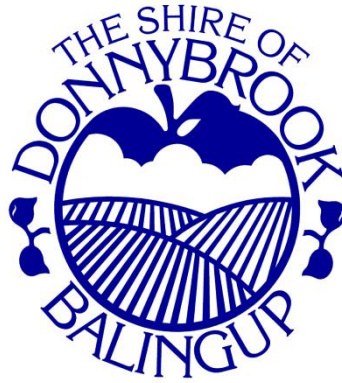




# ATTACHMENTS

## Ordinary Council Meeting – 16 December 2020

- 7.1(1) Minutes Ordinary Council Meeting 25 November 2020
- 7.2(1) Minutes LEMC Meeting 24 November 2020
- 7.3(1) Minutes Audit and Risk Management Committee (to be provided)
- 9.1.1(1) Letter from Water Corporation
- 9.1.1(2) Drawings
- 9.2.1(1) Schedule of Accounts Paid
- 9.2.2(1) Monthly Financial Report – October 2020
- 9.2.3(1) Monthly Financial Report – November 2020
- 9.3.1(1) WBAC Climate Change Working Group Draft Terms of Reference



**NOTICE OF ORDINARY COUNCIL MEETING  
25 NOVEMBER 2020**

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Held on

**Wednesday 25 November 2020**

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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

**Ben Rose  
Chief Executive Officer**

**26 November 2020**

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

Held at the Council Chambers  
Wednesday, 25 November 2020 at 5.00pm

---

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

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### **Shire President – Acknowledgment of Country**

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

The Shire President declared the meeting open at 5.06pm and welcomed the public gallery.

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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 Jackie Massey (Deputy President)	Steve Potter – Executive Manager Operations
Cr Shane Atherton	Paul Breman – Executive Manager Corporate and Community
Cr Anita Lindemann	Jaimee Earl – Administration Officer (Minutes)
Cr Anne Mitchell	
Cr Chaz Newman	
Cr Shane Sercombe	
Cr Chris Smith	
Cr Leanne Wringe	

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### **PUBLIC GALLERY**

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5 members of the public

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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**

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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.

Mr Ben Rose, Chief Executive Officer declared a financial interest in Confidential item 12.1.2 CEO Contract Renewal. Ben will leave the Chamber for the duration of the item.

Cr Wringe declared an impartiality interest in item 9.1.1 Naming of Park – Donnybrook Town Centre Revitalisation Project as she submitted a name for consideration, as well as her son. Cr Wringe will remain in the Chamber for the duration of the item and vote.

Cr Massey declared an impartiality interest in item 9.1.2 Balingup Townscape Committee Request for Funding as she is a member of the Balingup Progress Association. Cr Massey will remain in the Chamber for the duration of the item and vote.

Cr Wringe declared an impartiality interest in item 9.3.2 Corporate Business Plan – Minor Review as it includes recommendation for an improvement to a road where she resides. Cr Wringe will remain in the Chamber for the duration of the item and vote.

Cr Sercombe declared a financial interest in item 9.3.7 as he may be a contractor should the project go ahead. Cr Sercombe will leave the Chamber for the duration of the item and vote.

Cr Mitchell declared an impartiality interest in the presentation provided by Mr Jeff Proctor as she is a distant relative of Josh Sheehan.

## **5 PUBLIC QUESTION TIME**

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

---

Nil.

### **5.2 PUBLIC QUESTION TIME**

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Mrs Noelene King

*Who implements the Donnybrook Townscape Committee projects?*

Shire Response

Shire staff.

*Is there a Townscape Committee in Donnybrook?*

Shire Response

No.

*Does the Shire carry out the \$5,000 worth of budgeted works in Donnybrook?*

Shire Response

Yes.

*Is there a record of the costs spent delivering these budgeted works in Donnybrook?*

Shire Response

There is a record of allocations, I do not have that available at the moment but I estimate a few thousand dollars.

## **6 PRESENTATIONS**

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### **6.1 PETITIONS**

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Nil.

### **6.2 PRESENTATIONS**

---

Jeff Proctor made a presentation to Council regarding a suggested statue in recognition Josh Sheehan's career.

### **6.3 DEPUTATIONS**

---

Helen Christensen made a deputation to Council regarding item 9.1.2 Balingup Townscape Committee – Request for Funding.

## **ADOPTION BY EXCEPTION**

### **COUNCIL RESOLUTION 160/20**

**Moved Cr Wringe                      Seconded Cr Smith**

**That the following items be adopted 'en bloc':**

- 7.1 Confirmation of Minutes – Ordinary Meeting of Council 28 November 2020**
- 7.2 Confirmation of Minutes – Bush Fire Advisory Committee Annual General Meeting 29 October 2020**
- 7.3 Confirmation of Minutes – Audit and Risk Management Committee Meeting – 12 November 2020**
- 8.1 Request for Fire Awareness Signs at Campsites within the Shire of Donnybrook Balingup**
- 8.2 Endorsements of Bush Fire Advisory Committee Office Bearer Positions**
- 8.3 Proposed Amendment of Fire Control Policy Number 8.3 – Road Verge Burning of Shire Controlled Roads**
- 8.4 Summary of Office of the Auditor General Performance Audits**
- 9.2.1 Accounts for Payment**
- 9.2.2 Monthly Financial Report – September 2020**
- 9.3.3 Feedback on the Draft Local Government (Code of Conduct) Regulations 2020 – Mandatory Code of Conduct for Council Members, Committee Members and Candidates**
- 9.3.5 Implementation of the Designated Area Migration Agreement**
- 12.1.1 Confidential – 2021 Community Citizen of the Year Awards**

**CARRIED 8/1**

## **7 CONFIRMATION OF MINUTES**

---

### **7.1 ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2020**

---

Minutes of the Ordinary Meeting of Council held 28 November 2020 are attached (*attachment 7.1(1)*).

#### **EXECUTIVE RECOMMENDATION**

**That the Minutes from the Ordinary Meeting of Council held 28 November 2020 be confirmed as a true and accurate record.**

#### **COUNCIL RESOLUTION 161/20**

**Moved Cr Wringe                      Seconded Cr Smith**

**That the Minutes from the Ordinary Meeting of Council held 28 November 2020 be confirmed as a true and accurate record.**

**CARRIED 8/1 by En Bloc Resolution**

### **7.2 BUSH FIRE ADVISORY COMMITTEE ANNUAL GENERAL MEETING – 29 OCTOBER 2020**

---

Minutes of the Bush Fire Advisory Committee Annual General Meeting held 29 October 2020 are attached (*attachment 7.2(1)*).

#### **EXECUTIVE RECOMMENDATION**

**That the Minutes from the Bush Fire Advisory Committee Annual General Meeting held 29 October 2020 be received.**

#### **COUNCIL RESOLUTION 162/20**

**Moved Cr Wringe                      Seconded Cr Smith**

**That the Minutes from the Bush Fire Advisory Committee Annual General Meeting held 29 October 2020 be received.**

**CARRIED 8/1 by En Bloc Resolution**

**7.3 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING – 12  
NOVEMBER 2020**

---

Minutes of the Audit and Risk Management Committee Meeting held 12 November 2020 are attached (*attachment 7.3(1)*).

**EXECUTIVE RECOMMENDATION**

**That the Minutes from the Audit and Risk Management Committee Meeting held 12 November 2020 be received.**

**COUNCIL RESOLUTION 163/20**

**Moved Cr Wringe                      Seconded Cr Smith**

**That the Minutes from the Audit and Risk Management Committee Meeting held 12 November 2020 be received.**

**CARRIED 8/1 by En Bloc Resolution**

## 8 REPORTS OF COMMITTEES

### 8.1 REQUEST FOR FIRE AWARENESS SIGNS AT CAMPSITES WITHIN THE SHIRE OF DONNYBROOK BALINGUP

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	FRC 01
<b>Author</b>	Jessie Cooper, Community Emergency Services Manager
<b>Responsible Manager</b>	Steve Potter, Executive Manager Operations
<b>Attachments</b>	8.1(1) Letter from Mr G Hatch – Mumballup FCO
<b>Voting Requirements</b>	Simple Majority

<b>Committee Recommendation</b>	
<p>That Council instruct the Chief Executive Officer to write to the Department of Biodiversity, Conservation and Attractions to request and seek funding for fire awareness signs to be erected at the following campgrounds in the Shire of Donnybrook Balingup:</p> <ul style="list-style-type: none"> <li>• <b>Glen Mervyn Dam Campsite;</b></li> <li>• <b>Grimwade Campsite;</b></li> <li>• <b>Ironstone Gully Falls Campsite; and</b></li> <li>• <b>Dilley’s Dam Campsite.</b></li> </ul>	

### STRATEGIC ALIGNMENT

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

Outcome	2.3	A natural environment for the benefit of current and future generations.
Strategy	2.3.3	Partner with key stakeholders for effective environmental management.
Action	2.3.3.2	Support emergency services volunteers

### EXECUTIVE SUMMARY

The Bush Fire Advisory Committee (BFAC) has expressed concerns regarding a lack of general fire awareness from visitors to various campsites within the Shire of Donnybrook Balingup. The Bush Fire Advisory Committee recommends that signage be installed at identified areas contained within their recommendation.

## **BACKGROUND**

The Bush Fire Advisory Committee received a letter from Mumballup Fire Control Officer Mr Garry Hatch, which outlined a number of concerns relating to fire awareness signage at the Glen Mervyn Campsite. A site visit was carried out to determine what signage existed in relation to fire restrictions. It was found that one small fire danger rating sign exists near the intersection of Best Rd and Collie Preston Rd, which is one of several entrances that is utilised to access the various campsites. It is understood that The Department of Biodiversity, Conservation and Attractions (DBCA) are responsible for this particular sign.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

Nil

## **CONSULTATION**

Nil

## **OFFICER COMMENT/CONCLUSION**

The popularity of the Glen Mervyn Dam Campsite and what appears to be a general unawareness of fire restrictions during the bushfire season has been a matter of concern for local residents for many years.

This lack of signage to a widely promoted tourist destination could suggest that visitors are unaware that fire restrictions and bushfire risk that exists in the area.

## **OUTCOME OF BFAC MEETING**

The Committee discussed the matter and an alternative motion was moved to increase the number of campgrounds the subject of proposed fire awareness signage and to also seek funding for signs as per the Committee Recommendation and BFAC Minutes.



**COUNCIL RESOLUTION 164/20**

**Moved Cr Wringe                      Seconded Cr Smith**

**That Council instruct the Chief Executive Officer to write to the Department of Biodiversity, Conservation and Attractions to request and seek funding for fire awareness signs to be erected at the following campgrounds in the Shire of Donnybrook Balingup:**

- **Glen Mervyn Dam Campsite;**
- **Grimwade Campsite;**
- **Ironstone Gully Falls Campsite; and**
- **Dilley's Dam Campsite.**

**CARRIED 8/1 by En Bloc Resolution**

## 8.2 ENDORSEMENTS OF BUSH FIRE ADVISORY COMMITTEE OFFICE BEARER POSITIONS

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

<b>Committee Recommendation</b>	
<p><b>That Council endorse the following recommendations for office bearers of the Bush Fire Advisory Committee:</b></p> <ul style="list-style-type: none"> <li>• <b>Chief Bush Fire Control Officer:</b> Mr Max Walker</li> <li>• <b>Deputy Chief Bush Fire Control Officer:</b> Mr David Tooke</li> <li>• <b>Deputy Chief Bush Fire Control Officer:</b> Mr Ian Ralph</li> <li>• <b>Chairperson:</b> Mr Bevan Dix</li> <li>• <b>Communications and Fire Weather Officer:</b> Mr Murray Webb</li> </ul>	

### STRATEGIC ALIGNMENT

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

Outcome	2.3	A natural environment for the benefit of current and future generations.
Strategy	2.3.3	Partner with key stakeholders for effective environmental management.
Action	2.3.3.2	Support emergency services volunteers

### EXECUTIVE SUMMARY

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

### BACKGROUND

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

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

Fire Control Policy 8.2 – Bush Fire Advisory Committee Meetings

## **STATUTORY COMPLIANCE**

Section 38 (1) *Bush Fires Act 1954*

Section 67 *Bush Fires Act 1954*

## **CONSULTATION**

Nil

## **OFFICER COMMENT/CONCLUSION**

It is recommended that Council endorse the nominated persons for Bush Fire Advisory Committee positions, which results in no change to the existing structure.

### **COUNCIL RESOLUTION 165/20**

**Moved Cr Wringe**

**Seconded Cr Smith**

**That Council endorse the following recommendations for office bearers of the Bush Fire Advisory Committee:**

- **Chief Bush Fire Control Officer:** Mr Max Walker
- **Deputy Chief Bush Fire Control Officer:** Mr David Tooke
- **Deputy Chief Bush Fire Control Officer:** Mr Ian Ralph
- **Chairperson:** Mr Bevan Dix
- **Communications and Fire Weather Officer:** Mr Murray Webb

**CARRIED 8/1 by En Bloc Resolution**

### **8.3 PROPOSED AMENDMENT OF FIRE CONTROL POLICY NUMBER 8.3 - ROAD VERGE BURNING OF SHIRE CONTROLLED ROADS**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	FRC 01
<b>Author</b>	Jessie Cooper, Community Emergency Services Manager
<b>Responsible Manager</b>	Steve Potter, Executive Manager Operations
<b>Attachments</b>	8.3(1) Bush Fire Advisory Committee Meeting Minutes
<b>Voting Requirements</b>	Simple Majority

#### **Committee Recommendation**

**That Council:**

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

#### **STRATEGIC ALIGNMENT**

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

Outcome	2.3	A natural environment for the benefit of current and future generations.
Strategy	2.3.3	Partner with key stakeholders for effective environmental management.
Action	2.3.3.2	Support emergency services volunteers

#### **EXECUTIVE SUMMARY**

At the October 2019 Bush Fire Advisory Meeting the following motion was passed:

*“That Fire Control Policy 8.3 Road Verge Burning of Shire Controlled Roads, section f) points 5,6,7 and 8 be amended to allow 500 metres of verge to be burned per roadside within any 3kms”*

Upon further review of the above, it has been determined that whilst BFAC has the capacity to make recommendations to Council, it does not have the authority to amend Council Policies. An alternatively worded motion is therefore provided to accurately reflect BFAC’s advisory role to Council.

## **BACKGROUND**

The Bush Fire Advisory Committee has previously discussed the guidelines contained within the current Fire Control Policy 8.3 *Road Verge Burning of Shire Controlled Roads* and consider they may require updating to enable further fuel hazard reduction works to take place whilst ensuring compliance with this policy.

Currently, Section f) points 5,6,7 and 8 read:

- f) *Permits to burn road verges will only be issued to Brigade Fire Control Officers and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines:*
- 1. Prevent damage to infrastructure (i.e. Telstra infrastructure, culverts and fencing);*
  - 2. Where native vegetation is present (depending on species) minimise damage and where possible, carry out burns in autumn or spring;*
  - 3. Ensure acceptable weather conditions have been considered;*
  - 4. Comply with normal permit requirements;*
  - 5. Only one side of a road to be burnt in any one year;*
  - 6. No single hazard reduction burn to exceed 500 metres along a single road verge;*
  - 7. Adjoining strips may not be burnt within three years;*
  - 8. Adjacent verges are not to be burnt within three years*

Upon further review of the above, it has been determined that whilst BFAC has the capacity to make recommendations to Council, it does not have the authority to amend Council Policies. As such, if BFAC is supportive of recommending changes to the Policy, an alternatively worded motion will need to be passed, requesting that Council endorse a review of the policy. Subject to Council endorsing the BFAC recommendation, staff will then undertake the necessary amendments and re-present a report to BFAC for further consideration, prior to Council considering adoption of the amended policy. The recommended alternative wording is contained in the Officer Recommendation.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

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

## **STATUTORY COMPLIANCE**

Nil

## **CONSULTATION**

Nil

## **OFFICER COMMENT/CONCLUSION**

That Council supports the Bush Fire Advisory Committee's recommendations to enable a review of Fire Control Policy 8.3 – *Road Verge Burning of Shire Controlled Roads*.

### **COUNCIL RESOLUTION 166/20**

**Moved Cr Wringe**

**Seconded Cr Smith**

**That Council:**

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

**CARRIED 8/1 by En Bloc Resolution**

## 8.4 SUMMARY OF OFFICE OF THE AUDITOR GENERAL PERFORMANCE AUDITS

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	N/A
<b>Author</b>	Maureen Keegan, Manager Executive Services
<b>Responsible Manager</b>	Paul Breman, Executive Manager Corporate and Community
<b>Attachments</b>	8.4(1) Summary of the OAG Performance Audit findings Report
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Receive the Recommendations and Findings from the Office of the Auditor General published Performance Audit Reports.</b></li> <li><b>2. Request the Chief Executive Officer to prepare a matrix with Shire of Donnybrook Balingup response to each finding and present for consideration by the Audit and Risk Management Committee prior to the February 2021 Ordinary Council Meeting.</b></li> <li><b>3. Request the Chief Executive Officer to prepare an item for consideration by the Audit and Risk Management Committee prior to the February 2021 Ordinary Council Meeting, to engage a suitably qualified person/organisation to undertake an Internal Audit function for the Shire of Donnybrook Balingup. The item is to identify an estimate of the employment/contract term and the indicative costs to allow Council to consider options for funding this function.</b></li> </ol>

### STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional, and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.4	Demonstrate sound financial planning and management

### REPORT DETAILS

Throughout 2018 – 2020 the Office of the Auditor General has undertaken performance audits of a sample of Local Governments in WA pertaining to several focus areas, the Shire of Donnybrook Balingup has not been selected as a participant in the audits to date.

The focus areas for the Performance Audits has been:

- Fraud Prevention in Local Government
- Local Government Building Approvals
- Management of Supplier Master Files
- Records Management in Local Government
- Waste Management Service Delivery
- Regulation of Consumer Food Safety Local Governments
- Local Government Contract Extensions and Variations
- Information Systems Audit Report 2020
- Local Government Procurement
- Controls over Corporate Credit Cards
- Timely Payment to Suppliers
- Verifying Employee identity and credentials.

On completion of the Performance Audits, a report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*. A summary of all recommendations and Key Findings is attached (attachment 6.2(1)) and the individual reports can be accessed at <https://audit.wa.gov.au/>.

Each report provided Key Findings from the audits and recommendations relevant to all local governments.

#### **FINANCIAL IMPLICATIONS**

Not Applicable.

#### **POLICY COMPLIANCE**

Not Applicable.

#### **STATUTORY COMPLIANCE**

Section 25 of the *Auditor General Act 2006*

#### **CONSULTATION**

Not applicable.

#### **OFFICER COMMENT/CONCLUSION**

The OAG Performance Audit Reports provide a baseline for the Audit and Risk Management Committee to review the Shires status of compliance.

The attached Summary will be updated to provide the Committee with the Shires status and comments for presentation at a future Audit and Risk Management Committee Meeting.



**COUNCIL RESOLUTION 166/20**

**Moved Cr Wringe                      Seconded Cr Smith**

**That Council:**

- 1. Receive the Recommendations and Findings from the Office of the Auditor General published Performance Audit Reports.**
- 2. Request the Chief Executive Officer to prepare a matrix with Shire of Donnybrook Balingup response to each finding and present for consideration by the Audit and Risk Management Committee prior to the February 2021 Ordinary Council Meeting.**
- 3. Request the Chief Executive Officer to prepare an item for consideration by the Audit and Risk Management Committee prior to the February 2021 Ordinary Council Meeting, to engage a suitably qualified person/organisation to undertake an Internal Audit function for the Shire of Donnybrook Balingup. The item is to identify an estimate of the employment/contract term and the indicative costs to allow Council to consider options for funding this function.**

**CARRIED 8/1 by En Bloc Resolution**

## 8.5 LOCAL GOVERNMENT ACT REVIEW PANEL FINAL REPORT

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	N/A
<b>Author</b>	Maureen Keegan, Manager Executive Services
<b>Responsible Manager</b>	Paul Breman, Executive Manager Corporate and Community
<b>Attachments</b>	8.5(1) Local Government Act Review Panel Final Report
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Receive the Local Government Act Review Panel Final Report.</b></li> <li><b>2. Request the Chief Executive Officer to schedule a Workshop for the Audit and Risk Management Committee (by no later than March 2021) to review the 65 recommendations contained within the report to identify potential risks to the Shire.</b></li> </ol>

### STRATEGIC ALIGNMENT

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

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

### EXECUTIVE SUMMARY

The Audit and Risk Management Committee (Committee) is provided with Local Government Act Review Panel Final Report as information prior to a workshop to identify key risks to the Shire from the recommendations of the report.

### BACKGROUND

Currently, the Local Government Act 1995 establishes the system of local government in Western Australia. It covers a wide range of features of local government and describes:

- the functions of local government
- the election of councillors
- the roles of the council and local government administration

- the framework for the administration and financial management of local government.

In 2017, the McGowan Government announced a review of the Local Government Act. The review is being undertaken by the Department of Local Government, Sport and Cultural Industries (DLGSCI) with an expert panel:

- Mr David Michael MLA, Member for Balcatta (Chair)
- Professor John Phillimore, Executive Director, John Curtin Institute of Public Policy
- Mr Graham Sansom, Adjunct Professor, Institute for Public Policy and Governance, University of Technology Sydney
- Ms Anne Wood, Partner, Kott Gunning Lawyers
- Mr Henry Zelones OAM LGM JP, former Mayor City of Armadale
- Mr Duncan Ord OAM, Director General, Department of Local Government, Sport and Cultural Industries

The current Local Government Act contains ten parts and totals 490 pages. In addition, there are 13 sets of regulations comprising a further 460 pages. This is a legislative burden on the Local Government sector and requires a significant reduction and a move to a principle over prescription approach to a new Act.

The Panel had identified 65 Recommendations that align under one of the following high-level critical elements of the report (attachment 6.3(1))

An overview of each element is detailed below.

### **Clear Legislative Intent**

- An introductory section that acknowledges the status of local government as a sphere of government and the importance of all facets of local democracy; that recognises the rights and interests of Aboriginal peoples; that focuses on the need to enhance community wellbeing, including acceptable standards of local government service delivery for all; and that calls for open, accountable and ethical governance (refer to Attachment 1 for an example).
- A statement of the role and functions of local governments, including the power of general competence.
- Guiding principles for effective local and regional governance, complemented by more detailed policy principles in those parts of the Act for IPR, community engagement, decision-making, financial management, integrity and inter-government relations.

### **An Agile System**

- Establishment of a Local Government Commission that brings together and extends the work of the Grants Commission and Advisory Board to promote and facilitate capacity building and continuous improvement across the sector as well as, where necessary, structural reform (including mergers and/or regional governance).

- A fresh approach to enabling structural reform, including voluntary mergers and the option of replacing merged councils with community boards (see below) – recognising that the ‘Dadour’ provisions can now be by-passed by simply extending the boundaries of one council to subsume its neighbour, and the consequent need for a new pathway for change (refer to Attachment 3 for an example).
- Expanded regional cooperation, including streamlined arrangements for the establishment of joint subsidiaries (which could then replace existing regional local governments); requirements for cooperative regional planning as part of IPR; and if necessary, a new form of ‘regional authority’ that overlays local government areas and can bring together local governments, state and federal agencies and other key stakeholders (for example Aboriginal communities) to address specific issues.
- Advancing inter-governmental relations through a set of legislated principles that could be linked to the State Local Government Partnership Agreement (refer to Attachment 4 for an example); additional consultative mechanisms if required; and arrangements for collaborative governance at the regional level (including involvement of federal agencies where appropriate).

### **Inclusive Local Democracy**

- Specific provisions for engagement with Aboriginal peoples and communities, including new consultative mechanisms and an obligation to plan for, and where appropriate undertake, delivery of essential services to local communities.
- Four-yearly elections for all councillors, plus a continued requirement for regular ‘representation reviews’ that involve the community in consideration of electoral issues such as the number of councillors, how the mayor is elected, the use of wards and whether the councillors are sufficiently representative of the broader community.
- Re-definition of roles and responsibilities for the governing body of council (councillors working collectively), mayors, individual councillors and CEOs, coupled with the new principles for decision-making.
- More effective community engagement and governance, including a requirement for all local governments to formulate and adhere to a Community Engagement Charter and an option to establish community boards in selected localities (similar to the New Zealand model).

## **Smart Planning and Efficient Service Delivery**

- Improved IPR, clearly positioned as the centrepiece of local governments' operations and linking strategic and corporate planning, regional cooperation, community engagement, financial management, service delivery and monitoring and reporting of outcomes.
- Increased Ratepayer Value for Money through the introduction of a Rating and Revenue Strategy to increase transparency in setting rates, fees and charges, aligning services and programs to the IPR framework, a new focus on continuous improvement and reporting on a wider set of financial and service delivery indicators.
- Modernised financial management, based on a new set of principles, and including requirements for program budgets and regular service reviews involving community consultation.
- New provisions for local and joint subsidiaries that enable local governments to play an effective role in economic and regional development, and in the case of joint subsidiaries, provide a vehicle for regional cooperation.
- Ensuring a minimum level of service from local government is available to all Western Australians

## **Enhanced Accountability, Self-Regulation and Integrity**

- Robust accountability and self-regulation through standardised performance and annual reporting; a revamped Annual Community Meeting along the lines of a company Annual General Meeting; and the establishment of independent Audit, Risk and Improvement Committees to undertake a wide range of internal audit functions and ensure good governance and continuous improvement.
- A renewed focus on integrity through the work of Audit, Risk and Improvement Committees and the establishment of a new Office of the Independent Assessor to deal with conduct complaints (similar to the Queensland model).
- Rigorous training and professional development of mayors/presidents, councillors and CEOs.
- A new 'early intervention' framework to support local governments experiencing governance or operational problems (a variation of the Victorian model of municipal monitors).

## **FINANCIAL IMPLICATIONS**

Not Applicable.

## **POLICY COMPLIANCE**

Not Applicable.

## STATUTORY COMPLIANCE

Not Applicable

## CONSULTATION

WALGA Advocacy Position for a New Local Government Act November 2020

## OFFICER COMMENT/CONCLUSION

The Report is extensive and requires the Audit and Risk Management Committee to consider each of the 65 recommendations and consider the risk to the Shire and mitigating strategies. It is recommended the Committee review and analyse the Report before participating in a workshop.

## OUTCOME OF MEETING

### COMMITTEE RECOMMENDATION

Moved Cr Mitchell                      Seconded Cr Wringe

That Council:

1. Receive the Local Government Act Review Panel Final Report.
2. Request the Chief Executive Officer to schedule a Workshop for the Audit and Risk Management Committee (by no later than March 2021) to review the 65 recommendations contained within the report to identify potential risks to the Shire.

### AMENDMENT

Moved Cr Mitchell                      Seconded Cr Smith

1. Receive the Local Government Act Review Panel Final Report.
2. Request the Chief Executive Officer to schedule a Workshop for the Audit and Risk Management Committee *and interested Councillors* (by no later than March 2021) to review the 65 recommendations contained within the report to identify potential risks to the Shire.

CARRIED 9/0

**COUNCIL RESOLUTION 167/20**

**Moved Cr Mitchell                      Seconded Cr Wringe**

**That Council:**

- 1. Receive the Local Government Act Review Panel Final Report.**
- 2. Request the Chief Executive Officer to schedule a Workshop for the Audit and Risk Management Committee and interested Councillors (by no later than March 2021) to review the 65 recommendations contained within the report to identify potential risks to the Shire.**

**CARRIED 9/0**

## 9 REPORTS OF OFFICERS

### 9.1 EXECUTIVE MANAGER OPERATIONS

#### 9.1.1 NAMING OF PARK – DONNYBROOK TOWN CENTRE REVITALISATION PROJECT

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Not applicable
<b>File Reference</b>	PWF18V
<b>Author</b>	Steve Potter, Executive Manager Operations
<b>Responsible Officer</b>	Steve Potter, Executive Manager Operations
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Acknowledges the submissions received and thanks the community for submitting proposed names for the new precinct the subject of the Donnybrook Town Centre Revitalisation Project;</b></li> <li><b>2. Determines that Council’s preferred name for the new precinct is ‘Station Square’;</b></li> <li><b>3. Formally requests the name ‘Station Square’ be approved by Geographic Names Committee (Landgate);</b></li> <li><b>4. In the event that the Geographic Names (Landgate) does not support the name ‘Station Square’, selects the name ‘Lady Williams Park’ as a backup name;</b></li> <li><b>5. Upon receiving confirmation from Geographic Names (Landgate) of its endorsement of either of the suggested names, instructs the Chief Executive Officer to formally thank and advise all submitters of the outcome and release the new name publicly.</b></li> <li><b>6. Instruct the Chief Executive Officer to write to Mr Fritz Gewerth advising of the Council resolution and invite Mr Gewerth to the official opening event.</b></li> </ol>



## STRATEGIC ALIGNMENT

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

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

## EXECUTIVE SUMMARY

Further to Council's resolution to engage with the community to request suggested names for the new park area located within the Donnybrook Town Centre Revitalisation Project (DTCRP), the matter was advertised through local media channels with 12 submissions received.

Staff have reviewed the submissions received and liaised with the Geographic Names Committee on their suitability.

As a result, Staff are recommending the name 'Station Square' be selected as the preferred option, with 'Lady Williams Park' being the backup option.

## BACKGROUND

At the Ordinary Council Meeting held on 23 September 2020, Council resolved the following:

*That Council:*

- 1. Endorses the proposal to conduct a public competition for the naming of the park the subject of the Donnybrook Town Centre Revitalisation Project;*
- 2. Authorises the Chief Executive Officer to undertake public advertising of the competition;*
- 3. At the conclusion of the advertising period, instructs the Chief Executive Officer to liaise with Landgate to determine the eligibility of nominated names and bring a further report back to Council with a list of all compliant names and a recommended name for Council's further consideration.*

Advertising of the competition was undertaken in the following ways:

- Preston Press – October Edition (1/10/2020)
- Shire website – Latest News (Projects)
- Facebook – Social Media Posts
- Shire E-Connect – October E-Newsletter

As a result of the advertising, a total of 12 names were submitted for consideration. The proposed names and the reasons provided by the submitters are provided in the below table.

<b>No.</b>	<b>Submitter</b>	<b>Proposed name</b>	<b>Submitter Reason</b>
1.	Melissa (no surname provided)	Minninup Place Park	No information provided
2.	Barbara Pursell	Gardiner Park	Gardiner family very early pioneers of Donnybrook and surrounding areas
3.	Debbie Bourke	Minninup Heritage Park	Minninup is the name that was given to the first railway line that went through this area in 1893 from Bunbury and this area will be a heritage site showcasing our region's heritage.
4.	Ashley Green	The Crossroads	The name The Crossroads builds on the rich history of Donnybrook and the railway running through the heart of the town and is a great way to commemorate the centre of town and it's past, present and future.
5.	Shane Sercombe	John Oliver Thomson Park	<p>Name suggested by Neville Fry</p> <p>Info provided by Johns daughter, Kerrie Downes John Oliver Thomson 1932 – 2018</p> <p>Thomson Brook Fire Brigade - held Committee positions and Fire Chief during his time with Donnybrook Amateur Basketball Association- Founding member with Edith Thomson, became life member, went on to chair Basketball WA - which covered every Basketball association in Country WA.</p> <p>Became life member of Basketball WA &amp; Southwest Basketball Referees association Donnybrook Ambulance Service - first joined in Denmark as a cadet in 1945 whilst attending Denmark Ag School.</p> <p>Was member of Donnybrook Ambulance Sub Centre as committee, Vice President or President for 55 plus years. Was instrumental in getting the additional Ambulance bays to current Ambulance Centre Donnybrook Historical Society Inc - Foundation Member !!</p>

<b>No.</b>	<b>Submitter</b>	<b>Proposed name</b>	<b>Submitter Reason</b>
			Was only member of Historical Society for 8 plus years as no one wished to take it on. Became life member in last two years of life.
6.	Rodney Spitz	Once again I put forward the name of the Late David Jones, your CEO, to have something named after him.	What else can I say his record speaks for itself
7.	Kerrie Downes	John Thomson Heritage Park	<p>2003 Premiers Australia Day Active Citizenship Award - for fostering Australian pride and spirit through active citizenship to community.</p> <p>Founding member of Thomson Brook Fire Brigade Founding member of Historical Society &amp; for 8 years only active member Member of St John Ambulance for over 50 years of active service.</p>
8.	Fritz Gewerth	Station Park	<p>A short name providing identification being near the old railway station.</p> <p>Donnybrook also hold the Donnybrook Station Markets nearby hence a name in accord.</p>
9.	Leanne Wringe	Railway or Rail Retreat	Historical recognition
10.	Phillip Wringe	Shunters Square	Past train driver activities relevant to the location.
11.	Name not provided	Railway Park	No information provided
12.	Barry Green	The Lady Williams Park	The Lady Williams apple originated in Donnybrook. It is the parent of both the Pink Lady and Sundowner varieties. The story is told on page 113 of Green Gold. I have spoken to Maud William's son Ron, who still lives in Busselton, he is happy with the idea.

## FINANCIAL IMPLICATIONS

Nil

## POLICY COMPLIANCE

Nil

## STATUTORY COMPLIANCE

The naming of roads, parks and other public places is governed by Geographic Names (Landgate) which has the delegated authority from the Minister for Lands to administer naming actions as per the Land Administration Act.

The Geographic Names Team administer all naming actions as per the Policies and Standards for Geographical Naming in Western Australia.

In accordance with Landgate requirements, proposed names generally need to fall under one of the following categories:

- named after an adjoining road name (e.g. Collins Park);
- names from Aboriginal languages formerly identified with the general area;
- names of pioneers who were relevant to the area;
- names of persons who died during war service;
- names associated with historical events connected with the immediate area.

Shire staff have provided the proposed names to Landgate for preliminary comment. The advice received against each name is provided below:

No.	Proposed Name	Landgate Comment
1.	Minninup Place Park	OK. The eastern portion of Donnybrook townsite was once known as Minninup (circa 1893-1894). More information on the name would be needed.
2.	Gardiner Park	OK. Depends on community contribution.
3.	Minninup Heritage Park	As per No. 1.
4.	The Crossroads	No. The use of "The" in a name is no longer suitable.
5.	John Oliver Thomson Park	OK, with family support of his name being used.
6.	David Jones Park	No, fails 1.4.2 [of the Guidelines] which states:  <i>The following will not be considered as appropriate grounds for a commemorative naming request:</i> <ul style="list-style-type: none"> <li>• <i>current or past ownership of the land is not considered sufficient grounds;</i></li> <li>• <i>precedence of existing names;</i></li> <li>• <i><u>past or ongoing public service within all levels of government;</u></i></li> <li>• <i>names will not be supported after a person who has sponsored the development of the area, or was a commercial developer.</i></li> </ul>

No.	Proposed Name	Landgate Comment
7.	John Thomson Heritage Park	As per No. 5.
8.	Station Park	OK
9.	Railway or Rail Retreat	OK
10.	Shunters Square	OK
11.	Railway Park	As per No. 9.
12.	Lady Williams Park	OK. Is the name a protected name/trade name etc seeing as it is the name of a commercially sold apple? Would be a good choice, especially if ties in with an “apple” theme.

## CONSULTATION

The matter was advertised publicly and staff have liaised with Geographic Names (Landgate) through the process.

Depending on Council’s decision, further consultation with specific individuals may be necessary, particularly if Council’s preferred option is associated with an individual or family connection.

## OFFICER COMMENT/CONCLUSION

Selecting new names for public places is always a challenging task and Council received a number of excellent proposals that would be appropriate for the new precinct.

Upon reviewing the names presented, officers applied the following criteria in determining a preferred option:

1. The proposed name should be simple and memorable;
2. The proposed name should be relevant to Donnybrook and/or the location of the park within the railway heritage precinct;
3. The proposed name should have significance to the local community, however should also appeal to visitors and tourists;
4. The proposed name should have strong market appeal for future destination marketing purposes.

In applying these criteria to the proposed names, the following two names were considered the standout options:

- Station Park; and
- Lady Williams Park.

In considering the first option, officers consider that the use of the name ‘Station’ meets all of the criteria outlined and clearly links with the location and historical use of the site. However,

in considering criteria (1) and (4), officers suggest the use of the suffix 'Square' may have greater impact than 'Park' to create the distinguished name of 'Station Square'.

The second option has clear historical links to the Donnybrook district and once again achieves the objectives of each of the criteria. It is noted the submission proposes the name 'The Lady Williams Park', however if supported, the use of the word '*The*' would need to be excluded, due to GN naming conventions, to become 'Lady Williams Park'.

Notwithstanding the recommendation to apply 'Square' to the previous name, it is considered the use of the suffix 'Park' is the appropriate combination if this name were to be supported. The submitter indicates that the family of the late Mrs Maud Williams supports the proposed use of the name, however staff would seek to make direct contact with the family if this name was likely to eventuate. The comments from GN with regard to potential trademarking of the Lady Williams brand may be a consideration and therefore further investigation on this front may also be required.

In light of the above, it is recommended that Council resolves to endorse the name 'Station Square' as its preferred option, with 'Lady Williams Park' as the back-up option.

## **OUTCOME OF MEETING**

**Cr Wringe declared an impartiality interest in the item and will remain in the Chamber for the discussion and vote on the matter.**

## **EXECUTIVE RECOMMENDATION**

**Moved Cr Mitchell                      Seconded Cr Massey**

**That Council:**

- 1. Acknowledges the submissions received and thanks the community for submitting proposed names for the new precinct the subject of the Donnybrook Town Centre Revitalisation Project;**
- 2. Determines that Council's preferred name for the new precinct is 'Station Square';**
- 3. Formally requests the name 'Station Square' be approved by Geographic Names Committee (Landgate);**
- 4. In the event that the Geographic Names (Landgate) does not support the name 'Station Square', selects the name 'Lady Williams Park' as a backup name;**
- 5. Upon receiving confirmation from Geographic Names (Landgate) of its endorsement of either of the suggested names, instructs the Chief Executive Officer to formally thank and advise all submitters of the outcome and release the new name publicly.**
- 6. Instruct the Chief Executive Officer to write to Mr Fritz Gewerth advising of the Council resolution and invite Mr Gewerth to the official opening event.**

## AMENDMENT

Moved Cr Mitchell                      Seconded Cr Newman

1. Acknowledges the submissions received and thanks the community for submitting proposed names for the new precinct the subject of the Donnybrook Town Centre Revitalisation Project;
2. Determines that Council's preferred name for the new precinct is 'Station Square';
3. Formally requests the name 'Station Square' be approved by Geographic Names Committee (Landgate);
4. In the event that the Geographic Names (Landgate) does not support the name 'Station Square', selects the name 'Lady Williams Park' as a backup name;
5. Upon receiving confirmation from Geographic Names (Landgate) of its endorsement of either of the suggested names, instructs the Chief Executive Officer to formally thank and advise all submitters of the outcome and release the new name publicly.
6. Instruct the Chief Executive Officer to write to Mr Fritz Gewerth and Mr Phillip Wringe advising of the Council resolution and invite Mr Gewerth and Mr Wringe to the official opening event.

CARRIED 9/0

## COUNCIL RESOLUTION 168/20

Moved Cr Mitchell                      Seconded Cr Massey

1. Acknowledges the submissions received and thanks the community for submitting proposed names for the new precinct the subject of the Donnybrook Town Centre Revitalisation Project;
2. Determines that Council's preferred name for the new precinct is 'Station Square';
3. Formally requests the name 'Station Square' be approved by Geographic Names Committee (Landgate);
4. In the event that the Geographic Names (Landgate) does not support the name 'Station Square', selects the name 'Lady Williams Park' as a backup name;
5. Upon receiving confirmation from Geographic Names (Landgate) of its endorsement of either of the suggested names, instructs the Chief Executive Officer to formally thank and advise all submitters of the outcome and release the new name publicly.
6. Instruct the Chief Executive Officer to write to Mr Fritz Gewerth and Mr Phillip Wringe advising of the Council resolution and invite Mr Gewerth and Mr Wringe to the official opening event.

CARRIED 9/0

### 9.1.2 **BALINGUP TOWNSCAPE COMMITTEE – REQUEST FOR FUNDING**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Balingup Progress Association
<b>File Reference</b>	FNC08/6
<b>Author</b>	Steve Potter, Executive Manager Operations
<b>Responsible Officer</b>	Steve Potter, Executive Manager Operations
<b>Attachments</b>	9.1.2(1): Letter from BTC (Item 1) 9.1.2(2): Letter from BTC (Item 2)
<b>Voting Requirements</b>	Simple Majority

<b>Recommendation</b>
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Acknowledges the correspondence received from the Balingup Townscape Committee and expresses the Shire’s gratitude for the ongoing contribution of its members in improving the Balingup townsite;</b></li> <li><b>2. Advises the Balingup Townscape Committee that no additional funds are available in the 2020/21 financial year for BTC activities;</b></li> <li><b>3. Advises the Balingup Townscape Committee that no additional funds are available in the 2020/21 financial year to undertake works to raise and/or restore the Rothery Walk Bridge;</b></li> <li><b>4. Advises the Balingup Townscape Committee that it is the intention of Council to coordinate any future works associated with the Rothery Walk Bridge due to compliance and safety considerations;</b></li> <li><b>5. Confirms it is the position of Council that the role of the Balingup Townscape Committee is to undertake low risk beautification activities and to provide recommendations to Council on larger infrastructure projects;</b></li> <li><b>6. Instructs the Chief Executive Officer to develop a draft Council Policy in collaboration with the Balingup Townscape Committee to provide guidance to Council, Staff and the Balingup Townscape Committee on the application of Shire funds and administration of projects which is to include the following:</b> <ol style="list-style-type: none"> <li><b>6.1 Calculation of annual Shire funds allocated to BTC;</b></li> <li><b>6.2 Eligible activities for BTC volunteers;</b></li> <li><b>6.3 Activities that will remain the responsibility of the Shire;</b></li> <li><b>6.4 BTC annual application process for Shire funds;</b></li> <li><b>6.5 Shire assessment of BTC applications and proposed projects;</b></li> <li><b>6.6 Project oversight by Shire of BTC activities;</b></li> <li><b>6.7 Fund acquittal process.</b></li> </ol> </li> </ol>



**7. Instructs the Chief Executive Officer to provide a copy of the draft Policy to the Balingup Townscape Committee for review and comment by 28 February 2021.**

**8. Instructs the Chief Executive Officer to bring a further report back to Council for further consideration at the April 2021 Ordinary Council Meeting, subject to comments being provided by the Balingup Townscape Committee by 31 March 2021.**

## **STRATEGIC ALIGNMENT**

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

Outcome:	3.2	Well supported community groups and facilities.
Strategies:	3.2.1	Provide and maintain appropriate community facilities.
	3.2.2	Encourage and support volunteers and community organisations.
Actions:	3.2.1.2	Maintain community facilities within resource capacity.
	3.2.2.2	Provide support for community organisations.

## **EXECUTIVE SUMMARY**

The Shire has received two individual letters of correspondence from the Balingup Townscape Committee (BTC) which, in summary, include the following:

- Item 1: Notes a reduction in the 2020/21 Budget allocated to the BTC and requests Council re-allocate more funding (Attachment 9.1.2(1)).
- Item 2: Notes issues concerning the Balingup Rothery Walk Bridge in Balingup and requests Council allocate funds immediately to address these issues (Attachment 9.1.2(2)).

With regard to both items, it is recommended that Council acknowledge the correspondence received, however advises the BTC that it is unable to allocate further funds to the BTC in the 2020/21 financial year.

Furthermore, staff recommend that Council consider the creation of a Policy to guide the future administration of funds and projects associated with the BTC.

## **BACKGROUND**

The Shire has received two pieces of correspondence from the Balingup Townscape Committee (BTC), both of which request additional funding be allocated to enable the BTC to complete local projects in Balingup.

The first piece of correspondence (Attachment 9.1.2(1)) notes that there has been a reduction in funding from \$15,000 in 2019/20 to \$5,000 in 2020/21, which the BTC has advised has

prevented it from being able to undertake the range of projects it had identified for the current financial year which was estimated to be of \$15,000 in value.

The projects the BTC advises that are unable to be complete due to the reduced funding include:

- Beautification of the southern entrance to town;
- Solar lights highlighting the significant trees in town;
- Banner Poles (promoting local events in town);
- Tree planting;
- Canoe Launch Ramp at Birdwood Park.

The second piece of correspondence (Attachment 9.1.2(2)) relates to the Rothery Walk Bridge, which traverses the Balingup Brook, and which the BTC wishes to have restored and raised to prevent deterioration.

The BTC suggests that the bridge sits underwater for five months of the year, which it considers has potentially resulted in the framework becoming fragile and possibly unsafe for users. The proposal is for the bridge to be raised by one metre, as well as sandblasting and painting the frame to protect it into the future. It is also proposed to raise the path leading up to the bridge to the new level on the southern side.

The BTC is proposing to organise the works and requests that funding be made immediately available so that work can be carried out in the summer months when the water level drops. The BTC's intent is to have it complete for the April 2021 Small Farm Field Day.

## **FINANCIAL IMPLICATIONS**

Any approval for additional funds to be allocated would represent unbudgeted expenditure.

The BTC requests that Drought Communities Funding be made available for the Rothery Bridge Project, however all funds are fully allocated to other projects under this funding.

## **POLICY COMPLIANCE**

Nil.

## **STATUTORY COMPLIANCE**

Construction works and works associated with waterways are required to comply with a range of planning, engineering, building and State Government Agency (e.g. DWER) standards.

## **CONSULTATION**

Works associated with waterways often requires consultation with key stakeholders including Indigenous representatives and relevant State Government agencies including the Department of Water and Environmental Regulation (DWER).

## OFFICER COMMENT/CONCLUSION

Officers consider there are two matters for consideration when responding to the requests from the Balingup Townscape Committee as follows:

1. Consideration of the BTCs' request for additional 2020/21 funds; and
2. Clarifying the roles and responsibilities of Council and the Balingup Townscape Committee in delivering projects in Balingup.

Each of these will be addressed separately.

### 1. Allocation of funds

The Shire's current Budget was prepared taking into account a freeze on rates (as well as fees and charges and other cost saving approaches), to reduce the impact of COVID-19 on the community. As a result, there was the need to identify a range of savings across the Shire's operations in order to deliver a balanced budget for the current financial year. The funds allocated to the Balingup townscape fund in 2020/21 is the same as allocated towards the equivalent fund in Donnybrook and therefore an equitable approach was adopted.

Notwithstanding the reduced funds allocated towards the Balingup townscape funds, Balingup has been the beneficiary of funding for a suite of projects through the Drought Communities Funding in the current financial year including the following:

- New bore to be installed for the watering of the Balingup Oval;
- Associated remedial works to be undertaken on Balingup Brook (low flow by-pass) as a result of the construction of the weir by the BTC;
- New automated standpipe for public access to bulk water to be installed adjacent to the Balingup VBFB;
- New public toilets to be installed at the Community Centre;
- New all access footpaths to be installed at the Golden Valley Tree Park.

### 2. Roles and Responsibilities of Shire and BTC

Staff would like to establish further clarity around the types of projects that the Balingup Townscape Committee are approved to undertake on behalf of the Shire. Staff have spent considerable time and resources over the past 12-18 months retrospectively resolving matters for works in and adjacent to the Balingup Brook where appropriate approvals and consultation had not been undertaken prior to the BTC projects commencing. This has resulted in the Department of Water and Environmental Regulation (DWER), South West Aboriginal Land and Sea Council and the State Ombudsman Office all raising concerns with the Shire about the project management of the various works. With regard to just the State Ombudsman request, it is estimated that between 20-25 hours of officer time was spent compiling the requested information.

Considerable Shire resources are also still being utilised to rectify some of the previous works undertaken by the BTC. This will include the installation of a low flow bypass pipe along the bank of the Balingup Brook to make the weir compliant with the *Rights in Water and Irrigation*

*Act 1914* and will possibly require additional works on the weir itself to address erosion issues identified by DWER.

It is the position of staff that the role of the Balingup Townscape Committee should primarily focus on beautification works that carry a low level of risk. However, staff also see the BTC should play an important role in making recommendations to Council as to larger infrastructure works that it believes should be undertaken by the Shire to improve the townscape of Balingup.

Staff consider there needs to be a distinction between the types of activities undertaken by the BPA and the Shire so each party has clarity going forward. To this effect, it is recommended that Council endorse the creation of a draft policy to guide the future application of Shire funds and the roles and responsibilities of each party. Generally, the position of staff is that if a proposal requires formal approvals in the form of planning, building, engineering, compliance (eg DWER) or warrants significant public consultation, then the Shire should manage and coordinate these larger projects to ensure any compliance matters are addressed and that the wider implications on the community are adequately considered as part of any proposal.

The creation of a policy would also address a range of administrative matters that would benefit from greater clarity including the allocation of funds, the application process, assessment of proposed projects against established criteria, project oversight and fund acquittal. The introduction of policy measures addressing these aspects will ensure both parties are clear on expectations and responsibilities going forward.

The request from the BTC to remedy issues associated with the Rothery Walk Bridge is considered to represent an infrastructure project that ideally should be undertaken by the Shire. There are a range of safety, design, compliance and liability measures that need to be considered and it is the view of staff that whilst it may appear more cost effective for the BTC to undertake the works, the risks posed to the Shire and the public mean that the Shire is the appropriate party for coordinating such works. Furthermore, the Shire will be responsible for the long-term asset management of this facility and therefore needs to ensure it is designed and constructed to a suitable standard that meets regulatory requirements.

The Shire engaged an engineering consultant to undertake a condition assessment on the bridge in 2017, which indicated that the bridge was in reasonable condition, however would benefit from the steel structure being sandblasted and painted with a suitable coating system for the environment in which it is situated. The report suggests this would involve the complete removal of all timberwork, which would subsequently facilitate a complete inspection of all steel work to confirm the condition of the areas which were difficult for the engineer to access at the time. The assessment indicates that consideration should be given to transporting the steelwork to an off-site workshop for cleaning, remedial works and painting prior to being reinstalled.

It is noted that remedial works on the bridge are scheduled in the Shire's Parks and Reserves Asset Management Plan in 2033/34. Based on the consultant's assessment, staff are of the opinion that whilst there may be benefit in raising the bridge to prevent deterioration and improve the appearance of the bridge, there are no urgent works required from a public safety perspective. If Council is of the view that scheduled works and/or the raising of the bridge should be brought forward, then the recommended approach would be to amend the PRAMP when it is next under review.

Cr Massey declared an impartiality interest in the item and remained in the Chamber for the duration of discussion and the vote on the matter.

### **COUNCIL RESOLUTION 169/20**

**Moved Cr Newman                      Seconded Cr Atherton**

**That Council:**

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

**CARRIED 9/0**

## **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 (No 3.1) is presented to Council for information.

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

The Monthly Financial Report for September 2020 is attached (*attachment 9.2.2(1)*).

#### **EXECUTIVE RECOMMENDATION**

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

#### **COUNCIL RESOLUTION 170/20**

**Moved Cr Wringe                      Seconded Cr Smith**

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

**CARRIED 8/1 by En Bloc Resolution**

## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 AGENDA BRIEFING AND COUNCIL MEETING DATES 2021

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Not applicable
<b>File Reference</b>	CNL 33
<b>Author</b>	Maureen Keegan, Manager Executive Services
<b>Responsible Manager</b>	Ben Rose, Chief Executive Officer
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

Recommendation																																						
<b>That Council:</b>																																						
<p><b>1. Adopt the 2021 Agenda Briefing and Ordinary Council Meeting Dates as follows:</b></p> <table border="1"> <thead> <tr> <th>Agenda Briefing</th> <th>Ordinary Council Meeting</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>17 February</td> <td>24 February</td> <td>Council Chamber Donnybrook</td> </tr> <tr> <td>17 March</td> <td>24 March</td> <td>Council Chamber Donnybrook</td> </tr> <tr> <td>21 April</td> <td>28 April</td> <td>Council Chamber Donnybrook</td> </tr> <tr> <td>19 May</td> <td>26 May</td> <td>Council Chamber Donnybrook</td> </tr> <tr> <td>16 June</td> <td>23 June</td> <td>Council Chamber Donnybrook</td> </tr> <tr> <td>21 July</td> <td>28 July</td> <td>Council Chamber Donnybrook</td> </tr> <tr> <td>18 August</td> <td>25 August</td> <td>Council Chamber Donnybrook</td> </tr> <tr> <td>15 September</td> <td>22 September</td> <td>Council Chamber Donnybrook</td> </tr> <tr> <td>20 October</td> <td>27 October</td> <td>Council Chamber Donnybrook</td> </tr> <tr> <td>17 November</td> <td>24 November</td> <td>Balingup Hall</td> </tr> <tr> <td>8 December</td> <td>15 December</td> <td>Council Chamber Donnybrook</td> </tr> </tbody> </table>			Agenda Briefing	Ordinary Council Meeting	Venue	17 February	24 February	Council Chamber Donnybrook	17 March	24 March	Council Chamber Donnybrook	21 April	28 April	Council Chamber Donnybrook	19 May	26 May	Council Chamber Donnybrook	16 June	23 June	Council Chamber Donnybrook	21 July	28 July	Council Chamber Donnybrook	18 August	25 August	Council Chamber Donnybrook	15 September	22 September	Council Chamber Donnybrook	20 October	27 October	Council Chamber Donnybrook	17 November	24 November	Balingup Hall	8 December	15 December	Council Chamber Donnybrook
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8 December	15 December	Council Chamber Donnybrook																																				
<p><b>2. Instructs the Chief Executive Officer undertake all statutory advertising in this regard.</b></p>																																						

## STRATEGIC ALIGNMENT

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

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

## EXECUTIVE SUMMARY

Council is requested to adopt the 2021 calendar for Agenda Briefing and Ordinary Council Meetings (OCM) as presented below:

Agenda Briefing	Ordinary Council Meeting	Venue
<b>17 February</b>	24 February	Council Chamber Donnybrook
<b>17 March</b>	24 March	Council Chamber Donnybrook
<b>21 April</b>	28 April	Council Chamber Donnybrook
<b>19 May</b>	26 May	Council Chamber Donnybrook
<b>16 June</b>	23 June	Council Chamber Donnybrook
<b>21 July</b>	28 July	Council Chamber Donnybrook
<b>18 August</b>	25 August	Council Chamber Donnybrook
<b>15 September</b>	22 September	Council Chamber Donnybrook
<b>20 October</b>	27 October	Council Chamber Donnybrook
<b>17 November</b>	24 November	Balingup Hall
<b>8 December</b>	15 December	Council Chamber Donnybrook

**Agenda Briefings commence at 2pm**

**Ordinary Council Meetings commence at 5pm**

To allow Councillors and Officers to take extended leave throughout December/January it is proposed that no Ordinary Council meeting be held in January 2021. The last meeting of 2020 is Wednesday 16 December and the first meeting for 2021 is 17 February.

