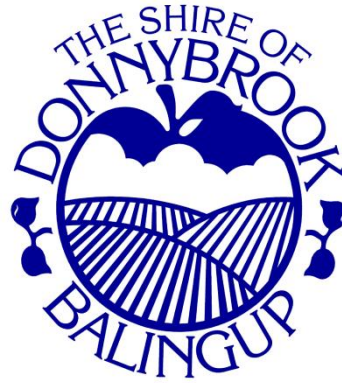




ATTACHMENTS

Ordinary Council Meeting

18 December 2019



**MINUTES OF ORDINARY MEETING OF COUNCIL
NOVEMBER 2019**

Wednesday 27 November 2019

5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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

**Ben Rose
Chief Executive Officer**

29 November 2019

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY MEETING OF COUNCIL

Held at the Council Chambers
Wednesday, 27 November 2019 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

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

The Shire Present declared the meeting open at 5.02pm and welcomed the public gallery.

Shire President - Public Notification of Recording of Meetings

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

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Piesse (President)	Ben Rose – Chief Executive Officer
Cr Massey (Deputy President)	Steve Potter – Executive Manager Operations
Cr Atherton	Bob Wallin – Manager Development Services
Cr Lindemann	Leigh Guthridge – Strategic Built Projects and Assets
Cr Mitchell	Jaimee Earl – Administration Officer (Minute Taker)
Cr Sercombe	
Cr Smith	

PUBLIC GALLERY

Approximately 16 members of the public.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Cr Wringe and Cr Newman were on approved leave of absence from the 27 November 2019 Ordinary Council Meeting.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

President's Diary:

Date	Meeting
4 November 2019	Bunbury Geographe Economic Alliance Committee Meeting - Bunbury
6 November 2019	Donnybrook Packing Company – R Delroy – Donnybrook *
6 November 2019	Balingup Progress Association Meeting *
7 November 2019	Claremont Railway Shed visit *
13 November 2019	New Police Superintendent – Geoff Stewart *
21 November 2019	Bunbury Geographe Economic Alliance AGM – Bunbury
22 November 2019	South West Zone WALGA Meeting – Manjimup *
23 November 2019	Donnybrook Community Garden Celebration *
27 November 2019	Berry Delightful Meeting (on site) *
	* With Chief Executive Officer

The Shire President read aloud a letter regarding Cr Lindemann's kind donation to the Golden Valley Tree Park.

4 DECLARATION OF INTEREST

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

Ben Rose, Steve Potter, Damien Morgan and Bob Wallin declare an impartiality interest in item 9.2.4 as the matter involves the private business of a colleague.

Ben Rose, Steve Potter, Damien Morgan and Bob Wallin declare an impartiality interest in item 9.4.2 as the property owner is a colleague.

Cr Jackie Massey declared an impartiality interest in item 9.4.2 as she is a member of the Balingup Progress Association.

Cr Atherton declared a financial interest in item 9.2.2 as he has sold a neighbouring property recently.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5.2 PUBLIC QUESTION TIME

Mr Bernie Dawson

1. *Regarding public safety measures, the estimate to fence the historic milling equipment at the Donnybrook Arboretum was costed at \$37,240 for 190 metres of security fencing. Will the same type of fencing be insisted on at Kirup?*

CEO: The Shire is awaiting a management plan from the Kirup Progress Association (KPA) which will include details of the proposed removal and installation of the milling equipment.

2. *Is Council and the KPA aware that inclusion of the fencing costs will bring the Kirup proposal costs to over \$50,000?*

CEO: I am unaware of the total costs, but I understood they may be significant.

Total costs KPA \$14,230 plus fencing at \$37,240 = \$51,470.

I am unaware of the specifics and am unable to answer on behalf of the KPA. To date the Shire has not received a proposal from the KPA.

Mr Simon McInness

1. *I asked a question at the August meeting regarding wages and the budget and I was told that the employee costs for 19/20 were \$30,000 less than the 18/19 budget. Did this amount include all wage and salaried staff, as well as staff under contract, and Tuia Lodge staff?*

CEO: The amount includes all staff.

2. *What is the cost as a percentage of the total rates intake, of senior management to the level of department head and senior professional staff including those under contract, including super, allowances and private vehicle use?*

CEO: This question is taken on notice and an answer will be provided.

Mr Bernie Dawson

1. *Was there a valuation sought by Council of the old milling equipment prior to entering into a formal agreement with the Kirup Progress Association?*

EMO: Not to my knowledge.

2. *Is it not policy to gain valuations on assets before disposal?*

CEO: This is not a disposal, although I recognise that the Donnybrook community sees it that way.

3. *If the old milling equipment and associated items were considered to be valued at \$10,000, would it not be reasonable for the community to request that similar funding should be planned by Council to replace what is being removed?*

CEO: The question is subjective as there are differing opinions as to 'reasonable'. As per the recommendation that was partly accepted, the Shire will look at refurbishment works (as opposed to 'replacement') on the site including noticeboards for the trees and to acknowledge the heritage of the arboretum.

4. *Once the historic milling equipment is removed all that will be left is the Mock Gold Mine, which is a mound of dirt with a hole in the middle – does Council consider that a mound of dirt is a fair replacement on what exists now?*

CEO: It is the Shire's intention to rejuvenate the site and will be making an investment over the coming years.

5. *Will Council be releasing plans?*

CEO: We need to work through the options for the site and possibly consult with the community.

Mr Simon McInnes

1. *Could you explain the financial reasons for selling 6 blocks of vacant land at the bottom of the market and putting the money into reserve. Wouldn't it be more prudent to hold on to the land for a better return in the future?*

CEO: Local governments are significant land holders. Not all land that the Shire owns is freehold or has the ability to be sold. The Shire has held the blocks you are referring to for a number of years and as they are providing no function the decision was made to sell the assets and use the funds in the reserve account for infrastructure.

2. *Is it true that the Bridge Street development is being developed to provide housing for victims of domestic violence and their families from outside the Shire and not retiring farmers as advertised in the Preston Press and the South Western Times?*

CEO: The objective is to provide 60 plus independent living units to provide housing for people that meet the Department of Communities eligibility criteria, preferably for people from within the Shire.

3. *Is the Shire retaining any equity in the Bridge Street development?*

CEO: This information is still confidential. As soon as it is not I will advise.

6 PRESENTATIONS

6.1 PETITIONS

A petition in relation to the Irishtown Arboretum was presented.

COUNCIL RESOLUTION 175/19

Moved: Cr Lindemann

Seconded: Cr Atherton

Pursuant to Clause 6.10 of the Shire of Donnybrook Balingup Meeting Procedures Local Law 2017, that Council receive the petition in relation to “request to revoke the Council Decision to relocate the old mill equipment from the Irishtown Arboretum to Kirup Mill Park” and refer it to the relevant officer for a report to be submitted at the next practicable Ordinary Council Meeting.

CARRIED 7/0

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Malek Vahdat, Carmel Group made a deputation to Council regarding item 9.2.2 ‘Request to Gift Lot 4 Bridge Street, Donnybrook to Water Corporation for Pump Station site’.

6.4 DELEGATE’S REPORTS

Nil.

7 CONFIRMATION OF MINUTES

7.1 SPECIAL MEETING OF COUNCIL – 21 OCTOBER 2019

Minutes of the Special Meeting of Council (swearing in of Councillors) held 21 October 2019 are attached (*attachment 7.1*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 21 October 2019 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 176/19

Moved: Cr Atherton

Seconded: Cr Massey

That the Minutes from the Special Meeting of Council held 21 October 2019 be confirmed as a true and accurate record.

CARRIED 7/0 by En Bloc Resolution

7.2 ORDINARY MEETING OF COUNCIL – 23 OCTOBER 2019

Minutes of the Ordinary Meeting of Council held 23 October 2019 are attached (*attachment 7.2*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 23 October 2019 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 177/19

Moved: Cr Atherton

Seconded: Cr Massey

That the Minutes from the Ordinary Meeting of Council held 23 October 2019 be confirmed as a true and accurate record.

CARRIED 7/0 by En Bloc Resolution

7.3 SPECIAL MEETING OF COUNCIL – 19 NOVEMBER 2019

Minutes of the Special Meeting of Council (Tuia Lodge Fire Suppression Tender) held 19 November 2019 are attached (*attachment 7.3*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 19 November 2019 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 178/19

Moved: Cr Atherton

Seconded: Cr Massey

That the Minutes from the Special Meeting of Council held 19 November 2019 be confirmed as a true and accurate record.

CARRIED 7/0 by En Bloc Resolution

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

ADOPTION BY EXCEPTION:

COUNCIL RESOLUTION 179/19

Moved: Cr Atherton

Seconded: Cr Massey

That the following items be carried En Bloc:

- 7.1 Minutes Special Meeting of Council – 21 October 2019**
- 7.2 Minutes Ordinary Meeting of Council – 23 October 2019**
- 7.3 Minutes Special Meeting of Council – 19 November 2019**
- 9.1.2 Monthly Financial Report – September 2019**
- 9.2.1 Building Occupation Arrangements at Egan Park between Donnybrook Mens' Shed, Donnybrook Apple Festival**
- 9.2.3 Request to Vary Dividing / Boundary Fencing Height at Lot 4 (No. 9) Bentley Street, Donnybrook**
- 9.5.1 South Western Highway, Thompsons Hill**

CARRIED 7/0

9.1 MANAGER CORPORATE SERVICES

9.1.1 ACCOUNTS FOR PAYMENT

The Schedule of Accounts Paid (*to be provided - Attachment 9.1.1(1)*) under Delegation (No 3.1) is presented to Council for information.

9.1.2 MONTHLY FINANCIAL REPORT – SEPTEMBER 2019

Location	Shire of Donnybrook-Balingup
Applicant	Shire of Donnybrook-Balingup
Author	Alan Thornton, Manager Corporate Services
Responsible Officer	Alan Thornton, Manager Corporate Services
Manager	Alan Thornton, Manager Corporate Services
Attachments	9.1.2(1) – Monthly Financial Report September 2019 (<i>to be provided</i>)
Voting Requirements	Simple Majority

Recommendation

That the Monthly Financial Report for the period ended September 2019 be received.

COUNCIL RESOLUTION 180/19

Moved: Cr Atherton

Seconded: Cr Massey

That the Monthly Financial Report for the period ended September 2019 be received.

CARRIED 7/0 by En Bloc Resolution

9.2 **MANAGER DEVELOPMENT SERVICES**

9.2.1 **BUILDING OCCUPATION ARRANGEMENTS AT EGAN PARK BETWEEN DONNYBROOK MENS' SHED, DONNYBROOK APPLE FESTIVAL COMMITTEE AND DONNYBROOK COMMUNITY GARDEN**

Location	Lot 51 Reserve Street, Donnybrook
Applicant	Mens' Shed, Donnybrook Apple Festival Committee and Donnybrook Community Garden
File Reference	A162
Author	Bob Wallin - Manager Development Services
Responsible Manager	Steve Potter – Executive Manager Operations
Attachments	9.2.1(1) – Location Plan 9.2.1(2) – Timeline of Events 9.2.1(3) – Shed details
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the important ongoing contribution that all of the involved groups make to successful community initiated and operated events and activities that make Donnybrook an enviable destination for visitors and residents; 2. Expresses appreciation to all of the involved community groups for entering into recent discussions in good faith and with a view to identifying mutually acceptable outcomes; 3. Supports the proposal presented by the Mens' Shed to vacate and return Shed 'C' as shown in Attachment 9.2.1(3) to the Donnybrook Apple Festival Committee in its original condition no later than 15 March 2020; 4. Supports the proposed occupation of Sheds 'A' and 'B', and Building 'D' as shown in Attachment 9.2.1(3) by the Mens' Shed with a lease/license to occupy (or other valid permission) being established between Arc Infrastructure, the Shire and the Mens' Shed; 5. Authorises the Mens' Shed to use the sea container shown as 'E' in Attachment 9.2.1(3) for the storage of equipment for a maximum period of 12 months, after which permanent access to the sea container will be transferred to the Donnybrook Community Garden. 6. If the sea container is no longer required by the Mens' Shed prior to the end of the 12 month period, permanent access may be transferred to the Donnybrook Community Garden earlier, subject to a written request being submitted to the Shire, written approval being granted by the Chief

Executive Officer and an appropriate formal agreement being established and signed by both parties;

- 7. Advises the Mens' Shed that relevant development and building approvals are to be obtained for 'Shed A' as shown in Attachment 9.2.1(3);**
- 8. Requires suitable measures to be put in place to establish permanent access to the toilet and ablution facilities for all community groups in Building 'D';**
- 9. Supports the proposed occupation of Shed 'C' as shown in Attachment 9.2.1(3) by the Donnybrook Apple Festival Committee with a lease/license to occupy (or other valid permission) being established between Arc Infrastructure, the Shire and Donnybrook Apple Festival Committee;**
- 10. Advises the Mens' Shed to liaise with the Manager Development Services prior to undertaking any structural changes to Building 'D' to ensure that appropriate approvals are obtained.**

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

- The Mens' Shed were granted access in 2008 to a shed at Egan Park that was partially funded and previously occupied by the Donnybrook Apple Festival Committee.
- Over a number of years there has been some disagreement as to which community group has rights to occupy the shed.
- Recent productive discussions between the Shire and the relevant groups has resulted in a proposed arrangement to re-arrange occupation of the sheds and buildings to accommodate all parties.
- The proposed arrangement is generally supported by all groups.
- It is recommended that Council assist in implementing arrangements.

BACKGROUND

The Mens' Shed and Donnybrook Apple Festival (DAF) are community focused groups that have an established history associated with occupying sheds and buildings located on the northern portion of Egan Park, Donnybrook (Attachment 9.2.1(1) – Location Plan). More recently, the Donnybrook Community Garden has established the first stage of a community

garden and require safe storage space for their equipment as well as improved access to toilet facilities.

There has been an ongoing dispute about occupation of sheds between the Mens' Shed and DAF. Attachment 9.2.1(2) provides a timeline of events and Attachment 9.2.1(3) provides a location plan and description of the sheds, their location and use.

The outstanding matter requiring resolution is that the Mens' Shed occupy a shed that was partially funded and previously occupied by the DAF and the DAF have been requesting that the shed be returned to them for a number years.

An issue that has been identified in investigating the land tenure arrangements is that all of the sheds and buildings partly straddle the boundary separating Shire owned land and land managed by Arc Infrastructure (Attachment 9.2.1(1)). The Shire's land is reserved "Parks and Recreation" under Local Planning Scheme 7 (LPS7), whilst the neighbouring land parcel is "Rail Reserve".

The sheds are presently occupied without any formal lease/license arrangements being in place between community groups and the landowners (Shire and Arc Infrastructure).

Legal advice has been obtained to clarify details regarding ownership verses occupation rights.

Advice provided states that:

- The portion of the sheds/buildings located on Shire land is owned by the Shire;
- The portion of the sheds/buildings located on the Rail Corridor is owned by the Crown;
- The Shire is not obliged to compensate any of the parties involved as a consequence of the Shire being the owner of the sheds to the extent that the sheds are on its land nor in respect of the termination of any rights of occupancy; and
- It is not possible to make adverse possession claims over Crown land.

There have been meetings with the Shire and community groups to negotiate an acceptable solution that enables all the groups to thrive.

The Mens' Shed have presented several options and after discussing in detail with the Donnybrook Apple Festival have settled on the following:

- Mens' Shed to vacate Shed 'C' to allow re-occupation by the Donnybrook Apple Festival by 15 March 2020;
- Mens' Shed to remove all additions and equipment from Shed 'C'; and
- Mens' Shed to re-locate activities from Shed 'C' to Building 'D';

This arrangement is generally supported by the DAF subject to receiving a guarantee that the Shire will enforce agreed timelines.

FINANCIAL IMPLICATIONS

The future occupation of all buildings at Egan Park will need to be formalised through leases/licenses to occupy. This process will require seeking support from Arc Infrastructure and may require fees associated with the use of their land as well as legal fees in preparing lease documents.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Clause 2.4 of Local Planning Scheme 7 requires planning approval for any new development on reserved land. It will be necessary to seek retrospective approvals for any previous development.

Any new applications for works that straddle the boundary will require authorisation of the Shire and Arc Infrastructure. Clause 47 of the *Rail Freight System Act 2000* requires approval prior to erecting structures on rail reserves.

The proposed use of the sheds and buildings generally align with the intent of the “Parks and Recreation” reservation under LPS7.

Any leases for a term exceeding 20 years requires approval by the Western Australian Planning Commission under clause 136 (1) of the *Planning and Development Act 2005*.

CONSULTATION

There has been ongoing consultation with the impacted community groups to seek resolution of this matter. This has included several staff meeting with groups, site meetings/visits, telephone conversations and written correspondence.

OFFICER COMMENT

The groups have effectively agreed to the following:

- a) Shed C being returned to its original condition by the Mens' Shed; and
- b) Mens' Shed to vacate Shed 'C' by 15 March 2020 which will then be occupied by DAF.

This agreement is conditional on:

- a) Access being maintained to the toilets of Building 'D' for use by all community groups;
- b) Allowing Mens' Shed exclusive use of the remaining space of Building D; and
- c) Timelines being enforced.

The proposed occupation and use of Building 'D' is considered reasonable and will enable the Mens' Shed space and security for its members so it can continue to provide a valued community service.

The Mens' Shed have expressed an interest to utilise the Shire's sea container (Structure 'E') whilst they transfer their operations. It is recommended that initially access be granted to the Mens' Shed, however provision be made to transfer the access rights to the Donnybrook Community Garden at a later stage. The Mens' Shed have also verbally indicated they are willing to work with the Community Garden to provide them with access to some storage space in the short term.

CONCLUSION

Negotiations between the Shire, Mens' Shed and DAF have effectively resulted in an agreed outcome to address some long standing access issues with regards to the sheds and buildings at Egan Park. It is recommended that Council supports the officer recommendation and provide ongoing assistance to the community groups with respect to resolving the outstanding matters.

COUNCIL RESOLUTION 181/19

Moved: Cr Atherton

Seconded: Cr Massey

That Council:

- 1. Acknowledges the important ongoing contribution that all of the involved groups make to successful community initiated and operated events and activities that make Donnybrook an enviable destination for visitors and residents;**
- 2. Expresses appreciation to all of the involved community groups for entering into recent discussions in good faith and with a view to identifying mutually acceptable outcomes;**
- 3. Supports the proposal presented by the Mens' Shed to vacate and return Shed 'C' as shown in Attachment 9.2.1(3) to the Donnybrook Apple Festival Committee in its original condition no later than 15 March 2020;**
- 4. Supports the proposed occupation of Sheds 'A' and 'B', and Building 'D' as shown in Attachment 9.2.1(3) by the Mens' Shed with a lease/license to occupy (or other valid permission) being established between Arc Infrastructure, the Shire and the Mens' Shed;**
- 5. Authorises the Mens' Shed to use the sea container shown as 'E' in Attachment 9.2.1(3) for the storage of equipment for a maximum period of 12 months, after which permanent access to the sea container will be transferred to the Donnybrook Community Garden.**
- 6. If the sea container is no longer required by the Mens' Shed prior to the end of the 12 month period, permanent access may be transferred to the Donnybrook Community Garden earlier, subject to a written request being submitted to the Shire, written approval being granted by the Chief Executive Officer and an appropriate formal agreement being established and signed by both parties;**

- 7. Advises the Mens' Shed that relevant development and building approvals are to be obtained for 'Shed A' as shown in Attachment 9.2.1(3);**
- 8. Requires suitable measures to be put in place to establish permanent access to the toilet and ablution facilities for all community groups in Building 'D';**
- 9. Supports the proposed occupation of Shed 'C' as shown in Attachment 9.2.1(3) by the Donnybrook Apple Festival Committee with a lease/license to occupy (or other valid permission) being established between Arc Infrastructure, the Shire and Donnybrook Apple Festival Committee;**
- 10. Advises the Mens' Shed to liaise with the Manager Development Services prior to undertaking any structural changes to Building 'D' to ensure that appropriate approvals are obtained.**

CARRIED 7/0 by En Bloc Resolution

9.2.2 REQUEST TO GIFT LOT 4 BRIDGE STREET, DONNYBROOK TO WATER CORPORATION FOR PUMP STATION SITE

Location	Lot 4 Bridge Street, Donnybrook
Applicant	Cardno (WA) Pty Ltd on behalf of Water Corporation and Carmel Group
File Reference	A1079
Author	Bob Wallin - Manager Development Services
Responsible Manager	Bob Wallin – Manager Development Services
Attachments	9.2.2(1) - Request to gift land 9.2.2(2) – Layout Plan – Park Home Development 9.2.2(3) – Location Plan 9.2.2(4) - Site photos 9.2.2(5) – Valuation Report 9.2.2(6) – Pump Station Design 9.2.2(7) - Development potential on eastern side of Preston River
Voting Requirements	Absolute Majority

Recommendation	
<p>That Council:</p> <ol style="list-style-type: none"> 1. Advises Cardno (WA) Pty Ltd that it declines the request to ‘gift’ Lot 4 Bridge Street, Donnybrook for the following reasons: <ol style="list-style-type: none"> 1.1 The subject land is a community owned asset and Council has a responsibility to seek appropriate compensation when disposing of such assets; 1.2 The subject land is required to support private development for commercial gain and it is considered the land purchase price should be factored into the developer’s costs; 1.3 The valuation amount is considered reasonable in the context of the overall development. 2. Advises Cardno (WA) Pty Ltd that it agrees ‘in-principle’ to sell Lot 4 Bridge Street, Donnybrook for the price of \$40,000 (ex GST) subject to first complying with the provisions of s.3.58 of the Local Government Act 1995 and the applicant being responsible for all conveyancing and associated land transfer costs; 3. Pursuant to section 3.58(3)(b) of the Local Government Act 1995 provides the following reasons for its decision to dispose of the asset: 	

3.1 The land is not developable for residential purposes due to its low lying topography and proximity to the Preston River;

3.2 The installation of a pump station is required for the approved development on Lot 108 Kelly Road, Donnybrook;

3.3 The installation of a pump station has the capacity to increase land development opportunities on the eastern side of Preston River.

4. Authorises the Chief Executive Officer to undertake public notification in accordance with s.3.58 of the Local Government Act 1995;

5. Subject to no submissions being received during the public notification period, authorises the Chief Executive Officer and Shire President to undertake the necessary measures to dispose of the land in accordance with this resolution.

6. Should any submissions be received during the public notification period, instructs the Chief Executive Officer to bring a report back to Council for further consideration.

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: 2.1.1.4 Maintain attractive town sites within resource capacity

EXECUTIVE SUMMARY

- A request has been received requesting the Shire ‘gift’ Lot 4 Bridge Street, Donnybrook to the Water Corporation for a sewer pump station.
- Lot 4 Bridge Street is owned freehold by the Shire and has been valued at \$40,000.
- It is recommended that the request to gift the land be declined and the applicant be advised that the Shire would be willing to sell the land at market value.

BACKGROUND

Council has received correspondence from Cardno (WA) Pty Ltd (Cardno) who have been commissioned to prepare a waste water pumping station scoping report on behalf of the Water Corporation and the property developer Carmel Group (Attachment 9.2.2(1)).

The requirement for the waste water pumping station has arisen from a development approval granted by the Shire to Carmel Group for a Park Home Park (Lifestyle Village) at Lot 108 Kelly Road, Donnybrook to create 120 park home sites (Attachment 9.2.2(2)). Condition 13 of the development approval requires the development to be connected to a reticulated sewerage system. As there is no existing reticulated sewer available on the eastern side of Preston River, there is a need for the developer to install the necessary infrastructure for the development to proceed.

The correspondence received advises that Cardno has submitted the scoping report to Water Corporation who is currently in the final stages of review and producing the Developer Constructed Works Scoping Agreement (DCSWA). Further, it advises that a conceptual sewer plan and preliminary sewer catchment plan have been developed, which identifies Lot 4 Kelly Road as the preferred siting of the proposed pump station. A location plan demonstrating the approved development location and its relationship to Lot 4 is contained in Attachment 9.2.2(3).

Lot 4 is zoned “Residential R20” under Local Planning Scheme 7 (LPS7) and is owned freehold by the Shire. The subject site has an area of 612m², is vacant and cleared of vegetation with the exception of a small stand of trees located on the south-eastern corner. The land slopes towards the river and falls sharply from Bridge Street. Photographs of the site are provided in Attachment 9.2.2(4).

The subject site abuts an unconstructed “right of way” on its eastern boundary that separates the property from adjoining residential lots. Land on the southern side of Bridge Street is zoned “Tourist” and contains a backpackers accommodation business. The land to the north consists of three vacant lots, zoned ‘Residential R20’ which are also owned by the Shire. Land on the western boundary is reserved “Parks and Recreation”, is flood prone and forms part of the Preston River water course.

Pertinent to this report, the correspondence received contains the following statements:

“Given that Lot 4 Kelly Road is freehold land owned by the Shire, we are writing to notify that the land is required to be gifted to the Water Corporation for development purposes.

In addition, we wish to request that the Shire advise of any objections or concerns to the above proposal, outlining any and all planning approvals and applications required for obtaining formal approval to site the proposed pump station within this landholding.”

Council will need to consider this ‘request’ and whether it is supportive of ‘gifting’ the land or alternatively seeking some level of payment for transfer of a Shire asset to the Water Corporation on behalf of a private developer. To inform this consideration, staff have engaged LMW South West to provide an independent property valuation of the subject site which has resulted in an estimated land value of \$40,000. A copy of the valuation report is provided in Attachment 9.2.2(5).

FINANCIAL IMPLICATIONS

Gifting the subject site will result in a potential opportunity cost/loss of \$40,000.

There may also be costs associated with conveyancing the change of ownership which are estimated at \$1300.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Public Works – Requirement for Approvals

The proposed pump station falls under the definition of a public work under the *Public Works Act 1902*. The definition of a public work includes:

“(d) any works for or in connection with the supply of water to, or for or in connection with the sewerage of, any city, town, or district, including all reticulations.”

Public Works are exempt from requiring development approval under the *Planning and Development Act 2005* Part 1, subsection 6(1). There are limitations to this however under subsection 6(2) which states:

“(2) Rights referred to in subsection (1) are to be exercised having regard to –

- (a) the purpose and intent of any planning scheme that has effect in the locality where, and at the time when, the rights is exercised; and*
- (b) the orderly and proper planning, and the preservation of the amenity, of that locality at that time.”*

In considering the above, the following points are made:

- Whilst the land is zoned ‘Residential’ it is considered to have low development potential for this purpose due to its low lying nature and proximity to the Preston River.
- It is considered that the proposed works will have limited impacts on streetscape when taking into account existing topography.
- The pump station infrastructure is mostly below ground level and therefore will have negligible noise impacts on surrounding landowners. A copy of the proposed design is contained in Attachment 9.2.2(6).

For the reasons outlined above, officers consider the proposed use is appropriate for the location, addresses the requirements under Section 6 of the *P&D Act 2005* and therefore qualifies for an exemption from further development approval.

Disposal of Local Government Assets

Section 3.58 of the Local Government Act 1995 is relevant and outlines the requirements when disposing of local government assets.

3.58 . *Disposing of property*

(1) *In this section —*

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

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

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

(a) *the highest bidder at public auction; or*

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

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include-*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition; and*

(c) *the market value of the disposition —*

- (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
- (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

In light of the above and with specific regard to 3(a, i-iii) and 3(b), prior to agreeing to dispose of the land, public notification is required, if Council is supportive of disposing of the land, either by 'gifting' it or selling it.

CONSULTATION

As the proposal is setback from adjacent landowners and is considered to have negligible impacts on neighbouring landowners no public consultation has been undertaken.

As outlined above, depending on the position of the Council, public notification may be required under s.3.58 of the LG Act 1995 for the disposal of the asset.

OFFICER COMMENT

Staff consider that disposal of Lot 4 for the proposed use is appropriate given that the subject land is largely undevelopable from a residential perspective and this is reflected in the relatively low valuation applied to the land. The applicant has indicated that the network design hinges on being granted use of the subject site and Council's support in this regard is recommended.

The topography of the land and the nature of the proposed pump station being largely underground means that amenity will be maintained both from visual and noise perspectives. The operation of the pump station will need to ensure compliance in terms of noise impacts which can be controlled through design treatments and appropriate separation distances.

It is noted that there are significant additional benefits from having the pump station installed which will provide opportunity for future development of other vacant land on the eastern side of Preston River and a diagram indicating potential development potential on the eastern side of the river is provided in Attachment 9.2.2(7). Council will therefore need to weigh up Cardno's request to 'gift' the land in light of the wider benefits that may be achieved by opening up additional residential development, against the responsibility it has to seek a reasonable contribution on behalf of the community in disposing of a publicly owned asset.

In considering this situation, officers are of the position that the land should be sold at the market value rather than gifted for the following reasons:

- The reason for the request is to facilitate private commercial development;
- If the owner of Lot 4 was a private entity (rather than the Shire), the developer would be expected to purchase the land, rather than being gifted it;
- The valuation amount is relatively minor in the context of the entire development.

CONCLUSION

It is acknowledged the extension of the sewer network over the Preston River will assist in improving the viability of residential expansion east of the Preston River and therefore has potential benefits to the growth of the town. However, for the reasons outlined in the report it is recommended that Council advise the applicant that it is not willing to 'gift' the land, however gives 'in-principle' support to disposing of the land at the market value of \$40,000, subject to first complying with the disposal provisions of the LG Act 1995.

OUTCOME OF MEETING

Cr Shane Atherton declared a financial interest in the item and left the Chamber at 5.55pm.

COUNCIL RESOLUTION 182/19

Moved: Cr Lindemann

Seconded: Cr Sercombe

That Council:

- 1. Advises Cardno (WA) Pty Ltd that it declines the request to 'gift' Lot 4 Bridge Street, Donnybrook for the following reasons:**
 - 1.1 The subject land is a community owned asset and Council has a responsibility to seek appropriate compensation when disposing of such assets;**
 - 1.2 The subject land is required to support private development for commercial gain and it is considered the land purchase price should be factored into the developer's costs;**
 - 1.3 The valuation amount is considered reasonable in the context of the overall development.**
- 2. Advises Cardno (WA) Pty Ltd that it agrees 'in-principle' to sell Lot 4 Bridge Street, Donnybrook for the price of \$40,000 (ex GST) subject to first complying with the provisions of s.3.58 of the Local Government Act 1995 and the applicant being responsible for all conveyancing and associated land transfer costs;**
- 3. Pursuant to section 3.58(3)(b) of the Local Government Act 1995 provides the following reasons for its decision to dispose of the asset:**
 - 3.1 The land is not developable for residential purposes due to its low lying topography and proximity to the Preston River;**
 - 3.2 The installation of a pump station is required for the approved development on Lot 108 Kelly Road, Donnybrook;**

- 3.3 The installation of a pump station has the capacity to increase land development opportunities on the eastern side of Preston River.**
- 4. Authorises the Chief Executive Officer to undertake public notification in accordance with s.3.58 of the Local Government Act 1995;**
 - 5. Subject to no submissions being received during the public notification period, authorises the Chief Executive Officer and Shire President to undertake the necessary measures to dispose of the land in accordance with this resolution.**
 - 6. Should any submissions be received during the public notification period, instructs the Chief Executive Officer to bring a report back to Council for further consideration.**

CARRIED 6/0 BY ABSOLUTE MAJORITY

Cr Atherton returned to the Chamber at 6.02pm.

9.2.3 REQUEST TO VARY DIVIDING / BOUNDARY FENCING HEIGHT AT LOT 4 (NO. 9) BENTLEY STREET, DONNYBROOK

Location	Lot 4 (No.9) Bentley Street, Donnybrook
Applicant	Ms Katie Eggleston
File Reference	A586
Author	Bob Wallin - Manager Development Services
Responsible Manager	Bob Wallin – Manager Development Services
Attachments	9.2.3(1) – Request for Variation 9.2.3(2) – Location Plan 9.2.3(3) – Proposed fencing details 9.2.3(4) – Site photos
Voting Requirements	Simple Majority

Recommendation	
<p>That Council, pursuant to Part 3, section 8 (1-2) and the Second Schedule of the Shire of Donnybrook Balingup <i>Local Laws Relating to Fencing</i>, approves a variation with respect to fence height for all boundaries of Lot 4 Bentley Street, Donnybrook in accordance with Attachment 9.2.3(2).</p>	

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: 2.1.1.4 Maintain attractive town sites within resource capacity

EXECUTIVE SUMMARY

- Council has received a request to vary fencing standards under the Shire’s *Local Laws Relating to Fencing* at Lot 4 (9) Bentley Street, Donnybrook.
- The variation relates to all boundary fences and involves the installation of 300mm high lattice on top of the permitted 1200mm/1800mm fencing.
- Officers consider the proposed variation satisfies the provisions in the Local Law that provide Council with discretion to vary the standards and therefore support is recommended.

BACKGROUND

Council has received a request to vary the fencing standards contained in the Shire’s Local Laws at Lot 4 (9) Bentley Street, Donnybrook. A copy of the request, a location plan and an indicative fencing plan provided by the landowner are contained in Attachments 9.2.3(1), 9.2.3(2) and 9.3.2(3).

The subject property land is zoned “Residential” with a density coding of R30 under Local Planning Scheme No.7 (LPS7), is 1088m² in area and is surrounded by similar zoned lots. It is located on the corner of Bentley and Emerald Streets. Photographs of the site illustrating existing fencing and site conditions is provided in Attachment 9.2.3(4).

Under fencing requirements under the Local Law and the Residential Design Codes, the landowner is permitted to have a 1800mm high fence on the side and rear boundaries and a 1200mm high fence along the front boundary. The proposal is to seek approval for:

- Erecting a 1200mm high Colorbond fence with a 300mm “screen top lattice extension” for all boundaries forward of the building line;
- Erecting 1800mm high Colorbond fence with 300mm “screen top lattice extension” along the Emerald Street frontage;
- Adding 300mm “screen top lattice extensions” to existing fencing along the rear and eastern boundaries.

The submitted correspondence contained in Attachment 9.2.3(1) outlines the landowners reasons for requesting the variation which include:

- The property being located on a prominent corner adjacent to a busy intersection;
- The high level of vehicle and foot traffic due to the proximity to the high school;
- The landowners consider the aesthetic appeal of the lattice will complement their period home and soften the appearance of the new Colorbond fencing.

Council approval is required as the proposal represents a variation to the Shire’s *Local Law Relating to Fencing* (Local Law) regarding height and there is no staff delegation to determine the request.

Local Law Provisions

The First Schedule of the Local Law specifies standards for a sufficient fence within the residential zone.

Clause 1 specifies that a dividing fence shall not exceed the following heights:

- behind the setback area - 1800mm; and
- within the setback area - 1200mm.

Clause 2 specifies suitable fence materials which includes “steel panel”.

Part 3 – General - *Clause 8 (General Discretion of the Local Government)* provides Council with the ability to vary the provisions contained in the First Schedule outlined above with respect to the following:

- the local government may consent to the erection of a fence which does not comply with the requirements of the Local Laws; and

- detailing matters the local government may consider (in addition to any other matter that it is authorised to consider) when making a decision in this regard, including potential adverse impacts on:
 1. The safe or convenient use of any land;
 2. The safety or convenience of any person;
 3. The visual amenity of the locality.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

The *Local Laws Relating to Fencing* (First Schedule) specifies what constitutes a “sufficient fence” for land within the residential zone.

Part 3, Clause 8 (General Discretion of the Local Government) of the Local Law provides Council with the authority to vary the standards outlined in the First Schedule.

CONSULTATION

The applicant has obtained written support for the fence from the owner along the eastern boundary. The rear boundary (southern elevation) abuts land owned by the Shire.

OFFICER COMMENT

The proposed fencing is not consistent with the First Schedule of the Local Law with relation to height due to the 300mm “screen top lattice extension” element. However, it is reasonable to support the proposed fence standard when assessing the nature of the variation against the criteria contained in Clause 8 as shown in the following table.

Criteria for assessing variations (clause 8 of Local Law)	Assessment and comments
The safe or convenient use of any land	The fence does not impact on the safe and convenient use of land. The fence provides a visual and physical barrier consistent with its role of defining lot boundaries
The safety or convenience of any person	The fence does not impact on the safety or convenience of any person.
The visual amenity of the locality	The fence does not adversely impact the amenity due to the semi permeable visual nature of the 300mm lattice extension.

Any other matter that the local government is authorised to consider.	Not applicable in this instance.
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CONCLUSION

The request for approval to a vary dividing fencing standards along boundaries of Lot 4 Bentley Street, Donnybrook, as specified in the Local Law is considered reasonable and therefore approval is recommended.

COUNCIL RESOLUTION 183/19

Moved: Cr Atherton

Seconded: Cr Massey

That Council, pursuant to Part 3, section 8 (1-2) and the Second Schedule of the Shire of Donnybrook Balingup *Local Laws Relating to Fencing*, approves a variation with respect to fence height for all boundaries of Lot 4 Bentley Street, Donnybrook in accordance with Attachment 9.2.3(2).

CARRIED 7/0 by En Bloc Resolution

9.2.4 REQUEST TO VARY DIVIDING FENCING MATERIAL AND HEIGHT AT LOT 71 (NO. 31) MELALEUCA PLACE, DONNYBROOK

Location	Lot 71 (No.13) Melaleuca Place, Donnybrook
Applicant	Mr Bob Lowther
File Reference	A3915
Author	Bob Wallin - Manager Development Services
Responsible Manager	Bob Wallin – Manager Development Services
Attachments	9.2.4(1) – Applicant’s written request 9.2.4(2) - Location Plan 9.2.4(3) – Site photographs 9.2.4(4) – Letter from adjoining land owner 9.2.4(5) – Legal Advice
Voting Requirements	Simple Majority

Recommendation	
<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Part 3, 8(1-2) and the Second Schedule of the Shire of Donnybrook Balingup <i>Local Laws Relating to Fencing</i>, retrospectively approves a variation with respect to materials and height for the rear and northern side boundaries of Lot 71 Melaleuca Place, Donnybrook as follows: <ol style="list-style-type: none"> 1.1 The use of ‘steel panel’ (Colorbond) material is approved; 1.2 The fence height of 1800mm is approved. 	

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: 2.1.1.4 Maintain attractive town sites within resource capacity

EXECUTIVE SUMMARY

- Council has received a retrospective request to vary fencing standards under the Shire’s *Local Laws Relating to Fencing* at Lot 71 Melaleuca Place, Donnybrook.
- The variation relates to the rear and northern side boundaries the subject property and involves using 1800mm high Colorbond material rather than 1400mm post and wire construction as specified in the Local Law.
- Since the fence’s construction objections have been raised by a neighbouring landowner regarding the materials, although there is evidence that written support was

provided by the complainant to the applicant for the proposed fence prior to its construction.

- Officers consider the proposed variation satisfies the criteria contained in Part 3, Clause 8 of the Local Law and therefore approval is recommended.

BACKGROUND

Council has received a formal request to grant retrospective approval for a constructed dividing fence that abuts the rear and northern side boundaries of Lot 71 Melaleuca Place, Donnybrook. A copy of the applicant's request is provided in Attachment 9.2.4(1).

The land is zoned "Residential" with a density coding of R5 under Local Planning Scheme No.7 (LPS7), is 2039m² in area and is surrounded by similarly zoned lots. A location plan illustrating the location of the subject fence is provided in Attachment 9.2.4(2).

The fence consists of Colorbond metal sheets with a height of 1.8m, except for a shorter tapered portion on the side boundary closest to the street. Photographs of the erected fence are provided in Attachment 9.3.4(3).

Local Law Provisions

Part 1 – Preliminary – Interpretation, Clause 3 provides the interpretation of what constitutes a "Low Density Residential Lot" which is defined as:

"a lot where a residential code of R2,5, R5 or split code R2.5/R5 (as amended from time to time) applies."

The Second Schedule specifies standards for a sufficient fence within a low density residential zone which include:

- Heights to be not less than 1000mm or exceed 1400mm (1800mm erected);
- Consist of a post and wire construction (Colorbond metal sheeting erected).

Additional detail is also provided in the Second Schedule on the suitability of post materials, wire standards, post dimensions and strainer assemblies.

Part 3 – General - Clause 8 (General Discretion of the Local Government) provides Council with the ability to vary the provisions contained in the First Schedule outlined above with respect to the following:

- the local government may consent to the erection of a fence which does not comply with the requirements of the Local Laws; and
- detailing matters the local government may consider (in addition to any other matter that it is authorised to consider) when making a decision in this regard, including potential adverse impacts on:
 1. The safe or convenient use of any land;
 2. The safety or convenience of any person;

3. The visual amenity of the locality.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

The *Local Law Relating to Fencing* Second Schedule specifies what constitutes a “sufficient fence” for land within a ‘low density residential zone’.

Part 3, Clause 8 (General Discretion of the Local Government) of the Local Law provides Council with the authority to vary the standards outlined in the First Schedule.

CONSULTATION

Prior to erecting the fence the applicant obtained written support from both adjoining lot owners and copies are provided in Attachment 9.2.4(4).

Since construction, it is understood there have been some issues between the applicant and one of the neighbouring landowners who has raised a number of concerns including disputing the location of the fence in relation to the dividing boundary and has also expressed concerns regarding an issued Court Order between the two parties. In addition, the neighbour has challenged the ability of Council to make a decision under the Local Law which may be at odds with the issued Court Order.

In respect to the location of the fence, this is a separate and unrelated matter when considering the proposed variation to the Local Law which focuses on materials and height. Disputes regarding boundary positions can be resolved between landowners by engaging a land surveyor.

In respect to the Court Order decision, legal advice has been obtained. The Court Order is between the two parties and it outlines conditions, including fencing standards and payment obligations among other things.

Legal advice obtained states that:

- a) the Court Order is only binding on the parties to it and not the Shire; and
- b) the Shire should support the fence, unless the fence is not considered to meet a “sufficient fence” standard as defined by the Local Law.

The advice concludes that the interpretation of the Court Order is that it is a civil matter between the two parties and does not concern the Shire and a full copy is provided in Attachment 9.2.4(5).

OFFICER COMMENT

The fencing along the rear and northern side boundary is not consistent with the Second Schedule of the Local Law. However, officers consider it is reasonable to retrospectively support the constructed fence standard when assessing the nature of the variation against the criteria contained in Clause 8 as shown in the following table.

Criteria for assessing variations (clause 8 of Local Law)	Assessment and comments
The safe or convenient use of any land	The fence does not impact on the safe and convenient use of land. The fence provides a visual and physical barrier consistent with its role of defining lot boundaries.
The safety or convenience of any person	The fence does not impact on the safety or convenience of any person.
The visual amenity of the locality	The fence does not adversely impact the amenity of the locality due to the existing vegetation, setbacks from the street and neutral colour scheme. There is also significant vegetation screening the fence from the objecting neighbour.
Any other matter that the local government is authorised to consider.	Not applicable in this instance.

CONCLUSION

The request for retrospective approval to vary dividing fencing standards along two boundaries, as specified in the Local Law is considered reasonable and therefore is recommended for approval. Whilst it is noted there are other legal challenges related to the fence on a civil basis, the Shire's only obligation is to consider the proposal on its merits under the provisions of the Local Law.

COUNCIL RESOLUTION 184/19

Moved: Cr Atherton

Seconded: Cr Mitchell

That Council:

- 1. Pursuant to Part 3, 8(1-2) and the Second Schedule of the Shire of Donnybrook Balingup *Local Laws Relating to Fencing*, retrospectively approves a variation with respect to materials and height for the rear and northern side boundaries of Lot 71 Melaleuca Place, Donnybrook as follows:**

1.1 The use of ‘steel panel’ (Colorbond) material is approved;

1.2 The fence height of 1800mm is approved.

CARRIED 7/0

9.3 STRATEGIC BUILT PROJECTS AND ASSETS

Nil.

9.4 EXECUTIVE MANAGER OPERATIONS

9.4.1 DONNYBROOK TOWN CENTRE REVITALISATION PROJECT – MASTER PLAN FOR ADOPTION

Location	Donnybrook Town Centre
Applicant	Shire of Donnybrook Balingup
File Reference	PWF18V
Author	Steve Potter - Executive Manager Operations
Responsible Manager	Ben Rose – Chief Executive Officer
Attachments	9.4.1(1) - Master Plan 9.4.1(2) – Online Survey results 9.4.1(3) – Chamber of Commerce Submission 9.4.1(4) – Community Resource Centre Submission 9.4.1(5) – Donnybrook Regional Tourism Association Submission 9.4.1(6) – Donnybrook Historical Society Submission 9.4.1(7) – Submission (B. Aisbett) 9.4.1(8) – Submission (S. McInnes) 9.4.1(9) – Community Reference Group Meeting Notes 9.4.1(10) – Open Door Session Notes 9.4.1(11) – Submission (L. Fry)
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives the online survey results and written submissions received during the public consultation period; 2. Acknowledges the valued contribution of the Community Reference Group (CRG) in providing input into the Master Plan design process; 3. Adopts the Donnybrook Town Centre Revitalisation Project (DTCRP) Master Plan as provided in Appendix 9.4.1(1) to guide the future development of the precinct.

STRATEGIC ALIGNMENT

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

Outcome:	1.3	An attractive visitor and tourist attraction
Strategy	1.3.2	Provide, develop, and maintain visitor infrastructure
Action	1.3.2.1	Develop visitor and tourism infrastructure in line with local tourism and visitor’s development and promotion strategy within allocated resources.

EXECUTIVE SUMMARY

Following a comprehensive process of consultation with the community, relevant stakeholders, the Community Reference Group (CRG) and Council, the Master Plan for the Donnybrook Town Centre Revitalisation Project is presented to Council for adoption. It is recommended that Council adopts the Master Plan to enable the project to proceed to the next phase in accordance with the endorsed Project Management Plan.

BACKGROUND

At its Ordinary Council Meeting of 27 March 2019, Council resolved the following:

That Council:

- 1) *Supports the creation of a ‘master-plan’ for the Donnybrook Rail Heritage Precinct, which is to guide the re-development of the site consistent with the following overarching principles:*
 - a) *Development to recognise and protect important heritage elements of the site;*
 - b) *Development to have demonstrated local community support;*
 - c) *Development shall not result in an unreasonable financial impost on the Shire, in either the short or long term;*
 - d) *Development is to be unique, bold and aspirational to attract tourists and visitors whilst engaging the local community;*
 - e) *Opportunities for co-location and/or re-location of existing facilities to be explored;*
- 2) *Supports a staged approach to the Donnybrook Town Centre Revitalisation Project with:*
 - a) *Stage 1 to consist of the following:*
 - (i) *Refurbishment and possible extension of the Railway Goods Shed to create a high quality, interactive historical centre celebrating local industries;*
 - (ii) *Creation of high quality landscaped areas connecting the site to neighbouring amenities including the Apple Fun Park and Rail Precinct and containing interactive displays and information boards;*
 - (iii) *Provision of a significant public art piece that will complement the heritage values of the site, whilst providing a point of interest for visitors and the local community;*
 - (iv) *All civil works and associated fees for Stage 1 to be identified as part of the master-planning exercise to ensure the project remains within allocated budget.*

- b) *Stage 2 to consist of the following:*
- (i) *Provision of a ‘mixed-use’ building with details of the nature, form, use(s) and tenure of the building to be determined prior to the commencement of Stage 2.*
- 3) *Authorises the Chief Executive Officer to submit written correspondence to the South West Development Commission advising of Council’s decision as per this resolution and requesting the following:*
- a) *its ongoing support in facilitating the necessary timeframes to enable sufficient master-planning to take place;*
- b) *its support in seeking DPIRD approval to utilise a portion of the allocated State Government funding to fund the master-planning exercise;*
- 4) *Authorises the Chief Executive Officer to prepare and submit a Business Case to the South West Development Commission consistent with Council’s decision;*
- 5) *Authorises the Chief Executive Officer to sign any documents and/or agreements to facilitate the release of State government funds in accordance with Council’s decision;*
- 6) *Subject to the endorsement of the Business Case and the Financial Assistance Agreement by DPIRD, authorises the Chief Executive Officer to commence the master-planning process, subject to this being undertaken where possible by Shire staff, with the exception of the following:*
- a) *Heritage Architect / Consultant (Goods Shed);*
- b) *Exhibition Design;*
- c) *Museum Curator; and*
- d) *Landscape Architect / Design.*
- 7) *Council’s support for Resolution (6) is subject to any costs incurred for such consultants being eligible through the allocated funding from the State Government.*

Subsequent to Council’s decision, the following actions have occurred over the interim period:

- Preparation of a Business Case by Shire staff which was endorsed by the Department of Primary Industries and Regional Development (DPIRD);
- Signing of a Financial Assistance Agreement between the Shire and DPIRD;
- Endorsement of a Project Management Plan by Council;
- Creation of a Project Steering Group (PSG) and Community Reference Group (CRG) and the conducting of scheduled meetings;
- Development of a Concept Plan to inform community consultation;
- Significant community consultation including an online survey which attracted 316 responses and engagement with key stakeholders; and

- Development of the draft Master Plan.

In light of the above, the next step in delivering this project is Council's adoption of the Master Plan (MP). The MP encapsulates into a high-level planning document a range of concepts and ideas put forward during the public consultation process and ongoing engagement with the CRG and Council. Staff consider the MP as presented provides a balanced and practical, yet aspirational framework to guide the delivery of the project. In reviewing the document, it is important to note that as it is a high level planning instrument, it does not contain detailed design elements, but rather generalised design principles to inform future detailed design which will occur as the project unfolds.

This report is structured to address each of six individual elements that were contained on the Concept Plan that was developed for public consultation purposes. The elements are:

- Goods Shed
- Landscaping (Linkage Treatment)
- Landscaping (Central Treatment)
- Connections
- Art
- Temporary Use (Possible Future Development)

This report will provide a brief summary for each section, inclusive of ideas that were discussed during the CRG meetings. The information collated through the range of consultation undertaken has resulted in the development an overarching '*Statement of Intent*' and a number of more detailed '*Design Principles*' for each individual element. Each of these will be provided inclusive of the rationale for their inclusion.

Element 1: Goods Shed

The Goods Shed is the focal point of the precinct and plays a significant role in the redevelopment of the site. Questions contained in the survey addressed two major points:

- Design principles for the refurbishment and possible extension of the building;
- Preferred uses of the building.

Outcomes derived from the survey have largely informed the Statement of Intent and Design Principles for the Goods Shed.

In addition to the above, one of Council's directions at the March 2019 was for the precinct to not result in a financial impost on the Shire (either in the short or longer term) and therefore it is considered that the best way to achieve this outcome is to create some leasable space within the refurbished building to facilitate the generation of an income stream for the Shire. In addition, a suitable commercial use also has the capacity to activate the precinct and provide options for developing an operational model for the building. At this stage the specific nature of any future commercial activity is unknown, however staff are of the view that it should complement the precinct and use of the Goods Shed.

Whilst the MP provides for the extension of the Goods Shed it does not contain specific detail of how it will be extended, or in which direction. A Heritage Architect will be engaged as part

of the process and these details will be refined as part of the detailed design stage, which will require further engagement with Council.

An option that was suggested during the CRG meeting was the possibility of re-locating the Visitors' Centre which is currently accommodated in the old railway station to the refurbished Goods Shed. Staff consider that if this were ever to occur it would require significant consultation with the Donnybrook Regional Tourism Association and a greater understanding of how it would work with the overall operational model for the Goods Shed. This suggestion has not been included at this stage, however may be explored as a potential option when determining how the Goods Shed will function into the future.

In light of the above, the MP contains the following Statement of Intent and Design Principles for the Goods Shed element:

Statement of Intent

To sensitively repurpose and expand the Goods Shed to create a high quality interactive historical centre celebrating local traditional industries whilst providing opportunity for complementary commercial activity.

Design Principles

Design Principles	Rationale
a) retain external style, materials and themes wherever possible.	Supported by over 70% of survey respondents.
b) establish an imaginative, immersive, interactive 'interpretive space' that showcases historical themes associated with local traditional industries.	Celebrating local traditional industries is supported by almost all survey respondents.
c) incorporate commercial space to provide a potential source of income to offset ongoing operational costs to the Shire.	Intention is to incorporate complimentary commercial space to activate precinct and partially offset costs the Shire – backed by March 2019 Council decision.
d) sensitive adaptation of the Goods Shed for identified purposes.	Goods Shed part of heritage precinct – sensitive adaptation required to conserve heritage elements whilst achieving new purposes.
e) building design and materials to implement sustainability principles wherever possible.	Supported by Council's commitments under Cities Power Partnership and sustainable initiatives.

Element 2: Landscaping (Linkage Treatment)

This element of the MP is important as it will provide the visual and physical connection to surrounding precincts including the Apple Fun Park and the Donnybrook Main Street. The intention for this aspect is primarily to provide easy and connected access and establish

interest to entice people to enter into the precinct. It provides a linear connection between the AFP and the existing carpark to the south of the Goods Shed.

The CRG discussed the importance of creating a seamless link with the AFP, rather than the linkage treatment finishing at the south-east corner of the northern carpark and an additional design principle and amendment to the plan has been included to this effect. The CRG also suggested traditional heritage style gardens could be used alongside native vegetation and this has also been included. Finally, the CRG also identified that the heritage crane which is understood to be in storage on a neighbouring private lot be restored and reinstated within the precinct and this has also been included with a recommendation that it be installed adjacent to the Goods Shed.

It is noted that the MP indicates some cadastral crossover into the neighbouring rail reserve managed by Arc Infrastructure. It is considered important that the precinct blends in with the neighbouring reserve, as much as possible. Further consultation will be required with Arc Infrastructure during the detailed design phase to determine what may be able to be achieved in this regard.

Statement of Intent

To create a highly engaging landscaped linear link to encourage and entice visitors to enter the precinct and connect to neighbouring facilities including the Apple Fun Park.

Design Principles

Design Principles	Rationale
a) activate linkage with interactive features that create unique, memorable sensory experiences and encourage physical activity.	Intention is to create an inviting, interesting linkage to entice people into the precinct.
b) create a seamless link with AFP to facilitate movement between precincts.	Supported by CRG and represents a positive design outcome.
b) implement historical features that facilitate local story telling.	Provides the option of exploring one or more historical themes as part of the linear linkage.
c) installation of the heritage crane adjacent to the Goods Shed.	Identified by CRG as an important item to be included in the precinct – considered most appropriate adjacent to GS and railway line.
d) provide clear and legible paths.	Accessibility and connectivity important to functionality of precinct – Community Survey.
e) incorporate both native vegetation and traditional heritage style gardens.	Supported by Community Survey and CRG.

Design Principles	Rationale
f) use hard landscaping elements that embody/utilise locally sourced or iconic materials.	Supported by Community Survey – possibly consider use of DB Stone.
g) engage with Arc Infrastructure with a view to utilising and beautifying the rail corridor wherever possible.	Rail corridor has to connect the precinct with neighbouring precincts including the main street and therefore need to incorporate wherever possible.

Element 3: Landscaping (Central Treatments)

The survey asked several questions of the community with regard to the central open space area and included questions relating to preferred finishes / materials, public facilities and possible use of the space. Results obtained contained a range of ideas with grassed areas, native gardens and paved surfaces all being strongly supported. In addition, walkways, pedestrian and bicycle facilities and the use of the space for historical interpretation were also identified as potential uses.

A number of possibilities were identified by the CRG for the open space areas, with one idea being to include the display of heritage machinery relevant to the local area. As part of the project delivery phase, a landscape designer will be engaged to develop a detailed plan for the areas of open space and therefore at the Master Planning stage, it is recommended that the general principles should not be too prescriptive; to build a level of creativity and flexibility into the design process. It is anticipated that extensive negotiation between the CRG, Council, staff and the landscape designer in developing the plan for the open spaces. In addition, the ideas put forward by the community through the online survey will also be provided to the designer.

Statement of Intent

To create a unique space that encourages social interaction, community events and creativity to thrive by incorporating locally significant items, materials, artworks and vegetation in an engaging and highly amenable setting.

Design Principles

Design Principles	Rationale
a) incorporate a mix of treatments including grassed areas, paved surfaces and both native and traditional heritage style gardens.	Supported by Community Survey and CRG.
b) include incidental art pieces that highlight themes associated with gold, Donnybrook stone, timber and rail.	Supported by Community Survey.
c) include features that activate and encourage human interaction with the space.	Intent is to activate the space by providing points of interest that appeal to a range of people.

Design Principles	Rationale
d) create sheltered spaces and furniture for resting, contemplation and comfort for passive enjoyment of the precinct.	Supported by Community Survey
e) include the showcasing of historical artefacts.	Opportunity to acknowledge local industries through landscaping / interpretation to free up space in Goods Shed. Supported by CRG.
f) a portion of landscaping to recognise Indigenous heritage.	Supported by Community Survey.

Element 4: Connections

The Concept Plan developed for public consultation contained a number of indicative arrows to demonstrate potential points of connection between the precinct and the surrounding footpath network and neighbouring facilities. The locations of the indicative arrows were largely supported by the community with over 70% indicating they were in support of the linkages indicated on the plan.

The Concept Plan included a linkage (most likely in the form of a raised boardwalk) across the railway line in the space between the old railway station and the Oak Tree to connect the precinct to the main street. In considering this important connection at the CRG meeting, the possibility of an alternative entry from the railway station platform was discussed and both options have been included on the MP for future investigation at the detailed design phase. The viability of either option will depend on a number of factors including construction costs, creating all-ability access, the potential future re-opening of the railway line and the feedback from Arc Infrastructure.

The CRG also discussed the need for there to be an understanding of how the precinct would connect to the wider area, particularly with regard to creating connections with the Preston River reserve. It was determined that additional work would be undertaken and will assist in informing the layout of the footpath network within the precinct at the detailed design stage.

Statement of Intent

To create a network of access ways within and beyond the precinct to include people of all ages and abilities and to facilitate the ease of movement of people through the precinct.

Design Principles

Design Principles	Rationale
a) strengthen connection to Donnybrook Main Street through the construction of a raised boardwalk across the rail line, possibly located adjacent to the Oak Tree or through the Old Railway Station, subject to further investigation.	Supported through Community Survey, CoC and CRG. Advice of internal Works Supervisor to provide long term protection of Oak Tree.

