



# ATTACHMENTS

## Ordinary Council Meeting – 22 April 2020

- 7.1(1) Minutes Ordinary Council Meeting 25 March 2020
- 7.2(1) Minutes Special Council Meeting 6 April 2020
- 7.3(1) Minutes Special Council Meeting 14 April 2020
- 9.2.1(1) Schedule of Accounts Paid
- 9.2.2(1) Monthly Financial Report – March 2020



**MINUTES OF ORDINARY MEETING OF COUNCIL  
25 MARCH 2020**

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Held on

**Wednesday 25 March 2020**

Commencing at 5.00pm

Donnybrook Memorial Hall, Donnybrook

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

**Ben Rose**  
Chief Executive Officer

**30 March 2020**

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

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Held at the Donnybrook Memorial Hall  
Wednesday 25 March 2020 at 5.00pm

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

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**Shire President – Acknowledgment of Country**

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

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

The Shire President noted recording of the meeting will not take place due to the change of venue from the Council Chamber to the Donnybrook Memorial Hall.

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**2 ATTENDANCE**

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**MEMBERS PRESENT**

<b>COUNCILLORS</b>	<b>STAFF</b>
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Shane Atherton	Steve Potter – Executive Manager Operations
Cr Chaz Newman	Paul Breman – Executive Manager Corporate and Community
Cr Shane Sercombe	Jaimee Earl – Administration Officer Executive Services
Cr Chris Smith	
Cr Leanne Wringe	
Cr Mitchell (attending remotely, following Council approval)	

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**PUBLIC GALLERY**

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Six attendees.

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**2.1 APOLOGIES**

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Nil.

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**2.2 APPROVED LEAVE OF ABSENCE**

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Nil.

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

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Cr Lindemann and Cr Massey have requested leave of absence from the meeting held 25 March 2020.

#### **EXECUTIVE RECOMMENDATION**

**That Cr Anita Lindemann and Cr Jackie Massey be approved on a leave of absence from the Ordinary Council Meeting held 25 March 2020 (commencing from point of Council approval).**

#### **COUNCIL RESOLUTION 22/20**

**Moved: Cr Atherton**

**Seconded: Cr Smith**

**That Cr Anita Lindemann and Cr Jackie Massey be approved on a leave of absence from the Ordinary Council Meeting held 25 March 2020 (commencing from point of Council approval)..**

**CARRIED 6/0**

### **2.4 REQUEST BY CR MITCHELL TO PARTICIPATE BY PHONE**

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#### **EXECUTIVE RECOMMENDATION**

**That Council:**

- 1. Approves 24 Trench Street, Wagin as a suitable place for the purpose of Regulations 14A(1)(b) and 14A(4).**
- 2. Approves the participation of Cr Mitchell at the Ordinary Council Meeting held 25 March 2020 via telephone pursuant to Regulation 14A(1)(c).**

#### **COUNCIL RESOLUTION 23/20**

**Moved: Cr Newman**

**Seconded: Cr Wringe**

**That Council:**

- 1. Approves 24 Trench Street, Wagin as a suitable place for the purpose of Regulations 14A(1)(b) and 14A(4).**
- 2. Approves the participation of Cr Mitchell at the Ordinary Council Meeting held 25 March 2020 via telephone pursuant to Regulation 14A(1)(c).**

**CARRIED 6/0**

Cr Mitchell joined the meeting via phone at 5.05pm

### **3 ANNOUNCEMENTS FROM PRESIDING MEMBER**

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The Shire President will ask Councillors, staff and members of the public gallery whether anyone in the Chamber has been overseas in the past 14 days or has been with someone else who has been overseas in the past 14 days?”

28/02 – South West Local Government Zone Meeting – Nannup

11/03 – South West Councillor Meeting – Dardanup

14/03 - Balingup Climate Presentation

Item 9.2.3 Glen Mervyn Dam Open Water Swim Event has been withdrawn from the agenda.

### **4 DECLARATION OF INTEREST**

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

Cr Newman has declared an Impartiality Interest in *item 9.1.2 Planning Application for single dwelling at Lot 107 (No 66) Victoria Parade*, located within a bushfire attack level (BAL) 40 Contour as his wife undertook the BAL assessment for the property.

Cr Atherton has declared an Impartiality Interest in *item 9.1.3 Amendment 11 to Local Planning Scheme No 7 – Lot 384 Marshall Road, Argyle* as he is employed as a Real Estate Agent.

Cr Piesse has declared an Impartiality Interest in *item 9.1.3 Amendment 11 to Local Planning Scheme No 7 – Lot 384 Marshall Road, Argyle* as he is a resident and wife is owner of 145 Marshall Road.

## **5 PUBLIC QUESTION TIME**

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

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Mr Simon McInness – Ordinary Council Meeting 26 February 2020

*How much money has been spent on consultants for the heritage development since the money was pledged for this project?*

The total amount spent on consultants associated with the Donnybrook Town Centre Revitalisation Project is \$26,970 (to 31 January 2020).

### **5.2 PUBLIC QUESTION TIME**

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Jamie Stevenson

*In the proposed Marshall Road subdivision, is there any allocation of public land for the new Irishtown / Argyle Fire Brigade shed?*

Executive Manager Operations Response:

Confirming tonight's Council decision is regarding a Scheme amendment, not a subdivision. The subdivision is at a later stage. Different rules apply to public open space in a rural residential area compared to residential requirements. There are certain requirements to adhere to at subdivision stage, such as providing a 50,000 litre water tank for fire fighting purposes.

Jess Parker

*I have no objection to the Marshall Road subdivision, but have you considered using a different site as the emergency exit point? Has the Shire considered environmental implications for the preferred site of the emergency exit point? Would it consider having an exit point at the back of the area towards Capel instead?*

Executive Manager Operations Response:

Agencies were invited to comment on the proposal prior to presentation to Council. Department of Fire and Emergency Services (DFES) bushfire planning requires a second access point prior to supporting the proposal. Main Roads WA (MRWA) have made it clear they will not support any proposal for a second exit/entry point onto the South Western Highway. The applicant made an application to the WA Planning Commission (WAPC) which was refused and then appealed to the State Administrative Tribunal (SAT). During Tribunal proceedings MRWA and DFES participated and the applicant/developer had to identify a second exit/entry point and this is the only option both parties were supportive of.

Jess Parker

*Is it worth advocating for changes at this stage, before it is too late?*

Executive Manager Operations Response:

Council has been presented with three options – to support, not support, or support the proposal with recommended changes. At this point we are recommending that the re-zoning



go ahead. The proposal does not stipulate that the entry/exit point outlined currently is the only solution. Ultimately Council will make its recommendation to the WA Planning Commission and it is ultimately the Minister's decision.

Louise Wright

*Why can the second exit/entry point be onto Gavins Road?*

Executive Manager Operations Response:

There are limitations on what can be done due to private land. Where the point is proposed currently there is existing road reserve available so it is the best available option for the developer. MRWA and DFES both had concerns with other options and the current proposal was accepted by both parties.

## **6 PRESENTATIONS**

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### **6.1 PETITIONS**

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Nil.

### **6.2 PRESENTATIONS**

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Nil.

### **6.3 DEPUTATIONS**

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Nil.

## **ADOPTION BY EXCEPTION (EN BLOC)**

### **EXECUTIVE RECOMMENDATION**

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

- 7.1 Confirmation of Minutes – Ordinary Council Meeting 26 February 2020**
- 7.2 Confirmation of Minutes – Annual General Electors Meeting 16 March 2020**
- 7.3 Confirmation of Minutes – Special Council Meeting 18 March 2020**
- 9.1.1 Request to Close Portion of Unconstructed Road Reserve Bisecting Nelson Location 1731, Wilga West**
- 9.1.4 South west Regional Waste Group – Request for Ongoing Shire Contribution to Extend Project Officer Appointment for Additional 12 Months**
- 9.2.2 Monthly Financial Report – February 2020**
- 9.3.1 Local Government House Trust – Deed of Variation**
- 9.3.2 Commonwealth Drought Communities Programme**

### **COUNCIL RESOLUTION 24/20**

**Moved: Cr Atherton**

**Seconded: Cr Smith**

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

- 7.1 Confirmation of Minutes – Ordinary Council Meeting 26 February 2020**
- 7.2 Confirmation of Minutes – Annual General Electors Meeting 16 March 2020**
- 7.3 Confirmation of Minutes – Special Council Meeting 18 March 2020**
- 9.1.1 Request to Close Portion of Unconstructed Road Reserve Bisecting Nelson Location 1731, Wilga West**
- 9.1.4 South west Regional Waste Group – Request for Ongoing Shire Contribution to Extend Project Officer Appointment for Additional 12 Months**
- 9.2.2 Monthly Financial Report – February 2020**
- 9.3.1 Local Government House Trust – Deed of Variation**
- 9.3.2 Commonwealth Drought Communities Programme**

**CARRIED 7/0**

## **7 CONFIRMATION OF MINUTES**

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### **7.1 ORDINARY MEETING OF COUNCIL – 26 FEBRUARY 2020**

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Minutes of the Ordinary Meeting of Council held 26 February 2020 are attached (*attachment 7.1(1)*).

As per separate correspondence to Councillors, an error on page 12 of the 2018/19 Annual Report Annual Salaries listed 4 employees in the \$110,000 - \$119,999 salary bracket and this should have been 2 employees.

#### **EXECUTIVE RECOMMENDATION**

- 1. That the Minutes from the Ordinary Meeting of Council held 26 February 2020 be confirmed as a true and accurate record.**
- 2. That Council approve the Chief Executive Officer to amend Page 12 of the 2018/19 Annual Report to identify 2 employees in the \$110,000 - \$119,000 bracket.**

#### **COUNCIL RESOLUTION 25/20**

**Moved: Cr Atherton**

**Seconded: Cr Smith**

- 1. That the Minutes from the Ordinary Meeting of Council held 26 February 2020 be confirmed as a true and accurate record.**
- 2. That Council approve the Chief Executive Officer to amend Page 12 of the 2018/19 Annual Report to identify 2 employees in the \$110,000 - \$119,000 bracket.**

**CARRIED 7/0 by En Bloc Resolution**

### **7.2 ANNUAL GENERAL ELECTORS MEETING – 16 MARCH 2020**

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Minutes of the Annual General Meeting of Electors held 16 March 2020 are attached (*attachment 7.2(1)*).

#### **EXECUTIVE RECOMMENDATION**

**That the Minutes from the Annual General Meeting of Electors held 16 March 2020 be received.**

#### **COUNCIL RESOLUTION 26/20**

**Moved: Cr Atherton**

**Seconded: Cr Smith**

**That the Minutes from the Annual General Meeting of Electors held 16 March 2020 be received.**

**CARRIED 7/0 by En Bloc Resolution**

### **7.3 SPECIAL COUNCIL MEETING – 18 MARCH 2020**

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Minutes of the Special Council Meeting held 18 March 2020 are attached (*attachment 7.3(1)*).

#### **EXECUTIVE RECOMMENDATION**

**That the Minutes from the Special Council Meeting held 18 March 2020 be confirmed as a true and accurate record.**

#### **COUNCIL RESOLUTION 27/20**

**Moved: Cr Atherton**

**Seconded: Cr Smith**

**That the Minutes from the Special Council Meeting held 18 March 2020 be confirmed as a true and accurate record.**

**CARRIED 7/0 by En Bloc Resolution**

### **8 REPORTS OF COMMITTEES**

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Nil.

## 9 REPORTS OF OFFICERS

### 9.1 EXECUTIVE MANAGER OPERATIONS

#### 9.1.1 REQUEST TO CLOSE PORTION OF UNCONSTRUCTED ROAD RESERVE BISECTING NELSON LOCATION 1731, WILGA WEST

<b>Location</b>	Nelson Location 1731, Wilga West
<b>Applicant</b>	Mr Richard Walker
<b>File Reference</b>	A4516
<b>Author</b>	Bob Wallin (Manager Development Services)
<b>Responsible Manager</b>	Bob Wallin (Manager Development Services)
<b>Attachments</b>	9.1.1(1): Request Letter 9.1.1(2): Location Plan 9.1.1(3): Road Closure Extent
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Pursuant to Part 5 Division 1 Section 58 of the <i>Land Administration Act 1997</i> resolves to advertise the proposed closure of unconstructed road reserve that bisects ‘Nelson Location 1731, Wilga West’ for a period of no less than 35 days;</b></li> <li><b>2. Pursuant to Part 5 Division 1 Section 58 (3), of the <i>Land Administration Act 1997</i>, authorises the Chief Executive Officer to request the Minister for Lands to close the section of road, if no submissions and/or no objections are received during the advertising period.</b></li> <li><b>3. Requires the applicant to make payment of \$750 assessment fee prior to commencing 1 and 2 above.</b></li> </ol>

### STRATEGIC ALIGNMENT

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

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

## **EXECUTIVE SUMMARY**

- The Shire has received a request to close a portion of unconstructed road reserve that bisects Nelson Location 1731 Wilga West.
- The request does not compromise existing or potential future access arrangements for surrounding landowners.
- The request is consistent with the principles outlined in Local Planning Policy 9.9 Road Closure.
- Road closure requests are processed under the *Land Administration Act 1997* and require public advertising and approval by the Minister for Lands.
- It is recommended to support the request and initiate closure processes in accordance with the *Land Administration Act 1997*.

## **BACKGROUND**

The Shire has received a request to close a portion of unconstructed road reserve from the owner of Nelson Location 1731, Wilga West (Attachment 9.1.1(1)). A site plan (Attachment 9.1.1 (2)) shows the unconstructed road reserve and its relationship to adjoining properties. The unconstructed road reserve has a north-south alignment that extends north from Nelson Location 1731, Wilga West and terminates at its southern boundary.

The extent of the requested road closure is displayed at attachment 9.1.1 (3), and illustrates that the road reserve bisects the western third of Nelson Location 1731, Wilga West from the balance of the land holding.

Nelson Location 1731, Wilga West, is zoned “General Agriculture” under Local Planning Scheme 7 (LPS7) and is surrounded by State Forest. Constructed access to the subject land is via State Forest managed gravel tracks that run along the eastern edge of the property.

Road closure requests fall under Part 5, Division 1 Section 58 of the *Land Administration Act 1997* (the Act). Section 58 of the Act describes the process relating to road closures. For further details, please refer to Statutory Compliance section below.

## **FINANCIAL IMPLICATIONS**

An assessment fee of \$750 applies to road closure proposals to assist in recovering staff and advertising costs.

## **POLICY COMPLIANCE**

### Planning Policy 9.10 Road Closure

This policy provides guidance on road closures.

The policy states as follows:

- “1. Council will not support the closure of any gazette public road which has any possibility whatsoever of being utilised. There is a general presumption against the closing of roads.*
- 2. Council will however consider the closure of a gazette road where it will have no impact upon legal practical access to any property and will result primarily in the rationalisation of land and road within the shire.*
- 3. In the event that Council supports the closure of a road the proponent will be liable for all costs involved with the road closure.”*

## **STATUTORY COMPLIANCE**

Road closure requests fall under Part 5, Division 1 Section 58 of the *Land Administration Act 1997* (the Act). Section 58 of the Act describes the process relating to road closures. It requires the local government to advertise the proposal for a period of at least 35 days before requesting the Minister to grant the request.

## **CONSULTATION**

If supported, the proposed closure will require public advertising. Section 58 (3) of the Act requires a minimum public advertising period of 35 days following an advert in the local paper.

In addition, nearby landowners and government/servicing agencies will be contacted and provided opportunity to comment.

## **OFFICER COMMENT/CONCLUSION**

The requested road reserve closure will not impact accessibility for properties in the locality.

There are no budgeted or strategic construction works planned for the section of road reserve.

The request is consistent with the intent of Local Planning Policy 9.9 and is considered reasonable to progress. It is noted that the advertising process will provide opportunity for the general public, servicing agencies and nearby landowners to comment and provide technical advice.

It is recommended that if no issues are raised during the advertising process, the Chief Executive Officer is provided delegation to request the Minister for Planning Lands and Heritage to close the section of road.

**COUNCIL RESOLUTION 28/20**

**Moved: Cr Atherton**

**Seconded: Cr Smith**

**That Council:**

- 1. Pursuant to Part 5 Division 1 Section 58 of the *Land Administration Act 1997* resolves to advertise the proposed closure of unconstructed road reserve that bisects ‘Nelson Location 1731, Wilga West’ for a period of no less than 35 days;**
- 2. Pursuant to Part 5 Division 1 Section 58 (3), of the *Land Administration Act 1997*, authorises the Chief Executive Officer to request the Minister for Lands to close the section of road, if no submissions and/or no objections are received during the advertising period.**
- 3. Requires the applicant to make payment of \$750 assessment fee prior to commencing 1 and 2 above.**

**CARRIED 7/0 by En Bloc Resolution**



**9.1.2 PLANNING APPLICATION FOR SINGLE DWELLING AT LOT 107 (NO.66) VICTORIA PARADE LOCATED WITHIN A BUSHFIRE ATTACK LEVEL (BAL) 40 CONTOUR**

<b>Location</b>	Lot 107 (No.66) Victoria Parade, Donnybrook
<b>Applicant</b>	Mr David Wells
<b>File Reference</b>	A4548
<b>Author</b>	Bob Wallin (Manager Development Services)
<b>Responsible Manager</b>	Bob Wallin (Manager Development Services)
<b>Attachments</b>	9.1.2(1): Site Plan 9.1.2(2): Dwelling plans/including elevations 9.1.2(3): Bushfire Attack Level (BAL) assessment 9.1.2(4): Extract from Guidelines 9.1.2(5): Extract deemed provisions 9.1.2(6): Photographs of adjoining properties
<b>Voting Requirements</b>	Simple Majority

<b>Recommendation</b>	
<b>That Council:</b>	
<b>1.</b>	<b>Approves a single residential dwelling at Lot 107 (No.66) Victoria Parade, Donnybrook subject to the following conditions:</b>
1.1	The approved plans form part of this approval and the development hereby approved must at all times be consistent with the approved plans.
1.2	The applicant is required to relocate the proposed gas bottle storage from the northern elevation to the satisfaction of the Shire of Donnybrook Balingup.
1.3	A Notification pursuant to section 70A of the Transfer of Land Act is to be registered on the Certificate of Title for the property within 27 days of the date of this approval, advising prospective purchasers of the conditions of development approval and findings of the BAL assessment report.
	<b><u>Advice Notes:</u></b>
1.4	The development hereby permitted must be substantially commenced within two (2) years from the date of this decision.
1.5	If the applicant is aggrieved by this decision, as a result of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal, and must be lodged within 28 days of the decision being made by the local government.

**1.6 The applicant is advised of the need to obtain approvals for an on-site effluent disposal system and a building permit prior to commencing work on site.**

## **STRATEGIC ALIGNMENT**

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

Outcome	1.2	Available land for residential, industrial and commercial development
Strategy	1.2.1	Support and promote appropriate development of land within the district
Action	1.2.1.1	Attract, promote and facilitate land development initiatives the district

## **EXECUTIVE SUMMARY**

- The proposal is to consider an Application for Development Approval for a single dwelling at Lot 107 Victoria Parade, Donnybrook.
- Development approval is required due to:
  - the need to apply “design principles” of Element 6.4.1 *Visual Privacy* of the Residential Design Codes (R-Codes); and
  - the requirements of *State Planning Policy 3.7 Planning for Bushfire Prone Land* (SPP 3.7) and *Guidelines for Planning in Bushfire Prone Areas* (Guidelines) due to the site being rated as having a bushfire attack level (BAL) of BAL-40.
- The matters associated with potential overlooking are minor and impacts are limited due to existing building locations, design and level differences.
- The matters associated with BAL-40 classification can be appropriately addressed when taking into account mitigating factors as required to be considered under SPP 3.7 and the Guidelines.
- Approval subject to conditions is recommended.

## **BACKGROUND**

The proposal is to construct a single residential dwelling at Lot 107 (No.66) Victoria Parade, Donnybrook (subject land) (Attachment 9.1.2(1)). The proposed dwelling floor plan and elevations are depicted in Attachment 9.1.2(2)

The subject land is 1196m<sup>2</sup> in area and zoned “Residential” under Local Planning Scheme 7 (LPS7) with a density code of R10. The site is vacant and recently cleared of vegetation. The subject land abuts similar zoned land along its northern and southern side boundaries and

abuts vegetated land reserved “Parks and Recreation” along its rear boundary which is managed by the Shire.

The lots abutting the both side boundaries contain existing residential dwellings.

Development approval is not normally required for single residential dwellings, however, in this instance it is required due to the need to apply design principles of the Residential Design Codes (R-Codes) and the Bush Fire Attack (BAL) assessment.

The dwelling is located in an area classified as BAL-40 (Attachment 9.1.2(3) – BAL assessment).

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

### Residential Design Codes (R-Codes)

State Planning Policy 3.1 (Residential Design Codes – R-Codes) State provides guidance on residential development standards across WA.

The R-Codes are implemented by using two streams of assessment. These are the “deemed-to-comply” elements and the “design principles”. The “design principles” require the application of discretion when the “deemed to comply” elements cannot be satisfied directly.

In this instance, the dwelling design complies with all “deemed-to-comply” elements of the R-Codes - except for Cl. 6.4.1 *Visual Privacy*. Assessment of this element is provided below in the comments section.

### State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7)

The intent of this policy is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.

The Policy is supported by *Guidelines for Planning in Bushfire Prone Areas* (Guidelines). A Bushfire Attack Level Assessment (BAL) has concluded that the site is classified as BAL-40. This classification is described in the Guidelines as follows:

*“The risk is considered to be VERY HIGH. There is a much increased risk of ember attack and burning debris ignited by wind-borne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames for the fire front. The construction elements are expected to be exposed to a heat flux not greater than 40kW/m<sup>2</sup>.”*

Further information including an illustration of BAL assessments is provided at Attachment 9.1.2(4).

The BAL-40 assessment triggers the requirement for a planning approval for lots with an area greater than 1100m<sup>2</sup>. The subject land is 1196m<sup>2</sup> in area and therefore triggers the need for a planning approval.

Section 5.4 of the Guidelines outlines matters to consider when assessing development applications, which includes:

- the existing requirements of the relevant scheme;
- the objectives and policy measures contained in SPP 3.7 and the Guidelines;
- any applicable BAL for the subject site;
- the vulnerability or high risk nature of the land use;
- the proximity of the site to existing settlement areas;
- the capacity of existing firefighting infrastructure; and
- any existing local biodiversity strategy or conservation plan.

The Guidelines note that for lots below 1100m<sup>2</sup> in area, the policy concludes that planning can only play a limited role in reducing the bushfire risk to those properties.

## **STATUTORY COMPLIANCE**

### Local Planning Scheme 7 (LPS7)

The land is zoned Residential under LPS7 which has the following purpose and objectives:

#### *“3.2.1 Purpose*

*The purpose of the Residential zone is to cater for the adequate provision of suitably located land in a varied urban residential environment to meet the needs of the community and to promote the amenity of residential areas. In particular, to provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes.*

#### *3.22 Objectives*

*The local government’s objectives in managing and guiding land use, development and subdivision within the Residential zone are to –*

- (i) Provide for a range of housing choice with a high level of amenity in residential areas and which reflect the area’s rural character;*
- (ii) Provide for the adequate supply of suitable located land to meet the ongoing residential needs of the community consistent with the Residential Design Codes;*
- (iii) Allow aged or dependent persons’ dwellings and grouped dwellings if proper servicing is present and the amenity of the locality is not eroded; limit non-residential uses to those of which create self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity;*
- (iv) Promote and safeguard the health, safety, convenience, general welfare and the amenity of residents and the residential area;*
- (v) Require development and use to be appropriately serviced;*

- (vi) *Encourage residential development that will achieve efficient use of existing physical and social infrastructure and is economically serviced and affordable;*
- (vii) *Require that the density of development takes account of the availability of reticulated sewerage, the effluent disposal capabilities of the land and other servicing and environmental factors; and*
- (viii) *Identify, and where appropriate, protect areas of environmental significance including areas of native vegetation and wetlands.”*

The land is zoned “Residential - R10”. This coding sets expectations for a range of elements including lot sizes, extent of open space and setbacks.

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

Schedule 2, Part 9, clause 67 of the Deemed Regulations defines all the matters that a Local Government is to have due regard to when making a planning decision (Attachment 9.1.2(5) – extract of Deemed Regulations).

## **CONSULTATION**

The proposal has been advertised in accordance with Part 4 Consultation of the R-Codes with respect to application of design principles relating to 6.4.1 Visual privacy. The advertising process included a letter drop to the adjoining residential properties. No submissions were received.

The intent of 5.4.1 Visual Privacy of the R-Codes is to ensure that the right to visual privacy for adjoining properties is not compromised. In this specific case, the elements of the design relate to the decking area (see Attachment 9.1.2(2)). This element of the design does not comply with the “deemed to comply” requirements which requires a cone of vision separation distance of 7.5m from the edge of a habitable room (includes outdoor living areas such as decks where they are above 500mm natural ground level). The extent of the cone of vision is depicted in Attachment 9.1.2(1)).

## **OFFICER COMMENT**

### R-Codes design principles

The proposal cannot satisfy the requirements of the “deemed to comply” provisions of the R-Codes relating to element 5.4.1 Visual Privacy which requires a setback for areas coded R50 or lower of 7.5m for unenclosed outdoor active habitable spaces (decking area). In this instance, the cone of vision intrudes into the northern property and southern property (Attachment 9.1.2(1)).

It is necessary to consider discretion and apply the “design principles” as shown in the table below.

<b>Design principles</b> Development demonstrates compliance with the following design principles (p) <b>5.4.1 Visual Privacy</b>	<b>Assessment</b>
P1.1 Minimum direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through: <ul style="list-style-type: none"> <li>• Building layout and location;</li> <li>• Design of major openings;</li> <li>• Landscape screening of outdoor active habitable spaces; and/or</li> <li>• Location of screening devices.</li> </ul>	There is no direct overlooking onto the property to the north as the proposed building is set forward of the existing dwelling (effectively overlooks front yard only of this property) There is no direct overlooking onto the property to the south due to differences in levels and existing outbuildings providing screening. There is opportunity to install a standard solid fence along both side boundaries which will provide additional screening opportunity (presently low, open pine and wire construction)
P1.2 Maximum visual privacy to side and rear boundaries through measures such as: <ul style="list-style-type: none"> <li>• Offsetting the location of ground and first floor windows so that viewing is oblique rather than direct;</li> <li>• Building to the boundary where appropriate;</li> <li>• Setting back the first floor from the side boundary;</li> <li>• Providing high or opaque and fixed windows; and/or</li> <li>• Screen devices (including landscaping, fencing, obscure glazing, timber screens, external blinds, window hoods and shutters).</li> </ul>	The decking area has limited capacity for outdoor living activities (only 1.8m wide). There is opportunity to install standard solid fencing that will provide suitable levels of screening. The decking has a design function that reflects a walk way function as opposed to an outdoor living area.

Photographs of adjoining properties are shown in Attachment 9.1.2(6).

Based on the above, it is reasonable to conclude that the proposal satisfies the “design principles” of 5.4.1 of the R-Codes.

Fire Risk considerations

The BAL contour map supporting the proposed development shows that the BAL-40 classification is the result of vegetation on the lot to the north (see Attachment 9.1.2(4) – page 2). The BAL-40 classification could be reduced to BAL-29 by:

- a) shifting the building 2m to the south; and/or

- b) removing the vegetation from the nearby site.

It is noted that neither of these options are practical due to the narrow configuration of the lot and the other property being in separate ownership and beyond the applicant's ability to influence and maintain change.

In determining this proposal, with respect to the BAL-40 designation, the following elements need to be considered:

- the property is 2.2km from the town's fire station;
- there are two hydrant sites within 50m of the property
- the property is located within the townsite with multiple road network options to access and exit the locality;
- there is a real prospect that the property to the north generating the risk will be cleared and developed in the future (eliminates the BAL-40 rating);
- the site is serviced by a reticulated water scheme;
- the property to the east is a Shire managed reserve which is subject to fire hazard management (control burned three years ago and programmed for another burn in three to five years);
- the property is only 96m<sup>2</sup> above the threshold for requiring a BAL assessment which provides limited opportunity for alternative building locations, especially when taking account of the narrow frontage (15m).

## **CONCLUSION**

The proposal is considered reasonable and approval is recommended.