No public holidays occur on the dates recommended.

Meetings are held in the Shire Chambers at Donnybrook; it is recommended that the November meeting in Balingup to allow greater community participation. In the recent past, the OCM held in Balingup has been in October each year. It is recommended to shift this to November to avoid conflicting with the Local Government Elections every second year.

In the past, the April OCM has been held at another location within the Shire, however it is recommended that only one meeting per year be held away from the Council Chamber. This is due to limited access to facilities and resources and inability to record the meeting.

## BACKGROUND

Council currently conducts one ordinary meeting on the 4th Wednesday of each month commencing at 5.00pm, a process which was adopted on 19th December 2008.

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

## FINANCIAL IMPLICATIONS

The cost to hold the Ordinary Meetings are provided for in the 2019/20 Budget.



## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

*Local Government Act 1995 Section 5.3*

*Shire of Donnybrook Balingup Meeting Procedures Local Law 2017*

## **CONSULTATION**

Nil

## **OFFICER COMMENT/CONCLUSION**

Nil

## **OUTCOME OF MEETING**

## **EXECUTIVE RECOMMENDATION**

**Moved Cr Mitchell                      Seconded Cr Smith**

**That Council:**

- 1. Adopt the 2021 Agenda Briefing and Ordinary Council Meeting Dates as follows:**

<b>Agenda Briefing</b>	<b>Ordinary Council Meeting</b>	<b>Venue</b>
17 February	24 February	Council Chamber Donnybrook
17 March	24 March	Council Chamber Donnybrook
21 April	28 April	Council Chamber Donnybrook
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15 September	22 September	Council Chamber Donnybrook
20 October	27 October	Council Chamber Donnybrook
17 November	24 November	Balingup Hall
8 December	15 December	Council Chamber Donnybrook

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

## AMENDMENT

Moved Cr Mitchell                      Seconded Cr Smith

That Council:

1. Adopt the 2021 Agenda Briefing and Ordinary Council Meeting Dates as follows:

Agenda Briefing	Ordinary Council Meeting	Venue
17 February	24 February	Council Chamber Donnybrook
17 March	24 March	Council Chamber Donnybrook
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21 July	28 July	Council Chamber Donnybrook
18 August	25 August	Council Chamber Donnybrook
15 September	22 September	Council Chamber Donnybrook
20 October	27 October	Council Chamber Donnybrook
17 November	24 November	<u>Council Chamber Donnybrook</u>
8 December	15 December	Council Chamber Donnybrook

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

LOST 1/8

**COUNCIL RESOLUTION 171/20**

**Moved Cr Mitchell                      Seconded Cr Smith**

**That Council:**

- 1. Adopt the 2021 Agenda Briefing and Ordinary Council Meeting Dates as follows:**

<b>Agenda Briefing</b>	<b>Ordinary Council Meeting</b>	<b>Venue</b>
17 February	24 February	Council Chamber Donnybrook
17 March	24 March	Council Chamber Donnybrook
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15 September	22 September	Council Chamber Donnybrook
20 October	27 October	Council Chamber Donnybrook
17 November	24 November	Balingup Hall
8 December	15 December	Council Chamber Donnybrook

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

**CARRIED 9/0**

### 9.3.2 CORPORATE BUSINESS PLAN - MINOR REVIEW

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	N/A
<b>Author</b>	Maureen Keegan – Manager Executive Services
<b>Responsible Manager</b>	Ben Rose – Chief Executive Officer
<b>Attachments</b>	9.3.2(1) Corporate Business Plan Review November 2020
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council endorse the review of the Shire of Donnybrook Balingup Corporate Business Plan 2017 – 2021, as attached at 9.3.2(1).</b></p>

### STRATEGIC ALIGNMENT

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

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

### EXECUTIVE SUMMARY

Local governments are required to plan for the future of their district in accordance with *Section 5.56 (1) of the Local Government Act 1995*. The minimum requirement of the plan for the future is the development of:

- A Strategic Community Plan – 10 year minimum horizon; and
- A Corporate Business Plan – 4 year minimum horizon.

Section 19C(4) of the *Local Government (Administration) Regulations* requires local governments to review the Strategic Community Plan for its district at least once every 4 years.

Section 19DA(4) of the *Local Government (Administration) Regulations* requires local governments to review the Corporate Business Plan for its district at least once every year.

The Shire is planning to undertake a major strategic review of its Integrated Planning and Reporting Framework documentation between January and July 2021, which will include the Strategic Community Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long-Term Financial Plan.

Due to the major review commencing in January 2021, the Strategic Community Plan does not form part of this report and it is predominantly an update on the Corporate Business Plan with recommendations to flow into the planning for the major review that align with the first year of the Long Term Financial Plan.

The Capital Project list has been updated to reflect the projects within the Budget for 2020-2021 and the individual actions for each strategy were reviewed, with a recommendation provided against each.

## **BACKGROUND**

The Corporate Business Plan 2017 – 2021 was originally adopted 8 August 2017. The preceding Corporate Business Plan (2013 – 2017) was adopted 26 June 2013.

## **FINANCIAL IMPLICATIONS**

The review aligns with the 2020-2021 Budget.

## **POLICY COMPLIANCE**

Not applicable

## **STATUTORY COMPLIANCE**

*Section 5.56 (1) of the Local Government Act 1995.*

## **CONSULTATION**

The minor (desktop) review is completed internally and utilises the Project Updates from the Quarterly Information Bulletin, Community Perception Survey and input from the Executive Group.

## **OFFICER COMMENT/CONCLUSION**

The amendments from the minor review of the Corporate Business Plan will be transposed into the documentation for the Strategic Community Plan major review as standing items for consideration by the Community and Council.

**Cr Wringle declared an impartiality interest in the item and remained in the Chamber for the duration of the discussion and vote on the matter.**

## **COUNCIL RESOLUTION 172/20**

**Moved Cr Atherton**

**Seconded Cr Mitchell**

**That Council endorse the review of the Shire of Donnybrook Balingup Corporate Business Plan 2017 – 2021, as attached at 9.3.2(1).**

**CARRIED 9/0**

**9.3.3 FEEDBACK ON THE DRAFT LOCAL GOVERNMENT (CODE OF CONDUCT) REGULATIONS 2020 – MANDATORY CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	N/A
<b>Author</b>	Loren Clifford, Corporate Planning and Governance Officer
<b>Responsible Manager</b>	Ben Rose, Chief Executive Officer
<b>Attachments</b>	9.3.3(1) Draft Legislation 9.3.3(2) Explanatory Notes 9.3.3(3) WALGA Position Paper 2019 9.3.3(4) WALGA Info Page
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Receive and support the ‘WALGA Draft Submission - Mandatory Code of Conduct for Council Members, Committee Members and Candidates 2019’, as attached at Attachment 9.3.3(3).</b></li> <li><b>2. Authorise the Shire President to vote in accordance with point 1, above, at the South West Zone of WALGA meeting/s.</b></li> </ol>

**STRATEGIC ALIGNMENT**

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

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

**EXECUTIVE SUMMARY**

WALGA is seeking to coordinate a sector response and seeks feedback from Member Local Governments on the draft *Local Government (Code of Conduct) Regulations 2020*.

**BACKGROUND**

The *Local Government Legislation Amendment Act 2019* introduced numerous amendments to the *Local Government Act 1995*, including a requirement for Local Governments to adopt a mandatory Code of Conduct for council members, committee members and candidates that is yet to take effect.

In 2019 the Department of Local Government, Sport and Cultural Industries invited WALGA and other parties to participate in the Mandatory Code of Conduct Working Group. The Department discontinued the Working Group and released a Consultation Paper without endorsement by the Working Group in September 2019.

At the WALGA State Council meeting held in December 2019, based on sector feedback, State Council resolved to request that the Working Group be reconvened to develop an endorsed mandatory Code of Conduct for further sector consultation. State Council also identified several concerns with the proposals in the Consultation Paper.

Throughout 2020, WALGA sought advice from the Department on the progress of draft regulations and a sector consultation process. The Department has now released the draft *Local Government (Model Code of Conduct) Regulations 2020 (Draft Regulations)*, to prescribe the mandatory Code of Conduct, together with Explanatory Notes.

WALGA notes that the Working Group was not reconvened, and the Draft Regulations include several elements that were highlighted as matters of concern by the sector.

Among concerns previously noted is the requirement for Local Governments to determine behavioural breach allegations specified in Division 3 of the Draft Regulations. The administrative process for dealing with breach allegations is unspecified and the option to use external consultants so that impartial and procedurally fair outcomes can be achieved will prove costly, particularly where numerous allegations arise. It is also open for 'any person' to make a complaint which may in extreme circumstances, according to WALGA, lead to a proliferation of vexatious or inconsequential complaints.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

Not applicable

## **STATUTORY COMPLIANCE**

Once promulgated, the legislation requires all Local Governments to adopt the model Code of Conduct within three months.

## **CONSULTATION**

- Local Government sector via WALGA

## **OFFICER COMMENT/CONCLUSION**

WALGA is seeking to coordinate a sector response and seeks feedback from Member Local Governments on the Draft Regulation. WALGA's Draft Submission - Mandatory Code of Conduct for Council Members, Committee Members and Candidates addresses several issues identified by WALGA and the other invited parties who participated in the Working Group.

**COUNCIL RESOLUTION 173/20**

**Moved Cr Wringe                      Seconded Cr Smith**

**That Council:**

- 1. Receive and support the 'WALGA Draft Submission - Mandatory Code of Conduct for Council Members, Committee Members and Candidates 2019', as attached at Attachment 9.3.3(3).**
- 2. Authorise the Shire President to vote in accordance with point 1, above, at the South West Zone of WALGA meeting/s.**

**CARRIED 8/1 by En Bloc Resolution**



### 9.3.4 LOCAL GOVERNMENT ACT REVIEW WALGA ADVOCACY PAPER

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	CNL 14/1
<b>Author</b>	Loren Clifford, Corporate Planning and Governance Officer
<b>Responsible Manager</b>	Ben Rose, Chief Executive Officer
<b>Attachments</b>	9.3.4(1) WALGA Advocacy Positions for a New Local Government Act: <i>Key Issues from Recent Inquiries into Local Government</i>
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Receive and support the ‘WALGA Advocacy Positions for a New Local Government Act: Key Issues from Recent Inquiries into Local Government’ and recommendations, as attached at Attachment 9.3.4(1).</b></li> <li><b>2. Authorise the Shire President to vote in accordance with point 1, above, at the South West Zone of WALGA meeting/s.</b></li> </ol>

### STRATEGIC ALIGNMENT

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

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

### EXECUTIVE SUMMARY

WALGA is seeking feedback and support from Member Local Governments on the *Advocacy Positions for a New Local Government Act: Key Issues from Recent Inquiries into Local Government* paper.

### BACKGROUND

The Review of the Local Government Act 1995 has been a key focus of the Local Government sector and WALGA since the review was announced in 2017.

Stage one, focusing on priority reforms, are now mostly in place following the passage of the Local Government Legislation Amendment Act 2019.

As part of Phase two of the Review, which focuses on wide ranging reforms, the Government established the Local Government Review Panel in November 2019.

The Final Report of the Local Government Review Panel was released in August 2020.

In addition, the final reports of the following two key inquiries were released in September 2020:

- Report of the Inquiry into the City of Perth
- Select Committee into Local Government Final Report

The three reports make recommendations relating to a range of topics and issues relevant to the Review of the Local Government Act.

The paper aims to distil key issues raised by these reports and identify strategic advocacy positions of the Local Government sector to inform the strategic direction of legislative reform.

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY COMPLIANCE**

Not applicable

### **STATUTORY COMPLIANCE**

Nil

### **CONSULTATION**

Nil

### **OFFICER COMMENT/CONCLUSION**

Leveraging the concurrent release of the final reports of three Inquiries, an advocacy paper highlighting key issues has been prepared.

The advocacy paper addresses the issues listed below:

- New Local Government Act
- Legislative Intent
- Intergovernmental Cooperation
- Elections
- Rating Exemptions
- Fees and Charges
- Road Funding
- Regional Collaboration
- Community Engagement
- Roles and Responsibilities
- External Oversight

- Financial Management and Procurement
- Accountability and Audit

The Advocacy Paper approach aims to:

- Ensure the Local Government sector's key concerns are prominent during stage two of the Local Government Act Review
- Leverage the timing and inherent legitimacy of the three key reports to highlight ongoing strategic advocacy priorities
- Concentrate engagement at the strategic policy level, rather than the detail of specific proposals that may or may not represent government policy, and
- Link to WALGA's state election advocacy campaign.

The Advocacy Paper does not replace or diminish existing detailed policy positions, which are underpinned by multiple consultation processes and State Council deliberations.

Key Local Government sector policy positions are listed in the Recommendations section of the paper, attached at 9.3.4(1).

#### **COUNCIL RESOLUTION 174/20**

**Moved Cr Atherton**

**Seconded Cr Wringe**

**That Council:**

- 1. Receive and support the 'WALGA Advocacy Positions for a New Local Government Act: Key Issues from Recent Inquiries into Local Government' and recommendations, as attached at Attachment 9.3.4(1).**
- 2. Authorise the Shire President to vote in accordance with point 1, above, at the South West Zone of WALGA meeting/s.**

**CARRIED 9/0**

### 9.3.5 IMPLEMENTATION OF THE DESIGNATED AREA MIGRATION AGREEMENT

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	N/A
<b>Author</b>	Maureen Keegan – Manager Executive Services
<b>Responsible Manager</b>	Ben Rose – Chief Executive Officer
<b>Attachments</b>	South West Zone Report
<b>Voting Requirements</b>	Simple Majority

<b>Recommendation</b>
<p><b>That Council instruct the Chief Executive Officer to allocate \$5,000 in the Draft 2021-2022 Budget towards the Designated Area Representative operational expenses and include provision for recurrent funding for a further four years in the Long Term Financial Plan.</b></p>

### STRATEGIC ALIGNMENT

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

Outcome	1.1	A diverse, prosperous economy, supporting local business and population growth.
Strategy	1.1.1	Promote, maintain, and diversify investment in the district.
Action	1.1.1.4	Actively partner in regional growth planning partnerships and projects.

### EXECUTIVE SUMMARY

Council at its October Ordinary Meeting, resolved (Res. 152/20):

*That Council instructs the Chief Executive Officer to execute the South West Regional Councils Designated Area Migration Agreement Memorandum of Understanding as attached.*

At the October meeting, Council were advised the background study would be funded through a private business which has occurred under the auspice of the Bunbury Geographe Chamber of Commerce and Industry (BGCCI) who has engaged a consultant to develop the Designated Area Migration Agreement (DAMA) for submission to Department of Home Affairs (DHA) on behalf of the South West region.

Upon acceptance and approval by DHA, the SW Regional DAMA will become the Designated Area Representative (DAR) for a term of five years. The private sector, however, is not eligible to be the Designated Area Representative and cannot enter into the Agreement directly with the Federal Government; this must be a Local or Regional Government Agency.

Upon the DHA approving the DAMA, it will become the responsibility of South West Local Governments to administer the DAR and it is envisaged to appoint a 0.5FTE Officer to service the entire South West during the 5 year agreement. The Shire of Dardanup and Harvey has offered to be the employing/hosting Local Government.

Council is now further requested to approve an allocation of \$5000 per year for the engagement of a resource to service the entire South West during the 5-year agreement.

## **BACKGROUND**

The 12 South West Local Governments have expressed a willingness to participate in the development of the DAMA and each will discuss with their individual Councils the request for the optional financial contribution.

## **FINANCIAL IMPLICATIONS**

A financial contribution of \$5,000 per year is requested from each participating local government, for each year of the five years of the proposed operation of the DAR.

Council are requested to consider the financial contribution during the draft 2021-2022 budget discussions and the inclusion into the Long Term Financial Plan until 2024-2025.

## **POLICY COMPLIANCE**

Not applicable.

## **STATUTORY COMPLIANCE**

Not applicable.

## **CONSULTATION**

- All South West local governments
- Regional Development Australia South West
- Hon Nola Marino, Assistant Minister for Regional Development and Territories

## **OFFICER COMMENT/CONCLUSION**

This is a good example of a collaborative South West partnership model where local governments can achieve more collectively than they could individually.

Four Local Governments have confirmed they will contribute to the DAR, the 9 remaining Local Governments are awaiting a decision from Council.

**COUNCIL RESOLUTION 175/20**

**Moved Cr Wringe                      Seconded Cr Smith**

**That Council instruct the Chief Executive Officer to allocate \$5,000 in the Draft 2021-2022 Budget towards the Designated Area Representative operational expenses and include provision for recurrent funding for a further four years in the Long Term Financial Plan.**

**CARRIED 8/1 by En Bloc Resolution**

### 9.3.6 COMMERCIAL LEASE POLICY ADOPTION

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	ADM 11/4
<b>Author</b>	Loren Clifford, Corporate Planning and Governance Officer
<b>Responsible Manager</b>	Ben Rose, Chief Executive Officer
<b>Attachments</b>	9.3.6(1) Draft Commercial Lease Policy
<b>Voting Requirements</b>	Simple Majority
<b>Conflicts of Interest</b>	N/A

<b>Recommendation</b>
<b>That Council adopt the <i>Commercial Lease Policy</i> as per Attachment 9.3.6(1).</b>

### STRATEGIC ALIGNMENT

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

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

### EXECUTIVE SUMMARY

For Council to consider and adopt the proposed Commercial Lease policy.

### BACKGROUND

The Shire currently has no policy in place to provide the Administration with guidance in its approach to dealing with commercial leases, which has led to historically inconsistent outcomes across the commercial lease portfolio.

The Shire presently hosts six commercial leases:

- Donnybrook Medical Services - Doctors Surgery, 41 Bentley Street, Donnybrook.
- Sonic Healthcare - Clinipath Pathology, 41 Bentley Street, Donnybrook.
- Dental Corporation Pty Ltd (BUPA) - 116A South Western Highway, Donnybrook.
- Dental Corporation Pty Ltd (BUPA) – 116B South Western Highway, Donnybrook.
- Donnybrook, Capel Districts Community Bank – 70 South Western Highway, Donnybrook.
- Goods Shed (to be leased in the future).

## **FINANCIAL IMPLICATIONS**

If associated commercial lease costs are not on-charged, as per the attached Commercial Lease Policy, Council will need to give budget considered for the following:

- Market Valuation is approximately \$2,000 - \$3,000, per valuation (required by LG Act).
- Drafting of a commercial lease and is approximately \$1,000 - \$2,000, per lease

The Advertising costs associated with giving local public notice pursuant to sec.3.58(3)(a) is approximately \$250.

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

*Local Government Act 1995*

*Commercial Tenancy (Retail Shops) Act 1985*

*Land Administration Act 1997*

## **CONSULTATION**

Nil

## **OFFICER COMMENT/CONCLUSION**

An analysis of six other local governments policies relating to commercial leases was undertaken to compare and considered for this draft Commercial Lease Policy.

### Lease Rent

Of the six local governments benchmarked, five have a policy which bases its rent at market valuation, one by negotiation. The rent methodology in this draft policy has been based on a market valuation obtained from an independent certified valuer. Rent will be reviewed annually in accordance with the Consumer Price Index adjustments as stated in the Standard Commercial Lease.

### Phasing in

Rent shall be phased-in at the commencement of this Policy to allow for any significant increases where a new lease is being prepared for an existing lessee. A significant increase is to be considered a market valuation 10% or more than the lessees' current rent.

Where:

- There is an existing lessee at the premises; and
- a new lease is being prepared; and
- the current Market Valuation is 10% above the current rent amount.

Rent shall increase in equal increments over a three-year period to bring it up to the current Market Valuation. After the third year the rent will be reviewed annually in accordance with Consumer Price Index adjustments as stated in the Standard Commercial Lease.



Where:

- There is an existing lessee at the premises; and
- a new lease is being prepared; and
- the current rent amount is 10% below the current Market Valuation.

Rent shall increase to the current Market Valuation for the first year and will be reviewed annually in accordance with the Perth Consumer Price Index adjustments as stated in the Standard Commercial Lease.

#### Lease Terms (timeframe)

Standard lease terms (timeframes) varied between the six local governments benchmarked. Of the five that specified terms, two were based on a minimum five-year term, two were by case-by-case negotiation and one had a term of no longer than 20 years.

To ensure a balance between the need for security of tenure and utilisation of the Shire owned premises, the draft policy terms are to be negotiated by the Chief Executive Officer in accordance with current market conditions, with a minimum five-year term for the first term.

Consideration for the *Commercial Tenancy (Retail Shops) Act 1985* have been made to ensure compliance with legislation.

#### Standard Lease Document

Any new commercial lease, or renewal of an existing lease, shall be based on the Shire's 'Standard Commercial Lease' incorporating the requirements in this draft policy. Any variations to the Standard Commercial Lease will be detailed in an Item in the Schedule (Additional Terms and Covenants) in the lease document.

Allowance has been made for the Chief Executive Officer to make minor changes to the Standard Community Lease, to ensure any necessary changes are not held up in process.

#### Lease Renewals

In accordance with section 3.58(3) of the *Local Government Act 1995*, whenever premises become available, a market value will be obtained, and Expressions of Interest will be sought for commercial lessees.

Where there is an existing lessee at the premises and the lease has expired with no further options, a Market Valuation will be obtained, and they will be given the first option of renewal for a new lease.

#### Costs

The responsibility of all legal and associated costs varied between the local governments benchmarked. Of the three that specified who is responsible for these costs, two were by negotiation and one 100% of all costs by the Lessee. The Shire's current arrangement is for the lessee to pay for half of all legal and associated costs.

The draft policy has outlined that the lessee will be responsible for 100 % of all legal costs incurred for the drafting of the lease document.

The costs of obtaining a market valuation in accordance with section 3.58(3)(a) of the *Local Government Act 1995* for the initial lease rental assessment and during the term of the lease for any rent reviews will be split 50:50 between the Shire and lessee.

The Shire will bear all costs in accordance with section 14B *Commercial Tenancy (Retail Shops) Act 1985* for any lease being prepared for a retail shop.

## OUTCOME OF MEETING

### EXECUTIVE RECOMMENDATION

Moved Cr Mitchell            Secoded Cr Lindemann

That Council adopt the *Commercial Lease Policy* as per Attachment 9.3.6(1).

### AMENDMENT

Moved Cr Wringe            Secoded Cr Smith

That Council adopt the *Commercial Lease Policy* as per Attachment 9.3.6(1), **subject to the following amendments to the Policy:**

- **Points 1.1.1 and 1.1.2 – inclusion of the words ‘up to’ before ‘10% above the current rent amount’.**

**CARRIED 9/0**

## COUNCIL RESOLUTION 176/20

Moved Cr Mitchell            Secoded Cr Lindemann

That Council adopt the *Commercial Lease Policy* as per Attachment 9.3.6(1), subject to the following amendments to the Policy:

- **Points 1.1.1 and 1.1.2 – inclusion of the words ‘up to’ before ‘10% above the current rent amount’.**

**CARRIED 8/1**

**Cr Atherton requested his vote against be recorded**

### **9.3.7 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM – EXTENSION ROUND**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	NA
<b>Author</b>	Ben Rose, Chief Executive Officer
<b>Responsible Manager</b>	Ben Rose, Chief Executive Officer
<b>Attachments</b>	9.3.7(1) - BPA Correspondence 9.3.7(2) - Pump Tracks Information A 9.3.7(3) – Pump Tracks Information B
<b>Voting Requirements</b>	Simple Majority

<b>Recommendation</b>
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Endorse the expenditure of approximately \$67,000 from the Local Roads and Community Infrastructure Program (Extension Round) for works to the Balingup Recreation Centre facility/surrounds.</b></li> <li><b>2. Instruct the Chief Executive Officer to undertake online/web-based community consultation in relation to the development of a Pump Track within the Donnybrook townsite, to be funded at approximately \$400,000 from the Local Roads and Community Infrastructure Program Funding – Extension Round;</b></li> <li><b>3. In relation to point 2, above, instruct the Chief Executive Officer to present the results of community consultation as well as a potential location and arrangements to Council at its December 2020 Ordinary Meeting.</b></li> </ol>

### **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	3.3.3.1	Within resource capacity, maintain and develop sport and recreation facilities in line sport and recreation masterplans

### **EXECUTIVE SUMMARY**

On 30 October 2020, the Shire was advised that it will be eligible to apply for up to \$467,000 in Federal funding under the Local Roads and Community Infrastructure Program – Extension Round (LRCI – Extension Round). The Executive recommend:

- Exploring the opportunity for a Pump Track to be developed within the Donnybrook townsite, with notional funding allocated at \$400,000; and
- Allocating approximately \$67,000 towards works at the Balingup Recreation Centre.

## BACKGROUND

This Federal funding is available to all local governments in Australia and its purpose is to enable local governments to deliver local employment outcomes and local economic development through the COVID19 recovery phase.

Applications under the LRCI – Extension Round will open in January 2021, with projects required to be delivered by 31 December 2021.

Whilst the LRCI – Extension Round funding guidelines have not yet been released, it is reasonable to assume the guidelines will not differ materially from the Round 1 guidelines (as this round is termed an ‘extension round’ to Round 1). The key provision of the guidelines for project selection is that the project/s nominated by the local government must be “additional to an Eligible Funding Recipient’s existing work plan”. That is, the nominated project/s cannot be works the local government was intending to undertake in 2020-21 or 2021-22; they must be new works, or works brought forward from an existing Asset Management Plan.

The LRCI Round 1 Project Nomination Form required the approved project/s to comply with one of the following work categories:

Road Infrastructure	Community Infrastructure
General maintenance	Closed Circuit TV (CCTV)
Construction of a new road	Bicycle and Walking Paths
Sheeting/re-sheeting	Painting/Improvements to community facilities
Reconstruction	Repairs/Replacement of fencing
Rehabilitation	Improved Accessibility of Community Facilities and Areas
Widening	Landscaping Improvements
Sealing	Picnic Shelters or Barbeque Facilities at Community Parks
Resealing	Playgrounds and Skateparks (including all ability playgrounds)
Bridge works	Toilet blocks
Tunnel works	Replacement of light bulbs in street lights
Drainage	Noise and Vibration Mitigation Measures
Traffic improvement	Off-road Car Parks (such as those at sporting grounds or parks)
Street lighting equipment	Other, please specify.
Other, please specify.	

Both the identified works to Balingup Recreation Centre and development of a Pump Track would comply with work categories under Community Infrastructure.

## **DETAILS**

### ***Works to Balingup Recreation Centre***

On 26 October 2020, the Balingup Progress Association and Balingup and Districts Sports Association (via Wendy Trow, Chairperson of the Balingup Progress Association) wrote to the Chief Executive Officer identifying various works recommended to be delivered to the Balingup Recreation Centre (refer Attachment). Whilst the works are mostly identified as requiring actioning (with various levels of priority), Shire budget restrictions for 2020-21 do not allow for the capital expenditure.

The unsolicited, but welcomed, Federal funding via the LRCI – Extension Round provides an opportunity to bring forward the works to the Balingup Recreation Centre.

### ***Pump Track***

A Pump Track is defined by Common Ground Trails Pty Ltd in Attachment 9.3.7(3) (page 20) as follows:

*“A pump track is a 1-3 metre wide track that can be used for bicycle, skateboard, in-line skates and scooter riders to practice skills on a series of features, such as berms and rollers placed in quick succession. Essentially they are scaled down BMX tracks which do not require pedaling. ‘Pump’ refers to the action made by riders pushing down with their arms and legs to manoeuvre the bike or board over features to maintain momentum without pedaling or pushing-off the ground. Typically, tracks can be ridden continuously, and different combinations of features can be linked to provide a varied challenge. Bike handling skills can be transferred to other mountain bike tracks. Well designed pump tracks cater for all abilities, with all features being roll-able for beginners, and allowing for progression to pumping, and even jumping for more advanced riders. Riding a pump track is easy and children are typically comfortable using them within 10-20 minutes.*

*A well designed pump track provides enough challenges to stay attractive for years, because the rollers and berms can be combined and transitioned in different directions, creating opportunity for skilled riders to do jumps and maneuvers. Pump tracks can be made from natural soil, hardened surfaces, wood, fibreglass, concrete or asphalt. Historically pump tracks were constructed from natural soil blends and required significant ongoing maintenance. More recently, world’s best practice is tending toward lower maintenance surfacing techniques and materials, such as asphalt, which are inclusive for a larger user base of wheeled-sports including skateboarding, scooters, in-line skates and non-off road bikes.”*

## **FINANCIAL IMPLICATIONS**

To be explored in further detail for the December 2020 Ordinary Meeting of Council.

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

Nil

## **CONSULTATION**

The Balingup Progress Association and Balingup and Districts Sports Association have approached the Shire, identifying the need for works to the Balingup Recreation Centre. The Shire's Asset Management Plan also identifies required works to the Balingup Recreation Centre. Further detailed consultation would be required with key stakeholders as to the priority of expenditure of LRCI – Extension Round grant funding at the Balingup Recreation Centre, if the Council resolves to expend funding at this facility.

The proposal for development of a Pump Track in central Donnybrook was raised through community consultation for both the Donnybrook Town Centre Revitalisation Project (late 2019) and the Apple Fun Park Revitalisation Project (early 2020). The concept has also been raised by several Councillors through Concept Forums.

In preparation for this agenda item, the Chief Executive Officer has contacted Common Ground Trails Pty Ltd, a south-west based company that specialises in cycle infrastructure, and particularly Pump Tracks. Background information provided by Common Ground Trails is attached to this agenda item. Additionally, Common Ground Trails advised the Chief Executive Officer:

- There are currently no Pump Tracks in the south-west, with other local governments and cycling groups focusing on mountain bike trails. This provides a strategic advantage to this Shire in 'moving first' in the Pump Track market.
- The agglomeration effect of a revitalised Apple Fun Park and a newly developed Pump Track in Donnybrook would work well together for visitor attraction numbers / economic development.
- A budget of approximately \$400k would enable development of local-regional level Pump track facility.
- The Shire of Irwin (in Port Dennison) recently completed a Pump Track with a contractor budget of \$350,000 however, that Shire contributed plant, labour and materials which enabled delivery of approximately \$500,000 worth of value for the completed Pump Track and associated landscaping.

If the Council resolves to support the development of a Pump Track in Donnybrook, the Executive will review potential locations, undertake preliminary consultation with any relevant stakeholders and present back to the December 2020 Ordinary Meeting of Council with a recommend site and arrangements.

## **OFFICER COMMENT/CONCLUSION**

The unsolicited, but welcomed, Federal funding via the LRCI – Extension Round provides an excellent opportunity to invest into community infrastructure. The approach recommended by the Executive is to apply a portion of the funding towards capital renewal works (Balingup Recreation Centre) and apply the greater portion of funding towards a youth-focused visitor attraction facility that will complement the Apple Fun Park.

**Cr Sercombe declared a financial interest in the item and left the Chamber at 6.24pm for the duration of discussion and the vote on the matter.**

**COUNCIL RESOLUTION 177/20**

**Moved Cr Atherton**

**Seconded Cr Massey**

**That Council:**

- 1. Endorse the expenditure of approximately \$67,000 from the Local Roads and Community Infrastructure Program (Extension Round) for works to the Balingup Recreation Centre facility/surrounds.**
- 2. Instruct the Chief Executive Officer to undertake online/web-based community consultation in relation to the development of a Pump Track within the Donnybrook townsite, to be funded at approximately \$400,000 from the Local Roads and Community Infrastructure Program Funding – Extension Round;**
- 3. In relation to point 2, above, instruct the Chief Executive Officer to present the results of community consultation as well as a potential location and arrangements to Council at its December 2020 Ordinary Meeting.**

**CARRIED 7/1**

**Cr Mitchell requested her vote against be recorded**

**Cr Sercombe returned to the Chamber at 6.38pm.**

### 9.3.8 LONG TERM FINANCIAL PLAN REVIEW

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	N/A
<b>Author</b>	Loren Clifford, Corporate Planning and Governance Officer
<b>Responsible Manager</b>	Ben Rose, Chief Executive Officer
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Notes that the review of Shire Long Term Financial Plan will no longer be presented at the November 2020 Ordinary Council Meeting.</b></li> <li><b>2. Instructs the Chief Executive Officer to present the review of the Shire’s Long Term Financial Plan at a Special Council Meeting in late November, early December 2020.</b></li> </ol>

### STRATEGIC ALIGNMENT

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

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

### EXECUTIVE SUMMARY

To resolve to review the Long Term Financial Plan at a Special Council Meeting in late November / early December 2020.

### BACKGROUND

At its September 2020 Ordinary Meeting, Council resolved (in part):

2. *Acknowledges its previous in-principle \$3m (capped) project funding decision (based on details from the Ordinary Meetings of 18 December 2019 and May 2020) and instructs the Chief Executive Officer to review the Shire’s Long Term Financial Plan, by no later than the November 2020 Ordinary Meeting of Council, with scenario modelling for provision of borrowings of up to \$3m towards the Donnybrook and Districts Sporting, Recreation and Entertainment Precinct Project.*

Whilst the review of the existing Long Term Financial Plan can be presented to the November 2020 Ordinary Meeting of Council, there will be insufficient time to workshop the Plan with Elected Members prior to that meeting. In this regard, it is recommended that consideration of



the Plan be 'pushed back' by several weeks to enable robust review and due diligence by Elected Members prior to formal consideration at a Special Meeting of Council.

#### **FINANCIAL IMPLICATIONS**

Nil.

#### **POLICY COMPLIANCE**

Not applicable.

#### **STATUTORY COMPLIANCE**

Nil.

#### **CONSULTATION**

Nil.

#### **OFFICER COMMENT/CONCLUSION**

A Special Council Meeting will be scheduled for late November / early December 2020 to review the Long Term Financial Plan.

### **COUNCIL RESOLUTION 178/20**

**Moved Cr Atherton**

**Seconded Cr Mitchell**

**That Council:**

- 1. Notes that the review of Shire Long Term Financial Plan will no longer be presented at the November 2020 Ordinary Council Meeting.**
- 2. Instructs the Chief Executive Officer to present the review of the Shire's Long Term Financial Plan at a Special Council Meeting in late November, early December 2020.**

**CARRIED 9/0**

**9.3.9 DONNYBROOK TOWN CENTRE REVITALISATION PROJECT – GOODS SHED LEASE PRE-FUNDING CONSIDERATION**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	PWF18V
<b>Author</b>	Ben Rose, Chief Executive Officer
<b>Responsible Manager</b>	Ben Rose, Chief Executive Officer
<b>Attachments</b>	9.3.9(1): Public Expression of Interest
<b>Voting Requirements</b>	Absolute Majority

<b>Recommendation</b>
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>1. Amend the 2020-21 Budget by approving expenditure of up to \$240,000 on development of food and beverage facilities at the Goods Shed, Donnybrook, with funds sourced from the Buildings Reserve, subsequent to: <ul style="list-style-type: none"> <li>○ Transfer of the funds balance of the Apple Fun Park Reserve into the Building Reserve - \$99,521</li> <li>○ Transfer from the Land Development Reserve into the Building Reserve - \$100,000</li> <li>○ The balance to be sourced from the Buildings Reserve - \$40,479.</li> </ul> </li> <li>2. Instruct the Chief Executive Officer to undertake public notification in relation to point 1, above, as per requirements of the Local Government Act 1995.</li> <li>3. Instruct the Chief Executive Officer to negotiate commercial terms with any lessee at the Goods Shed so as to (amongst other terms) recoup reasonable costs, over a reasonable period, associated with non-fixed assets of the food and beverage component of the development. Such negotiation is to seek a financial co-contribution by the lessee to the kitchen and bar servery fit out so as to reduce the Shire’s pre-funding costs.</li> <li>4. In accordance with point 3, above, instruct the Chief Executive Officer to present the negotiated terms of any lease to the Council for consideration for approval prior to execution of any lease for the Goods Shed.</li> <li>5. In accordance with point 4, above, instruct the Chief Executive Officer that the recouped funding for non-fixed assets provided to the Shire via any lease of the Goods Shed is to be directed into the Buildings Reserve.</li> </ol> <p style="text-align: right;"><b>ABSOLUTE MAJORITY VOTE REQUIRED</b></p>

**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 within the district

## EXECUTIVE SUMMARY

The approved tender for the Donnybrook Town Centre Revitalisation Project (to Perkins Builders) specifically excluded completion of the kitchen and servery bar (including fit out). This funding/work was proposed to be undertaken by an incoming food and beverage operator, as is a common occurrence in commercial lease arrangements. Following a public Expression of Interest process earlier in the year, an alternative funding methodology is proposed, whereby the Shire pre-funds works to the kitchen and servery bar and recoups appropriate pre-funded costs over a set term of the commercial lease. This type of pre-funding arrangement has been undertaken by the Shire previously for both commercial and community/sporting projects. Shire funds for the pre-funded works can be sourced from either existing Reserve accounts, or via a new loan facility. As the Shire has sufficient cash-backed Reserves, it is recommended to pre-fund via Reserves rather than establishing a new loan facility.

## BACKGROUND

At its May 2020 Ordinary Meeting, Council approved the tender from Perkins Builders for the Donnybrook Town Centre Redevelopment Project, including heritage refurbishment and adaptation of the Goods Shed for co-location of a food and beverage operation. As part of this decision-making process, it was identified and acknowledged that completion of the kitchen and servery bar (including fit out) would be an additional project cost.

Perkins has confirmed that the following is excluded from its price:

- Shade structures;
- The fabrication and installation of the exhibit displays within the interpretive area of the Goods Shed;
- The fabrication and installation of the external interpretation and small scale sculptured arts works within the landscaping area;
- Kitchen and servery bar fit out;
- Media screen to be located on the eastern wall of the Goods Shed; and
- Mechanism for lifting the Draw Bridge and associated rail signals.

If the tender from Perkins is accepted, then additional funds will be required for the elements listed above to complete the project.

*Extract copied from Minutes of May 2020 Ordinary Council Meeting*

Under the project funding model, it was proposed that the costs for completion and fit out of the kitchen and servery bar would be borne by a future lessee of the Goods Shed, with funding

negotiated as part of the commercial lease arrangement, as is common-place in commercial leases.

After a public Expression of Interest process earlier in the year, the Executive believes a modified approach is required in order to secure and retain a quality operator that will provide a market differentiation to the existing food and beverage offering in Donnybrook. Securing an operator is vital to the success of the project and the precinct, as without such the opening hours of the heritage refurbished Goods Shed interpretive centre are likely to require resourcing directly by the Shire.

## **DETAILS**

Shire staff have sought cost estimates for the completion of the kitchen and bar servery and fit out of both with commercial kitchen plant and equipment (dishwashers, ovens, fridges etc). The costs are approximately \$120k for the kitchen and bar servery completion and a further \$120k for fit out of the kitchen and bar servery – making \$240k in total. These works will create a fully functional, walk-in facility.

The Shire has a precedence of pre-funding arrangements, for both commercial and not-for-profit projects (as do most local governments), for example:

- Donnybrook Dental Clinic (Dental Corporation Pty Ltd):
  - The Shire pre-funded \$307,224 worth of refurbishment and fit out works to 116A South Western Highway (converting from a GP Clinic to a Dental Clinic):
    - \$180,000 via Shire loan;
    - \$127,224 via Municipal fund and Reserves.
    - 20 year payback term, concluding 2026.
- Donnybrook Country Club Incorporated Association:
  - The Shire pre-funded \$94,250 as a self supporting loan for development of the synthetic bowls rink:
    - 10 year payback term, concluding 2026.

## **FINANCIAL IMPLICATIONS**

Expenditure of \$240k by the Shire will (if approved) represent an 11% own source capital investment in the project. To date, the project is funded via \$2M State investment and \$115k Federal investment; the Shire has not yet contributed any capital investment into the project (although has contributed operating/staff costs). As the State Government funding for the project was made available prior to a business case or proposition being presented to government, the project delivery has not followed the 'normal course' of a grant funded project (i.e. application precedes funding commitment). In the 'normal course' of events, the Shire would have been expected to have contributed somewhere between a third (\$785,000) and a half (\$1,177,500) of the project funding. Therefore, although a significantly material allocation by the Shire, investment of \$240,000 is only a minor contribution in the scheme of the project – and is a contribution that can be partially recouped in any case.

The pre-funding methodology recommended by the Executive is via existing Reserve accounts. It is recommended to transfer sufficient funds into the Buildings Reserve, with all costs attributed to that one Reserve account, rather than attributed across multiple Reserve accounts. As such, it is recommended to:

- Amend the 2020-21 Budget by approving expenditure of up to \$240,000 on development of food and beverage facilities at the Goods Shed, Donnybrook, with funds sourced from the Buildings Reserve, subsequent to:
  - Transfer of the funds balance of the Apple Fun Park Reserve into the Building Reserve - \$99,521.
  - Transfer from the Land Development Reserve into the Building Reserve - \$100,000.
  - The balance to be sourced from the existing Buildings Reserve - \$40,479.

The Reserves account balances, as per the 2020-21 Shire Budget, are as follows (red highlighted rows for highlighting of referenced Reserve accounts):

<b>8. CASH BACKED RESERVES</b>				
<b>(a) Cash Backed Reserves - Movement</b>				
	<b>2020/21 Budget Opening Balance</b>	<b>2020/21 Budget Transfer to</b>	<b>2020/21 Budget Transfer (from)</b>	<b>2020/21 Budget Closing Balance</b>
	\$	\$	\$	\$
(a) Waste Management Reserve	1,535,974	0	(125,000)	1,410,974
(b) Bushfire Control & Management Reserve	2,282	0	0	2,282
(c) Aged Care Reserve	1,187,133	0	(42,180)	1,144,953
(d) Employee Entitlements Reserve	192,881	0	(7,500)	185,381
(e) Arbuthnott Memorial Scholarship Reserve	3,585	0	(300)	3,285
(f) Strategic Planning Studies Reserve	40,051	0	0	40,051
<b>(g) Land Development Reserve</b>	<b>450,271</b>	<b>0</b>	<b>0</b>	<b>450,271</b>
(h) Vehicle Reserve	402,000	212,000	(237,310)	376,690
(i) Roadworks Reserve	435,434	0	0	435,434
(j) Revaluation Reserve	10,700	0	0	10,700
(k) Central Business District Reserve	3,054	0	0	3,054
<b>(l) Buildings Reserve</b>	<b>758,523</b>	<b>0</b>	<b>(511,307)</b>	<b>247,216</b>
(m) Building Maintenance Reserve	0	0	0	0
<b>(n) Apple Funpark Reserve</b>	<b>99,521</b>	<b>0</b>	<b>0</b>	<b>99,521</b>
(o) Information Technology Reserve	107,523	0	(8,000)	99,523
(p) 27 Pay Period	0	0	0	0
(q) Unspent Grants Reserve	0	0	0	0
(r) Contribution To Works Reserve	0	0	0	0
(s) Park and Reserves Reserve	153,744	0	0	153,744
(t) Carried Forward Project Reserve	1,139,556	0	(200,616)	938,940
(u) COVID 19 Reserve	102,532	0	0	102,532
	<b>6,624,764</b>	<b>212,000</b>	<b>(1,132,213)</b>	<b>5,704,551</b>

If the Council is to support the pre-funding arrangement via Reserves, the 2020-21 closing budget balance would be \$5,464,551.

In the commercial lease negotiation process, it would be appropriate for the Shire to seek to negotiate repayment terms which reflect the Shire's foregone accrued interest on the Reserve funds accessed (in addition to the principal). Given that approximately \$120k of the required expenditure relates to fixed assets (completion of the kitchen and servery bar), the Executive recommends any costs recouped from a lessee relate to the non-fixed assets (fit out of the kitchen and bar servery including plant and equipment) – which are also \$120k.

If a loan facility was to be the preferred pre-funding methodology, the WA Treasury Corp's present borrowing rate is 1.59%, with the State Government Guarantee fee at 0.7% (totalling 2.29%). A 10 year payback period would be recommended.

Both pre-funding methodologies (Reserve Account or Loan Facility) are equally appropriate for this proposition, however, given the Shire's capacity to use Reserves for this initiative, it is recommended in preference to establishing a loan which will incur interest payments (however modest they presently are). By way of comparison of Reserve balances with other similar sized band three local governments in the south west:

- The Shire of Collie project a year-end closing balance of \$873,563.
- The Shire of Bridgetown Greenbushes project a year-end closing balance of \$2,614,383.

## **POLICY COMPLIANCE**

The Council will be considering adoption of a Commercial Lease policy at the November 2020 Ordinary Meeting. Application of the new Policy, if approved, will relate to the Goods Shed once a lease with a tenant is contemplated.

## **STATUTORY COMPLIANCE**

Prior to executing a lease agreement for the Goods Shed, the Shire must comply with s3.58 of the *Local Government Act 1995*, which relates to public notice requirements for the key terms of a lease.

Outside of annual Budget adoption, any re-purposing of Reserve account funds (or establishment of a new loan) requires public notification in a locally circulating newspaper, as per s6.11 of the *Local Government Act 1995*. Note, this is not a public consultation process seeking feedback, but rather, is a public notification process only. The public notification process is for four weeks.

## **CONSULTATION**

The Shire has identified a commercial party interested in the lease of the Goods Shed for a food and beverage operation and has undertaken preliminary discussions with that party. No agreements or contracts have been contemplated with the party at this stage, however, the outcome of this Council agenda item will provide direction to the Chief Executive Officer in furthering those discussions before any formal proposition is presented to Council for consideration.

## **OFFICER COMMENT/CONCLUSION**

Establishment of a viable and dynamic food and beverage operation from the Goods Shed is paramount to the success of the interpretive centre and the entire precinct; without an operator, the Shire will be required to resource the opening, closing and 'manning' of the centre. To date, the Shire has been fortunate to not have contributed any capital investment in to the project; in a normal grant funded scenario, the Shire would have been expected (by the State Government) to have funded around a third to half of the capital costs. Investment of \$240k into the project will represent an 11% contribution by the Shire.

### **COUNCIL RESOLUTION 179/20**

**Moved Cr Lindemann**

**Seconded Cr Wringe**

**That Council:**

- 1. Amend the 2020-21 Budget by approving expenditure of up to \$240,000 on development of food and beverage facilities at the Goods Shed, Donnybrook, with funds sourced from the Buildings Reserve, subsequent to:**
  - **Transfer of the funds balance of the Apple Fun Park Reserve into the Building Reserve - \$99,521**
  - **Transfer from the Land Development Reserve into the Building Reserve - \$100,000**
  - **The balance to be sourced from the Buildings Reserve - \$40,479**
- 2. Instruct the Chief Executive Officer to undertake public notification in relation to point 1, above, as per requirements of the Local Government Act 1995.**
- 3. Instruct the Chief Executive Officer to negotiate commercial terms with any lessee at the Goods Shed so as to (amongst other terms) recoup reasonable costs, over a reasonable period, associated with non-fixed assets of the food and beverage component of the development. Such negotiation is to seek a financial co-contribution by the lessee to the kitchen and bar servery fit out so as to reduce the Shire's pre-funding costs.**
- 4. In accordance with point 3, above, instruct the Chief Executive Officer to present the negotiated terms of any lease to the Council for consideration for approval prior to execution of any lease for the Goods Shed.**
- 5. In accordance with point 4, above, instruct the Chief Executive Officer that the recouped funding for non-fixed assets provided to the Shire via any lease of the Goods Shed is to be directed into the Buildings Reserve.**

**CARRIED 5/4**

**ABSOLUTE MAJORITY VOTE ATTAINED**

**Crs Mitchell, Atherton and Sercombe requested their votes against be recorded**

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

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***10.1 COUNCILLOR***

---

Nil.

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

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Nil.



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

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

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

#### **12.1.1 CONFIDENTIAL – 2021 COMMUNITY CITIZEN OF THE YEAR AWARDS**

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

*(b) the personal affairs of any person*

#### **12.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER CONTRACT RENEWAL**

This report is confidential in accordance with Section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

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

### **EXECUTIVE RECOMMENDATION**

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

- 12.1.1 CONFIDENTIAL – 2021 COMMUNITY CITIZEN OF THE YEAR AWARDS
- 12.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER CONTRACT RENEWAL

### **COUNCIL RESOLUTION 180/20**

Moved Cr Mitchell                      Seconded Cr Smith

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

- 12.1.1 CONFIDENTIAL – 2021 COMMUNITY CITIZEN OF THE YEAR AWARDS
- 12.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER CONTRACT RENEWAL

**CARRIED 9/0**

The meeting was closed to the public at 7.16pm.

## **COUNCIL RESOLUTION 183/20**

**Moved Cr Massey**

**Seconded Cr Mitchell**

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

**CARRIED 9/0**

**The meeting was re-opened to the public at 7.57pm.**

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

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#### **COUNCIL RESOLUTION 155/20**

*That Council:*

- 1. Approve the AUSPIRE Community Citizen of the Year Award winners recommended by the selection panel as provided in the Confidential Minutes.*
- 2. Note that Award recipients are kept confidential until they are awarded at the Australia Day event on 26 January 2021.*

## **13 CLOSURE**

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The Shire President advised that the next Ordinary Council Meeting will be held on 16 December 2020 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President closed the meeting at 7.57pm.



# Local Emergency Management Committee Meeting Minutes

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Held on

Tuesday, 24 November 2020

**at 9.00am**

Via Microsoft Teams

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**Ben Rose**  
**Chief Executive Officer**

1 December 2020



# LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

24 November 2020

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# SHIRE OF DONNYBROOK BALINGUP

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### MINUTES

**Held via Microsoft Teams  
on Tuesday, 24 November 2020 at 9.00am.**

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

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

The Deputy Chairperson declared the meeting open at 9:01am.

#### **2 ATTENDANCE**

##### **2.1 Committee Members**

<b>Organisation</b>	<b>Committee Member</b>
Shire of Donnybrook Balingup	Brian Piesse (Chairperson) (Arrived 9:10am)
WA Police	Matt Fogarty (Deputy Chairperson)
Shire of Donnybrook Balingup	Jessie Cooper (CESM)
Shire of Donnybrook Balingup	Steve Potter (EMO)
Shire of Donnybrook Balingup	James Jarvis (Local Recovery Coordinator, MCD)
State Emergency Service	Julie Carrick
DEMCC	Vikram Cheema
Department of Communities	Roma Boucher
Water Corporation	Mel Robertson
Dept Primary Industries & Regional Development	Shane Bryant
Dept Fire and Emergency Services	Steve Ward

##### **2.2 PUBLIC GALLERY**

##### **2.3 APOLOGIES**

Shire of Donnybrook Balingup	Ben Rose (CEO)
Shire of Donnybrook Balingup	Johan Van Zyl (PEHO)
Shire of Donnybrook Balingup	Paul Robins (Senior Ranger)
Bushfire Service	Max Walker (CBFCO)
Fire and Rescue Service	Ben Anderson
St John Ambulance	Ian Telfer

Department of Biodiversity, Conservation and Attractions	Deb Peachey
WA Country Health Service	Lucy Murphy
Donnybrook Hospital	Sally Shaw
Bushfire Service	Mick Zwart
Red Cross	Karen Edmeades
Western Power	David McMillan
Dept Fire and Emergency Services	Charlotte Powis
Dept Fire and Emergency Services	Leon Gardiner
Tuia Lodge	Bob Lowther
Donnybrook District High School	James Milne
Department of Communities	Hellen Hall
Balingup Progress Association	John Ranieri

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### **3 DECLARATIONS FROM THE PRESIDING MEMBER**

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Deputy Chairperson delivered the Committee’s purpose:

*The purpose of the Local Emergency Management Committee (LEMC) is to play a vital role in assisting our local communities to be more prepared for major emergencies by:*

- 1) *Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans;*
- 2) *Providing a multi-agency forum to analyse and treat local risk; and*
- 3) *Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.*

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### **4 DECLARATION OF INTEREST**

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Nil

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### **5 PUBLIC QUESTION TIME**

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Nil

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### **6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

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**That the Minutes of the Local Emergency Management Committee Meeting held on 3 December 2019 be confirmed as a true and accurate record.**

**Moved:** M Fogarty

**Seconded:** S Ward

**CARRIED 11/0**

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**7 PRESENTATIONS**

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**8 REPORTS**

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**8.1 INDIVIDUAL COMMITTEE MEMBER REPORTS ON BEHALF OF REPRESENTING ORGANISATIONS**

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Committee members to provide an update on their organisation, in regards to issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the Committee in relation to Local Emergency Management Arrangements. Submitted reports are included as an attachment and denoted below with a (w). Verbal reports are denoted with a (v).