Design Principles	Rationale
b) establish paths that ensure safe, accessible, interesting and convenient movement.	Best practice and compliant with contemporary Australian standards.
c) incorporate space and furniture for resting.	Supported through Community Survey.
d) provide space for incidental art and interactive play and activity.	Intent is to create interest throughout the precinct including along connective routes.
e) provide shade for pathways through the appropriate planting of shade trees.	Supported through Community Survey.

Element 5: Public Art

The community survey requested respondents to indicate their preferred location for a significant piece of public art which will form a focal point within the precinct. Of the four possible locations the central option was preferred by the community. The exact location of the art piece will be determined when undertaking detailed landscape design and a separate procurement exercise will be undertaken to engage the artist to produce the art piece.

The possibility of having numerous smaller pieces of art as opposed to a significant single piece was discussed at the CRG. Staff are of the view that whilst every opportunity to explore options for incorporating smaller art pieces throughout the precinct should be explored, the precinct will benefit from having an ‘anchor’ art piece – something that will become iconic, widely photographed (and shared), attracts media attention and draws visitors from far and wide and therefore supports the retention of the significant piece in the MP.

Statement of Intent

To express a sense of history and place through the use of public art.

<u>Design principles</u>	<u>Rationale</u>
a) establish a centralised iconic art piece which is based on locally significant themes and possesses a ‘wow’ factor that is likely to entice visitors to the precinct.	Supported through Community Survey Adopted by Council under resolution.
b) incorporate secondary art pieces into landscaping treatments.	Suggested through Community Survey and CRG.

Element 6: Temporary Use (Possible Future Development)

Previous planning for the precinct explored the opportunity to construct a separate civic building on the site, however it became apparent that the allocated funds under Royalties for Regions

were insufficient to achieve the development of the entire precinct in one attempt. In addition, further investigation is required to determine exactly what any future building may be used for.

To enable the current project to proceed, it was determined in Council's resolution of March 2019 to split the development into two separate stages, with the details of 'Stage 2' to be determined at a later stage. Whilst this approach achieved its objective, it was identified that in order to avoid compromising the potential for any future development, a suitable location be identified through the master planning process and a suitable 'temporary use' be determined. This approach would ensure that permanent structures were not constructed within the portion of the site earmarked for future development and would also ensure that funds were appropriately spent on the understanding that whatever was installed may later be removed.

The Concept Plan developed for consultation identified an 'L' shaped area in the north-eastern portion of the site of approximately 1,000m² in size. The design rationale underpinning staff's selection of this proposed location is as follows:

- Location on the edge of the precinct makes best use of limited space by creating a significant unified open area within the centre of the precinct which has a range of social and design benefits.
- Location on edge of the precinct on two sides forms a border to the precinct that with good building design will form an attractive, yet semi-protected area that has the capacity to reduce anti-social behavior through facilitating passive overlooking of the precinct.
- The location is adjacent to existing sealed car parking which is largely under-utilised during the work week and can accommodate a range of future uses by providing direct all-ability access to a future building.
- The construction of a high quality building with direct frontage to Collins Street has the capacity to catalyse other improvements and investment on this street.

During consultation with the community and the CRG there were several alternative locations suggested for any future building including the car-park area to the south of the Goods Shed and in closer proximity to the Goods Shed. For the rationale outlined above, staff consider the proposed location represents the best option, however have amended the arrangement of the building footprint in response to comments received from the CRG and Council, to increase the visual permeability between the precinct and the neighbouring AFP. This has resulted in the southern leg of the footprint being extend slightly further south.

With regard to the temporary use of the identified area, it was generally the position of all consulted that a low maintenance grassed or vegetated use that could be easily removed in the future was the preferred option. Consideration will need to be given at the detailed landscape design phase as to how this section will seamlessly integrate with the remainder of the site and this may include creating opportunities for temporary type structures to ensure this part of the precinct is activated with the remainder of the precinct and does not become a 'dead' space.

Statement of Intent

To preserve space for possible future development and encourage interim temporary activities that enhance the attractiveness and amenity of the precinct.

Design Principles	Rationale
a) establish low maintenance landscaping treatments that complement the surrounding precinct and will not cause disharmony if removed in the future;	Supported through Community Survey Ongoing maintenance considerations Unlikely to receive strong objections if later removed.
b) encourage “pop up” style activities / entertainment and movable structures that can be easily relocated / removed if necessary.	Applicable area needs to contribute to overall precinct rather than being dead space.

Other Master Plan Components

Vision Statements

In addition to the six elements identified above, comments received during consultation suggested that a robust vision is required to provide very clear direction as to the main overarching objectives of the revitalisation project. In response, rather than having a single generalised statement as originally proposed, staff have established six core objectives with associated statements that clearly define the vision encompassing the following:

- People
- Economy
- Activity
- Intrigue
- Education

Master Plan – Textual Component

DPIRD have advised that in addition to the physical ‘plan’, a textual component is required to provide context and outline the main objectives of the Master Plan. A full copy of the Master Plan (inclusive of the textual component) is provided in Attachment 9.4.1(1) which shall cumulatively become the adopted Master Plan (subject to Council approval).

FINANCIAL IMPLICATIONS

The DTCRP is subject to a Financial Assistance Agreement with DPIRD under Royalties for Regions to the value of approximately \$2m. It is also noted that the funding for this project is linked to separate funding under the Building Better Regions Fund (BBRF) for the Apple Fun Park Renewal Project.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

Compliance with the provisions of the FAA, including ongoing reporting requirements.

CONSULTATION

The project has involved considerable consultation to date and it is envisaged that there will be ongoing engagement with the community and Council for the life of the project.

In addition to the online survey, Shire staff held a number of meetings with community groups and held an open-door session in the Council Chambers and several submissions were subsequently received.

All information collated to date is provided in the Attachments and consists of the following:

- Online Survey Results Report (9.4.1(2))
- Focus Group Submissions
 - Donnybrook Balingup Chamber of Commerce Inc.(9.4.1(3))
 - Donnybrook Community Resource Centre (9.4.1(4))
 - Donnybrook Regional Tourism Association (9.4.1(5))
 - Donnybrook Historical Society (9.4.1(6))
- 2 x community submissions
 - Brenda Aisbett (9.4.1(7))
 - Simon McInnes (9.4.1(8))
- 3 x Community Reference Group Meeting Notes (9.4.1(9))
- Open Door Session – Notes (9.4.1(10))
- Individual submission from CRG member
 - Linda Fry* (9.4.1(11))

**Note: Ms Fry has advised the CRG of some amendments to her original submission which have been recorded by staff and considered accordingly.*

CONCLUSION

Officers consider the Master Plan represents a clear high level plan for the future development of the Donnybrook Town Centre Revitalisation Project which has been informed by extensive consultation with the community, identified stakeholder groups, the Community Reference Group and Council. It is considered to represent a responsible approach that balances the aspirations of the community with considerations pertinent to Council including the ongoing operational costs, whilst providing plenty of scope for creativity and innovation during the detailed design phase. Its adoption by Council will enable this exciting project to progress to the next phase and its endorsement is recommended.

OUTCOME OF MEETING

AMENDMENT

Moved Cr Mitchell Seconded Cr Lindemann

That Council:

1. Receives the online survey results and written submissions received during the public consultation period;
2. Acknowledges the valued contribution of the Community Reference Group (CRG) in providing input into the Master Plan design process;
3. Adopts the Donnybrook Town Centre Revitalisation Project (DTCRP) Master Plan as provided in Appendix 9.4.1(1) to guide the future development of the precinct, **subject to the following amendments:**
 - 3.1 **Element One - Goods Shed – replace wording under the Goods Shed with ‘expansion and/or expansion direction of the Goods Shed to be determined as part of detailed design’.**
 - 3.2 **Element Six – ‘Temporary use’ to be moved to be around the Goods Shed.**

LOST 2/5

COUNCIL RESOLUTION 185/19

Moved: Cr Mitchell Seconded: Cr Lindemann

That Council:

1. **Receives the online survey results and written submissions received during the public consultation period;**
2. **Acknowledges the valued contribution of the Community Reference Group (CRG) in providing input into the Master Plan design process;**
3. **Adopts the Donnybrook Town Centre Revitalisation Project (DTCRP) Master Plan as provided in Appendix 9.4.1(1) to guide the future development of the precinct.**

CARRIED 7/0

9.4.2 REQUEST FOR SHIRE FUNDING FOR PROPOSED FOOTPATH – STEERE STREET (CORNER BROCKMAN STREET), BALINGUP

Location	Steere Street (cnr Brockman Street), Balingup
Applicant	Balingup Progress Association
File Reference	WRK01/3
Author	Mr Steve Potter – Executive Manager Operations
Responsible Manager	Mr Damien Morgan – Manager Works and Services
Attachments	9.4.2(1) – Shire Notification of Road Upgrades 9.4.2(2) – Original PO Email Request for Car Parking 9.4.2(3) – Shire Email Response to Original Request 9.4.2(4) – Email – PO confirming support 9.4.2(5) – Site Photos (New ramp) 9.4.2(6) – Letter – BPA 9.4.2(7) – Shire Email Response to Current Request 9.4.2(8) – PO Email to Cr. Massey 9.4.2(9) – Cr Massey Email to PO 9.4.2(10) – Council Policy 4.28 9.4.2(11) – Copy of indicative footpath / parking plan
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Offers to contribute \$2,200 (representing 50% of costs) towards the construction of a footpath and provision of a disabled parking bay (and all associated works) in accordance with the plan contained in Attachment 9.4.2(11); 2. Advises the Balingup Progress Association (BPA) that Council’s offer under Resolution 1 is subject to an equivalent private contribution of \$2,200 (inclusive of GST, representing 50% of costs) from either the BPA or the adjacent landowner (Post Office) in accordance with the Shire’s Engineering Policy 4.28; 3. Subject to receipt of the private contribution as per Resolution 2, authorises \$2,200 to be journalled from Account 105020 (<i>Provision to support unspecified projects</i>) to Account 132400 (<i>Footpath Construction Program</i>), to enable the footpath to be constructed prior to the 2020/21 financial year; 4. Instructs the owners of the Balingup Post Office to make application for retrospective Development Approval and a Building Permit from the Shire for the constructed access ramp within 30 days of this resolution; 5. In the event that the Balingup Progress Association and/or the adjacent landowner (Post Office) are unwilling to contribute 50% of costs as outlined in Resolution 2, instructs the Chief Executive Officer to undertake

a formal assessment of the proposed footpath in accordance with the Shire’s *Pathways and Trails Expansion Strategy* for potential inclusion in the Forward Works Program and future budgets.

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: 2.1.1.4 Maintain attractive town sites within resource capacity

EXECUTIVE SUMMARY

Council has been requested by the Balingup Progress Association to fund the construction of a footpath to connect existing car parking bays on Steere Street, Balingup with a recently constructed access ramp to the Balingup Post Office that was developed by the owners of the post office. The requested footpath works are unbudgeted and there are several complicating factors that will need to be taken into account in determining Council’s position.

Notwithstanding some of the complexities that will be outlined in the report, staff are of the opinion that the proposal has merit, however the Shire has robust processes in place for identifying and funding capital works through its annual budget process. As such, a compromise position is proposed that recommends that Council authorises \$2,200 to be allocated towards the works (representing 50% of the cost of works), to enable the footpath to be constructed prior to the 2020/21 financial year.

It is noted for Council’s information that the Chief Executive Officer, Executive Manager Operations and Manager Works and Services all declare an impartiality interest in this matter, as one of the owners of the adjacent land (Post Office) is an employee of the administration staff.

BACKGROUND

In order for Council to form a position of the request at hand, it is important that it has a clear understanding of the background that has resulted in the current situation.

The Shire and the owners of the Post Office first had dealings in late 2018, when the Shire notified adjacent landowners of planned upgrade works for Steere Street. The below represents a summary of the interactions that have occurred in the interim, with copies of relevant documents provided in the Attachments.

Date	Action	Relevant Attachment
December 2018	Shire advises landowners on Steere Street that road / drainage upgrades are planned.	Attachment 9.4.2(1)
17/12/2018	PO Owners contact Shire requesting 11 parking bays be constructed adjacent to	Attachment 9.4.2(2)

Date	Action	Relevant Attachment
	the PO and advising they would be willing to contribute \$10k.	
18/12/2018	<p>MWS emailed PO owners advising that a maximum of 8 bays could be constructed (due to site constraints) subject to the following considerations:</p> <ul style="list-style-type: none"> • The parking bays will be considered public parking and are not for exclusive use of customers of the post office. This is consistent with any on-street parking. • There will no longer be any crossover access from Steere St to the small carport within the property. • With the addition of the parking, traffic will no longer be able to short cut the intersection of Brockman and Steere St which was raised as a safety concern by a key stakeholder. • The contribution is required prior to the commencement of the construction of the parking bays. 	Attachment 9.4.2(3)
19/12/2018	<p>PO owner emailed MWS advising:</p> <ul style="list-style-type: none"> • Support for the reduced number of bays; • Amendment to private contribution offer of \$8k rather than \$10k. 	Attachment 9.4.2(4)
19/12/2018	<p>Council presented with an officers report on the matter and resolved:</p> <p><i>That Council:</i></p> <p>1) <i>Endorse the construction of 8 public on-street parking bays in Steere Street Balingup, subject to receiving a \$8,000 private contribution from the owners of</i></p>	

Date	Action	Relevant Attachment
	<p><i>the Balingup Post Office prior to the carpark works commencing.</i></p> <p>2) <i>Instruct the Chief Executive Officer to inform the owners of the Balingup Post Office that construction of the parking bays cannot commence until the Shire of Donnybrook Balingup receives the private contribution; and</i></p> <p>3) <i>Authorise the Chief Executive Officer to increase the 2018/19 budget allocation for the Steere Street Project by \$8,000, once the private contribution of \$8,000 is received.</i></p>	
<p>2019 (exact date unknown)</p>	<p>Construction of a new Access Ramp to Post Office by landowner.</p> <p>It is noted that Development (Planning) Approval and/or Building Permit was not applied for or issued for the ramp.</p> <p><i>Manager Development Services has advised the following:</i></p> <p><i>“Development is defined as:</i></p> <p><i>“any demolition, erection, construction, alternation of or addition to any building or structure on the land....”</i></p> <p><i>On this basis, the proposed access ramp classifies as development.</i></p> <p><i>The need for a planning approval then depends on if it is exempt under LPS7. Schedule A – Supplemental Provisions does not state any specific exemption.</i></p> <p><i>There is no specific exemption listed in Schedule A.</i></p> <p><i>The works are also not listed in development exemptions under clause 61 of the Planning and Development (Local Planning Schemes) Regulations 2015.</i></p>	<p>Attachment 9.4.2(5) – Photos of constructed ramp.</p>

Date	Action	Relevant Attachment
	<p><i>On this basis, a planning approval is required.</i></p> <p>In respect to a building permit, the Principal Building Surveyor has advised that it will be necessary for a retrospective building approval certificate.</p>	
Sep. 2019	Initial discussion and site meeting with MWS / ETO and PO owners regarding a proposed footpath. Verbal advice from MWS was that there was no provision in the 2019/20 Budget for the footpath, however possibly the Balingup Progress Association (BPA) had provision within its annual allowance from the Shire to fund it.	
16/9/2019	Letter correspondence received by the Shire from BPA advising that at their September meeting <i>'community concerns were raised in regard to the safety of pedestrian access between the newly constructed car bays on Steere Street and the pedestrian access ramp leading to the post office entrance. The BPA requests action is taken to provide a pedestrian friendly surface from the car bays to the base of the ramp.'</i>	Attachment 9.4.2(6)
25/10/2019	<p>MWS emails PO owner directly advising:</p> <ul style="list-style-type: none"> • There is no provision in the current Budget for the works. • The existence of the Shire Policy 4.28 <i>'Request for Upgrades of Council Assets'</i> which outlines the process for considering unbudgeted requests, subject to a landowner contributing 50% of the costs. • Subject to a request being received the matter would be presented to Council. • Included a possible footpath layout plan. 	Attachment 9.4.2(7)

Date	Action	Relevant Attachment
	<ul style="list-style-type: none"> • Estimated costs ‘for the path, line marking, bollards, pram ramps and other associated works’ of \$4k plus GST. 	
29/10/2019	<p>Email from PO Owner to Cr Jackie Massey advising:</p> <ul style="list-style-type: none"> • PO Owners had constructed the access ramp at a cost of \$5k which was not built for commercial gain. • The owners had brought to the attention of the BPA the need for a connecting footpath between the newly constructed car bays on Steere Street and the PO ramp. • Suggests that the advice of the MWS appears to recommend a ‘far more expensive solution than the standard pedestrian path requested by the BPA’ and that ‘it was not expected that the Shire would reply referencing a need to include line marking, bollards and pram ramps.’ • Suggests removing these items brings the cost down to circa \$2000 ex GST based on the Shire indicative rate for concrete paths at \$55 per sqm and 37sqm of path required. • The PO ‘cannot subsidise this shire owned asset and therefore it would not be constructed’. • They consider it is in the community’s interest to have a standard footpath linking the car bays to the ramp and existing footpath along Brockman Street. • Advises that the post office owners do not want the path for their personal use. They want the Shire 	Attachment 9.4.2(8)

Date	Action	Relevant Attachment
	<p>to assist the greater community of Balingup to have safe access.</p> <ul style="list-style-type: none"> • Considers it meets the “Path expansion priorities” indicated in the Pathways and Trails Expansion Strategy. 	
29/10/2019	<p>Response from Cr. Massey to PO Owner (CEO and Shire President ‘cc’d) advising:</p> <ul style="list-style-type: none"> • Cr Massey is very supportive of the request; • Considers the ‘Balingup community urgently needs a footpath connecting the ramp for disabled access to the new parking spaces at the Balingup Post Office.’ • Advising that she is a new Councillor and will need to check with the Shire CEO on the procedure for a Motion on Notice and whether ‘this is the best way to achieve this much needed infrastructure improvement for the community’. 	Attachment 9.4.2(9)

FINANCIAL IMPLICATIONS

The financial implications of the matter, will ultimately depend on the decision of Council as to whether it is supportive of the request, either partially or in full.

POLICY COMPLIANCE

Engineering Policy 4.28 *Request for Upgrades or Expansions of Council Assets* provides guidance on Council’s process in considering external requests for construction of a new, or upgrade to an existing, infrastructure asset. A copy of the Policy is provided in Attachment 9.4.2(10).

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

Shire staff have had interaction with the landowners as per the above table.

OFFICER COMMENT

The construction of the parking bays in combination with the separate private construction of the ramp has resulted in a situation in which two pieces of new infrastructure are in close proximity separated by a section of bare earth, in a location where the community may reasonably expect that there should be a footpath.

It is therefore a matter for Council to determine who should fund this connecting path, taking into account the history outlined above, Shire Policies and Procedures, community expectations and the private / public nature of the post office business.

Whilst on the surface this could seem to represent a reasonably simple request, it is actually somewhat complex when one takes into account the following:

- The nature of the original request received from the owners of the Post Office and the subsequent resolution of Council does not appear to include any discussion or agreement on additional footpaths or details of the proposed private ramp and therefore it is concluded that a footpath was not considered at the time. It is also relevant to note that the new ramp was not in existence when the car parking was constructed and therefore there was perhaps no obvious need for a footpath until such time as the ramp was constructed.
- The construction of the access ramp did not obtain Development Approval and/or a Building Permit. Whilst it is acknowledged that the structure is of a minor nature, advice received from the Manager Development Services indicates that both of these are required and with specific regard to the ramp, this should be constructed in accordance with relevant standards, confirmed through Building certification from a registered certifier. It is understood some preliminary discussions were held between the applicant and Shire staff regarding the ramp, however no details (plans) were provided for review or specific comment. As such, the ramp was constructed without the Shire's input and/or discussions regarding provision of access to the ramp from the surrounding path network.
- The Shire's method of allocating funds to specific capital works projects through its annual Budget process, which is in turn informed by a robust process of assessment to identify which works should attract the Shire's limited funds based on a priority model.

In light of the above and the details contained in this report, officers consider Council has one of three options in responding to the request which are outlined below:

Option 1: Decline the Request

Council to decline the request on the basis that the Shire was not informed of any future contributions when originally requested to construct the parking bays.

Furthermore, the ramp was built without formal approval and/or input from the Shire and therefore this prevented any discussions occurring regarding the connectivity of the structure to the surrounding path network.

If this is Council's preferred approach, the footpath request could be considered as part of the Shire's annual review of Asset Management Plans and its Forward Works Program against the assessment criteria of the Pathways and Trails Expansion Strategy and, subject to a positive assessment, would be scheduled and funded through the Budget process accordingly (possibly in future years).

In this circumstance, the applicant would still be required to obtain retrospective Development Approval and a Building Permit for the constructed Access Ramp.

Option 2: Partial Funding (Recommended)

Council to authorise the partial funding (50%) of the costs, in accordance with Shire Policy 4.28. The position in adopting this approach is that Policy 4.28 provides a clear process for private requests for unbudgeted capital works and this process should be followed.

Whilst generally Council decisions under Policy 4.28 are funded through the following year's Budget, it is being recommended that funds be made available in this year's Budget to enable the works to be complete as soon as possible. The 50% Shire contribution would need to be sourced from 'unspecified projects' for which there is \$10,000 in the budget.

Option 3: Full Funding

Council to authorise the full funding of costs, due to an acceptance that the Post Office represents an essential service to the community and the Shire has a responsibility to provide suitable all-ability access. Some consideration could also be given to the fact that the Post Office owners have contributed approximately \$13,000 to the constructed car bays (67% of cost) and disability access ramp (100% of cost). The Shire contribution would need to be sourced from 'unspecified projects' for which there is \$10,000 in the budget.

CONCLUSION

Based on the information presented, it is apparent there was no commitment made by the Shire for a footpath when supporting the original request for the construction of the parking bays. Furthermore, the fact that the Post Office landowner privately constructed the access ramp without Shire input / approvals has resulted in the current situation where the two pieces of infrastructure (ramp and car parking bays) are not suitably connected. It is considered that had adequate consultation with the Shire been undertaken prior to the construction of the ramp and the appropriate approvals issued the current situation could have perhaps been avoided.

Notwithstanding the above, it is acknowledged that the Post Office does provide a community service over and above that of a normal business activity, particularly due to the fact that Balingup does not have a home postal delivery service and therefore local residents are required to collect their mail from the Post Office. This includes elderly and physically challenged people who will no doubt be very supportive of the newly constructed access ramp. In addition, it is acknowledged that the Post Office owners have already contributed significant funds to the construction of the car parking bays (which are not for the Post Office's exclusive use) and the ramp, and therefore a contribution from the Shire may be appropriate.

One other aspect that needs to be considered is the provision of disabled parking and it is recommended that if the works proceed, they should include the dedication of a disabled bay. This should include the provision of ramp access to the new path and a clear zone as required and this detail is included on the indicative works plan.

In considering the presented options, officers are of the position that the reasonable option is the partial funding of the footpath by the Shire. Given that the current situation has arisen as a result of the Post Office owners undertaking works of their own accord, however noting that those works achieve both community and private business objectives, it is considered that a 50:50 contribution is appropriate. If Council is supportive of this approach, the private contribution would either need to be sourced from the adjacent landowner (Post Office) or possibly via a contribution from the Balingup Progress Association.

The recommended approach supports the Shire's processes for identifying and funding works through the annual Budget process and ensures compliance with Council Policy 4.28 which provides guidance in situations such as this. A copy of the footpath and disabled parking design on which the recommendation is based is provided in Attachment 9.4.2(11).

OUTCOME OF MEETING

AMENDMENT

Moved Cr Smith Seconded Cr Massey

That Council:

1. Offers to meet the full cost of construction of a footpath and provision of a disabled parking bay (and all associated works) in accordance with the plan contained in Attachment 9.4.2(11);
2. Authorises \$4,400 to be journalled from Account 105020 (Provision to support unspecified projects) to Account 132400 (Footpath Construction Program), to enable the footpath to be constructed prior to the 2020/21 financial year.

LOST 1/6

COUNCIL RESOLUTION 186/19

Moved: Cr Massey Seconded: Cr Atherton

That Council:

- 1. Offers to meet the full cost of construction of a footpath and provision of a disabled parking bay (and all associated works) in accordance with the plan contained in Attachment 9.4.2(11);**
- 2. Authorises \$4,400 to be journalled from Account 105020 (Provision to support unspecified projects) to Account 132400 (Footpath Construction Program), to enable the footpath to be constructed prior to the 2020/21 financial year;**
- 3. Instructs the owners of the Balingup Post Office to make application for retrospective Development Approval and a Building Permit from the Shire for the constructed access ramp within 30 days of this resolution.**

CARRIED 4/3

9.5 **MANAGER WORKS AND SERVICES**

9.5.1 **SOUTH WESTERN HIGHWAY, THOMPSONS HILL**

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	WRK 06/1
Author	Damien Morgan - Manager Works and Services
Responsible Manager	Damien Morgan - Manager Works and Services
Attachments	9.5.1(1) - MRWA Correspondence and Deposited Plan drawings 417237, 417238, 417239 and 417240
Voting Requirements	Simple Majority

Recommendation	
<p>That Council endorses the dedication of land being acquired for road widening by Main Roads WA, for the purposes as shown on Main Roads WA Deposited Plan drawings 417237, 417238, 417239 and 417240, pursuant to section 56 of the Land Administration Act 1997.</p>	

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: 2.1.1.4 Maintain attractive town sites within resource capacity

EXECUTIVE SUMMARY

Main Roads WA (MRWA) is planning to upgrade a section of the South Western Highway between Straight Line Kilometre (SLK) 192.7 - 194. Upgrade works will involve widening of the South Western Highway which requires the acquisition and inclusion of land into the road reserve.

It is a requirement under the *Land Administration Act 1997* for the relevant local government to resolve to dedicate the land as road.

BACKGROUND

MRWA proposes to widen the road reserve on South Western Highway, Thompsons Hill between SLK 192.7-194 as per the details contained in Attachment 1.

FINANCIAL IMPLICATIONS

Nil - MRWA to be responsible for all costs and claims.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Section 56 of the Land Administration Act 1997

CONSULTATION

MRWA has approached landowners and affected parties and is finalising the acquisition of additional land required within the locality. Following the acquisition the land will be dedicated as road reserve in accordance with Section 56 of the *Land Administration Act 1997*.

OFFICER COMMENT / CONCLUSION

The South Western Highway is a significant regional road to service the transport needs of the region and the proposed upgrading will benefit both locals and visitors to the Shire and improve road safety. It is therefore recommended that Council supports MRWA's request.

COUNCIL RESOLUTION 187/19

Moved: Cr Atherton Seconded: Cr Massey

That Council endorses the dedication of land being acquired for road widening by Main Roads WA, for the purposes as shown on Main Roads WA Deposited Plan drawings 417237, 417238, 417239 and 417240, pursuant to section 56 of the Land Administration Act 1997.

CARRIED 7/0 by En Bloc Resolution

9.6 *MANAGER AGED CARE SERVICES*

Nil.

9.7 CHIEF EXECUTIVE OFFICER

9.7.1 SHIRE COMMITTEES AND COUNCILLOR GROUP MEMBERSHIP

Location	Shire of Donnybrook Balingup
Applicant	Not applicable
File Reference	CNL16
Author	Loren Clifford - Corporate Planning and Governance Officer
Responsible Manager	Maureen Keegan – Manager Executive Services
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Appoint the following elected members as Community Library Committee members: <ul style="list-style-type: none"> • Cr _____ • Cr _____ 2. Appoint the following three elected members as Warren Blackwood Alliance of Council Partnership members: <ul style="list-style-type: none"> • Cr _____ • Cr _____ • Cr _____ * Proxy 3. Appoint the following two members as District Health Advisory Committee members: <ul style="list-style-type: none"> • Manager Aged Care Services, and • Cr _____ 4. Appoint the following two elected members as Bush Fire Advisory Committee members: <ul style="list-style-type: none"> • Cr _____ • Cr _____ 5. Appoint the following elected member as a Local Emergency Management Committee (LEMC) member: <ul style="list-style-type: none"> • Cr _____ 6. Appoint the following elected member as a Community Resource Centre member: <ul style="list-style-type: none"> • Cr _____

7. Appoint the following three elected members as Aged Care Community Reference Group members:

- Cr _____
- Cr _____
- Cr _____

8. Appoint the following four community representatives as Aged Care Community Reference Group members:

- Leanne Abas
- Judy Bishop
- Ian Telfer
- Dawn Tan

9. Appoint the following elected member as a Donnybrook Town Centre Revitalisation Project Community Reference Group member:

- Cr _____

10. Appoint the following elected member as a Bunbury-Geographe Sub-Regional Strategy Steering Group member:

- Cr _____

11. Appoint the following elected member as a Regional Road Group member:

- Cr _____

12. Appoint the following elected member as a Bunbury Geographic Economic Alliance member:

- Cr _____

13. Appoint the following elected members as members on the Donnybrook and Districts Sport, Recreation and Events Precinct Working Group:

- Cr _____
- Cr _____

14. Appoint the following elected member as a Donnybrook Health Service Local Health Advisory Group member:

- Cr _____

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: 4.1.1.3 Review Council, Committee and Working Group governance structures and meeting programs

EXECUTIVE SUMMARY

Council is requested to appoint Council representatives to the following Committee's or Working/Reference Group for the forthcoming 2 years;

- Community Library Committee – Two meetings per year
- Warren Blackwood Alliance of Council Partnership – Six meetings per year
- District Health Advisory Committee – Seven meetings per year
- Bush Fire Advisory Committee – Biannual meetings
- Local Emergency Management Committee (LEMC) – Four meetings per year
- Community Resource Centre – Monthly meetings
- Aged Care Community Reference Group – Meetings as required
- Donnybrook Town Centre Revitalisation Project Community Reference Group – Meetings as required
- Bunbury-Geographe Sub-Regional Strategy Steering Group – Meetings as required
- Regional Road Group – Four meetings per year

BACKGROUND

The following table provides a summary of the current appointed elected members and their term expiry for each Committee or Working/Reference Group.

Member	Term(Years)	Term Expiry
Audit and Risk Committee		
Cr Massey	2	2021
Cr Wring	2	2021
Cr Newman	2	2021
Note: Appointed at the October 2019 OCM		
Development Assessment Panel		
Cr Lindemann	2	2021
Cr Sercombe	2	2021
Cr Newman*	2	2021
Cr Wringe*	2	2021
Note: Appointed at the October 2019 OCM. *Alternate Members		
WALGA South West Zone		
Cr Piesse	2	2021
Cr Massey*	2	2021
Note: Appointed at the October 2019 OCM, *Proxy		
Community Library Committee		
Cr		
Cr		
Cr		
Note: This is a mandatory Committee, required under a legal agreement between the Shire and Minister for Education. The CEO is a required member. Two meetings per year.		
Warren Blackwood Alliance of Council Partnership		
Cr Piesse		
Cr Wringe		
Cr Atherton*		

Note:* Proxy, The WBAC meet on the first Tuesday in August, October, December, February, April and June.		
District Health Advisory Committee		
Cr		
Note: Manager Aged Care Services is a required member, Meetings every 6 weeks (none in December and January).		
Bush Fire Advisory Committee		
Cr		
Note: Established under section 67 of the <i>Bush Fire Act 1954</i> , Meet Biannually		
Local Emergency Management Committee (LEMC)		
Cr Piesse		
Note: Established under section 38 of the <i>Emergency Management Act 2005</i> , – Four meetings per year		
Community Resource Centre		
Cr Wringe	2	2019
Notes: Monthly meetings		
Aged Care Community Reference Group		
Cr Piesse		
Cr Massey		
Cr Wringe		
Note: Manager Aged Care attends		
Donnybrook Town Centre Revitalisation Project Community Reference Group		
Cr Mitchell		
Note: Executive Manager Operations, Strategic Building Projects & Assets attends, meet as required		
Bunbury-Geographe Sub-regional Strategy Steering Group		
Cr Wringe		
Note: Executive Manager Operations attends, meet as required		
Regional Road Group		
Cr Piesse		
Note: Shire technical representative is the Manager Works and Services, Quarterly meetings		

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Local Government Act 1995

Bush Fires Act 1954

Emergency Management Act 2005

CONSULTATION

Not applicable.

OFFICER COMMENT/CONCLUSION

Whilst these Working/Reference Groups are not mandatory it is important that an elected member attends to provide advice and feedback to both the group and Council.

Bush Fire Advisory Committee – Pursuant to section 67 of the *Bush Fires Act 1954* ‘A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.’

Local Emergency Management Committee (LEMC) -Pursuant to section 38 of the *Emergency Management Act 2005* ‘A local government is to establish one or more local emergency management committees for the local government’s district’

Donnybrook Community Library Committee – noting that, although not mandatory established via the *Local Government Act 1995*, it is a mandatory Committee of the Council by provision of a legal agreement executed between the Shire and the Minister for Local Government in 2005.

COUNCIL RESOLUTION 188/19

Moved: Cr Atherton Seconded: Cr Massey

That the Shire of Donnybrook Balingup Meeting Procedures Local Law 2017 be suspended.

CARRIED 7/0

Discussion occurred in relation to elected members nominating for positions on Committees and external groups.

COUNCIL RESOLUTION 189/19

Moved: Cr Massey Seconded: Cr Lindemann

That the Shire of Donnybrook Balingup Meeting Procedures Local Law 2017 be resumed.

CARRIED 7/0

COUNCIL RESOLUTION 190/19

Moved: Cr Smith Seconded: Cr Atherton

That Council:

- 1. Appoint the following elected member as a Community Library Committee member:**

- **Cr Massey**
2. **Appoint the following three elected members as Warren Blackwood Alliance of Council Partnership members:**
 - **Cr Piesse**
 - **Cr Wringe**
 - **Cr Lindemann (Proxy)**
 3. **Appoint the following two members as District Health Advisory Committee members:**
 - **Manager Aged Care Services**
 - **Cr Piesse**
 4. **Appoint the following two elected members as Bush Fire Advisory Committee members:**
 - **Cr Wringe**
 - **Cr Sercombe**
 5. **Appoint the following elected member as a Local Emergency Management Committee (LEMC) member:**
 - **Cr Piesse**
 6. **Appoint the following elected member as a Community Resource Centre member:**
 - **Cr Newman**
 7. **Appoint the following three elected members as Aged Care Community Reference Group members:**
 - **Cr Wringe**
 - **Cr Massey**
 - **Cr Piesse**
 8. **Appoint the following four community representatives as Aged Care Community Reference Group members:**
 - **Leanne Abas**
 - **Judy Bishop**
 - **Ian Telfer**
 - **Dawn Tan**
 9. **Appoint the following elected member as a Donnybrook Town Centre Revitalisation Project Community Reference Group member:**
 - **Cr Mitchell**
 10. **Appoint the following elected member as a Bunbury-Geographe Sub-Regional Strategy Steering Group member:**
 - **Cr Wringe**
 11. **Appoint the following elected member as a Regional Road Group member:**
 - **Cr Piesse**

12. Appoint the following elected member as a Bunbury Geographic Economic Alliance member:

- Cr Piesse

13. Appoint the following elected members as members on the Donnybrook and Districts Sport, Recreation and Events Precinct Working Group:

- Cr Piesse
- Cr Smith

14. Appoint the following elected member as a Donnybrook Health Service Local Health Advisory Group member:

- Cr _____

CARRIED 7/0

9.7.2 AGENDA BRIEFING AND COUNCIL MEETING DATES 2020

Location	Shire of Donnybrook Balingup
Applicant	Not applicable
File Reference	CNL16
Author	Maureen Keegan - Manager Executive Services
Responsible Manager	Maureen Keegan - Manager Executive Services
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation		
That Council:		
1. Adopt the 2020 Agenda Briefing and Ordinary Council Meeting Dates as follows:		
Agenda Briefing	Ordinary Council	Venue
19 February 2020	26 February 2020	Council Chamber
18 March 2020	25 March 2020	Council Chamber
15 April 2020	22 April 2020	Noggerup Hall
20 May 2020	27 May 2020	Council Chamber
17 June 2020	24 June 2020	Council Chamber
15 July 2020	22 July 2020	Council Chamber
19 August 2020	26 August 2020	Council Chamber
16 September 2020	23 September 2020	Council Chamber
21 October 2020	28 October 2020	Balingup Town Hall
18 November 2020	25 November 2020	Council Chamber
09 December 2020	16 December 2020	Council Chamber
2. Request that the Chief Executive Officer undertake all statutory advertising in this regard.		

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 operation and service provision.

Action: 4.2.1.4 Demonstrate sound financial planning and management, including revenue/expenditure review and revenue diversification strategies and long term financial planning

EXECUTIVE SUMMARY

Council is requested to adopt the 2020 calendar for Agenda Briefing and Ordinary Council meetings as presented below:

Agenda Briefing	Ordinary Council	Venue
19 February 2020	26 February 2020	Council Chamber Donnybrook
18 March 2020	25 March 2020	Council Chamber Donnybrook
15 April 2020	22 April 2020	Noggerup Hall
20 May 2020	27 May 2020	Council Chamber Donnybrook
17 June 2020	24 June 2020	Council Chamber Donnybrook
15 July 2020	22 July 2020	Council Chamber Donnybrook
19 August 2020	26 August 2020	Council Chamber Donnybrook
16 September 2020	23 September 2020	Council Chamber Donnybrook
21 October 2020	28 October 2020	Balingup Town Hall
18 November 2020	25 November 2020	Council Chamber Donnybrook
09 December 2020	16 December 2020	Council Chamber Donnybrook

To allow Councillors and Officers to take extended leave throughout December/January it is proposed that no Ordinary Council meeting be held in January 2020. The last meeting of 2019 is Wednesday 16 December and the first meeting for 2020 is 26 February 2020.

No public holidays occur on the dates recommended.

Meetings are held in the Shire Chambers at Donnybrook, it is recommended that the April meeting be held in Noggerup and the October meeting in Balingup to allow greater community participation.

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

Cr Massey left the Chambers at 7.32pm and returned at 7.34pm.

COUNCIL RESOLUTION 191/19

Moved: Cr Piesse Seconded: Cr Sercombe

That Council:

- 1. Notes the Executive's recommendation for the 2020 Agenda Briefing and Ordinary Council Meeting Dates as follows:**

<u>Agenda Briefing</u>	<u>Ordinary Council</u>	<u>Venue</u>
19 February 2020	26 February 2020	Council Chamber
18 March 2020	25 March 2020	Council Chamber
15 April 2020	22 April 2020	Noggerup Hall
20 May 2020	27 May 2020	Council Chamber
17 June 2020	24 June 2020	Council Chamber
15 July 2020	22 July 2020	Council Chamber
19 August 2020	26 August 2020	Council Chamber
16 September 2020	23 September 2020	Council Chamber
21 October 2020	28 October 2020	Balingup Town Hall
18 November 2020	25 November 2020	Council Chamber
09 December 2020	16 December 2020	Council Chamber

- 2. Request that the Chief Executive Officer undertake a Concept Forum on this topic prior to setting the 2020 Council Meeting Dates.**

CARRIED 7/0

9.7.3 CITY OF BUSSELTON AIRPORT MARKETING FUND REQUEST

Location	Donnybrook Balingup
Applicant	Not applicable
File Reference	ADM10/A
Author	Maureen Keegan – Manager Executive Services
Responsible Manager	Ben Rose – Chief Executive Officer
Attachments	9.7.3(1) Funding Request
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Confirms the Shire of Donnybrook Balingup’s support of the Busselton-Margaret River Regional Airport. 2. Acknowledges that the City of Busselton are seeking \$10,000 over five financial years for the Busselton - Margaret River Regional Airport Marketing Fund. 3. Commits \$2,000 in 2019/2020 towards the Busselton - Margaret River Regional Airport Marketing Fund from Account 105020 Sundry and Other Governance Expenses (unspecified projects).

STRATEGIC ALIGNMENT

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

- Outcome: 1.3 An attractive visitor and tourist destination
- Strategy: 1.3.1 Actively promote the district as an attractive destination
- Action: 1.3.1.1 Implement regional tourism and marketing objectives
- 1.3.1.3 Continue to support local and regional tourism bodies and initiatives

EXECUTIVE SUMMARY

The City of Busselton has entered into a commercial agreement with Jetstar for three (3) services per week to and from Melbourne commencing 25 March 2020, creating a direct gateway to the South West region and expanding opportunities for tourism and business growth.

It is expected the flights will bring approximately 28,000 visitors to the regional per year with a flow on effect to the Donnybrook Balingup region.

Council is requested to support joining regional stakeholders and allocate funding towards the Busselton-Margaret River Airport Marketing Fund to establish an airline ready environment for passengers and marketing activities for the new route.

The City of Busselton are entering into a marketing agreement with Tourism WA and Jetstar to manage the tourism fund spend.

BACKGROUND

The City of Busselton first contacted the Shire 24 July 2017 and the CEO advised that due to the late nature of the request from the City of Busselton, the request was not considered for inclusion in the 2017/18 Budget. No request for funding was forthcoming from the City of Busselton for the 2018/19 year, hence it was not included for Council consideration in the 2018/19 Budget deliberations.

On 16 May 2019, the Shire received further correspondence from the City of Busselton advising that the City is continuing to work towards securing an airline for direct passenger East Coast – South West services which it anticipates may commence in late 2019 and requesting further financial assistance from the Shire. The request from the City of Busselton was a contribution of \$10,000 over five years (\$2,000 per year), commencing in 2019/20.

Council considered the funding request at the 26 June 2019 meeting of Council and determined as follows:

That Council:

- 1. Confirms the Shire of Donnybrook Balingup's ongoing support of the Busselton Margaret River Regional Airport.*
- 2. Advises the City of Busselton that due to budget constraints, the Shire of Donnybrook Balingup respectfully declines the invitation to contribute to the Busselton Margaret River Regional Airport Future Airport Marketing Fund.*

FINANCIAL IMPLICATIONS

Council are requested to commit \$2,000 from Account 105020 Sundry and Other Governance Expenses of the 2019/20 budget.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Not applicable

CONSULTATION

No public consultation has taken place, however this request aligns with the Shires Strategic Community Plan and Tourism Attractions and marketing is a top 3 priority identified in the 2019 Community Perceptions survey.

OFFICER COMMENT/CONCLUSION

The Shire is involved in many regional collaboration initiatives including Regional Waste, Bunbury Geographe Economic Alliance, Bunbury Geographe Tourism Partnership, Warren Blackwood Alliance of Councils, and this is considered a logical next step in strengthening the Shires economic and tourism future.

COUNCIL RESOLUTION 192/19

Moved: Cr Atherton Seconded: Cr Smith

That Council:

- 1. Confirms the Shire of Donnybrook Balingup's support of the Busselton-Margaret River Regional Airport.**
- 2. Acknowledges that the City of Busselton are seeking \$10,000 over five financial years for the Busselton - Margaret River Regional Airport Marketing Fund.**
- 3. Commits \$2,000 in 2019/2020 towards the Busselton - Margaret River Regional Airport Marketing Fund from Account 105020 Sundry and Other Governance Expenses (unspecified projects).**

CARRIED 6/1

9.7.4 SHIRE BORROWING CAPACITY

Location	Shire of Donnybrook Balingup
Applicant	Not applicable
File Reference	Not applicable
Author	Mr Ben Rose – Chief Executive Officer
Responsible Manager	Mr Ben Rose – Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives the content of this report and acknowledges the present borrowing capacity of the Shire of Donnybrook Balingup for the purposes of future capital works projects. 2. Acknowledges that the content of this report is based on the draft (as yet unaudited) 2018/19 Annual Financial Report. 3. Acknowledges that the Debt Service Cover Ratio in any one financial year is subject to variation due future Operating Expenditure and Operating Revenue variables used in the ratio calculation.

STRATEGIC ALIGNMENT

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

Outcome:

- 3.2 Well supported community groups and facilities.
- 3.3 A safe and healthy community environment for all ages.
- 4.2 A respected, professional and trusted organisation.

Action:

- 3.2.1.2 Maintain community facilities within resource capacity.
- 3.3.3.1 Within resource capacity, maintain and develop sport and recreation facilities in line with sport and recreation masterplans.
- 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 report on the present borrowing capacity of the Shire of Donnybrook Balingup for consideration in funding future major infrastructure projects.

BACKGROUND

The current economic conditions in Australia has resulted in historic low interest rates. Local Government has access to fixed interest borrowings for the life of a loan through the Western Australian Treasury Corporation (WATC). The WATC fulfils the role as the State's central financial services provider to the public sector.

Current long term borrowing interest rates through WATC is in the 2% per annum range.

Council may consider taking advantage of the current low interest rate market to undertake larger scale community infrastructure projects.

As at 30 June 2019 (unaudited 2018/19 Annual Financial Report), the Shire's outstanding borrowings amount to \$205,307.

The following future borrowings are identified in Council's Asset Management Plans.

Tuia Lodge Fire Suppression System	\$500,000*	2019/20
Administration Centre	\$154,530	2020/21
Tuia Lodge Extension (RADS Funds)	\$500,000	2020/21
Donnybrook Recreation Centre	\$200,000	2022/23
Donnybrook Recreation Centre	\$285,000	2026/27
Balingup Recreation Centre	\$360,000	2027/28
	\$1,999,530	

*Note – although \$500,000 is budgeted, the tendered works are expected to be much lower.

FINANCIAL IMPLICATIONS

For every \$1 million of new borrowings (at an interest rate of 1.91% per annum over a term of 20 years) will add \$60,627 annual repayments (including State Guarantee Fee) to the Annual Budget. \$60,627 equates to 1.2% general rate increase (based on 2019/20 Budget).

Aside from utilising borrowings, local government generally has the following funding options for major capital works / infrastructure projects:

- Reserves (local government reserve accounts are created under legislation for allocation of funding towards a specifically pre-defined purpose; re-allocation of the funding towards alternative purposes is problematic and can expose the organisation to financial liabilities if not managed prudently).
- State and/or Commonwealth grant funding (requires mandatory co-contribution towards the project, typically from the local government);
- General rates increases (i.e. increasing the 'rate in the dollar' for all rateable properties to share in the funding requirements for a new project);
- Specified Area Rate (all rateable properties in a defined area contribute towards the funding requirements of a project that will benefit that defined area); and
- Differential Rate (all properties of a specifically nominated land use zoning across the

Shire contribute towards the funding requirements of a project)

With particular reference to ‘inter-generational equity’, applying borrowings funding for community infrastructure-based projects is recommended as the most appropriate funding model. This enables the generation of the community most advantaged by the development and use of the subject infrastructure/project to bear the funding cost for it.

POLICY COMPLIANCE

Council Finance Policy 3.8 - *Debt Policy*, is relevant to this matter. The policy sets out the conditions of raising debt:

4.2 Conditions for Debt Raising

- *Debt funding may be used for capital works and the purchase of development of assets and infrastructure assets.*
- *Debt funding may not be used to finance operating activities or recurrent expenditure.*
- *Before borrowing funds, the Shire would generally consider using existing surplus funds in the first instance.*

STATUTORY COMPLIANCE

Under regulation 50 of the *Local Government (Financial Management) Regulations 1996*, the Annual Financial Report is to include (for the financial year covered by the Annual Financial Report and the two preceding financial years), the following:

- a) current ratio;
- b) asset consumption ratio;
- c) asset renewal funding ratio;
- d) asset sustainability ratio;
- e) debt service cover ratio;
- f) operating surplus ratio; and
- g) own source revenue coverage ratio

The Department of Local Government, Sport and Cultural Industries “Operational Guidelines Number 18 – June 2013 Financial Ratios” (the guidelines) state that the basic standard for the Debt Service Cover Ratio = 2.00

Debt Ratio

A local government’s ability to service debt is measured by the ‘Debt Service Cover Ratio’. This is the measurement of a local government’s ability to produce enough cash to cover its debt payments.

Debt Service Cover Ratio	
Debt Service Cover Ratio =	Annual Operating Surplus BEFORE Interest and Depreciation Principal and Interest
Purpose:	This ratio is the measurement of a local government’s ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan.
Standards	A Basic standard is achieved if the ratio is greater than or equal to two. An Advanced standard is achieved if the ratio is greater than five.
Definitions:	
‘Annual Operating Surplus Before Interest and Depreciation’	Means operating revenue minus net operating expense.
‘Operating Revenue’	Means the revenue that is operating revenue for the purposes of the AAS, excluding grants and contributions for the development or acquisition of assets.
‘Net Operating Expense’	Means operating expense excluding interest and depreciation.
‘Interest’	Means interest expense for moneys borrowed, credit obtained or financial accommodation arranged under section 6.20 of the Act.
‘Depreciation’	Has the meaning given in the AAS.
‘Principal and Interest’	Means all principal and interest for moneys borrowed, credit obtained or financial accommodation arranged under section 6.20 of the Act.

Source: Operational Guidelines Number 18 – June 2013 Financial Ratios. p4

The Shire’s Debt Service Cover Ratio over the past three years is tabled below.

	2018/19	2017/18	2016/17
Debt Service Cover Ratio	37.91	15.81	4.01

Source: 2018/19 Draft Annual Financial Report (as yet un-audited)

Debt Service Cover Ratio (Draft 2018/19 Annual Financial Report) is calculated as follows.

<u>Operating Revenue</u>	2018/19
Operating Revenue:	17,000,209
Capital Grants	(2,781,237)
Capital Contributions	(146,076)
	14,072,896
<u>Net Operating Expense</u>	
Operating Expenditure	18,097,446
Interest Expense	(11,005)
Depreciation	(5,598,300)
	12,488,141
<u>Principal and Interest</u>	
Loan Principal	30,795
Loan Interest	11,005
	41,800

14,072,896	less	12,488,141	=	1,584,755
30,795	plus	11,005	=	41,800
				1,584,755
		Divided by		41,800
		= Ratio		37.91

Debt Service Cover Ratio 2018/19	37.91
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Source: 2018/19 Draft Annual Financial Report (un-audited)

Debt Service Cover Ratio – Basic Benchmark	2.00
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Source: Local Government Operational Guidelines Number 18 – June 2013, Financial Ratios

Based on the draft (as yet un-audited) 2018/19 Annual Financial Report, the Shire has capacity to borrow \$13,031,000. This amount of additional borrowings would add approximately \$790,000 annually in borrowing repayments to the Annual Budget.

This calculated borrowing capacity is to meet the basic benchmark of 2.0 for the Debt Service Cover Ratio.

2018/19 Borrowing Repayments	41,800	
Maximum capacity - Annual Borrowing Repayments	790,000	
Assumed Borrowing interest rate	1.91%	Source: WATC - 20 Years as at 19.08.2019
Borrowing Term	20 years	
Borrowing Capacity	13,031,000	

Less: Identified Borrowings from 2019/20 Building Asset Plan

Administration Centre	154,530	2020/21
Donnybrook Recreation Centre	200,000	2022/23
Donnybrook Recreation Centre	285,000	2026/27
Balingup Recreation Centre	360,000	2027/28
Tuia Lodge Fire System	500,000	2019/20
Tuia Lodge Extension (RADS Funds)	500,000	2020/21
	1,999,530	

Surplus Borrowing Capacity 11,031,470

The Debt Service Cover Ratio in any one year is subject to variation due to future Operating Expenditure and Operating Revenue variables used in the ratio calculation. Therefore, unforeseen variables will have an unknown effect on future financial ratio performance.

All borrowings are subject to independent approval from Western Australian Treasury Corporation. The agency will apply their own financial assessment in any application process.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

Use of long term borrowings to fund major projects is a means of equitable distribution of capital costs to future ratepayers. Taking advantage of the low interest rate borrowing market at this time, will have long term financial benefits to ratepayers.

In addition, the community will benefit from the creation of new or improved community infrastructure though:

- a) Local economic stimulus during construction.
- b) Further developing the Shire of Donnybrook Balingup as a place of choice for population attraction and retention, thereby creating a more economically sustainable community.

Council currently has low outstanding borrowing with capacity to borrow. A material determining factor for consideration in increasing borrowings levels will be the budgetary effect of additional borrowing repayments.

COUNCIL RESOLUTION 193/19

Moved Cr Atherton

Seconded Cr Smith

That Council:

- 1. Receives the content of this report and acknowledges the present borrowing capacity of the Shire of Donnybrook Balingup for the purposes of future capital works projects.**
- 2. Acknowledges that the content of this report is based on the draft (as yet unaudited) 2018/19 Annual Financial Report.**
- 3. Acknowledges that the Debt Service Cover Ratio in any one financial year is subject to variation due future Operating Expenditure and Operating Revenue variables used in the ratio calculation.**

CARRIED 7/0

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 CR LINDEMANN NOTICE OF MOTION – CLIMATE CHANGE

Location	Donnybrook Balingup
Applicant	Cr Anita Lindemann
File Reference	DEP22/4D
Author	Cr Anita Lindemann
Responsible Manager	Steve Potter, Executive Manager Operations
Attachments	10.1(1) – Climate Change in WA - Issues Paper 10.1(2) – Draft WALGA Submission 10.1(3) – Shire Response – WALGA Submission 10.1(4) – Draft Shire Formal Submission
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the draft submission contained in Appendix 10.1(4) as Council’s response to the Department of Water and Environmental Regulation draft Issues Paper on Climate Change. 2. Authorises the Chief Executive Officer to submit the document on behalf of the Shire of Donnybrook Balingup.

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:	2.3.1	Efficient use of resources to minimize environmental impacts.
Action:	2.3.1.2	Encourage the community to adopt alternative energy and green options.

EXECUTIVE SUMMARY

Elected members are requested to endorse the draft submission contained in Appendix 10.1(4) as Council’s formal response to the Department of Water and Environmental Regulation’s (DWER) Issues Paper on Climate Change.

BACKGROUND

The State Government is currently seeking public comment on its '*Climate Change in Western Australia – Issues Paper*' to inform the development of WA's new State Climate Change Policy, due for release in 2020. A copy of the Issues Paper is provided in Appendix 10.1(1).

On this same matter, the Western Australian Local Government Association (WALGA) recently contacted all local governments in WA seeking responses to a draft submission it had prepared on behalf of the local government sector in response to the Issues Paper. Officers reviewed the WALGA submission and provided comment by the required date (31 October) and a full copies of both the proposed WALGA submission and the Shire's formal response are provided in Appendices 10.1(2) and 10.1(3).

DETAILS

With the recently announced State goal of 'net zero emissions by 2050', the paper explores key issues and challenges facing our State resulting from climate change. It further notes that the South West region is being impacted by climate change more than almost any other place on the planet, with higher than average temperatures and declining rainfall cited as two examples.

As a small Shire reliant on agriculture, forestry and mining and with a renewed focus on eco-tourism, the topics outlined in the Issues Paper are relevant and include:

- Regional prosperity;
- Waste reduction;
- Water security;
- Liveable towns and cities;
- Resilient infrastructure and businesses;
- Protecting biodiversity; and
- Strengthening adaptive capacity;

It is considered that all are very relevant to the future prosperity of our Shire and directly impact our viability moving forward.

The Issues Paper is open for public comment until Friday, 29 November.

ELECTED MEMBERS CONSULTATION

The '*Climate Change in Western Australia - Issues Paper*' was released in September 2019 and announced in the Councillor Direct Issue 38 on 26 September 2019 which is forwarded to all Western Australian Councillors directly.

The Issues Paper is also available on the DWER website.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

The Issues Paper is currently being advertised for public comment.

ELECTED MEMBER COMMENT

Securing the prosperity, health and viability of our region depends on our water, energy and food security of our region. This is in line with the Shire's Corporate Business Plan and Strategic Community Plan. It will also form part of the Shire's considerations when reviewing its Sustainability Strategy and Environmental policies.

Contributing to the Climate Change Issues Paper demonstrates the Shire's forward thinking approach to global issues that impact locally.

Supporting the State Government with long-term thinking and submitting written contributions puts us in a better position, at the forefront, as new initiatives are rolled out to assist in future climate challenges.

The Shire recently joined the Climate Council's most successful localised project, City Powers Partnership, pledging five initiatives to reduce emissions, thereby contributing to the State Government's long term goal of 'zero emissions by 2050'. This demonstrated the Shire's commitment to protecting our region's numerous enterprises; takes an important leadership role with preparedness and long-term thinking; and contributes to preserving our natural environment so the Shire of Donnybrook Balingup can remain the destination for eco-tourism in the South West.

Contributing to the Issues Paper gives our region a voice that helps to shape our future, seeks to minimise any possible financial burden, and demonstrates our commitment to a sustainable, healthy and harmonious community for the future.

EXECUTIVE COMMENT

As indicated previously in the report, the Shire recently made a submission to WALGA in response to its draft submission to DWER on the Issues Paper. The Shire's response was comprehensive and addressed all components raised within the Issues Paper, taking into account both the potential impacts of climate change on the local government sector generally and the Shire of Donnybrook Balingup specifically. As such, it is considered the responses provided to WALGA represent suitably detailed responses that could also be provided to DWER directly. To this effect, officers have assisted Cr Lindemann in preparing a draft response to DWER which is largely based on the response to WALGA and is provided in Appendix 4. It is recommended that Council endorse this submission as the formal position of the Council which will result in a consistent message from the Shire being maintained across both submissions.

COUNCILLOR RECOMMENDATION

That Council:

- 1. Endorses the draft submission contained in Appendix 4 as Council’s response to the Department of Water and Environmental Regulation draft Issues Paper on Climate Change.**
- 2. Authorises the Chief Executive Officer to submit the document on behalf of the Shire of Donnybrook Balingup.**

COUNCIL RESOLUTION 194/19

Moved Cr Lindemann

Seconded Cr Sercombe

That Council:

- 1. Endorses the draft submission contained in Appendix 10.1(4) as Council’s response to the Department of Water and Environmental Regulation draft Issues Paper on Climate Change.**
- 2. Authorises the Chief Executive Officer to submit the document on behalf of the Shire of Donnybrook Balingup.**

CARRIED 6/1

Cr Atherton requested his vote ‘against’ be recorded

11 QUESTIONS FROM MEMBERS

Nil.

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

Nil.

13 MEETINGS CLOSED TO THE PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

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

13.1.1 CONFIDENTIAL – RFQ 231 – SUPPLY OF GRADER

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

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

13.1.2 CONFIDENTIAL – AGED CARE COMMUNITY REFERENCE GROUP – ANSELL STRATEGIC

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

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

Note: the 'contract' referenced above relates to the consultant contract to review the Shire's aged care services.

COUNCIL RESOLUTION 195/19

Moved Cr Atherton

Seconded Cr Mitchell

That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss confidential items 13.1.1 and 13.1.2.