### **COUNCIL RESOLUTION 29/20**

**Moved: Cr Atherton**

**Seconded: Cr Wringe**

**That Council:**

- 1. Approves a single residential dwelling at Lot 107 (No.66) Victoria Parade, Donnybrook subject to the following conditions:**
  - 1.1 The approved plans form part of this approval and the development hereby approved must at all times be consistent with the approved plans.**
  - 1.2 The applicant is required to relocate the proposed gas bottle storage from the northern elevation to the satisfaction of the Shire of Donnybrook Balingup.**
  - 1.3 A Notification pursuant to section 70A of the Transfer of Land Act is to be registered on the Certificate of Title for the property within 27 days of the date of this approval, advising prospective purchasers of the conditions of development approval and findings of the BAL assessment report.**

**Advice Notes:**

1. **The development hereby permitted must be substantially commenced within two (2) years from the date of this decision.**
2. **If the applicant is aggrieved by this decision, as a result of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal, and must be lodged within 28 days of the decision being made by the local government.**
3. **The applicant is advised of the need to obtain approvals for an on-site effluent disposal system and a building permit prior to commencing work on site.**

**CARRIED 7/0**



### 9.1.3 AMENDMENT 11 TO LOCAL PLANNING SCHEME NO.7 – LOT 384 MARSHALL ROAD, ARGYLE

<b>Location</b>	Lot 384 Marshall Road, Argyle
<b>Applicant</b>	Civil Technology
<b>File Reference</b>	TP17 AMD 11
<b>Author</b>	Bob Wallin, Manager Development Services
<b>Responsible Officer</b>	Bob Wallin, Manager Development Services
<b>Attachments</b>	9.1.3(1): Rezoning document 9.1.3(2): Proposed structure plan map 9.1.3(3): Alternative emergency access 9.1.3(4): Schedule of Submissions 9.1.3(5): DFES Advice
<b>Voting Requirements</b>	Simple Majority

#### Recommendation

**That Council:**

1. Pursuant to Part 5, Division 3, 50(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, recommends to the Western Australian Planning Commission that it supports Amendment 11 to Local Planning Scheme (LPS) for the property located at Lot 384 Marshall Road, Argyle by:
  - 1.1 Amending the zoning for Lot 384 Marshall Road, Argyle Road from ‘General Agriculture’ to ‘Rural Residential’;
  - 1.2 Removing Lot 384 from ‘Development Investigation Area 1’;
  - 1.3 Incorporating the following provisions (as modified) into Schedule 2 of the Scheme;

Zone Identification	Special Provisions
RR2 Lot 384 Marshall Road, Argyle.	<ol style="list-style-type: none"> <li>1. <b>Structure Plan</b> <ol style="list-style-type: none"> <li>1.1 The Subdivision and Development of the land shall be generally in accordance with a Structure Plan prepared and adopted in accordance with Schedule 2, Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015.</li> </ol> </li> <li>2. <b>Land Use</b> <ol style="list-style-type: none"> <li>2.1 Land use permissibility to be as per the Rural Residential zone in the Zoning Table.</li> </ol> </li> </ol>

### **3. Commission Discretion**

**3.1 Notwithstanding Clause 1 and the provisions of Cl 4.52 of this Scheme, the Commission may approve an application for the subdivision of the land without a Structure Plan first being approved provided that the Commission is satisfied that the documents accompanying an application address all elements required under Schedule 2, Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 and shall include the following information:**

- (a) The general layout of a subdivisional road system;**
- (b) Provision of an Urban Water Management Plan;**
- (c) Preservation of vegetation worthy of retention identified in a Landscape Plan;**
- (d) Places or objects of cultural heritage significance and the retention of places of such significance;**
- (e) Fire management measures including the provision of a 50,000L water tank and secondary emergency access to address the requirements of the Western Australian Planning Commission's Guidelines for Planning in Bushfire Prone Areas;**
- (f) Identification of any areas of the land unsuitable for on-site wastewater disposal systems;**
- (g) Location of building envelopes;**
- (h) Method of potable water supply;**
- (i) Capability of the land to support residential development;**
- (j) Geotechnical evaluation including site soil evaluation.**

**1.4 Amending the Scheme Map accordingly.**

**2. Advises the WAPC that in addition to the modified provisions contained in 1.3 above, Council recommends the applicant be responsible for the following:**

**2.1 Rectification of numbering and administrative anomalies as necessary within the amendment report.**

**2.2 Amending section 6.1 of the amendment report to include details on the standards and alignment of the secondary emergency access to demonstrate compliance with SPP 3.7.**

**2.3 Amending the Bushfire Management Plan to incorporate Department of Fire and Emergency Services (DFES) requirements and include details of a secondary access to demonstrate compliance with SPP 3.7.**

**3. Acknowledges the submissions received as contained in the Schedule of Submissions contained in Attachment 9.1.3(3).**

**4. Pursuant to Part 5, Division 1, 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, determines that the amendment is a “Standard Amendment” for the following reasons:**

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

**5. Forwards Council’s recommendation to the Western Australian Planning Commission for further consideration.**

## **STRATEGIC ALIGNMENT**

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

Outcome	1.2:	Available land for residential, industrial and commercial development
Strategy	1.2.1:	Support and promote appropriate development of land within the district
Action:	1.2.1.1:	Attract, promote and facilitate land development within the district

## EXECUTIVE SUMMARY

- The proposal is to consider Amendment 11 to Local Planning Scheme for Final Approval.
- The proposal is to rezone Lot 384 from “General Agriculture” with a Development Investigation Area overlay to “Rural Residential” and insert additional land use and subdivision controls.
- The advertising period attracted 15 submissions. Submissions raised a number of issues, with the key issues relating to fire safety, lot size and the safety and function of the existing access to the South Western Hwy.
- The proposal is generally consistent with the established planning framework that identifies the land as having potential for Rural Residential development.

## BACKGROUND

At its November 2018 Ordinary Council Meeting, Council resolved the following with regard to the proposed amendment (Amendment 11):

*“That Council resolve to initiate Amendment 11 to Local Planning Scheme 7 to rezone Lot 384 Marshall Road, Argyle to “rural Residential”, subject to:*

1. *The amendment being processed as a “Standard Amendment” as defined in the Planning and Development (Local Planning Schemes) Regulations 2015.*
2. *Receiving an application fee of \$2,750.00.*
3. *Requiring the Chief Executive Officer to undertake such tasks necessary to implement Resolutions 1 and 2, above.”*

### Proposal Details

The proposal is to amend the Shire’s Local Planning Scheme 7 by rezoning Lot 384 Marshall Road, Argyle from “General Agriculture” with a “Development Investigation Area” (DIA) overlay to “Rural Residential” (Attachment 9.1.3(1)). The amendment is also supported by a concept subdivision plan (Attachment 9.1.3(2)). This map shows indicative road layouts, lot sizes and building envelopes.

### Development Investigation Areas (DIA)

The DIA identifies a land use expectation for the site as “Rural Residential” and includes a short list of matters to be addressed in a structure plan, including:

- Protection of vegetation;
- Identification of building envelopes;

- Provision of safe access to the existing local road network; and
- Fire management.

### Local Planning Strategy

The Shire's Local Planning Strategy provides the long-term vision for the Shire and identifies the land as "Rural Residential Investigation". The intent of this designation is to:

- Identify areas suitable for potential future rural residential development;
- Ensure that new development has regard to environmental features;
- Not create conflicts with or constrain future agricultural development; and
- Provide a variety of lot sizes.

### Scheme Amendment Process

The amendment falls under the category as a "Standard Amendment". The process for standard amendments includes the following steps:

1. Council resolve to initiate the amendment;
2. Council resolve to advertise the amendment
3. Council refers amendment to EPA for environmental assessment.
4. Advertise amendment to the public and government agencies;
5. Council to consider submissions and makes a recommendation to WAPC;
6. WAPC makes a recommendation to Minister for Planning;
7. Minister for Planning makes final decision; and
8. Amendment gazetted and becomes legally binding (if approved).

This proposal is now presented to Council for a decision on Step 5 which requires Council to make a formal recommendation to the WAPC which can take one of the following three forms:

- a) Final approval with no modifications;
- b) Final approval with modifications; or
- c) Not to proceed to final approval.

### Subdivision application

The rezoning process has been delayed due to ongoing negotiation to provide a secondary access. A secondary access is required to satisfy *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (see Policy Compliance section below for more details). To progress and assist in mediating a solution to this issue, the applicant lodged a subdivision application and requested a review of the subsequent refusal by the WAPC with the State Administrative Tribunal (SAT). The mediation process has resulted in progress being made in finding an agreed position on a secondary access with MRWA, Department of Fire and Emergency Services (DFES) and the Shire (Attachment 9.1.3(3)).

### **FINANCIAL IMPLICATIONS**

Costs associated with advertising and staff time are recovered through the assessment fee.

## **POLICY COMPLIANCE**

### State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7).

The intent of this policy is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.

The Policy is supported by *Guidelines for Planning in Bushfire Prone Areas* (Guidelines). A Bushfire Management Plan (BMP) has been prepared to demonstrate compliance with SPP 3.7. The BMP requires modifications to ensure compliance with SPP 3.7 and the Guidelines which is addressed in the officer's recommendation.

## **STATUTORY COMPLIANCE**

Part 5 of the *Planning and Development Act 2005* outlines the processes and requirements for amending local planning schemes. This includes Section 81 that details the need for an Environmental Decision by the EPA prior to formal public advertising starting.

Part 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, (Regulations) details the processes for standard amendments to local planning schemes, including advertising requirements.

## **CONSULTATION**

The amendment has been advertised in accordance with the requirements of the Regulations which has included:

1. a notice in the local paper;
2. holding of a public workshop;
3. a notice on the Shire's website; and
4. a mail drop to nearby landowners and referral to government departments.

15 submissions were received as a result of the advertising process. A summary of submissions and full copies of the correspondence received are provided in Attachment 9.1.3(4).

Detailed negotiations have occurred between MRWA, DFES, Shire and the applicant through a SAT mediation process. This has resulted in an agreed secondary emergency access.

The key issues are discussed in more detail below.

### Emergency Fire Access

A significant number of submissions raised concerns regarding the lack of a secondary emergency access from the estate which is a requirement under SPP 3.7.

Alternative access options have been explored with DFES and MRWA and a proposed solution is put forward for Council's consideration (Attachment 9.1.3(3)). Attachment 9.1.3(6) contains DFES comments following mediation. This submission highlights that there are a number of technical matters that require resolution, however, all these matters can be resolved by updating the BMP.

It is noted that the unconstructed road reserve which will be utilised for the emergency access way is currently fully vegetated and therefore will require clearing to enable the access way to be constructed.

Lot size

Several submissions raised concerns regarding the proposed lot sizes which are smaller than the prevailing subdivision pattern. The proposed lot sizes are generally 1ha in size compared to the surrounding 2ha.

Lot size is one of many considerations when assessing a design and understanding impacts of density on the landscape. The impacts of “smaller lots” can be mitigated by width and orientation of lots and appropriate placement of building envelopes. In this instance, the subdivision concept shows lots along the northern and western edge have widths generally consistent with the adjoining lots and where narrower, have larger setbacks. The lots which have the most potential impact on adjoining land are Lots 209 to 210 when considering building envelope placements (Attachment 9.1.3(2)). Design of these lots can be reviewed at the structure plan / subdivision stage.

Safety of Marshall Road/South Western Hwy Intersection

Several submissions raised concerns regarding the safety of the existing intersection onto the South Western Highway. The proposed Amendment will increase traffic by approximately 150 vehicles per day. MRWA is satisfied that the existing intersection is suitably designed to accommodate traffic generated by the proposal.

As a result of the advertising process, modifications are proposed to address issues raised as per the officer’s recommended resolution.

**OFFICER COMMENT**

The proposed amendment is consistent with the broad strategic vision for the site. The amendment document is required to address the following matters that relate to the DIA.

Matters to be addressed	Actions proposed/completed
Protection of vegetation	Existing vegetation on the subject lot is to be retained wherever possible and a landscape plan is to be prepared at the subdivision stage.  The road pavement alignment can be modified at the detailed subdivision stage to improve potential to retain trees within the proposed road reserve.
Identification of building envelopes	Building envelopes are identified.
Provision of safe access to the existing local road network	The abutting portion of Marshall Road is to be upgraded.  The design will connect at two points to the existing road network;

	A secondary emergency access out of the estate is supported. The Bushfire Management Plan will be required to be updated.
Fire Management	An analysis of fire matters has been completed and used to inform the design and location of building envelopes.  A secondary emergency access is required to ensure compliance with Commission Policy 3.7. The Bushfire Management Plan will be required to be updated to reflect DFES requirements.

The proposal also satisfies the strategic intent of the Local Planning Strategy’s designation of “Rural Residential Investigation by:

- Providing infill opportunity;
- Minimising disturbance to existing vegetation;
- Providing a variety of lot sizes; and
- Not having any impact on any nearby agricultural activity. The site is surrounded by existing Rural Residential uses and State Forest.

## CONCLUSION

The consultation period has brought to light several points that require addressing. These can be resolved through modifications as proposed or through further investigations at the structure planning and/or subdivision stages of development.

### COUNCIL RESOLUTION 30/20

**Moved: Cr Newman**

**Seconded: Cr Wringe**

**That Council:**

1. Pursuant to Part 5, Division 3, 50(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, recommends to the Western Australian Planning Commission that it supports Amendment 11 to Local Planning Scheme (LPS) for the property located at Lot 384 Marshall Road, Argyle by:
  - 1.1 Amending the zoning for Lot 384 Marshall Road, Argyle Road from ‘General Agriculture’ to ‘Rural Residential’;
  - 1.2 Removing Lot 384 from ‘Development Investigation Area 1’;
  - 1.3 Incorporating the following provisions (as modified) into Schedule 2 of the Scheme;

Zone Identification	Special Provisions
RR2 Lot 384 Marshall Road,	1. Structure Plan  1.1 The Subdivision and Development of the land shall be generally in accordance with a



<p><b>Argyle.</b></p>	<p><b>Structure Plan prepared and adopted in accordance with Schedule 2, Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015.</b></p> <p><b>2. Land Use</b></p> <p><b>2.1 Land use permissibility to be as per the Rural Residential zone in the Zoning Table.</b></p> <p><b>3. Commission Discretion</b></p> <p><b>3.1 Notwithstanding Clause 1 and the provisions of Cl 4.52 of this Scheme, the Commission may approve an application for the subdivision of the land without a Structure Plan first being approved provided that the Commission is satisfied that the documents accompanying an application address all elements required under Schedule 2, Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 and shall include the following information:</b></p> <ul style="list-style-type: none"><li><b>(a) The general layout of a subdivisional road system;</b></li><li><b>(b) Provision of an Urban Water Management Plan;</b></li><li><b>(c) Preservation of vegetation worthy of retention identified in a Landscape Plan;</b></li><li><b>(d) Places or objects of cultural heritage significance and the retention of places of such significance;</b></li><li><b>(e) Fire management measures including the provision of a 50,000L water tank and secondary emergency access to address the requirements of the Western Australian Planning Commission’s Guidelines for Planning in Bushfire Prone Areas;</b></li></ul>
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	<p>(f) Identification of any areas of the land unsuitable for on-site wastewater disposal systems;</p> <p>(g) Location of building envelopes;</p> <p>(h) Method of potable water supply;</p> <p>(i) Capability of the land to support residential development;</p> <p>(j) Geotechnical evaluation including site soil evaluation.</p>
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**1.4 Amending the Scheme Map accordingly.**

**2. Advises the WAPC that in addition to the modified provisions contained in 1.3 above, Council recommends the applicant be responsible for the following:**

**2.1 Rectification of numbering and administrative anomalies as necessary within the amendment report.**

**2.2 Amending section 6.1 of the amendment report to include details on the standards and alignment of the secondary emergency access to demonstrate compliance with SPP 3.7.**

**2.3 Amending the Bushfire Management Plan to incorporate Department of Fire and Emergency Services (DFES) requirements and include details of a secondary access to demonstrate compliance with SPP 3.7.**

**3. Acknowledges the submissions received as contained in the Schedule of Submissions contained in Attachment 9.1.3(3).**

**4. Pursuant to Part 5, Division 1, 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, determines that the amendment is a “Standard Amendment” for the following reasons:**

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

**5. Forwards Council’s recommendation to the Western Australian Planning Commission for further consideration.**

**CARRIED 6/1**

**9.1.4 SOUTH WEST REGIONAL WASTE GROUP – REQUEST FOR ONGOING SHIRE CONTRIBUTION TO EXTEND PROJECT OFFICER APPOINTMENT FOR ADDITIONAL 12 MONTHS**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	South West Regional Waste Group
<b>File Reference</b>	HLT 09/1
<b>Author</b>	Steve Potter, Executive Manager Operations
<b>Responsible Manager</b>	Steve Potter, Executive Manager Operations
<b>Attachments</b>	Not applicable
<b>Voting Requirements</b>	Simple Majority

<b>Recommendation</b>
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Supports the ongoing appointment of the Project Officer for the South West Regional Waste Group for a further 12 months to continue work towards identifying regional solutions to waste management.</b></li> <li><b>2. Instructs the Chief Executive Officer to allocate \$3,644 in the 2020/21 Draft Budget for the Shire’s contribution.</b></li> </ol>

**STRATEGIC ALIGNMENT**

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

Outcome	2.4	Efficient and effective waste management
Strategy	2.4.1	Undertake efficient waste management services
Action	2.4.1.1	Investigate and review regional waste services opportunities

**EXECUTIVE SUMMARY**

The Shire of Donnybrook Balingup has received a request from the City of Busselton to continue to partially fund the Project Officer (Mr Nick Edwards) appointed by the South West Regional Waste Group for a further 12 months. This will enable him to complete work associated with exploring regional waste management initiatives.

It is recommended that Council approves the request and instructs the Chief Executive Officer to make provision in the 2020/21 Draft Budget.

## **BACKGROUND**

12 local government authorities in the south-west currently co-contribute to employing a Project Officer to undertake work associated with the South West Regional Waste Group which has been in place for approximately 12 months.

The focus of the Project Officer's work thus far has been exploring regional solutions for managing waste and this has largely been approached through undertaking a 'market sounding' exercise in which private operators in the waste management sector were requested to submit proposals to manage waste on a regional level. This has included the identification of a range of technological solutions, rather than relying on land-fill.

The culmination of the Project Officer's work to date is nearing completion, with a 'Market Sounding Report' to be finalised in the near future.

It is against this backdrop that a request has been sent to all participating local governments by the City of Busselton to consider extending the employment contract of the Project Officer for a further 12 months.

According to the request, the Project Officer has conducted many interviews with key businesses and developed solid insights into how the region can move forward over the past 12 months. The request further notes that the draft Report maps out a development model to coordinate regional waste management over a 20 year period and suggests the Group needs time to determine the real alternate waste costs that could help the Group as a collective.

The Project Officer is also still receiving proposals and conducting interviews and therefore the project continues to evolve and opportunities continue to get more diverse.

If the participating local governments agree to the extension request the following outcomes are expected over the next 12 months:

- Report to be endorsed by the majority of SW Councils;
- Start costing alternative treatment methods and nominate locations;
- Initiate feasibility studies for the most suitable technologies;
- Standardise our common waste operations to help share costs where appropriate; and
- Develop a consistent and clear message for the regional community that meets its expectations.

## FINANCIAL IMPLICATIONS

The request is for a 12 month extension in accordance with the following table:

<b>LGA</b>	<b>Cost for 2020/21</b>
Augusta - Margaret River	\$ 18,619.72
Boyup Brook	\$ 2,134.71
Bridgetown - Greenbushes	\$ 3,502.44
Bunbury	\$ 29,951.86
Busselton	\$ 35,164.97
Capel	\$ 9,227.94
Collie	\$ 4,758.53
Dardanup	\$ 9,578.91
Donnybrook - Balingup	\$ 3,643.79
Harvey	\$ 15,681.08
Manjimup	\$ 7,300.44
Nannup	\$ 1,272.16
<b>Total</b>	<b>\$ 140,836.56</b>

It is noted that costs are determined based on local government population. Should one or more local government decide not to support the request, the above amounts may need to be amended accordingly.

## POLICY COMPLIANCE

Not applicable

## STATUTORY COMPLIANCE

Not applicable

## CONSULTATION

The work undertaken thus far has largely been at an operational level and therefore consultation has largely been at officer level with the Project officer also making presentations to a number of Councils (including the Shire of Donnybrook Balingup Council).

It is anticipated that further public consultation will be required in the future as the project evolves.

## **OFFICER COMMENT/CONCLUSION**

The Project Officer has undertaken some important work to date, however it is considered that it would provide benefit for all concerned if he were able to continue what has been started in order to identify viable solutions if possible. As one of the local governments that has a waste facility with a short remaining life span this is something that may directly benefit our community in the longer term.

As such, it is recommended that Council endorse the ongoing appointment of the Project Officer.

### **COUNCIL RESOLUTION 31/20**

**Moved: Cr Atherton**

**Seconded: Cr Smith**

**That Council:**

- 1. Supports the ongoing appointment of the Project Officer for the South West Regional Waste Group for a further 12 months to continue work towards identifying regional solutions to waste management.**
- 2. Instructs the Chief Executive Officer to allocate \$3,644 in the 2020/21 Draft Budget for the Shire's contribution.**

**CARRIED 7/0 by En Bloc Resolution**

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

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### **9.2.1 ACCOUNTS FOR PAYMENT**

The Schedule of Accounts Paid (attachment 9.2.1(1) under Delegation 3.1) is presented to Council for information.

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### **9.2.2 MONTHLY FINANCIAL REPORT – FEBRUARY 2020**

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

#### **EXECUTIVE RECOMMENDATION**

**That the monthly financial report for the period ended 29 February 2020 be received.**

#### **COUNCIL RESOLUTION 32/20**

**Moved: Cr Atherton**

**Seconded: Cr Smith**

**That the monthly financial report for the period ended 29 February 2020 be received.**

**CARRIED 7/0 by En Bloc Resolution**

### **9.2.3 GLEN MERVYN DAM OPEN WATER SWIM EVENT**

Withdrawn by the Chief Executive Officer 23 March 2020.



## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Not applicable
<b>File Reference</b>	Not applicable
<b>Author</b>	Ben Rose, Chief Executive Officer
<b>Responsible Officer</b>	Ben Rose, Chief Executive Officer
<b>Attachments</b>	9.3.1(1): Deed of Variation
<b>Voting Requirements</b>	Simple Majority

<b>Recommendation</b>
<b>That Council provides consent to execute the Deed of Variation as per attachment 9.3.1(1) by the Shire President and Chief Executive Officer.</b>

### STRATEGIC ALIGNMENT

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

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

### EXECUTIVE SUMMARY

The Western Australian Local Government Association (WALGA) seeks Council's consent by formal resolution to a variation to the Trust Deed for the Local Government House Trust (The Trust).

The Shire of Donnybrook Balingup is a unit holder and beneficiary to the Local Government House Trust, holding 4 units as advised in WALGA's recent Quarterly Report Q4 2019.

The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.

As a beneficiary, the Shire of Donnybrook Balingup has been requested to consent to the attached Deed of Variation supported by a resolution of Council; and to communicate this consent to WALGA in writing.

Further details on the particular Deed Variations and objectives to be achieved by the variation are outlined below.

## BACKGROUND

The Local Government House Trust (“The Trust”) exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies “upon Trust” and in proportion to the units provided.

The commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to *Division 1AB of the Income Tax Assessment Act 1936*.

### Trust Deed Variation

Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust’s income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB).

Legal advice identified that the Trustee’s ability to retire and appoint a new Trustee might affect the Trust’s classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently, the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee’s power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation);
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation); and
3. ensuring that the Board of Management is the ‘governing body’ of the Trust (Clause 2.3 of the Deed of Variation).

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows:

1. Variation 2.1 amends clause 22.1 to point to additional clause:

22.1 Any Trustee of the Trust may retire as Trustee of the Trust. Subject to clause 22.3, the right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.

2. Variation 2.2 inserts two new clauses:

22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as Trustee of the Trust; and
- (b) appoint such new or additional Trustee.

3. Variation 2.3 insert a new clause 13A

**13A Delegation to the Board of Management**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

**FINANCIAL IMPLICATIONS**

Nil.

**POLICY COMPLIANCE**

3.32 Use of the Shire of Donnybrook Balingup Common Seal Policy

**STATUTORY COMPLIANCE**

Nil.

**CONSULTATION**

Nil.

**OFFICER COMMENT/CONCLUSION**

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management.

**COUNCIL RESOLUTION 33/20**

**Moved: Cr Atherton**

**Seconded: Cr Smith**

**That Council provides consent to execute the Deed of Variation as per attachment 9.3.1(1) by the Shire President and Chief Executive Officer.**

**CARRIED 7/0 by En Bloc Resolution**

**9.3.2 COMMONWEALTH DROUGHT COMMUNITIES PROGRAMME**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	PWF20D
<b>Author</b>	Ben Rose, Chief Executive Officer
<b>Responsible Manager</b>	Ben Rose, Chief Executive Officer
<b>Attachments</b>	9.3.2(1) Correspondence – Announcement of funding 9.3.2(2) Eligible Local Governments list 9.3.2(3) Programme Guidelines (preceding funding rounds)
<b>Voting Requirements</b>	Simple Majority

<b>Recommendation</b>				
<b>That Council:</b>				
<p><b>1. Instruct the Chief Executive Officer to prepare and lodge an application for funding for up to \$1,000,000 under the Commonwealth Drought Communities Programme for the following projects in ranked order:</b></p>				
<b>Priority ranking</b>	<b>Project description</b>	<b>Preliminary estimate of cost</b>	<b>'Running total' (preliminary estimate)</b>	<b>Notes</b>
1	Adverse Event Plan	\$20,000	\$20,000	Mandatory component of Programme funding
2	Commercial standpipes for Donnybrook (x1) and Balingup (x1).	\$150,000	\$170,000	Includes de-commissioning of existing commercial standpipe in Donnybrook
3	Bore, pump and associated infrastructure for Balingup Oval and surrounds	\$200,000	\$370,000	Unproclaimed groundwater abstraction area (no license required)
4	Bore, pump and associated infrastructure for VC Mitchell Park and surrounds	\$350,000	\$720,000	Proclaimed groundwater abstraction area (license required)
5	Public toilets refurbishment	\$200,000	\$920,000	Refurbishment to public toilets in Kirup (Memorial Park) and Donnybrook (main car park) and replacement of toilet/s at Balingup Community Centre/Medieval Carnivale grounds
6	Golden Valley Tree Park – all ability access paths	\$100,000	\$1,020,000	Sealed, red asphalt, approximately 600m
7	Kirup Mill Park upgrade	\$50,000	\$1,070,000	In accordance with KPA concept plan
8	Replacement of concrete formed wings on the Preston River river-block (adjacent the Donnybrook suspension bridge)	\$150,000	\$1,220,000	The infrastructure is owned and controlled by the Preston Valley Irrigation Cooperative
9	Installation of public drinking water fountains in	\$30,000	\$1,250,000	Allowance for 3 x water fountains

	<b>Balingup, Kirup and Donnybrook</b>			
10	Irishtown Arboretum refurbishment	\$75,000	\$1,325,000	Scope as per OCM December 2019
11	Information bays for Balingup, Kirup and Donnybrook	\$100,000	\$1,425,000	New information bays where non-existent, and refurbishment to existing bays
12	Shire boundary signage	\$70,000	\$1,495,000	For main vehicle access points into/out of Shire
<b>TOTAL</b>		<b>\$1,495,000</b>	<b>\$1,495,000</b>	

**2. Recognise (and endorse) the need for flexibility for the Chief Executive Officer in preparing the funding application/s to ensure the maximum funding available is attained for permissible projects, in accordance with the priority rankings as above.**

**3. Authorises the Chief Executive Officer to execute the funding contract, when issued from the Commonwealth Government.**

## STRATEGIC ALIGNMENT

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

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

## EXECUTIVE SUMMARY

Via the Commonwealth Government, an opportunity to apply for up to \$1M in grant funding has arisen. The objective of the funding, via the Drought Communities Programme (the Programme), is to provide immediate economic stimulus and employment through local infrastructure and drought-related projects. A shortlist of recommended projects is presented for Council's consideration.

## BACKGROUND

On 28 January 2020, the Commonwealth Government announced an extension to the Federal Drought Communities Programme (the Programme), including eligibility for the Shire of Donnybrook Balingup (the Shire) to apply for up to \$1M in grant funding.

Whilst guidelines for this round of the Programme have not yet been released by the Commonwealth Government, preliminary advice indicates that the guidelines (when issued) will not be materially dissimilar from preceding rounds of the Programme.

Instruction from the Commonwealth Minister for Water Resources; Drought; Rural Finance; Natural Disaster and Emergency Management is that project completion is required before 30 June 2021.

A workshop with senior staff and Councillors was undertaken on 6 March 2020, where a ‘long list’ of potential projects and initiatives was reviewed and discussed.

The Programme guidelines (preceding rounds) identify that the funding should be applied towards public infrastructure projects that will assist economic resilience in the local government area.

## **FINANCIAL IMPLICATIONS**

The grant funding guidelines (preceding rounds) do not mandate any funding co-contribution by the Shire; however, the Shire can co-contribute funding if it deems appropriate.

## **POLICY COMPLIANCE**

Nil.

## **STATUTORY COMPLIANCE**

The statutory requirements (e.g. approvals, licenses, permits) for any projects approved under the Programme will need to be observed.

## **CONSULTATION**

In order to meet the particularly short project timeframe, broad community consultation on the Programme is not recommended. Rather, stakeholder engagement and consultation will be undertaken in relation to the Council-approved shortlist of projects for application.

## **OFFICER COMMENT**

Given that:

- the Commonwealth Government is yet to release the Programme Guidelines;
- the cost estimates for shortlisted projects (below) are at a very early estimate stage only; and
- all funded projects are required to be completed before 30 June 2021,

It is recommended that the Council approve the following shortlisted projects, in ranked order, so that the Executive can commence preparation of the required research and formal application/s for the funding.

As the shortlisted projects are only at a preliminary research and cost estimate stage, flexibility and discretion will be required for the Executive in preparing the formal application/s. For instance, if a groundwater abstraction license cannot be obtained via DWER for a new bore and pump system VC Mitchell Park, this project will be ‘struck from the list’ and the next ranked priority project will be pursued instead.

If a Shire funding co-contribution is identified as necessary or advantageous for any reason, unless the funding is identified within the 2019/20 Shire Budget, this will require separate consideration/resolution of the Council.