1. Donnybrook Police (v)
2. Donnybrook State Emergency Service (v)
3. Department of Communities (w)
4. Chief Bush Fire Control Officer (v – provided by the CESM)
5. Shire of Donnybrook Balingup (v)
6. Water Corporation (v)
7. District Emergency Management Committee (w)
8. Department of Fire and Emergency Services (v)

## 9 OTHER BUSINESS

### 9.1 SHIRE OF DONNYBROOK BALINGUP LOCAL RECOVERY PLAN

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	CSV23
<b>Author</b>	James Jarvis, Manager Community Development
<b>Responsible Manager</b>	Steve Potter, Executive Manager, Operations
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Draft Local Recovery Plan 2020</li> <li>2. Local Recovery Plan – Amended Project Management Plan</li> <li>3. AWARE Progress Report – July to September 2020</li> </ol>
<b>Voting Requirements</b>	Simple Majority

#### Recommendation

**That the Local Emergency Management Committee:**

- 1. Endorses the draft *Shire of Donnybrook Balingup Local Recovery Plan 2020*;**
- 2. Tables the draft *Shire of Donnybrook Balingup Local Recovery Plan 2020* with the District Emergency Management Committee (DEMC) for review;**
- 3. Requests the Local Recovery Coordinator to liaise with relevant stakeholders (as contained in Appendix 1 of the LRP) to confirm understanding of their role under the LRP and their commitment to partner with the SoDB in a recovery process.**
- 4. Subject to no significant amendments being recommended by the DEMC, requests the LRP to be presented to the Shire of Donnybrook Balingup Council for final adoption.**
- 5. Subject to Council adopting the LRP, instructs the Local Recovery Coordinator to provide a copy of the approved LRP to the State Emergency Management Committee SEMC for noting.**

#### STRATEGIC ALIGNMENT

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

Outcome:	3.3	A safe and healthy community environment for all ages.
Strategy	3.3.3	Support a safe, healthy, and active community.



Action            3.3.3.3            Support local State Emergency Services and facilitate  
Local Emergency Management Committee

## **EXECUTIVE SUMMARY**

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

The LEMC is requested to endorse the draft LRP to enable it to be forwarded to the District Emergency Management Committee (DEMC) for review.

## **BACKGROUND**

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

The delivery of the LRP was slightly delayed by the COVID-19 situation, however is now back in accordance with the Project Plan.

The draft LRP has been referred to the District Emergency Management Advisor – South West for review, who has provided comments and the document is now presented to the LEMC for endorsement.

## **FINANCIAL IMPLICATIONS**

The AWARE grant is being acquitted within financial parameters.

## **POLICY COMPLIANCE**

Not applicable.

## **STATUTORY COMPLIANCE**

### *Emergency Management Act 2005*

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

### *State Emergency Management Guidelines (Guidelines)*

The Guidelines outline the process for adopting a Local Recovery Plan which includes the following steps:

1. The Local Recovery Plan is to be endorsed by the LEMC and tabled with the District Emergency Management Committee (DEMC).

2. The DEMC may make recommendations to the LEMC to enhance the effectiveness of the Local Recovery Plan.
3. The DEMC is to ensure that the Plan complies with the EM Act and State EM Policy and State EM Plan.
4. Exchange of information between local government areas might also be offered through the DEMC. This exchange may provide for best practice local recovery planning in the emergency management district.
5. The final version of the Local Recovery Plan should be tabled with the local government Council for approval. A copy of the approved Plan should be forwarded to the SEMC for noting.

## **CONSULTATION**

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

## **OFFICER COMMENT/CONCLUSION**

The final LRP 2020 is attached, including the most recent AWARE Progress Report for the July to September 2020 period and the Amended Project Management Plan (PMP) that was adjusted after the delay caused by COVID-19.

In accordance with the Amended PMP, the final draft LRP is now ready for LEMC endorsement.

## **LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION:**

### **Alternate Motion:**

### **That the Local Emergency Management Committee:**

1. **Receives the draft Shire of Donnybrook Balingup Local Recovery Plan 2020;**
2. **Authorises the distribution of the draft Shire of Donnybrook Balingup Local Recovery Plan 2020 for the purpose of consultation with relevant agencies;**
3. **Requests a further report be brought back to LEMC for formal endorsement of the draft Shire of Donnybrook Balingup Local Recovery Plan 2020, inclusive of any comments received and/or amendments to the draft document.**

**Moved:** M Fogarty

**Second:** B Piesse

**CARRIED 11/0**

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## **10 CLOSURE OF MEETING**

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

The Chairperson declared the meeting closed at 10:15.

DRAFT

629 Newcastle Street  
Leederville WA 6007

PO Box 100  
Leederville 6902

T (08) 9420 2420



Enquiries: Ian Bierman  
T: 9420 3741  
Our ref #: 78267514

30 January 2020

Mr Damien Morgan  
Manager of Work and Services  
Shire of Donnybrook-Balingup  
Cnr Bentley & Collins Streets  
Donnybrook WA 6239

Dear Sir/Madam

### **WATER CORPORATION PROPOSED WORK IN SHIRE OF DONNYBROOK-BALINGUP**

As you are aware Water Corporation proposes to construct a new water main in the Shires of Bridgetown–Greenbushes and Donnybrook-Balingup. This project is to improve water supply to the towns of Balingup, Mullalyup and Kirup as part of the broader Bridgetown Regional Water Supply Scheme.

We propose to build 16 kilometres of water main from the Greenbushes summit tank to Gublers Road in Mullalyup. We will also conduct work on the Balingup Dam storage tanks, Mullalyup South-West Highway storage tank, Kirup storage tank and work at the Kirup dam site.

The pipeline will be constructed using open trench excavation, except in the Balingup town site, where the Brockman Street crossing will be constructed using trenchless technology. The attached Notice of Proposal provides further details on this work and its location.

Subject to receipt of all required approvals, the proposed work is currently scheduled to begin in late 2020 and continue for a period of approximately 18 months.

This correspondence relates to our obligation to give written notice of this proposed work, as part of the Prerequisites to Works process (Water Services Act 2012). Any objections or comments can be made in writing to the Project Manager, Ian Bierman, PO Box 100 Leederville WA 6902 by 24 February 2020, fully stating your reason for the objection.

If you have any general queries regarding the proposed work please contact me on 9420 3741 or [Ian.Bierman@watercorporation.com.au](mailto:Ian.Bierman@watercorporation.com.au).

Yours sincerely

A handwritten signature in blue ink, appearing to read "Ian Bierman".

Ian Bierman  
**PROJECT MANAGER**  
Att: Notice of Proposal LB03-0-1-2

# Water Supply Improvements Shires of Bridgetown-Greenbushes and Donnybrook-Balingup Towns of Greenbushes, Balingup, Mullalyup and Kirup

## NOTICE OF PROPOSAL TO CONSTRUCT A 150mm NOMINAL DIAMETER TRANSFER MAIN BETWEEN GREENBUSHES AND MULLLYUP, A CROSS-CONNECTION & UNDERGROUND VALVE ASSEMBLY IN BALINGUP, RECONFIGURATION OF THREE EXISTING WATER STORAGE TANK SITES AND ASSOCIATED WORK

To improve the supply of water to the towns of Balingup, Mullalyup and Kirup, and as a component of the broader Bridgetown Regional Water Supply Scheme, Water Corporation proposes to construct the following:

- Approximately 16km of 150mm nominal diameter water supply main from the Greenbushes surmount tank to the fenced valve assembly on Gubiers Rd in Mullalyup.
- Reconfiguration of the existing Balingup Dam storage tanks site including pipework, new aboveground valve assembly and other associated work.
- A cross connection and new underground valve assembly compound near Balingup Town.
- Reconfiguration of the existing Mullalyup South-West Highway storage tank site including pipework, new supply pump station & surge vessel to pump water to Kirup, new switchboard, new communication mast and other associated work.
- A 66m, 125mm nominal diameter bypass main near Kirup Dam site.
- Reconfiguration of the existing Kirup storage tank site including pipework, solar power installation, new control & switchboard cubicles and other associated work.

The location of the proposed construction is shown in the plans attached. Where pipeline alignment is parallel to the cadastral boundaries they are offset by 1.5 to 7m.

Subject to obtaining all necessary approvals, this proposed construction is scheduled to start in 2020 and will continue for a duration of approximately 18 months.

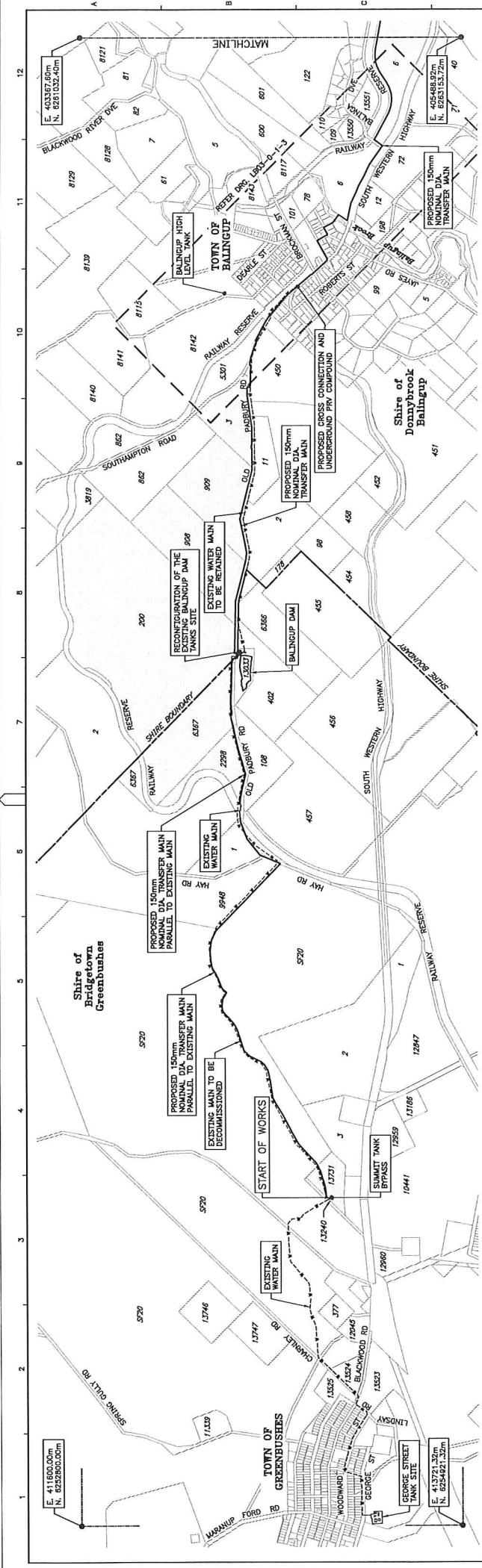
Construction of the proposed work will be as follows:

- Pipelines will be constructed by open trench excavation with a minimum cover of 100cm in forested and farmland areas, 130cm along South West Highway and 75cm elsewhere, which will be backfilled and restored. In most cases the width of the construction corridor (limits of clearing) will not exceed 10 meters.
  - The pipeline crossing of Balingup Brook (north of the Balingup townsite) will be constructed using open trench excavation, which will be backfilled and restored. The pipe will be concrete encased and have rock protection at the surface for erosion control.
  - Brockman Street crossing in Balingup will be constructed using trenchless technology in accordance with Australian Standards.
- Further information about the proposed construction may be obtained by contacting the Project Manager, Mr Ian Bierman on (08) 9420 3741 or via email at [ian.bierman@watercorporation.com.au](mailto:ian.bierman@watercorporation.com.au)

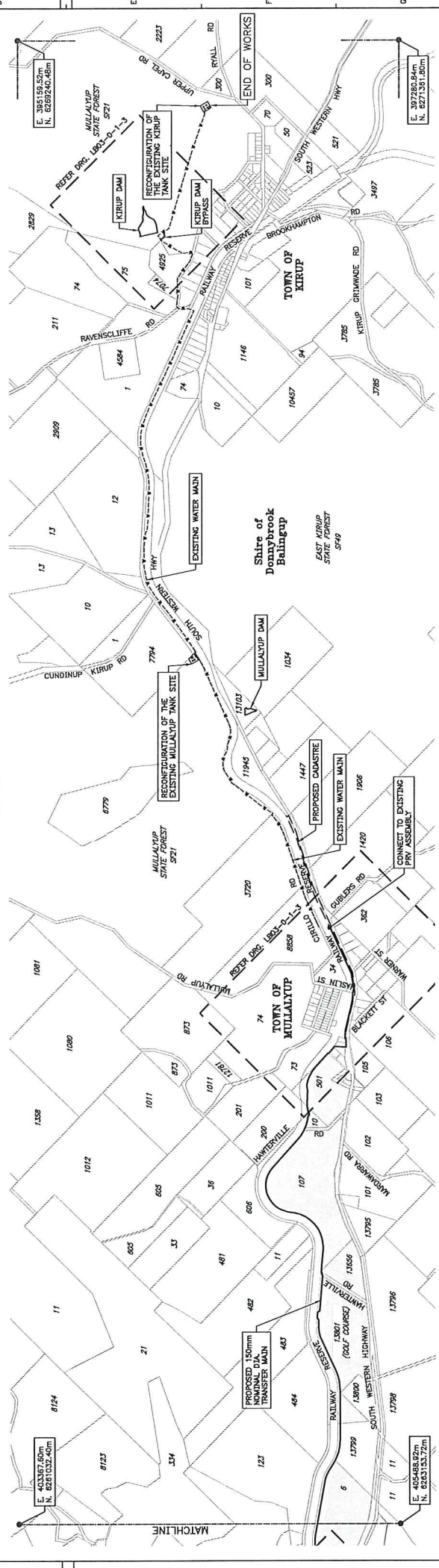
Objections to the proposed construction will be considered if lodged in writing, addressed to the Project Manager, Mr Ian Bierman, water Corporation, PO Box 100, Leederville WA 6902, before close of business, within 21 days of receiving this letter.

C 08/2018		SCOPE OF WORKS AMENDED		ME		DESIGN SURVEY		VERTICAL DATUM		NORTH POINT		RECOMMENDED		04/04/2018		BRIDGETOWN REGIONAL WATER SUPPLY SCHEME		ORIGINAL SHEET SIZE	
B 17/2018		TEXT INFORMATION UPDATED		DP		NONE		NONE		NONE		K SINHO (SIGNED)		04/04/2018		GREENBUSHES TO KIRUP LINK		A1	
				AA		NONE		COORDINATE SYS		NONE		for CONSULTANT JOB MANAGER		04/04/2018		PREREQUISITES TO WORKS		C	
				BB		NONE		NONE		NONE		APPROVED		04/04/2018		NOTICE OF PROPOSAL - GENERAL WORKS - SHEET 1 OF 3		C	
				CC		NONE		NONE		NONE		S. HENDERSON (SIGNED)		04/04/2018		FILE JTI 2010 08077 V01		C	
				DD		NONE		NONE		NONE		CONSULTANT PROJECT DIRECTOR		04/04/2018		PROJECT C-W0806		C	
				EE		NONE		NONE		NONE				04/04/2018		PLAN		C	
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PLAN



PLAN

1:6256

200 100 0 250 500 750 1000 (1:15000)

LEGEND

- LOT NUMBERS
- PROPOSED WATER MAIN
- PROPOSED CASUALTY
- PROPOSED 150mm TRANSFER MAIN TO BE DECOMMISSIONED
- EXISTING WATER MAIN
- EXISTING WATER MAIN TO BE DECOMMISSIONED
- PRIVATE PROPERTIES AFFECTED

DATE	ISSUE	DATE	ISSUE	DATE	ISSUE	DATE	ISSUE	DATE	ISSUE	DATE	ISSUE
17/2018	B	08/2019	C								
APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED	APPROVED
K SHINO (SIGNED)		K SHINO (SIGNED)		K SHINO (SIGNED)		K SHINO (SIGNED)		K SHINO (SIGNED)		K SHINO (SIGNED)	
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APPROVED		APPROVED		APPROVED		APPROVED		APPROVED		APPROVED	
S. HENDERSON (SIGNED)		S. HENDERSON (SIGNED)		S. HENDERSON (SIGNED)		S. HENDERSON (SIGNED)		S. HENDERSON (SIGNED)		S. HENDERSON (SIGNED)	
CONSULTANT PROJECT DIRECTOR		CONSULTANT PROJECT DIRECTOR		CONSULTANT PROJECT DIRECTOR		CONSULTANT PROJECT DIRECTOR		CONSULTANT PROJECT DIRECTOR		CONSULTANT PROJECT DIRECTOR	
04/04/2016		04/04/2016		04/04/2016		04/04/2016		04/04/2016		04/04/2016	
RECOMMENDED		RECOMMENDED		RECOMMENDED		RECOMMENDED		RECOMMENDED		RECOMMENDED	
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1621/28/2019		1621/28/2019		1621/28/2019		1621/28/2019		1621/28/2019		1621/28/2019	
EDWARDS/MS4798		EDWARDS/MS4798		EDWARDS/MS4798		EDWARDS/MS4798		EDWARDS/MS4798		EDWARDS/MS4798	

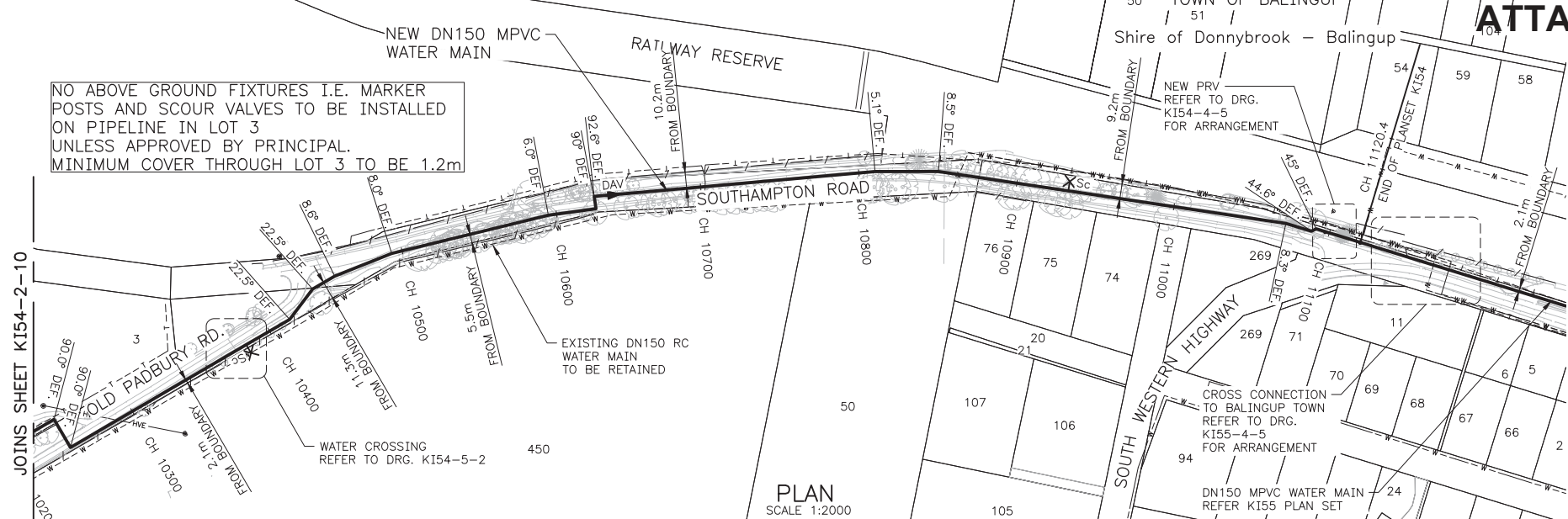
© THIS DRAWING IS THE PROPERTY OF THE WATER CORPORATION. IT SHALL NOT BE COPIED WITHOUT PERMISSION.

© MANAGEMENT NOT READ ONLY/MS4798/BRIDGETOWN WATER SUPPLY/CAO GREENBUISHES TO KIRUP/LEB-001-02C 1621/28/2019 EDWARDS/MS4798

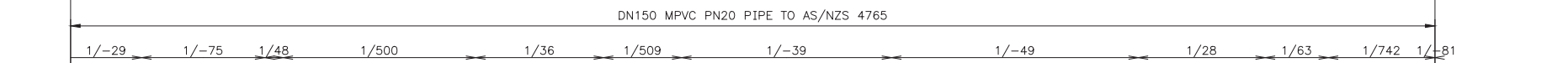




POINT	EASTING	NORTHING
SCOUR VALVE	406163.035	6260138.799
22.5° BEND	406141.582	6260162.039
22.5° BEND	406119.793	6260172.101
6° BEND	406108.920	6260183.879
6° BEND	406087.253	6260215.878
6° BEND	406042.597	6260307.020
90° BEND	406032.217	6260335.379
90° BEND	406024.866	6260332.690
AIR VALVE	406021.086	6260344.698
6° BEND	405971.619	6260501.832
6° BEND	405963.051	6260540.904
SCOUR VALVE	405957.479	6260623.320
6° BEND	405948.144	6260761.401
45° BEND	405949.433	6260778.214
45° BEND	405947.289	6260780.751
JOINS K155 PLANSET	405949.718	6260809.701



PLAN SCALE 1:2000



	1/-29	1/-75	1/48	1/500	1/36	1/509	1/-39	1/-49	1/28	1/63	1/742	1/81
1.9° V. DEF.												
1.2° V. DEF.												
2.0° V. DEF.												
-22.5° H. DEF.												
-0.8° V. DEF.												
22.5° H. DEF.												
EXIST. PIPE												
8.6° H. DEF.												
8.0° H. DEF.												
1.5° V. DEF.												
6.0° H. DEF.												
-1.5° V. DEF.												
-90.0° H. DEF.												
92.8° H. DEF.												
-1.6° V. DEF.												
DBYO-COMMS												
0.3° V. DEF.												
EXIST. PIPE												
5.1° H. DEF.												
8.5° H. DEF.												
EXIST. PIPE												
3.3° V. DEF.												
-1.2° V. DEF.												
-0.8° V. DEF.												
8.2° H. DEF.												
-44.6° H. DEF.												
45.0° H. DEF.												
-0.8° V. DEF.												

	10260.8	10265.0	10300.0	10305.6	10375.7	10383.0	10400.0	10414.6	10418.9	10438.6	10454.7	10493.3	10500.0	10515.7	10594.8	10596.2	10600.0	10625.0	10632.8	10645.4	10700.0	10777.4	10800.0	10810.1	10850.1	10900.0	10932.8	11000.0	11012.7	11052.4	11071.1	11088.0	11093.9	11100.0	11119.4	11120.4	
EXISTING SURFACE	118.60	118.46	117.40	117.35	116.13	116.01	116.33	116.41	116.69	116.90	116.57	116.49	116.46	116.60	118.69	118.71	118.76	118.65	118.92	118.82	117.59	115.48	115.10	114.91	114.03	112.99	112.73	114.87	115.18	115.81	116.25	116.16	117.00	117.00	116.89	116.51	116.43
DEPTH TO INVERT	1.31	1.17	1.33	1.49	1.48	1.48	1.52	1.36	1.57	1.74	1.38	1.21	1.17	1.28	1.17	1.15	1.20	1.03	1.29	1.16	1.32	1.17	1.25	1.27	1.21	1.20	1.61	1.31	1.16	1.16	1.57	1.46	2.29	2.17	1.77	1.70	
PIPE INVERT LEVEL	117.29	117.28	116.06	115.87	114.65	114.52	114.81	115.05	115.12	115.16	115.19	115.27	115.28	115.32	117.52	117.56	117.57	117.61	117.63	117.65	116.27	114.31	113.84	113.64	112.81	111.79	111.12	113.56	114.02	114.65	114.68	114.70	114.71	114.72	114.74	114.73	
HORIZONTAL DISTANCE	10260.8	10265.0	10300.0	10305.6	10375.7	10383.0	10400.0	10414.6	10418.9	10438.6	10454.7	10493.3	10500.0	10515.7	10594.8	10596.2	10600.0	10625.0	10632.8	10645.4	10700.0	10777.4	10800.0	10810.1	10850.1	10900.0	10932.8	11000.0	11012.7	11052.4	11071.1	11088.0	11093.9	11100.0	11119.4	11120.4	

**LEGEND**

- NEW WATER MAIN
- EXISTING WATER MAIN
- EXISTING TELECOMMUNICATION CABLES
- EXISTING OPTIC FIBRE
- EXISTING LV UNDERGROUND POWER
- EXISTING HV UNDERGROUND POWER
- EXISTING LV OVERHEAD POWER
- EXISTING HV OVERHEAD POWER
- EXISTING DRAINAGE
- EXISTING CONTOUR
- EXISTING FENCE
- EXISTING VEGETATION
- NEW AIR VALVE
- NEW SCOUR VALVE
- NEW PRESSURE REDUCING VALVE
- NEW SECTION VALVE



NOTE: THE LOCATION OF UTILITIES HAS NOT NECESSARILY BEEN ESTABLISHED BY SURVEY, BUT IS BASED ON INFORMATION AVAILABLE

FOR GENERAL NOTES REFER DRG. K154-2-2



LONGITUDINAL SECTION  
HORIZONTAL SCALE 1:2000  
VERTICAL SCALE 1:200

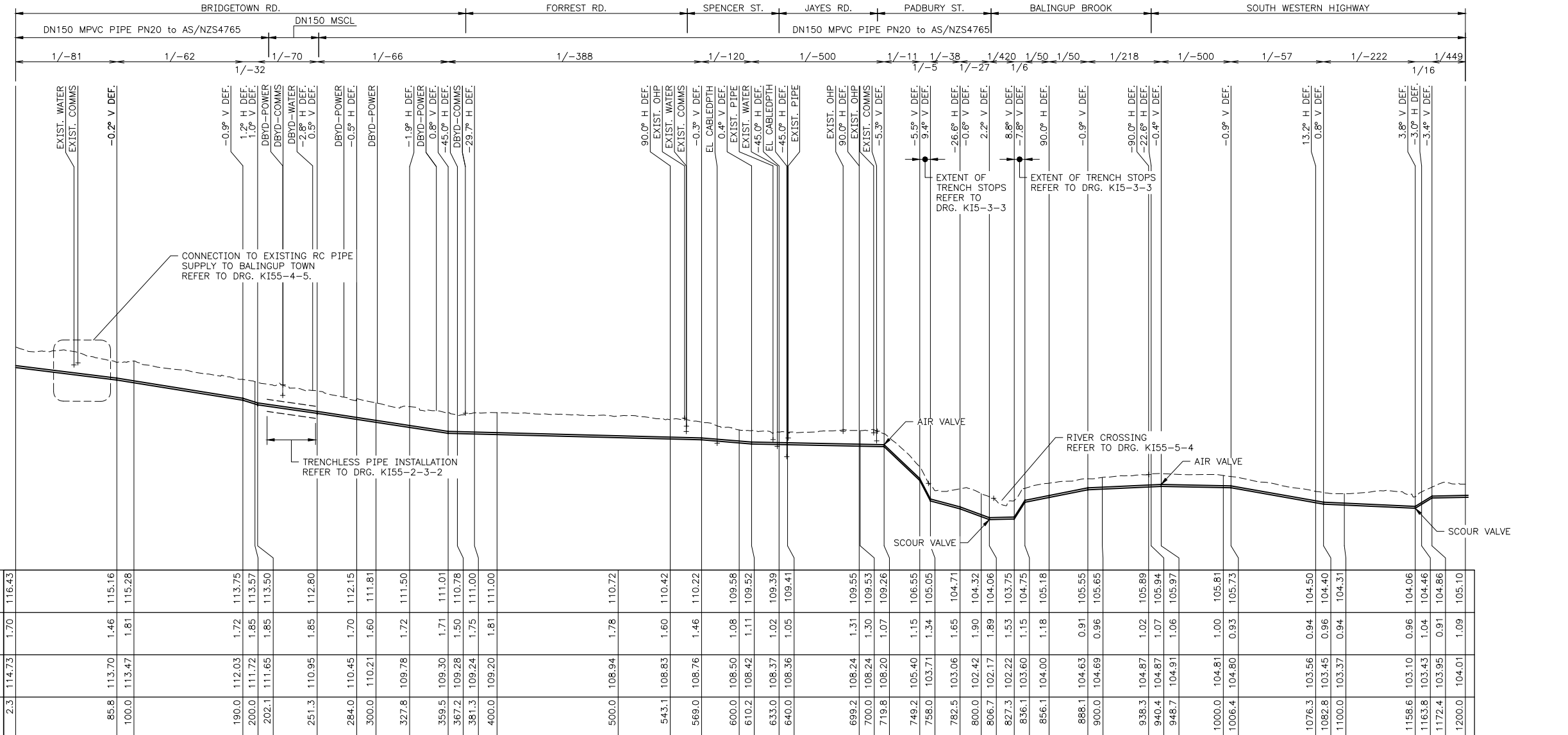
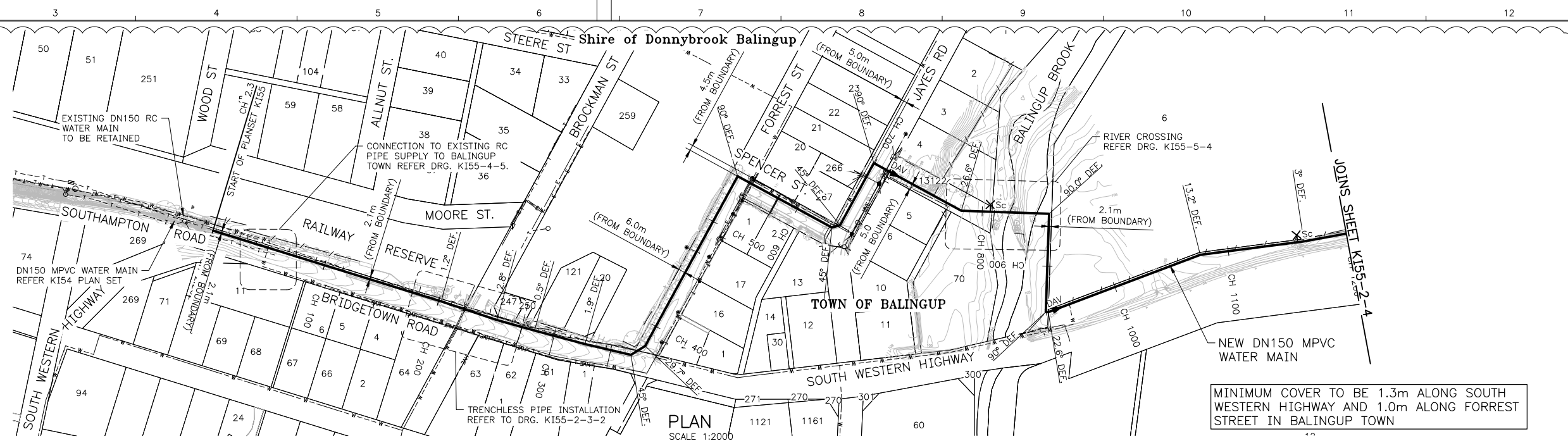


B	05/2020	2018 DESIGN UPDATE	DM	MW	SR	DESIGN SURVEY GHD 61-32129-V01	VERTICAL DATUM AHD COORDINATE SYS MGA94-50	DES CALC J CONTRERAS DES CHD J NOYNY	NORTH POINT	GHD Level 10, 999 Hay Street Perth WA 6000 Australia T 61 8 6222 6222 F 61 8 6222 8555 E permail@ghd.com W www.ghd.com	RECOMMENDED 21/12/2016 A GILFOYLE (SIGNED) CONSULTANT JOB MANAGER	WATER CORPORATION	BRIDGETOWN REGIONAL WATER SUPPLY SCHEME GREENBUSHES TO BALINGUP LINK DN150 MPVC MAIN - BALINGUP DAM TANKS TO BALINGUP PLAN AND LONGITUDINAL SECTION - SHEET 2	ORIGINAL SHEET SIZE A1
ISSUE	DATE	GRID	DRN	REC	APPD	ASCON SURVEY NONE	DES REF GHD 61-32129	DRN J PORCALLA Q.C. CHD G EDWARDS			APPROVED 21/12/2016 S HENDERSON (SIGNED) CONSULTANT PROJECT DIRECTOR		FILE JT1 2010 08077 V01 PROJECT C-W00860	PLAN KI54-2-11 B





NUMBER	EASTING	NORTHING
START OF K155	405949.718	6260809.701
45° BEND	405966.429	6261008.870
45° BEND	405971.530	6261057.812
0.5° DEFLECTION	405973.354	6261090.447
1.9° BEND	405975.386	6261134.143
45° BEND	405975.944	6261173.604
22.5° & 6° BEND	405966.131	6261183.698
90° BEND	405810.726	6261228.674
45° BEND	405835.708	6261314.995
45° BEND	405832.295	6261321.189
90° BEND	405775.489	6261337.629
AIR VALVE	405781.227	6261357.450
22.5° BEND	405798.670	6261417.701
SCOUR VALVE	405794.281	6261441.488
90° BEND	405785.326	6261490.031
90° BEND	405866.212	6261504.953
22.5° BEND	405865.831	6261507.018
AIR VALVE	405861.336	6261513.923
11.25° BEND	405791.703	6261620.886
SCOUR VALVE	405763.808	6261698.293
6° BEND	405762.023	6261703.247



- LEGEND**
- NEW WATER MAIN
  - EXISTING WATER MAIN
  - EXISTING TELECOMMUNICATION CABLES
  - EXISTING OPTIC FIBRE
  - EXISTING LV UNDERGROUND POWER
  - EXISTING HV UNDERGROUND POWER
  - EXISTING LV OVERHEAD POWER
  - EXISTING HV OVERHEAD POWER
  - EXISTING DRAINAGE
  - EXISTING CONTOUR
  - EXISTING FENCE
  - EXISTING VEGETATION
  - NEW AIR VALVE
  - NEW SCOUR VALVE
  - NEW PRESSURE REDUCING VALVE
  - NEW SECTION VALVE

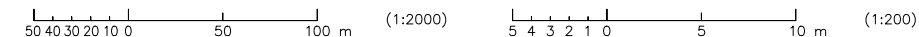


NOTE: THE LOCATION OF UTILITIES HAS NOT NECESSARILY BEEN ESTABLISHED BY SURVEY, BUT IS BASED ON INFORMATION AVAILABLE

FOR GENERAL NOTES REFER DRG. KI55-2-2



**LONGITUDINAL SECTION**  
HORIZONTAL SCALE 1:2000  
VERTICAL SCALE 1:200



ISSUE	DATE	GRID	REVISION	DRN	REC	APPD
C	05/2020		2018 DESIGN UPDATE	DM	MW	SR
B	11/2017		CHAINAGES AMENDED & DRAWING REFERENCE AMENDED	GTE	KS	SH

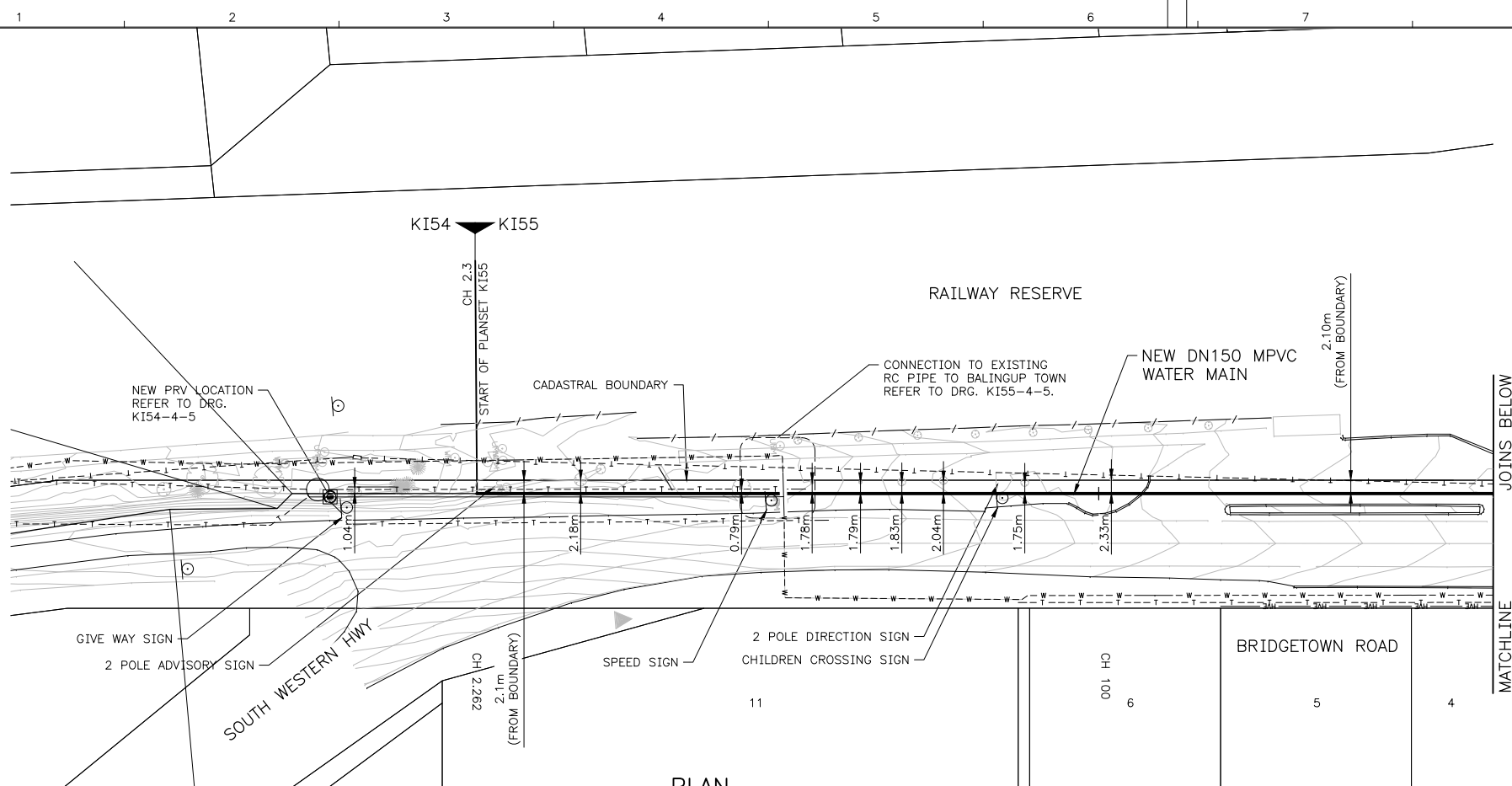
DESIGN SURVEY: GHD 61-32129-V01  
 VERTICAL DATUM: AHD  
 COORDINATE SYS: MGA94-50  
 DES REF: GHD 61-32129  
 DES CALC: J CONTRERAS  
 DES CHD: J NOYNAY  
 DRN: J PORCALLA  
 Q.C. CHD: G EDWARDS  
 NORTH POINT



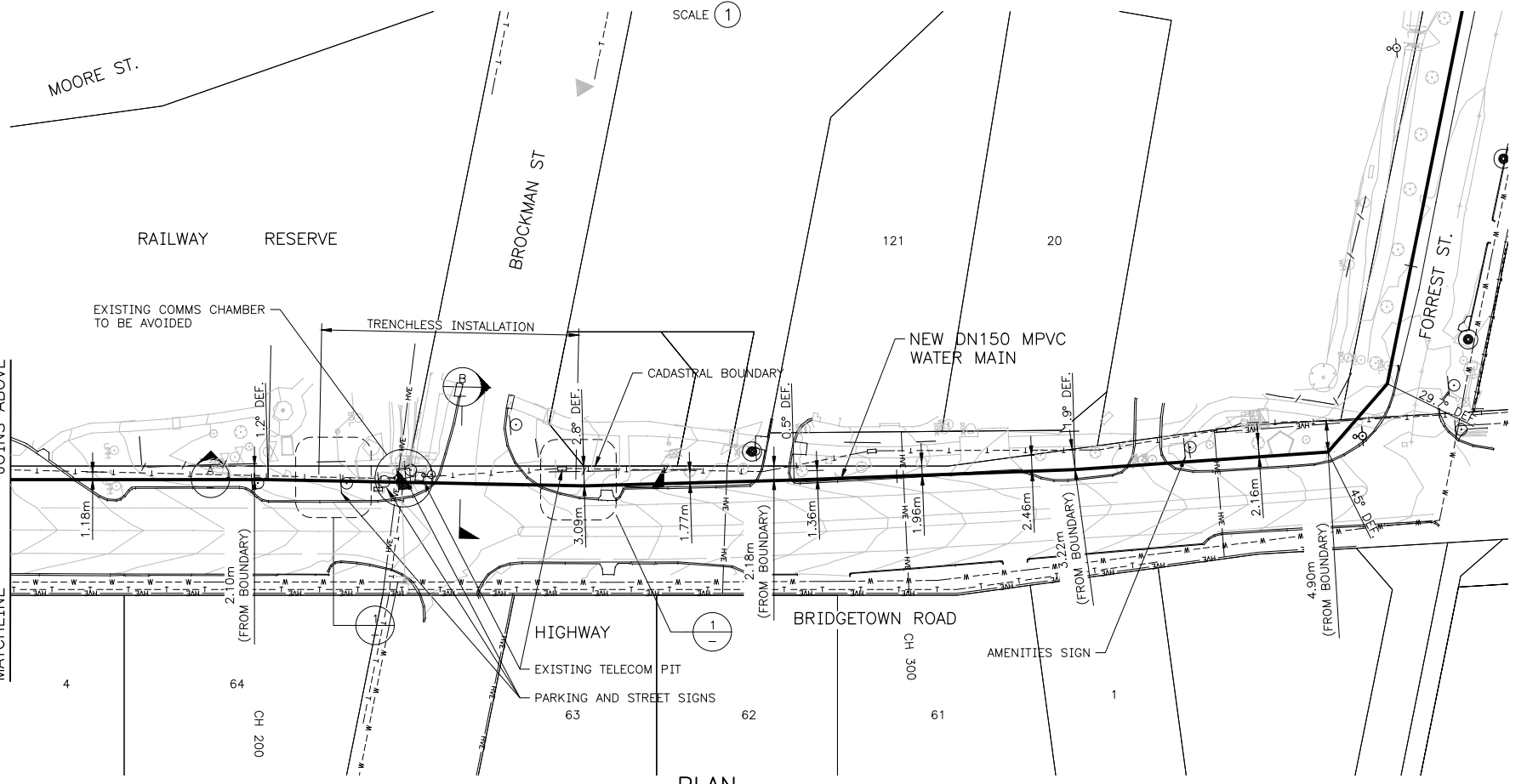
RECOMMENDED: 09/12/2016  
 A GILFOYLE (SIGNED)  
 CONSULTANT JOB MANAGER  
 APPROVED: 09/12/2016  
 S HENDERSON (SIGNED)  
 CONSULTANT PROJECT DIRECTOR



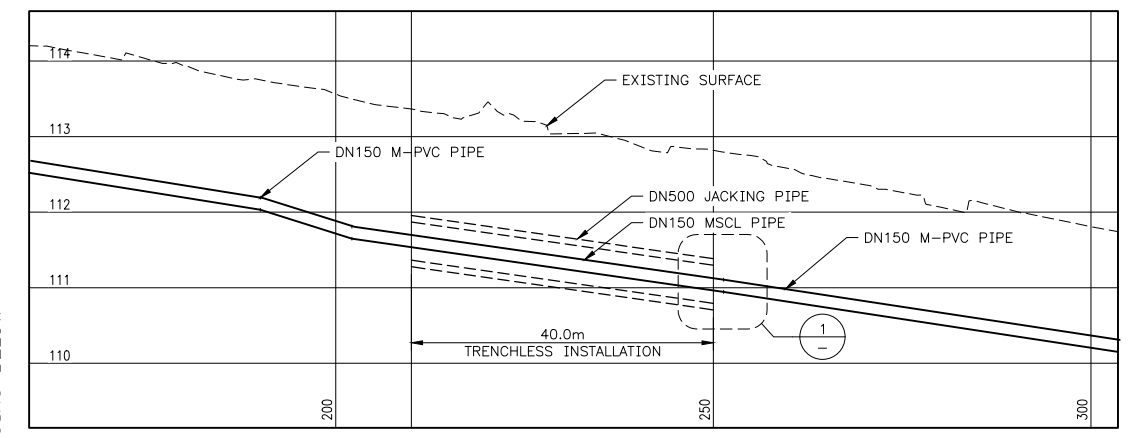
BRIDGETOWN REGIONAL WATER SUPPLY SCHEME BALINGUP TO KIRUP LINK DN150 MPVC, DN150 MSCL MAIN - BALINGUP TO MULLALYUP TANK PLAN & LONGITUDINAL SECTION - SHEET 1		FILE: JT1 2010 08077 V01	PLAN	CAD	ISSUE
PROJECT C-W00860		KI55-2-3-1		C	MF
		A1			



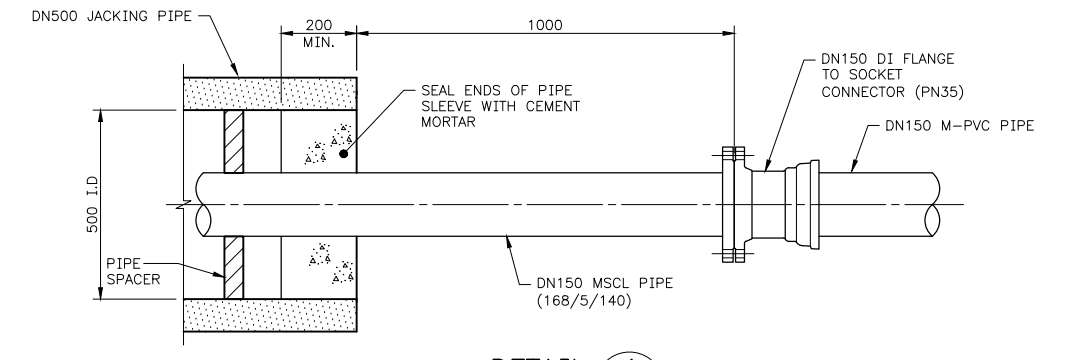
PLAN  
SCALE 1



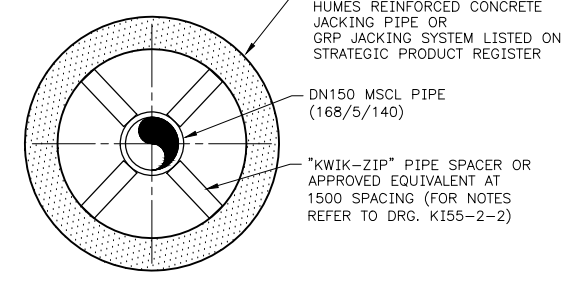
PLAN  
SCALE 1



SECTION A  
HORIZONTAL SCALE 1:500  
VERTICAL SCALE 1:50



DETAIL 1  
SCALE 2  
PIPE SLEEVE END DETAIL (TYPICAL)

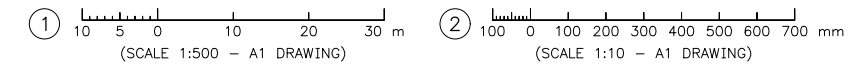


SECTION B  
SCALE 2  
PIPE SLEEVE DETAIL

- NOTES**
- REFER TO DRG. KI55-2-2 FOR GENERAL NOTES
  - DIMENSIONS SHOWN IN MILLIMETERS UNLESS NOTED OTHERWISE.
  - CONTRACTOR TO CONSIDER THE SITE CONSTRAINTS INCLUDING COMMUNICATION PIT, UTILITY SERVICES AND MAIN ROADS REQUIREMENTS WHILST PLANNING TRENCHLESS CROSSING AT BROCKMAN STREET. NO DISTURBANCE TO EXISTING ROAD INCLUDING PARKING BAY AND PAVEMENT. COVER SHALL NOT BE LESS THAN 1.3m.

