	1,560	1,927
4357		ADMIN SALARIES REALLOCATED	11,616	0	11,616	3,869	3,432
4367		GENERAL ADMIN COSTS REALLOCATED	4,377	0	4,377	1,457	1,867
		Total Expenditure Public Halls & Civic Centres	**297,252**	**0**	**297,252**	**99,110**	**30,572**
Recreation & Culture - Schedule 11							
Public Halls & Civic Centres - Income							
2433		FEES & CHARGES - DONNYBROOK HALL HIRE	(4,000)	0	(4,000)	(1,332)	(2,083)
2443		FEES & CHARGES - BALINGUP HALL HIRE	(2,100)	0	(2,100)	(697)	(131)
7053		FEES & CHARGES - PROPERTY LEASES	(1,889)	0	(1,889)	(628)	(153)
		Total Income Public Halls & Civic Centres	**(204,339)**	**0**	**(204,339)**	**(68,097)**	**(2,367)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Recreation & Culture - Schedule 11							
Recreation Centre - Expenditure							
2657		SOFTWARE LICENSING - DBK REC CENTRE	26,204	0	26,204	8,731	21,002
2707		OTHER STAFF COSTS - DBK REC CENTRE	3,788	0	3,788	1,260	1,214
2717		STAFF UNIFORM - DBK REC CENTRE	2,354	0	2,354	784	230
2722	***B029***	REC CENTRE MTCE	10,208	0	10,208	3,396	3,217
2727		INSURANCE - DBK REC CENTRE	23,195	0	23,195	7,728	10,797
2732		SUPERANNUATION - DBK REC CENTRE	36,500	0	36,500	12,164	13,685
2737		EMPLOYEE INSURANCE - DBK REC CENTRE	17,413	0	17,413	8,706	7,942
2742		SALARIES - DBK REC CENTRE	378,000	0	378,000	125,986	121,429
2747		COMMUNICATION - DBK REC CENTRE	3,425	0	3,425	1,140	1,093
2752		RECRUITMENT EXPENSES - DBK REC CENTRE	4,500	0	4,500	1,497	665
2755		OPEN DAY RECREATION CENTRE	1,605	0	1,605	532	0
2757		CLEANERS WAGES - DBK REC CENTRE	172	0	172	56	0
2767		CLEANERS SUPERANNUATION - DBK REC CENTRE	3,755	0	3,755	1,249	0
2777		CLEANING MATERIALS - DBK REC CENTRE	3,210	0	3,210	1,068	350
2787		GEN. BUILD MTC - DBK REC CENTRE	7,491	0	7,491	2,496	2,515
2797		PRINTING / STATIONERY - DBK REC CENTRE	2,675	0	2,675	889	1,323
2802		CONFERENCE & TRAINING - DBK REC CENTRE	6,261	0	6,261	2,085	2,761
2807		ADVERTISING / PROMOTION COSTS - DBK REC CENTRE	7,491	0	7,491	2,496	464
2817		EQUIPMENT UNDER THRESHOLD - DBK REC CENTRE	14,225	0	14,225	4,738	3,611
2827		SUNDRY EXPENSES - DBK REC CENTRE	7,491	0	7,491	2,496	6,321
2837		WATER (POOL) - DBK REC CENTRE	9,691	0	9,691	3,229	1,844
2847		CHEMICALS (POOL) - DBK REC CENTRE	14,052	0	14,052	4,681	2,714
2857		PERSONAL PROTECTIVE EQUIP (POOL) - DBK REC CENTRE	1,926	0	1,926	640	0
2867		ELECTRICITY - DBK REC CENTRE	60,000	0	60,000	19,998	20,631
2877		POOL PLANT MTCE - DBK REC CENTRE	15,558	0	15,558	5,185	1,800
2887		POOL & SURROUND MTCE - DBK REC CENTRE	10,702	0	10,702	3,565	1,581
2897		POOL PROGRAME COSTS - DBK REC CENTRE	3,210	0	3,210	1,068	1,875
2907		SUBSCRIPTIONS & MEMBERSHIP - DBK REC CENTRE	856	0	856	284	835
2917		POOL SUNDRY EXPENSES - DBK REC CENTRE	1,926	0	1,926	640	0
2927		STOCK PURCHASES (FOOD) - DBK REC CENTRE	10,702	0	10,702	3,565	4,237
2937		STOCK PURCHASES (NON-FOOD) - DBK REC CENTRE	5,351	0	5,351	1,781	200
2947		KIOSK MAINTENANCE - DBK REC CENTRE	535	0	535	176	153
2957		HIRE EQUIPMENT (SQUASH) - DBK REC CENTRE	107	0	107	32	0
2967		SQUASH COURT MTCE - DBK REC CENTRE	2,140	0	2,140	712	0
2977		PROGRAM COSTS (FUNCTION) - DBK REC CENTRE	535	0	535	176	116
2987		FUNCTION AREA MTCE - DBK REC CENTRE	2,808	0	2,808	933	61
2997		GYM BUILDING MTCE - DBK REC CENTRE	535	0	535	176	305
3007		GYM EQUIPMENT MTCE - DBK REC CENTRE	2,675	0	2,675	889	0
3017		GYM TRAINING PROGRAMS - DBK REC CENTRE	1,070	0	1,070	356	0
3027		GYM PROGRAM COSTS - DBK REC CENTRE	15,470	0	15,470	5,154	5,040
3037		STADIUM GEN MTCE - DBK REC CENTRE	6,297	0	6,297	2,097	2,231
3047		UMPIRE FEES - DBK REC CENTRE	2,646	0	2,646	880	480
3057		STADIUM PROGRAM COSTS - DBK REC CENTRE	2,140	0	2,140	712	734
3067		CRECHE / KINDY GYM EQUIPMENT - DBK REC CENTRE	642	0	642	212	10
3077		ADMIN SALARIES REALLOCATED	100,681	0	100,681	33,554	29,747
3127		GENERAL ADMIN COSTS REALLOCATED	49,230	0	49,230	16,405	20,997
3137		DEPRECIATION - REC CENTRE	135,000	0	135,000	44,994	0
3442		RECREATION CENTRE STOCK WRITTEN OFF	107	0	107	32	32
3497		CONTRACT CLEANERS - DBK REC CENTRE	22,800	0	22,800	7,598	5,789
3507		VEHICLE EXPENSES - DBK REC CENTRE	8,000	0	8,000	2,665	0
3517		FRINGE BENEFITS TAX - DBK REC CENTRE	5,500	0	5,500	1,832	2,937
9882		MAJOR PROJECT MANAGEMENT REALLOCATED	2,056	0	2,056	684	498
		Total Expenditure Recreation Centre	**1,054,914**	**0**	**1,054,914**	**354,402**	**304,933**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Recreation & Culture - Schedule 11 Recreation Centre - Income							
1121		FEES & CHARGES - SHOP / KIOSK (GT FREE)	(2,099)	0	(2,099)	(697)	(629)
1151		FEES & CHARGES - SQUASH CENTRE	(210)	0	(210)	(68)	(99)
1201		FEES & CHARGES - GYMNASIUM / MEMBERSHIPS	(95,632)	0	(95,632)	(31,873)	(41,614)
1211		FEES & CHARGES - FUNCTION LOUNGE	(1,500)	0	(1,500)	(497)	(1,826)
1221		FEES & CHARGES - STADIUM	(25,000)	0	(25,000)	(8,331)	(9,201)
1231		FEES & CHARGES - SUNDRY	(52)	0	(52)	(16)	0
1251		FEES & CHARGES - GROUP FITNESS	(3,000)	0	(3,000)	(997)	(2,536)
2553		FEES & CHARGES - SHOP / KIOSK (TAXABLE)	(13,500)	0	(13,500)	(4,497)	(4,440)
2563		FEES & CHARGES - POOL	(120,000)	0	(120,000)	(39,996)	(44,843)
2643		FEES & CHARGES - CRECHE	(1,050)	0	(1,050)	(348)	(584)
2823		REIMB DBK REC CENTRE	(1,500)	0	(1,500)	(497)	0
3048		LRCI GRANT FUNDING - (REC CENTRE)	(140,000)	0	(140,000)	0	0
		Total Income Recreation Centre	**(403,543)**	**0**	**(403,543)**	**(87,817)**	**(105,772)**
Recreation & Culture - Schedule 11 Other Recreation & Sport - Expenditure							
2607	***Various***	STATION SQUARE	63,164	0	63,164	21,035	21,225
2642	***Various***	PARKS & RESERVES GENERAL	883,776	0	883,776	294,510	246,926
2652	***B015***	BLN REC CENTRE	2,976	0	2,976	992	3,160
2662	***Various***	EGAN PARK	106,505	0	106,505	35,458	45,358
2672	***Various***	MITCHELL PARK	104,893	0	104,893	34,945	28,141
2677	***R155***	VIN FARLEY PARK	4,535	0	4,535	1,509	0
2692	***R007***	MITCHELL PARK - TENNIS CLUB	1,480	0	1,480	488	708
2702		DEPRECIATION (ORS)	528,869	0	528,869	176,269	0
2712	***Various***	BLN PARKS & RESERVES	344,674	0	344,674	114,841	92,133
2782		INDIGENOUS MURAL PROJECT	10,000	0	10,000	3,333	0
2812		INTEREST ON LOAN (REC)	0	0	0	0	309
3346		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	6,968
4247		ADMINISTRATION SALARIES REALLOCATED	61,044	0	61,044	20,343	18,036
4257		GENERAL ADMIN COSTS REALLOCATED	14,616	0	14,616	4,869	6,234
5652	***R051***	WALK TRAILS	2,857	0	2,857	948	0
5792		BANK CHARGES LOANS - OTHER RECREATION AND SPORT	0	0	0	0	135
7712	***Various***	KIRUP PARKS & RESERVES	50,216	0	50,216	16,701	13,370
7722	***R019***	NOGGERUP PARK	7,065	0	7,065	2,346	1,475
9892		MAJOR PROJECT MANAGEMENT REALLOCATED	7,389	0	7,389	2,461	1,791
		Total Expenditure Other Recreation & Sport	**2,194,059**	**0**	**2,194,059**	**731,048**	**486,123**
Recreation & Culture - Schedule 11 Other Recreation & Sport - Income							
2323		DONATIONS - FUNPARK	(900)	0	(900)	(297)	(219)
2583		FEES & CHARGES - PROPERTY LEASES (STATION SQUARE)	(15,020)	0	(15,020)	(5,005)	(5,219)
2653		REIMBURSEMENTS - DEBTOR LOAN INTEREST	(4,981)	0	(4,981)	(1,657)	(1,572)
2723		REIMBURSEMENTS - SELF SUPPORTING LOAN INTEREST	(1,443)	0	(1,443)	(480)	(492)
2733		FEES & CHARGES - PROPERTY LEASES (EGAN PARK)	(2,267)	0	(2,267)	(753)	0
2763		FEES & CHARGES - PROPERTY LEASES (MITCHELL PARK)	(14,092)	0	(14,092)	(4,694)	0
2773		FEES & CHARGES - PROPERTY LEASES (MITCHELL PK TENNIS)	(1,518)	0	(1,518)	(504)	0
2793		REIMBURSEMENTS - STATION SQUARE CAFE	(21,000)	0	(21,000)	(6,998)	(6,980)
2803		FEES & CHARGES - RESERVE HIRE	(1,271)	0	(1,271)	(420)	(142)
2853		REIMBURSEMENTS INCLUDING INSURANCE CLAIMS	(850)	0	(850)	(280)	(71)
3043		FEES & CHARGES - PROPERTY LEASES (BALINGUP REC CNTR)	(1,000)	0	(1,000)	(332)	0
3015		GRANT - WA FOOTBALL CLUB	(200,000)	0	(200,000)	0	0
0475		GOVT GRANTS - COMMUNITY FACILITIES	(5,302,607)	0	(5,302,607)	(1,767,358)	(168,283)
7085		CONTRIBUTIONS (CAPITAL) - ASSETS	(3,000,000)	0	(3,000,000)	(999,900)	0
		Total Income Other Recreation & Sport	**(8,566,948)**	**0**	**(8,566,948)**	**(2,788,678)**	**(182,977)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Recreation & Culture - Schedule 11 Libraries - Expenditure							
2902		SALARIES - DBK LIBRARY	131,680	0	131,680	43,886	37,109
2912		SUPERANNUATION - DBK LIBRARY	15,037	0	15,037	5,010	4,027
2922		BOOK STOCK - DBK LIBRARY	535	0	535	176	0
2932		BLN LOST/DAMAGED BOOKS	214	0	214	68	0
2972		GENERAL EXPENSES BLN	5,000	0	5,000	1,661	326
3002		GENERAL ADMIN ALLOCATED - LIBRARIES	53,523	0	53,523	17,837	22,828
3012	***A004***	SALARIES BLN LIBRARY	20,254	0	20,254	6,750	5,593
3022		SUPERANNUATION BLN LIB	1,892	0	1,892	628	560
3052		DEPRECIATION - DBK LIB	121,466	0	121,466	40,484	0
3147		STAFF UNIFORMS - DBK LIBRARY	1,070	0	1,070	356	0
3152		DEPRECIATION BLN LIBARY	1	0	1	0	0
3157		STAFF TRAINING - DBK LIBRARY	2,104	0	2,104	700	0
3167		OTHER EMPLOYEE COSTS - DBK LIBRARY	628	0	628	208	79
3187		TELEPHONE & COMMUNICATIONS - DBK LIBRARY	3,674	0	3,674	1,224	630
3197		FURNITURE & EQUIPMENT BELOW THRESHOLD - DBK LIBRARY	2,058	0	2,058	684	463
3217		SUBSCRIPTIONS & RESOURCES - DBK LIBRARY	4,816	0	4,816	1,604	4,550
3227		POSTAGE & FREIGHT - DBK LIBRARY	2,821	0	2,821	937	271
3237		STATIONERY & OFFICE SUPPLIES - DBK LIBRARY	2,140	0	2,140	712	1,562
3247		SOFTWARE LICENSING (LMS) - DBK LIBRARY	2,140	0	2,140	712	0
3267		CLEANING EXPENSES (EDWA) - DBK LIBRARY	4,600	0	4,600	1,532	208
3287		LIBRARY PARTNERSHIP AGREEMENT EXPENSES - DBK LIBRARY	2,140	0	2,140	712	3,289
3317		EQUIPMENT MAINTENANCE - DBK LIBRARY	2,675	0	2,675	889	0
3337		ELECTRICITY - DBK LIBRARY	6,606	0	6,606	2,200	2,909
3347		WATER - DBK LIBRARY	1,622	0	1,622	540	326
3357		GAS - DBK LIBRARY	541	0	541	180	0
3367		SUNDRY EXPENDITURE - DBK LIBRARY	2,140	0	2,140	712	711
3377		WORKERS COMP INSURANCE - DBK LIBRARY	7,280	0	7,280	3,640	3,163
3387		INSURANCE - DBK LIBRARY	2,406	0	2,406	800	1,106
5662		BUILDING MAINTENANCE - DBK LIBRARY	6,000	0	6,000	1,997	0
9422		ADMIN SAL ALLOCATED - LIBRARIES	87,241	0	87,241	29,076	25,776
		Total Expenditure Libraries	**494,304**	**0**	**494,304**	**165,915**	**115,486**
Recreation & Culture - Schedule 11 Libraries - Income							
2963		REIMBURSEMENTS - SUNDRY	(250)	0	(250)	(80)	(93)
2973		REIMBURSEMENT - LOST/DAMAGED BOOKS (BALINGUP)	(50)	0	(50)	(16)	0
2983		REIMBURSEMENT - LOST/DAMAGED BOOKS (DONNYBROOK)	(50)	0	(50)	(16)	0
		Total Income Libraries	**(350)**	**0**	**(350)**	**(112)**	**93**
Recreation & Culture - Schedule 11 Other Culture - Expenditure							
1382		ARTS ACQUISITION PRIZE	1,500	0	1,500	497	1,504
3082		MUSEUM GRANTS	400	0	400	128	252
3952	***Various***	RAILWAY STATION	3,223	0	3,223	1,065	4,877
4267		GENERAL ADMIN COSTS REALLOCATED	600	0	600	197	256
5272		PROMOTION OF COMMUNITY EVENTS	40,000	0	40,000	13,320	1,916
7592		DEPRECIATION (OCUL)	26,597	0	26,597	8,863	0
9432		ADMIN SALARIES REALLOCATED	1,830	0	1,830	608	541
9872		MAJOR PROJECT MANAGEMENT REALLOCATED	336,202	0	336,202	112,054	81,476
		Total Other Culture Expenditure	**410,353**	**0**	**410,353**	**136,732**	**90,822**
Recreation & Culture - Schedule 11 Other Culture - Income							
0493		FEES & CHARGES - PROPERTY LEASES	(3,672)	0	(3,672)	(1,221)	0
7603		FEES & CHARGES - SUNDRY	0	0	0	0	(1,282)
		Total Other Culture Income	**(3,672)**	**0**	**(3,672)**	**(1,221)**	**(1,282)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
		Summary of Operations - Recreation & Culture Program					
		Public Halls & Civic Centres					
		Sub Total Operating Expenditure	297,252	0	297,252	99,110	30,572
		Sub Total Operating Income	(204,339)	0	(204,339)	(68,097)	(2,367)
			92,912	**0**	**92,912**	**31,013**	**28,205**
		Recreation Centre					
		Sub Total Operating Expenditure	1,054,914	0	1,054,914	354,402	304,933
		Sub Total Operating Income	(403,543)	0	(403,543)	(87,817)	(105,772)
			651,371	**0**	**651,371**	**266,585**	**199,162**
		Other Recreation & Sport					
		Sub Total Operating Expenditure	2,194,059	0	2,194,059	731,048	486,123
		Sub Total Operating Income	(8,566,948)	0	(8,566,948)	(2,788,678)	(182,977)
			(6,372,889)	**0**	**(6,372,889)**	**(2,057,630)**	**303,146**
		Libraries					
		Sub Total Operating Expenditure	494,304	0	494,304	165,915	115,486
		Sub Total Operating Income	(350)	0	(350)	(112)	(93)
			493,954	**0**	**493,954**	**165,803**	**115,394**
		Other Culture					
		Sub Total Operating Expenditure	410,353	0	410,353	136,732	90,822
		Sub Total Operating Income	(3,672)	0	(3,672)	(1,221)	(1,282)
			406,680	**0**	**406,680**	**135,511**	**89,540**
		Total Operating Expenditure	4,450,882	0	4,450,882	1,487,207	1,027,936
		Total Operating Income	(9,178,853)	0	(9,178,853)	(2,945,925)	(292,490)
		Program (Surplus)/Deficit	**(4,727,971)**	**0**	**(4,727,971)**	**(1,458,718)**	**735,446**
Transport - Schedule 12 Construction Streets, Roads, Bridges & Depots - Expenditure							
3230		DEPRECIATION (RCO)	3,860,813	0	3,860,813	1,286,806	0
		Total Construction Streets, Roads, Bridges & Depots. - Expenditure	**3,860,813**	**0**	**3,860,813**	**1,286,806**	**0**
Transport - Schedule 12 Construction Streets, Roads, Bridges & Depots - Income							
0325		GRANTS - BLACK SPOTS	(549,457)	(170,000)	(719,457)	(239,820)	(10,109)
0405		GRANTS - SUNDRY TRANSPORT CONSTRUCTION	(275,000)	0	(275,000)	(91,656)	(1,795)
3191		CONTRIBUTION TO ASSETS (INFRASTRUCTURE/FUTURE WORKS)	(68,800)	0	(68,800)	(22,930)	0
3251		GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	(2,991,300)	0	(2,991,300)	(996,999)	0
3261		GRANT REVENUE - LRCI	(309,388)	0	(309,388)	(103,118)	0
3291		GRANTS - REGIONAL ROAD GROUP	(588,478)	0	(588,478)	(196,139)	(5,470)
3331		GRANTS - ROADS TO RECOVERY	(420,000)	0	(420,000)	(139,986)	(49,762)
3341		GRANTS - WA BICYCLE NETWORK PROGRAM (WABN)	(65,000)	0	(65,000)	(21,663)	0
		Total Construction Streets, Roads, Bridges & Depots - Income	**(5,267,423)**	**-170000**	**(5,437,423)**	**(1,812,311)**	**67,135**
Transport - Schedule 12 Sreets, Roads, Bridges & Depot Maintenance - Expenditure							
0150	***T008***	DONNYBROOK TOWNSCAPE WORKS	11,834	0	11,834	3,941	0
0160	***T009***	KIRUP TOWN CENTRE DEVELOPMENT	5,917	0	5,917	1,969	0
1402	***A012***	RURAL PROPERTY NUMBERING SCHEME	3,174	0	3,174	1,050	1,692
3350		DEPRECIATION (RMC)	1,301,828	0	1,301,828	433,898	0
3370	***M008***	STREET TREES & PRUNING	72,467	0	72,467	24,151	26,900
3380	***M009***	CROSSOVERS	2,206	0	2,206	733	391
0190	***MS000***	RURAL ROADS (SEALED) MTCE.	405,316	0	405,316	135,084	183,415
0200	***MG001***	RURAL ROADS (GRAVEL) MTCE.	555,628	0	555,628	185,184	270,781
0210	***MS999***	URBAN ROADS (SEALED) MTCE.	123,425	0	123,425	41,129	41,311
0220	***MG000***	URBAN ROADS (GRAVEL) MTCE.	21,902	0	21,902	7,288	9,675
3410	***M031***	GEN.MAINTENANCE - OTHER	0	0	0	0	2,672
3420		LIGHTING OF STREETS	96,131	0	96,131	32,038	29,422
3430	***M007***	STREET CLEANING	82,320	0	82,320	27,436	17,838
3450	***Various***	BRIDGE MAINTENANCE	283,710	0	283,710	94,552	88,406
3460	***M010***	TRAFFIC SIGNS & CONTROL	15,000	0	15,000	4,998	3,375
3470	***B011***	DBK DEPOT MAINTENANCE	48,588	0	48,588	16,223	27,070

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
3480	***B016***	BLN DEPOT MAINTENANCE	17,142	0	17,142	5,712	4,832
3550	***M030***	ROAD ASSET MANAGEMENT	40,000	0	40,000	13,329	14,154
5992		SUNDRY PLANT PURCHASES BELOW THRESHOLD	19,000	0	19,000	6,330	1,081
6961		P/L SALE OF ASSET (RMC)	32,488	0	32,488	10,827	0
7082	***T004***	BLN TOWN CENTRE WORKS	11,834	0	11,834	3,941	0
9167		PARKING STRATEGY	15,000	0	15,000	4,998	0
9902		MAJOR PROJECT MANAGEMENT REALLOCATED	25,861	0	25,861	8,618	6,267
		Total Streets, Roads, Bridges & Depot Mtc. - Expenditure	**3,190,769**	**0**	**3,190,769**	**1,063,429**	**729,282**
Transport - Schedule 12							
Sreets, Roads, Bridges & Depot Maintenance - Income							
0683		FEES & CHARGES - SUNDRY	(525)	0	(525)	(172)	(499)
0933		GRANTS - MRD DIRECT GRANTS	(201,180)	0	(201,180)	(201,180)	(201,180)
3511		REIMBURSEMENTS	(39,559)	0	(39,559)	(13,184)	0
7913		P/L SALE OF ASSET (RMC)	(39,442)	0	(39,442)	(13,144)	0
		Total Streets, Roads, Bridges & Depot Mtc. - Income	**(333,713)**	**0**	**(333,713)**	**(245,345)**	**(201,679)**
Transport - Schedule 12							
Private Works - Expenditure							
4292		PRIVATE WORKS	535	0	535	176	0
		Total Private Works - Expenditure	**535**	**0**	**535**	**176**	**0**
Transport - Schedule 12							
Private Works - Income							
4323		FEES & CHARGES - PRIVATE WORKS	(500)	0	(500)	(164)	0
		Total Private Works - Income	**(500)**	**0**	**(500)**	**(164)**	**0**
		Summary of Operations - Transport Program					
		Construction Streets, Roads, Bridges & Depots					
		Sub Total Operating Expenditure	3,860,813	0	3,860,813	1,286,806	0
		Sub Total Operating Income	(5,267,423)	(170,000)	(5,437,423)	(1,812,311)	(67,135)
			(1,406,610)	**(170,000)**	**(1,576,610)**	**(525,505)**	**(67,135)**
		Streets, Roads, Bridges & Depot Maintenance					
		Sub Total Operating Expenditure	3,190,769	0	3,190,769	1,063,429	729,282
		Sub Total Operating Income	(333,713)	0	(333,713)	(245,345)	(201,679)
			2,857,056	**0**	**2,857,056**	**818,084**	**527,603**
		Private Works					
		Sub Total Operating Expenditure	535	0	535	176	0
		Sub Total Operating Income	(500)	0	(500)	(164)	0
			35	**0**	**35**	**12**	**0**
		Total Operating Expenditure	7,052,117	0	7,052,117	2,350,411	729,282
		Total Operating Income	(5,601,636)	(170,000)	(5,771,636)	(2,057,820)	(268,815)
		Program (Surplus)/Deficit	**1,450,481**	**(170,000)**	**1,280,481**	**292,591**	**460,468**
Economic Services - Schedule 13							
Rural Services - Expenditure							
3402		DEPRECIATION (RURAL)	2,267	0	2,267	753	0
3842	***Various***	NOXIOUS WEEDS/PEST PLANTS	35,000	0	35,000	11,664	19,681
3852		VERMIN CONTROL	535	0	535	176	0
3862		GEN. ADMIN ALLOC - RURAL SERVICES	1,176	0	1,176	389	523
9482		ADMIN SALL ALLOCATED	3,416	0	3,416	1,136	1,009
		Total Rural Services - Expenditure	**42,394**	**0**	**42,394**	**14,118**	**21,214**
Economic Services - Schedule 13							
Tourism & Area Promotion - Expenditure							
2192	***R046***	DONNYBROOK TRANSIT PARK MAINTENANCE	51,050	0	51,050	16,999	13,841
2862	***M034***	FESTIVALS & COMMUNITY EVENTS	5,325	0	5,325	1,766	1,350
3912		AREA PROMOTION	108,045	0	108,045	36,001	50,000
3922		DEPRECIATION (TOUR)	15,974	0	15,974	5,322	0
4277		ADMINISTRATION EMPLOYEE COSTS REALLOCATED	5,538	0	5,538	1,844	1,636
4287		GENERAL ADMIN COSTS REALLOCATED	1,982	0	1,982	660	845
5832		SALARIES (TOURISM)	50,711	0	50,711	16,901	9,601

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
5892		SUPERANNUATION (TOURISM)	4,567	0	4,567	1,520	1,348
6152		EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,729	0	1,729	864	1,332
7152	***B037***	BALINGUP TRANSIT PARK MTCE.	46,653	0	46,653	15,539	11,925
9937	***T137***	BALINGUP TOURIST INFORMATION BAY	6,180	0	6,180	2,060	0
		Total Tourism & Area Promotion - Expenditure	**297,754**	**0**	**297,754**	**99,476**	**91,879**
Economic Services - Schedule 13 Tourism & Area Promotion - Income							
0383		FEES & CHARGES - DBK TRANSIT PARK	(67,000)	0	(67,000)	(22,330)	(25,004)
1313		FEES & CHARGES - CARAVAN PARK LICENCES	(204)	0	(204)	(65)	0
3993		FEES & CHARGES - BALINGUP TRANSIT	(25,000)	0	(25,000)	(8,331)	(4,882)
		Total Tourism & Area Promotion - Income	**(92,204)**	**0**	**(92,204)**	**(30,726)**	**(29,886)**
Economic Services - Schedule 13 Building Control - Expenditure							
0666		ADMIN SALARIES REALLOC TO BLDG CONTROL	42,948	0	42,948	14,312	12,689
0716		GEN ADMIN COSTS REALLOCATED TO BLDG CONTROL	25,281	0	25,281	8,423	10,783
4062		SALARIES (BLD)	145,689	0	145,689	48,555	43,239
4072		SUPERANNUATION - BUILDING	24,345	0	24,345	8,111	5,904
4082		CONTRACT LABOUR & RELIEF	6,240	0	6,240	2,077	0
4112		VEHICLE EXPENSES - BLDNG	10,500	0	10,500	3,497	1,719
4122		LEGAL EXPENSES	2,163	0	2,163	720	0
4132		SUNDRY BUILDING EXPENSES	6,965	0	6,965	2,317	1,521
4152		CONFERENCE & TRAINING BLD	2,104	0	2,104	700	0
4182		FURNITURE AND EQUIPMENT UNDER THRESHOLD	1,070	0	1,070	356	0
6162		EMPLOYEE INSURANCE - WORKERS COMPENSATION	5,769	0	5,769	2,884	3,033
9928		FRINGE BENEFITS TAX - BUILDING	6,370	0	6,370	2,121	3,196
		Total Building Expenditure	**279,444**	**0**	**279,444**	**94,073**	**82,083**
Economic Services - Schedule 13 Building Control - Income							
4153		FEES & CHARGES - BUILDING LICENSES	(46,200)	0	(46,200)	(15,397)	(28,666)
4163		FEES & CHARGES - COMMISSION BCITF	(446)	0	(446)	(148)	(91)
4173		FEES & CHARGES - SUNDRY	(105)	0	(105)	(32)	(1,332)
4183		FEES & CHARGES - FINES	(100)	0	(100)	(32)	0
4193		REIMBURSEMENTS	(1,850)	0	(1,850)	(616)	(364)
4213		FEES & CHARGES - COMMISSION BRB	(1,050)	0	(1,050)	(348)	(290)
5003		FEES & CHARGES - SWIMMING POOL INSPECTIONS	(2,448)	0	(2,448)	(813)	(2,717)
		Total Building Income	**(52,199)**	**0**	**(52,199)**	**(17,386)**	**(33,460)**
Economic Services - Schedule 13 Other Economic Services - Expenditure							
1212		LAND DISPOSAL COSTS	10,702	0	10,702	3,565	0
4252		DEPRECIATION (OES)	8,636	0	8,636	2,877	0
4302		GENERAL ADMIN ALLOCATED - OTHER ECONOMIC SERVICES	2,596	0	2,596	861	851
4772	***B040***	BANK BUILDINGS (70 SW HWY DONNYBROOK)	12,646	0	12,646	4,206	3,858
5402		INTEREST ON LOANS (OTHER ECON SERV)	775	0	775	256	0
5782		BANK CHARGES LOANS OTHER ECONOMIC SERVICES	169	0	169	56	8
5812		RAC CHARGING STATION EXPENSES	1,927	0	1,927	640	2,278
		Total Other Economic Services -Expenditure	**37,451**	**0**	**37,451**	**12,461**	**6,995**
Economic Services - Schedule 13 Other Economic Services - Income							
4253		FEES & CHARGES - EXTRACTIVE INDUSTRY LICENSE	(5,712)	0	(5,712)	(1,901)	(525)
4273		FEES & CHARGES - ROYALTIES	(27,541)	0	(27,541)	(9,178)	(8,747)
4363		FEES & CHARGES - PROPERTY LEASES	(41,200)	0	(41,200)	(13,729)	(13,696)
4793		REIMBURSEMENTS	(12,900)	0	(12,900)	(4,297)	(5,760)
		Total Other Economic Services - Income	**(87,353)**	**0**	**(87,353)**	**(29,105)**	**(28,728)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Economic Services - Schedule 13							
Economic Development - Expenditure							
9947		SALARIES (ECON DEV)	81,423	0	81,423	27,136	27,671
9957		SUPERANNUATION (ECON DEV)	11,399	0	11,399	3,797	2,553
9956		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	1,695
9987		ECONOMIC DEVELOPMENT EXPENSES	30,000	0	30,000	9,999	0
9177		ECONOMIC DEVELOPMENT STRATEGY	40,000	0	40,000	13,332	0
		Total Other Economic Services -Expenditure	**162,822**	**0**	**162,822**	**54,264**	**31,920**
Economic Services - Schedule 13							
Economic Development - Income							
9173		GRANT INCOME - SWDC	(20,000)	0	(20,000)	(6,666)	0
		Total Other Economic Services -Expenditure	**(20,000)**	**0**	**(20,000)**	**(6,666)**	**0**
		Summary of Operations - Economic Services Program					
		Rural Services					
		Sub Total Operating Expenditure	42,394	0	42,394	14,118	21,214
		Sub Total Operating Income	0	0	0	0	0
			42,394	**0**	**42,394**	**14,118**	**21,214**
		Tourism & Area Promotion					
		Sub Total Operating Expenditure	297,754	0	297,754	99,476	91,879
		Sub Total Operating Income	(92,204)	0	(92,204)	(30,726)	(29,886)
			205,550	**0**	**205,550**	**68,750**	**61,993**
		Building Control					
		Sub Total Operating Expenditure	279,444	0	279,444	94,073	82,083
		Sub Total Operating Income	(52,199)	0	(52,199)	(17,386)	(33,460)
			227,245	**0**	**227,245**	**76,687**	**48,623**
		Other Economic Services					
		Sub Total Operating Expenditure	37,451	0	37,451	12,461	6,995
		Sub Total Operating Income	(87,353)	0	(87,353)	(29,105)	(28,728)
			(49,902)	**0**	**(49,902)**	**(16,644)**	**(21,733)**
		Economic Development					
		Sub Total Operating Expenditure	162,822	0	162,822	54,264	31,920
		Sub Total Operating Income	(20,000)	0	(20,000)	(6,666)	0
			142,822	**0**	**142,822**	**47,598**	**31,920**
		Total Operating Expenditure	819,865	0	819,865	274,392	234,091
		Total Operating Income	(251,756)	0	(251,756)	(83,883)	(92,074)
		Program (Surplus)/Deficit	**568,109**	**0**	**568,109**	**190,509**	**142,017**
Other Property & Services - Schedule 14							
Public Works Overheads - Expenditure							
0726		ADMINISTRATION SALARIES ALLOCATED TO PWO	335,454	0	335,454	111,805	99,114
0776		GEN ADMIN COSTS ALLOC TO PWO	161,673	0	161,673	53,884	68,955
4352		ENGINEERING SUPERANNUATION	79,724	0	79,724	26,571	20,369
4362		SUPERANNUATION - PWO	147,112	0	147,112	49,031	43,503
4392		VEHICLE EXP - ENGINEERING - WORKS AND SERVICES	42,167	0	42,167	14,052	13,233
4402		SICK LEAVE	42,640	0	42,640	14,209	22,235
4422		LONG SERVICE LEAVE	7,995	0	7,995	2,661	1,215
4432		INSURANCE ON WORKS	23,605	0	23,605	7,868	11,230
4446		CONTRACT LABOUR, RELIEF & CONSULTANTS	30,000	0	30,000	9,999	0
4452		PROTECTIVE CLOTHING/EQUIP	25,000	0	25,000	8,331	1,815
4462	***T001***	CONFER & TRAIN EXPENSES	39,502	0	39,502	13,160	28,457
4467		STAFF UNIFORMS	1,900	0	1,900	632	0
4476		WORKERS COMPENSATION INSURANCE	57,205	0	57,205	28,602	12,113
4602		GRATUITY PAYMENT	300	0	300	97	0
4612		WORKERS COMPENSATION ALLOC.	201,200	0	201,200	67,057	67,245
6782		HOLIDAY PAY -ANNUAL LEAVE	101,878	0	101,878	33,954	41,810
6792		HOLIDAY PAY - PUB HOLS	49,443	0	49,443	16,477	7,410
7422		LESS ALLOCATED TO W&S	(1,816,095)	0	(1,816,095)	(605,302)	(497,531)
7672		OTHER OVERHEADS	13,395	0	13,395	4,462	7,703
7682		ENGINEERING SALARIES	581,860	0	581,860	193,931	152,823