CARRIED 7/0

The meeting was closed to the public to discuss items 13.1.1 and 13.1.2.

COUNCIL RESOLUTION 199/19

Moved Cr Atherton

Seconded Cr Smith

1. That the meeting be re-opened to the public.
2. In accordance with Section 5.23(2) of the *Local Government Act 1995* and Section 4A of the *Local Government (Administration Regulations) 1996*, agenda items 13.1.1 and 13.1.2 are to remain confidential as sensitive information is detailed in the reports.
3. When the information in the reports is not sensitive the items will be included in the next occurring Council Agenda.

CARRIED 7/0

13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

COUNCIL RESOLUTION 197/19

That Council:

1. Awards RFQ231 – Supply of Grader to AFGRI Equipment for the:
 - Supply of a John Deere 620GP Grader, including optional extras, for \$356,419 ex GST.
 - Purchase of the Shire's existing Caterpillar 120M grader for \$125,000 ex GST.
2. Instruct the Chief Executive Officer to make this Council Resolution public in the minutes of the 27 November 2019 Ordinary Meeting of Council.

14 CLOSURE

The next Ordinary Council Meeting will be held on 18 December 2019 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chambers.

The Shire President declared the meeting closed at 8.38pm.

9.2 EXECUTIVE MANAGER OPERATIONS

9.2.1 REQUEST TO RELOCATE MILLING EQUIPMENT FROM DONNYBROOK ARBORETUM (RESERVE 8979) TO KIRUP MILL PARK (RESERVE 46896) – KIRUP PROGRESS ASSOCIATION

Location	Reserve 46896 South Western Highway, Kirup
Applicant	Kirup Progress Association
File Reference	A3617
Author	Steve Potter (Executive Manager Operations)
Attachments	Attachment 9.2.1(1) –Location Plan Attachment 9.2.1(2) - Kirup Progress Association request Attachment 9.2.1(3) – Photo of equipment Attachment 9.2.1(4) - Summary of submissions Attachment 9.2.1(5) - Submissions
Voting Requirements	Absolute Majority
Executive Summary	<ul style="list-style-type: none"> • The KPA has requested support for relocating historical mill machinery from the Donnybrook Arboretum site to Mill Park, Kirup. • The proposal has been advertised on two separate occasions in an attempt to accurately measure community sentiment. • The request forms part of an initiative to develop an historical walking trail that seeks to showcase Kirup’s historical links as a timber milling town. • It is recommended that the historical machinery remain at the Donnybrook Arboretum, due to its local historical significance.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
2.1 An attractive and maintained environment	Maintain, renew and improve infrastructure within allocated resources	2.1.1.4 Maintain attractive town sites within resource capacity

BACKGROUND AND DETAILS

The Kirup Progress Association (KPA) has requested Council support the relocation of old milling machinery which is presently located at the Donnybrook Arboretum site (Reserve 8979 – corner of Irishtown Road and South Western Highway, Donnybrook) to Mill Park (Reserve 46896 South Western Highway, Kirup). Location Plans for both localities are provided in

[Attachment 9.2.1\(1\)](#) and photos of the subject pieces of milling machinery are provided in [Attachment 9.2.1\(2\)](#).

The basis for the KPA's request to relocate the milling machinery is that it intends to establish a heritage park focusing on the significance of timber milling to the town. The KPA has advised that the milling machinery would form the central focus for the Mill Park development and would be accompanied by an onsite collation of photographs showing life from the days when milling was a major industry in the town. The KPA considers the site would become an attraction for travellers seeking greater understanding of life in Kirup as it was in the past.

The KPA has outlined what it considers to be the benefits of relocating the machinery as summarised below:

- Present appropriate heritage items in a location solely devoted to timber milling;
- Recognise the significance of the items;
- Displaying the equipment in a high profile location when compared to the current site;
- Locating the equipment in close proximity to Kirup businesses;
- Equipment would remain in the Shire, sited on Shire land and would be accessible to everyone;
- The proposal is fully supported by the KPA and Kirup community who are proposing to maintain the surrounds and facilities of the newly developed Mill Park.

A full copy of the KPA's request is contained in [Attachment 9.2.1\(3\)](#).

It is noted that at its Council meeting in March 2019 Council authorised consideration of a development application for a "heritage walking trail" at Mill Park. The KPA is in the process of preparing additional information to support its proposal to enable the application to progress further. If Council was to support the relocation of the milling machinery the subject of this report, the machinery's inclusion would ultimately form part of the information considered for assessment.

From discussions with the KPA it is staff's understanding that the relocation of the machinery would take place in two separate stages. Firstly, the machinery would be moved to a private property in Kirup for a period where it would undergo refurbishment. Once the refurbishment is complete, the machinery would then be moved a second time to Mill Park. The KPA has advised it has access to numerous civil contractors in the region who have large equipment that would be available to move the machinery. This would be provided to the KPA in support of the project at no or minimal cost subject to a full determination of the suitability of the machinery for relocation.

CONSULTATION

The proposal has been advertised on two separate occasions to seek public comment. The first round of advertising received 12 submissions, consisting of three objections and nine expressions of support. Prior to the matter being presented to Council for consideration staff

became aware of additional concerns within the community that had not been captured in the first round of advertising which resulted in a second round of advertising being undertaken. An additional 15 submissions were received, consisting of 13 objections and two expressions of support.

[Attachment 9.2.1\(4\)](#) provides summaries of the submissions with full copies of all submissions received contained in [Attachment 9.2.1\(5\)](#).

The following summarises the main matters raised in the submissions, divided into objections and support.

Objections

In summary, the objections focus on:

- historical efforts of local community members involved in establishing the machinery in the current location;
- the importance of the machinery to local families associated with the timber industry;
- the potential to build on existing features and create an attractive entrance to the Donnybrook townsite;
- The perception that it was Council's responsibility to maintain the site following the collapse of the Rotary Club and Friends of the Arboretum;
- A sense of "town ownership" of the machinery;
- Opportunities to use the machinery to showcase the town; and
- The existing site providing a "landmark" entry point that has been associated with the Donnybrook townsite, with the removal of machinery likely to cause some concern in the local community.

Support

The supporting comments focus on the benefits to the Kirup townsite and the community's increased ability to maintain the machinery.

In summary, the supporting comments focus on:

- Kirup's strong links with the timber industry. The ability to showcase the machinery provides an opportunity to connect the town with its past;

- The proposed Kirup site is highly visible and in the centre of town. The machinery has the potential to become part of the town's fabric and may increase visitor numbers;
- There are facilities nearby to the Kirup site, including toilets, car parking, shade shelters, skatepark and local businesses;
- The existing site (Donnybrook Arboretum) is not located near any businesses and has limited ability to add any direct benefit to the town;
- The machinery has not been maintained and there is no active local group maintaining the site in recent times. The Friends of the Arboretum has disbanded due to lack of members;
- The establishment of the site and the hard work of community group members in the past does not necessarily diminish by relocating the machinery;
- The relocation of the machinery to Kirup would retain it within the Shire;
- The attractiveness of the Arboretum is not automatically reduced by the removal of the machinery, when factoring in the current state of repair. The Arboretum can still function as a shady rest stop for visitors;
- The machinery at the Arboretum is a monument created to acknowledge the 150 year commemoration of WA's settlement. Its historical value is not linked directly to the original history of the site.

OFFICER COMMENT

It is acknowledged that this is a complex matter that is the result of a number of factors that have evolved over time. It is noted that the machinery was installed in 1979 at a time when community groups such as Rotary were very active. Once installed, the machinery was largely maintained by the 'Friends of the Arboretum', however like many other community based groups, this group has ceased to operate in recent years. As a result of all of these factors, the current situation has arisen in which the machinery and the precinct in general has not been maintained to a high standard (other than for basic ground maintenance by the Shire's Works and Services staff).

In determining a path forward Council will need to give consideration to a number of factors including the following:

- The historical importance of the machinery to the sense of place and the Donnybrook community;
- The Shire's obligation to public safety;

- Risks of relocating equipment.

Each of these will be explored in further depth.

Local Historical Significance of Machinery

The machinery has been in its present location for 40 years and whilst it has been suggested that the real historical significance of the site rests with the Arboretum component, for many in the Donnybrook community this 40 year period represents the extent of their living memory. Furthermore, it could be contended that the machinery has its own historical significance, separate to the Arboretum, due to the fact that it exists as the result of community efforts in 1979 to commemorate an historical event.

Under State heritage guidelines 'social value' is identified as one of the assessment criteria for determining heritage significance as follows:

4. Social Value

It is significant through association with a community or cultural group in Western Australia for social, cultural, educational or spiritual reasons.

4.1 Importance as a place highly valued by a community or cultural group for reasons of social, cultural; religious, spiritual, aesthetic or educational associations.

4.2 Importance in contributing to a community's sense of place.

In light of this definition it could be contended the machinery is linked to the Donnybrook community's association with past local community groups (Rotary) and contributes to the community's ongoing sense of place and therefore is itself historically significant.

Obligation to Public Safety

The Arboretum precinct is an unfenced area which provides a parking area for visitors and contains some old signage with regards to the various trees and machinery on the site. As such, it is both presented and understood by the public to be a place where members of the public can go at any time. The machinery is also not fenced off and therefore is open to members of the public, including children, to interact with.

An inspection of the site has revealed that there are some public safety risks posed by the machinery in the form of rusty sharp edges, trip hazards and moving parts on machinery that have the capacity to cause injuries and staff have initiated immediate works as follows:

- Works staff to spot weld/secure all moving parts on existing machinery to prevent any movement;
- Signage to be installed advising visitors not to interact or climb on the machinery;

- Dilapidated concrete barbecues and picnic benches to be removed from the site;
- Fallen tree limbs to be cleaned up; and
- Two replacement picnic benches to be placed on site.

Depending on Council's long-term intention for the site, additional safety measures (i.e. fencing), may need to be considered in the future. It is important to note the safety aspect applies to both the current site and Mill Park and therefore will need to be considered for both possible eventualities.

Risks of Relocation

Although there is no doubt of the commitment of the current KPA membership to the proposal, there are some possible risks associated with the proposed approach. Officers are aware of several incidents in other local government authorities involving agreements with individuals or community groups which have not eventuated as originally planned. Generally these have been the result of one or more of the following:

- Unclear expectations on both sides as to the details of the agreement that has led to later issues;
- Change of community group personnel after an agreement is made, potentially resulting in there no longer being the level of commitment as originally indicated;
- Unforeseen events that change the context in which the original agreement was made, thereby resulting in a request for changes to the agreement.

Council will need weigh up the possibility of one of the above potential outcomes and determine the extent that it is willing to deal with a particular situation if one was to arise. This could include the potential for local volunteer groups to fracture, lose key members with relevant skills and expertise/equipment, or not being able to maintain ongoing maintenance as the KPA has currently suggested it is able to do.

A further risk with relocating the machinery relates to the dilapidated nature of the machinery itself. Concern has been raised that the machinery may fall apart if an attempt was made to relocate it. If its relocation is supported, it will first require a full assessment by suitably qualified personnel to ensure that it is suitable for relocation.

Options

In light of the above, officers are of the opinion that there are several options available to Council in determining the matter as follows:

- Retain the machinery in place;
- Support the KPA's request to relocate the machinery to Mill Park;
- Partially support the KPA's request, by approving some items to be relocated to Mill Park whilst retaining others at the current site.

Each of these will be examined in further depth.

Option 1: Retain machinery at the Donnybrook Arboretum (Recommended)

This option would retain the machinery at the Arboretum site, however raises some other questions with regards to the long-term future of the site. Council still needs to establish a position for the long term intent for the site, however this falls outside the scope of this report and will be presented in a separate report to Council in the future. It is acknowledged that the precinct was created at a time when there was greater community involvement, however in the absence of this, Council will need to determine the extent to which it is willing to take responsibility for the site and the machinery.

Option 2: Support the KPA's request to relocate the machinery to Mill Park

This approach would require an appropriate agreement to be drawn up between the Shire and the KPA. At this stage there is still some uncertainty with regards to who would be funding what, as well as other aspects such as insurance and roles and responsibilities of each party. Further consideration would need to be given to these factors (and possibly others) to determine an appropriate model that would work for both parties and avoid future complications. Legal advice may be required at this point to ensure that any agreement is robust.

In the event of this approach being supported, it would also need to be subject to the pending development application for Mill Park being supported by Council, inclusive of the machinery. The development application will also need to be amended to incorporate any safety measures (if applicable) identified in the safety audit.

Option 3: Partially support the KPA's request to relocate the machinery to Mill Park, by approving some items to be removed whilst retaining others at the current site

It was identified in the submissions that there are those who consider the machinery represents a landmark entry point into the town of Donnybrook. One way of partially maintaining this element, whilst fulfilling the KPA request would be for Council to agree to remove some of the equipment whilst retaining other items at the present site. In particular, it is considered that the 'whim' on the corner of Irishtown Road and South Western Highway could possibly be retained (and restored) to perform this 'entry statement' function whilst the steam engine and other items set back from the road could possibly be removed.

This option contains various components of the previous options and therefore Council would need to consider implementing a range of appropriate measures if this were the preferred approach.

FINANCIAL IMPLICATIONS

The financial implications will largely be dependent on the decision of Council in responding to the KPA's request.

If supported, the removal of the equipment would require the use of heavy machinery, including a crane and would also require the removal of the existing shade structure. The ultimate cost will largely depend on where the equipment is to be re-located (in the first instance) and whether multiple trips are required.

The KPA has indicated it may have access to various pieces of machinery to facilitate the relocation, however specific details of this are yet to be determined.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

The relocation of the equipment would be subject to the Shire issuing a development approval for the pending application, inclusive of any machinery supported to be removed.

CONCLUSION

Whilst Shire staff appreciate the intent behind the KPA's request to relocate the machinery from the Arboretum to Mill Park, it is considered the proposal raises several community and practical issues.

It is acknowledged that the Arboretum has not been maintained to its previous standard in recent years which is largely due to the dissolution of the Friends of the Arboretum group who previously maintained the site in a volunteer capacity. However, as indicated in the submissions received, there appears to be local support for the retention of this facility in its present location. Staff concur with many of the submissions of support that the precinct, inclusive of the machinery, provides a landmark entry statement to the Donnybrook townsite. Furthermore, due to the community involvement in the installation of the heritage machinery component it has its own social heritage significance to the local community, separate to any heritage significance associated with the Arboretum.

The KPA is an active and vibrant group seeking to improve the local amenity and economic prospects of Kirup and it should be commended for its pro-active approach. It is recommended that the Shire continue to work closely with the KPA to investigate alternative options for Mill Park to achieve its objectives of increasing economic/tourist activity which may include assisting in identifying avenues for external funding if available.

EXECUTIVE RECOMMENDATION

That Council:

1. Commends the Kirup Progress Association for its pro-active approach to promoting and improving the Kirup townsite;
2. Advises the Kirup Progress Association that it is not supportive of the Association's request to re-locate historical milling equipment currently located at Reserve 8979 (Donnybrook Arboretum) to Reserve 46896 (Kirup Mill Park) for the following reason:
 - 2.1 The milling equipment is considered to have social heritage significance to the Donnybrook community due to the involvement of community members in installing it in 1979 and its ongoing contribution to Donnybrook's sense of place.
3. Instructs the Chief Executive Officer to liaise with the Kirup Progress Association to:
 - 3.1 Investigate alternative opportunities for developing Mill Park to create added interest and underpin economic support for businesses in Kirup;
 - 3.2 Explore external funding opportunities for planning and constructing concepts for developing Mill Park.

Cr Wringe declared an impartiality interest in the item due to her involvement with the Kirup Progress Association.

Cr Lindemann and Cr Wringe declared an impartiality interest in the item due to their involvement with the Donnybrook Chamber of Commerce.

ALTERNATE MOTION

Moved: Cr Mitchell

Seconded: Cr Tan

That Council:

1. **Commends the Kirup Progress Association for its pro-active approach to promoting and improving the Kirup townsite;**
2. **Advises the Kirup Progress Association that Council provides its in-principle support for the Association's request to re-locate historical milling equipment currently located at Reserve 8979 (Donnybrook Arboretum) to Reserve 46896 (Kirup Mill Park) subject to the following:**

- 2.1 A report being prepared prior to any actions being taken addressing the following:**
 - 2.1.1 Current condition of all machinery;**
 - 2.1.2 Any constraints that may prevent the re-location of the machinery in its present condition;**
 - 2.1.3 Nature and extent of all works required to refurbish the machinery to an acceptable standard;**
 - 2.1.4 Indicative costs for re-location and refurbishment;**
 - 2.1.5 Any public safety measures that may be required for the machinery's installation at Mill Park.**
- 2.2 The Kirup Progress Association reviewing the report as identified in 2.1, further confirming its commitment to the proposal, and presenting a detailed proposal to the Shire outlining the following:**
 - 2.2.1 Proposed method of re-location taking into account any constraints identified;**
 - 2.2.2 Details of how the KPA intends to refurbish the equipment to an acceptable standard for public display;**
 - 2.2.3 Contributions (financial or in-kind) the KPA is able to commit to the re-location and refurbishment of the machinery;**
 - 2.2.4 Details of any request for financial or in-kind support from the Shire;**
 - 2.2.5 Details of any relevant skills, expertise or equipment at the KPA's disposal to support the re-location and refurbishment of the machinery;**
 - 2.2.6 Details of the KPA's long-term commitment to the ongoing maintenance of the machinery once installed;**
 - 2.2.7 Details of any safety measures that will be implemented.**
- 3. Instructs the Chief Executive Officer to prepare the report as indicated in Resolution 2.1, using Shire staff wherever possible, however noting that expert advice (and associated costs) may be required for specialised advice regarding the machinery's condition, re-location and refurbishment. All costs associated with the preparation of the report are to be borne by the Shire, using the 2019/20 Kirup Townscape budget allocation.**

- 4. Instructs the Chief Executive Officer to prepare a further report for Council's consideration addressing all items contained in Resolution 2 and 3 and making further recommendations to Council with regard to:**
 - 4.1 The suitability of the machinery for relocation and refurbishment as proposed by the KPA;**
 - 4.2 Any financial and/or resource implications for the Shire (both short term and long term);**
 - 4.3 Risks inherent with the proposal and any measures required to address them;**
 - 4.4 The capability and capacity of the KPA to undertake any required works;**
 - 4.5 Any formal agreements that may be necessary (i.e. Memorandum of Understanding) to clarify roles and responsibilities into the future.**

LOST 4/5

**COUNCIL RESOLUTION 73/19
(Alternate Motion)**

Moved: Cr King Seconded: Cr Tan

- 1. Commends the Kirup Progress Association for its proactive approach to promoting and improving the Kirup townsite;**
- 2. Defers its final decision regarding the potential relocation of the milling equipment from the Donnybrook Arboretum to Kirup Mill Park to enable Council to first consider a separate report presenting options for the long- term future for the Arboretum site at the September 2019 Ordinary Council Meeting;**
- 3. Instructs the Chief Executive Officer to prepare a separate report for Council to be presented at the September 2019 Council Ordinary Council Meeting presenting options for the long-term future of the Arboretum site (inclusive and exclusive of the milling machinery) and addressing the following:**
 - 3.1 Potential improvements to return the Arboretum site to a suitable standard to attract passing visitors to spend time at the locality;**
 - 3.2 Indicative costs to the Shire to improve the site to a suitable standard;**
 - 3.3 Details of any external contributions that may be forthcoming (financial or in-kind) from interested individuals, businesses or community groups;**

3.4 Details of any external grant funding that may be applicable to improvement works at the site

4. Instructs the Chief Executive Officer to undertake any actions required to determine and provide for Council’s consideration at the September 2019 Ordinary Council Meeting further information addressing the following:

4.1 Current condition of all historical milling machinery;

4.2 Any constraints that may prevent the re-location of the machinery in its present condition

4.3 Nature and extent of all works required to refurbish the machinery to an acceptable standard;

4.4 Indicative costs for re-location and refurbishment;

4.5 Any public safety measures that may be required for the machinery’s installation at Mill Park.

CARRIED 8/1

9.7 EXECUTIVE MANAGER OPERATIONS**Moved: Cr Atherton****Seconded Cr Tan****To deal with item 9.7.1 out of sequence of the agenda, prior to item 9.1.3****Carried 9/0****9.7.1 STRATEGIC DIRECTION FOR DONNYBROOK ARBORETUM SITE AND RESPONSE TO KIRUP PROGRESS ASSOCIATION REQUEST TO RE-LOCATE HISTORICAL MILLING EQUIPMENT**

Location	Donnybrook Arboretum (Reserve 8979)
Applicant	Kirup Progress Association
File Reference	A3617
Author	Steve Potter (Executive Manager Operations)
Responsible Manager	Steve Potter (Executive Manager Operations)
Attachments	9.7.1(1a) and (1b) - Cost Tables 9.7.1(2) ARBEX Submission 9.7.1(3) KPA Submission
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> • Council is requested to consider possible scenarios to establish its long term strategic vision for the Donnybrook Arboretum. • Council is also being requested to determine the Kirup Progress Association's request to relocate historical milling machinery from the Arboretum to Mill Park in Kirup. • Officers are recommending the Arboretum site be improved to a standard reflective of its use and the existing milling equipment be retained at the Arboretum site.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
2.1 An attractive and maintained built environment	2.1.1 Maintain, renew an improve infrastructure within allocated resources	2.1.1.2 Seek funding for development and renewal of infrastructure
3.2 An engaged, supportive and inclusive community	3.2.1 Provide and maintain appropriate community facilities	3.2.1.3 Maintain community facilities within resource capacity

BACKGROUND

At the Ordinary Council Meeting on 26 June 2019 Council resolved the following in response to a formal request by the Kirup Progress Association (KPA) to re-locate historical timber machinery currently installed at the Donnybrook Arboretum to Mill Park in Kirup:

“That Council:

1. *Commends the Kirup Progress Association for its proactive approach to promoting and improving the Kirup townsite;*
2. *Defers its final decision regarding the potential relocation of the milling equipment from the Donnybrook Arboretum to Kirup Mill Park to enable Council to first consider a separate report presenting options for the long-term future for the Arboretum site at the September 2019 Ordinary Council Meeting;*
3. *Instructs the Chief Executive Officer to prepare a separate report for Council to be presented at the September 2019 Ordinary Council Meeting presenting options for the long-term future of the Arboretum site (inclusive and exclusive of the milling machinery) and addressing the following:*
 - 3.1 *Potential improvements to return the Arboretum site to a suitable standard to attract passing visitors to spend time at the locality;*
 - 3.2 *Indicative costs to the Shire to improve the site to a suitable standard;*
 - 3.3 *Details of any external contributions that may be forthcoming (financial or in-kind) from interested individuals, businesses or community groups;*
 - 3.4 *Details of any external grant funding that may be applicable to improvement works at the site.*
4. *Instructs the Chief Executive Officer to undertake any actions required to determine and provide for Council’s consideration at the September 2019 Ordinary Council Meeting further information addressing the following:*
 - 4.1 *Current condition of all historical milling machinery;*
 - 4.2 *Any constraints that may prevent the re-location of the machinery in its present condition;*
 - 4.3 *Nature and extent of all works required to refurbish the machinery to an acceptable standard;*
 - 4.4 *Indicative costs for re-location and refurbishment;*
 - 4.5 *Any public safety measures that may be required for the machinery’s installation at Mill Park.”*

DETAILS

Officers have collated information pertaining to each of the points indicated in Council’s resolution above which will be addressed in turn:

Potential improvements to return the Arboretum site to a suitable standard to attract passing visitors to spend time at the locality;

Officers have prepared three different scenarios for Council’s consideration, as per the tables presented in Attachment 9.7.1(1a) and (1b). The scenarios presented are ‘basic’, ‘intermediate’ and ‘advanced’ with the standard of facilities provided under each scenario ranging from undertaking quarterly modest site maintenance and providing minimal facilities under the ‘basic’ scenario, to installing public toilets, picnic and barbecue facilities and formalised footpaths with a corresponding higher level of maintenance under the ‘advanced’ scenario. Ultimately, there are a number of different approaches open to Council which may involve a mixture of elements of different scenarios, however any strategic direction adopted will have its own implications in terms of up-front capital and on-going operational costs.

Indicative costs to the Shire to improve the site to a suitable standard

The tables in Attachment 9.7.1(1a) and (1b) include estimated up-front capital and ongoing operational costs for each of the scenarios presented which are summarised in the below table:

Scenario	Capital Costs	Operational Costs (per annum)
Basic	\$70,133	\$16,000
Intermediate	\$108,471	\$34,000
Advanced	\$452,183	\$89,000

Full details of the elements that contribute to these overall figures are provided in the attachment.

Details of any external contributions that may be forthcoming (financial or in-kind) from interested individuals, businesses or community groups;

Officers contacted those individuals who made a formal submission when the matter was previously advertised to seek clarification as to any financial or in-kind contributions they may be willing to make to the future development and/or maintenance of the Arboretum site. Council received one submission from a group identifying as ARBEX who have indicated a willingness to make a contribution, however the nature and extent of this contribution is yet to be determined. ARBEX suggests a Working Group (or similar) be formed to coordinate improvements to the site. The written submission received is provided in Attachment 9.7.1(2).

Details of any external grant funding that may be applicable to improvement works at the site

Officers have contacted Lotterywest which is possibly the most likely source of external funding. Advice received from Lotterywest indicates that significant planning would need to be undertaken upfront to support an application and would likely require a financial co-contribution from Council. The following project assessment criteria were also provided by Lotterywest:

- *Demonstrated community need/opportunity;*
- *Collaboration with the community and sector (including relevant government agencies);*
- *Suitable partnerships in place;*

- *Sound plans for the initiative (project plans), including what will be delivered and achieved and how this will be evaluated and shared;*
- *The resources needed for the initiative and demonstrate value;*
- *A sound budget for the overall initiative and showing what is requested from Lotterywest;*
- *Appropriate levels of funding from the Shire and other sources;*
- *Demonstration of how the grant outcomes will be achieved and how this will contribute towards Lotterywest's Framework outcomes;*
- *What happens after the grant ends;*
- *Documents to help support the request such as a needs assessment, feasibility study, business case, project plan, evaluation plan.*

Current condition of all historical milling machinery

Shire officers invited a representative of a local historical machinery museum to inspect the machinery on site who advised the following:

- The equipment is in a generally poor state of repair;
- Restoring the equipment to a functional standard is unlikely and based on their experience would require a significant amount of time and may be cost-prohibitive;
- The steam engine boiler is rusted through and is likely to have rusted from the inside out and therefore it may have significant internal deterioration;
- It was recommended that the items be sandblasted / painted / superficially repaired to form a 'static display';
- It was recommended that missing belts and pulleys be reinstated, which could be undertaken without significant costs.

Any constraints that may prevent the re-location of the machinery in its present condition

Shire officers met with a representative from a local crane company who advised that it would be a reasonably straightforward exercise to re-locate the existing milling machinery including the steam engine (subject to the existing timber shelter structure first being removed). They advised that they had previously moved similar type equipment in Manjimup and that it was unlikely to cause them any issues.

Nature and extent of all works required to refurbish the machinery to an acceptable standard

Shire officers have liaised with a local sandblasting/painting contractor to determine what would be required to refurbish the steam boiler to a reasonable condition for static display and they have provided advice and indicative costs (outlined in the following section) for the work involved.

With regards to the timber whim, advice received is that it is difficult to put a cost on restoration as it would be labour intensive and likely to require the re-fabrication of bespoke timber components to replace those that are beyond repair. If this item is to be restored, it is likely to require the services of dedicated volunteers with the relevant expertise to undertake the required works.

Indicative costs for re-location and refurbishment

The crane company has estimated the cost of relocating the steam boiler to Kirup would be in the vicinity of \$2,500-\$3,000 depending on the time required.

The cost of removing the existing timber structure would depend on whether it was to be demolished, reinstated on the same site, or re-located and re-constructed on another site. Demolition and disposal is likely to be relatively inexpensive, however the other two options would be more expensive due to the labour intensive nature of reconstruction.

The advice received is that it would cost approximately \$6,000 to sandblast and respray the steam engine which includes the sandblasting and spray painting up to the roofline (red body and black wheels). Due to parts of the boiler being rusted through, there would also need to be some superficial plate welding undertaken which would be an additional cost, although unlikely to be significant.

Any public safety measures that may be required for the machinery's installation at Mill Park.

Officers have recently undertaken a range of minor works at the Arboretum site from a safety perspective which has included welding and securing moving machinery parts to avoid injury to members of the public.

It is possible that if the machinery were to be re-located to Mill Park appropriate fencing may need to be installed to prevent people (including children) from interacting with the machinery. It is important to note that these safety measures would likely apply to either site and therefore is applicable to both possible outcomes.

Officers have costed the installation of 1.2m high open style fencing at \$196/m. It will depend on the extent of fencing undertaken as to the cost as per the following table with the following estimates provided based on the existing site:

Area	Fence length	Cost
Shed surrounds	66m (15 x 18m)	\$12,936
Well / Mock Mine	100m (10 x 10m)	\$19,600
Whim	24m (8 x 3m)	\$4,704
Totals	190m	\$37,240

Kirup Progress Association Submission

The KPA has made a submission to Council containing further information about its intended activities with regard to re-locating and refurbishing the machinery and also outlining indicative cost estimates for the works involved. Whilst there are some slight differences to the costs obtained by staff, they are generally consistent. It is noted that the costs provided by the KPA also include volunteer labour and in-kind contributions, which has not been taken into account by staff when determining costs based on market rates. The KPA's submission is included in Attachment 9.7.1(3)

CONSULTATION

This matter has previously been advertised publicly on two separate occasions.

At a recent presentation to Council representatives of the Golden Valley Tree Park advised that they had undertaken a preliminary assessment at the Arboretum and suggested that the trees may benefit from some thinning. When conducting future tree maintenance at the Arboretum it is recommended that further consultation is undertaken with this group who have a high level of expertise in this area.

Since Council last considered the matter, officers have further liaised with those that made submissions in an endeavor to determine the level of their commitment and seek an indication of the nature of contributions that may be forthcoming.

As identified previously in this report, a group identifying as ARBEX have indicated a willingness to assist with the site and it is recommended that the Chief Executive Officer be authorised to liaise with this and any other incorporated body which may have an interest in achieving Council's identified outcomes for the site. A recommended resolution has been included to this effect (Attachment 9.7.1(2)).

The KPA have also made a further submission (Attachment 9.7.1(3)).

FINANCIAL IMPLICATIONS

There are both up-front and ongoing operational financial implications, depending on the strategic direction determined by Council and the availability of volunteer assistance.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

OFFICER COMMENT

Whilst there are a number of factors to take into account, officers consider determining the matter essentially comes down to resolving two pivotal questions as follows:

1. What is Council's long-term strategic intent for the Arboretum site and what needs to be done to achieve this vision?
2. Does this long term vision involve the milling equipment on the site or could this be removed and used elsewhere (Mill Park)?

Each of these will be addressed separately.

Strategic Vision for Arboretum Site

Prior to considering any future strategic direction for the Arboretum site, it is important to note that Council has previously considered this matter in adopting the Donnybrook Townscape Plan 2012-17 (DTP). Whilst it is acknowledged that the DTP may be outdated, it includes Council's former strategic direction for the Arboretum site which formed part of the 'Irishtown Road Heritage Precinct' with the following recommendations:

- a. *Support Donnybrook Friends of the Arboretum Group in management and promotion of the Arboretum, including priority projects such as:*
 - *Low fuel and weed management;*
 - *Protection of arboretum timber species through installation of bollards and re-installation of timber species signage;*
 - *Removal of existing benches and barbecues and installation of new benches;*
 - *Safety and security upgrades to machinery and timber display;*
 - *Improved harvest Highway signage to replace existing, encouraging visitors into Donnybrook.*
- b. *Lobby Main Roads Western Australia to prioritise the planned Tourist Information Bay. Consideration should be given to parking for caravans and campers, tourist information and directional signage.*
- c. *Secure contributions from future subdivisions for pedestrian linkages to the Donnybrook Townsite and prioritise walk trails as part of Council's Trails Masterplan.*
- d. *In conjunction with local environmental groups and State government agencies, implement the rehabilitation plan for the Preston River.*

In terms of the current situation with regard to the above recommendations the following comments are provided:

- The Friends of the Arboretum Group is no longer in existence and therefore the site has been largely neglected in recent years as the Shire has historically not dedicated funds for ongoing maintenance and/or improvements.
- When upgrading this section of the highway Main Roads WA advised it was not generally supportive of the proposal to construct a Tourist Information Bay adjacent to the highway. MRWA further advised that if Council wished to pursue the option it would need to fund all works and consequently it was not progressed. There is currently sufficient space for caravans etc. to park at the rear of the Arboretum.
- Without a dedicated Developer Contribution Scheme being in place approved by the Western Australian Planning Commission (WAPC), the Shire does not have the ability to request developers contribute to district level pathways outside of their development area.

- Officers understand the rehabilitation plan referred to relates to the entire stretch of Preston River and not just this locality. It is unclear as to how much rehabilitation has been undertaken at this site. It is noted that generally rehabilitation of waterways is the responsibility of the Department of Water and Environmental Regulation (DWER).

In light of the above, it can be concluded that the DTP and the recommendations contained therein pertaining to the Arboretum may have become irrelevant over time due to changing circumstances and/or are unachievable due to lack of support, funding or compliance with the regulatory framework. It therefore may be time for Council to revisit its long term strategy for the subject site in determining the path forward.

In making a decision on how to proceed in this regard, officers consider that the following considerations are relevant:

- Despite the fact that there may be community volunteers interested in assisting, Council should not rely on the availability of volunteers when making long-term decisions for either the Arboretum site or Mill Park (or any other Shire facility/asset). It is the Executive's recommendation that, as a Shire asset, the Shire should budget the full capital and operating costs for its own assets / facilities; any benefits derived from volunteering or benevolent contributions should be taken as a 'windfall gain', enabling the Shire to re-direct resources (financial or human) into other community activities, services or initiatives.
- External grant funding may be available in the future, however it will require significant planning up-front to meet the assessment criteria for any funding body. As the Arboretum is not identified as a priority project in the Shire's Corporate Business Plan, officers do not consider that it is warranted spending the Shire's human or financial resources on undertaking additional works for this locality at this time.
- As the Arboretum was previously managed by volunteers, there was no annual maintenance allocation in the budget. An annual maintenance allocation specific to the Arboretum should be considered in any future budgets, regardless of which direction is supported by Council.

If it is accepted that Council is primarily responsible for the site and will likely fund the majority of any upgrades and ongoing maintenance, it is important to determine the long term function of the site in this light. In reviewing the details of the DTP, it is evident that it was viewed at that time as a location where tourists would stop off and possibly get some information about the town. It is noted that the planned upgrades under the DTP were reasonably modest in scale and largely involved replacement of benches, installation of signage and new pathways. It is therefore apparent that the site was never intended to represent a major tourist drawcard in its own right, but rather has always been intended as a pleasant stopover for visitors on their entry into town.

It is officers' position that despite the DTP possibly being a little outdated, the existing function of the site is largely consistent with the intent identified in the DTP with caravans / motorhomes etc. often being observed at the site. Furthermore, the use of the site for this purpose is considered the most appropriate one – that is, as a low key rest stop, and that Council's long term intentions for the site should reflect this. This

does not mean that the site does not require some attention, however officers are suggesting that any future improvements be of a modest scale and that the site be maintained to a minimal standard, to retain its natural feel, as well as taking into account the financial implications to the Shire.

One component that could be improved with relatively minimal cost is information signage associated with the historical machinery (if retained at the site) and arboretum trees and therefore a higher standard is recommended across all three scenarios in this regard to provide added interest for visitors.

Retention / Removal of Milling Machinery

Council has been requested by the Kirup Progress Association (KPA) to approve the re-location of the existing milling machinery located at the Arboretum to Mill Park in Kirup. When Council previously considered the matter in June 2019, it requested additional research be undertaken by staff to ascertain indicative costs for relocation and whether there were any constraints that would prevent this from occurring. As evidenced earlier in this report, the information collated indicates that the machinery could be moved without too much difficulty and the costs of doing so are reasonable. Furthermore, the submission by the KPA suggests they have the capacity to undertake the relocation and refurbishment of the machinery. As such, if Council is of the view that it wishes to approve the KPA's request, then officers are confident this could be practically achieved, subject to suitable checks and balances being put into place.

In terms of the equipment's contribution to the function of the Arboretum site, officers are of the view that whilst the machinery may create a mild point of interest, its existence is perhaps unlikely to make visitors stop (who were not otherwise planning on doing so) and this would likely be the case even if superficial improvements were made to the site and machinery. Essentially, the site operates as a low-key rest stop and the existence or removal of the machinery is considered unlikely to have a significant impact in this regard.

In terms of determining the appropriate path forward with regards to the KPA's request to re-locate the machinery to Mill Park, it very much depends on which lens Council uses in making a decision. If Council is viewing it from a financial perspective, then it may make sense to approve the KPA's request as they are proposing to fully fund the re-location and restoration of the equipment which would save the Shire from funding such works and they have furthermore committed to maintaining the equipment once it is installed. However, as previously mentioned, officers caution Council from making long-term decisions on the basis of relying on volunteer groups as the Shire is ultimately responsible and will potentially need to maintain the machinery in whichever location it ends up.

In the previous report presented to Council, officers suggested that the machinery held local social heritage significance, due to its association with local community groups (including Rotary and Apex) and its contribution to Donnybrook's sense of place and therefore should be retained at the present site. Without repeating the information in this report, officers reiterate this position and are therefore recommending that Council resolves to retain the existing machinery at the Arboretum site, whilst wishing to acknowledge the positive contribution of the KPA.

CONCLUSION

The KPA's request to relocate the historical milling machinery at the Arboretum to Mill Park has caused Council to re-consider its long-term vision for the Arboretum site.

Officers have reviewed the previous strategic direction identified by Council and have determined that under the DTP, the intent for the site was always for it to be a low-key rest stop for travelling visitors and that this should remain so.

Possible improvements have been identified and indicative costs provided and officers are recommending that basic improvements be introduced through the Shire's Parks and Reserves Asset Management Plan, and an annual maintenance allocation be introduced into the 2020/21 Budget and on an annual basis thereafter. This approach will enable improvements to be made gradually over time, and a minimal standard of maintenance undertaken, without having a significant impact on the Shire Budget.

With regard to the milling equipment, officers are recommending that the equipment remain on site for the reasons outlined in the June report, however if Council is of the view that it wishes to approve the KPA's request, it is recommended that it does so in line with the following alternate resolution:

ALTERNATE EXECUTIVE RECOMMENDATION

That Council:

1. *Reaffirms that Council's strategic direction for the Donnybrook Arboretum site is to perform the function of a low-key tourist rest stop (without bathroom / toilet or any extended or overnight-stay facilities);*
2. *Commits to the following improvements to the Arboretum site which shall be included in future revisions of the Parks and Reserves Asset Management Plan from 2020/21 onwards for consideration in future budgets:*

Year	Item	Cost
2020/21	2 x Bench Seats and 2 x Picnic Tables	\$9,652
2020/21	Signage (Trees)	\$3,000
2021/22	Gravel Path (310m)	\$18,135
2022/23	Information Bay	\$20,000

3. *Commits to considering the following allocation in the Shire's Annual Budget, from 2020/21 onwards, for the ongoing maintenance of the Arboretum site:*
 - 3.1 *Annual Tree Maintenance (\$10,000 p/a)*
 - 3.2 *Quarterly Site Maintenance (\$4,000 p/a)*
4. *Requests the Chief Executive Officer to liaise with community groups (with Incorporation status, or otherwise) that may provide voluntary assistance or co-contribution (financial, in-kind, materials or other) to Council in improving the site with regard to tree maintenance and interpretive signage.*

5. *Approves ‘in-principle’ the Kirup Progress Association’s request to relocate all historical milling machinery and associated equipment currently located at the Donnybrook Arboretum to Mill Park in Kirup, subject to the following conditions:*
 - 5.1 *Prior to any works being undertaken the KPA is to submit a detailed ‘Relocation and Refurbishment Management Plan’ to the satisfaction of the Chief Executive Officer outlining the following:*
 - 5.1.1 *Proposed method of relocation taking into account any constraints identified;*
 - 5.1.2 *Details of any interim storage of the equipment whilst it is being restored, prior to installation at Mill Park;*
 - 5.1.3 *Details of how the KPA intends to refurbish the equipment to an acceptable standard for public display;*
 - 5.1.4 *Details of any relevant skills, expertise or equipment at the KPA’s disposal to support the re-location and refurbishment of the machinery;*
 - 5.1.5 *Details of the KPA’s long-term commitment to the ongoing maintenance of the machinery once installed;*
 - 5.1.6 *Details of any safety measures that will be implemented at Mill Park to prevent injury to members of the public.*
6. *Subject to the ‘Relocation and Refurbishment Management Plan’ referred to in Point 5 being approved by the Chief Executive Officer, a formal agreement is to be prepared and signed by the Chief Executive Officer / Shire President and the Kirup Progress Association, outlining the responsibilities of each party, with any contentious issues to be brought back to Council for further consideration.*
7. *Subject to the formal agreement referred to in Point 6 being entered into by both parties, authorises the Kirup Progress Association to commence works involving the re-location of the equipment from the Arboretum to Mill Park.*

EXECUTIVE RECOMMENDATION

That Council:

1. Reaffirms that Council’s strategic direction for the Donnybrook Arboretum site is to perform the function of a low-key tourist rest stop (without bathroom / toilet or any extended or overnight-stay facilities);
2. Commits to the following improvements to the Arboretum site which shall be included in future revisions of the Parks and Reserves Asset Management Plan from 2020/21 onwards for consideration in future budgets:

Year	Item	Cost
2020/21	Safety Fencing (Shed structure only)	\$12,936
2020/21	2 x Bench Seats and 2 x Picnic Tables	\$9,652
2021/22	Sandblasting / Painting Machinery (Steam Engine)	\$8,000
2021/22	Interpretive Signage (Trees and Machinery)	\$5,000
2022/23	Gravel Path (310m)	\$18,135
2023/24	Information Bay	\$20,000

3. Commits to considering the following allocation in the Shire’s Annual Budget, from 2020/21 onwards, for the ongoing maintenance of the Arboretum site:
 - 3.1 Annual Tree Maintenance (\$10,000 p/a);
 - 3.2 Quarterly Site Maintenance (\$4,000 p/a).
4. Requests the Chief Executive Officer liaise with community groups (with Incorporation status, or otherwise) that may provide voluntary assistance or co-contribution (financial, in-kind, materials or other) to Council in improving the site with regard to machinery restoration, tree maintenance and interpretive signage.
5. Advises the Kirup Progress Association that it is not supportive of the Association’s request to re-locate historical milling equipment from the Donnybrook Arboretum to Kirup Mill Park for the following reason:
 - 5.1 The milling equipment is considered to have social heritage significance to the Donnybrook community due to the involvement of community members in installing it in 1979 and its ongoing contribution to Donnybrook’s sense of place.
6. Instructs the Chief Executive Officer to liaise with the Kirup Progress Association to:
 - 6.1 Investigate alternative opportunities for developing Mill Park to create added interest and underpin economic activity support for businesses in Kirup;
 - 6.2 Explore external funding opportunities for designing, planning and constructing concepts for developing Mill Park.

**COUNCIL DECISION 141/19
(Alternate Motion)**

Moved: Cr Mitchell

Seconded: Cr Tan

That Council:

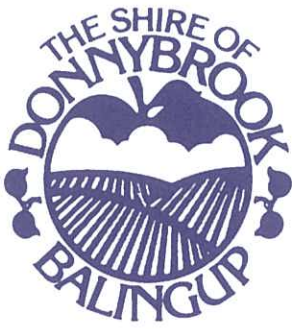
- 1. Reaffirms that Council’s strategic direction for the Donnybrook Arboretum site is to perform the function of a low-key tourist rest stop (without bathroom / toilet or any extended or overnight-stay facilities);**
- 2. Commits to the following improvements to the Arboretum site which shall be included in future revisions of the Parks and Reserves Asset Management Plan from 2020/21 onwards for consideration in future budgets:**

Year	Item	Cost
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2021/22	Gravel Path (310m)	\$18,135
2022/23	Information Bay	\$20,000

- 3. Commits to considering the following allocation in the Shire’s Annual Budget, from 2020/21 onwards, for the ongoing maintenance of the Arboretum site:**
 - 3.1 Annual Tree Maintenance (\$10,000 p/a)**
 - 3.2 Quarterly Site Maintenance (\$4,000 p/a)**
- 4. Requests the Chief Executive Officer to liaise with community groups (with Incorporation status, or otherwise) that may provide voluntary assistance or co-contribution (financial, in-kind, materials or other) to Council in improving the site with regard to tree maintenance and interpretive signage.**
- 5. Approves ‘in-principle’ the Kirup Progress Association’s request to relocate all historical milling machinery and associated equipment currently located at the Donnybrook Arboretum to Mill Park in Kirup, subject to the following conditions:**
 - 5.1 Prior to any works being undertaken the KPA is to submit a detailed ‘Relocation and Refurbishment Management Plan’ to the satisfaction of the Chief Executive Officer outlining the following:**

- 5.1.1 Proposed method of relocation taking into account any constraints identified;**
 - 5.1.2 Details of any interim storage of the equipment whilst it is being restored, prior to installation at Mill Park;**
 - 5.1.3 Details of how the KPA intends to refurbish the equipment to an acceptable standard for public display;**
 - 5.1.4 Details of any relevant skills, expertise or equipment at the KPA's disposal to support the re-location and refurbishment of the machinery;**
 - 5.1.5 Details of the KPA's long-term commitment to the ongoing maintenance of the machinery once installed;**
 - 5.1.6 Details of any safety measures that will be implemented at Mill Park to prevent injury to members of the public.**
- 6. Subject to the 'Relocation and Refurbishment Management Plan' referred to in Point 5 being approved by the Chief Executive Officer, a formal agreement is to be prepared and signed by the Chief Executive Officer / Shire President and the Kirup Progress Association, outlining the responsibilities of each party, with any contentious issues to be brought back to Council for further consideration.**
- 7. Subject to the formal agreement referred to in Point 6 being entered into by both parties, authorises the Kirup Progress Association to commence works involving the re-location of the equipment from the Arboretum to Mill Park.**

Carried 6/3



All communications to be addressed to:
the Chief Executive Officer
P.O. Box 94
Donnybrook, W.A. 6239
Telephone: (08) 9780 4200
Facsimile: (08) 9731 1677
Email: shire@donnybrook.wa.gov.au
Website: www.donnybrook-balingup.wa.gov.au

Your Ref:
Our Ref:
Enquiries:

Mr Ron Rees
President
Kirup Progress Association
ronatdr@gmail.com



Dear Ron,

RELOCATION OF MILLING EQUIPMENT

Council at its Ordinary Meeting held 25 September 2019, resolved the following:

That Council:

1. ***Reaffirms that Council's strategic direction for the Donnybrook Arboretum site is to perform the function of a low-key tourist rest stop (without bathroom / toilet or any extended or overnight-stay facilities);***
2. ***Commits to the following improvements to the Arboretum site which shall be included in future revisions of the Parks and Reserves Asset Management Plan from 2020/21 onwards for consideration in future budgets:***

<i>Year</i>	<i>Item</i>	<i>Cost</i>
<i>2020/21</i>	<i>2 x Bench Seats and 2 x Picnic Tables</i>	<i>\$9,652</i>
<i>2020/21</i>	<i>Signage (Trees)</i>	<i>\$3,000</i>
<i>2021/22</i>	<i>Gravel Path (310m)</i>	<i>\$18,135</i>
<i>2022/23</i>	<i>Information Bay</i>	<i>\$20,000</i>

3. ***Commits to considering the following allocation in the Shire's Annual Budget, from 2020/21 onwards, for the ongoing maintenance of the Arboretum site:***

3.1 Annual Tree Maintenance (\$10,000 p/a)

3.2 Quarterly Site Maintenance (\$4,000 p/a)

OUR VISION:
A proud community enjoying our rural lifestyle, cultural heritage and natural environment.



4. ***Requests the Chief Executive Officer to liaise with community groups (with Incorporation status, or otherwise) that may provide voluntary assistance or co-contribution (financial, in-kind, materials or other) to Council in improving the site with regard to tree maintenance and interpretive signage.***

5. ***Approves 'in-principle' the Kirup Progress Association's request to relocate all historical milling machinery and associated equipment currently located at the Donnybrook Arboretum to Mill Park in Kirup, subject to the following conditions:***
 - 5.1 ***Prior to any works being undertaken the KPA is to submit a detailed 'Relocation and Refurbishment Management Plan' to the satisfaction of the Chief Executive Officer outlining the following:***
 - 5.1.1 ***Proposed method of relocation taking into account any constraints identified;***
 - 5.1.2 ***Details of any interim storage of the equipment whilst it is being restored, prior to installation at Mill Park;***
 - 5.1.3 ***Details of how the KPA intends to refurbish the equipment to an acceptable standard for public display;***
 - 5.1.4 ***Details of any relevant skills, expertise or equipment at the KPA's disposal to support the re-location and refurbishment of the machinery;***
 - 5.1.5 ***Details of the KPA's long-term commitment to the ongoing maintenance of the machinery once installed;***
 - 5.1.6 ***Details of any safety measures that will be implemented at Mill Park to prevent injury to members of the public.***

6. ***Subject to the 'Relocation and Refurbishment Management Plan' referred to in Point 5 being approved by the Chief Executive Officer, a formal agreement is to be prepared and signed by the Chief Executive Officer / Shire President and the Kirup Progress Association, outlining the responsibilities of each party, with any contentious issues to be brought back to Council for further consideration.***

7. ***Subject to the formal agreement referred to in Point 6 being entered into by both parties, authorises the Kirup Progress Association to commence works involving the re-location of the equipment from the Arboretum to Mill Park.***

OUR VISION:

A proud community enjoying our rural lifestyle, cultural heritage and natural environment.

I refer to points 5.1 of the Council Resolution and request that Kirup Progress Association forward the detailed 'Relocation and Refurbishment Management Plan' as soon as possible.

As stated in my letter of the 4 July 2019, your efforts in continuing to improve Kirup's townsite and tourism potential is commendable.

Yours sincerely



Benjamin (Ben) Rose
CHIEF EXECUTIVE OFFICER

14 October 2019

Petition

To: The Shire President of the Donnybrook Balingup Shire Council

We the undersigned, being the ¹⁾ supporters of ²⁾ Donnybrook/Irishtown (Western Australia) Arboretum respectfully request the Donnybrook Balingup Shire Council to:

Immediately revoke the decision made by Council at its 2019 September Council meeting that "approves the relocation of all historic milling machinery and associated equipment from the Donnybrook Arboretum". We the undersigned believe Council erred in its decision making on the following grounds:

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2. Council did not consult with the original owners and donors (the Miller Family of Brookhampton) prior to the decision being made to remove the equipment.
3. The 6 Councillors who voted to remove the equipment were ignorant to the fact that the old milling equipment holds local social heritage significance and represents pioneers of a bygone era within the localities of Donnybrook, Irishtown, Brookhampton and Argyle.
4. The decision to remove the equipment from its present location is disrespectful to the past service groups Rotary and Apex who installed & maintained the equipment up until 1994 and whom passed the equipment onto council in good faith that it would be maintained accordingly.
5. Council has failed in its responsibility to maintain the Arboretum exhibits in reasonable condition given that it forms part of the 'Irishtown Road Precinct Area' as considered in the Donnybrook Townscape Plan 2012-17.
6. The decision to remove is divisive and will cause community angst for many years to come.

Name and address at which notice to the petitioners can be given:

Tony Scaffidi. 186 Grist Road Irishtown. PO Box 55 Donnybrook WA 6239.

Name	Address	Signature	Date	Elector y/n
GLEN MILLER	49 SOUTHWEST HIGHWAY	G Miller	14/10/19	Y
KIM MILLER	47 SOUTHWEST LANE DBK WA	K Miller	14/10/19	Y
Elizabeth Miller	7 Torrisi Pt Donnybrook WA	E Miller	14/10/19	Y
Elizabeth Elkington	112B Palmer St DBK	E Elkington	14/10/19	Y
Tammy Brown	ARGYLE	T Brown	14-10-19	Y
Jenni Kesich	52 Fleet St, DBK owner	J Kesich	14-10-19	Y
Kelli Gregory	22 Thomson St	K Gregory	15-10-19	Y
Josh Downes	9 Timms St	J Downes	16/10/19	Y
MARNIE DOAK	104 Charley Ck Rd. Charley Ck	M Doak	16/10/19	Y
MEL Tillman	2A Hunter St,	M Tillman	16/10/19	Y
Eckhoush	77 Grimwade-Lawden RD	Eckhoush	16-10-19	Y
Stef CREWE	204 Yallunda Drive, Gelong	S Crewe	16-10-19	Y
DAN MERRY	24 ATHERTON RD	D Merry	16-10-19	Y
Sharline Smart	10 Middleton St	S Smart	17-10-19	Y
FRAN WILSON	557 BARNUP Rd Balingup	F Wilson	17-10-19	Y
MICHELLE POWLER	28 THOMSON ST DBK	M Powler	17-10-19	Y
Jean Stasse	Lot 140 Grimwade Balingup	J Stasse	17-10-19	Y
Ruby Brays	1 Short St	R Brays	18-10-19	Y
MARIE WOODLEY	23 STEERE ST DBK	M Woodley	18/10/19	Y
CHRIS HOLLINGSWORTH	PO BOX 32 DBK	C Hollingsworth	18/10/19	Y
AM Christian	PO Box 638 DBK BROOKHAMPTON	A Christian	20/10/19	Y
DES DEJARZI	DONNYBROOK	D Dejarzi	21-10-19	Y
SANDRA CRISTADI	DONNYBROOK	S Cristadi	21-10-19	Y
Karen Miller	48 Mead St DBK	K Miller	21-10-19	Y

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Name	Address	Signature	Date	Elector Y/N
PATRICK DAWSON	48 DAWSON PLACE DONNYBROOK	<i>P B Dawson</i>	11/10/19	Y
BERNIE DAWSON	45 DONNYBROOK RD DONNYBROOK	<i>B Dawson</i>	11/10/19	Y
CARY NORMAN	87 MEOTTIE RD DONNYBROOK	<i>Cary Norman</i>	11/10/19	Y
Russell Wright	176 South Western Hwy Donnybrook	<i>R Wright</i>	11/10/19	Y
JODI THOMAS	8 WATTLE CRT, DONNYBROOK	<i>J Thomas</i>	14/10/19	Y
Trent Dawson	147 Favoncliffe Rd Kinyat	<i>T Dawson</i>	14/10/19	Y
Shona Fluck	1100 Moora-Miling Rd, Moora	<i>S Fluck</i>	14/10/19	N
Diana Davidson	22 Gardenet Rd Beelup	<i>D Davidson</i>	18/10/19	Y
Jason Thomas	8 WAITE COURT DONNYBROOK	<i>J Thomas</i>	23/10/19	Y
J. Baxter	9 COLT ST DONNYBROOK	<i>J Baxter</i>	25/10/19	Y
GREG GOLINSKI	33 Lexington Circle	<i>G Golinski</i>	26/10/19	Y
LYN READ	32 BROADWATER BVD	<i>L Read</i>	26/10/19	N
KATH READ	32 BROADWATER BVD	<i>K Read</i>	26/10/19	N
MICK COMBES	130 Bangandlamy Rd, Donnybrook	<i>M Combes</i>	26/10/19	Y
Daniel Allen	26 Grevillea Rd Abellingup	<i>D Allen</i>	29-10-19	N
Derek du Plessis	55 Leschenaultia Circle	<i>D du Plessis</i>	11/11/19	N
Rob Emmott	71 MILLER RD DBK	<i>R Emmott</i>	18/11/19	Y
Chris Emmott	71 MILLER RD DBK	<i>Chris Emmott</i>	18/11/19	Y
Josh Emmott	71 MILLER RD DBK	<i>Josh Emmott</i>	18/11/19	Y
T. ELLIOTT	11 Salisbury Street	<i>T Elliott</i>	20/11/19	Y
J FRI	19851 5TH West Hwy Newland	<i>J Fri</i>	20/11/19	Y
P. du Plessis	55 Leschenaultia Circle	<i>P du Plessis</i>	20-11-19	Y
MATMAN SPORAR	9 MONDAK PLACE BUNBURY	<i>M Sporar</i>	22-11-19	N
JULIE DAWSON	45 BOYUP BROOK ROAD DONNYBROOK	<i>J Dawson</i>	22-11-19	Y

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Name	Address	Signature	Date	Elector Y/N
Leith Crowle	8 Union St Donnybrook	[Signature]	14.10.19	Y
Shan Nelson	18410 South-west Hwy Donnybrook	[Signature]	14.10.19	Y
PETER WRIGHT	6 BOND ST DBK	[Signature]	14.10.19	Y
Natalie Crowley	8 Union St. DBK	[Signature]	14.10.19	N
Derek Chapman	88 Thigwell St DBK	[Signature]	14.10.19	Y
Deane Chapman	88 Thigwell St E. DBK	[Signature]	14.10.19	Y
Jim GERDE	20 TRISWELL ST DONNYBROOK	[Signature]	14-10-2019	Y
Danielle Nelson	18410 South western Hwy D.B.K	[Signature]	14.10.2019	Y
BRETT LAWTIS	104 PALMER ST DBK	[Signature]	15.10.19	Y
John Piscione	PO 140 Donnybrook	[Signature]	16.10.19	Y
Hannah Smith	13 Marnian St Donnybrook	[Signature]	16/10/19	Y
Jennifer Weatherill	10 BOND ST, Donnybrook	[Signature]	16.10.19	Y
Ben Weatherill	10 BOND ST, Donnybrook	[Signature]	16/10/19	Y
Vicki Gust	8 Steere St, Balingup	[Signature]	16/10/19	Y
Maryanne Buck	153 Meath Rd Donnybrook	[Signature]	16/10/19	Y
Siobhan Peirce	37 Murray Ave Donnybrook	[Signature]	21/10/19	Y
STEPHEN NEWBET	2947 FERGUSON RD DONNYBROOK	[Signature]	4/11/2019	Y

SHAW - CLIFFORDS AUTOS

Petition

To: The Shire President of the Donnybrook Balingup Shire Council

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Name	Address	Signature	Date	Elector Y/N
Elyse Robinson	9 oats view DB	[Signature]	12/10/19	Y
Mitzi Fitzgerald	6 Rodgers Way Karatha	[Signature]	12/10/19	Y
Robert Chelina	34 Dawson Place Donnybrook	[Signature]	11/10/19	Y
ROD PARKER	187 MARSHALL RD.	[Signature]	13/10/2019	Y
Rina Tula	15 MARIMON ST DBK	[Signature]	12/10/19	Y
LOENA BELL	3 Kelly St DBK	[Signature]	12/10/19	Y
Kate Budge	2 S.W. Highway DBK	[Signature]	12/10/19	Y
J. WORMAN	15 KINCROSS ST DBK	[Signature]	20/10/19	Y
G FARLEY	306 FORREST RD	[Signature]	20/10/19	Y
P Morton	10 Middleton	[Signature]	22/10/19	Y
A. DUNN	5 SHOOTING ST DBK	[Signature]	22/10/19	Y
ELMA BUSH	28 LESCHEN AULTIA CIRC	[Signature]	22/10/19	N
DAVID BISHOP	2 Smith St Donnybrook	[Signature]	23/10/19	Y
JIM GRAY	326 PITWOOD RD LOWDEN	[Signature]	22/10/19	Y
Glenn Moran	1504 Up Brook	[Signature]	22/10/19	Y
Rhoda Blenkinsop	538 Chalvey Ck Rd Thomson Bk	[Signature]	12/11/19	Y
LYNN STERAK	Taringa, QLD	[Signature]	13/11/19	N

Petition

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Name	Address	Signature	Date	Elector Y/N
David Burtel	25W Highway DAK	[Signature]	14/10/19	
Chris Benson	13 Leschenault It. Circle DBK	[Signature]	14/10/19	Yes
[Name]	[Address]	[Signature]	[Date]	[Elector]
Barbara Carroll	54 THIGWELL ST DONNYBROOK	[Signature]	14-10-19	YES
Michael Adams	12 OWEN ST DONNYBROOK	[Signature]	15-10-19	YES
Kevin [Name]	112B PALMER STREET DBK	[Signature]	15-10-19	YES
Ash Green	80 Victoria Pde DBK	[Signature]	15-10-19	YES
I LANDLESS	1/144 S.W. Hwy. DBK.	[Signature]	16.10.19	yes.
GEORGE M'BREARTY	12 BAKEWELL ST DBK	[Signature]	22-10-19	YES
[Name]	12 BAKEWELL ST DBK	[Signature]	22-10-19	Yes
Kevin COLEMAN	100 Palmer St DBK	[Signature]	22-10-19	YES
Judy Owen	31 Salmon Gum Rtt DBK	[Signature]	21/11/19	
John Owen	31 Salmon gum rtt DBK	[Signature]	02/11/19	
MARK DIXON	2/94 Mount Walker Rd Bickton	[Signature]	02/11/19	NO
Lynn Gummert	2/94 Mount Walker Rd Bickton	[Signature]	2/11/19	NO
Alexandra [Name]	2/21 George St Bickton	[Signature]	02/11/19	YES
MAHLADIO	WILGA RD GREENBUSHES	[Signature]	3-11-19	NO
FIELD SUE	81 TATES ROAD	[Signature]	4/11/19	NO
DAVID SYDNEY-SMITH	640 HURST ROAD	[Signature]	4/11/19	YES.
RACHEL SYDNEY-SMITH	640 HURST ROAD ARGYLE	[Signature]	4/11/19	YES
DAVE HERVE.	DONNYBROOK STN MARKET	[Signature]	4/11/19	NO.