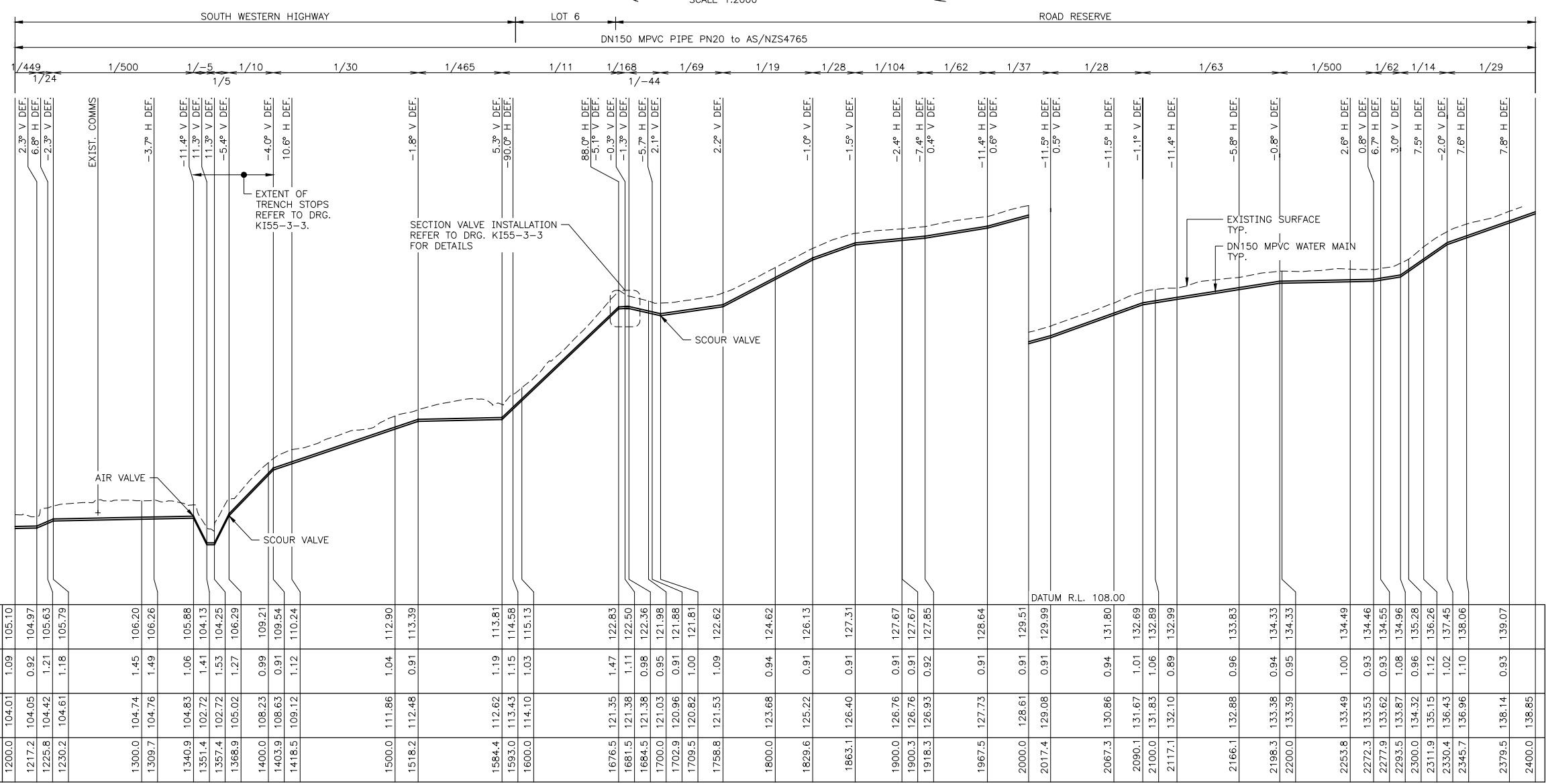
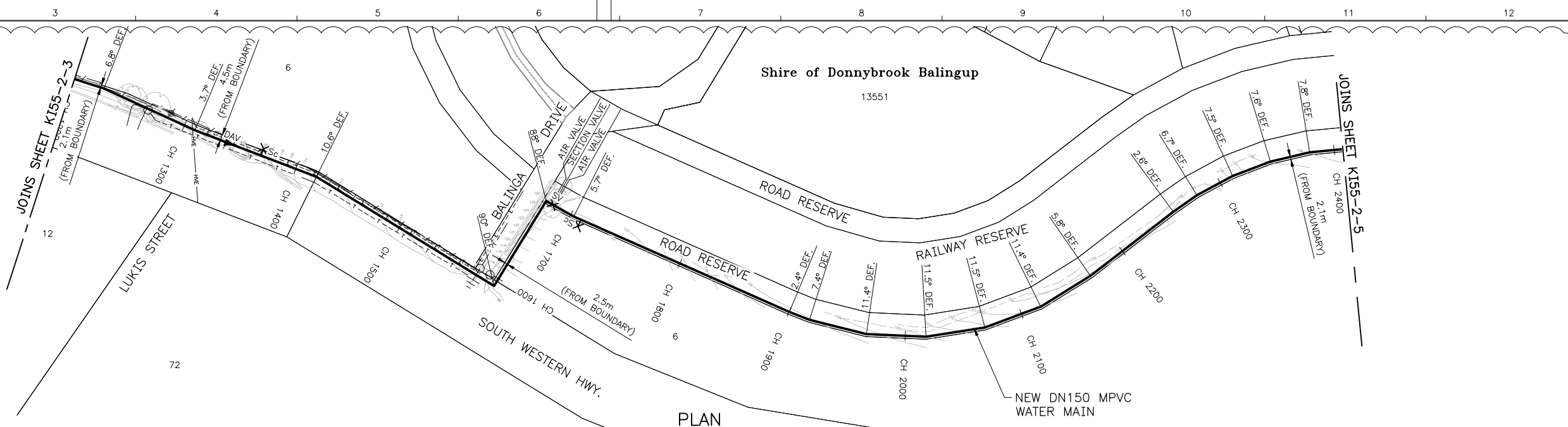
**LEGEND**

NEW WATER MAIN	
EXISTING WATER MAIN	
EXISTING TELECOMMUNICATION CABLES	
EXISTING HV UNDERGROUND POWER	
EXISTING LV OVERHEAD POWER	
EXISTING HV OVERHEAD POWER	
EXISTING CONTOUR	
EXISTING FENCE	
EXISTING VEGETATION	
EXISTING LIGHT POLE	
EXISTING TELECOM PIT	
EXISTING TELECOM PILLAR	
EXISTING TELECOM JUNCTION BOX	



ISSUE	DATE	GRID	REVISION	DRN	REC	APPD	DESIGN SURVEY	VERTICAL DATUM AHD	DES CALC L.PHAM	NORTH POINT	RECOMMENDED 05/05/2020 M.WELSH (SIGNED)	 AECOM Australia Pty Ltd A.B.N. 20 093 846 925	 BRIDGETOWN REGIONAL WATER SUPPLY SCHEME BALINGUP TO KIRUP LINK DN150 MPVC, DN150 MSCL MAIN - BALINGUP TO MULLALYUP TANK PLAN & LONG SECTION - BALINGUP TOWN DETAILS	ORIGINAL SHEET SIZE	
							ASCON SURVEY	COORDINATE SYS MG94-50	DES CHD S.RIZVI		APPROVED 05/05/2020 S.RIZVI (SIGNED)			FILE JT1 2010 08077 V01	CAD
								DES REF	DRN M.SLEE		CONSULTANT JOB MANAGER				
								Q.C. CHD D.MACLEAN			CONSULTANT PROJECT DIRECTOR				
															A1
															MF

NUMBER	EASTING	NORTHING
6° BEND	405737.993	6261760.399
6° BEND	405714.933	6261841.003
AIR VALVE	405704.425	6261870.373
SCOUR VALVE	405694.993	6261896.737
11.25° BEND	405678.260	6261943.508
90° BEND	405650.772	6262115.772
90° BEND	405568.354	6262102.612
SECTION VALVE	405567.097	6262109.039
6° BEND	405563.270	6262128.609
SCOUR VALVE	405561.374	6262134.904
2.4° DEFLECTION	405506.371	6262317.541
6° BEND	405500.436	6262334.620
11.25° BEND	405478.404	6262378.596
11.25° BEND	405447.678	6262417.857
11.25° BEND	405409.682	6262450.227
11.25° BEND	405366.045	6262474.339
6° BEND	405319.320	6262489.075
2.6° DEFLECTION	405233.464	6262506.883
6° BEND	405210.115	6262512.858
6° BEND	405178.411	6262525.044
6° BEND	405148.679	6262541.210
6° BEND	405121.370	6262561.134



- LEGEND**
- NEW WATER MAIN
  - EXISTING WATER MAIN
  - EXISTING TELECOMMUNICATION CABLES
  - EXISTING OPTIC FIBRE
  - EXISTING LV UNDERGROUND POWER
  - EXISTING HV UNDERGROUND POWER
  - EXISTING LV OVERHEAD POWER
  - EXISTING HV OVERHEAD POWER
  - EXISTING DRAINAGE
  - EXISTING CONTOUR
  - EXISTING FENCE
  - EXISTING VEGETATION
  - NEW AIR VALVE
  - NEW SCOUR VALVE
  - NEW PRESSURE REDUCING VALVE
  - NEW SECTION VALVE



NOTE: THE LOCATION OF UTILITIES HAS NOT NECESSARILY BEEN ESTABLISHED BY SURVEY, BUT IS BASED ON INFORMATION AVAILABLE

FOR GENERAL NOTES REFER DRG. KI55-2-2

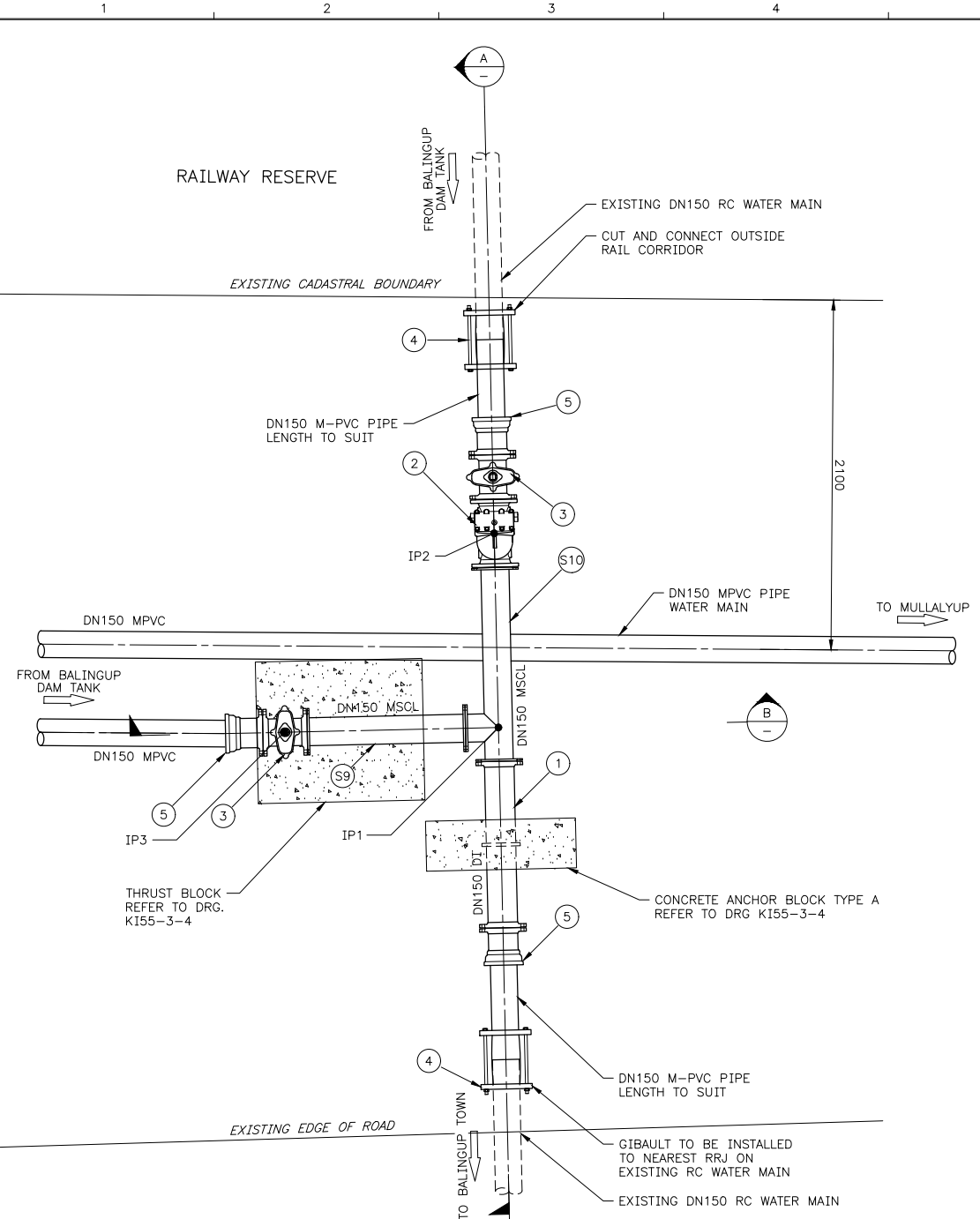


AECOM Australia Pty Ltd A.B.N. 20 093 846 925

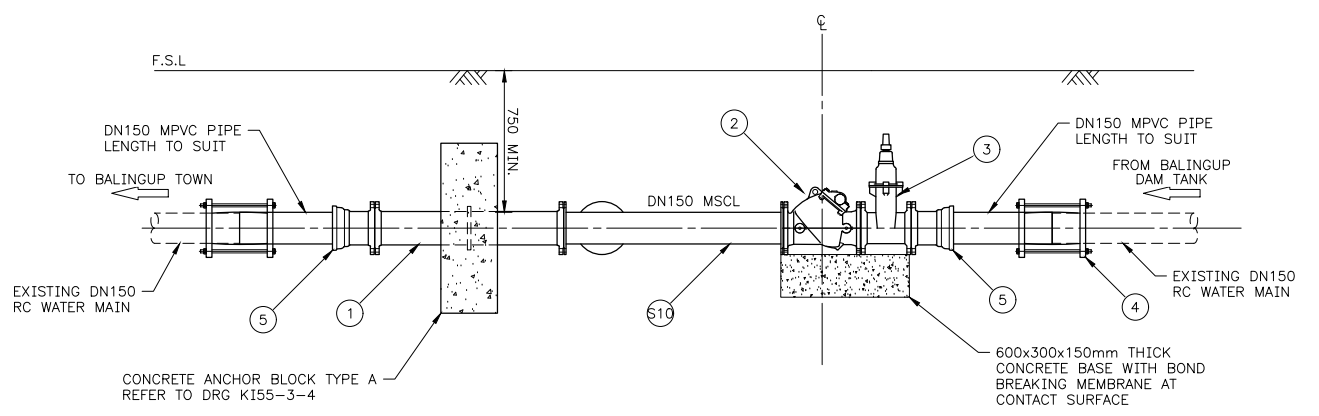
LONGITUDINAL SECTION  
HORIZONTAL SCALE 1:2000  
VERTICAL SCALE 1:200



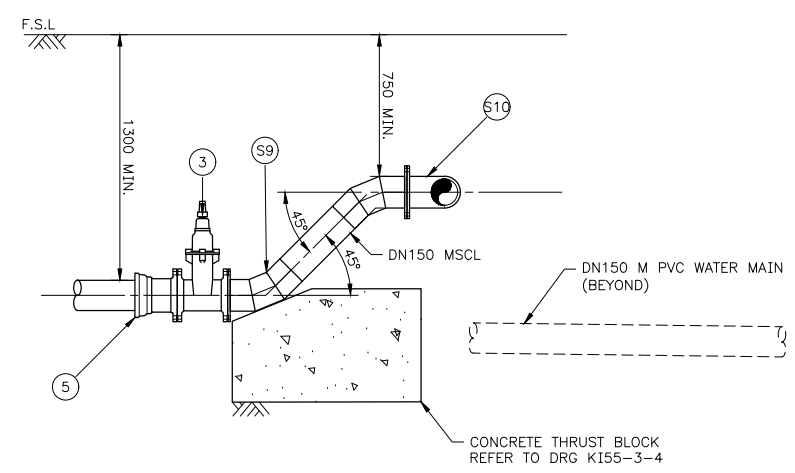
B	05/2020	2018 DESIGN UPDATE	DM	MW	SR	DESIGN SURVEY GHD 61-32129-V01	VERTICAL DATUM AHD COORDINATE SYS MGA94-50	DES CALC J CONTRERAS DES CHD J NOYNAY	NORTH POINT	RECOMMENDED 09/12/2016 A GILFOYLE (SIGNED) CONSULTANT JOB MANAGER		BRIDGETOWN REGIONAL WATER SUPPLY SCHEME BALINGUP TO KIRUP LINK DN150 MPVC, DN150 MSCL MAIN - BALINGUP TO MULLALYUP TANK PLAN & LONGITUDINAL SECTION - SHEET 2	ORIGINAL SHEET SIZE
						ASCON SURVEY NONE	DES REF GHD 61-32129	DRN J PORCALLA Q.C. CHD G EDWARDS		APPROVED 09/12/2016 S HENDERSON (SIGNED) CONSULTANT PROJECT DIRECTOR			FILE JT1 2010 08077 V01 PROJECT C-W00860



SOUTH WESTERN HIGHWAY / BRIDGETOWN ROAD  
**PLAN**  
 SCALE ①  
 CROSS CONNECTION TO BALINGUP TOWN



**SECTION A**  
 SCALE ①



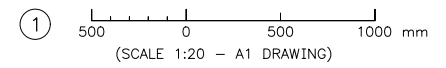
**SECTION B**  
 SCALE ①

**SETOUT TABLE**

SETOUT POINT	COORDINATES	
	EASTING	NORTHING
IP1	405954.228	6260857.694
IP2	405953.064	6260857.758
IP2	405954.158	6260856.410

- DRAWING REFERENCES:**
- KI55-2-3-1 BALINGUP TO MULLALYUP TANK SITE PLAN & LONGITUDINAL SECTION - SHEET 1
  - KI55-2-3-2 PLAN & LONG SECTION - BALINGUP TOWN DETAILS
  - KI55-3-3 SECTION VALVE, VALVE INSTALLATION & TRENCH DETAILS
  - KI55-3-4 THRUST BLOCK DETAILS
  - KI55-8-1 MSCL PIPE SPECIALS

- NOTES:**
- FOR GENERAL PIPEWORK NOTES REFER DRG. KI55-2-2.
  - FOR LOCATION OF CROSS SECTION TO BALINGUP, REFER PLAN & LONGITUDINAL SECTION DRG KI55-2-3.
  - ALL DIMENSIONS ARE IN MILLIMETERS UNO.



MATERIAL LIST				
MARK	DESCRIPTION	MATERIAL	NO. OFF	REMARKS
1	DN150 FLANGED PIPE WITH PUDDLE FLANGE (PN16)	DI	1	-
2	DN150 SWING CHECK NON RETURN VALVE (PN16)	DI	1	TO SPS 223
3	DN150 RESILIENT SEATED GATE VALVE (PN16)	DI	2	TO SPS 272
4	DN150 GIBALT	DI	2	-
5	DN150 FLANGE-SOCKET CONNECTOR (PN16)	DI	3	-
S9	PIPE SPECIAL	MSCL	1	REFER KI55-8-1
S10	PIPE SPECIAL	MSCL	1	REFER KI55-8-1

ISSUE	DATE	GRID	REVISION	DRN	REC	APPD	DESIGN SURVEY	VERTICAL DATUM	DES CALC	NORTH POINT	RECOMMENDED	CONSULTANT JOB MANAGER	WATER CORPORATION	BRIDGETOWN REGIONAL WATER SUPPLY SCHEME BALINGUP TO KIRUP LINK DETAIL FOR CROSS CONNECTION TO BALINGUP TOWN FOR EMERGENCY SUPPLY	ORIGINAL SHEET SIZE	
							NONE	NONE	L.PHAM							05/05/2020
							ASCON SURVEY	COORDINATE SYS	DES CHD		APPROVED	CONSULTANT PROJECT DIRECTOR	FILE	PLAN		
							NONE	NONE	S.RIZVI		05/05/2020	S.RIZVI (SIGNED)	PROJECT C-W00860	ISSUE		
							DES REF	DRN	Q.C. CHD							
							61-32129	M.SLEE	D.MACLEAN							

**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 16 DECEMBER 2020**  
**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description	Municipal	Trust
CCP3538	ALICE'S KITCHEN	VISIT TO PEMBERTON SPORTS CENTRE - MEAL EXPENSES	\$ 445.00	
CCP3539	BANK OF IDEAS	CONFERENCE REGISTRATION - POWER TO THE PEOPLE 29/30 OCT	\$ 583.00	
CCP3540	BCF BUNBURY	DB SES - 2 X BI-FOLD TRESTLE TABLES	\$ 174.97	
CCP3541	BBY/GEO CHAMBER OF COMMERCE	STATE BUDGET LAUNCH - PREMIER WESTERN AUSTRALIA	\$ 210.00	
CCP3542	CITY OF PERTH	PARKING FOR MEET AT MOORE AUST - LONG TERM FINANCIAL PLAN	\$ 18.17	
CCP3543	CAFE 48	REFRESHMENTS - MEETING WITH NEW CEO OF BGEA	\$ 12.70	
CCP3544	DEPT OF WATER & ENVIRON REG	APPLICATION FOR AMENDMENT TO A CLEARING PERMIT	\$ 200.00	
CCP3545	SUPA IGA DONNYBROOK	WATER FOR PEMBERTON SPORTS CENTRE BUS TRIP	\$ 7.40	
CCP3546	DARDANUP TAVERN	LG MEETING REGARDING BGRA - MEALS & REFRESHMENTS	\$ 61.00	
CCP3547	EQUIFAX INFORMATION SERVICES	COMPANY & DIRECTOR REPORTS AND PPSR	\$ 109.90	
CCP3548	KINGS PARK MOTEL	ACCOMMODATION FOR MEETINGS 29 OCT - PERTH	\$ 280.00	
CCP3549	LANTERN PROJECT PTY LTD	TUIA LODGE - AGED CARE FOOD, NUTRITION, & MEALTIME EXP CONF	\$ 250.00	
CCP3550	SECURE PARKING PTY LTD	PARKING EXPENSES FOR WALGA MEETING 22/10/2020	\$ 9.23	
CCP3551	SONIC HEALTHPLUS PTY LTD	TUIA LODGE - PRE- EMPLOYMENT MEDICAL	\$ 281.60	
EFT20230e	SHIRE OF DONNYBROOK/BALINGUP	TUIA LODGE - PAYROLL PERIOD ENDING 18/11/2020	\$ 1,417.64	
EFT20231	ALFS MACHINERY PTY LTD	W&S - SUPPLY OF MISC PARTS AND REPAIRS	\$ 219.35	
EFT20232	AUSTRALIA POST	POSTAGE EXPENSES - OCT 2020	\$ 1,584.25	
EFT20233	ARROW BRONZE	CEMETERY MEMORIAL PLAQUES	\$ 439.17	
EFT20234	WESTERN ALLPEST SERVICES	DB SES - PEST CONTROL FOR MICE & SPIDERS	\$ 290.00	
EFT20235	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 25.90	
EFT20236	A & R ENGINEERING	RATES REFUND	\$ 416.79	
EFT20237	ALL-TECH PLUMBING	TUIA LODGE - BACK FLOW TESTING	\$ 819.50	
EFT20238	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS	\$ 3,660.90	
EFT20239	ATHERTON & SONS PTY LTD	TUIA LODGE - MACHINERY MAINTENANCE & SERVICE WORKS	\$ 2,539.90	
EFT20240	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT FOR WORKS ON SOUTHAMPTON ROAD	\$ 9,766.35	
EFT20241	BUNNINGS GROUP LIMITED	ADMIN REFURB - MISC SHELVING & STORAGE, FIXTURES & FITTINGS	\$ 756.81	
EFT20242	BOC LIMITED	TUIA LODGE - 5LPM OXYGEN CONCENTRATOR - OCT 2020	\$ 186.13	
EFT20243	BIG W - BUNBURY	TUIA LODGE - 5 X COMFORTERS	\$ 136.00	
EFT20244	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF SEPTEMBER 2020	\$ 6,930.00	
EFT20245	BALINGUP LIQUOR & GENERAL STORE	BFB'S & MITIGATION WORKS - FUEL PURCHASES - OCT 2020	\$ 681.13	
EFT20246	BUNBURY HARVEY REGIONAL CNL	ORGANICS DISPOSAL - OCT 2020	\$ 2,255.40	
EFT20247	BUN/GEO ECONOMIC ALLIANCE	2020 - 2021 BGEA MEMBERSHIP FOR PERIOD NOVEMBER 2020	\$ 778.80	
EFT20248	BLACKBOX AUSTRALIA PTY LTD	DTCRP - RENTAL OF SURVEILLANCE CAMERA	\$ 2,280.30	
EFT20249	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$ 289.08	
EFT20250	CITY & REGIONAL FUELS	DIESEL EXPENSES - OCT 2020	\$ 13,703.32	
EFT20251	DUG CROSS ELECTRICS	TEST & TAG APPLIANCES & MISC ELECTRICAL MAINTENANCE	\$ 1,100.00	
EFT20252	CAPEL CRANE HIRE	DBK WEIR - HIRE CRANE/OPERATOR & DOGMAN TO INSTALL GATES	\$ 1,364.00	
EFT20253	STAFF REIMBURSEMENTS	MITIGATION - REFUND MEAL EXPENSES FOR BURN	\$ 29.00	
EFT20254	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSE PURCH OF MELB CUP ACTIVITY EQUIP	\$ 184.75	



**SHIRE OF DONNYBROOK/BALINGUP**  
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Chq/EFT	Name	Description	Municipal	Trust
EFT20255	CRS ELECTRICAL	DBK REC CTR - SCOREBOARD DATA CABLE SUPPLY AND INSTALL	\$ 445.98	
EFT20256	CLEANAWAY	REFUSE COLLECTION - OCTOBER 2020	\$ 21,460.35	
EFT20257	CORSIGN WA	MELDENE PATH - 2 X SLEEVE LOCK BOLLARDS & ACCESSORIES	\$ 2,101.00	
EFT20258	DONNYBROOK MEDICAL SERVICES	TUIA LODGE - PRE-EMPLOYMENT MEDICAL	\$ 315.00	
EFT20259	DONNYBROOK NEWSAGENCY	ADMIN - BUSINESS CARDS, TUIA LODGE - NEWSPAPERS - OCT 20	\$ 130.80	
EFT20260	DONNYBROOK HARDWARE & GARDEN	ASSORTED MISC HARDWARE FOR OCT 2020	\$ 1,559.01	
EFT20261	DONNYBROOK BUTCHERS	2020 MELBOURNE CUP STAFF LUNCHEON	\$ 112.50	
EFT20262	DONNYBROOK FRUIT BARN	TUIA LODGE - FRUIT & VEG, ADMIN - CATERING SERVICES	\$ 598.74	
EFT20263	LIONS CLUB OF DONNYBROOK INC.	REFUND NUMBER PLATE SURROUND COLLECTIONS 2019/20	\$ 96.00	
EFT20264	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERIES, FRUIT & VEG SUPPLIES - OCT 2020	\$ 5,780.57	
EFT20265	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BAKERY ACCOUNT - OCT 2020	\$ 342.50	
EFT20266	DONNYBROOK TYRE SERVICE	DB92 RANGERS - 2 x REPLACEMENT TYRES & WHEEL ALIGNMENT	\$ 850.00	
EFT20267	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - SHARED OPERATING EXPENSES - OCT 2020	\$ 1,266.84	
EFT20268	DONNYBROOK FARM SERVICE	RETIC PARTS, POOL CHEMICALS & MISC HARDWARE - OCT 2020	\$ 3,963.87	
EFT20269	SUPA IGA DONNYBROOK	ALL BFB'S - GRAB KIT GOCERIES, ADMIN - GROCERIES - OCT 2020	\$ 1,054.68	
EFT20270	DELL AUSTRALIA PTY LTD	IT - DOCKS DUAL SCREEN LAPTOPS	\$ 470.80	
EFT20271	DE LAGE LANDEN PTY LTD	LEASE EXPENSES - OCT 2020	\$ 670.12	
EFT20272	DBCEC (WA) PTY LTD	GRAVEL SUPPLIES & PLANT HIRE	\$ 33,490.06	
EFT20273	ECOANGLE DESIGN & DRAFTING	PREPARE PLANS FOR THE SHIRE ADMINISTRATION RENEWAL WORKS	\$ 3,325.00	
EFT20274	BUNBURY FREIGHT SERVICES	TUIA LODGE - FREIGHT FOR PHARMACEUTICAL SUPPLIES - OCT 2020	\$ 54.40	
EFT20275	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$ 154.00	
EFT20276	FITRIC	DBK REC CTR - PUMP CLASS INSTRUCTOR EXP - JUL TO OCT 2020	\$ 550.00	
EFT20277	FOREST PRODUCTS COMMISSION	BOND REFUND	\$ 150.00	
EFT20278	SUEZ RECYCLING & RECOVERY	PROCESSING OF RECYCLABLES - OCT 2020	\$ 1,882.41	
EFT20279	GO DOORS PTY LTD	ADMIN - AUTOMATED FRONT ENTRY DOOR INSTALLATION	\$ 10,725.00	
EFT20280	PATRICIA ANN GREENE	RATES REFUND	\$ 626.39	
EFT20281	MOORE AUSTRALIA (WA) PTY LTD	ADVICE ON LEASE FOR LIFE AGREEMENTS & LTFP TEMPLATES	\$ 7,150.00	
EFT20282	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL & BALINGUP TRANSFER SITES - OCTOBER 2020	\$ 33,853.95	
EFT20283	COVERT SIGNS	BFB & ROAD SIGNAGE EXPENSES	\$ 1,564.68	
EFT20284	HARDY SPICER	DB4517 CAT GRADER - NEW HYDRAULIC HOSE & FITTINGS	\$ 378.46	
EFT20285	JONNO'S HANDYMAN & CARPENTRY	PRESTON VILLAGE - GROUNDS MAINTENANCE - OCT 2020	\$ 135.00	
EFT20286	WESFARMERS KLEENHEAT GAS P/L	GAS FACILITY FEES - OCT 2020	\$ 62.70	
EFT20287	KMART SOUTH BUNBURY	DBK REC CTR - TABLE	\$ 102.00	
EFT20288	KIRUP PRIMARY SCHOOL	BOND REFUND	\$ 100.00	
EFT20289	LANDMARK ENGINEERING & DESIGN	MELDENE PATH - 1 X VASSE COMPOSITE SEAT & MOUNTINGS	\$ 1,732.50	
EFT20290	LGISWA	MOTOR VEHICLE INSURANCE EXPENSES - 2019/20 ADJUSTMENT	\$ 6,621.47	
EFT20291	LUCID ECONOMICS PTY LTD	DBK SPORTS PREC - ECONOMIC IMPACT & COST BENEFIT ASSESS	\$ 5,390.00	
EFT20292	MALATESTA ROAD PAVING & HOTMIX	MELDENE PATH - 25MM ASPHALT SEAL	\$ 45,067.15	
EFT20293	MAINSPRAY	SEPT/OCT SPRAY OF ALL RURAL SEALED AND GRAVEL ROADS	\$ 7,636.09	

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Chq/EFT	Name	Description		Municipal	Trust
EFT20294	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - OCT 2020	\$	2,884.03	
EFT20295	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES - NOVEMBER 2020	\$	230.00	
EFT20296	MPM CONCRETING	CONNECTION TO BAKEWELL ST - SUPPLY & INSTALL PATHWAY	\$	6,160.00	
EFT20297	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE - OCTOBER 2020	\$	1,210.77	
EFT20298	MORE TELECOM	TUIA LODGE - MONTHLY TELEPHONE SERVICES - OCT 2020	\$	608.96	
EFT20299	MATERIALS HANDLING SOLUTIONS	TUIA LODGE - WET & DRY LINEN TROLLEY	\$	1,308.40	
EFT20300	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSE TRAINING ACCOMM, MEALS, FUEL & PARK	\$	317.05	
EFT20301	MEDISERVE NURSING AGENCY	TUIA LODGE - CASUAL AGENCY STAFF - 19.10.2020 TO 23.10.2020	\$	3,475.16	
EFT20302	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED SPRING WATER	\$	229.25	
EFT20303	NH3	TUIA LODGE - RE-GAS FRIDGE IN KITCHEN 2	\$	161.89	
EFT20304	ORBIT HEALTH & FITNESS SOLUTION	DBK REC CTR - SILICONE SPRAY AND PTP MICROBANDS	\$	139.79	
EFT20305	OFFICEWORKS	ADMN - TV STAND & STATIONERY SUPPLIES	\$	288.95	
EFT20306	OFFICEWORKS - ACCOUNTS	TUIA LODGE - STATIONERY ORDER - OCT 2020	\$	524.76	
EFT20307	BLACKWOODS	PLANT - CAPACITOR 60 KIT AND DASH LABEL	\$	64.30	
EFT20308	PRESTON PRESS	ADVERTISING & MONTHLY DOUBLE PAGE FEATURE - NOV 2020	\$	575.00	
EFT20309	PRESTON VALLEY STORE	MITIGATION - LOWDEN BURNS - MEALS FOR VOLUNTEERS	\$	25.00	
EFT20310	PRESTON POWER EQUIPMENT	MISC SMALL ITEMS FOR PARKS & GARDENS	\$	235.00	
EFT20311	PAYPAC PAYROLL SERVICES PTY LTD	TUIA LODGE - PAYROLL PROCESSING SERVICES - OCTOBER 2020	\$	1,050.76	
EFT20312	PEEL PODIATRY CLINIC	TUIA LODGE - PODIATRY SERVICES - OCTOBER 2020	\$	1,400.00	
EFT20313	DAVID GEORGE PENNEY	RATES REFUND	\$	579.39	
EFT20314	PERSON CENTRED TRAINING	TUIA LODGE - NEW AGED CARE STANDARDS MANUALS & DOCS	\$	4,785.00	
EFT20315	STAFF REIMBURSEMENTS	REIMBURSE INTERNET EXPENSES - NOVEMBER 2020	\$	39.95	
EFT20316	SPRINT EXPRESS	FREIGHT EXPENSES - OCT 2020	\$	22.00	
EFT20317	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - OCT 2020	\$	1,573.44	
EFT20318	BUNBURY TRUCKS	DB4550 & DB2134 - SERVICE KITS	\$	339.52	
EFT20319	STALEY FOOD & PACKAGING	TUIA LODGE - LAUNDRY, PPE, KITCHEN & CLEANING CONSUMABLES	\$	2,267.77	
EFT20320	SAI GLOBAL LIMITED	PURCHASE OF AS 4122 - GENERAL CONDITIONS OF CONTRACT	\$	225.50	
EFT20321	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES - OCT 2020	\$	2,744.66	
EFT20322	SURVCON PTY LTD	FEATURE SURVEY OF DBK STANDPIPE FOR DETAILED DESIGN	\$	858.00	
EFT20323	S & S PROPERTY MAINTENANCE	ADMIN, HALL & DEPOT - CLEANING FOR OCTOBER 2020	\$	874.00	
EFT20324	SNL ELECTRICS	DBK AMPHITHEATRE - INSTALL NEW BBQ HOTPLATE UNIT	\$	562.58	
EFT20325	SIMBA GLOBAL	TUIA LODGE - ASSORTED BATH & BEDROOM MANCHESTER	\$	3,552.78	
EFT20326	SHAPE MANAGEMENT	APPLE FUN PARK - TENDER DEVELOPMENT SERVICES	\$	2,145.00	
EFT20327	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	3,411.21	
EFT20328	WA TREASURY CORPORATION	LOAN 74 - INTEREST & CAPITAL PAYMENT	\$	7,680.59	
EFT20329	STATE WIDE TURF SERVICES	EGAN & MITCHELL PARKS - VERTIMOWING & FERTILISING	\$	12,738.00	
EFT20330	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES - OCT 2020	\$	124.97	
EFT20331	TENDERLINK	APPLE FUN PARK - ADVERTISING SERVICE FEE	\$	168.30	
EFT20332	LANDGATE	VALUATION SERVICES - OCT 2020	\$	874.70	



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Chq/EFT	Name	Description		Municipal	Trust
EFT20333	VETAG PTY LTD	GRAVEL FOR GRAVEL ROAD MAINTENANCE - OCT 2020	\$	4,386.44	
EFT20334	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$	837.10	
EFT20335	SYNERGY	ELECTRICITY EXPENSES	\$	8,082.98	
EFT20336	WA LOCAL GOVERNMENT ASSOC	BREAKFAST WITH DIRECTOR GENERALS - 29 October 2020	\$	50.00	
EFT20337	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPNG FOR 20/21 FY - OCT 2020	\$	5,335.00	
EFT20338	WORK CLOBBER	2020/21 UNIFORM ORDER FOR DEPOT STAFF	\$	4,301.00	
EFT20339	STAFF REIMBURSEMENTS	TUIA LODGE - ITEMS FOR MELB CUP - RESIDENTS LUNCH	\$	12.00	
EFT20340	WORKFORCE ROAD SERVICES P/L	UPPER CAPEL RD & CAPEL ST KIRUP - LINEMARKING & REPORT	\$	5,685.72	
EFT20341	ZIPFORM	PRINTING OF FINAL RATES NOTICES	\$	436.06	
EFT20341a	SG FLEET AUSTRALIA PTY LTD	CESM VEHICLE - LEASE EXPENSES 09/11/2020 - 08/12/2020	\$	1,561.90	
EFT20341b	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 18/11/2020	\$	142,384.26	
EFT20341c	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 18/11/2020	\$	67,495.84	
EFT20342	A & R ENGINEERING	DB 4384 - DB SES - VEHICLE SERVICE	\$	348.17	
EFT20343	A & R MACHINERY	DB606 MOWER - TRANS FILTER, SIDE SHOOT & DECK BELTS	\$	598.95	
EFT20344	BUILD & CONST IND TRAINING FUND	BCITF LEVY COLLECTIONS FOR OCTOBER 2020	\$	298.01	
EFT20345	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF OCTOBER 2020	\$	26,268.00	
EFT20346	BANKS PEST AND WEED CONTROL	WEED, BRIDAL CREEPER & PATERSONS CURSE SPRAYING	\$	1,277.10	
EFT20347	CRS ELECTRICAL	RELOCATE GPO & EMERGENCY EXIT SIGN AT ADMIN FRONT DOOR	\$	428.67	
EFT20348	DONNYBROOK NEWSAGENCY	All BFBS - PRE SEASON DRY CLEANING	\$	150.00	
EFT20349	DBK & DISTRICTS PLUMBING SERVICE	PLUMBING REPAIRS & MAINTENANCE	\$	1,727.00	
EFT20350	DONNYBROOK TYRE SERVICE	DB193 TRACTOR MOWER - 2 REAR TYRES	\$	240.00	
EFT20351	DEPT OF MINES, IND REG & SAFETY	BSL LEVY COLLECTIONS FOR OCTOBER 2020	\$	5,238.12	
EFT20352	EARTHMAC PTY LTD	MELDENE PATH - INSTALL BOLLARDS, BENCH & BIKE RACK	\$	2,250.05	
EFT20353	COVERT SIGNS	MISC SIGNANGE AND STREET SIGNS	\$	484.00	
EFT20354	SKIPPERS PLUMBING SERVICES	VC MITCHELL PARK - REPAIR UNDERGROUND LEAK TO TENNIS CLUB	\$	112.20	
EFT20355	JONNO'S HANDYMAN & CARPENTRY	PRESTON VILLAGE - GROUNDS MAINTENANCE - NOV 2020	\$	135.00	
EFT20356	KENNETH GEORGE MAXWELL	RATES REFUND	\$	365.13	
EFT20357	PRESTON VALLEY MAINTENANCE	ADMIN REFURB - CUT DOORWAY & INSTALL DOOR, JAMB & LOCK	\$	1,941.50	
EFT20358	REPCO - DONNYBROOK	MISC TOOLS & HARDWARE FOR OCT 2020	\$	283.77	
EFT20359	PN & ML SWIFT	RATES REFUND	\$	594.00	
EFT20360	STAFF REIMBURSEMENTS	DBK REC CTR - REIMBURSE POLICE CLEARANCE & WWC CHECK	\$	142.80	
EFT20360a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL PERIOD ENDING 18/11/2020 - SPECIAL PAY	\$	2,401.60	
EFT20360b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR THE MONTH OF NOV 2020	\$	15,558.94	
EFT20360c	AUSTRALIAN TAX OFFICE	BAS - OCT 20	\$	47,369.00	
EFT20360d	LIBERAL PARTY OF AUSTRALIA (WA)	BOND REFUND	\$	150.00	
EFT20360e	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - FINAL PAY FOR PERIOD ENDING 02/12/2020 WEEK 24	\$	4,972.93	
EFT20361	ARROW BRONZE	DONNYBROOK CEMETERY - DUAL PLAQUE	\$	722.04	
EFT20362	AUST INSTITUTE OF MANAGEMENT	RISK MANAGEMENT TRAINING (ONLINE)	\$	1,075.00	
EFT20363	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$	25.90	

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Chq/EFT	Name	Description		Municipal	Trust
EFT20364	AMD SOUTHWEST PTY LTD	TUIA LODGE - AUDIT OF PRUDENTIAL COMPLIANCE RETURN	\$	3,575.00	
EFT20365	A & R ENGINEERING	DB 8060 - DB SES - VEHICLE SERVICE	\$	372.91	
EFT20366	AMITY SIGNS	RURAL STREET NUMBERING PLATES	\$	107.80	
EFT20367	WINC AUSTRALIA PTY LTD	ADMIN - DIARIES AND SEPTEMBER STATIONARY	\$	742.45	
EFT20368	ABCO PRODUCTS PTY LTD	PUBLIC ABLUTIONS - CLEANING SUPPLIES	\$	2,263.72	
EFT20369	ATC EMPLOYMENT SOLUTIONS	W&S - EWP TRAINING X 2 STAFF	\$	600.00	
EFT20370	AQUAMONIX	P&G - RAINMAN ENGINEER CHECK & ANNUAL SCADA LICENCE	\$	2,105.67	
EFT20371	ACTIVTEC SOLUTIONS	TUIA LODGE - REPAIRS TO TRANSFER AIDS	\$	1,356.50	
EFT20372	AUSTRAL POOL SOLUTIONS	DBK REC CTR - LANE ROPE STORAGE REEL & NEW LANE ROPE	\$	4,306.25	
EFT20373	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT FOR WORKS ON SOUTHAMPTON ROAD	\$	2,079.00	
EFT20374	BENARA NURSERIES	P&G - ASSORTED FLOWER SEEDLINGS FOR TOWNSCAPE PLANTING	\$	613.14	
EFT20375	BUNBURY RETRAVISION	DBK REC CTR - UNIDEN HAND HELD RADIOS X 3	\$	174.00	
EFT20376	BP SERVICE STATION	MGNT DBK TRANSIT PRK, ADMIN & BFB'S - FUEL EXPENSES- OCT 20	\$	3,557.17	
EFT20377	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - OCT 2020	\$	155.13	
EFT20378	BRECKEN HEALTH CARE	TUIA LODGE - PRE-EMPLOYMENT MEDICALS	\$	684.20	
EFT20379	STAFF REIMBURSEMENTS	REIMBURSE MEAL EXPENSES - AUSPIRE AUSTRALIA DAY AWARDS	\$	55.80	
EFT20380	BUN/GEO CHAMBER OF COMMERCE	TRANSFORMING BUNBURY WATERFRONT - UPDATE BREAKFAST	\$	110.00	
EFT20381	BBY GEOTECHNICAL & LAB SERVICES	PAVEMENT TESTING AT VARIOUS LOCATIONS ON COLLINS ST	\$	4,668.40	
EFT20382	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$	561.95	
EFT20383	COATES HIRE OPERATIONS PTY LTD	TUIA LODGE - HIRE EQUIPMENT FOR FINAL CLEANUP (FIRE SYSTEM)	\$	865.46	
EFT20384	DBK/BLN CHAMBER OF COMMERCE	2019-2020 MAJOR GRANT FUNDING - SHOP LOCAL CAMPAIGN	\$	2,046.00	
EFT20385	CRS ELECTRICAL	PRESTON VILL - SMOKE DETECTOR REPLACEMENTS	\$	860.52	
EFT20386	CORSIGN WA	UPPER CAPEL RD - WHITE FLEXSTEEL GUIDE POSTS	\$	12,766.05	
EFT20387	DONNYBROOK NEWSAGENCY	ADMIN - PUBLICATIONS SUPPLIED FOR OCTOBER 2020	\$	15.00	
EFT20388	DONNYBROOK PHARMACY	TUIA LODGE - PHARMACY ACCOUNT - OCT 2020	\$	68.89	
EFT20389	DBK & DISTRICTS PLUMBING SERVICE	PLUMBING REPAIRS & MAINTENANCE	\$	473.00	
EFT20390	DONNYBROOK TYRE SERVICE	DB117 - NEW TYRES, 000DB - WHEEL ALIGNMENT	\$	470.50	
EFT20391	DONNYBROOK DISTRICT HIGH SCHOOL	DONATION TO END OF YEAR AWARDS	\$	150.00	
EFT20392	DELL FINANCIAL SERVICES PTY LTD	LEASE EXPENSES - DEC 2020	\$	821.46	
EFT20393	JULIE ANN DAVIS	RATES REFUND	\$	2,292.27	
EFT20394	DBCEC (WA) PTY LTD	DBK CEMETERY - HIRE OF EXCAVATOR	\$	275.00	
EFT20395	DEPT OF FIRE & EMERGENCY SERV	2020/21 ESL 2ND QUARTER CONTRIBUTION	\$	88,841.81	
EFT20396	FRONTLINE FIRE & RESCUE	BEELERUP BFB - TIE DOWN STRAPS FOR PUMP	\$	281.18	
EFT20397	STAFF REIMBURSEMENTS	REIMBURSE PURCHASE OF ITEMS FOR MEETING RM IN TOWN HALL	\$	96.50	
EFT20398	A.J FRANKE & B.M FRANKE	MITIGATION - ASBESTOS REMOVAL & DISPOSAL	\$	400.00	
EFT20399	GARMIN	GARMEN MESSENGER AND GPS DEVICE 14/11/2020 - 13/12/2020	\$	60.00	
EFT20400	GEOFF'S PATIOS, FENCE & GDN SHED	LANGLEY VILLAS - FENCING REPAIRS UNITS 4 & 6,	\$	2,440.00	
EFT20401	HASTIE WASTE PTY LTD	BLN TRANSFER STATION - TRACK LOADER HOURS - OCT 2020	\$	260.00	
EFT20402	HEATLEYS SAFETY & INDUSTRIAL	CHAIN TO PREVENT ACCESS INTO DIEBACK INFESTED AREA	\$	110.00	

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EFT20403	HISCO - HOSPITALITY & HEALTHCARE	TUIA LODGE - KITCHEN EQUIPMENT AND DISHES FOR RESIDENTS	\$	1,526.67	
EFT20404	COVERT SIGNS	MELDENE PATHWAY SIGNAGE & OTHER MISC SMALL NOTICE SIGNS	\$	2,739.00	
EFT20405	INSTANT WEIGHING	DEPOT - CALIBRATION OF WEIGHING SCALES	\$	1,980.00	
EFT20406	IT VISION	EMAIL DEBTORS INVOICES/STATEMENTS FUNCTIONALITY SET-UP	\$	1,447.60	
EFT20407	JUST IN SCALES	TUIA LODGE - SERVICE OF WHEELCHAIR WEIGHT MACHINE	\$	209.00	
EFT20408	JCW ELECTRICAL GROUP	DBK REC CTR - SURGE/OVER VOLTAGE PROTECTION SUPPLY & INST	\$	8,231.28	
EFT20409	KENSINGTON PHYSIOTHERAPY	TUIA LODGE - PHYSIOTHERAPY SERVICES - 19.09.2020	\$	3,279.65	
EFT20410	LIVING SPRINGS	BOTTLED WATER ADMIN OFFICE	\$	143.00	
EFT20411	LO-GO APPOINTMENTS	RECRUITMENT FOR OSH OFFICER JOINT ROLE WITH COLLIE	\$	1,188.00	
EFT20412	MEDELECT BIOMEDICAL SERVICES	TUIA LODGE - REPLACE POWER CORD TO MATTERESS CONTROLLER	\$	363.00	
EFT20413	METAL ARTWORK CREATIONS	LIBRARY STAFF NAME BADGES	\$	48.84	
EFT20414	MCLEODS BARRISTERS & SOLICITORS	INITIAL CONTACT FEES TO DRAW UP A COMMERCIAL LEASE	\$	86.09	
EFT20415	MEDISERVE NURSING AGENCY	TUIA LODGE - CASUAL AGENCY STAFF - 26.10.2020 TO 01.11.2020	\$	6,738.73	
EFT20416	NH3	TUIA LODGE - REPLACEMENT AIR CONDITIONER UNIT	\$	5,032.50	
EFT20417	OFFICEWORKS	ADMIN STATIONERY SUPPLIES	\$	660.91	
EFT20418	PERKINS BUILDERS	DONNYBROOK TOWN CENTRE REVITALISATION PROJECT DRAWDOWN	\$	101,435.21	
EFT20419	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$	245.08	
EFT20420	PRESTON VALLEY MAINTENANCE	ADMIN REFURB - FURNITURE DISASSEMBLY AND DEMOLITION	\$	1,854.93	
EFT20421	PFD FOOD SERVICE PTY LTD	DBK REC CTR - KIOSK ICE CREAM SUPPLIES	\$	227.75	
EFT20422	PRESTON POWER EQUIPMENT	P&G - PPE CHAINSAW CHAPS	\$	429.00	
EFT20423	WREN OIL	DEPOT - EMPTY WASTE OIL CONTAINERS	\$	126.50	
EFT20424	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS PAYROLL SERVICES 12/11/2020 - 11/12/2020	\$	149.00	
EFT20425	BUNBURY TRUCKS	DB4550 TRUCK - REAR BRAKE PADS	\$	234.53	
EFT20426	STALEY FOOD & PACKAGING	TUIA LODGE - CLEANING, PPE, KITCHEN & LAUNDRY CONSUMABLES	\$	1,547.43	
EFT20427	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES - NOV 2020	\$	806.59	
EFT20428	SURVCON PTY LTD	CENTRE LINE FOR VARIOUS ROADS	\$	5,006.58	
EFT20429	S & S PROPERTY MAINTENANCE	ADMIN, HALL, DEPOT - CLEANING FOR OCT/NOV 2020	\$	770.00	
EFT20430	SIGMA CHEMICALS	DBK REC CTR - PHOTOMETER TABS FOR POOL	\$	554.40	
EFT20431	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	2,008.22	
EFT20432	TOTALLY WORKWEAR	PPE FOR DTCRP SOD TURNING	\$	507.10	
EFT20433	T & V FENCING CONTRACTORS	MELDENE PATHWAY - FENCING SUPPLY & INSTALL	\$	1,092.30	
EFT20434	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES - NOV 2020	\$	262.24	
EFT20435	TOTAL TOOLS BUNBURY	DEPOT - MILWAUKEE 18V COMBO TOOL KIT	\$	1,818.00	
EFT20436	TECON AUSTRALIA PTY LTD	TUIA LODGE - REVIEW OF BUILDING CLASSIFICATION AND AUDIT	\$	3,960.00	
EFT20437	EARTH 2 OCEAN COMMUNICATIONS	TRAFFIC CONTROL - ICOM IC-41 HAND HELD RADIO	\$	748.00	
EFT20438	WATER CORPORATION	HERITAGE PRECINCT GOODS SHED - TRADE WASTE PERMIT	\$	143.14	
EFT20439	SYNERGY	ELECTRICITY EXPENSES	\$	1,571.30	
EFT20440	VEOLIA ENVIRONMENTAL SERVICES	W&S - 3 DAYS HIRE OF COMBINATION UNIT & STREET SWEEPING	\$	5,592.40	
EFT20441	WESTRAC EQUIPMENT PTY LTD	DEPOT - BEZEL, FILTERS, GASKETS, O-RINGS	\$	975.84	

**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 16 DECEMBER 2020**  
**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description		Municipal	Trust
EFT20442	WORK CLOBBER	2020/21 UNIFORM ORDER FOR DEPOT STAFF	\$	418.32	
EFT20443	WORKFORCE ROAD SERVICES P/L	MELDENE PATH - LINE MARKING & DIRECTIONAL ARROWS	\$	7,590.55	
EFT20444	YABBERUP COMMUNITY ASSOCIATION	SYNCRONISED VOLUNTEER SUNDOWNER PROJECT GRANT	\$	400.00	
EFT20445	ZIPFORM	PRINTING OF RATES 2ND INSTALMENT NOTICES PLUS BASE STOCK	\$	2,042.87	
EFT20446	ZURICH AUSTRALIA INSURANCE	EXCESS PAYMENT - VEHICLE INSURANCE CLAIM	\$	500.00	
53620	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - INTERIM RATES ADJUST - ADDITIONAL BIN SERVICE	\$	293.05	
53621	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES PAYROLL DEDUCTIONS FOR NOV 2020	\$	330.00	
53622	CITY OF BUSSELTON	SW REGIONAL WASTE GROUP - CONTRIBUTION TO PROJECT 2020/21	\$	1,868.90	
DD25448.1	WA SUPER	PAYROLL DEDUCTIONS	\$	18,840.17	
DD25448.2	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	127.65	
DD25448.3	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	190.55	
DD25448.4	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,075.92	
DD25448.5	HOSTPLUS	PAYROLL DEDUCTIONS	\$	450.98	
DD25448.6	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	336.61	
DD25448.7	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$	179.17	
DD25448.8	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$	312.08	
DD25448.9	UNISUPER	PAYROLL DEDUCTIONS	\$	51.88	
DD25448.10	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	182.48	
DD25484.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$	43.35	
DD25484.2	HOSTPLUS	PAYROLL DEDUCTIONS	\$	383.65	
DD25484.3	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	116.15	
DD25484.4	WA SUPER	PAYROLL DEDUCTIONS	\$	18,859.98	
DD25484.5	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,061.82	
DD25484.6	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	187.28	
DD25484.7	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	325.23	
DD25484.8	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$	107.09	
DD25484.9	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$	288.80	
DD25484.10	UNISUPER	PAYROLL DEDUCTIONS	\$	69.18	
DD25484.11	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	91.24	
			\$	1,042,797.56	\$ -
					\$ 1,042,797.56

# 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 16 DECEMBER 2020.

### SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
	CCP3538-CCP3551, EFT20230e-EFT20446, 53620 -	
Municipal	53622, DD25448.1 - DD25448.10 and DD25484.1 - DD25484.11	\$1,042,797.56
Trust		\$0.00
<i>Monthly Cheque Totals</i>		<u><u>\$1,042,797.56</u></u>

### CERTIFICATION OF EXECUTIVE MANAGER CORPORATE & COMMUNITY

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3538-CCP3551, EFT20230e-EFT20446, 53620 - 53622, DD25448.1-DD25448.10 and DD25484.1 - DD25484.11 totalling \$1,042,797.56 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.