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
7692	***S001***	OSH AND TOOL BOX MEETINGS	20,953	0	20,953	6,973	5,001
7702		OTHER OVERHEADS - FURNITURE AND EQUIPMENT UNDER THRESHOLD	4,281	0	4,281	1,425	0
7732		WORKERS COMP INSURANCE - PWO	31,495	0	31,495	15,747	13,442
7802		FRINGE BENEFITS TAX - PWO	38,644	0	38,644	12,879	18,062
		Total Public Works Overheads - Expenditure	**221,330**	**0**	**221,330**	**88,505**	**138,203**
Other Property & Services - Schedule 14 Public Works Overheads - Income							
2353		CONTRIBUTIONS	(500)	0	(500)	(164)	0
4613		REIMBURSEMENTS	(200,000)	0	(200,000)	(66,660)	(50,928)
6761		PROFIT ON SALE OF ASSET (PWO)	(16,996)	0	(16,996)	(5,662)	0
		Total Public Works Overheads - Income	**(217,496)**	**0**	**(217,496)**	**(72,486)**	**(50,928)**
Other Property & Services - Schedule 14 Plant Operation Costs - Expenditure							
4297		ADMINISTRATION SALARIES REALLOCATED	6,514	0	6,514	2,169	1,925
4307		GENERAL ADMIN COSTS REALLOCATED	2,652	0	2,652	881	1,131
4437		WORKERS COMPENSATION INSURANCE (POC)	3,623	0	3,623	1,811	1,591
4472		WAGES AND OVERHEADS	73,552	0	73,552	24,512	18,175
4482		TYRES AND BATTERIES	21,815	0	21,815	7,270	9,940
4492		INSURANCE & LICENSES	117,437	0	117,437	39,141	63,742
4512		LESS POC ALLOCATED TO W&S	(877,498)	0	(877,498)	(292,468)	(220,533)
4522		FUELS & OILS USED	246,960	0	246,960	82,309	67,192
4622		WAGES - MECHANICS (Inc. TOOL ALLOWANCE	2,878	0	2,878	957	95
4992		WORKSHOP CONSUMABLES	4,816	0	4,816	1,604	3,674
5102		DEPRECIATION ON PLANT	306,726	0	306,726	102,230	0
6092		SUPER - MECHANICS	10,283	0	10,283	3,425	3,057
6802		PARTS AND REPAIRS	113,190	0	113,190	37,724	27,091
		Total Expenditure Plant Operation Costs	**32,947**	**0**	**32,947**	**11,565**	**-22,919**
Other Property & Services - Schedule 14 Plant Operation Costs - Income							
3503		REIMBURSEMENTS	(100)	0	(100)	(32)	(227)
7823		FEE & CHARGES - SUNDRY	(52)	0	(52)	(16)	0
7843		REIMBURSEMENT -DIESEL FUEL REBATE	(31,500)	0	(31,500)	(10,496)	(8,471)
		Total Expenditure Plant Operation Costs	**(31,652)**	**0**	**(31,652)**	**(10,544)**	**(8,698)**
Other Property & Services - Schedule 14 Stock Fuels & Oils - Expenditure							
4420		MATERIALS VARIANCE ACCOUNT	0	0	0	0	156
4540		STOCK PURCHASES	0	0	0	0	0
		Total Expenditure Stock Fuels & Oils	**0**	**0**	**0**	**0**	**156**
Other Property & Services - Schedule 14 Salaries & Wages - Expenditure							
4570		SALARIES DRAWN	5,070,213	0	5,070,213	1,689,899	1,063,679
4580		WAGES	0	0	0	0	582,224
4590		LESS SALARIES ALLOCATED	(5,070,213)	0	(5,070,213)	(1,689,899)	(1,063,679)
4600		LESS WAGES ALLOCATED	0	0	0	0	(582,224)
		Total Expenditure Salaries & Wages	**0**	**0**	**0**	**0**	**0**
Other Property & Services - Schedule 14 Project Operations Costs - Expenditure							
4107		SALARIES - PROJECT OFFICER	209,143	0	209,143	69,705	57,418
4117		SUPERANNUATION - PROJECT OFFICER	27,797	0	27,797	9,263	7,583
4127		EMPLOYEE INSURANCE - WORKERS COMPENSATION	11,966	0	11,966	5,983	4,354
4137		FRINGE BENEFITS TAX - PROJECT OFFICER	0	0	0	0	0
4147		OTHER EXPENSES - PROJECT OFFICER	500	0	500	164	574
4148		CONSULTANCY/CONTRACTORS PROJECTS	25,725	0	25,725	8,571	0
4157		VEHICLE EXPENSES - PROJECT OFFICER	0	0	0	0	4,530
4187		FURNITURE & EQUIPMENT UNDER THRESHOLD	1,070	0	1,070	356	0
4197		LESS ALLOCATED TO PROJECTS	(371,508)	0	(371,508)	(123,821)	(90,033)
4317		ADMINISTRATION SALARIES REALLOCATED	31,344	0	31,344	10,444	9,261
4327		GENERAL ADMIN COSTS REALLOCATED	14,801	0	14,801	4,930	6,313
		Total Expenditure Project Operation Costs	**(49,161)**	**0**	**(49,161)**	**(14,405)**	**(0)**

COA	*Job*	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
		Summary of Operations - Other Property & Services Program					
		Public Works Overheads					
		Sub Total Operating Expenditure	221,330	0	221,330	88,505	138,203
		Sub Total Operating Income	(217,496)	0	(217,496)	(72,486)	(50,928)
			3,834	**0**	**3,834**	**16,019**	**87,275**
		Plant Operation Costs					
		Sub Total Operating Expenditure	32,947	0	32,947	11,565	(22,919)
		Sub Total Operating Income	(31,652)	0	(31,652)	(10,544)	(8,698)
			1,295	**0**	**1,295**	**1,021**	**(31,618)**
		Stock Fuels & Oils					
		Sub Total Operating Expenditure	0	0	0	0	156
		Sub Total Operating Income	0	0	0	0	0
			0	**0**	**0**	**0**	**156**
		Project Operation Costs					
		Sub Total Operating Expenditure	(49,161)	0	(49,161)	(14,405)	(0)
		Sub Total Operating Income	0	0	0	0	0
			(49,161)	**0**	**(49,161)**	**(14,405)**	**(0)**
		Total Operating Expenditure	205,116	0	205,116	85,665	115,440
		Total Operating Income	(249,148)	0	(249,148)	(83,030)	(59,626)
		Program (Surplus)/Deficit	**(44,033)**	**0**	**(44,033)**	**2,635**	**55,814**
		Grand Total All Programs (Surplus)/Deficit	**(7,998,420)**	**(276,252)**	**(8,274,672)**	**(7,883,032)**	**(6,341,999)**

Operations By Program	2023/2024 Budget	2023/2024 Budget	2023/2024 Budget	2023/2024 YTD Budget	2023/2024 Actual
General Purpose funding	(7,480,012)	(96,252)	(7,576,264)	(7,238,574)	(7,293,769)
Governance	(17,725)	0	(17,725)	(5,889)	-234
Law, Order & Public Safety	(607,400)	-10000	(617,400)	(205,565)	(215,004)
Health	(165,093)	0	(165,093)	(55,013)	(57,336)
Education & Welfare	(2,641,057)	0	(2,641,057)	(880,234)	(1,121,441)
Housing	0	0	0	0	0
Community Amenities	(1,106,041)	(20,000)	(1,126,041)	(956,387)	(962,409)
Recreation & Culture	(9,178,853)	0	(9,178,853)	(2,945,925)	(292,490)
Transport	(5,601,636)	-170000	(5,771,636)	(2,057,820)	(268,815)
Economic Services	(251,756)	0	(251,756)	(83,883)	(92,074)
Other Property & Services	(249,148)	0	(249,148)	(83,030)	(59,626)
Total Income	**(27,298,721)**	**(296,252)**	**(27,594,973)**	**(14,512,320)**	**(10,363,197)**
General Purpose funding	300,135	0	300,135	100,349	67,726
Governance	1,262,480	0	1,262,480	582,707	449,559
Law, Order & Public Safety	1,419,600	0	1,419,600	482,449	390,891
Health	306,321	0	306,321	102,459	82,578
Education & Welfare	1,003,327	0	1,003,327	330,630	210,206
Housing	0	0	0	0	0
Community Amenities	2,480,459	20,000	2,500,459	833,020	713,488
Recreation & Culture	4,450,882	0	4,450,882	1,487,207	1,027,936
Transport	7,052,117	0	7,052,117	2,350,411	729,282
Economic Services	819,865	0	819,865	274,392	234,091
Other Property & Services	205,116	0	205,116	85,665	115,440
Total Expenditure	**19,300,301**	**20,000**	**19,320,301**	**6,629,288**	**4,021,198**
Operating (Surplus)/Deficit	**(7,998,420)**	**(276,252)**	**(8,274,672)**	**(7,883,032)**	**(6,341,999)**

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
Governance							
0564		**BUILDINGS - ADMIN**	121,200	(40,000)	81,200	27,064	1,938
	B129	ADMINISTRATION CENTRE EXTERIOR IMPROVEMENTS - (BENTLEY ST)	41,200	0	41,200	13,732	0
	B366	COUNCIL CHAMBER CAR PARK SEALING - (BENTLEY ST)	80,000	(40,000)	40,000	13,332	1,938
0584		**FURNITURE AND EQUIPMENT**	45,000	0	45,000	0	0
	FE001	IT UPGRADES - COUNCIL CHAMBER	45,000	0	45,000	0	0
0554		**VEHICLE MFC & MES**	67,980	0	67,980	0	0
		Subtotal	***234,180***	***(40,000)***	***194,180***	***27,064***	***1,938***
Law, Order & Public Safety							
0384		**BUSH FIRE BUILDINGS - CAP WORKS**	10,506	0	10,506	3,504	0
	B071	BALINGUP BUSH FIRE BRIGADE BUILDING	10,506	0	10,506	3,504	0
0794		**DOG/CAT POUND IMPROVEMENTS**	10,500	0	10,500	3,500	0
0664		**EMERGENCY MANAGEMENT PLANT**	0	10,000	10,000	10,000	10,149
1224		**INFRASTRUCTURE OTHER - OTHER LAW ORDER & PUBLIC SAFETY**	65,000	0	65,000	65,000	70,445
	W027	CCTV NETWORK	65,000	0	65,000	65,000	70,445
		Subtotal	***86,006***	***10,000***	***96,006***	***82,004***	***80,594***
Health and Preventative Services							
0674		**BUILDINGS - MEDICAL CENTRE**	21,115	0	21,115	7,040	0
	B105	BUILDINGS - MEDICAL CENTRE	21,115	0	21,115	7,040	0
1454		**PURCHASE PLANT VEHICLE**	33,990	0	33,990	0	0
		Subtotal	***55,105***	***0***	***55,105***	***7,040***	***0***

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
Education & Welfare							
8304		**SOCIAL HOUSING ECONOMIC RECOVERY PACKAGE (SHERP) GRANTS PROGRAM WORKSTREAM 2 - REFURBISHMENTS**	2,267,811	0	2,267,811	755,940	1,022,435
	B358	MINN COTTS 5-8 - SHERP FUNDING	388,828	0	388,828	129,608	312,689
	B360	LANG VILLAS 1-3 - SHERP FUNDING	327,753	0	327,753	109,252	104
	B357	MINN COTTS 1-4 - SHERP FUNDING	372,020	0	372,020	124,008	338,585
	B361	LANG VILLS 4-6 - SHERP FUNDING	370,231	0	370,231	123,412	104
	B359	MINN COTTS 9-12 - SHERP FUNDING	356,068	0	356,068	118,688	257,516
	B363	MINN COTTS - CARPORTS & COMMON AREAS - SHERP FUNDING	121,845	0	121,845	40,616	107,674
	B362	LANG VILLS 7-9 - SHERP FUNDING	331,067	0	331,067	110,356	104
	B365	WELL AGED - PROJECT MANAGEMENT COSTS	0	0	0	0	5,661
1644		**DBK COMMUNITY CENTRE & INFANT HEALTH CLINIC**	86,154	0	86,154	28,716	0
3204		**OUTDOOR CINEMA EQUIPMENT**	15,000	0	15,000	15,000	13,353
		Subtotal	***2,368,965***	***0***	***2,368,965***	***799,656***	***1,035,787***
Community Amenities							
0964		**CEMETERIES - INFRASTRUCTURE**	22,594	0	22,594	7,532	0
	C1221	DONNYBROOK CEMETERY - METAL/TIMBER PARK SEATING WITH CONCRETE BASE	7,594	0	7,594	2,532	0
	R085	DBK CEMETERY INFRASTRUCTURE	15,000	0	15,000	5,000	0
0965		**PUBLIC TOILETS - ASSET MANAGEMENT PLAN**	97,000	0	97,000	32,332	3,967
	B152	PUBLIC TOILETS - VIN FARLEY PARK	11,000	0	11,000	3,668	3,967
	B157	PUBLIC TOILETS - APEX PARK	6,000	0	6,000	2,000	0
	B367	PUBLIC TOILETS - BALINGUP VILLAGE GREEN	55,000	0	55,000	18,332	0
	B368	PUBLIC TOILETS - TRANSIT ABLUTIONS	25,000	0	25,000	8,332	0
6014		**DONNYBROOK WASTE MANAGMENT FACILITY**	25,000	0	25,000	8,332	0
	W045	BORE MONITORING INSTALATION	25,000	0	25,000	8,332	0
1954		**PUBLIC BINS**	7,000	0	7,000	2,332	0
8964		**MULTI RECYCLE STATION**	7,000	0	7,000	2,332	0
2274		**PURCHASE PLANT EQUIPMENT**	33,990	0	33,990	0	0
		Subtotal	***192,584***	***0***	***192,584***	***52,860***	***3,967***

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
Recreation & Culture							
0284		**BALINGUP RECREATION CENTRE**	5,604	0	5,604	1,868	0
	B082	BALINGUP RECREATION CENTRE BUILDING	5,604	0	5,604	1,868	0
8974		**CHRISTMAS DECORATIONS**	30,000	0	30,000	0	0
1254		**COMMUNITY RESOURCE CENTRE - BUILDINGS**	4,947	0	4,947	1,648	0
	B318	COMMUNITY RESOURCE CENTRE - BATHROOM REFIT	4,947	0	4,947	1,648	0
7294		**BUILDINGS - DBK RECREATION CENTRE**	163,871	0	163,871	54,624	30,122
	B078	DONNYBROOK RECREATION CENTRE BUILDINGS	140,000	0	140,000	46,668	11,610
	B329	DBK REC CENTRE - AFTERHOURS ACCESS COURTSIDE	23,871	0	23,871	7,956	18,512
8904		**REC CENTRE CAPITAL FURN & EQUIPMENT**	4,900	0	4,900	1,632	0
1064		**BUILDINGS VARIOUS HALLS**	196,350	0	196,350	65,448	0
	B369	PUBLIC HALL - YABBERUP	35,000	0	35,000	11,668	0
	B370	PUBLIC HALL - BALINGUP (AND LIBRARY)	31,000	0	31,000	10,332	0
	B371	PUBLIC HALL - KIRUP	31,000	0	31,000	10,332	0
	B372	PUBLIC HALL - BROOKHAMPTON	78,350	0	78,350	26,116	0
	B373	COMMUNITY RESOURCE CENTRE - DONNYBROOK	21,000	0	21,000	7,000	0
0714		**INFRASTRUCTURE OTHER - BALINGUP BOWLING CLUB**	4,725	0	4,725	1,576	0
	R139	PUBLIC DRINKING FOUNTAIN, BALINGUP	4,725	0	4,725	1,576	0
1184		**OTHER INFRASTRUCTURE DONNYBROOK**	50,000	0	50,000	16,664	0
	R099	STREET LIGHTS DONNYBROOK CARPARKS AND SW HWY	10,000	0	10,000	3,332	0
	R131	DONNYBROOK ARBORETUM - RENEWAL	40,000	0	40,000	13,332	0
1214		**OTHER INFRASTRUCTURE BALINGUP**	5,000	0	5,000	1,668	0
	R158	BALINGUP AVENUE OF HONOUR	5,000	0	5,000	1,668	0
2682		**PARK EQUIPMENT**	20,600	0	20,600	6,868	0
	R128	MELDENE PARK	20,600	0	20,600	6,868	0
8944		**INFRASTRUCTURE - VC MITCHELL PARK REDEVELOPMENT**	11,752,595	0	11,752,595	3,917,532	168,283
	R144	VC MITCHELL - DESIGN & DEVELOPMENT	8,752,595	0	8,752,595	2,917,532	140,811
	R145	VC MITCHELL - PROJECT MANAGEMENT	0	0	0	0	27,272
	R162	VC MITCHELL - SUPLEMENTARY WORKS	3,000,000	0	3,000,000	1,000,000	200
8224		**PARKS AND GARDENS INFRASTRUCTURE BALINGUP, KIRUP AND MULLALYUP**	20,000	0	20,000	6,668	0
	R0881	BALINGUP SKATE PARK - CAPITAL RENEWAL	20,000	0	20,000	6,668	0
7994		**MULLALYUP MEMORIAL PARK - TIMBER SEAT**	5,356	0	5,356	1,784	0
8984		**WAYFINDER SIGNAGE**	6,500	0	6,500	2,168	170
1114		**BALINGUP TOWN HALL CULTURAL AND COMMUNITY CENTRE**	28,350	0	28,350	9,452	0

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
8024		**INFRASTRUCTURE EGAN PARK**	50,000	0	50,000	16,668	12,933
	I0002	EGAN PARK - PUMP TRACK LIGHTING UPGRADE	50,000	0	50,000	16,668	12,933
8114		**EGAN PARK - RENEW DUMP POINT**	5,150	0	5,150	1,716	0
8994		**VEHICLE PURCHASE - MDBRC**	33,990	0	33,990	0	0
		Subtotal	***12,387,938***	***0***	***12,387,938***	***4,107,984***	***211,507***
Transport							
3200		**BRIDGEWORKS - EXT. FUNDED**	2,991,300	0	2,991,300	997,100	0
	3275	BRIDGE #3275 UPPER CAPEL ROAD - REPAIRS	1,800,300	0	1,800,300	600,100	0
	B3617	BRIDGE #3617 BRIDGE ST	774,000	0	774,000	258,000	0
	B5185	BRIDGE #5185 MERRIFIELD VIEW	417,000	0	417,000	139,000	0
3240		**FOOTPATHS**	136,590	0	136,590	45,528	0
	C2223	RAMSAY TCE TO SW HWY	6,590	0	6,590	2,196	0
	C2302	PRESTON RIVER PATH LOOP	130,000	0	130,000	43,332	0
3210		**ROADWORKS GENERAL**	543,435	(85,000)	458,435	152,816	4,394
	C2201	RYALL RD SURVEYS & DESIGN ONLY	15,046	0	15,046	5,016	0
	C2206	TOWNSITES KERBING AND PATH RENEWALS	20,000	0	20,000	6,668	0
	C2207	PRELIMINARY SURVEYS & DESIGNS	20,000	0	20,000	6,668	0
	C2208	SUNDRY CONSTRUCTION	75,000	(10,000)	65,000	21,668	0
	C2303	KING SPRING RD	49,000	0	49,000	16,332	320
	C2304	MONTGOMERY RD	45,000	0	45,000	15,000	0
	C2305	YABBERUP ROAD	22,388	0	22,388	7,464	0
	C2306	CUNDINUP KIRUP ROAD	75,000	(75,000)	0	0	0
	C2307	JAYES ROAD	212,000	0	212,000	70,668	4,074
	C2308	BALINGUP ENTRY SIGNS	10,000	0	10,000	3,332	0
3260		**REGIONAL ROAD GROUP**	882,717	0	882,717	294,240	7,703
	C2209	UPPER CAPEL RD	90,717	0	90,717	30,240	1,004
	C2210	SOUTHAMPTON RD	540,000	0	540,000	180,000	0
	C2309	CUNDINUP KIRUP RD	225,000	0	225,000	75,000	6,699
	C2315	BALINGUP NANNUP RD	27,000	0	27,000	9,000	0

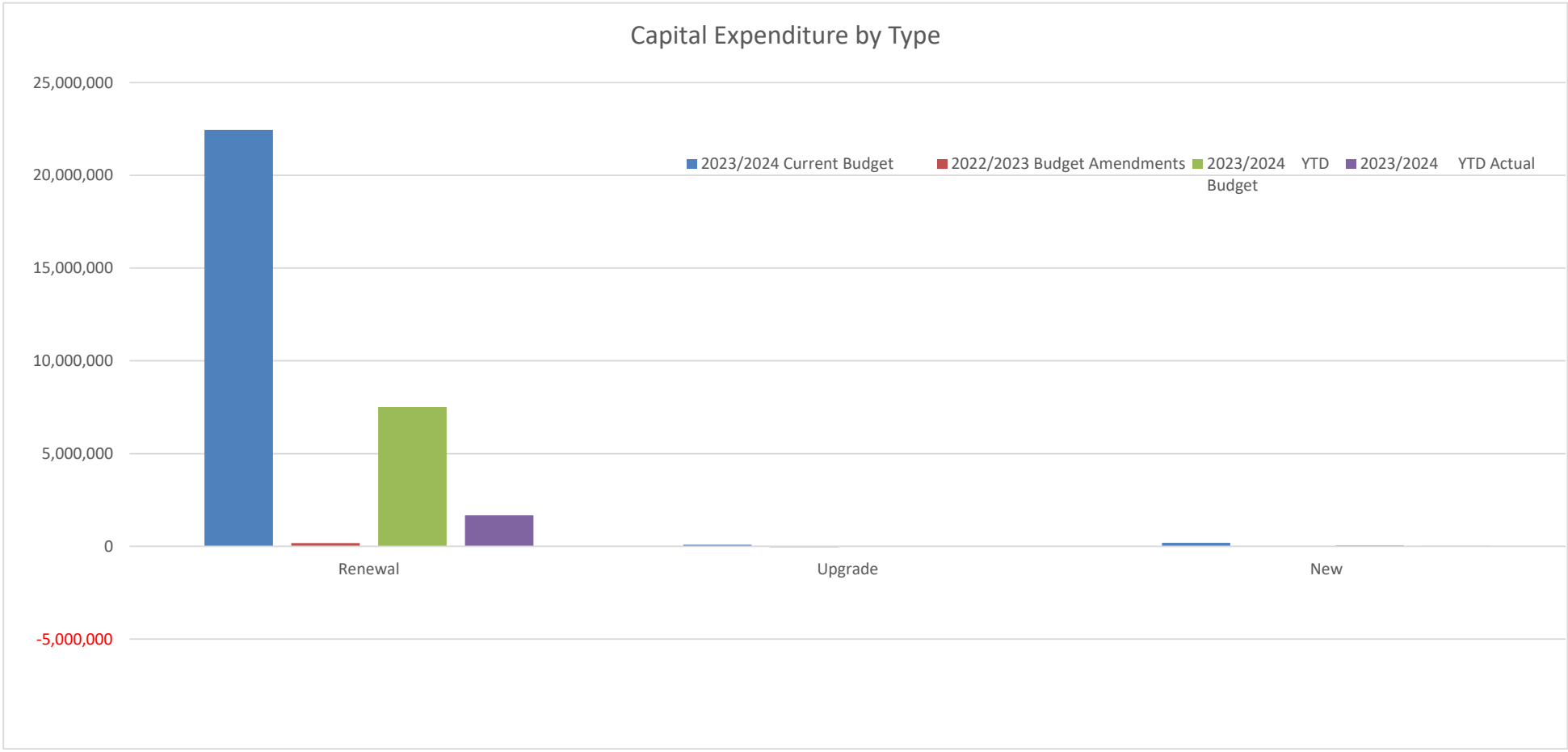
SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
3300		**ROADS TO RECOVERY FEDERAL FUNDING PROGRAM**	446,300	0	446,300	148,768	52,371
	C2216	DRAINAGE UPGRADES - BRIDGE ST AREA	90,000	0	90,000	30,000	8,196
	C2310	JAYES ROAD	90,000	0	90,000	30,000	0
	C2311	LOWDEN GRIMWADE ROAD	35,000	0	35,000	11,668	0
	C2312	ATTWOOD ROAD	75,000	0	75,000	25,000	44,175
	C2313	DRAINAGE UPGRADES - BOND & FLEET ST	156,300	0	156,300	52,100	0
3330		**BLACKSPOT FUNDED ROAD WORKS**	824,186	255,000	1,079,186	359,728	15,164
	C2221	CUNDINUP KIRUP RD - STAGE 1	628,886	255,000	883,886	294,628	15,164
	C2314	BALINGUP NANNUP RD	195,300	0	195,300	65,100	0
3340		**COMMODITY ROUTE FUNDING**	412,500	0	412,500	137,500	2,692
	C2222	GRIMWADE GREENBUSHES RD	412,500	0	412,500	137,500	2,692
3554		**PURCHASE PLANT & EQUIPMNT**	930,150	0	930,150	310,052	233,380
6880		**DEPOT CAPITAL (BUILDINGS)**	25,231	0	25,231	8,408	0
	C7232	DEPOT - VICTORY LANE RENEWAL	7,000	0	7,000	2,332	0
	C723	DEPOT - BALINGUP	0	0	0	0	0
	C7233	DEPOT - DONNYBROOK AMP	18,231	0	18,231	6,076	0
		Subtotal	***7,192,410***	***170,000***	***7,362,410***	***2,454,140***	***315,703***
Economic Services							
4195		**VARIOUS BUILDINGS**	8,350	0	8,350	2,784	0
	B147	COMMERCIAL PREMISES (BENDIGO BANK)	8,350	0	8,350	2,784	0
0294		**TRANSIT PARK DONNYBROOK - CONSTRUCTION**	17,696	0	17,696	5,900	0
	B092	ABLUTIONS - BALINGUP TRANSIT PARK	15,188	0	15,188	5,064	0
	B0921	ABLUTIONS - EGAN PARK TRANSIT PARK	2,508	0	2,508	836	0
		Subtotal	***26,046***	***0***	***26,046***	***8,684***	***0***
Other Property							
4214		PLANT PURCHASES	41,006	0	41,006	41,006	47,582
		Subtotal	***41,006***	***0***	***41,006***	***41,006***	***47,582***
		Grand Totals Capital	***22,584,240***	***140,000***	***22,724,240***	***7,580,438***	***1,697,078***

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description		2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual

Type Classification	2023/2024 Original Budget	Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
Renewal	22,324,359	170,000	22,454,359	7,511,478	1,671,639
Upgrade	85,000	(40,000)	85,000	13,332	1,938
New	174,880	10,000	184,880	55,628	23,502
	22,584,240	**140,000**	**22,724,240**	**7,580,438**	**1,697,078**

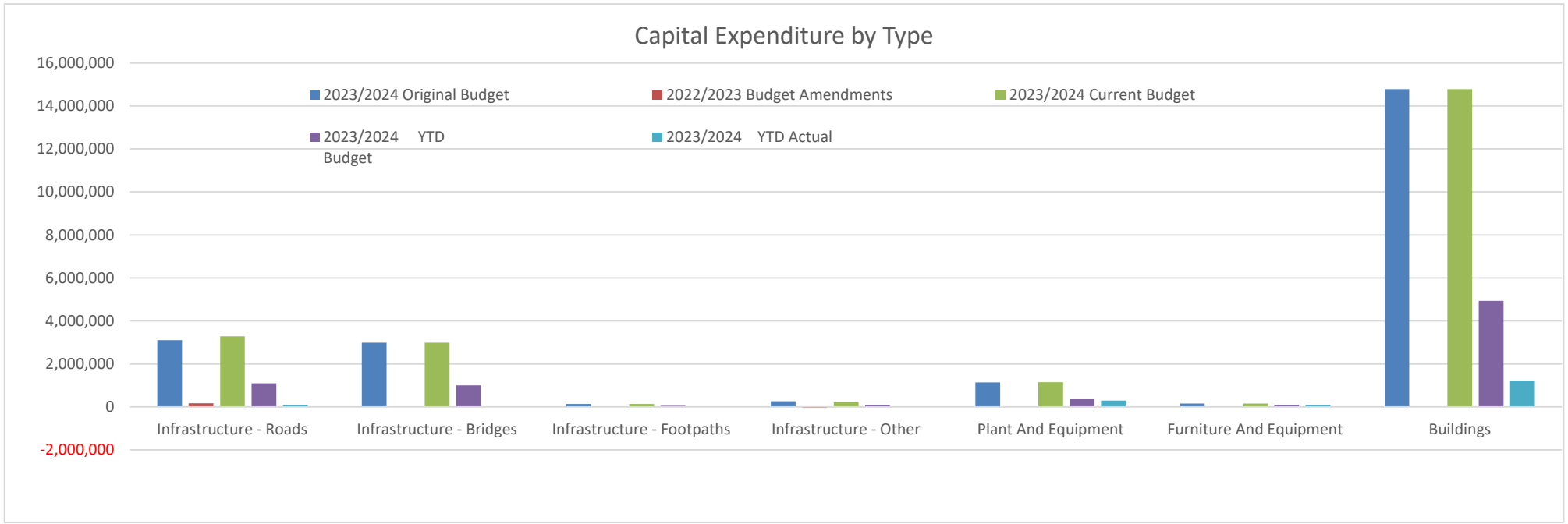


SHIRE OF DONNYBROOK BALINGUP

Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual

Asset Classes	2023/2024 Original Budget	Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
Infrastructure - Roads	3,109,139	170,000	3,279,139	1,093,052	82,323
Infrastructure - Bridges	2,991,300	0	2,991,300	997,100	0
Infrastructure - Footpaths	136,590	0	136,590	45,528	0
Infrastructure - Other	262,425	(40,000)	222,425	74,140	12,933
Plant And Equipment	1,141,106	10,000	1,151,106	361,058	291,111
Furniture And Equipment	159,900	0	159,900	81,632	83,797
Buildings	14,783,780	0	14,783,780	4,927,928	1,226,914
	22,584,240	**140,000**	**22,724,240**	**7,580,438**	**1,697,078**



APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program

SHIRE OF DONNYBROOK BALINGUP

Plant Replacement Program - YTD Actual 2023/2024

31/10/2023

Plant Description/Program	Acquisitions							
	Type	Purchase Price	Sale Trade Price $	Net Changeover	Fair Value Valuation	Depreciation $	Written Down Value	(Profit) or Loss $
Governance								
Mid Range Vehicle - MFC	New	0	0	0	0	0	0	0
Mid Range Vehicle - MES	New	0	0	0			0	0
	Sub Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Health								
Mitsubishi Outlander - DB252	Replacement	0	0	0	0	0	0	0
	Sub Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Recreation & Culture								
Mid Range Vehicle - MDBRC	New	0	0	0	0	0	0	0
	Sub Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Community Amenities								
Mid Range Vehicle - MDBRC	New	0	0	0	0	0	0	0
	Sub Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Transport								
Replace Tip Truck - DB2134	Replacement	0	0	0	0	0	0	0
Replace Truck - DB799	Replacement	0	0	0	0	0	0	0
Replace Bogie Axle Tipping Trailer - DB18069	Replacement	0	0	0	0	0	0	0
Forklift	New	0	0	0	0	0	0	0
Replace P&G Ute - DB4647	Replacement	0	0	0	0	0	0	0
Replace - Mower - DB606	Replacement	0	0	0	0	0	0	0
Replace - Backhoe - DB754	Replacement	233,380	46,750	186,630	0	0	0	(46,750)
Replace - Prime Mover - DB4050	Replacement	0	0	0	0	0	0	0
Slide On/Off Water Tanker	New	0	0	0	0	0	0	0
	Sub Total	**233,380**	**46,750**	**186,630**	**0**	**0**	**0**	**(46,750)**

Public Works Overheads								
Replace MWS Car - DB 2222	Replacement	47,582	38,182	9,400	41,167	17,879	23,288	(14,894)
Mazda CX-8 - DB8250	Sale	0	0	0	0	0	0	0
	Sub Total	**47,582**	**38,182**	**9,400**	**41,167**	**17,879**	**23,288**	**(14,894)**
	Grand Totals	**280,962**	**84,932**	**196,030**	**41,167**	**17,879**	**23,288**	**(61,644)**

Funding

Proceeds From Sale	(84,932)
Reserves	0
Funding Required from Municipal Budget	(196,030)
	(280,962)

Profit on Sale of Assets	(61,644)
Loss on Sale of Assets	0
Net Profit on Sale of Assets	**(61,644)**

APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program

SHIRE OF DONNYBROOK BALINGUP

Plant Replacement Program - Budget 2023/2024

Plant Description/Program	Acquisitions							
	Type	Purchase Price	Sale Trade Price $	Net Changeover	Fair Value Valuation	Depreciation $	Written Down Value	(Profit) or Loss $
Mid Range Vehicle - MFC	New	33,990	0	33,990	0	0	0	0
Mid Range Vehicle - Mes	New	33,990	0	33,990			0	0
	Sub Total	**67,980**	**0**	**67,980**	**0**	**0**	**0**	**0**
Health								
Mitsubishi Outlander - DB252	Replacement	33,990	17,000	16,990	26,016	17,185	8,831	(8,169)
	Sub Total	**33,990**	**17,000**	**16,990**	**26,016**	**17,185**	**8,831**	**(8,169)**
Recreation & Culture								
Mid Range Vehicle - MDBRC	New	33,990	0	33,990	0	0	0	0
	Sub Total	**33,990**	**0**	**33,990**	**0**	**0**	**0**	**0**
Community Amenities								
Mid Range Vehicle - MDBRC	New	33,990	0	33,990	0	0	0	0
	Sub Total	**33,990**	**0**	**33,990**	**0**	**0**	**0**	**0**
Transport								
Replace Tip Truck - DB2134	Replacement	113,300	21,500	91,800	85,000	54,679	30,321	8,821
Replace Truck - DB799	Replacement	113,300	26,000	87,300	59,700	50,587	9,113	(16,887)
Replace Bogie Axle Tipping Trailer - DB18069	Replacement	87,550	5,500	82,050	36,500	31,614	4,886	(614)
Forklift	New	32,000	0	32,000	0	0	0	0
Replace P&G Ute - DB4647	Replacement	33,000	17,000	16,000	24,599	11,436	13,163	(3,837)
Replace - Mower - DB606	Replacement	51,000	15,000	36,000	46,717	8,050	38,667	23,667
Replace - Backhoe - DB754	Replacement	234,000	51,000	183,000	113,500	79,580	33,920	(17,080)
Replace - Prime Mover - DB4050	Replacement	226,000	60,000	166,000	170,000	111,024	58,976	(1,024)
Slide On/Off Water Tanker	New	40,000	0	40,000	0	0	0	0
	Sub Total	**930,150**	**196,000**	**734,150**	**536,016**	**346,970**	**189,046**	**(6,954)**

Public Works Overheads								
Replace MWS Car - DB 2222	Replacement	41,006	33,000	8,006	41,167	23,288	17,879	(15,121)
Mazda CX-8 - DB8250		0	45,000	(45,000)	50,330	45,328	43,125	(1,875)
	Sub Total	**41,006**	**78,000**	**(36,994)**	**91,497**	**68,616**	**61,004**	**(16,996)**
	Grand Totals	**1,141,106**	**291,000**	**850,106**	**653,529**	**432,771**	**258,881**	**(32,119)**

Funding	
Proceeds From Sale	(291,000)
Reserves	(850,106)
Funding Required from Municipal Budget	0
	(1,141,106)

Profit on Sale of Assets	(64,607)
Loss on Sale of Assets	32,488
Net Profit on Sale of Assets	**(32,119)**

SHIRE OF DONNYBROOK BALINGUP

STATEMENT OF INVESTMENTS

31/10/2023

BANK	TYPE	AMOUNT	RATE	DAYS	FROM	MATURING	ESTIMATED INTEREST
MUNICIPAL FUND							
32186/353029w	At Call - WA Treasury Corp	15,157	4.13%	31	1/10/2023	31/10/2023	53
Bendigo 4228401	Investments	1,500,000	4.65%	63	21/08/2023	23/10/2023	12,039
NAB 26-857-1680	Investments	2,000,000	4.90%	90	4/07/2023	2/10/2023	24,164
ANZ - 9219-77684	Investments	2,500,000	4.73%	92	27/10/2023	27/01/2024	29,805
		6,015,157					66,062
TRUST FUND							
		0	0.00%	0			0
		0					0
RESERVE FUND							
NAB 51-366-9105	Term Deposit	2,000,000	4.80%	90	29/09/2023	28/12/2023	23,671
Bendigo 3791918	Term Deposit	3,000,000	5.00%	92	20/07/2023	20/10/2023	37,808
		5,000,000					61,479