T. Scaffidi

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Peter Rae	Upper Capel Rd		15/10/19	Y
G. O'Brien	Donnybrook		15/10/19	Yes
J. TWA	Donnybrook		16/10/19	Y
D. STEVENS	Donnybrook		17-10-19	Yes
K. HEAD	Argyle		17/10/19	Yes
Michelle Pachon	Donnybrook		21/10/19	Yes
Kim Jones	Brookhampton		22/10/19	Yes
Donna Kitchen	The Plains		24/10-19	NO
C. Quicke	Balingup		24/10/19	YES
R. T. FAVOR	ch ARGYLE		24/10/19	YES
D. SPENCER	Donnybrook		28/10/19	YES
BARRY MARSHALL	Donnybrook		29-10-19	YES
Wendy Banks	Donnybrook			Yes
F.S. Blackledge	Brookhampton		30/10-19	Yes
STEVE RICHMAN	MCCUTCHEON RD		31-10-19	YES
Morgan Cable	Allnut St		8/11/19	Yes
Amanda Thompson	Dardanup		8/11/19	NO
Mike ARMSTRONG	BALINGUP		11/11/19	YES
Helen McLaughlin	Donnybrook		12/11/19	Yes
D. Kirkpatrick	Donnybrook		13-11-19	YES

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Elishia King	13 Cora Street Donnybrook		22-SEP-19	Y
DANVA COOPER	113 PALMERST DONNYBROOK		25 OCT 19	Y
MIKE CORA KING	80 EDDINGTON RD WARWICK		27.10.2019	N
HAMISH CANNON	54 EMERALD ST		28/10/2019	N.
Michel Cusato	18299 SWH Donnybrook		29/10/19	Y
Josh Cusato	18299 SWH DBK		29/10/19	Y
M. Iain Anderson	1685 Boggs Brook Road Couler		28.10.19	Y
Tony Rogers	23 Cambria Road Aly		30.10.19	Y
MARGARET MARSHALL	10 CASTLE PLACE DBK		31-10-19	Y
Alex Marshall	10 CASTLE PLACE DBK		31-10-19	Y
Sonyq Poyner.	33 Salmon Gum DBK		31.10.19	N.
Peter Byass	9 Payne St DONNYBROOK		1-11-19	Y
EDDIE NIETZKA	132 ALLEN RD LOWDEN		2-11-19	Y
DES COLE	Donnybrook		2-11-19	Y
P. LANGRAN	" " "		5-11-19	Y
B. Butler	Donnybrook		12-11-19	Y
ROD EMMOTT	MILLER RD DBK		12/11/19	Y

MARIO - BP

CHC - MIRANDA

DISK HARDWARE & GARDEN — Glenn & Kim

ANIMAL HEALTH CENTRE — CAMERON

Petition

To: The Shire President of the Donnybrook Balingup Shire Council

We the undersigned, being the ¹⁾ supporters of ²⁾ Donnybrook/Irishtown (Western Australia) Arboretum respectfully request the Donnybrook Balingup Shire Council to:

Immediately revoke the decision made by Council at its 2019 September Council meeting that “approves the relocation of all historic milling machinery and associated equipment from the Donnybrook Arboretum”. We the undersigned believe Council erred in its decision making on the following grounds:

1. 6 Councillors ignored the Executive Manager’s advice recognising the historical importance of the display since the exhibits were placed within the Arboretum during a special celebration to mark the 150th year some 40 years ago in 1979.
2. Council did not consult with the original owners and donors (the Miller Family of Brookhampton) prior to the decision being made to remove the equipment.
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5. Council has failed in its responsibility to maintain the Arboretum exhibits in reasonable condition given that it forms part of the ‘Irishtown Road Precinct Area” as considered in the Donnybrook Townscape Plan 2012-17.
6. The decision to remove is divisive and will cause community angst for many years to come.

Name and address at which notice to the petitioners can be given:

Tony Scaffidi. 186 Grist Road Irishtown. PO Box 55 Donnybrook WA 6239.

Name	Address	Signature	Date	Elector Y/N
<i>Stuart Gardiner</i>	<i>32 Avenue St Donnybrook</i>	<i>[Signature]</i>	<i>25/10/19</i>	<i>Y</i>

Rod A

Rod A

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Name	Address	Signature	Date	Elector Y/N
B. Lovendy	24 Reschenaultia Circle	B. Lovendy	19.10.19	Y
D. Sewald	26 LESCHENAULTIA	D. Sewald	19.10.19	Y
B Kemp	26 Leschenaultia Circle	B Kemp	19-10-19	Y
Mitewilkamp	26 Leschenaultia Circle	Mitewilkamp		
A. Bastow	12/6 La Trobe Street	A. Bastow	19/10/19	
P. JONES	3 Nuytsia Close	P. Jones	21/10/19	Y
C. JONES	3 NUYTSIA CLOSE	C. Jones	21/10/19	Y
B. Power	8 NUYTSIA CLOSE	B. Power	21/10/19	Y
M. Power	8 NUYTSIA CL	M. Power	21/10/19	
B. BILCHAM	26 THOMPSON ST	B. B. Bilcham	21/10/19	Y
I. ROSE (x2)	9 Marginata DVE	I. Rose	21/10/19	Y
GIULIO TERRACE	3 MARGINATA DRIVE	G. Terrace	22/10/19	
MARGANET TERRACE	3 MARGINATA DR	M. Terrace	22/10/19	
MICHAEL HAWES	5 MARGINATA DRIVE	M. Hawes	22/10/19	Y
JANINE HAWES	5 MARGINATA DRIVE	J. Hawes	22/10/19	Y
REBECCA TERRACE	6 NUYTSIA CLOSE	R. Terrace	22-10-19	Y
D. Rowe	14 Reschenaultia Ck	D. Rowe	22-10-19	Y
R. Rowe	14 Reschenaultia Ck	R. Rowe	22-10-19	Y
DREW STATION	12 LESCHENAULTIA CIRCLE	D. Station	22/10/19	Y
MARTINDALES	LESCHENAULTIA CIRCLE	M. Dales	22/10/19	Y
Joe Ricciardello	11 Marginata Drive	J. Ricciardello	24/10/19	Y
Di Ricciardello	Marginata Drive	D. Ricciardello	24/10/19	Y
S. Meyer	85 LESCHENAULTIA CRE	S. Meyer	24.10.19.	
S. McIVER	85 LESCHENAULTIA CRE	S. McIVER	24.10.19	

JOE BETTI

Petition

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Name	Address	Signature	Date	Elector Y/N
SEAN EASTENBROOK	113C PALMER STREET		14/10	X
Briony Cain	25 Tallonwood Drive DBK		15/10	Y
Samantha Russo	Moldena Estate		15/10	Y
Linda Matencio			15/10	Y
Wayne Martindale			15/10	Y
Helen Martindale			15/10	Y
Barbara Gillan	Kelvin Rd		15/10	Y
Tim Van Amerongen	23 de Kile st Balingup		15/10	Y
Tim Hill	DBK		15/10	Y
Kerry Carnaby	14 Egan St		15-10	Y
Andrew Hunt	Donnybrook			Y
Bob Jones	Donnybrook		16/10	Y
BEAD ANDERSON	1483 BOWB BROOK RD		18/10/19	Y
KILIELLOID MURPHY	DONNYBROOK		18/10/19	Y
SILVIO CATALDI	HAMILTON ROAD DONNYBROOK		18/10/19	Y
ALAN JARVIS	35 SLAMINGTON DR		18/10	Y
William WARRON	50 FLEET ST DONNYBROOK		19/10	Y
JUNE SCOTT	16 LIRISHTOWN RD DONNYBROOK		19/10	Y
G BOWMAN	185 BOWMAN ROAD		20/10	Y
J. ROBERTS	T Collins Street DBK		20/10/19	Y
P Morton	10 Middleton DBK		20/10/19	Y
A. KOLIBSACH	11 JONES ST, YARRIBROOK		20/10/19	Y
P. PEARCE	Donnybrook		21/10/19	Y
K. Bueh	153 Meattie Rd		21/10/19	Y

Handwritten text, possibly a signature or date, located in the lower middle section of the page.



Petition

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Name	Address	Signature	Date	Elector Y/N
Kate Hill	108 TRIGWELL ST DONN BROOK	Kathleen Hill	14.10.19	Yes
Natalie Sutton	5/144 STA WEST HIGHWAY DBK	Natalie Sutton	14.10.19	Yes
Conal Lee	9 STEERE ST	Conal Lee	14.10.19	YES
Brenda Robins	6 MILLWOODS DR DONN BROOK	B Robins	14.10.19	YES
RUNICE GILMOUR	105 WATTLE COURT DONN BROOK	R Gilmore	14.10.19	YES
PETER HILL	108 TRIGWELL ST DONN BROOK	P Hill	14.10.19	YES
KAREN MCKENZIE	21 Coleman Pl Donnybrook	K McKenzie	17.10.19	YES
DEBRA WASSER	3 STATION ST	Debra Wasser	17.10.19	YES
Sally Morgan	202 Morgan Rd DONN BROOK	S Morgan	17.10.19	YES
Shauney Kirkpatrick	716 Charley Creek Road DONN BROOK	Shauney Kirkpatrick	17.10.19	Yes
Ruth Johnson	10/10 Sharp St Donnybrook	R Johnson	17.10.19	Yes
Wendell McNeill	4 Upper Capel Rd Donnybrook	W McNeill	17.10.2019	Yes
Jude Wright	176 Southwestern Hwy DONN BROOK	J Wright	17.10.2019	Yes
Caroline Ford	288 Wadle Rd Brookhampton	C Ford	17.10.19	Yes
Tanya Cross	22 Smith St DONN BROOK	T Cross	17.10.19	Yes
Natalia Pinzone	285 Bay Up Brook RD	N Pinzone	17.10.19	YES
Aileen Campopiano	28 Bond St DONN BROOK	A Campopiano	17.10.19	NO
Larisa Fion	1409 BOYUP BROOK RD	L Fion	17.10.19	YES
Heather Rathig	68 Yelverton St South D/Brook	H Rathig	17.10.19	Yes
L Thomas	47 EMERALD ST Donnybrook	L Thomas	18.10.19	YES
Bebara Thomas	47 EMERALD ST Donnybrook	B Thomas	18.10.19	YES
MARGARET MAZZA	5 KELLY ST Donnybrook	Mazza	18.10.19	Yes
B Dale	19 ELMA LANE	B Dale	18.10.19	YES
Dorothy Aken	ELMA LANE	D Aken	18.10.19	NO
ESME MCKENZIE	ELMA LANE	E McKenzie	18.10.19	NO

ROD A

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Name	Address	Signature	Date	Elector Y/N
MARIO COSTANTINO	Donnybrook		12/10/19	Y
Simon Russo	Donnybrook	S. P. Russo.	12/10/19	Y
GRACE EDWARDS	Donnybrook		12/10/19	Y
PAUL ROBERTS	Donnybrook		12/10/19	Y
Quentin Seed	Donnybrook		12/10/19	Y
buy Vitalyich	Donnybrook		11/10/19	Y
Clinton Baker	Donnybrook		12/10/19	Y
STEVE WARNER	DONNYBROOK		12/10/19	Y
Steve Carnahan	Donnybrook		12.10.19	Y
Jonathan Lamb	Donnybrook		12.10.19	Y
Belinda Walker	Donnybrook		12.10.19	Y
Sam Cusato	Donnybrook WA		12.10.19	Y
M CALFUNCTION	LEWISDALE WA		12/10/19	Y
SAM O'MALLEY	Donnybrook		12/10/19	Y
DAVE MARRIOTT	Donnybrook		12/10/19	Y
Dave Wilson	Donnybrook		12/10/19	Y
Sean O'Malley	Donnybrook		12/10/19	Y
Marie Cook	Donnybrook		14/10/19	Y
LOE BEECH	BUNBURY / DONNYBROOK		12/10/19	Y
LUKE MCNESS	Donnybrook		13/10/19	Y
ALDO SAPIENZA	Irishtown Road		13-10-19	Y
Amanda Marks	Palmer St Donnybrook		13.10.19	Y
DAN MCNESS	Palmer St Donnybrook		13.10.19	Y

MAR 10 BP

Petition

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D Gregory	85 Daeburn Road Rolleston		13/10/19	Y
E. Ezz...	115 Rickard Road Brookhampton		13-10/19	Y
...	70 Colstone Rd Donnybrook		13-10-2019	Y
U. Hig...	23 Dunstan St		13-10-2019	Y
S. Buchanan	23 Allant Street		13-10-19	Y
S. SLOVITT	6 OARS VIEW		13/10/19	Y
Shelby Cooper	113 Palmer Street		13/10/19	
Kicky Terrace	PO Box 10 Donnybrook		13/10/19	Y
RALPH WALKER	408 IRISHTOWN RD.		14.10.19	Y
Peppi CAVALLO	SOUTHWEST HIGHWAY DBK		14.10.19	Y
Michael Anderson	Boyerbrook rd Lowden		14.10.19	Y
DEAN JAMES	173 COLARIDGE ROAD		14/10/19	Y
Kym Wood	71 HACKETT RD D/BROOK		14/10/19	Y
Kristal Donato	1379 UPPER CAPEL ROAD		14-10-19	Y
H. DONOVAN	PO BOX 335 DONNYBROOK		14/10/19	Y
D. DONOVAN	" " " "		14/10/19	Y
C Russell	PO Box 105 DONNYBROOK		14/10/19	Y
A. WHEATCROFT	81 UPPER CAPEL RD DONNYBROOK		14/10/19	Y
Kieron Cantone	35 Hamilton Street Donnybrook		14/10/19	Y
Chris Cami	320 Brookhampton Rd.		14/10/19	Y

MARIO BP

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ROD ATHERTON	16 EGAN ST DBK	RGA	12/10	Y
ANNETTE ATHERTON	16 EGAN ST DBK	AA	12/10	Y
Don Williams	24 A Bond St	DW	12/10	Y
ROHAN FISHER	16 UNION ST	R Fisher	12-10	Y
Danica Blackledge	4 Mulga Grove	DB	14/10	Y
Melanie Gardiner	32 Alcott St Donnybrook	MG	15.10.19	Y
Roz WILLIAMS	24a Bond St DBK	Williams	15-10-19	Y
Michelle KORONAWAI	22 Bond St, Donnybrook	MK	15.10.19	Y
DANNY ODGM	16 QUEEN PRD WAINWARRI	DO	15-10-19	N
JOHN MAZZA	5 KELLY ST Donnybrook	JM	16/10/19	Y
Becky Philbey	PO Box 57A Donnybrook	BP	16/10/19	Y
MARINE QUICK	18 EGAN ST DONNYBROOK	M Quick	16/10/19	Y
Andrew Moir	4 Troon CT Pelican Point	A Moir	16/10/19	N
Caryl McHane	5 Chestnut Lane	CM	17/10/19	Y
AMANDA HARRISON	3 CORN ST	AH	18/10/19	Y
Shane Suter	10 Smartell St DBK	SS	18/10/19	Y
Wayne Reesberg	66 Steeple Street	WR	18/10/19	N
Irah Atherton	1220 ATTWOOD RD DBK	IA	19-10-19	Y
Marine Atherton	1220 ATTWOOD RD DBK	MA	19-10-19	Y
Kyhe Atherton	17 Whitten Way DBK	KA	20-10-19	Y

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Wendy Getts	8 Marginalia Drive DBK	W Getts	14/10/19	yes.
Wendy Getts	AS ABOVE	W Getts	14/10/19	yes.
Dola Blake	25 Leschenaultia Circle DBK	D Blake	15/10/19	yes
Bruce Thompson	" " " "	B Thompson	15.10.19.	yes.
Bryan Doak	29 Leschenaultia Circle DBK	B Doak	15.10.19	yes
Brynn Doak	29 " " "	B Doak	15.10.19	yes
Cynthia Heath	20 " " "	C Heath	15/10/19	yes.
Hayden Martindale	13 Whitten Way DBK	H Martindale	15/10/19	yes.
Mary Bagley	9 LESCHENAULTIA CIRCLE DBK	M. Bagley	15/10/19	yes.
RAY BAGLEY	9 LESCHENAULTIA CIRCLE DBK	R Bagley	15/10/19	yes.
Andrea Heintz	31 Leschenaultia Ci DBK	A Heintz	18.10.19	yes
Maryed Heintz	31 Leschenaultia Circle DBK	M Heintz	18.10.19	Yes
GERALD LOVERIDGE	24 LESCHENAULTIA CIRCLE DBK	G Loveridge	18-10-19	YES
Lynette Kemp	26 Leschenaultia Circle	L Kemp	18.10.19	yes
Karen Roberts	39 Leschenaultia Circle	K Roberts	18/10/19	Yes
JOAN ROBERTS	39 LESCHENAULTIA CIRCLE	J Roberts	18.10.19	YES
JAN BENTLEY	39 LESCHENAULTIA CIRCLE	J Bentley	18.10.19	YES
Annette McLachlan	41 Leschenaultia Circle DBK	A McLachlan	19.10.19	yes
Graham McLothian	" " " "	G McLothian	19.10.19	yes
Bruce MacLachlan	43 LESCHENAULTIA CIRCLE	B MacLachlan	19-10-19	yes
Pete Newenhouse	51 Leschenaultia Circle	P Newenhouse	19.10.2019	yes
Pat Newenhouse	" " " "	P Newenhouse	19-10-19	yes
EDWARDS T REES	65 LESCHENAULTIA CIRCLE	E. T. Rees	18/10/19	YES
DORIS A REES	" " " "	D. A. Rees	18/10/19	YES

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2. Council did not consult with the original owners and donors (the Miller Family of Brookhampton) prior to the decision being made to remove the equipment.
3. The 6 Councillors who voted to remove the equipment were ignorant to the fact that the old milling equipment holds local social heritage significance and represents pioneers of a bygone era within the localities of Donnybrook, Irishtown, Brookhampton and Argyle.
4. The decision to remove the equipment from its present location is disrespectful to the past service groups Rotary and Apex who installed & maintained the equipment up until 1994 and whom passed the equipment onto council in good faith that it would be maintained accordingly.
5. Council has failed in its responsibility to maintain the Arboretum exhibits in reasonable condition given that it forms part of the 'Irishtown Road Precinct Area' as considered in the Donnybrook Townscape Plan 2012-17.
6. The decision to remove is divisive and will cause community angst for many years to come.

Name and address at which notice to the petitioners can be given:

Tony Scaffidi. 186 Grist Road Irishtown. PO Box 55 Donnybrook WA 6239.

Name	Address	Signature	Date	Elector Y/N
RICHARD FECK	152 HOWETT RAMBLE DRBK		12.10.19	Y
Jim Gerde	100 KELLY ST DBK		12-10-19	Y
STEVE MOHREN	2 HAMILTON RD.		12.10.19	Y
Max Farley	9 Chestnut Lane		12-10-19	Y
Craig Van Uden	17 Morgan Rd DBK		12.10.19	Y
SAUCE TETONSON	25 LESCHENAULTIA CIRCLE		12/10/19	Y
PAUL CHADBOURN	29 ASHFORD PL. BENSUR		12/10/19	Y
James Bell.	135 Lowden Grimwade Rd Lowden		12/10/19	Y
MAADY HEULWA	8 CRACKWELL PLACE DBK		12/10/19	Y
ANDY PERKINS	34 MEADOWWOOD DRIVE DBK		12/10/19	Y
Bernie Dowley	19A Ecclestone St. DBK		12-10-19	Y
CLIFF WELSH	55 SWITCHMAN DBK		12/10/19	Y
ALLAN WALKER	28 SALMON CUM PERKINS DBK		12/10/19	Y
Giden anderson	17 Yelverton St DBK		12/10/19	Y
Grant Loomer	39 RILEY ST DBK		12/10/19	Y
KEN GOLDSWORTHY	42 LESCHENAULTIA CIRCLE		12/10/19	Y
Murray Hill	7 Leschenaultia		12/10/19	Y
Nathan Pain	6 Bentley St Donnybrook		12/10/19	Y
PETER OLIVER	142 IRISHTOWN RD DBK		12-10-19	Y
DON CHARLES	169 HOWETT RAMBLE ARGYLE		12-10-19	Y
N CLIFFORD	652 BROOKHAMPTON RD		12-10-19	Y
Steve Deschamp	18364 St. Western Highway		13-10-19	Y
Fern DA RO	672 Hurst R Argyle		13-10-19	Y
TONY SCAFFIDI	186 GRIST Rd. DBK		13-10-19	Y

Petition

To: The Shire President of the Donnybrook Balingup Shire Council

We the undersigned, being the 1) supporters of 2) Donnybrook/Irishtown (Western Australia) Arboretum respectfully request the Donnybrook Balingup Shire Council to:

Immediately revoke the decision made by Council at its 2019 September Council meeting that "approves the relocation of all historic milling machinery and associated equipment from the Donnybrook Arboretum". We the undersigned believe Council erred in its decision making on the following grounds:

1. 6 Councillors ignored the Executive Manager's advice recognising the historical importance of the display since the exhibits were placed within the Arboretum during a special celebration to mark the 150th year some 40 years ago in 1979.
2. Council did not consult with the original owners and donors (the Miller Family of Brookhampton) prior to the decision being made to remove the equipment.
3. The 6 Councillors who voted to remove the equipment were ignorant to the fact that the old milling equipment holds local social heritage significance and represents pioneers of a bygone era within the localities of Donnybrook, Irishtown, Brookhampton and Argyle.
4. The decision to remove the equipment from its present location is disrespectful to the past service groups Rotary and Apex who installed & maintained the equipment up until 1994 and whom passed the equipment onto council in good faith that it would be maintained accordingly.
5. Council has failed in its responsibility to maintain the Arboretum exhibits in reasonable condition given that it forms part of the 'Irishtown Road Precinct Area' as considered in the Donnybrook Townscape Plan 2012-17.
6. The decision to remove is divisive and will cause community angst for many years to come.

Name and address at which notice to the petitioners can be given:

Tony Scaffidi. 186 Grist Road Irishtown. PO Box 55 Donnybrook WA 6239.

Name	Address	Signature	Date	Elector Y/N
Anthony Scaffidi	60 Hamilton Rd	[Signature]	11-10-19	Y
JOE SAPIENZA	LOT 138 IRISHTOWN RD DBK.	[Signature]	11-10-19.	Y
RITA SAPIENZA	LOT 138 IRISHTOWN RD D'BROOK	[Signature]	11-10-19	Y
ANTHONY SAPIENZA	LOT 138 IRISHTOWN RD DBK	[Signature]	11-10-19.	Y
JOE GIACOMO	45 IRISHTOWN RD DBK.	[Signature]	11-10-19	Y
Sharon Giacomo	45 Irishtown Rd, DBK	[Signature]	11-10-19	Y
ROBYN HAYWARD	34 CORA ST DBK	[Signature]	11.10.19	Y
LUI TUIA	23 LESCHENAUZIA CIRCLE DBK	[Signature]	11-10-19	✓
Sandra Scaffidi	186 Grist Road	[Signature]	" "	✓
J. WRINGE	21 LESCHENAUZIA	[Signature]	" "	✓
Jean Wringe	21 Leschenauzia Circle	[Signature]	11/10/19	Y
Kate Hayward	34 CORA ST DONNYBROOK	[Signature]	11/10/19	Y
Helen Tuiia	23 Leschenauzia Circle	[Signature]	11/10/19	✓
Craham Hunt	7 Tallowood Drive	[Signature]	11/10/19	✓
Doris Hunt	7 Tallowood Drive	[Signature]	11/10/19	✓
GIL LANGRISH	5 COLLINS ST DONNYBROOK	[Signature]	11/10/19	✓
HAVIN CRIN	PALGABUP MAN JIMUP	[Signature]	11/10/19	Y
Rita Murray	13 Boulder St, Donnybrook	[Signature]	11/10/2019	Y
LEN CAW	267 BROOKHAMPTON RD	[Signature]	11/10/2019	
GRACIE LINCOLN	5 COLLINS ST DONNYBROOK	[Signature]	11/10/19	Y
CIRIO LICCIARDILLO	160 SWANWAY DBK.	[Signature]	10-10-19	Y
MARIA LICCIARDILLO	160 SWANWAY DBK.	[Signature]	10-10-19	Y
JUSTIN GILLOTT	3180 BERRY ST DBK	[Signature]	10/10/19	✓
SHELSY COOPER	113 PALMER ST DBK	[Signature]	10/10/19	

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Scotti

The President
Donnybrook/Balingup Shire Council
Bentley Street
Donnybrook 6239

Dear Mr Piesse,

I note that the Donnybrook/Balingup Shire Council at the September council meeting voted to move the milling equipment at present in the Irishtown arboretum to Kirup.

When we, the Miller family presented the equipment to the Donnybrook Rotary Club in 1979 it was on the promise that it must remain at the present site.

I trust that our wishes will be respected.

Mr LOD Miller
Charlies Creek
Donnybrook

L O Miller
.....

24.10.2019

SHIRE OF DONNYBROOK BALINGUP RECEIVED 25 OCT 2019
Record No: 1COR72487
File No: RES019
Officer: BGR (S.P.)
X Ref:
Corresps:
Signed Off:

06 November 2019

Our Ref: 06-06-01-0001 VJ/NS

Mr Ben Rose
Chief Executive Officer
Shire of Donnybrook-Balingup

Dear Ben

AMENDMENT TO PREFERRED MODEL – THIRD PARTY APPEAL RIGHTS IN PLANNING

At the August 2019 WALGA Annual General Meeting (AGM), an item was discussed by members which proposed an amendment to the existing 'Preferred Model' for Third Party Appeal Rights for decisions made by Development Assessment Panels. A copy of the minutes of the Annual General Meeting are attached.

1

The following motion was carried by the attendees: -

1. *That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal.*
2. *That there be an amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.*

Prior to WALGA's State Council considering this AGM motion at its meeting in March 2020, could you please indicate if your Council supports or does not support this motion to amend the Preferred Model.

Submissions can be made:

- To the Planning Team via email at planning@walga.asn.au or
- By mail to WALGA directly at PO Box 1544, West Perth WA 6872

Comments would be appreciated before **30 January 2020**.

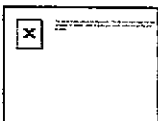
Any questions or comments can be sent to the above email or call on 9213 2000 to discuss with a member of the Planning Team.

Kind regards,

Nick

Nick Sloan | Chief Executive Officer | WALGA

(p) (08) 9213 2025 | (m) 0408 941 792 | (e) nsloan@walga.asn.au



www.walga.asn.au

www.youreveryday.com.au

Our work regularly takes us across the State and as such WALGA would like to acknowledge the many traditional owners of the land on which we work throughout Western Australia. We pay our respects to their Elders, past, present and emerging.

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the

3.9 Third Party Appeal Rights

MOTION

Moved Cr Georgia Johnson, City of Bayswater
Seconded Cr Julie Mathison, City of Subiaco

IN BRIEF

- Further amendments proposed to the Preferred Model for Third Party Appeals Process

1. That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal.
2. That there be an amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.

CARRIED

MEMBER COMMENT

The Council has taken a particularly strong stand on this important issue and it is requested that this matter be given further consideration.

SECRETARIAT COMMENT

At its May 2019 meeting, WALGA's State Council considered a 'Preferred Model' and resolved that WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels, and
2. Endorses the 'Preferred Model' as presented in the May 2019 Agenda, as the Third Party Appeals process for decisions made by Development Assessment Panels and in future give consideration to broadening Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.

(Resolution 44.4/2019)

The above resolution was sent to the Minister for Transport: Planning with a copy of the proposed model (as attached).

The May 2019 Agenda item sought to finalise a 'Preferred Model' for appeals on Development Assessment Panel decisions. WALGA's State Council considered several alternative WALGA Zone resolutions, as several Zones proposed alternative 'Preferred Models' for decisions made by DAPs, preferred types of Third Party Appeals and one Zone indicated its opposition to any Third Party Appeals model being introduced, as follows: -

SOUTH METROPOLITAN ZONE

That the Position Statement be referred back to WALGA officers to provide an evidence case to support the need for change, the expected benefits, and an analysis of the implications of change in terms of cost, resource and timeframes by utilising the experience of other States where third party appeals exist and applying that to the system proposed.

GREAT SOUTHERN COUNTRY ZONE

That the Zone opposes Third Party Appeals in relation to Item 5.2 in the May 2019 WALGA State Council Agenda.

EAST METROPOLITAN ZONE

That there be an amendment to the Preferred Model, being that third parties are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.

CENTRAL METROPOLITAN ZONE

That WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels; and
2. Endorses the original December 2018 'Preferred Model' as the third party appeals process for decisions made by the Development Assessment Panels with the following amendments:
 - a. DOT POINT 1 "which could possibly be expanded later if it proves to be beneficial" to be removed
 - b. DOT POINT 4 to be replaced with "Other affected parties would be able to appeal a DAP decision"

Based on the formal resolutions received and members discussions at Zone meetings, there were a range of options available for State Council to consider at its meeting in May: -

1. Not adopt a Preferred Model until more information on cost and resource implications is provided;
2. Adopt the Preferred Model as presented in the May 2019 Agenda;
3. Adopt the Preferred Model as presented in the May 2019 Agenda, with the amendments suggested by the East Metropolitan Zone, ie ability to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels;
4. Adopt the Preferred Model as circulated to members in December 2018;
5. Adopt the Preferred Model as circulated to members in December 2018, with the amendments suggested by the Central Metropolitan Zone;
6. Adopt the Preferred Model with different amendments (any amendments discussed by State Council);
7. Not adopt any Preferred Model but still advocate for Third Party Appeal Rights for DAPs decisions
8. Adopt a different Third Party Appeal model (ie wider than just for DAPs);
9. Consult the sector again on what model of Third Party Appeal rights is considered acceptable given the wide range of views;
10. Return to the pre-May 2018 position, where any Third Party Appeal rights are not supported

The preferred approach by State Council was to adopt the Preferred Model as presented in the May 2019 Agenda, as it would provide the starting point for discussion with the State Government about the introduction of Third Party Appeals for Development Assessment Panel decisions.

WALGA provided this position to the Minister for Transport; Planning and the Minister's response was as follows:

I note WALGA's State Council endorsed Preferred Model on this matter, however I maintain concerns regarding the unnecessary complexity and red tape third party appeal rights would add to the

planning system, which is contrary to the objectives of the Government's commitment to planning reform.

The Department of Planning, Lands and Heritage received 254 submissions in response to the Green Paper, including many which confirmed the issues and views identified in the Green Paper regarding the current DAP system.

An Action Plan for planning reform which contains a program of initiatives to address the concerns identified by the Green Paper and submissions is currently being finalised by the Department for consideration by Government.

I will make announcements regarding the content of the Action Plan and reform initiatives in the near future.

Preferred Model

Third Party Appeal Rights for decisions made by Development Assessment Panels

Benefits of Third Party Appeal Right for decisions made by Development Assessment Panels

- Only Local Governments will be able to challenge and seek review of DAP decisions that are made contrary to the recommendations of the Responsible Authority Report (RAR) or Council position.
- In future, possible consideration to a broadening of Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.
- Local Government would be able to appeal a DAP decision and defend the merits of their policies and defend the enforceability of their conditions.
- More transparent process in both decision making and condition setting, resulting in more accountable DAP members.

- Would allow for an appeal to be made on the conditions of approval or refusal
 - i) that may have been removed from a RAR; or
 - ii) added to the decision, particularly where no liaison has occurred with the Local Government for clearing or enforcing the condition; or
 - iii) applied inappropriately i.e. the condition would change the intent or design of the development and therefore a new application should have been lodged.

- Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden the system.
- Provides the opportunity for additional information to be included in the appeal process, particularly if information was not received before the DAP meeting.
- Provides the ability to challenge any new information being presented at the DAP meeting without the Local Government being able to undertake any assessment of the new information (unassessed revised plans are currently being lodged and approved at meetings).
- Able to appeal the 'Deferral' process being over utilised, i.e. DAPs are tending to defer applications multiple times rather than making a decision to approve or refuse the proposal.
- Can give the Local Government more confidence that the developer will provide a fully complete application and discuss the application with the Local Government first, rather than relying on the DAP to condition the proposal requiring additional critical information.

Appellants in a Third Party Appeal

Should be for

- A Local Government where DAP has gone against the position of Council itself; or
- A Local Government where DAP has gone against the Responsible Authority Report (RAR)

Local Government makes a submission

- SAT would need to ensure that appeals are made on valid planning grounds and are not made for commercial or vexatious reasons.
- The existing Directions Hearing process could be used to see if the appeal has reasonable planning merit, which would assist in providing clarity on what constitutes a valid planning consideration and what would be an invalid planning consideration. The Directions Hearing could consider the appellant's justification for submitting the appeal, in particular, whether the grounds of appeal are supported by documentary evidence or other material (a similar process for justifying the lodgement of an appeal already exists through Section 76 of the *Planning and Development Act 2005*).

- *** Will need to discuss with SAT the definition of 'valid planning grounds' to determine whether the submission has reasonable grounds for appeal***

What can be appealed?

- DAP applications that are compulsory over \$10 million for JDAPs and \$20 million for City of Perth DAP; or
- DAP applications in the optional threshold \$2m – 10m for JDAPs and in the City of Perth \$2 million - \$20 million; or
- DAP applications seeking amendments to approvals *i.e.* Form 2 applications proposing a change to the development application, and including applications for an extension of time

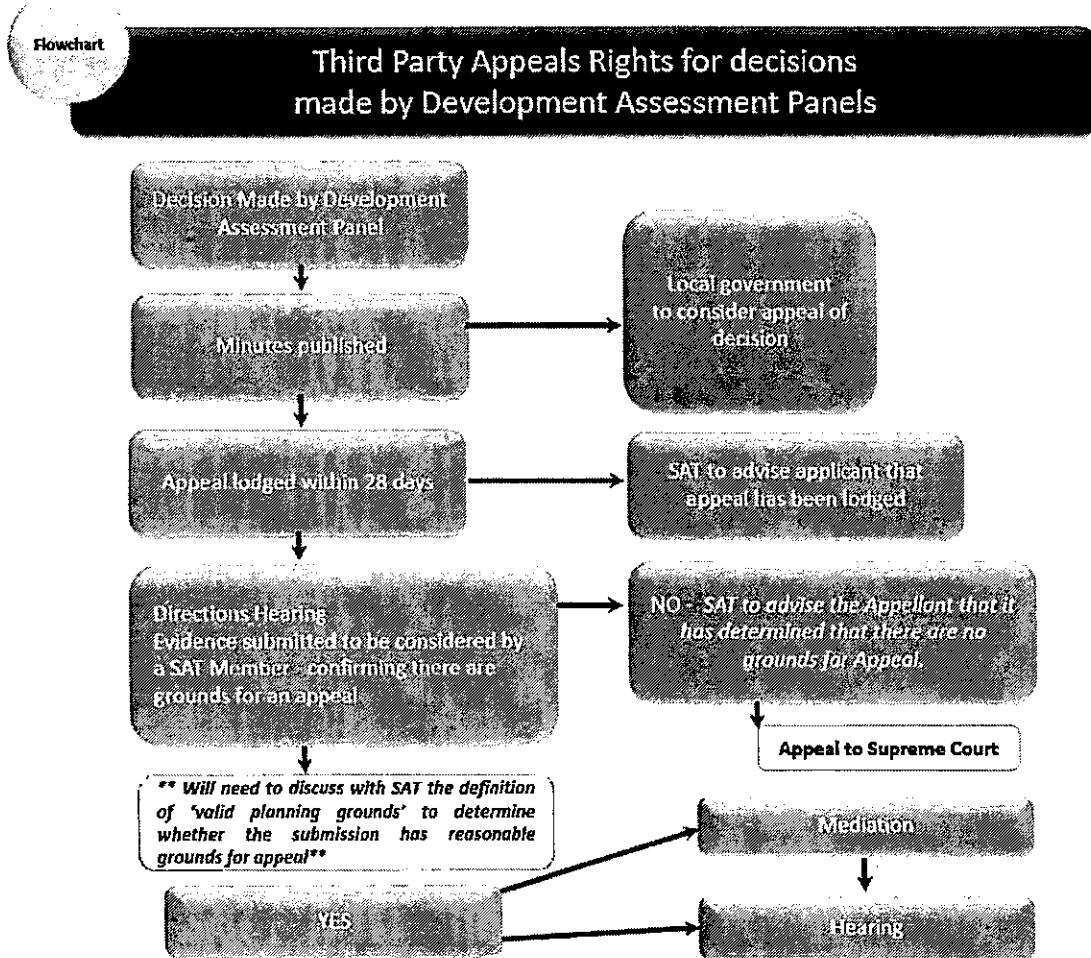
Timeframe to lodge an appeal

- As per the existing timeframe, an appeal on a decision made by a Development Assessment Panel should be lodged within 28 days of the decision being made public, ie publishing of the DAP minutes.
- Local Governments would need to determine within their own organisation what process to follow in order to decide whether or not to lodge an appeal against a DAP decision. In many cases this may require a Special Council meeting to determine this.

Costs

- Any Local Government would need to cover their costs of initiating the appeal, attending SAT directions, mediation and hearings, and costs could also include obtaining expert advice.

Appeals Process



COUNCIL DECISION

That Council:

1. **Grant approval to advertise amendments to the Policies as set out in Attachment 1; and**
2. **Authorise the Chief Executive Officer to undertake such tasks necessary to advertise the Policies in accordance with Regulations.**

Cr Mitchell moved an alternate motion. The motion was amended to include a date for the workshop. The amendment was accepted by the mover and seconder.

ALTERNATE MOTION

Moved: Cr Mitchell

Seconded: Cr Tan

That Council:

1. **Instruct the Chief Executive Officer to convene a workshop to review the Local Planning Policies at the Concept Forum on 20 March 2018;**
2. **Grant approval to advertise amendments to the Policies as set out in Attachment 9.4.5(1), following the actioning of resolution 1 above; and**
3. **Authorise the Chief Executive Officer to undertake such tasks necessary to advertise the Policies in accordance with Regulations following the actioning of resolution 2 above.**

Carried 9/0

**** 6:10pm – Mr Scaffidi left the meeting.**

9.4.6 REQUEST FOR SUPPORT TO WALGA POSITION ON INTRODUCING THIRD PARTY APPEAL RIGHTS FOR TOWN PLANNING DECISIONS

Location	N/A
Applicant	WALGA
File Reference	DEP 22/40
Author	Bob Wallin (Principal Planner)
Attachments	Nil
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> • WALGA has requested support for a position to introduce Third Party Appeal Rights for town planning decisions. • The proposal presents the least intrusive and demanding of the options put forward. • The option supported by WALGA is to limit Third Party Appeal Rights to applications that require Development Assessment Panel decisions.

	<ul style="list-style-type: none"> • It is recommended that the WALGA position be supported.
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STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
4.1 A strategically focused, open and accountable local government	Provide accountable and strategic leadership	4.1.1.5	Support initiatives to nurture local civic, social and community leadership

BACKGROUND

The Western Australian Local Government Association (WALGA) has requested comments/support on the proposed introduction of Third Party Appeal rights in town planning matters.

WALGA is requested that members consider the following as the preferred model for Third Party Appeal Rights in Western Australia:

“support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.”

Third party appeal rights relate to the ability for a party (not the applicant) to appeal a decision. A Development Assessment Panel is a panel set up to assess and determine large scale planning proposals (between \$2 million and \$10 million optional/above \$10 million mandatory).

Council recently nominated members for the Southern Development Assessment Panel. Please note that no planning applications to date have required a DAP.

There are four options presented for consideration. In addition to the preferred one suggested by WALGA, the other options are:

- 1) Support the introduction of Third Party Appeal Rights for decisions where discretion has been exercised under the R-Codes, Local Planning Policies and Local Planning Schemes.
- 2) Support the introduction of Third Party Appeal Rights against development approvals.
- 3) Support the introduction of Third Party Appeal Rights against development approvals and/or the conditions or absence of conditions of an approval.

DETAILS

Of the four possible options, the preferred option presented by WALGA will have the least impact for the Shire. Should the Shire ever receive an application requiring DAP assessment the benefits and costs would be as follows:

Benefits

- Council can defend the merits of their policies and enforceability of conditions;
- Could address community concerns;
- Increased confidence in the decision making process;
- Increases transparency of process;

- Allows community members can appeal decisions; and
- Shire could appeal on conditions removed by DAP.

Costs

- Only applies to DAPs (large scale applications);
- Resource hungry for all involved;
- Lack of certainty in decision making process;
- Potential conflict of interest for elected member who sits on panel;
- Could undermine the whole reason for setting up DAPs in the beginning;
- Costs unknown.

CONSULTATION

Nil

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

At this stage, the proposal is only seeking member support and opinion. If the proposal is ever progressed, there will need to be amendments to the Planning and Development Act 2005. Amendments to the Planning and Development Act will require extensive advertising and consultation.

CONCLUSION

The WALGA supported position will have no impact on the operations of the Shire unless it receives a DAP decision that it does not support. The Shire has yet to receive a planning application that requires determination by a DAP.

COUNCIL DECISION

(Officers Recommended Resolution)

That the Council advise the Western Australian Local Government Association that it supports the introduction of Third Party Appeal rights for decisions made by Development Assessment Panels.

Carried by En Bloc Resolution 1

Report of Review

Local Planning Scheme No.7

- (a) The Scheme was published in the Gazette on 19 September 2014.
 (b) The following amendments have been published in the Gazette.

Amendment No	Date of Publication in Gazette	Property/Purpose of Amendment (Summary Overview)
1	11/3/16	Omnibus amendment. Schedule 12 - Including Community Events particulars Replace Clause 5.52.3.1 (iv) Inserting new Clause 8.2(iii) Amending Clause 5.54.9.1 Amending Clause 5.54.9.3 Amending Schedule 15 SPA3 - Portion of Lot 2934 Bentley Road Donnybrook
2	13/1/17	Rezone Lot 102 South Western Highway from "Residential R5/2.5" to "Residential R5/10". Amend the Scheme Maps accordingly
3	19/5/17	Amended clause 1.4. Deleted the following clauses from the Scheme Text, as they have been superseded by the deemed provisions set out in the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2: • PART 2 - LOCAL PLANNING FRAMEWORK; • Structure Plan Areas (SCA8) clauses 6.9.1.2, 6.9.4 to 6.10.2 inclusive (Structure Plan Areas SCA8); • DIVISION D: Local Development Plans; • PART 7 - HERITAGE PROTECTION; • PART 8 - DEVELOPMENT OF LAND; • PART 9 - APPLICATIONS FOR PLANNING APPROVAL; • PART 10 - PROCEDURES DEALING WITH APPLICATIONS • PART 11 - ENFORCEMENT AND ADMINISTRATION Deleted the following definitions from Schedule 1, as they have been superseded by the definitions in the deemed provisions set out in the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2: Advertisement, Local Government, Local Planning Strategy, Owner, Residential Design Codes, Substantially commenced, Premises, Cultural heritage significance, Amenity, Zone. Amended the following clauses by removing the cross reference to the clause deleted by the amendment and replaced them with cross reference to deemed provisions set out in the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2 (including renumbering and updating cross references accordingly): 3.4.1, 3.4.2(i), 3.5(vii), 4.17.2, 4.17.3, 4.18.2(ii), 4.20.2, 5.4.2, 5.5.2(i), 5.5.3(i), 5.9.9, 5.18.1-2, 5.22(i), 5.45.1, 5.45.2, 5.51.2.2, 5.56.6.4, 5.58.3.2, 5.59.2, 5.9.6, 5.9.9, 6.1.4, 6.1.7, 6.5.3.2(ii), 6.13.3.3-4.

		<p>Reworded clause 5.52.4.1.</p> <p>Modified Zoning Table to make Ancillary Accommodation a 'P' use in the Residential zone.</p> <p>Deleted Schedules 9, 10, 11 and 13 and renumbered and updated cross references of remaining Schedules.</p> <p>Created a new 'Schedule A - Supplemental Provisions' to the Scheme and amended and transferred the 'permitted development' clauses 8.2(iii), (iv), (v), (viii) to (xi) inclusively, and (xiv) to (xxv) inclusively to Schedule A.</p> <p>Renumbered the remaining scheme provisions and schedules sequentially and updated any cross referencing to the new clause numbers as required, including 'Contents'.</p> <p>Amended the scheme text to replace references to 'planning' application and 'planning' approval with 'development' application and 'development' approval</p>
4	4/7/17	<p>Inserted new clause 4.56.6.5.</p> <p>Amended clause 4.54.8.1 (ii) and (iii).</p> <p>Amended SU1 of Schedule 5 – Special Use Zone.</p> <p>Replaced clause 4.52.3.1 (iv).</p> <p>Amended Schedule 12 – Development Contribution Plans by inserting Moveable signs.</p> <p>Amended clause 4.44.2 (iii). Inserted new clause 4.23.3</p>
7	25/8/17	<p>Amending the Scheme Map by rezoning Lot 20 Spencer Street, Balingup from 'Residential R10' to 'Special Use 5'.</p> <p>Update schedule 5 to include – SU5 – Lot 20 Spencer Street, Balingup.</p>
9	7/9/18	<p>Amend Schedule 6 - Additional Uses - A4 - Lot 9504 (RN80) Kelly Road, Donnybrook and adjoining closed road. (Land ID 3086771). Modify the Scheme Maps accordingly to reflect the Additional Use No. A4.</p>
6	9/10/18	<p>Rezone Lot 1 Hurst Road, Argyle from 'General Agriculture' to 'Rural Residential'.</p> <p>Amend the Scheme Map accordingly.</p> <p>Include the land within 'Schedule 2 - Rural Residential Additional Requirements' .</p> <p>Remove DIA2 from Schedule 13, and the scheme maps.</p>

10	26/4/19	<p>Delete the 'Parks and Recreation' reservation from Lot 4 Hearle Road, Glen Mervyn and replace with 'General Agriculture' zone in accordance with the Scheme Amendment Map.</p> <p>Rezone Lots 613 and 614 South Western Highway, Donnybrook from 'Tourist' to 'Commercial' in accordance with the Scheme Amendment Map.</p> <p>Delete item No. 1 from Schedule 12 and insert into Schedule 9 Exempted Advertisements.</p> <p>Amend Schedule 6 Additional Uses to include an additional use of 'Tavern' for Lots 11 and 268 Goldfields Road, Upper Capel.</p> <p>Modify clause 4.56.4.1. Delete Clause 4.56.4.8 and replace.</p> <p>Place an Additional Use designation 'A5' over Lots 11 and 268 Goldfields Road, Upper Capel.</p>
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The following amendments have been subject of resolutions to prepare, but not yet published in the Gazette -

Amendment Number	Date of Resolution to Prepare and current stage in process	Property/Purpose of Amendment (Summary Overview)
11	Granted consent to advertise by OCM 28 November 2018. Advertising closed raising issues regarding secondary road access to satisfy fire management requirements	Rezone Lot 384 Marshall Road, Argyle from "General Agriculture" to "Rural Residential"
12	Granted consent to advertise by OCM 22 May 2019	Rezone Lot 151 Bentley Road, Donnybrook from "General Agriculture" to "Residential"
13	Granted consent to advertise by OCM 28 August 2019.	Insert an additional use "Industry – Light" for Lot 176 South Western Highway, Donnybrook

Note

Two additional amendments have been initiated and are unlikely to be progressed to finalisation. These are:

Amendments 5 was a complex amendment to rezone a 2ha portion of Lot 71 Grimwade Road, Balingup to "Rural Residential". The proposal was initiated by Council at its OCM 27 April 2016. The amendment did not receive consent to advertise by the WAPC without modifications. The applicant did not have the funds to proceed.

Amendment 8 was a complex amendment to zone Lots Lots 424 and 425 Bakewell Street, Donnybrook. The amendment was advertised and recommended for final approval by Council at its OCM 26 September 2018. The WAPC requested changes that the applicant and Council had no budget availability to proceed. A request to not proceed has been presented to the WAPC.

- (c) The Scheme has not been consolidated in accordance with the formal requirements of Part 5, Division 5 of the *Planning and Development Act 2005*.
- (d) The following is a summary of development activity and population growth since the Scheme was first published in the Gazette:

Year	# of building permits issued for new dwellings	Population growth
2011		5192 (ABS data)
Sept 14-31 December 2014	26	
2015	49	
2016	38	5940 (WA Tomorrow)
2017	30	
2018	37	6062 (ABS data)
2019 to Sept	25	
Totals	205	
<p>Note: Data availability on population is not extensive. However, it shows that there is a relatively low and steady rate of population increase.</p> <p>Projections in WA Tomorrow indicate population forecasts of 6235 by 2026 and 6430 for 2031 (band C – medium forecast)</p>		

Year	# of subdivision applications	# of lots proposed	# of subdivision lots created			# total lots created
			Residential	Rural Residential	Other	
Sept 14-31 December 2014	2	2				0
2015	10	16	5		2	7
2016	11	13	14	8		22
2017	12	10	6	5		11
2018	8	95		4		4

2019 to Sept	2	5	2	6		13
Totals	68	141	27	23	2	52

Notes:

- 1) The vast majority of subdivision represents small ad-hoc infill. The only exception relates to Stage 2 Meldene Estate (95 lots in 2018). This land was rezoned (Amendment 2) and represents a greenfield expansion of the urban footprint for the Donnybrook Townsite. Subdivision works have been substantially commenced with lots expected to be created in the very near future.
- 2) The 13 Rural Residential lots created are the direct result of reducing the minimum lot size to 1ha, allowing infill to occur within existing rural residential areas.

- (e) There is no relevant region planning scheme. Amendments to the Scheme have been variously published in the Gazette. In relation to this review, the most relevant is Amendment 3. This amendment ensured the LPS7 was consistent with the Regulations. The specific details contained in this amendment are shown in the table above.

Relevant Plans and Policies

There are an extensive range of plans and policies that have been considered in preparing this report, including -

- 1) Shire of Donnybrook Balingup Strategic Community Plan 2017-2027
- 2) Shire of Donnybrook Balingup Corporate Business Plan 2017 - 2021
- 3) Local Planning Strategy 2014
- 4) Growing Donnybrook-Balingup Growth Plan (June 2015)
- 5) Shire of Donnybrook Balingup Town Planning Policies
- 6) South West Regional Blueprint (SWDC, 2014)
- 7) State Planning Policies (various dates)

Based on the limited activity occurring during the life of LPS7 and recent “omnibus” amendments to improve and clarify issues that came to light through applying LPS7 as well as updating the scheme text to reflect the Regulations, it is considered that LPS7 is generally satisfactory in its existing form. However, it will benefit from an amendment to improve consistency with Model Scheme Text formatting and updating provisions to align with recent policy directions. There is also opportunity to review opportunities to diversify incidental land use in the Priority Agriculture zone.

Recommendation

Pursuant to clause 66.(3)(a) of the *Planning and Development Local Planning Schemes) Regulations 2015* it is recommended that Local Planning Scheme 7 be amended.

Local Planning Strategy

- (a) The Local Planning Strategy was endorsed in September 2014.
- (b) There have been no amendments to the Local Planning Strategy.

Land supply Assessment

Land supply identified in the LPS consist of four main categories, being:

- a) Residential;
- b) Rural residential;
- c) Commercial/industrial; and
- d) Agricultural.

The following provides an assessment on these four main categories.

Residential land supply

One of the key purposes of an LPS is to define the settlement patterns for towns and ensure that there is suitable land available for expansion and to meet demand. In respect to residential land (investigation areas and green-field sites), the LPS and LPS7 identifies the following:

Localities	Existing residential zoned land (undeveloped)	Estimated lot yields	Investigation areas (residential)	Estimated lot yields
Donnybrook townsite	161ha	990	120ha	799
Kirup Townsite	40ha	140	n/a	
Mullalyup Townsite	8ha	28	n/a	
Balingup Townsite	41ha	133	56ha	104
Totals	250ha	1291	125ha	903

Note:

- a) Estimated lot yields are based on calculations developed as part of the Growing Donnybrook Balingup Growth Plan 2015 for Donnybrook and Balingup townsites
- b) Estimated residential zoned land in Mullalyup does not include areas within the townsite that have potential for infill development.
- c) Estimated residential yields for Mullalyup and Kirup are based on 20% of gross subdividable land being set aside for roads and drainage and 10% for open space. A minimum lot size of 2000m² has then be applied to reflect zoning and densities allowed without reticulated sewer.
- d) Estimated residential zoned land in Kirup includes areas within the townsite that have potential for infill development.
- e) These estimates do not include established residential areas within Donnybrook, Mullalyup and Balingup that have infill subdivision potential.

It is reasonable to conclude that there is a suitable supply of zoned land for traditional residential purposes, when considering the limited lot creation over the life of the LPS (52 lots).

There is opportunity to consider alternative forms of residential development such as lower density housing options. This will allow potential to grow the Shire's townsites by removing constraints for servicing (reticulated sewer) and providing housing options that

reflect market demand and provide choice not available in other townsites and the “Bunbury” urban areas.

Rural Residential land supply

In respect to Rural Residential development, LPS7 introduced potential for infill, reducing the lot size requirement from 2ha to 1ha. This has resulted in the creation of an additional 23 lots. Constraints to progressing infill and new rural residential estates has resulted from fire management controls.

An audit of existing Rural Residential lots has concluded that there is potential for additional infill as shown below:

Location	Total potential (including properties that may require removal of existing dwelling)	Unconstrained properties (can be reasonably subdivided without removing dwellings)
Donnybrook	85	31
Balingup	34	34
Total	119	65
Note: Constrained lots have been identified by a desk top analysis of aerial maps where lots contain dwellings located in positions that would make a simple subdivision design impractical without removal). Potential lots do not include lots without access to a potential secondary emergency access An additional 20 infill lots could be added to the unconstrained column for Donnybrook if amendment 11 relating to Marshall Road can resolve secondary emergency access		

The LPS identifies opportunities for limited expansion near existing rural residential areas. This includes four sites near the Donnybrook townsite and three sites near the Balingup townsite. It is noted that two of the sites near Donnybrook have been progressed. This includes a subdivision approval to create 3 lots and a rezoning being considered to create 18 lots. The rezoning is subject to resolving a secondary access.

Commercial/Industrial land supply

In respect of Industrial land, the following observations are made:

Localities	Existing Industry zoned land (undeveloped)	Investigation areas
Donnybrook townsite	180ha	72ha
Kirup Townsite	5.7ha	n/a
Mullalyup Townsite	n/a	n/a
Balingup Townsite	n/a	n/a
Totals	185.7ha	72ha

Notes

- a) The availability and potential to develop industrial land within Donnybrook is significantly constrained due to native title, topography and remnant vegetation.
- b) A review of suitable industrial land was undertaken as part of the Growing Donnybrook Balingup Growth Plan 2015. This identified 76ha of Industrial land and investigation areas of 90ha.
- c) Land within Kirup contains two existing residential dwellings.
- d) Donnybrook townsite also includes 2 vacant light industry sites with a combined area of 2.2ha. There is also a 1.4ha site that contains an existing dwelling. Most the vacant land is constrained due to being flood prone.