  
EXECUTIVE MANAGER CORPORATE & COMMUNITY      11/12/2020  
DATE



# **Monthly Financial Reports**

**Management Statements**

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

**Shire of Donnybrook-Balingup**

**Monthly Report to Council**

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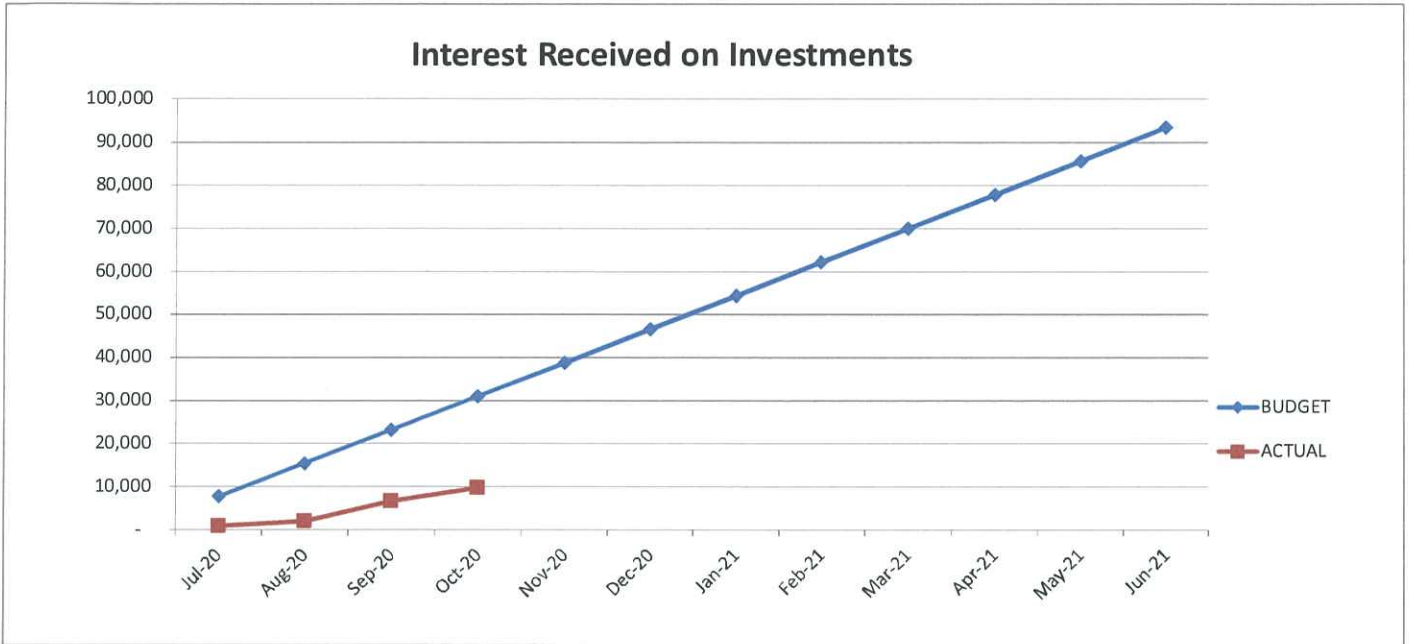
<b><u>FINANCIAL STATEMENTS</u></b>	<b>Page</b>
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**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st October 2020**

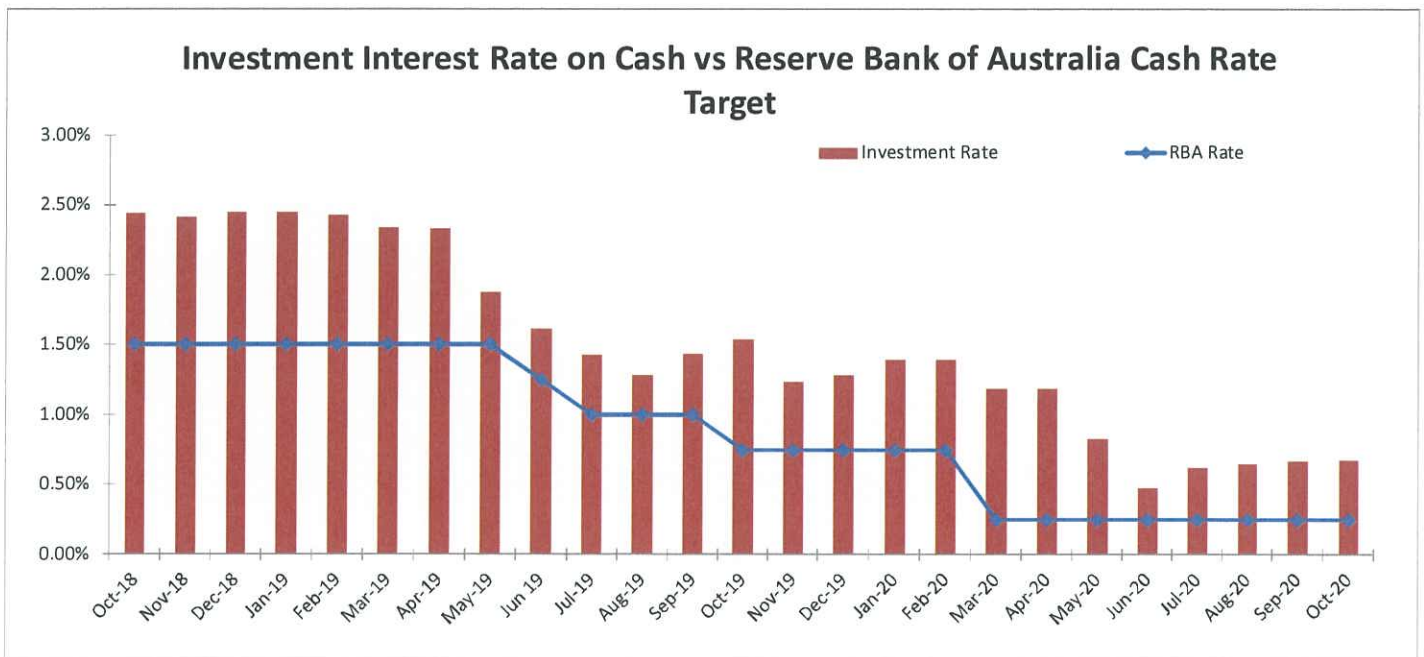
\* **Cash & Investments**

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

	YTD Actual	YTD Budget
Municipal Fund:	\$ 4,188	\$ 10,000
Reserve Fund:	\$ 5,644	\$ 21,108
	<u>\$ 9,831</u>	<u>\$ 31,108</u>



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



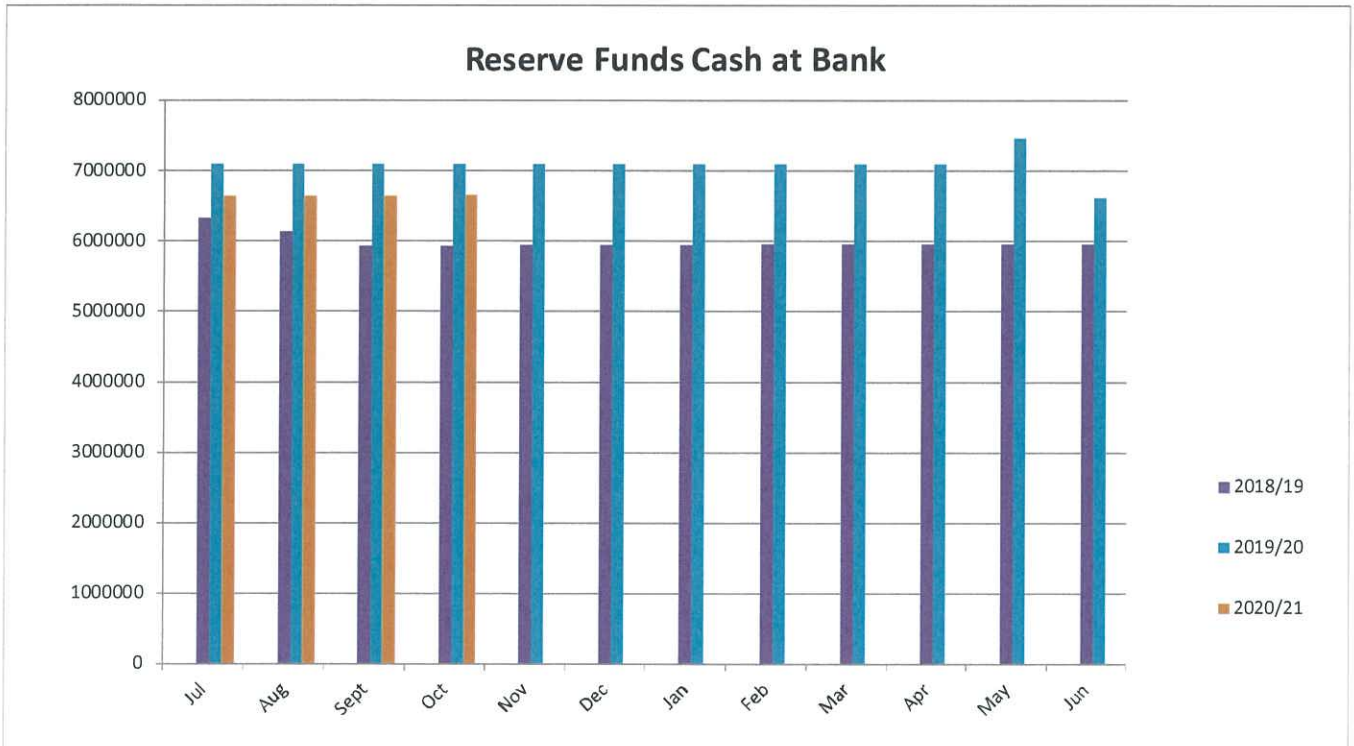
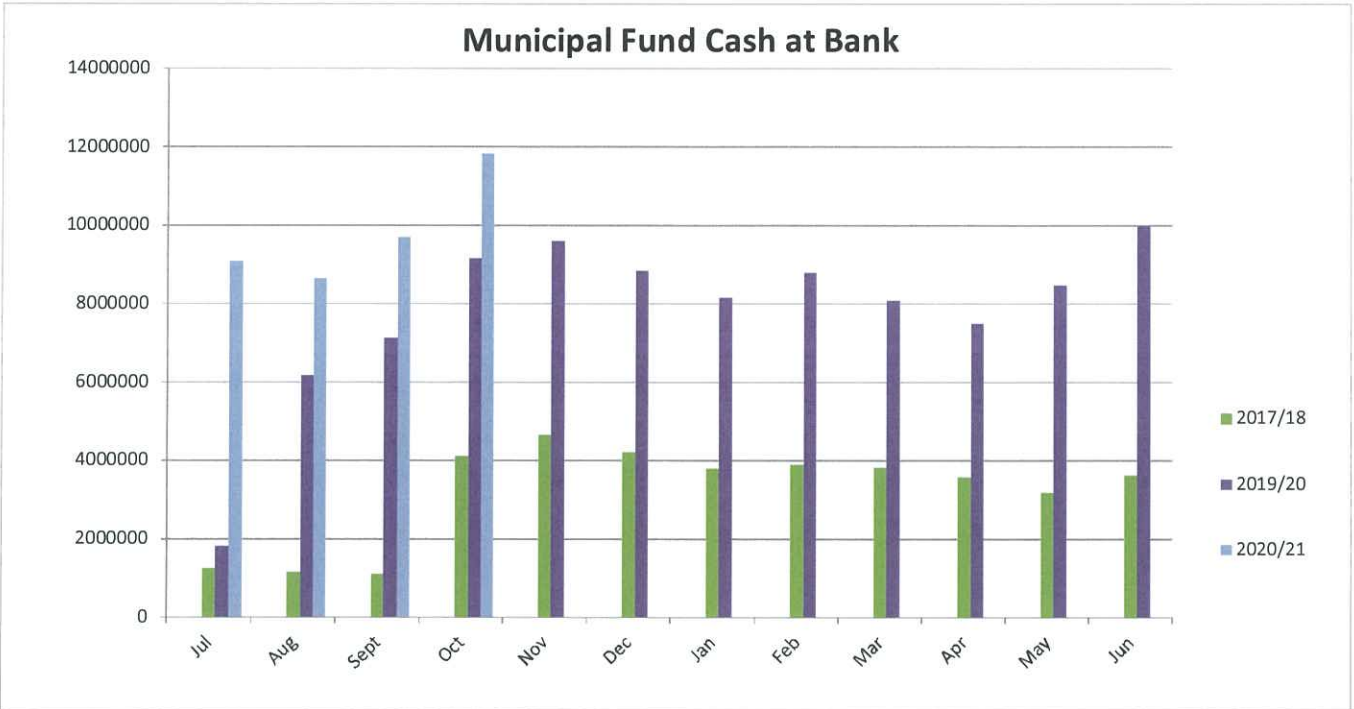


**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st October 2020**

\* **Cash & Investments**

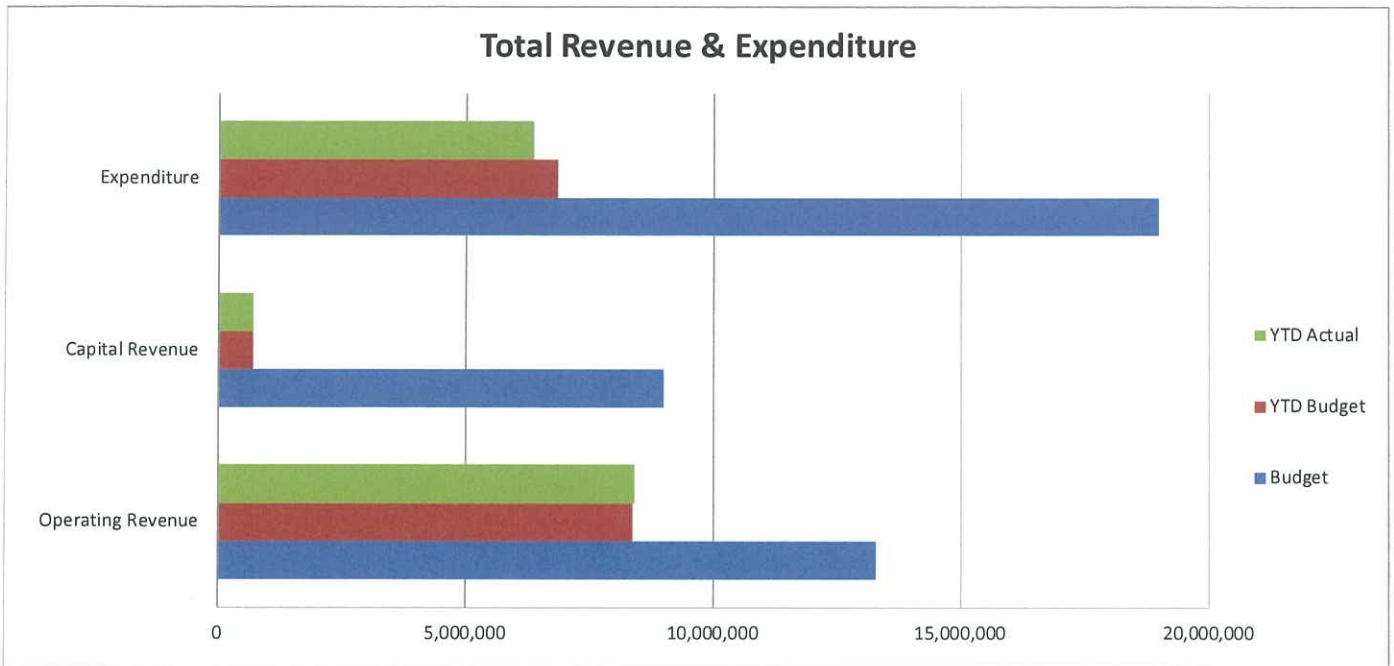
As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$11,843,038.89. This includes investments held by the Shire of \$10,756,191.42

Municipal Investment Funds total	\$	6,194,948
Restricted Funds - Bond Deposits	\$	4,561,243
 Municipal Fund Cash at Bank total	 \$	 1,086,847
Reserve Investment Funds Cash at Bank	\$	6,653,157
	<b>\$</b>	<b><u>18,496,196</u></b>



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

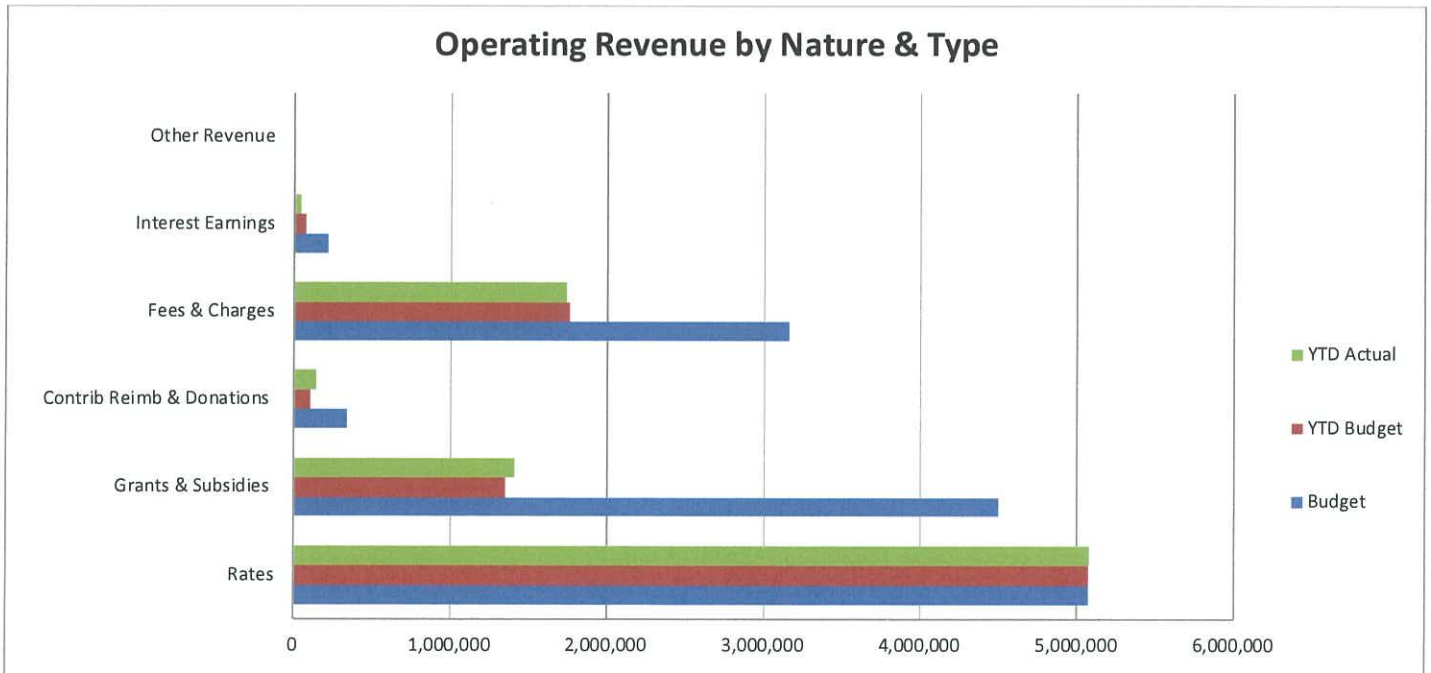
\* **Nature & Type Reporting**



**Total Revenue & Expenditure**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	13,286,259	8,366,268	8,422,103	0.67%
Capital Revenue	8,994,403	697,906	707,305	1.35%
Expenditure	18,988,603	6,859,824	6,361,861	(7.26%)

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

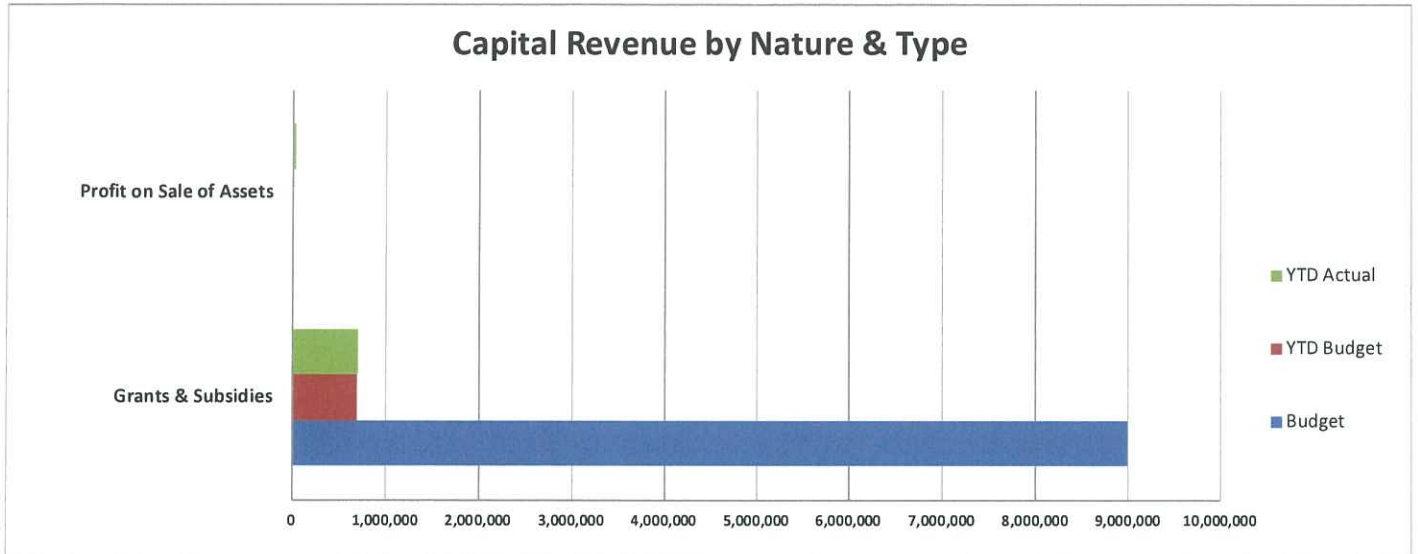


**Operating Revenue by Nature & Type**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,074,942	5,073,742	5,079,081	0.11%
Grants & Subsidies	4,498,690	1,348,558	1,413,008	4.78%
Contrib Reimb & Donations	339,678	107,992	140,027	29.66%
Fees & Charges	3,154,474	1,763,156	1,742,447	(1.17%)
Interest Earnings	216,825	72,272	47,334	(34.51%)
Other Revenue	1,650	548	206	(62.47%)
<b>Total</b>	<b>13,286,259</b>	<b>8,366,268</b>	<b>8,422,103</b>	

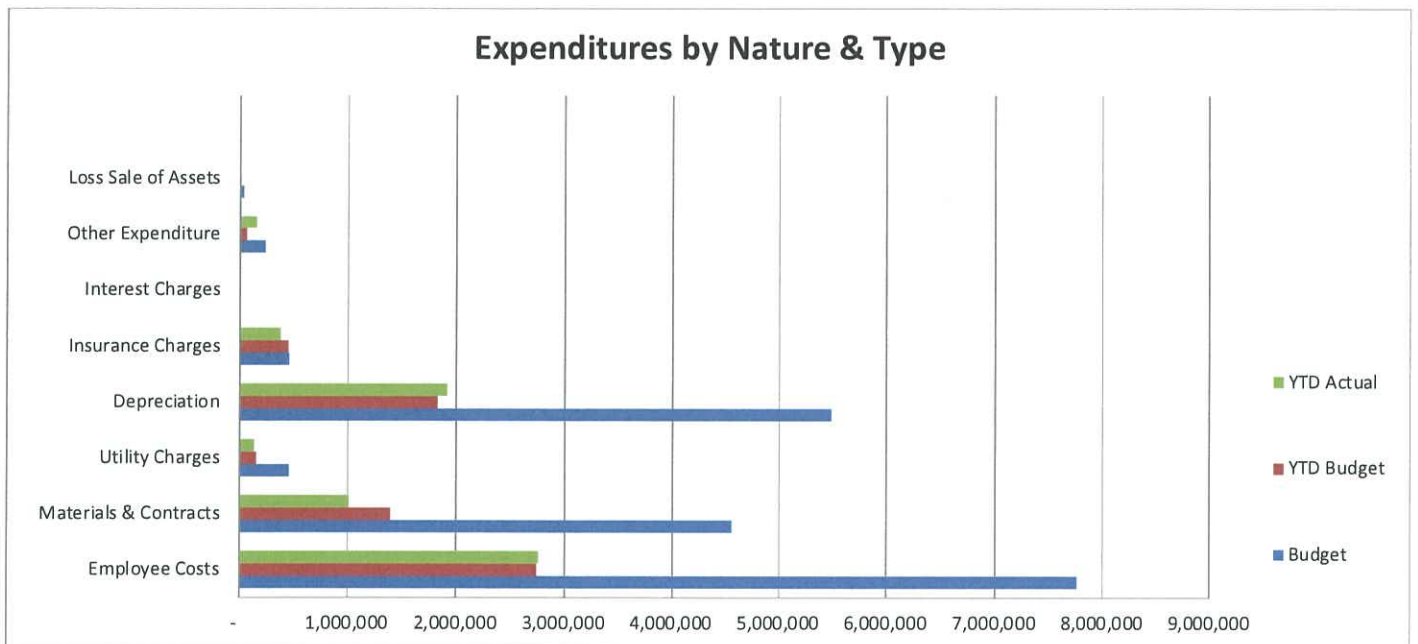
**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st October 2020**

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



**Capital Revenue by Nature and Type**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	8,994,403	697,906	707,305	1.35%
Profit on Sale of Assets	9,869	6,233	36,350	483.18%
<b>Total</b>	<b>9,004,272</b>	<b>704,139</b>	<b>743,655</b>	

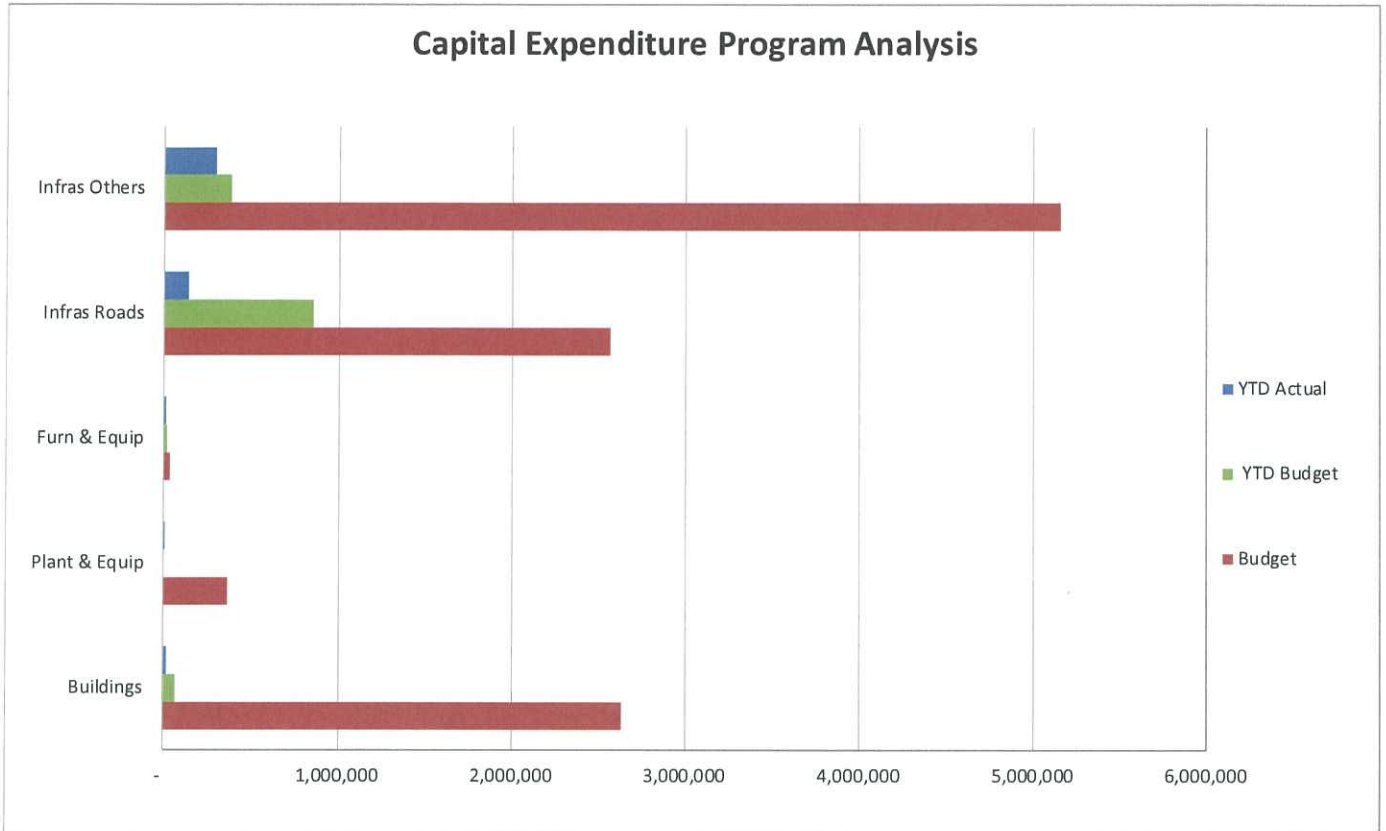


**Expenditures by Nature and Type**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,766,645	2,741,854	2,761,898	0.73%
Materials and contracts	4,559,200	1,392,601	1,012,350	(27.31%)
Utility charges	457,272	151,570	136,852	(9.71%)
Depreciation on Non Current Assets	5,494,234	1,831,364	1,920,131	4.85%
Insurance charges	456,518	450,358	376,065	(16.50%)
Interest charges	17,133	6,147	(1,807)	(70.61%)
Loss on sale of asset	32,470	7,514	0	0.00%
Other expenditure	237,601	71,590	148,111	106.89%
<b>TOTAL</b>	<b>19,021,073</b>	<b>6,652,998</b>	<b>6,357,213</b>	

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

\* **Capital Acquisitions by Asset Class**



**Capital Acquisitions**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	2,635,764	71,870	15,805	(78.01%)
Plant & Equipment	371,556	1,932	5,668	193.35%
Furniture & Equipment	38,000	20,664	12,088	(41.50%)
Infrastructure Roads	2,567,418	855,720	139,615	(83.68%)
Infrastructure Others	5,160,088	387,496	297,083	(23.33%)
<b>TOTAL</b>	<b>10,772,826</b>	<b>1,337,682</b>	<b>470,257</b>	

**Shire of Donnybrook / Balingup**  
**Operating Statement**  
**For Period ended 31st October 2020**

		Adopted Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
<b>Operating Revenues</b>				
Rate Revenue	3	5,074,942	5,073,742	5,079,081
General Purpose Funding	3	1,163,234	307,840	313,804
Governance	4	64,084	42,536	42,945
Law, Order & Public Safety	5	577,580	233,200	233,041
Health	7	173,013	57,660	66,858
Education and Welfare	8	4,047,772	1,207,728	1,227,326
Community Amenities	10	1,134,936	1,090,088	1,129,925
Recreation & Culture	11	261,529	87,132	58,027
Transport	12	198,310	174,306	162,761
Economic Services	13	480,781	55,144	48,352
Other Property & Services	14	110,078	36,892	59,982
		13,286,259	8,366,268	8,422,103
<b>Operating Expenses Excluding</b>				
<b>Borrowing Costs Expenses</b>				
General Purpose Funding	3	(202,110)	(80,074)	(61,372)
Governance	4	(1,049,323)	(449,659)	(402,285)
Law, Order & Public Safety	5	(1,372,958)	(516,252)	(426,445)
Health	7	(260,039)	(91,359)	(94,324)
Education and Welfare	8	(5,020,297)	(1,621,956)	(1,458,697)
Community Amenities	10	(1,709,555)	(576,025)	(504,819)
Recreation & Culture	11	(3,576,815)	(1,238,570)	(1,220,084)
Transport	12	(4,818,754)	(1,658,747)	(1,826,659)
** Economic Services	13	(844,600)	(261,341)	(138,913)
Other Property & Services	14	(118,200)	(145,746)	(220,350)
		(18,972,651)	(6,639,729)	(6,353,948)
<b>Borrowing Costs Expenses</b>				
Governance	4	(2,876)	(956)	(1,072)
Law, Order & Public Safety	5	(111)	(36)	(104)
Health	7	(3,668)	0	365
Education and Welfare	8	(4,617)	(2,339)	(1,507)
Recreation and Culture	11	(2,012)	(979)	(773)
** Economic Services	13	(2,667)	(1,445)	(175)
		(15,951)	(5,755)	(3,265)
<b>Contributions/Grants for the Development of Assets</b>				
Law, Order & Public Safety	5	62,241	1,732	0
Community Amenities	10	170,000	0	0
Recreation & Culture	11	4,030,671	200,000	192,863
Transport	12	4,611,491	496,174	514,443
Economic Services	13	120,000	0	0
		8,994,403	697,906	707,305
<b>GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS</b>				
Governance	4	622	622	0
Community Amenities	10	5611	5,611	0
Transport	12	(21,321)	0	0
Economic Services	13	(7,514)	(7,514)	36,350
		(22,602)	(1,281)	36,350
<b>Net Profit OR Loss / Result</b>		3,269,458	2,417,410	2,808,545

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

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

	Adopted Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
<b>OPERATING REVENUE AND EXPENDITURE</b>			
<b>(a) Summary by Nature and Type</b>			
<b>Revenue</b>			
Rates	5,074,942	5,073,742	5,079,081
Grants and Subsidies (Operating)	4,498,690	1,348,558	1,413,008
Contributions Reimbursements and Donations (Operating)	339,678	107,992	140,027
Fees and Charges	3,154,474	1,763,156	1,742,447
Interest Earnings	216,825	72,272	47,334
Other Revenue	1,650	548	206
	<u>13,286,259</u>	<u>8,366,268</u>	<u>8,422,103</u>
<b>Expenditure</b>			
Employee Costs	(7,766,645)	(2,741,854)	(2,761,898)
Materials and Contracts	(5,201,797)	(1,606,941)	(1,016,998)
Utility Charges	(457,272)	(151,570)	(136,852)
Depreciation on Non Current Assets	(5,494,234)	(1,831,364)	(1,920,131)
Insurance Expenses	(456,518)	(450,358)	(376,065)
Interest Expenses	(17,133)	(6,147)	1,807
Other Expenses	(237,601)	(71,590)	(148,111)
	<u>(19,631,200)</u>	<u>(6,859,824)</u>	<u>(6,361,861)</u>
Less Applicable to Capital Works	(642,598)	(214,340)	(4,648)
	<u>(5,702,344)</u>	<u>1,720,785</u>	<u>2,064,890</u>
Non-operating grants, subsidies and contributions	8,994,403	697,906	707,305
Profit on asset disposals	9,869	6,233	36,350
Loss on asset disposals	(32,470)	(7,514)	0
<b>Net result</b>	<u>3,269,458</u>	<u>2,417,410</u>	<u>2,808,545</u>
<b>Total Comprehensive Income</b>	<b>3,269,458</b>	<b>2,417,410</b>	<b>2,808,545</b>



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

<b>OPERATING REVENUE AND EXPENDITURE</b>	<b>2020/21</b>		
<b>(b) Classified According to Nature and Type:</b>	<b>Original Budget</b>	<b>YTD Budget</b>	<b>Actual</b>
<b><u>OPERATING REVENUE</u></b>			
<b>Rate Revenue</b>			
Rates	5,074,942	5,073,742	5,079,081
<b>Grants &amp; Subsidies (Operating)</b>			
**    Other Grants	4,498,690	1,348,558	1,413,008
<b>Grants &amp; Subsidies (Capital)</b>			
Other Grants	8,978,371	692,562	707,305
<b>Reimbursements (Operating)</b>			
Reimbursements	334,838	106,392	130,682
<b>Contributions &amp; Donations (Operating)</b>			
Contributions, Reimbursements & Donations	4,840	1,600	9,345
<b>Contributions &amp; Donations (Cap)</b>			
Contributions, Reimbursements & Donations	16,032	5,344	0
<b>Fees and Charges</b>			
Waste Receptacle Fee	570,696	570,696	588,864
Waste Management Levy	498,070	497,356	497,343
Property Lease	426,507	142,136	119,998
Property Hire	58,106	19,360	8,929
Sale of Stock	8,000	2,664	745
Inspections	200	64	0
Other Charges	1,461,555	487,120	472,216
Fines and Penalties	5,100	1,692	400
Licenses, Approvals, Registrations	126,240	42,068	53,952
<b>Interest Earnings</b>			
Rates Penalty Interest Charge	37,500	12,500	13,744
Interest on Rates Instalments	16,500	5,500	15,293
Interest on Municipal Funds	159,325	53,108	13,253
Interest Other	3,500	1,164	5,044
<b>Other Revenue</b>			
Other Income	1,650	548	206
<b>Profit on Sale of Non-Current Assets</b>	9,869	6,233	36,350
<b>Total Operating Revenue</b>	<b>22,290,531</b>	<b>9,070,407</b>	<b>9,165,758</b>

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

OPERATING REVENUE AND EXPENDITURE	2020/21		
(b) Classified According to Nature and Type:	Original Budget	YTD Budget	Actual
<b><u>OPERATING EXPENDITURE</u></b>			
<b>Employee Costs</b>			
Salaries and Wages (Operating only, excludes Capital)	6,550,811	2,212,809	2,123,938
Superannuation	691,204	230,360	224,498
Workers Compensation	290,890	216,855	261,955
Clothing and Uniforms	39,733	13,236	14,542
Training Expenses	104,599	34,844	16,143
Fringe Benefits Tax	52,042	21,302	47,421
** Employee Provisions	0	0	61,959
Other Employee Costs	37,366	12,448	11,441
<b>Materials</b>			
Materials	4,751,661	1,456,933	889,831
Phone/Fax	51,401	17,116	19,454
Fuels & Oils	175,000	58,328	45,275
<b>Contracts</b>			
Lease & Rental Expenses	0	0	2,399
Contract Labour	81,335	27,108	16,385
Professional Services & Consultants	142,400	47,456	43,653
<b>Utility Charges</b>			
Sewerage	20,824	6,928	9,961
Electricity	324,480	107,370	106,103
Water	111,968	37,272	20,788
<b>Insurance Expenses</b>			
Insurance	456,518	450,358	376,065
<b>Interest Expenses</b>			
Interest on Leases	4,612	1,524	0
Interest on Loans	12,521	4,623	1,807



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

4. OPERATING REVENUE AND EXPENDITURE	2020/21		
	Original Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
<b>OPERATING EXPENDITURE (cont)</b>			
<b>Other Expenditure</b>			
Postage	10,350	3,444	4,782
Other Expenditure	227,251	68,146	143,328
<b>Loss on Sale of Non-Current Assets</b>	32,470	7,514	0
<b>Depreciation</b>			
Depreciation on Assets	5,494,234	1,831,364	1,920,131
<b>Less: Applicable to Capital Works</b>	(642,598)	(214,340)	(4,648)
<b>Total Operating Expenditure</b>	<b>19,021,073</b>	<b>6,652,998</b>	<b>6,357,213</b>
<b>NET PROFIT OR LOSS / RESULT</b>	<b>3,269,458</b>	<b>2,417,410</b>	<b>2,808,545</b>

\*\* Grants & Subsidies Operating income above YTD budget - Tuia Lodge Subsidy \$40k over budget

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

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

		2020/21 Original Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variances Budget to Actual YTD %
<b>REVENUES</b>					
General Purpose Funding (Excl. Rates)	3	1,163,234	307,840	313,804	1.94
Governance	4	64,084	43,780	42,945	(1.91)
Law, Order, Public Safety	5	577,580	233,200	233,041	(0.07)
Health	7	173,013	57,660	66,858	15.95
Education and Welfare	8	4,047,772	1,207,728	1,227,326	1.62
Community Amenities	10	1,140,547	1,101,310	1,129,925	2.60
Recreation and Culture	11	261,529	87,132	58,027	(33.40)
Transport	12	201,946	174,306	162,761	(6.62)
Economic Services	13	480,781	55,144	48,352	(12.32)
Other Property and Services	14	110,702	36,892	59,982	62.59
		<b>8,221,188</b>	<b>3,304,992</b>	<b>3,343,022</b>	<b>1.15</b>
<b>EXPENSES</b>					
General Purpose Funding	3	(202,110)	(80,074)	(61,372)	(23.36)
Governance	4	(1,052,199)	(450,615)	(403,357)	(10.49)
Law, Order, Public Safety	5	(1,373,069)	(516,288)	(426,548)	(17.38)
Health	7	(263,707)	(91,359)	(93,959)	2.85
Education and Welfare	8	(5,024,914)	(1,624,295)	(1,460,204)	(10.10)
Community Amenities	10	(1,709,555)	(576,025)	(504,819)	(12.36)
Recreation & Culture	11	(3,578,827)	(1,239,549)	(1,220,857)	(1.51)
Transport	12	(4,843,710)	(1,666,261)	(1,826,659)	9.63
Economic Services	13	(854,781)	(270,300)	(139,088)	(48.54)
Other Property and Services	14	(118,200)	(145,746)	(220,350)	51.19
		<b>(19,021,072)</b>	<b>(6,660,512)</b>	<b>(6,357,213)</b>	<b>(4.55)</b>
<b>Net Operating Result Excluding Rates:</b>		<b><u>(10,799,884)</u></b>	<b><u>(3,355,520)</u></b>	<b><u>(3,014,191)</u></b>	<b><u>(10.17)</u></b>
<b>Adjustments for Cash Budget Requirements:</b>					
<b>Non-Cash Expenditure and Income</b>					
(Profit)/Loss on Asset Disposals		22,601	1,281	36,350	2,737.60
Depreciation on Assets		5,494,234	1,831,364	1,920,131	4.85
Adjust Current Asset - Land Held for Resale		0	0	(81,818)	
Adjust Non Current Liabilities & Employee Prov.		0	0	(6,193)	
Adjust Non Current Assets & Liabilities		0	0	15,279	
<b>Capital Expenditure and Income</b>					
Non Operating Grants, Subsidies & Contributions		8,994,403	697,906	707,305	1.35
** Purchase property, plant and equipment		(3,045,320)	(94,466)	(33,560)	(64.47)
Purchase and construction of infrastructure		(7,727,506)	(1,243,216)	(436,697)	(64.87)
Proceeds from disposal of assets		168,209	-	81,818	
Proceeds from self supporting loan		9,143	3,048	4,541	48.98
Repayment of borrowings		(61,290)	(20,444)	(24,603)	20.34
Principal elements of finance lease payments		(53,871)	(24,523)	(24,979)	1.86
Proceeds from Lease		275,000	0	0	
** Repayment of Life Lease		(308,000)	(308,000)	(308,000)	-
Transfers to reserves (restricted assets)		(212,000)	0	(1,893)	
Transfers from reserves (restricted assets)		1,132,213	114,710	0	(100.00)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,037,126	1,037,126	1,018,549 **	(1.79)
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	3,713,008	4,931,119	32.81
<b>Budgeted deficiency before general rates</b>		<b>(5,074,942)</b>	<b>(5,073,742)</b>	<b>(5,079,081)</b>	<b>0.11</b>
<b>Estimated amount to be raised from general rates</b>		<b><u>5,074,942</u></b>	<b><u>5,073,742</u></b>	<b><u>5,079,081</u></b>	
		<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	

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

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

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/10/20	Actual to 31/10/20	Variance Amount	Variance %	Permanent Variation	Comment
<b>GENERAL PURPOSE FUNDING</b>								
OPERATING INCOME								
2163	FEES & CHARGES - RATES INSTALMENTS / PAYMENT A	Exp	-9,700	-22,752	-13,052	134.56		Budget timing variation
4891	INTEREST - RESERVE FUND	Inc	-21,108	-5,644	15,464	-73.26	x	Potential permanent variance - interest income is based on prevailing interest rates
<b>GOVERNANCE</b>								
OPERATING EXPENDITURE								
0252	DONATIONS	Exp	10,244	50	-10,194	-99.51		Budget timing variation
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	Exp	16,364	3,907	-12,457	-76.12		Budget timing variation
0392	COMPUTER MTCE AGREEMENTS	Exp	67,904	56,558	-11,346	-16.71		Budget timing variation - Synergy annual license fees
1072	FRINGE BENEFITS TAX	Exp	11,890	47,421	35,531	298.83		Budget timing variation - FBT reallocated in May 2021
0952	AUDIT FEES	Exp	10,200	0	-10,200	0.00		Budget timing variation - EOFY audit rescheduled for November
CAPITAL EXPENDITURE								
0584	FURNITURE AND EQUIPMENT	Exp	12,664	0	-12,664	-100.00		Budget timing variation - no expenditure to date
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>								
OPERATING EXPENDITURE								
0632	FIRE CONTROL EXPENSES	Exp	14,824	4,662	-10,162	-68.55		Budget timing variation - dependant on timing of projects
6962	BUSH FIRE MITIGATION - SEMC	Exp	64,059	21,510	-42,549	-66.42		Budget timing variation - dependant on timing of works
<b>EDUCATION AND WELFARE</b>								
OPERATING EXPENDITURE								
<u>Tuia Lodge</u>								
1662	SALARIES (T/LODGE)	Exp	785,836	680,778	-105,058	-13.37		Budget timing variation
3832	MEDICAL SERVICES - (TUIA)	Exp	20,204	7,191	-13,013	-64.41		Budget timing variation
<u>Other Welfare</u>								
1037	ASSET MTC/REFURB - WELL AGED UNIT	Exp	18,108	0	-18,108	-100.00		Budget timing variation - no expenditure to date
OPERATING INCOME								
<u>Tuia Lodge</u>								
1693	CARE INCOME - ACFI SUBSIDIES	Inc	-679,664	-753,622	-73,958	10.88		Budget timing variation - subsidy reflects care mix
1703	BASIC DAILY CARE FEE	Inc	-254,280	-201,298	52,982	-20.84		Budget timing variation - income reflects care mix
1706	ACCOMMODATION FEE - DAILY ACCOMMODATION PAY	Inc	-61,928	-82,062	-20,134	32.51		Budget timing variation - income reflects care mix
1707	CARE INCOME - RESIDENT FEES - MEANS TESTED CA	Inc	-58,504	-31,986	26,518	-45.33		Budget timing variation - income reflects care mix
1708	CARE INCOME - RESIDENT FEES - OTHER	Inc	-7,800	-21,057	-13,257	169.96		Budget timing variation - increased income from respite care
2193	ACCOM. FEE - INTEREST ON RAD BONDS	Inc	-22,000	-8,420	13,580	-61.73		Budget timing variation - income dependant on prevailing interest rates
<u>Other Welfare</u>								
1843	FROM AGED HOUSING RESERVE	Inc	-18,108	0	18,108	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital works projects
CAPITAL EXPENDITURE								
<u>Tuia Lodge</u>								
7384	BUILDINGS - TUIA LODGE	Exp	32,060	-743	-32,803	-102.32		Budget timing variation - minimal expenditure to date
<u>Other Welfare</u>								
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	16,070	0	-16,070	-100.00		Budget timing variation - no expenditure to date
CAPITAL INCOME								
<u>Preston Village</u>								
0955	TRANSFER FROM RESERVE	Inc	-11,000	0	11,000	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital works projects
<u>Other Welfare</u>								
7315	TRANSFER FROM RESERVE	Inc	-16,070	0	16,070	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital works projects

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/10/20	Actual to 31/10/20	Variance Amount	Variance %	Permanent Variation	Comment
<b>COMMUNITY AMENITIES</b>								
<b>OPERATING EXPENDITURE</b>								
1772	RUBBISH SITES MTC	Exp	141,120	124,320	-16,800	-11.90		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	48,648	34,154	-14,494	-29.79		Budget timing variation - normal operational variance
<b>OPERATING INCOME</b>								
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	Inc	-570,696	-588,864	-18,168	3.18	x	Permanent variation - income higher than budget estimates
2223	FEES & CHARGES - APPLICATIONS	Inc	-9,212	-20,689	-11,477	124.59	x	Potential permanent variance - increased number of applications received to date
<b>CAPITAL INCOME</b>								
1845	TRANSFER FROM RESERVE	Inc	-25,000	0	25,000	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital works projects
<b>RECREATION AND CULTURE</b>								
<b>OPERATING EXPENDITURE</b>								
<b>Other Recreation &amp; Sport</b>								
2642	PARKS & RESERVES GENERAL	Exp	221,296	184,336	-36,960	-16.70		Budget timing variation - normal operational variance
2712	BLN PARKS & RESERVES	Exp	76,734	60,796	-15,938	-20.77		Budget timing variation - normal operational variance
<b>Other Culture</b>								
5272	PROMOTION OF COMMUNITY EVENTS	Exp	17,556	994	-16,562	-94.34		Budget timing variation - minimal expenditure to date
<b>OPERATING INCOME</b>								
<b>Recreation Centre</b>								
1075	TRANSFER FROM RESERVE	Inc	-10,604	0	10,604	-100.00		Budget timing variation - Reserve transfer dependant on timing of Asset Mtce projects
<b>CAPITAL EXPENDITURE</b>								
1094	DONNYBROOK HERITAGE PRECINCT	Exp	300,000	192,863	-107,137	-35.71		Budget timing variation - dependant on timing of works
<b>TRANSPORT</b>								
<b>CAPITAL EXPENDITURE</b>								
3210	ROADWORKS GENERAL	Exp	129,044	3,290	-125,754	-97.45		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	68,332	79,809	11,477	16.80		Budget timing variation - minimal expenditure to date
3260	REGIONAL ROAD GROUP	Exp	358,392	78,135	-280,257	-78.20		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	141,628	21,281	-120,347	-84.97		Budget timing variation - minimal expenditure to date
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	226,656	36,909	-189,747	-83.72		Budget timing variation - variance reflects timing of road program
<b>CAPITAL INCOME</b>								
0325	GRANTS - BLACK SPOTS	Inc	-226,666	-190,488	36,178	-15.96		Budget timing variation - variance reflects timing of road program
3291	GRANTS - REGIONAL ROAD GROUP	Inc	-230,000	-284,050	-54,050	23.50		Budget timing variation - variance reflects timing of road program
<b>TRANSPORT</b>								
<b>OPERATING EXPENDITURE</b>								
341M	GENERAL ROAD MAINTENANCE	Exp	332,136	507,632	175,496	52.84		Budget timing variation - variance reflects timing of road program
3450	BRIDGE MAINTENANCE	Exp	110,303	80,872	-29,431	-26.68		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	18,332	6,989	-11,343	-61.88		Budget timing variation
<b>OPERATING INCOME</b>								
3511	REIMBURSEMENTS	Exp	-11,832	0	11,832			Budget timing variation - no income to date
<b>ECONOMIC SERVICES</b>								
<b>OPERATING EXPENDITURE</b>								
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	115,752	7,482	-108,270	-93.54		Budget timing variation - minimal expenditure to date
<b>CAPITAL INCOME</b>								
0275	PROCEEDS SALE OF LAND	Inc	0	-81,818	-81,818		x	Permanent variance - Sale of Lot 101 Marmion Street - Proceeds from sale of land to be transferred to POS Trust account

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/10/20	Actual to 31/10/20	Variance Amount	Variance %	Permanent Variation	Comment
<b>PUBLIC WORKS OVERHEADS</b>								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	534,456	491,249.18	-43,207	-8.08		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-29,328	-51,799.58	-22,472	76.62		
	<b>TOTAL PUBLIC WORKS OVERHEADS</b>		<b>35,004</b>	<b>84,318</b>	<b>49,314</b>	<b>140.88</b>		Public Works Overheads are currently \$84,318 under allocation. Rates have been reviewed and will be increased for the remainder of the year.
<b>PLANT OPERATION COSTS</b>								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	347,082	326,539	-20,543	-5.92		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-10,064	-8,182	1,882	-18.70		
	<b>TOTAL PLANT OPERATION COSTS</b>		<b>65,378</b>	<b>78,574</b>	<b>13,196</b>	<b>20.18</b>		Plant Operation Costs are currently \$78,574 under allocated. Allocation rates are currently under review.
<b>PROJECT OPERATION COSTS</b>								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS		104,644	172,923	68,279	65.25		
4197	LESS ALLOCATED TO PROJECTS	Exp	-98,668	-172,923	-74,255	75.26		
	<b>TOTAL PROJECT OPERATION COSTS</b>		<b>5,976</b>	<b>0</b>	<b>-5,976</b>	<b>-100.00</b>		Project Operation Costs are fully allocated across projects
<b>TOTAL GROSS SALARY &amp; WAGES</b>								
4570	TOTAL SALARIES AND WAGES	Exp	2,355,623	2,288,924	-66,699	-2.83		Wages and Salaries approx \$66k under YTD Budget - Potential permanent variance (Includes workers compensation payments of approx. \$41k, Aged Care Retention Bonus \$40k and accrued salaries & wages \$55k)
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 October 2020**

	Sch No	2020/21 Adopted Budget		2020/21 Actual	
		Income	Expenditure	Income	Expenditure
<b>OPERATING SECTION</b>					
General Purpose Funding	3	6,238,176	202,110	5,392,886	61,372
Governance	4	88,398	1,052,199	42,945	403,357
Law, Order & Public Safety	5	581,860	1,373,069	233,041	426,548
Health	7	173,013	263,707	66,858	93,959
Welfare Services	8	4,111,587	5,024,914	1,227,326	1,460,204
Community Amenities	10	1,134,936	1,709,555	1,129,925	504,819
Recreation & Culture	11	346,249	3,578,827	58,027	1,220,857
Transport	12	224,923	4,818,754	162,761	1,826,659
Economic Services	13	480,781	847,267	48,352	102,738
Other Property & Services	14	118,200	118,200	59,982	220,350
		<b>13,498,123</b>	<b>18,988,601</b>	<b>8,422,103.13</b>	<b>6,320,863.37</b>
<b>CAPITAL SECTION</b>					
Governance	4	170,295	186,507	0	10,517
Law, Order & Public Safety	5	66,241	83,910	0	18,566
Health	7	0	11,693	0	0
Welfare Services	8	548,822	578,425	0	334,208
Community Amenities	10	332,795	341,220	0	0
Recreation & Culture	11	4,214,145	4,283,128	197,404	237,771
Transport	12	4,880,807	5,543,734	514,443	219,424
Economic Services	13	154,000	167,370	81,818	7,354
Transfers To Reserves	15	0	212,000	0	1,893
		<b>10,367,105</b>	<b>11,407,987</b>	<b>793,664.42</b>	<b>829,732.89</b>
<b>Total Income &amp; Expenditure</b>		<b>23,865,228</b>	<b>30,396,588</b>	<b>9,215,768</b>	<b>7,150,596</b>
Less Depreciation W/Back			(5,494,234)		(1,920,131)
<b>Net</b>		<b>23,865,228</b>	<b>24,902,354</b>	<b>9,215,768</b>	<b>5,230,465</b>
Add Surplus July 1 B/Fwd		1,037,126		1,018,549	
Adjust Current Asset Land Held for Resale					81,818
Adjust Employee Entitlements					6,193
Adjust to NCL (Leave Provisions)				15,279	
Surplus/Deficit C/Fwd			0		4,931,119
		<b>24,902,354</b>	<b>24,902,354</b>	<b>10,249,596</b>	<b>10,249,596</b>

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

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

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

(A) Cash at Bank and on Hand	11,845,199	
Sundry Debtors Rates	2,275,911	
Receivables/Debtors	84,437	
Contract Assets	413,642	
Accrued Income	4,165	
GST Asset Clearing A/C	80,781	
ESL Asset Clearing A/C	204,490	
Stock on Hand	<u>124,922</u>	15,033,547
(B) Provision for LSL Current	(449,010)	
Provision for A/L Current	(549,662)	
Add Cash Backed Reserve	192,881	
Contract Liability	(3,540,628)	
GST Liability Clearing A/C	(14,245)	
ESL Liability Clearing A/C	(297,540)	
PAYG Clearing A/C	(117,016)	
Prepaid Rates	(46,166)	
Restrictive Liability (Bonds)	(4,896,038)	
Sundry Creditors	<u>(385,004)</u>	(10,102,428)
<b>Net Current Assets</b>		<u><u>4,931,119</u></u>

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

Restrictive Liability (Bonds)

Municipal Fund - Unspent Loan Fund

Unrestricted

Municipal Fund

Municipal Investment Account

Petty Cash on Hand

**Total Cash Balance**

	Budget 30/06/2021	B/Forward 01/07/2020	YTD Actual 31/10/2020
	5,704,551	6,624,763	6,653,157
	5,424,593	5,739,577	4,896,038
	6,184,292	3,241,806	752,052
	0	1,014,496	6,194,948
	2,160	2,160	2,160
	<b>17,315,596</b>	<b>16,622,801</b>	<b>18,498,356</b>
	1,410,974	1,535,974	1,535,974
	2,282	2,282	2,282
	1,144,953	1,187,133	1,188,980
	185,381	192,881	192,926
	3,285	3,585	3,585
	40,051	40,051	40,051
	450,271	450,271	450,271
	376,690	402,000	402,000
	435,434	435,434	435,434
	153,744	153,744	153,744
	10,700	10,700	10,700
	3,054	3,054	3,054
	247,216	758,523	758,523
	99,521	99,521	99,521
	99,523	107,523	107,523
	938,940	1,139,556	1,166,057
	102,532	102,532	102,532
	<b>5,704,551</b>	<b>6,624,763</b>	<b>6,653,157</b>

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

Revaluation Reserve

CBD Development Reserve

Buildings Reserve

Apple Funpark Reserve

Information Technology Reserve

Carried Forward Projects Reserve

Covid 19 Reserve

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

**4. NET CURRENT ASSETS**

Composition of Net Current Asset Position

**CURRENT ASSETS**

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 31/10/2020 \$
Cash at Bank and on Hand	761,859	4,258,461	6,949,161
Restricted Assets - Reserves	5,704,551	6,624,763	6,653,157
Restricted Assets - Bond Deposits	5,424,593	5,739,577	4,896,038
Sundry Debtors Rates	508,475	404,548	2,275,911
Receivables/Debtors	115,938	86,923	84,437
Accrued Income	63,913	51,716	4,165
GST Asset Clearing A/C	85,772	69,403	80,781
ESL Asset Clearing A/C	28,927	23,407	204,490
Prepayments	35,000	17,028	0
Stock on Hand	10,284	10,284	124,922
Land Held for Resale	97,652	97,652	0
Contract Assets	115,000	413,642	413,642
	<b>12,951,964</b>	<b>17,797,405</b>	<b>21,686,704</b>

**CURRENT LIABILITIES**

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 31/10/2020 \$
Provision for LSL Current	(438,098)	(438,098)	(449,010)
Provision for A/L Current	(699,275)	(513,894)	(549,662)
Add Cash Backed Reserve	185,381	192,881	192,881
Accrued Salaries/Wages	(149,827)	(220,176)	0
Accrued Expenses	(36,113)	(53,069)	0
Prepaid Rates	(95,288)	(140,029)	(46,166)
GST Liability Clearing A/C	(25,351)	(31,957)	(14,245)
ESL Liability Clearing A/C	0	0	(297,540)
PAYG Clearing A/C	(68,049)	(105,297)	(117,016)
Contract Liability	(189,095)	(2,724,717)	(3,540,628)
Sundry Creditors	(307,105)	(361,584)	(385,004)
Restricted Liability - Trust Bonds	(5,424,593)	(5,739,577)	(4,896,038)
Less Restricted Assets - Reserves	(5,704,551)	(6,624,763)	(6,653,157)
	<b>(12,951,964)</b>	<b>(16,760,280)</b>	<b>(16,755,585)</b>

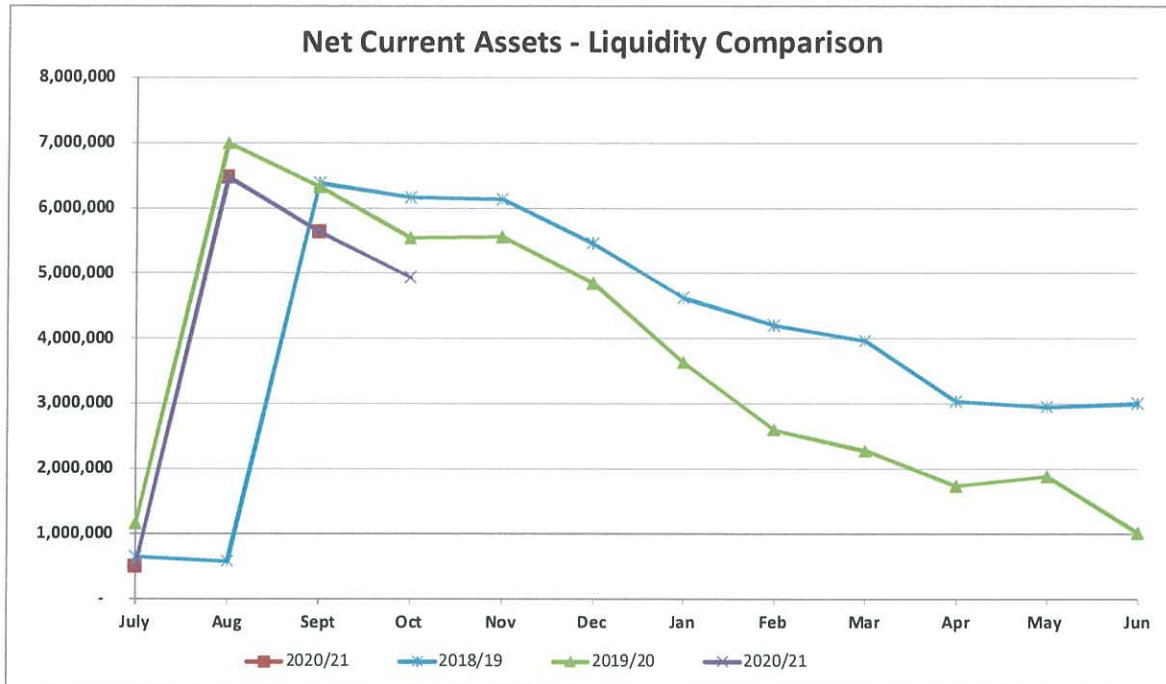
**NET CURRENT FUNDING POSITION**

**0            1,037,126            4,931,119**

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

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

**4. NET CURRENT ASSETS**



**Current Ratio**

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

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

**Current Ratio =**

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

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

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st October 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 \$10,000 will apply for reporting purposes. That is all variances greater than \$10,000 will be reported to Council.