SHIRE OF DONNYBROOK BALINGUP
RESERVES
31/10/2023

Cash Backed Reserves

		Opening Balance	2023/2024 Orginal Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
9704	**RESERVE - WASTE MANAGEMENT**	$1,289,102	$1,289,102	$0	$1,289,102	$1,289,102	$1,289,102
4721	Transfer from Waste Management Reserve	$0	($40,000)	$0	($40,000)	$0	$0
4720	Transfer To Waste Management Reserve	$0	$15,561	$0	$15,561	$0	$0
		$1,289,102	**$1,264,663**	**$0**	**$1,264,663**	**$1,289,102**	**$1,289,102**
9703	**RESERVE - EMPLOYEE ENTITLEMENTS**	$17,500	$17,500	$0	$17,500	$17,500	$17,500
4731	Transfer from Employee Entitlements Reserve	$0	$0	$0	$0	$0	$0
4730	Transfer To Employee Entitlements Reserve	$0	$0	$0	$0	$0	$0
		$17,500	**$17,500**	**$0**	**$17,500**	**$17,500**	**$17,500**
9708	**RESERVE - ARBUTHNOTT MEMORIAL**	$2,985	$2,985	$0	$2,985	$2,985	$2,985
4781	Transfer from Arbuthnott Reserve	$0	($300)	$0	($300)	$0	$0
4780	Transfer To Arbuthnott Memorial Scholarship	$0	$0	$0	$0	$0	$0
		$2,985	**$2,685**	**$0**	**$2,685**	**$2,985**	**$2,985**
9709	**RESERVE - STRATEGIC PLANNING STUDIES**	$31,351	$31,351	$0	$31,351	$31,351	$31,351
4751	Transfer From Strategic Planning Studies	$0	($17,775)	$0	($17,775)	$0	$0
4750	Transfer To Strategic Planning Studies Reserve	$0	$0	$0	$0	$0	$0
		$31,351	**$13,576**	**$0**	**$13,576**	**$31,351**	**$31,351**
9710	**RESERVE - LAND DEVELOPMENT**	$450,271	$450,271	$0	$450,271	$450,271	$450,271
4831	Transfer from Land Development Reserve	$0	($350,000)	$0	($350,000)	$0	$0
4830	Transfer To Land Development Reserve Fund	$0	$0	$0	$0	$0	$0
		$450,271	**$100,271**	**$0**	**$100,271**	**$450,271**	**$450,271**
9711	**RESERVE - VEHICLES**	$694,867	$694,867	$0	$694,867	$694,867	$694,867
4761	Transfer from Vehicle Reserve	$0	($850,106)	$0	($850,106)	$0	$0
4760	TRANSFER TO VEHICLE RESERVE	$0	$450,000	$0	$450,000	$0	$0
		$694,867	**$294,761**	**$0**	**$294,761**	**$694,867**	**$694,867**
9713	**RESERVE - ROADWORKS**	$289,630	$289,630	$0	$289,630	$289,630	$289,630
4741	Transfer from Roadworks Reserve	$0	($51,500)	$0	($51,500)	$0	$0
4740	Transfer To Roadworks Reserve	$0	$0	$0	$0	$0	$0
		$289,630	**$238,130**	**$0**	**$238,130**	**$289,630**	**$289,630**

SHIRE OF DONNYBROOK BALINGUP
RESERVES
31/10/2023

	Cash Backed Reserves	Opening Balance	2021/2022 Orginal Budget	Budget Amendments	2022/2023 Current Budget	2022/2023 YTD Budget	2022/2023 YTD Actual
9714	**RESERVE - REVALUATION**	$40,000	$40,000	$0	$40,000	$40,000	$40,000
4811	Transfer from Revaluation Reserve	$0	($60,000)	$0	($60,000)	$0	$0
4810	Transfer To Revaluation Reserve	$0	$40,000	$0	$40,000	$0	$0
		$40,000	**$20,000**	**$0**	**$20,000**	**$40,000**	**$40,000**
9716	**RESERVE - BUILDINGS**	$631,796	$631,796	$0	$631,796	$631,796	$631,796
4791	Transfer from Buildings Reserve	$0	($352,892)	$45,868	($307,024)	$0	$0
4790	Transfer To Buildings Reserve	$0	$80,000	$0	$80,000	$0	$0
		$631,796	**$358,904**	**$45,868**	**$404,772**	**$631,796**	**$631,796**
9718	**RESERVE - INFORMATION TECHNOLOGY**	$45,734	$45,734	$0	$45,734	$45,734	$45,734
4801	Transfer from Information Technology Reserve	$0	($45,000)	$0	($45,000)	$0	$0
4800	Transfer To Information Technology Reserve	$0	$20,000	$0	$20,000	$0	$0
		$45,734	**$20,734**	**$0**	**$20,734**	**$45,734**	**$45,734**
9739	**RESERVE COUNCIL ELECTIONS**	$13,650	$13,650	$0	$13,650	$13,650	$13,650
7131	Transfer from Council Elections Reserve	$0	($13,650)	$0	($13,650)	$0	$0
7130	Transfer To Council Elections Reserve	$0	$0	$0	$0	$0	$0
		$13,650	**$0**	**$0**	**$0**	**$13,650**	**$13,650**
9721	**RESERVE - PARKS & RESERVES**	$331,707	$331,707	$0	$331,707	$331,707	$331,707
4871	Transfer from Parks & Reserves Reserve	$0	($150,831)	$0	($150,831)	$0	$0
4870	TRANSFER TO PARKS & RESERVES RESERVE	$0	$125,000	$0	$125,000	$0	$0
		$331,707	**$305,876**	**$0**	**$305,876**	**$331,707**	**$331,707**
9723	**RESERVE - CARRIED FORWARD PROJECTS**	$55,451	$55,451	$0	$55,451	$55,451	$55,451
4671	Transfer from Carried Forward Projects	$0	($55,451)	$0	($55,451)	$0	$0
4670	ANSFER TO CARRIED FORWARD PROJECTS RESER	$0	$0	$0	$0	$0	$0
		$55,451	**($0)**	**$0**	**($0)**	**$55,451**	**$55,451**
9727	**RESERVE - PRESTON VILLAGE DEFERRED**	$314,106	$314,106	$0	$314,106	$314,106	$314,106
7221	Transfer Fom Preston Village Deferred Reserve	$0	$0	$0	$0	$0	$0
7220	Transfer To Preston Village Deferred Reserve	$0	$0	$0	$0	$0	$0
		$314,106	**$314,106**	**$0**	**$314,106**	**$314,106**	**$314,106**

SHIRE OF DONNYBROOK BALINGUP
RESERVES
31/10/2023

	Cash Backed Reserves	Opening Balance	2021/2022 Orginal Budget	Budget Amendments	2022/2023 Current Budget	2022/2023 YTD Budget	2022/2023 YTD Actual
9728	**RESERVE - PRESTON VILLAGE RESERVE FUND**	$83,468	$83,468	$0	$83,468	$83,468	$83,468
7231	Transfer From Preston Village Reserve	$0	($46,765)	$0	($46,765)	$0	$0
7230	Transfer To Preston Village Reserve	$0	$0	$0	$0	$0	$0
		$83,468	**$36,703**	**$0**	**$36,703**	**$83,468**	**$83,468**
9729	**RESERVE - MINNINUP COTTAGES 1-4 SURPLUS**	$65,550	$65,550	$0	$65,550	$65,550	$65,550
7241	Transfer From Minninup Cottages 1-4 Reserve	$0	($3,820)	$0	($3,820)	$0	$0
7240	Transfer To Minninup Cottages 1-4 Reserve	$0	$0	$0	$0	$0	$0
		$65,550	**$61,730**	**$0**	**$61,730**	**$65,550**	**$65,550**
9730	**RESERVE - MINNINUP COTTAGES 5-8 SURPLUS**	$85,106	$85,106	$0	$85,106	$85,106	$85,106
7141	Transfer from Minninup Cottages 5-8 Surplus	$0	($4,402)	$0	($4,402)	$0	$0
7140	Transfer To Minn Cotts 5-8 Surplus Reserve	$0	$0	$0	$0	$0	$0
		$85,106	**$80,704**	**$0**	**$80,704**	**$85,106**	**$85,106**
9731	**SURPLUS**	$214,018	$214,018	$0	$214,018	$214,018	$214,018
7161	Transfer from Minninup Cottages 9-12 Surplus	$0	($32,975)	$0	($32,975)	$0	$0
7160	Transfer To Minn Cotts 9-12 Surplus Reserve	$0	$0	$0	$0	$0	$0
		$214,018	**$181,043**	**$0**	**$181,043**	**$214,018**	**$214,018**
9733	**RESERVE - LANGLEY VILLAS 1-6 SURPLUS**	$303,945	$303,945	$0	$303,945	$303,945	$303,945
7181	Transfer from Langley Villas 1-6 Surplus	$0	($34,902)	$0	($34,902)	$0	$0
7180	Transfer To Langley Villas U1-6 Surplus Reserve	$0	$0	$0	$0	$0	$0
		$303,945	**$269,042**	**$0**	**$269,042**	**$303,945**	**$303,945**
9734	**RESERVE - LANGLEY VILLAS 7-9 SURPLUS**	$200,839	$200,839	$0	$200,839	$200,839	$200,839
7201	Transfer from Langley Villas 7-9 Surplus	$0	($22,307)	$0	($22,307)	$0	$0
7200	Transfer To Langley Villas U7-9 Surplus Reserve	$0	$0	$0	$0	$0	$0
		$200,839	**$178,532**	**$0**	**$178,532**	**$200,839**	**$200,839**

SHIRE OF DONNYBROOK BALINGUP
RESERVES
31/10/2023

	Cash Backed Reserves	Opening Balance	2021/2022 Orginal Budget	Budget Amendments	2022/2023 Current Budget	2022/2023 YTD Budget	2022/2023 YTD Actual
	RESERVE - MINNINUP COTTAGES 5-8 LONG						
9735	**TERM MAINTENANCE**	$9,669	$9,669	$0	$9,669	$9,669	$9,669
7151	Transfer from Minninup Cottages 5-8 LT	$0	$0	$0	$0	$0	$0
7150	Transfer To Minn Cotts 5-8 Lt Maintenance	$0	$2,000	$0	$2,000	$0	$0
		$9,669	**$11,669**	**$0**	**$11,669**	**$9,669**	**$9,669**
9736	**RESERVE - MINNINUP COTTAGES 9-12 LONG**	$8,628	$8,628	$0	$8,628	$8,628	$8,628
7171	Transfer from Minninup Cottages 9-12 LT	$0	$0	$0	$0	$0	$0
7170	Transfer To Minn Cotts 9-12 Lt Maintenance	$0	$2,000	$0	$2,000	$0	$0
		$8,628	**$10,628**	**$0**	**$10,628**	**$8,628**	**$8,628**
9737	**RESERVE - LANGLEY VILLAS 1-6 LONG TERM**	$17,423	$17,423	$0	$17,423	$17,423	$17,423
7191	Transfer from Langley Villas 1-6 LT	$0	$0	$0	$0	$0	$0
7190	Transfer To Langley Villas U1-6 Lt Maintenance	$0	$3,600	$0	$3,600	$0	$0
		$17,423	**$21,023**	**$0**	**$21,023**	**$17,423**	**$17,423**
9738	**RESERVE - LANGLEY VILLAS 7-9 LONG TERM**	$5,400	$5,400	$0	$5,400	$5,400	$5,400
7211	Transfer from Langley Villas 7-9 LT	$0	$0	$0	$0	$0	$0
7210	Transfer To Langley Villas U7-9 Lt Maintenance	$0	$1,800	$0	$1,800	$0	$0
		$5,400	**$7,200**	**$0**	**$7,200**	**$5,400**	**$5,400**
	Grand Totals	**$5,202,193**	**$3,809,476**	**$45,868**	**$3,855,344**	**$5,202,193**	**$5,202,193**
	Transfers To/From Municipal Fund						
	Total Transfers To Reserve	**$0**	**($739,961)**	**$0**	**($739,961)**	**$0**	**$0**
	Total Transfers From Reserve	**$0**	**$2,132,677**	**($45,868)**	**$2,086,809**	**$0**	**$0**

SHIRE OF DONNYBROOK BALINGUP
RESERVES
31/10/2023

Reserve Name	Reserve Purpose
Waste Management Reserve	To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities.
Bushfire Control & Management Reserve	To receive funds collected from the Shire's Fire Protection Levy for the purpose of providing fire fighting equipment to meet the needs of the district.
Aged Housing Reserve	Established to manage funds from aged housing schemes for the upgrade of Council managed aged
Employee Entitlements Reserve	Established to provide for the payment of annual leave, long service leave, personal leave, and grandfathered gratuity scheme entitlements.
Arbuthnott Memorial Scholarship Reserve	To fund the payment of the Arbuthnott Scholarship.
Strategic Planning Studies Reserve	Established to accumulate funds for engaging strategic studies / reports.
Land Development Reserve Fund	To fund the purchase of land for future community purposes.
Vehicle Reserve	To accumulate funds for the acquisition and replacement of Council's vehicle fleet.
Roadworks Reserve	Established to accumulate funds for the construction, renewal and major maintenance of road infrastructure.
Revaluation Reserve	Established to accumulate funds for asset revaluations and rates gross rental valuation - General revaluation.
Central Business District Reserve	To fund future Central Business District projects.
Buildings Reserve	To accumulate funds for the construction, renewal and major maintenance of Council buildings.
Apple Funpark Reserve	To receive donations and to provide for the future capital upgrade and maintenance of equipment and facilities at the Apple Funpark in Collins Street, Donnybrook.
Information Technology Reserve	To accumulate funds for the acquisition and replacement of information technology equipment and software.
Council Election Reserve	Established to accumulate funds for Council postal elections
Park and Reserves Reserve	Established to accumulate funds for the construction, renewal and major maintenance of parks & reserves infrastructure.
Carried Forward Project Reserve	Established to accumulate funds from projects carried into future financial years.
COVID 19 Reserve	To fund initiatives and activities associated with the Shire’s response and recovery from the COVID-19 pandemic.
Preston Village Exit Deferred Management Fee Reserve	Established to accumulate Preston Village Deferred Management Fees.

SHIRE OF DONNYBROOK BALINGUP
RESERVES
31/10/2023

Reserve Name	Reserve Purpose
Preston Village Reserve Fund Contribution Reserve	To accumulate the Preston Village Reserve Contribution for purposes prescribed within the Residence Contracts.
Minninup Cottages 1-4 Surplus Reserve	To accumulate surplus income of units 1-4 for the purposes of unit maintenance, renewal and upgrades.
Minninup Cottages 5-8 Surplus Reserve	To accumulate surplus income of units 5-8 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 9-12 Surplus Reserve	To accumulate surplus income of units 9-12 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 1-6 Surplus Reserve	To accumulate surplus income of units 1-6 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 7-9 Surplus Reserve	To accumulate surplus income of units 7-9 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 5-8 Long Term Maintenance Reserve	To accumulate funds for units 5-8 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Minninup Cottages 9-12 Long Term Maintenance Reserve	To accumulate funds for units 9-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 1-6 Long Term Maintenance Reserve	To accumulate funds for units 1-6 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 7-9 Long Term Maintenance Reserve	To accumulate funds for units 7-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance.

SHIRE OF DONNYBROOK BALINGUP
Grant Income

31/10/2023

COA	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	Capital Grants YTD Actual	Operating Grant YTD Actual
	General Purpose Funding						
0091	GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	($5,000)	($56,534)	($61,534)	($12,972)	$0	($15,384)
1031	GRANTS - LGGC LOCAL ROAD GRANT	($2,000)	($39,718)	($41,718)	($8,611)	$0	($10,430)
	Subtotal	**($7,000)**	**($96,252)**	**($103,252)**	**($21,583)**	**$0**	**($25,813)**
	Law, Order, Public Safety						
1153	GRANTS AWARE PROGRAMME	($5,927)	$0	($5,927)	($1,973)	$0	$0
1163	GRANT - SES ESL OPERATING GRANT	($19,830)	$0	($19,830)	($6,608)	$0	($9,915)
5123	GRANTS - VBFB ESL OPERATING GRANT	($235,570)	$0	($235,570)	($78,492)	$0	($117,785)
6963	GRANTS - BUSHFIRE MITIGATION	($161,150)	$0	($161,150)	($53,708)	$0	($47,671)
1303	GRANTS - EMERGENCY MGMT PLAN	$0	($10,000)	($10,000)	($10,000)	$0	($10,000)
	Subtotal	**($422,477)**	**($10,000)**	**($432,477)**	**($150,781)**	**$0**	**($185,371)**
	Community Amenities						
2415	GRANT INCOME LRCI TOILETS AND ABLUTIONS	($80,000)	$0	($80,000)	$0	$0	$0
1373	BIODIVERSITY MGMT PROGRAM GRANTS	$0	($20,000)	($20,000)	$0	$0	($1,563)
	Subtotal	**($80,000)**	**$0**	**($80,000)**	**$0**	**$0**	**$0**
	Education & Welfare						
4962	GRANTS - DBK MOUNTAIN PROJECT	($10,000)	$0	($10,000)	($3,333)	$0	($10,000)
1223	SOCIALHOUSING ECONOMIC RECOVERY PACKAGE (SHERP) GRANTS PROGRAM WORKSTREAM 2 - REFURBISHMENTS	($2,267,811)	$0	($2,267,811)	($755,859)	($1,022,435)	$0
	Subtotal	**($2,277,811)**	**$0**	**($2,277,811)**	**($759,192)**	**($1,022,435)**	**($10,000)**
	Recreation And Culture						
0465	GRANTS (CAPITAL) - ASSETS	($196,350)	$0	($196,350)	($65,440)	$0	$0
0475	GOVT GRANTS - COMMUNITY FACILITIES	($5,302,607)	$0	($5,302,607)	($1,767,358)	($168,283)	$0
3015	GRANT - WA FOOTBALL CLUB	($200,000)	$0	($200,000)	$0	$0	$0
3048	LRCI GRANT FUNDING - (REC CENTRE)	($140,000)	$0	($140,000)	$0	$0	$0
	Subtotal	**($5,838,957)**	**$0**	**($5,838,957)**	**($1,832,798)**	**($168,283)**	**$0**
	Transport						
0933	GRANTS - MRD DIRECT GRANTS	($201,180)	$0	($201,180)	($201,180)	$0	($201,180)
3341	GRANTS - WA BICYCLE NETWORK PROGRAM (WABN)	($65,000)	$0	($65,000)	($21,663)	$0	$0
0325	GRANTS - BLACK SPOTS	($549,457)	($170,000)	($719,457)	($239,820)	($10,109)	$0
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	($275,000)	$0	($275,000)	($91,656)	($1,795)	$0
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	($2,991,300)	$0	($2,991,300)	($996,999)	$0	$0
3261	GRANT REVENUE - LRCI	($309,388)	$0	($309,388)	($103,118)	$0	$0
3291	GRANTS - REGIONAL ROAD GROUP	($588,478)	$0	($588,478)	($196,139)	($5,470)	$0
3331	GRANTS - ROADS TO RECOVERY	($420,000)	$0	($420,000)	($139,986)	($49,762)	$0
	Subtotal	**($5,399,803)**	**($170,000)**	**($5,569,803)**	**($1,990,561)**	**($67,135)**	**($201,180)**
	Economic Services						
9173	GRANT INCOME - SWDC	($20,000)	$0	($20,000)	($6,666)	$0	$0
	Subtotal	**($20,000)**	**$0**	**($20,000)**	**($6,666)**	**$0**	**$0**
	Grand Totals	**($14,046,048)**	**($276,252)**	**($14,322,300)**	**($4,761,581)**	**($1,257,853)**	**($422,364)**
	Total Operating Grants	**($660,657)**	**($126,252)**	**($786,909)**	**($383,543)**	**$0**	**($423,927)**
	Total Non Operating Grants	**($13,385,391)**	**($170,000)**	**($13,555,391)**	**($4,378,038)**	**($1,257,853)**	**$0**

SHIRE OF DONNYBROOK BALINGUP
INFORMATION ON BORROWINGS 2023/2024
31/10/2023

Information on Borrowings

	Purpose/Program	Loan Number	Institution	Interest Rate	Principal 1-Jul-23 $	New Loans $	Principal Repayments 2023/24 Budget $	Principal Outstanding 2023/24 Budget $	Interest Repayments 2023/24 Budget $	Principal Repayments 2023/24 Actual $	Principal Outstanding 2023/24 Actual $	Interest Repayments 2023/24 Actual $
	Health											
	Dental Surgery Extensions	74	WATC	5.83%	28,608	0	(13,893)	14,715	(1,468)	(6,847)	21,761	(675)
	Education and welfare											
	Tuia Lodge Fire Suppression System	93	WATC	1.58%	208,456	0	(28,392)	180,064	(3,182)	(14,140)	194,316	(1,035)
	Recreation and culture											
*	Donnybrook Country Club	90	WATC	2.74%	35,941	0	(9,922)	26,019	(917)	(4,927)	31,014	(309)
	VC Mitchell Park (Stage 1)	TBA	WATC	TBA	0	2,900,000	0	2,900,000	0	0	0	0
				Total	**273,005**	**2,900,000**	**(52,207)**	**3,120,798**	**(5,567)**	**(25,914)**	**247,091**	**(2,020)**

All debenture repayments are to be financed by general purpose revenue, with the exception of Self-Supporting Loans which are reimbursed to Council by the relevant community group.

	Income - Self Supporting Loans	YTD Actual Principal	YTD Actual Interest	YTD Actual Total
*	Donnybrook Country Club	($4,927)	($492)	($5,420)

SHIRE OF DONNYBROOK BALINGUP
INFORMATION ON LEASE LIABILITIES 2023/2024
31/10/2023

Information on Lease Liabilities

Purpose/Program	Lease Number	Lease Term	Principal 1-Jul-23 $	New Loans $	Principal Repayments 2023/24 Budget $	Principal Outstanding 2023/24 Budget $	Interest Repayments 2023/24 Budget $	Principal Repayments 2023/24 Actual $	Principal Outstanding 2023/24 Actual $	Interest Repayments 2023/24 Actual $
Administration										
IT Equipment - Laptops	009-0147653-003	48 months	8,128	0	(8,128)	0	(85)	(4,415)	3,713	(66)
IT Equipment - Network Switches	214-0439437-001	60 months	14,934	0	(6,681)	8,253	(631)	(2,245)	12,689	(192)
Recreation and culture										
Matrix Fitness Equipment	A6ZBG64105	48 months	74,811	0	(17,566)	57,245	(382)	(8,689)	66,122	(1,471)
		Total	**97,873**	**0**	**(32,375)**	**65,498**	**(1,098)**	**(15,349)**	**82,524**	**(1,729)**

TRUST FUNDS

Funds held at balance date over which the District has no control and which are not included in the financial statements are as follows:

Detail	Balance 1/07/2023 $	Amounts Received $	Amounts Paid ($)	Balance 31/10/2023 $
Public Open Space Funds	56,967	0	0	56,967
	56,967	**0**	**0**	**56,967**

SHIRE OF DONNYBROOK BALINGUP

Delegation Write Off

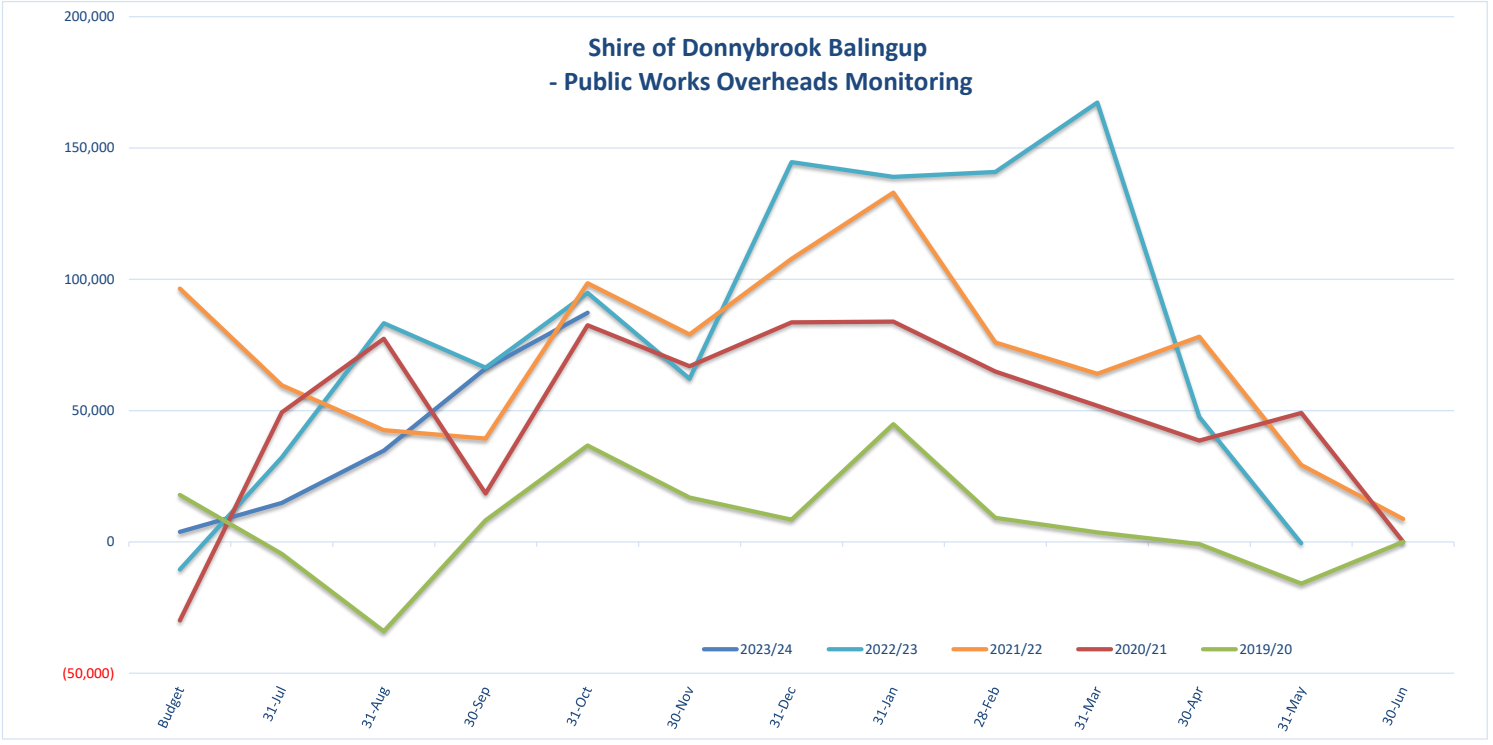
31/10/2023

Minor debts written off under delegation by Chief Executive Officer for month.

Rates	$ -
Other	$ -
Total	**$ -**

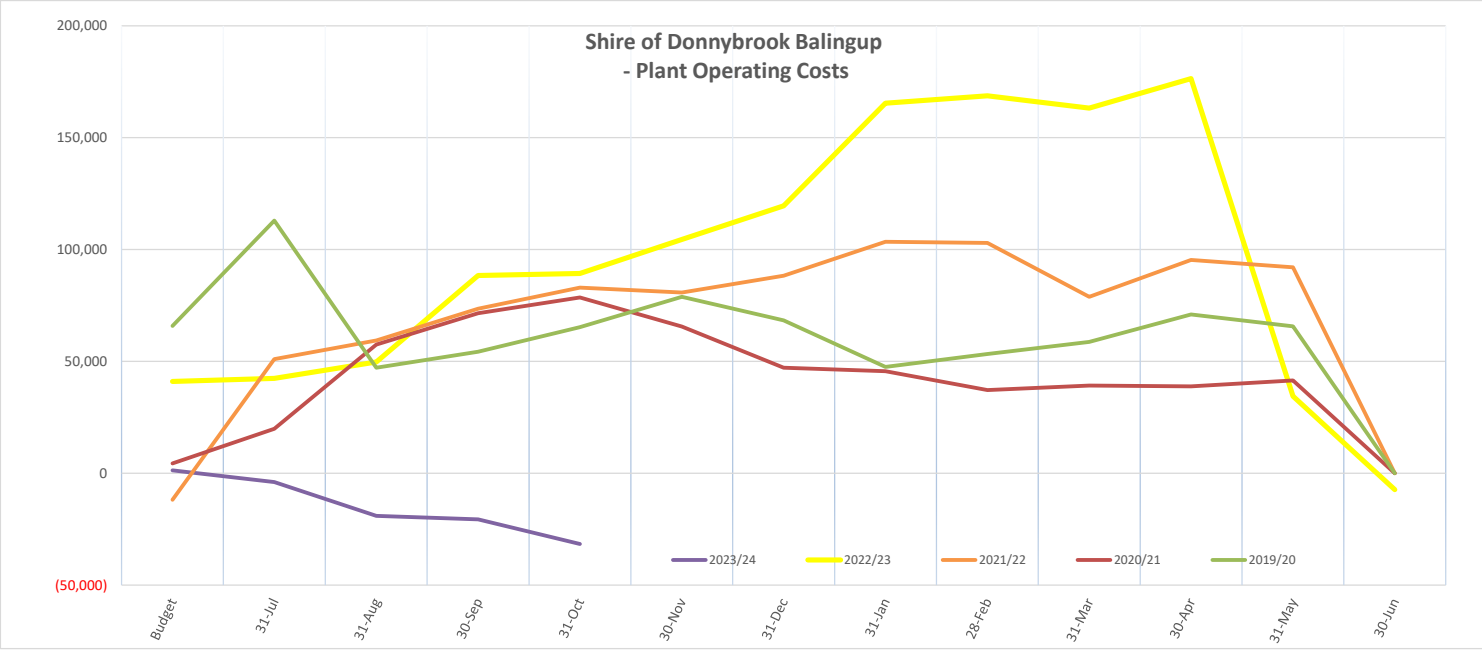
SHIRE OF DONNYBROOK BALINGUP
Public Works Overheads Monitoring
31/10/2023

Account Number	Description	Budget 2023/2024 Current Budget $	31-Jul YTD Actual $	31-Aug $	30-Sep $	31-Oct $	30-Nov $	31-Dec $	31-Jan $	28-Feb $	31-Mar $	30-Apr $	31-May $	30-Jun $
Other Property & Services - Schedule 14														
Public Works Overheads - Expenditure														
	Total Public Works Overheads - Expenditure	**3,834**	**14,891**	**34,789**	**66,083**	**87,275**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**



SHIRE OF DONNYBROOK BALINGUP
Plant Operation Costs
31/10/2023

Account Number	Description	Budget	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun
		2022/2023 Current Budget	YTD Actual											
		$	$	$	$	$	$	$	$	$	$	$	$	$
Other Property & Services - Schedule 14														
Plant Operation Costs														
	Total Public Works Overheads - Expenditure	**1,295**	**(3,930)**	**(19,026)**	**(20,572)**	**(31,618)**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**



SHIRE OF DONNYBROOK BALINGUP

Statement of Financial Activity

30/11/2023

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SHIRE OF DONNYBROOK BALINGUP
RATE SETTING STATEMENT
30/11/2023

	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 Actual
	$	$	$	$	$
REVENUES					
Governance	17,725	0	17,725	7,361	16,516
General Purpose Funding	7,480,012	96,252	7,576,264	7,280,764	7,344,071
Law, Order, Public Safety	607,400	10,000	617,400	296,249	276,877
Health	165,093	0	165,093	68,762	69,267
Education and Welfare	2,641,057	0	2,641,057	1,100,226	1,253,482
Housing	0	0	0	0	0
Community Amenities	1,106,041	20,000	1,126,041	980,080	973,376
Recreation and Culture	9,178,853	0	9,178,853	3,682,184	461,965
Transport	5,601,636	170,000	5,771,636	2,521,859	330,498
Economic Services	251,756	0	251,756	104,847	113,357
Other Property and Services	249,148	0	249,148	103,781	79,044
	27,298,721	**296,252**	**27,594,973**	**16,146,113**	**10,918,456**
EXPENSES					
Governance	(1,262,480)	0	(1,262,480)	(717,015)	(604,004)
General Purpose Funding	(300,135)	0	(300,135)	(126,174)	(91,830)
Law, Order, Public Safety	(1,419,600)	0	(1,419,600)	(624,219)	(582,861)
Health	(306,321)	0	(306,321)	(130,955)	(117,883)
Education and Welfare	(1,003,327)	0	(1,003,327)	(417,944)	(307,824)
Housing	0	0	0	0	0
Community Amenities	(2,480,459)	(20,000)	(2,500,459)	(1,047,786)	(842,882)
Recreation and Culture	(4,450,882)	0	(4,450,882)	(1,868,358)	(1,441,299)
Transport	(7,052,117)	0	(7,052,117)	(2,937,967)	(862,774)
Economic Services	(819,865)	0	(819,865)	(345,778)	(316,367)
Other Property and Services	(205,116)	0	(205,116)	(146,188)	(171,455)
	(19,300,301)	**(20,000)**	**(19,320,301)**	**(8,362,385)**	**(5,339,179)**
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Revenue					
(Profit)/Loss on Asset Disposals	(32,119)	0	(32,119)	(13,374)	0
Depreciation on Assets	7,338,039	0	7,338,039	3,056,952	0
Movement in Preston Village Fixed Loan Liability Current	(221,712)	0	(221,712)	0	(221,712)
Capital Expenditure and Revenue					
Infrastructure - Roads	(3,109,139)	(170,000)	(3,279,139)	(1,366,315)	(488,766)
Infrastructure - Bridges	(2,991,300)	0	(2,991,300)	(1,246,375)	(3,065)
Infrastructure - Footpaths	(136,590)	0	(136,590)	(56,910)	(5,050)
Infrastructure - Other	(262,425)	40,000	(222,425)	(92,675)	(27,377)
Plant And Equipment	(1,141,106)	(10,000)	(1,151,106)	(506,551)	(464,586)
Furniture And Equipment	(159,900)	0	(159,900)	(112,040)	(83,797)
Buildings	(14,783,780)	0	(14,783,780)	(6,159,910)	(1,565,713)
Proceeds from Disposal of Assets Plant and Equipment	291,000	0	291,000	84,932	100,386
Repayment of Debentures	(52,207)	0	(52,207)	(25,914)	(25,914)
Principal elements of finance lease payments	(32,375)	0	(32,375)	(14,953)	(15,902)
Repayment of Lease Liability	(630,000)	0	(630,000)	0	0
Proceeds from New Debentures	2,900,000	0	2,900,000	0	0
Proceeds from new Leases	630,000	0	630,000	0	0
Self-Supporting Loan Principal Income	9,922	0	9,922	0	4,927
Loan Principal Income	13,333	0	13,333	3,333	5,556
Transfers To Reserves (Restricted Assets)	(739,961)	0	(739,961)	0	0
Transfers /From Reserves (Restricted Assets)	2,132,677	(45,868)	2,086,809	0	0
Estimated Surplus/(Deficit) July 1 B/Fwd	2,979,222	0	2,979,223	2,979,223	2,915,504
Estimated Surplus/(Deficit)	**(0)**	**90,384**	**90,384**	**4,313,151**	**5,703,766**