In respect to Commercial zoned land, and audit of Donnybrook and Balingup townsites concluded that:

Localities	# of vacant Commercial zoned lots	Lot areas	# of vacant buildings/units
Donnybrook townsite	2	2.7ha	8
Kirup Townsite	1	2800m ²	1
Mullalyup Townsite	1	3780m ²	n/a
Balingup Townsite	1	896m ²	7
Totals	5	3.44ha	16

Notes

- a) In the Mullalyup townsite there is a Commercial zoned parcel of land that is set aside and developed as open space. This has not been included in the table
- b) The vacant lot in Balingup has vehicular access restrictions
- c) In Donnybrook, the following factors need to be considered:
 - There are a significant number of established residential buildings in the Commercial zone that have potential to accommodate commercial development (along Collins Street)(10 lots) and the northern extent of the SW Hwy (10 lots).
 - Lots with dual frontage Clifford Road/SW Highway (18 lots) have potential for infill to take advantage of the Clifford Road frontage (presently no buildings address Clifford Road).
 - The current mini major (IGA) is in the process of expanding.

Agricultural land use

In respect of Agricultural zoned land, the LPS has two main zones – General Agriculture and Priority Agriculture.

The intent of the Priority Agriculture zone is to protect good quality and productive agricultural land from land uses and activities that can generate conflict and compromise agricultural activity and production.

The intent of the General Agriculture zone is to promote diversity of land use activity to improve economic activity and viability outside townsites.

The LPS and LPS7 provisions presently reflect this intent, however, subdivision standards need to be amended to reflect changes in the State Planning Framework.

Recommendation

Pursuant to clause 66.(3)(b) of the *Planning and Development Local Planning Schemes) Regulations 2015* it is recommended that Local Planning Strategy be reviewed.

DRAFT

**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
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
3802	SHIRE OF DONNYBROOK BALINGUP	RECOUP RESIDENTS KITTY - NOVEMBER 19		\$ 816.45
3803	EST OF LATE MRS PATRICIA LOWETH	REFUND RESIDENTS KITTY		\$ 173.42
EFT17739b	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 20/11/2019	\$ 143,820.81	
EFT17739c	AUSTRALIAN TAX OFFICE	BAS - OCTOBER 19	\$ 68,269.00	
EFT17739d	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 20/11/2019	\$ 68,428.95	
EFT17740	GLENN B CUMMING	REFUND DEPOSIT FOR UNIT 11 PRESTON VILLAGE	\$ 5,000.00	
EFT17741	STAFF REIMBURSEMENT	TUIA LODGE - REIMBURSEMENT OF POLICE CLEARANCE	\$ 52.60	
EFT17742	STAFF REIMBURSEMENT	TUIA LODGE - REIMBURSEMENT OF OVERPAYMENT OF UNIFORM	\$ 5.00	
EFT17742a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SPECIAL PAY	\$ 29.74	
EFT17742b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF SUPERANNUATION FOR NOVEMBER 2019	\$ 16,893.33	
EFT17743	AUSTRALIA POST	ADMIN - POSTAGE EXPENSES - OCT 2019	\$ 1,357.27	
EFT17744	AUST SERVICES UNION WA BRANCH	PAYROLL DEDUCTIONS	\$ 25.90	
EFT17745	ARGYLE/IRISHTOWN BFB	ARGYLE/IRISHTOWN BFB - REIMBURSE OF PETTY CASH EXPENSES	\$ 166.85	
EFT17746	A & R ENGINEERING	SUPPLY STEEL FOR TRUCK DB4550	\$ 182.14	
EFT17747	ANIMAL HEALTH CENTRE	RANGERS - PARVOVIRUS DISINFECTANT	\$ 195.45	
EFT17748	ALL-TECH PLUMBING	MULLALYUP BFB SHED - INSTALL FIREWATER & SUPPLY PIPES	\$ 2,629.00	
EFT17749	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS, ADMIN - STATIONERY	\$ 2,481.15	
EFT17750	MAIA FINANCIAL	EQUIPMENT LEASE EXPENSES 01/04 - 30/06/2019 & 01/07 - 30/09/2019	\$ 3,323.76	
EFT17751	AMPAC DEBT RECOVERY (WA) P/L	RATES RECOVERY EXPENSES FOR PERIOD ENDING 08/11/2019	\$ 695.55	
EFT17752	ALBA GAS SERVICES	DBK HALL - CHECK GAS STOVES FOR OVEN IGNITION PROBLEM	\$ 77.00	
EFT17753	ATC EMPLOYMENT SOLUTIONS	TUIA LODGE - CASUAL & TRAINEE WAGES W/E 06/11/2019	\$ 4,885.41	
EFT17754	A & R MACHINERY	PURCHASE OF RIDE ON MOWER AS PER RFQ 233 INC EXTRAS	\$ 33,056.01	
EFT17755	ACTIVTEC SOLUTIONS	TUIA LODGE BED REMOTE HANDSET CONTROLS X2	\$ 336.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT17756	ALLIED CARE GROUP	TUIA LODGE - ACFI CONSULTANCY - OCTOBER 2019	\$	1,898.05	
EFT17757	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT AT IRISHTOWN ROAD 2 X CONTROLLERS	\$	8,756.00	
EFT17758	BUNBURY TOYOTA	DB8250 EMO VEHICLE - SCHEDULED SERVICE	\$	420.02	
EFT17759	BUNNINGS GROUP LIMITED	MINNINUP COTT - LAUNDRY & BATHROOM FIXTURES & FITTINGS	\$	430.37	
EFT17760	BOC LIMITED	TUIA LODGE - 5LPM OXYGEN CENCENTRATOR 28/09/2019 - 28/10/2019	\$	54.87	
EFT17761	BIG W	BLN LIBRARY - PURCHASE OF BOOKS FOR LIBRARY STOCK	\$	100.00	
EFT17762	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF OCTOBER 2019	\$	15,950.00	
EFT17763	BANKS PEST AND WEED CONTROL	ANNUAL WEED SPRAYING AROUND BRIDGES	\$	4,673.35	
EFT17764	AGRI SPARK AUTO ELECTRICS	DB8060 - SES TROOP CARRIER - REPAIRS TO SPOTLIGHTS	\$	62.25	
EFT17765	BALINGUP PRIMARY SCHOOL	DONATION FOR PRESENTATION NIGHT AWARDS	\$	50.00	
EFT17766	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERG HELP MONITORING - NOV 2019	\$	189.61	
EFT17767	BRC - BUILDING SOLUTIONS PTY LTD	BEELERUP BFB - RFT 4/1819 CONSTRUCTION PART PAYMENT	\$	43,362.00	
EFT17768	BESAFE BUILDING INSPECTIONS	2019-20 SWIMMING POOL INSPECTIONS	\$	2,288.00	
EFT17769	BUNBURY HARVEY REGIONAL COUNCIL	CONTRIB TO REGIONAL WASTE EDUCATION PROGRAM - OCT 2019	\$	825.93	
EFT17770	BRANDICOOT	WEB HOSTING SERVICE - OCT 2019	\$	198.00	
EFT17771	STAFF REIMBURSEMENT	REIMBURSE CEO TELECOMMUNICATION PACKAGE	\$	159.98	
EFT17772	BARK ENVIRONMENTAL	PALMER RD GRAVEL PIT - DIEBACK INTERP MAP & REPORT	\$	1,950.00	
EFT17773	BELMGROVE HOLDING PTY LTD	RATES REFUND	\$	5,040.02	
EFT17774	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$	217.98	
EFT17775	CJD EQUIPMENT PTY LTD	DB754 LOADER - FUEL FILTER	\$	101.04	
EFT17776	CITY & REGIONAL FUELS	DEPOT - SMARTFILL GEN 2 KEY	\$	110.00	
EFT17777	CLIFFORD AUTO REPAIRS	DB15 - 4000KM SERVICE FOR ISUZU	\$	127.60	
EFT17778	DUG CROSS ELECTRICS	KIRUP BFB - INSTALL SUBMETER & LIGHTING TO UNDER VERANDAH	\$	2,995.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT17779	CARPET COURT FLOORING CENTRES	MINNINUP COTT UNIT 12 - REFURB CARPET, VINYL AND BLINDS	\$	4,116.00	
EFT17780	CRAVEN FOODS	DBK REC CTR - CONFECTIONERY KIOSK SUPPLIES	\$	123.93	
EFT17781	COMBINED TEAM SERVICES	P&G - SAFETY REPRESENTATIVE COURSE	\$	995.00	
EFT17782	DBK/BLN CHAMBER OF COMMERCE	2020 COMMUNITY DIRECTORY LISTING & ADVERTISING	\$	1,740.00	
EFT17783	CRS ELECTRICAL	MINNINUP COTT UNIT 12 REFURB LIGHT SWITCHES & POWER POINTS	\$	471.00	
EFT17784	COMMERCIAL AQUATICS AUSTRALIA	DBK REC CTR - EYZTROL REACTIVE MAINTENANCE & TRAINING	\$	418.00	
EFT17785	CAPE TO CAPE PHYSIOTHERAPY	DBK REC CTR - PELVIC FLOOR PRESENTATION FOR SENIORS WEEK	\$	380.00	
EFT17786	CYGNET WORKPLACE INVESTIGATIONS	CONDUCT EXTERNAL HR INVESTIGATION	\$	3,762.00	
EFT17787	JB & LA CARROLL	RATES REFUND	\$	594.00	
EFT17788	DONNYBROOK NEWSAGENCY	SHIRE INTERLOCKING FOLDERS, BUSINESS CARDS & NEWSPAPERS	\$	1,499.50	
EFT17789	DONNYBROOK PHARMACY	TUIA LODGE - PHARMACY ACCOUNT - SEPTEMBER 2019	\$	180.79	
EFT17790	DONNYBROOK FRUIT BARN	TUIA LODGE - FRUIT SUPPLY OCT 2019, ADMIN APPLES AT COUNTER	\$	592.03	
EFT17791	DONNYBROOK & DISTRICTS PLUMBING	DBK LIONS CLUB BLDG - REPAIR/REPLACE MIXER TAP IN KITCHEN	\$	88.00	
EFT17792	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BAKERY ACCOUNT - OCTOBER 2019	\$	343.00	
EFT17793	DONNYBROOK TYRE SERVICE	DB15 - REPAIR PUNCTURED TYRE	\$	42.00	
EFT17794	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LIBRARY - 2019 CLEANER EXPENSES	\$	5,536.32	
EFT17795	DONNYBROOK FARM SERVICE	TUIA LODGE SPRINKLERS RETICULATION PARTS	\$	81.18	
EFT17796	DBK AMATEUR BASKETBALL ASSOC	OCT 2019 SCHOOL HOLIDAY PROGRAM - BASKETBALL COACHING	\$	240.00	
EFT17797	DBK ACCIDENT REPAIR CENTRE	REPAIRS TO VEHICLE - STONE FLICK FROM MOWER	\$	300.03	
EFT17798	EMERG SOLUTIONS PTY LTD	ARGYLE BFB - 45 BART SUBSCRIPTIONS	\$	1,500.00	
EFT17799	ESC ENGINEERING	VC MITCHELL PARK - DESIGN & DOCUMENT CARPARK LIGHTING	\$	3,300.00	
EFT17800	DEPT OF FIRE & EMERGENCY SERV	2019/20 ESL 2ND QUARTER CONTRIBUTION	\$	89,802.77	
EFT17801	JENNY SMITH	WREATH FOR ANZAC DAY	\$	75.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT17802	BUNBURY FREIGHT SERVICES	TUIA LODGE - FREIGHT FOR PHARMACEUTICAL SUPPLIES - OCT 2019	\$	252.00	
EFT17803	FORTUS	W&S - VARIOUS LOADERS & GRADERS - CHOCK BARS & BLADES	\$	3,316.81	
EFT17804	FRONTLINE FIRE & RESCUE	ARGYLE/IRISHTOWN BFB - PROTECTIVE CLOTHING	\$	1,321.64	
EFT17805	HARVEY NORMAN BUNBURY	CHARGING CABLE & KEYBOARD FOR COUNCILLOR	\$	351.80	
EFT17806	HASTIE WASTE PTY LTD	TUIA LODGE - DELIVERY 3M WASTE SKIP INCL PICK-UP	\$	244.00	
EFT17807	STAFF REIMBURSEMENT	TUIA LODGE - REIMBURSE POLICE CLEARANCE EXPENSES	\$	55.10	
EFT17808	HIGGINS COATINGS PTY LTD	MINNINUP COTT 1-4 PAINTING WORKS MAINTENANCE CONTRACT	\$	3,480.66	
EFT17809	HOLMAN ELECTRICAL SERVICES	TUIA LOGDE - ANNUAL MAINTENANCE OF COMBI OVEN	\$	1,474.99	
EFT17810	SKIPPERS PLUMBING SERVICES	PRESTON VILL - LEAKS OUTSIDE VILLA 11/12 & HOT WATER SYSTEM	\$	260.44	
EFT17811	RA & LJ HAY	REFUND SENIORS WEEK MINE TOUR FEE	\$	30.00	
EFT17812	INDIGENOUS PROFESSIONAL SERV	TUIA LODGE - MARKETING SERVICE - MONTH ENDING 31/08/2019	\$	4,290.00	
EFT17813	SOUTH WEST ISUZU	DB1149 TRUCK - PRESSURE SWITCH	\$	63.75	
EFT17814	JASON SIGNMAKERS	W&S - ROAD SIGNAGE CURVE RIGHT	\$	188.32	
EFT17815	STAFF REIMBURSEMENT	REIMBURSE PHONE ALLOWANCE TO WORKS OVERSEER	\$	39.37	
EFT17816	JARAM PRODUCTS PTY LTD	DB8329 TRAY TOP - NEW TOOLBOX	\$	1,321.10	
EFT17817	JCOMM SW	TUIA LODGE - PORT ACROSS TO NBN & CONNECTION OF ROOM 10	\$	1,100.00	
EFT17818	LOTEX FILTER CLEANING SERVICE	DB2201 & DB1250 LOADERS - FILTER CLEAN	\$	163.85	
EFT17819	LANDGATE	ANNUAL SLIP SUBSCRIPTION SERVICE FOR 27/11/2019 - 26/11/2020	\$	2,318.00	
EFT17820	LIVING SPRINGS	BOTTLED WATER - ADMIN OFFICE	\$	55.00	
EFT17821	LGISWA	ACTUAL WAGES ADJUSTMENT FOR PERIOD - 30.06.18 TO 30.06.19	\$	24,065.37	
EFT17822	LIONS CANCER INSTITUTE WA	CHRISTMAS SPONSORSHIP PERTH CHILDRENS HOSPITAL 2019	\$	500.00	
EFT17823	LITHIUM AUSTRALIA NL	RATES REFUND	\$	18.32	
EFT17824	MALATESTA ROAD PAVING & HOTMIX	UPPER CAPEL RD - 250 X LITRES OF EMULSION	\$	400.00	

**SHIRE OF DONNYBROOK/BALINGUP
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT17825	MESSAGES ON HOLD AUSTRALIA P/L	PHONE MESSAGE ANNOUNCER SERVICE 20/11/2019 - 19/02/2020	\$ 402.96	
EFT17826	JACQUELINE DIANA MASSEY	REIMBURSE TRAVEL EXPENSES FOR LOCAL GOVT TRAINING	\$ 43.45	
EFT17827	NIGHTGUARD SECURITY SERVICES	ADMIN - ATTEND TO AFTER HOURS SECURITY ALARM INCIDENTS	\$ 440.00	
EFT17828	NORTH POINT CONSULTING	TUIA LODGE - DESIGN DOCUMENTATION	\$ 1,980.00	
EFT17829	OFFICEWORKS	LOWDEN BFB - MS OFFICE & ANTIVIRUS, ADMIN - STATIONERY	\$ 530.31	
EFT17830	OFFICEWORKS	TUIA LODGE - STATIONERY ORDER NOVEMBER 2019	\$ 232.93	
EFT17831	PFI CLEANING SUPPLIES	BALINGUP HALL - PAV VAC VACUUM	\$ 431.00	
EFT17832	BLACKWOODS	CESM - 2 PACKETS OF 50 SQWINCHER QUIK STIKS - REHYDRATION	\$ 119.86	
EFT17833	PRESTON VALLEY MAINTENANCE	KIRUP WALKWAY BRIDGE - CLEAN MOULD ETC AND REPAINT	\$ 484.00	
EFT17834	PFD FOOD SERVICE PTY LTD	DBK REC CTR - ICE CREAM SUPPLIES	\$ 150.90	
EFT17835	PRESTON POWER EQUIPMENT	TUIA LODGE - MOWER SERVICE AND REPAIRS	\$ 427.00	
EFT17836	PAYPAC PAYROLL SERVICES PTY LTD	TUIA LODGE - PAYROLL PROCESSING SERVICES - OCT 2019	\$ 987.65	
EFT17837	PEEL PODIATRY CLINIC	TUIA LODGE - PODIATRY SERVICES - NOVEMBER 2019	\$ 1,400.00	
EFT17838	WA RANGERS ASSOCIATION	LEGAL WORKSHOP (P/P, PEHO, GOVERNANCE OFFICER)	\$ 200.00	
EFT17839	STAFF REIMBURSEMENT	REIMBURSE HOME INTERNET EXPENSES - NOV 2019	\$ 39.95	
EFT17840	ROOFWEST ROOF RESTORATIONS	CLEAN ROOF ON RAILWAY STATION & 4 INCIDENTAL STRUCTURES	\$ 4,290.00	
EFT17841	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS PAYROLL 12/11/2019 - 11/12/2019	\$ 149.00	
EFT17842	SOUTHERN LOCK & SECURITY	DB SES - 1 X 120 KEY SAFE	\$ 210.00	
EFT17843	SOS OFFICE EQUIPMENT	PHOTOCOPIER TONER EXPENSES	\$ 73.87	
EFT17844	SPORTSMARINE	DBK REC CTR - TENNIS RACQUETS & BALLS	\$ 246.00	
EFT17845	STALEY FOOD & PACKAGING	TUIA LODGE - PPE, CLEANING & LAUNDRY SUPPLIES	\$ 2,695.95	
EFT17846	SURGICAL HOUSE PTY LTD	TUIA LODGE - SUPPLEMENTS, WOUND CARE, CONTINENCE ITEMS	\$ 3,584.86	
EFT17847	STEWART BROWN ADVISORY PTY LTD	TUIA LODGE - FINANCIAL PERF SURVEY & BENCHMARK SERV 2020	\$ 770.00	

**SHIRE OF DONNYBROOK/BALINGUP
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Chq/EFT	Name	Description		Municipal	Trust
EFT17848	SCOPE BUSINESS IMAGING	DBK SES - PHOTOCOPIER SERVICE 30/09/2019 - 31/10/2019	\$	39.28	
EFT17849	WA TREASURY CORPORATION	LOAN 74 - CAPITAL & INTEREST PAYMENT	\$	7,680.59	
EFT17850	STATE WIDE TURF SERVICES	RENOVATE OVAL AT VC MITCHELL PARK	\$	5,390.00	
EFT17851	TOLL TRANSPORT PTY LTD	VARIOUS SHIRE DEPTS - FREIGHT EXPENSES	\$	115.45	
EFT17852	TENDERLINK	TUIA LODGE - TENDER - INSTALL FIRE SUPPRESSION SYSTEM	\$	168.30	
EFT17853	VOGUE FURNITURE	KIRUP/BRAZIER - 2EA PINBOARDS AND WHITEBOARDS	\$	1,424.98	
EFT17854	VIP GARDENING	TUIA LODGE - GARDENING CONTRACTORS - SEPTEMBER 2019	\$	2,613.60	
EFT17855	VEHICLES CLEANED BY JANINE	TUIA LODGE - CLEANING OF 2 X TUIA LODGE CARS - OCTOBER 2019	\$	90.00	
EFT17856	WA LOCAL GOVERNMENT	RFT 3/1819 - DBK WASTE MGMT SITE - MANAGE TENDER PROCESS	\$	5,095.92	
EFT17857	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING FOR 2019/20	\$	276.10	
EFT17858	WORK CLOBBER	W&S - SAFETY BOOTS	\$	187.10	
EFT17859	MACHINERY WEST	VEIN KIT TO SUIT AGREX SPREADER	\$	116.30	
EFT17860	WINDSOR LODGE COMO	ACCOMM FOR NUTS & BOLTS WORKSHOP - FINANCE OFFICERS	\$	306.50	
EFT17861	THE WORKWEAR GROUP PTY LTD	2019/20 UNIFORM ORDER	\$	750.56	
EFT17862	WEST COAST FIT	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - OCT 2019	\$	982.00	
EFT17863	WEST COAST CONVEYANCING	RATES REFUND	\$	188.00	
EFT17864	SKIPPERS PLUMBING SERVICES	MINNINUP COTT U12 - BATHROOM/LAUNDRY RENOVATIONS	\$	1,422.30	
EFT17865	SW QUALITY PLASTERING SERVICES	TUIA LODGE MARRI WING ROOMS 12,14 & 16 PLASTERING WORKS	\$	6,600.00	
EFT17865a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 04/12/2019	\$	150,243.65	
EFT17865b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 04/12/2019	\$	68,346.97	
EFT17865c	SHIRE OF DONNYBROOK BALINGUP	SPECIAL PAY	\$	28,696.66	
EFT17866	APRA LIMITED	DBK REC, BLN HALL, ADMIN, AMPHITHEATRE - MUSIC LICENCE FEES	\$	214.13	
EFT17867	ALFS MACHINERY PTY LTD	DBK SES - GENERATOR SERVICE, DEPOT - PARTS	\$	1,047.70	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT17868	AUSTRALIA POST	VARIOUS SHIRE DEPTS - POSTAGE EXPENSES	\$ 2,107.17	
EFT17869	WESTERN ALLPEST SERVICES	DBK HALL - 6 MONTHLY TERMITE INSPECTION	\$ 345.00	
EFT17870	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 25.90	
EFT17871	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS, ADMIN - STATIONERY	\$ 4,893.07	
EFT17872	ACCESS PROTOCOL	TUIA LODGE - EQUIP MAINT, SILICON PENDANT, TRAVEL	\$ 1,193.50	
EFT17873	AIT SPECIALISTS PTY LTD	PROF SERV - REVIEW FUEL TAX CREDITS 01/10/2015 TO 31/10/2019	\$ 2,647.43	
EFT17874	ATC EMPLOYMENT SOLUTIONS	TUIA LODGE - CASUAL & TRAINEE WAGES W/E 27/11/2019	\$ 3,213.16	
EFT17875	A & R MACHINERY	VARIOUS SHIRE VEHICLES - PARTS & REPAIRS	\$ 2,180.39	
EFT17876	ADVANCE SPEECH PATHOLOGY	TUIA LODGE - SPEECH PATHOLOGIST - NOVEMBER 2019	\$ 330.00	
EFT17877	AW ROADWORKS PTY LTD	TRAFFIC MANAGEMENT AT IRISHTOWN ROAD 2 X CONTROLLERS	\$ 4,708.00	
EFT17878	ADRIAN AND EMILY DODDY	TUIA LODGE - BRICK FILL ABOVE DOORS & OBSOLETE DOORWAY	\$ 1,023.00	
EFT17879	BENARA NURSERIES	P&G - TRAYS OF FLOWERS FOR TOWNSCAPE	\$ 1,098.24	
EFT17880	BUNBURY RETRAVISION	KIRUP BFB - TV BRACKET	\$ 228.00	
EFT17881	BUNNINGS GROUP LIMITED	P&G - CORD SHOCK GRUNT X 3	\$ 62.70	
EFT17882	BOC LIMITED	DEPOT - 2 X ARGOSHIELD SIZE G	\$ 172.30	
EFT17883	BELL FIRE EQUIPMENT COMPANY P/L	TUIA LODGE - EMERG WARNING SYSTEM & FIRE ALARM - NOV 2019	\$ 168.66	
EFT17884	BIG W - BUNBURY	TUIA LODGE - CLEANING EQUIPMENT - 2 X ALLERGY STICK VACUUM	\$ 922.00	
EFT17885	BDA TREE LOPPING	TUIA LODGE - FIRE SUPPRESSION SYSTEM - TREE REMOVAL	\$ 3,916.00	
EFT17886	BALINGUP LIQUOR & GENERAL STORE	VARIOUS BFB'S - DIESEL PURCHASES	\$ 566.89	
EFT17887	BEELERUP BUSH FIRE BRIGADE	BEELERUP BFB - REIMBURSE HR DRIVER TRAINING EXPENSES	\$ 3,260.00	
EFT17888	BP SERVICE STATION	MGNT DBK TRANSIT PRK & ADMIN FUEL EXPENSES - OCT 2019	\$ 4,494.94	
EFT17889	BRC - BUILDING SOLUTIONS PTY LTD	RFT 4/1819 - CONSTRUCTION OF THE BEELERUP BUSH FIRE STATION	\$ 88,629.75	
EFT17890	BUNBURY HARVEY REGIONAL COUNCIL	CONTRIB TO REGIONAL WASTE EDUCATION PROGRAM - NOV 2019	\$ 825.93	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT17891	STAFF REIMBURSEMENT	BLN LIBRARY - REIMBURSE PURCHASE OF LIBRARY BOOKS & DVD'S	\$	121.44	
EFT17892	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$	101.53	
EFT17893	COATES HIRE OPERATIONS PTY LTD	NEWLANDS & IRISHTOWN RDS - HIRE OF PORTABLE TOILET	\$	1,302.33	
EFT17894	CITY & REGIONAL FUELS	FUEL EXPENSES - NOV 2019	\$	19,566.96	
EFT17895	CLIFFORD AUTO REPAIRS	DB252 PEHO - VEHICLE SERVICE	\$	280.30	
EFT17896	CARPET COURT FLOORING CENTRES	TUIA LODGE REFURB - ENSUITES BUILD UP, & INSTAL VINYL	\$	10,995.00	
EFT17897	CRAVEN FOODS	DBK REC CTR - CHIP & CONFECTIONERY SUPPLIES	\$	221.71	
EFT17898	COMBINED TEAM SERVICES	ADMIN - SAFETY REPRESENTATIVE COURSE	\$	995.00	
EFT17899	STAFF REIMBURSEMENT	REIMBURSE PURCH OF POWER BANK, USB DRIVERS & CORD ADAPT	\$	93.98	
EFT17900	COOLAIR REFRIGERATION SERVICES	ADMIN - INVESTIGATE FAULT TO AIRCON	\$	401.50	
EFT17901	COATES CIVIL CONSULTING PTY LTD	UPPER CAPEL RD - DESIGN, DRAFT & DOC FOR RECONSTRUC	\$	8,690.00	
EFT17902	CHRISTINE DENISE STEVENSON	TUIA LODGE - CATERING FOR STAFF CHRISTMAS FUNCTION	\$	1,500.00	
EFT17903	CLEANAWAY	REFUSE COLLECTION - NOV 2019	\$	21,365.99	
EFT17904	CALIBRE PROFESSIONAL SERV P/L	HERITAGE PRECINCT - DEVELOP CONCEPT PLANS	\$	673.75	
EFT17905	CROSS SECURITY SERVICES	LOWDEN BFB - SECURITY MONITORING EXPS 01/10/2019 - 31/12/2019	\$	128.70	
EFT17906	DONNYBROOK NEWSAGENCY	TUIA LODGE - MONTHLY NEWSPAPER ACCOUNT & STATIONERY	\$	103.85	
EFT17907	DONNYBROOK BUTCHERS	CATERING FOR OCM BBQ 27/11/2019	\$	256.00	
EFT17908	DONNYBROOK FRUIT BARN	ADMIN - GAS BOTTLE, TUIA LODGE - FRUIT & VEG SUPPLIES NOV 19	\$	418.81	
EFT17909	DONNYBROOK COUNTRY CLUB	2019-2020 MAJOR COMMUNITY GRANT FUNDING	\$	2,194.50	
EFT17910	DBK & DISTRICTS PLUMBING SERVICE	VARIOUS SHIRE SITES - PLUMBING REPAIRS	\$	1,353.00	
EFT17911	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BAKERY ACCOUNT - NOVEMBER 2019	\$	287.50	
EFT17912	DONNYBROOK TYRE SERVICE	DB1149 TRUCK - NEW TYRES, RANGER - 2 TYRES	\$	1,969.00	
EFT17913	DBK & DIST GREENWASTE RECYC	P&G - SCOOPS OF SOIL CONDITIONER	\$	90.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT17914	DONNYBROOK FARM SERVICE	VARIOUS SHIRE DEPTS - POOL CHEMS, RETIC PARTS, FERTILISER	\$	2,497.63	
EFT17915	DATA#3	ADMIN - ACROBAT PRO V2017 LICENSE	\$	447.34	
EFT17916	DBK & DISTS COUNTRY MUSIC CLUB	2019 SENIORS WEEK - SUPPLY AFTERNOON TEA AT DANCE	\$	75.00	
EFT17917	DK CARPENTRY	TUIA LODGE REFURB - STRIP OUT OF ROOMS	\$	2,805.00	
EFT17918	DBK WINERIES & PRODUCERS INC	2019-2020 MAJOR EVENT SPONSORSHIP FUNDING	\$	2,000.00	
EFT17919	DBCEC (WA) PTY LTD	GRAVEL FOR IRISHTOWN ROAD - 3068.78 TONNE	\$	35,444.41	
EFT17920	WA ELECTORAL COMMISSION	2019 LOCAL GOVERNMENT ELECTION EXPENSES	\$	23,396.88	
EFT17921	EMERG SOLUTIONS PTY LTD	ARGYLE/IRISHTOWN BFB - BART SMS SERVICE	\$	390.00	
EFT17922	STAFF REIMBURSEMENT	REIMBURSE PARKING AND MEAL EXPENSES FOR FOI TRAINING	\$	67.59	
EFT17923	FLORIST GUMP	TUIA LODGE - FLOWERS FOR MANAGER AGED CARE SERVICES	\$	112.50	
EFT17924	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$	273.12	
EFT17925	FRONTLINE FIRE & RESCUE	VARIOUS BFB'S - PROTECTIVE CLOTHING & PPE	\$	3,189.64	
EFT17926	SUEZ RECYCLING & RECOVERY	PROCESSING OF RECYCLABLES - NOV 2019	\$	1,216.73	
EFT17927	ROYAL GALA TOURS	SENIORS WEEK BUS TOUR - GREENBUSHES	\$	415.25	
EFT17928	JR & A HERSEY PTY LTD	W&S - SURVEY PEGS & PPE	\$	1,104.10	
EFT17929	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL SITE & BLN TRANSFER STN - NOV 2019	\$	35,454.95	
EFT17930	SKIPPERS PLUMBING SERVICES	VARIOUS SHIRE SITES - CLEAR BLOCKAGES & PLUMBING REPAIRS	\$	606.65	
EFT17931	HOTEL IBIS	ACCOMMODATION FOR FREEDOM OF INFORMATION TRAINING	\$	155.00	
EFT17932	INDIGENOUS PROFESSIONAL SERV	TUIA LODGE - MONTHLY MARKETING SERVICE - ENDING 30/11/2019	\$	1,430.00	
EFT17933	SOUTH WEST ISUZU	DB1149 TANDEM TRUCK - LUBRICATION KIT	\$	327.49	
EFT17934	JASON SIGNMAKERS	W&S - ASSORTED ROAD SIGNAGE	\$	506.06	
EFT17935	WESFARMERS KLEENHEAT GAS P/L	TUIA LODGE - BULK LPG ORDER	\$	1,231.00	
EFT17936	KENSINGTON PHYSIOTHERAPY	TUIA LODGE - PHYSIOTHERAPY SERVICES 09/10/2019	\$	2,211.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT17937	LANDGATE CUSTOMER ACCOUNT	RESTRICTIVE COVENANT - SATINWOOD BRACE DONNYBROOK	\$	52.40	
EFT17938	LIVING SPRINGS	BOTTLED WATER ADMIN OFFICE	\$	132.00	
EFT17939	LOWDEN BUSH FIRE BRIGADE	REIMBURSEMENT OF GROCERIES FOR GRAB BAGS	\$	205.91	
EFT17940	MALATESTA ROAD PAVING & HOTMIX	IRISHTWON & BROOKHAMPTON RDS - EMULSION	\$	10,440.00	
EFT17941	MM ELECTRICAL MERCHANDISING	TUIA LODGE - LED LAMPS	\$	157.08	
EFT17942	STAFF REIMBURSEMENT	DBK REC CTR - REIMBURSE LIWA ACCREDITATION EXPENSES	\$	132.00	
EFT17943	MARKETFORCE PRODUCTIONS	ADMIN - VARIOUS ADVERTISING EXPENSES - NOV 2019	\$	2,698.20	
EFT17944	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES - DECEMBER 2019	\$	215.00	
EFT17945	MORE TELECOM	TUIA LODGE - TELEPHONE EXPENSES	\$	799.82	
EFT17946	NIGHTGUARD SECURITY SERV P/L	DBK REC CTR - ATTEND TO AFTER HOURS ALAM INCIDENTS	\$	220.00	
EFT17947	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED WATER	\$	289.25	
EFT17948	OFFICEWORKS	BLN LIB & CDO - STATIONERY SUPPLIES	\$	324.78	
EFT17949	ON THE LEVEL HOME & YARD MAINT	DBK COMM CTR - BRUSH CUT, EDGE MOW AND BLOW DOWN	\$	75.00	
EFT17950	BLACKWOODS	DBK REC CTR - CHEM BREATHING APPARATUS FILTERS & SIGNAGE	\$	155.04	
EFT17951	PRESTON PRESS	VARIOUS SHIRE DEPTS - LOCAL ADVERTISING EXPENSES - DEC 2019	\$	720.00	
EFT17952	PRESTON VALLEY MAINTENANCE	REPAIR WORK TO RETAINING WALL NEAR 51 SW HWY DBK	\$	1,232.00	
EFT17953	PFD FOOD SERVICE PTY LTD	DBK REC CTR - ICE CREAM SUPPLIES	\$	415.50	
EFT17954	J PALAZZOLO	DBK REC CTR - SPIN CLASS INSTRUCTOR EXPENSES - OCT 2019	\$	200.00	
EFT17955	PYJAMA DRAMA SOUTH WEST	DBK REC CTR - SUNBEAM SESSIONS - NOV 2019	\$	360.00	
EFT17956	PRESTON POWER EQUIPMENT	W&S - GENERAL GOODS & EQUIPMENT - NOVEMBER 2019	\$	72.00	
EFT17957	PRIME INDUSTRIAL PRODUCTS	VARIOUS PLANT & SITES - STEEL PURCHASES	\$	1,114.17	
EFT17958	HOLCIM (AUSTRALIA) PTY LTD	IRISHTOWN & BROOKHAMPTON RDS - 10MM AGGREGATE	\$	2,463.87	
EFT17959	RUGRATS CARPET CLEANING SERV	TUIA LODGE - CARPET & RECLINER CHAIR STEAM CLEAN	\$	110.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT17960	ROYAL LIFE SAVING	DBK REC CTR - SWIM SCHOOL CERTIFICATES	\$ 463.63	
EFT17961	STAFF REIMBURSEMENT	REIMBURSEMENT OF HOME INTERNET EXPENSES - DEC 2019	\$ 39.95	
EFT17962	DONNYBROOK RSL	2019 SENIORS WEEK - REMEMBRANCE DAY MORNING TEA	\$ 50.00	
EFT17963	ROOF ACCESS WA	DBK REC CTR - INSTALL ANCHOR PNTS & IMPROVE ACCESS LADDER	\$ 2,557.50	
EFT17964	SP & SL RUSSO	RATES REFUND	\$ 1,278.01	
EFT17965	REDTAIL CABINETS & DESIGN	MINNINUP COTT UNIT 12 - REFURBISH KITCHEN CABINETS	\$ 2,000.00	
EFT17966	RTR FITNESS	DBK REC CTR - GROUP FITNESS INSTRUCTOR EXPENSES - NOV 2019	\$ 1,235.00	
EFT17967	ROWE ELECTRICAL CONTRACTING	HOWLETT RAMBLE STANDPIPE - SUPLIES TO INSTALL HYDRANT	\$ 405.50	
EFT17968	SPRINT EXPRESS	FREIGHT COSTS FOR PPE UNIFORMS	\$ 39.60	
EFT17969	STEWART & HEATON CLOTHING P/L	VARIOUS BFB'S - PROTECTIVE CLOTHING & PPE	\$ 805.35	
EFT17970	ST JOHN AMBULANCE DBK SUB CTR	2019 SENIORS WEEK - FIRST AID COURSE	\$ 150.00	
EFT17971	SOS OFFICE EQUIPMENT	VARIOUS SHIRE SITES - PHOTOCOPIER EXPENSES - NOV 2019	\$ 2,275.87	
EFT17972	BUNBURY TRUCKS	DB4450 HINO TRUCK - LUBRICATION KIT	\$ 215.47	
EFT17973	SPOTLIGHT PTY LTD	TUIA LODGE - 10 X MEMORY FOAM NECK PILLOWS	\$ 149.45	
EFT17974	STALEY FOOD & PACKAGING	TUIA LODGE - PPE, LAUNDRY & KITCHEN SUPPLIES	\$ 745.10	
EFT17975	SPORTSWORLD OF WA	DBK REC CTR - GOGGLES AND MASKS	\$ 563.20	
EFT17976	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$ 131.50	
EFT17977	SESTEQ CORPORATION PTY LTD	DBK REC CTR - PRINTER TONER	\$ 917.40	
EFT17978	ROBERT WILLIAM SMITH	RATES REFUND	\$ 432.82	
EFT17979	SHRED-X PTY LTD	ADMIN OFFICE & TUIA LODGE - SHREDDING BIN PICKUP	\$ 275.41	
EFT17980	ST MARY'S PRIMARY SCHOOL	2019 DONATION TO SCHOOL AWARDS	\$ 100.00	
EFT17981	SMALLWATER ESTATE	2019 CHRISTMAS GIFT BAGS	\$ 432.00	
EFT17982	SNOTTY GOBBLE FARM	2019 CHRISTMAS GIFT BAGS	\$ 329.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT17983	SOUTH WEST NUTRITION SERVICES	TUIA LODGE - NUTRITION CONSULTANCY	\$	635.00	
EFT17984	TELEVISION CITY BUNBURY	LANGLEY VILLAS - FAULT FIND & REPLACE ANTENNA	\$	462.00	
EFT17985	TUDOR HOUSE	REPLACEMENT FLAGS	\$	330.00	
EFT17986	THOMSON BROOK WINES	2019 CHRISTMAS GIFT BAGS	\$	756.00	
EFT17987	TWIN POWER HOME & GARDEN	PRESTON VILLAGE - GARDENING COMMUNAL AREAS - NOV 2019	\$	320.00	
EFT17988	TOLL TRANSPORT PTY LTD	VARIOUS SHIRE DEPTS - FREIGHT EXPENSES	\$	101.21	
EFT17989	LANDGATE	VALUATION SERVICES - NOV 2019	\$	164.42	
EFT17990	VIP GARDENING	TUIA LODGE - GARDENING CONTRACTOR - OCTOBER 2019	\$	1,807.30	
EFT17991	VALVOLINE AUSTRALIA PTY LTD	DEPOT - VALPLEX GREASE & ADBLUE	\$	466.56	
EFT17992	WORK CLOBBER	SAFETY BOOTS FOR TOM OMOND	\$	135.30	
EFT17993	MACHINERY WEST	P&G - HIRE AFRON 5M WORK PLATFORM & TRAILER X 4 DAYS	\$	550.00	
EFT17994	THE WORKWEAR GROUP PTY LTD	2019/20 STAFF UNIFORM	\$	398.86	
EFT17995	ZIPFORM	PRINT & MAILOUT RATES 2ND INSTALMENT NOTICES & BASE STOCK	\$	2,178.16	
EFT17996	COOLAIR REFRIGERATION SERVICES	ADMIN BUILDING - SUPPLY AND INSTALL NEW AIR CON SYSTEM	\$	7,450.00	
53480	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES FOR NOVEMBER 2019	\$	330.00	
53481	THE OLDE SHED CAFE	LUNCH FOR GLENARDEN FIRE	\$	43.00	
53482	DBK HARDWARE & GARDEN	VARIOUS SHIRE DEPTS - GENERAL HARDWARE SUPPLIES - OCT 19	\$	1,030.84	
53483	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERIES - OCTOBER 2019	\$	4,305.93	
53484	SUPA IGA DONNYBROOK	ADMIN, REC CTR, DEPOT - GROCERY SUPPLIES - OCT 2019	\$	851.77	
53485	DEPARTMENT OF TRANSPORT	DB92 RANGER - 2019/20 VEHICLE REGISTRATION	\$	274.80	
53486	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE & INTERNET EXPENSES	\$	1,593.12	
53487	WATER CORPORATION	VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES	\$	892.21	
53488	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$	8,269.53	

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Chq/EFT	Name	Description	Municipal	Trust
53489	WESTNET PTY LTD	VARIOUS SHIRE SITE - INTERNET EXPENSES	\$ 314.87	
53490	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	\$ 200.00	
53490	THE EST OF THE LATE MRS P LOWETH	TUIA LODGE - REFUND RAD BOND	\$ 111,384.95	
53492	THE EST OF THE LATE MR K FOWLER	TUIA LODGE - REFUND FEES FOR PERIOD 24/11/2018 - 27/11/2018	\$ 250.80	
53493	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - RECOUP PETTY CASH	\$ 134.40	
53494	BUILDING & CONSTRUCTION FUND	BCITF LEVY COLLECTIONS - OCT 2019	\$ 1,518.11	
53495	DONNYBROOK HARDWARE & GARDEN	VARIOUS SHIRE SITES - GENERAL HARDWARE SUPPLIES - NOV 19	\$ 1,504.57	
53496	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERIES - NOVEMBER 2019	\$ 4,042.34	
53497	REPCO - DONNYBROOK	W&S - SUPPLY OF GENERAL GOODS AND EQUIPMENT - NOV 2019	\$ 389.84	
53498	CITY OF BUSSELTON	BUSSELTON/MARG RIVER REGIONAL AIRPORT MARKETING 2019/20	\$ 2,200.00	
53499	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE & INTERNET EXPENSES	\$ 2,253.86	
53500	WATER CORPORATION	VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES	\$ 10,260.35	
53501	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$ 21,777.83	
53502	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	\$ 200.00	
DD24542.1	WA SUPER	PAYROLL DEDUCTIONS	\$ 19,174.70	
DD24542.2	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 183.90	
DD24542.3	ASGARD AESA SUPER	PAYROLL DEDUCTIONS	\$ 153.38	
DD24542.4	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 241.64	
DD24542.5	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 1,254.98	
DD24542.6	MACQUARIE SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	\$ 103.21	
DD24542.7	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 187.28	
DD24542.8	NORTH	PAYROLL DEDUCTIONS	\$ 151.33	
DD24542.9	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 200.59	

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Chq/EFT	Name	Description	Municipal	Trust
DD24542.10	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 221.47	
DD24542.11	UNISUPER	PAYROLL DEDUCTIONS	\$ 82.15	
DD24594.1	WA SUPER	PAYROLL DEDUCTIONS	\$ 18,619.44	
DD24594.2	ASGARD AESA SUPER	PAYROLL DEDUCTIONS	\$ 153.38	
DD24594.3	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 241.05	
DD24594.4	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 1,116.47	
DD24594.5	MACQUARIE SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	\$ 103.21	
DD24594.6	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 187.28	
DD24594.7	NORTH	PAYROLL DEDUCTIONS	\$ 151.33	
DD24594.8	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 436.01	
DD24594.9	UNISUPER	PAYROLL DEDUCTIONS	\$ 17.29	
DD24594.10	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 210.04	
			<u>\$ 1,491,871.90</u>	<u>\$ 989.87</u>
			<u><u>\$ 1,492,861.77</u></u>	

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 18 DECEMBER 2019.**

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	EFT17739b-EFT17996, 53480 - 53502, DD24542.1- DD24542.11, DD24594.1- DD24594.10	\$1,491,871.90
Trust	3802 - 3803	\$989.87
<i>Monthly Cheque Totals</i>		<u><u>\$1,492,861.77</u></u>

CERTIFICATION OF CHIEF EXECUTIVE OFFICER

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from EFT17739b-EFT17996, 53480 - 53502, DD24542.1- DD24542.11, DD24594.1-DD24594.10 Trust 3802 - 3803 totalling \$1,492,861.77 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.

CHIEF EXECUTIVE OFFICER

DATE



Monthly
Financial Reports
Management Statements

For the period ended
31st October 2019

Shire of Donnybrook-Balingup

Monthly Report to Council

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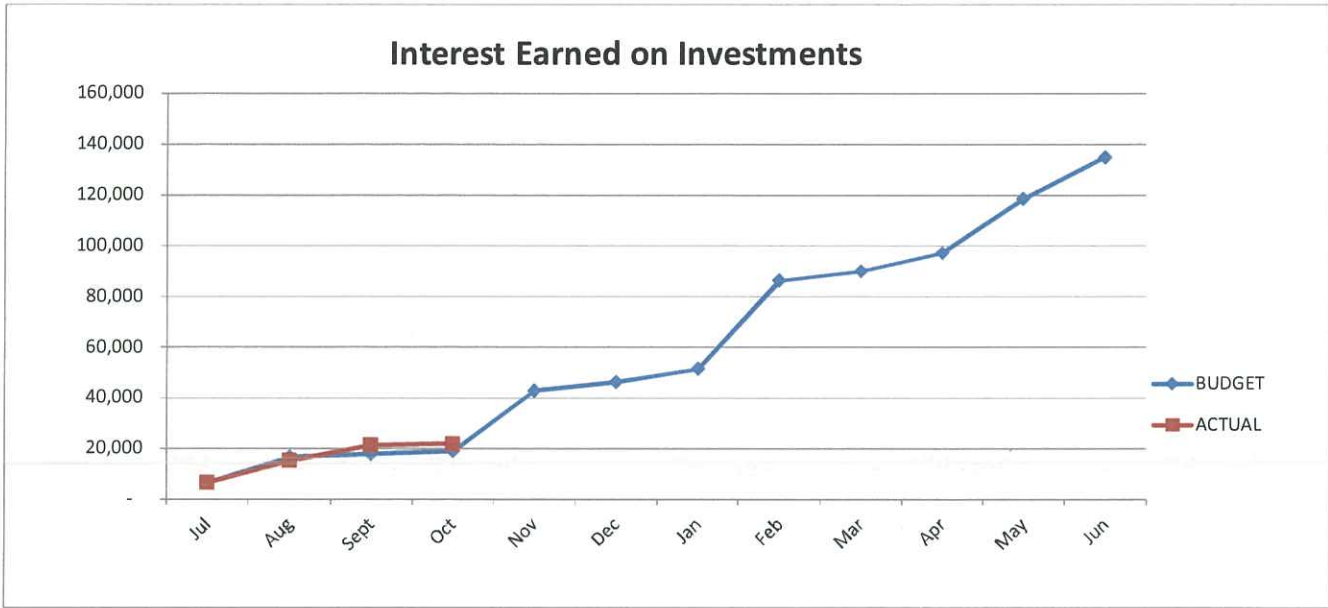
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st October 2019

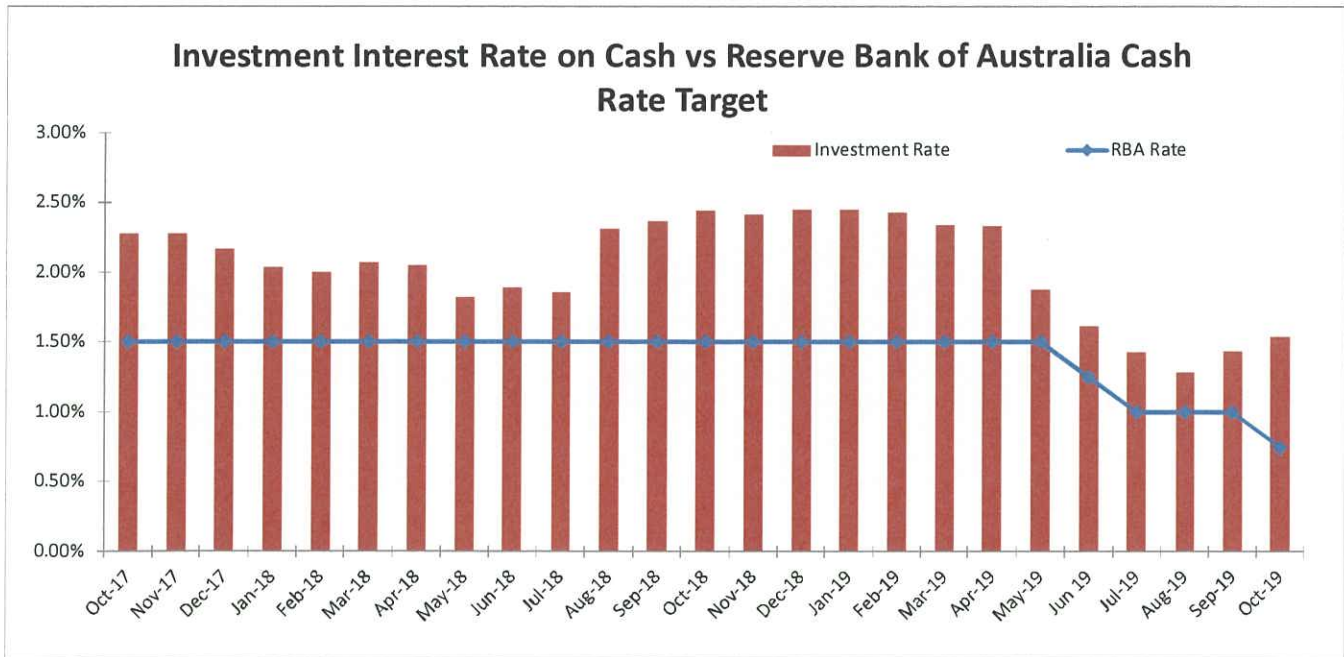
* **Cash & Investments**

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

	YTD Actual	YTD Budget
Municipal Fund:	\$ 6,994	\$ 4,839
Reserve Fund:	\$ 14,937	\$ 14,184
	\$ 21,931	\$ 19,023



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

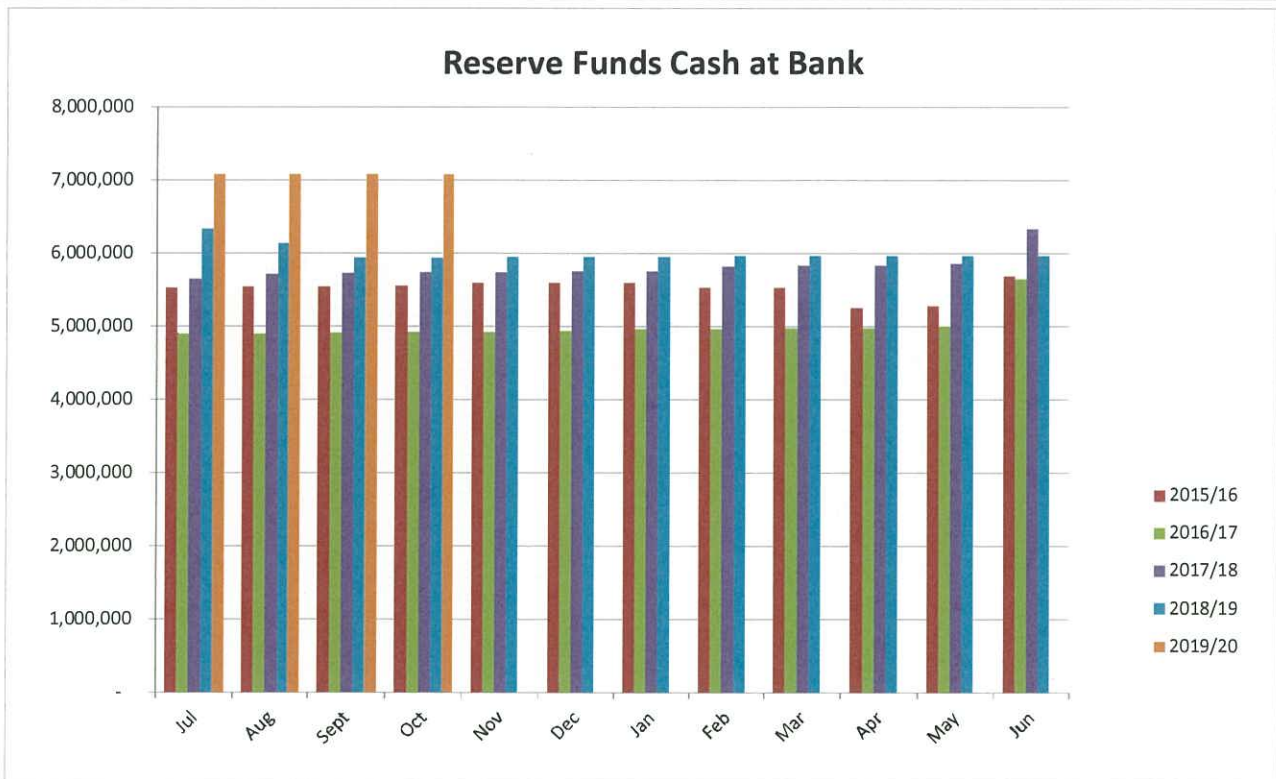
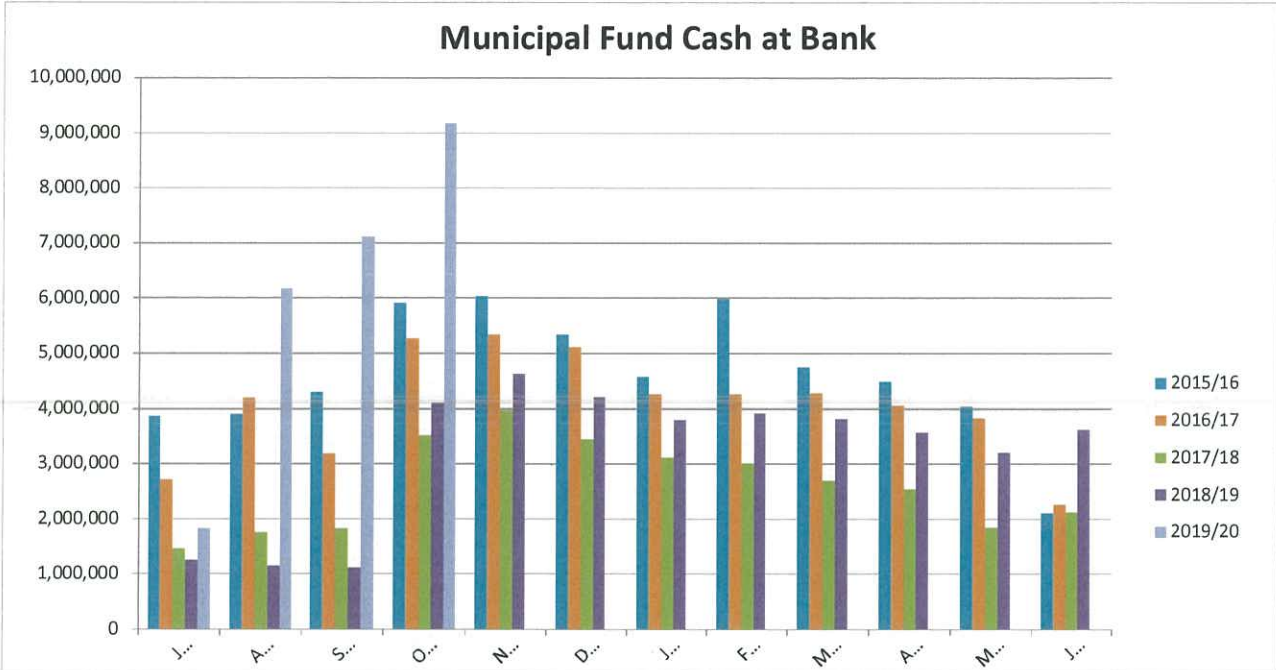


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st October 2019

* **Cash & Investments**

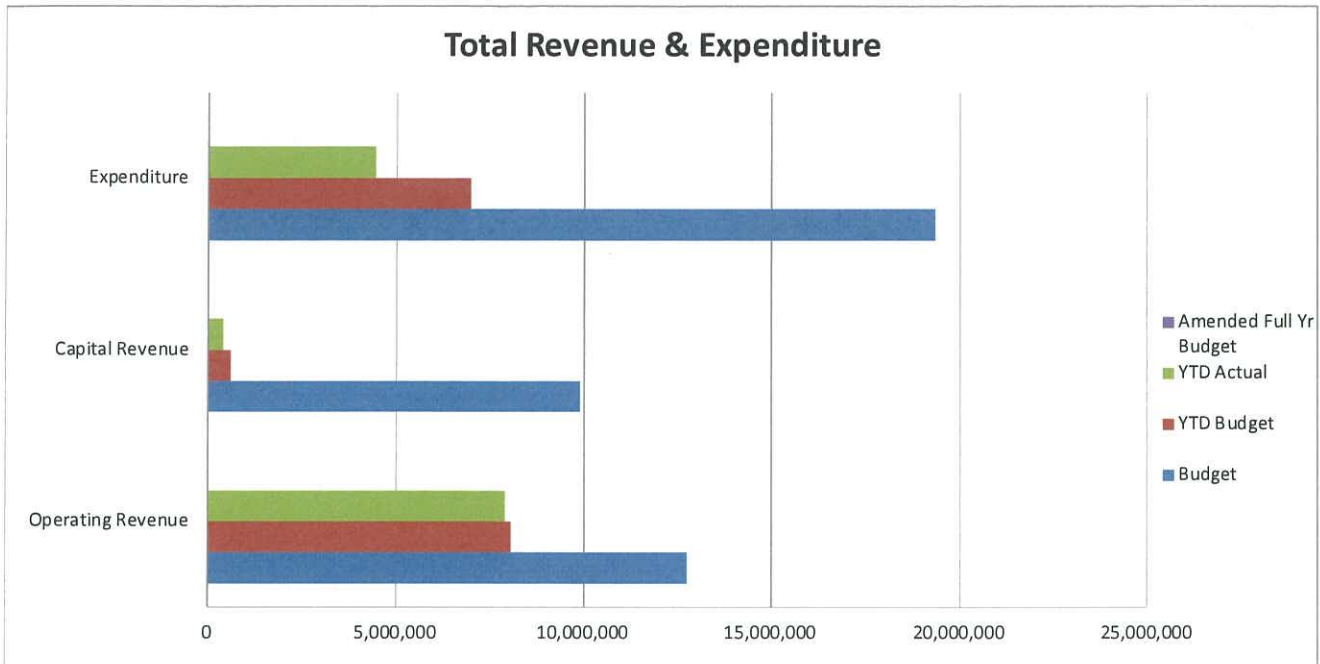
As at reporting date, the Shire's Municipal Bank fund shows a reconciled balance of \$9,174,608.32
 This includes investments held by the Shire of \$6,090,184.13.