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

A table showing material variances, as at 31st October 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 the 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 cashflows when actual results are compared to budget results.

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

**General Purpose Funding**

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

Variance of approx \$13k relating to rates instalment interest - this is due to an increase in number of rate payers opting to use instalment plans for rates payments.

**Governance**

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

**Law, Order and Public Safety**

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

**Health**

There are no variances reportable for the month.

**Education and Welfare**

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

Minimal expenditure has been incurred to date on capital works at Tuia Lodge, Preston Retirement Village and Well Aged Units, the timing of the transfer from reserves are dependant on capital expenditure.

**Community Amenities**

Increased income of approx \$18k has been identified for kerbside bin services, this is a permanent variance. Income received for planning applications is higher than budget estimates, this is a potential permanent variance.

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

**Recreation and Culture**

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

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

**5. VARIANCE ANALYSIS**

**Transport**

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.

Increased income of approx \$81k has been identified for sale of Lot 101 Mead St - this is a permanent variance.

**Public Works Overheads**

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

Total public works overheads are currently \$84,318 under allocated.

Total plant operation costs are currently \$78,574 under allocated.

Total project operation costs have been fully allocated.

Total gross wages and salaries expenditure is approx. \$66k under the year to date budget.

Potential permanent variance (inc. workers comp payments of approx \$41k, aged care retention bonus \$40k and accrued salaries & wages \$55k).

**6. Minor Debts Written Off Under Delegation**

For the month of September the following minor debts have been written off under delegation by CEO.

Rates	\$	77.45
Other	\$	105.00

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

**ASSETS ACQUIRED BY TYPE**

	2020/21	
	Adopted Budget	Actual
	\$	\$
Land & Buildings	2,635,764	15,805
Plant & Equipment	371,556	5,668
Furniture & Equipment	38,000	12,088
Infrastructure Assets - Roads	2,567,418	139,615
Infrastructure Assets - Other	5,160,088	297,083
	<b>10,772,826</b>	<b>470,257</b>

**ASSETS ACQUIRED BY PROGRAM**

	2020/21	
	Adopted Budget	Actual
	\$	\$
Governance	163,720	1,878
Law, Order & Public Safety	71,241	12,990
Health	0	0
Education and Welfare	240,822	11,345
Community Amenities	341,220	0
Recreation & Culture	4,258,089	223,841
Transport	5,543,734	219,424
Economic Services	154,000	780
	<b>10,772,826</b>	<b>470,257</b>

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

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

**8. DISPOSAL OF ASSETS**

**ASSETS DISPOSED BY TYPE**

	2020/21	
	Adopted Budget \$	Actual \$
<b>Proceeds of Sale of Assets</b>		
Land	0	81,818
Plant & Equipment	190,810	0
	190,810	81,818
Less Written Down Value at Disposal	168,209	45,468
Profit/(Loss) on Disposal	<b>22,601</b>	<b>36,350</b>

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

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

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

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

The total loan principal outstanding as at 31st October 2020 is \$439,251.57

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

**10. CHANGES TO NET SURPLUS, DEFICIT CALCULATION FROM BUDGET ADOPTION TO FINAL AUDITED FIGURE**

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



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

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

Ledger Account	Proposed Works	2020/21 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>GOVERNANCE</b>									
<b>Other Governance</b>									
105640	Admin Centre - Refurbishment	94,500	(1,878)		(1,878)				
105540	Replace Vehicle - Projects Officer	31,220	0			0			
105840	Audio Visual System (meeting streaming)	8,000	0				0		
105840	Upgrade of Shire Office Telephone System	30,000	0		0		0		
		<b>163,720</b>	<b>1,878</b>	<b>0</b>	<b>(1,878)</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	0	0			0			
103840	Beelerup Fire Station	12,117	12,990		12,990				
103840	Ferndale BFB	47,922	0		0				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room &	0	0		0				
<b>Animal Control</b>									
107940	Dog Pound Seal Flood	6,000	0		0				
<b>Law, Order and Public Safety</b>									
170040	SES Depot Donnybrook	5,202	0		0				
		<b>71,241</b>	<b>12,990</b>	<b>0</b>	<b>12,990</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HEALTH</b>									
<b>Health Inspection and Administration</b>									
114640	Purchase Furniture	0	0				0		
		<b>0</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>Tuia Lodge</b>									
173840	Tuia Lodge - Install Gutter Guards to complex	15,606	0		0				
173840	Tuia Lodge - Dementia Ward	0	(8,702)		(8,702)				
173840	Tuia Lodge - Fire Suppression System	0	7,959		7,959				
173840	Tuia Lodge - Marri Wing Refurbishment	61,200	0		0				
173840	Tuia Lodge - Nurses Station / Admin - Refurb C:	19,380	0		0				
116840	Tuia Lodge - Furniture & Equipment	0	12,088				12,088		
		<b>96,186</b>	<b>11,345</b>	<b>0</b>	<b>(743)</b>	<b>0</b>	<b>12,088</b>	<b>0</b>	<b>0</b>
<b>Other Welfare</b>									
180940	Minninup Cottages - Units 5 - Interior Refurbishr	46,818	0		0				
180940	Minninup Cottages - Units 8 - Interior Refurbishr	46,818	0		0				
180940	Minninup Cottages - Units 9 - Replace Kitchen	20,400	0		0				
180940	Langley Villas - Unit 6 - Refurb Bathroom / Laun	25,500	0		0				
180940	Langley Villas - Unit 6 - Replace Floor Covering	5,100	0		0				
		<b>144,636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

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

Ledger Account	Proposed Works	2020/21 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>COMMUNITY AMENITIES</b>									
<b>Sanitation</b>									
160140	Donnybrook Refuse Site - Closure Study	25,000	0						0
160140	Donnybrook Refuse Site - Rehab / Capping	100,000	0						0
		<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Town Planning</b>									
122740	Replace Vehicle - Town Planner	31,220	0				0		
		<b>31,220</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Community Amenities</b>									
109650	Public Toilets - Main Street, Donnybrook	110,000	0		0				0
109650	Public Toilets - Kirup	20,000	0		0				0
109650	Public Toilets - Balingup	40,000	0		0				0
109640	Donnybrook Cemetery Upgrades	15,000	0						0
		<b>185,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>RECREATION AND CULTURE</b>									
<b>Public Halls</b>									
110640	Public Hall - Donnybrook	0	0						
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>RECREATION AND CULTURE</b>									
<b>Other Recreation and Sport</b>									
107140	Balingup - Install new Drinking Fountain	10,000	0						0
109840	Donnybrook - Install new Drinking Fountain	10,000	0						0
189340	Donnybrook Weir Upgrade	135,000	0						0
189240	Kirup Mill Park - Install new Drinking Fountain	10,000	0						0
189240	Kirup Mill Park - Upgrade	50,000	0						0
189140	Golden Valley Tree Park - Pathway Upgrade	80,000	0						0
112140	Balingup Oval - New Bore	150,000	9,000						9,000
126820	Playground Equipment	15,000	96						96
106940	Apple Funpark - Renewal of Equipment	7,500	0						0
101940	Apple Funpark Project	1,420,000	6,414						6,414
111840	Dbk Arboretum - Safety Fencing and Furn	22,588	0						0
111840	Street Lighting - Replacement Energy Efficiency	8,000	5,200						5,200
111840	VC Mitchell Park - New Bore	250,000	68						68
111840	Ayers Garden - New Shade / Seating	15,000	0						0
111840	Ayers Garden - Upgrade Shade / Seating	10,000	0						0
189440	VC Mitchell Park - Redevelopment	0	2,852						2,852
		<b>2,193,088</b>	<b>23,631</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,631</b>

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

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

Ledger Account	Proposed Works	2020/21 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>Donnybrook Recreation Centre</b>									
189040	Equipment - Floor Scrubber	5,800	5,668			5,668			
172940	Refurbish Disabled Toilets	8,323	1,680		1,680				
172940	Pool Relined	81,600	0		0				
172940	Pool - New Nonslip Floor Product	15,606	0		0				
172940	Pool Plant - Renew Water Treatment Plant Cont	17,167	0		0				
172940	Pool Plant - Renew Sand Filter	20,834	0		0				
		<b>149,330</b>	<b>7,348</b>	<b>0</b>	<b>1,680</b>	<b>5,668</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Culture</b>									
110940	Donnybrook Town Centre Revitalisation	1,915,671	192,863		0				192,863
		<b>1,915,671</b>	<b>192,863</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>192,863</b>
<b>TRANSPORT</b>									
<b>Construction, Streets, Roads Bridges, Depots</b>									
132000	Bridgeworks (Special Grants)	2,502,000	0						0
132100	Roadworks Construction - General	387,230	3,290					3,290	
132600	Regional Road Group Projects	1,075,188	78,135					78,135	
133000	Roads to Recovery Program	425,000	21,281					21,281	
133300	Blackspot Projects	680,000	36,909					36,909	
132400	Footpath Construction Program	205,000	79,809						79,809
		<b>5,274,418</b>	<b>219,424</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>139,615</b>	<b>79,809</b>
<b>Road Plant Purchases</b>									
135540	Replace Tip Truck - DB4550	98,607	0				0		
135540	Replace Ute - DB112 (W&S)	41,519	0				0		
135540	Replace Ute - DB117 (P&G)	25,949	0				0		
135540	Replace Ride on Mower - DB606	50,625	0				0		
135540	Replace Ride on Mower - DB898	26,987	0				0		
135540	Replace Ute - DB102 - Balingup	25,629	0				0		
		<b>269,316</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ECONOMIC SERVICES</b>									
<b>Rural Services</b>									
182340	Donnybrook Commercial Standpipe	60,000	780						780
182340	Balingup Commercial Standpipe	60,000	0						0
		<b>120,000</b>	<b>780</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>780</b>
<b>Building Control</b>									
141940	Replace Bldg Surveyor Ute - DB631	34,000	0				0		
		<b>34,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>10,772,826</b>	<b>470,257</b>	<b>0</b>	<b>15,805</b>	<b>5,668</b>	<b>12,088</b>	<b>139,615</b>	<b>297,083</b>

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

**Appendix B Asset Disposal Schedule - 2020/21**

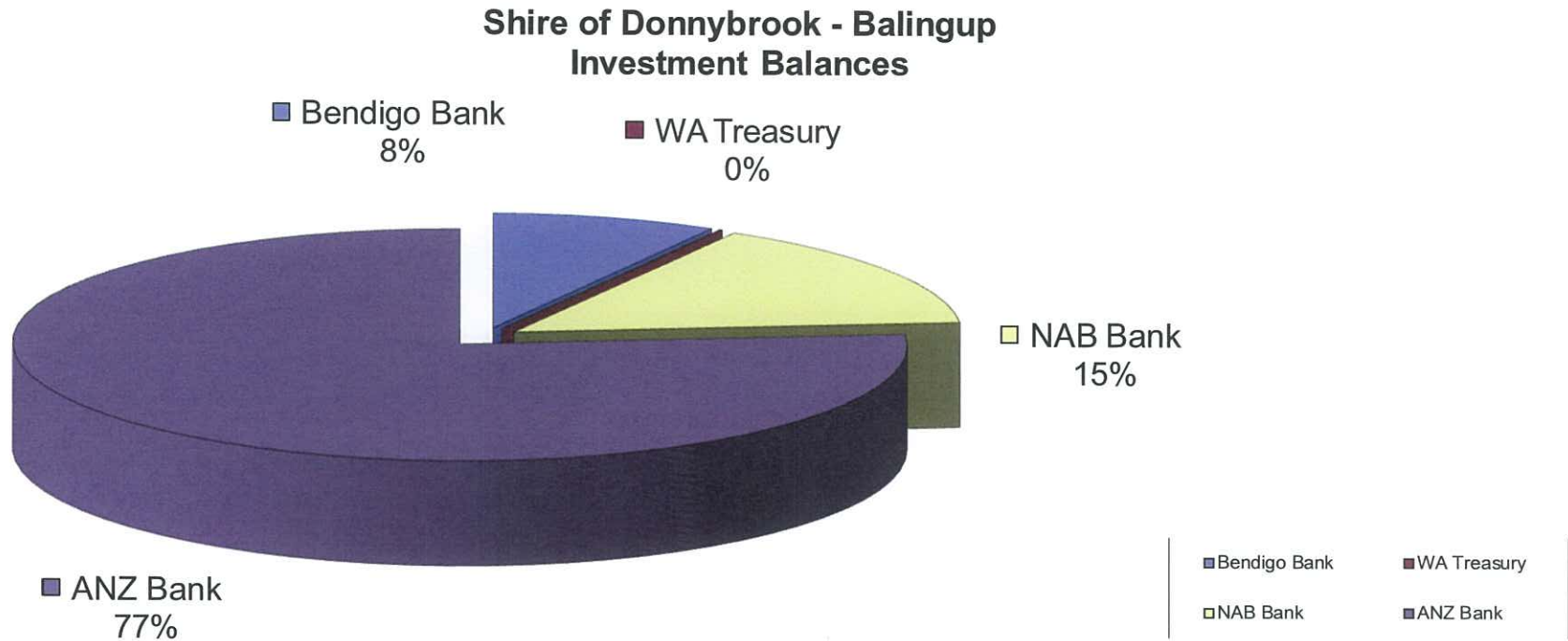
Asset No.	Asset Details	Asset Classification	Budget Proceeds Sale of Asset	Budget Written Down Value	Budget Profit/Loss	Actual Proceeds Sale of Asset	Actual Written Down Value	Actual Profit / Loss
<b>GOVERNANCE</b>								
<b>General Administration</b>								
61301	Izuzu MUX - DB15	Plant & Equipment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

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

FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
<b>MUNICIPAL FUND</b>							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$3,965,886.94	\$3,649,286.88	-\$6,596,595.22	\$1,018,578.60
	ANZ Bank 9116-13334	0.61%	3-Nov-2020	\$1,000,999.50	\$0.00	\$0.00	\$1,000,999.50
	ANZ Bank 9129-57331	0.75%	4-Jan-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	ANZ Bank 9129-57323	0.35%	2-Dec-2020	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	ANZ Bank 9794-44645	0.54%	20-Jan-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	ANZ Bank 9794-44637	0.47%	20-Dec-2020	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	WA Treasury - General	0.20%	At Call	\$14,503.30	\$2.48	\$0.00	\$14,505.78
				<b>\$8,981,389.74</b>	<b>\$3,649,289.36</b>	<b>-\$6,596,595.22</b>	<b>\$6,034,083.88</b>
<b>TRUST FUND</b>							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$607.70	\$50,857.00	\$0.00	\$51,464.70
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				<b>\$607.70</b>	<b>\$50,857.00</b>	<b>\$0.00</b>	<b>\$51,464.70</b>
Roadworks Bonds	Bendigo - 3505033	0.35%	29-Jan-2020	\$87,656.24	\$132.57	\$0.00	\$87,788.81
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-47489	0.70%	12-Dec-2020	\$2,376,115.64	\$0.00	\$0.00	\$2,376,115.64
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-13289	0.61%	3-Nov-2020	\$1,972,175.96	\$0.00	\$0.00	\$1,972,175.96
Extractive Industry Licence	Bendigo - 3505033	0.35%	29-Jan-2020	\$114,438.00	\$173.07	\$0.00	\$114,611.07
Miscellaneous Investments	Bendigo - 3505033	0.35%	29-Jan-2020	\$10,535.53	\$15.93	\$0.00	\$10,551.46
Public Open Space Contributions	Bendigo - 3505033	0.35%	29-Jan-2020	\$133,854.39	\$202.43	\$4,909.09	\$138,965.91
Donnybrook Balingup Aged Homes	ANZ A/c: 9116-13342	0.74%	3-Dec-2020	\$269,986.51	\$0.00	\$0.00	\$269,986.51
				<b>\$4,964,762.27</b>	<b>\$524.00</b>	<b>\$4,909.09</b>	<b>\$4,970,195.36</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: 9202-29916	0.80%	3-Nov-2020	\$266,173.10	\$0.00	\$0.00	\$266,173.10
Aged Housing Reserve	ANZ A/c: 9202-29924	0.57%	5-Jan-2021	\$908,133.57	\$1,754.06	\$0.00	\$909,887.63
Waste Management Reserve	ANZ A/c: 9732-82198	0.75%	1-Jan-2021	\$1,535,973.72	\$0.00	\$0.00	\$1,535,973.72
Buildings	ANZ A/c: 9732-82235	0.45%	3-Feb-2021	\$809,055.45	\$1,622.64	-\$52,154.95	\$758,523.14
Land	ANZ A/c: 9732-82235	0.45%	3-Feb-2021	\$450,345.03	\$903.21	-\$977.53	\$450,270.71
Valuation Reserve	NAB A/c: 86-137-3001	0.75%	10-Nov-2020	\$10,700.10	\$0.00	\$0.00	\$10,700.10
Employee Leave & Gratuity Reserve	NAB A/c: 86-137-3001	0.75%	10-Nov-2020	\$192,926.30	\$0.00	\$0.00	\$192,926.30
Roadworks Reserve Account	NAB A/c: 86-143-2438	0.75%	10-Nov-2020	\$589,178.34	\$0.00	\$0.00	\$589,178.34
CBD Development Reserve	NAB A/c: 86-143-2438	0.75%	10-Nov-2020	\$3,053.54	\$0.00	\$0.00	\$3,053.54
Bushfire Control & Management Reserve	NAB A/c: 86-142-2539	0.75%	10-Nov-2020	\$2,281.91	\$0.00	\$0.00	\$2,281.91
Arbuthnott Reserve	NAB A/c: 86-142-2539	0.75%	10-Nov-2020	\$3,584.65	\$0.00	\$0.00	\$3,584.65
Information Technology Reserve	NAB A/c: 86-142-2539	0.75%	10-Nov-2020	\$107,523.19	\$0.00	\$0.00	\$107,523.19
Langley Villas & Minn Cottis Contingency Account	NAB A/c: 86-142-2539	0.75%	10-Nov-2020	\$12,919.22	\$0.00	\$0.00	\$12,919.22
Town Planning Reserve	NAB A/c: 86-142-2539	0.75%	10-Nov-2020	\$40,051.22	\$0.00	\$0.00	\$40,051.22
Plant Replacement Reserve	NAB A/c: 86-142-2539	0.75%	10-Nov-2020	\$401,999.77	\$0.00	\$0.00	\$401,999.77
Apple Fun Park Reserve	NAB A/c: 86-142-2539	0.75%	10-Nov-2020	\$99,521.26	\$0.00	\$0.00	\$99,521.26
Carried Forward Projects Reserve	NAB A/c: 86-137-3001	0.75%	10-Nov-2020	\$1,139,555.73	\$0.00	\$0.00	\$1,139,555.73
Covid 19 Reserve	NAB A/c: 86-137-3001	0.75%	10-Nov-2020	\$102,532.15	\$0.00	\$0.00	\$102,532.15
				<b>\$6,700,508.25</b>	<b>\$4,279.91</b>	<b>-\$53,132.48</b>	<b>\$6,651,655.68</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$20,647,267.96</b>	<b>\$3,704,950.27</b>	<b>-\$6,644,818.61</b>	<b>\$17,707,399.62</b>

**Investments Balances**

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$1,446,960.55	8.17%	75%	A -2
WA Treasury	\$14,505.78	0.08%	100%	AAA
NAB Bank	\$2,705,827.38	15.28%	100%	A -1+
ANZ Bank	\$13,540,105.91	76.47%	100%	A -1+
	<b>\$17,707,399.62</b>	<b>100.00%</b>		



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

**MUNICIPAL FUND**

Balance as per Bank Statements	1,018,579
Investments - Muni Funds	6,284,948
Investments - Trust Bonds	4,561,243
Deposits not yet Credited	18,053
Less Outstanding Cheques	(9,665)
Receipts not yet processed	(3,911)
Outstanding Transfers from Reserve	51,150
Outstanding Transfers to Reserves	(26,501)
Outstanding Transfers to Trust	(50,857)
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>11,843,039</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	51,465
Investments	138,966
Plus Deposits not yet Credited	0
Less Outstanding Cheques	(608)
Less DOT EFT payment	0
Bank Adjustment	0
Outstanding Transfers	0
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>189,823</u></b>

**RESERVE FUND**

Investments	6,626,656
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>6,626,656</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>18,686,677</u></b>
-----------------------------------	--------------------------

**SHIRE OF DONNYBROOK-BALINGUP**  
Rates Collection Statistics as at 31st October 2020

	Rates % June 20'	Movement in Oct'20	Rates % Oct '20
Arrears Brought Forward	329,193	38,146	367,339
Prepayment of Rates	(37,788)	(9,948)	(47,736)
Billing To Date	5,099,331	32,500	5,131,831
	5,390,736	60,698	5,451,433
Less Received To Date	1,377,233	1,874,376	3,251,609
Balance Owed	4,084,297	(1,884,473)	2,199,824
Percentage Collection (Including Arrears B/Fwd)	25.37%	34.28%	59.65%
Percentage Collection (On 20/21)	27.01%	36.35%	63.36%

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

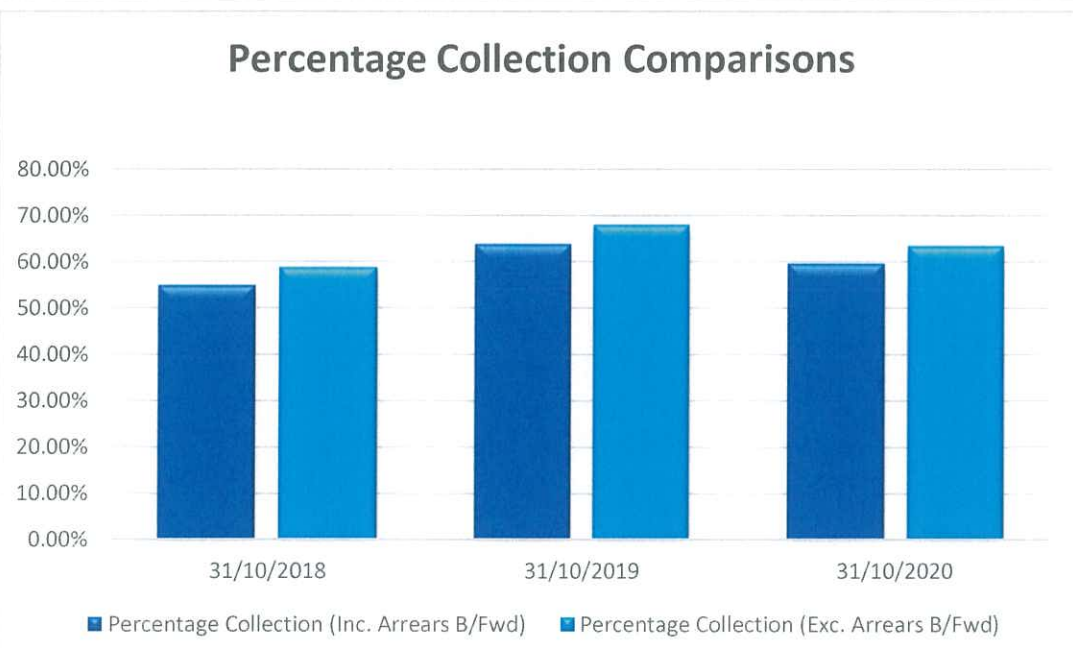
**\*\* Please note: figures reported are Rates collections only, excludes ESL and Waste Collection charges.**

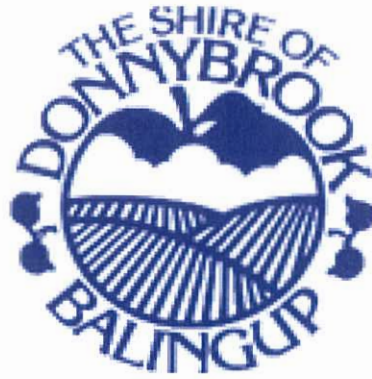


## SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 31st October 2020

	31/10/2018	31/10/2019	31/10/2020
Arrears Brought Forward	386,075	373,463	367,339
Prepayment of Rates	(33,521)	(34,255)	(37,788)
Billing To Date	4,925,197	5,136,407	5,131,831
<b>Total Raised Inc. Arrears</b>	<b>5,277,750</b>	<b>5,475,615</b>	<b>5,461,381</b>
Less Received To Date	2,893,054	3,491,545	3,251,609
Balance Owed	2,384,697	1,984,071	2,209,772
Percentage Collection (Inc. Arrears B/Fwd)	54.82%	63.77%	59.54%
Percentage Collection (Exc. Arrears B/Fwd)	58.74%	67.98%	63.36%





# Monthly Financial Reports

Management Statements

For the period ended  
30<sup>th</sup> November 2020

## Shire of Donnybrook-Balingup

### Monthly Report to Council

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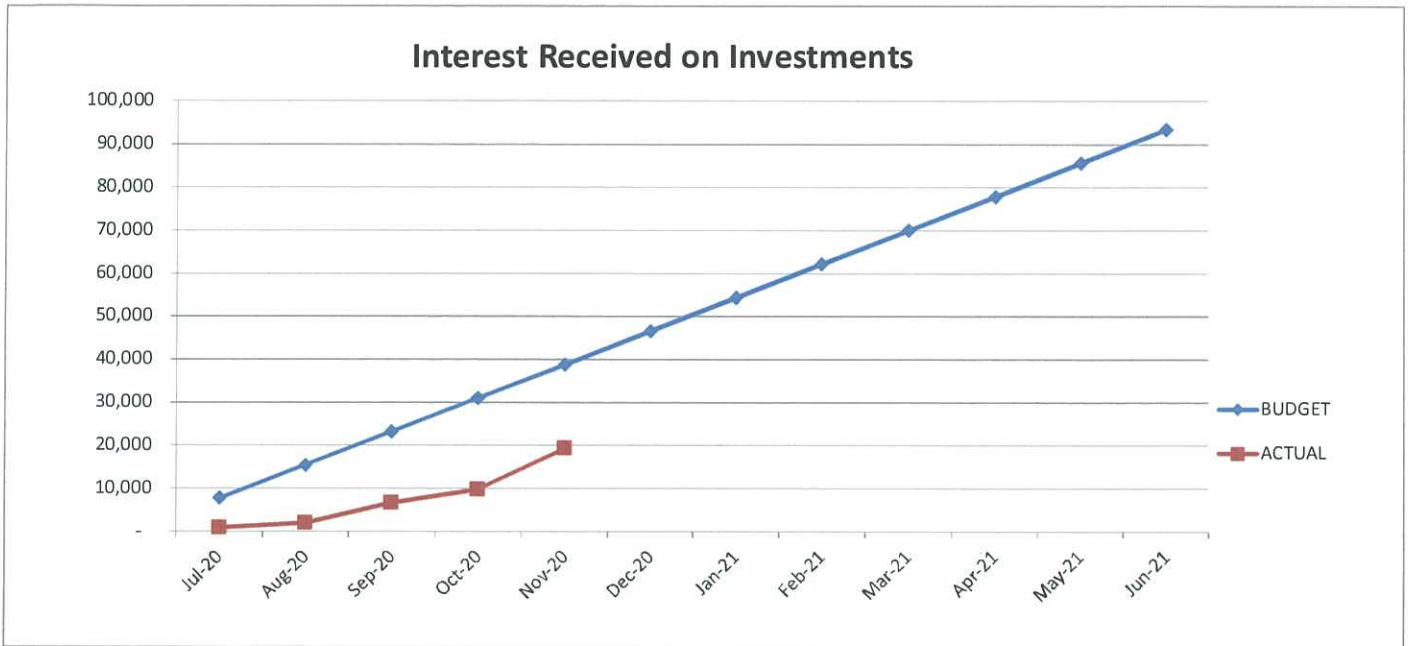
<u>FINANCIAL STATEMENTS</u>	Page
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**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 30th November 2020**

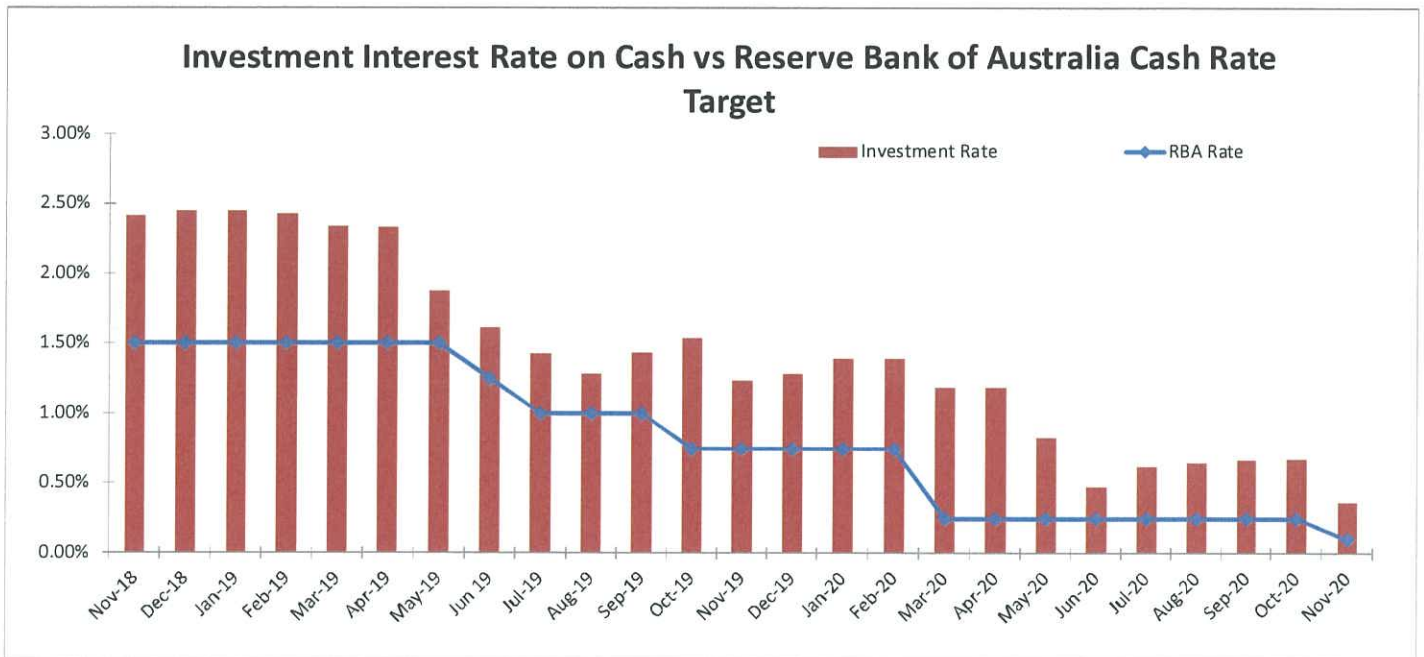
\* **Cash & Investments**

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

	YTD Actual	YTD Budget
Municipal Fund:	\$ 5,526	\$ 12,500
Reserve Fund:	\$ 13,821	\$ 26,385
	<b>\$ 19,347</b>	<b>\$ 38,885</b>



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

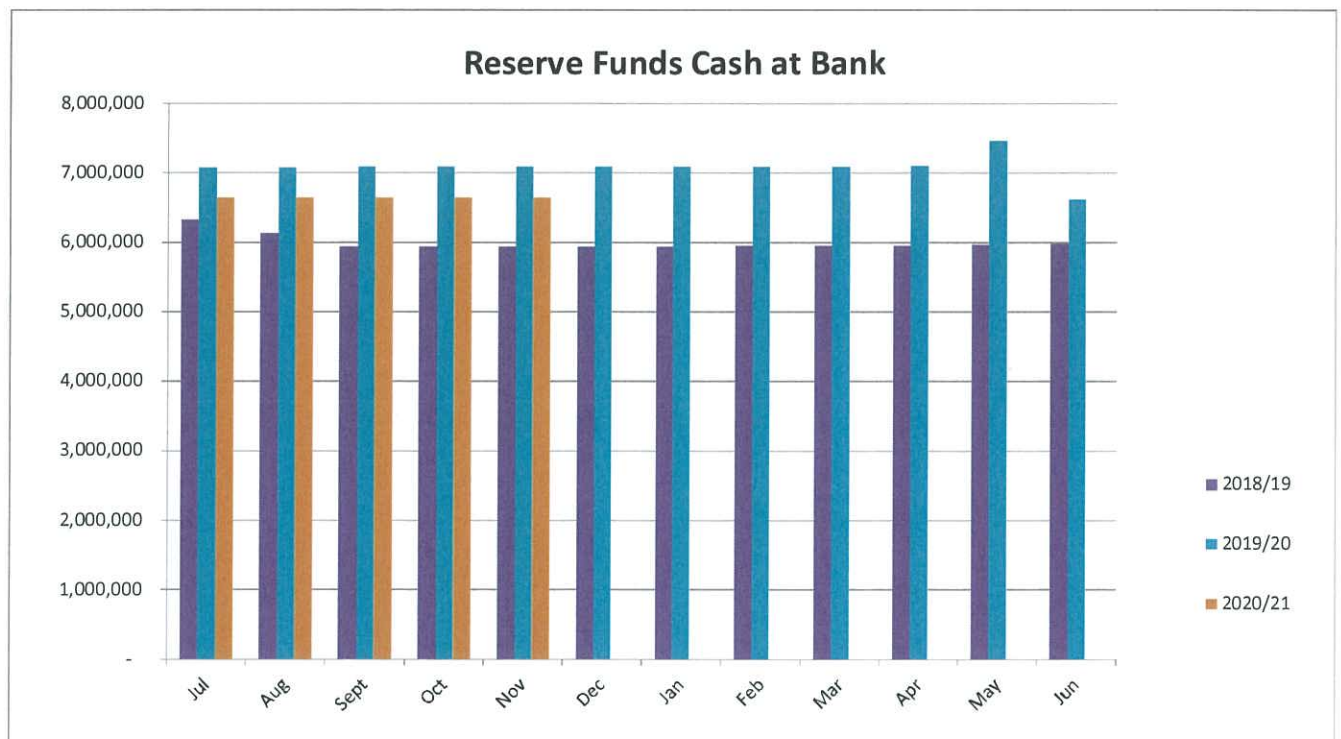
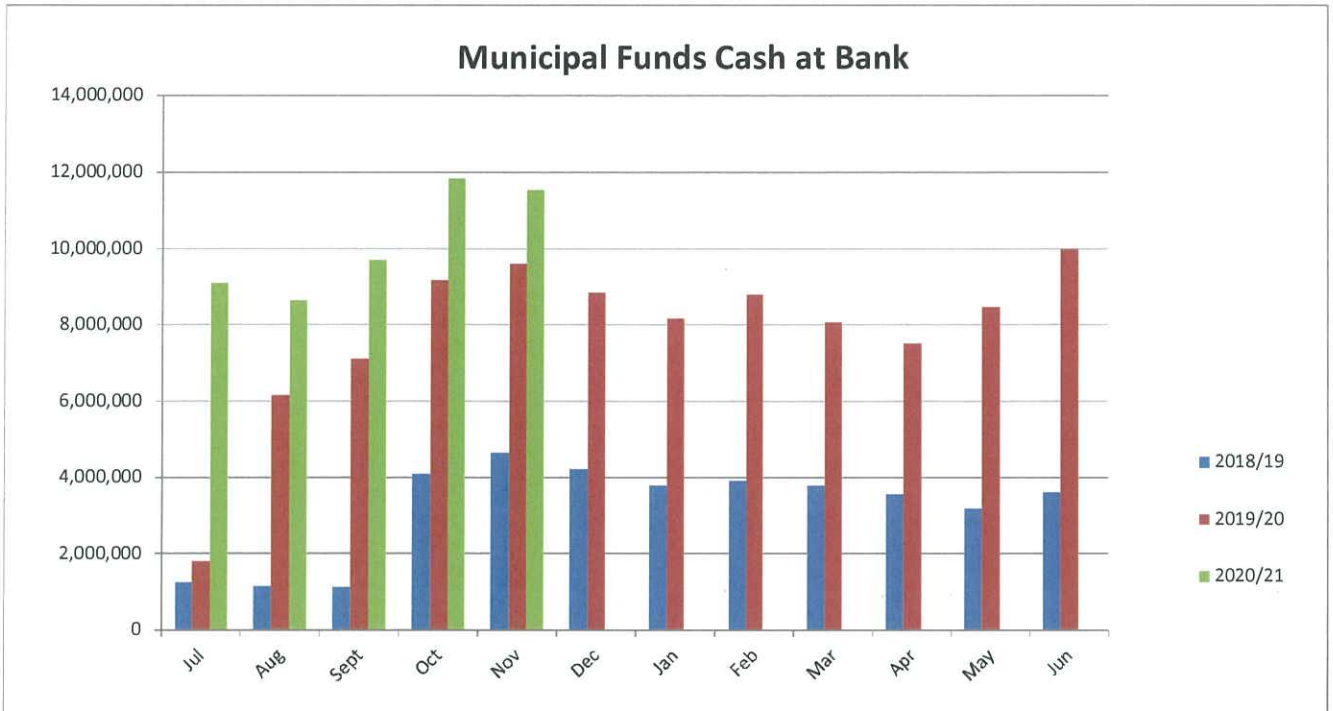


**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 30th November 2020**

\* **Cash & Investments**

As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$11,544,099.20. This includes investments held by the Shire of \$10,757,755.98

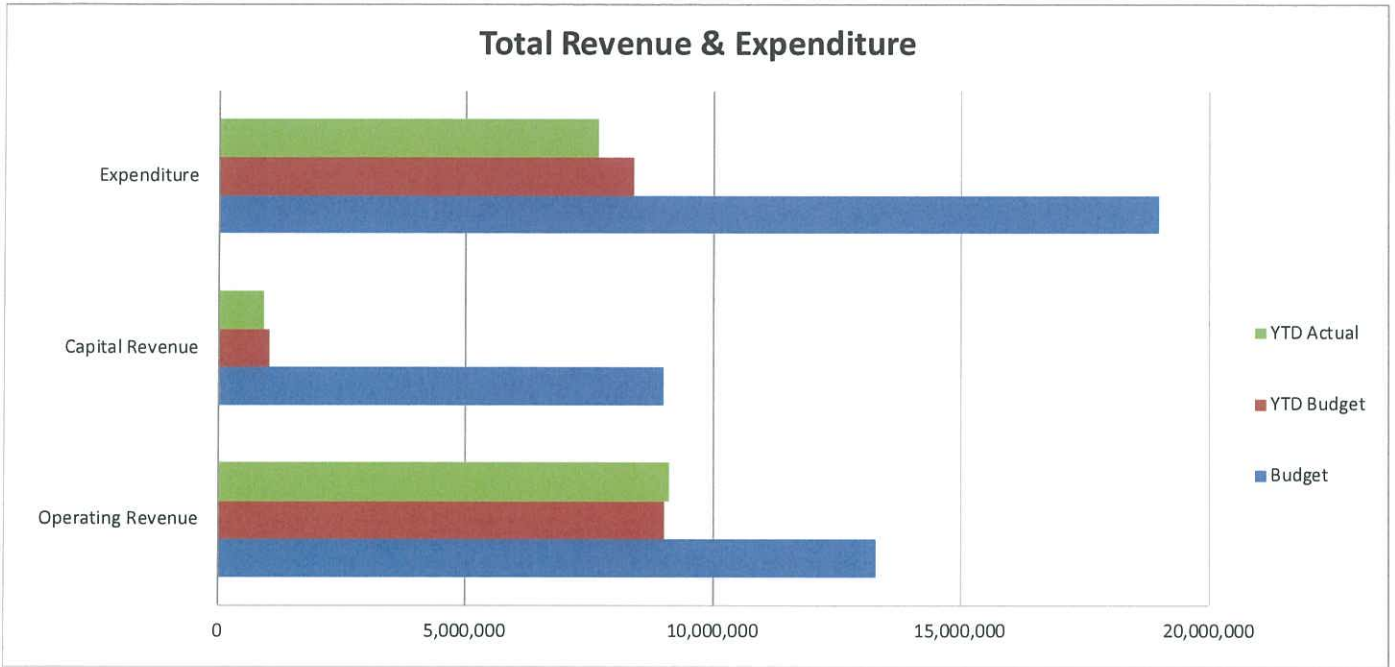
Municipal Investment Funds total	\$	6,286,513
Restricted Funds - Bond Deposits	\$	4,471,243
Municipal Fund Cash at Bank total	\$	1,085,283
Reserve Investment Funds Cash at Bank	\$	<u>6,654,058</u>
	\$	<u><b>18,497,097</b></u>





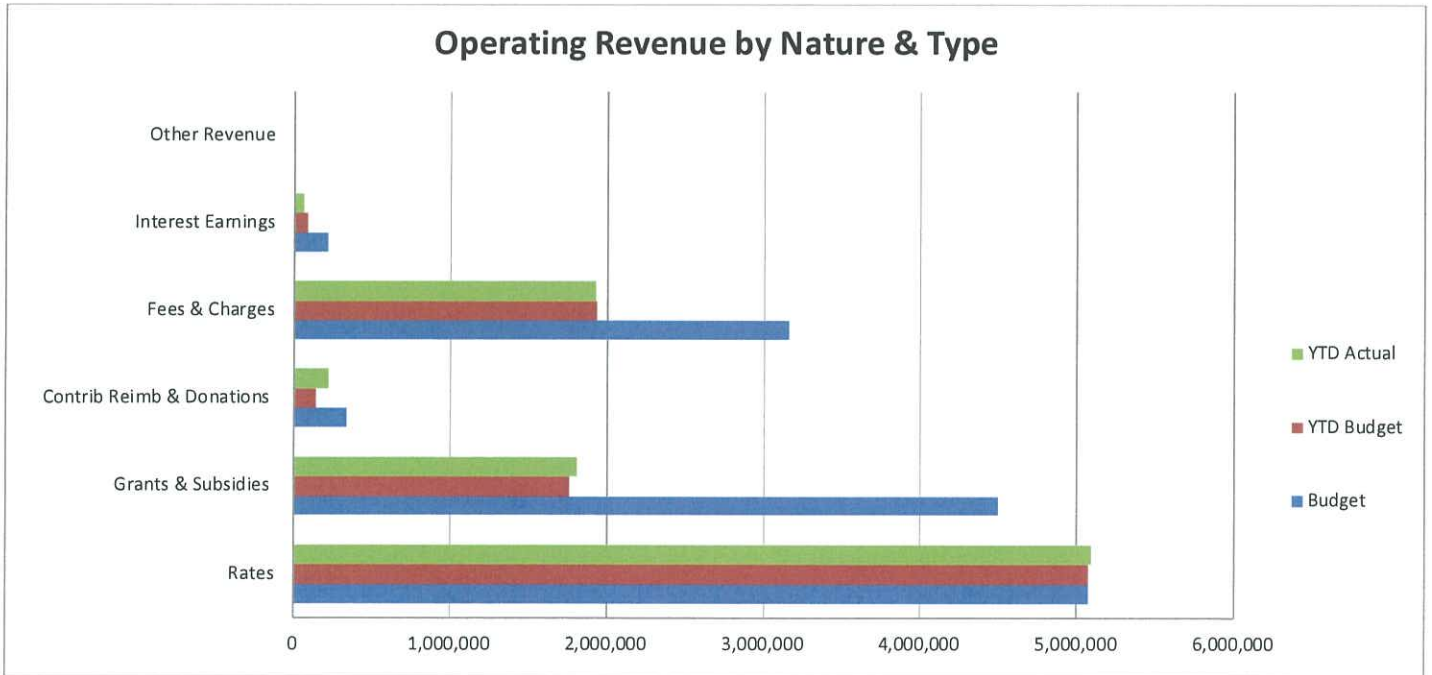
**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 30th November 2020**

\* **Nature & Type Reporting**



Total Revenue & Expenditure	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	13,286,259	9,008,388	9,116,075	1.20%
Capital Revenue	8,994,403	1,030,216	911,460	(11.53%)
Expenditure	18,988,603	8,391,045	7,662,283	(8.68%)

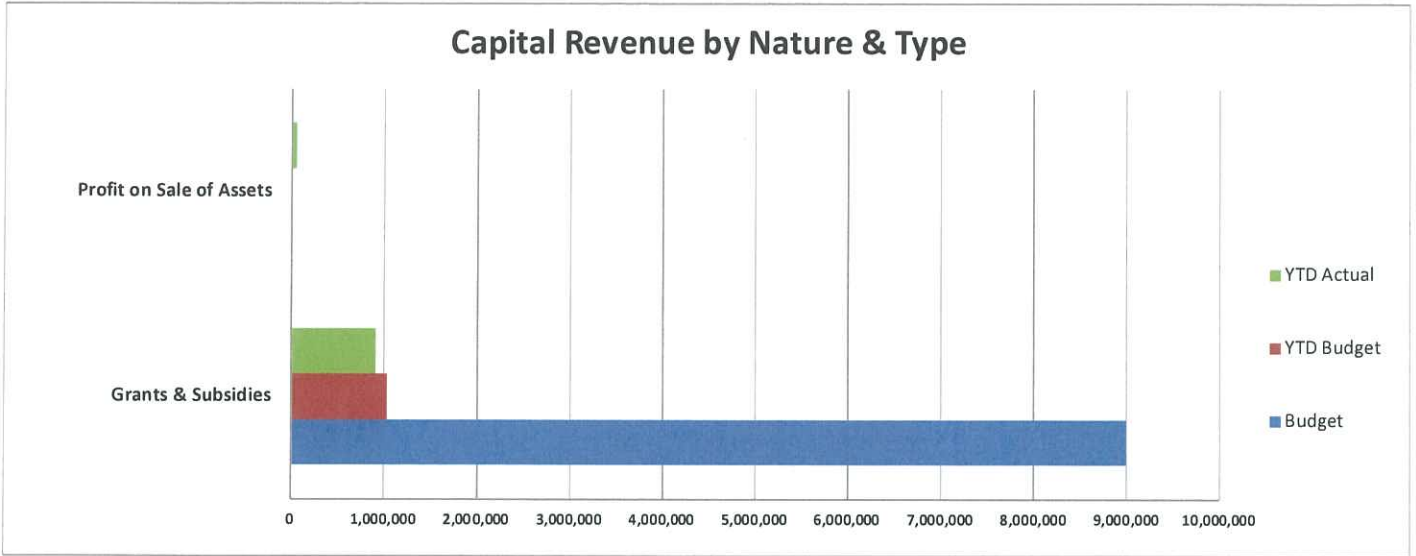
A further detailed analysis of total operating revenue, capital revenue and expenditures is provided via the various nature and type subsections listed below:



Operating Revenue by Nature & Type	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,074,942	5,073,892	5,089,991	0.32%
Grants & Subsidies	4,498,690	1,762,024	1,810,669	2.76%
Contrib Reimb & Donations	339,678	144,426	223,639	54.85%
Fees & Charges	3,154,474	1,937,021	1,926,700	(0.53%)
Interest Earnings	216,825	90,340	64,862	(28.20%)
Other Revenue	1,650	685	215	(68.65%)
<b>Total</b>	<b>13,286,259</b>	<b>9,008,388</b>	<b>9,116,075</b>	

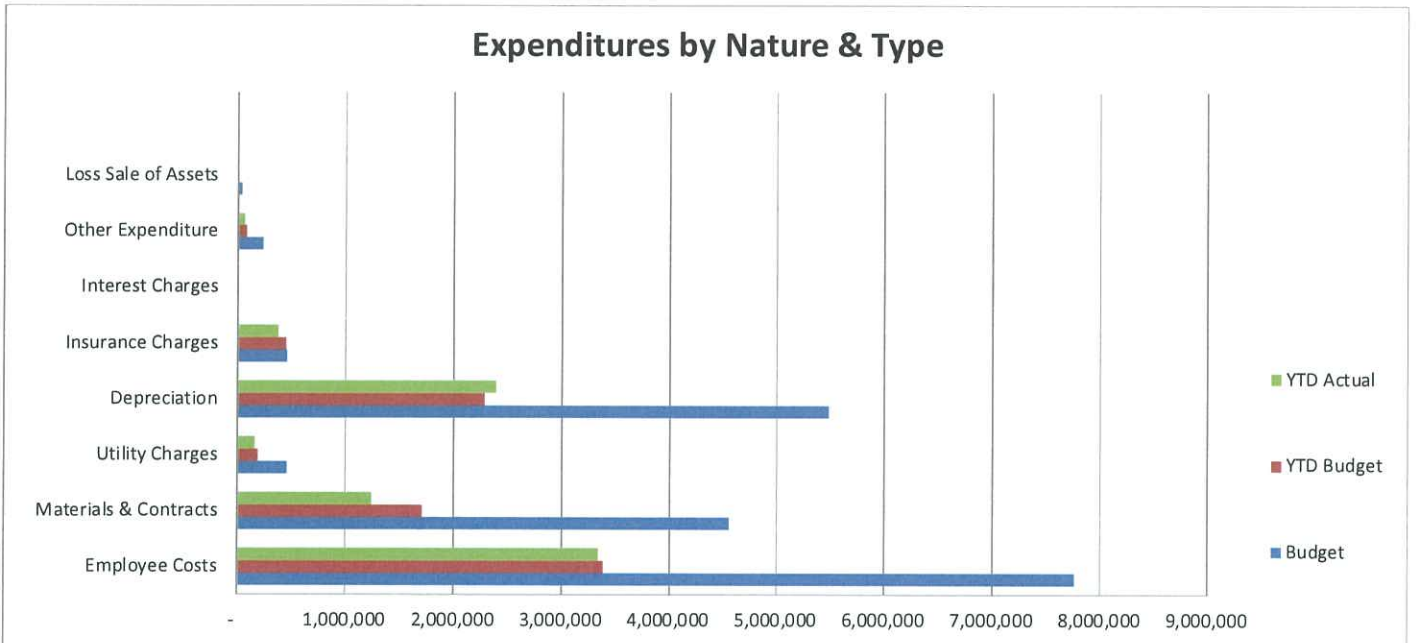
**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 30th November 2020**

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



**Capital Revenue by Nature and Type**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	8,994,403	1,030,216	911,460	(11.53%)
Profit on Sale of Assets	9,869	6,233	47,989	669.92%
<b>Total</b>	<b>9,004,272</b>	<b>1,036,449</b>	<b>959,449</b>	