SHIRE OF DONNYBROOK BALINGUP

Material Variance Reporting
30/11/2023

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of $10,000 for 2023-2024

Operating Revenues	**VARIANCE**	
General Purpose Funding	63,308	Rates - instalment interest, arreas, interim & back rates, interest - deferred pensioners, reimb debt recovery, General purpose grants $20k over and Muni Interest $10k over and Reserve Interest $5k over
Law, Order, Public Safety	(19,372)	Grant B/Fire Mitigation $5.5k over, CESM Reimb $22k under, Fees & Charges $6.5k under, Aware Grant $2.5k under
Education & Welfare	153,256	Fees & Charges $19k under, Reimbursements $23k under, Bike Grant $5.5k over and Sherp Grant $190k over
Recreation and Culture	(3,220,219)	Rec Centre Fees & Charges $18k over, Govt Grant - VC Mitchell $1.906m under, Contribution to Asset $1.249m under, Hall Grant $82k under, Fees & Charges $6.7k under
Transport	(2,191,361)	Blackspot $285k under, Grant Sundry Const $113k under, Contribution to Asset $28.5k under, LRCI Grant $129k under, Special Project - Bridges $1.246m under, Regional Road Group $182k under, Roads to Recovery $125k under and Bike Grant $27k under, Reimbursements $16k under, Contributions $22k under and P/L Sale of Asset $16k under
Other Property and Service	(24,737)	Reimb $17.6k under and P/L Sale of Asset $7k under
Operating Expenses	**VARIANCE**	
Governance	113,012	Members of council op exp $1k over, Other Governance Expenditure $13k under and Admin General $101k under
General Purpose Funding	34,344	Rating Valuations $38k under, Other Rate Expenditure $3.5k over
Law, Order, Public Safety	41,358	Fire prevention expenses $88k over, Fire Depreciation (Non Cash) $126k under, Animal expenses $14.7k over, Other law & order expenses $11k under, Depreciation (Non Cash) $6.7k under.
Health	13,072	Health Insp Expenses $4k under, Other Health Expenses $9k under
Education and Welfare	110,120	Preston village expenses $5k under, Preston Depreciation (Non Cash) $32k under, Tuia lodge Depreciation (Non Cash) $48k under, Community & youth $7k under, Other welfare $6k under, Other Welfare Depreciation (Non Cash) $9k under
Community Amenities	204,904	Sanitation refuse expenses $115k under, Town planning expenses $63k under and Other community amenities $16k under, Protection Environment $6k under
Recreation and Culture	427,059	Hall Depreciation (Non Cash) $81.5K under, Hall expenses $5k over, Rec centre depreciation $56k under, Rec Cntr Expenditure $17k over, Other Rec depreciation $220k under, Other rec & sport Expenses $13.8k under, Libraries depreciation (Non Cash) $ 50.5k under Library expenditure $3k under and Other Culture $23k under
Transport	2,075,193	Depreciation (Non Cash) $1.608m under, Bridgeworks $124k under, Roadworks Gen $51k under, Footpaths $52k under, RRG $132k under, RTR $179k under, Blackspot $405k under, Commodity $169k under, Depot $10.5k under and Mtce expenses $466k under
Economic Services	29,411	Building Expenses $4k under and Rural Services $6k over, Tourism $6.5k over, Economic Dev $29k under and Other Economic $8k under
Other Property and Services	(25,267)	PWO Costs $51k over and Plant Costs $39k under and Project Costs $13.5k over

SHIRE OF DONNYBROOK BALINGUP
Material Variance Reporting
30/11/2023

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of $10,000 for 2023-2024

Adjustment for Cash Budget Requirements:	**VARIANCE**	
Depreciation on Assets	(3,056,952)	Depreciation yet to be raised
Capital Expenditure and Revenue		
Infrastructure - Roads	877,549	Roadworks Gen $51k under, RRG $132k under, RTR $119k under, Blackspot $405k under and Com.Route $169k under
Infrastructure - Bridges	1,243,310	Bridges $1.243m under
Infrastructure - Footpaths	51,860	Footpaths $51.8k over
Infrastructure - Other	65,298	Egan Park Infras $10k under, Cemeteries $9.5k under, Dbk Waste Mgmt $4k under, Other Infras Dbk $20k under, Park Equip $8.5k under, Blp Skatepark $8k under, Bins $5.8k under, Other Minor $5k under
Plant And Equipment	41,965	Plant purchases - timing
Buildings	4,594,197	SHERP $189.5k over, VC Mitchell $4.502m under, Public Toilet 36.5k under, Halls $93k under, Community Centre $36k under, Admin $32k under, Dbk Rec $37k under, Depot building $10.5k under, Medical Cntr $8.8k under, Transit Park $7k under, Other Minor $20k under

SHIRE OF DONNYBROOK BALINGUP
NET CURRENT ASSETS
30/11/2023

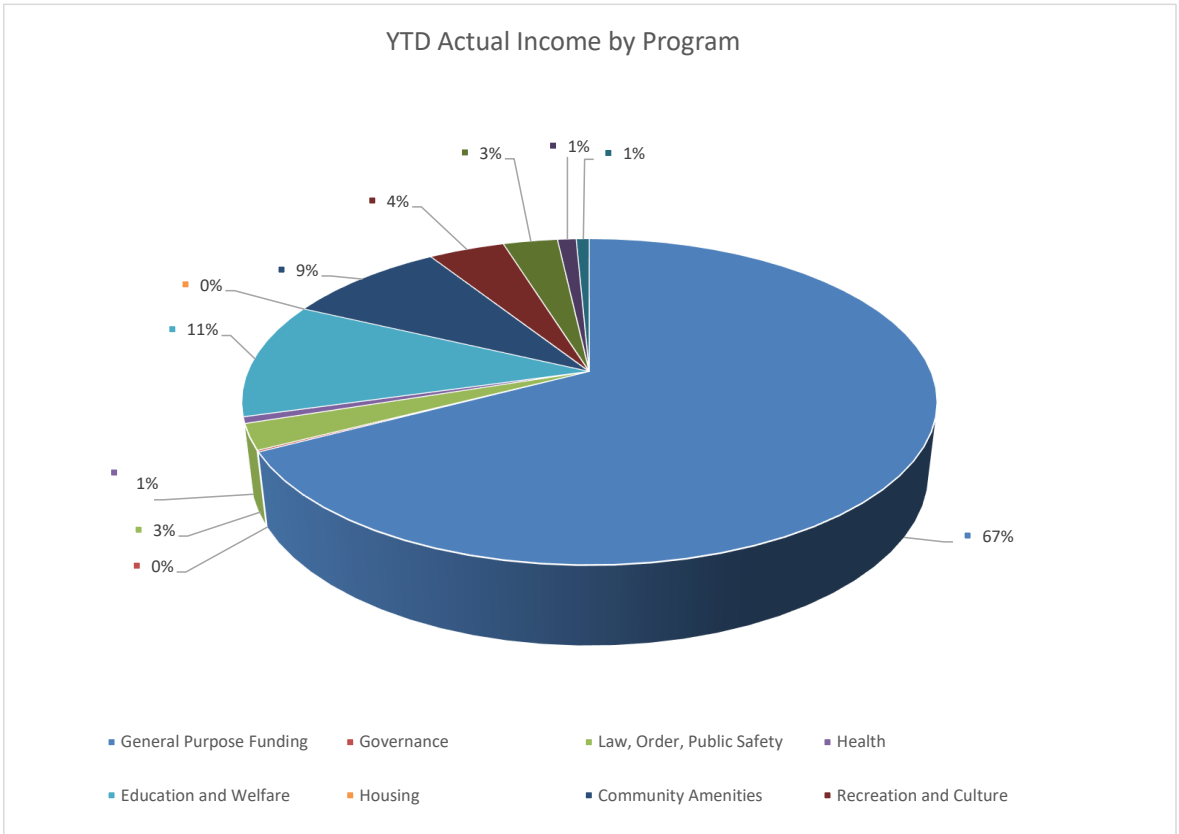
Composition of Estimated Net Current Asset Position	2022/2023 YTD Actual
CURRENT ASSETS	
Cash At Bank - Municipal Fund	1,179,021
Municipal Trust Bank	0
Bank Overdraft	0
Petty Cash On Hand	960
Cash At Bank - Reserve Fund	202,193
Cash At Bank - Reserve Fund Investments	5,000,000
Cash At Bank - Municipal Fund Investments	6,015,210
Cash At Bank - Trust Fund	56,967
Accrued Income	0
Sub Total Cash	**12,454,350**
Restricted Assets	0
Accounts Receivable - Rates Debtors Total	2,427,778
Accounts Receivable - Rates Debtors Esl Total	113,534
Sundry Debtors Other	736,103
Gst Asset Account	138,862
Prepayments Total	(31)
Accounts Receivable - Loan Debtors Total	23,255
Inventories - Stock On Hand Total	190,344
Contract Assets - Grants Total	92,051
Total Current Assets	**16,176,247**
LESS: CURRENT LIABILITIES	
Provsn For Annual Leave	(441,310)
Prov For Lsl	(463,577)
Bonds / Deposits - Tuia Lodge Rad	(315,756)
Bonds / Deposits - Bcitf & Brb	(10,386)
Bonds / Deposits - Extractive Industry License Bonds	(134,611)
Bonds / Deposits - Election Nomination Deposits	(1,200)
Bonds / Deposits - Developer Retention Bonds	(84,183)
Bonds / Deposits - Transportable Building Bonds	(20,000)
Bonds / Deposits - Sundry Bonds / Deposits	(26,669)
Bonds / Deposits (Current Liability - Restricted) - Hockey Pitch Ret	(8,941)
Bonds/Deposits - Sherp Retention	(59,945)
Sundry Creditors	760
Paye Account	(71,513)
Sdy Debtors Rates -Excess	(87,588)
Contract Liability (Current) - Grant Revenue	(2,784,982)
Contract Liability (Current) - Contribution To Works	(479,632)
Lease Liability - Current Total	(32,375)
Gst Liability Account	(11,192)
Esl Levied	(139,340)
Current Liability (Clay Stock Pile)	(50,000)
Current Loan Liability	(52,207)
	(5,274,647)
NET CURRENT ASSET POSITION	**10,901,599**
Less: Cash - Restricted Reserves	(5,202,193)
Less: Cash - Restricted Trust	(56,967)
Less: Self Supporting Loans	(23,255)
Add: Current Portion Lease Liabilities	32,375
Add: Current Portion Borrowings	52,207
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	**5,703,766**

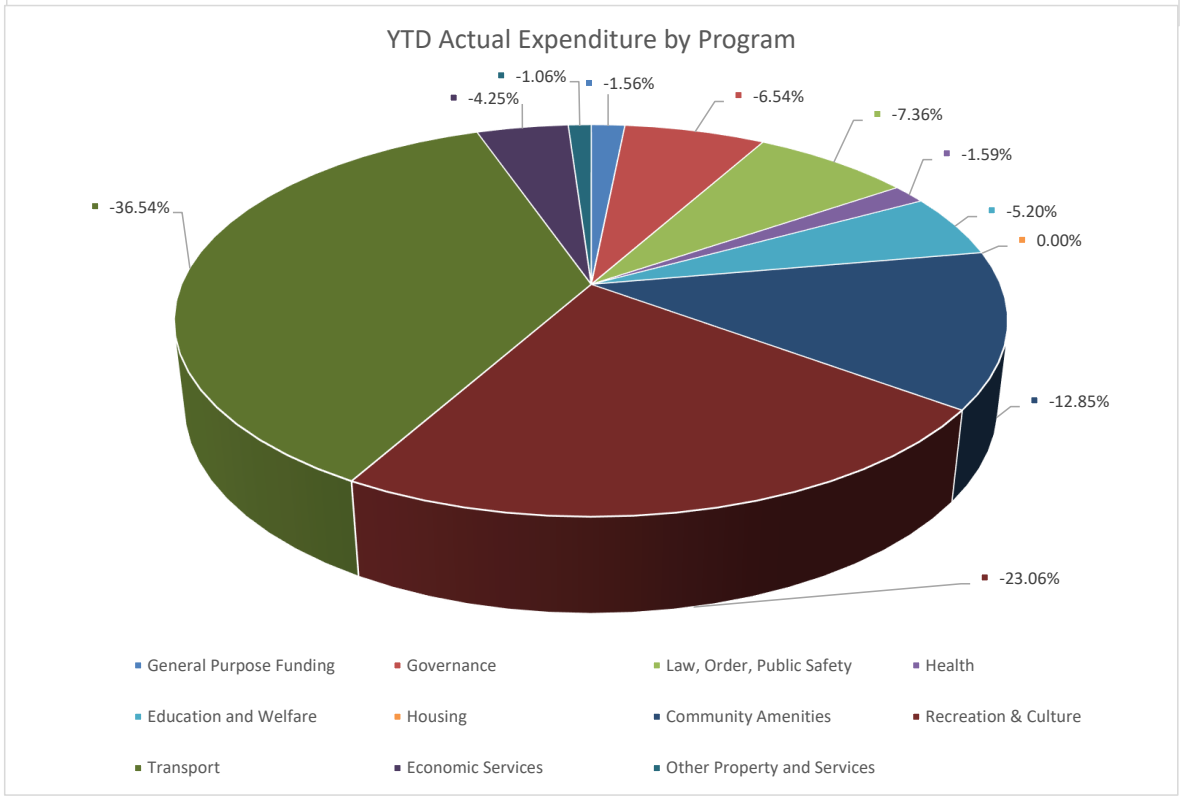
SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE AND TYPE
30/11/2023

	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 Actual
	$	$	$	$	$
REVENUE					
Rates	7,115,460	0	7,115,460	7,100,040	7,093,384
Operating Grants	1,129,108	126,252	1,255,360	662,840	604,167
Subsidies and Contributions	123,379	0	123,379	51,373	24,592
Fees and Charges	2,127,042	0	2,127,042	1,435,566	1,475,578
Interest Earnings	282,014	0	282,014	117,478	154,568
Other Revenue	420	0	420	171	0
Revenue	**10,777,423**	**126,252**	**10,903,675**	**9,367,468**	**9,352,290**
EXPENSES					
Employee Costs	(6,424,907)	0	(6,424,907)	(2,829,762)	(2,900,903)
Materials and Contracts	(4,263,515)	(20,000)	(4,283,515)	(1,850,754)	(1,573,807)
Utility Charges	(479,022)	0	(479,022)	(199,365)	(141,241)
Depreciation	(7,338,039)	0	(7,338,039)	(3,056,952)	0
Interest Expenses	(6,665)	0	(6,665)	(3,316)	(3,804)
Insurance Expenses	(442,121)	0	(442,121)	(230,771)	(477,525)
Other Expenditure	(311,043)	0	(311,043)	(176,892)	(241,426)
Expense	**(19,265,312)**	**(20,000)**	**(19,285,312)**	**(8,347,812)**	**(5,338,705)**
NET	**(8,487,890)**	**106,252**	**(8,381,638)**	**1,019,656**	**4,013,585**
Non-Operating Grants	13,385,391	170,000	13,555,391	5,472,237	1,565,692
Subsidies and Contributions	3,068,800	0	3,068,800	1,278,461	0
Profit on Asset Disposals	64,607	0	64,607	26,907	0
Loss on Asset Disposals	(32,488)	0	(32,488)	(13,533)	0
NET RESULT	**7,998,420**	**276,252**	**8,274,672**	**7,783,728**	**5,579,277**
Other Comprehensive Income	0			0	0
TOTAL COMPREHENSIVE INCOME	**7,998,420**	**276,252**	**8,274,672**	**7,783,728**	**5,579,277**

SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
30/11/2023

	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 Actual
	$	$	$	$	$
REVENUE					
General Purpose Funding	7,480,012	96,252	7,576,264	7,280,764	7,344,071
Governance	17,725	0	17,725	7,361	16,516
Law, Order, Public Safety	607,400	10,000	617,400	296,249	276,877
Health	165,093	0	165,093	68,762	69,267
Education and Welfare	2,641,057	0	2,641,057	1,100,226	1,253,482
Housing	0	0	0	0	0
Community Amenities	1,106,041	20,000	1,126,041	980,080	973,376
Recreation and Culture	9,178,853	0	9,178,853	3,682,184	461,965
Transport	5,601,636	170,000	5,771,636	2,521,859	330,498
Economic Services	251,756	0	251,756	104,847	113,357
Other Property and Services	249,148	0	249,148	103,781	79,044
	27,298,721	296,252	27,594,973	16,146,113	10,918,456
EXPENSES					
General Purpose Funding	(300,135)	0	(300,135)	(126,174)	(91,830)
Governance	(1,262,480)	0	(1,262,480)	(717,015)	(604,004)
Law, Order, Public Safety	(1,419,600)	0	(1,419,600)	(624,219)	(582,861)
Health	(306,321)	0	(306,321)	(130,955)	(117,883)
Education and Welfare	(1,003,327)	0	(1,003,327)	(417,944)	(307,824)
Housing	0	0	0	0	0
Community Amenities	(2,480,458.96)	(20,000)	(2,500,459)	(1,047,786)	(842,882)
Recreation & Culture	(4,450,882)	0	(4,450,882)	(1,868,358)	(1,441,299)
Transport	(7,052,117)	0	(7,052,117)	(2,937,967)	(862,774)
Economic Services	(819,865)	0	(819,865)	(345,778)	(316,367)
Other Property and Services	(205,116)	0	(205,116)	(146,188)	(171,455)
	(19,300,301)	(20,000)	(19,320,301)	(8,362,385)	(5,339,179)
NET RESULT	**7,998,420**	**276,252**	**8,274,672**	**7,783,728**	**5,579,277**
Other Comprehensive Income	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	**7,998,420**	**276,252**	**8,274,672**	**7,783,728**	**5,579,277**


YTD Actual Income by Program
3%
1%
1%
4%
9%
0%
11%
1%
3%
0%
67%
General Purpose Funding
Governance
Law, Order, Public Safety
Health
Education and Welfare
Housing
Community Amenities
Recreation and Culture
Transport
Economic Services
Other Property and Services


YTD Actual Expenditure by Program
-1.06%
-1.56%
-4.25%
-6.54%
-7.36%
-1.59%
-5.20%
0.00%
-36.54%
-12.85%
-23.06%
General Purpose Funding
Governance
Law, Order, Public Safety
Health
Education and Welfare
Housing
Community Amenities
Recreation & Culture
Transport
Economic Services
Other Property and Services

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
General Purpose Funding							
Rate Revenue - Expenditure							
0076		ADMIN SALARIES REALLOCATED TO RATES	31,707	0	31,707	13,208	14,152
0126		GEN ADMIN COSTS REALLOCATED TO RATES	21,501	0	21,501	8,957	11,223
0131		RATES WRITTEN OFF	2,500	0	2,500	1,040	474
0142		SALARIES - RATING	90,667	0	90,667	37,769	43,298
1932		RATING VALUATIONS	97,755	0	97,755	40,720	2,464
1952		POSTAGE & STATIONERY	17,123	0	17,123	7,132	8,759
1962		LEGAL COSTS (RATES)	14,000	0	14,000	5,831	444
1972		ADVERTISING & OTHER EXP.	5,993	0	5,993	2,495	983
5022		TRAINING EXPENSES - RATING	1,578	0	1,578	655	395
5842		SUPERANNUATION (RATES)	15,323	0	15,323	6,381	5,260
6102		EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,987	0	1,987	1,986	4,378
		Total Operating Income Rate Revenue	**300,135**	**0**	**300,135**	**126,174**	**91,830**
General Purpose Funding							
Rate Revenue - Income							
0011		RATES - GENERAL RATES LEVIED	(7,089,027)	0	(7,089,027)	(7,089,027)	(7,089,027)
0031		INTEREST - RATES INSTALMENT	(20,843)	0	(20,843)	(8,682)	(22,075)
0061		INTEREST - ARREARS	(40,556)	0	(40,556)	(16,894)	(21,436)
0071		RATES - INTERIM & BACK RATES	(29,812)	0	(29,812)	(12,418)	(5,709)
0081		LESS: RATES - DISCOUNTS / CONCESSIONS	879	0	879	365	879
0101		INTEREST - DEFERRED PENSIONERS	(2,100)	0	(2,100)	(871)	(4,998)
0121		REIMBURSEMENT - DEBT RECOVERY	(12,500)	0	(12,500)	(5,206)	(324)
2163		FEES & CHARGES - RATES INSTALMENTS / PAYMENT ARRANGEMENTS	(28,240)	0	(28,240)	(11,763)	(27,995)
		Total Operating Income Rate Revenue	**(7,222,199)**	**0**	**(7,222,199)**	**(7,144,496)**	**(7,170,687)**
General Purpose Funding - Schedule 3							
General Purpose Grants - Income							
0091		GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	(5,000)	(56,534)	(61,534)	(19,043)	(30,767)
1031		GRANTS - LGGC LOCAL ROAD GRANT	(2,000)	(39,718)	(41,718)	(12,749)	(20,859)
		Total Operating Income General Purpose Grants	**(7,000)**	**(96,252)**	**(103,252)**	**(31,792)**	**51,626**
General Purpose Funding - Schedule 3							
Other General Purpose Funding - Income							
0643		FEES & CHARGES	(31,458)	0	(31,458)	(13,103)	(15,521)
0911		OTHER REVENUE	(420)	0	(420)	(171)	(0)
0981		FEES & CHARGES (GST FREE) - SPECIAL SERIES NUMBER PLATES	(420)	0	(420)	(171)	(180)
4881		INTEREST - MUNICIPAL FUND	(93,015)	0	(93,015)	(38,749)	(48,307)
4891		INTEREST - RESERVE FUND	(125,500)	0	(125,500)	(52,282)	(57,751)
		Total Operating Income General Purpose Funding	**(250,813)**	**0**	**(250,813)**	**(104,476)**	**(121,759)**
		Summary of Operations - General Purpose Funding					
		Rate Revenue					
		Sub Total Operating Expenditure	300,135	0	300,135	126,174	91,830
		Sub Total Operating Income	(7,222,199)	0	(7,222,199)	(7,144,496)	(7,170,687)
			(6,922,065)	**0**	**(6,922,065)**	**(7,018,322)**	**(7,078,857)**
		General Purpose Grants					
		Sub Total Operating Expenditure	0	0	0	0	0
		Sub Total Operating Income	(7,000)	(96,252)	(103,252)	(31,792)	(51,626)
			(7,000)	**(96,252)**	**(103,252)**	**(31,792)**	**(51,626)**
		Other General Purpose Funding					
		Sub Total Operating Expenditure	0	0	0	0	0
		Sub Total Operating Income	(250,813)	0	(250,813)	(104,476)	(121,759)
			(250,813)	**0**	**(250,813)**	**(104,476)**	**(121,759)**
		Total Operating Expenditure	300,135	0	300,135	126,174	91,830
		Total Operating Income	(7,480,012)	(96,252)	(7,576,264)	(7,280,764)	(7,344,071)
		Program (Surplus)/Deficit	**(7,179,878)**	**(96,252)**	**(7,276,130)**	**(7,154,590)**	**(7,252,242)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Governance - Schedule 4 Members of Council - Expenditure							
0122		SALARIES	270,921	0	270,921	112,862	130,546
0132		REFRESHMENT & ENTERTAIN	10,702	0	10,702	4,456	3,057
0146		ADMIN BLDG COSTS REALLOCATED TO GOVERNANCE	67,683	0	67,683	28,192	35,328
0162		CR ALLOWANCES - TRAVEL	4,174	0	4,174	1,736	0
0172		CR ALLOWANCES -PRESIDENTIAL	8,797	0	8,797	3,661	0
0192		CONFERENCE EXPENSES	10,351	0	10,351	4,311	0
0202		COUNCILLOR'S INSURANCE	10,684	0	10,684	4,450	9,574
0222		COUNCIL STATIONERY/GIFTS	3,252	0	3,252	1,351	305
0232		CR ALLOWANCES - MEETING	63,960	0	63,960	26,642	1,193
0242		CR ALLOWANCES - OTHER	4,000	0	4,000	1,665	0
0252		DONATIONS	60,911	0	60,911	25,358	24,283
0332		DONATION BALINGUP RAIL GROUP	5,000	0	5,000	2,081	5,000
0336		COMMISSIONER ALLOWANCES	39,333	0	39,333	39,333	73,651
1222		INFORMATION TECHNOLOGY ALLOWANCE - COUNCILLORS	7,838	0	7,838	3,261	0
5532		VOLUNTEER'S FUNCTION	2,500	0	2,500	1,040	0
5852		SUPERANNUATION	33,155	0	33,155	13,809	14,774
5922		COUNCIL FUNCTIONS	12,500	0	12,500	5,206	0
6112		EMPLOYEE INSURANCE - WORKERS COMPENSATION	13,217	0	13,217	13,216	13,083
6302		DEPRECIATION - GOVERNANCE	8,000	0	8,000	3,331	0
6932		COUNCILLOR TRAINING	16,000	0	16,000	6,662	6,265
9722		ADMIN SAL REALLOCATED - MEMBERS GENERAL	3,700	0	3,700	1,540	1,651
		Total Operating Expenditure Members of Council	**696,677**	**0**	**696,677**	**320,827**	**321,851**
Governance - Schedule 4 Members of Council - Income							
0233		FEES & CHARGES	(105)	0	(105)	(40)	0
0243		REIMBURSEMENTS	(50)	0	(50)	(20)	0
		Total Operating Income Members of Council	**(155)**	**0**	**(155)**	**(60)**	**0**
Governance - Schedule 4 Administration - Expenditure							
0036		ADMIN EMPLOYEE COSTS REALLOCATED	(1,086,869)	0	(1,086,869)	(452,788)	(485,092)
0066		GEN ADMIN COSTS REALLOCATED	(640,001)	0	(640,001)	(266,624)	(334,055)
0250		LEASE INTEREST EXPENSE - ADMIN	1,240	0	1,240	515	313
0262		ADMIN TRAINING CONFERENCE & COURSE FEES	55,545	0	55,545	23,126	24,380
0272		SALARIES (ADM)	905,279	0	905,279	377,136	390,016
0282		SUPERANNUATION (ADMIN)	108,174	0	108,174	45,061	50,294
0292		EMPLOYEE INSURANCE - WORKERS COMPENSATION	57,216	0	57,216	57,214	44,782
0312		EMPLOYEE ASSISTANCE PROGRAM	16,200	0	16,200	6,747	0
0342		DEPRECIATION (ADM)	55,735	0	55,735	23,216	0
0352		COMPUTER SOFTWARE COSTS	49,000	0	49,000	20,403	24,770
0362	***Various***	OFFICE & SURROUNDS MTCE.	93,545	0	93,545	38,936	51,959
0372		OTH OFFICE EXPENSES (A003	6,421	0	6,421	2,671	4,150
0382		PRINTING & STATIONERY	16,052	0	16,052	6,686	6,010
0392		COMPUTER MTCE AND AGREEMENTS	161,000	0	161,000	114,500	119,616
0402		UNIFORM ALLOWANCE	6,174	0	6,174	2,570	658
0432		VEHICLE RUNNING COSTS	33,000	0	33,000	13,744	11,884
0452		ADVERTISING	1,070	0	1,070	445	0
0532		TELEPHONE & FACSIMILE	27,783	0	27,783	11,573	12,026
0542		POSTAGE	5,202	0	5,202	2,165	1,449
0562		OFFICE EQUIPMENT MAINTENANCE	7,000	0	7,000	2,915	4,912
0852		BANK CHARGES	16,587	0	16,587	6,907	8,978
0882		INSURANCE - OTHER	35,045	0	35,045	35,045	34,661
1072		FRINGE BENEFITS TAX	42,189	0	42,189	17,574	19,623
1092		COMPUTER USER GROUP SUBSCRIPTION	749	0	749	310	700
5572		CEO NETWORKING & STAFF REWARDS ALLOWANCE	1,500	0	1,500	621	300
5582		STAFF RECRUITMENT COSTS - ADMIN	10,000	0	10,000	4,166	1,853
5702		OCCUPATIONAL SAFETY AND HEALTH (RE-ALLOC. TO PROGRAMS)	1,250	0	1,250	520	24
5752		Staff Accomodation	0	0	0	0	829
6022		FURNITURE & EQUIPMENT UNDER THRESHOLD	13,912	0	13,912	5,792	4,957
		Total Operating Expenditure Administration	**-0**	**0**	**-0**	**101,146**	**0**
Governance - Schedule 4 Administration - Income							
7863		INSURANCE REBATES	(14,000)	0	(14,000)	(5,831)	0
7873		REIMBURSEMENTS - ADMINISTRATION	(2,000)	0	(2,000)	(830)	(330)

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
		Total Operating Income Administration	**(16,000)**	**0**	**(16,000)**	**(6,661)**	**16,247**
Governance - Schedule 4							
Other Goverance Costs - Expense							
0156		ADMIN SALARIES REALLOCATED TO OTHER GOVERNANCE.	47,549	0	47,549	19,805	21,222
0182		SUBSCRIPTIONS	47,135	0	47,135	41,855	43,369
0206		GEN ADMIN COSTS REALLOC TO OTHER GOVERNANCE	46,853	0	46,853	19,515	24,455
0892		NON-SPECIFIC LEGAL COSTS	21,000	0	21,000	8,747	0
0952		AUDIT FEES	54,000	0	54,000	22,491	2,350
0962		CONSULTANTS FEES	65,000	0	65,000	27,068	26,117
1042		PUBLIC RELATIONS	21,938	0	21,938	9,137	8,729
1082		RESOURCE SHAR/ECON DEV	55,564	0	55,564	55,564	63,064
3772		SALARIES - GOVERNANCE	154,420	0	154,420	64,330	70,917
5862		SUPERANNUATION (GOVERNANCE)	12,465	0	12,465	5,191	7,849
5912		RISK MANAGEMENT	31,772	0	31,772	13,233	5,700
6122		EMPLOYEE INSURANCE - WORKERS COMPENSATION	8,107	0	8,107	8,106	7,457
		Total Operating expenditure Governancve Other	**565,803**	**0**	**565,803**	**295,042**	**282,153**
Governance - Schedule 4							
Other Goverance Costs - Income							
0333		CONTRIBUTIONS	(800)	0	(800)	(330)	234
0901		REIMBURSEMENTS - STAFF TELEPHONE	(150)	0	(150)	(60)	0
0921		FEES & CHARGES	(210)	0	(210)	(85)	35
0951		REIMBURSEMENTS - STAFF UNIFORM	(200)	0	(200)	(80)	0
1041		FEES & CHARGES - GST FREE	(210)	0	(210)	(85)	0
		Total Operating Income Governance Other	**(1,570)**	**0**	**(1,570)**	**(640)**	**269**
		Summary of Operations - Governance Program					
		Members of Council					
		Sub Total Operating Expenditure	696,677	0	696,677	320,827	321,851
		Sub Total Operating Income	(155)	0	(155)	(60)	0
			696,522	**0**	**696,522**	**320,767**	**321,851**
		Administration					
		Sub Total Operating Expenditure	(0)	0	(0)	101,146	0
		Sub Total Operating Income	(16,000)	0	(16,000)	(6,661)	(16,247)
			(16,000)	**0**	**(16,000)**	**94,485**	**(16,247)**
		Other Governace					
		Sub Total Operating Expenditure	565,803	0	565,803	295,042	282,153
		Sub Total Operating Income	(1,570)	0	(1,570)	(640)	(269)
			564,233	**0**	**564,233**	**294,402**	**281,884**
		Total Operating Expenditure	1,262,480	0	1,262,480	717,015	604,004
		Total Operating Income	(17,725)	0	(17,725)	(7,361)	(16,516)
		Program (Surplus)/Deficit	**1,244,755**	**0**	**1,244,755**	**709,654**	**587,487**
Law, Order & Public Safety - Schedule 5							
Fire Prevention - Expenditure							
0216		ADMIN SALARIES REALLOC TO FIRE CONTROL	70,205	0	70,205	29,247	31,334
0266		GENERAL ADMIN COSTS REALLOC TO FIRE CONTROL	35,210	0	35,210	14,664	18,378
0632		FIRE CONTROL EXPENSES	18,497	0	18,497	7,688	23,316
0642		INSURANCE (FC)	45,045	0	45,045	45,045	45,045
0672		PUBLIC STANDPIPES	26,000	0	26,000	10,828	6,221
0682		BUSH FIRE MITIGATION - SHIRE	10,702	0	10,702	4,456	9,717
1062		DEPRECIATION (FC)	44,222	0	44,222	18,420	0
1132		CESM - EMERGENCY MGMT SALS	130,285	0	130,285	54,273	65,094
3572		FURNITURE & EQUIPMENT UNDER THRESHOLD	2,442	0	2,442	1,015	0
0996		PLANT & EQUIPMENT UNDER THRESHOLD	8,455	0	8,455	3,521	7,879
5142		ESL OPERATING EXPENSES SHIRE	182,885	0	182,885	76,173	145,284
5592		DEPRECIATION ON BRIGADE PLANT	303,152	0	303,152	126,290	0
6402		CESM SUPERANNUATION	17,517	0	17,517	7,296	6,107