Priority ranking	Project description	Preliminary estimate of cost	'Running total' (preliminary estimate)	Notes
1	Adverse Event Plan	\$20,000	\$20,000	Mandatory component of Programme funding
2	Commercial standpipes for Donnybrook (x1) and Balingup (x1).	\$150,000	\$170,000	Includes de-commissioning of existing commercial standpipe in Donnybrook
3	Bore, pump and associated infrastructure for Balingup Oval and surrounds	\$200,000	\$370,000	Unproclaimed groundwater abstraction area (no license required)
4	Bore, pump and associated infrastructure for VC Mitchell Park and surrounds	\$350,000	\$720,000	Proclaimed groundwater abstraction area (license required)
5	Public toilets refurbishment	\$200,000	\$920,000	Refurbishment to public toilets in Kirup (Memorial Park) and Donnybrook (main car park) and replacement of toilet/s at Balingup Community Centre/Medieval Carnivale grounds
6	Golden Valley Tree Park – all ability access paths	\$100,000	\$1,020,000	Sealed, red asphalt, approximately 600m
7	Kirup Mill Park upgrade	\$50,000	\$1,070,000	In accordance with KPA concept plan
8	Replacement of concrete formed wings on the Preston River river-block (adjacent the Donnybrook suspension bridge)	\$150,000	\$1,220,000	The infrastructure is owned and controlled by the Preston Valley Irrigation Cooperative
9	Installation of public drinking water fountains in Balingup, Kirup and Donnybrook	\$30,000	\$1,250,000	Allowance for 3 x water fountains
10	Irishtown Arboretum refurbishment	\$75,000	\$1,325,000	Scope as per OCM December 2019
11	Information bays for Balingup, Kirup and Donnybrook	\$100,000	\$1,425,000	New information bays where non-existent, and refurbishment to existing bays
12	Shire boundary signage	\$70,000	\$1,495,000	For main vehicle access points into/out of Shire
<b>TOTAL</b>		<b>\$1,495,000</b>	<b>\$1,495,000</b>	

## CONCLUSION

The Programme is aimed at delivering public infrastructure projects that will assist economic resilience in the local government area. A shortlist of projects has been identified, and ranked, for Council consideration.



## OUTCOME OF MEETING

The item previously went through En Bloc and there was discussed held regarding Councillors not being aware of the item being included in the En Bloc list.

### COUNCIL RESOLUTION 34/20

Moved Cr Smith

Seconded Cr Sercombe

That item 9.3.2 be removed from the En Bloc Resolution and discussed and voted on separately.

CARRIED 7/0

## AMENDMENT

Moved Cr Sercombe

Seconded Cr Atherton

That Council:

1. Instruct the Chief Executive Officer to prepare and lodge an application for funding for up to \$1,000,000 under the Commonwealth Drought Communities Programme for the following projects in ranked order:

Priority ranking	Project description	Preliminary estimate of cost	'Running total' (preliminary estimate)	Notes
1	Adverse Event Plan	\$20,000	\$20,000	Mandatory component of Programme funding
2	Commercial standpipes for Donnybrook (x1) and Balingup (x1).	\$150,000	\$170,000	Includes de-commissioning of existing commercial standpipe in Donnybrook
3	Bore, pump and associated infrastructure for Balingup Oval and surrounds	\$200,000	\$370,000	Unproclaimed groundwater abstraction area (no license required)
4	Bore, pump and associated infrastructure for VC Mitchell Park and surrounds	\$350,000	\$720,000	Proclaimed groundwater abstraction area (license required)
5	<u>Golden Valley Tree Park – all ability access paths</u>	<u>\$100,000</u>	<u>\$820,000</u>	<u>Sealed, red asphalt, approximately 600m</u>
6	<u>Kirup Mill Park upgrade</u>	<u>\$50,000</u>	<u>\$870,000</u>	<u>In accordance with KPA concept plan</u>
7	<u>Public toilets refurbishment</u>	<u>\$200,000</u>	<u>\$1,070,000</u>	<u>Refurbishment to public toilets in Kirup (Memorial Park) and Donnybrook (main car park) and replacement of toilet/s at Balingup Community Centre/Medieval Carnivale grounds</u>
8	Replacement of concrete formed wings on the Preston River river-block	\$150,000	\$1,220,000	The infrastructure is owned and controlled by the Preston Valley Irrigation Cooperative

	(adjacent the Donnybrook suspension bridge)			
9	Installation of public drinking water fountains in Balingup, Kirup and Donnybrook	\$30,000	\$1,250,000	Allowance for 3 x water fountains
10	Irishtown Arboretum refurbishment	\$75,000	\$1,325,000	Scope as per OCM December 2019
11	Information bays for Balingup, Kirup and Donnybrook	\$100,000	\$1,425,000	New information bays where non-existent, and refurbishment to existing bays
12	Shire boundary signage	\$70,000	\$1,495,000	For main vehicle access points into/out of Shire
<b>TOTAL</b>		<b>\$1,495,000</b>	<b>\$1,495,000</b>	

2. Recognise (and endorse) the need for flexibility for the Chief Executive Officer in preparing the funding application/s to ensure the maximum funding available is attained for permissible projects, in accordance with the priority rankings as above.
3. Authorises the Chief Executive Officer to execute the funding contract, when issued from the Commonwealth Government.

LOST 1/6

**AMENDMENT**

Moved Cr Sercombe

Seconded Cr Atherton

That Council:

1. Instruct the Chief Executive Officer to prepare and lodge an application for funding for up to \$1,000,000 under the Commonwealth Drought Communities Programme for the following projects in ranked order:

Priority ranking	Project description	Preliminary estimate of cost	'Running total' (preliminary estimate)	Notes
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3	Bore, pump and associated infrastructure for Balingup Oval and surrounds	\$200,000	\$370,000	Unproclaimed groundwater abstraction area (no license required)
4	<u>Golden Valley Tree Park – all ability access paths</u>	<u>\$100,000</u>	<u>\$470,000</u>	<u>Sealed, red asphalt, approximately 600m</u>
5	<u>Kirup Mill Park upgrade</u>	<u>\$50,000</u>	<u>\$520,000</u>	<u>In accordance with KPA concept plan</u>
6	<u>Public toilets refurbishment</u>	<u>\$200,000</u>	<u>\$720,000</u>	<u>Refurbishment to public toilets in Kirup (Memorial Park) and Donnybrook (main car park) and replacement of toilet/s at Balingup</u>

				<b><i>Community Centre/Medieval Carnivale grounds</i></b>
<b><u>7</u></b>	<b><u>Bore, pump and associated infrastructure for VC Mitchell Park and surrounds</u></b>	<b><u>\$350,000</u></b>	<b><u>\$1,070,000</u></b>	<b><u>Proclaimed groundwater abstraction area (license required)</u></b>
8	Replacement of concrete formed wings on the Preston River river-block (adjacent the Donnybrook suspension bridge)	\$150,000	\$1,220,000	The infrastructure is owned and controlled by the Preston Valley Irrigation Cooperative
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10	Irishtown Arboretum refurbishment	\$75,000	\$1,325,000	Scope as per OCM December 2019
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12	Shire boundary signage	\$70,000	\$1,495,000	For main vehicle access points into/out of Shire
<b>TOTAL</b>		<b>\$1,495,000</b>	<b>\$1,495,000</b>	

2. Recognise (and endorse) the need for flexibility for the Chief Executive Officer in preparing the funding application/s to ensure the maximum funding available is attained for permissible projects, in accordance with the priority rankings as above.
3. Authorises the Chief Executive Officer to execute the funding contract, when issued from the Commonwealth Government.

LOST 6/1

**COUNCIL RESOLUTION 35/20**

Moved Cr Mitchell

Seconded Cr Wringe

That Council:

1. Instruct the Chief Executive Officer to prepare and lodge an application for funding for up to \$1,000,000 under the Commonwealth Drought Communities Programme for the following projects in ranked order:

Priority ranking	Project description	Preliminary estimate of cost	'Running total' (preliminary estimate)	Notes
1	Adverse Event Plan	\$20,000	\$20,000	Mandatory component of Programme funding
2	Commercial standpipes for Donnybrook (x1) and Balingup (x1).	\$150,000	\$170,000	Includes de-commissioning of existing commercial standpipe in Donnybrook

3	Bore, pump and associated infrastructure for Balingup Oval and surrounds	\$200,000	\$370,000	Unproclaimed groundwater abstraction area (no license required)
4	Bore, pump and associated infrastructure for VC Mitchell Park and surrounds	\$350,000	\$720,000	Proclaimed groundwater abstraction area (license required)
5	Public toilets refurbishment	\$200,000	\$920,000	Refurbishment to public toilets in Kirup (Memorial Park) and Donnybrook (main car park) and replacement of toilet/s at Balingup Community Centre/Medieval Carnivale grounds
6	Golden Valley Tree Park – all ability access paths	\$100,000	\$1,020,000	Sealed, red asphalt, approximately 600m
7	Kirup Mill Park upgrade	\$50,000	\$1,070,000	In accordance with KPA concept plan
8	Replacement of concrete formed wings on the Preston River river-block (adjacent the Donnybrook suspension bridge)	\$150,000	\$1,220,000	The infrastructure is owned and controlled by the Preston Valley Irrigation Cooperative
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10	Irishtown Arboretum refurbishment	\$75,000	\$1,325,000	Scope as per OCM December 2019
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12	Shire boundary signage	\$70,000	\$1,495,000	For main vehicle access points into/out of Shire
<b>TOTAL</b>		<b>\$1,495,000</b>	<b>\$1,495,000</b>	

2. Recognise (and endorse) the need for flexibility for the Chief Executive Officer in preparing the funding application/s to ensure the maximum funding available is attained for permissible projects, in accordance with the priority rankings as above.
3. Authorises the Chief Executive Officer to execute the funding contract, when issued from the Commonwealth Government.

**CARRIED 6/1**

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

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### **10.1 COUNCILLOR**

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Nil.

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

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

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

### **COUNCIL RESOLUTION 36/20**

**Moved Cr Piesse**

**Seconded Cr Smith**

- 1. That Council accept the email from GJ Freight dated 25 March 2020 as a matter of urgent business.**
- 2. That the Chief Executive Officer respond to the email advising the Shire does not have that information, it is held by the Department of Health and WA Country Health Service. It is noted that there is a possible misunderstanding that the Shire is privy to this information. Department of Health cannot confirm or deny any cases anywhere in WA at this time. The Chief Executive Officer will provide a copy of the response to Councillors.**

**CARRIED 7/0**

The Chief Executive Officer read the email aloud:

*Dear Donnybrook Balingup Shire Council*

*As an employer of 40-50 people in the Shire of Donnybrook-Balingup we wish to express our frustration at the lack of transparency and information being transmitted from the Shire relating to a possible local case of CO-VID19. This frustration is shared by other business owners and local produce suppliers within the local area.*

*We appreciate that certain information must be withheld to protect the privacy of the person. We question the lack of information pertaining to which area(s) of Donnybrook have*

*potentially been exposed being made available to shire members and in particular businesses of essential services with the Shire.*

*As a transporter of freight and produce we are deemed to be “essential” service and as such have a duty of care to our employees to protect them by taking reasonable precautions whilst working. This is critical if we are to continue to provide that service to the wider community throughout these challenging times.*

*Whilst we are doing everything internally to maintain high standards of cleanliness we quite obviously can not control the outside environment. We understand, in these unprecedented times, that every industry and government body is grappling with how to move forward. Frustration levels are high everywhere.*

*To fulfill our duty of care to our employees we need to have access to information that will enable us to avoid sending truck drivers to places that pose increased risk. To do anything else would be negligent on our behalf.*

*What measures do the Shire have in place to offer us further information at this time? I am available to discuss this on 0428 932 392 or via email greg@gjfreight.com.au.*

*Yours sincerely*

*Jim and Kerry Stewart  
Company Directors*

*Greg Stewart  
Company Manager*

## **EXECUTIVE RECOMMENDATION**

**That pursuant to section 5.4 of the Shire of Donnybrook Balingup Meeting Procedures Local Law, Council agrees to receive the item entitled *11.1 COVID-19 Shire Response and Recovery Position Statement (Interim)* as new business of an urgent nature.**

### **COUNCIL RESOLUTION 37/20**

**Moved: Cr Piesse**

**Seconded: Cr Wringe**

**That pursuant to section 5.4 of the Shire of Donnybrook Balingup Meeting Procedures Local Law, Council agrees to receive the item entitled *11.1 COVID-19 Shire Response and Recovery Position Statement (Interim)* as new business of an urgent nature.**

**CARRIED 6/1**

## 11.1 COVID-19 SHIRE RESPONSE AND RECOVERY POSITION STATEMENT (INTERIM)

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	PWF 20J
<b>Author</b>	Maureen Keegan – Manager Executive Services
<b>Responsible Manager</b>	Ben Rose – Chief Executive Officer
<b>Attachments</b>	9.3.3(1) Position Statement
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council instruct the Chief Executive Officer that, unless directed otherwise by the State or Commonwealth Government, the Shire’s response and recovery actions in relation to COVID-19 are to align with the attached COVID-19 Response and Recovery Position Statement (Interim).</b></p>

### 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	3.3.3.6	Review and implement community safety and crime prevention strategies

### EXECUTIVE SUMMARY

Council is requested to approve the Shire of Donnybrook Balingup COVID-19 Response and Recovery Position Statement (Interim).

The purpose of this document is to outline the Shire of Donnybrook Balingup’s approach for working in partnership with the Commonwealth and State Governments and other regional and local stakeholders to help protect our community and minimise the impact of the World Health Organisation named pandemic, COVID-19.

The objectives of this approach are to:

- outline the Shire’s governance arrangements for, and approach to, minimising the impacts of the pandemic
- outline the roles and responsibilities of the Shire during the response and recovery phases.
- provide specific examples of what the Shire will do during the crisis and recovery phases.

- outline a process for the Shire to follow that will enable additional non-critical recovery response activities to occur if the Shire has the capacity and/or capability to be involved in those tasks.

## **BACKGROUND**

The Coronavirus (COVID-19) was first identified in Wuhan, Hubei Province, China in December 2019. The World Health Organisation (WHO) declared the outbreak a Public Health Emergency of International Concern on 30 January 2020 and a Pandemic 11 March 2020.

Pandemics are epidemics on a global scale. For a communicable disease to have pandemic potential, it must meet three criteria:

- humans have little or no pre-existing immunity to the communicable disease;
- the communicable disease leads to illness in humans; and
- the communicable disease has the capacity to spread efficiently from person to person.

## **FINANCIAL IMPLICATIONS**

As yet undetermined.

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

The attached Position Statement aligns with the requirements of the:

- Local Emergency Management Arrangements; and
- Local Recovery Plan.

## **CONSULTATION**

The Shire's Executive established an internal COVID-19 Shire Response Taskforce to monitor, review and make recommendations to the Chief Executive Officer in relation to COVID-19. Members of this Taskforce have developed the attached Position Statement in collaboration with the Chief Executive Officer.

## **OFFICER COMMENT/CONCLUSION**

It is recommended that Council approve the COVID-19 Shire Response and Recovery Position Statement (Interim).



## OUTCOME OF MEETING

### AMENDMENT

Moved Cr Mitchell                      Seconded Cr Wringe

1. That Council instruct the Chief Executive Officer that, unless directed otherwise by the State or Commonwealth Government, the Shire's response and recovery actions in relation to COVID-19 are to align with the attached COVID-19 Response and Recovery Position Statement (Interim).
2. That the Shire would like the WALGA South West Zone to consider asking Department of Health that reports of COVID-19 cases are reported by the Local Government area.

LOST 1/6

### COUNCIL RESOLUTION 38/20

Moved Cr Atherton                      Seconded Cr Wringe

That Council instruct the Chief Executive Officer that, unless directed otherwise by the State or Commonwealth Government, the Shire's response and recovery actions in relation to COVID-19 are to align with the attached COVID-19 Response and Recovery Position Statement (Interim).

CARRIED 7/0

### COUNCIL RESOLUTION 39/20

Moved Cr Piesse                      Seconded Cr Wringe

That Council recognise the efforts of all Shire staff and appreciate their professionalism during this challenging period.

CARRIED 7/0

## **12 MEETINGS CLOSED TO THE PUBLIC**

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

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Nil.

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

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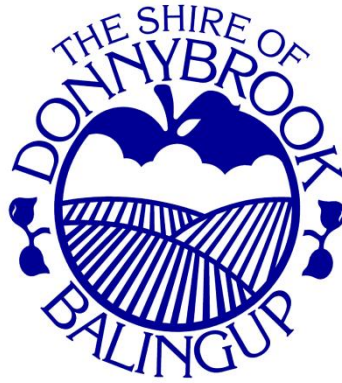
Nil.

## **13 CLOSURE**

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The Shire President advised that the next Ordinary Council Meeting will be held on Wednesday 22 April 2020 commencing at 5.00pm, unless advised otherwise.

The meeting was closed at 7.11pm.



## MINUTES OF SPECIAL MEETING OF COUNCIL

---

**Purpose: For Council to consider the  
Aged Care Services Review Financial Report,  
the 2019-20 Budget Review and the  
Shire's COVID-19 Recovery Plan**

Held

**Monday 6 April 2020**

Commencing at 5.30 pm

Location - eMeeting

---

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

**Ben Rose  
Chief Executive Officer**

**8 April 2020**

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**SHIRE OF DONNYBROOK BALINGUP**  
**MINUTES OF SPECIAL MEETING OF COUNCIL**

eMeeting  
Monday 6 April 2020 at 5.30 pm

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

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Prior to commencement of this eMeeting attendee connections were tested and confirmed.

**Shire President – Acknowledgment of Country**

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

The Shire Present declared the meeting open at 5.50pm.

**Shire President – Notification of eMeeting Procedures**

The *Local Government (Administration) Regulations* have been amended to allow eMeetings to be held during the COVID-19 pandemic situation and in accordance with Government guidelines.

Members of the public are advised that public questions need to be received by 3pm the day of the meeting. Under the amended *Local Government (Administration) Regulations*, Council can determine at the meeting whether to respond to the question at the meeting, or to take the question on notice and respond at a later date.

In accordance with Regulation 14E(b), the unconfirmed minutes of the meeting will be available for public inspection following the meeting.

## **2 ATTENDANCE**

---

### **MEMBERS PRESENT (VIA E-MEETING)**

The Shire President asked Councillors and staff to confirm their connection and attendance with the following confirmed:

<b>COUNCILLORS</b>	<b>STAFF</b>
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Paul Breman – Executive Manager Corporate and Community
Cr Shane Atherton	Steve Potter – Executive Manager Operations
Cr Anita Lindemann	Bob Lowther – Managed Aged Care Services
Cr Anne Mitchell	Jaimee Earl – Minute Taker
Cr Chaz Newman	
Cr Shane Sercombe	
Cr Chris Smith	
Cr Leanne Wringe	

It is noted that all Council members participated in the eMeeting from a 'suitable place' as defined in Clause 14A of the *Local Government Administration Regulations*.

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### **PUBLIC GALLERY**

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Nil. No public attendance available via eMeeting.

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#### **2.1 APOLOGIES**

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Nil.

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#### **2.2 APPROVED LEAVE OF ABSENCE**

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Nil.

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

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Nil.

### **3 ANNOUNCEMENTS FROM PRESIDING MEMBER**

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Nil.

### **4 DECLARATION OF INTEREST**

---

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

Cr Mitchell declared an impartiality interest in item 7.1.1 Aged Care Services Review as she manages a residential aged care facility in Wagin.

### **4 PUBLIC QUESTION TIME**

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Shire President to advise the Shire will accept any questions in writing to the Chief Executive Officer by 3pm the day of the meeting. If the question is unable to be answered at the meeting, it may be taken on notice by the Council for a later response.

It was noted that no public questions had been received.

## **6 REPORTS OF OFFICERS**

---

Nil.

## **7 MEETING CLOSED TO THE PUBLIC**

---

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

The following confidential report and recommendation has been distributed separately and is not for circulation:

#### **7.1.1 AGED CARE SERVICES REVIEW**

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

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

#### **7.1.2 BUDGET REVIEW 2019-20**

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

- (a) *a matter affecting an employee or employees.*
- (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.*

#### **7.1.3 SHIRE OF DONNYBROOK BALINGUP COVID-19 RECOVERY PLAN**

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

- (a) *a matter affecting an employee or employees.*



## EXECUTIVE RECOMMENDATION

**That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss confidential items 7.1.1, 7.1.2 and 7.1.3.**

### **COUNCIL RESOLUTION 40/20**

**Moved Cr Atherton**

**Seconded Cr Sercombe**

**That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss confidential items 7.1.1, 7.1.2 and 7.1.3.**

**CARRIED 9/0**

The meeting was closed to consider confidential items at 5.53pm.

The meeting was re-opened at 9.35pm.

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

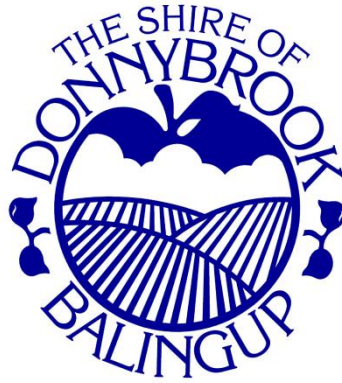
### ***COUNCIL RESOLUTION 45/20***

*That item 7.1.3 be deferred to a Special Council Meeting to be held at 5pm Tuesday 14 April 2020.*

## **6 CLOSURE**

---

The meeting was closed at 9.35pm



## MINUTES OF SPECIAL MEETING OF COUNCIL

---

**Purpose: For Council to consider the  
Shire's COVID-19 Recovery Plan**

Held

**Tuesday 14 April 2020**

Commencing at 5.00 pm

**eMeeting**

---

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

**Ben Rose  
Chief Executive Officer**

**15 April 2020**

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**SHIRE OF DONNYBROOK BALINGUP**  
**MINUTES OF SPECIAL MEETING OF COUNCIL**

eMeeting  
Tuesday 14 April 2020 at 5.00 pm

---

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

---

**Shire President – Acknowledgment of Country**

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

The Shire Present declared the meeting open at 5.26pm.

**Shire President – Notification of eMeeting Procedures**

The *Local Government (Administration) Regulations* have been amended to allow eMeetings to be held during the COVID-19 pandemic situation and in accordance with Government guidelines.

Members of the public are advised that public questions need to be received by 3pm the day of the meeting. Under the amended *Local Government (Administration) Regulations*, Council can determine at the meeting whether to respond to the question at the meeting, or to take the question on notice and respond at a later date.

In accordance with Regulation 14E(b), the unconfirmed minutes of the meeting will be available for public inspection immediately following the meeting.

## **2 ATTENDANCE**

---

### **MEMBERS PRESENT (VIA EMEETING)**

The Shire President asked Councillors and staff to confirm their connection and attendance with the following confirmed:

<b>COUNCILLORS</b>	<b>STAFF</b>
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Paul Breman – Executive Manager Corporate and Community
Cr Shane Atherton	Steve Potter – Executive Manager Operations
Cr Anita Lindemann	Jaimee Earl – Minute Taker
Cr Anne Mitchell	James Jarvis – Manager Community Development
Cr Chaz Newman	
Cr Shane Sercombe	
Cr Chris Smith	
Cr Leanne Wringe	

It is noted that all Council members participated in the eMeeting from a 'suitable place' as defined in Clause 14A of the *Local Government Administration Regulations*.

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### **PUBLIC GALLERY**

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Nil. No public attendance available via eMeeting.

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#### **2.1 APOLOGIES**

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Nil.

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#### **2.2 APPROVED LEAVE OF ABSENCE**

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Nil.

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

---

Nil.

### **3 ANNOUNCEMENTS FROM PRESIDING MEMBER**

---

Nil.

### **4 DECLARATION OF INTEREST**

---

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

Nil.

### **4 PUBLIC QUESTION TIME**

---

Shire President to advise the Shire will accept any questions in writing to the Chief Executive Officer by 3pm the day of the meeting. If the question is unable to be answered at the meeting, it may be taken on notice by the Council for a later response.

It was noted that no public questions had been received.

### **6 REPORTS OF OFFICERS**

---

Nil.

## **7 MEETING CLOSED TO THE PUBLIC**

---

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

The following confidential report and recommendation has been distributed separately and is not for circulation:

#### **7.1.1 SHIRE OF DONNYBROOK BALINGUP COVID-19 RECOVERY PLAN**

This report is confidential in accordance with Section 5.23(2)(a) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (a) *a matter affecting an employee or employees.*

#### **EXECUTIVE RECOMMENDATION**

**That the meeting be closed to the public in accordance with section 5.23(2)(a) of the *Local Government Act 1995* to discuss confidential item 7.1.1.**

Cr Wringe left the meeting at 5.27pm and returned at 5.29pm.

#### **COUNCIL RESOLUTION 47/20**

**Moved Cr Newman**

**Seconded Cr Atherton**

**That the meeting be closed to the public in accordance with section 5.23(2)(a) of the *Local Government Act 1995* to discuss confidential item 7.1.1.**

**CARRIED 8/0**

The meeting was closed to consider confidential item 7.1.1 at 5.28pm.

The meeting was re-opened at 7.38pm.

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

### **COUNCIL RESOLUTION 50/20**

*That Council:*

1. *Approve the attached Shire of Donnybrook Balingup COVID-19 Recovery Plan, including the recommended 2019-20 reserve transfers, minus items 1.8 and 5.7 and subject to changes in the COVID-19 situation in line with Government directives.*

**ABSOLUTE MAJORITY VOTE ATTAINED**

2. *Request the Shire President and Chief Executive Officer to communicate the Shire's COVID-19 Recovery Plan to the community and stakeholders via multiple mediums including (but not limited to) press media, radio media, social media, electronic means (including video) and hard copy direct distribution.*
3. *Approve the attached (WALGA template) COVID-19 Financial Hardship Policy as a replacement to the existing Shire Policy 3.5 Rates Recovery Procedure, subject to the Chief Executive Officer modifying the policy into the Shire's formatting.*
4. *Delegate to the Chief Executive Officer, in consultation with the Shire President, decision making in relation to continuance and methodology of the scheduled Agenda Briefing Sessions, Concept Forums and Ordinary Meetings of Council between April 2020 and June 2020 (inclusive), recognising the Council's preference to continue Ordinary Meetings (as eMeetings) unless directed otherwise by the State or Federal Government.*
5. *Authorise the Shire President, in consultation with the Chief Executive Officer, to authorise emergency expenditure from the Municipal Fund as required until 30 June 2020 in accordance with the Local Government Act 1995.*
6. *Authorise the release of this resolution as a non-confidential Minute to the 14 April 2020 Special Council Meeting.*

## **6 CLOSURE**

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The Shire President advised that the next Ordinary Council Meeting will be held on Wednesday 22 April 2020 commencing at 5.00pm.

Shire President closed the meeting at 7.40pm.