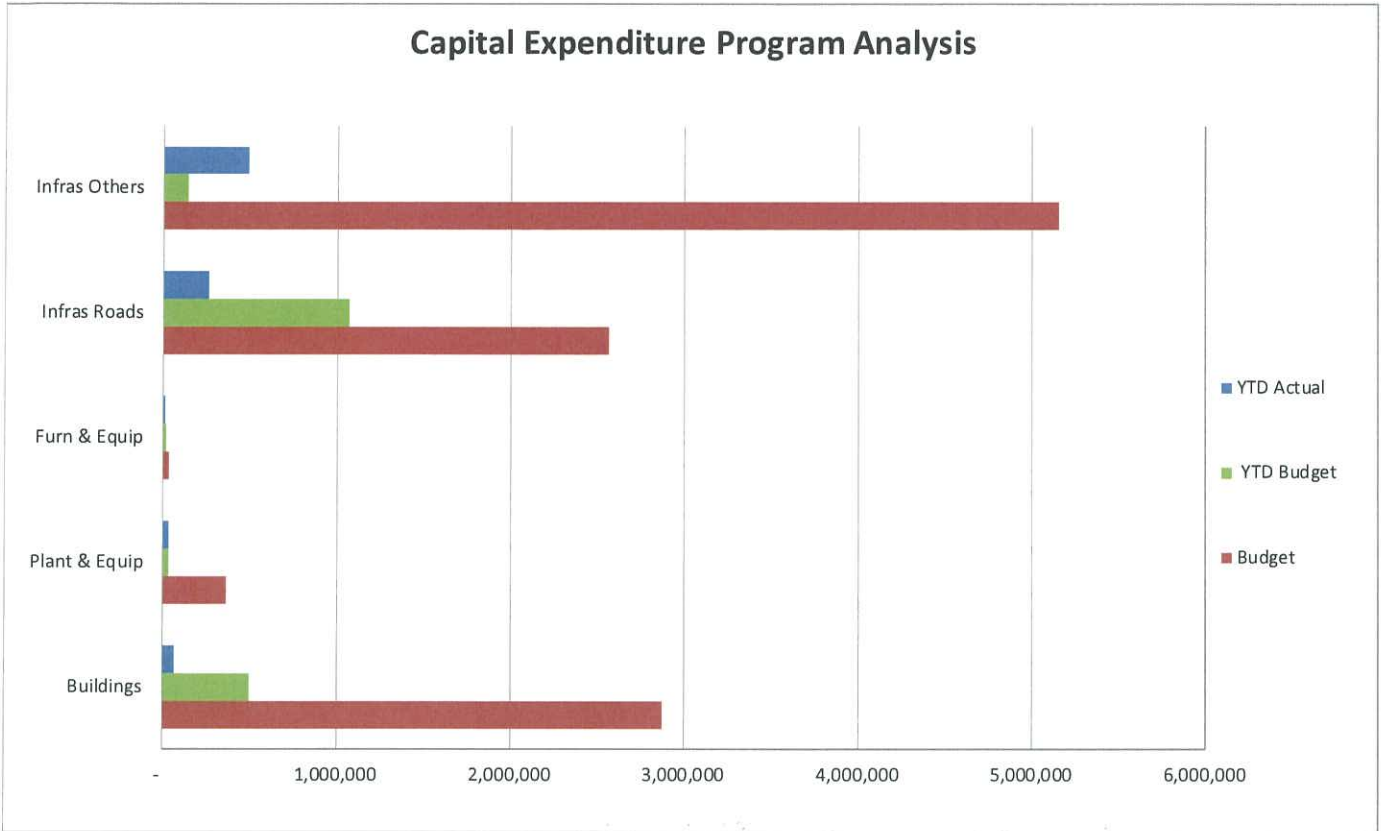


**Expenditures by Nature and Type**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,766,645	3,385,671	3,338,422	(1.40%)
Materials and contracts	4,559,200	1,716,051	1,247,063	(27.33%)
Utility charges	457,272	188,900	161,635	(14.43%)
Depreciation on Non Current Assets	5,494,234	2,289,205	2,387,478	4.29%
Insurance charges	456,518	451,129	376,565	(16.53%)
Interest charges	17,133	8,362	(3,725)	(55.46%)
Loss on sale of asset	32,470	7,514	0	0.00%
Other expenditure	237,601	83,802	71,290	(14.93%)
<b>TOTAL</b>	<b>19,021,073</b>	<b>8,130,634</b>	<b>7,586,177</b>	

**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 30th November 2020**

\* **Capital Acquisitions by Asset Class**



**Capital Acquisitions**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	2,875,764	501,140	66,879	(86.65%)
Plant & Equipment	371,556	33,635	37,368	11.10%
Furniture & Equipment	38,000	15,830	12,088	(23.64%)
Infrastructure Roads	2,567,418	1,069,650	262,542	(75.46%)
Infrastructure Others	5,160,088	139,370	492,765	253.57%
<b>TOTAL</b>	<b>11,012,826</b>	<b>1,759,625</b>	<b>871,641</b>	



**Shire of Donnybrook / Balingup**  
**Operating Statement**  
**For Period ended 30th November 2020**

		Adopted Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
<b>Operating Revenues</b>				
Rate Revenue	3	5,074,942	5,073,892	5,089,991
General Purpose Funding	3	1,163,234	564,557	577,066
Governance	4	64,084	42,670	51,054
Law, Order & Public Safety	5	577,580	258,583	270,687
Health	7	173,013	72,075	78,654
Education and Welfare	8	4,047,772	1,499,660	1,510,384
Community Amenities	10	1,134,936	1,095,686	1,149,731
Recreation & Culture	11	261,529	108,915	74,508
Transport	12	198,310	177,305	162,865
Economic Services	13	480,781	68,930	104,504
Other Property & Services	14	110,078	46,115	82,980
		<b>13,286,259</b>	<b>9,008,388</b>	<b>9,152,425</b>
<b>Operating Expenses Excluding</b>				
<b>Borrowing Costs Expenses</b>				
General Purpose Funding	3	(202,110)	(95,323)	(72,110)
Governance	4	(1,049,323)	(532,197)	(457,808)
Law, Order & Public Safety	5	(1,372,958)	(622,467)	(509,050)
Health	7	(260,039)	(112,427)	(108,591)
Education and Welfare	8	(5,020,297)	(1,983,580)	(1,765,340)
Community Amenities	10	(1,709,555)	(717,665)	(623,356)
Recreation & Culture	11	(3,576,815)	(1,530,745)	(1,502,788)
Transport	12	(4,818,754)	(2,053,713)	(2,189,214)
** Economic Services	13	(844,600)	(324,849)	(165,765)
Other Property & Services	14	(118,200)	(142,282)	(186,763)
		<b>(18,972,651)</b>	<b>(8,115,248)</b>	<b>(7,580,785)</b>
<b>Borrowing Costs Expenses</b>				
Governance	4	(2,876)	(1,195)	(1,251)
Law, Order & Public Safety	5	(111)	(45)	(121)
Health	7	(3,668)	(1,834)	(1,553)
Education and Welfare	8	(4,617)	(2,349)	(1,518)
Recreation and Culture	11	(2,012)	(1,004)	(773)
** Economic Services	13	(2,667)	(1,445)	(175)
		<b>(15,951)</b>	<b>(7,872)</b>	<b>(5,391)</b>
<b>Contributions/Grants for the</b>				
<b>Development of Assets</b>				
Law, Order & Public Safety	5	62,241	12,165	9,990
Community Amenities	10	170,000	0	0
Recreation & Culture	11	4,030,671	340,000	339,689
Transport	12	4,611,491	678,051	561,001
Economic Services	13	120,000	0	780
		<b>8,994,403</b>	<b>1,030,216</b>	<b>911,460</b>
<b>GAIN OR (LOSS) ON THE</b>				
<b>DISPOSAL OF ASSETS</b>				
Governance	4	622	622	0
Community Amenities	10	5611	5,611	11,639
Transport	12	(21,321)	0	0
Economic Services	13	(7,514)	(7,514)	0
		<b>(22,602)</b>	<b>(1,281)</b>	<b>11,639</b>
<b>Net Profit OR Loss / Result</b>		<b>3,269,458</b>	<b>1,914,204</b>	<b>2,489,347</b>

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

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type)**  
**For the Period ended 30th November 2020**

	<b>Adopted Budget 2020/21</b>	<b>Budget Year-to-date 2020/21</b>	<b>Actual Year-to-date 2020/21</b>
<b>OPERATING REVENUE AND EXPENDITURE</b>			
<b>(a) <u>Summary by Nature and Type</u></b>			
<b>Revenue</b>			
Rates	5,074,942	5,073,892	5,089,991
Grants and Subsidies (Operating)	4,498,690	1,762,024	1,810,669
Contributions Reimbursements and Donations (Operating)	339,678	144,426	223,639
Fees and Charges	3,154,474	1,937,021	1,926,700
Interest Earnings	216,825	90,340	64,862
Other Revenue	1,650	685	215
	<u>13,286,259</u>	<u>9,008,388</u>	<u>9,116,075</u>
<b>Expenditure</b>			
Employee Costs	(7,766,645)	(3,385,671)	(3,338,422)
Materials and Contracts	(5,201,797)	(1,983,976)	(1,323,169)
Utility Charges	(457,272)	(188,900)	(161,635)
Depreciation on Non Current Assets	(5,494,234)	(2,289,205)	(2,387,478)
Insurance Expenses	(456,518)	(451,129)	(376,565)
Interest Expenses	(17,133)	(8,362)	(3,725)
Other Expenses	(237,601)	(83,802)	(71,290)
	<u>(19,631,200)</u>	<u>(8,391,045)</u>	<u>(7,662,283)</u>
Less Applicable to Capital Works	(642,598)	(267,925)	(76,107)
	<u>(5,702,344)</u>	<u>885,269</u>	<u>1,529,898</u>
Non-operating grants, subsidies and contributions	8,994,403	1,030,216	911,460
Profit on asset disposals	9,869	6,233	47,989
Loss on asset disposals	(32,470)	(7,514)	0
<b>Net result</b>	<u>3,269,458</u>	<u>1,914,204</u>	<u>2,489,347</u>
<b>Total Comprehensive Income</b>	<b>3,269,458</b>	<b>1,914,204</b>	<b>2,489,347</b>

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 30th November 2020**

OPERATING REVENUE AND EXPENDITURE		2020/21		
		Adopted Budget	YTD Budget	Actual
<b>(b) Classified According to Nature and Type:</b>				
<b>OPERATING REVENUE</b>				
	<b>Rate Revenue</b>			
**	Rates	5,074,942	5,073,892	5,089,991
	<b>Grants &amp; Subsidies (Operating)</b>			
**	Other Grants	4,498,690	1,762,024	1,810,669
	<b>Grants &amp; Subsidies (Capital)</b>			
**	Other Grants	8,978,371	1,023,536	911,460
	<b>Reimbursements (Operating)</b>			
**	Reimbursements	334,838	142,426	212,049
	<b>Contributions &amp; Donations (Operating)</b>			
	Contributions, Reimbursements & Donations	4,840	2,000	11,590
	<b>Contributions &amp; Donations (Cap)</b>			
	Contributions, Reimbursements & Donations	16,032	6,680	0
	<b>Fees and Charges</b>			
	Waste Receptacle Fee	570,696	570,696	591,128
	Waste Management Levy	498,070	497,445	499,728
	Property Lease	426,507	177,670	149,064
	Property Hire	58,106	24,200	16,249
	Sale of Stock	8,000	3,330	1,119
	Inspections	200	80	0
	Other Charges	1,461,555	608,900	562,532
	Fines and Penalties	5,100	2,115	1,622
	Licenses, Approvals, Registrations	126,240	52,585	105,259
	<b>Interest Earnings</b>			
	Rates Penalty Interest Charge	37,500	15,625	18,725
	Interest on Rates Instalments	16,500	6,875	16,990
	Interest on Municipal Funds	159,325	66,385	14,591
	Interest Other	3,500	1,455	14,556
	<b>Other Revenue</b>			
	Other Income	1,650	685	215
	<b>Profit on Sale of Non-Current Assets</b>			
		9,869	6,233	47,989
	<b>Total Operating Revenue</b>	<b>22,290,531</b>	<b>10,044,837</b>	<b>10,075,524</b>

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 30th November 2020**

OPERATING REVENUE AND EXPENDITURE	2020/21		
(b) Classified According to Nature and Type:	Adopted Budget	YTD Budget	Actual
<b><u>OPERATING EXPENDITURE</u></b>			
<b>Employee Costs</b>			
Salaries and Wages (Operating only, excludes Capital)	6,550,811	2,754,802	2,638,775
Superannuation	691,204	287,950	275,085
Workers Compensation	290,890	243,604	261,955
Clothing and Uniforms	39,733	16,545	20,583
Training Expenses	104,599	43,555	18,083
Fringe Benefits Tax	52,042	23,655	47,421
** Employee Provisions	0	0	61,959
Other Employee Costs	37,366	15,560	14,560
<b>Materials</b>			
Materials	4,751,661	1,796,466	1,158,305
Phone/Fax	51,401	21,395	23,817
Fuels & Oils	175,000	72,910	59,817
<b>Contracts</b>			
Lease & Rental Expenses	0	0	2,607
Contract Labour	81,335	33,885	26,031
Professional Services & Consultants	142,400	59,320	52,593
<b>Utility Charges</b>			
Sewerage	20,824	8,660	10,008
Electricity	324,480	133,650	129,217
Water	111,968	46,590	22,409
<b>Insurance Expenses</b>			
Insurance	456,518	451,129	376,565
<b>Interest Expenses</b>			
Interest on Leases	4,612	1,905	0
Interest on Loans	12,521	6,457	3,725

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 30th November 2020**

4. OPERATING REVENUE AND EXPENDITURE	2020/21		
	Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
<b>OPERATING EXPENDITURE (cont)</b>			
<b>Other Expenditure</b>			
Postage	10,350	4,305	4,866
Other Expenditure	227,251	79,497	66,424
<b>Loss on Sale of Non-Current Assets</b>	32,470	7,514	0
<b>Depreciation</b>			
Depreciation on Assets	5,494,234	2,289,205	2,387,478
<b>Less: Applicable to Capital Works</b>	(642,598)	(267,925)	(76,107)
<b>Total Operating Expenditure</b>	<b>19,021,073</b>	<b>8,130,634</b>	<b>7,586,177</b>
<b>NET PROFIT OR LOSS / RESULT</b>	<b>3,269,458</b>	<b>1,914,204</b>	<b>2,489,347</b>

\*\* Rates income above YTD actual - due to higher amount of interim rates raised.

\*\* Grants & Subsidies Operating income above YTD budget - Tuia Lodge Subsidy \$40k over budget

\*\* Grants & Subsidies Capital income below YTD budget - timing of Road Grant funding.

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

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

**Shire of Donnybrook - Balingup**  
**Statement of Financial Activity**  
**For the Period ended 30th November 2020**

		2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variances Budget to Actual YTD %
<b>REVENUES</b>					
General Purpose Funding (Excl. Rates)	3	1,163,234	564,557	577,066	2.22
Governance	4	64,084	43,914	51,054	16.26
Law, Order, Public Safety	5	577,580	258,583	270,687	4.68
Health	7	173,013	72,075	78,654	9.13
Education and Welfare	8	4,047,772	1,499,660	1,510,384	0.72
Community Amenities	10	1,140,547	1,106,908	1,161,370	4.92
Recreation and Culture	11	261,529	108,915	74,508	(31.59)
Transport	12	201,946	177,305	162,865	(8.14)
Economic Services	13	480,781	68,930	104,504	51.61
Other Property and Services	14	110,702	46,115	82,980	79.94
		<u>8,221,188</u>	<u>3,946,962</u>	<u>4,074,073</u>	<u>3.22</u>
<b>EXPENSES</b>					
General Purpose Funding	3	(202,110)	(95,323)	(72,110)	(24.35)
Governance	4	(1,052,199)	(533,392)	(459,059)	(13.94)
Law, Order, Public Safety	5	(1,373,069)	(622,512)	(509,171)	(18.21)
Health	7	(263,707)	(114,261)	(110,144)	(3.60)
Education and Welfare	8	(5,024,914)	(1,985,929)	(1,766,858)	(11.03)
Community Amenities	10	(1,709,555)	(717,665)	(623,356)	(13.14)
Recreation & Culture	11	(3,578,827)	(1,531,749)	(1,503,562)	(1.84)
Transport	12	(4,843,710)	(2,061,227)	(2,189,214)	6.21
Economic Services	13	(854,781)	(333,808)	(165,939)	(50.29)
Other Property and Services	14	(118,200)	(142,282)	(186,763)	31.26
		<u>(19,021,072)</u>	<u>(8,138,148)</u>	<u>(7,586,177)</u>	<u>(6.78)</u>
<b>Net Operating Result Excluding Rates:</b>		<u><u>(10,799,884)</u></u>	<u><u>(4,191,186)</u></u>	<u><u>(3,512,103)</u></u>	<u><u>(16.20)</u></u>
<b>Adjustments for Cash Budget Requirements:</b>					
<b>Non-Cash Expenditure and Income</b>					
(Profit)/Loss on Asset Disposals		22,601	1,281	(11,639)	(1,008.62)
Depreciation on Assets		5,494,234	2,289,205	2,387,478	4.29
Adjust Current Asset - Land Held for Resale		0	0	(81,818)	
Adjust Non Current Liabilities & Employee Prov.		0	0	(6,193)	
Adjust Non Current Assets & Liabilities		0	0	15,279	
<b>Capital Expenditure and Income</b>					
Non Operating Grants, Subsidies & Contributions		8,994,403	1,030,216	911,460	(11.53)
** Purchase property, plant and equipment		(3,285,320)	(550,605)	(116,335)	(78.87)
Purchase and construction of infrastructure		(7,727,506)	(1,209,020)	(755,307)	(37.53)
Proceeds from disposal of assets		168,209	37,795	124,545	
Proceeds from self supporting loan		9,143	3,810	4,541	19.18
Repayment of borrowings		(61,290)	(22,180)	(30,366)	36.91
Principal elements of finance lease payments		(53,871)	(29,010)	(27,547)	(5.04)
Proceeds from Lease		275,000	0	0	
** Repayment of Life Lease		(308,000)	(308,000)	(308,000)	-
Transfers to reserves (restricted assets)		(212,000)	0	(2,794)	
Transfers from reserves (restricted assets)		1,372,213	124,190	0	(100.00)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,037,126	1,037,126	1,018,549 **	(1.79)
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	3,287,514	4,699,741	42.96
<b>Budgeted deficiency before general rates</b>		<u>(5,074,942)</u>	<u>(5,073,892)</u>	<u>(5,089,991)</u>	<u>0.32</u>
<b>Estimated amount to be raised from general rates</b>		<u>5,074,942</u>	<u>5,073,892</u>	<u>5,089,991</u>	
		<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	

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

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

**Shire of Donnybrook - Balingup**  
**Statement of Financial Activity**  
For the Period ended 30th November 2020

		2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variences Budget to Actual YTD %
<b>REVENUES</b>					
General Purpose Funding (Excl. Rates)	3	1,163,234	564,557	577,066	2.22
Governance	4	64,084	43,914	51,054	16.26
Law, Order, Public Safety	5	577,580	258,583	270,687	4.68
Health	7	173,013	72,075	78,654	9.13
Education and Welfare	8	4,047,772	1,499,660	1,510,384	0.72
Community Amenities	10	1,140,547	1,106,908	1,161,370	4.92
Recreation and Culture	11	261,529	108,915	74,508	(31.59)
Transport	12	201,946	177,305	162,865	(8.14)
Economic Services	13	480,781	68,930	104,504	51.61
Other Property and Services	14	110,702	46,115	82,980	79.94
		<u>8,221,188</u>	<u>3,946,962</u>	<u>4,074,073</u>	<u>3.22</u>
<b>EXPENSES</b>					
General Purpose Funding	3	(202,110)	(95,323)	(72,110)	(24.35)
Governance	4	(1,052,199)	(533,392)	(459,059)	(13.94)
Law, Order, Public Safety	5	(1,373,069)	(622,512)	(509,171)	(18.21)
Health	7	(263,707)	(114,261)	(110,144)	(3.60)
Education and Welfare	8	(5,024,914)	(1,985,929)	(1,766,858)	(11.03)
Community Amenities	10	(1,709,555)	(717,665)	(623,356)	(13.14)
Recreation & Culture	11	(3,578,827)	(1,531,749)	(1,503,562)	(1.84)
Transport	12	(4,843,710)	(2,061,227)	(2,189,214)	6.21
Economic Services	13	(854,781)	(333,808)	(165,939)	(50.29)
Other Property and Services	14	(118,200)	(142,282)	(186,763)	31.26
		<u>(19,021,072)</u>	<u>(8,138,148)</u>	<u>(7,586,177)</u>	<u>(6.78)</u>
<b>Net Operating Result Excluding Rates:</b>		<u><b>(10,799,884)</b></u>	<u><b>(4,191,186)</b></u>	<u><b>(3,512,103)</b></u>	<u><b>(16.20)</b></u>
<b>Adjustments for Cash Budget Requirements:</b>					
<b>Non-Cash Expenditure and Income</b>					
(Profit)/Loss on Asset Disposals		22,601	1,281	(11,639)	(1,008.62)
Depreciation on Assets		5,494,234	2,289,205	2,387,478	4.29
Adjust Current Asset - Land Held for Resale		0	0	(81,818)	
Adjust Non Current Liabilities & Employee Prov.		0	0	(6,193)	
Adjust Non Current Assets & Liabilities		0	0	15,279	
<b>Capital Expenditure and Income</b>					
Non Operating Grants, Subsidies & Contributions		8,994,403	1,030,216	911,460	(11.53)
** Purchase property, plant and equipment		(3,285,320)	(550,605)	(116,335)	(78.87)
Purchase and construction of infrastructure		(7,727,506)	(1,209,020)	(755,307)	(37.53)
Proceeds from disposal of assets		168,209	37,795	124,545	
Proceeds from self supporting loan		9,143	3,810	4,541	19.18
Repayment of borrowings		(61,290)	(22,180)	(30,366)	36.91
Principal elements of finance lease payments		(53,871)	(29,010)	(27,547)	(5.04)
Proceeds from Lease		275,000	0	0	
** Repayment of Life Lease		(308,000)	(308,000)	(308,000)	-
Transfers to reserves (restricted assets)		(212,000)	0	(2,794)	
Transfers from reserves (restricted assets)		1,372,213	124,190	0	(100.00)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,037,126	1,037,126	1,018,549	** (1.79)
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	3,287,514	4,699,741	42.96
<b>Budgeted deficiency before general rates</b>		<b>(5,074,942)</b>	<b>(5,073,892)</b>	<b>(5,089,991)</b>	<b>0.32</b>
<b>Estimated amount to be raised from general rates</b>		<u><b>5,074,942</b></u>	<u><b>5,073,892</b></u>	<u><b>5,089,991</b></u>	
		<u><b>0</b></u>	<u><b>0</b></u>	<u><b>0</b></u>	

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

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

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/11/20	Actual to 30/11/20	Variance Amount	Variance %	Permanent Variation	Comment
<b>GENERAL PURPOSE FUNDING</b>								
<b>OPERATING INCOME</b>								
0031	INTEREST - RATES INSTALMENT	Inc	-6,875	-16,990	-10,115	147.12	x	Potential permanent variation - increased interest income due to higher number of rate payers using instalment payment options - full year actual \$500 more than full year budget.
0071	RATES - INTERIM & BACK RATES	Inc	-2,290	-21,048	-18,758	819.13	x	Permanent variation - increased income for interim rates due to development growth
2163	FEES & CHARGES - RATES INSTALMENTS / PAYMENT A	Exp	-12,125	-24,538	-12,413	102.37		Potential permanent variation - increased due to higher number of rate payers using instalment payment options
4891	INTEREST - RESERVE FUND	Inc	-26,385	-13,821	12,564	-47.62	x	Potential permanent variance - interest income is based on prevailing interest rates
<b>GOVERNANCE</b>								
<b>OPERATING EXPENDITURE</b>								
0252	DONATIONS	Exp	12,805	2,060	-10,745	-83.91		Budget timing variation
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	Exp	20,455	5,102	-15,353	-75.06		Budget timing variation
0292	EMPLOYEE INSURANCE - WORKERS COMPENSATION	Exp	52,582	32,319	-20,263	-38.54		Budget timing variation - awaiting invoice from Insurance Company
0392	COMPUTER MTCE AGREEMENTS	Exp	71,904	56,774	-15,130	-21.04		Budget timing variation - Synergy annual license fees
1072	FRINGE BENEFITS TAX	Exp	11,890	47,421	35,531	298.83		Budget timing variation - FBT reallocated in May 2021
0952	AUDIT FEES	Exp	12,750	0	-12,750	0.00		Budget timing variation - EOFY audit rescheduled for November
<b>CAPITAL EXPENDITURE</b>								
0564	BUILDINGS - ADMIN	Exp	13,000	39,473	26,473	203.64		Budget timing variation
0584	FURNITURE AND EQUIPMENT	Exp	15,830	0	-15,830	-100.00		Budget timing variation - no expenditure to date
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>								
<b>OPERATING EXPENDITURE</b>								
0632	FIRE CONTROL EXPENSES	Exp	18,530	8,072	-10,458	-56.44		Budget timing variation - dependant on timing of projects
5142	ESL OPERATING EXPENSES SHIRE	Exp	100,932	89,464	-11,468	-11.36		Budget timing variation
6962	BUSH FIRE MITIGATION - SEMC	Exp	79,893	29,018	-50,875	-63.68		Budget timing variation - dependant on timing of works
<b>CAPITAL EXPENDITURE</b>								
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	25,010	12,990	-12,020	-48.06		Budget timing variation - dependant on timing of projects
<b>EDUCATION AND WELFARE</b>								
<b>OPERATING EXPENDITURE</b>								
<b>Tuia Lodge</b>								
1662	SALARIES (T/LODGE)	Exp	982,295	856,969	-125,326	-12.76		Budget timing variation
3782	RESIDENT CATERING - (TUIA)	Exp	81,775	63,297	-18,478	-22.60		Budget timing variation
3832	MEDICAL SERVICES - (TUIA)	Exp	25,255	10,172	-15,083	-59.72		Budget timing variation
<b>Other Welfare</b>								
1037	ASSET MTC/REFURB - WELL AGED UNIT	Exp	22,635	3,461	-19,174	-84.71		Budget timing variation - minimal expenditure to date
<b>Tuia Lodge</b>								
1693	CARE INCOME - ACFI SUBSIDIES	Inc	-849,580	-911,534	-61,954	7.29		Budget timing variation - subsidy reflects care mix
1703	BASIC DAILY CARE FEE	Inc	-317,850	-252,293	65,557	-20.63		Budget timing variation - income reflects care mix
1706	ACCOMMODATION FEE - DAILY ACCOMMODATION PAY	Inc	-77,410	-100,766	-23,356	30.17		Budget timing variation - income reflects care mix
1707	CARE INCOME - RESIDENT FEES - MEANS TESTED CA	Inc	-73,130	-43,244	29,886	-40.87		Budget timing variation - income reflects care mix
1708	CARE INCOME - RESIDENT FEES - OTHER	Inc	-9,750	-25,446	-15,696	160.98	x	Permanent variation - Income for respite care has currently exceeded Full Year Budget by \$6k
2193	ACCOM. FEE - INTEREST ON RAD BONDS	Inc	-27,500	-8,420	19,080	-69.38		Budget timing variation - income dependant on prevailing interest rates
<b>Other Welfare</b>								
1843	FROM AGED HOUSING RESERVE	Inc	-22,635	0	22,635	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital works projects
<b>CAPITAL EXPENDITURE</b>								
<b>Tuia Lodge</b>								
7384	BUILDINGS - TUIA LODGE	Exp	40,075	44	-40,031	-99.89		Budget timing variation - minimal expenditure to date



Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/11/20	Actual to 30/11/20	Variance Amount	Variance %	Permanent Variation	Comment
8094	<u>Other Welfare</u> WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	32,140	0	-32,140	-100.00		Budget timing variation - no expenditure to date
	<u>CAPITAL INCOME</u> <u>Preston Village</u>							
0955	TRANSFER FROM RESERVE	Inc	-13,750	0	13,750	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital works projects
	<u>Other Welfare</u>							
7315	TRANSFER FROM RESERVE	Inc	-32,140	0	32,140	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital works projects
<b>COMMUNITY AMENITIES</b>								
	<u>OPERATING EXPENDITURE</u>							
1772	RUBBISH SITES MTC	Exp	176,400	146,572	-29,828	-16.91		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	60,810	41,611	-19,199	-31.57		Budget timing variation - normal operational variance
2302	DBK CEMETERY MNTCE	Exp	26,650	16,152	-10,498	-39.39		Budget timing variation
	<u>OPERATING INCOME</u>							
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	Inc	-570,696	-591,128	-20,432	3.58	x	Permanent variation - income higher than budget estimates
2223	FEES & CHARGES - APPLICATIONS	Inc	-11,515	-25,294	-13,779	119.66	x	Potential permanent variance - increased number of applications received to date
	<u>CAPITAL EXPENDITURE</u>							
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN	Exp	21,250	1,295	-19,955	-93.91		Budget timing variation - dependant on timing of works
<b>RECREATION AND CULTURE</b>								
	<u>OPERATING EXPENDITURE</u>							
	<u>Other Recreation &amp; Sport</u>							
2642	PARKS & RESERVES GENERAL	Exp	273,958	233,041	-40,917	-14.94		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	37,203	24,556	-12,647	-34.00		Budget timing variation - normal operational variance
	<u>LIBRARIES</u>							
2962	OFFICE EXPENSES DBK	Exp	20,100	8,649	-11,451	-56.97		Budget timing variation - normal operational variance
	<u>Other Culture</u>							
3072	COMMUNITY RESOURCE CENTRE	Exp	11,700	0	-11,700	-100.00		Budget timing variation - no expenditure to date
5272	PROMOTION OF COMMUNITY EVENTS	Exp	21,945	1,712	-20,233	-92.20		Budget timing variation - minimal expenditure to date
	<u>OPERATING INCOME</u>							
	<u>Recreation Centre</u>							
1075	TRANSFER FROM RESERVE	Inc	-13,255	0	13,255	-100.00		Budget timing variation - Reserve transfer dependant on timing of Asset Mtce projects
	<u>CAPITAL EXPENDITURE</u>							
1094	DONNYBROOK HERITAGE PRECINCT	Exp	350,000	320,024	-29,976	-8.56		Budget timing variation - dependant on timing of works
	<u>CAPITAL INCOME</u>							
0675	TRANSFER FROM RESERVE	Inc	-10,415	0	10,415	-100.00		Budget timing variation - dependant on timing of works
<b>TRANSPORT</b>								
	<u>CAPITAL EXPENDITURE</u>							
3210	ROADWORKS GENERAL	Exp	161,305	17,210	-144,095	-89.33		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	85,415	132,878	47,463	55.57		Budget timing variation - works progressed earlier than budget estimate
3260	REGIONAL ROAD GROUP	Exp	447,990	163,945	-284,045	-63.40		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	177,035	44,478	-132,557	-74.88		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	283,320	36,909	-246,411	-86.97		Budget timing variation - variance reflects timing of road program

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/11/20	Actual to 30/11/20	Variance Amount	Variance %	Permanent Variation	Comment
<b>CAPITAL INCOME</b>								
0325	GRANTS - BLACK SPOTS	Inc	-226,666	-190,488	36,178	-15.96		Budget timing variation - variance reflects timing of road program
3291	GRANTS - REGIONAL ROAD GROUP	Inc	-230,000	-284,050	-54,050	23.50		Budget timing variation - variance reflects timing of road program
3331	GRANTS - ROADS TO RECOVERY	Inc	-142,000	-20,024	121,976	-85.90		Budget timing variation - variance reflects timing of road program
<b>OPERATING EXPENDITURE</b>								
341M	GENERAL ROAD MAINTENANCE	Exp	415,170	573,489	158,319	38.13		Budget timing variation - variance reflects timing of road program
3450	BRIDGE MAINTENANCE	Exp	118,634	80,872	-37,762	-31.83		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	22,915	6,989	-15,926	-69.50		Budget timing variation
<b>OPERATING INCOME</b>								
3511	REIMBURSEMENTS	Exp	-14,790	0	14,790			Budget timing variation - no income to date
3651	FROM ROADWORKS RESERVE	Exp	-11,090	0	11,090			Budget timing variation - no income to date
<b>ECONOMIC SERVICES</b>								
<b>OPERATING EXPENDITURE</b>								
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	144,690	7,862	-136,828	-94.57		Budget timing variation - minimal expenditure to date
<b>CAPITAL INCOME</b>								
0275	PROCEEDS SALE OF LAND	Inc	0	-81,818	-81,818		x	Permanent variance - Sale of Lot 101 Marmion Street - Proceeds from sale of land to be transferred to POS Trust account
<b>PUBLIC WORKS OVERHEADS</b>								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	654,934	616,546.81	-38,387	-5.86		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-36,660	-71,687.81	-35,028	95.55		
	<b>TOTAL PUBLIC WORKS OVERHEADS</b>		<b>30,619</b>	<b>68,655</b>	<b>38,036</b>	<b>124.22</b>		Public Works Overheads are currently \$68,655 under allocation. Rates have been reviewed and increased for the remainder of the year.
<b>PLANT OPERATION COSTS</b>								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	409,332	380,032	-29,300	-7.16		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-12,580	-11,292	1,288	-10.24		
	<b>TOTAL PLANT OPERATION COSTS</b>		<b>57,202</b>	<b>62,238</b>	<b>5,036</b>	<b>8.80</b>		Plant Operation Costs are currently \$62,237 under allocated. Allocation rates are currently under review.
<b>PROJECT OPERATION COSTS</b>								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS		128,561	196,155	67,594	52.58		
4197	LESS ALLOCATED TO PROJECTS	Exp	-123,335	-196,155	-72,820	59.04		
	<b>TOTAL PROJECT OPERATION COSTS</b>		<b>5,226</b>	<b>0</b>	<b>-5,226</b>	<b>-100.00</b>		Project Operation Costs are fully allocated across projects
<b>TOTAL GROSS SALARY &amp; WAGES</b>								
4570	TOTAL SALARIES AND WAGES	Exp	2,873,246	2,830,456	-42,790	-1.49		Wages and Salaries approx \$43k under YTD Budget - Potential permanent variance (Includes workers compensation payments of approx. \$50k, Aged Care Retention Bonus \$40k and accrued salaries & wages \$55k)
Note 1	Budget and Actual Income shown as negative figures. Budget and Actual Expenditure shown as positive figures. Therefore a negative variance indicates either more income or less expenditure than budget YTD estimate (positive effect on budget) Therefore a positive variance indicates either less income or more expenditure than budget YTD estimate (negative effect on budget)							
Note 2	Salaries and Wages variances are shown in total only in Schedule 14 (Public Works Overheads) Variances relating to internal costings and allocations are not reported. Variances relating to amounts transferred to/from Reserve have not been reported.							

**Shire of Donnybrook / Balingup**  
**Summary of Financial Activity - Cash**  
**For the Period ended**  
**30th November 2020**

	Sch No	2020/21 Adopted Budget		2020/21 Actual	
		Income	Expenditure	Income	Expenditure
<b>OPERATING SECTION</b>					
General Purpose Funding	3	6,238,176	202,110	5,667,056	72,110
Governance	4	89,020	1,052,199	51,054	459,059
Law, Order & Public Safety	5	581,860	1,373,069	270,687	509,171
Health	7	173,013	263,707	78,654	110,144
Welfare Services	8	4,111,587	5,024,914	1,510,384	1,766,858
Community Amenities	10	1,140,547	1,709,555	1,161,370	623,356
Recreation & Culture	11	346,249	3,578,827	74,508	1,503,562
Transport	12	228,559	4,843,710	162,865	2,189,214
Economic Services	13	480,781	854,781	104,504	165,939
Other Property & Services	14	118,200	118,200	82,980	186,763
		<b>13,507,992</b>	<b>19,021,071</b>	<b>9,164,064</b>	<b>7,586,177</b>
<b>CAPITAL SECTION</b>					
Governance	4	170,295	186,507	0	49,131
Law, Order & Public Safety	5	66,241	83,910	9,990	19,968
Health	7	0	11,693	0	5,762
Welfare Services	8	548,822	578,425	0	335,142
Community Amenities	10	332,795	341,220	42,727	32,995
Recreation & Culture	11	4,454,145	4,523,128	344,230	391,782
Transport	12	4,880,807	5,543,734	561,001	395,420
Economic Services	13	154,000	167,370	82,598	7,354
Transfers To Reserves	15	0	212,000	0	2,794
		<b>10,607,105</b>	<b>11,647,987</b>	<b>1,040,546</b>	<b>1,240,348</b>
<b>Total Income &amp; Expenditure</b>		<b>24,115,097</b>	<b>30,669,058</b>	<b>10,204,610</b>	<b>8,826,525</b>
Less Depreciation W/Back			(5,494,234)		(2,387,478)
Adjust Profit/Loss Adjustment			22,601		11,639
<b>Net</b>		<b>24,115,097</b>	<b>25,152,223</b>	<b>10,204,610</b>	<b>6,450,686</b>
Add Surplus July 1 B/Fwd		1,037,126		1,018,549	
Adjust Current Asset Land Held for Resale					81,818
Adjust Employee Entitlements					6,193
Adjust to NCL (Leave Provisions)				15,279	
Surplus/Deficit C/Fwd			0		4,699,741
		<b>25,152,223</b>	<b>25,152,223</b>	<b>11,238,438</b>	<b>11,238,438</b>

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

**Shire of Donnybrook / Balingup**  
**Summary of Financial Activity - Cash**  
**For the Period ended**  
**30th November 2020**

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

(A) Cash at Bank and on Hand	11,546,259	
Cash at Bank - Reserves	6,654,058	
Sundry Debtors Rates	1,970,603	
Receivables/Debtors	566,419	
Contract Assets	13,383	
Accrued Income	4,165	
GST Asset Clearing A/C	54,429	
ESL Asset Clearing A/C	277,105	
Stock on Hand	<u>124,922</u>	21,211,342
(B) Provision for LSL Current	(449,010)	
Provision for A/L Current	(549,662)	
Add Cash Back Reserve	192,881	
Contract Liability	(3,570,675)	
GST Liability Clearing A/C	(63,628)	
ESL Liability Clearing A/C	(297,808)	
PAYG Clearing A/C	(113,837)	
Prepaid Rates	(54,983)	
Reserve Funds	(6,654,058)	
Restricted Liability (Bonds)	(4,601,406)	
Sundry Creditors	<u>(349,413)</u>	(16,511,601)
<b>Net Current Assets</b>		<u><u>4,699,741</u></u>

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 30th November 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 30th November 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 of the estimated future cash outflows to be made by the employer resulting from the employees' service to balance date.

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 30th November 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 30th November 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:

	<b>Budget 30/06/2021</b>	<b>B/Forward 01/07/2020</b>	<b>YTD Actual 30/11/2020</b>
Restricted (See below)	5,704,551	6,624,763	6,654,058
Restrictive Liability (Bonds)	5,424,593	5,739,577	4,601,406
Municipal Fund - Unspent Loan Fund			
Unrestricted			
Municipal Fund	6,184,292	3,241,806	656,180
Municipal Investment Account	0	1,014,496	6,286,513
Petty Cash on Hand	2,160	2,160	2,160
<b>Total Cash Balance</b>	<b>17,315,596</b>	<b>16,622,801</b>	<b>18,200,317</b>

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

Waste Management Reserve	1,410,974	1,535,974	1,535,974
Bushfire Control & Management Reserve	2,282	2,282	2,282
Aged Housing Reserve	1,144,953	1,187,133	1,189,516
Employee Entitlements Reserve	185,381	192,881	193,291
Arbutnott Memorial Scholarship Reserve	3,285	3,585	3,585
Strategic Planning Studies Reserve	40,051	40,051	40,051
Land Development Reserve	450,271	450,271	350,271
Vehicle and Plant Reserve	376,690	402,000	402,000
Roadworks Reserve	435,434	435,434	435,434
Parks and Reserves Reserve	153,744	153,744	153,744
Revaluation Reserve	10,700	10,700	10,700
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	247,216	758,523	958,044
Apple Funpark Reserve	99,521	99,521	0
Information Technology Reserve	99,523	107,523	107,523
Carried Forward Projects Reserve	938,940	1,139,556	1,166,057
Covid 19 Reserve	102,532	102,532	102,532
	<b>5,704,551</b>	<b>6,624,763</b>	<b>6,654,058</b>



**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 30th November 2020**

**4. NET CURRENT ASSETS**

Composition of Net Current Asset Position

**CURRENT ASSETS**

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 30/11/2020 \$
Cash at Bank and on Hand	761,859	4,258,461	6,944,853
Restricted Assets - Reserves	5,704,551	6,624,763	6,654,058
Restricted Assets - Bond Deposits	5,424,593	5,739,577	4,601,406
Sundry Debtors Rates	508,475	404,548	1,970,603
Receivables/Debtors	115,938	86,923	566,419
Accrued Income	63,913	51,716	4,165
GST Asset Clearing A/C	85,772	69,403	54,429
ESL Asset Clearing A/C	28,927	23,407	277,105
Prepayments	35,000	17,028	0
Stock on Hand	10,284	10,284	124,922
Land Held for Resale	97,652	97,652	0
Contract Assets	115,000	413,642	13,383
	<b>12,951,964</b>	<b>17,797,405</b>	<b>21,211,342</b>

**CURRENT LIABILITIES**

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 30/11/2020 \$
Provision for LSL Current	(438,098)	(438,098)	(449,010)
Provision for A/L Current	(699,275)	(513,894)	(549,662)
Add Cash Backed Reserve	185,381	192,881	192,881
Accrued Salaries/Wages	(149,827)	(220,176)	0
Accrued Expenses	(36,113)	(53,069)	0
Prepaid Rates	(95,288)	(140,029)	(54,983)
GST Liability Clearing A/C	(25,351)	(31,957)	(63,628)
ESL Liability Clearing A/C	0	0	(297,808)
PAYG Clearing A/C	(68,049)	(105,297)	(113,837)
Contract Liability	(189,095)	(2,724,717)	(3,570,675)
Sundry Creditors	(307,105)	(361,584)	(349,413)
Restricted Liability - Trust Bonds	(5,424,593)	(5,739,577)	(4,601,406)
Less Restricted Assets - Reserves	(5,704,551)	(6,624,763)	(6,654,058)
	<b>(12,951,964)</b>	<b>(16,760,280)</b>	<b>(16,511,601)</b>

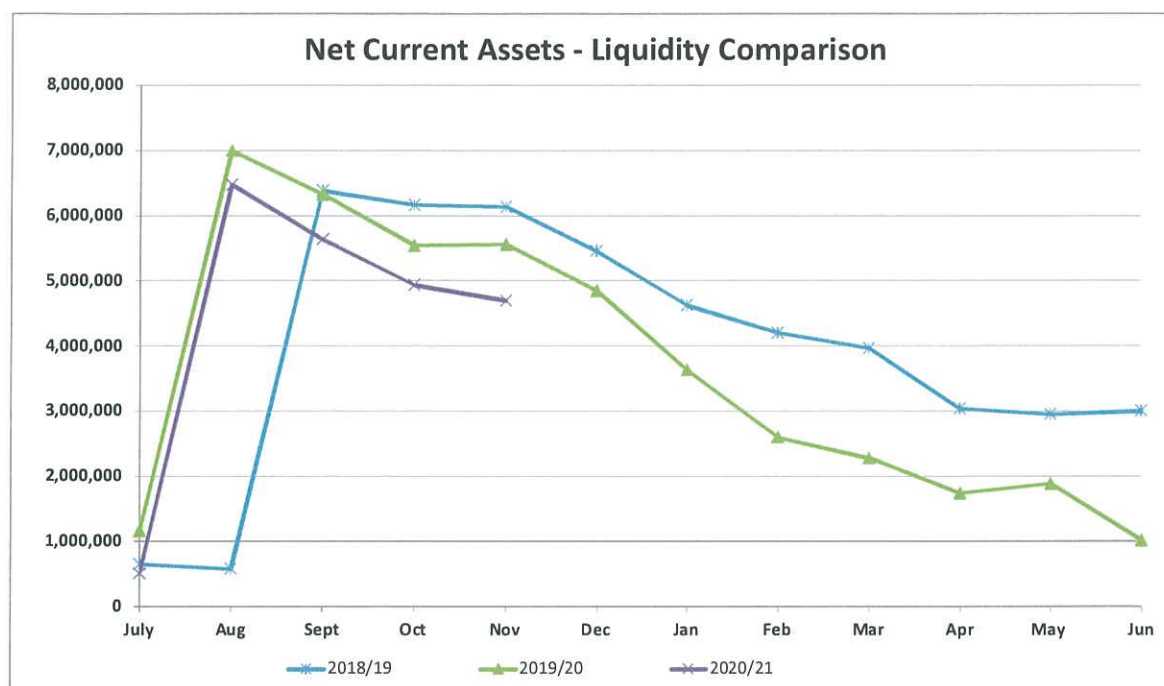
**NET CURRENT FUNDING POSITION**

**0            1,037,126            4,699,741**

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 30th November 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.

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

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

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 30th November 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 \$10,000 will apply for reporting purposes. That is all variances greater than \$10,000 will be reported to Council.

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

A table showing material variances, as at 30th November 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 the 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 cashflows when actual results are compared to budget results.

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

**General Purpose Funding**

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

Variance of approx \$12k relating to rates instalment interest - this is due to an increase in number of rate payers opting to use instalment plans for rates payments.

**Governance**

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

**Law, Order and Public Safety**

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

**Health**

There are no variances reportable for the month.

**Education and Welfare**

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

Minimal expenditure has been incurred to date on capital works at Tuia Lodge, Preston Retirement Village and Well Aged Units, the timing of the transfer from reserves are dependant on capital expenditure.

A permanent variance for care income - resident fees has been identified, income relates to respite care and YTD actual is approx \$6k above full year budget amount.

**Community Amenities**

Increased income of approx \$20k has been identified for kerbside bin services, this is a permanent variance. Income received for planning applications is higher than budget estimates, this is a potential permanent variance.

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

**Recreation and Culture**

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 30th November 2020**

**5. VARIANCE ANALYSIS**

**Transport**

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.

Increased income of approx \$81k has been identified for sale of Lot 101 Mead St - this is a permanent variance.

**Public Works Overheads**

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

Total public works overheads are currently \$68,655 under allocated, rates have been reviewed and increased for the remainder of the year.

Total plant operation costs are currently \$62,237 under allocated, allocation rates are currently under review.

Total project operation costs have been fully allocated.

Total gross wages and salaries expenditure is approx. \$43k under the year to date budget.

Potential permanent variance (inc. workers comp payments of approx \$50k, aged care retention bonus \$40k and accrued salaries & wages \$55k).

**6. Minor Debts Written Off Under Delegation**

There have been no minor debts written off under delegation by CEO.

Rates	\$	-
Other	\$	-

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

**ASSETS ACQUIRED BY TYPE**

	2020/21	
	Adopted Budget	Actual
	\$	\$
Land & Buildings	2,875,764	66,879
Plant & Equipment	371,556	37,368
Furniture & Equipment	38,000	12,088
Infrastructure Assets - Roads	2,567,418	262,542
Infrastructure Assets - Other	5,160,088	492,765
	<b>11,012,826</b>	<b>871,641</b>

**ASSETS ACQUIRED BY PROGRAM**

	2020/21	
	Adopted Budget	Actual
	\$	\$
Governance	163,720	39,473
Law, Order & Public Safety	71,241	12,990
Health	0	0
Education and Welfare	240,822	12,132
Community Amenities	341,220	32,995
Recreation & Culture	4,498,089	377,852
Transport	5,543,734	395,420
Economic Services	154,000	780
	<b>11,012,826</b>	<b>871,641</b>

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 30th November 2020**

**8. DISPOSAL OF ASSETS**

**ASSETS DISPOSED BY TYPE**

	2020/21	
	Adopted Budget \$	Actual \$
<b>Proceeds of Sale of Assets</b>		
Land	0	81,818
Plant & Equipment	190,810	42,727
	190,810	124,545
Less Written Down Value at Disposal	168,209	76,556
Profit/(Loss) on Disposal	<b>22,601</b>	<b>47,989</b>

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

	2020/21	
	Adopted Budget \$	Actual \$
Governance	(622)	0
Community Amenities	(5,611)	11,639
Transport	21,320	0
Economic Services	7,514	36,350
	<b>22,601</b>	<b>47,989</b>

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

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

The total loan principal outstanding as at 30th November 2020 is \$433,489.11.