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
6412		CESM OFFICE EXPENSES	25,008	0	25,008	14,895	13,647
6962		BUSH FIRE MITIGATION - SEMC	161,150	0	161,150	67,140	72,751
7382		REGIONAL BUSHFIRE MITIGATION CO-ORDINATOR - CONTRIBUTION	19,690	0	19,690	8,202	6,074
		Total Operating Expenditure Fire Prevention	**1,100,464**	**0**	**1,100,464**	**489,153**	**450,847**
Law, Order & Public Safety - Schedule 5 Fire Prevention - Income							
0703		FEES & CHARGES - FINES	(2,000)	0	(2,000)	(830)	0
0745		REIMBURSEMENTS	(1,000)	0	(1,000)	(415)	0
0773		CONTRIBUTIONS	(1,000)	0	(1,000)	(415)	0
0781		DONATION FIRE PREVENTION	(8,455)	0	(8,455)	(3,521)	(7,879)
0783		FEES & CHARGES - SALE OF STANDPIPE WATER	(33,000)	0	(33,000)	(13,744)	(8,409)
1011		FEES & CHARGES - ESL COMMISSION	(4,000)	0	(4,000)	(1,665)	(4,000)
5123		GRANTS - VBFB ESL OPERATING GRANT	(235,570)	0	(235,570)	(117,762)	(117,785)
5983		REIMBURSEMENTS - DFES FOR CESM	(104,468)	0	(104,468)	(43,520)	(21,171)
6963		GRANTS - BUSHFIRE MITIGATION	(161,150)	0	(161,150)	(67,131)	(72,751)
		Total Operating Income Fire Prevention	**(550,643)**	**0**	**(550,643)**	**(249,003)**	**(231,995)**
Law, Order & Public Safety - Schedule 5 Animal Control - Expenditure							
0276		ADMIN SALARIES REALLOC TO ANIMAL CONTROL	41,142	0	41,142	17,139	18,363
0326		ADMIN GENERAL COSTS REALLOC TO ANIMAL CONTROL	30,691	0	30,691	12,783	16,020
0762		A/C TRAINING EXPENSES	2,573	0	2,573	1,070	3,071
0772		SALARIES (AC)	126,797	0	126,797	52,822	57,123
0782		SUPERANNUATION (AC)	10,905	0	10,905	4,541	5,985
0792		VEHICLE EXPENSE (AC)	15,500	0	15,500	6,456	3,090
0802		GENERAL EXPENSES (AC)	11,829	0	11,829	7,121	13,468
0812		CLOTHING ALLOWANCE	1,284	0	1,284	531	669
0822		TELEPHONE ALLOWANCE	2,000	0	2,000	830	617
0827		A/H CALL SERVICE - ANIMAL	2,500	0	2,500	1,040	846
0832		DEPRECIATION (AC)	480	0	480	196	0
		Total Operating Expenditure Animal Control	**245,700**	**0**	**245,700**	**104,529**	**119,252**
Law, Order & Public Safety - Schedule 5 Animal Control - Income							
0833		FEES & CHARGES - DOG REGISTRATION	(20,500)	0	(20,500)	(20,500)	(13,463)
0843		FEES & CHARGES - FINES	(4,000)	0	(4,000)	(1,665)	(3,932)
0873		FEES & CHARGES - ANIMAL FACILITY LICENSING	(510)	0	(510)	(210)	(330)
0893		FEES & CHARGES - ANIMAL IMPOUNDING	(2,400)	0	(2,400)	(996)	(2,018)
1193		FEES & CHARGES - CAT REGISTRATIONS	(3,590)	0	(3,590)	(1,495)	(2,596)
		Total Operating Income Animal Control	**(31,000)**	**0**	**(31,000)**	**(24,866)**	**(24,967)**
Law, Order & Public Safety - Schedule 5 Other Law, Order & Public Safety - Expenditure							
0912		DEPRECIATION (OTHER LAW & ORDER)	15,335	0	15,335	6,386	0
0916		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	78
0922	***A005***	DBK BRANCH-EMERGENCY SVES	19,977	0	19,977	8,302	8,161
1142		AWARE PROGRAMME - EMERGENCY MANAGEMENT	5,927	0	5,927	2,466	0
1152	***M032***	EMERGENCY RESPONSE, FESA SES ETC	5,479	0	5,479	2,276	95
5192		LEMC OPERATING EXPENSES	1,029	0	1,029	425	0
5193		EMERGENCY COMMUNICATION EXPENDITURE	1,574	0	1,574	655	753
5602		DEP'N ON SES PLANT	16,240	0	16,240	6,762	0
5742		COMMUNITY ROAD SAFETY	1,070	0	1,070	445	0
5772		BUILDING MAINTENANCE (EX SES BUILDING)	1,206	0	1,206	495	1,032
6862		ADMIN SALARIES REALLOCATED - OLOPS	3,668	0	3,668	1,525	1,637
6872		GENERAL ADMIN COSTS REALLOCATED - OLOPS	1,928	0	1,928	800	1,006
		Total Operating Expenditure Other Law, Order & Public Safety	**73,435**	**0**	**73,435**	**30,537**	**12,763**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Law, Order & Public Safety - Schedule 5							
Other Law, Order & Public Safety - Income							
1303		GRANTS - EMERGENCY MGMT PLAN	0	(10,000)	(10,000)	(10,000)	(10,000)
1153		GRANTS AWARE PROGRAMME	(5,927)	0	(5,927)	(2,466)	0
1163		GRANT - SES ESL OPERATING GRANT	(19,830)	0	(19,830)	(9,914)	(9,915)
		Total Operating Income Other Law, Order & Public Safety	**(25,757)**	**(10,000)**	**(35,757)**	**(22,380)**	**(19,915)**
		Summary of Operations - Law, Order & Public Safety Program					
		Fire Prevention					
		Sub Total Operating Expenditure	1,100,464	0	1,100,464	489,153	450,847
		Sub Total Operating Income	(550,643)	0	(550,643)	(249,003)	(231,995)
			549,822	**0**	**549,822**	**240,150**	**218,852**
		Animal Control					
		Sub Total Operating Expenditure	245,700	0	245,700	104,529	119,252
		Sub Total Operating Income	(31,000)	0	(31,000)	(24,866)	(24,967)
			214,700	**0**	**214,700**	**79,663**	**94,284**
		Other Law, Order & Public Safety					
		Sub Total Operating Expenditure	73,435	0	73,435	30,537	12,763
		Sub Total Operating Income	(25,757)	(10,000)	(35,757)	(22,380)	(19,915)
			47,678	**(10,000)**	**37,678**	**8,157**	**(7,152)**
		Total Operating Expenditure	1,419,600	0	1,419,600	624,219	582,861
		Total Operating Income	(607,400)	(10,000)	(617,400)	(296,249)	(276,877)
		Program (Surplus)/Deficit	**812,200**	**(10,000)**	**802,200**	**327,970**	**305,984**
Health - Schedule 7							
Health Inspection & Administration - Expenditure							
0426		ADMIN SALARIES REALLOC TO HEALTH INSP.	32,676	0	32,676	13,609	14,584
0476		ADMIN GENERAL COSTS REALLOC TO HEALTH INSP.	17,349	0	17,349	7,226	9,055
1262		SALARIES (HLTH)	132,136	0	132,136	55,044	50,696
1272		SUPERANNUATION - HEALTH	19,841	0	19,841	8,262	6,196
1302		CONF & TRAIN EXPENSES	2,104	0	2,104	875	395
1312		VEHICLE EXPENSES - HEALTH	8,500	0	8,500	3,540	2,606
1322		SUNDRY HEALTH EXPENSES	3,990	0	3,990	1,650	2,307
1332		LEGAL EXPENSES	562	0	562	230	0
2082		ANALYTICAL EXPENSES	2,140	0	2,140	890	1,567
3492		CONTRACT/RELIEF STAFF (FOOD INSPECTIONS)	5,200	0	5,200	2,165	0
4226		VEHICLE EXPENSES - COMMUNITY DEVELOPMENT	0	0	0	0	69
6182		EMPLOYEE INSURANCE - WORKERS COMPENSATION	5,479	0	5,479	5,478	6,632
7392		FRINGE BENEFITS TAX - HEALTH	5,358	0	5,358	2,230	2,861
		Total Operating Expenditure Health Inspection & Admin	**235,335**	**0**	**235,335**	**101,199**	**96,967**
Health - Schedule 7							
Health Inspection & Administration - Income							
1071		FEES & CHARGES - SUNDRY	0	0	0	0	(177)
1343		FEES & CHARGES - GST FREE - LICENSING / INSPECTIONS	(23,020)	0	(23,020)	(9,587)	(18,642)
1443		FEES & CHARGES - FINES	(300)	0	(300)	(121)	0
1463		CONTRIBUTION - EMPLOYEES	(1,190)	0	(1,190)	(495)	0
6851		PROFIT ON SALE OF ASSET (HLTH)	(8,169)	0	(8,169)	(3,401)	0
		Total Operating Income Health Inspection & Administration	**(32,679)**	**0**	**(32,679)**	**(13,604)**	**(18,819)**
Health - Schedule 7							
Health Other - Expenditure							
1512		BANK CHARGES LOANS OTHER HEATH	378	0	378	155	155
1592	***B072***	MEDICAL CENTRE MTC	19,632	0	19,632	8,162	10,393
1602	***B005***	DENTAL SURGERY OPERATING	13,744	0	13,744	5,712	7,394
1612		INTEREST ON LOANS (MEDIC - TREASURY CORP)	1,468	0	1,468	834	675
1616		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	194
1622		DEPRECIATION (MED/DENT)	31,238	0	31,238	13,013	0
6882		ADMIN EMPLOYEE COSTS REALLOC - HEALTH	3,403	0	3,403	1,415	1,519
6892		GENERAL ADMIN COSTS REALLOC- HEALTH	1,122	0	1,122	465	586
		Total Operating Expenditure Health Other	**70,986**	**0**	**70,986**	**29,756**	**20,916**
Health - Schedule 7							
Health Other - Income							
1081		REIMBURSEMENTS	(15,500)	0	(15,500)	(6,456)	(982)

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
1091		FEES & CHARGES - PROPERTY LEASES	(116,914)	0	(116,914)	(48,702)	(49,467)
		Total Operating income Health Other	**(132,414)**	**0**	**(132,414)**	**(55,158)**	**(50,448)**
		Summary of Operations - Health Program					
		Health Inspection & Administration					
		Sub Total Operating Expenditure	235,335	0	235,335	101,199	96,967
		Sub Total Operating Income	(32,679)	0	(32,679)	(13,604)	(18,819)
			202,656	**0**	**202,656**	**87,595**	**78,148**
		Health Other					
		Sub Total Operating Expenditure	70,986	0	70,986	29,756	20,916
		Sub Total Operating Income	(132,414)	0	(132,414)	(55,158)	(50,448)
			(61,428)	**0**	**(61,428)**	**(25,402)**	**(29,532)**
		Total Operating Expenditure	306,321	0	306,321	130,955	117,883
		Total Operating Income	(165,093)	0	(165,093)	(68,762)	(69,267)
		Program (Surplus)/Deficit	**141,228**	**0**	**141,228**	**62,193**	**48,616**
Education & Welfare Schedule 8 Preston Village Retirement							
4007	***Various***	UTILITY CHARGES (PRESTON VILLAGE)	21,500	0	21,500	8,947	10,299
4017		PROPERTY INSURANCE (PRESTON VILLAGE)	12,000	0	12,000	5,000	12,096
4027		WORKERS COMP INSURANCE (PRESTON VILLAGE)	1,757	0	1,757	1,756	805
4037		CONTRACTORS (PRESTON VILLAGE)	13,300	0	13,300	5,530	6,466
4047		EMERGENCY PHONE MONITORING (PRESTON VILLAGE)	4,000	0	4,000	1,665	1,244
4057		GENERAL EXPENSES (PRESTON VILLAGE)	250	0	250	100	0
4077		GROUNDS MAINTENANCE (PRESTON VILLAGE)	6,000	0	6,000	2,496	2,102
4167		SALARIES - PRESTON VILLAGE	15,152	0	15,152	6,311	7,487
4177		SUPERANNUATION - PRESTON VILLAGE	2,172	0	2,172	901	870
4192		PRESTON VILLAGE RETIREMENT UNITS MTC	37,772	0	37,772	15,734	6,578
5007		ADMINISTRATION SALARIES REALLOCATED (PRESTON VILLAGE)	3,459	0	3,459	1,440	2,129
5027		GENERAL ADMIN COSTS REALLOC (PRESTON VILLAGE)	2,201	0	2,201	915	1,132
5107		GENERAL MAINTENANCE COSTS - PRESTON VILLAGE	3,000	0	3,000	1,246	165
6202		DEPRECIATION (PRESTON VILLAGE)	76,754	0	76,754	31,973	0
8462		SELLING / LEASING COSTS - PRESTON VILLAGE	10,290	0	10,290	4,286	0
		Total Operating Expenditure Preston Retirement Village	**209,608**	**0**	**209,608**	**88,300**	**51,373**
Education & Welfare Schedule 8 Preston Village Retirement							
1353		REIMBURSEMENTS - PRESTON VILLAGE	(57,127)	0	(57,127)	(23,796)	0
1523		FEES & CHARGES - LEASE PRESTON VILLAGE	(74,550)	0	(74,550)	(31,057)	(26,026)
3133		REIMBURSEMENTS - PRESTON VILLAGE	(3,500)	0	(3,500)	(1,455)	(744)
5953		FEES & CHARGES - PRESTON VILLAGE COMMUNITY CENTRE	(6,000)	0	(6,000)	(2,496)	(2,736)
		Total Operating Income Preston Retirement Village	**(141,177)**	**0**	**(141,177)**	**(58,804)**	**(29,506)**
Education & Welfare Schedule 8 TUIA Lodge - Expenditure							
1642		DEPRECIATION (TUIA)	114,995	0	114,995	47,906	0
3592		INTEREST ON LOANS - (TUIA)	3,182	0	3,182	1,647	1,035
3697		BOND INTEREST - (TUIA)	19,160	0	19,160	0	0
3937		STATE GUARANTEE FEE - (TUIA)	1,715	0	1,715	711	754
		Total Operating Expenditure TUIA Lodge	**139,052**	**0**	**139,052**	**50,264**	**4,705**
Education & Welfare Schedule 8 TUIA Lodge - Income							
1716		FEES & CHARGES - PROPERTY LEASES	(51,092)	0	(51,092)	(21,281)	(25,546)
		Total Operating Income TUIA Lodge	**(51,092)**	**0**	**(51,092)**	**(21,281)**	**(25,546)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Education & Welfare Schedule 8 Care Families and Children - Expenditure							
1362		COMMUNITY CENTRE / INFANT HEALTH CLINIC	8,643	0	8,643	3,583	3,894
4052		LIONS CLUB BUILDING ALLNUT ST	2,754	0	2,754	1,145	1,166
4336		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	82
4337		ADMIN SALARIES REALLOCATED	1,190	0	1,190	495	531
4347		GENERAL ADMIN COSTS REALLOCATED	383	0	383	155	200
5932		1ST DONNYBROOK SCOUT BLDG	972	0	972	396	1,092
6002		BALINGUP COMMUNITY CENTRE	321	0	321	130	98
9057		CHILDCARE & AFTERSCHOOL CARE NEEDS ANALYSIS	5,000	0	5,000	2,081	0
		Total Operating Expenditure Care Families and Children	**19,263**	**0**	**19,263**	**7,985**	**7,063**
Education & Welfare Schedule 8 Care Families and Children - Income							
1643		FEES & CHARGES - PROPERTY LEASES	(2,001)	0	(2,001)	(830)	(1,058)
4003		REIMBURSEMENTS	(1,250)	0	(1,250)	(520)	(31)
		Total Operating Income Care Families and Children	**(3,251)**	**0**	**(3,251)**	**(1,350)**	**1,090**
Education & Welfare Schedule 8 Community & Youth Development - Expenditure							
0486		ADMIN SALARIES REALLOC TO COMM/YOUTH DEV.	42,301	0	42,301	17,619	18,880
0536		ADMIN GENERAL COSTS REALLOC TO COMM/YOUTH DEV.	33,005	0	33,005	13,748	17,228
4652	***Y001***	COMM. DEV. INITIATIVES	9,120	0	9,120	3,796	111
4762		SEED FUNDING YOUTH RELATED PROGRAMMES	3,799	0	3,799	1,580	190
4802		DBK MOUNTAIN BIKE PROJECT	12,500	0	12,500	5,206	12,002
4822		SALARIES COMMUNITY DEVELOPMENT OFFICER	167,411	0	167,411	69,742	60,799
4832		SUPERNNUATION COMMUNITY DEVELOPMENT OFFICER	21,217	0	21,217	8,837	8,156
4842		INSURANCE COMMUNITY DEVELOPMENT	11,529	0	11,529	10,556	9,631
5202		OFFICE EXPENSES COMMUNITY DEVELOPMENT	1,830	0	1,830	760	299
5522		SENIOR WEEK FUNCTION	803	0	803	330	0
7752		AUSTRALIA DAY EVENT	5,351	0	5,351	2,226	348
		Total Operating Expenditure Community & Youth Development	**308,865**	**0**	**308,865**	**134,400**	**127,643**
Education & Welfare Schedule 8 Community & Youth Development - Income							
3403		CONTRIBUTIONS	(200)	0	(200)	(80)	0
5963		REIMBURSEMENTS - EMPLOYEES	(200)	0	(200)	(80)	0
4962		GRANTS - DBK MOUNTAIN PROJECT	(10,000)	0	(10,000)	(4,166)	10,000
		Total Operating Income Community & Youth Development	**(10,400)**	**0**	**(10,400)**	**(4,326)**	**10,000**
Education & Welfare Schedule 8 Other Welfare - Expenditure							
1017		BUILDING INSURANCE (LANG VILLS U7-9)	1,657	0	1,657	690	2,136
1057		GENERAL EXPENSES (LANG VILLS U7-9)	2,140	0	2,140	890	396
1067		WORKERS COMP INSURANCE - WELL AGED	1,963	0	1,963	1,962	2,494
1737		MOWING & GROUND MTCE (MINN COTTS U1-4)	3,602	0	3,602	1,500	976
1747		UTILITY CHARGES - (MINN COTTS U1-4)	5,259	0	5,259	2,180	513
1757	***Various***	CONTRACTORS - (MINN COTTS U1-4)	10,348	0	10,348	4,293	1,049
1767		BUILDING INSURANCE - (MINN COTTS U1-4)	982	0	982	405	1,172
1787		GENERAL EXPENSES - (MINN COTTS U1-4)	2,140	0	2,140	890	677
1797		MOWING & GROUND MTCE - (MINN COTTS U5-8)	3,602	0	3,602	1,500	811
6212		DEPRECIATION (MINN COTTS 1-4)	7,125	0	7,125	2,966	0
6222		DEPRECIATION (MINN COTTS 5-8)	2,457	0	2,457	1,020	0
6232		DEPRECIATION (MINN COTTS 9-12)	3,098	0	3,098	1,290	0
6242		DEPRECIATION (LANG VILLS 1-6)	3,840	0	3,840	1,596	0
6252		DEPRECIATION (LANG VILLS 7-9)	5,139	0	5,139	2,140	0
7107		SALARIES - DIRECT ALLOCATION	46,942	0	46,942	19,554	13,816
7117		SUPER - DIRECT ALLOCATION	3,533	0	3,533	1,470	1,481
8007		UTILITY CHARGES - (MINN COTTS U5-8)	2,964	0	2,964	1,225	945
8017	***Various***	CONTRACTORS - (MINN COTTS U5-8)	9,828	0	9,828	4,078	1,023
8027		BUILDING INSURANCE - (MINN COTTS U5-8)	940	0	940	390	1,146

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
8047		GENERAL EXPENSES - (MINN COTTS U5-8)	2,140	0	2,140	890	925
8057		MOWING & GROUND MTC - (MINN COTTS U9-12)	3,602	0	3,602	1,500	1,359
8067		UTILITY CHARGES - (MINN COTTS U9-12)	3,708	0	3,708	1,536	808
8077	***Various***	CONTRACTORS - (MINN COTTS U9-12)	9,828	0	9,828	4,078	1,779
8087		BUILDING INSURANCE - (MINN COTTS U9-12)	1,075	0	1,075	445	1,517
9007		GENERAL EXPENSES - (MINN COTTS U9-12)	2,140	0	2,140	890	644
9017		MOWING & GROUND MTC (LANG VILL U1-6)	3,602	0	3,602	1,500	1,058
9027		UTILITY CHARGES (LANG VILL U1-6)	6,823	0	6,823	2,836	2,111
9037	***Various***	CONTRACTORS (LANG VILL U1-6)	17,857	0	17,857	7,419	6,021
9047		BUILDING INSURANCE (LANG VILLS U1-6)	2,304	0	2,304	960	2,920
9067		GENERAL EXPENSES (LANG VILLS U1-6)	2,058	0	2,058	855	1,020
9077		MOWING & GROUND MTCE (LANG VILLS U7-9)	3,602	0	3,602	1,500	612
9082		GEN ADMIN ALLOC - AGED HOUSING (NOT TUIA OR HACC)	5,705	0	5,705	2,375	2,978
9087		UTILITY CHARGES (LANG VILLS U7-9)	3,013	0	3,013	1,250	809
9097	***Various***	CONTRACTORS (LANG VILLS U7-9)	10,744	0	10,744	4,462	3,621
9107		OPERATION COSTS ASSOCIATED WITH CAPITAL RENEWAL PROJECT - SHERP	98,407	0	98,407	40,995	52,287
9117		RECONCILIATION ACTION PLAN	3,000	0	3,000	1,246	152
9272		ADMIN SAL REALLOCATED - OTHER WELFARE	14,343	0	14,343	5,972	6,402
		Total Operating Expenditure Other Welfare	**311,509**	**0**	**311,509**	**130,748**	**115,657**
Education & Welfare Schedule 8 Other Welfare - Income							
1173		FEES & CHARGES - LEASE MIININUP COTTAGES U 5-8	(15,950)	0	(15,950)	(6,642)	(7,225)
1223		SOCIALHOUSING ECONOMIC RECOVERY PACKAGE (SHERP) GRANTS PROGRAM WORKSTREAM 2 - REFURBISHMENTS	(2,267,811)	0	(2,267,811)	(944,767)	(1,134,438)
1743		FEES & CHARGES - LEASE MINNINUP COTTAGES U 1-4	(36,344)	0	(36,344)	(15,139)	(6,742)
1753		FEES & CHARGES - LEASE LANGLEY VILLAS U 1-6	(57,230)	0	(57,230)	(23,841)	(14,216)
1773		FEES & CHARGES - LEASE MINNINUP COTTAGES U 9-12	(27,783)	0	(27,783)	(11,573)	(10,837)
2603		FEES & CHARGES - LEASE LANGLEY VILLAS U 7-9	(30,020)	0	(30,020)	(12,503)	(11,948)
		Total Operating Income Other Welfare	**(2,435,137)**	**0**	**(2,435,137)**	**(1,014,465)**	**(1,187,341)**
Education & Welfare Schedule 8 Pre-School - Expenditure							
0982		DEPRECIATION (EDUC)	11,375	0	11,375	4,736	0
		Total Operating Expenditure Pre-School	**11,375**	**0**	**11,375**	**4,736**	**0**
Education & Welfare Schedule 8 Other Education - Expenditure							
1002	***B017***	TELECENTRE MAINTENANCE	3,355	0	3,355	1,390	1,082
1012		SCHOLARSHIPS	300	0	300	121	300
		Total Operating Expenditure Other Education	**3,655**	**0**	**3,655**	**1,511**	**1,382**