**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 22 APRIL 2020**  
**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description		Municipal	Trust
CCP3468	AUSTRALIA POST	TUIA LODGE - MONTHLY STAFF INCENTIVES - NOV & DEC 19 & JAN 20	\$	300.00	
CCP3469	AIRPORT SECURITY PARKING	AIRPORT PARKING - LGCOG MEETING HOBART - FEB 20	\$	107.69	
CCP3470	AUST FINANCIAL SECURITY AUTH	TUIA LODGE - INSOLVENCY CHECKS	\$	30.00	
CCP3471	BURST SMS	TUIA LODGE - TOP-UP OF CREDIT FOR BURST SMS SYSTEM	\$	101.90	
CCP3472	CABCHARGE	TAXI FARE - LGCOG MEETING HOBART - AIRPORT TO HOTEL - FEB 20	\$	60.56	
CCP3473	COMMERCIAL KITCHEN COMPANY P/L	TUIA LODGE - MINI MP POWER MIXER/BLENDER	\$	642.40	
CCP3474	DBK RIVERSIDE RESTAURANT & CAFE	ORDINARY COUNCIL MEETING DINNER - FEB 2020	\$	315.00	
CCP3475	GARMIN	FEB SUBSCRIPTION FOR GARMIN MESSENGER & GPS DEVICE	\$	60.00	
CCP3476	GOLDEN CARERS	TUIA LODGE - GOLDEN CARERS ANNUAL SUBSCRIPTION 2020	\$	59.95	
CCP3477	GM CABS AUSTRALIA	TAXI FARE - LGCOG MEETING HOBART - HOTEL TO AIRPORT - FEB 20	\$	54.06	
CCP3478	PLE COMPUTERS PTY LTD	NEW UBIQUITI ROUTER FOR DEPOT PLUS FREIGHT	\$	205.96	
CCP3479	4WD SUPA CENTRE	THOMSON BROOK BFB - CANVAS RUBBISH BAG FOR 3.4 APPLIANCE	\$	40.85	
CCP3480	VILLAGE HARVEST RESTAURANT	MEALS AT CONCLUSION OF STRATEGIC PLANNING WORKSHOP	\$	235.00	
CCP3481	BURST SMS	TUIA LODGE - TOP UP OF CREDIT FOR BURST SMS SERVICES	\$	101.90	
CCP3482	CROWN PROMENADE PERTH	ACCOMM FOR LG PROF - FINANCE PROFESSIONALS CONFERENCE - MAR 20	\$	247.94	
CCP3483	SHIRE OF DONNYBROOK BALINGUP	BUILDING PERMIT APPLIC - TUIA LODGE FIRE SUPPRESSION SYSTEM	\$	1,078.40	
CCP3484	DELL AUSTRALIA PTY LTD	5 X DELL LAPTOPS FOR EXTERNAL WORK SUPPORT - COVID19	\$	5,895.00	
CCP3485	GARMIN	MARCH SUBSCRIPTION FOR GARMIN MESSENGER & GPS DEVICE	\$	60.00	
CCP3486	MICROSOFT PTY LTD	TUIA LODGE - 2 X MICROSOFT SURFACE PRO	\$	3,057.26	
EFT18581a	SG FLEET AUSTRALIA PTY LIMITED	LEASE FOR CESH VEHICLE 09/03/2020 - 08/04/2020	\$	1,561.90	
EFT18582	BUILDING AND CONSTRUCTION INDUSTRY	BCITF AGENCY COLLECTION FEES NOV 2019 - FEB 2020	\$	8,186.36	
EFT18583	A & L PRINTERS	PURCHASE ORDER BOOKS X 20	\$	427.00	
EFT18584	ALFS MACHINERY PTY LTD	DEPOT - GENERATOR - FUEL FILTER	\$	23.10	
EFT18585	WESTERN ALLPEST SERVICES	VARIOUS SHIRE SITES - SPIDER, RODENT, TERMITE TREATMENTS	\$	1,085.00	
EFT18586	AUSTRALIAN SERVICES UNION WESTERN	PAYROLL DEDUCTIONS	\$	25.90	
EFT18587	A & R ENGINEERING	DBK CEMETERY - STEEL PIPE	\$	32.25	
EFT18588	AMITY SIGNS	RURAL ROAD NUMBER PLATES	\$	111.65	
EFT18589	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS, REC CTR - STATIONERY	\$	2,926.93	
EFT18590	MAIA FINANCIAL	VARIOUS SHIRE LEASES FOR PERIOD 01/04/2020 - 30/06/2020	\$	1,992.33	
EFT18591	ABCO PRODUCTS PTY LTD	P&G - CLEANING PRODUCTS INC COVID19 PRODUCTS	\$	6,161.83	
EFT18592	ATC EMPLOYMENT SOLUTIONS	TUIA LODGE - TRAINEE & CASUAL WAGES - WE 03.03.2020	\$	1,143.23	
EFT18593	ALL WEST BUILDING APPROVALS	TUIA LODGE - FIRE SUPPRESSION SYSTEM - SITE INSPECTION	\$	935.00	
EFT18594	AQUAMONIX	P&G - RETICULATION SYSTEM NEW MODEM	\$	742.50	
EFT18595	A & R MACHINERY	DB606 & DB1027 - ASSORTED PARTS, DB898 MOWER DECK BELT	\$	514.43	
EFT18596	ACTIVTEC SOLUTIONS	TUIA LODGE - REPLACE REAR BRAKING WHEELS FOR BED BATH	\$	148.50	
EFT18597	ALLIED CARE GROUP	TUIA LODGE - ACFI CONSULTANCY - FEB 2020	\$	1,345.33	
EFT18598	ADAMS WINDOW CLEANING	PRESTON VILLAGE - WINDOW CLEANING - ALL UNITS & COMM CTR	\$	1,650.00	
EFT18599	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT FOR ROAD WORKS ON UPPER CAPEL ROAD	\$	13,912.80	
EFT18600	AUSSIE BUILDING SPEC & GEOTECH	DBK HERITAGE PRECINCT - STRUCTURAL INSPECTION & REPORT	\$	1,991.00	

**SHIRE OF DONNYBROOK/BALINGUP**  
**LOCAL GOVERNMENT ACT 1995**  
**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH**  
**DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 22 APRIL 2020**  
**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description		Municipal	Trust
EFT18601	BUNNINGS GROUP LIMITED	DEPOT - TARPS & ROPES, ESKY, CUPS & STORAGE CONTAINERS	\$	358.65	
EFT18602	BOC LIMITED	TUIA LODGE - 5LPM OXYGEN CONCENTRATOR HIRE	\$	314.94	
EFT18603	BELL FIRE EQUIPMENT COMP PTY LTD	TUIA LODGE - EMERG WARNING SYSTEM & FIRE ALARM FEB 2020	\$	168.66	
EFT18604	PG & DM BLECHYNDEN	DONNYBROOK HALL - RENEW STAGE FLOOR	\$	2,963.00	
EFT18605	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF FEBRUARY 2020	\$	25,619.00	
EFT18606	AGRI SPARK AUTO ELECTRICS	VARIOUS BFB VEHICLES - AIRCON, ALTERNATOR, BATTERY REPAIRS	\$	3,973.40	
EFT18607	BUNBURY TELECOM SERVICE PTY LTD	LOCATE WATER PIPE AT THE DONNYBROOK CEMETERY.	\$	330.00	
EFT18608	BP SERVICE STATION	MGNT DBK TRANSIT PRK - JAN 20	\$	3,201.00	
EFT18609	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - FEB 20	\$	189.61	
EFT18610	BRC - BUILDING SOLUTIONS PTY LTD	RFT 4/1819 - CONSTRUCTION OF THE BEELERUP BUSH FIRE STATION	\$	31,401.24	
EFT18611	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL & REGIONAL WASTE EDUCATION - FEB 2020	\$	2,671.13	
EFT18612	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$	103.14	
EFT18613	DUG CROSS ELECTRICS	DBK REC CTR - REPLACE FLURO LIGHTS WITH LED LIGHTS X 27	\$	4,878.00	
EFT18614	COATES CIVIL CONSULTING PTY LTD	DETAILED DESIGN & VARIATION FOR SOUTHAMPTON ROAD	\$	8,965.00	
EFT18615	CAFE TIFFANY'S	MEALS & REFRESH FOR FIREFIGHTERS, ADMIN - W/SHOP CATERING	\$	1,734.00	
EFT18616	CRS ELECTRICAL	VARIOUS AGED CARE - ELECTRICAL REPAIRS & MAINTENANCE	\$	446.00	
EFT18617	CLEANAWAY	REFUSE COLLECTION - FEB 2020	\$	21,066.39	
EFT18618	CORSIGN WA	RANGERS - DOGS MUST BE ON LEADS AT ALL TIMES SIGNAGE	\$	143.00	
EFT18619	DONNYBROOK MEDICAL SERVICES	TUIA LODGE - PRE EMPLOYMENT MEDICAL	\$	165.00	
EFT18620	DONNYBROOK NEWSAGENCY	ADMIN - BUSINESS CARDS, TUIA LODGE- NEWSPAPERS FEB 20	\$	115.80	
EFT18621	DBK & DISTRICTS PLUMBING SERVICE	BLN VILL GREEN - REPLACE TOILET CISTERN, BLN REC CTR - LEAK	\$	1,474.00	
EFT18622	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERIES AND FRUIT AND VEG SUPPLIES - FEB 20	\$	4,262.12	
EFT18623	DONNYBROOK TYRE SERVICE	DBK REC CTR - FIT TYRE & TUBE TO TROLLEY	\$	156.50	
EFT18624	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - SHARED OPERATING EXPENSES - FEB 20	\$	1,255.14	
EFT18625	DONNYBROOK FARM SERVICE	VARIOUS SHIRE DEPTS - POOL CHEM, RETIC, FERTILISER, DOG BICS	\$	1,967.64	
EFT18626	SUPA IGA DONNYBROOK	BEELERUP FIRE - LUNCHES, ADMIN GROCERIES - FEB 20	\$	736.94	
EFT18627	DBK ARTS & CRAFT GROUP INC	2019-2020 MAJOR EVENT SPONSORSHIP - ART EXHIBITION - SEPT 2019	\$	2,000.00	
EFT18628	PAULINE DAVID	REFUND FULL BOOK ADULT POOL TICKETS DUE TO CLOSURES	\$	52.00	
EFT18629	DBCEC (WA) PTY LTD	W&S - VARIOUS PLANT HIRE FOR ROADWORKS	\$	27,010.50	
EFT18630	EARTH SHAPE BOBCAT & EARTHWORKS	KING SRPING RD - CROSSOVER REINSTATEMENTS	\$	3,135.00	
EFT18631	FILTERFAB PTY LTD	TUIA LODGE - 4 X SINGLE LINEN SKIPS	\$	1,282.05	
EFT18632	BUNBURY FREIGHT SERVICES	TUIA LODGE - FREIGHT FOR PHARMACEUTICAL SUPPLIES - FEB 2020	\$	114.96	
EFT18633	FLORIST GUMP	DBK REC CTR - PLANTS, FLOWERS AND CARD	\$	83.00	
EFT18634	FLEXI STAFF PTY LTD	TUIA LODGE - WAGES - CONTRACT STAFF - 28.02.2020	\$	534.46	
EFT18635	GARAGE DOORS SOUTH WEST	PRESTON VILLAGE - UNIT 11 GARAGE DOOR REMOTE REPLACEMENT	\$	140.00	
EFT18636	STAFF REIMBURSEMENTS	DBK REC CTR - REIMBURSE RLSSWA POOL LIFE GUARD REQUAL	\$	159.00	
EFT18637	JR & A HERSEY PTY LTD	SPRAY & MARK WHITE, SAFETY GLASSES, DUCT & DANGER TAPE	\$	421.63	
EFT18638	HASTIE WASTE PTY LTD	DRUMMUSTER - COLLECT CHEMICAL CONTAINERS OCT - DEC 2019	\$	99.11	
EFT18639	COVERT SIGNS	VARIOUS SHIRE DEPTS - SIGNAGE	\$	275.00	

**SHIRE OF DONNYBROOK/BALINGUP**  
**LOCAL GOVERNMENT ACT 1995**  
**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH**  
**DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 22 APRIL 2020**  
**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description		Municipal	Trust
EFT18640	SKIPPERS PLUMBING SERVICES	VARIOUS AGED CARE - PLUMBING REPAIRS	\$	2,469.57	
EFT18641	STAFF REIMBURSEMENTS	REIMBURSEMENT OF WWC CHECK EXPENSES	\$	87.00	
EFT18642	ANDREW JOHN HULL	REFUND SWIMMING LESSONS TERM 1 - 2020	\$	203.80	
EFT18643	STAFF REIMBURSEMENTS	REIMBURSEMENT OF RELOCATION EXPENSES AS PER CONTRACT	\$	3,799.22	
EFT18644	FIRST CLASS TRAINING	ADMIN - INTERMEDIATE EXCEL TRAINING	\$	4,933.50	
EFT18645	WESFARMERS KLEENHEAT GAS P/L	TUIA LODGE - BULK LPG ORDER	\$	1,344.68	
EFT18646	KIRUP PROGRESS ASSOCIATION INC	2019-2020 MINOR COMMUNITY GRANT FUNDING - KIRUP SANTA PROJECT	\$	200.00	
EFT18647	LIVING SPRINGS	ANNUAL HIRE OF WATER DISPENSER FOR CHAMBER & WATER	\$	231.00	
EFT18648	LINCON LOGISTICS PTY LTD	HIRE OF UNDER BRIDGE INSPECTION UNIT	\$	20,391.25	
EFT18649	MALATESTA ROAD PAVING & HOTMIX	SEALING OF VARIOUS ROADS & REINSTATEMENT OF DRIVEWAYS	\$	46,913.85	
EFT18650	NESUTO MOUNTS BAY HOTEL - PERTH	ACCOMM & MEALS TO ATTEND QTRA TRAINING 4 & 5 MARCH 20 - P&G	\$	453.00	
EFT18651	MARKETFORCE PRODUCTIONS	VARIOUS SHIRE DEPTS - ADVERTISING EXPENSES	\$	225.50	
EFT18652	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES FOR MARCH 2020	\$	215.00	
EFT18653	MICROSOFT REGIONAL SALES CORP	EMAIL SERVICE MONTHLY PAYMENT 28/11/2019 - 27/12/2019	\$	392.65	
EFT18654	MAJOR VALUATIONS	PRESTON RETIREMENT VILLAGE - VALUATION OF UNIT 3	\$	1,980.00	
EFT18655	NH3	COUNCIL CHAMBER - SERVICE AIR CONDITIONING UNIT	\$	390.70	
EFT18656	OFFICEWORKS	PRINTER CARTRIDGE - EPSON 252XL FOR ACCOUNTANT	\$	106.00	
EFT18657	PFI CLEANING SUPPLIES	REPLACE FAULTY HANDLE FOR ROBOTIC FLOOR POLISHER	\$	838.00	
EFT18658	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$	567.71	
EFT18659	PRESTON VALLEY MAINTENANCE	VARIOUS SHIRE SITES - BUILDING MAINTENANCE	\$	825.00	
EFT18660	PAYPAC PAYROLL SERVICES PTY LTD	TUIA LODGE - PAYROLL PROCESSING SERVICES - FEB 2020	\$	904.00	
EFT18661	PEEL PODIATRY CLINIC	TUIA LODGE - PODIATRY SERVICES - FEB 2020	\$	1,400.00	
EFT18662	PROGRAMMED PROPERTY SERVICES	PRESTON VILLAGE - EXTERNAL PAINTING OF DOORS & FRAMES	\$	2,035.00	
EFT18663	C.J. KAY T/A RURAL CINEMA	2020 OUTDOOR MOVIE SERIES - READY PLAYER ONE	\$	1,950.00	
EFT18664	RIVERSEA PAINTING	BALINGUP BFB - REPAINTING WORKS	\$	1,770.00	
EFT18665	RTR FITNESS	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - FEB/MAR 2020	\$	300.00	
EFT18666	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS PAYROLL FOR PERIOD 12/03/2020 - 11/04/2020	\$	149.00	
EFT18667	SLEE ANDERSON & PIDGEON	REVIEW OF AMD AUDIT CERTIFICATE YEAR ENDING 30 JUNE 2019	\$	1,112.10	
EFT18668	SOUTHERN LOCK & SECURITY	DBK REC CTR - SERVICE CALL & LABOUR TO ALARM SYSTEM	\$	342.00	
EFT18669	STALEY FOOD & PACKAGING	TUIA LODGE - LAUNDRY, KITCHEN & CLEANING CONSUMABLES	\$	1,731.34	
EFT18670	ST JOHN AMBULANCE AUSTRALIA	ENROLEMENT FOR RANGER TO ATTEND FIRST AID TRAINING	\$	160.00	
EFT18671	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACY SUPPLIES	\$	1,324.57	
EFT18672	ALISON DEBBIE LEE STURGEON	REFUND SWIMMING LESSONS TERM 1 - 2020	\$	110.20	
EFT18673	SQUIRE PATTON BOGGS	NATIVE TITLE CLAIMS - SOUTH WEST AREA 1 & 2	\$	125.63	
EFT18674	SHRED-X PTY LTD & AUSTRALIAN PAPER	TUIA LODGE - CONFIDENTIAL SHREDDING BIN - JAN/MAR 2020	\$	77.95	
EFT18675	STRATAGREEN	AQUALOCK FOR VC MITCHELL PARK	\$	381.15	
EFT18676	TOLL TRANSPORT PTY LTD	VARIOUS SHIRE DEPTS - FREIGHT EXPENSES	\$	25.80	
EFT18677	LANDGATE	VALUATION SERVICES	\$	1,101.73	
EFT18678	VIP GARDENING	TUIA LODGE & AGED CARE - GARDENING CONTRACTOR - JAN 2020	\$	3,472.70	

**SHIRE OF DONNYBROOK/BALINGUP**  
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**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description		Municipal	Trust
EFT18679	WESTRAC EQUIPMENT PTY LTD	LOADER & GRADER - OIL SAMPLING KIT & TEMP SENSOR	\$	663.92	
EFT18680	WORK CLOBBER	FLUORO SAFETY VEST WITH TAPE - NO LOGO	\$	18.01	
EFT18681	WORKFORCE INTERNATIONAL PTY LTD	HIRE OF CASUAL CONTRACTOR FOR PARKS & GARDEN CREW	\$	2,268.11	
EFT18682	WEST COAST FIT	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - FEB 2020	\$	1,130.00	
EFT18682a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 25/03/2020	\$	129,695.66	
EFT18682b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 25/03/2020	\$	67,060.90	
EFT18682c	AUSTRALIAN TAX OFFICE	BAS - FEBRUARY 20	\$	5,912.00	
EFT18682d	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR MARCH 2020	\$	16,606.79	
EFT18683	BUILDING COMMISSION	BSL COLLECTIONS FOR FEBRUARY 2020	\$	2,739.09	
EFT18684	STAFF REIMBURSEMENTS	REIMBURSE PURCH OF 5 DELL LAPTOPS - COVID 19 RESPONSE	\$	6,194.98	
EFT18685	ALLENS CIVIL & RURAL CONTRACTORS	GRADING OF MORGAN ROAD	\$	1,276.00	
EFT18686	A & R ENGINEERING	DEPOT - FOLDING OF SPILL TRAY x 2	\$	559.02	
EFT18687	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT AT CLAYMORE ROAD X 5 DAYS	\$	6,791.40	
EFT18688	BANKS PEST AND WEED CONTROL	WRIGHTS BRIDGE - INSPECT & TREAT SUSPECTED TERMITE ACTIVITY	\$	1,167.10	
EFT18689	BP SERVICE STATION	ADMIN - FUEL PURCHASES - FEB 20	\$	355.24	
EFT18690	BRC - BUILDING SOLUTIONS PTY LTD	RFT 4/1819 - CONSTRUCTION OF THE BEELERUP BUSH FIRE STATION	\$	13,953.47	
EFT18691	MERRILEE BENTLEY	PART REFUND OF GRANT OF RIGHT OF BURIAL	\$	282.00	
EFT18692	DUG CROSS ELECTRICS	VARIOUS SHIRE SITES - ELECTRICAL REPAIRS & MAINTENANCE	\$	905.00	
EFT18693	DONNYBROOK MEDICAL SERVICES	TUIA LODGE - PRE EMPLOYMENT MEDICAL	\$	165.00	
EFT18694	DONNYBROOK PHARMACY	ADMIN - UPDATE OF ITEMS FOR FIRST AID KIT	\$	91.64	
EFT18695	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BAKERY ACCOUNT - MARCH 2020	\$	290.00	
EFT18696	DONNYBROOK TYRE SERVICE	VARIOUS SHIRE VEHICLES - TYRE SUPPLY AND REPAIRS	\$	4,258.50	
EFT18697	DBK RIVERSIDE RESTAURANT & CAFE	DINNER FOLLOWING ORDINARY COUNCIL MEETING - 25 MARCH 2020	\$	66.00	
EFT18698	EARTH SHAPE BOBCAT & EARTHWORKS	TREVENA RD BRIDGE - MAINTENANCE TO OPEN DRAIN	\$	2,268.75	
EFT18699	FITRIC	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - DEC TO MAR 20	\$	700.00	
EFT18700	GJ FREIGHT	FREIGHT OF METAL SPREADER TO BODY BUILDERS FOR FITMENT	\$	275.00	
EFT18701	SKIPPERS PLUMBING SERVICES	TUIA LODGE - RELOCATE GREASETRAP AND BACKWASH VALVES	\$	281.60	
EFT18702	KIRUP HALL ASSOCIATION	BRAZIER/KIRUP BFB - REIMBURSE ELECTRICITY EXPENSES 06 -12/19	\$	121.25	
EFT18703	MPM CONCRETING	FOOTBALL CLUB - APPLY FLOOR TOPPING TO THE BAR AREA	\$	2,671.90	
EFT18704	PRESTON VALLEY MAINTENANCE	DBK REC CTR - SOURCE & SUPPLY 9 X SKYLIGHT DOMES - BREAK-IN	\$	1,518.00	
EFT18705	PRESTON POWER EQUIPMENT	TUIA LODGE - LAWN MOWER - FIT NEW CABLE & CLEAN MACHINE	\$	169.00	
EFT18706	STAFF REIMBURSEMENTS	DBK LIB - REIMBURSEMENT OF WWC CHECK EXPENSES	\$	87.00	
EFT18707	SOUTH WEST CRICKET ASSOCIATION	BOND REFUND	\$	1,100.00	
EFT18708	ANNETTE MARGARET SIMS	TUIA LODGE - RESIDENTS KITTY REFUND - M LUCAS	\$	34.28	
EFT18709	STAFF REIMBURSEMENTS	USB HUBS, HEADPHONES, KEYBOARDS - COVID 19 RESPONSE	\$	313.15	
EFT18710	VEHICLES CLEANED BY JANINE	TUIA LODGE - VEHICLE CLEANING X 2 VEHICLES (MARCH 2020)	\$	90.00	
EFT18711	WEST COAST FIT	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - MAR 20	\$	1,010.00	
EFT18711a	WESTNET PTY LTD	BALINGUP LIBRARY - NBN WIRELESS SERVICE	\$	64.90	
EFT18712	AUSTRALIA POST	ADMIN - POSTAGE EXPENSES - MAR 20	\$	2,061.13	

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Chq/EFT	Name	Description		Municipal	Trust
EFT18713	WESTERN ALLPEST SERVICES	THOMSON BROOK BFB - INSECT SPRAY INCLUDING PAPER WASPS	\$	150.00	
EFT18714	AUST SERVICES UNION WA BRANCH	PAYROLL DEDUCTIONS	\$	25.90	
EFT18715	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS, ADMIN - STATIONERY	\$	2,186.41	
EFT18716	ALLENS TRAFFIC MANAGEMENT	BLN MAIN ST FOOTPATH REPAIR TRAFFIC MANAGEMENT	\$	286.00	
EFT18717	AQUALOO	3 x SOAP DISPENSERS FOR PUBLIC TOILETS	\$	179.86	
EFT18718	ALL LIFT LIFTING SERVICES	12 MONTH SLINGS AND CHAINS INSPECTION	\$	1,754.41	
EFT18719	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSEMENT OF FLUVAX EXPENSES	\$	20.00	
EFT18720	A & R MACHINERY	DB606 MOWER - WHEEL, SHAFT, CLIPS, BUSHING	\$	1,400.36	
EFT18721	AUSTRAL POOL SOLUTIONS	DBK REC CTR - TROLLEY, BELTS, TENSIONER, SIGNS, LANE ROPES	\$	4,686.68	
EFT18722	AW ROADWORKS PTY LTD	BRIDGE MAINTENANCE - IMPLEMENTATION OF TRAFFIC MGMT PLAN	\$	3,423.20	
EFT18723	AFGRI EQUIPMENT AUSTRALIA PL	DB2462 GRADER - REMOVE HYDRAULIC HOSE & REPLACE O-RING	\$	601.85	
EFT18724	BUNBURY RETRAVISION	TUIA LODGE - TV FOR ROOM 2 AND WALL BRACKET	\$	295.00	
EFT18725	BUNNINGS GROUP LIMITED	VARIOUS SHIRE DEPTS - STAIN & SPOT REMOVER, DOOR BELL	\$	113.81	
EFT18726	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF MARCH 2020	\$	15,378.00	
EFT18727	BALINGUP LIQUOR & GENERAL STORE	VARIOUS BFB'S - FUEL PURCHASES - MARCH 20	\$	129.18	
EFT18728	BUNBURY TELECOM SERVICE PTY LTD	VC MITCHELL PARK - INSTALLATION OF CARPARK LIGHTING	\$	41,680.38	
EFT18729	BP SERVICE STATION	MGNT DBK TRANSIT PRK & ADMIN/BFB FUEL EXPENSES - FEB 20	\$	3,801.75	
EFT18730	BNY HARVEY REGIONAL COUNCIL	REGIONAL WASTE EDUCATION PROGRAM - MARCH 2020	\$	825.93	
EFT18731	BETTER TELCO SOLUTIONS PTY LTD	TUIA LODGE - RELOCATE PH POINT TO COVID 19 CHECKPOINT DESK	\$	137.50	
EFT18732	COATES HIRE OPERATIONS PTY LTD	UPPER CAPLE RD - HIRE OF PORTABLE TOILET	\$	511.62	
EFT18733	CITY & REGIONAL FUELS	FUEL EXPENSES - MARCH 20	\$	15,980.67	
EFT18734	CLIFFORD AUTO REPAIRS	DB8250, DB15 & DB4384 - STANDARD VEHICLE SERVICING	\$	1,233.31	
EFT18735	COMBINED TEAM SERVICES	DEALING WITH DIFFICULT CUSTOMERS TRAINING	\$	770.00	
EFT18736	CAFE TIFFANY'S	CATERING FOR WORKING LUNCH 18/3/2020	\$	245.00	
EFT18737	CLAREMONT POOL SERVICE	DBK REC CTR - DOLPHIN CADDY	\$	254.00	
EFT18738	CLEANAWAY	REFUSE COLLECTION - MARCH 2020	\$	20,906.99	
EFT18739	CB TRAFFIC SOLUTIONS PTY LTD	STEERE ST BLN - INSTALLATION OF LINEMARKING FOR ACROD BAY	\$	830.50	
EFT18740	COMMERCIAL AQUATICS AUSTRALIA	DBK REC CTR - REPLACE ACID TANK AND TUBING	\$	2,002.00	
EFT18741	CONTROL FIRE SYSTEMS	TUIA LODGE - RETROFIT FIRE SUPPRESSION SYSTEM	\$	62,289.48	
EFT18742	DONNYBROOK MEDICAL SERVICES	TUIA LODGE - PRE EMPLOYMENT MEDICAL	\$	165.00	
EFT18743	DONNYBROOK NEWSAGENCY	TUIA LODGE - MONTHLY NEWSPAPER ACCOUNT - MARCH 20	\$	32.30	
EFT18744	DONNYBROOK FRUIT BARN	TUIA LODGE - FRUIT SUPPLY - MARCH 2020	\$	608.39	
EFT18745	DONNYBROOK TYRE SERVICE	DB 15 - REPAIR TYRE LEAK AND ROTATE TYRES	\$	75.00	
EFT18746	DONNYBROOK FARM SERVICE	VARIOUS SHIRE DEPTS - GLYPHOSATE, POOL CHEM, PESTICIDE	\$	1,986.36	
EFT18747	SUPA IGA DONNYBROOK	ADMIN - GROCERIES MAR 20. BFB'S - CLEANING SUPPLIES COVID 19	\$	426.68	
EFT18748	DATA#3	FIREWALL MAINTENANCE AGREEMENT & DBK LIB SOPHOS	\$	2,033.86	
EFT18749	FORPARK AUSTRALIA	P&G - TODDLER SWING SEATS	\$	211.20	
EFT18750	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$	154.18	
EFT18751	SUEZ RECYCLING & RECOVERY P/L	PROCESSING OF RECYCLABLES - MARCH 2020	\$	2,989.02	

**SHIRE OF DONNYBROOK/BALINGUP**  
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Chq/EFT	Name	Description		Municipal	Trust
EFT18752	JR & A HERSEY PTY LTD	DEPOT - LENS CLEANING WIPES & COVERALLS - COVID 19	\$	237.05	
EFT18753	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL SITE & BLN TRANSFER STN - MARCH 2020	\$	39,159.45	
EFT18754	HEATLEYS SAFETY & INDUSTRIAL	DBK REC CTR - PROTECTIVE CLOTHING FOR POOL CHEMICALS	\$	882.89	
EFT18755	COVERT SIGNS	W&S - RESTRICTED TURNING SIGNS	\$	237.60	
EFT18756	SKIPPER'S PLUMBING SERVICES	BLN VILLAGE GREEN TOILETS:- REPLACE TAP IN SERVICE DUCT	\$	231.88	
EFT18757	INDIGENOUS PROFESS SERVICES	TUIA LODGE - RETAINED MARKETING SERVICES - ENDING 31.03.2020	\$	1,430.00	
EFT18758	ITR PACIFIC PTY LTD	DB 2462 - GRADER BLADES, DB4517 GRADER - SHANK SCARIFIERS	\$	963.60	
EFT18759	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE TO WORKS OVERSEER	\$	50.00	
EFT18760	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSE CRAFT ITEMS FOR EASTER ACTIVITIES	\$	29.00	
EFT18761	WESFARMERS KLEENHEAT GAS P/L	TUIA LODGE - BULK LPG ORDER	\$	1,247.09	
EFT18762	LIVING SPRINGS	ADMIN - BOTTLED WATER	\$	77.00	
EFT18763	LINCON LOGISTICS PTY LTD	HIRE OF UNDER BRIDGE INSPECTION UNIT	\$	9,669.00	
EFT18764	MALATESTA ROAD PAVING & HOTMIX	UPPER CAPEL & HAY RDS - EMULSION	\$	800.00	
EFT18765	MJB INDUSTRIES PTY LTD	MELDENE EST PATH - CONCRETE PIPES & FITTINGS	\$	8,613.00	
EFT18766	MAINSPRAY	VARIOUS RDS - VERGE SIDE SPRAY/VEGETATION CONTROL	\$	2,437.93	
EFT18767	MARKETFORCE PRODUCTIONS	VARIOUS SHIRE DEPTS - ADVERTISING EXPENSES - MARCH 20	\$	2,935.51	
EFT18768	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES FOR APRIL 20	\$	215.00	
EFT18769	MORRISSEY HOMESTEAD INC	TUIA LODGE - BUS HIRE FOR RESIDENTS OUTING WITH O/T	\$	289.00	
EFT18770	MICROSOFT REGIONAL SALES CORP	EMAIL SERVICE MONTHLY PAYMENT 26/02/2020 - 25/03/2020	\$	1,224.89	
EFT18771	NIGHTGUARD SECURITY SERV P/L	DBK REC CTR - ATTEND TO AFTER HOURS SECURITY ALARM	\$	385.00	
EFT18772	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED SPRING WATER	\$	229.25	
EFT18773	OFFICEWORKS	ADMIN - ADAPTORS, HEADSETS, HARDDRIVES, CABLES - COVID 19	\$	745.97	
EFT18774	PFI CLEANING SUPPLIES	ADMIN - 2 X 500ML HAND SANITISER - COVID 19	\$	29.90	
EFT18775	PRESTON PRESS	SHIRE CONNECT DOUBLE PAGE SPREAD - APRIL 20	\$	560.00	
EFT18776	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$	371.14	
EFT18777	PROLINE KERBING	SUPPLY AND INSTALL KERBING AT UPPER CAPEL ROAD	\$	9,425.90	
EFT18778	PRESTON VALLEY MAINTENANCE	DBK REC CTR - REPAIRS TO DAMAGE CAUSED BY BREAK-INS	\$	913.00	
EFT18779	PRESTON POWER EQUIPMENT	W&S - MISC GOODS AND EQUIPMENT FOR MARCH 20	\$	288.00	
EFT18780	PROGRAMMED PROPERTY SERVICES	VARIOUS SHIRE SITES - PAINTING PROGRAM	\$	13,569.60	
EFT18781	POWERVAC PTY LTD	TUIA LODGE - STEAM CLEANER	\$	3,713.90	
EFT18782	HOLCIM (AUSTRALIA) PTY LTD	JAYES RD - 22 TONNES OF 7MM AGGREGATE	\$	1,299.71	
EFT18783	STAFF REIMBURSEMENTS	REIMBURSE OF HOME INTERNET EXPENSES - APRIL 2020	\$	39.95	
EFT18784	REGIONAL DEVELOPMENT AUST - SW	2019/20 CONTRIB TO PROVISION OF ECON & COMMUNITY PROFILE	\$	1,100.00	
EFT18785	REPCO - DONNYBROOK	W&S - MISC GOODS AND EQUIPMENT FOR MARCH 20	\$	206.96	
EFT18786	SPRINT EXPRESS	DEPOT - COURIER EXPENSES - MARCH 20	\$	41.80	
EFT18787	SLEE ANDERSON & PIDGEON	MAGISTRATES COURT PROCEEDINGS - AGED CARE	\$	3,927.00	
EFT18788	SOUTHERN LOCK & SECURITY	ADMIN - ALARM MONITORING SERVICE 01/04/2020 - 30/06/2020	\$	421.29	
EFT18789	SOS OFFICE EQUIPMENT	W&S - PURCHASE OF NEW PLOTTER	\$	1,934.90	
EFT18790	WA COUNTRY HEALTH SERVICE - SW	TUIA LODGE - RESIDENTS MEALS FROM WHACHS - FEBRUARY 2020	\$	15,800.70	