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

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

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

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 30th November 2020**

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

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>GOVERNANCE</b>									
<b>Other Governance</b>									
105640	Admin Centre - Refurbishment	94,500	39,473		39,473				
105540	Replace Vehicle - Projects Officer	31,220	0			0			
105840	Audio Visual System (meeting streaming)	8,000	0				0		
105840	Upgrade of Shire Office Telephone System	30,000	0		0		0		
		<b>163,720</b>	<b>39,473</b>	<b>0</b>	<b>(39,473)</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	0	0			0			
103840	Beelerup Fire Station	12,117	12,990		12,990				
103840	Ferndale BFB	47,922	0		0				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room &	0	0		0				
<b>Animal Control</b>									
107940	Dog Pound Seal Flood	6,000	0		0				
<b>Law, Order and Public Safety</b>									
170040	SES Depot Donnybrook	5,202	0		0				0
		<b>71,241</b>	<b>12,990</b>	<b>0</b>	<b>12,990</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HEALTH</b>									
<b>Health Inspection and Administration</b>									
114640	Purchase Furniture	0	0				0		
		<b>0</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>Tuia Lodge</b>									
173840	Tuia Lodge - Install Gutter Guards to complex	15,606	0		0				
173840	Tuia Lodge - Dementia Ward	0	(8,702)		(8,702)				
173840	Tuia Lodge - Fire Suppression System	0	8,745		8,745				
173840	Tuia Lodge - Marri Wing Refurbishment	61,200	0		0				
173840	Tuia Lodge - Nurses Station / Admin - Refurb C:	19,380	0		0				
116840	Tuia Lodge - Furniture & Equipment	0	12,088				12,088		
		<b>96,186</b>	<b>12,131.65</b>	<b>0</b>	<b>(44)</b>	<b>0</b>	<b>12,088</b>	<b>0</b>	<b>0</b>
<b>Other Welfare</b>									
180940	Minninup Cottages - Units 5 - Interior Refurbishr	46,818	0		0				
180940	Minninup Cottages - Units 8 - Interior Refurbishr	46,818	0		0				
180940	Minninup Cottages - Units 9 - Replace Kitchen	20,400	0		0				
180940	Langley Villas - Unit 6 - Refurb Bathroom / Laun	25,500	0		0				
180940	Langley Villas - Unit 6 - Replace Floor Covering	5,100	0		0				
		<b>144,636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 30th November 2020**

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

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>COMMUNITY AMENITIES</b>									
<b>Sanitation</b>									
160140	Donnybrook Refuse Site - Closure Study	25,000	0						0
160140	Donnybrook Refuse Site - Rehab / Capping	100,000	0						0
		<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Town Planning</b>									
122740	Replace Vehicle - Town Planner	31,220	31,700				31,700		
		<b>31,220</b>	<b>31,700</b>	<b>0</b>	<b>0</b>	<b>31,700</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Community Amenities</b>									
109650	Public Toilets - Main Street, Donnybrook	110,000	0		0				
109650	Public Toilets - Kirup	20,000	0		0				
109650	Public Toilets - Balingup	40,000	1,295		1,295				
109640	Donnybrook Cemetery Upgrades	15,000	0						0
		<b>185,000</b>	<b>1,295</b>	<b>0</b>	<b>1,295</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>RECREATION AND CULTURE</b>									
<b>Public Halls</b>									
110640	Public Hall - Donnybrook	0	0		0				
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>RECREATION AND CULTURE</b>									
<b>Other Recreation and Sport</b>									
107140	Balingup - Install new Drinking Fountain	10,000	0						0
109840	Donnybrook - Install new Drinking Fountain	10,000	0						0
189340	Donnybrook Weir Upgrade	135,000	0						0
189240	Kirup Mill Park - Install new Drinking Fountain	10,000	0						0
189240	Kirup Mill Park - Upgrade	50,000	0						0
189140	Golden Valley Tree Park - Pathway Upgrade	80,000	0						0
112140	Balingup Oval - New Bore	150,000	19,665						19,665
126820	Playground Equipment	15,000	96						96
106940	Apple Funpark - Renewal of Equipment	7,500	0						0
101940	Apple Funpark Project	1,420,000	8,582						8,582
111840	Dbk Arboretum - Safety Fencing and Furn	22,588	0						0
111840	Street Lighting - Replacement Energy Efficiency	8,000	5,200						5,200
111840	VC Mitchell Park - New Bore	250,000	68						68
111840	Ayers Garden - New Shade / Seating	15,000	2,415						2,415
111840	Ayers Garden - Upgrade Shade / Seating	10,000	0						0
189440	VC Mitchell Park - Redevelopment	0	3,057						3,057
		<b>2,193,088</b>	<b>39,083</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39,083</b>

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 30th November 2020**

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

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>Donnybrook Recreation Centre</b>									
189040	Equipment - Floor Scrubber	5,800	5,668			5,668			
172940	Refurbish Disabled Toilets	8,323	1,680		1,680				
172940	Pool Relined	81,600	3,915		3,915				
172940	Pool - New Nonslip Floor Product	15,606	0		0				
172940	Pool Plant - Renew Water Treatment Plant Cont	17,167	7,483		7,483				
172940	Pool Plant - Renew Sand Filter	20,834	0		0				
		<b>149,330</b>	<b>18,745</b>	<b>0</b>	<b>13,078</b>	<b>5,668</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Culture</b>									
110940	Donnybrook Town Centre Revitalisation	2,155,671	320,024		0				320,024
		<b>2,155,671</b>	<b>320,024</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>320,024</b>
<b>TRANSPORT</b>									
<b>Construction, Streets, Roads Bridges, Depots</b>									
132000	Bridgeworks (Special Grants)	2,502,000	0						0
132100	Roadworks Construction - General	387,230	17,210					17,210	
132600	Regional Road Group Projects	1,075,188	163,945					163,945	
133000	Roads to Recovery Program	425,000	44,478					44,478	
133300	Blackspot Projects	680,000	36,909					36,909	
132400	Footpath Construction Program	205,000	132,878						132,878
		<b>5,274,418</b>	<b>395,420</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>262,542</b>	<b>132,878</b>
<b>Road Plant Purchases</b>									
135540	Replace Tip Truck - DB4550	98,607	0				0		
135540	Replace Ute - DB112 (W&S)	41,519	0				0		
135540	Replace Ute - DB117 (P&G)	25,949	0				0		
135540	Replace Ride on Mower - DB606	50,625	0				0		
135540	Replace Ride on Mower - DB898	26,987	0				0		
135540	Replace Ute - DB102 - Balingup	25,629	0				0		
		<b>269,316</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ECONOMIC SERVICES</b>									
<b>Rural Services</b>									
182340	Donnybrook Commercial Standpipe	60,000	780						780
182340	Balingup Commercial Standpipe	60,000	0						0
		<b>120,000</b>	<b>780</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>780</b>
<b>Building Control</b>									
141940	Replace Bldg Surveyor Ute - DB631	34,000	0				0		
		<b>34,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>11,012,826</b>	<b>871,641</b>	<b>0</b>	<b>66,879</b>	<b>37,368</b>	<b>12,088</b>	<b>262,542</b>	<b>492,765</b>



**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 30th November 2020**

**Appendix B Asset Disposal Schedule - 2020/21**

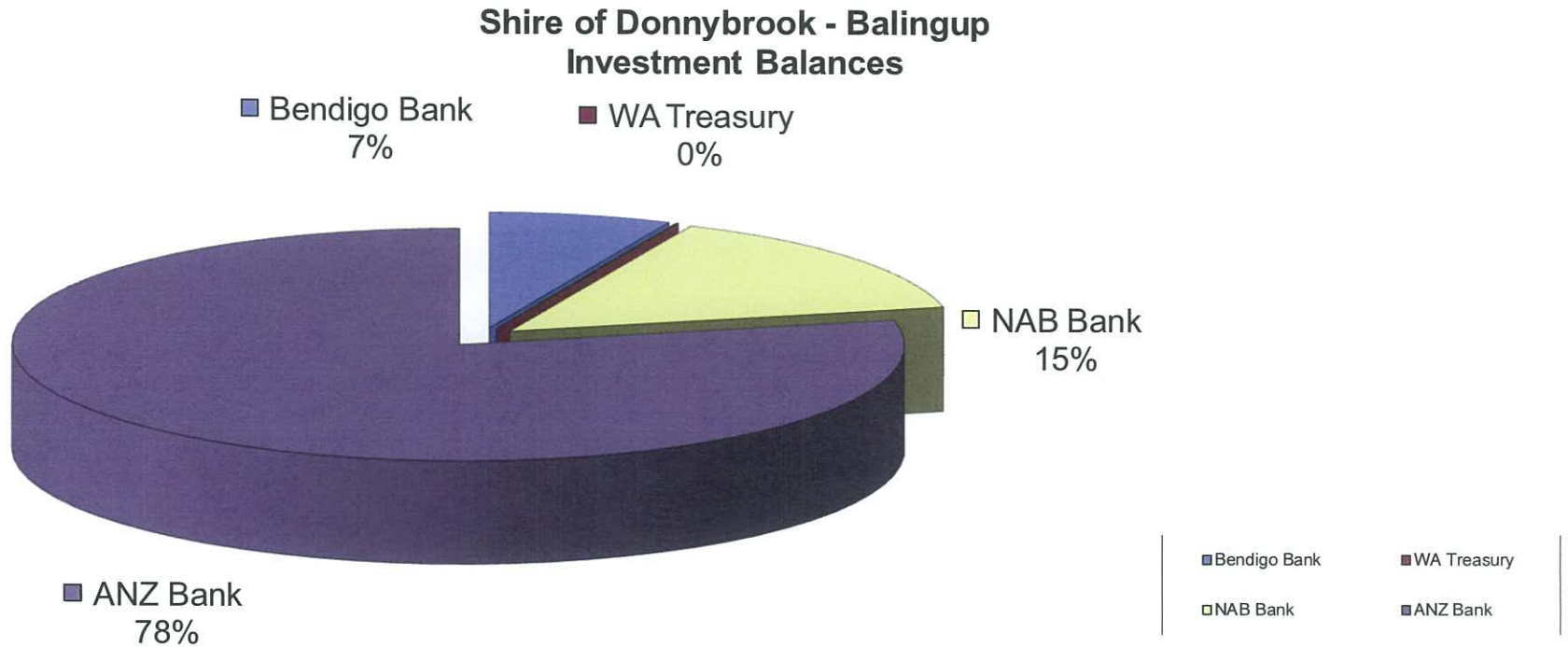
<b>Asset No.</b>	<b>Asset Details</b>	<b>Asset Classification</b>	<b>Budget Proceeds Sale of Asset</b>	<b>Budget Written Down Value</b>	<b>Budget Profit/Loss</b>	<b>Actual Proceeds Sale of Asset</b>	<b>Actual Written Down Value</b>	<b>Actual Profit / Loss</b>
<b>GOVERNANCE</b>								
<b>General Administration</b>								
61301	Izuzu MUX - DB15	Plant & Equipment	37,173	37,795	(622)	0	0	0
			<u>37,173</u>	<u>37,795</u>	<u>(622)</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>COMMUNITY AMENITIES</b>								
<b>Town Planning &amp; Regional Development</b>								
61298	Toyota Fortuner - DB463	Plant & Equipment	32,184	37,795	(5,611)	42,727	31,088	11,639
			<u>32,184</u>	<u>37,795</u>	<u>(5,611)</u>	<u>42,727</u>	<u>31,088</u>	<u>11,639</u>
<b>TRANSPORT</b>								
<b>Road Plant Purchases</b>								
61211	Tip Truck - DB4550	Plant and Equipment	33,741	19,721	14,020	0	0	0
61274	Mitsubishi Dual Cab Ute - DB112	Plant and Equipment	18,000	20,760	(2,760)	0	0	0
61263	Mitsubishi Triton Ute - DB117	Plant and Equipment	12,795	13,493	(698)	0	0	0
61292	Kubota Tractor Mower - DB606	Plant and Equipment	15,776	10,379	5,397	0	0	0
61270	Kubota Tractor Mower - DB898	Plant and Equipment	7,088	7,266	(178)	0	0	0
61236	Ford Ranger Ute - DB102	Plant and Equipment	14,539	9,000	5,539	0	0	0
			<u>101,939</u>	<u>80,619</u>	<u>21,320</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ECONOMIC SERVICES</b>								
<b>Building Control</b>								
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	19,514	12,000	7,514	0	0	0
			<u>19,514</u>	<u>12,000</u>	<u>7,514</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Other Economic Services</b>								
10140	Sale Lot 3 Mead Street	Land	0	0	0	81,818	45,468	36,350
			<u>0</u>	<u>0</u>	<u>0</u>	<u>81,818</u>	<u>45,468</u>	<u>36,350</u>
			<u>190,810</u>	<u>168,209</u>	<u>22,601</u>	<u>124,545</u>	<u>76,556</u>	<u>47,989</u>

**Shire of Donnybrook-Balingup**  
**Schedule of Investments Held**  
For the period ended 30th November 2020

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
<b>MUNICIPAL FUND</b>							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$1,018,578.60	\$1,405,596.64	-\$1,634,295.35	\$789,879.89
	ANZ Bank 9116-13334	0.45%	3-Feb-2021	\$1,000,999.50	\$1,020.47	\$0.00	\$1,002,019.97
	ANZ Bank 9129-57331	0.75%	4-Jan-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	ANZ Bank 9129-57323	0.35%	2-Dec-2020	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	ANZ Bank 9794-44645	0.54%	20-Jan-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	ANZ Bank 9794-44637	0.47%	21-Dec-2020	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	ANZ Bank 9156-04304	0.42%	28-Dec-2020	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	WA Treasury - General	0.20%	At Call	\$14,505.78	\$0.78	\$0.00	\$14,506.56
				<b>\$7,034,083.88</b>	<b>\$1,406,617.89</b>	<b>-\$1,634,295.35</b>	<b>\$6,806,406.42</b>
<b>TRUST FUND</b>							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$51,464.70	\$0.00	\$0.00	\$51,464.70
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				<b>\$51,464.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,464.70</b>
Roadworks Bonds	Bendigo - 3505033	0.35%	29-Jan-2020	\$87,788.81	\$0.00	\$0.00	\$87,788.81
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-47489	0.70%	12-Dec-2020	\$2,376,115.64	\$0.00	\$0.00	\$2,376,115.64
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-13289	0.45%	3-Feb-2020	\$1,972,175.96	\$102,005.59	-\$192,005.59	\$1,882,175.96
Extractive Industry Licence	Bendigo - 3505033	0.35%	29-Jan-2020	\$114,611.07	\$0.00	\$0.00	\$114,611.07
Miscellaneous Investments	Bendigo - 3505033	0.35%	29-Jan-2020	\$10,551.46	\$0.00	\$0.00	\$10,551.46
Public Open Space Contributions	Bendigo - 3505033	0.35%	29-Jan-2020	\$138,965.91	\$0.00	\$0.00	\$138,965.91
Donnybrook Balingup Aged Homes	ANZ A/c: 9116-13342	0.74%	3-Dec-2020	\$269,986.51	\$0.00	\$0.00	\$269,986.51
				<b>\$4,970,195.36</b>	<b>\$102,005.59</b>	<b>-\$192,005.59</b>	<b>\$4,880,195.36</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: 9202-29916	0.45%	3-Feb-2021	\$266,173.10	\$536.36	\$0.00	\$266,709.46
Aged Housing Reserve	ANZ A/c: 9202-29924	0.57%	5-Jan-2021	\$909,887.63	\$0.00	\$0.00	\$909,887.63
Waste Management Reserve	ANZ A/c: 9732-82198	0.75%	1-Jan-2021	\$1,535,973.72	\$0.00	\$0.00	\$1,535,973.72
Buildings	ANZ A/c: 9732-82235	0.45%	3-Feb-2021	\$758,523.14	\$0.00	\$0.00	\$758,523.14
Land	ANZ A/c: 9732-82235	0.45%	3-Feb-2021	\$450,270.71	\$0.00	\$0.00	\$450,270.71
Valuation Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$10,700.10	\$20.23	-\$20.23	\$10,700.10
Employee Leave & Gratuity Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$192,926.30	\$364.71	\$0.00	\$193,291.01
Roadworks Reserve Account	NAB A/c: 86-143-2438	0.50%	8-Feb-2020	\$435,434.43	\$823.16	-\$823.16	\$435,434.43
Parks Reserve Account	NAB A/c: 86-143-2438	0.50%	8-Feb-2020	\$153,743.91	\$290.64	-\$290.64	\$153,743.91
CBD Development Reserve	NAB A/c: 86-143-2438	0.50%	8-Feb-2020	\$3,053.54	\$5.77	-\$5.77	\$3,053.54
Bushfire Control & Management Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$2,281.91	\$4.31	-\$4.31	\$2,281.91
Arbuthnot Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$3,584.65	\$6.78	-\$6.78	\$3,584.65
Information Technology Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$107,523.19	\$203.26	-\$203.26	\$107,523.19
Langley Villas & Minn Cottis Contingency Account	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$12,919.22	\$24.42	-\$24.42	\$12,919.22
Town Planning Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$40,051.22	\$75.71	-\$75.71	\$40,051.22
Plant Replacement Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$401,999.77	\$759.95	-\$759.95	\$401,999.77
Apple Fun Park Reserve	NAB A/c: 86-142-2539	0.50%	8-Feb-2020	\$99,521.26	\$188.14	-\$188.14	\$99,521.26
Carried Forward Projects Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$1,139,555.73	\$28,655.23	-\$2,154.23	\$1,166,056.73
Covid 19 Reserve	NAB A/c: 86-137-3001	0.50%	8-Feb-2020	\$102,532.15	\$193.83	-\$193.83	\$102,532.15
				<b>\$6,651,655.68</b>	<b>\$32,152.50</b>	<b>-\$4,750.43</b>	<b>\$6,679,057.75</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$18,707,399.62</b>	<b>\$1,540,775.98</b>	<b>-\$1,831,051.37</b>	<b>\$18,417,124.23</b>

**Investments Balances**

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$1,218,261.84	6.61%	75%	A -2
WA Treasury	\$14,506.56	0.08%	100%	AAA
NAB Bank	\$2,732,693.09	14.84%	100%	A -1+
ANZ Bank	\$14,451,662.74	78.47%	100%	A -1+
	<b>\$18,417,124.23</b>	<b>100.00%</b>		



**Shire of Donnybrook-Balingup  
Summary of Bank Reconciliation  
For the period ended 30th November 2020**

**MUNICIPAL FUND**

Balance as per Bank Statements	789,880
Investments - Muni Funds	6,286,513
Investments - Trust Bonds	4,471,243
Deposits not yet Credited	10,262
Less Outstanding Cheques	(10,275)
Receipts not yet processed	(3,524)
Outstanding Transfers from Reserve	0
Outstanding Transfers to Reserves	0
Outstanding Transfers to Trust	0
Outstanding Transfers from Trust	0
Cheques not Yet Processed	0
Credit Card Payments	0
Bank Adjustment	0
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>11,544,099</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	51,465
Investments	138,966
Plus Deposits not yet Credited	0
Less Outstanding Cheques	(608)
Less DOT EFT payment	0
Bank Adjustment	0
Outstanding Transfers	0
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>189,823</u></b>

**RESERVE FUND**

Investments	6,654,058
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>6,654,058</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>18,415,140</u></b>
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**SHIRE OF DONNYBROOK-BALINGUP**  
Rates Collection Statistics as at 30th November 2020

	Rates % June 20'	Movement in Nov '20	Rates % Nov '20
Arrears Brought Forward	329,193	23,562	352,755
Prepayment of Rates	(47,736)	(7,324)	(55,060)
Billing To Date	5,131,831	20,107	5,151,938
	5,413,287	36,346	5,449,633
Less Received To Date	2,161,678	1,324,983	3,486,661
Balance Owed	3,251,609	(1,288,638)	1,962,972
Percentage Collection (Including Arrears B/Fwd)	39.58%	24.39%	63.98%
Percentage Collection (On 20/21)	42.12%	25.55%	67.68%

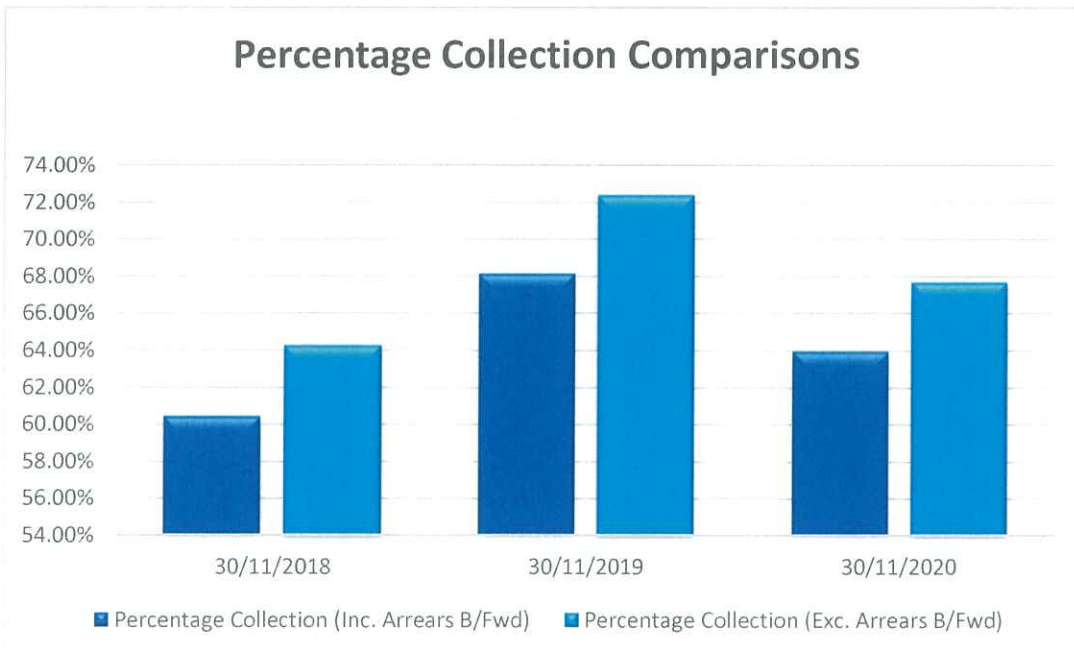
**Note:** Rates equating to approx 2.5% are not immediately collectable, being validly deferred under the State Governments' Scheme for Pensioner Rates deferrment. ie only 97.5% is collectable.

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

## SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 30th November 2020

	30/11/2018	30/11/2019	30/11/2020
Arrears Brought Forward	354,603	367,433	352,755
Prepayment of Rates	(41,805)	(48,938)	(55,060)
Billing To Date	4,940,192	5,143,117	5,151,938
<b>Total Raised Inc. Arrears</b>	<b>5,252,991</b>	<b>5,461,612</b>	<b>5,449,633</b>
Less Received To Date	3,175,703	3,721,395	3,486,661
Balance Owed	2,077,288	1,740,217	1,962,972
Percentage Collection (Inc. Arrears B/Fwd)	60.46%	68.14%	63.98%
Percentage Collection (Exc. Arrears B/Fwd)	64.28%	72.36%	67.68%





**TUIA LODGE  
OPERATING STATEMENT  
FOR THE PERIOD ENDED 30TH NOVEMBER 2020**

	GENERAL LEDGER / JOB NUMBER	BUDGET FOR THE YEAR	BUDGET TO-DATE 2020/21	MONTH OPENING BALANCE	ACTUAL FOR MONTH OF NOVEMBER	YEAR TO DATE 2020/21	VARIANCE TO-DATE
MONTH NUMBER	5						
<b>OPERATING REVENUE</b>							
Subsidies	116930	2,039,000	849,580	753,622	157,912	911,534	61,954
Basic Daily Fee	117030	762,850	317,850	201,298	50,995	252,293	(65,557)
Daily Accommodation Payment	117060	185,784	77,410	82,062	18,704	100,766	23,356
Means Tested Fee	117070	175,521	73,130	31,986	11,257	43,244	(29,886)
Additional Telephone Svc	125430	800	330	112	95	207	(123)
Respite Fees	117080	23,410	9,750	21,057	4,389	25,446	15,696
Interest on Bonds - Tuia	121930	66,000	27,500	8,420	0	8,420	(19,080)
Contribution & Reimb Revenue	117090	0	0	0	0	0	0
Sale of Assets	117130	0	0	0	0	0	0
Other Revenue	117130	1,250	520	27	9	36	(484)
Reimb Aged Care Svcs Costs	171330	0	0	0	0	0	0
Grants	110730	40,000	40,000	40,000	0	40,000	0
		<b>3,294,615</b>	<b>1,396,070</b>	<b>1,152,155</b>	<b>266,243</b>	<b>1,418,398</b>	<b>22,328</b>
<b>LESS OPERATING EXPENDITURE</b>							
<b>EMPLOYEE COSTS</b>							
Salaries & Wages - Direct	116620	2,335,914	973,295	673,300	174,530	847,830	125,465
Admin Salaries Directly Allocated	116620	21,600	9,000	7,478	1,662	9,139	(139)
Uniform & Laundry Allowance	133120	26,731	11,135	6,165	1,480	7,644	3,491
Superannuation - Direct	116720	210,988	87,910	72,676	16,632	89,308	(1,398)
Staff Allowances Other	136720	40,000	40,000	39,680	288	39,968	32
New Staff Medicals & Police Clearance	136420	3,000	1,250	2,837	1,133	3,971	(2,721)
Uniform	116770	6,000	2,500	1,876	0	1,876	624
Employee Costs Other	136620	6,796	2,830	211	0	211	2,619
Casual Agency Staff	136670	12,000	5,000	3,159	6,126	9,285	(4,285)
Workers Compensation Insurance	116670	85,944	85,944	86,808	0	86,808	(864)
Employee Provisions **	116320	0	0	21,107	0	21,107	(21,107)
Staff Training	B047	18,000	7,500	0	3,571	3,571	3,929
FBT Expenditure	136520	2,100	875	0	0	0	875
		<b>2,769,073</b>	<b>1,227,239</b>	<b>915,296</b>	<b>205,422</b>	<b>1,120,718</b>	<b>106,521</b>
<b>UTILITY CHARGES</b>							
Electricity	137120	51,946	21,640	16,424	2,542	18,965	2,675
Water Supply	137420	16,512	6,880	1,382	0	1,382	5,498
Sewerage	137520	7,779	3,240	3,461	0	3,461	(221)
Telephone	T104	14,114	5,880	4,061	756	4,818	1,062
Mobile Phone Costs / SMS	T103	3,886	1,615	93	0	93	1,522
Internet Charges	T105	4,386	1,825	1,725	527	2,252	(427)
Gas	137220	10,144	4,225	1,581	0	1,581	2,644
		<b>108,767</b>	<b>45,305</b>	<b>28,726</b>	<b>3,826</b>	<b>32,552</b>	<b>12,753</b>
<b>MEALS/LAUNDRY/GROCERIES</b>							
Milk Supplies	T100	2,150	895	2,868	0	2,868	(1,973)
Meals & Laundry	T101	129,354	53,895	41,735	0	41,735	12,160
Groceries, Fruit & Vegies	T102	64,765	26,985	17,985	708	18,694	8,291
Function / Activities / Alcohol / Drinks	137920	6,000	2,500	108	179	287	2,213
		<b>202,269</b>	<b>84,275</b>	<b>62,697</b>	<b>887</b>	<b>63,584</b>	<b>20,691</b>
<b>CLEANING SUPPLIES</b>							
Cleaning Supplies	T106	19,000	7,915	6,069	2,441	8,510	(595)
Cleaning Equipment	T107	2,000	830	59	0	59	771
Laundry Consumables & External Svcs	T108	16,624	6,925	11,552	784	12,335	(5,410)
Laundry Equipment	T109	6,000	2,500	1,189	0	1,189	1,311
Kitchen Consumables	T110	7,000	2,915	1,076	310	1,386	1,529
Kitchen Equipment	T111	6,000	2,500	0	1,388	1,388	1,112
Waste Disposal Costs	114870	5,900	2,455	2,309	293	2,602	(147)
Wet Waste Collections	T136	9,000	3,740	2,046	831	2,877	863
		<b>71,524</b>	<b>29,780</b>	<b>24,300</b>	<b>6,047</b>	<b>30,347</b>	<b>(567)</b>

\*\* Employee provisions - we are tracking provisions on a quarterly basis, a positive total shows an increase in the balance of current employee provisions due. If there is an increase in staff taking leave between now and December (next quarter) this amount will decrease.

**TUIA LODGE  
OPERATING STATEMENT  
FOR THE PERIOD ENDED 30TH NOVEMBER 2020**

	GENERAL LEDGER / JOB NUMBER	BUDGET FOR THE YEAR	BUDGET TO-DATE 2020/21	MONTH OPENING BALANCE	ACTUAL FOR MONTH OF NOVEMBER	YEAR TO DATE 2020/21	VARIANCE TO-DATE
<b>PHARMACY SUPPLIES</b>							
Pharmaceutical Supplies	T112	13,000	5,415	5,268	905	6,173	(758)
Continuence Products / Wipes	T113	45,000	18,750	15,393	3,660	19,053	(303)
Wound Care	T114	12,000	5,000	2,492	1,283	3,774	1,226
Oxygen	T115	1,500	625	777	0	777	(152)
Supplements	T116	10,890	4,535	868	559	1,427	3,108
Personal Protective Equipment	T117	11,500	4,790	3,573	1,480	5,054	(264)
Other	T118	4,500	1,875	1,605	724	2,329	(454)
		<b>98,390</b>	<b>40,990</b>	<b>29,976</b>	<b>8,610</b>	<b>38,586</b>	<b>2,404</b>
<b>CONTRACTORS</b>							
Gardening Contractors	T124	15,000	6,250	1,693	0	1,693	4,557
Building Contractors & Mtce	T119	31,000	12,917	7,174	5,479	12,653	264
		<b>46,000</b>	<b>19,167</b>	<b>8,867</b>	<b>5,629</b>	<b>14,496</b>	<b>4,671</b>
<b>GENERAL EXPENSES</b>							
Equipment (Under Threshold)	160620	16,000	6,665	3,457	0	3,457	3,208
Advertising & Promotion	142720	15,600	6,500	1,803	0	1,803	4,697
Motor Vehicle Expenses	138220	4,000	1,665	1,868	0	1,868	(203)
Sundry Expenses	136870	5,000	2,080	2,316	120	2,436	(356)
Equipment Maintenance	137170	17,000	7,080	6,105	1,834	7,939	(859)
Interest Expense - Leased Equipment	115100	126	50	62	11	74	(24)
Freight & Postage	142820	3,250	1,350	456	0	456	894
Maintenance Items	139270	0	0	115	0	115	(115)
Resident Activities / Excursions	136770	1,700	705	0	440	440	265
Subscriptions	137070	2,000	830	2,031	0	2,031	(1,201)
Loan Interest Expense	135920	4,491	2,299	1,445	0	1,445	854
Loan Guarantee Fee	139370	759	315	0	0	0	315
Software Licensing	138920	24,700	10,290	11,695	345	12,040	(1,750)
Stationery & Printing Expenses	139020	9,500	3,955	2,673	412	3,085	870
Bond Refund Interest Payment	136970	9,199	3,830	4,603	1,807	6,410	(2,580)
Payroll Services	139170	13,400	5,580	3,778	0	3,778	1,802
		<b>126,725</b>	<b>53,194</b>	<b>42,409</b>	<b>4,969</b>	<b>47,378</b>	<b>5,816</b>
<b>INSURANCES</b>							
Building Insurance	136820	12,548	12,548	12,548	0	12,548	0
Medical Malpractice Insurance	137020	6,240	6,240	6,000	0	6,000	240
Public liability Insurance	136920	13,419	13,418	13,419	0	13,419	(1)
		<b>32,207</b>	<b>32,206</b>	<b>31,967</b>	<b>0</b>	<b>31,967</b>	<b>239</b>
<b>ALLIED HEALTH</b>							
Occupational Therapist	T131	4,230	1,760	61	0	61	1,699
Podiatrist	T132	8,400	3,500	4,000	0	4,000	(500)
Physio Expenses	T133	40,000	16,665	2,920	2,982	5,902	10,764
Speech Pathologist	T134	5,000	2,080	0	0	0	2,080
Dietician	T135	3,000	1,250	210	0	210	1,040
		<b>60,630</b>	<b>25,255</b>	<b>7,191</b>	<b>2,982</b>	<b>10,172</b>	<b>15,083</b>
<b>CONSULTANCY</b>							
Aged Care Standards	T126	1,000	415	0	4,350	4,350	(3,935)
Audit	T127	4,000	1,665	800	3,250	4,050	(2,385)
Legal	T128	5,000	2,080	56	0	56	2,024
Benchmarking	T129	5,000	2,080	0	700	700	1,380
Contingency - EOI	T130	15,000	6,247	9,834	3,600	13,434	(7,187)
Contingency - General	T130	5,000	2,083	0	0	0	2,083
		<b>35,000</b>	<b>14,570</b>	<b>10,690</b>	<b>11,900</b>	<b>22,590</b>	<b>(8,020)</b>
<b>SHIRE SUPPORT COSTS</b>							
Admin Salaries Reallocated	105460	164,417	68,505	51,061	11,739	62,799	5,706
General Admin Costs Reallocated	105960	51,131	21,300	12,304	2,483	14,787	6,513
		<b>215,548</b>	<b>89,805</b>	<b>63,364</b>	<b>14,222</b>	<b>77,586</b>	<b>12,219</b>



**TUIA LODGE  
OPERATING STATEMENT  
FOR THE PERIOD ENDED 30TH NOVEMBER 2020**

	GENERAL LEDGER / JOB NUMBER	BUDGET FOR THE YEAR	BUDGET TO-DATE 2020/21	MONTH OPENING BALANCE	ACTUAL FOR MONTH OF NOVEMBER	YEAR TO DATE 2020/21	VARIANCE TO-DATE
<b>MANAGEMENT SVCS ALLOCATED</b>							
Other Aged Care Activities	169220	(118,249)	(49,270)	(39,416)	(9,854)	(49,270)	(0)
		<b>(118,249)</b>	<b>(49,270)</b>	<b>(39,416)</b>	<b>(9,854)</b>	<b>(49,270)</b>	<b>(0)</b>
Depreciation on Plant	156320	8,416	3,505	3,571	691	4,262	(757)
Depreciation on Building	116420	168,739	70,305	58,609	14,420	73,029	(2,724)
		<b>177,155</b>	<b>73,810</b>	<b>62,181</b>	<b>15,111</b>	<b>77,292</b>	<b>(3,482)</b>
<b>TOTAL GENERAL EXPENDITURE</b>		<b>3,825,039</b>	<b>1,686,325</b>	<b>1,248,246</b>	<b>269,751</b>	<b>1,517,996</b>	<b>168,329</b>
Tfr to Aged Housing Reserve	147700	0	0	0	0	0	0
Tfr to Aged Housing Reserve	116920	0	0	0	0	0	0
<b>TOTAL OPERATING EXPENDITURE - Employee plus General</b>		<b>3,825,039</b>	<b>1,686,325</b>	<b>1,248,246</b>	<b>269,751</b>	<b>1,517,996</b>	<b>168,329</b>
<b>NETT OPERATING SURPLUS / (DEFICIT)</b>		<b>(530,424)</b>	<b>(290,255)</b>	<b>(96,091)</b>	<b>(3,507)</b>	<b>(99,598)</b>	<b>190,657</b>

**CAPITAL PROJECTS**

	GENERAL LEDGER / JOB NUMBER	BUDGET FOR THE YEAR	BUDGET TO-DATE 2020/21	MONTH OPENING BALANCE	ACTUAL FOR MONTH OF NOVEMBER	YEAR TO DATE 2020/21	VARIANCE TO-DATE
<b>CAPITAL EXPENSES</b>							
Install Gutter Guards to Comple	173840	15,606	6,503	0	0	0	(6,503)
Marri Wing - Refurbishment	173840	61,200	25,500	0	0	0	(25,500)
Nurses Staion/Admin - Carpets	173840	19,380	8,072	0	0	0	(8,072)
Fire Supression System	173840	0	0	8,609	787	9,395	9,395
Dementia Ward	173840	0	0	(9,352)	0	(9,352)	(9,352)
Lease Principal Repayments	114240	2,520	1,050	1,522	0	1,521.84	472
Loan Repayment	103940	27,083	13,500	13,488	0	13,488	(12)
Unspecified Capital Items	116840	0	0	12,088	0	12,088	12,088
<b>TOTAL CAPITAL EXPENSES</b>		<b>125,789</b>	<b>54,625</b>	<b>26,355</b>	<b>787</b>	<b>27,142</b>	<b>(27,483)</b>
<b>CAPITAL INCOME</b>							
Tfr from Building Res	107150	96,186	0	0	0	0	0
		<b>96,186</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CAPITAL SURPLUS / (DEFICIT)</b>		<b>(29,603)</b>	<b>(54,625)</b>	<b>(26,355)</b>	<b>(787)</b>	<b>(27,142)</b>	<b>(27,483)</b>

**SUMMARY**

Net Operations Surplus	(530,424)	(290,255)	(96,091)	(3,507)	(99,598)	190,657
Net Capital Deficit	(29,603)	(54,625)	(26,355)	(787)	(27,142)	(27,483)
<b>Net Surplus / (Deficit)</b>	<b>(560,027)</b>	<b>(344,880)</b>	<b>(122,446)</b>	<b>(4,294)</b>	<b>(126,740)</b>	<b>163,174</b>

**TUIA LODGE  
OPERATING STATEMENT  
FOR THE PERIOD ENDED 30TH NOVEMBER 2020**

Operating Income (incl. Bond Retained & Interest)	1,418,398
Operating Expenditure	(1,517,996)
	(99,598)
<b>Operating Profit/Loss</b>	<b>(99,598)</b>
Plus: Proceeds of Loan	0
Plus: Capital Income	0
Less: Capital Expenditure	(27,142)
Less: Loan Principal Repayment	0
<b>Net Loss after Capital Income &amp; Expenditure</b>	<b>(126,740)</b>
Reserve Transfers:	
Tfr from Reserve	0
Tfr from Reserve - Capital Expenses	0
<b>Subtotal</b>	<b>(126,740)</b>
Fixed Asset Depreciation (Non Cash)	77,292
Add back Council subsidy of Admin Allocations	
Tfr to Aged Housing Reserve - Proceeds of Sale of Tuia Bus	0
Deemed (Profit) / Loss Transferred to/from Aged Housing Reserve	0
	<b>(49,448)</b>



## WARREN BLACKWOOD ALLIANCE OF COUNCILS

### CLIMATE CHANGE WORKING GROUP

#### TERMS OF REFERENCE

**Status:** Warren Blackwood Alliance of Councils – Sub-Regional Working Group

**Purpose:** To establish the basis of a Warren Blackwood Alliance of Councils (WBAC) sub-regional climate change policy that includes recommendations for practical and achievable adaption and mitigation strategies applicable to WBAC and member Local Government Organisations (LGO's).

**Members:**

**Voting Representatives (8)**

Shire of Bridgetown-Greenbushes (2 Councillors)

Shire of Donnybrook-Balingup (2 Councillors)

Shire of Manjimup (2 Councillors)

Shire of Nannup (2 Councillors)

**Non-voting representatives (4)**

One officer from each Local Government.

**Observers** – Any member of WBAC (including the Executive Officer) may attend any meeting as an observer.

**Guests** – As determined by the Working Group.

**Proxies:** Nil for voting members.  
Non-voting employee representatives may have proxies to provide flexibility when dealing with specific matters.

**Quorum:** At least 4 voting working group members.

**Chair:** To be elected by voting members.

**Term of Appointment:** 1 January 2021 until 15 October 2021

**Meetings:** Every second month (additional meetings may be called when required).

**Reporting:** Direct to the WBAC via the Executive Officer.

**Delegated Powers:** Nil.

**Administration:** To be apportioned amongst non-voting members.



## WARREN BLACKWOOD ALLIANCE OF COUNCILS

### CLIMATE CHANGE WORKING GROUP

#### TERMS OF REFERENCE

#### **FUNCTIONS OF THE WORKING GROUP**

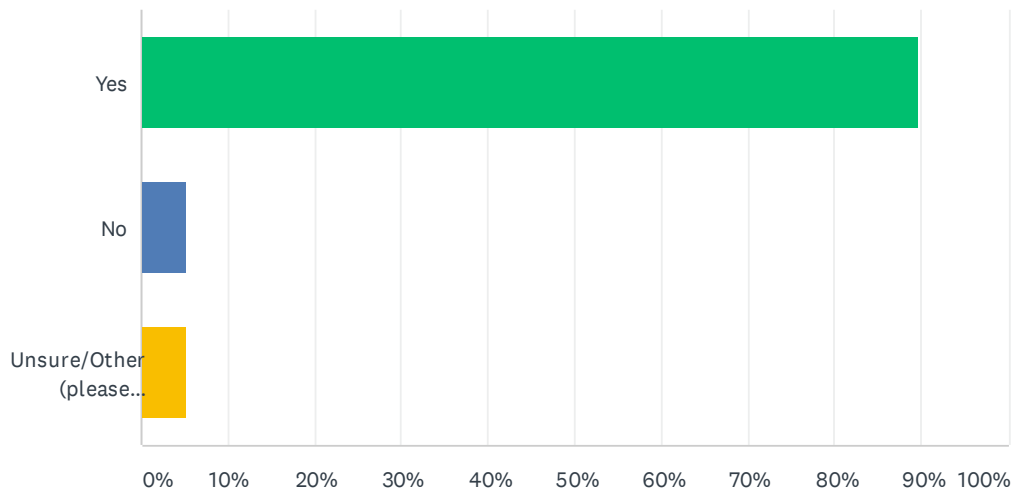
1. To develop a draft regional climate change impact policy for consideration of the WBAC;
2. To provide recommendations to WBAC on practical and achievable climate change mitigation and adaption strategies for incorporation into strategic plans applicable to the organisation;
3. To provide recommendations to member LGO's on practical and achievable climate change mitigation and adaption strategies applicable to the LGO's for future consideration in strategic planning processes; and
4. Any other function as endorsed by the WBAC.

#### **MEMBERS FROM 1 JANUARY 2021**

<b>Voting Members x 8</b>	<b>Councillors</b>
Shire of Bridgetown-Greenbushes	
Shire of Bridgetown-Greenbushes	
Shire of Donnybrook-Balingup	
Shire of Donnybrook-Balingup	
Shire of Manjimup	
Shire of Manjimup	
Shire of Nannup	
Shire of Nannup	
<b>Non-Voting Members</b>	<b>Employee Representatives</b>
Shire of Bridgetown-Greenbushes	
Shire of Donnybrook-Balingup	
Shire of Manjimup	
Shire of Nannup	

## Q1 Do you support use of the Federal funding for the development of a Pump Track in Donnybrook?

Answered: 233 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	89.70%	209
No	5.15%	12
Unsure/Other (please comment)	5.15%	12
<b>TOTAL</b>		<b>233</b>

#	UNSURE/OTHER (PLEASE COMMENT)	DATE
	There are no responses.	

Q2 If you selected YES, please provide detail on where you believe the Pump track should be located.

Answered: 174 Skipped: 59

#	RESPONSES	DATE
1	Egan park	12/3/2020 3:08 PM
2	Near the current skate park	12/2/2020 8:14 AM
3	BMX track	12/1/2020 2:39 PM
4	Close to the Apple Fun Park.	12/1/2020 12:11 PM
5	Old bmx track area	12/1/2020 10:41 AM
6	Next to the Apple Fun Park in good view of the public.	12/1/2020 5:46 AM
7	Egan Park in association with the current Skate Park. It presents as a collective, cost effective maintenance and shared facility use whilst opening opportunity to include events at festival times and other.	11/30/2020 2:45 PM
8	Netball courts near cricket oval	11/29/2020 7:11 PM
9	Rserve corner Bentley road and mead street	11/29/2020 3:40 PM
10	Somewhere near to the fun park so it provides an alternative for older kids visiting with their younger siblings	11/29/2020 12:17 PM
11	Near the netball courts	11/29/2020 8:36 AM
12	Close enough to town so kids can get there in scooter etc	11/28/2020 9:40 PM
13	Some where close to Donnybrook	11/28/2020 5:49 PM
14	No opinion	11/28/2020 4:23 PM
15	Boyanup	11/28/2020 4:22 PM
16	Non residential area.	11/28/2020 2:48 PM
17	At the old BMX track	11/28/2020 2:30 PM
18	Near skate park or football oval	11/28/2020 2:17 PM
19	Balingup instead of the skate park.	11/28/2020 2:07 PM
20	Where the skate park and netball courts are now, if the netball courts are being moved to the new sport precinct?	11/28/2020 1:48 PM
21	Any where away from residences as noise from skate boards and scooters is very annoying.	11/28/2020 1:43 PM
22	Old bmx track on Marmion Street	11/28/2020 1:37 PM
23	Perhaps where the old bmx track is?	11/28/2020 1:32 PM
24	Any of the parks in town	11/28/2020 12:56 PM
25	Should be located in a safe and well maintained area	11/28/2020 12:49 PM
26	Somehow incorporated around the old skate park?	11/28/2020 12:20 PM
27	Near the Apple Fun Park	11/28/2020 11:42 AM
28	Egan Park	11/28/2020 11:38 AM
29	Egan Park	11/28/2020 11:37 AM
30	Egan Park	11/28/2020 11:37 AM
31	Where the old caravan park was	11/28/2020 11:28 AM
32	Needs to be close to town for everyone to access it	11/28/2020 11:17 AM
33	Close to town centre to enable good use by passing tourists as well	11/28/2020 11:13 AM
34	Near the apple park	11/28/2020 11:11 AM
35	Old basketball courts or Next to the fun park	11/28/2020 10:59 AM
36	Near apple park	11/28/2020 10:53 AM
37	No idea	11/28/2020 10:30 AM



38	Near the Apple Park and current skatepark	11/28/2020 10:02 AM
39	Somewhere close to town possibly near the cricket skateboard park or near the recreation centre football park	11/28/2020 9:58 AM
40	Where the old band track was. Or next to the skatepark	11/28/2020 9:39 AM
41	I'm not too sure.... In Donnybrook & I'm sure more well researched people will advice on the best location	11/28/2020 9:25 AM
42	Close to town, skatepark	11/28/2020 9:13 AM
43	Donnybrook	11/28/2020 9:11 AM
44	Somewhere close to town or one of the schools for easy access for the local children. Someone has made a rough one for the kids to use on Marmion st in the Bush near the main road. So maybe their would be a good spot.	11/28/2020 8:54 AM
45	In Donnybrook	11/28/2020 8:27 AM
46	Near the rec centre	11/28/2020 8:24 AM
47	Next to the fun park.	11/28/2020 8:21 AM
48	Remove the skate park and put it there as it's central and big enough area plus people driving can easily get to it as it's opposite the big Apple park.	11/28/2020 8:19 AM
49	Next to the park	11/28/2020 8:13 AM
50	I believe it should've placed next to the existing skate park	11/28/2020 8:09 AM
51	Somewhere with in walking/riding distance from shops/schools and town centre. Easy access	11/28/2020 8:03 AM
52	Unused courts between football club and recreation centre	11/28/2020 8:02 AM
53	Near current playground	11/28/2020 7:55 AM
54	Not sure how much space is needed but try to fit it near other sporting or recreational facilities.	11/28/2020 7:53 AM
55	Near the Apple Fun Park	11/28/2020 7:41 AM
56	Pity all the sporting recreational areas in Donnybrook could not be all together	11/28/2020 7:30 AM
57	Knock down the netball courts and move them up to the footy club with the sporting. Complex and build it next to the skate park	11/28/2020 7:29 AM
58	Near the apple fun park	11/28/2020 7:28 AM
59	Bmx old trsck which should be done also. Not enough for our bigger kids to do in town@	11/28/2020 7:28 AM
60	Behind footy oval.	11/28/2020 7:24 AM
61	Next to the Apple Fun Park	11/28/2020 7:22 AM
62	Possibly near the Apple Fun Park, space permitting	11/28/2020 7:22 AM
63	Near the old bmx track on Collins street	11/28/2020 7:22 AM
64	As close to the Apple fun park or even go around it. Right there on the spare lawn will be an added attraction and easily visible to visitors. Also will allow older and younger kids to enjoy both attractions at the same time if in the same family.	11/28/2020 7:21 AM
65	A pump track in bush would be ideal, it would provide shade for kids, more nature play, creativity and safe place out of town, perhaps near the golf club or across from the primary school?	11/28/2020 7:17 AM
66	Where the old bmx track is	11/28/2020 7:12 AM
67	Maybe where the BMX track ( think that's what they call it)	11/28/2020 7:03 AM
68	Near the rec centre	11/28/2020 7:03 AM
69	Near the hardware.	11/28/2020 6:56 AM
70	River below dentists	11/28/2020 6:49 AM
71	What are the choices?	11/28/2020 6:46 AM



72	I don't know	11/28/2020 6:36 AM
73	Would be great near the fun park or skate park, in town preferably but if that's not possible near the footy club and Rec Centre.	11/28/2020 6:26 AM
74	Between skate park and fun park	11/28/2020 6:21 AM
75	Next to the Apple fun park would've been ideal - next best option is part of the VC Mitchell Park redevelopment	11/28/2020 6:18 AM
76	Close to the apple fun park	11/28/2020 6:16 AM
77	Donnybrook	11/28/2020 6:10 AM
78	Next to the fun park	11/28/2020 6:09 AM
79	Not sure	11/28/2020 5:56 AM
80	Maybe next to Apple Park if possible or where old caravan park used to be.	11/28/2020 5:29 AM
81	Netball courts	11/28/2020 4:07 AM
82	Near the skate park or Apple fun park	11/28/2020 2:08 AM
83	The old BMX track.	11/28/2020 12:01 AM
84	Main street, behind railway or old Caltex are	11/28/2020 12:00 AM
85	Not too far from the fun park	11/27/2020 11:56 PM
86	Next to fun park behind railway shed	11/27/2020 11:53 PM
87	Tourism	11/27/2020 11:52 PM
88	Apple fun park or skate Park we need something!!!	11/27/2020 11:36 PM
89	Don't know	11/27/2020 11:12 PM
90	Old skate park	11/27/2020 10:34 PM
91	Donnybrook	11/27/2020 10:05 PM
92	Central to town as it will be a drawcard for visitors.	11/27/2020 10:03 PM
93	Next to Apple park	11/27/2020 9:59 PM
94	I'm not familiar with suitable areas but support the idea. My kids would use it.	11/27/2020 9:56 PM
95	Fun park	11/27/2020 9:47 PM
96	Donnybrook	11/27/2020 9:41 PM
97	in between sthil and southern built homes on that block of land	11/27/2020 9:37 PM
98	The dog walk area on Marmion Street - would make a great Pump track spot. Be nice to have some seating and space of a coffee van too.	11/27/2020 9:29 PM
99	Near skatepark	11/27/2020 9:25 PM
100	Skate park	11/27/2020 9:00 PM
101	Near the fun park or skate park	11/27/2020 9:00 PM
102	Netball courts	11/27/2020 8:52 PM
103	Netball courts	11/27/2020 8:48 PM
104	Top of vc mitchel park	11/27/2020 8:47 PM
105	At the old horse race track on Bentley St	11/27/2020 8:44 PM
106	Near the existing fun park playground area which would provide access for children and adults and be a great tourist attraction for the town.	11/27/2020 8:43 PM
107	Replace the old box track on marmion street	11/27/2020 8:37 PM
108	The old BMX track maybe?	11/27/2020 8:36 PM
109	At the new sporting precinct	11/27/2020 8:36 PM
110	In town	11/27/2020 8:27 PM

111	Next to the netball courts	11/27/2020 8:24 PM
112	Near netball courts	11/27/2020 8:24 PM
113	Behind the old Guide hall where there currently a bike track and dog exercise area	11/27/2020 8:24 PM
114	Somewhere in town. Replace existing netball courts, near skate ramp	11/27/2020 8:23 PM
115	Near the netball courts	11/27/2020 8:22 PM
116	Opposite the apple fun park (old netball courts area?!)	11/27/2020 8:20 PM
117	Near the netball courts 😊	11/27/2020 8:20 PM
118	Near Apple fun car park	11/27/2020 8:18 PM
119	Close to the fun park or the old tractor park.	11/27/2020 8:17 PM
120	Close to town	11/27/2020 8:16 PM
121	Near netball courts	11/27/2020 8:16 PM
122	New sporting precinct	11/27/2020 8:14 PM
123	Next to the netball courts	11/27/2020 8:14 PM
124	Somewhere that has easy parking and is easily accessible for everyone	11/27/2020 8:13 PM
125	In visible central location with good community supervision	11/27/2020 8:12 PM
126	Near the netball courts	11/27/2020 8:11 PM
127	At the site of the old bmx track	11/27/2020 8:07 PM
128	Over the hockey and netball area to link up with skate park.	11/27/2020 8:04 PM
129	I'm the current skate park site	11/27/2020 8:03 PM
130	At the junior netball courts	11/27/2020 7:57 PM
131	Easy reach of the town centre where there is already good parking	11/27/2020 7:54 PM
132	Should be located close to the Apple fun park in a high traffic area	11/27/2020 7:53 PM
133	Near skate park	11/27/2020 7:52 PM
134	Close to the big apple playground, maybe near the new development at the old railway station.	11/27/2020 7:32 PM
135	Near the skate park	11/27/2020 7:28 PM
136	Unsure	11/27/2020 7:11 PM
137	Anywhere in the townsite - next to apple fun park - existing bmx track opposite Alf's machinery - near rec centre / tennis courts / AFL oval Would be nice to not have to clear existing bush land	11/27/2020 7:07 PM
138	Near the skate park	11/27/2020 7:05 PM
139	Near the skate park	11/27/2020 7:03 PM
140	At the old bmx track on marmion st	11/27/2020 7:01 PM
141	Where the old bmx track is on marmion st behind the girl guide hall. Or somewhere near the main hwy/skate park to promote family use and by extension tourism into the town	11/27/2020 7:01 PM
142	The old bmx track on mamiin st	11/27/2020 6:59 PM
143	Not sure	11/27/2020 6:58 PM
144	Within 10mins of town. Closer the better.	11/27/2020 6:58 PM
145	Next to the skate park where the netball courts are. The courts are out dated and old and most girls would prefer to play netball on the courts at the rec centre anyway	11/27/2020 6:56 PM
146	Not sure	11/27/2020 6:53 PM
147	Can be on the area next to the prestion river.	11/27/2020 6:50 PM
148	Maybe near the old bmx track and dedicate that area for riding, keep the jumps and little track that are there. Or near the skate park if there is any room	11/27/2020 6:48 PM

149	Central to other facilities in town, old basketball courts. Or Egan park area	11/27/2020 6:43 PM
150	Old trotting track	11/27/2020 6:41 PM
151	Next to carpark of Fun Park. Southern side.	11/27/2020 6:34 PM
152	Near the Apple Park	11/27/2020 6:30 PM
153	Egan Park netball courts	11/27/2020 6:20 PM
154	Old bmx track	11/27/2020 6:19 PM
155	Between the park and the building being redeveloped across from the train station	11/27/2020 6:19 PM
156	Near apple fun park	11/27/2020 6:16 PM
157	Close to or adjacent to the Apple Fun Park so that parents can move between the two. This would also create more foot traffic for Donnybrook shops and cafes.	11/27/2020 6:13 PM
158	Near the skate park	11/27/2020 6:07 PM
159	Around the apple fun park area	11/27/2020 6:05 PM
160	On the outskirts of the cbd	11/27/2020 5:54 PM
161	Where the old one is	11/27/2020 5:50 PM
162	Somewhere near the new sporting area	11/27/2020 5:47 PM
163	Recreation Centre	11/27/2020 5:44 PM
164	Use the existing old bmx track in the dog walking area at Marmion street	11/27/2020 5:39 PM
165	Next to Apple Fun Park - part of the revitalisation. Or adjacent to Skate Park	11/27/2020 5:32 PM
166	I dont mind where	11/27/2020 5:30 PM
167	Apple fun park/egan park	11/27/2020 5:28 PM
168	Near the Apple Park.	11/27/2020 5:28 PM
169	Old bmx track location	11/27/2020 5:28 PM
170	The track would be great near the apple fun park to enable families to utilise both areas. Otherwise near the football club	11/27/2020 5:27 PM
171	Where the netball courts are. Netball can move up into the rec centre. Hockey could use the new oval that will be going in the sporting precinct	11/27/2020 5:24 PM
172	I'm not sure where, it needs to be easy to access for all ages within town. Nothing for our teenagers to do in town so would be a great option for them	11/27/2020 5:23 PM
173	Somewhere the kids can have fun and not on the streets with cars	11/27/2020 5:19 PM
174	Opposite the fun park	11/27/2020 5:19 PM

### Q3 If you selected NO, and you do not support the concept of a Pump Track in Donnybrook, what do you think the Federal funding should be spent on?

Answered: 9 Skipped: 224

#	RESPONSES	DATE
1	Water park	11/29/2020 3:13 PM
2	Footpath through dog park to weir	11/29/2020 1:00 AM
3	A water playground	11/28/2020 2:49 PM
4	Not enough info to make informed choice	11/28/2020 6:50 AM
5	Footpaths, tracks and trails suitable for all ages.	11/28/2020 4:43 AM
6	Reduced rates	11/27/2020 8:06 PM
7	Anything	11/27/2020 6:28 PM
8	Heritage	11/27/2020 6:26 PM
9	More basketball courts. Nature park near river	11/27/2020 5:54 PM

## Q4 If you selected Unsure/Other, please use this space for your comments.

Answered: 7 Skipped: 226

#	RESPONSES	DATE
1	Would need more information on where this will be situated.	11/30/2020 9:46 AM
2	Donnybrook has a modern skate park already. Maybe the funds could be used for another community project? Maybe a fenced dog exercise area?	11/28/2020 6:29 PM
3	Without knowing the location, intended surface and design or what other options this money could be used for in the town, it would be irresponsible to say yes or no. I note that bike groups are getting a lot of attention throughout the Southwest lately. I know this is due to the sport's growth but it is also due to successful lobbying and the popularity of the sport with many in executive roles. I fear the spending on this sport is a bit skewed by those in positions of power and privilege. What else could we do with that money?	11/28/2020 10:44 AM
4	Need more info of proposal and locations	11/28/2020 6:45 AM
5	Good idea but will it benefit the majority of rate payers	11/27/2020 7:20 PM
6	Depends what other options are available to use funding on	11/27/2020 6:34 PM
7	I do support this, however I feel like developing a mountain bike trail network would be more beneficial in today's climate. Mountain biking is one of the fastest growing sports and a big draw card for tourism. Look at the trails in Margaret river, Dunsborough and Murray Valley, a lot of people go to these areas and stay there the weekend purely to ride the trail network. A pump track is fun for the few kids in town. They will be the same that frequent the skate park. There are more mountain bikers in town than there is skate/bmx riders. A MTB track will attract people from far and wide. No one is going on holidays to Donnybrook for a pump track. Think of the greater economical benefit for our town.	11/27/2020 5:45 PM