Summary of Operations - Education & Welfare Program

Preston Village Retirement					
Sub Total Operating Expenditure	209,608	0	209,608	88,300	51,373
Sub Total Operating Income	(141,177)	0	(141,177)	(58,804)	(29,506)
	68,431	**0**	**68,431**	**29,496**	**21,867**
TUIA Lodge					
Sub Total Operating Expenditure	139,052	0	139,052	50,264	4,705
Sub Total Operating Income	(51,092)	0	(51,092)	(21,281)	(25,546)
	87,960	**0**	**87,960**	**28,983**	**(20,841)**
Care Families and Childfren					
Sub Total Operating Expenditure	19,263	0	19,263	7,985	7,063
Sub Total Operating Income	(3,251)	0	(3,251)	(1,350)	(1,090)
	16,012	**0**	**16,012**	**6,635**	**5,974**
Community & Youth Development					
Sub Total Operating Expenditure	308,865	0	308,865	134,400	127,643
Sub Total Operating Income	(10,400)	0	(10,400)	(4,326)	(10,000)
	298,465	**0**	**298,465**	**130,074**	**117,643**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
		Other Welfare					
		Sub Total Operating Expenditure	311,509	0	311,509	130,748	115,657
		Sub Total Operating Income	(2,435,137)	0	(2,435,137)	(1,014,465)	(1,187,341)
			(2,123,628)	**0**	**(2,123,628)**	**(883,717)**	**(1,071,684)**
		Pre-School					
		Sub Total Operating Expenditure	11,375	0	11,375	4,736	0
		Sub Total Operating Income	0	0	0	0	0
			11,375	**0**	**11,375**	**4,736**	**0**
		Other Education					
		Sub Total Operating Expenditure	3,655	0	3,655	1,511	1,382
		Sub Total Operating Income	0	0	0	0	0
			3,655	**0**	**3,655**	**1,511**	**1,382**
		Total Operating Expenditure	1,003,327	0	1,003,327	417,944	307,824
		Total Operating Income	(2,641,057)	0	(2,641,057)	(1,100,226)	(1,253,482)
		Program (Surplus)/Deficit	**(1,637,730)**	**0**	**(1,637,730)**	**(682,282)**	**(945,659)**
Community Amenities - Schedule 10 Sanitation-Household Refuse - Expenditure							
1762	***W001***	KERBSIDE GENERAL WASTE SERVICES	278,560	0	278,560	116,033	94,067
1772	***Various***	WASTE MANAGEMENT FACILITIES	545,512	0	545,512	227,239	210,456
1782		KERBSIDE RECYCLING SERVICES	168,660	0	168,660	70,257	64,551
1802	***W025***	KERBSIDE ORGANIC SERVICES (FOGO)	175,936	0	175,936	73,292	55,398
1812		DEPRECIATION (REFUSE)	51,619	0	51,619	21,501	0
2202		DWER Licence Renewal Application	15,000	0	15,000	6,247	2,665
2242		INSURANCE WASTE MANAGEMNT	2,588	0	2,588	1,993	6,319
2252		VEHICLE EXPENSES	5,250	0	5,250	2,185	1,551
2262		WASTE EDUCATION AND CUSTOMER SERVICE	16,430	0	16,430	6,842	4,163
2552	***M017***	REFUSE COLL - PUBLIC BINS	181,528	0	181,528	75,612	75,995
2562		GENERAL ADMIN ALLOCATED - HOUSEHOLD REFUSE	10,729	0	10,729	4,466	5,600
3602		REGIONAL WASTE MANAGEMENT	10,000	0	10,000	4,166	0
7362		AMORTISATION (INTANGIBLE ASSETS)	68,000	0	68,000	28,327	0
9322		ADMIN SAL ALLOCATED - SANITATION	32,084	0	32,084	13,363	14,320
9927		FRINGE BENEFITS TAX - WASTE	2,334	0	2,334	970	1,246
		Total Expenditure Sanitation Household Refuse	**1,564,230**	**0**	**1,564,230**	**652,493**	**537,331**
Community Amenities - Schedule 10 Sanitation-Household Refuse - Income							
0403		FEES & CHARGES - REFUSE SITE BALINGUP	(3,500)	0	(3,500)	(1,455)	(1,018)
1803		FEES & CHARGES - KERBSIDE BIN SERVICES	(921,601)	0	(921,601)	(921,601)	(920,941)
2003		FEES & CHARGES - REFUSE SITE DBK	(30,000)	0	(30,000)	(12,498)	(8,307)
6223		REIMBURSEMENTS	(600)	0	(600)	(246)	(325)
		Total Income Sanitation Household Refuse	**(955,701)**	**0**	**(955,701)**	**(935,800)**	**(930,591)**
Community Amenities - Schedule 10 Other Sanitation - Expenditure							
1902	***R042***	LITTER CONTROL	4,000	0	4,000	1,665	0
		Total Expenditure Other Sanitation	**4,000**	**0**	**4,000**	**1,665**	**0**
Community Amenities - Schedule 10 Other Sanitation - Income							
1933		FEES & CHARGES - FINES	(200)	0	(200)	(80)	(34)
		Total Income Other Sanitation	**(200)**	**0**	**(200)**	**(80)**	**-33.8**
Community Amenities - Schedule 10 Urban Stormwater Drainage - expenditure							
2002	***R010***	NONEYCUP CREEK	6,000	0	6,000	2,496	132
2012	***R014***	BALINGUP DRAIN	1,622	0	1,622	675	484
5047	***R141***	BLACKWOOD RIVER MTCE	2,000	0	2,000	830	515
5057	***R142***	PRESTON RIVER MTCE	2,163	0	2,163	900	0
		Total Expenditure Urban Stormwater Drainage	**11,786**	**0**	**11,786**	**4,901**	**1,130**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Community Amenities - Schedule 10 Protection of Environment - expenditure							
2072	***Various***	LANDCARE DEV./ENV. PLNG.	6,490	0	6,490	2,700	194
3612		ABANDONED VEHICLES	535	0	535	220	0
4207		ADMIN SALARIES REALLOCATED	4,046	0	4,046	1,685	1,806
4217		GENERAL ADMIN COSTS REALLOCATED	1,635	0	1,635	680	854
5332		OFFICE EXPNSES - NATURAL RESOURCE MGMT	1,848	0	1,848	1,093	1,818
5612		WAGES (NATURAL RESOURCE MGMT.)	28,117	0	28,117	11,712	11,784
5622		SUPER - NATURAL RESOURCE MGMT	4,005	0	4,005	1,666	1,698
7252		BIODIVERSITY MGMT PROJECT	0	20,000	20,000	6,000	2,577
7502	***R091***	NORTH BALINGUP RESERVES	2,091	0	2,091	865	0
		Total Expenditure Protection of Environment	**48,767**	**20,000**	**68,767**	**26,621**	**20,730**
Community Amenities - Schedule 10 Protection of Environment - income							
1131		REIMBURSEMENT	0	0	0	0	(500)
1141		FEES & CHARGES - SUNDRY	(840)	0	(840)	(346)	0
1373		BIODIVERSITY MGMT PROGRAM GRANTS	0	(20,000)	(20,000)	(15,000)	(2,577)
		Total Income Protection of Environment	**(840)**	**(20,000)**	**(20,840)**	**(15,346)**	**(3,077)**
Community Amenities - Schedule 10 Town Planning & Regional Development - Expenditure							
0626		ADMIN EMP COSTS REALLOC TO TOWN PLAN	52,715	0	52,715	21,960	23,528
0656		ADMIN GENERAL COSTS REALLOC TO TOWN PLAN	29,340	0	29,340	12,222	15,314
2022		LEGAL EXPENSES	20,000	0	20,000	8,332	1,239
2052		TP CONFERENCE EXPENSES	2,104	0	2,104	875	155
2122		TOWN PLANNING SALARIES	251,604	0	251,604	104,815	69,844
2142		OFFICE EXPENSES (TP)	2,263	0	2,263	935	1,524
2162		MOTOR VEHICLE EXPENSES	14,770	0	14,770	6,151	2,660
2172		TOWN PLANNING GENERAL	5,145	0	5,145	2,141	124
2177		HERITAGE FRAMEWORK REVIEW	12,049	0	12,049	5,016	0
2272		TOWN PLANNING ADVERTISING COSTS	2,058	0	2,058	855	0
5242		TOWN PLANNING RECRUIT & RELIEF EXP	10,000	0	10,000	4,166	1,875
6052		T/PLAN - FURN & EQUIP UNDER THRESHOLD	1,070	0	1,070	445	0
6172		EMPLOYEE INSURANCE - WORKERS COMP	12,433	0	12,433	12,432	12,150
7102		SUPERANNUATION (TP)	22,339	0	22,339	9,303	8,144
7522		FRINGE BENEFITS TAX - TOWN PLANNING	10,640	0	10,640	4,431	5,682
7562		LAND ADMINISTRATION - TOWN PLANNING	8,232	0	8,232	3,426	0
7642		STRATEGIC PLANNING - TOWN PLANNING	17,775	0	17,775	7,402	0
		Total Expenditure Town Planning & Regional Development	**474,536**	**0**	**474,536**	**204,907**	**142,240**
Community Amenities - Schedule 10 Town Planning & Regional Development - Income							
2223		FEES & CHARGES - APPLICATIONS	(39,000)	0	(39,000)	(16,244)	(17,037)
2243		REIMBURSEMENTS	(200)	0	(200)	(80)	0
		Total Income Town Planning & Regional Development	**(39,200)**	**0**	**(39,200)**	**(16,324)**	**(17,037)**
Community Amenities - Schedule 10 Other Community Amenities - Expenditure							
2302	***R001***	DBK CEMETERY MNTCE	54,857	0	54,857	22,833	47,592
2312	***R002***	BLN CEMETERY MNTCE	23,415	0	23,415	9,742	7,617
2322	***R012***	PUBLIC CONVENIENCES	240,014	0	240,014	99,970	72,292
2342		TIDY TOWNS PROGRAMME	535	0	535	220	0
2372		DEPRECIATION (OCA)	15,417	0	15,417	6,421	0
2404	***B030***	VILLAGE GREEN TOILETS	6,730	0	6,730	2,796	900
4227		ADMINISTRATION SALARIES REALLOCATED	11,786	0	11,786	4,906	5,260
4237		GENERAL ADMIN COSTS REALLOCATED	4,145	0	4,145	1,725	2,163
4932	***R034***	UPPER PRESTON CEMETERY	6,284	0	6,284	2,605	2,830
5232		SALARIES - OTHER COMM AMENITIES	12,258	0	12,258	5,106	0
5882		SUPERANNUATION (COMM AMENITIES.)	1,409	0	1,409	585	77
6142		EMPLOYEE INSURANCE - WORKERS COMP	290	0	290	290	2,721
		Total Expenditure Other Community Amenities	**377,140**	**0**	**377,140**	**157,199**	**141,452**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Community Amenities - Schedule 10							
Other Community Amenities - Income							
0943		FEES & CHARGES - CEMETERIES UPPER PRESTON	(4,116)	0	(4,116)	(1,711)	(711)
2363		FEES & CHARGES - CEMETERY LICENSES	(840)	0	(840)	(346)	(5,344)
2373		FEES & CHARGES - CEMETERIES DONNYBROOK	(20,000)	0	(20,000)	(8,332)	(12,535)
2383		FEES & CHARGES - CEMETERIES BALINGUP	(5,145)	0	(5,145)	(2,141)	(4,047)
2415		GRANT INCOME LRCI TOILETS AND ABLUTIONS	(80,000)	0	(80,000)	0	0
		Total Income Other Community Amenities	**(110,101)**	**0**	**(110,101)**	**(12,530)**	**(22,637)**
		Summary of Operations - Community Amenities Program					
		Sanitation-Household Refuse					
		Sub Total Operating Expenditure	1,564,230	0	1,564,230	652,493	537,331
		Sub Total Operating Income	(955,701)	0	(955,701)	(935,800)	(930,591)
			608,529	**0**	**608,529**	**(283,307)**	**(393,260)**
		Other Sanitation					
		Sub Total Operating Expenditure	4,000	0	4,000	1,665	0
		Sub Total Operating Income	(200)	0	(200)	(80)	(34)
			3,800	**0**	**3,800**	**1,585**	**(34)**
		Urban Stormwater Drainage					
		Sub Total Operating Expenditure	11,786	0	11,786	4,901	1,130
		Sub Total Operating Income	0	0	0	0	0
			11,786	**0**	**11,786**	**4,901**	**1,130**
		Protection of Environment					
		Sub Total Operating Expenditure	48,767	20,000	68,767	26,621	20,730
		Sub Total Operating Income	(840)	(20,000)	(20,840)	(15,346)	(3,077)
			47,927	**0**	**47,927**	**11,275**	**17,652**
		Town Planning & Regional Development					
		Sub Total Operating Expenditure	474,536	0	474,536	204,907	142,240
		Sub Total Operating Income	(39,200)	0	(39,200)	(16,324)	(17,037)
			435,336	**0**	**435,336**	**188,583**	**125,203**
		Other Community Amenities					
		Sub Total Operating Expenditure	377,140	0	377,140	157,199	141,452
		Sub Total Operating Income	(110,101)	0	(110,101)	(12,530)	(22,637)
			267,040	**0**	**267,040**	**144,669**	**118,815**
		Total Operating Expenditure	2,480,459	20,000	2,500,459	1,047,786	842,882
		Total Operating Income	(1,106,041)	(20,000)	(1,126,041)	(980,080)	(973,376)
		Program (Surplus)/Deficit	**1,374,418**	**0**	**1,374,418**	**67,706**	**(130,493)**
Recreation & Culture - Schedule 11							
Public Halls & Civic Centres - Expenditure							
2412	***B009***	PUBLIC HALLS - DBK	38,381	0	38,381	16,139	16,530
2422	***B010***	PUBLIC HALLS - BLN	21,077	0	21,077	8,914	9,710
2432	***B085***	PUBLIC HALLS - KIRUP	5,723	0	5,723	2,375	3,880
2442		PUBLIC HALLS - NOGGERUP	6,286	0	6,286	2,615	3,627
2452		DEPRECIATION (HALLS)	195,639	0	195,639	81,500	0
2462		PUBLIC HALLS - NEWLANDS	4,371	0	4,371	1,812	2,000
2472	***B088***	PUBLIC HALL- BROOKHAMPTON	5,094	0	5,094	2,120	1,922
2482	***B090***	PUBLIC HALL - YABBERUP	4,688	0	4,688	1,950	2,491
4357		ADMIN SALARIES REALLOCATED	11,616	0	11,616	4,836	5,185
4367		GENERAL ADMIN COSTS REALLOCATED	4,377	0	4,377	1,821	2,285
		Total Expenditure Public Halls & Civic Centres	**297,252**	**0**	**297,252**	**124,082**	**47,631**
Recreation & Culture - Schedule 11							
Public Halls & Civic Centres - Income							
2433		FEES & CHARGES - DONNYBROOK HALL HIRE	(4,000)	0	(4,000)	(1,665)	(2,718)
2443		FEES & CHARGES - BALINGUP HALL HIRE	(2,100)	0	(2,100)	(871)	(131)
7053		FEES & CHARGES - PROPERTY LEASES	(1,889)	0	(1,889)	(785)	(267)
		Total Income Public Halls & Civic Centres	**(204,339)**	**0**	**(204,339)**	**(85,116)**	**(3,116)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Recreation & Culture - Schedule 11							
Recreation Centre - Expenditure							
2657		SOFTWARE LICENSING - DBK REC CENTRE	26,204	0	26,204	10,913	21,002
2707		OTHER STAFF COSTS - DBK REC CENTRE	3,788	0	3,788	1,575	1,214
2717		STAFF UNIFORM - DBK REC CENTRE	2,354	0	2,354	980	230
2722	***B029***	REC CENTRE MTCE	10,208	0	10,208	4,245	4,653
2727		INSURANCE - DBK REC CENTRE	23,195	0	23,195	9,660	21,594
2732		SUPERANNUATION - DBK REC CENTRE	36,500	0	36,500	15,204	18,749
2737		EMPLOYEE INSURANCE - DBK REC CENTRE	17,413	0	17,413	17,412	18,421
2742		SALARIES - DBK REC CENTRE	378,000	0	378,000	157,473	167,701
2747		COMMUNICATION - DBK REC CENTRE	3,425	0	3,425	1,425	1,293
2752		RECRUITMENT EXPENSES - DBK REC CENTRE	4,500	0	4,500	1,871	665
2755		OPEN DAY RECREATION CENTRE	1,605	0	1,605	665	0
2757		CLEANERS WAGES - DBK REC CENTRE	172	0	172	70	0
2767		CLEANERS SUPERANNUATION - DBK REC CENTRE	3,755	0	3,755	1,561	0
2777		CLEANING MATERIALS - DBK REC CENTRE	3,210	0	3,210	1,335	994
2787		GEN. BUILD MTC - DBK REC CENTRE	7,491	0	7,491	3,120	2,515
2797		PRINTING / STATIONERY - DBK REC CENTRE	2,675	0	2,675	1,111	1,394
2802		CONFERENCE & TRAINING - DBK REC CENTRE	6,261	0	6,261	2,606	3,211
2807		ADVERTISING / PROMOTION COSTS - DBK REC CENTRE	7,491	0	7,491	3,120	1,094
2817		EQUIPMENT UNDER THRESHOLD - DBK REC CENTRE	14,225	0	14,225	5,922	5,382
2827		SUNDRY EXPENSES - DBK REC CENTRE	7,491	0	7,491	3,120	6,583
2837		WATER (POOL) - DBK REC CENTRE	9,691	0	9,691	4,036	1,844
2847		CHEMICALS (POOL) - DBK REC CENTRE	14,052	0	14,052	5,851	2,849
2857		PERSONAL PROTECTIVE EQUIP (POOL) - DBK REC CENTRE	1,926	0	1,926	800	0
2867		ELECTRICITY - DBK REC CENTRE	60,000	0	60,000	24,996	20,631
2877		POOL PLANT MTCE - DBK REC CENTRE	15,558	0	15,558	6,481	1,800
2887		POOL & SURROUND MTCE - DBK REC CENTRE	10,702	0	10,702	4,456	4,006
2897		POOL PROGRAME COSTS - DBK REC CENTRE	3,210	0	3,210	1,335	1,875
2907		SUBSCRIPTIONS & MEMBERSHIP - DBK REC CENTRE	856	0	856	355	1,080
2917		POOL SUNDRY EXPENSES - DBK REC CENTRE	1,926	0	1,926	800	132
2927		STOCK PURCHASES (FOOD) - DBK REC CENTRE	10,702	0	10,702	4,456	4,804
2937		STOCK PURCHASES (NON-FOOD) - DBK REC CENTRE	5,351	0	5,351	2,226	959
2947		KIOSK MAINTENANCE - DBK REC CENTRE	535	0	535	220	153
2957		HIRE EQUIPMENT (SQUASH) - DBK REC CENTRE	107	0	107	40	0
2967		SQUASH COURT MTCE - DBK REC CENTRE	2,140	0	2,140	890	0
2977		PROGRAM COSTS (FUNCTION) - DBK REC CENTRE	535	0	535	220	146
2987		FUNCTION AREA MTCE - DBK REC CENTRE	2,808	0	2,808	1,166	561
2997		GYM BUILDING MTCE - DBK REC CENTRE	535	0	535	220	305
3007		GYM EQUIPMENT MTCE - DBK REC CENTRE	2,675	0	2,675	1,111	0
3017		GYM TRAINING PROGRAMS - DBK REC CENTRE	1,070	0	1,070	445	0
3027		GYM PROGRAM COSTS - DBK REC CENTRE	15,470	0	15,470	6,442	5,635
3037		STADIUM GEN MTCE - DBK REC CENTRE	6,297	0	6,297	2,621	3,138
3047		UMPIRE FEES - DBK REC CENTRE	2,646	0	2,646	1,100	1,280
3057		STADIUM PROGRAM COSTS - DBK REC CENTRE	2,140	0	2,140	890	834
3067		CRECHE / KINDY GYM EQUIPMENT - DBK REC CENTRE	642	0	642	265	10
3077		ADMIN SALARIES REALLOCATED	100,681	0	100,681	41,940	44,936
3127		GENERAL ADMIN COSTS REALLOCATED	49,230	0	49,230	20,505	25,696
3137		DEPRECIATION - REC CENTRE	135,000	0	135,000	56,239	0
3442		RECREATION CENTRE STOCK WRITTEN OFF	107	0	107	40	32
3497		CONTRACT CLEANERS - DBK REC CENTRE	22,800	0	22,800	9,497	5,789
3507		VEHICLE EXPENSES - DBK REC CENTRE	8,000	0	8,000	3,331	55
3517		FRINGE BENEFITS TAX - DBK REC CENTRE	5,500	0	5,500	2,290	2,937
9882		MAJOR PROJECT MANAGEMENT REALLOCATED	2,056	0	2,056	855	805
		Total Expenditure Recreation Centre	**1,054,914**	**0**	**1,054,914**	**449,507**	**410,455**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Recreation & Culture - Schedule 11 Recreation Centre - Income							
1121		FEES & CHARGES - SHOP / KIOSK (GT FREE)	(2,099)	0	(2,099)	(871)	(815)
1151		FEES & CHARGES - SQUASH CENTRE	(210)	0	(210)	(85)	(140)
1201		FEES & CHARGES - GYMNASIUM / MEMBERSHIPS	(95,632)	0	(95,632)	(39,839)	(50,047)
1211		FEES & CHARGES - FUNCTION LOUNGE	(1,500)	0	(1,500)	(621)	(2,161)
1221		FEES & CHARGES - STADIUM	(25,000)	0	(25,000)	(10,413)	(12,499)
1231		FEES & CHARGES - SUNDRY	(52)	0	(52)	(20)	0
1251		FEES & CHARGES - GROUP FITNESS	(3,000)	0	(3,000)	(1,246)	(2,977)
2553		FEES & CHARGES - SHOP / KIOSK (TAXABLE)	(13,500)	0	(13,500)	(5,621)	(6,184)
2563		FEES & CHARGES - POOL	(120,000)	0	(120,000)	(49,992)	(51,702)
2643		FEES & CHARGES - CRECHE	(1,050)	0	(1,050)	(435)	(817)
2823		REIMB DBK REC CENTRE	(1,500)	0	(1,500)	(621)	0
3048		LRCI GRANT FUNDING - (REC CENTRE)	(140,000)	0	(140,000)	0	0
		Total Income Recreation Centre	**(403,543)**	**0**	**(403,543)**	**(109,764)**	**(127,342)**
Recreation & Culture - Schedule 11 Other Recreation & Sport - Expenditure							
2607	***Various***	STATION SQUARE	63,164	0	63,164	26,292	28,150
2642	***Various***	PARKS & RESERVES GENERAL	883,776	0	883,776	368,115	347,007
2652	***B015***	BLN REC CENTRE	2,976	0	2,976	1,240	5,622
2662	***Various***	EGAN PARK	106,505	0	106,505	44,320	56,710
2672	***Various***	MITCHELL PARK	104,893	0	104,893	43,679	39,736
2677	***R155***	VIN FARLEY PARK	4,535	0	4,535	1,886	0
2692	***R007***	MITCHELL PARK - TENNIS CLUB	1,480	0	1,480	610	1,216
2702		DEPRECIATION (ORS)	528,869	0	528,869	220,323	0
2712	***Various***	BLN PARKS & RESERVES	344,674	0	344,674	143,542	126,223
2782		INDIGENOUS MURAL PROJECT	10,000	0	10,000	4,166	0
2812		INTEREST ON LOAN (REC)	0	0	0	0	309
3346		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	16,163
4247		ADMINISTRATION SALARIES REALLOCATED	61,044	0	61,044	25,427	27,245
4257		GENERAL ADMIN COSTS REALLOCATED	14,616	0	14,616	6,086	7,629
5652	***R051***	WALK TRAILS	2,857	0	2,857	1,185	0
5792		BANK CHARGES LOANS - OTHER RECREATION AND SPORT	0	0	0	0	135
7712	***Various***	KIRUP PARKS & RESERVES	50,216	0	50,216	20,874	18,535
7722	***R019***	NOGGERUP PARK	7,065	0	7,065	2,932	1,911
9892		MAJOR PROJECT MANAGEMENT REALLOCATED	7,389	0	7,389	3,076	2,892
		Total Expenditure Other Recreation & Sport	**2,194,059**	**0**	**2,194,059**	**913,753**	**679,635**
Recreation & Culture - Schedule 11 Other Recreation & Sport - Income							
2323		DONATIONS - FUNPARK	(900)	0	(900)	(371)	(562)
2583		FEES & CHARGES - PROPERTY LEASES (STATION SQUARE)	(15,020)	0	(15,020)	(6,256)	(6,471)
2653		REIMBURSEMENTS - DEBTOR LOAN INTEREST	(4,981)	0	(4,981)	(2,071)	(1,981)
2723		REIMBURSEMENTS - SELF SUPPORTING LOAN INTEREST	(1,443)	0	(1,443)	(600)	(492)
2733		FEES & CHARGES - PROPERTY LEASES (EGAN PARK)	(2,267)	0	(2,267)	(941)	(1,286)
2763		FEES & CHARGES - PROPERTY LEASES (MITCHELL PARK)	(14,092)	0	(14,092)	(5,867)	0
2773		FEES & CHARGES - PROPERTY LEASES (MITCHELL PK TENNIS)	(1,518)	0	(1,518)	(630)	(1,518)
2793		REIMBURSEMENTS - STATION SQUARE CAFE	(21,000)	0	(21,000)	(8,747)	(6,980)
2803		FEES & CHARGES - RESERVE HIRE	(1,271)	0	(1,271)	(525)	(192)
2853		REIMBURSEMENTS INCLUDING INSURANCE CLAIMS	(850)	0	(850)	(350)	(71)
3043		FEES & CHARGES - PROPERTY LEASES (BALINGUP REC CNTR)	(1,000)	0	(1,000)	(415)	(500)
3015		GRANT - WA FOOTBALL CLUB	(200,000)	0	(200,000)	0	0
0475		GOVT GRANTS - COMMUNITY FACILITIES	(5,302,607)	0	(5,302,607)	(2,209,065)	(302,607)
7085		CONTRIBUTIONS (CAPITAL) - ASSETS	(3,000,000)	0	(3,000,000)	(1,249,800)	0
		Total Income Other Recreation & Sport	**(8,566,948)**	**0**	**(8,566,948)**	**(3,485,638)**	**(322,659)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Recreation & Culture - Schedule 11 Libraries - Expenditure							
2902		SALARIES - DBK LIBRARY	131,680	0	131,680	54,854	49,875
2912		SUPERANNUATION - DBK LIBRARY	15,037	0	15,037	6,262	5,473
2922		BOOK STOCK - DBK LIBRARY	535	0	535	220	0
2932		BLN LOST/DAMAGED BOOKS	214	0	214	85	0
2972		GENERAL EXPENSES BLN	5,000	0	5,000	2,076	669
3002		GENERAL ADMIN ALLOCATED - LIBRARIES	53,523	0	53,523	22,295	27,937
3012	***A004***	SALARIES BLN LIBRARY	20,254	0	20,254	8,437	8,076
3022		SUPERANNUATION BLN LIB	1,892	0	1,892	785	785
3052		DEPRECIATION - DBK LIB	121,466	0	121,466	50,602	0
3147		STAFF UNIFORMS - DBK LIBRARY	1,070	0	1,070	445	0
3152		DEPRECIATION BLN LIBARY	1	0	1	0	0
3157		STAFF TRAINING - DBK LIBRARY	2,104	0	2,104	875	0
3167		OTHER EMPLOYEE COSTS - DBK LIBRARY	628	0	628	260	79
3187		TELEPHONE & COMMUNICATIONS - DBK LIBRARY	3,674	0	3,674	1,530	703
3197		FURNITURE & EQUIPMENT BELOW THRESHOLD - DBK LIBRARY	2,058	0	2,058	855	463
3217		SUBSCRIPTIONS & RESOURCES - DBK LIBRARY	4,816	0	4,816	2,005	4,550
3227		POSTAGE & FREIGHT - DBK LIBRARY	2,821	0	2,821	1,171	271
3237		STATIONERY & OFFICE SUPPLIES - DBK LIBRARY	2,140	0	2,140	890	1,562
3247		SOFTWARE LICENSING (LMS) - DBK LIBRARY	2,140	0	2,140	890	0
3267		CLEANING EXPENSES (EDWA) - DBK LIBRARY	4,600	0	4,600	1,915	208
3287		LIBRARY PARTNERSHIP AGREEMENT EXPENSES - DBK LIBRARY	2,140	0	2,140	890	3,289
3317		EQUIPMENT MAINTENANCE - DBK LIBRARY	2,675	0	2,675	1,111	0
3337		ELECTRICITY - DBK LIBRARY	6,606	0	6,606	2,750	2,909
3347		WATER - DBK LIBRARY	1,622	0	1,622	675	326
3357		GAS - DBK LIBRARY	541	0	541	225	0
3367		SUNDRY EXPENDITURE - DBK LIBRARY	2,140	0	2,140	890	711
3377		WORKERS COMP INSURANCE - DBK LIBRARY	7,280	0	7,280	7,280	7,337
3387		INSURANCE - DBK LIBRARY	2,406	0	2,406	1,000	2,212
5662		BUILDING MAINTENANCE - DBK LIBRARY	6,000	0	6,000	2,496	0
9422		ADMIN SAL ALLOCATED - LIBRARIES	87,241	0	87,241	36,343	38,937
		Total Expenditure Libraries	**494,304**	**0**	**494,304**	**210,112**	**156,373**
Recreation & Culture - Schedule 11 Libraries - Income							
2963		REIMBURSEMENTS - SUNDRY	(250)	0	(250)	(100)	(93)
2973		REIMBURSEMENT - LOST/DAMAGED BOOKS (BALINGUP)	(50)	0	(50)	(20)	0
2983		REIMBURSEMENT - LOST/DAMAGED BOOKS (DONNYBROOK)	(50)	0	(50)	(20)	0
		Total Income Libraries	**(350)**	**0**	**(350)**	**(140)**	**93**
Recreation & Culture - Schedule 11 Other Culture - Expenditure							
1382		ARTS ACQUISITION PRIZE	1,500	0	1,500	621	1,504
3082		DONNYBROOK MUSEUM	400	0	400	160	5,587
3952	***Various***	RAILWAY STATION	3,223	0	3,223	1,331	4,898
4267		GENERAL ADMIN COSTS REALLOCATED	600	0	600	246	313
5272		PROMOTION OF COMMUNITY EVENTS	40,000	0	40,000	16,649	2,491
7592		DEPRECIATION (OCUL)	26,597	0	26,597	11,078	0
9432		ADMIN SALARIES REALLOCATED	1,830	0	1,830	760	817
9872		MAJOR PROJECT MANAGEMENT REALLOCATED	336,202	0	336,202	140,059	131,595
		Total Other Culture Expenditure	**410,353**	**0**	**410,353**	**170,904**	**147,206**
Recreation & Culture - Schedule 11 Other Culture - Income							
0493		FEES & CHARGES - PROPERTY LEASES	(3,672)	0	(3,672)	(1,526)	(3,672)
7573		REIMBURSEMENTS INC. INSURANCE CLAIMS	0	0	0	0	(3,802)
7603		FEES & CHARGES - SUNDRY	0	0	0	0	(1,282)
		Total Other Culture Income	**(3,672)**	**0**	**(3,672)**	**(1,526)**	**(8,756)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
		Summary of Operations - Recreation & Culture Program					
		Public Halls & Civic Centres					
		Sub Total Operating Expenditure	297,252	0	297,252	124,082	47,631
		Sub Total Operating Income	(204,339)	0	(204,339)	(85,116)	(3,116)
			92,912	**0**	**92,912**	**38,966**	**44,515**
		Recreation Centre					
		Sub Total Operating Expenditure	1,054,914	0	1,054,914	449,507	410,455
		Sub Total Operating Income	(403,543)	0	(403,543)	(109,764)	(127,342)
			651,371	**0**	**651,371**	**339,743**	**283,112**
		Other Recreation & Sport					
		Sub Total Operating Expenditure	2,194,059	0	2,194,059	913,753	679,635
		Sub Total Operating Income	(8,566,948)	0	(8,566,948)	(3,485,638)	(322,659)
			(6,372,889)	**0**	**(6,372,889)**	**(2,571,885)**	**356,977**
		Libraries					
		Sub Total Operating Expenditure	494,304	0	494,304	210,112	156,373
		Sub Total Operating Income	(350)	0	(350)	(140)	(93)
			493,954	**0**	**493,954**	**209,972**	**156,280**
		Other Culture					
		Sub Total Operating Expenditure	410,353	0	410,353	170,904	147,206
		Sub Total Operating Income	(3,672)	0	(3,672)	(1,526)	(8,756)
			406,680	**0**	**406,680**	**169,378**	**138,450**
		Total Operating Expenditure	4,450,882	0	4,450,882	1,868,358	1,441,299
		Total Operating Income	(9,178,853)	0	(9,178,853)	(3,682,184)	(461,965)
		Program (Surplus)/Deficit	**(4,727,971)**	**0**	**(4,727,971)**	**(1,813,826)**	**979,334**
Transport - Schedule 12 Construction Streets, Roads, Bridges & Depots - Expenditure							
3230		DEPRECIATION (RCO)	3,860,813	0	3,860,813	1,608,411	0
		Total Construction Streets, Roads, Bridges & Depots. - Expenditure	**3,860,813**	**0**	**3,860,813**	**1,608,411**	**0**
Transport - Schedule 12 Construction Streets, Roads, Bridges & Depots - Income							
0325		GRANTS - BLACK SPOTS	(549,457)	(170,000)	(719,457)	(299,775)	(14,092)
0405		GRANTS - SUNDRY TRANSPORT CONSTRUCTION	(275,000)	0	(275,000)	(114,563)	(1,795)
3191		CONTRIBUTION TO ASSETS (INFRASTRUCTURE/FUTURE WORKS)	(68,800)	0	(68,800)	(28,661)	0
3251		GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	(2,991,300)	0	(2,991,300)	(1,246,174)	0
3261		GRANT REVENUE - LRCI	(309,388)	0	(309,388)	(128,890)	0
3291		GRANTS - REGIONAL ROAD GROUP	(588,478)	0	(588,478)	(245,159)	(62,999)
3331		GRANTS - ROADS TO RECOVERY	(420,000)	0	(420,000)	(174,972)	(49,762)
3341		GRANTS - WA BICYCLE NETWORK PROGRAM (WABN)	(65,000)	0	(65,000)	(27,077)	0
		Total Construction Streets, Roads, Bridges & Depots - Income	**(5,267,423)**	**-170000**	**(5,437,423)**	**(2,265,271)**	**128,647**
Transport - Schedule 12 Sreets, Roads, Bridges & Depot Maintenance - Expenditure							
0150	***T008***	DONNYBROOK TOWNSCAPE WORKS	11,834	0	11,834	4,926	0
0160	***T009***	KIRUP TOWN CENTRE DEVELOPMENT	5,917	0	5,917	2,461	0
1402	***A012***	RURAL PROPERTY NUMBERING SCHEME	3,174	0	3,174	1,312	1,692
3350		DEPRECIATION (RMC)	1,301,828	0	1,301,828	542,340	0
3370	***M008***	STREET TREES & PRUNING	72,467	0	72,467	30,187	26,900
3380	***M009***	CROSSOVERS	2,206	0	2,206	916	391
0190	***MS000***	RURAL ROADS (SEALED) MTCE.	405,316	0	405,316	168,845	210,175
0200	***MG001***	RURAL ROADS (GRAVEL) MTCE.	555,628	0	555,628	231,466	281,046
0210	***MS999***	URBAN ROADS (SEALED) MTCE.	123,425	0	123,425	51,408	45,570
0220	***MG000***	URBAN ROADS (GRAVEL) MTCE.	21,902	0	21,902	9,109	10,675
3410	***M031***	GEN.MAINTENANCE - OTHER	0	0	0	0	2,672
3420		LIGHTING OF STREETS	96,131	0	96,131	40,045	29,422
3430	***M007***	STREET CLEANING	82,320	0	82,320	34,293	24,970
3450	***Various***	BRIDGE MAINTENANCE	283,710	0	283,710	118,185	151,615
3460	***M010***	TRAFFIC SIGNS & CONTROL	15,000	0	15,000	6,247	3,375
3470	***B011***	DBK DEPOT MAINTENANCE	48,588	0	48,588	20,372	31,774

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
3480	***B016***	BLN DEPOT MAINTENANCE	17,142	0	17,142	7,174	8,306
3550	***M030***	ROAD ASSET MANAGEMENT	40,000	0	40,000	16,660	14,154
5992		SUNDRY PLANT PURCHASES BELOW THRESHOLD	19,000	0	19,000	7,912	1,081
6961		P/L SALE OF ASSET (RMC)	32,488	0	32,488	13,533	0
7082	***T004***	BLN TOWN CENTRE WORKS	11,834	0	11,834	4,926	8,834
9167		PARKING STRATEGY	15,000	0	15,000	6,247	0
9902		MAJOR PROJECT MANAGEMENT REALLOCATED	25,861	0	25,861	10,772	10,123
		Total Streets, Roads, Bridges & Depot Mtc. - Expenditure	**3,190,769**	**0**	**3,190,769**	**1,329,336**	**862,774**
Transport - Schedule 12 Sreets, Roads, Bridges & Depot Maintenance - Income							
0683		FEES & CHARGES - SUNDRY	(525)	0	(525)	(215)	(671)
0933		GRANTS - MRD DIRECT GRANTS	(201,180)	0	(201,180)	(201,180)	(201,180)
3511		REIMBURSEMENTS	(39,559)	0	(39,559)	(16,479)	0
7913		P/L SALE OF ASSET (RMC)	(39,442)	0	(39,442)	(16,429)	0
		Total Streets, Roads, Bridges & Depot Mtc. - Income	**(333,713)**	**0**	**(333,713)**	**(256,383)**	**(201,851)**
Transport - Schedule 12 Private Works - Expenditure							
4292		PRIVATE WORKS	535	0	535	220	0
		Total Private Works - Expenditure	**535**	**0**	**535**	**220**	**0**
Transport - Schedule 12 Private Works - Income							
4323		FEES & CHARGES - PRIVATE WORKS	(500)	0	(500)	(205)	0
		Total Private Works - Income	**(500)**	**0**	**(500)**	**(205)**	**0**
		Summary of Operations - Transport Program					
		Construction Streets, Roads, Bridges & Depots					
		Sub Total Operating Expenditure	3,860,813	0	3,860,813	1,608,411	0
		Sub Total Operating Income	(5,267,423)	(170,000)	(5,437,423)	(2,265,271)	(128,647)
			(1,406,610)	**(170,000)**	**(1,576,610)**	**(656,860)**	**(128,647)**
		Streets, Roads, Bridges & Depot Maintenance					
		Sub Total Operating Expenditure	3,190,769	0	3,190,769	1,329,336	862,774
		Sub Total Operating Income	(333,713)	0	(333,713)	(256,383)	(201,851)
			2,857,056	**0**	**2,857,056**	**1,072,953**	**660,923**
		Private Works					
		Sub Total Operating Expenditure	535	0	535	220	0
		Sub Total Operating Income	(500)	0	(500)	(205)	0
			35	**0**	**35**	**15**	**0**
		Total Operating Expenditure	7,052,117	0	7,052,117	2,937,967	862,774
		Total Operating Income	(5,601,636)	(170,000)	(5,771,636)	(2,521,859)	(330,498)
		Program (Surplus)/Deficit	**1,450,481**	**(170,000)**	**1,280,481**	**416,108**	**532,276**
Economic Services - Schedule 13 Rural Services - Expenditure							
3402		DEPRECIATION (RURAL)	2,267	0	2,267	941	0
3842	***Various***	NOXIOUS WEEDS/PEST PLANTS	35,000	0	35,000	14,579	21,813
3852		VERMIN CONTROL	535	0	535	220	0
3862		GEN. ADMIN ALLOC - RURAL SERVICES	1,176	0	1,176	486	657
9482		ADMIN SALL ALLOCATED	3,416	0	3,416	1,420	1,525
		Total Rural Services - Expenditure	**42,394**	**0**	**42,394**	**17,646**	**23,995**
Economic Services - Schedule 13 Tourism & Area Promotion - Expenditure							
2192	***R046***	DONNYBROOK TRANSIT PARK MAINTENANCE	51,050	0	51,050	21,247	17,377
2862	***M034***	FESTIVALS & COMMUNITY EVENTS	5,325	0	5,325	2,207	3,715
3912		AREA PROMOTION	108,045	0	108,045	44,998	71,000
3922		DEPRECIATION (TOUR)	15,974	0	15,974	6,652	0
4277		ADMINISTRATION EMPLOYEE COSTS REALLOCATED	5,538	0	5,538	2,305	2,472
4287		GENERAL ADMIN COSTS REALLOCATED	1,982	0	1,982	825	1,035
5832		SALARIES (TOURISM)	50,711	0	50,711	21,125	18,044

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
5892		SUPERANNUATION (TOURISM)	4,567	0	4,567	1,900	1,878
6152		EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,729	0	1,729	1,728	3,090
7152	***B037***	BALINGUP TRANSIT PARK MTCE.	46,653	0	46,653	19,422	12,944
9937	***T137***	BALINGUP TOURIST INFORMATION BAY	6,180	0	6,180	2,575	0
		Total Tourism & Area Promotion - Expenditure	**297,754**	**0**	**297,754**	**124,984**	**131,555**
Economic Services - Schedule 13 Tourism & Area Promotion - Income							
0383		FEES & CHARGES - DBK TRANSIT PARK	(67,000)	0	(67,000)	(27,911)	(32,309)
1313		FEES & CHARGES - CARAVAN PARK LICENCES	(204)	0	(204)	(81)	0
3993		FEES & CHARGES - BALINGUP TRANSIT	(25,000)	0	(25,000)	(10,413)	(4,882)
		Total Tourism & Area Promotion - Income	**(92,204)**	**0**	**(92,204)**	**(38,405)**	**(37,191)**
Economic Services - Schedule 13 Building Control - Expenditure							
0666		ADMIN SALARIES REALLOC TO BLDG CONTROL	42,948	0	42,948	17,889	19,168
0716		GEN ADMIN COSTS REALLOCATED TO BLDG CONTROL	25,281	0	25,281	10,528	13,196
4062		SALARIES (BLD)	145,689	0	145,689	60,690	60,012
4072		SUPERANNUATION - BUILDING	24,345	0	24,345	10,138	8,026
4082		CONTRACT LABOUR & RELIEF	6,240	0	6,240	2,596	0
4112		VEHICLE EXPENSES - BLDNG	10,500	0	10,500	4,371	2,219
4122		LEGAL EXPENSES	2,163	0	2,163	900	0
4132		SUNDRY BUILDING EXPENSES	6,965	0	6,965	2,896	2,570
4152		CONFERENCE & TRAINING BLD	2,104	0	2,104	875	0
4182		FURNITURE AND EQUIPMENT UNDER THRESHOLD	1,070	0	1,070	445	0
6162		EMPLOYEE INSURANCE - WORKERS COMPENSATION	5,769	0	5,769	5,768	7,035
9928		FRINGE BENEFITS TAX - BUILDING	6,370	0	6,370	2,651	3,196
		Total Building Expenditure	**279,444**	**0**	**279,444**	**119,747**	**115,422**
Economic Services - Schedule 13 Building Control - Income							
4153		FEES & CHARGES - BUILDING LICENSES	(46,200)	0	(46,200)	(19,245)	(35,095)
4163		FEES & CHARGES - COMMISSION BCITF	(446)	0	(446)	(185)	(165)
4173		FEES & CHARGES - SUNDRY	(105)	0	(105)	(40)	(1,551)
4183		FEES & CHARGES - FINES	(100)	0	(100)	(40)	0
4193		REIMBURSEMENTS	(1,850)	0	(1,850)	(770)	(500)
4213		FEES & CHARGES - COMMISSION BRB	(1,050)	0	(1,050)	(435)	(415)
5003		FEES & CHARGES - SWIMMING POOL INSPECTIONS	(2,448)	0	(2,448)	(1,016)	(2,717)
		Total Building Income	**(52,199)**	**0**	**(52,199)**	**(21,731)**	**(40,444)**
Economic Services - Schedule 13 Other Economic Services - Expenditure							
1212		LAND DISPOSAL COSTS	10,702	0	10,702	4,456	0
4252		DEPRECIATION (OES)	8,636	0	8,636	3,596	0
4302		GENERAL ADMIN ALLOCATED - OTHER ECONOMIC SERVICES	2,596	0	2,596	1,076	1,207
4772	***B040***	BANK BUILDINGS (70 SW HWY DONNYBROOK)	12,646	0	12,646	5,257	4,048
5402		INTEREST ON LOANS (OTHER ECON SERV)	775	0	775	320	0
5782		BANK CHARGES LOANS OTHER ECONOMIC SERVICES	169	0	169	70	8
5812		RAC CHARGING STATION EXPENSES	1,927	0	1,927	800	2,278
		Total Other Economic Services -Expenditure	**37,451**	**0**	**37,451**	**15,575**	**7,541**
Economic Services - Schedule 13 Other Economic Services - Income							
4253		FEES & CHARGES - EXTRACTIVE INDUSTRY LICENSE	(5,712)	0	(5,712)	(2,376)	(525)
4273		FEES & CHARGES - ROYALTIES	(27,541)	0	(27,541)	(11,472)	(10,934)
4363		FEES & CHARGES - PROPERTY LEASES	(41,200)	0	(41,200)	(17,160)	(17,120)
4793		REIMBURSEMENTS	(12,900)	0	(12,900)	(5,371)	(7,144)
		Total Other Economic Services - Income	**(87,353)**	**0**	**(87,353)**	**(36,379)**	**(35,723)**

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
Economic Services - Schedule 13							
Economic Development - Expenditure							
9947		SALARIES (ECON DEV)	81,423	0	81,423	33,918	31,002
9957		SUPERANNUATION (ECON DEV)	11,399	0	11,399	4,746	2,920
9956		EMPLOYEE INSURANCE - WORKERS COMPENSATION	0	0	0	0	3,932
9987		ECONOMIC DEVELOPMENT EXPENSES	30,000	0	30,000	12,498	0
9177		ECONOMIC DEVELOPMENT STRATEGY	40,000	0	40,000	16,664	0
		Total Other Economic Services -Expenditure	**162,822**	**0**	**162,822**	**67,826**	**37,853**
Economic Services - Schedule 13							
Economic Development - Income							
9173		GRANT INCOME - SWDC	(20,000)	0	(20,000)	(8,332)	0
		Total Other Economic Services -Expenditure	**(20,000)**	**0**	**(20,000)**	**(8,332)**	**0**
		Summary of Operations - Economic Services Program					
		Rural Services					
		Sub Total Operating Expenditure	42,394	0	42,394	17,646	23,995
		Sub Total Operating Income	0	0	0	0	0
			42,394	**0**	**42,394**	**17,646**	**23,995**
		Tourism & Area Promotion					
		Sub Total Operating Expenditure	297,754	0	297,754	124,984	131,555
		Sub Total Operating Income	(92,204)	0	(92,204)	(38,405)	(37,191)
			205,550	**0**	**205,550**	**86,579**	**94,364**
		Building Control					
		Sub Total Operating Expenditure	279,444	0	279,444	119,747	115,422
		Sub Total Operating Income	(52,199)	0	(52,199)	(21,731)	(40,444)
			227,245	**0**	**227,245**	**98,016**	**74,978**
		Other Economic Services					
		Sub Total Operating Expenditure	37,451	0	37,451	15,575	7,541
		Sub Total Operating Income	(87,353)	0	(87,353)	(36,379)	(35,723)
			(49,902)	**0**	**(49,902)**	**(20,804)**	**(28,181)**
		Economic Development					
		Sub Total Operating Expenditure	162,822	0	162,822	67,826	37,853
		Sub Total Operating Income	(20,000)	0	(20,000)	(8,332)	0
			142,822	**0**	**142,822**	**59,494**	**37,853**
		Total Operating Expenditure	819,865	0	819,865	345,778	316,367
		Total Operating Income	(251,756)	0	(251,756)	(104,847)	(113,357)
		Program (Surplus)/Deficit	**568,109**	**0**	**568,109**	**240,931**	**203,010**
Other Property & Services - Schedule 14							
Public Works Overheads - Expenditure							
0726		ADMINISTRATION SALARIES ALLOCATED TO PWO	335,454	0	335,454	139,748	149,720
0776		GEN ADMIN COSTS ALLOC TO PWO	161,673	0	161,673	67,351	84,387
4352		ENGINEERING SUPERANNUATION	79,724	0	79,724	33,212	28,131
4362		SUPERANNUATION - PWO	147,112	0	147,112	61,285	60,026
4392		VEHICLE EXP - ENGINEERING - WORKS AND SERVICES	42,167	0	42,167	17,564	17,746
4402		SICK LEAVE	42,640	0	42,640	17,760	27,325
4422		LONG SERVICE LEAVE	7,995	0	7,995	3,326	1,215
4432		INSURANCE ON WORKS	23,605	0	23,605	9,835	22,209
4446		CONTRACT LABOUR, RELIEF & CONSULTANTS	30,000	0	30,000	12,498	3,190
4452		PROTECTIVE CLOTHING/EQUIP	25,000	0	25,000	10,413	3,064
4462	***T001***	CONFER & TRAIN EXPENSES	39,502	0	39,502	16,449	45,278
4467		STAFF UNIFORMS	1,900	0	1,900	790	0
4476		WORKERS COMPENSATION INSURANCE	57,205	0	57,205	57,204	28,098
4602		GRATUITY PAYMENT	300	0	300	121	0
4612		WORKERS COMPENSATION ALLOC.	201,200	0	201,200	83,816	93,930
6782		HOLIDAY PAY -ANNUAL LEAVE	101,878	0	101,878	42,440	55,050
6792		HOLIDAY PAY - PUB HOLS	49,443	0	49,443	20,595	7,410
7422		LESS ALLOCATED TO W&S	(1,816,095)	0	(1,816,095)	(756,582)	(709,566)
7672		OTHER OVERHEADS	13,395	0	13,395	5,577	8,197
7682		ENGINEERING SALARIES	581,860	0	581,860	242,399	213,626

COA	Job	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
7692	***S001***	OSH AND TOOL BOX MEETINGS	20,953	0	20,953	8,716	6,650
7702		OTHER OVERHEADS - FURNITURE AND EQUIPMENT UNDER THRESHOLD	4,281	0	4,281	1,781	0
7732		WORKERS COMP INSURANCE - PWO	31,495	0	31,495	31,494	31,180
7802		FRINGE BENEFITS TAX - PWO	38,644	0	38,644	16,098	18,062
		Total Public Works Overheads - Expenditure	**221,330**	**0**	**221,330**	**143,890**	**194,928**
Other Property & Services - Schedule 14 Public Works Overheads - Income							
2353		CONTRIBUTIONS	(500)	0	(500)	(205)	0
4613		REIMBURSEMENTS	(200,000)	0	(200,000)	(83,320)	(67,779)
6761		PROFIT ON SALE OF ASSET (PWO)	(16,996)	0	(16,996)	(7,077)	0
		Total Public Works Overheads - Income	**(217,496)**	**0**	**(217,496)**	**(90,602)**	**(67,779)**
Other Property & Services - Schedule 14 Plant Operation Costs - Expenditure							
4297		ADMINISTRATION SALARIES REALLOCATED	6,514	0	6,514	2,711	2,907
4307		GENERAL ADMIN COSTS REALLOCATED	2,652	0	2,652	1,101	1,384
4437		WORKERS COMPENSATION INSURANCE (POC)	3,623	0	3,623	3,622	3,691
4472		WAGES AND OVERHEADS	73,552	0	73,552	30,638	26,638
4482		TYRES AND BATTERIES	21,815	0	21,815	9,087	11,813
4492		INSURANCE & LICENSES	117,437	0	117,437	48,926	117,045
4512		LESS POC ALLOCATED TO W&S	(877,498)	0	(877,498)	(365,563)	(328,124)
4522		FUELS & OILS USED	246,960	0	246,960	102,880	83,853
4622		WAGES - MECHANICS (Inc. TOOL ALLOWANCE	2,878	0	2,878	1,196	111
4992		WORKSHOP CONSUMABLES	4,816	0	4,816	2,005	3,771
5102		DEPRECIATION ON PLANT	306,726	0	306,726	127,780	0
6092		SUPER - MECHANICS	10,283	0	10,283	4,281	4,212
6802		PARTS AND REPAIRS	113,190	0	113,190	47,152	49,119
		Total Expenditure Plant Operation Costs	**32,947**	**0**	**32,947**	**15,816**	**-23,580**
Other Property & Services - Schedule 14 Plant Operation Costs - Income							
3503		REIMBURSEMENTS	(100)	0	(100)	(40)	(227)
7823		FEE & CHARGES - SUNDRY	(52)	0	(52)	(20)	0
7843		REIMBURSEMENT -DIESEL FUEL REBATE	(31,500)	0	(31,500)	(13,119)	(11,038)
		Total Expenditure Plant Operation Costs	**(31,652)**	**0**	**(31,652)**	**(13,179)**	**(11,265)**
Other Property & Services - Schedule 14 Stock Fuels & Oils - Expenditure							
4420		MATERIALS VARIANCE ACCOUNT	0	0	0	0	108
4540		STOCK PURCHASES	0	0	0	0	0
		Total Expenditure Stock Fuels & Oils	**0**	**0**	**0**	**0**	**108**
Other Property & Services - Schedule 14 Salaries & Wages - Expenditure							
4570		SALARIES DRAWN	5,070,213	0	5,070,213	2,112,247	1,543,529
4580		WAGES	0	0	0	0	801,568
4590		LESS SALARIES ALLOCATED	(5,070,213)	0	(5,070,213)	(2,112,247)	(1,543,529)
4600		LESS WAGES ALLOCATED	0	0	0	0	(801,568)
		Total Expenditure Salaries & Wages	**0**	**0**	**0**	**0**	**0**
Other Property & Services - Schedule 14 Project Operations Costs - Expenditure							
4107		SALARIES - PROJECT OFFICER	209,143	0	209,143	87,126	98,189
4117		SUPERANNUATION - PROJECT OFFICER	27,797	0	27,797	11,578	10,238
4127		EMPLOYEE INSURANCE - WORKERS COMPENSATION	11,966	0	11,966	11,966	10,100
4137		FRINGE BENEFITS TAX - PROJECT OFFICER	0	0	0	0	0
4147		OTHER EXPENSES - PROJECT OFFICER	500	0	500	205	574
4148		CONSULTANCY/CONTRACTORS PROJECTS	25,725	0	25,725	10,713	0
4157		VEHICLE EXPENSES - PROJECT OFFICER	0	0	0	0	4,599
4187		FURNITURE & EQUIPMENT UNDER THRESHOLD	1,070	0	1,070	445	0
4197		LESS ALLOCATED TO PROJECTS	(371,508)	0	(371,508)	(154,767)	(145,414)
4317		ADMINISTRATION SALARIES REALLOCATED	31,344	0	31,344	13,054	13,990
4327		GENERAL ADMIN COSTS REALLOCATED	14,801	0	14,801	6,162	7,726
		Total Expenditure Project Operation Costs	**(49,161)**	**0**	**(49,161)**	**(13,518)**	**(0)**