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EFT18791	STALEY FOOD & PACKAGING	TUIA LODGE - LAUNDRY, KITCHEN & CLEANING CONSUMABLES	\$	3,588.95	
EFT18792	ST JOHN AMBULANCE AUSTRALIA	DBK REC CTR - FIRST AID KIT SERVICE FEE	\$	75.00	
EFT18793	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$	1,962.11	
EFT18794	SURVCON PTY LTD	MELDENE EST PATH - PROFESSIONAL SURVEYING	\$	5,469.00	
EFT18795	SHRED-X PTY LTD	ADMIN OFFICE - SHREDDING BIN PICKUP FEB/MAR 2020	\$	127.31	
EFT18796	THOMPSON SURVEYING CONSULTANTS	DBK HERITAGE PRECINCT - UNDERTAKE FEATURE SURVEY	\$	1,650.00	
EFT18797	TOLL TRANSPORT PTY LTD	THOMSON BROOK BFB - FREIGHT EXPENSES	\$	49.62	
EFT18798	VALVOLINE AUSTRALIA PTY LTD	DB2462 GRADER - ALL FLEET PLUS E900	\$	1,195.60	
EFT18799	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$	18,769.88	
EFT18800	WA LOCAL GOVERNMENT ASSOC	COUNCILLOR PROFESSIONAL SPEAKING COURSE - 9 MARCH 2020	\$	1,156.00	
EFT18801	WORK CLOBBER	W&S - 2 X PAIRS OF WORK BOOTS FOR OUTDOOR STAFF	\$	311.30	
EFT18802	WML CONSULTANTS PTY LTD	DESIGN - LEVEL 1-PASSIVELY SIGNED RAIL CROSSING AS1742.7	\$	2,750.00	
EFT18803	WORKFORCE INTERNATIONAL PTY LTD	HIRE OF CASUAL CONTRACTOR FOR PARKS & GARDENS CREW	\$	6,139.57	
EFT18804	THE WORKWEAR GROUP PTY LTD	2019/20 STAFF UNIFORM	\$	260.95	
EFT18805	ZIPFORM	PRINT & MAILOUT OF RATES 4TH INSTALMENT NOTICES	\$	1,062.49	
EFT18805a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 08/04/2020	\$	126,926.15	
EFT18805b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 08/04/2020	\$	68,663.89	
53568	DONNYBROOK HARDWARE & GARDEN	VARIOUS SHIRE DEPTS - HARDWARE ACCOUNT - FEBRUARY 2020	\$	570.10	
53569	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE & INTERNET EXPENSES	\$	1,770.48	
53570	WATER CORPORATION	VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES	\$	4,197.44	
53571	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$	5,751.83	
53572	WESTNET PTY LTD	VARIOUS SHIRE SITES - INTERNET EXPENSES	\$	555.22	
53573	WESTERN POWER	UPPER CAPLE RD - RELOCATION OF STAY POLE	\$	7,481.00	
53574	LESCHENAULT BIOSECURITY GROUP	BOND REFUND	\$	150.00	
53575	SOUTH WEST OPERA COMPANY (INC)	BOND REFUND	\$	300.00	
53576	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES PAYROLL DEDUCTION FOR MARCH 2020	\$	330.00	
53577	CANCELLED	INCORRECT DETAILS			
53578	EST OF LATE MRS NELLIE SIMONETTI	TUIA LODGE - BOND AND CARE FEE REFUND	\$	222,096.36	
53579	C & D CUTRI	BRIDGE 0876 - REPLACE RUSTY BOLTS AS PER QUOTE	\$	6,435.00	
53580	SHIRE OF DONNYBROOK BALINGUP	VARIOUS SHIRE SITES - INTERIM RATES ADJUSTMENT - BIN SERVICE	\$	394.25	
53581	DEPARTMENT OF TRANSPORT	2019/20 PART VEHICLE REGISTRATION TO 30 JUNE 20 X 2	\$	158.65	
53582	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE & INTERNET EXPENSES	\$	1,670.65	
53583	WATER CORPORATION	VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES	\$	4,420.55	
53584	SHIRE OF DONNYBROOK BALINGUP	RESIDENTS KITTY RECOUP MARCH 2020	\$	779.60	
53585	SHIRE OF DONNYBROOK BALINGUP	PETTY CASH RECOUP APRIL 2020	\$	253.85	
DD24898.1	WA SUPER	PAYROLL DEDUCTIONS	\$	18,817.30	
DD24898.2	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$	234.42	
DD24898.3	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	778.93	
DD24898.4	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	193.83	

**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 22 APRIL 2020.**

**SUMMARY:**

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3468-CCP3486, EFT18581a-EFT18805b, 53568 - 53585, DD24898.1- DD24898.9 and DD24929.1 - DD24929.12	\$1,448,728.52
Trust		
<i>Monthly Cheque Totals</i>		<u><u>\$1,448,728.52</u></u>

**CERTIFICATION OF EXECUTIVE MANAGER CORPORATE & COMMUNITY**

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3468-CCP3486, EFT18581a-EFT18805b, 53568 - 53585, DD24898.1-DD24898.9 and DD24929.1 - DD24929.12 totalling \$1,448,728.52 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.


16/4/2020

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EXECUTIVE MANAGER CORPORATE & COMMUNITY      DATE





**Monthly  
Financial Reports**  
Management Statements

**For the period ended  
31<sup>st</sup> March 2020**

**Shire of Donnybrook-Balingup**

**Monthly Report to Council**

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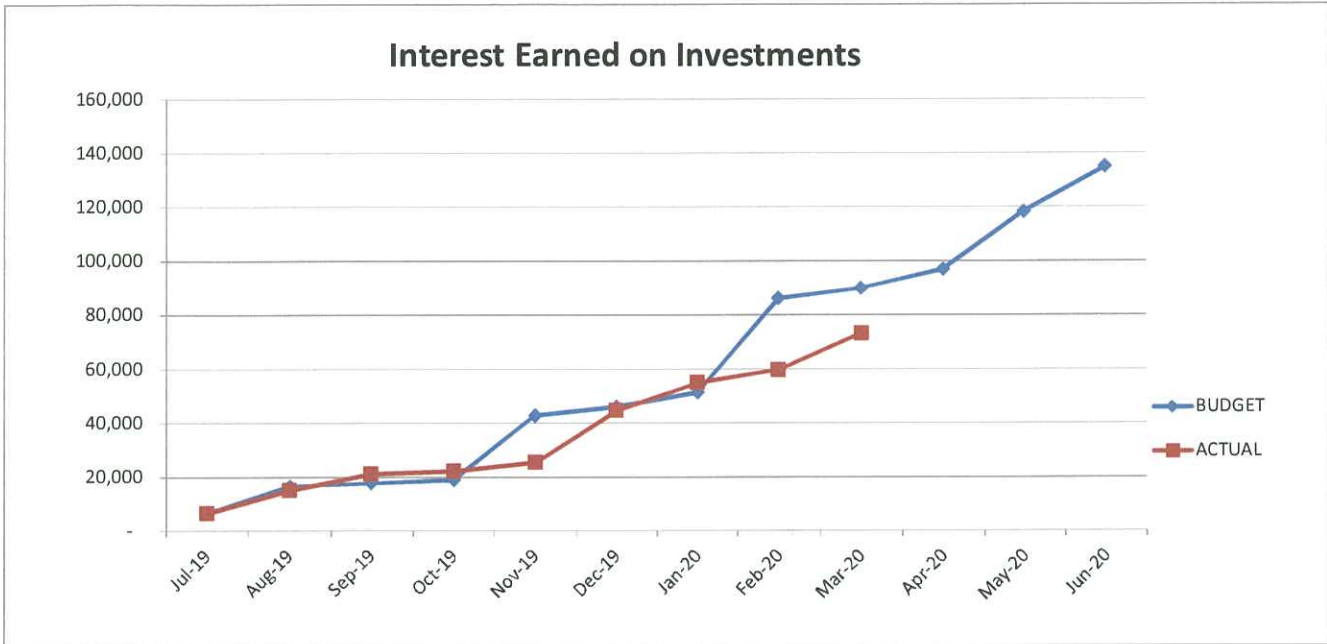
<b><u>FINANCIAL STATEMENTS</u></b>	<b>Page</b>
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**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st March 2020**

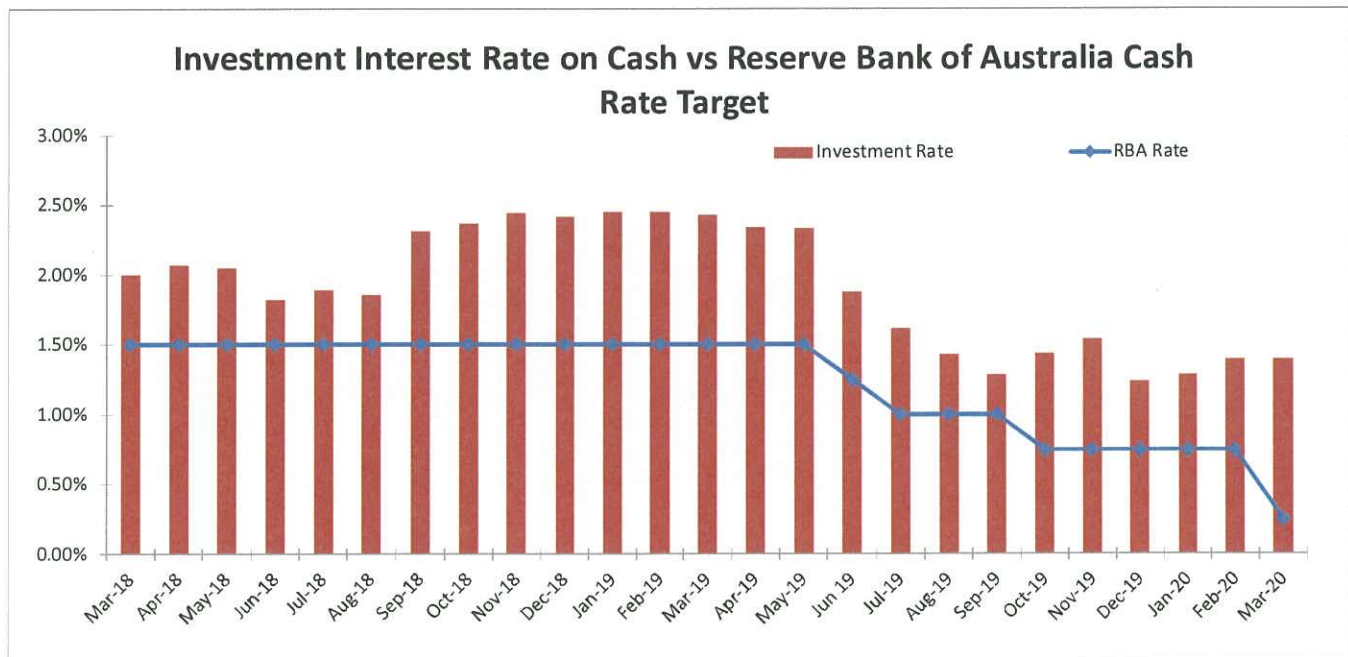
\* **Cash & Investments**

As at reporting date total interest earnings on Shire Municipal and Reserve Funds are:

	YTD Actual	YTD Budget
Municipal Fund:	\$ 22,824	\$ 32,482
Reserve Fund:	\$ 50,534	\$ 57,584
	<b>\$ 73,359</b>	<b>\$ 90,066</b>



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

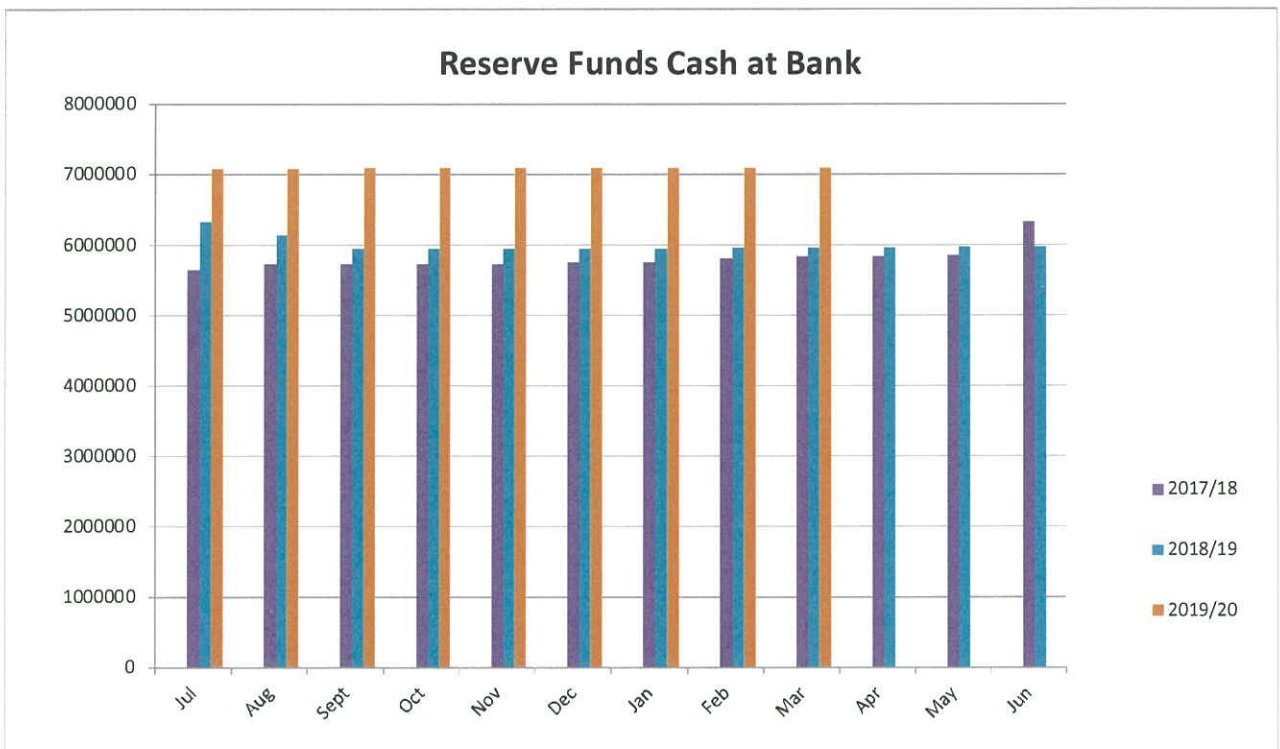
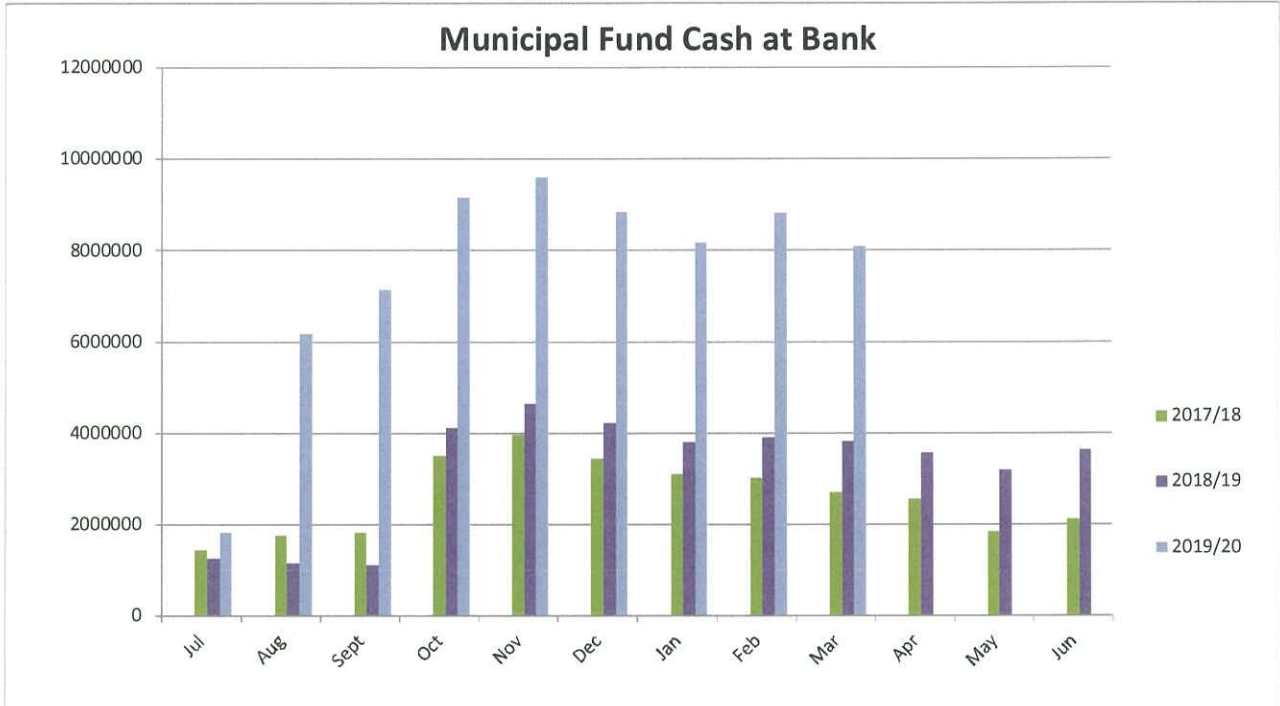


**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st March 2020**

\* **Cash & Investments**

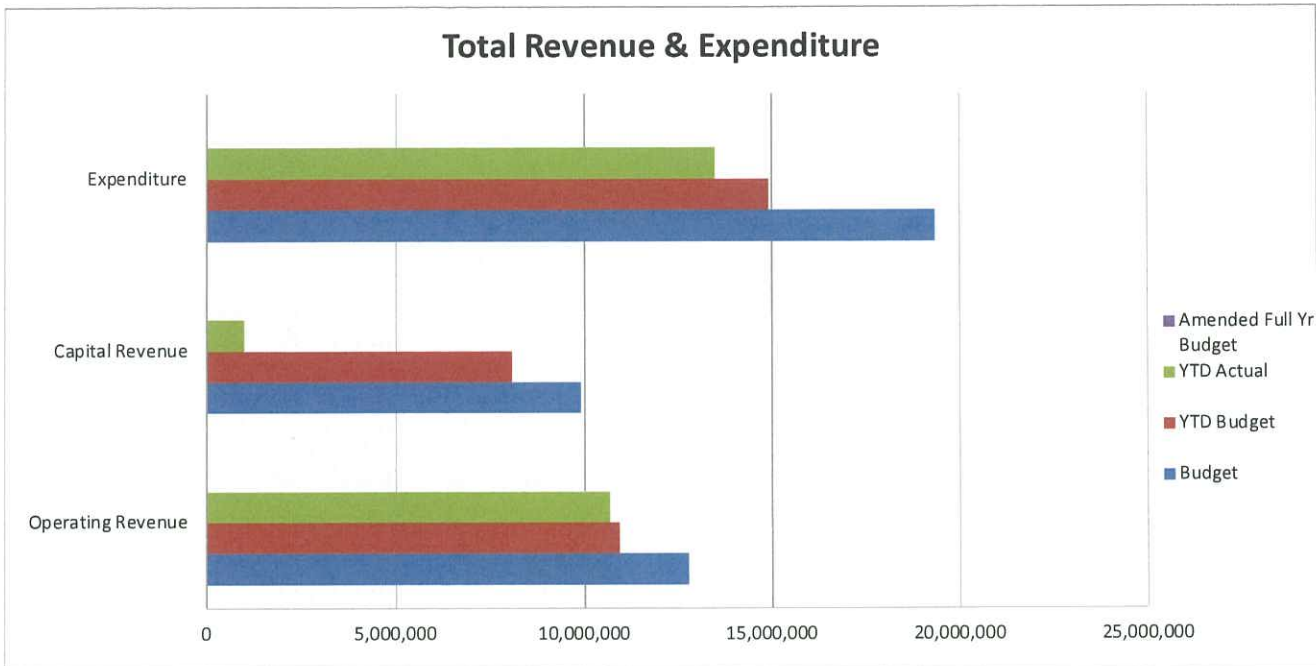
As at reporting date, the Shire's Municipal Bank fund shows a reconciled balance of \$8,083,753.05  
 This includes investments held by the Shire of \$6,550,854.70.

Municipal Investment Funds total	\$	1,018,064
Restricted Funds - Bond Deposits	\$	5,532,791
Municipal Fund Cash at Bank total	\$	1,532,898
Reserve Funds Cash at Bank	\$	7,099,912
	<b>\$</b>	<b>15,183,665</b>



**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st March 2020**

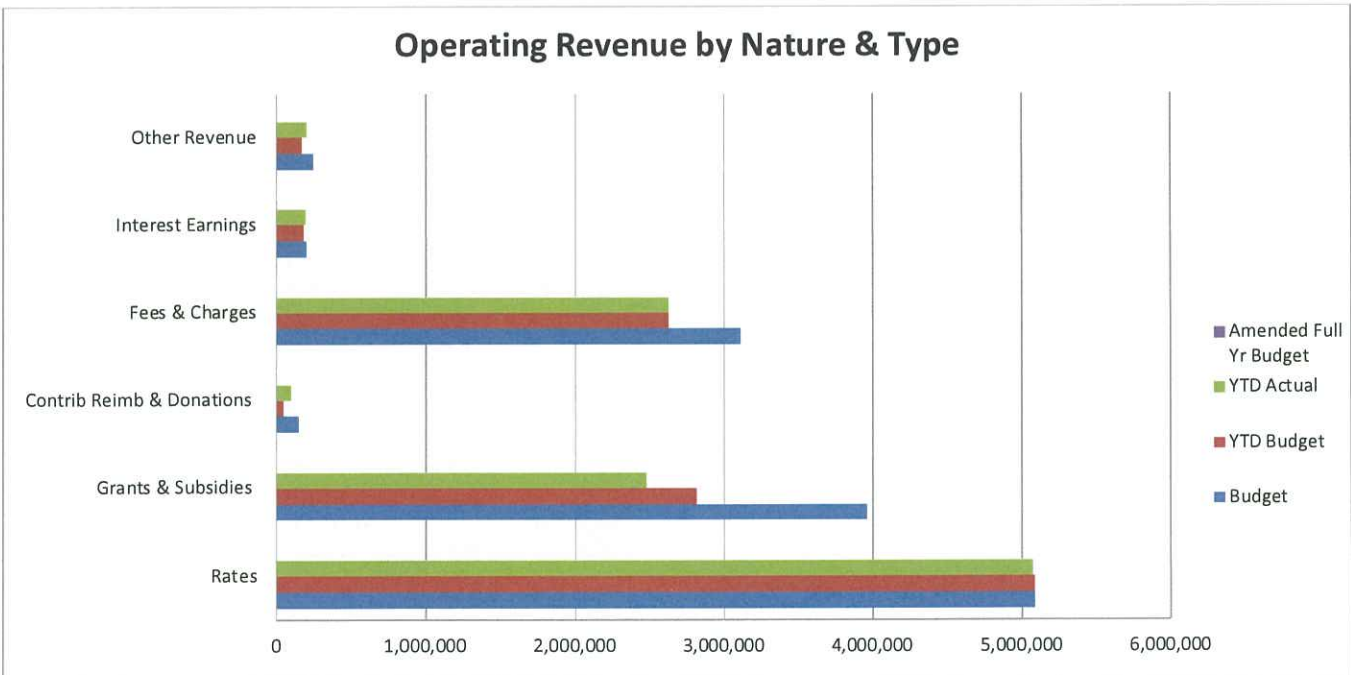
\* **Nature & Type Reporting**



**Total Revenue & Expenditure**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	12,762,248	10,933,488	10,675,854	(2.36%)
Capital Revenue	9,901,265	8,091,221	995,463	(87.70%)
Expenditure	19,342,695	14,933,687	13,493,851	(9.64%)

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

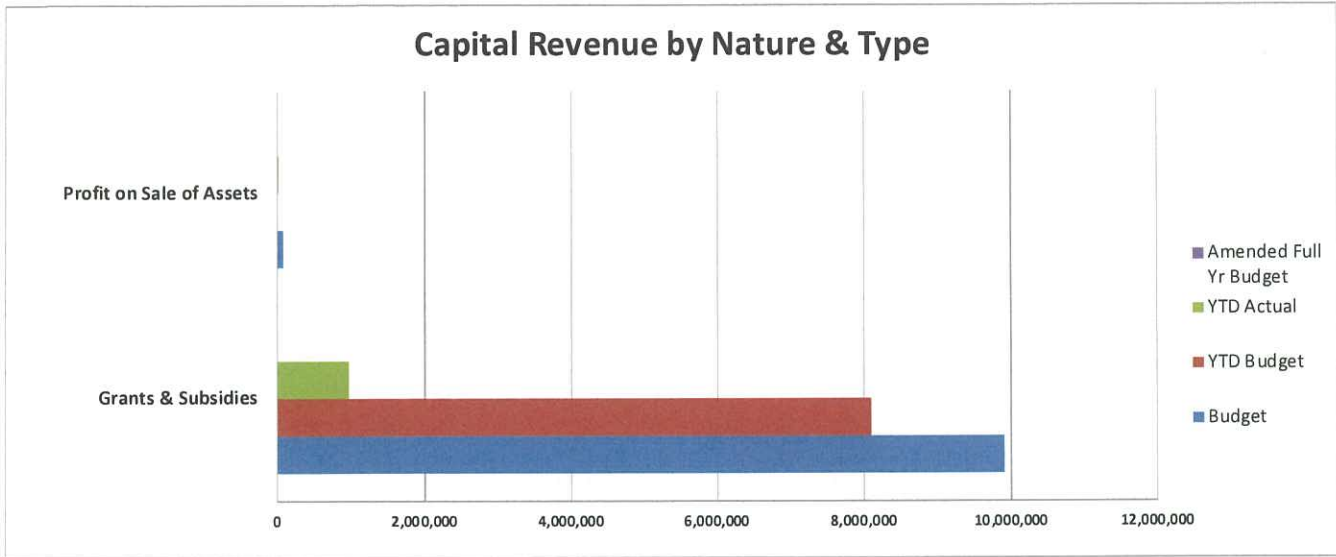


**Operating Revenue by Nature & Type**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,084,690	5,084,372	5,071,926	(0.24%)
Grants & Subsidies	3,962,932	2,813,785	2,475,821	(12.01%)
Contrib Reimb & Donations	152,626	49,820	102,142	105.02%
Fees & Charges	3,113,848	2,626,491	2,623,508	(0.11%)
Interest Earnings	202,000	186,323	196,341	5.38%
Other Revenue	246,152	172,697	206,116	19.35%
<b>Total</b>	<b>12,762,248</b>	<b>10,933,488</b>	<b>10,675,854</b>	