Municipal Investment Funds total	\$	768,560
Restricted Funds - Trust	\$	5,321,625
Municipal Fund Cash at Bank total	\$	3,084,424
Reserve Funds Cash at Bank	\$	7,092,461
	\$	16,267,069



Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st October 2019

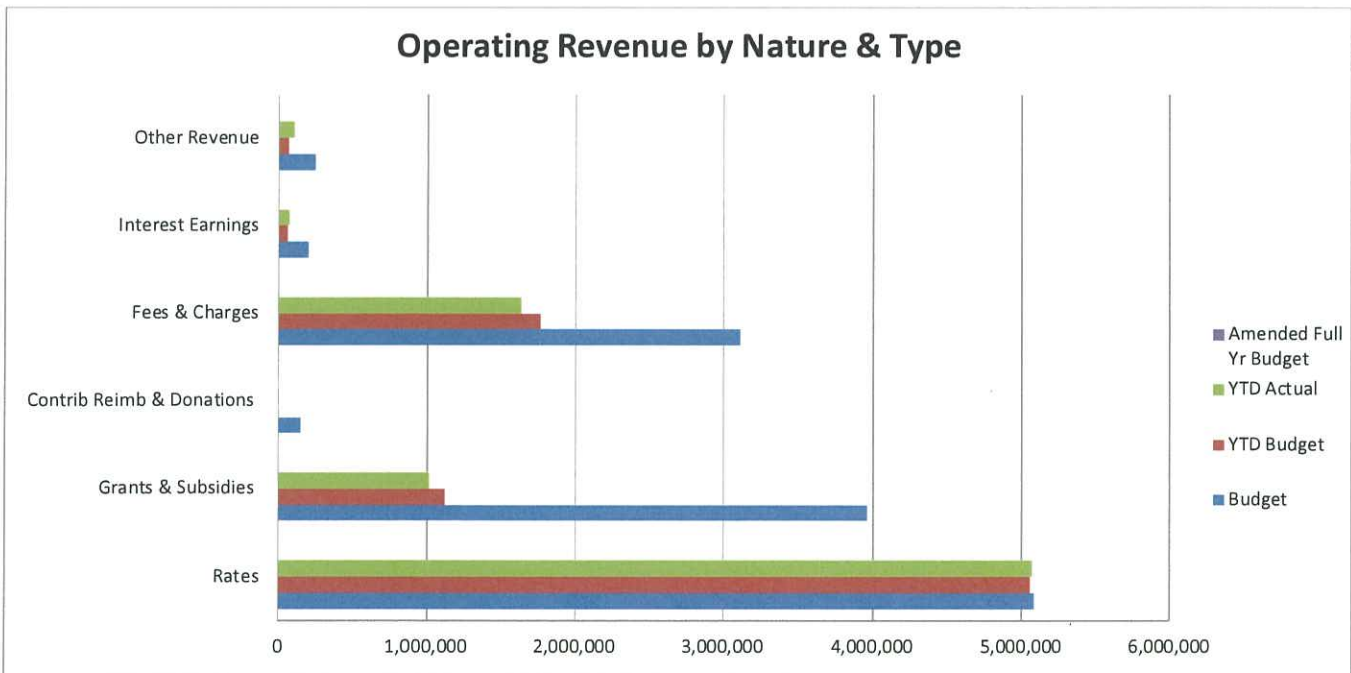
* **Nature & Type Reporting**



Total Revenue & Expenditure

	Budget	YTD Budget	YTD Actual
Operating Revenue	12,761,849	8,072,192	7,905,183
Capital Revenue	9,910,124	611,999	405,140
Expenditure	19,342,695	6,983,844	4,452,378

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

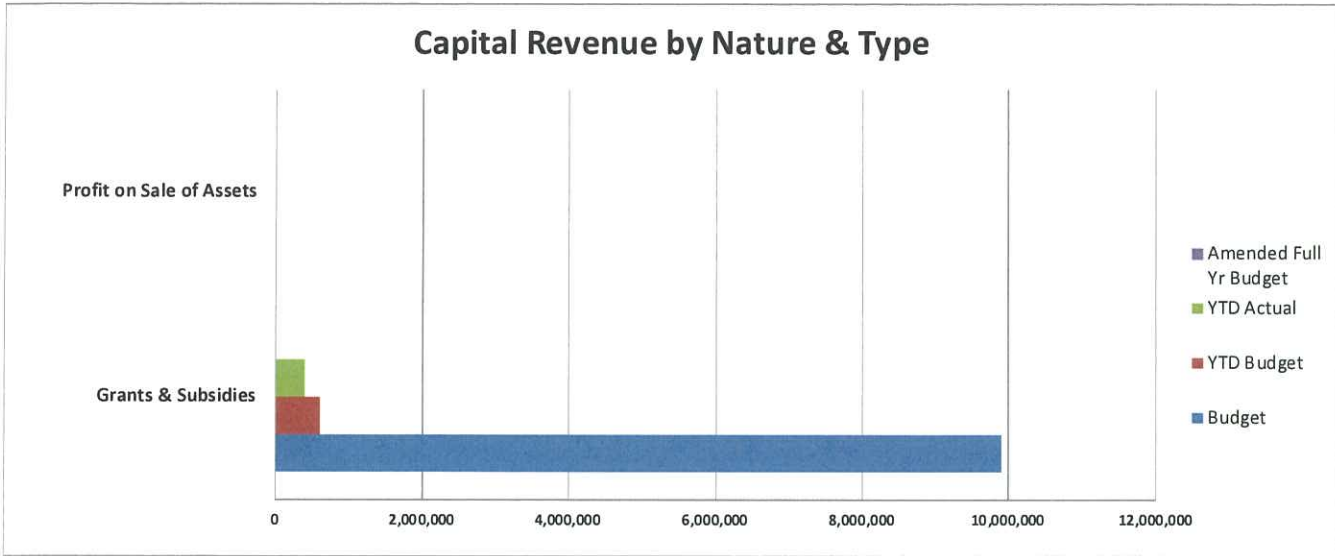


Operating Revenue by Nature & Type

	Budget	YTD Budget	YTD Actual	YTD Variance
Rates	5,084,690	5,060,588	5,070,317	0.19
Grants & Subsidies	3,962,932	1,118,523	1,014,646	-9.29
Contrib Reimb & Donations	152,626	1,824	4,522	147.94
Fees & Charges	3,113,848	1,758,647	1,634,451	-7.06
Interest Earnings	202,000	65,541	73,745	12.52
Other Revenue	245,753	67,069	107,501	60.28
Total	12,761,849	8,072,192	7,905,183	

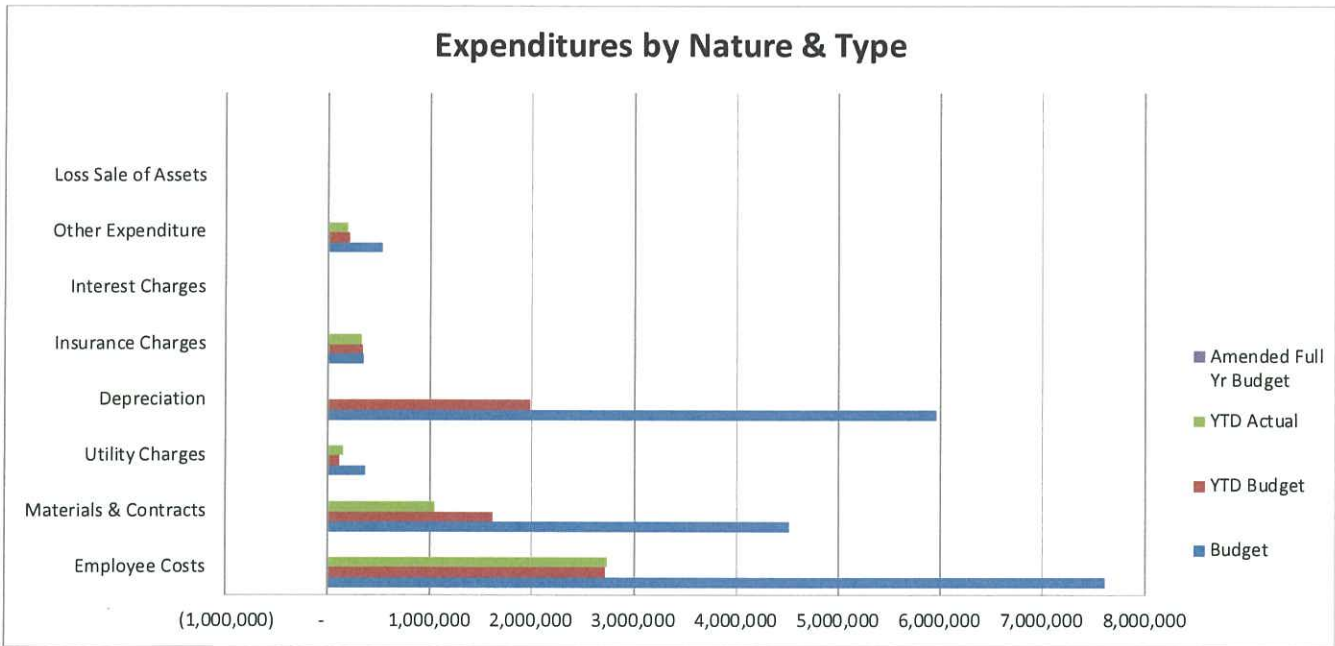
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st October 2019

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



Capital Revenue by Nature and Type

	Budget	YTD Budget	YTD Actual	YTD Variance
Grants & Subsidies	9,910,124	611,999	405,140	-33.80
Profit on Sale of Assets	0	0	0	0.00
Total	9,910,124	611,999	405,140	

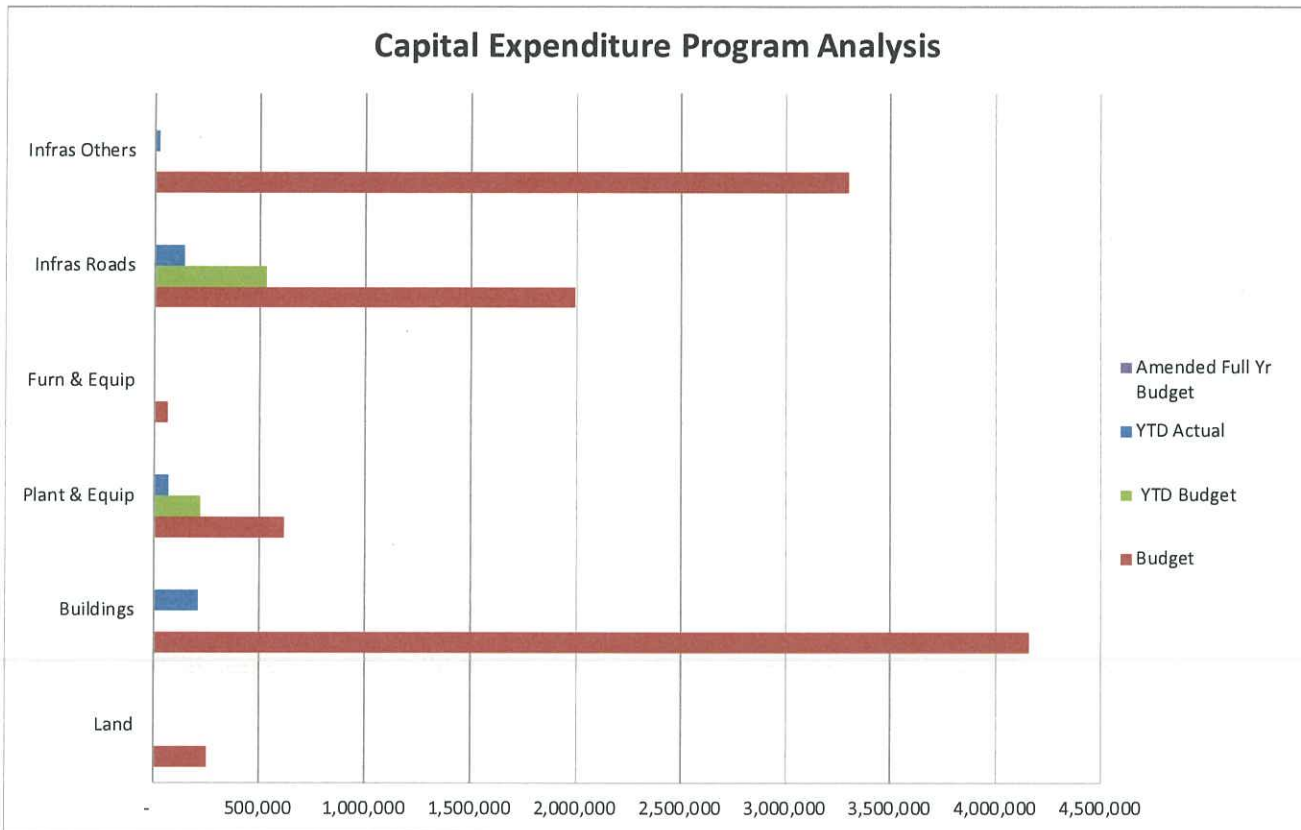


Expenditures by Nature and Type

	Budget	YTD Budget	YTD Actual	YTD Variance
Employee costs	7,613,640	2,722,275	2,737,329	0.55
Materials and contracts	4,521,205	1,609,148	1,053,195	-34.55
Utility charges	369,249	119,957	151,709	26.47
Depreciation on Non Current Assets	5,960,334	1,986,784	-	-100.00
Insurance charges	344,487	336,316	322,732	-4.04
Interest charges	9,786	1,254	(429)	-134.24
Loss on sale of asset	-	-	-	-
Other expenditure	523,994	208,110	186,984	-10.15
TOTAL	19,342,695	6,983,844	4,451,520	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st October 2019

* **Capital Acquisitions by Asset Class**



Capital Acquisitions

	Budget	YTD Budget	YTD Actual	YTD Variance
Land	250,000	-	2,500	
Buildings	4,156,500	-	209,265	
Plant & Equipment	620,352	219,692	68,428	-68.85
Furniture & Equipment	64,400	-	-	
Infrastructure Roads	1,994,841	532,500	140,443	-73.63
Infrastructure Others	3,299,200	-	25,771	
TOTAL	10,385,293	752,192	446,406	

Shire of Donnybrook / Balingup
Operating Statement
For Period ended 31st October 2019

		Adopted Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
Operating Revenues				
Rate Revenue	3	5,084,690	5,060,588	5,070,317
General Purpose Funding	3	1,240,178	313,667	335,992
Governance	4	25,189	3,496	23,801
Law, Order & Public Safety	5	590,180	135,604	76,076
Health	7	163,128	60,184	54,513
Education and Welfare	8	3,961,897	1,212,488	1,065,834
Housing	9			
Community Amenities	10	1,215,567	1,115,562	1,087,748
Recreation & Culture	11	330,408	74,505	86,402
Transport	12	8,500	4,836	3,192
Economic Services	13	163,053	53,998	47,316
Other Property & Services	14	119,292	37,264	53,990
		12,902,082	8,072,192	7,905,183
Operating Expenses Excluding				
Borrowing Costs Expenses				
General Purpose Funding	3	(163,296)	(45,710)	(71,298)
Governance	4	(1,214,385)	(562,395)	(393,141)
Law, Order & Public Safety	5	(1,476,583)	(554,900)	(327,272)
Health	7	(233,524)	(75,146)	(72,833)
Education and Welfare	8	(4,542,002)	(1,596,902)	(1,421,644)
Housing	9			
Community Amenities	10	(1,801,729)	(600,775)	(488,401)
Recreation & Culture	11	(3,443,254)	(1,182,535)	(711,582)
Transport	12	(5,110,240)	(1,749,486)	(682,213)
Economic Services	13	(650,774)	(254,476)	(155,892)
Other Property & Services	14	(223,268)	(143,247)	(84,576)
		(18,859,055)	(6,765,572)	(4,408,850)
Borrowing Costs Expenses				
General Purpose Funding	4	-	-	-
Health	7	(4,321)	-	426
Housing	9			
Education and Welfare	8	-	-	-
Recreation and Culture	11	(1,941)	(997)	(629)
Transport	12	-	-	-
Economic Services	13	(3,524)	(257)	(227)
		(9,786)	(1,254)	(429)
Contributions/Grants for the				
Development of Assets				
Governance	4	-	-	-
Law, Order & Public Safety	5	987,536	-	-
Health	7	-	-	-
Education and Welfare	8	4,175,000	-	-
Community Amenities	10	1,500,000	375,000	-
Recreation & Culture	11	1,985,448	332	(0)
Transport	12	1,262,140	236,667	405,140
Economic Services	13	-	-	(0)
		9,910,124	611,999	405,140
GAIN OR (LOSS) ON THE				
DISPOSAL OF ASSETS				
Governance	4	-	-	-
Law, Order & Public Safety	5	-	-	-
Health	7	-	-	-
Education & Welfare	8	-	-	-
Housing	9	-	-	-
Community Amenities	10	-	-	-
Recreation & Culture	11	-	-	-
Transport	12	-	-	-
Economic Services	13	-	-	-
		-	-	-
Net Profit OR Loss / Result		3,943,365	1,917,365	3,901,043

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 31st October 2019

	Adopted Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
OPERATING REVENUE AND EXPENDITURE			
(a) Summary by Nature and Type			
Revenue			
Rates	5,084,690	5,060,588	5,070,317
Grants and Subsidies (Operating)	3,962,932	1,118,523	1,014,646
Contributions Reimbursements and Donations (Operating)	152,626	1,824	4,522
Fees and Charges	3,113,848	1,758,647	1,634,451
Interest Earnings	202,000	65,541	73,745
Other Revenue	245,753	67,069	107,501
	<u>12,761,849</u>	<u>8,072,192</u>	<u>7,905,183</u>
Expenditure			
Employee Costs	(7,613,640)	(2,722,275)	(2,737,329)
Materials and Contracts	(4,521,205)	(1,609,148)	(1,053,195)
Utility Charges	(369,249)	(119,957)	(151,709)
Depreciation on Non Current Assets	(5,960,334)	(1,986,784)	-
Insurance Expenses	(344,487)	(336,316)	(322,732)
Interest Expenses	(9,786)	(1,254)	429
Other Expenses	(523,994)	(208,110)	(186,984)
	<u>(19,342,695)</u>	<u>(6,983,844)</u>	<u>(4,452,378)</u>
Less Applicable to Capital Works	(614,087)	(217,018)	(43,099)
	<u>(5,966,759)</u>	<u>1,305,366</u>	<u>3,495,903</u>
Non-operating grants, subsidies and contributions	9,910,124	611,999	405,140
Profit on asset disposals	-	-	-
Loss on asset disposals	-	-	-
Loss on revaluation of non current assets	-	-	-
Net result	<u>3,943,365</u>	<u>1,917,365</u>	<u>3,901,043</u>
Other comprehensive income			
Changes on revaluation of non-current assets	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total Comprehensive Income	<u>3,943,365</u>	<u>1,917,365</u>	<u>3,901,043</u>

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st October 2019

OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type:	2019/2020		
	Original Budget	YTD Budget	Actual
OPERATING REVENUE			
Rate Revenue			
Rates (incl. Discount)	5,084,690	5,060,588	5,070,317
Grants & Subsidies (Operating)			
General Purpose Grant	962,499	238,878	240,791
MRD Special Grants	-	-	-
Interest on Deferred Rates	3,200	-	-
Other Grants	563,048	131,129	64,427
Aged Hostel Subsidy	2,434,185	748,516	709,428
Grants & Subsidies (Capital)			
Local Roads Grant	-	-	-
MRD Special Grants	1,156,140	236,667	389,140
Other Grants	7,877,984	375,000	-
Contributions & Donations (Operating)			
Contributions, Reimbursements & Donations	152,626	1,824	4,522
Contributions & Donations (Cap)			
Contributions, Reimbursements & Donations	876,000	332	16,000
Fees and Charges			
Rates Instalment Charges	21,030	17,777	19,205
Rates Direct Debit Fees	6,650	2,216	6,005
Refuse Removal Charges	577,938	577,379	582,801
Waste Management Levy	496,921	493,890	492,408
Recycling Charges	-	-	-
Rental Income	1,443,544	478,595	377,994
Hall Income	11,492	3,128	4,038
Ground Rent	10,355	584	100
Recreation Centre Income	189,700	62,241	78,507
Caravan Park	39,850	13,402	5,132
Fines and Penalties	7,100	3,170	292
Other Fees and Charges	304,268	104,597	67,970
Private Works	5,000	1,668	-
Interest Earnings			
Rates Penalty Interest Charge	51,500	13,375	14,987
Interest on Rates Instalments	15,500	13,007	18,052
Interest on Municipal Funds	55,000	4,839	6,994
Interest on Reserve Funds	80,000	34,320	33,713
Other Revenue			
Royalties	25,020	8,340	8,637
Commissions	8,275	3,424	7,567
Other Income	16,568	4,317	5,671
Reimbursements	195,890	50,988	85,627
Profit on Sale of Non-Current Assets	-	-	-
Total Operating Revenue	22,671,973	8,684,191	8,310,323

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st October 2019

OPERATING REVENUE AND EXPENDITURE	2019/2020		
(b) Classified According to Nature and Type:	Original Budget	YTD Budget	Actual
OPERATING EXPENDITURE			
Employee Costs			
Salaries and Wages	6,395,778	2,195,083	2,135,288
Superannuation	667,098	217,141	230,506
Workers Compensation	252,936	183,181	261,949
Clothing and Uniforms	65,088	37,348	34,004
Training Expenses	118,563	62,260	27,760
Fringe Benefits Tax	87,090	19,250	41,587
Employee Provisions	-	-	-
Other Employee Costs	27,087	8,012	6,234
Materials			
Chemicals / Gas	26,155	8,720	5,767
General Supplies	461,666	153,388	135,497
Road Materials	210,160	70,056	15,089
Phone/Fax	47,351	13,448	20,436
Fuels & Oils	176,000	58,664	73,664
Plant Parts	178,992	59,660	37,303
Tools/Hardware	1,550	516	5,806
Office Supplies	142,753	80,490	22,187
Garden Supplies	43,313	16,176	12,641
Kiosk Purchases (Rec)	22,202	9,836	5,091
Freight & Transport	8,890	2,964	3,151
Safety Equipment	250	84	7,123
Contracts			
Lease & Rental Expenses	21,844	7,276	14,314
Service Contracts & Repairs	163,921	97,308	99,685
Contract Labour	2,187,514	789,200	382,494
Plant Hire (External)	4,300	1,432	3,510
Security Service	3,563	1,188	1,340
Professional Services & Consultants	400,406	94,921	118,403
Rubbish Disposal Contract	307,063	106,053	64,653
Recycling Contract	113,312	37,768	25,040
Utility Charges			
Sewerage	21,679	6,536	8,613
Electricity	280,112	89,929	118,596
Water	67,458	23,492	24,501
Insurance Expenses			
Insurance	344,487	336,316	322,732
Interest Expenses			
Interest on Overdraft	-	-	-
Interest on Loans	9,786	1,254	429

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st October 2019

4. OPERATING REVENUE AND EXPENDITURE	2019/2020		
(b) Classified According to Nature and Type:	Original Budget	YTD Budget	Actual
OPERATING EXPENDITURE (cont)			
Other Expenditure			
Refreshments	38,752	11,138	8,904
Subscriptions / Donations	216,081	125,676	90,320
Valuations / Title Searches	26,500	716	3,932
Postage	10,850	2,441	4,611
Accommodation	500	-	5,261
Licence Fees	19,350	12,068	1,657
Advertising	43,334	13,932	7,791
Councillor Allowances	131,478	34,617	32,417
Bank Charges	24,360	3,344	3,748
Other Expenditure	12,789	4,178	28,343
Loss on Sale of Non-Current Assets	-	-	-
Depreciation			
Depreciation on Assets	5,960,334	1,986,784	-
Less: Applicable to Capital Works	(614,087)	(217,018)	(43,099)
Total Operating Expenditure	18,728,608	6,766,826	4,409,280
NET PROFIT OR LOSS / RESULT	3,943,365	1,917,365	3,901,043

Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 31st October 2019

		2019/20 Original Budget \$	2019/20 YTD Budget \$	2019/20 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES					
General Purpose Funding (Excl. Rates)	3	2,288,138	313,667	335,992	7.12
Governance	4	25,189	3,496	23,801	580.80
Law, Order, Public Safety	5	590,180	135,604	76,076	(43.90)
Health	7	163,128	60,184	54,513	(9.42)
Education and Welfare	8	3,961,897	1,212,488	1,065,834	(12.10)
Housing	9				
Community Amenities	10	1,215,567	1,115,562	1,087,748	(2.49)
Recreation and Culture	11	330,408	74,505	86,402	15.97
Transport	12	8,500	4,836	3,192	(33.99)
Economic Services	13	163,053	53,998	47,316	(12.37)
Other Property and Services	14	119,292	37,264	53,990	44.89
		<u>8,865,352</u>	<u>3,011,604</u>	<u>2,834,865.65</u>	<u>(5.87)</u>
EXPENSES					
General Purpose Funding	3	(163,296)	(45,710)	(71,298)	55.98
Governance	4	(1,214,385)	(562,395)	(392,714)	(30.17)
Law, Order, Public Safety	5	(1,476,583)	(554,900)	(327,272)	(41.02)
Health	7	(237,845)	(75,146)	(72,833)	(3.08)
Education and Welfare	8	(4,542,002)	(1,596,902)	(1,421,644)	(10.97)
Housing	9				
Community Amenities	10	(1,801,729)	(600,775)	(488,401)	(18.70)
Recreation & Culture	11	(3,445,195)	(1,183,532)	(712,211)	(39.82)
Transport	12	(5,110,240)	(1,749,486)	(682,213)	(61.00)
Economic Services	13	(654,298)	(254,733)	(156,118)	(38.71)
Other Property and Services	14	(223,268)	(143,247)	(84,576)	(40.96)
		<u>(18,868,841)</u>	<u>(6,766,826)</u>	<u>(4,409,280)</u>	<u>(34.84)</u>
Net Operating Result Excluding Rates:		<u>(10,003,489)</u>	<u>(3,755,222)</u>	<u>(1,574,414)</u>	<u>(58.07)</u>
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Income					
(Profit)/Loss on Asset Disposals		0	0	0	
Depreciation on Assets		5,960,334	1,986,784	0.00	(100.00)
Capital Expenditure and Income					
Non Operating Grants, Subsidies & Contributions		9,910,124	611,999	405,140.00	(33.80)
Purchase Land and Buildings		(7,627,588)	(904,695)	(211,765)	(76.59)
Purchase Infrastructure Assets - Roads		(1,680,000)	(532,500)	(140,443)	
Purchase Infrastructure Assets - Other		(3,896,384)	(708,907)	(25,771)	(96.36)
Purchase Plant and Equipment		(1,187,616)	(223,167)	(68,428)	(69.34)
Purchase Furniture and Equipment		(111,429)	0	0	
Proceeds from Disposal of Assets		244,999	63,724	128,182	101.15
Repayment of Debentures		(32,213)	(15,893)	(10,572)	(33.48)
Repayment of Preston Village Fixed Loans		0	(0)	0	
Loan Principal repayments		0	0	0	
Proceeds from Leased Preston Village		900,000	0	0	
Proceeds from New Debentures		654,530	0	0	
Advances to Community Groups		0	0	0	
Adjust Self Supporting Loan		0	0	0	
Self-Supporting Loan Principal Income		8,660	4,300	9,419	
Transfers to Reserves (Restricted Assets)		(901,149)	(3,332)	(5,293)	58.85
Transfers from Reserves (Restricted Assets)		2,676,531	1,160,109	1,952,276	68.28
Adjust Current Asset (Self Supporting Loan)		0	0	0	
Adjust Non Current Assets & Liabilities		0	0	0	
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		0	168,359	0	(100.00)
LESS Estimated Surplus/(Deficit) June 30 C/Fwd			2,912,147	5,540,642	90.26
Budgeted deficiency before general rates		<u>(5,084,690)</u>	<u>(5,060,588)</u>	<u>(5,070,317)</u>	<u>0.19</u>
Estimated amount to be raised from general rates		<u>5,084,690</u>	<u>(5,060,588)</u>	<u>5,070,317</u>	
Surplus / (deficit)		<u>0</u>	<u>0</u>	<u>0</u>	

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 31/10/2019	Actual to 31/10/2019	Variance Amount	Variance %	Permanent Variation	Comment
General Purpose Funding								
0031	INSTALMENT INTEREST	Inc	-13,007	-18,052	-5,045	38.78	x	Full year income will exceed budget by approx \$4.5k as at reporting date - permanent variation
0071	BACK-RATES LEVIED	Inc	-875	-11,234	-10,359	1183.94	x	Full year income will exceed budget by approx \$6k as at reporting date - permanent variation
Governance								
0192	CONFERENCE EXPENSES	Exp	2,328	7,440	5,112	219.60		Budget timing variation
0112	ELECTION & POLL EXPENSES	Exp	29,364	64	-29,300	-99.78		Budget timing variation
0252	DONATIONS	Exp	8,724	2,536	-6,188	-70.93		Budget timing variation
0182	SUBSCRIPTIONS	Exp	54,088	35,522	-18,566	-34.33		Budget timing variation
1082	RESOURCE SHARE/ECON DEV	Exp	14,296	7,616	-6,680	-46.73		Budget timing variation
0952	AUDIT FEES	Exp	0	-4,425	-4,425			Awaiting final invoice for interim audit from OAG
0962	CONSULTANTS FEES	Exp	7,516	30,442	22,926	305.03	x	Full year expenditure will exceed budget by approx \$12k - increased expenditure for additional investigations
7863	INSURANCE REBATES	Inc	-3,432	-23,139	-19,707	574.22		Budget timing variation
1072	FRINGE BENEFITS TAX	Exp	19,250	41,587	22,337	116.04		FBT is allocated to cost areas in May therefore temporary variation (reallocate in May)
0292	EMPLOYEE INSURANCE - WORKERS COMPENSATION	Exp	26,786	54,304	27,518	102.73		Budget timing variation
0362	OFFICE & SURROUNDS MTCE.	Exp	34,708	29,442	-5,266	-15.17		Budget timing variation - normal operational variance
0392	COMPUTER MTCE AGREEMENTS	Exp	81,700	68,748	-12,952	-15.85		Budget timing variation
0352	COMPUTER SOFTWARE COSTS	Exp	41,902	3,727	-38,175	-91.10		Budget timing variation
0617	CARRIED FORWARD PROJECT RESERVE	Inc	-11,896	-35,000	-23,104	194.22		Reserve Tfr for Admin Records and Phone system processed at beginning of year - budget timing variation
2063	TRANSFER FROM CARRIED FORWARD RESERVE	Inc	0	-13,844	-13,844			Reserve Tfr for internal & external communications strategy
Law, Order & Public Safety								
0632	FIRE CONTROL EXPENSES	Exp	10,378	25,643	15,265	0.00		Budget timing variation - Work completed for firebreak compliance.
0642	INSURANCE (FC)	Exp	49,308	31,980	-17,328	-35.14	x	Permanent Variation - Expenditure \$17k less than budget estimate
0672	PUBLIC STANDPIPES	Exp	15,828	1,654	-14,174	-89.55		Budget timing variation
5142	ESL OPERATING EXPENSES SHIRE	Exp	70,524	109,073	38,549	54.66		Budget timing variation
6962	BUSH FIRE MITIGATION - SEMC	Exp	104,331	16,374	-87,957	-84.31		Budget timing variation
5123	EMERGENCY SERVICES LEVY GRANT RECEIVED	Inc	-35,800	-56,966	-21,166	59.12	x	Increased income due to additional \$85k received for 17/18 Operations
6963	OFFICE OF ENERGY MGMT. - FIRE MITIGATION GRANT	Inc	-79,050	391	79,441	-100.50		Budget timing variation - no income to date
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	0	171,700	171,700			Budget timing variation - work completed earlier than budget estimates
Health								
1592	MEDICAL CENTRE MTC	Exp	11,904	19,696	7,792	65.46		Budget timing variation - normal operational variance
1584	CNCL LOAN REDEMPTION (MED)	Inc	5,440	0	-5,440	-100.00		Budget timing variation
Education and Welfare								
1662	SALARIES (T/LODGE)	Exp	749,716	717,617	-32,099	-4.28		Budget timing variation
1672	SUPERANNUATION (T/LODGE)	Exp	58,664	73,447	14,783	25.20		Budget timing variation
1682	TUJA LODGE MTCE	Exp	363,982	399,646	35,664	9.80		Budget timing variation
1732	MINN COTTAGES 1-4 MTC	Exp	12,058	6,676	-5,382	-44.63		Budget timing variation - normal operational variance
1734	MINNINUP COTTAGES 5 - 8 MAINTENANCE	Exp	12,928	6,634	-6,294	-48.68		Budget timing variation - normal operational variance
4022	LANGLEY VILLAS MTCE U7-9	Exp	29,748	11,130	-18,618	-62.59		Budget timing variation - normal operational variance
1523	RETIREMENT VILLAGE MAINTENANCE FEES	Inc	-16,612	-8,192	8,420	-50.69		Budget timing variation
1693	TUJA LODGE SUBSIDY	Inc	-748,516	-709,428	39,088	-5.22		Budget timing variation - income reflects level of care, behind YTD budget
1703	TUJA LODGE RENTAL - BASIC DAILY CARE FEE	Inc	-248,596	-174,931	73,665	-29.63		Budget timing variation - income reflects level of care, behind YTD budget
1743	M/COTTAGES RENT 1-4	Inc	-17,180	-9,193	7,987	-46.49		Budget timing variation
2193	TUJA LODGE INTEREST INCOME	Inc	-20,136	-13,482	6,654	-33.04		Budget timing variation - income is based on timing of investment maturities.
7384	BUILDINGS - TUJA LODGE	Exp	846,752	1,229	-845,523	-99.85		Budget timing variation - dependant on scheduling of work
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	21,170	4,723	-16,447	-77.69		Budget timing variation - dependant on scheduling of work
0315	PROCEEDS FROM LEASED PROPERTY LOT 141 SHARP	Inc	0	-5,000	-5,000			Budget timing variation - lease of unit completed earlier than budget estimate
7317	TRANSFER FROM UNSPENT GRANTS RESERVE	Inc	0	-526,631	-526,631			Reserve Tfr for Bridge Street grant funding

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 31/10/2019	Actual to 31/10/2019	Variance Amount	Variance %	Permanent Variation	Comment
Community Amenities								
1762	DOMESTIC REFUSE COLLECT	Exp	72,348	38,966	-33,382	-46.14		Budget timing variation - normal operational variance
	RUBBISH SITES MITC	Exp	154,985	145,985	-9,000	-5.81		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	51,116	30,693	-20,423	-39.95		Budget timing variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	42,573	31,909	-10,664	-25.05		Budget timing variation - normal operational variance
1803	CHARGES- REFUSE REMOVAL	Inc	-577,319	-582,801	-5,482	0.95	x	Full year income will exceed budget by approx \$5k
2003	BULK REFUSE CHARGES	Inc	-25,000	-2,006	22,994	-91.98	x	Full year income will be less than budget income due to Site Manager processing increased amount of material offsite
2302	DBK CEMETERY MNTCE	Exp	21,406	26,952	5,546	25.91		Budget timing variation
2405	GRANTS LOTTERIES COMMISSION	Inc	-375,000	0	375,000	-100.00		Apple Funpark Development - No grant income received to date
7285	TFR FROM BUILDING RESERVE	Inc	-9,416	0	9,416	-100.00		Budget timing variation
Recreation and Culture								
2584	BALINGUP HALL - NEW STOREROOM	Exp	0	5,878	5,878		x	Permanent variation - final project costs for Balingup Hall Revitalisation project
2672	MITCHELL PARK	Exp	26,456	17,173	-9,283	-35.09		Budget timing variation
2642	PARKS & RESERVES GENERAL	Exp	211,360	165,945	-45,415	-21.49		Budget timing variation - normal operational variance
2672	MITCHELL PARK	Exp	26,456	17,173	-9,283	-35.09		Budget timing variation - normal operational variance
2722	REC CENTRE MTC	Exp	123,422	131,200	7,778	6.30		Budget timing variation - normal operational variance
2752	OTHER STAFF COSTS - REC CENTRE	Exp	34,227	13,643	-20,584	-60.14		Budget timing variation
0694	RESERVE ST FUNPARK	Exp	5,000	0	-5,000	-100.00		Budget timing variation - no expenditure to date
1583	GOVT GRANTS - SPORT & RECREATION	Inc	-7,500	0	7,500	-100.00		Budget timing variation - no income to date
2813	DBK REC CENTRE - CHARGES	Inc	-62,241	-78,507	-16,266	26.13		Budget timing variation - normal operational variance
2682	PARK EQUIPMENT	Exp	35,164	646	-34,518	-98.16		Minimal expenditure incurred to date
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	30,165	16,345	-13,820	-45.82		Budget timing variation
5272	PROMOTION OF COMMUNITY EVENTS	Exp	7,220	1,260	-5,960	-82.55		Budget timing variation
Transport								
3281	DIRECT GRANT MRWA	Inc	0	-161,140	-161,140			Budget timing variation - income received earlier than budgeted
3291	REGIONAL ROAD GROUP/PL GRANTS MRWA	Inc	-95,000	-152,000	-57,000			Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	120,000	0	-120,000			Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	285,000	16,880	-268,120			Budget timing variation - variance reflects timing of road program
3331	ROADS TO RECOVERY FEDERAL GRANT FUNDING	Inc	-141,667	0	141,667			Funding is part of 5 year program with Roads to Recovery - payments have been staged over various years our full allocation has been received.
3370	STREET TREES & PRUNING	Exp	27,860	9,359	-18,501	-66.41		Budget timing variation
3430	STREET CLEANING	Exp	25,654	19,538	-6,116	-23.84		Budget timing variation
3450	BRIDGE MAINTENANCE	Exp	125,536	65,259	-60,277	-48.02		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	19,271	11,399	-7,872	-40.85		Budget timing variation
3564	PURCHASE PLANT & EQUIPMENT	Exp	219,692	27,783	-191,909	-87.35		Budget timing variation
3575	SALE OF PLANT & EQUIPMENT	Inc	-43,724	0	43,724	-100.00		Budget timing variation - no expenditure to date
7082	BLN TOWN CENTRE WORKS	Exp	6,164	0	-6,164	-100.00		Budget timing variation - no expenditure to date
0150	DONNYBROOK TOWNSCAPE WORKS	Exp	6,164	382	-5,782	-93.81		Minimal expenditure incurred to date
0325	FEDERAL & STATE BLACKSPOT GRANT FUNDING	Inc	0	-76,000	-76,000			Budget timing variation - income received earlier than budgeted
341M	GENERAL ROAD MAINTENANCE	Exp	327,360	520,206	192,846	58.91		Budget timing variation - variance reflects timing of road maintenance program
Economic Services								
1212	LAND DISPOSAL COSTS	Exp	2,000	8,058	6,058	302.92	x	Full year expenditure will exceed budget estimate by approx \$10k
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	10,668	4,256	-6,412	-60.10		Budget timing variation
4194	PLANT AND EQUIPMENT	Exp	0	42,070	42,070			Budget timing variation
4225	SALE OF PLANT & EQUIPMENT	Inc	0	-19,091	-19,091			Budget timing variation
4772	BUILDINGS 70 SW HWY DONNYBROOK (EX BANK)	Exp	47,006	4,344	-42,662	-90.76		Budget timing variation - no expenditure to date
7312	TOURISM INFRASTRUCTURE	Exp	5,000	0	-5,000	-100.00		Budget timing variation
0275	PROCEEDS SALE OF LAND	Inc	-20,000	-109,091	-89,091	445.45		Budget timing variation
0294	TRANSIT PARK DONNYBROOK - CONSTRUCTION	Exp	0	10,386	10,386		x	Additional expenditure for powered sites - Reserve fund transfer has been processed to offset expenditure
0383	CHARGES DONNYBROOK TRANSIT PARK	Inc	-10,952	-5,132	5,820	-53.14		Budget timing variation - income is dependant on occupancy levels
0495	TRANSFER FROM RESERVE	Inc	0	-29,632	-29,632		x	Reserve Transfer - Dbk Transit Park power \$9k and Developing Visitor & Tourist Infrastructure \$20k - projects carried over from 18/19

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 31/10/2019	Actual to 31/10/2019	Variance Amount	Variance %	Permanent Variation	Comment
Public Works Overheads								
4612	WORKERS COMPENSATION ALLOC.	Exp	26,668	42,523	15,855	59.45		Budget timing variation
4613	REIMB WORKERS COMPO	Inc	-26,664	-43,438	-16,774	62.91		Budget timing variation
4570	SALARIES AND WAGES	Exp	2,175,408	2,317,692	142,284	6.54		Budget timing variation - wages and salaries approx \$142k over YTD Budget.
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 2019

	Sch No	2019/20 Adopted Budget		2019/20 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	7,372,828	163,296	6,452,957.35	71,297.53
Governance	4	25,189	1,127,978	37,644.56	392,714.44
Law, Order & Public Safety	5	651,196	1,416,064	144,592.71	327,272.11
Health	7	163,128	192,845	54,513.33	72,833.39
Welfare Services	8	3,962,097	4,203,523	1,115,992.52	1,469,683.98
Housing	9				
Community Amenities	10	1,215,567	1,722,629	1,093,747.83	488,400.74
Recreation & Culture	11	351,658	2,390,038	91,902.03	712,210.67
Transport	12	8,500	1,648,276	6,774.74	682,212.89
Economic Services	13	163,053	614,292	53,316.02	156,118.23
Other Property & Services	14	126,792	226,792	53,990.31	84,576.01
		14,040,008.25	13,705,733.00	9,105,431.40	4,457,319.99
CAPITAL SECTION					
Governance	4	225,219	191,030	35,000.00	1,511.47
Law, Order & Public Safety	5	1,076,352	1,079,536	0.00	171,725.68
Health	7	0	11,940	0.00	0.00
Welfare Services	8	7,244,676	7,244,676	531,631.00	12,196.64
Housing	9				
Community Amenities	10	1,528,254	1,549,254	0.00	3,190.00
Recreation & Culture	11	2,389,576	2,430,126	207,929.99	39,802.98
Transport	12	2,167,622	2,528,716	405,140.00	169,272.18
Economic Services	13	172,569	199,950	157,814.08	59,279.20
Transfers To Reserves	15	181,175	821,149	0.00	0.00
		14,985,443	16,056,377	1,337,515.07	456,978.15
Total Income & Expenditure		29,025,451	29,762,110	10,442,946.47	4,914,298.14
Less Depreciation W/Back			(796,825)		0.00
Net		29,025,451	28,965,285	10,442,946.47	4,914,298.14
Add Surplus July 1 B/Fwd		168,359		0.00	
Adjustment to Non Current Liabilities (Gravel)					
Adjust Non Current Assets					
Adjust Current Asset Land Held for Resale				11,994.15	
Adjust Leave Reserve W/Back					
Less Loan Principal repayments					
Adjust movement Pensioners Deferred Rates					
Adjust Self Supporting Loan					
Adjust to NCL (Leave Provisions)					0.00
Rounding Adjustment					
Surplus/Deficit C/Fwd			228,525		5,540,642.48
		29,193,810	29,193,810	10,454,940.62	10,454,940.62

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
31st October 2019

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	9,176,768	
Sundry Debtors Rates	2,433,772	
Receivables/Debtors	69,047	
Self Supporting Loan Debtors	-	
Accrued Income	744	
GST Asset Clearing A/C	61,188	
ESL Asset Clearing A/C	206,084	
Land Held for Resale	163,670	
Prepayments	-	
Stock on Hand	<u>10,284</u>	12,121,558
(B) Provision for LSL Current	(318,573)	
Provision for A/L Current	(435,668)	
Add Cash Backed Reserve	218,912	
Payments received in Advance	-	
Accrued Salaries/Wages	-	
Accrued Loan Interest	-	
Accrued Expenses	-	
GST Liability Clearing A/C	(22,411)	
ESL Liability Clearing A/C	(297,975)	
PAYG Clearing A/C	(120,334)	
Prepaid Rates	(34,255)	
Restrictive Liability (Bonds)	(5,323,096)	
Add Back Current Loan Liability	-	
SS Loan Repayment	-	
Sundry Creditors	<u>(247,516)</u>	(6,580,915)
Net Current Assets		<u><u>5,540,642</u></u>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st October 2019

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 2019

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:

Buildings	40 to 60 years
Office Furniture and Equipment	5 to 10 years
Computer Equipment	5 years
Plant and Equipment	4 to 15 years
Infrastructure:	
Bridges	50 to 80 years
Road clearing and earthworks	not depreciated
Road Pavement	50 years
Road Seal	18 years
Carparks	15 years
Cycleways	40 years
Footpaths - Concrete	60 years
Footpaths - Slab	20 years
Storm Water Drainage	25 to 25 years

(m) Land Held for Resale

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

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

(n) Employee Entitlements

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

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

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

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

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st October 2019

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 2019

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 and agency commissions for Department of Transport.

14 OTHER PROPERTY & SERVICES

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

3. CASH AND INVESTMENTS

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

	Budget 30/06/2020	B/Forward 01/07/2019	YTD Actual 31/10/2019
Restricted (See below)	5,975,279	9,040,423	7,092,461
Restricted		68,294	
Municipal Fund - Unspent Loan Fund			
Unrestricted			
Municipal Fund	2,296,784	497,572	3,083,953
Trust Funds			5,323,096
Municipal Investment Account	-	-	768,560
Petty Cash on Hand	1,160	1,160	1,160
Total Cash Balance	8,273,223	9,607,449	16,269,229

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

Waste Management Reserve	1,372,380	1,469,228	1,469,228
Bushfire Control & Management Reserve	2,281	2,282	2,282
Aged Housing Reserve	1,347,962	1,155,954	1,160,336
Aged Care Equipment Reserve	0	0	0
Employee Entitlements Reserve	256,255	218,912	219,823
27 Pay Period Reserve	0	0	0
Arbuthnott Memorial Scholarship Reserve	3,684	3,885	3,885
Strategic Planning Studies Reserve	40,051	40,051	40,051
Land Development Reserve	223,548	250,000	250,000
Vehicle and Plant Reserve	395,295	511,275	511,275
Small Plant & Equipment (Works) Reserve	-	-	-
Roadworks Reserve	1,112,344	435,434	435,434
Pathway Reserve	-	-	-
Drainage & Stormwater Reserve	-	-	-
Parks and Reserves Reserve	-	75,276	75,276
Contribution to Works Reserve	-	307,125	326,641
Revaluation Reserve	60,950	950	950
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	927,566	853,366	853,366
Apple Funpark Reserve	103,211	99,521	99,521
Information Technology Reserve	126,698	119,523	119,523
Unspent Grants Reserve	-	1,837,875	17,440
Carried Forward Projects Reserve	-	1,656,712	1,504,376
Recreation Centre Equipment Reserve	-	-	-
Council Election Reserve	-	-	-
	5,975,279	9,040,423	7,092,461

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st October 2019

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 31/10/2019 \$
Cash at Bank and on Hand	2,297,944	567,026	3,853,673
Restricted Assets - Reserves	4,199,897	9,040,423	7,092,461
Restricted Assets - Trust	0	5,337,749	5,323,096
Sundry Debtors Rates	402,218	417,750	2,433,772
Receivables/Debtors	140,000	254,873	69,047
Accrued Income	100,000	187,300	744
GST Asset Clearing A/C	50,000	94,231	61,188
ESL Asset Clearing A/C	0	23,895	206,084
Prepayments	5,000	2,530	-
Stock on Hand	129,332	28,251	10,284
Land Held for Resale	163,670	163,670	163,670
Self Supporting Loan Debtors	0	8,660	-
	7,488,061	16,126,358	19,214,019

CURRENT LIABILITIES

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 31/10/2019 \$
Provision for LSL Current	(318,573)	(318,573)	(318,573)
Provision for A/L Current	(435,668)	(435,668)	(435,668)
Add Cash Backed Reserve	318,573	218,912	218,912
Payments Received in Advance	(100,000)	-	-
Accrued Salaries/Wages	(200,000)	(181,501)	-
Accrued Loan Interest	(5,000)	(2,436)	-
Accrued Expenses	(200,000)	(47,520)	-
Prepaid Rates	(200,000)	(115,057)	(34,255)
GST Liability Clearing A/C	(100,000)	(41,047)	(22,411)
Add Back Current Loan Liability	-	-	-
ESL Liability Clearing A/C	(500)	(116)	(297,975)
PAYG Clearing A/C	(150,000)	(109,803)	(120,334)
Prepayment Current Liability	-	-	-
Loan Liability (Current Portion)	(75,313)	(30,795)	-
Self Supporting Loan Income	-	(8,660)	-
Sundry Creditors	(1,821,683)	(675,922)	(247,516)
Restricted Liability - Trust Bonds	-	-	(5,323,096)
Less Restricted Assets - Reserves	(4,199,897)	(9,040,423)	(7,092,461)
	(7,488,061)	(10,788,609)	(13,673,376)

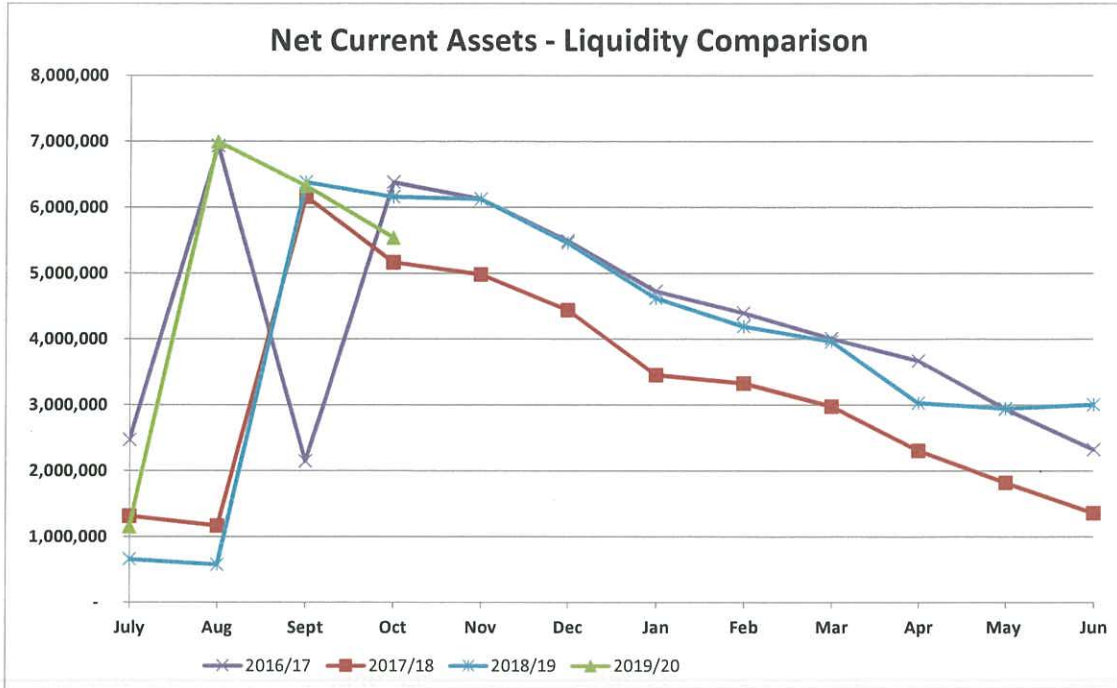
NET CURRENT FUNDING POSITION

0 5,337,749 5,540,642

Net Current Assets - Liquidity Comparison				
Month	2016/17	2017/18	2018/19	2019/20
July	2,472,603	1,313,270	655,255	1,152,916
August	6,931,525	1,167,107	577,376	6,991,493
September	2,146,982	6,157,360	6,377,761	6,323,548
October	6,375,921	5,163,094	6,155,719	5,540,643
November	6,125,536	4,982,406	6,125,435	
December	5,490,506	4,442,157	5,457,420	
January	4,726,458	3,456,447	4,619,542	
February	4,398,054	3,330,127	4,195,258	
March	4,006,630	2,978,456	3,962,956	
April	3,672,213	2,307,336	3,032,763	
May	2,942,571	1,822,010	2,948,242	
June	2,327,226	1,361,688	3,007,579	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st October 2019

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 =

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

	2016/17	2017/18	2018/19	2019/20
July	3.01	3.16	1.37	1.75
August	7.68	2.11	1.33	6.15
September	3.07	6.87	5.44	5.90
October	5.65	5.43	4.64	5.40
November	5.34	4.56	5.82	
December	4.59	5.38	4.79	
January	4.88	3.32	3.84	
February	4.80	3.74	3.32	
March	3.88	3.58	3.73	
April	3.59	2.70	2.65	
May	2.66	2.55	3.03	
June	2.85	1.75	2.79	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st October 2019

5. VARIANCE ANALYSIS

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

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

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

A table showing material variances, as at 31st October 2019 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

General

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

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

General Purpose Funding

Variance of approx \$6 relating to back rates levied - this is due to increased valuations for building improvements/additions - this will be a permanent variation.

Variance of approx \$4.5k 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.

Full year expenditure for Consultants will increase by approx \$12k due to additional investigations.

Law, Order and Public Safety

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

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

Health

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

Education and Welfare

Material variances reported within this program principally relate to the operation of Council's Frail Aged Lodge & Well Aged units. Any surplus or deficit is carried to Council's Aged Housing Reserve fund.

Community Amenities

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

Balingup Village Green toilets - extra capital costs have been incurred to increase the capacity of the leach drains.

All other 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 2019

5. VARIANCE ANALYSIS

Recreation and Culture

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

Transport

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

Economic Services

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

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

To date no land sale have occurred in respect to the Mead Street lots. If land sales are less than the estimate it will result in less funds being transferred to Council's Public Open Space Trust account.

Public Works Overheads

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

Wages and salaries expenditure is approx. \$142k over year to date budget - tis is due to timing of pay periods and is therefore considered a temporary variance only.

6. ASSET ACQUISITION

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

ASSETS ACQUIRED BY TYPE

	2019/20	
	Original Budget \$	Actual \$
Land & Buildings	7,627,588	211,765
Plant & Equipment	1,187,616	68,428
Furniture & Equipment	111,429	-
Infrastructure Assets - Roads	1,680,000	140,443
Infrastructure Assets - Other	3,896,384	25,771
	14,503,017	446,406

6. ASSET ACQUISITION

ASSETS ACQUIRED BY PROGRAM

	2019/20	
	Original Budget \$	Actual \$
Governance	191,030	1,511
Law, Order & Public Safety	1,079,536	171,726
Health	900	-
Education and Welfare	6,624,678	12,197
Housing	-	-
Community Amenities	1,549,254	3,190
Recreation & Culture	2,421,466	35,384
Transport	2,528,716	169,272
Economic Services	107,437	53,126
	14,503,017	446,406

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 2019

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2019/20	
	Budget \$	Actual \$
Proceeds of Sale of Assets		
Land	0	0
Buildings	0	0
Furniture & Equipment	0	0
Plant & Equipment	244,999	0
Infrastructure Assets	0	0
	244,999	0
Less Written Down Value at Disposal	244,999	0
Profit/(Loss) on Disposal	0	0

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2019/20	
	Budget \$	Actual \$
Governance	0	0
Law, Order & Public Safety	0	0
Education & Welfare	0	0
Health	0	0
Housing	0	0
Community Amenities	0	0
Recreation & Culture	0	0
Transport	0	0
Economic Services	0	0
	0	0

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

8. LOAN REDEMPTION (Loan Principal Repayment)

The total loan principal outstanding as at 31st October 2019 is \$194,734.37.