COA	*Job*	Description	2023/2024 Orginal Budget $	Budget Amendments $	2023/2024 Current Budget $	2023/2024 YTD Budget $	2023/2024 Actual $
		Summary of Operations - Other Property & Services					
		Program					
		Public Works Overheads					
		Sub Total Operating Expenditure	221,330	0	221,330	143,890	194,928
		Sub Total Operating Income	(217,496)	0	(217,496)	(90,602)	(67,779)
			3,834	**0**	**3,834**	**53,288**	**127,148**
		Plant Operation Costs					
		Sub Total Operating Expenditure	32,947	0	32,947	15,816	(23,580)
		Sub Total Operating Income	(31,652)	0	(31,652)	(13,179)	(11,265)
			1,295	**0**	**1,295**	**2,637**	**(34,846)**
		Stock Fuels & Oils					
		Sub Total Operating Expenditure	0	0	0	0	108
		Sub Total Operating Income	0	0	0	0	0
			0	**0**	**0**	**0**	**108**
		Project Operation Costs					
		Sub Total Operating Expenditure	(49,161)	0	(49,161)	(13,518)	(0)
		Sub Total Operating Income	0	0	0	0	0
			(49,161)	**0**	**(49,161)**	**(13,518)**	**(0)**
		Total Operating Expenditure	205,116	0	205,116	146,188	171,455
		Total Operating Income	(249,148)	0	(249,148)	(103,781)	(79,044)
		Program (Surplus)/Deficit	**(44,033)**	**0**	**(44,033)**	**42,407**	**92,411**
		Grand Total All Programs (Surplus)/Deficit	**(7,998,420)**	**(276,252)**	**(8,274,672)**	**(7,783,728)**	**(5,579,277)**

Operations By Program	2023/2024 Budget	2023/2024 Budget	2023/2024 Budget	2023/2024 YTD Budget	2023/2024 Actual
General Purpose funding	(7,480,012)	(96,252)	(7,576,264)	(7,280,764)	(7,344,071)
Governance	(17,725)	0	(17,725)	(7,361)	-16,516
Law, Order & Public Safety	(607,400)	(10,000)	(617,400)	(296,249)	(276,877)
Health	(165,093)	0	(165,093)	(68,762)	(69,267)
Education & Welfare	(2,641,057)	0	(2,641,057)	(1,100,226)	(1,253,482)
Housing	0	0	0	0	0
Community Amenities	(1,106,041)	(20,000)	(1,126,041)	(980,080)	(973,376)
Recreation & Culture	(9,178,853)	0	(9,178,853)	(3,682,184)	(461,965)
Transport	(5,601,636)	(170,000)	(5,771,636)	(2,521,859)	(330,498)
Economic Services	(251,756)	0	(251,756)	(104,847)	(113,357)
Other Property & Services	(249,148)	0	(249,148)	(103,781)	(79,044)
Total Income	**(27,298,721)**	**(296,252)**	**(27,594,973)**	**(16,146,113)**	**(10,918,456)**
General Purpose funding	300,135	0	300,135	126,174	91,830
Governance	1,262,480	0	1,262,480	717,015	604,004
Law, Order & Public Safety	1,419,600	0	1,419,600	624,219	582,861
Health	306,321	0	306,321	130,955	117,883
Education & Welfare	1,003,327	0	1,003,327	417,944	307,824
Housing	0	0	0	0	0
Community Amenities	2,480,459	20,000	2,500,459	1,047,786	842,882
Recreation & Culture	4,450,882	0	4,450,882	1,868,358	1,441,299
Transport	7,052,117	0	7,052,117	2,937,967	862,774
Economic Services	819,865	0	819,865	345,778	316,367
Other Property & Services	205,116	0	205,116	146,188	171,455
Total Expenditure	**19,300,301**	**20,000**	**19,320,301**	**8,362,385**	**5,339,179**
Operating (Surplus)/Deficit	**(7,998,420)**	**(276,252)**	**(8,274,672)**	**(7,783,728)**	**(5,579,277)**

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
Governance							
0564		**BUILDINGS - ADMIN**	121,200	(40,000)	81,200	33,830	1,938
	B129	ADMINISTRATION CENTRE EXTERIOR IMPROVEMENTS - (BENTLEY ST)	41,200	0	41,200	17,165	0
	B366	COUNCIL CHAMBER CAR PARK SEALING - (BENTLEY ST)	80,000	(40,000)	40,000	16,665	1,938
0584		**FURNITURE AND EQUIPMENT**	45,000	0	45,000	0	0
	FE001	IT UPGRADES - COUNCIL CHAMBER	45,000	0	45,000	0	0
0554		**VEHICLE MFC & MES**	67,980	0	67,980	67,980	35,914
		Subtotal	***234,180***	***(40,000)***	***194,180***	***101,810***	***37,851***
Law, Order & Public Safety							
0384		**BUSH FIRE BUILDINGS - CAP WORKS**	10,506	0	10,506	4,380	0
	B071	BALINGUP BUSH FIRE BRIGADE BUILDING	10,506	0	10,506	4,380	0
0794		**DOG/CAT POUND IMPROVEMENTS**	10,500	0	10,500	4,375	0
0664		**EMERGENCY MANAGEMENT PLANT**	0	10,000	10,000	10,000	10,149
1224		**INFRASTRUCTURE OTHER - OTHER LAW ORDER & PUBLIC SAFETY**	65,000	0	65,000	65,000	70,445
	W027	CCTV NETWORK	65,000	0	65,000	65,000	70,445
		Subtotal	***86,006***	***10,000***	***96,006***	***83,755***	***80,594***
Health and Preventative Services							
0674		**BUILDINGS - MEDICAL CENTRE**	21,115	0	21,115	8,800	0
	B105	BUILDINGS - MEDICAL CENTRE	21,115	0	21,115	8,800	0
1454		**PURCHASE PLANT VEHICLE**	33,990	0	33,990	0	0
		Subtotal	***55,105***	***0***	***55,105***	***8,800***	***0***

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
Education & Welfare							
8304		**SOCIAL HOUSING ECONOMIC RECOVERY PACKAGE (SHERP) GRANTS PROGRAM WORKSTREAM 2 - REFURBISHMENTS**	2,267,811	0	2,267,811	944,925	1,134,438
	B358	MINN COTTS 5-8 - SHERP FUNDING	388,828	0	388,828	162,010	351,913
	B360	LANG VILLAS 1-3 - SHERP FUNDING	327,753	0	327,753	136,565	104
	B357	MINN COTTS 1-4 - SHERP FUNDING	372,020	0	372,020	155,010	343,718
	B361	LANG VILLS 4-6 - SHERP FUNDING	370,231	0	370,231	154,265	104
	B359	MINN COTTS 9-12 - SHERP FUNDING	356,068	0	356,068	148,360	318,713
	B363	MINN COTTS - CARPORTS & COMMON AREAS - SHERP FUNDING	121,845	0	121,845	50,770	114,124
	B362	LANG VILLS 7-9 - SHERP FUNDING	331,067	0	331,067	137,945	104
	B365	WELL AGED - PROJECT MANAGEMENT COSTS	0	0	0	0	5,661
1644		**DBK COMMUNITY CENTRE & INFANT HEALTH CLINIC**	86,154	0	86,154	35,895	0
3204		**OUTDOOR CINEMA EQUIPMENT**	15,000	0	15,000	15,000	13,353
		Subtotal	***2,368,965***	***0***	***2,368,965***	***995,820***	***1,147,791***
Community Amenities							
0964		**CEMETERIES - INFRASTRUCTURE**	22,594	0	22,594	9,415	0
	C1221	DONNYBROOK CEMETERY - METAL/TIMBER PARK SEATING WITH CONCRETE BASE	7,594	0	7,594	3,165	0
	R085	DBK CEMETERY INFRASTRUCTURE	15,000	0	15,000	6,250	0
0965		**PUBLIC TOILETS - ASSET MANAGEMENT PLAN**	97,000	0	97,000	40,415	3,967
	B152	PUBLIC TOILETS - VIN FARLEY PARK	11,000	0	11,000	4,585	3,967
	B157	PUBLIC TOILETS - APEX PARK	6,000	0	6,000	2,500	0
	B367	PUBLIC TOILETS - BALINGUP VILLAGE GREEN	55,000	0	55,000	22,915	0
	B368	PUBLIC TOILETS - TRANSIT ABLUTIONS	25,000	0	25,000	10,415	0
6014		**DONNYBROOK WASTE MANAGMENT FACILITY**	25,000	0	25,000	10,415	14,444
	W045	BORE MONITORING INSTALATION	25,000	0	25,000	10,415	14,444
1954		**PUBLIC BINS**	7,000	0	7,000	2,915	0
8964		**MULTI RECYCLE STATION**	7,000	0	7,000	2,915	0
2274		**PURCHASE PLANT EQUIPMENT**	33,990	0	33,990	0	35,914
		Subtotal	***192,584***	***0***	***192,584***	***66,075***	***54,324***

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
Recreation & Culture							
0284		**BALINGUP RECREATION CENTRE**	5,604	0	5,604	2,335	0
	B082	BALINGUP RECREATION CENTRE BUILDING	5,604	0	5,604	2,335	0
8974		**CHRISTMAS DECORATIONS**	30,000	0	30,000	30,000	0
1254		**COMMUNITY RESOURCE CENTRE - BUILDINGS**	4,947	0	4,947	2,060	0
	B318	COMMUNITY RESOURCE CENTRE - BATHROOM REFIT	4,947	0	4,947	2,060	0
7294		**BUILDINGS - DBK RECREATION CENTRE**	163,871	0	163,871	68,280	30,422
	B078	DONNYBROOK RECREATION CENTRE BUILDINGS	140,000	0	140,000	58,335	11,610
	B329	DBK REC CENTRE - AFTERHOURS ACCESS COURTSIDE	23,871	0	23,871	9,945	18,812
8904		**REC CENTRE CAPITAL FURN & EQUIPMENT**	4,900	0	4,900	2,040	0
1064		**BUILDINGS VARIOUS HALLS**	196,350	0	196,350	81,810	0
	B369	PUBLIC HALL - YABBERUP	35,000	0	35,000	14,585	0
	B370	PUBLIC HALL - BALINGUP (AND LIBRARY)	31,000	0	31,000	12,915	0
	B371	PUBLIC HALL - KIRUP	31,000	0	31,000	12,915	0
	B372	PUBLIC HALL - BROOKHAMPTON	78,350	0	78,350	32,645	0
	B373	COMMUNITY RESOURCE CENTRE - DONNYBROOK	21,000	0	21,000	8,750	0
0714		**INFRASTRUCTURE OTHER - BALINGUP BOWLING CLUB**	4,725	0	4,725	1,970	0
	R139	PUBLIC DRINKING FOUNTAIN, BALINGUP	4,725	0	4,725	1,970	0
1184		**OTHER INFRASTRUCTURE DONNYBROOK**	50,000	0	50,000	20,830	0
	R099	STREET LIGHTS DONNYBROOK CARPARKS AND SW HWY	10,000	0	10,000	4,165	0
	R131	DONNYBROOK ARBORETUM - RENEWAL	40,000	0	40,000	16,665	0
1214		**OTHER INFRASTRUCTURE BALINGUP**	5,000	0	5,000	2,085	0
	R158	BALINGUP AVENUE OF HONOUR	5,000	0	5,000	2,085	0
2682		**PARK EQUIPMENT**	20,600	0	20,600	8,585	0
	R128	MELDENE PARK	20,600	0	20,600	8,585	0
8944		**INFRASTRUCTURE - VC MITCHELL PARK REDEVELOPMENT**	11,752,595	0	11,752,595	4,896,915	394,779
	R144	VC MITCHELL - DESIGN & DEVELOPMENT	8,752,595	0	8,752,595	3,646,915	394,286
	R162	VC MITCHELL - SUPLEMENTARY WORKS	3,000,000	0	3,000,000	1,250,000	493
8224		**PARKS AND GARDENS INFRASTRUCTURE BALINGUP, KIRUP AND MULLALYUP**	20,000	0	20,000	8,335	0
	R0881	BALINGUP SKATE PARK - CAPITAL RENEWAL	20,000	0	20,000	8,335	0
7994		**MULLALYUP MEMORIAL PARK - TIMBER SEAT**	5,356	0	5,356	2,230	0
8984		**WAYFINDER SIGNAGE**	6,500	0	6,500	2,710	170
1114		**BALINGUP TOWN HALL CULTURAL AND COMMUNITY CENTRE**	28,350	0	28,350	11,815	0

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
8024		**INFRASTRUCTURE EGAN PARK**	50,000	0	50,000	20,835	12,933
	I0002	EGAN PARK - PUMP TRACK LIGHTING UPGRADE	50,000	0	50,000	20,835	12,933
8114		**EGAN PARK - RENEW DUMP POINT**	5,150	0	5,150	2,145	0
8994		**VEHICLE PURCHASE - MDBRC**	33,990	0	33,990	0	36,281
		Subtotal	***12,387,938***	***0***	***12,387,938***	***5,164,980***	***474,585***
Transport							
3200		**BRIDGEWORKS - EXT. FUNDED**	2,991,300	0	2,991,300	1,246,375	3,065
	3275	BRIDGE #3275 UPPER CAPEL ROAD - REPAIRS	1,800,300	0	1,800,300	750,125	3,065
	B3617	BRIDGE #3617 BRIDGE ST	774,000	0	774,000	322,500	0
	B5185	BRIDGE #5185 MERRIFIELD VIEW	417,000	0	417,000	173,750	0
3240		**FOOTPATHS**	136,590	0	136,590	56,910	5,050
	C2223	RAMSAY TCE TO SW HWY	6,590	0	6,590	2,745	0
	C2302	PRESTON RIVER PATH LOOP	130,000	0	130,000	54,165	5,050
3210		**ROADWORKS GENERAL**	543,435	(85,000)	458,435	191,020	139,764
	C2201	RYALL RD SURVEYS & DESIGN ONLY	15,046	0	15,046	6,270	0
	C2206	TOWNSITES KERBING AND PATH RENEWALS	20,000	0	20,000	8,335	4,545
	C2207	PRELIMINARY SURVEYS & DESIGNS	20,000	0	20,000	8,335	0
	C2208	SUNDRY CONSTRUCTION	75,000	(10,000)	65,000	27,085	0
	C2303	KING SPRING RD	49,000	0	49,000	20,415	41,455
	C2304	MONTGOMERY RD	45,000	0	45,000	18,750	0
	C2305	YABBERUP ROAD	22,388	0	22,388	9,330	0
	C2306	CUNDINUP KIRUP ROAD	75,000	(75,000)	0	0	0
	C2307	JAYES ROAD	212,000	0	212,000	88,335	93,764
	C2308	BALINGUP ENTRY SIGNS	10,000	0	10,000	4,165	0
3260		**REGIONAL ROAD GROUP**	882,717	0	882,717	367,800	235,696
	C2209	UPPER CAPEL RD	90,717	0	90,717	37,800	1,004
	C2210	SOUTHAMPTON RD	540,000	0	540,000	225,000	2,993
	C2309	CUNDINUP KIRUP RD	225,000	0	225,000	93,750	231,699
	C2315	BALINGUP NANNUP RD	27,000	0	27,000	11,250	0

SHIRE OF DONNYBROOK BALINGUP — Capital Expenditure by Program

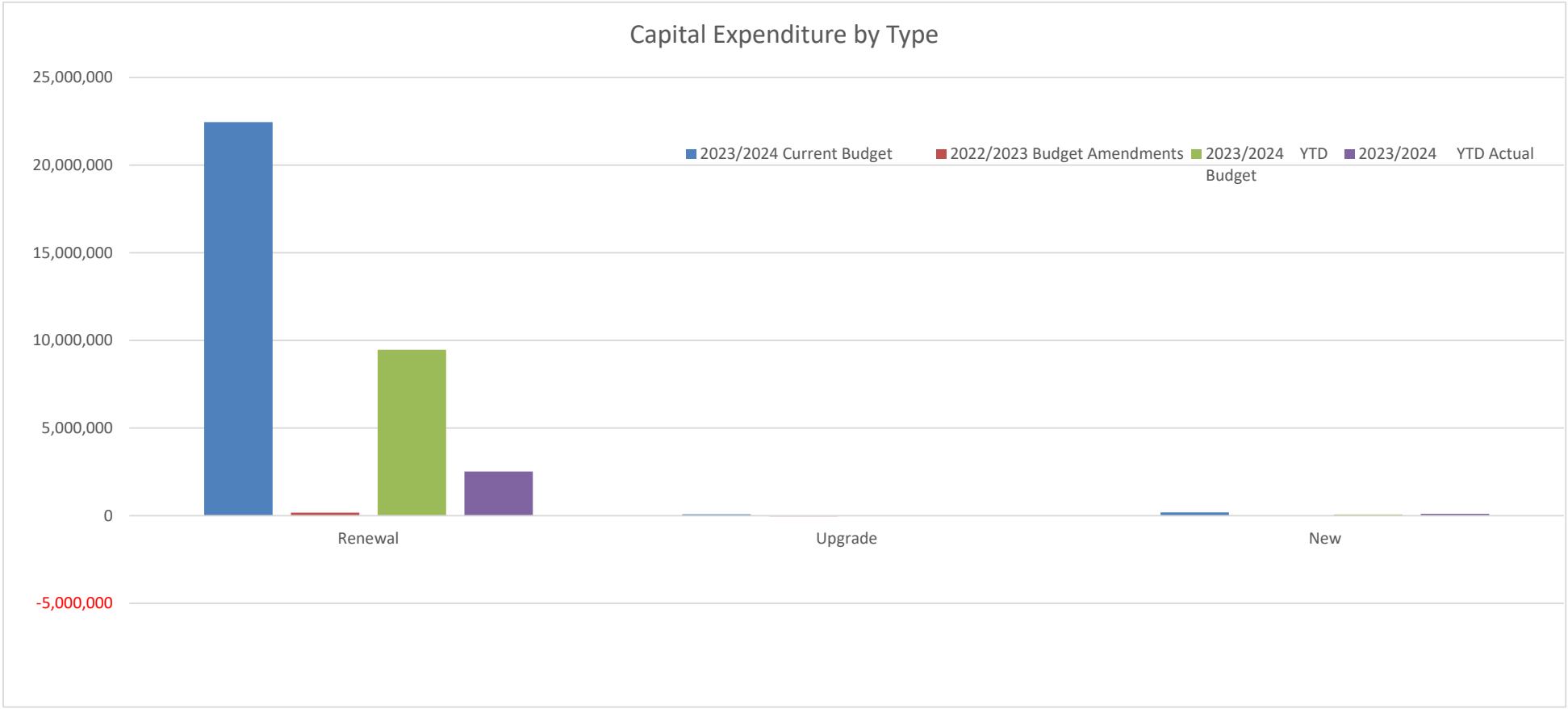
COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
3300		**ROADS TO RECOVERY FEDERAL FUNDING PROGRAM**	446,300	0	446,300	185,960	66,731
	C2216	DRAINAGE UPGRADES - BRIDGE ST AREA	90,000	0	90,000	37,500	17,106
	C2310	JAYES ROAD	90,000	0	90,000	37,500	0
	C2311	LOWDEN GRIMWADE ROAD	35,000	0	35,000	14,585	0
	C2312	ATTWOOD ROAD	75,000	0	75,000	31,250	49,625
	C2313	DRAINAGE UPGRADES - BOND & FLEET ST	156,300	0	156,300	65,125	0
3330		**BLACKSPOT FUNDED ROAD WORKS**	824,186	255,000	1,079,186	449,660	43,883
	C2221	CUNDINUP KIRUP RD - STAGE 1	628,886	255,000	883,886	368,285	43,883
	C2314	BALINGUP NANNUP RD	195,300	0	195,300	81,375	0
3340		**COMMODITY ROUTE FUNDING**	412,500	0	412,500	171,875	2,692
	C2222	GRIMWADE GREENBUSHES RD	412,500	0	412,500	171,875	2,692
3554		**PURCHASE PLANT & EQUIPMNT**	930,150	0	930,150	387,565	298,747
6880		**DEPOT CAPITAL (BUILDINGS)**	25,231	0	25,231	10,510	0
	C7232	DEPOT - VICTORY LANE RENEWAL	7,000	0	7,000	2,915	0
	C7233	DEPOT - DONNYBROOK AMP	18,231	0	18,231	7,595	0
		Subtotal	***7,192,410***	***170,000***	***7,362,410***	***3,067,675***	***795,628***
Economic Services							
4195		**VARIOUS BUILDINGS**	8,350	0	8,350	3,480	0
	B147	COMMERCIAL PREMISES (BENDIGO BANK)	8,350	0	8,350	3,480	0
0294		**TRANSIT PARK DONNYBROOK - CONSTRUCTION**	17,696	0	17,696	7,375	0
	B092	ABLUTIONS - BALINGUP TRANSIT PARK	15,188	0	15,188	6,330	0
	B0921	ABLUTIONS - EGAN PARK TRANSIT PARK	2,508	0	2,508	1,045	0
		Subtotal	***26,046***	***0***	***26,046***	***10,855***	***0***
Other Property							
4214		PLANT PURCHASES	41,006	0	41,006	41,006	47,582
		Subtotal	***41,006***	***0***	***41,006***	***41,006***	***47,582***
		Grand Totals Capital	***22,584,240***	***140,000***	***22,724,240***	***9,540,776***	***2,638,354***

SHIRE OF DONNYBROOK BALINGUP

Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual

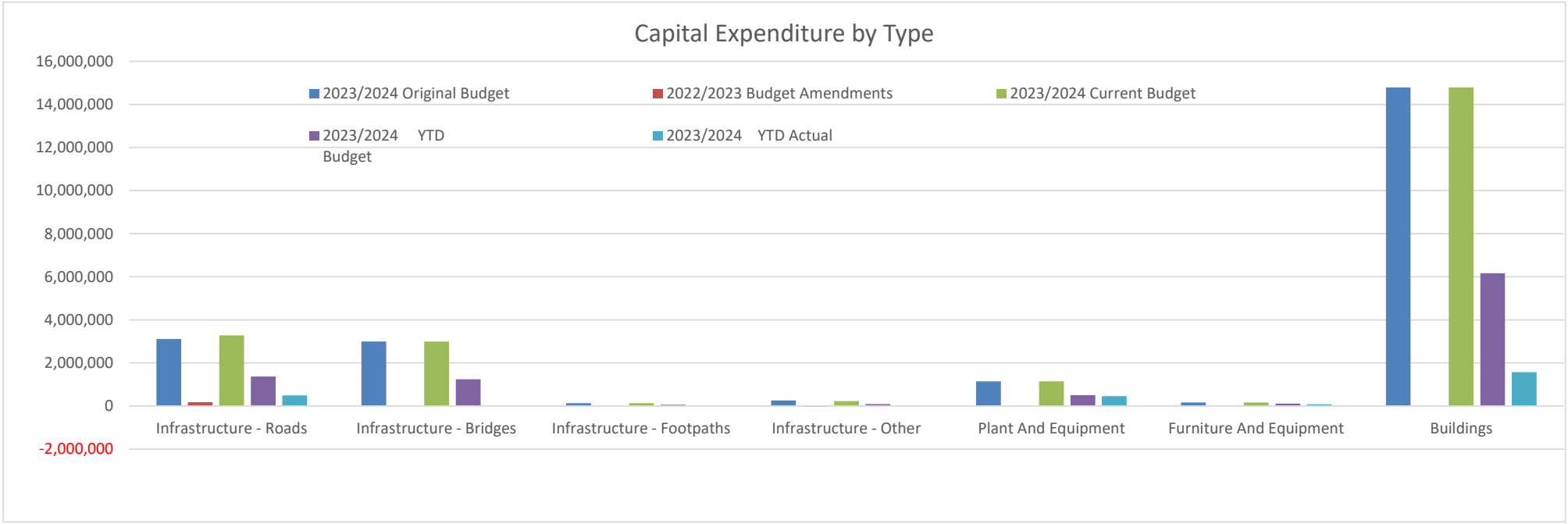
Type Classification	2023/2024 Original Budget	Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
Renewal	22,324,359	170,000	22,454,359	9,460,826	2,526,276
Upgrade	85,000	(40,000)	85,000	16,665	1,938
New	174,880	10,000	184,880	63,285	110,140
	22,584,240	**140,000**	**22,724,240**	**9,540,776**	**2,638,354**



SHIRE OF DONNYBROOK BALINGUP

Capital Expenditure by Program

COA	JOB	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
		Asset Classes	**2023/2024 Original Budget**	**Budget Amendments**	**2023/2024 Current Budget**	**2023/2024 YTD Budget**	**2023/2024 YTD Actual**
		Infrastructure - Roads	3,109,139	170,000	3,279,139	1,366,315	488,766
		Infrastructure - Bridges	2,991,300	0	2,991,300	1,246,375	3,065
		Infrastructure - Footpaths	136,590	0	136,590	56,910	5,050
		Infrastructure - Other	262,425	(40,000)	222,425	92,675	27,377
		Plant And Equipment	1,141,106	10,000	1,151,106	506,551	464,586
		Furniture And Equipment	159,900	0	159,900	112,040	83,797
		Buildings	14,783,780	0	14,783,780	6,159,910	1,565,713
			22,584,240	**140,000**	**22,724,240**	**9,540,776**	**2,638,354**



APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program

SHIRE OF DONNYBROOK BALINGUP

Plant Replacement Program - YTD Actual 2023/2024

30/11/2023

Plant Description/Program	Acquisitions							
	Type	Purchase Price	Sale Trade Price $	Net Changeover	Fair Value Valuation	Depreciation $	Written Down Value	(Profit) or Loss $
Governance								
Mid Range Vehicle - MFC	New	35,914	0	35,914	0	0	0	0
Mid Range Vehicle - MES	New	0	0	0			0	0
	Sub Total	**35,914**	**0**	**35,914**	**0**	**0**	**0**	**0**
Health								
Mitsubishi Outlander - DB252	Replacement	0	0	0	0	0	0	0
	Sub Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Recreation & Culture								
Mid Range Vehicle - MDBRC	New	36,281	0	36,281	0	0	0	0
	Sub Total	**36,281**	**0**	**36,281**	**0**	**0**	**0**	**0**
Community Amenities								
Mid Range Vehicle - MDBRC	New	35,914	0	35,914	0	0	0	0
	Sub Total	**35,914**	**0**	**35,914**	**0**	**0**	**0**	**0**
Transport								
Replace Tip Truck - DB2134	Replacement	0	0	0	0	0	0	0
Replace Truck - DB799	Replacement	0	0	0	0	0	0	0
Replace Bogie Axle Tipping Trailer - DB18069	Replacement	0	0	0	0	0	0	0
Forklift	New	0	0	0	0	0	0	0
Replace P&G Ute - DB4647	Replacement	32,683	15,455	17,229	0	0	0	(15,455)
P&G Ute - New - DB4647	New	32,683	0	32,683	0	0	0	0
Replace - Mower - DB606	Replacement	0	0	0	0	0	0	0
Replace - Backhoe - DB754	Replacement	233,380	46,750	186,630	0	0	0	(46,750)
Replace - Prime Mover - DB4050	Replacement	0	0	0	0	0	0	0
Slide On/Off Water Tanker	New	0	0	0	0	0	0	0
	Sub Total	**298,747**	**62,205**	**236,542**	**0**	**0**	**0**	**(62,205)**

Public Works Overheads								
Replace MWS Car - DB 2222	Replacement	47,582	38,182	9,400	41,167	17,879	23,288	(14,894)
Mazda CX-8 - DB8250	Sale	0	0	0	0	0	0	0
	Sub Total	**47,582**	**38,182**	**9,400**	**41,167**	**17,879**	**23,288**	**(14,894)**
	Grand Totals	**454,437**	**100,386**	**354,051**	**41,167**	**17,879**	**23,288**	**(77,098)**

Funding

Proceeds From Sale	(100,386)
Reserves	0
Funding Required from Municipal Budget	(354,051)
	(454,437)

Profit on Sale of Assets	(61,644)
Loss on Sale of Assets	0
Net Profit on Sale of Assets	**(61,644)**

APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program

SHIRE OF DONNYBROOK BALINGUP

Plant Replacement Program - Budget 2023/2024

Plant Description/Program	Acquisitions							
	Type	Purchase Price	Sale Trade Price $	Net Changeover	Fair Value Valuation	Depreciation $	Written Down Value	(Profit) or Loss $
Mid Range Vehicle - MFC	New	33,990	0	33,990	0	0	0	0
Mid Range Vehicle - Mes	New	33,990	0	33,990			0	0
	Sub Total	**67,980**	**0**	**67,980**	**0**	**0**	**0**	**0**
Health								
Mitsubishi Outlander - DB252	Replacement	33,990	17,000	16,990	26,016	17,185	8,831	(8,169)
	Sub Total	**33,990**	**17,000**	**16,990**	**26,016**	**17,185**	**8,831**	**(8,169)**
Recreation & Culture								
Mid Range Vehicle - MDBRC	New	33,990	0	33,990	0	0	0	0
	Sub Total	**33,990**	**0**	**33,990**	**0**	**0**	**0**	**0**
Community Amenities								
Mid Range Vehicle - MDBRC	New	33,990	0	33,990	0	0	0	0
	Sub Total	**33,990**	**0**	**33,990**	**0**	**0**	**0**	**0**
Transport								
Replace Tip Truck - DB2134	Replacement	113,300	21,500	91,800	85,000	54,679	30,321	8,821
Replace Truck - DB799	Replacement	113,300	26,000	87,300	59,700	50,587	9,113	(16,887)
Replace Bogie Axle Tipping Trailer - DB18069	Replacement	87,550	5,500	82,050	36,500	31,614	4,886	(614)
Forklift	New	32,000	0	32,000	0	0	0	0
Replace P&G Ute - DB4647	Replacement	33,000	17,000	16,000	24,599	11,436	13,163	(3,837)
Replace - Mower - DB606	Replacement	51,000	15,000	36,000	46,717	8,050	38,667	23,667
Replace - Backhoe - DB754	Replacement	234,000	51,000	183,000	113,500	79,580	33,920	(17,080)
Replace - Prime Mover - DB4050	Replacement	226,000	60,000	166,000	170,000	111,024	58,976	(1,024)
Slide On/Off Water Tanker	New	40,000	0	40,000	0	0	0	0
	Sub Total	**930,150**	**196,000**	**734,150**	**536,016**	**346,970**	**189,046**	**(6,954)**

Public Works Overheads								
Replace MWS Car - DB 2222	Replacement	41,006	33,000	8,006	41,167	23,288	17,879	(15,121)
Mazda CX-8 - DB8250		0	45,000	(45,000)	50,330	45,328	43,125	(1,875)
	Sub Total	**41,006**	**78,000**	**(36,994)**	**91,497**	**68,616**	**61,004**	**(16,996)**
	Grand Totals	**1,141,106**	**291,000**	**850,106**	**653,529**	**432,771**	**258,881**	**(32,119)**

Funding

Proceeds From Sale	(291,000)
Reserves	(850,106)
Funding Required from Municipal Budget	0
	(1,141,106)

Profit on Sale of Assets	(64,607)
Loss on Sale of Assets	32,488
Net Profit on Sale of Assets	**(32,119)**

SHIRE OF DONNYBROOK BALINGUP

STATEMENT OF INVESTMENTS

30/11/2023

BANK	TYPE	AMOUNT	RATE	DAYS	FROM	MATURING	ESTIMATED INTEREST
MUNICIPAL FUND							
32186/353029w	At Call - WA Treasury Corp	15,210	4.39%	30	1/11/2023	30/11/2023	55
Bendigo 4228401	Investments	1,500,000	4.56%	90	24/10/2023	22/01/2024	16,866
NAB 26-857-1680	Investments	2,000,000	4.80%	90	2/10/2023	31/12/2023	23,671
ANZ - 9219-77684	Investments	2,500,000	4.73%	92	27/10/2023	27/01/2024	29,805
		6,015,210					70,397
TRUST FUND							
		0	0.00%	0			0
		0					0
RESERVE FUND							
NAB 51-366-9105	Term Deposit	2,000,000	4.80%	90	29/09/2023	28/12/2023	23,671
Bendigo 3791918	Term Deposit	3,000,000	4.56%	90	21/10/2023	19/01/2024	33,732
		5,000,000					57,403

SHIRE OF DONNYBROOK BALINGUP
RESERVES
30/11/2023

Cash Backed Reserves

		Opening Balance	2023/2024 Orginal Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	2023/2024 YTD Actual
9704	**RESERVE - WASTE MANAGEMENT**	$1,289,102	$1,289,102	$0	$1,289,102	$1,289,102	$1,289,102
4721	Transfer from Waste Management Reserve	$0	($40,000)	$0	($40,000)	$0	$0
4720	Transfer To Waste Management Reserve	$0	$15,561	$0	$15,561	$0	$0
		$1,289,102	**$1,264,663**	**$0**	**$1,264,663**	**$1,289,102**	**$1,289,102**
9703	**RESERVE - EMPLOYEE ENTITLEMENTS**	$17,500	$17,500	$0	$17,500	$17,500	$17,500
4731	Transfer from Employee Entitlements Reserve	$0	$0	$0	$0	$0	$0
4730	Transfer To Employee Entitlements Reserve	$0	$0	$0	$0	$0	$0
		$17,500	**$17,500**	**$0**	**$17,500**	**$17,500**	**$17,500**
9708	**RESERVE - ARBUTHNOTT MEMORIAL**	$2,985	$2,985	$0	$2,985	$2,985	$2,985
4781	Transfer from Arbuthnott Reserve	$0	($300)	$0	($300)	$0	$0
4780	Transfer To Arbuthnott Memorial Scholarship	$0	$0	$0	$0	$0	$0
		$2,985	**$2,685**	**$0**	**$2,685**	**$2,985**	**$2,985**
9709	**RESERVE - STRATEGIC PLANNING STUDIES**	$31,351	$31,351	$0	$31,351	$31,351	$31,351
4751	Transfer From Strategic Planning Studies	$0	($17,775)	$0	($17,775)	$0	$0
4750	Transfer To Strategic Planning Studies Reserve	$0	$0	$0	$0	$0	$0
		$31,351	**$13,576**	**$0**	**$13,576**	**$31,351**	**$31,351**
9710	**RESERVE - LAND DEVELOPMENT**	$450,271	$450,271	$0	$450,271	$450,271	$450,271
4831	Transfer from Land Development Reserve	$0	($350,000)	$0	($350,000)	$0	$0
4830	Transfer To Land Development Reserve Fund	$0	$0	$0	$0	$0	$0
		$450,271	**$100,271**	**$0**	**$100,271**	**$450,271**	**$450,271**
9711	**RESERVE - VEHICLES**	$694,867	$694,867	$0	$694,867	$694,867	$694,867
4761	Transfer from Vehicle Reserve	$0	($850,106)	$0	($850,106)	$0	$0
4760	TRANSFER TO VEHICLE RESERVE	$0	$450,000	$0	$450,000	$0	$0
		$694,867	**$294,761**	**$0**	**$294,761**	**$694,867**	**$694,867**
9713	**RESERVE - ROADWORKS**	$289,630	$289,630	$0	$289,630	$289,630	$289,630
4741	Transfer from Roadworks Reserve	$0	($51,500)	$0	($51,500)	$0	$0
4740	Transfer To Roadworks Reserve	$0	$0	$0	$0	$0	$0
		$289,630	**$238,130**	**$0**	**$238,130**	**$289,630**	**$289,630**