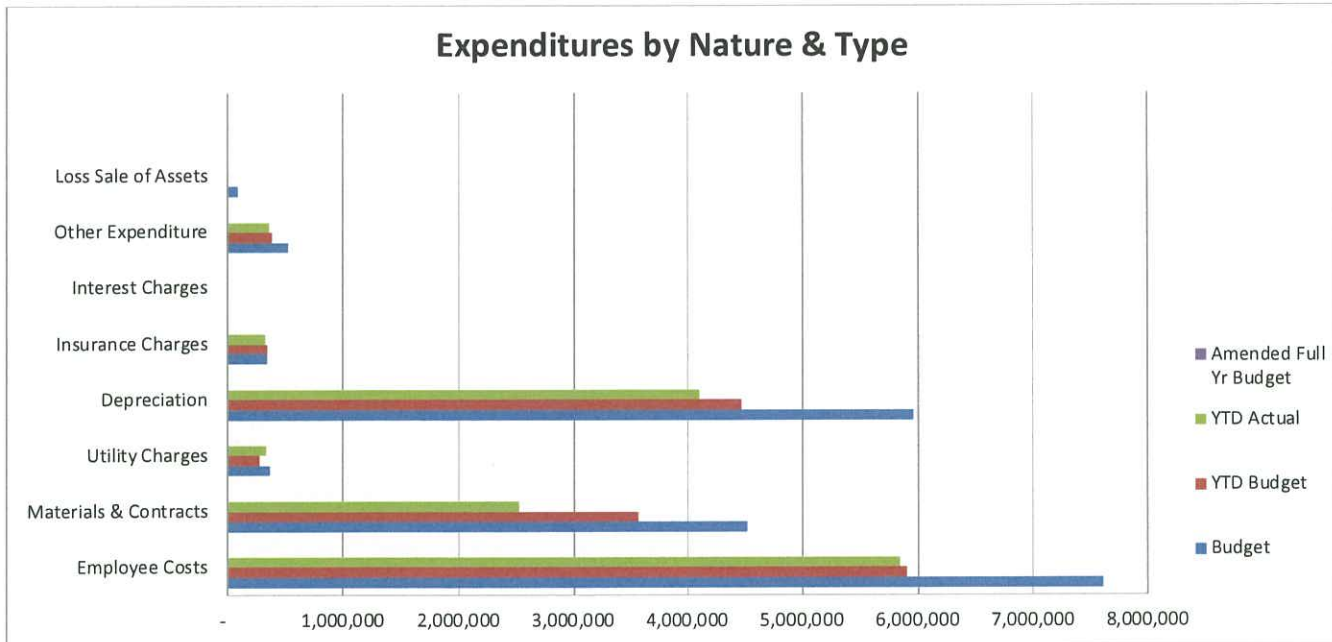
**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st March 2020**

\* **Nature & Type Reporting (continued)**



**Capital Revenue by Nature and Type**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	9,910,124	8,091,221	983,401	(87.85%)
Profit on Sale of Assets	84,060	0	12,062	0.00%
<b>Total</b>	<b>9,994,184</b>	<b>8,091,221</b>	<b>995,463</b>	

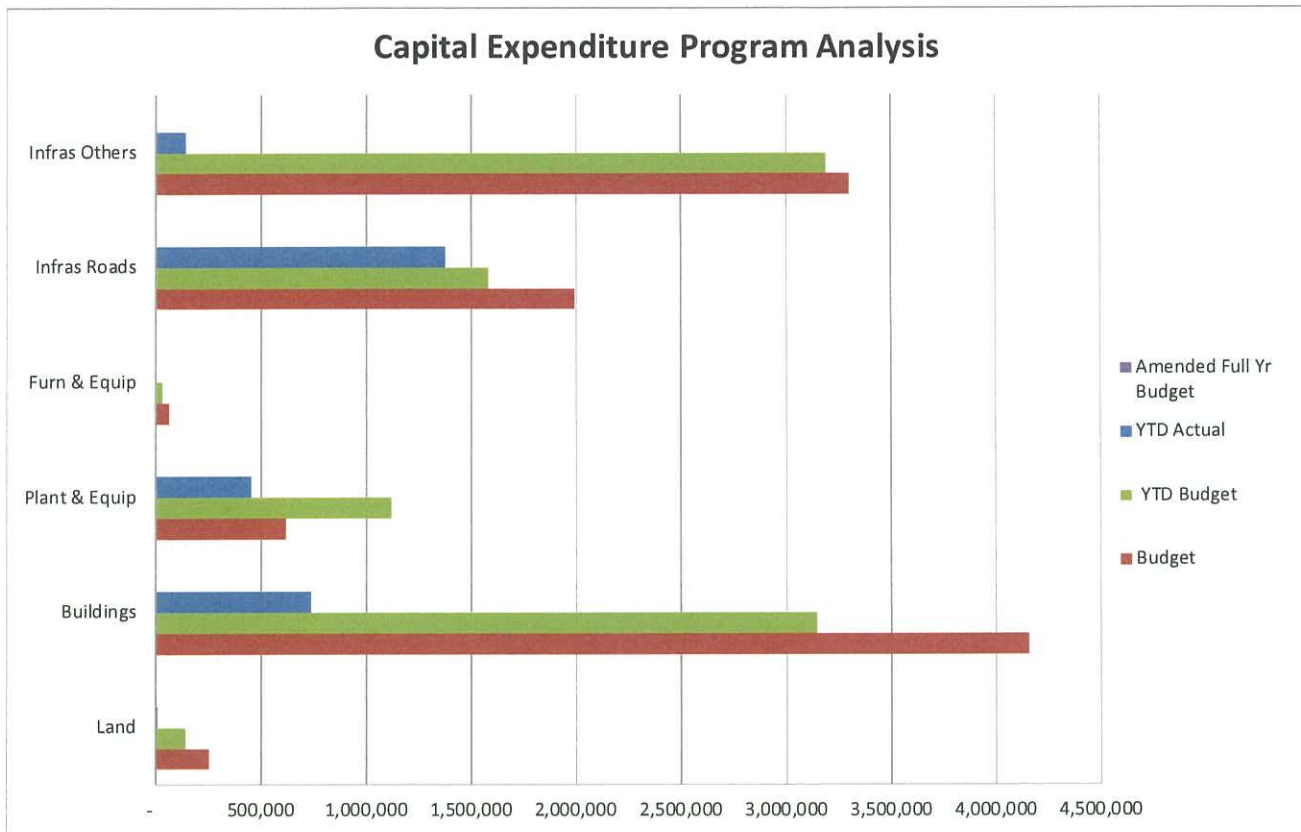


**Expenditures by Nature and Type**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,613,640	5,898,734	5,843,996	(0.93%)
Materials and contracts	4,521,205	3,564,537	2,521,733	(29.25%)
Utility charges	369,249	269,084	335,403	24.65%
Depreciation on Non Current Assets	5,960,334	4,470,264	4,103,569	(8.20%)
Insurance charges	344,487	342,198	323,187	(5.56%)
Interest charges	9,786	5,302	4,328	(18.38%)
Loss on sale of asset	92,919	0	0	0.00%
Other expenditure	523,994	383,568	361,635	(5.72%)
<b>TOTAL</b>	<b>19,435,614</b>	<b>14,933,687</b>	<b>13,493,851</b>	

**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st March 2020**

\* **Capital Acquisitions by Asset Class**



**Capital Acquisitions**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Land	250,000	142,600	7,041	(95.06%)
Buildings	4,156,500	3,145,113	741,102	(76.44%)
Plant & Equipment	620,352	1,119,261	455,147	(59.34%)
Furniture & Equipment	64,400	30,900	0	0.00%
Infrastructure Roads	1,994,841	1,582,475	1,372,111	(13.29%)
Infrastructure Others	3,299,200	3,193,008	143,948	(95.49%)
<b>TOTAL</b>	<b>10,385,293</b>	<b>9,213,357</b>	<b>2,719,350</b>	

**Shire of Donnybrook / Balingup  
Operating Statement**

**For Period ended 31st March 2020**

		Adopted Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
<b>Operating Revenues</b>				
Rate Revenue	3	5,084,690	5,084,372	5,071,926
General Purpose Funding	3	1,238,782	915,859	918,058
Governance	4	25,189	25,133	31,465
Law, Order & Public Safety	5	590,180	444,217	349,742
Health	7	163,128	127,039	115,709
Education and Welfare	8	3,961,897	2,731,720	2,653,617
Community Amenities	10	1,215,567	1,179,114	1,124,496
Recreation & Culture	11	351,658	210,290	164,494
Transport	12	5,594	7,131	3,356
Economic Services	13	148,790	124,769	127,306
Other Property & Services	14	126,792	83,844	115,685
		12,912,267	10,933,488	10,675,854
<b>Operating Expenses Excluding Borrowing Costs Expenses</b>				
General Purpose Funding	3	(163,296)	(98,054)	(148,188)
Governance	4	(1,214,385)	(1,026,886)	(914,002)
Law, Order & Public Safety	5	(1,476,583)	(1,116,283)	(952,578)
Health	7	(237,845)	(174,122)	(182,499)
Education and Welfare	8	(4,542,002)	(3,443,833)	(3,337,085)
Community Amenities	10	(1,801,729)	(1,352,898)	(1,183,228)
Recreation & Culture	11	(3,445,195)	(2,673,180)	(2,310,871)
Transport	12	(5,110,240)	(3,818,760)	(3,541,958)
Economic Services	13	(650,774)	(568,021)	(322,866)
Other Property & Services	14	(226,792)	(195,797)	(230,124)
		(18,868,841)	(14,467,834)	(13,123,399)
<b>Borrowing Costs Expenses</b>				
Health	7	(4,321)	(2,226)	(1,814)
Recreation and Culture	11	(1,941)	(997)	(629)
Economic Services	13	(3,524)	(2,079)	(1,885)
		(9,786)	(5,302)	(4,328)
<b>Contributions/Grants for the Development of Assets</b>				
Law, Order & Public Safety	5	987,536	0	0
Education and Welfare	8	4,175,000	4,175,000	0
Community Amenities	10	1,500,000	1,125,000	0
Recreation & Culture	11	1,985,448	1,955,747	24,261
Transport	12	1,262,140	835,474	959,140
		9,910,124	8,091,221	983,401
<b>GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS</b>				
Transport	12	(2,096)	0	9,203
Economic Services	13	(6,763)	0	2,859
		(8,859)	0	12,062
<b>Net Profit OR Loss / Result</b>		3,934,905	4,551,573	(1,456,410)



**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type)**  
**For the Period ended 31st March 2020**

	Adopted Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
<b>OPERATING REVENUE AND EXPENDITURE</b>			
<b>(a) Summary by Nature and Type</b>			
<b>Revenue</b>			
Rates	5,084,690	5,084,372	5,071,926
Grants and Subsidies (Operating)	3,962,932	2,813,785	2,475,821
Contributions Reimbursements and Donations (Operating)	152,626	49,820	102,142
Fees and Charges	3,113,848	2,626,491	2,623,508
Interest Earnings	202,000	186,323	196,341
Other Revenue	246,152	172,697	206,116
	<u>12,762,248</u>	<u>10,933,488</u>	<u>10,675,854</u>
<b>Expenditure</b>			
Employee Costs	(7,613,640)	(5,898,734)	(5,843,996)
Materials and Contracts	(4,521,205)	(3,564,537)	(2,521,733)
Utility Charges	(369,249)	(269,084)	(335,403)
Depreciation on Non Current Assets	(5,960,334)	(4,470,264)	(4,103,569)
Insurance Expenses	(344,487)	(342,198)	(323,187)
Interest Expenses	(9,786)	(5,302)	(4,328)
Other Expenses	(523,994)	(383,568)	(361,635)
	<u>(19,342,695)</u>	<u>(14,933,687)</u>	<u>(13,493,851)</u>
Less Applicable to Capital Works	(614,087)	(460,551)	(366,125)
	<u>(5,966,360)</u>	<u>(3,539,648)</u>	<u>(2,451,873)</u>
Non-operating grants, subsidies and contributions	9,910,124	8,091,221	983,401
Profit on asset disposals	84,060	0	12,062
Loss on asset disposals	(92,919)	0	0
<b>Net result</b>	<u>3,934,905</u>	<u>4,551,573</u>	<u>(1,456,410)</u>
<b>Total Comprehensive Income</b>	<u>3,934,905</u>	<u>4,551,573</u>	<u>(1,456,410)</u>

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 31st March 2020**

OPERATING REVENUE AND EXPENDITURE	2019/2020		
	Original Budget	YTD Budget	Actual
<b>(b) Classified According to Nature and Type:</b>			
<b><u>OPERATING REVENUE</u></b>			
<b>Rate Revenue</b>			
Rates	5,084,690	5,084,372	5,071,926
<b>Grants &amp; Subsidies (Operating)</b>			
General Purpose Grant	962,499	721,292	722,373
Interest on Deferred Rates	3,200	1,239	3,583
Other Grants	563,048	407,093	267,142
Aged Hostel Subsidy	2,434,185	1,684,161	1,482,723
<b>Grants &amp; Subsidies (Capital)</b>			
MRD Special Grants	1,156,140	729,474	943,140
Other Grants	7,877,984	6,486,000	24,261
<b>Contributions &amp; Donations (Operating)</b>			
Contributions, Reimbursements & Donations	152,626	49,820	102,142
<b>Contributions &amp; Donations (Cap)</b>			
Contributions, Reimbursements & Donations	876,000	875,747	16,000
<b>Fees and Charges</b>			
Rates Instalment Charges	21,030	21,030	22,515
Rates Direct Debit Fees	6,650	4,986	8,195
Refuse Removal Charges	577,938	577,805	584,932
Waste Management Levy	496,921	497,304	492,974
Rental Income	1,443,544	1,084,886	1,146,557
Hall Income	11,492	7,038	8,540
Ground Rent	10,355	9,913	2,975
Recreation Centre Income	189,700	146,677	133,269
Caravan Park	39,850	29,542	28,018
Fines and Penalties	7,100	5,358	2,873
Other Fees and Charges	304,268	238,199	192,495
Private Works	5,000	3,753	164
<b>Interest Earnings</b>			
Rates Penalty Interest Charge	51,500	35,450	38,339
Interest on Rates Instalments	15,500	15,501	20,872
Interest on Municipal Funds	55,000	32,482	22,824
Interest on Reserve Funds	80,000	102,890	114,306
<b>Other Revenue</b>			
Royalties	25,020	18,765	19,571
Commissions	8,275	7,954	8,127
Other Income	16,967	11,917	5,300
Reimbursements	195,890	134,061	173,118
<b>Profit on Sale of Non-Current Assets</b>	84,060	0	12,062
<b>Total Operating Revenue</b>	<b>22,756,432</b>	<b>19,024,709</b>	<b>11,671,317</b>

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 31st March 2020**

OPERATING REVENUE AND EXPENDITURE	2019/2020		
(b) Classified According to Nature and Type:	Original Budget	YTD Budget	Actual
<b>OPERATING EXPENDITURE</b>			
<b>Employee Costs</b>			
Salaries and Wages (Operating only, excludes Capital)	6,395,778	4,885,574	4,859,331
Superannuation	667,098	488,086	515,228
Workers Compensation	252,936	252,932	283,827
Clothing and Uniforms	65,088	85,640	58,406
Training Expenses	118,563	138,100	44,609
Fringe Benefits Tax	87,090	28,875	62,380
Other Employee Costs	27,087	19,527	20,215
<b>Materials</b>			
Chemicals / Gas	26,155	19,620	10,264
General Supplies	461,666	360,874	329,459
Road Materials	210,160	157,626	67,441
Phone/Fax	47,351	30,353	46,913
Fuels & Oils	176,000	131,994	160,386
Plant Parts	178,992	134,235	80,689
Tools/Hardware	1,550	1,161	10,468
Office Supplies	142,753	129,003	46,028
Garden Supplies	43,313	33,146	55,741
Kiosk Purchases (Rec)	22,202	22,131	10,536
Freight & Transport	8,890	6,669	6,405
Safety Equipment	250	189	7,525
<b>Contracts</b>			
Lease & Rental Expenses	21,844	16,371	30,783
Service Contracts & Repairs	163,921	140,301	131,744
Contract Labour	2,187,514	1,781,441	973,362
Plant Hire (External)	4,300	3,222	6,366
Security Service	3,563	2,673	3,089
Professional Services & Consultants	400,406	278,643	299,476
Rubbish Disposal Contract	307,063	229,907	168,598
Recycling Contract	113,312	84,978	76,461
<b>Utility Charges</b>			
Sewerage	21,679	14,706	17,690
Electricity	280,112	205,013	238,777
Water	67,458	49,365	78,937
<b>Insurance Expenses</b>			
Insurance	344,487	342,198	323,187
<b>Interest Expenses</b>			
Interest on Loans	9,786	5,302	4,328

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 31st March 2020**

4. OPERATING REVENUE AND EXPENDITURE	2019/2020		
(b) Classified According to Nature and Type:	Original Budget	YTD Budget	Actual
<b>OPERATING EXPENDITURE (cont)</b>			
<b>Other Expenditure</b>			
Refreshments	38,752	31,648	27,177
Subscriptions / Donations	216,081	193,969	118,659
Valuations / Title Searches	26,500	1,611	6,076
Postage	10,850	8,938	12,204
Accommodation	500	500	7,278
Licence Fees	19,350	19,303	1,657
Advertising	43,334	33,222	28,550
Councillor Allowances	131,478	67,243	63,950
Bank Charges	24,360	18,420	13,918
Other Expenditure	12,789	8,714	82,265
<b>Loss on Sale of Non-Current Assets</b>	<b>92,919</b>	<b>0</b>	<b>0</b>
<b>Depreciation</b>			
Depreciation on Assets	5,960,334	4,470,264	4,103,669
<b>Less: Applicable to Capital Works</b>	<b>(614,087)</b>	<b>(460,551)</b>	<b>(366,126)</b>
<b>Total Operating Expenditure</b>	<b>18,821,527</b>	<b>14,473,136</b>	<b>13,127,726</b>
<b>NET PROFIT OR LOSS / RESULT</b>	<b>3,934,905</b>	<b>4,551,573</b>	<b>(1,456,410)</b>

**Shire of Donnybrook - Balingup**  
**Statement of Financial Activity**  
**For the Period ended 31st March 2020**

		2019/20 Original Budget \$	2019/20 YTD Budget \$	2019/20 YTD Actual \$	Variances Budget to Actual YTD %
<b>REVENUES</b>					
General Purpose Funding (Excl. Rates)	3	2,288,138	915,859	918,058	0.24
Governance	4	25,189	25,133	31,465	25.20
Law, Order, Public Safety	5	590,180	444,217	349,742	(21.27)
Health	7	163,128	127,039	115,709	(8.92)
Education and Welfare	8	3,961,897	2,731,720	2,653,617	(2.86)
Community Amenities	10	1,215,567	1,179,114	1,124,496	(4.63)
Recreation and Culture	11	330,408	210,290	164,494	(21.78)
Transport	12	6,404	7,131	12,559	76.12
Economic Services	13	156,290	124,769	130,165	4.32
Other Property and Services	14	119,292	83,844	115,685	37.98
		<b>8,856,493</b>	<b>5,849,116</b>	<b>5,615,990</b>	<b>(3.99)</b>
<b>EXPENSES</b>					
General Purpose Funding	3	(163,296)	(98,054)	(148,188)	51.13
Governance	4	(1,214,385)	(1,026,886)	(915,816)	(10.82)
Law, Order, Public Safety	5	(1,476,583)	(1,116,283)	(952,578)	(14.67)
Health	7	(237,845)	(176,348)	(182,499)	3.49
Education and Welfare	8	(4,542,002)	(3,443,833)	(3,337,085)	(3.10)
Community Amenities	10	(1,801,729)	(1,352,898)	(1,183,228)	(12.54)
Recreation & Culture	11	(3,445,195)	(2,674,177)	(2,311,500)	(13.56)
Transport	12	(5,110,240)	(3,818,760)	(3,541,958)	(7.25)
Economic Services	13	(654,298)	(570,100)	(324,751)	(43.04)
Other Property and Services	14	(223,268)	(195,797)	(230,124)	17.53
		<b>(18,868,841)</b>	<b>(14,473,136)</b>	<b>(13,127,726)</b>	<b>(9.30)</b>
<b>Net Operating Result Excluding Rates:</b>		<b><u>(10,012,348)</u></b>	<b><u>(8,624,020)</u></b>	<b><u>(7,511,737)</u></b>	<b><u>(12.90)</u></b>
<b>Adjustments for Cash Budget Requirements:</b>					
<b>Non-Cash Expenditure and Income</b>					
(Profit)/Loss on Asset Disposals		8,859	0	(12,062)	
Depreciation on Assets		5,960,334	4,470,264	4,103,569	(8.20)
<b>Capital Expenditure and Income</b>					
Non Operating Grants, Subsidies & Contributions		9,910,124	8,091,221	983,401	(87.85)
Purchase Land and Buildings		(7,627,588)	(3,287,713)	(748,143)	(77.24)
Purchase Infrastructure Assets - Roads		(1,680,000)	(1,582,475)	(1,372,111)	(13.29)
Purchase Infrastructure Assets - Other		(3,896,384)	(3,193,008)	(143,948)	(95.49)
Purchase Plant and Equipment		(1,187,616)	(1,119,261)	(455,147)	(59.34)
Purchase Furniture and Equipment		(111,429)	(30,900)	0	
Proceeds from Disposal of Assets		244,999	192,209	427,998	122.67
Repayment of Debentures		(32,213)	(22,253)	(307,373)	1,281.27
Repayment of Preston Village Fixed Loans		(620,000)	0	0	
Proceeds from Leased Preston Village		620,000	310,000	285,000	(8.06)
Proceeds from New Debentures		1,554,530	1,554,530	0	(100.00)
Self-Supporting Loan Principal Income		8,660	4,300	4,419	2.77
Transfers to Reserves (Restricted Assets)		(901,149)	(7,497)	(12,744)	69.99
Transfers from Reserves (Restricted Assets)		2,676,531	1,333,569	1,954,276	46.54
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		0	0	11,994	
LESS Estimated Surplus/(Deficit) June 30 C/Fwd			3,173,338	2,279,317	(28.17)
<b>Budgeted deficiency before general rates</b>		<b>(5,084,690)</b>	<b>(5,084,372)</b>	<b>(5,071,926)</b>	<b>(0.24)</b>
<b>Estimated amount to be raised from general rates</b>		<b><u>5,084,690</u></b>	<b><u>(5,084,372)</u></b>	<b><u>5,071,926</u></b>	
<b>Surplus / (deficit)</b>		<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	

Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 31/03/2020	Actual to 31/03/2020	Variance Amount	Variance %	Permanent Variation	Comment
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**\*\* Please note: The Budget Review was prepared to 31st March 2020 and adopted by Council on 6th April 2020.  
Amendments to the Original Budget as a result of the Budget Review, will be reflected in the April Monthly Financial Reports.**

**General Purpose Funding**

0031	INSTALMENT INTEREST	Inc	-15,501	-20,872	-5,371	34.65	x	Full year income will exceed budget by approx \$5.3k as at reporting date - permanent variation
2163	RATES SPECIAL ARRANGEMENT FEE	Exp	-4,986	-8,203	-3,217	64.51	x	Income is expected to exceed budget by approx \$2k
0061	LATE PAYMENT INTEREST	Exp	-35,450	-38,339	-2,889	8.15		Budget timing variation
0041	INTERIM RATES LEVIED	Inc	-21,307	-6,527	14,780	-69.37	x	Potential permanent variance of approx \$12k - interim rates levied will be less than budget estimate
0071	BACK-RATES LEVIED	Inc	-5,500	-12,198	-6,698	121.78	x	Permanent variation - full year income will exceed budget by approx \$6k
4881	INTEREST ON INVESTMENTS	Inc	-32,482	-22,824	9,658	-29.73	x	Interest income is based on prevailing interest rates - a reduction in income of approx \$20k is expected due to current global uncertainties.
4891	INTEREST ON RESERVE ACCOUNTS	Inc	-57,584	-50,534	7,050	-12.24	x	Interest income is based on prevailing interest rates - a reduction in income is expected due to current global uncertainties.
5682	PRIOR YEAR RATES WRITE OFF	Exp	0	5,079	5,079		x	Permanent Variation - No budget allocation

**Governance**

0112	ELECTION & POLL EXPENSES	Exp	29,364	21,334	-8,030	-27.35	x	Permanent variation - Expenditure approx \$8k less than budget estimate
0252	DONATIONS	Exp	19,629	7,731	-11,898	-60.61		Budget timing variation
0892	NON-SPECIFIC LEGAL COSTS	Exp	7,710	17,442	9,732	126.22	x	Expenditure will exceed budget by approx \$12k due to increase in legal consultants
0182	SUBSCRIPTIONS	Exp	57,275	38,925	-18,350	-32.04		Budget timing variation
1082	RESOURCE SHAR/ECON DEV	Exp	14,296	7,976	-6,320	-44.21		Budget timing variation
0952	AUDIT FEES	Exp	22,191	27,375	5,184	23.36	x	Expenditure will exceed budget by approx \$7k
0962	CONSULTANTS FEES	Exp	16,911	30,556	13,645	80.69	x	Full year expenditure will exceed budget by approx \$8.7k - increased expenditure for additional investigations
0502	SUNDRY EXPENSES ADMIN	Exp	7,500	5,172	-2,328	-31.04	x	Budget timing variation
7863	INSURANCE REBATES	Inc	-23,139	-30,071	-6,932	29.96	x	Permanent variation - Additional rebate of approx \$7k received for Motor Vehicle insurance rebate
1072	FRINGE BENEFITS TAX	Exp	28,875	62,380	33,505	116.03		FBT is allocated to cost areas in May therefore temporary variation (reallocate in May)
0292	EMPLOYEE INSURANCE - WORKERS COMPENSATION	Exp	53,572	76,182	22,610	42.20	x	Permanent variation - expenditure will exceed budget by approx \$22k due to wages insurance adjustment from 18/19
0362	OFFICE & SURROUNDS MTCE.	Exp	71,303	55,761	-15,542	-21.80		Budget timing variation
0392	COMPUTER MTCE AGREEMENTS	Exp	106,579	92,568	-14,011	-13.15		Budget timing variation
0352	COMPUTER SOFTWARE COSTS	Exp	51,422	9,065	-42,357	-82.37		Budget timing variation
6022	FURNITURE & EQUIPMENT UNDER THRESHOLD	Exp	13,122	3,542	-9,580	-73.00		Budget timing variation
0564	BUILDINGS - ADMIN	Exp	161,030	7,968	-153,062	-95.05	x	Potential permanent variance - additional \$5k expenditure for record storage solutions above budget estimate
0584	FURNITURE AND EQUIPMENT	Exp	30,000	0	-30,000	-100.00		Budget timing variation
0617	CARRIED FORWARD PROJECT RESERVE	Inc	-26,766	-35,000	-8,234	30.76		Reserve Tfr for Admin Records and Phone system processed at beginning of year - budget timing variation
2063	TRANSFER FROM CARRIED FORWARD RESERVE	Inc	0	-13,844	-13,844			Budget timing variation - Reserve Tfr for internal & external communications strategy
8075	PROCEEDS OF LOAN - ADMIN CENTRE DBK	Exp	-154,530	0	154,530	-100.00	x	Potential permanent variation - refer budget review

**Law, Order & Public Safety**

0632	FIRE CONTROL EXPENSES	Exp	20,385	31,007	10,622	0.00	x	Potential permanent variation - refer budget review
0642	INSURANCE (FC)	Exp	49,308	31,980	-17,328	-35.14	x	Permanent Variation - Expenditure \$17k less than budget estimate
0682	BUSH FIRE MITIGATION - SHIRE	Exp	20,000	11,081	-8,919	-44.59		Budget timing variation
5142	ESL OPERATING EXPENSES SHIRE	Exp	154,189	186,628	32,439	21.04	x	Potential permanent variation - increase in expenditure of approx \$25k
6412	CESM OFFICE EXPENSES	Exp	6,850	20,778	13,928	203.32	x	60% expenditure is recouped from DFES - increase in expenditure of approx \$20k
6962	BUSH FIRE MITIGATION - SEMC	Exp	207,376	20,239	-187,138	-90.24	x	Potential permanent variance - reduction in expenditure has been identified of approx \$105k this will be offset by a reduction in DFES funding
6963	OFFICE OF ENERGY MGMT. - FIRE MITIGATION GRANT	Inc	-223,050	-80,757	142,293	-63.79	x	Potential permanent variance - reduction in income of approx \$86k
0783	CHARGES WATER USAGE FROM STANDPIPES	Inc	-2,997	-10,671	-7,674		x	Permanent Variation - increase in water purchases via standpipes

Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 31/03/2020	Actual to 31/03/2020	Variance Amount	Variance %	Permanent Variation	Comment
<b>Law, Order &amp; Public Safety</b>								
5123	EMERGENCY SERVICES LEVY GRANT RECEIVED	Inc	-130,859	-150,599	-19,740	15.09		Budget timing variation
5983	REIMBURSEMENTS CISM	Inc	-39,935	-50,654	-10,719	26.84		Recoup based on 60% of actual expenditure - budget timing variation
0354	FESA FIRE UNITS - VARIOUS BRIGADES	Exp	547,900	0	-547,900	-100.00	x	Permanent variance - Change over of DFES Fire vehicles not scheduled to occur during 19/20
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	545,558	501,749	-43,809	-8.03		Budget timing variation - work completed earlier than budget estimates
1163	ESL GRANT FUNDING FOR SES	Inc	-14,031	-19,383	-5,352	38.14		Budget timing variation
<b>Health</b>								
1322	SUNDRY HEALTH EXPENSES	Exp	10,846	4,339	-6,507	-60.00		Budget timing variation
3492	OTHER EMPLOYEE COSTS	Exp	6,003	0	-6,003	-100.00		Budget timing variation - No expenditure to date
1592	MEDICAL CENTRE MTC	Exp	30,297	39,885	9,588	31.65	x	Increase in expenditure of approx \$11k for additional building repairs & replacements
<b>Education and Welfare</b>								
0983	TUIA LODGE STAFF TRAINING	Exp	17,145	8,042	-9,103	-53.09	x	Potential permanent variance - refer budget review
1662	SALARIES (T/LODGE)	Exp	1,686,861	1,656,965	-29,896	-1.77	x	Potential permanent variance - refer budget review
1672	SUPERANNUATION (T/LODGE)	Exp	131,994	165,073	33,079	25.06	x	Potential permanent variance - refer budget review
1682	TUIA LODGE MTCE	Exp	697,092	809,934	112,842	16.19	x	Potential permanent variance - refer budget review
1734	MINNINUP COTTAGES 5 - 8 MAINTENANCE	Exp	28,278	16,878	-11,400	-40.31		Budget timing variation - normal operational variance
2193	TUIA LODGE INTEREST INCOME	Inc	-45,306	-51,027	-5,721	12.63		Budget timing variation - income is based on timing of investment maturities and prevailing interest rates.
1693	TUIA LODGE SUBSIDY	Inc	-1,684,161	-1,482,723	201,438	-11.96	x	Potential permanent variation - refer budget review
1703	TUIA LODGE RENTAL - BASIC DAILY CARE FEE	Inc	-559,341	-544,974	14,367	-2.57	x	Potential permanent variation - refer budget review
1706	TUIA LODGE RENTAL - DAILY ACCOMM FEE	Inc	-152,838	-217,431	-64,593	42.26	x	Potential permanent variation - refer budget review
1707	TUIA LODGE RENTAL - MEANS TESTED FEE	Inc	-54,009	-114,262	-60,253	111.56	x	Potential permanent variation - refer budget review
1708	TUIA LODGE RENTAL - RESPITE FEE	Inc	-30,527	-10,151	20,376	-66.75	x	Potential permanent variance - refer budget review
1743	M/COTTAGES RENT 1-4	Inc	-38,655	-25,590	13,065	-33.80		Budget timing variation
1174	PRESTON RETIREMENT VILLAGE - REPAY FIXED LOANS	Exp	0	285,000	285,000			Budget timing variation - sale of unit completed earlier than budget estimate
0315	PROCEEDS FROM LEASED PROPERTY LOT 141 SHARP	Inc	-310,000	-285,000	25,000	-8.06		Budget timing variation - lease of unit completed earlier than budget estimate
2523	PROCEEDS FROM LEASED PROPERTY	Inc	-2,731	-42,108	-39,377	1441.86	x	Permanent variance - increased income due to Sale of Unit 9
4714	RETIREE FUNDED UNITS LOT 152 - BUILDING	Exp	300,000	4,813	-295,187	-98.40	x	Preston Village Asset upgrades have exceeded budget by \$15k - Site works for development of Bridge St land have yet to commence
7384	BUILDINGS - TUIA LODGE	Exp	1,694,012	139,683	-1,554,329	-91.75	x	Permanent variance - project will not be completed during 2019/20
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	127,020	14,960	-112,060	-88.22	x	Permanent variance - project will not be complete in 19/20
8104	AFFORDABLE HOUSING - BRIDGE STREET	Exp	142,600	7,041	-135,559	-95.06	x	Permanent variance - project will not be a Council project going forward
0415	GOVERNMENT GRANTS - OTHER WELFARE	Inc	-1,400,000	0	1,400,000	-100.00	x	Permanent variance - funding will not be received as project will not be a Council project going forward
7325	GOVT GRANTS TUIA LODGE EXTENSIONS	Inc	-1,900,000	0	1,900,000	-100.00	x	Permanent variance - capital expenditure project deferred to 20/21 - grant funding will not be received this financial year
0445	PROCEEDS FROM LOAN - TUIA LODGE EXTENSIONS	Inc	-500,000	0	500,000	-100.00		Budget timing variation - Loan requirements for fire suppression system reduced to \$291k
0525	PROCEEDS OF LOAN - RETIREE UNITS DBK	Inc	-900,000	0	900,000	-100.00	x	Permanent variance - Construction of Units 14-17 Preston Village has been postponed - Loan funding will not required during 19/20
0715	TRANSFER FROM BUILDINGS RESERVE	Inc	-141,270	0	141,270	-100.00	x	Potential permanent variance - refer budget review
1695	COMMUNITY CONTRIBUTIONS	Inc	-875,000	0	875,000	-100.00	x	Permanent variance - Community funding for Alliance Housing project will no longer be received
7317	TRANSFER FROM UNSPENT GRANTS RESERVE	Inc	0	-526,631	-526,631			Budget timing variation - Reserve Tfr for Bridge Street grant funding

Account No.	Account Description	Account Type	Year to Date Budget 31/03/2020	Actual to 31/03/2020	Variance Amount	Variance %	Permanent Variation	Comment
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Variance Reporting Threshold - \$5,000

1762	DOMESTIC REFUSE COLLECT	Exp	159,498	108,879	-50,619	-31.74		Budget timing variation
1772	RUBBISH SITES MTC	Exp	355,150	327,835	-27,315	-7.69		Budget timing variation
1782	DOMESTIC RECYCLING PICKUP	Exp	110,636	86,629	-24,007	-21.70	x	Permanent variation of \$36k expected due to ongoing negotiations with SUEZ
1802	ORGANIC REFUSE REMOVALS	Exp	93,327	87,734	-5,593	-5.99		Budget timing variation - normal operational variance
1803	CHARGES- REFUSE REMOVAL	Inc	-577,805	-584,932	-7,127	1.23	x	Full year income will exceed budget by approx \$12k
2003	BULK REFUSE CHARGES	Inc	-56,250	-5,697	50,553	-89.87	x	Full year income will be less than budget income due to Site Manager processing increased amount of material offsite
2022	LEGAL EXPENSES	Exp	4,500	10,444	5,944	132.08	x	Permanent variation - expenditure to exceed budget by approx \$5.5k
2072	LANDCARE DEV./ENV./PLNG.	Exp	11,575	4,472	-7,103	-61.37		Budget timing variation
2312	BLN CEMETERY MNTCE	Exp	20,332	10,509	-9,823	-48.31		Budget timing variation - normal operational variance
2373	CEMETERY FEES DBK	Inc	-16,506	-23,676	-7,170	43.44		Budget timing variation - normal operational variance
2404	VILLAGE GREEN TOILETS	Exp	11,303	275	-11,028	-97.57		Budget timing variation - minimal expenditure to date
2405	GRANTS LOTTIERIES COMMISSION	Inc	-1,125,000	0	1,125,000	-100.00	x	Apple Fun park Development - project carried forward to 20/21
1124	APPLE FUNPARK UPGRADES	Exp	1,500,000	3,413	-1,496,587	-99.77	x	Apple Fun park Development - project carried forward to 20/22
2552	REFUSE COLL - PUBLIC BINS	Exp	83,960	77,342	-6,618	-7.88		Budget timing variation - normal operational variance
4902	TOWN PLANNING CONSULTANCY	Exp	10,000	4,752	-5,249	-52.49		Budget timing variation - normal operational variance
4932	UPPER PRESTON CEMETERY	Exp	10,971	3,988	-6,983	-63.65		Budget timing variation - normal operational variance
7285	TFR FROM BUILDING RESERVE	Inc	-21,186	0	21,186	-100.00	x	Permanent variation - reduction in Reserve transfer of approx \$18k
0964	CEMETERIES - INFRASTRUCTURE	Exp	15,000	300	-14,700	-98.00	x	Budget timing variation - minimal expenditure to date
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN	Exp	28,254	1,620	-26,634	-94.27	x	Permanent variation - reduced expenditure of \$7.6k as projects came in under budget estimates

Recreation and Culture

1064	BUILDINGS VARIOUS HALLS	Exp	88,944	3,552	-85,392	-96.01		Budget timing variation - quotes awarded and work is expected to commence shortly
2584	BALINGUP HALL - NEW STOREROOM	Exp	0	5,878	5,878	-61.18	x	Permanent variation - final project costs for Balingup Hall Revalidation project
2672	MITCHELL PARK	Exp	106,151	41,208	-64,943	-61.18		Budget timing variation
2672	EGAN PARK	Exp	69,859	43,882	-25,977	-37.18		Potential budget variance - refer budget review
2672	MITCHELL PARK	Exp	106,151	41,208	-64,943	-61.18	x	Budget timing variation - normal operational variance
2672	EGAN PARK	Exp	69,859	43,882	-25,977	-37.18		Budget timing variation - normal operational variance
2712	BLN PARKS & RESERVES	Exp	152,249	170,503	18,254	11.99		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	69,859	43,882	-25,977	-37.18		Budget timing variation - normal operational variance
0694	RESEERVE ST FUNPARK	Exp	10,000	0	-10,000	-100.00	x	Permanent variation - project will not be completed during 19/20
0284	BALINGUP RECREATION CENTRE	Exp	30,804	3,321	-27,483	-89.22	x	Permanent variation - Maintenance costs delivered under budget
1712	KIRUP PARKS & RESERVES	Exp	27,010	21,421	-5,589	-20.69		Budget timing variation
1583	GOVT GRANTS - SPORT & RECREATION	Inc	-22,500	0	22,500	-100.00	x	Permanent variation - Kidsport funding no longer received by Shire
7824	FOOTBALL CLUBROOMS	Exp	48,348	21,975	-26,373	-54.55		Budget timing variation - quotes awarded and work is expected to commence shortly
2763	CHARGES-MITCHELL PARK	Inc	-5,046	0	5,046	-100.00	x	Potential budget variance - refer budget review
2722	REC CENTRE MTC	Exp	273,447	250,468	-22,979	-8.40		Budget timing variation
2813	DBK REC CENTRE - CHARGES	Inc	-146,677	13,408	-9.14	-54.60	x	Potential budget variance - refer budget review
2882	PARK EQUIPMENT	Exp	105,492	47,892	-57,600	-54.60		Budget timing variation - VC Mitchell park lighting upgrade
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	93,085	30,435	-62,650	-67.30	x	Potential budget variance - refer budget review
8214	PARKS AND GARDENS INFRASTRUCTURE DONNYBROOK	Exp	5,000	0	-5,000	-100.00	x	Permanent variation - Budget error as Community Garden project completed during 18/19
0475	GOVT GRANTS - COMMUNITY FACILITIES	Inc	-5,000	0	5,000	-100.00	x	Permanent variation - Budget error as Community Garden project completed during 18/20
8904	REC CENTRE CAPITAL FURN & EQUIPMENT	Exp	10,425	0	-10,425	-100.00		Budget timing variation - no expenditure to date
7105	CSRFF GOVT GRANTS	Inc	0	-24,261	-24,261	-37.72		Budget timing variation - grant received earlier than budget estimate
3032	UTILITIES - DBK LIBRARY	Exp	22,397	13,948	-8,449	-37.72		Budget timing variation
5662	DONNYBROOK RESOURCE CENTRE MAINTENANCE	Exp	16,666	0	-16,666	-100.00	x	Permanent variation of \$16k - Painting less than budget estimate & mould removal costs c/forward to 20/21
2963	REIMBURSE RESOURCE CENTRE	Inc	-6,250	-169	6,081	-97.29		Minimal income - subject to Library Building mtc works as 50% costs recouped from Department of Education
5272	PROMOTION OF COMMUNITY EVENTS	Exp	26,309	21,004	-5,305	-20.17		Budget timing variation
1094	DONNYBROOK HERITAGE PRECINCT	Exp	1,318,486	10,883	-1,307,603	-99.17	x	Permanent variation - Tender documentation underway but will not be completed before the end of financial year
3165	GRANTS RAILWAY STATION	Inc	-1,950,000	0	1,950,000	-100.00	x	Permanent variance - Dbk Heritage precinct grant anticipate to receive only 100k in funding during 19/20



Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 31/03/2020	Actual to 31/03/2020	Variance Amount	Variance %	Permanent Variation	Comment
<b>Transport</b>								
3200	BRIDGEWORKS - EXT. FUNDED	Exp	30,000	23,660	-6,340	-21.13		Budget timing variation
3210	ROADWORKS GENERAL	Exp	872,475	819,222	-53,253	-6.10		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	184,000	40,805	-143,195	-77.82		Budget timing variation
3291	REGIONAL ROAD GROUP GRANTS MRWA	Inc	-285,000	-304,000	-19,000	6.67		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	425,000	357,598	-67,402	-15.86		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	285,000	195,291	-89,709	-31.48		Budget timing variation - variance reflects timing of road program
3331	ROADS TO RECOVERY FEDERAL GRANT FUNDING	Inc	-283,334	-330,000	-46,666	16.47	x	Funding is part of 5 year program with Roads to Recovery - payments have been staged over various years our full allocation has been received.
3341	OTHER GRANTS (BIKEWEST)	Inc	-106,000	0	106,000	-100.00		Budget timing variation - no income received to date
3370	STREET TREES & PRUNING	Exp	62,685	34,739	-27,946	-44.58		Budget timing variation
3430	STREET CLEANING	Exp	44,518	27,360	-17,158	-38.54		Budget timing variation
3450	BRIDGE MAINTENANCE	Exp	208,866	154,454	-54,412	-26.05		Budget timing variation
3554	PURCHASE PLANT & EQUIPMNT	Exp	494,307	415,860	-78,447	-15.87		Budget timing variation - purchase of tip truck due in April
3575	SALE OF PLANT & EQUIPMENT	Inc	-98,379	-136,180	-37,801	38.42		Budget timing variation
0150	DONNYBROOK TOWNSCAPE WORKS	Exp	13,869	591	-13,278	-95.74		Minimal expenditure incurred to date
0325	FEDERAL & STATE BLACKSPOT GRANT FUNDING	Inc	0	-148,000	-148,000			Budget timing variation - income received earlier than budget estimate
<b>Economic Services</b>								
1212	LAND DISPOSAL COSTS	Exp	2,000	20,391	18,391	919.54	x	Full year expenditure will exceed budget estimate by approx \$15k
3912	AREA PROMOTION	Exp	68,867	38,403	-30,464	-44.24		Budget timing variation
4082	CONTRACT LABOUR & RELIEF	Exp	10,300	5,023	-5,277	-51.23	x	Full Budget provision will not be utilised
4153	BUILDING PERMIT FEES	Inc	-26,253	-34,404	-8,151	31.05	x	Additional income has been received for building permit fees - income exceeds full year budget by approx \$2k
4194	PLANT AND EQUIPMENT	Exp	66,629	42,070	-24,559	-36.86		Budget timing variation
4225	SALE OF PLANT & EQUIPMENT	Inc	-33,830	-19,091	14,739	-43.57		Budget timing variation
4742	CONSULTANCY ECONOMIC SERVICES	Exp	8,497	0	-8,497	-100.00		Budget timing variation - budget review has identified approx \$19k in reduced expenditure
7152	BALINGUP TRANSIT PARK MTCE.	Exp	32,666	22,518	-10,148	-31.07		Budget timing variation
7312	TOURISM INFRASTRUCTURE	Exp	15,000	0	-15,000	-100.00	x	Permanent variance - reduced expenditure of \$12.5k due to cancellation of RPS contract
0275	PROCEEDS SALE OF LAND	Inc	-60,000	-109,091	-49,091	81.82		Budget timing variation - land sold earlier than budget estimate
0294	TRANSIT PARK DONNYBROOK - CONSTRUCTION	Exp	0	10,386	10,386		x	Additional expenditure for powered sites - Reserve fund transfer has been processed to offset expenditure
0495	TRANSFER FROM RESERVE	Inc	0	-29,632	-29,632		x	Reserve Transfer - Dbk Transit Park power \$9k and Developing Visitor & Tourist Infrastructure \$20k - projects carried over from 18/19
5292	LAND DEVELOPMENT COSTS	Exp	12,886	2,400	-10,486	-81.38	x	Potential budget variance - refer budget review
<b>Public Works Overheads</b>								
4422	LONG SERVICE LEAVE	Exp	5,161	14,297	9,136	177.02	x	LSL paid to departing employee - will be offset by Transfer from Reserve
4612	WORKERS COMPENSATION ALLOC.	Exp	60,003	75,216	15,213	25.35		Permanent variance - expenditure is offset by account: 146130
4613	REIMB WORKERS COMPO	Inc	-59,994	-81,408	-21,414	35.69		Budget timing variation
7843	DIESEL FUEL REBATE INCOME	Inc	-22,500	-30,250	-7,750	34.44	x	Permanent variation - income to exceed budget due to additional back claim
4570	TOTAL SALARIES AND WAGES	Exp	5,020,176	5,220,996	200,820	4.00		Wages and Salaries approx \$200k over YTD Budget - Potential permanent variance (Includes workers compensation payments of \$75k)

Note 1 Budget and Actual Income shown as negative figures.  
Budget and Actual Expenditure shown as positive figures.  
Therefore a negative variance indicates either more income or less expenditure than budget YTD estimate (positive effect on budget)  
Therefore a positive variance indicates either less income or more expenditure than budget YTD estimate (negative effect on budget)

Note 2 Salaries and Wages variances are shown in total only in Schedule 14 (Public Works Overheads)  
Variances relating to internal costings and allocations are not reported.  
Variances relating to amounts transferred to/from Reserve have not been reported.

**Shire of Donnybrook / Balingup**  
**Summary of Financial Activity - Cash**  
**For the Period ended**  
**31st March 2020**

	Sch No	2019/20 Adopted Budget		2019/20 Actual	
		Income	Expenditure	Income	Expenditure
<b>OPERATING SECTION</b>					
General Purpose Funding	3	7,372,828	163,296	7,034,932	148,188
Governance	4	25,189	1,127,978	45,309	915,816
Law, Order & Public Safety	5	590,180	1,416,064	418,258	952,578
Health	7	163,128	192,845	115,709	182,499
Welfare Services	8	3,962,097	4,203,523	2,761,581	3,448,683
Community Amenities	10	1,215,567	1,722,629	1,130,496	1,183,228
Recreation & Culture	11	351,658	2,389,637	171,994	2,311,500
Transport	12	8,500	1,648,279	6,938	3,541,958
Economic Services	13	163,053	614,291	133,306	324,751
Other Property & Services	14	126,792	226,792	115,685	230,124
		<b>13,978,992</b>	<b>13,705,334</b>	<b>11,934,209</b>	<b>13,239,325</b>
<b>CAPITAL SECTION</b>					
Governance	4	225,219	191,030	35,000	7,968
Law, Order & Public Safety	5	1,076,352	1,079,536	0	501,749
Health	7	0	11,940	0	5,441
Welfare Services	8	7,244,676	7,244,676	811,631	451,946
Community Amenities	10	1,528,254	1,549,254	0	5,333
Recreation & Culture	11	2,389,576	2,430,126	232,191	134,963
Transport	12	2,167,622	2,528,716	1,095,320	1,849,654
Economic Services	13	172,569	199,950	321,451	69,669
Transfers To Reserves	15	181,626	821,149	0	0
		<b>14,985,894</b>	<b>16,056,377</b>	<b>2,495,592</b>	<b>3,026,723</b>
<b>Total Income &amp; Expenditure</b>		<b>28,964,886</b>	<b>29,761,711</b>	<b>14,429,801</b>	<b>16,266,048</b>
Less Depreciation W/Back			(796,825)		(4,103,569)
<b>Net</b>		<b>28,964,886</b>	<b>28,964,886</b>	<b>14,429,801</b>	<b>12,162,478</b>
Add Surplus July 1 B/Fwd				11,994	
Adjust to NCL (Leave Provisions)					
Surplus/Deficit C/Fwd			0		2,279,317
		<b>28,964,886</b>	<b>28,964,886</b>	<b>14,441,795</b>	<b>14,441,795</b>

**Shire of Donnybrook / Balingup  
Summary of Financial Activity - Cash  
For the Period ended  
31st March 2020**

**Surplus/Deficit Summary C/Forward Represented by;**

(A) Cash at Bank and on Hand	8,085,913	
Sundry Debtors Rates	936,701	
Receivables/Debtors	220,654	
Accrued Income	0	
GST Asset Clearing A/C	63,659	
ESL Asset Clearing A/C	317,779	
Land Held for Resale	163,670	
Stock on Hand	<u>10,284</u>	9,798,660
(B) Provision for LSL Current	(318,573)	
Provision for A/L Current	(435,668)	
Add Cash Backed Reserve	218,912	
GST Liability Clearing A/C	(25,312)	
ESL Liability Clearing A/C	(298,998)	
PAYG Clearing A/C	(111,294)	
Prepaid Rates	(86,586)	
Restrictive Liability (Bonds)	(6,061,206)	
Sundry Creditors	<u>(400,617)</u>	(7,519,343)
<b>Net Current Assets</b>		<u><u>2,279,317</u></u>

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st March 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

**(b) The Local Government Reporting Entity**

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

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

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

**(c) Rounding Off Figures**

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

**(f) Rates, Grants, Donations and Other Contributions**

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

**(g) Goods and Services Tax**

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

**(h) Superannuation**

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

**(i) Fixed Assets**

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

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

**(j) Investments**

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

**(k) Impairment**

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

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st March 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(l) Depreciation of Non-Current Assets**

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

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

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

**(m) Land Held for Resale**

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

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

**(n) Employee Entitlements**

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

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

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

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

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st March 2020**

**2. COMPONENT FUNCTIONS/ACTIVITIES**

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

**(b) Statement of Objective**

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

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

**03 GENERAL PURPOSE FUNDING**

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

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

**04 GOVERNANCE**

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

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

**05 LAW, ORDER, PUBLIC SAFETY**

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

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

**07 HEALTH**

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

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

**08 EDUCATION AND WELFARE**

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

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

**09 HOUSING**

Objective: To help ensure adequate housing.

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

**10 COMMUNITY AMENITIES**

Objective: Provide services required by the community.

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

**11 RECREATION AND CULTURE**

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

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st March 2020**

**2. COMPONENT FUNCTIONS/ACTIVITIES**

**12 TRANSPORT**

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

**13 ECONOMIC SERVICES**

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

**14 OTHER PROPERTY & SERVICES**

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

**3. CASH AND INVESTMENTS**

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

Restricted (See below)  
 Restricted  
     Municipal Fund - Unspent Loan Fund  
 Unrestricted  
     Municipal Fund  
     Trust Funds  
     Municipal Investment Account  
     Petty Cash on Hand

**Total Cash Balance**

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

Waste Management Reserve  
 Bushfire Control & Management Reserve  
 Aged Housing Reserve  
 Employee Entitlements Reserve  
 Arbutnott Memorial Scholarship Reserve  
 Strategic Planning Studies Reserve  
 Land Development Reserve  
 Vehicle and Plant Reserve  
 Roadworks Reserve  
 Parks and Reserves Reserve  
 Contribution to Works Reserve  
 Revaluation Reserve  
 CBD Development Reserve  
 Buildings Reserve  
 Apple Funpark Reserve  
 Information Technology Reserve  
 Unspent Grants Reserve  
 Carried Forward Projects Reserve

	Budget 30/06/2020	B/Forward 01/07/2019	YTD Actual 31/03/2020
	5,975,279	9,040,423	7,099,912
Restricted	0	68,294	0
Municipal Fund - Unspent Loan Fund			
Unrestricted			
Municipal Fund	2,296,784	497,572	1,005,483
Trust Funds	0	0	6,061,206
Municipal Investment Account	0	0	1,018,064
Petty Cash on Hand	1,160	1,160	1,160
<b>Total Cash Balance</b>	<b>8,273,223</b>	<b>9,607,449</b>	<b>15,185,825</b>
Waste Management Reserve	1,372,380	1,469,228	1,469,228
Bushfire Control & Management Reserve	2,281	2,282	2,282
Aged Housing Reserve	1,347,962	1,155,954	1,166,088
Employee Entitlements Reserve	256,255	218,912	221,522
Arbutnott Memorial Scholarship Reserve	3,684	3,885	3,885
Strategic Planning Studies Reserve	40,051	40,051	40,051
Land Development Reserve	223,548	250,000	250,000
Vehicle and Plant Reserve	395,295	511,275	511,275
Roadworks Reserve	1,112,344	435,434	435,434
Parks and Reserves Reserve	0	75,276	75,276
Contribution to Works Reserve	0	307,125	326,641
Revaluation Reserve	60,950	950	950
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	927,566	853,366	853,366
Apple Funpark Reserve	103,211	99,521	99,521
Information Technology Reserve	126,698	119,523	119,523
Unspent Grants Reserve	0	1,837,875	17,440
Carried Forward Projects Reserve	0	1,656,712	1,504,376
	<b>5,975,279</b>	<b>9,040,423</b>	<b>7,099,912</b>

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st March 2020**

**4. NET CURRENT ASSETS**

Composition of Net Current Asset Position

**CURRENT ASSETS**

Cash at Bank and on Hand  
 Restricted Assets - Reserves  
 Restricted Assets - Bond Deposits  
 Sundry Debtors Rates  
 Receivables/Debtors  
 Accrued Income  
 GST Asset Clearing A/C  
 ESL Asset Clearing A/C  
 Prepayments  
 Stock on Hand  
 Land Held for Resale  
 Self Supporting Loan Debtors

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 31/03/2020 \$
Cash at Bank and on Hand	2,297,944	567,026	2,024,707
Restricted Assets - Reserves	4,199,897	9,040,423	7,099,912
Restricted Assets - Bond Deposits	0	5,337,749	6,061,206
Sundry Debtors Rates	402,218	417,750	936,701
Receivables/Debtors	140,000	254,873	220,654
Accrued Income	100,000	187,300	0
GST Asset Clearing A/C	50,000	94,231	63,659
ESL Asset Clearing A/C	0	23,895	317,779
Prepayments	5,000	2,530	0
Stock on Hand	129,332	28,251	10,284
Land Held for Resale	163,670	163,670	163,670
Self Supporting Loan Debtors	0	8,660	0
	<b>7,488,061</b>	<b>16,126,358</b>	<b>16,898,572</b>

**CURRENT LIABILITIES**

Provision for LSL Current  
 Provision for A/L Current  
 Add Cash Backed Reserve  
 Payments Received in Advance  
 Accrued Salaries/Wages  
 Accrued Loan Interest  
 Accrued Expenses  
 Prepaid Rates  
 GST Liability Clearing A/C  
 ESL Liability Clearing A/C  
 PAYG Clearing A/C  
 Loan Liability (Current Portion)  
 Self Supporting Loan Income  
 Sundry Creditors  
 Restricted Liability - Trust Bonds  
 Less Restricted Assets - Reserves

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 31/03/2020 \$
Provision for LSL Current	(318,573)	(318,573)	(318,573)
Provision for A/L Current	(435,668)	(435,668)	(435,668)
Add Cash Backed Reserve	318,573	218,912	218,912
Payments Received in Advance	(100,000)	0	0
Accrued Salaries/Wages	(200,000)	(181,501)	0
Accrued Loan Interest	(5,000)	(2,436)	0
Accrued Expenses	(200,000)	(47,520)	0
Prepaid Rates	(200,000)	(115,057)	(86,586)
GST Liability Clearing A/C	(100,000)	(41,047)	(25,312)
ESL Liability Clearing A/C	(500)	(116)	(298,998)
PAYG Clearing A/C	(150,000)	(109,803)	(111,294)
Loan Liability (Current Portion)	(75,313)	(30,795)	0
Self Supporting Loan Income	0	(8,660)	0
Sundry Creditors	(1,821,683)	(675,922)	(400,617)
Restricted Liability - Trust Bonds	0	0	(6,061,206)
Less Restricted Assets - Reserves	(4,199,897)	(9,040,423)	(7,099,912)
	<b>(7,488,061)</b>	<b>(10,788,609)</b>	<b>(14,619,255)</b>

**NET CURRENT FUNDING POSITION**

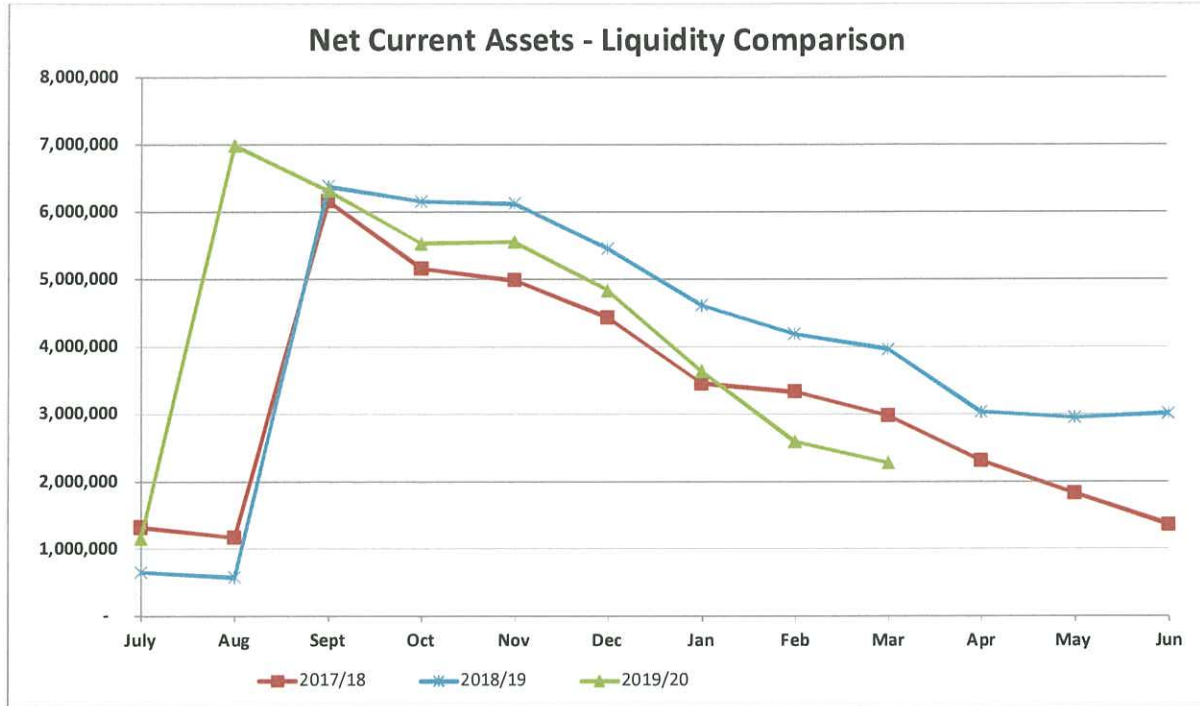
**0            5,337,749            2,279,317**

Net Current Assets - Liquidity Comparison			
Month	2017/18	2018/19	2019/20
July	1,313,270	655,255	1,152,916
August	1,167,107	577,376	6,991,493
September	6,157,360	6,377,761	6,323,548
October	5,163,094	6,155,719	5,540,643
November	4,982,406	6,125,435	5,559,973
December	4,442,157	5,457,420	4,844,897
January	3,456,447	4,619,542	3,636,167
February	3,330,127	4,195,258	2,596,196
March	2,978,456	3,962,956	2,279,317
April	2,307,336	3,032,763	
May	1,822,010	2,948,242	
June	1,361,688	3,007,579	



**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st March 2020**

**4. NET CURRENT ASSETS**



**Current Ratio**

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

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

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

	2017/18	2018/19	2019/20
July	3.16	1.37	1.75
August	2.11	1.33	6.15
September	6.87	5.44	5.90
October	5.43	4.64	5.40
November	4.56	5.82	5.02
December	5.38	4.79	4.83
January	3.32	3.84	3.61
February	3.74	3.32	2.21
March	3.58	3.73	2.56
April	2.70	2.65	
May	2.55	3.03	
June	1.75	2.79	

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st March 2020**

**5. VARIANCE ANALYSIS**

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

Council has determined that a materiality threshold of \$5,000 will apply for reporting purposes. That is all variances greater than \$5,000 will be reported to Council.