SHIRE OF DONNYBROOK BALINGUP
RESERVES
30/11/2023

Cash Backed Reserves

		Opening Balance	2021/2022 Orginal Budget	Budget Amendments	2022/2023 Current Budget	2022/2023 YTD Budget	2022/2023 YTD Actual
9714	**RESERVE - REVALUATION**	$40,000	$40,000	$0	$40,000	$40,000	$40,000
4811	Transfer from Revaluation Reserve	$0	($60,000)	$0	($60,000)	$0	$0
4810	Transfer To Revaluation Reserve	$0	$40,000	$0	$40,000	$0	$0
		$40,000	**$20,000**	**$0**	**$20,000**	**$40,000**	**$40,000**
9716	**RESERVE - BUILDINGS**	$631,796	$631,796	$0	$631,796	$631,796	$631,796
4791	Transfer from Buildings Reserve	$0	($352,892)	$45,868	($307,024)	$0	$0
4790	Transfer To Buildings Reserve	$0	$80,000	$0	$80,000	$0	$0
		$631,796	**$358,904**	**$45,868**	**$404,772**	**$631,796**	**$631,796**
9718	**RESERVE - INFORMATION TECHNOLOGY**	$45,734	$45,734	$0	$45,734	$45,734	$45,734
4801	Transfer from Information Technology Reserve	$0	($45,000)	$0	($45,000)	$0	$0
4800	Transfer To Information Technology Reserve	$0	$20,000	$0	$20,000	$0	$0
		$45,734	**$20,734**	**$0**	**$20,734**	**$45,734**	**$45,734**
9739	**RESERVE COUNCIL ELECTIONS**	$13,650	$13,650	$0	$13,650	$13,650	$13,650
7131	Transfer from Council Elections Reserve	$0	($13,650)	$0	($13,650)	$0	$0
7130	Transfer To Council Elections Reserve	$0	$0	$0	$0	$0	$0
		$13,650	**$0**	**$0**	**$0**	**$13,650**	**$13,650**
9721	**RESERVE - PARKS & RESERVES**	$331,707	$331,707	$0	$331,707	$331,707	$331,707
4871	Transfer from Parks & Reserves Reserve	$0	($150,831)	$0	($150,831)	$0	$0
4870	TRANSFER TO PARKS & RESERVES RESERVE	$0	$125,000	$0	$125,000	$0	$0
		$331,707	**$305,876**	**$0**	**$305,876**	**$331,707**	**$331,707**
9723	**RESERVE - CARRIED FORWARD PROJECTS**	$55,451	$55,451	$0	$55,451	$55,451	$55,451
4671	Transfer from Carried Forward Projects	$0	($55,451)	$0	($55,451)	$0	$0
4670	ANSFER TO CARRIED FORWARD PROJECTS RESER	$0	$0	$0	$0	$0	$0
		$55,451	**($0)**	**$0**	**($0)**	**$55,451**	**$55,451**
9727	**RESERVE - PRESTON VILLAGE DEFERRED**	$314,106	$314,106	$0	$314,106	$314,106	$314,106
7221	Transfer Fom Preston Village Deferred Reserve	$0	$0	$0	$0	$0	$0
7220	Transfer To Preston Village Deferred Reserve	$0	$0	$0	$0	$0	$0
		$314,106	**$314,106**	**$0**	**$314,106**	**$314,106**	**$314,106**

SHIRE OF DONNYBROOK BALINGUP
RESERVES
30/11/2023

	Cash Backed Reserves	Opening Balance	2021/2022 Orginal Budget	Budget Amendments	2022/2023 Current Budget	2022/2023 YTD Budget	2022/2023 YTD Actual
9728	**RESERVE - PRESTON VILLAGE RESERVE FUND**	$83,468	$83,468	$0	$83,468	$83,468	$83,468
7231	Transfer From Preston Village Reserve	$0	($46,765)	$0	($46,765)	$0	$0
7230	Transfer To Preston Village Reserve	$0	$0	$0	$0	$0	$0
		$83,468	**$36,703**	**$0**	**$36,703**	**$83,468**	**$83,468**
9729	**RESERVE - MINNINUP COTTAGES 1-4 SURPLUS**	$65,550	$65,550	$0	$65,550	$65,550	$65,550
7241	Transfer From Minninup Cottages 1-4 Reserve	$0	($3,820)	$0	($3,820)	$0	$0
7240	Transfer To Minninup Cottages 1-4 Reserve	$0	$0	$0	$0	$0	$0
		$65,550	**$61,730**	**$0**	**$61,730**	**$65,550**	**$65,550**
9730	**RESERVE - MINNINUP COTTAGES 5-8 SURPLUS**	$85,106	$85,106	$0	$85,106	$85,106	$85,106
7141	Transfer from Minninup Cottages 5-8 Surplus	$0	($4,402)	$0	($4,402)	$0	$0
7140	Transfer To Minn Cotts 5-8 Surplus Reserve	$0	$0	$0	$0	$0	$0
		$85,106	**$80,704**	**$0**	**$80,704**	**$85,106**	**$85,106**
9731	**RESERVE - MINNINUP COTTAGES 9-12**	$214,018	$214,018	$0	$214,018	$214,018	$214,018
7161	Transfer from Minninup Cottages 9-12 Surplus	$0	($32,975)	$0	($32,975)	$0	$0
7160	Transfer To Minn Cotts 9-12 Surplus Reserve	$0	$0	$0	$0	$0	$0
		$214,018	**$181,043**	**$0**	**$181,043**	**$214,018**	**$214,018**
9733	**RESERVE - LANGLEY VILLAS 1-6 SURPLUS**	$303,945	$303,945	$0	$303,945	$303,945	$303,945
7181	Transfer from Langley Villas 1-6 Surplus	$0	($34,902)	$0	($34,902)	$0	$0
7180	Transfer To Langley Villas U1-6 Surplus Reserve	$0	$0	$0	$0	$0	$0
		$303,945	**$269,042**	**$0**	**$269,042**	**$303,945**	**$303,945**
9734	**RESERVE - LANGLEY VILLAS 7-9 SURPLUS**	$200,839	$200,839	$0	$200,839	$200,839	$200,839
7201	Transfer from Langley Villas 7-9 Surplus	$0	($22,307)	$0	($22,307)	$0	$0
7200	Transfer To Langley Villas U7-9 Surplus Reserve	$0	$0	$0	$0	$0	$0
		$200,839	**$178,532**	**$0**	**$178,532**	**$200,839**	**$200,839**

SHIRE OF DONNYBROOK BALINGUP
RESERVES
30/11/2023

	Cash Backed Reserves	Opening Balance	2021/2022 Orginal Budget	Budget Amendments	2022/2023 Current Budget	2022/2023 YTD Budget	2022/2023 YTD Actual
	RESERVE - MINNINUP COTTAGES 5-8 LONG						
9735	**TERM MAINTENANCE**	$9,669	$9,669	$0	$9,669	$9,669	$9,669
7151	Transfer from Minninup Cottages 5-8 LT	$0	$0	$0	$0	$0	$0
7150	Transfer To Minn Cotts 5-8 Lt Maintenance	$0	$2,000	$0	$2,000	$0	$0
		$9,669	**$11,669**	**$0**	**$11,669**	**$9,669**	**$9,669**
9736	**RESERVE - MINNINUP COTTAGES 9-12 LONG**	$8,628	$8,628	$0	$8,628	$8,628	$8,628
7171	Transfer from Minninup Cottages 9-12 LT	$0	$0	$0	$0	$0	$0
7170	Transfer To Minn Cotts 9-12 Lt Maintenance	$0	$2,000	$0	$2,000	$0	$0
		$8,628	**$10,628**	**$0**	**$10,628**	**$8,628**	**$8,628**
9737	**RESERVE - LANGLEY VILLAS 1-6 LONG TERM**	$17,423	$17,423	$0	$17,423	$17,423	$17,423
7191	Transfer from Langley Villas 1-6 LT	$0	$0	$0	$0	$0	$0
7190	Transfer To Langley Villas U1-6 Lt Maintenance	$0	$3,600	$0	$3,600	$0	$0
		$17,423	**$21,023**	**$0**	**$21,023**	**$17,423**	**$17,423**
9738	**RESERVE - LANGLEY VILLAS 7-9 LONG TERM**	$5,400	$5,400	$0	$5,400	$5,400	$5,400
7211	Transfer from Langley Villas 7-9 LT	$0	$0	$0	$0	$0	$0
7210	Transfer To Langley Villas U7-9 Lt Maintenance	$0	$1,800	$0	$1,800	$0	$0
		$5,400	**$7,200**	**$0**	**$7,200**	**$5,400**	**$5,400**
	Grand Totals	**$5,202,193**	**$3,809,476**	**$45,868**	**$3,855,344**	**$5,202,193**	**$5,202,193**
	Transfers To/From Municipal Fund						
	Total Transfers To Reserve	**$0**	**($739,961)**	**$0**	**($739,961)**	**$0**	**$0**
	Total Transfers From Reserve	**$0**	**$2,132,677**	**($45,868)**	**$2,086,809**	**$0**	**$0**

SHIRE OF DONNYBROOK BALINGUP
RESERVES
30/11/2023

Reserve Name	Reserve Purpose
Waste Management Reserve	To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities.
Bushfire Control & Management Reserve	To receive funds collected from the Shire's Fire Protection Levy for the purpose of providing fire fighting equipment to meet the needs of the district.
Aged Housing Reserve	Established to manage funds from aged housing schemes for the upgrade of Council managed aged
Employee Entitlements Reserve	Established to provide for the payment of annual leave, long service leave, personal leave, and grandfathered gratuity scheme entitlements.
Arbuthnott Memorial Scholarship Reserve	To fund the payment of the Arbuthnott Scholarship.
Strategic Planning Studies Reserve	Established to accumulate funds for engaging strategic studies / reports.
Land Development Reserve Fund	To fund the purchase of land for future community purposes.
Vehicle Reserve	To accumulate funds for the acquisition and replacement of Council's vehicle fleet.
Roadworks Reserve	Established to accumulate funds for the construction, renewal and major maintenance of road infrastructure.
Revaluation Reserve	Established to accumulate funds for asset revaluations and rates gross rental valuation - General revaluation.
Central Business District Reserve	To fund future Central Business District projects.
Buildings Reserve	To accumulate funds for the construction, renewal and major maintenance of Council buildings.
Apple Funpark Reserve	To receive donations and to provide for the future capital upgrade and maintenance of equipment and facilities at the Apple Funpark in Collins Street, Donnybrook.
Information Technology Reserve	To accumulate funds for the acquisition and replacement of information technology equipment and software.
Council Election Reserve	Established to accumulate funds for Council postal elections
Park and Reserves Reserve	Established to accumulate funds for the construction, renewal and major maintenance of parks & reserves infrastructure.
Carried Forward Project Reserve	Established to accumulate funds from projects carried into future financial years.
COVID 19 Reserve	To fund initiatives and activities associated with the Shire’s response and recovery from the COVID-19 pandemic.
Preston Village Exit Deferred Management Fee Reserve	Established to accumulate Preston Village Deferred Management Fees.

SHIRE OF DONNYBROOK BALINGUP
RESERVES
30/11/2023

Reserve Name	Reserve Purpose
Preston Village Reserve Fund Contribution Reserve	To accumulate the Preston Village Reserve Contribution for purposes prescribed within the Residence Contracts.
Minninup Cottages 1-4 Surplus Reserve	To accumulate surplus income of units 1-4 for the purposes of unit maintenance, renewal and upgrades.
Minninup Cottages 5-8 Surplus Reserve	To accumulate surplus income of units 5-8 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 9-12 Surplus Reserve	To accumulate surplus income of units 9-12 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 1-6 Surplus Reserve	To accumulate surplus income of units 1-6 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 7-9 Surplus Reserve	To accumulate surplus income of units 7-9 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 5-8 Long Term Maintenance Reserve	To accumulate funds for units 5-8 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Minninup Cottages 9-12 Long Term Maintenance Reserve	To accumulate funds for units 9-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 1-6 Long Term Maintenance Reserve	To accumulate funds for units 1-6 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 7-9 Long Term Maintenance Reserve	To accumulate funds for units 7-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance.

SHIRE OF DONNYBROOK BALINGUP
Grant Income

30/11/2023

COA	Description	2023/2024 Original Budget	2023/2024 Budget Amendments	2023/2024 Current Budget	2023/2024 YTD Budget	Capital Grants YTD Actual	Operating Grant YTD Actual
	General Purpose Funding						
0091	GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	($5,000)	($56,534)	($61,534)	($19,043)	$0	($30,767)
1031	GRANTS - LGGC LOCAL ROAD GRANT	($2,000)	($39,718)	($41,718)	($12,749)	$0	($20,859)
	Subtotal	**($7,000)**	**($96,252)**	**($103,252)**	**($31,792)**	**$0**	**($51,626)**
	Law, Order, Public Safety						
1153	GRANTS AWARE PROGRAMME	($5,927)	$0	($5,927)	($2,466)	$0	$0
1163	GRANT - SES ESL OPERATING GRANT	($19,830)	$0	($19,830)	($9,914)	$0	($9,915)
5123	GRANTS - VBFB ESL OPERATING GRANT	($235,570)	$0	($235,570)	($117,762)	$0	($117,785)
6963	GRANTS - BUSHFIRE MITIGATION	($161,150)	$0	($161,150)	($67,131)	$0	($72,751)
1303	GRANTS - EMERGENCY MGMT PLAN	$0	($10,000)	($10,000)	($10,000)	$0	($10,000)
	Subtotal	**($422,477)**	**($10,000)**	**($432,477)**	**($207,273)**	**$0**	**($210,451)**
	Community Amenities						
2415	GRANT INCOME LRCI TOILETS AND ABLUTIONS	($80,000)	$0	($80,000)	$0	$0	$0
1373	BIODIVERSITY MGMT PROGRAM GRANTS	$0	($20,000)	($20,000)	($15,000)	$0	($2,577)
	Subtotal	**($80,000)**	**$0**	**($80,000)**	**($15,000)**	**$0**	**($2,577)**
	Education & Welfare						
4962	GRANTS - DBK MOUNTAIN PROJECT	($10,000)	$0	($10,000)	($4,166)	$0	($10,000)
1223	SOCIALHOUSING ECONOMIC RECOVERY PACKAGE (SHERP) GRANTS PROGRAM WORKSTREAM 2 - REFURBISHMENTS	($2,267,811)	$0	($2,267,811)	($944,767)	($1,134,438)	$0
	Subtotal	**($2,277,811)**	**$0**	**($2,277,811)**	**($948,933)**	**($1,134,438)**	**($10,000)**
	Recreation And Culture						
0465	GRANTS (CAPITAL) - ASSETS	($196,350)	$0	($196,350)	($81,795)	$0	$0
0475	GOVT GRANTS - COMMUNITY FACILITIES	($5,302,607)	$0	($5,302,607)	($2,209,065)	($302,607)	$0
3015	GRANT - WA FOOTBALL CLUB	($200,000)	$0	($200,000)	$0	$0	$0
3048	LRCI GRANT FUNDING - (REC CENTRE)	($140,000)	$0	($140,000)	$0	$0	$0
	Subtotal	**($5,838,957)**	**$0**	**($5,838,957)**	**($2,290,860)**	**($302,607)**	**$0**
	Transport						
0933	GRANTS - MRD DIRECT GRANTS	($201,180)	$0	($201,180)	($201,180)	$0	($201,180)
3341	GRANTS - WA BICYCLE NETWORK PROGRAM (WABN)	($65,000)	$0	($65,000)	($27,077)	$0	$0
0325	GRANTS - BLACK SPOTS	($549,457)	($170,000)	($719,457)	($299,775)	($14,092)	$0
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	($275,000)	$0	($275,000)	($114,563)	($1,795)	$0
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	($2,991,300)	$0	($2,991,300)	($1,246,174)	$0	$0
3261	GRANT REVENUE - LRCI	($309,388)	$0	($309,388)	($128,890)	$0	$0
3291	GRANTS - REGIONAL ROAD GROUP	($588,478)	$0	($588,478)	($245,159)	($62,999)	$0
3331	GRANTS - ROADS TO RECOVERY	($420,000)	$0	($420,000)	($174,972)	($49,762)	$0
	Subtotal	**($5,399,803)**	**($170,000)**	**($5,569,803)**	**($2,437,790)**	**($128,647)**	**($201,180)**
	Economic Services						
9173	GRANT INCOME - SWDC	($20,000)	$0	($20,000)	($8,332)	$0	$0
	Subtotal	**($20,000)**	**$0**	**($20,000)**	**($8,332)**	**$0**	**$0**
	Grand Totals	**($14,046,048)**	**($276,252)**	**($14,322,300)**	**($5,939,980)**	**($1,565,692)**	**($475,834)**
	Total Operating Grants	**($660,657)**	**($126,252)**	**($786,909)**	**($467,743)**	**$0**	**($475,834)**
	Total Non Operating Grants	**($13,385,391)**	**($170,000)**	**($13,555,391)**	**($5,472,237)**	**($1,565,692)**	**$0**

SHIRE OF DONNYBROOK BALINGUP
INFORMATION ON BORROWINGS 2023/2024
30/11/2023

Information on Borrowings

	Purpose/Program	Loan Number	Institution	Interest Rate	Principal 1-Jul-23 $	New Loans $	Principal Repayments 2023/24 Budget $	Principal Outstanding 2023/24 Budget $	Interest Repayments 2023/24 Budget $	Principal Repayments 2023/24 Actual $	Principal Outstanding 2023/24 Actual $	Interest Repayments 2023/24 Actual $
	Health											
	Dental Surgery Extensions	74	WATC	5.83%	28,608	0	(13,893)	14,715	(1,468)	(6,847)	21,761	(675)
	Education and welfare											
	Tuia Lodge Fire Suppression System	93	WATC	1.58%	208,456	0	(28,392)	180,064	(3,182)	(14,140)	194,316	(1,035)
	Recreation and culture											
*	Donnybrook Country Club	90	WATC	2.74%	35,941	0	(9,922)	26,019	(917)	(4,927)	31,014	(309)
	VC Mitchell Park (Stage 1)	TBA	WATC	TBA	0	2,900,000	0	2,900,000	0	0	0	0
				Total	**273,005**	**2,900,000**	**(52,207)**	**3,120,798**	**(5,567)**	**(25,914)**	**247,091**	**(2,020)**

All debenture repayments are to be financed by general purpose revenue, with the exception of Self-Supporting Loans which are reimbursed to Council by the relevant community group.

Income - Self Supporting Loans

		YTD Actual		
		Principal	Interest	Total
*	Donnybrook Country Club	($4,927)	($492)	($5,420)

SHIRE OF DONNYBROOK BALINGUP
INFORMATION ON LEASE LIABILITIES 2023/2024
30/11/2023

Information on Lease Liabilities

Purpose/Program	Lease Number	Lease Term	Principal 1-Jul-23	New Loans	Principal Repayments 2023/24 Budget	Principal Outstanding 2023/24 Budget	Interest Repayments 2023/24 Budget	Principal Repayments 2023/24 Actual	Principal Outstanding 2023/24 Actual	Interest Repayments 2023/24 Actual
			$	$	$	$	$	$	$	$
Administration										
IT Equipment - Laptops	009-0147653-003	48 months	8,128	0	(8,128)	0	(85)	(4,415)	3,713	(66)
IT Equipment - Network Switches	214-0439437-001	60 months	14,934	0	(6,681)	8,253	(631)	(2,799)	12,135	(247)
Recreation and culture										
Matrix Fitness Equipment	A6ZBG64105	48 months	74,811	0	(17,566)	57,245	(382)	(8,689)	66,122	(1,471)
		Total	**97,873**	**0**	**(32,375)**	**65,498**	**(1,098)**	**(15,902)**	**81,971**	**(1,784)**

TRUST FUNDS

Funds held at balance date over which the District has no control and which are not included in the financial statements are as follows:

Detail	Balance 1/07/2023 $	Amounts Received $	Amounts Paid ($)	Balance 30/11/2023 $
Public Open Space Funds	56,967	0	0	56,967
	56,967	**0**	**0**	**56,967**

SHIRE OF DONNYBROOK BALINGUP

Delegation Write Off

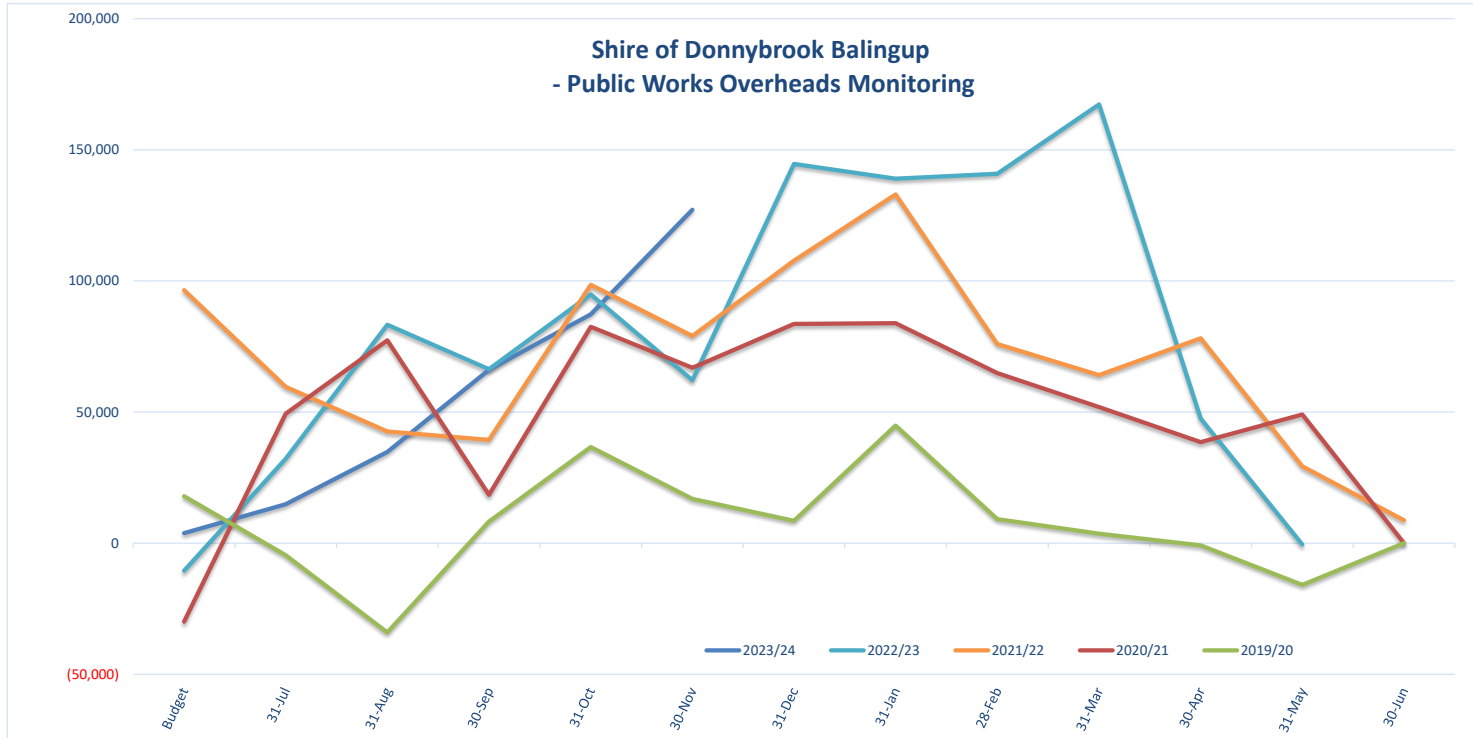
30/11/2023

Minor debts written off under delegation by Chief Executive Officer for month.

Rates	$ -
Other	$ -
Total	**$ -**

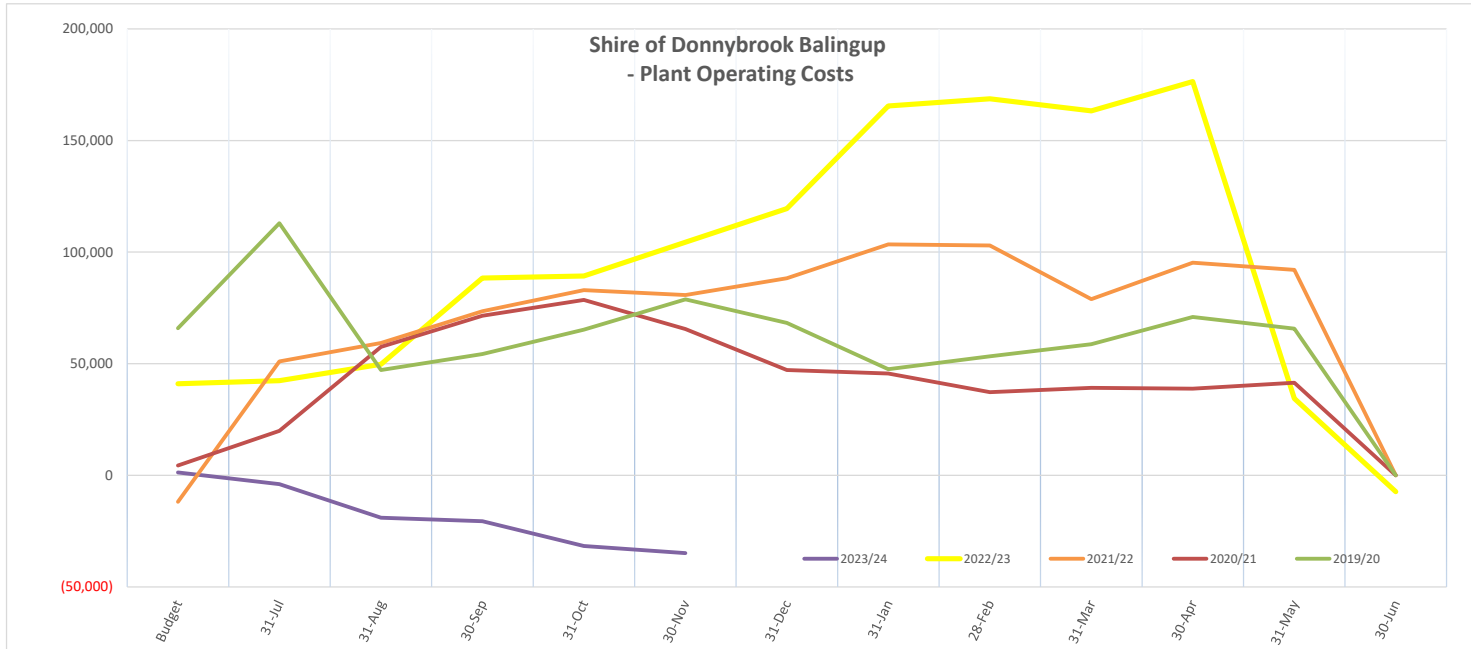
SHIRE OF DONNYBROOK BALINGUP
Public Works Overheads Monitoring
30/11/2023

Account Number	Description	Budget 2023/2024 Current Budget $	31-Jul YTD Actual $	31-Aug $	30-Sep $	31-Oct $	30-Nov $	31-Dec $	31-Jan $	28-Feb $	31-Mar $	30-Apr $	31-May $	30-Jun $
Other Property & Services - Schedule 14														
Public Works Overheads - Expenditure														
	Total Public Works Overheads - Expenditure	**3,834**	**14,891**	**34,789**	**66,083**	**87,275**	**127,148**	**0**	**0**	**0**	**0**	**0**	**0**	**0**



SHIRE OF DONNYBROOK BALINGUP
Plant Operation Costs
30/11/2023

		Budget	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun
Account Number	Description	2022/2023 Current Budget $	YTD Actual $	$	$	$	$	$	$	$	$	$	$	$
Other Property & Services - Schedule 14 Plant Operation Costs														
	Total Public Works Overheads - Expenditure	1,295	(3,930)	(19,026)	(20,572)	(31,618)	(34,846)	0	0	0	0	0	0	0



Shire of
Donnybrook Balingup

Chief Executive Officer Recruitment and Performance Review Committee

Terms of Reference

Chief Executive Officer Recruitment and Performance Review Committee - *Terms of Reference*

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2. Objective 3
3. Membership 4
4. Presiding Member 5
5. Meetings 5
6. Quorum 5
7. Delegated Powers 5

DRAFT

1. Introduction

1.1. The CEO Selection Committee (the Committee) is established under the powers given in Section 5.8 of the Local Government Act 1995 (the Act).

1.2. The Committee is established for the purpose of assisting the Council to fulfil its functions under Section 5.36(2) of the Act, in accordance with the Shire of Donnybrook Balingup's CEO Recruitment, Performance Review and Termination Standards (CEO Standards).

1.3. The Committee shall act for and on behalf of Council in accordance with the provisions of the Act, associated regulations, local laws and policies of the Shire of Donnybrook Balingup, and these Terms of Reference.

2. Objective

2.1. The objective of the Committee is to assist Council in the recruitment and selection of applicant/s for the position of CEO and subjectively conduct annual performance reviews. The following specific duties and responsibilities have been given to the Committee to facilitate the achievement of its objectives:

2.1.1. Recommend to Council the selection and appointment process of a Chief Executive Officer; and

2.1.2. Recommend to Council the preferred consultant to assist with the recruitment process for a Chief Executive Officer; and

2.1.3. Recommend to Council an Independent Member for the Selection Panel; and

2.1.4. Undertake the interview of preferred applicant(s) on the advice of the appointment consultant's shortlisted applicants for the position of Chief Executive Officer; and

2.1.5. Recommend to Council the appointment of a preferred applicant as Chief Executive Officer under the terms and conditions of an agreed Chief Executive Officer Employment Contract; and

2.1.6. Recommend to Council Key Performance Indicators to be achieved by the CEO; and

DRAFT

2.1.7. Recommend the appointment of an independent facilitator to assist the Council to undertake the CEO Performance Review; and

2.1.8. Review the Chief Executive Officer's performance in accordance with the appropriate provisions contained within the Chief Executive Officer's employment Contract; and

2.1.9. Prepare and table the concluded report, in accordance with the appropriate provisions within the Chief Executive Officer's Employment Contract to the Council; and

2.1.10. Review the Chief Executive Officer's performance on an on-going basis as and when deemed necessary in accordance with the appropriate provisions contained within the Chief Executive Officer's employment Contract; and

2.1.11. Review the Key Performance Indicators to be met by the Chief Executive Officer; and

2.1.12. Review the Chief Executive Officer's remuneration package, in accordance with the appropriate provisions within the Chief Executive Officer's employment Contract; and

2.1.13. Review the Chief Executive Officer's Employment Contract and make recommendations to Council in relation to varying the contract as and when necessary.

3. Membership

3.1. The Council shall appoint:

3.1.1. All elected members to the Committee; and

3.1.2. At least 1 independent person in accordance with the CEO Standards and regulations.

3.2. Membership of the Committee shall, unless determined otherwise, cease on the day of the next ordinary Council election.

3.3. The membership of a member may be ceased in accordance with the Act.

3.4. Members must at all times act:

3.1.3. In an impartial and transparent manner; and

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3.1.4. In accordance with the principles set out in section 5.40 of the Act.

3.5. All members must adhere to the Code of Conduct for Council Members, Committee Members and Candidates and must promptly disclose all impartiality interests.

4. Presiding Member

4.1. The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business.

5. Meetings

5.1. The Committee shall hold formal Committee meetings as required. The Committee members may also meet outside of formal Committee meetings to undertake functions which inform their decision making e.g., interviews, assessments, verification checks.
5.2. Notice of Committee meetings shall be given to members at least 48 hours prior to each meeting, with the agenda papers to be provided to members not less than 24 hours prior to the meeting.
5.3. All members shall have one vote at a Committee meeting. If the vote of the members present is equally divided, the Presiding Member shall cast a second vote.
5.4. The Presiding Member shall ensure that minutes of all Committee meetings are kept in accordance with the Act and Part 14 of the Local Law.
5.5. Committee recommendations to Council will be placed on the agenda of the next practicable ordinary Council meeting, or as required, the agenda of a relevant special Council meeting.

6. Quorum

6.1. The quorum for a Committee meeting shall be at least 50% of the number of offices of membership, whether vacant or not.

7. Delegated Powers

7.1. The Committee does not have any delegated powers pursuant to section 5.17 of the Act.
7.2. Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

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STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

[r. 18FA]

Shire of Donnybrook Balingup

Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the Local Government Act 1995.

DIVISION 1 — PRELIMINARY PROVISIONS

1. Citation

These are the *Shire of Donnybrook Balingup Standards for CEO Recruitment, Performance and Termination*.

2. TERMS USED

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *Shire of Donnybrook Balingup*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act unless the contrary intention appears.

DIVISION 2 — STANDARDS FOR RECRUITMENT OF CEOS

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. APPLICATION OF DIVISION

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. DETERMINATION OF SELECTION CRITERIA AND APPROVAL OF JOB DESCRIPTION FORM

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. ADVERTISING REQUIREMENTS

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. JOB DESCRIPTION FORM TO BE MADE AVAILABLE BY LOCAL GOVERNMENT

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. ESTABLISHMENT OF SELECTION PANEL FOR EMPLOYMENT OF CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. RECOMMENDATION BY SELECTION PANEL

(1) Each applicant's knowledge, experience, qualifications, and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications, and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance, and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. APPLICATION OF CL. 5 WHERE NEW PROCESS CARRIED OUT

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. OFFER OF EMPLOYMENT IN POSITION OF CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. VARIATIONS TO PROPOSED TERMS OF CONTRACT OF EMPLOYMENT

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. RECRUITMENT TO BE UNDERTAKEN ON EXPIRY OF CERTAIN CEO CONTRACTS

(1) In this clause —

commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the ***incumbent CEO***) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. CONFIDENTIALITY OF INFORMATION

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

DIVISION 3 — STANDARDS FOR REVIEW OF PERFORMANCE OF CEOS

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. PERFORMANCE REVIEW PROCESS TO BE AGREED BETWEEN LOCAL GOVERNMENT AND CEO

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. CARRYING OUT A PERFORMANCE REVIEW

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. ENDORSEMENT OF PERFORMANCE REVIEW BY LOCAL GOVERNMENT

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO TO BE NOTIFIED OF RESULTS OF PERFORMANCE REVIEW

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

DIVISION 4 — STANDARDS FOR TERMINATION OF EMPLOYMENT OF CEOS

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. GENERAL PRINCIPLES APPLYING TO ANY TERMINATION

(1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. ADDITIONAL PRINCIPLES APPLYING TO TERMINATION FOR PERFORMANCE-RELATED REASONS

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the ***performance issues***) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. DECISION TO TERMINATE

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. NOTICE OF TERMINATION OF EMPLOYMENT

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.