Any variance less than \$5,000 will not be reported to Council. The variance analysis applies to all income and expenditure items, except non-cash items such as depreciation.

A table showing material variances, as at 31st March 2020 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

**General**

The variance analysis shows a number of variances with a comment of 'budget timing variation'. The variances are temporary in nature and relate to the timing of income of expenditure when compared to the projected year to date budget results. Essentially this is a variance in projected cashflow when actual results are compared to budget results.

**Please note: The Budget Review was prepared to 31st March 2020 and adopted by Council on 6th April 2020. Amendments to the Original Budget as a result of the Budget Review, will be reflected in the April Monthly Financial Reports.**

**Covid 19 has had a significant impact on Council operations and budget projections - comments have been provided in both the schedules and the variance analysis report identifying impacted areas.**

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

**General Purpose Funding**

Variances have been identified for Rates instalment interest, special arrangement fees, late payment interest interim rates and back rates levied. The financial impacts are listed in the variance analysis report.

Variances have been identified for investment income - a reduction in income is expected due to the impact of covid 19 on prevailing interest rates.

**Governance**

An increase in expenditure has been identified for consultant services (\$8.7K) and legal costs (\$12k) due to additional investigations.

A decrease in expenditures for Election & Poll expenditure (\$8k) and audit fees (\$7k) have been identified.

Additional expenditure of approx \$22k has been incurred for Employee Insurance - Workers compensation, this is due to an adjustment for premiums paid for 2018/19 estimated salary/wages figures.

Motor vehicle insurance rebate of \$7k has been received in addition to budget estimates.

**Law, Order and Public Safety**

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

Identified variances primarily relate to Fire control expenditure, ESL operating expenses and Bushfire mitigation works variance for capital works for bushfire buildings relates to timing of budget allocation versus work completed.

**Health**

Variances identified within this program relating to sundry health expenses are expected to resolve as the financial year proceeds.

Additional expenditure relating to Donnybrook Medical Centre of approx \$11k has been identified - this relates to additional building repairs and equipment replacements.

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st March 2020**

**5. VARIANCE ANALYSIS**

**Education and Welfare**

Material variances reported within this program principally relate to the operation of Council's Frail Aged Lodge, Preston Retirement Village & Well Aged units.

Variances have been identified for Bridge St Housing project -going forward this will no longer be a Council project.

**Community Amenities**

Normal operation variances are reported for Waste management services and are generally temporary in nature.

Income from bulk refuse charges for Donnybrook Waste Management Facility will be less than budgeted income This is due to onsite contractor processing an increased amount of material offsite.

Expenditure for Town Planning legal expenses will increase by approx \$5.5k from budgeted estimates.

Apple Funpark development project will be carried forward to 2020/21.

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

**Recreation and Culture**

All variances other than those identified within the variance analysis are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

A permanent variation of approx \$6k for the final project costs for Balingup Town Hall Revitalisation project has been identified.

Community Garden project was completed during 2018/19 - income and expenditure is a budget error and will be amended during the Budget review process.

**Transport**

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

**Economic Services**

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

Donnybrook Transit Park - additional expenditure incurred for installation of additional powered sites - this expenditure has been offset from Reserve Fund transfer.

Sale of Mead Street land commenced earlier than budget and is therefore considered a temporary variance only. Land disposal costs will exceed the budget estimates by approx. \$15k.

**Public Works Overheads**

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

Additional income has been received after a review of our Diesel Fuel Rebate scheme - additional income of approx \$7.5k has been received - this is a permanent variation.

Total gross wages and salaries expenditure is approx. \$200k over year to date budget.

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st March 2020**

**6. ASSET ACQUISITION**

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

**ASSETS ACQUIRED BY TYPE**

	2019/20	
	Original Budget	Actual
	\$	\$
Land & Buildings	7,627,588	748,143
Plant & Equipment	1,187,616	455,147
Furniture & Equipment	111,429	0
Infrastructure Assets - Roads	1,680,000	1,372,111
Infrastructure Assets - Other	3,896,384	143,948
	<b>14,503,017</b>	<b>2,719,350</b>

**ASSETS ACQUIRED BY PROGRAM**

	2019/20	
	Original Budget	Actual
	\$	\$
Governance	191,030	7,968
Law, Order & Public Safety	1,079,536	501,749
Health	900	0
Education and Welfare	6,624,678	166,946
Community Amenities	1,549,254	5,333
Recreation & Culture	2,421,466	130,544
Transport	2,528,716	1,849,654
Economic Services	107,437	57,156
	<b>14,503,017</b>	<b>2,719,350</b>

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

**7. DISPOSAL OF ASSETS**

**ASSETS DISPOSED BY TYPE**

	2019/20	
	Budget	Actual
	\$	\$
<b>Proceeds of Sale of Assets</b>		
Plant & Equipment	314,791	144,091
	314,791	144,091
Less Written Down Value at Disposal	323,650	132,029
Profit/(Loss) on Disposal	<b>(8,859)</b>	<b>12,062</b>

**ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)**

	2019/20	
	Budget	Actual
	\$	\$
Transport	(2,096)	9,203
Economic Services	(6,763)	2,859
	<b>(8,859)</b>	<b>12,062</b>

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

**8. LOAN REDEMPTION (Loan Principal Repayment)**

The total loan principal outstanding as at 31st March 2020 is \$182,933.53

**SHIRE OF DONNYBROOK / BALINGUP**  
Notes to and forming part of the Financial Statements  
For the Period ended 31st March 2020

**APPENDIX A**      **Details of Capital Works Program - 2019/20**

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>GOVERNANCE</b>									
<b>Other Governance</b>									
105640	Admin Centre Building Improvements	5,000	1,358		1,358				
105640	Council Chambers - Upgrade	1,500	0		0				
105640	Shire Admin - Wireless Access Points	0	-4,305		-4,305				
105640	Shire Admin - Exterior Repaint	8,160	0		0				
105640	Shire Admin - External Wall - Repoint fretted joi	1,020	0		0				
105640	Shire Admin - Renew floor coverings	25,500	0		0				
105640	Shire Admin - Repaint interior	10,200	0		0				
105640	Shire Admin - Drywall brick face walls	20,400	0		0				
105640	Shire Admin - Paint straw board ceiling panels	6,120	0		0				
105640	Shire Admin - Replace aircon Dev Svcs	12,240	0		0				
105640	Shire Admin - Replace aircon Admin	0	10,915		10,915				
105640	Shire Admin - Replace front counter	14,280	0		0				
105640	Shire Admin - Install auto front doors	20,400	0		0				
105640	Shire Admin - Replace kitchen cupboards	8,160	0		0				
105640	Shire Admin - Roof space line bare frame walls	2,550	0		0				
105640	Shire Admin - Improve disability access	25,500	0		0				
105840	Replacement of Shire Office Telephone System	30,000	0		0		0		
		<b>191,030</b>	<b>7,968</b>	<b>0</b>	<b>7,968</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LAW, ORDER AND PUBLIC SAFETY</b>									
<b>Fire Control</b>									
103540	Light Tanker - Lowden BFB	547,900	0				0		
103840	Beelerup Fire Station 1x Appliance Bay Facility	389,636	396,399		396,399				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room &	138,000	100,454		100,454				
103840	Ferndale BFB	0	4,895		4,895				
<b>Animal Control</b>									
107940	Dog Pound Facilities Improvements	4,000	0		0				
		<b>1,079,536</b>	<b>501,749</b>	<b>0</b>	<b>501,749</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HEALTH</b>									
<b>Health Inspection and Administration</b>									
168100	Purchase Furniture	900	0				0		
		<b>900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EDUCATION AND WELFARE</b>									
<b>Other Welfare</b>									
173840	Tuia Lodge Extensions (11 room facility)	1,450,000	1,960		1,960				
173840	Tuia Lodge Fire Suppression System	500,000	68,785		68,785				
173840	Tuia Lodge Various Building Upgrades	450,000	1,070		1,070				
173840	Tuia Lodge - Rebed sunken paving	510	0		0				
173840	Tuia Lodge - Add rail to balustrading	7,140	0		0				

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 31st March 2020**

**APPENDIX A Details of Capital Works Program - 2019/20**

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>EDUCATION AND WELFARE</b>									
<b>Other Welfare</b>									
173840	Tuia Lodge - Jarrah Wing - Repaint	40,800							
173840	Tuia Lodge - Refit Kitchen #1 & Dining room	51,000	0			0			
173840	Tuia Lodge - Repair wall cracks (Rms 1,2,4,Hall	1,020	0			0			
173840	Tuia Lodge - Marri Wing Rm 12, 14 & 16 - Refu	40,800	67,868		67,868				
180940	Minninup Cottages Unit 3 - Accessibility Ramp	3,570	0			0			
180940	Minninup Cottages Unit 4 - Accessibility Ramp	3,570	0			0			
180940	Minninup Cottages Unit 2 - Interior Refurbishme	45,900	0			0			
180940	Minninup Cottages Unit 3 - Interior Refurbishme	45,900	0			0			
180940	Minninup Cottages Unit 1-4 - Carport	10,200	0			0			
180940	Minninup Cottages Unit 5-8 - Roof Restoration	6,120	0			0			
180940	Minninup Cottages Unit 7 - Interior Refurbishme	45,900	4,723		4,723				
180940	Minninup Cottages Unit 10 -Laundry Trough	408	0			0			
180940	Minninup Cottages Unit 11 - Replace Carpets w	7,650	0			0			
180940	Minninup Cottages Unit 12 - Replace Carpets w	7,650	6,938		6,938				
180940	Langley Villas - Unit 2 - Replace Carpet with Vin	5,100	0			0			
180940	Langley Villas - Unit 2 - Replace Cooker	1,226	0			0			
180940	Langley Villas - Unit 7 - Retile laundry	3,060	0			0			
180940	Langley Villas - Unit 8 - Retile laundry	3,060	3,300		3,300				
180940	Langley Villas - Unit 9 - Replace airconditioner	1,224	0			0			
147140	Construction of Units 14 to 17	900,000	4,813		4,813				
181040	Affordable Housing Project - Siteworks / Land R	250,000	7,041	7,041					
181050	Affordable Housing Project - Building Constructi	2,742,870	450		450				
		<b>6,624,678</b>	<b>166,946</b>	<b>7,041</b>	<b>159,905</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>COMMUNITY AMENITIES</b>									
<b>Other Community Amenities</b>									
109650	Public Toilets - Vin Farley Park	510	170		170				
109650	Public Toilets - Kirup	4,947	170		170				
109650	Public Toilets - Mullalyup	2,550	0		0				
109650	Public Toilets - Donnybrook Cemetery	510	380		380				
109650	Public Toilets - Apex Park	5,814	900		900				
109650	Public Toilets - Apple Funpark	7,650	0		0				
109650	Public Toilets - Balingup Community Centre	3,825	0		0				
109650	Ablutions - Egan Park Transit Park	2,448	0		0				
111240	Apple Fun Park Development	1,500,000	3,413						3,413
109640	Donnybrook Cemetery Internal Roads	15,000	300						300
111250	Meldene Park	6,000	0						0
		<b>1,549,254</b>	<b>5,333</b>	<b>0</b>	<b>1,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,713</b>

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 31st March 2020**

**APPENDIX A Details of Capital Works Program - 2019/20**

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>RECREATION AND CULTURE</b>									
<b>Public Halls</b>									
110640	Public Hall - Donnybrook	65,280	2,732		2,732				
110640	Public Hall - Balingup (and library)	6,630	0		0				
110640	Public Hall - Kirup	5,100	620		620				
110640	Public Hall - Newlands	3,774	0		0				
110640	Public Hall - Yabberup	2,040	200		200				
110640	Community Centre & Infant Health Clinic Dbk	6,120	0		0				
125840	Balingup Hall	0	5,878		5,878				
<b>Other Recreation and Sport</b>									
172940	Dbk Rec Centre - Install Safety Railing in Pool	56,610	10,966		10,965.55				
172940	Dbk Rec Centre - Access Ladder	0	3,125		3,125.00				
172940	Dbk Rec Centre - Exit Signs Gym	0	1,171		1,170.56				
172940	Dbk Rec Centre - Resurface Stadium Floor	5,976	0		0.00				
172940	Dbk Rec Centre - Repair Damaged Pool Conco	30,500	8,565		8,565.00				
172940	Dbk Rec Centre - Hot Water System	0	6,609		6,609.00				
178240	VC Mitchell Park - Football Clubroom & Kiosk	47,124	21,975		21,975				
178240	Egan Park - Netball Clubrooms	1,224	0		0				
126820	VC Mitchell Park - Renew Boundary Fence	10,200	0						0
126820	VC Mitchell Park - Lighting Upgrade	55,230	40,136						40,136
126820	Vin Farley Park - Retic Connections	14,076	0						0
126820	Dbk Community Cntr - Retic Replacement	10,150	4,700						4,700
126820	Repairs to play equipment	10,000	359						359
126820	Dbk Amphitheatre	13,500	0						0
126820	Shire Ovals	7,500	0						0
126820	Avenue of Honour, Balingup	6,000	2,051						2,051
126820	Streetlight Replacement	8,000	0						0
126820	Meldene Park	6,000	646						646
106940	Repairs to play equipment	10,000	0						0
189040	Dbk Rec - Stadium Floor Scrubber	5,800	0			0			
189040	Dbk Rec - Emergency Chemical Body Shower	2,400	0			0			
189040	Dbk Rec - Gym Equipment	5,000	0			0			
189040	Dbk Rec - Point of Sale System	700	0			0			
102840	Balingup Rec Centre	30,804	3,321		3,321				
182140	Community Garden Development	5,000	0						0
111840	Shire owned Street Lights	8,000	6,608						6,608
<b>Libraries</b>									
130440	Dbk Community Library - Planning for upgrade	3,000	0		0				
110840	Balingup Library - Computer w/station	2,000	0		0				

**SHIRE OF DONNYBROOK / BALINGUP**  
Notes to and forming part of the Financial Statements  
For the Period ended 31st March 2020

**APPENDIX A**      Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>RECREATION AND CULTURE</b>									
Other Culture									
110940 Donnybrook Town Centre Revitalisation		1,977,728	10,883						10,883
		<u>2,421,466</u>	<u>130,544.33</u>	0	65,161	0	0	0	65,384
<b>TRANSPORT</b>									
Construction, Streets, Roads Bridges, Depots									
132000 Bridgeworks (Special Grants)		30,000	23,660						23,660
132100 Roadworks Construction - General		970,000	819,222					819,222	
133000 Roads to Recovery Program		425,000	357,598					357,598	
133300 Blackspot Projects		285,000	195,291					195,291	
132400 Footpath Construction Program		184,000	40,805						40,805
Road Plant Purchases									
135540 Replace Grader - DB2462		344,250	356,669			356,669			
135540 Replace Tip Truck - DB1149		205,032	0			0			
135540 Replace Ford Ranger Ute - DB102		25,629	26,357			26,357			
135540 Replace Kubota Mower - DB193		32,805	30,051			30,051			
135540 Radio Conversion to VHF		12,000	0			0			
135540 Sundry Small Plant (to be determined by MSW)		15,000	0			0			
		<u>2,528,716</u>	<u>1,849,654.18</u>	0	0	413,077	0	1,372,111	64,466
<b>ECONOMIC SERVICES</b>									
Tourism and Area Promotion									
173120 Develop Visitor & Tourism Infrastructure		20,000	0						0
102940 Dbk Transit Park Contructions		0	10,386						10,386
Building Control									
141960 Dental Clinic		510	0			0			
141960 Medical Centre		5,100	0			0			
141960 Donnybrook Museum		2,244	0			0			
141960 Donnybrook Railway Station		5,100	3,900		3,900				
141960 Donnybrook Cemetery Gazebo		3,978	0			0			
141960 Vacant Building (Ex SES Dbk)		816	630		630				
141950 Bendigo Bank building		3,060	170		170				
143140 Land Acquisitions		0	0	0					
141940 Replace Isuzu - DB15		41,000	42,070			42,070			
141940 Replace Bldg Surveyor Ute - DB631		25,629	0			0			
		<u>107,437</u>	<u>57,156.07</u>	0	4,700	42,070	0	0	10,386
<b>TOTAL CAPITAL EXPENDITURE</b>		<u>14,503,017</u>	<u>2,719,350</u>	7,041	741,102	455,147	0	1,372,111	143,948



**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 31st March 2020**

**Appendix B Asset Disposal Schedule - 2019/20**

<b>Asset No.</b>	<b>Asset Details</b>	<b>Asset Classification</b>	<b>Budget Proceeds Sale of Asset</b>	<b>Budget Written Down Value</b>	<b>Budget Profit/Loss</b>	<b>Actual Proceeds Sale of Asset</b>	<b>Actual Written Down Value</b>	<b>Actual Profit / Loss</b>
<b>GOVERNANCE</b>								
<b>LAW, ORDER, PUBLIC SAFETY</b>								
<b>Fire Control</b>								
61093	Ferndale 2.4 Light Tanker - DB137	Plant & Equipment	547,900	547,900	0	0	0	0
			<u>547,900</u>	<u>547,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TRANSPORT</b>								
<b>Road Plant Purchases</b>								
61189	Caterpillar Grader - DB2462	Plant and Equipment	268,313	268,313	0	125,000	115,797	9,203
61199	Isuzu Giga Tip Truck - DB1149	Plant and Equipment	170,176	170,176	0			0
61236	Ford Ranger Ute - DB102	Plant and Equipment	12,302	12,302	0			0
61284	Kubota Tractor Mower - DB193	Plant and Equipment	22,553	22,553	0			0
			<u>473,344</u>	<u>473,344</u>	<u>0</u>	<u>125,000</u>	<u>115,797</u>	<u>9,203</u>
<b>ECONOMIC SERVICES</b>								
<b>Building Control</b>								
61267	Isuzu MU-X - DB15	Plant and Equipment	23,579	23,579	0	19,091	16,232	2,859
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	10,252	10,252	0			0
			<u>33,831</u>	<u>33,831</u>	<u>0</u>	<u>19,091</u>	<u>16,232</u>	<u>2,859</u>
			<u>1,055,075</u>	<u>1,055,075</u>	<u>0</u>	<u>144,091</u>	<u>132,029</u>	<u>12,062</u>

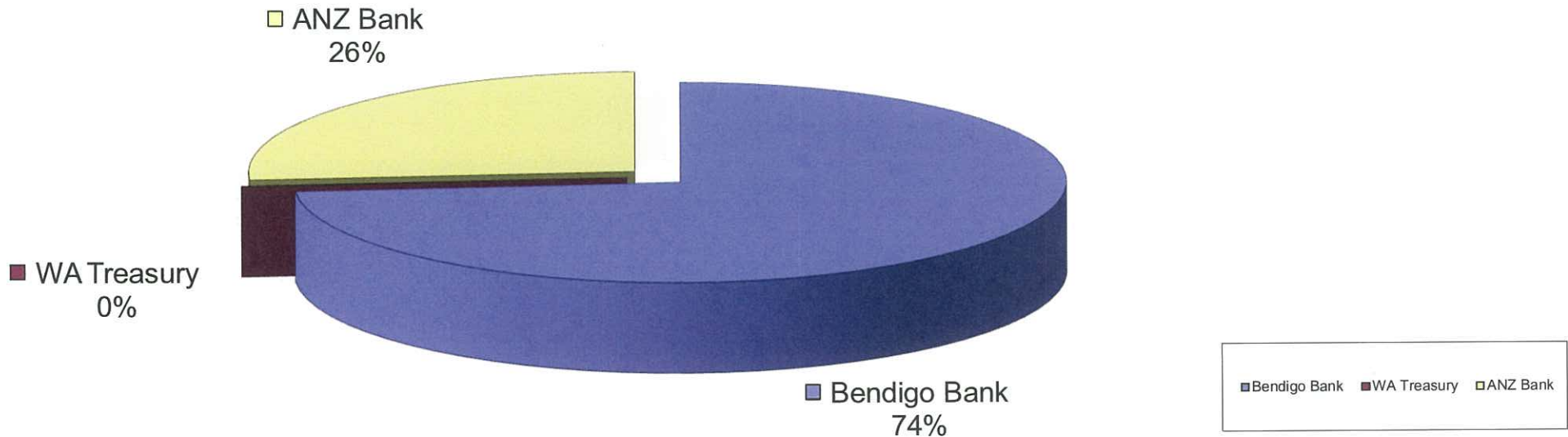
**Shire of Donnybrook-Balingup  
Schedule of Investments Held  
For the period ended 31st March 2020**

FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
<b>MUNICIPAL FUND</b>							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$2,226,258.61	\$2,077,240.64	-\$2,755,131.95	\$1,548,367.30
	ANZ Bank 9106-40138	1.40%	20-Mar-2020	\$757,726.23	\$1,743.80	-\$759,470.03	\$0.00
	Bendigo	1.45%	13-May-2020	\$1,003,575.34	\$0.00	\$0.00	\$1,003,575.34
	WA Treasury - General	0.95%	At Call	\$14,483.98	\$4.68	\$0.00	\$14,488.66
				<b>\$4,002,044.16</b>	<b>\$2,078,989.12</b>	<b>-\$3,514,601.98</b>	<b>\$2,566,431.30</b>
<b>TRUST FUND</b>							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$4,290.70	\$0.00	-\$3,551.00	\$739.70
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				<b>\$4,290.70</b>	<b>\$0.00</b>	<b>-\$3,551.00</b>	<b>\$739.70</b>
Roadworks Bonds	ANZ	1.02%	25-May-2020	\$87,284.25	\$155.27	\$0.00	\$87,439.52
Tuia Lodge Accommodation Bonds	Bendigo A/c: 706110	1.30%	6-Jun-2020	\$1,737,679.70	\$768,713.40	-\$3,713.40	\$2,502,679.70
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88978	1.30%	18-Mar-2020	\$2,847,678.70	\$6,085.45	-\$2,853,764.15	\$0.00
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88979	0.90%	18-May-2020	\$939,335.64	\$0.00	\$0.00	\$939,335.64
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88980	0.90%	18-May-2020	\$939,335.64	\$0.00	\$0.00	\$939,335.64
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88981	0.90%	18-May-2020	\$939,335.64	\$0.00	\$0.00	\$939,335.64
Extractive Industry Licence	ANZ	1.02%	25-May-2020	\$113,995.78	\$159.28	\$0.00	\$114,155.06
Miscellaneous Investments	ANZ	1.02%	25-May-2020	\$17,294.62	\$24.17	-\$6,809.31	\$10,509.48
Donnybrook Balingup Aged Homes	Bendigo A/c: 2915923	1.45%	16-Mar-2020	\$268,472.65	\$970.55	-\$269,443.20	\$0.00
Public Open Space Contributions	ANZ	1.02%	25-May-2020	\$76,865.90	\$107.40	\$0.00	\$76,973.30
				<b>\$7,967,278.52</b>	<b>\$776,215.52</b>	<b>-\$3,133,730.06</b>	<b>\$5,609,763.98</b>
FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
<b>LONG TERM INVESTMENT</b>							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>INVESTMENT FUND</b>							
Aged Housing Reserve	ANZ A/c: 9732-82219	1.45%	5-May-2020	\$1,153,169.27	\$0.00	\$0.00	\$1,153,169.27
Waste Management Reserve	ANZ A/c: 9732-82198	1.45%	5-May-2020	\$1,469,227.62	\$0.00	\$0.00	\$1,469,227.62
Buildings	ANZ A/c: 9732-82235	1.45%	5-May-2020	\$853,366.12	\$0.00	\$0.00	\$853,366.12
Land	ANZ A/c: 9732-82235	1.45%	5-May-2020	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Valuation Reserve	Bendigo A/c: 2915919	0.80%	16-Apr-2020	\$950.10	\$3.43	-\$3.43	\$950.10
Employee Leave & Gratuity Reserve	Bendigo A/c: 2915919	0.80%	16-Apr-2020	\$219,823.26	\$794.68	\$0.00	\$220,617.94
Roadworks Reserve Account	Bendigo A/c: 2915914	1.20%	16-Jun-2020	\$854,791.43	\$3,090.13	-\$3,090.13	\$854,791.43
CBD Development Reserve	Bendigo A/c: 2915914	1.20%	16-Jun-2020	\$3,053.54	\$11.04	-\$11.04	\$3,053.54
Bushfire Control & Management Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$2,281.91	\$8.25	-\$8.25	\$2,281.91
Arbuthnott Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$3,884.65	\$14.04	-\$14.04	\$3,884.65
Information Technology Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$119,523.19	\$432.08	-\$432.08	\$119,523.19
Langleys Villas & Minn Cottis Contingency Account	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$12,919.22	\$46.70	-\$46.70	\$12,919.22
Town Planning Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$40,051.22	\$144.79	-\$144.79	\$40,051.22
Plant Replacement Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$511,274.77	\$1,848.29	-\$1,848.29	\$511,274.77
Apple Fun Park Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$99,521.26	\$359.78	-\$359.78	\$99,521.26
Carried Forward Projects Reserve	Bendigo A/c: 2915919	0.80%	16-Apr-2020	\$1,504,375.75	\$5,438.42	-\$5,438.42	\$1,504,375.75
				<b>\$7,123,213.31</b>	<b>\$12,191.63</b>	<b>-\$11,396.95</b>	<b>\$7,124,007.99</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$19,096,826.69</b>	<b>\$2,867,396.27</b>	<b>-\$6,663,279.99</b>	<b>\$15,300,942.97</b>

**Investments Balances**

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$11,271,613.94	73.67%	75%	A -2
WA Treasury	\$14,488.66	0.09%	100%	AAA
ANZ Bank	\$4,014,840.37	26.24%	100%	A -1+
	<b><u>\$15,300,942.97</u></b>	<b><u>100.00%</u></b>		

**Shire of Donnybrook - Balingup Investment Balances**



**Shire of Donnybrook-Balingup  
Summary of Bank Reconciliation  
For the period ended 31st March 2020**

**MUNICIPAL FUND**

Balance as per Bank Statements	1,548,367
Investments - Muni Funds	1,018,064
Investments - Trust Bonds	5,532,791
Deposits not yet Credited	752
Less Outstanding Cheques	(18,735)
Receipts not yet processed	3,417
Outstanding Transfers from Reserve	1
Outstanding Transfers to Reserves	(904)
Outstanding Transfers to Trust	0
Outstanding Transfers from Trust	0
Cheques not Yet Processed	0
Credit Card Payments	0
Bank Adjustment	0
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>8,083,753</u></b>

**PETTY CASH**

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

**TRUST FUNDS**

Balance as per Bank Statements	740
Investments	76,973
Plus Deposits not yet Credited	0
Less Outstanding Cheques	(740)
Less DOT EFT payment	0
Bank Adjustment	0
Outstanding Transfers	0
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>76,973</u></b>

**RESERVE FUND**

Investments	7,099,008
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>7,099,008</u></b>

**LONG TERM INVESTMENT**

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

<b>TOTAL BALANCE CASH AT BANK</b>	<b><u>15,286,894</u></b>
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## SHIRE OF DONNYBROOK-BALINGUP

Rates Collection Statistics as at 31st March 2020

	Rates % Feb 20'	Movement in Mar '20	Rates % Mar '20
Arrears Brought Forward	404,298	-140,019	264,279
Billing To Date	5,163,698	7,566	5,171,264
	5,567,996	-132,453	5,435,543
Less Received To Date	4,751,915	-39,997	4,711,918
Balance Owed	816,081	-92,456	723,625
Percentage Collection (Including Arrears B/Fwd)	85.34%	1.34%	86.69%
Percentage Collection (On 19/20)	92.03%	-0.91%	91.12%

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

## SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 31st March 2020

	31/03/18	31/03/19	31/03/20
Arrears Brought Forward	209,465	259,261	264,279
Billing To Date	4,654,864	4,990,470	5,171,264
<b>Total Raised Inc. Arrears</b>	<b>4,864,329</b>	<b>5,249,731</b>	<b>5,435,543</b>
Less Received To Date	3,986,996	4,641,088	4,711,918
Balance Owed	877,334	608,643	723,625
Percentage Collection (Inc. Arrears B/Fwd)	81.96%	88.41%	86.69%
Percentage Collection (Exc. Arrears B/Fwd)	85.65%	93.00%	91.12%