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st October 2019

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

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre Building Improvements	5,000	1,511		1,511				
105640	Council Chambers - Upgrade	1,500	0		0				
105640	Shire Admin - Exterior Repaint	8,160	0		0				
105640	Shire Admin - External Wall - Repoint fretted joi	1,020	0		0				
105640	Shire Admin - Renew floor coverings	25,500	0		0				
105640	Shire Admin - Repaint interior	10,200	0		0				
105640	Shire Admin - Drywall brick face walls	20,400	0		0				
105640	Shire Admin - Paint straw board ceiling panels	6,120	0		0				
105640	Shire Admin - Replace aircon Dev Svcs	12,240	0		0				
105640	Shire Admin - Replace front counter	14,280	0		0				
105640	Shire Admin - Install auto front doors	20,400	0		0				
105640	Shire Admin - Replace kitchen cupboards	8,160	0		0				
105640	Shire Admin - Roof space line bare frame walls	2,550	0		0				
105640	Shire Admin - Improve disability access	25,500	0		0				
105840	Replacement of Shire Office Telephone System	30,000	0				0		
		191,030	1,511	0	1,511	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103540	Light Tanker - Lowden BFB	547,900	0				0		
103840	Beelerup Fire Station 1x Appliance Bay Facility	389,636	73,541		73,541				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room &	138,000	98,159		98,159				
Animal Control									
107940	Dog Pound Facilities Improvements	4,000	25		25				
		1,079,536	171,726	0	171,726	0	0	0	0
HEALTH									
Health Inspection and Administration									
168100	Purchase Furniture	900	0				0		
		900	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Other Welfare									
173840	Tuia Lodge Extensions (11 room facility)	1,450,000	1,050		1,050				
173840	Tuia Lodge Fire Suppression System	500,000	0		0				
173840	Tuia Lodge Various Building Upgrades	450,000	179		179				
173840	Tuia Lodge - Rebed sunken paving	510	0		0				
173840	Tuia Lodge - Add rail to balustrading	7,140							
173840	Tuia Lodge - Jarrah Wing - Repaint	40,800							

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st October 2019

APPENDIX A Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
EDUCATION AND WELFARE									
Other Welfare									
173840	Tuia Lodge - Refit Kitchen #1 & Dining room	51,000	0						
173840	Tuia Lodge - Repair wall cracks (Rms 1,2,4,Hall	1,020	0						
173840	Tuia Lodge - Marri Wing Rm 16 - Refurbish	40,800	0		0				
180940	Minninup Cottages Unit 3 - Accessibility Ramp	3,570	0		0				
180940	Minninup Cottages Unit 4 - Accessibility Ramp	3,570	0		0				
180940	Minninup Cottages Unit 2 - Interior Refurbishme	45,900	0		0				
180940	Minninup Cottages Unit 3 - Interior Refurbishme	45,900	0		0				
180940	Minninup Cottages Unit 1-4 - Carpet	10,200	0		0				
180940	Minninup Cottages Unit 5-8 - Roof Restoration	6,120	0		0				
180940	Minninup Cottages Unit 7 - Interior Refurbishme	45,900	4,723		4,723				
180940	Minninup Cottages Unit 10 -Laundry Trough	408	0		0				
180940	Minninup Cottages Unit 11 - Replace Carpets w	7,650	0		0				
180940	Minninup Cottages Unit 12 - Replace Carpets w	7,650	0		0				
180940	Langley Villas - Unit 2 - Replace Carpet with Vin	5,100	0		0				
180940	Langley Villas - Unit 2 - Replace Cooker	1,226	0		0				
180940	Langley Villas - Unit 7 - Retile laundry	3,060	0		0				
180940	Langley Villas - Unit 8 - Retile laundry	3,060	0		0				
180940	Langley Villas - Unit 9 - Replace airconditioner	1,224	0		0				
147140	Construction of Units 14 to 17	900,000	4,245		4,245				
181040	Affordable Housing Project - Siteworks / Land R	250,000	2,000	2,000					
181050	Affordable Housing Project - Building Constructi	2,742,870	0		0				
		6,624,678	12,197	2,000	10,197	0	0	0	0
COMMUNITY AMENITIES									
Other Community Ammenities									
109650	Public Toilets - Vin Farley Park	510	0		0				
109650	Public Toilets - Kirup	4,947	170		170				
109650	Public Toilets - Mullalyup	2,550	0		0				
109650	Public Toilets - Donnybrook Cemetery	510	0		0				
109650	Public Toilets - Apex Park	5,814	900		900				
109650	Public Toilets - Apple Funpark	7,650	0		0				
109650	Public Toilets - Balingup Community Centre	3,825	0		0				
109650	Ablutions - Egan Park Transit Park	2,448	0		0				
111240	Apple Fun Park Development	1,500,000	2,120						2,120
109640	Donnybrook Cemetery Internal Roads	15,000	0						0
111250	Meldene Park	6,000	0						0
		1,549,254	3,190	0	1,070	0	0	0	2,120

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st October 2019

APPENDIX A Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
RECREATION AND CULTURE									
Public Halls									
110640	Public Hall - Donnybrook	65,280	38		38				
110640	Public Hall - Balingup (and library)	6,630	0		0				
110640	Public Hall - Kirup	5,100	620		620				
110640	Public Hall - Newlands	3,774	0		0				
110640	Public Hall - Yabberup	2,040	0		0				
110640	Community Centre & Infant Health Clinic Dbk	6,120	0		0				
125840	Balingup Hall	0	5,878		5,878				
Other Recreation and Sport									
172940	Dbk Rec Centre - Install Safety Railing in Pool	56,610	1,171		1,171				
172940	Dbk Rec Centre - Resurface Stadium Floor	5,976	0		0				
172940	Dbk Rec Centre - Repair Damaged Pool Conco	30,500	8,565		8,565				
172940	Dbk Rec Centre - Hot Water System	0	6,609		6,609				
178240	VC Mitchell Park - Football Clubroom & Kiosk	47,124	340		340				
178240	Egan Park - Netball Clubrooms	1,224	0		0				
126820	VC Mitchell Park - Renew Boundary Fence	10,200	0						0
126820	VC Mitchell Park - Lighting Upgrade	55,230	0						0
126820	Vin Farley Park - Retic Connections	14,076	0						0
126820	Dbk Community Cntr - Retic Replacement	10,150	0						0
126820	Repairs to play equipment	10,000	0						0
126820	Dbk Amphitheatre	13,500	0						0
126820	Shire Ovals	7,500	0						0
126820	Avenue of Honour, Balingup	6,000	0						0
126820	Streetlight Replacement	8,000	0						0
126820	Meldene Park	6,000	646						646
106940	Repairs to play equipment	10,000	0						0
189040	Dbk Rec - Stadium Floor Scrubber	5,800	0				0		
189040	Dbk Rec - Emergency Chemical Body Shower	2,400	0				0		
189040	Dbk Rec - Gym Equipment	5,000	0				0		
189040	Dbk Rec - Point of Sale System	700	0				0		
102840	Balingup Rec Centre	30,804	1,371		1,371				
182140	Community Garden Development	5,000	0						0
111840	Shire owned Street Lights	8,000	8,443						8,443
Libraries									
130440	Dbk Community Library - Planning for upgrade	3,000	0		0				
110840	Balingup Library - Computer w/station	2,000	0		0				

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st October 2019

APPENDIX A Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
RECREATION AND CULTURE									
Other Culture									
110940 Donnybrook Town Centre Revitalisation		1,977,728	1,704						1,704
		2,421,466	35,383.99	0	24,592	0	0	0	10,792
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000 Bridgeworks (Special Grants)		30,000	1,572						1,572
132100 Roadworks Construction - General		970,000	123,563					123,563	
133000 Roads to Recovery Program		425,000	0					0	
133300 Blackspot Projects		285,000	16,880					16,880	
132400 Footpath Construction Program		184,000	900						900
168800 Depot Capital		0	0		0				
Road Plant Purchases									
135540 Replace Grader - DB2462		344,250	0			0			
135540 Replace Tip Truck - DB1149		205,032	0			0			
135540 Replace Ford Ranger Ute - DB102		25,629	26,357			26,357			
135540 Replace Kubota Mower - DB193		32,805	0			0			
135540 Radio Conversion to VHF		12,000	0			0			
135540 Sundry Small Plant (to be determined by MSW)		15,000	0			0			
		2,528,716	169,272.18	0	0	26,357	0	140,443	2,472
ECONOMIC SERVICES									
Tourism and Area Promotion									
173120 Develop Visitor & Tourism Infrastructure		20,000	0						0
102940 Dbk Transit Park Contructions		0	10,386						10,386
Building Control									
111840 Dental Clinic		510	0			0			
111840 Medical Centre		5,100	0			0			
111840 Donnybrook Museum		2,244	0			0			
111840 Donnybrook Railway Station		5,100	0			0			
111840 Donnybrook Cemetery Gazebo		3,978	0			0			
111840 Vacant Building (Ex SES Dbk)		816	0			0			
141950 Bendigo Bank building		3,060	170			170			
143140 Land Acquisitions		0	500	500					
141940 Replace Isuzu - DB15		41,000	42,070			42,070			
141940 Replace Bldg Surveyor Ute - DB631		25,629	0			0			
		107,437	53,126.07	500	170	42,070	0	0	10,386
TOTAL CAPITAL EXPENDITURE		14,503,017	446,406	2,500	209,265	68,428	0	140,443	25,771

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st October 2019

Appendix B Asset Disposal Schedule - 2019/20

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

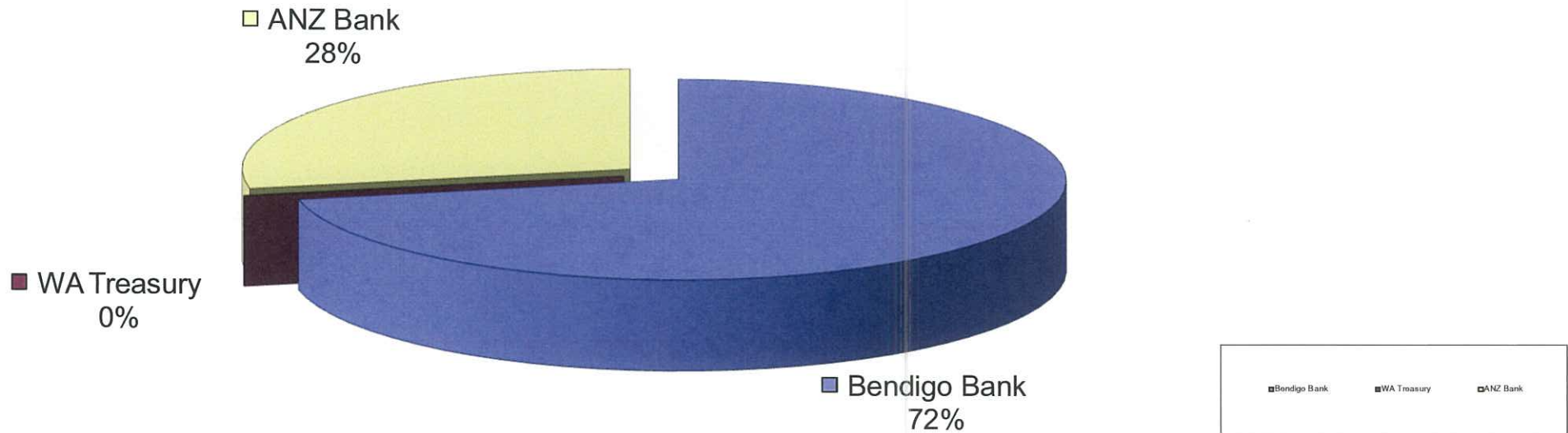
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 31st October 2019

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$1,395,689.65	\$3,945,951.70	-\$1,950,183.45	\$3,391,457.90
	ANZ Bank 9106-40138	1.45%	20-Nov-2019	\$754,109.47	\$0.00	\$0.00	\$754,109.47
	WA Treasury - General	0.95%	At Call	\$14,441.32	\$8.78	\$0.00	\$14,450.10
				\$2,164,240.44	\$3,945,960.48	-\$1,950,183.45	\$4,160,017.47
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$233,917.24	\$54,800.93	-\$35,490.23	\$253,227.94
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	-\$0.75	\$0.00	-\$0.75	-\$1.50
				\$233,916.49	\$54,800.93	-\$35,490.98	\$253,226.44
Roadworks Bonds	ANZ	1.45%	20-Nov-2019	\$0.00	\$0.00	\$0.00	\$0.00
Tuia Lodge Accommodation Bonds	Bendigo A/c: 706110	1.45%	1-Nov-2019	\$2,068,003.94	\$0.00	\$0.00	\$2,068,003.94
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88978	1.25%	16-Nov-2019	\$3,016,386.68	\$0.00	\$0.00	\$3,016,386.68
Extractive Industry Licence	ANZ	1.45%	20-Nov-2019	\$113,423.30	\$0.00	\$0.00	\$113,423.30
Miscellaneous Investments	ANZ	1.45%	20-Nov-2019	\$72,106.43	\$0.00	\$0.00	\$72,106.43
Donnybrook Balingup Aged Homes	Bendigo A/c: 2915923	1.65%	16-Dec-2019	\$267,372.76	\$0.00	\$0.00	\$267,372.76
Public Open Space Contributions	ANZ	1.45%	20-Nov-2019	\$76,481.20	\$0.00	\$0.00	\$76,481.20
				\$5,613,774.31	\$0.00	\$0.00	\$5,613,774.31
FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
LONG TERM INVESTMENT							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$0.00	\$25,000.00
INVESTMENT FUND							
Aged Housing Reserve	ANZ A/c: 9732-82219	1.54%	20-Nov-2019	\$1,147,416.87	\$0.00	\$0.00	\$1,147,416.87
Waste Management Reserve	ANZ A/c: 9732-82198	1.54%	20-Nov-2019	\$1,469,227.62	\$0.00	\$0.00	\$1,469,227.62
Buildings	ANZ A/c: 9732-82235	1.54%	20-Nov-2019	\$853,366.12	\$0.00	\$0.00	\$853,366.12
Land	ANZ A/c: 9732-82235	1.54%	20-Nov-2019	\$250,000.09	\$0.00	\$0.00	\$250,000.09
Valuation Reserve	Bendigo A/c: 2915919	1.50%	16-Dec-2019	\$950.10	\$0.00	\$0.00	\$950.10
Employee Leave & Gratuity Reserve	Bendigo A/c: 2915919	1.50%	16-Dec-2019	\$219,823.26	\$0.00	\$0.00	\$219,823.26
Building Maintenance Reserve	Bendigo A/c: 2915919	1.50%	16-Dec-2019	\$0.00	\$0.00	\$0.00	\$0.00
Roadworks Reserve Account	Bendigo A/c: 2915914	1.50%	16-Dec-2019	\$1,138,882.12	\$0.00	\$0.00	\$1,138,882.12
CBD Development Reserve	Bendigo A/c: 2915914	1.50%	16-Dec-2019	\$3,053.54	\$0.00	\$0.00	\$3,053.54
Bushfire Control & Management Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$2,281.91	\$0.00	\$0.00	\$2,281.91
Arbutnottt Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$3,884.65	\$0.00	\$0.00	\$3,884.65
Electronic Equipment Replacement Fund	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$119,523.19	\$0.00	\$0.00	\$119,523.19
Langley Villas & Minn Cottis Contingency Account	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$12,919.22	\$0.00	\$0.00	\$12,919.22
Town Planning Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$40,051.22	\$0.00	\$0.00	\$40,051.22
Plant Replacement Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$511,274.77	\$0.00	\$0.00	\$511,274.77
Apple Fun Park Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$99,521.26	\$0.00	\$0.00	\$99,521.26
Carried Forward Projects Reserve	Bendigo A/c: 2915919	1.50%	16-Dec-2019	\$840,987.00	\$0.00	\$0.00	\$840,987.00
				\$6,738,162.94	\$0.00	\$0.00	\$6,738,162.94
TOTAL CASH & INVESTMENTS				\$14,750,094.18	\$4,000,761.41	-\$1,985,674.43	\$16,765,181.16

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$12,014,599.96	71.66%	75%	A -2
WA Treasury	\$14,450.10	0.09%	100%	AAA
ANZ Bank	\$4,736,131.10	28.25%	100%	A -1+
	\$16,765,181.16	100.00%		

**Shire of Donnybrook - Balingup
Investment Balances**



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 31st October 2019**

MUNICIPAL FUND

Balance as per Bank Statements	3,391,458
Investments - Muni Funds	768,560
Investments - Trust Bonds	5,287,297
Deposits not yet Credited	34,956
Less Outstanding Cheques	(27,811)
Receipts not yet processed	(121,068)
Outstanding Transfers from Reserve	-
Outstanding Transfers to Reserves	(379,298)
Outstanding Transfers to Trust	(5,602)
Outstanding Transfers from Trust	223,788
Cheques not Yet Processed	-
Credit Card Payments	2,328
Bank Adjustment	1
<i>Balance as per Cash At Bank Account</i>	<u>9,174,608</u>

PETTY CASH

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

TRUST FUNDS

Balance as per Bank Statements	253,227
Investments	343,863
Plus Deposits not yet Credited	150
Less Outstanding Cheques	(1,040)
Less DOT EFT payment	-
Bank Adjustment	3
Outstanding Transfers	(248,602)
<i>Balance as per Cash At Bank Account</i>	<u>347,602</u>

RESERVE FUND

Investments	5,872,176
<i>Balance as per Cash At Bank Account</i>	<u>5,872,176</u>

LONG TERM INVESTMENT

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

TOTAL BALANCE CASH AT BANK	<u>15,421,546</u>
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SHIRE OF DONNYBROOK-BALINGUP

Rates Collection Statistics as at 31st October 2019

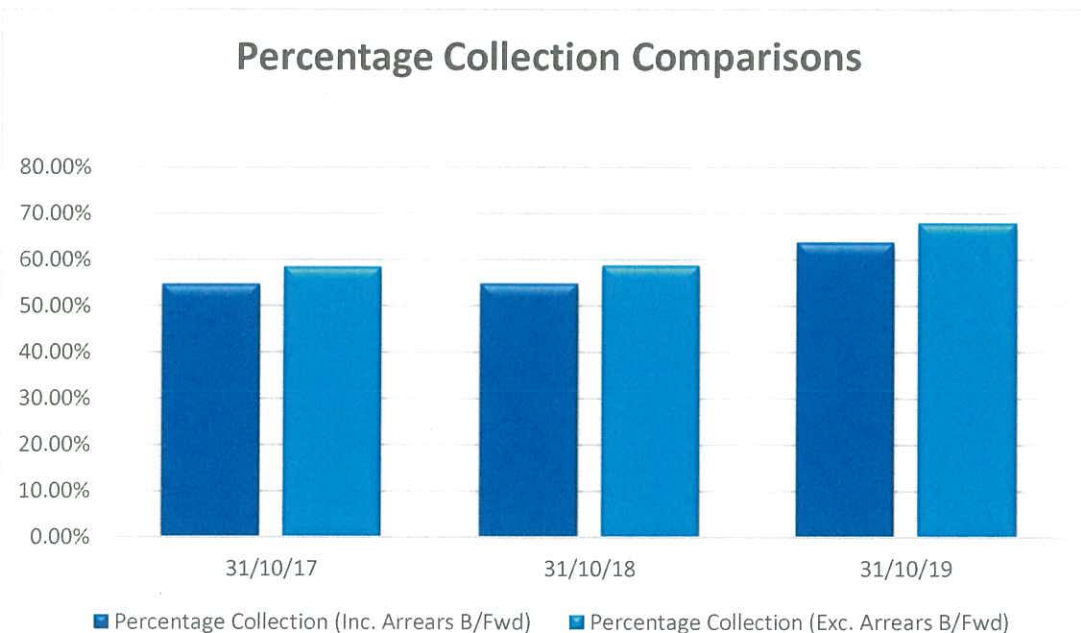
	Rates % June 19'	Movement in Oct '19	Rates % Oct '19
Arrears Brought Forward	404,298	-65,090	339,208
Billing To Date	5,091,023	45,384	5,136,407
Less Received To Date	1,052,283	2,439,262	3,491,545
 Balance Owed	 4,443,038	 -2,458,967	 1,984,071
 Percentage Collection (Including Arrears B/Fwd)	 19.15%	 44.62%	 63.77%
Percentage Collection (On 19/20)	0.00%	67.98%	67.98%

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

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 31st October 2019

	31/10/17	31/10/18	31/10/19
Arrears Brought Forward	321,627	352,554	339,208
Billing To Date	4,594,210	4,925,197	5,136,407
Total Raised Inc. Arrears	4,915,837	5,277,750	5,475,615
Less Received To Date	2,687,545	2,893,054	3,491,545
Balance Owed	2,228,292	2,384,697	1,984,071
Percentage Collection (Inc. Arrears B/Fwd)	54.67%	54.82%	63.77%
Percentage Collection (Exc. Arrears B/Fwd)	58.50%	58.74%	67.98%





Monthly Financial Reports

Management Statements

**For the period ended
30th November 2019**

Shire of Donnybrook-Balingup

Monthly Report to Council

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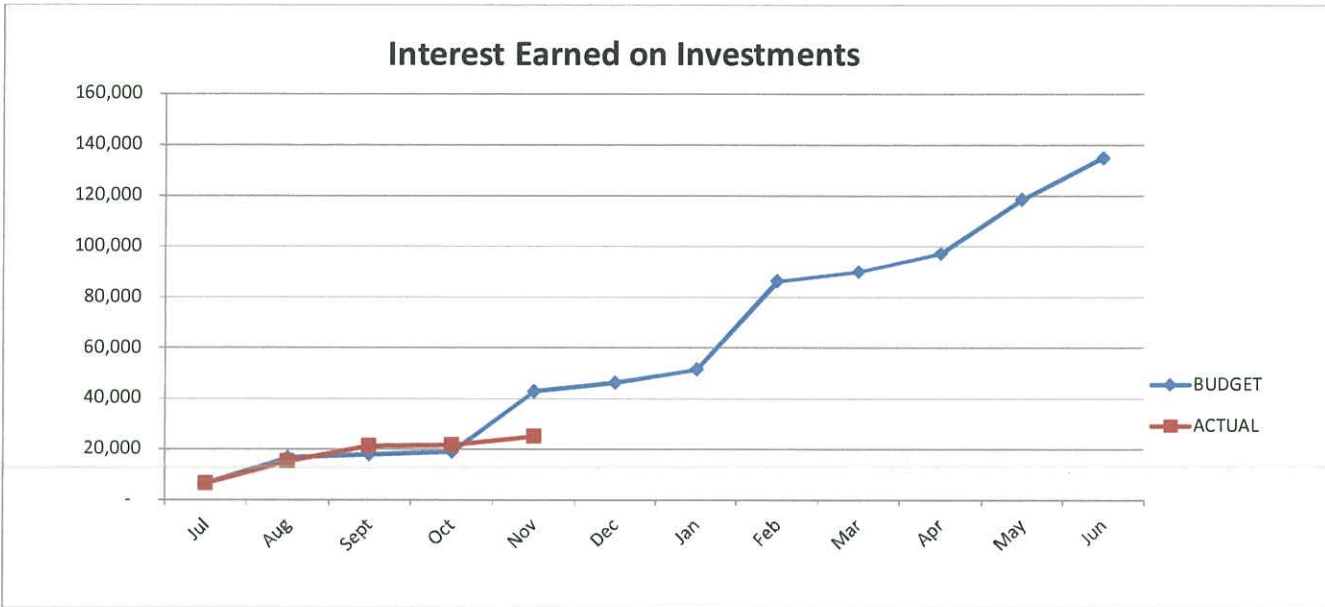
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th November 2019

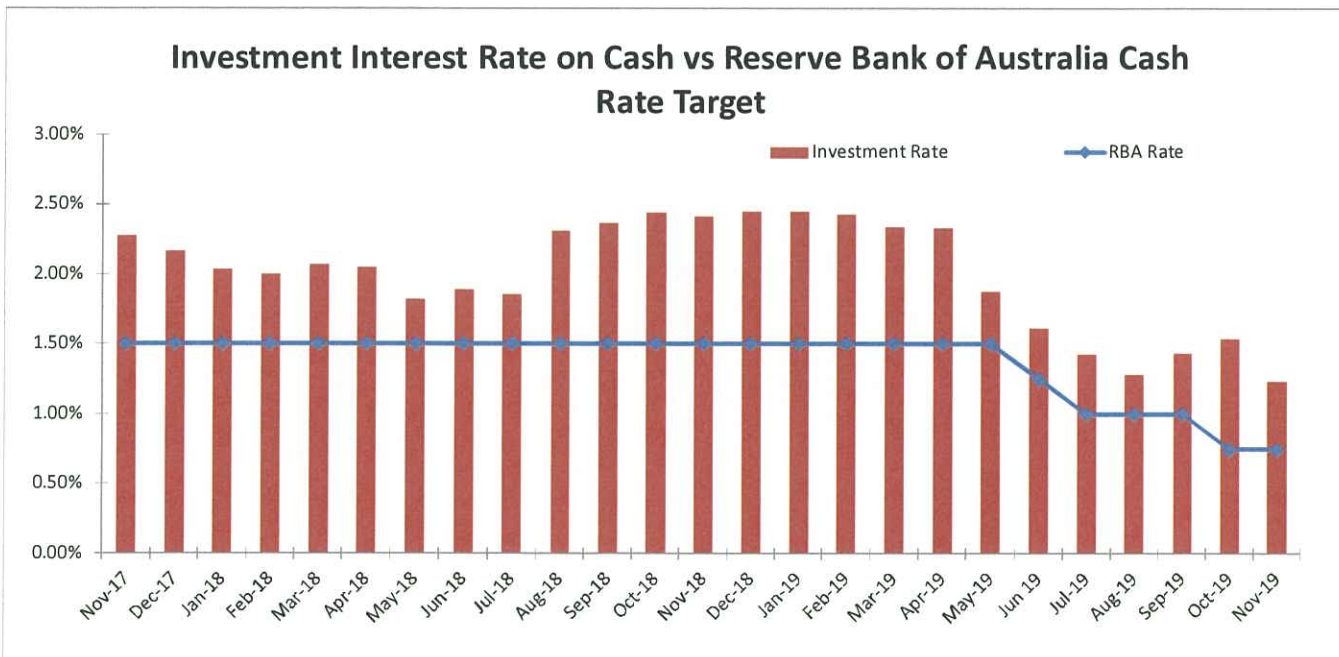
* **Cash & Investments**

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

	YTD Actual	YTD Budget
Municipal Fund:	\$ 10,245	\$ 7,793
Reserve Fund:	\$ 14,937	\$ 35,120
	\$ 25,183	\$ 42,913



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

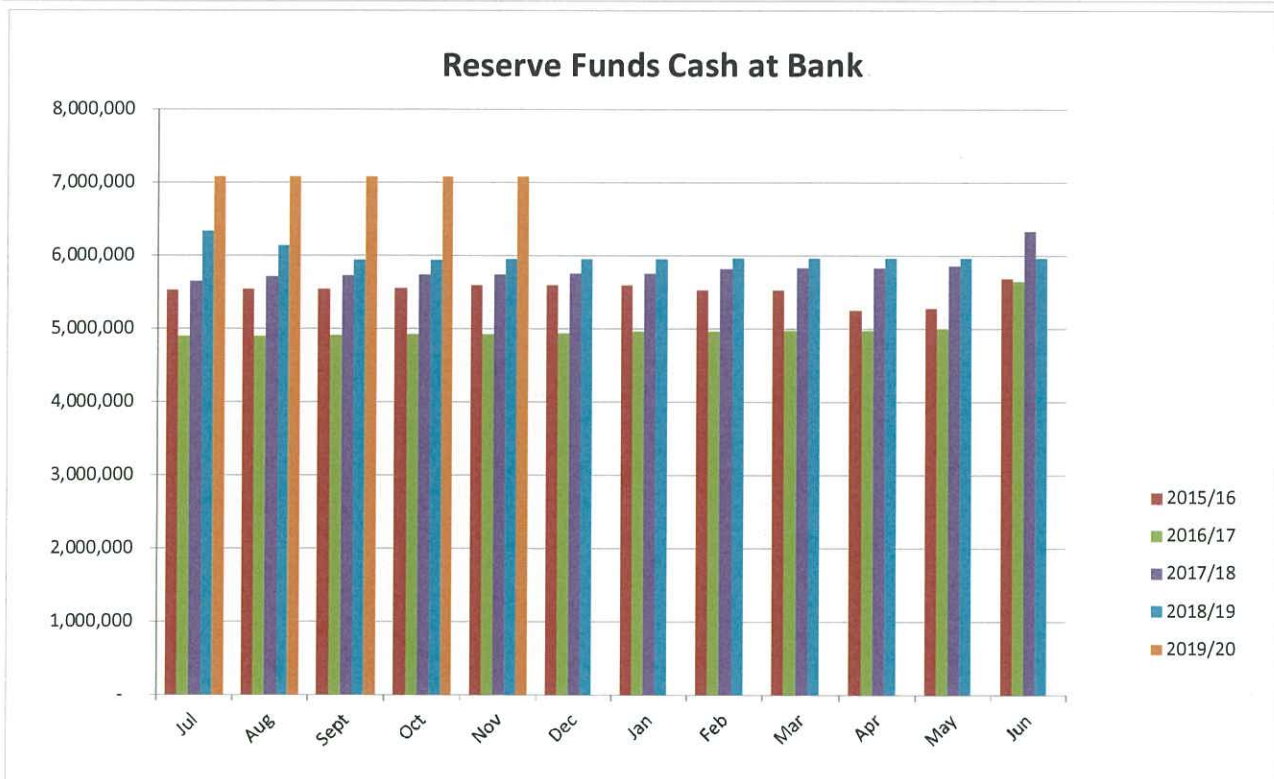
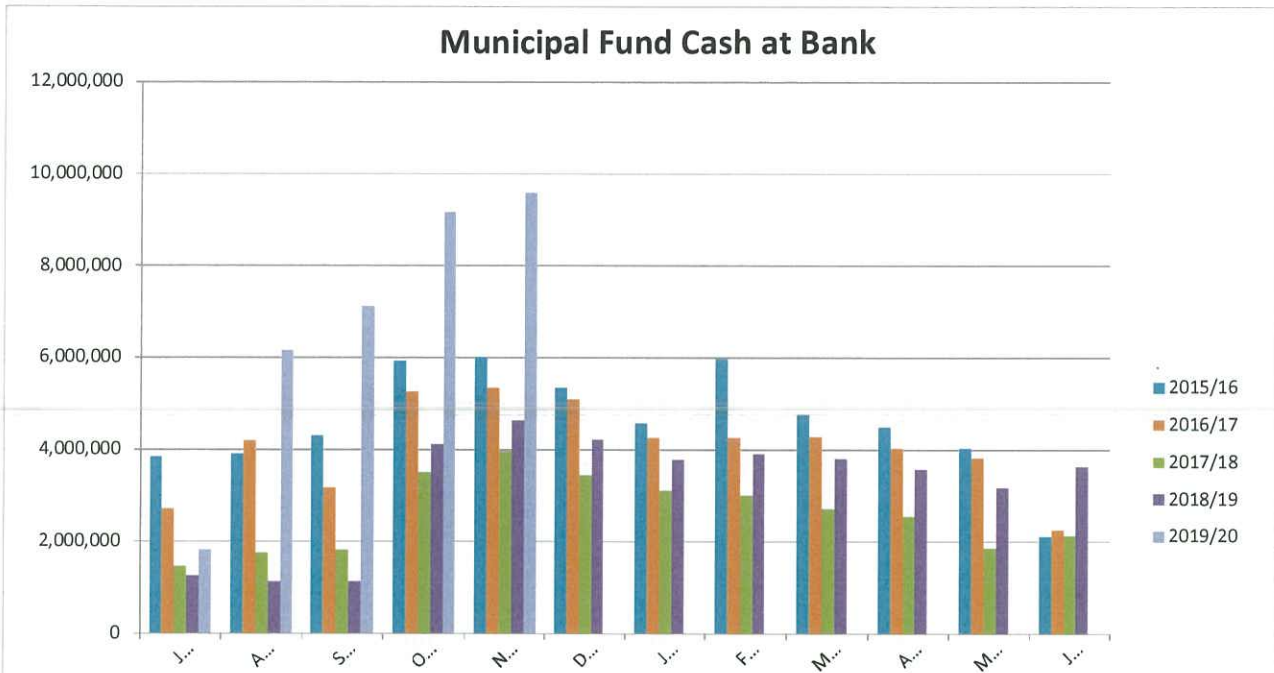


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th November 2019

* **Cash & Investments**

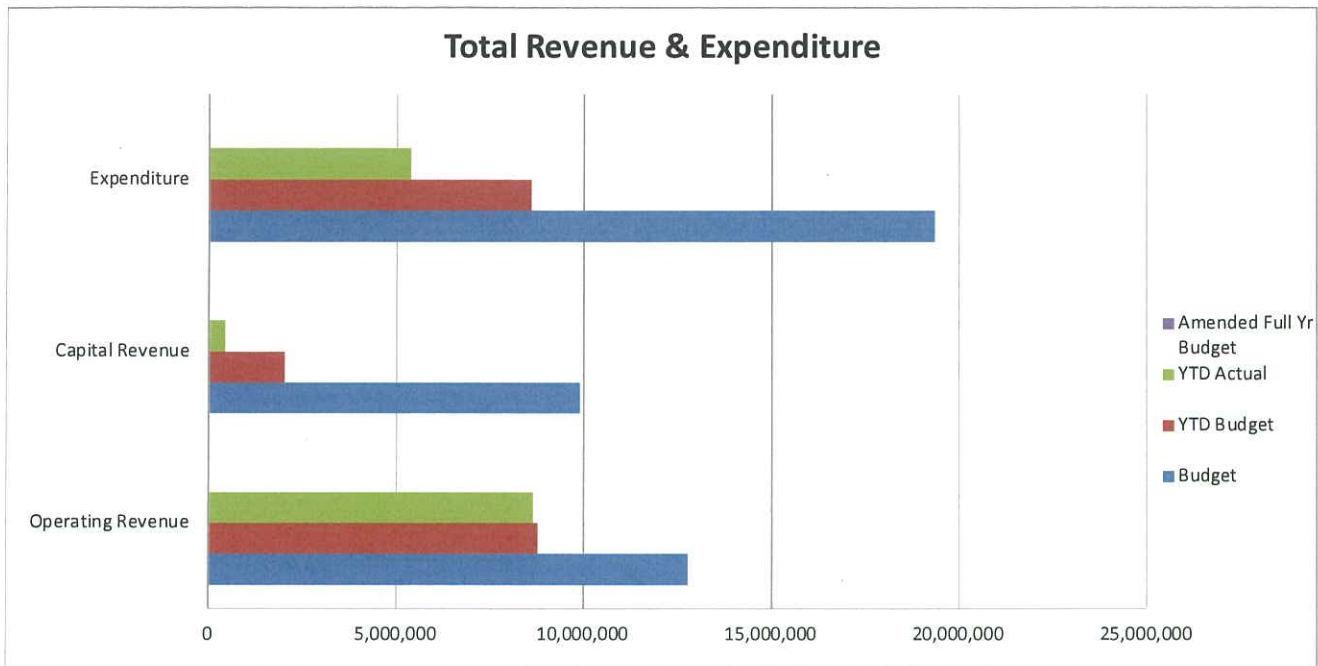
As at reporting date, the Shire's Municipal Bank fund shows a reconciled balance of \$9,608,598.30
 This includes investments held by the Shire of \$8,562,322.14.

Municipal Investment Funds total	\$	3,270,366
Restricted Funds - Trust	\$	5,291,957
Municipal Fund Cash at Bank total	\$	612,286
Reserve Funds Cash at Bank	\$	7,092,461
	\$	16,267,069



Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th November 2019

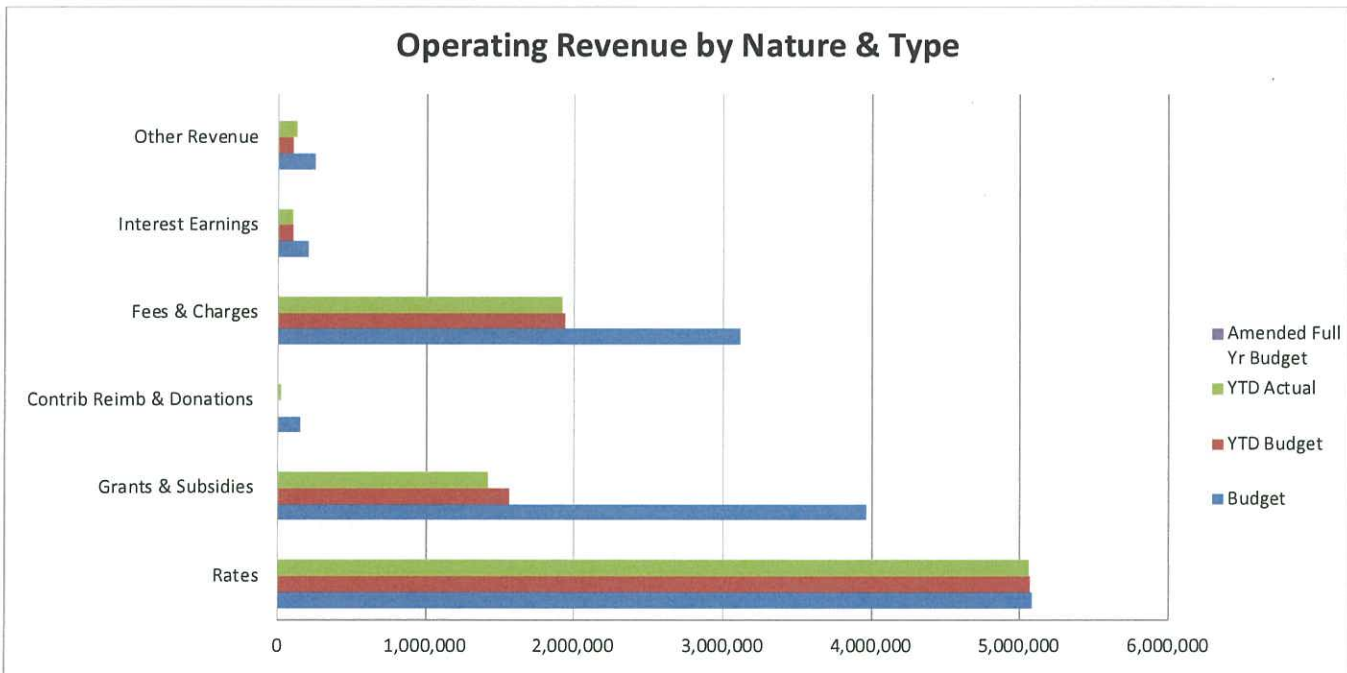
* **Nature & Type Reporting**



Total Revenue & Expenditure

	Budget	YTD Budget	YTD Actual
Operating Revenue	12,761,849	8,773,050	8,654,586
Capital Revenue	9,910,124	2,017,082	425,140
Expenditure	19,342,695	8,605,716	5,373,562

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

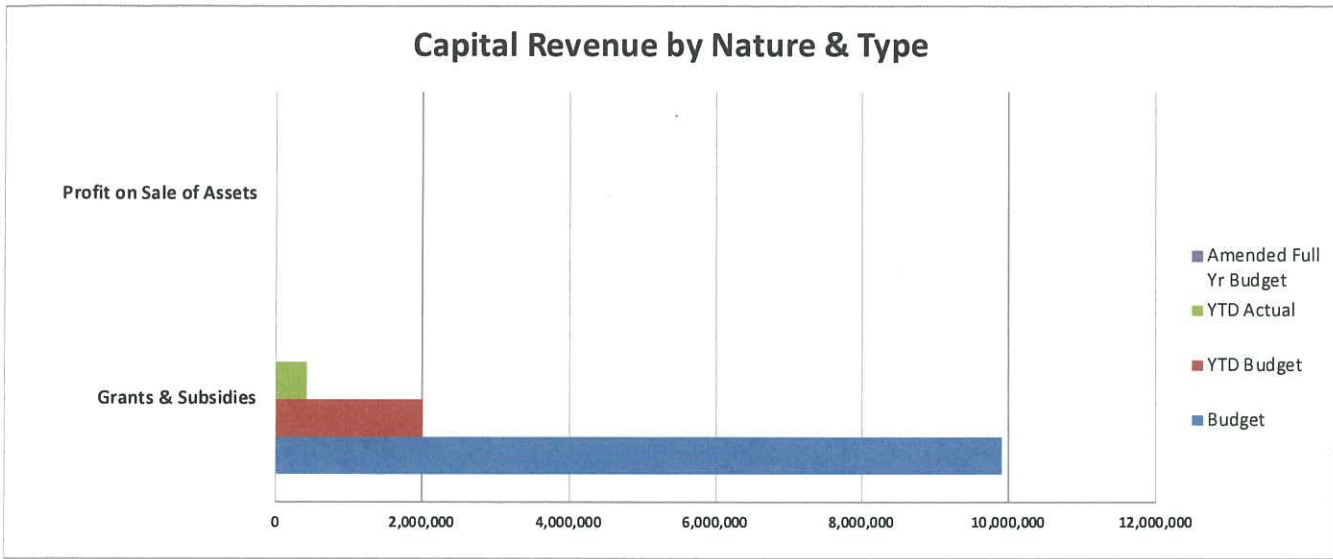


Operating Revenue by Nature & Type

	Budget	YTD Budget	YTD Actual	YTD Variance
Rates	5,084,690	5,068,690	5,064,848	-0.08
Grants & Subsidies	3,962,932	1,558,410	1,419,686	-8.90
Contrib Reimb & Donations	152,626	2,280	26,786	1074.84
Fees & Charges	3,113,848	1,936,538	1,917,008	-1.01
Interest Earnings	202,000	101,959	102,026	0.07
Other Revenue	245,753	105,173	124,233	18.12
Total	12,761,849	8,773,050	8,654,586	

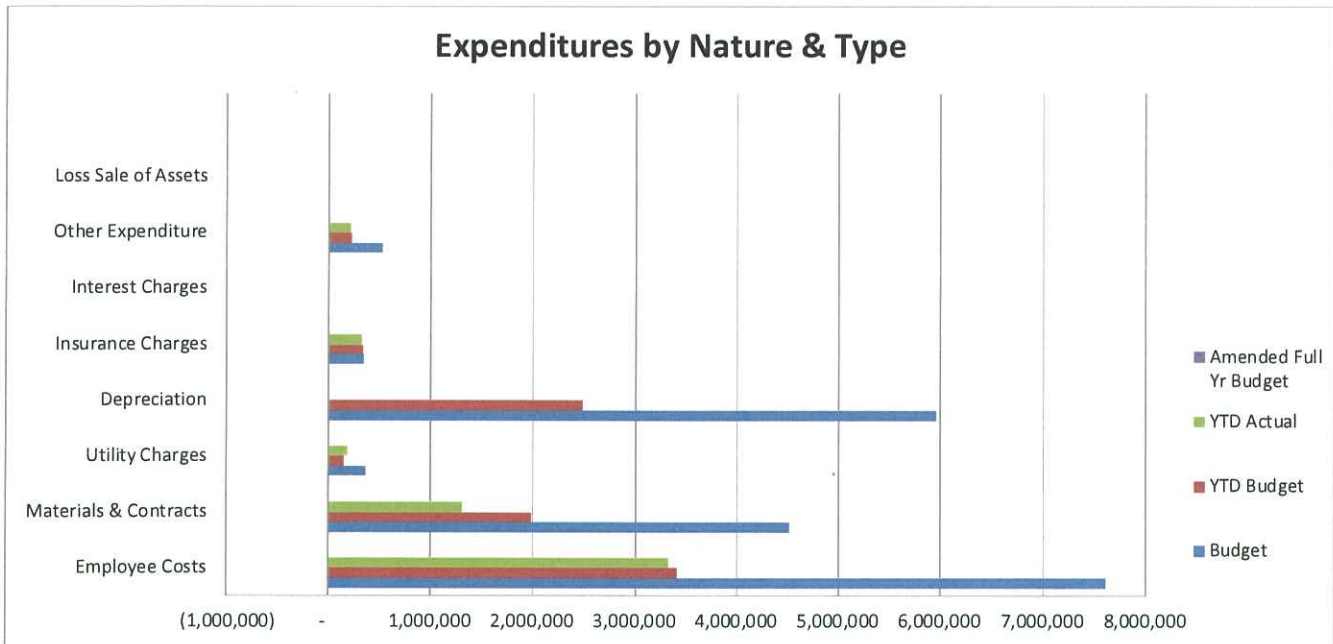
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th November 2019

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



Capital Revenue by Nature and Type

	Budget	YTD Budget	YTD Actual	YTD Variance
Grants & Subsidies	9,910,124	2,017,082	425,140	-78.92
Profit on Sale of Assets	0	0	0	0.00
Total	9,910,124	2,017,082	425,140	

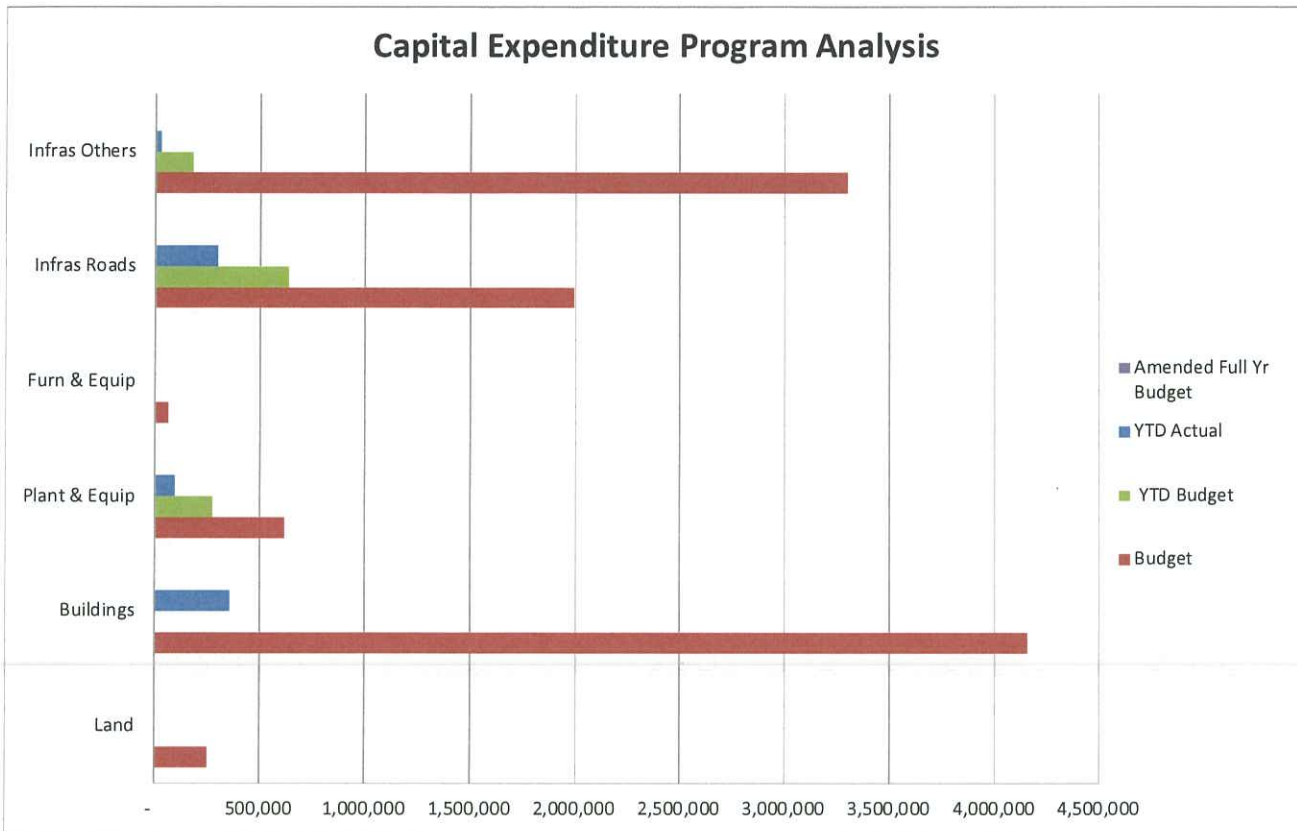


Expenditures by Nature and Type

	Budget	YTD Budget	YTD Actual	YTD Variance
Employee costs	7,613,640	3,412,383	3,326,253	-2.52
Materials and contracts	4,521,205	1,983,745	1,313,590	-33.78
Utility charges	369,249	153,322	190,388	24.18
Depreciation on Non Current Assets	5,960,334	2,483,480	-	-100.00
Insurance charges	344,487	342,198	322,732	-5.69
Interest charges	9,786	3,480	(2,669)	-176.71
Loss on sale of asset	-	-	-	-
Other expenditure	523,994	227,108	217,929	-4.04
TOTAL	19,342,695	8,605,716	5,368,224	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th November 2019

* **Capital Acquisitions by Asset Class**



Capital Acquisitions

	Budget	YTD Budget	YTD Actual	YTD Variance
Land	250,000	-	2,000	
Buildings	4,156,500	-	359,016	
Plant & Equipment	620,352	274,615	98,478	-64.14
Furniture & Equipment	64,400	-	-	
Infrastructure Roads	1,994,841	637,500	295,994	-53.57
Infrastructure Others	3,299,200	180,000	29,542	-83.59
TOTAL	10,385,293	1,092,115	785,030	

Shire of Donnybrook / Balingup
Operating Statement
For Period ended 30th November 2019

		Adopted Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
Operating Revenues				
Rate Revenue	3	5,084,690	5,068,690	5,064,848
General Purpose Funding	3	1,240,178	594,144	595,465
Governance	4	25,189	23,219	23,801
Law, Order & Public Safety	5	590,180	143,764	105,795
Health	7	163,128	73,355	71,219
Education and Welfare	8	3,961,897	1,518,350	1,469,209
Housing	9			
Community Amenities	10	1,215,567	1,126,582	1,092,309
Recreation & Culture	11	330,408	101,054	101,433
Transport	12	8,500	5,295	3,356
Economic Services	13	163,053	72,017	64,300
Other Property & Services	14	119,292	46,580	62,854
		12,902,082	8,773,050	8,654,586
Operating Expenses Excluding				
Borrowing Costs Expenses				
General Purpose Funding	3	(163,296)	(56,230)	(90,819)
Governance	4	(1,214,385)	(656,526)	(463,862)
Law, Order & Public Safety	5	(1,476,583)	(682,900)	(396,460)
Health	7	(233,524)	(99,279)	(87,721)
Education and Welfare	8	(4,542,002)	(1,965,050)	(1,721,006)
Housing	9			
Community Amenities	10	(1,801,729)	(760,181)	(605,719)
Recreation & Culture	11	(3,443,254)	(1,460,300)	(887,228)
Transport	12	(5,110,240)	(2,165,626)	(746,499)
Economic Services	13	(650,774)	(308,895)	(193,392)
Other Property & Services	14	(223,268)	(177,769)	(65,913)
		(18,859,055)	(8,332,756)	(5,258,619)
Borrowing Costs Expenses				
General Purpose Funding	4	-	-	-
Health	7	(4,321)	(2,226)	(1,814)
Housing	9			
Education and Welfare	8	-	-	-
Recreation and Culture	11	(1,941)	(997)	(629)
Transport	12	-	-	-
Economic Services	13	(3,524)	(257)	(227)
		(9,786)	(3,480)	(2,669)
Contributions/Grants for the				
Development of Assets				
Governance	4	-	-	-
Law, Order & Public Safety	5	987,536	-	-
Health	7	-	-	-
Education and Welfare	8	4,175,000	1,400,000	-
Community Amenities	10	1,500,000	375,000	-
Recreation & Culture	11	1,985,448	5,415	(0)
Transport	12	1,262,140	236,667	425,140
Economic Services	13	-	-	0
		9,910,124	2,017,082	425,140
GAIN OR (LOSS) ON THE				
DISPOSAL OF ASSETS				
Governance	4	-	-	-
Law, Order & Public Safety	5	-	-	-
Health	7	-	-	-
Education & Welfare	8	-	-	-
Housing	9	-	-	-
Community Amenities	10	-	-	-
Recreation & Culture	11	-	-	-
Transport	12	-	-	-
Economic Services	13	-	-	-
		-	-	-
Net Profit OR Loss / Result		3,943,365	2,453,896	3,818,439

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 30th November 2019

	Adopted Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
OPERATING REVENUE AND EXPENDITURE			
(a) Summary by Nature and Type			
Revenue			
Rates	5,084,690	5,068,690	5,064,848
Grants and Subsidies (Operating)	3,962,932	1,558,410	1,419,686
Contributions Reimbursements and Donations (Operating)	152,626	2,280	26,786
Fees and Charges	3,113,848	1,936,538	1,917,008
Interest Earnings	202,000	101,959	102,026
Other Revenue	245,753	105,173	124,233
	<u>12,761,849</u>	<u>8,773,050</u>	<u>8,654,586</u>
Expenditure			
Employee Costs	(7,613,640)	(3,412,383)	(3,326,253)
Materials and Contracts	(4,521,205)	(1,983,745)	(1,313,590)
Utility Charges	(369,249)	(153,322)	(190,388)
Depreciation on Non Current Assets	(5,960,334)	(2,483,480)	-
Insurance Expenses	(344,487)	(342,198)	(322,732)
Interest Expenses	(9,786)	(3,480)	2,669
Other Expenses	(523,994)	(227,108)	(217,929)
	<u>(19,342,695)</u>	<u>(8,605,716)</u>	<u>(5,373,562)</u>
Less Applicable to Capital Works	(614,087)	(269,480)	(112,275)
	(5,966,759)	436,814	3,393,299
Non-operating grants, subsidies and contributions	9,910,124	2,017,082	425,140
Profit on asset disposals	-	-	-
Loss on asset disposals	-	-	-
Loss on revaluation of non current assets	-	-	-
Net result	<u>3,943,365</u>	<u>2,453,896</u>	<u>3,818,439</u>
Other comprehensive income			
Changes on revaluation of non-current assets	-	-	-
	-	-	-
Total Comprehensive Income	<u>3,943,365</u>	<u>2,453,896</u>	<u>3,818,439</u>

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th November 2019

OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type:	2019/2020		
	Original Budget	YTD Budget	Actual
OPERATING REVENUE			
Rate Revenue			
Rates (incl. Discount)	5,084,690	5,068,690	5,064,848
Grants & Subsidies (Operating)			
General Purpose Grant	962,499	480,085	481,582
MRD Special Grants	-	-	-
Interest on Deferred Rates	3,200	-	-
Other Grants	563,048	142,680	64,427
Aged Hostel Subsidy	2,434,185	935,645	873,676
Grants & Subsidies (Capital)			
Local Roads Grant	-	-	-
MRD Special Grants	1,156,140	236,667	409,140
Other Grants	7,877,984	1,780,000	-
Contributions & Donations (Operating)			
Contributions, Reimbursements & Donations	152,626	2,280	26,786
Contributions & Donations (Cap)			
Contributions, Reimbursements & Donations	876,000	415	16,000
Fees and Charges			
Rates Instalment Charges	21,030	20,849	21,405
Rates Direct Debit Fees	6,650	2,770	6,610
Refuse Removal Charges	577,938	577,880	582,705
Waste Management Levy	496,921	493,890	492,479
Recycling Charges	-	-	-
Rental Income	1,443,544	603,028	604,623
Hall Income	11,492	3,910	5,402
Ground Rent	10,355	730	100
Recreation Centre Income	189,700	74,515	91,888
Caravan Park	39,850	16,140	10,543
Fines and Penalties	7,100	3,540	336
Other Fees and Charges	304,268	137,201	100,754
Private Works	5,000	2,085	164
Interest Earnings			
Rates Penalty Interest Charge	51,500	18,860	21,632
Interest on Rates Instalments	15,500	15,016	19,989
Interest on Municipal Funds	55,000	7,793	10,245
Interest on Reserve Funds	80,000	60,290	50,160
Other Revenue			
Royalties	25,020	10,425	10,824
Commissions	8,275	7,530	7,622
Other Income	16,568	4,788	6,655
Reimbursements	195,890	82,430	99,132
Profit on Sale of Non-Current Assets	-	-	-
Total Operating Revenue	22,671,973	10,790,132	9,079,726

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th November 2019

OPERATING REVENUE AND EXPENDITURE	2019/2020		
(b) Classified According to Nature and Type:	Original Budget	YTD Budget	Actual
OPERATING EXPENDITURE			
Employee Costs			
Salaries and Wages	6,395,778	2,734,402	2,640,767
Superannuation	667,098	271,236	283,392
Workers Compensation	252,936	252,932	283,827
Clothing and Uniforms	65,088	47,120	39,923
Training Expenses	118,563	77,428	29,894
Fringe Benefits Tax	87,090	19,250	41,587
Employee Provisions	-	-	-
Other Employee Costs	27,087	10,015	6,864
Materials			
Chemicals / Gas	26,155	10,900	6,638
General Supplies	461,666	190,235	175,738
Road Materials	210,160	87,570	16,340
Phone/Fax	47,351	16,431	24,963
Fuels & Oils	176,000	73,330	95,940
Plant Parts	178,992	74,575	51,234
Tools/Hardware	1,550	645	7,695
Office Supplies	142,753	88,901	27,311
Garden Supplies	43,313	19,570	18,109
Kiosk Purchases (Rec)	22,202	12,295	6,197
Freight & Transport	8,890	3,705	3,988
Safety Equipment	250	105	7,159
Contracts			
Lease & Rental Expenses	21,844	9,095	15,734
Service Contracts & Repairs	163,921	101,095	108,125
Contract Labour	2,187,514	992,647	473,305
Plant Hire (External)	4,300	1,790	3,510
Security Service	3,563	1,485	1,647
Professional Services & Consultants	400,406	123,650	157,083
Rubbish Disposal Contract	307,063	128,511	80,736
Recycling Contract	113,312	47,210	32,138
Utility Charges			
Sewerage	21,679	8,170	10,733
Electricity	280,112	115,787	147,111
Water	67,458	29,365	32,543
Insurance Expenses			
Insurance	344,487	342,198	322,732
Interest Expenses			
Interest on Overdraft	-	-	-
Interest on Loans	9,786	3,480	2,669

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th November 2019

4. OPERATING REVENUE AND EXPENDITURE	2019/2020		
(b) Classified According to Nature and Type:	Original Budget	YTD Budget	Actual
OPERATING EXPENDITURE (cont)			
Other Expenditure			
Refreshments	38,752	13,510	10,831
Subscriptions / Donations	216,081	130,358	96,690
Valuations / Title Searches	26,500	895	4,123
Postage	10,850	3,259	7,568
Accommodation	500	-	5,497
Licence Fees	19,350	12,085	1,657
Advertising	43,334	17,290	17,750
Councillor Allowances	131,478	34,908	33,004
Bank Charges	24,360	9,948	8,622
Other Expenditure	12,789	4,855	32,187
Loss on Sale of Non-Current Assets	-	-	-
Depreciation			
Depreciation on Assets	5,960,334	2,483,480	-
Less: Applicable to Capital Works	(614,087)	(269,480)	(112,275)
Total Operating Expenditure	18,728,608	8,336,236	5,261,288
NET PROFIT OR LOSS / RESULT	3,943,365	2,453,896	3,818,439

Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 30th November 2019

		2019/20 Original Budget \$	2019/20 YTD Budget \$	2019/20 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES					
General Purpose Funding (Excl. Rates)	3	2,288,138	594,144	595,465	0.22
Governance	4	25,189	23,219	23,801	2.51
Law, Order, Public Safety	5	590,180	143,764	105,795	(26.41)
Health	7	163,128	73,355	71,219	(2.91)
Education and Welfare	8	3,961,897	1,518,350	1,469,209	(3.24)
Housing	9				
Community Amenities	10	1,215,567	1,126,582	1,092,309	(3.04)
Recreation and Culture	11	330,408	101,054	101,433	0.37
Transport	12	8,500	5,295	3,356	(36.62)
Economic Services	13	163,053	72,017	64,300	(10.72)
Other Property and Services	14	119,292	46,580	62,854	34.94
		8,865,352	3,704,360	3,589,738.96	(3.09)
EXPENSES					
General Purpose Funding	3	(163,296)	(56,230)	(90,819)	61.51
Governance	4	(1,214,385)	(656,526)	(465,676)	(29.07)
Law, Order, Public Safety	5	(1,476,583)	(682,900)	(396,460)	(41.94)
Health	7	(237,845)	(101,505)	(87,721)	(13.58)
Education and Welfare	8	(4,542,002)	(1,965,050)	(1,721,006)	(12.42)
Housing	9				
Community Amenities	10	(1,801,729)	(760,181)	(605,719)	(20.32)
Recreation & Culture	11	(3,445,195)	(1,461,297)	(887,857)	(39.24)
Transport	12	(5,110,240)	(2,165,626)	(746,499)	(65.53)
Economic Services	13	(654,298)	(309,152)	(193,618)	(37.37)
Other Property and Services	14	(223,268)	(177,769)	(65,913)	(62.92)
		(18,868,841)	(8,336,236)	(5,261,288)	(36.89)
Net Operating Result Excluding Rates:		<u>(10,003,489)</u>	<u>(4,631,876)</u>	<u>(1,671,549)</u>	<u>(63.91)</u>
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Income					
(Profit)/Loss on Asset Disposals		0	0	0	
Depreciation on Assets		5,960,334	2,483,480	0.00	(100.00)
Capital Expenditure and Income					
Non Operating Grants, Subsidies & Contributions		9,910,124	2,017,082	425,140	(78.92)
Purchase Land and Buildings		(7,627,588)	(1,014,502)	(361,016)	(64.41)
Purchase Infrastructure Assets - Roads		(1,680,000)	(637,500)	(295,994)	
Purchase Infrastructure Assets - Other		(3,896,384)	(891,907)	(29,542)	(96.69)
Purchase Plant and Equipment		(1,187,616)	(278,090)	(98,478)	(64.59)
Purchase Furniture and Equipment		(111,429)	0	0	
Proceeds from Disposal of Assets		244,999	74,655	294,182	294.06
Repayment of Debentures		(32,213)	(15,893)	(16,013)	0.75
Repayment of Preston Village Fixed Loans		0	(0)	0	
Loan Principal repayments		0	0	0	
Proceeds from Leased Preston Village		900,000	0	285,000	
Proceeds from New Debentures		654,530	0	0	
Advances to Community Groups		0	0	0	
Adjust Self Supporting Loan		0	0	0	
Self-Supporting Loan Principal Income		8,660	4,300	4,419	
Transfers to Reserves (Restricted Assets)		(901,149)	(4,165)	(5,293)	27.08
Transfers from Reserves (Restricted Assets)		2,676,531	1,166,547	1,952,276	67.36
Adjust Current Asset (Self Supporting Loan)		0	0	0	
Adjust Non Current Assets & Liabilities		0	0	0	
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		0	168,359	0	(100.00)
LESS Estimated Surplus/(Deficit) June 30 C/Fwd			3,509,180	5,559,973	58.44
Budgeted deficiency before general rates		(5,084,690)	(5,068,690)	(5,064,848)	(0.08)
Estimated amount to be raised from general rates		5,084,690	(5,068,690)	5,064,848	
Surplus / (deficit)		<u>0</u>	<u>0</u>	<u>0</u>	

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 30/11/2019	Actual to 30/11/2019	Variance Amount	Variance %	Permanent Variation	Comment
General Purpose Funding								
4891	INTEREST ON RESERVE ACCOUNTS	Inc	-35,120	-14,937	20,183	-57.47		Budget timing variation - income is based on timing of investment maturities.
5682	PRIOR YEAR RATES WRITE OFF	Exp	0	5,031	5,031		x	Permanent Variation - No budget allocation
Governance								
0112	ELECTION & POLL EXPENSES	Exp	29,364	64	-29,300	-99.78		Budget timing variation
0252	DONATIONS	Exp	10,905	4,731	-6,174	-56.62		Budget timing variation
0182	SUBSCRIPTIONS	Exp	54,088	35,522	-18,566	-34.33		Budget timing variation
1082	RESOURCE SHAR/ECON DEV	Exp	14,296	7,616	-6,680	-46.73		Budget timing variation
0962	CONSULTANTS FEES	Exp	9,395	30,442	21,047	224.02	x	Full year expenditure will exceed budget by approx \$12k - increased expenditure for additional investigations
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	Exp	51,215	11,945	-39,270	-76.68		Budget timing variation
1072	FRINGE BENEFITS TAX	Exp	19,250	41,587	22,337	116.04		FBT is allocated to cost areas in May therefore temporary variation (reallocate in May)
0292	EMPLOYEE INSURANCE - WORKERS COMPENSATION	Exp	53,572	76,182	22,610	42.20		Budget timing variation
0362	OFFICE & SURROUNDS MTCE.	Exp	42,027	35,136	-6,892	-16.40		Budget timing variation - normal operational variance
0392	COMPUTER MTCE AGREEMENTS	Exp	81,871	72,042	-9,829	-12.01		Budget timing variation
0352	COMPUTER SOFTWARE COSTS	Exp	43,806	4,288	-39,518	-90.21		Budget timing variation
0617	CARRIED FORWARD PROJECT RESERVE	Inc	-14,870	-35,000	-20,130	135.37		Reserve Tfr for Admin Records and Phone system processed at beginning of year - budget timing variation
2063	TRANSFER FROM CARRIED FORWARD RESERVE	Inc	0	-13,844	-13,844			Reserve Tfr for internal & external communications strategy
Law, Order & Public Safety								
0642	INSURANCE (FC)	Exp	49,308	31,980	-17,328	-35.14	x	Permanent Variation - Expenditure \$17k less than budget estimate
0672	PUBLIC STANDPIPES	Exp	19,785	4,009	-15,776	-79.74		Budget timing variation
0682	BUSH FIRE MITIGATION - SHIRE	Exp	20,000	8,681	-11,319	-56.59		Budget timing variation
5142	ESL OPERATING EXPENSES SHIRE	Exp	87,257	123,238	35,981	41.24		Budget timing variation
6962	BUSH FIRE MITIGATION - SEMC	Exp	124,940	18,978	-105,962	-84.81		Budget timing variation
5123	EMERGENCY SERVICES LEVY GRANT RECEIVED	Inc	-35,800	-56,966	-21,166	59.12	x	Budget timing variation
5983	REIMBURSEMENTS CESM	Inc	0	-19,857	-19,857			Recoup based on 60% of actual expenditure - recouped earlier than budgeted
6963	OFFICE OF ENERGY MGMT. - FIRE MITIGATION GRANT	Inc	-79,050	480	79,530	-100.61		Budget timing variation -minimal income to date
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	54,000	293,988	239,988			Budget timing variation - work completed earlier that budget estimates
Education and Welfare								
1662	SALARIES (T/LODGE)	Exp	937,145	882,862	-54,283	-5.79		Budget timing variation
1672	SUPERANNUATION (T/LODGE)	Exp	73,330	90,368	17,038	23.23		Budget timing variation
1682	TUIA LODGE MTCE	Exp	430,604	466,830	36,226	8.41		Budget timing variation
1734	MINNINUP COTTAGES 5 - 8 MAINTENANCE	Exp	15,998	9,975	-6,023	-37.65		Budget timing variation - normal operational variance
4022	LANGLEY VILLAS MTCE U7-9	Exp	36,923	12,703	-24,220	-65.60		Budget timing variation - normal operational variance
1523	RETIREMENT VILLAGE MAINTENANCE FEES	Inc	-20,765	-15,095	5,670	-27.31		Budget timing variation
1693	TUIA LODGE SUBSIDY	Inc	-935,645	-873,676	61,969	-6.62		Budget timing variation - income reflects level of care, behind YTD budget
1703	TUIA LODGE RENTAL - BASIC DAILY CARE FEE	Inc	-310,745	-295,919	14,826	-4.77		Budget timing variation - income reflects level of care, behind YTD budget
1706	TUIA LODGE RENTAL - DAILY ACCOMM FEE	Inc	-84,910	-108,936	-24,026	28.30		Budget timing variation - income reflects level of care, exceeds YTD budget
1707	TUIA LODGE RENTAL - MEANS TESTED FEE	Inc	-30,005	-47,385	-17,380	57.93		Budget timing variation - income reflects level of care, exceeds YTD budget
1708	TUIA LODGE RENTAL - RESPITE FEE	Inc	-16,304	-7,272	9,032	-55.40		Budget timing variation
1743	M/COTTAGES RENT 1-4	Inc	-21,475	-14,432	7,043	-32.80		Budget timing variation
7384	BUILDINGS - TUIA LODGE	Exp	846,752	15,313	-831,439	-98.19		Budget timing variation - dependant on scheduling of work
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	42,340	11,660	-30,680	-72.46		Budget timing variation - dependant on scheduling of work
0315	PROCEEDS FROM LEASED PROPERTY LOT 141 SHARP	Inc	0	-285,000	-285,000			Budget timing variation - lease of unit completed earlier than budget estimate
0415	GOVERNMENT GRANTS - OTHER WELFARE	Inc	-1,400,000	0	1,400,000			Budget timing variation - no grant income received to date
7317	TRANSFER FROM UNSPENT GRANTS RESERVE	Inc	0	-526,631	-526,631			Reserve Tfr for Bridge Street grant funding

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 30/11/2019	Actual to 30/11/2019	Variance Amount	Variance %	Permanent Variation	Comment
Community Amenities								
1762	DOMESTIC REFUSE COLLECT	Exp	89,778	51,252	-38,526	-42.91		Budget timing variation - normal operational variance
1772	RUBBISH SITES MTC	Exp	193,618	186,290	-7,328	-3.78		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	63,020	39,419	-23,601	-37.45		Budget timing variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	50,411	39,729	-10,682	-21.19		Budget timing variation - normal operational variance
2003	BULK REFUSE CHARGES	Inc	-31,250	-2,376	28,874	-92.40	x	Full year income will be less than budget income due to Site Manager processing increased amount of material offsite
2312	BLN CEMETERY MNTCE	Exp	10,750	5,378	-5,372	-49.97		Budget timing variation - normal operational variance
2322	PUBLIC CONVENIENCES	Exp	82,413	74,007	-8,406	-10.20		Budget timing variation - normal operational variance
2404	VILLAGE GREEN TOILETS	Exp	9,475	275	-9,200	-97.10	x	Budget timing variation - minimal expenditure to date
2405	GRANTS LOTTERIES COMMISSION	Inc	-375,000	0	375,000	-100.00		Apple Funpark Development - no grant income received to date
2552	REFUSE COLL - PUBLIC BINS	Exp	46,000	39,632	-6,368	-13.84		Budget timing variation - normal operational variance
4902	TOWN PLANNING CONSULTANCY	Exp	10,000	1,467	-8,534	-85.34		Budget timing variation - normal operational variance
7285	TFR FROM BUILDING RESERVE	Inc	-11,770	0	11,770	-100.00		Budget timing variation
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN	Exp	27,744	1,240	-26,504	-95.53		Budget timing variation
Recreation and Culture								
2584	BALINGUP HALL - NEW STOREROOM	Exp	0	5,878	5,878		x	Permanent variation - final project costs for Balingup Hall Revitalisation project
2672	MITCHELL PARK	Exp	32,195	24,895	-7,300	-22.67		Budget timing variation
2642	PARKS & RESERVES GENERAL	Exp	261,358	211,532	-49,826	-19.06		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	39,345	30,394	-8,951	-22.75		Budget timing variation - normal operational variance
2672	MITCHELL PARK	Exp	32,195	24,895	-7,300	-22.67		Budget timing variation - normal operational variance
2712	BLN PARKS & RESERVES	Exp	85,413	76,670	-8,743	-10.24		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	39,345	30,394	-8,951	-22.75		Budget timing variation
0694	RESERVE ST FUNPARK	Exp	5,000	0	-5,000	-100.00		Budget timing variation - no expenditure to date
1583	GOVT GRANTS - SPORT & RECREATION	Inc	-7,500	0	7,500	-100.00		Budget timing variation - no income to date
2813	DBK REC CENTRE - CHARGES	Inc	-74,515	-91,888	-17,373	23.32		Budget timing variation - normal operational variance
0694	RESERVE ST FUNPARK	Exp	5,000	0	-5,000	-100.00		Budget timing variation - no expenditure to date
1184	OTHER INFRASTRUCTURE DONNYBROOK	Exp	0	8,443	8,443			Expenditure less than budget estimate - normal operational variance
2682	PARK EQUIPMENT	Exp	35,164	3,646	-31,518	-89.63		Minimal expenditure incurred to date
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	36,475	18,670	-17,805	-48.82		Budget timing variation
8214	PARKS AND GARDENS INFRASTRUCTURE DONNYBROOK	Exp	5,000	0	-5,000	-100.00		Budget timing variation - work commenced earlier than budget estimates
0363	GOVERNMENT GRANTS - COMMUNITY ARTS NETWORK	Inc	-9,500	0	9,500	-100.00		Budget timing variation - no grant income received to date
1094	DONNYBROOK HERITAGE PRECINCT	Exp	659,243	2,475	-656,768	-99.62		Budget timing variation - minimal expenditure to date
Transport								
3210	ROADWORKS GENERAL	Exp	232,500	143,717	-88,783	-38.19		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	180,000	900	-179,100	-99.50		Budget timing variation - minimal expenditure to date
3281	DIRECT GRANT MRWA	Inc	0	-161,140	-161,140			Budget timing variation - income received earlier than budgeted
3291	REGIONAL ROAD GROUPL GRANTS MRWA	Inc	-95,000	-152,000	-57,000	60.00		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	120,000	0	-120,000	-100.00		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	285,000	152,277	-132,723	-46.57		Budget timing variation - variance reflects timing of road program
3331	ROADS TO RECOVERY FEDERAL GRANT FUNDING	Inc	-141,667	-20,000	121,667	-85.88		Funding is part of 5 year program with Roads to Recovery - payments have been staged over various years our full allocation has been received.
3370	STREET TREES & PRUNING	Exp	34,825	23,859	-10,966	-31.49		Budget timing variation
3430	STREET CLEANING	Exp	31,712	20,922	-10,790	-34.03		Budget timing variation
3450	BRIDGE MAINTENANCE	Exp	142,202	66,825	-75,377	-53.01		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	19,271	13,172	-6,099	-31.65		Budget timing variation
3554	PURCHASE PLANT & EQUIPMNT	Exp	274,615	58,036	-216,579	-78.87		Budget timing variation
3575	SALE OF PLANT & EQUIPMENT	Inc	-54,655	-2,364	52,291	-95.68		Budget timing variation
6072	LICENCING SALARIES	Exp	2,967	14,126	11,159	376.10		Budget timing variation
7082	BLN TOWN CENTRE WORKS	Exp	7,705	0	-7,705	-100.00		Budget timing variation - no expenditure to date
0150	DONNYBROOK TOWNSCAPE WORKS	Exp	7,705	382	-7,323	-95.04		Minimal expenditure incurred to date
0325	FEDERAL & STATE BLACKSPOT GRANT FUNDING	Inc	0	-76,000	-76,000			Budget timing variation - income received earlier than budgeted
341M	GENERAL ROAD MAINTENANCE	Exp	409,200	553,121	143,921	35.17		Budget timing variation - variance reflects timing of road maintenance program

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 30/11/2019	Actual to 30/11/2019	Variance Amount	Variance %	Permanent Variation	Comment
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1212	LAND DISPOSAL COSTS	Exp	2,000	19,862	17,862	893.09	X	Full year expenditure will exceed budget estimate by approx \$10k
2192	DONNYBROOK TRANSIT PARK MAINTENANCE	Exp	28,300	20,978	-7,322	-25.87		
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	13,335	4,256	-9,079	-68.08		
4153	BUILDING PERMIT FEES	Inc	-14,585	-20,580	-5,995	41.10		
4194	PLANT AND EQUIPMENT	Exp	0	42,070	42,070			
4225	SALE OF PLANT & EQUIPMENT	Inc	0	-19,091	-19,091			
4253	EXTRACTIVE INDUST LICENSE	Inc	-5,707	-100	5,607	-98.25		
4772	BUILDINGS 70 SW HWY DONNYBROOK (EX BANK)	Exp	58,498	5,139	-53,359	-91.22		
7312	TOURISM INFRASTRUCTURE	Exp	5,000	0	-5,000	-100.00		
0275	PROCEEDS SALE OF LAND	Inc	-20,000	-109,091	-89,091	445.45	X	Budget timing variation - land sold earlier than budget estimate
0294	TRANSIT PARK DONNYBROOK - CONSTRUCTION	Exp	0	10,386	10,386			Additional expenditure for powered sites - Reserve fund transfer has been processed to offset expenditure
0383	CHARGES DONNYBROOK TRANSIT PARK	Inc	-13,690	-8,578	5,112	-37.34	X	Budget timing variation - income is dependant on occupancy levels
0495	TRANSFER FROM RESERVE	Inc	0	-29,632	-29,632		X	Reserve Transfer - Dbk Transit Park power \$9k and Developing Visitor & Tourist Infrastructure \$20k - projects carried over from 18/19
Public Works Overheads								
4612	WORKERS COMPENSATION ALLOC.	Exp	33,335	48,688	15,353	46.06		Budget timing variation
4613	REIMB WORKERS COMP	Inc	-33,330	-49,923	-16,593	49.79		Budget timing variation
4570	SALARIES AND WAGES	Exp	2,719,260	2,860,018	140,758	5.18		Budget timing variation - wages and salaries approx \$140k over YTD 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.							
Note 1	Budget and Actual Income shown as negative 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)							

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
30th November 2019

	Sch No	2019/20 Adopted Budget		2019/20 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	7,372,828	163,296	6,706,959.75	90,818.56
Governance	4	25,189	1,127,978	37,644.56	465,676.03
Law, Order & Public Safety	5	651,196	1,416,064	174,310.82	396,459.80
Health	7	163,128	192,845	71,218.50	87,720.97
Welfare Services	8	3,962,097	4,203,523	1,523,658.53	1,773,337.69
Housing	9				
Community Amenities	10	1,215,567	1,722,629	1,098,308.77	605,719.23
Recreation & Culture	11	351,658	2,390,038	106,932.80	887,856.91
Transport	12	8,500	1,648,276	6,938.38	746,498.93
Economic Services	13	163,053	614,292	70,299.85	193,618.40
Other Property & Services	14	126,792	226,792	62,854.49	65,912.96
		14,040,008.25	13,705,733.00	9,859,126.45	5,313,619.48
CAPITAL SECTION					
Governance	4	225,219	191,030	35,000.00	1,357.83
Law, Order & Public Safety	5	1,076,352	1,079,536	0.00	294,013.62
Health	7	0	11,940	0.00	5,440.65
Welfare Services	8	7,244,676	7,244,676	811,631.00	33,218.14
Housing	9				
Community Amenities	10	1,528,254	1,549,254	0.00	3,360.00
Recreation & Culture	11	2,389,576	2,430,126	207,929.99	46,099.26
Transport	12	2,167,622	2,528,716	427,503.64	354,874.42
Economic Services	13	172,569	199,950	321,450.61	62,679.20
Transfers To Reserves	15	181,175	821,149	0.00	0.00
		14,985,443	16,056,377	1,803,515.24	801,043.12
Total Income & Expenditure		29,025,451	29,762,110	11,662,641.69	6,114,662.60
Less Depreciation W/Back			(796,825)		0.00
Net		29,025,451	28,965,285	11,662,641.69	6,114,662.60
Add Surplus July 1 B/Fwd		168,359		0.00	
Adjustment to Non Current Liabilities (Gravel)					
Adjust Non Current Assets					
Adjust Current Asset Land Held for Resale				11,994.15	
Adjust Leave Reserve W/Back					
Less Loan Principal repayments					
Adjust movement Pensioners Deferred Rates					
Adjust Self Supporting Loan					
Adjust to NCL (Leave Provisions)					0.00
Rounding Adjustment					
Surplus/Deficit C/Fwd			228,525		5,559,973.24
		29,193,810	29,193,810	11,674,635.84	11,674,635.84

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
30th November 2019

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	9,610,758	
Sundry Debtors Rates	2,107,510	
Receivables/Debtors	46,547	
Self Supporting Loan Debtors	-	
Accrued Income	856	
GST Asset Clearing A/C	57,555	
ESL Asset Clearing A/C	283,830	
Land Held for Resale	163,670	
Prepayments	-	
Stock on Hand	<u>10,284</u>	12,281,012.03
(B) Provision for LSL Current	(318,573)	
Provision for A/L Current	(435,668)	
Add Cash Backed Reserve	218,912	
Payments received in Advance	-	
Accrued Salaries/Wages	-	
Accrued Loan Interest	-	
Accrued Expenses	-	
GST Liability Clearing A/C	(26,800)	
ESL Liability Clearing A/C	(297,886)	
PAYG Clearing A/C	(115,768)	
Prepaid Rates	(48,938)	
Restrictive Liability (Bonds)	(5,336,792)	
Add Back Current Loan Liability	-	
SS Loan Repayment	-	
Sundry Creditors	<u>(359,526)</u>	(6,721,038.79)
Net Current Assets		<u><u>5,559,973.24</u></u>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th November 2019

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 2019

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:

Buildings	40 to 60 years
Office Furniture and Equipment	5 to 10 years
Computer Equipment	5 years
Plant and Equipment	4 to 15 years
Infrastructure:	
Bridges	50 to 80 years
Road clearing and earthworks	not depreciated
Road Pavement	50 years
Road Seal	18 years
Carparks	15 years
Cycleways	40 years
Footpaths - Concrete	60 years
Footpaths - Slab	20 years
Storm Water Drainage	25 to 25 years

(m) Land Held for Resale

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

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

(n) Employee Entitlements

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

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

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

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

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th November 2019

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 2019

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 and agency commissions for Department of Transport.

14 OTHER PROPERTY & SERVICES

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

3. CASH AND INVESTMENTS

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

	Budget 30/06/2020	B/Forward 01/07/2019	YTD Actual 30/11/2019
Restricted (See below)	5,975,279	9,040,423	7,092,461
Restricted		68,294	
Municipal Fund - Unspent Loan Fund			
Unrestricted			
Municipal Fund	2,296,784	497,572	1,002,441
Trust Funds			5,336,792
Municipal Investment Account	-	-	3,270,366
Petty Cash on Hand	1,160	1,160	1,160
Total Cash Balance	8,273,223	9,607,449	16,703,219

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

Waste Management Reserve	1,372,380	1,469,228	1,469,228
Bushfire Control & Management Reserve	2,281	2,282	2,282
Aged Housing Reserve	1,347,962	1,155,954	1,160,336
Aged Care Equipment Reserve	0	0	0
Employee Entitlements Reserve	256,255	218,912	219,823
27 Pay Period Reserve	0	0	0
Arbuthnott Memorial Scholarship Reserve	3,684	3,885	3,885
Strategic Planning Studies Reserve	40,051	40,051	40,051
Land Development Reserve	223,548	250,000	250,000
Vehicle and Plant Reserve	395,295	511,275	511,275
Small Plant & Equipment (Works) Reserve	-	-	-
Roadworks Reserve	1,112,344	435,434	435,434
Pathway Reserve	-	-	-
Drainage & Stormwater Reserve	-	-	-
Parks and Reserves Reserve	-	75,276	75,276
Contribution to Works Reserve	-	307,125	326,641
Revaluation Reserve	60,950	950	950
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	927,566	853,366	853,366
Apple Funpark Reserve	103,211	99,521	99,521
Information Technology Reserve	126,698	119,523	119,523
Unspent Grants Reserve	-	1,837,875	17,440
Carried Forward Projects Reserve	-	1,656,712	1,504,376
Recreation Centre Equipment Reserve	-	-	-
Council Election Reserve	-	-	-
	5,975,279	9,040,423	7,092,461

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th November 2019

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 30/11/2019 \$
Cash at Bank and on Hand	2,297,944	567,026	4,273,966
Restricted Assets - Reserves	4,199,897	9,040,423	7,092,461
Restricted Assets - Trust	0	5,337,749	5,336,792
Sundry Debtors Rates	402,218	417,750	2,107,510
Receivables/Debtors	140,000	254,873	46,547
Accrued Income	100,000	187,300	856
GST Asset Clearing A/C	50,000	94,231	57,555
ESL Asset Clearing A/C	0	23,895	283,830
Prepayments	5,000	2,530	-
Stock on Hand	129,332	28,251	10,284
Land Held for Resale	163,670	163,670	163,670
Self Supporting Loan Debtors	0	8,660	-
	7,488,061	16,126,358	19,373,473

CURRENT LIABILITIES

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 30/11/2019 \$
Provision for LSL Current	(318,573)	(318,573)	(318,573)
Provision for A/L Current	(435,668)	(435,668)	(435,668)
Add Cash Backed Reserve	318,573	218,912	218,912
Payments Received in Advance	(100,000)	-	-
Accrued Salaries/Wages	(200,000)	(181,501)	-
Accrued Loan Interest	(5,000)	(2,436)	-
Accrued Expenses	(200,000)	(47,520)	-
Prepaid Rates	(200,000)	(115,057)	(48,938)
GST Liability Clearing A/C	(100,000)	(41,047)	(26,800)
Add Back Current Loan Liability	-	-	-
ESL Liability Clearing A/C	(500)	(116)	(297,886)
PAYG Clearing A/C	(150,000)	(109,803)	(115,768)
Prepayment Current Liability	-	-	-
Loan Liability (Current Portion)	(75,313)	(30,795)	-
Self Supporting Loan Income	-	(8,660)	-
Sundry Creditors	(1,821,683)	(675,922)	(359,526)
Restricted Liability - Trust Bonds	-	-	(5,336,792)
Less Restricted Assets - Reserves	(4,199,897)	(9,040,423)	(7,092,461)
	(7,488,061)	(10,788,609)	(13,813,500)

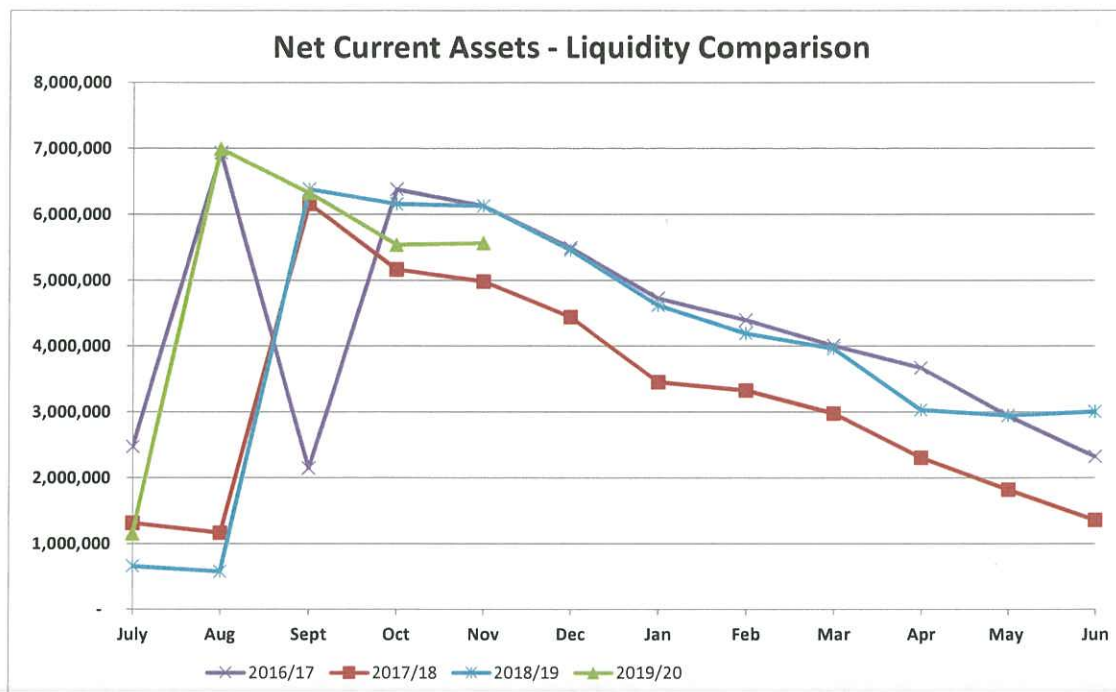
NET CURRENT FUNDING POSITION

0 5,337,749 5,559,973

Net Current Assets - Liquidity Comparison				
Month	2016/17	2017/18	2018/19	2019/20
July	2,472,603	1,313,270	655,255	1,152,916
August	6,931,525	1,167,107	577,376	6,991,493
September	2,146,982	6,157,360	6,377,761	6,323,548
October	6,375,921	5,163,094	6,155,719	5,540,643
November	6,125,536	4,982,406	6,125,435	5,559,973
December	5,490,506	4,442,157	5,457,420	
January	4,726,458	3,456,447	4,619,542	
February	4,398,054	3,330,127	4,195,258	
March	4,006,630	2,978,456	3,962,956	
April	3,672,213	2,307,336	3,032,763	
May	2,942,571	1,822,010	2,948,242	
June	2,327,226	1,361,688	3,007,579	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th November 2019

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 =

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

	2016/17	2017/18	2018/19	2019/20
July	3.01	3.16	1.37	1.75
August	7.68	2.11	1.33	6.15
September	3.07	6.87	5.44	5.90
October	5.65	5.43	4.64	5.40
November	5.34	4.56	5.82	5.02
December	4.59	5.38	4.79	
January	4.88	3.32	3.84	
February	4.80	3.74	3.32	
March	3.88	3.58	3.73	
April	3.59	2.70	2.65	
May	2.66	2.55	3.03	
June	2.85	1.75	2.79	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th November 2019

5. VARIANCE ANALYSIS

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

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

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

A table showing material variances, as at 30th November 2019 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

General

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

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

General Purpose Funding

The investment income variance relates to the timing of rate funding received and amounts available to invest.

Governance

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

Full year expenditure for Consultants will increase by approx \$12k due to additional investigations.

Law, Order and Public Safety

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

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

Health

No variances have been identified within this program

Education and Welfare

Material variances reported within this program principally relate to the operation of Council's Frail Aged Lodge & Well Aged units. Any surplus or deficit is carried to Council's Aged Housing Reserve fund.

Community Amenities

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

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

All other 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 2019

5. VARIANCE ANALYSIS

Recreation and Culture

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

Transport

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

Economic Services

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

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

Public Works Overheads

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

Wages and salaries expenditure is approx. \$140k over year to date budget - this is due to timing of pay periods and is therefore considered a temporary variance only.

6. ASSET ACQUISITION

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

ASSETS ACQUIRED BY TYPE

	2019/20	
	Original Budget	Actual
	\$	\$
Land & Buildings	7,627,588	361,016
Plant & Equipment	1,187,616	98,478
Furniture & Equipment	111,429	-
Infrastructure Assets - Roads	1,680,000	295,994
Infrastructure Assets - Other	3,896,384	29,542
	14,503,017	785,030

6. ASSET ACQUISITION

ASSETS ACQUIRED BY PROGRAM

	2019/20	
	Original Budget	Actual
	\$	\$
Governance	191,030	1,358
Law, Order & Public Safety	1,079,536	294,014
Health	900	-
Education and Welfare	6,624,678	33,218
Housing	-	-
Community Amenities	1,549,254	3,360
Recreation & Culture	2,421,466	41,680
Transport	2,528,716	354,874
Economic Services	107,437	56,526
	14,503,017	785,030

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 2019

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2019/20	
	Budget \$	Actual \$
Proceeds of Sale of Assets		
Land	0	0
Buildings	0	0
Furniture & Equipment	0	0
Plant & Equipment	244,999	0
Infrastructure Assets	0	0
	244,999	0
Less Written Down Value at Disposal	244,999	0
Profit/(Loss) on Disposal	0	0

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2019/20	
	Budget \$	Actual \$
Governance	0	0
Law, Order & Public Safety	0	0
Education & Welfare	0	0
Health	0	0
Housing	0	0
Community Amenities	0	0
Recreation & Culture	0	0
Transport	0	0
Economic Services	0	0
	0	0

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

8. LOAN REDEMPTION (Loan Principal Repayment)

The total loan principal outstanding as at 30th November 2019 is \$189,293.72.

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th November 2019

APPENDIX A Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre Building Improvements	5,000	1,358		1,358				
105640	Council Chambers - Upgrade	1,500	0		0				
105640	Shire Admin - Exterior Repaint	8,160	0		0				
105640	Shire Admin - External Wall - Repoint fretted joi	1,020	0		0				
105640	Shire Admin - Renew floor coverings	25,500	0		0				
105640	Shire Admin - Repaint interior	10,200	0		0				
105640	Shire Admin - Drywall brick face walls	20,400	0		0				
105640	Shire Admin - Paint straw board ceiling panels	6,120	0		0				
105640	Shire Admin - Replace aircon Dev Svcs	12,240	0		0				
105640	Shire Admin - Replace front counter	14,280	0		0				
105640	Shire Admin - Install auto front doors	20,400	0		0				
105640	Shire Admin - Replace kitchen cupboards	8,160	0		0				
105640	Shire Admin - Roof space line bare frame walls	2,550	0		0				
105640	Shire Admin - Improve disability access	25,500	0		0				
105840	Replacement of Shire Office Telephone System	30,000	0				0		
		191,030	1,358	0	1,358	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103540	Light Tanker - Lowden BFB	547,900	0				0		
103840	Beelerup Fire Station 1x Appliance Bay Facility	389,636	193,534		193,534				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room &	138,000	100,454		100,454				
Animal Control									
107940	Dog Pound Facilities Improvements	4,000	25		25				
		1,079,536	294,014	0	294,014	0	0	0	0
HEALTH									
Health Inspection and Administration									
168100	Purchase Furniture	900	0				0		
		900	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Other Welfare									
173840	Tuia Lodge Extensions (11 room facility)	1,450,000	1,050		1,050				
173840	Tuia Lodge Fire Suppression System	500,000	3,713		3,713				
173840	Tuia Lodge Various Building Upgrades	450,000	1,070		1,070				
173840	Tuia Lodge - Rebed sunken paving	510	0		0				
173840	Tuia Lodge - Add rail to balustrading	7,140	0		0				
173840	Tuia Lodge - Jarrah Wing - Repaint	40,800	0		0				
173840	Tuia Lodge - Refit Kitchen #1 & Dining room	51,000	0		0				
173840	Tuia Lodge - Repair wall cracks (Rms 1,2,4,Hall	1,020	0		0				
173840	Tuia Lodge - Marri Wing Rm 16 - Refurbish	40,800	9,480		9,480				

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th November 2019

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

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
EDUCATION AND WELFARE									
Other Welfare									
180940	Minninup Cottages Unit 3 - Accessibility Ramp	3,570	0		0				
180940	Minninup Cottages Unit 4 - Accessibility Ramp	3,570	0		0				
180940	Minninup Cottages Unit 2 - Interior Refurbishme	45,900	0		0				
180940	Minninup Cottages Unit 3 - Interior Refurbishme	45,900	0		0				
180940	Minninup Cottages Unit 1-4 - Carport	10,200	0		0				
180940	Minninup Cottages Unit 5-8 - Roof Restoration	6,120	0		0				
180940	Minninup Cottages Unit 7 - Interior Refurbishme	45,900	4,723		4,723				
180940	Minninup Cottages Unit 10 -Laundry Trough	408	0		0				
180940	Minninup Cottages Unit 11 - Replace Carpets w	7,650	0		0				
180940	Minninup Cottages Unit 12 - Replace Carpets w	7,650	6,938		6,938				
180940	Langley Villas - Unit 2 - Replace Carpet with Vin	5,100	0		0				
180940	Langley Villas - Unit 2 - Replace Cooker	1,226	0		0				
180940	Langley Villas - Unit 7 - Retile laundry	3,060	0		0				
180940	Langley Villas - Unit 8 - Retile laundry	3,060	0		0				
180940	Langley Villas - Unit 9 - Replace airconditioner	1,224	0		0				
147140	Construction of Units 14 to 17	900,000	4,245		4,245				
181040	Affordable Housing Project - Siteworks / Land R	250,000	2,000	2,000					
181050	Affordable Housing Project - Building Constructi	2,742,870	0		0				
		6,624,678	33,218	2,000	31,218	0	0	0	0
COMMUNITY AMENITIES									
Other Community Ammenities									
109650	Public Toilets - Vin Farley Park	510	170		170				
109650	Public Toilets - Kirup	4,947	170		170				
109650	Public Toilets - Mullalyup	2,550	0		0				
109650	Public Toilets - Donnybrook Cemetery	510	0		0				
109650	Public Toilets - Apex Park	5,814	900		900				
109650	Public Toilets - Apple Funpark	7,650	0		0				
109650	Public Toilets - Balingup Community Centre	3,825	0		0				
109650	Ablutions - Egan Park Transit Park	2,448	0		0				
111240	Apple Fun Park Development	1,500,000	2,120						2,120
109640	Donnybrook Cemetery Internal Roads	15,000	0						0
111250	Meldene Park	6,000	0						0
		1,549,254	3,360	0	1,240	0	0	0	2,120
Public Halls									
110640	Public Hall - Donnybrook	65,280	38		38				
110640	Public Hall - Balingup (and library)	6,630	0		0				
110640	Public Hall - Kirup	5,100	620		620				

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th November 2019

APPENDIX A Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
RECREATION AND CULTURE									
Public Halls									
110640	Public Hall - Newlands	3,774	0		0				
110640	Public Hall - Yabberup	2,040	200		200				
110640	Community Centre & Infant Health Clinic Dbk	6,120	0		0				
125840	Balingup Hall	0	5,878		5,878				
Other Recreation and Sport									
172940	Dbk Rec Centre - Install Safety Railing in Pool	56,610	0		0				
172940	Dbk Rec Centre - Access Ladder	0	2,325		2,325				
172940	Dbk Rec Centre - Exit Signs Gym	0	1,171		1,171				
172940	Dbk Rec Centre - Resurface Stadium Floor	5,976	0		0				
172940	Dbk Rec Centre - Repair Damaged Pool Conco	30,500	8,565		8,565				
172940	Dbk Rec Centre - Hot Water System	0	6,609		6,609				
178240	VC Mitchell Park - Football Clubroom & Kiosk	47,124	340		340				
178240	Egan Park - Netball Clubrooms	1,224	0		0				
126820	VC Mitchell Park - Renew Boundary Fence	10,200	0						0
126820	VC Mitchell Park - Lighting Upgrade	55,230	3,000						3,000
126820	Vin Farley Park - Retic Connections	14,076	0						0
126820	Dbk Community Cntr - Retic Replacement	10,150	0						0
126820	Repairs to play equipment	10,000	0						0
126820	Dbk Amphitheatre	13,500	0						0
126820	Shire Ovals	7,500	0						0
126820	Avenue of Honour, Balingup	6,000	0						0
126820	Streetlight Replacement	8,000	0						0
126820	Meldene Park	6,000	646						646
106940	Repairs to play equipment	10,000	0						0
189040	Dbk Rec - Stadium Floor Scrubber	5,800	0			0			
189040	Dbk Rec - Emergency Chemical Body Shower	2,400	0			0			
189040	Dbk Rec - Gym Equipment	5,000	0			0			
189040	Dbk Rec - Point of Sale System	700	0			0			
102840	Balingup Rec Centre	30,804	1,371		1,371				
182140	Community Garden Development	5,000	0						0
111840	Shire owned Street Lights	8,000	8,443						8,443
Libraries									
130440	Dbk Community Library - Planning for upgrade	3,000	0		0				
110840	Balingup Library - Computer w/station	2,000	0		0				

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th November 2019

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

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
RECREATION AND CULTURE									
Other Culture									
110940 Donnybrook Town Centre Revitalisation		1,977,728	2,475						2,475
		2,421,466	41,680.27	0	27,117	0	0	0	14,564
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000 Bridgeworks (Special Grants)		30,000	1,572						1,572
132100 Roadworks Construction - General		970,000	143,717					143,717	
133000 Roads to Recovery Program		425,000	0					0	
133300 Blackspot Projects		285,000	152,277					152,277	
132400 Footpath Construction Program		184,000	900						900
168800 Depot Capital		0	0		0				
Road Plant Purchases									
135540 Replace Grader - DB2462		344,250	0			0			
135540 Replace Tip Truck - DB1149		205,032	0			0			
135540 Replace Ford Ranger Ute - DB102		25,629	26,357			26,357			
135540 Replace Kubota Mower - DB193		32,805	30,051			30,051			
135540 Radio Conversion to VHF		12,000	0			0			
135540 Sundry Small Plant (to be determined by MSW)		15,000	0			0			
		2,528,716	354,874.42	0	0	56,408	0	295,994	2,472
ECONOMIC SERVICES									
Tourism and Area Promotion									
173120 Develop Visitor & Tourismn Infrastructure		20,000	0						0
102940 Dbk Transit Park Contructions		0	10,386						10,386
Building Control									
141960 Dental Clinic		510	0		0				
141960 Medical Centre		5,100	0		0				
141960 Donnybrook Museum		2,244	0		0				
141960 Donnybrook Railway Station		5,100	3,900		3,900				
141960 Donnybrook Cemetery Gazebo		3,978	0		0				
141960 Vacant Building (Ex SES Dbk)		816	0		0				
141950 Bendigo Bank building		3,060	170		170				
143140 Land Acquisitions		0	0	0					
141940 Replace Isuzu - DB15		41,000	42,070			42,070			
141940 Replace Bldg Surveyor Ute - DB631		25,629	0			0			
		107,437	56,526.07	0	4,070	42,070	0	0	10,386
TOTAL CAPITAL EXPENDITURE		14,503,017	785,030	2,000	359,016	98,478	0	295,994	29,542

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th November 2019

Appendix B Asset Disposal Schedule - 2019/20

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

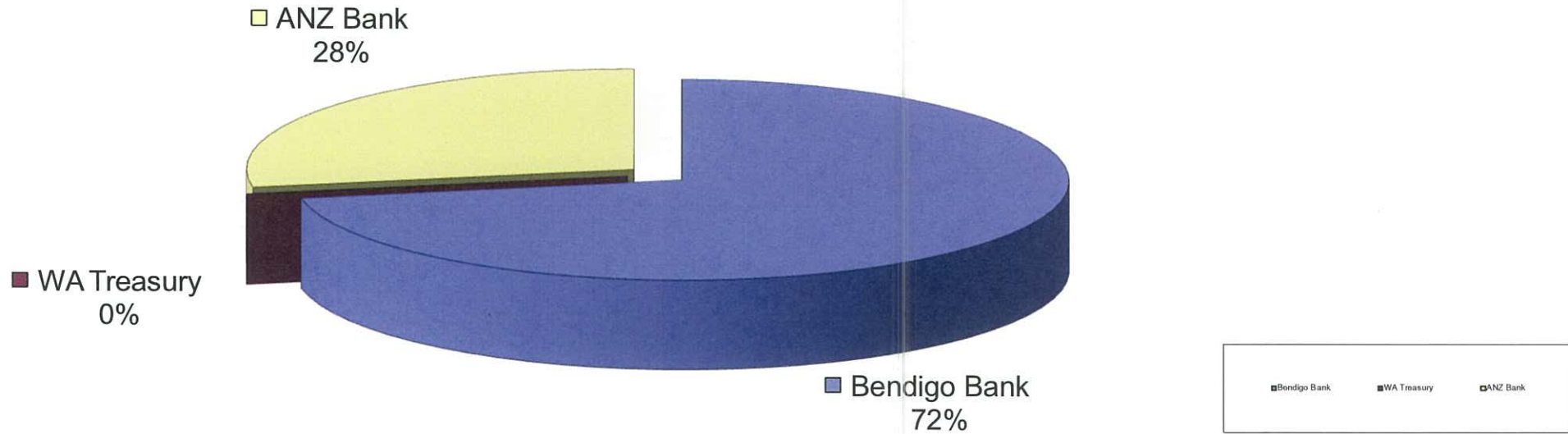
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 30th November 2019

FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$3,391,457.90	\$1,742,281.98	-\$3,712,524.03	\$1,421,215.85
	ANZ Bank 9106-40138	1.44%	20-Jan-2019	\$754,109.47	\$1,797.62	\$0.00	\$755,907.09
	Bendigo	1.15%	16-Dec-2019	\$500,000.00	\$0.00	\$0.00	\$500,000.00
	Bendigo	1.30%	14-Jan-2020	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	Bendigo	1.45%	13-Feb-2020	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	WA Treasury - General	0.95%	At Call	\$14,450.10	\$8.40	\$0.00	\$14,458.50
				\$6,660,017.47	\$1,744,088.00	-\$3,712,524.03	\$4,691,581.44
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$253,227.94	\$1,269.45	-\$249,279.54	\$5,217.85
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	-\$0.75	\$0.00	\$0.00	-\$0.75
				\$253,227.19	\$1,269.45	-\$249,279.54	\$5,217.10
Roadworks Bonds	ANZ	1.44%	25-Jan-2020	\$17,376.37	\$69,698.33	\$0.00	\$87,074.70
Tuia Lodge Accommodation Bonds	Bendigo A/c: 706110	1.30%	6-Jan-2020	\$2,068,003.94	\$4,929.21	-\$4,929.21	\$2,068,003.94
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88978	1.30%	18-Feb-2020	\$3,016,386.68	\$7,809.55	-\$11,517.53	\$3,012,678.70
Extractive Industry Licence	ANZ	1.44%	25-Jan-2020	\$113,423.30	\$298.80	\$0.00	\$113,722.10
Miscellaneous Investments	ANZ	1.44%	25-Jan-2020	\$72,106.43	\$188.22	-\$55,041.55	\$17,253.10
Donnybrook Balingup Aged Homes	Bendigo A/c: 2915923	1.65%	16-Dec-2019	\$267,372.76	\$0.00	\$0.00	\$267,372.76
Public Open Space Contributions	ANZ	1.44%	25-Jan-2019	\$76,481.20	\$200.16	\$0.00	\$76,681.36
				\$5,631,150.68	\$83,124.27	-\$71,488.29	\$5,642,786.66
FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
LONG TERM INVESTMENT							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$0.00	\$25,000.00
INVESTMENT FUND							
Aged Housing Reserve	ANZ A/c: 9732-82219	1.42%	31-Jan-2020	\$1,147,416.87	\$2,977.59	\$0.00	\$1,150,394.46
Waste Management Reserve	ANZ A/c: 9732-82198	1.42%	31-Jan-2020	\$1,469,227.62	\$3,769.43	-\$3,769.43	\$1,469,227.62
Buildings	ANZ A/c: 9732-82235	1.42%	31-Jan-2020	\$853,366.12	\$2,177.93	-\$2,177.93	\$853,366.12
Land	ANZ A/c: 9732-82235	1.42%	31-Jan-2020	\$250,000.09	\$638.05	-\$638.05	\$250,000.09
Valuation Reserve	Bendigo A/c: 2915919	1.50%	16-Dec-2019	\$950.10	\$0.00	\$0.00	\$950.10
Employee Leave & Gratuity Reserve	Bendigo A/c: 2915919	1.50%	16-Dec-2019	\$219,823.26	\$0.00	\$0.00	\$219,823.26
Building Maintenance Reserve	Bendigo A/c: 2915919	1.50%	16-Dec-2019	\$0.00	\$0.00	\$0.00	\$0.00
Roadworks Reserve Account	Bendigo A/c: 2915914	1.50%	16-Dec-2019	\$1,138,882.12	\$0.00	\$0.00	\$1,138,882.12
CBD Development Reserve	Bendigo A/c: 2915914	1.50%	16-Dec-2019	\$3,053.54	\$0.00	\$0.00	\$3,053.54
Bushfire Control & Management Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$2,281.91	\$0.00	\$0.00	\$2,281.91
Arbutnott Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$3,884.65	\$0.00	\$0.00	\$3,884.65
Electronic Equipment Replacement Fund	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$119,523.19	\$0.00	\$0.00	\$119,523.19
Langley Villas & Minn Cottis Contingency Account	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$12,919.22	\$0.00	\$0.00	\$12,919.22
Town Planning Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$40,051.22	\$0.00	\$0.00	\$40,051.22
Plant Replacement Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$511,274.77	\$0.00	\$0.00	\$511,274.77
Apple Fun Park Reserve	Bendigo A/c: 2915921	1.50%	16-Dec-2019	\$99,521.26	\$0.00	\$0.00	\$99,521.26
Carried Forward Projects Reserve	Bendigo A/c: 2915919	1.50%	16-Dec-2019	\$840,987.00	\$0.00	\$0.00	\$840,987.00
				\$6,738,162.94	\$9,563.00	-\$6,585.41	\$6,741,140.53
TOTAL CASH & INVESTMENTS				\$19,282,558.28	\$1,838,044.72	-\$4,039,877.27	\$17,080,725.73

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$12,292,640.59	71.97%	75%	A -2
WA Treasury	\$14,458.50	0.08%	100%	AAA
ANZ Bank	\$4,773,626.64	27.95%	100%	A -1+
	\$17,080,725.73	100.00%		

**Shire of Donnybrook - Balingup
Investment Balances**



Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 30th November 2019

MUNICIPAL FUND

Balance as per Bank Statements	1,421,216
Investments - Muni Funds	3,270,366
Investments - Trust Bonds	5,298,733
Deposits not yet Credited	8,310
Less Outstanding Cheques	(8,449)
Receipts not yet processed	567
Outstanding Transfers from Reserve	-
Outstanding Transfers to Reserves	(379,298)
Outstanding Transfers to Trust	(5,605)
Outstanding Transfers from Trust	-
Cheques not Yet Processed	8
Credit Card Payments	-
Bank Adjustment	2,751
<i>Balance as per Cash At Bank Account</i>	<u>9,608,598</u>

PETTY CASH

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

TRUST FUNDS

Balance as per Bank Statements	5,217
Investments	344,054
Plus Deposits not yet Credited	-
Less Outstanding Cheques	(740)
Less DOT EFT payment	-
Bank Adjustment	3
Outstanding Transfers	(1,523)
<i>Balance as per Cash At Bank Account</i>	<u>347,012</u>

RESERVE FUND

Investments	5,875,154
<i>Balance as per Cash At Bank Account</i>	<u>5,875,154</u>

LONG TERM INVESTMENT

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

TOTAL BALANCE CASH AT BANK	<u>15,857,924</u>
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SHIRE OF DONNYBROOK-BALINGUP

Rates Collection Statistics as at 30th November 2019

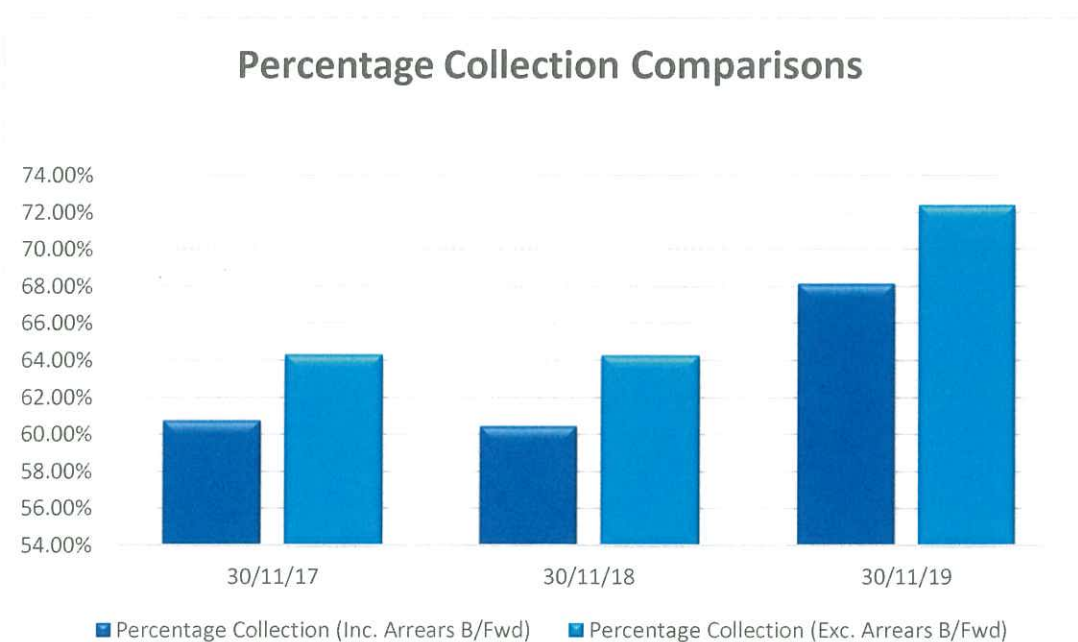
	Rates % June 19'	Movement in Nov '19	Rates % Nov '19
Arrears Brought Forward	404,298	-85,803	318,495
Billing To Date	5,136,407	6,710	5,143,117
	<hr/> 5,540,705	<hr/> -79,093	<hr/> 5,461,612
Less Received To Date	3,556,634	164,761	3,721,395
Balance Owed	1,984,071	-243,854	1,740,217
Percentage Collection (Including Arrears B/Fwd)	64.19%	3.95%	68.14%
Percentage Collection (On 19/20)	0.00%	72.36%	72.36%

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

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 30th November 2019

	30/11/17	30/11/18	30/11/19
Arrears Brought Forward	268,309	312,799	318,495
Billing To Date	4,620,028	4,940,192	5,143,117
Total Raised Inc. Arrears	4,888,337	5,252,991	5,461,612
Less Received To Date	2,971,488	3,175,703	3,721,395
Balance Owed	1,916,849	2,077,288	1,740,217
Percentage Collection (Inc. Arrears B/Fwd)	60.79%	60.46%	68.14%
Percentage Collection (Exc. Arrears B/Fwd)	64.32%	64.28%	72.36%





MEMORANDUM OF UNDERSTANDING

Between

City of Bunbury

And

**Bunbury Wellington Group of Councils, South West Development Commission,
and Australia's South West**

IMPLEMENTATION OF THE BUNBURY WELLINGTON AND BOYUP BROOK REGIONAL TOURISM STRATEGY

1. Introduction

The City of Bunbury (hereinafter "the City") has agreed to undertake the implementation of the Bunbury Wellington and Boyup Brook Regional Tourism Strategy ("the Strategy") on behalf of the Bunbury Wellington Group of Councils ("the BWGC") comprising Shire of Harvey, Shire of Capel, Shire of Collie, Shire of Dardanup, Shire of Donny-Brook Balingup, and Shire of Boyup Brook for a period of three (3) years, in accordance with the terms and conditions contained in this Memorandum of Understanding ("the/this Memorandum").

The purpose of the Strategy is to create a unified approach to the management of tourism development, marketing and infrastructure. The strategy was developed by a Steering Committee comprising the BWGoC, South West Development Commission ("SWDC"), Australia's South West ("ASW"), Tourism Western Australia, and Regional Development Australia.

The Strategy includes a Regional Action Plan and Regional Marketing Plan outlining key areas of focus and their priority over a five-year period and focus on the following areas:

- Identifying tourism opportunities, priorities and gaps
- Developing a unified tourism brand for the region
- Marketing, governance and product development
- Identifying infrastructure and product priorities.

After the initial agreed period of three (3) years, the responsibilities and management of regional tourism will be transitioned to an independent body or corporation to be determined in the course of the term of the Memorandum.

2. Responsibilities of the City

On an annual basis the City will:-

- I. Commit to a regional approach to tourism to progress the aims and focus areas detailed in the Strategy and related Regional Action Plan and Regional Marketing Plan.

- II. Employ a Regional Tourism Marketing and Development Manager on a fixed three (3) year contract. The salary will be up to \$120,000 inclusive of all staff on costs, ancillaries, provision of a vehicle and funded as outlined under item 3.
- III. Provide office accommodation and associated equipment for the Regional Tourism Marketing and Development Manager at its Administration Building located at 4 Stephen Street, Bunbury WA 6230.
- IV. Contribute \$100,000 to fund marketing campaigns, tools, collateral, workshops, and other activities required to meet the high priority actions set out in the Regional Action Plan and Regional Marketing Plan.
- V. Seek additional funding in the form of grants and other contributions from private sector as appropriate.

3. Funding

The following cash contributions are to be paid to the City annually for a period of three (3) years toward the salary, on costs and vehicle of the Regional Tourism Marketing and Development Manager:

- I. The Shire of Boyup Brook agrees to pay a contribution of \$2,000.
- II. The Shire of Capel agrees to pay a contribution of \$10,000.
- III. The Shire of Collie agrees to pay a contribution of \$5,000.
- IV. The Shire of Dardanup agrees to pay a contribution of \$10,000.
- V. The Shire of Donnybrook Balingup agrees to pay a contribution of \$5,000.
- VI. The Shire of Harvey agrees to pay a contribution of \$10,000.

4. Role of the Regional Tourism Marketing and Development Manager

The role of the Regional Tourism Marketing and Development Manager is as follows:-

- I. To develop and action an annual implementation plan to address the high priority areas in the Regional Action Plan and Regional Marketing Plan under direction of the Steering Committee.
- II. To provide a quarterly report on progress against the implementation plan to the Steering Committee, SWDC, and ASW.
- III. To include the brand developed as part of the Greater Bunbury Regional Growth Plan to regional tourism initiatives.
- IV. To identify potential sources of funding and, where appropriate, assist with the development of business planning and feasibility studies for Local Government infrastructure projects specifically relating to tourism and in accordance with the Regional Action Plan.
- V. To develop relationships and open dialogue with relevant Government agencies, associations, operators and stakeholders to progress collaborative high priority actions in the Regional Action Plan and Regional Marketing Plan.
- VI. Within the agreed period establish a governance model that will see regional tourism transitioned to an independent body or corporation at the conclusion of the Memorandum.
- VII. To engage with tourism industry stakeholders to build support and buy-in, to guide the implementation of the Strategy, and to inform the development and implementation of a governance model.
- VIII. To notify the BWGC of any identified or perceived issues such that would impact the implementation of the Strategy.

5. Responsibilities of the individual Local Governments within the BWGC

The individual Local Governments within the BWGC will:-

- I. Contribute financially for a three (3) year period as specified in part 3 above.
- II. Nominate a primary point of contact for matters relating to regional tourism.
- III. Share with the City available knowledge, documentation and stakeholder contacts relevant to tourism within their relevant Shire.
- IV. Be actively involved in meetings, forums, workshops and other activities as required.
- V. Promote to industry stakeholders the benefits of the Strategy and regional approach to build industry support and positive relationships.

6. Responsibilities of the South West Development Commission

- I. Contribute \$20,000 annually for a period of three (3) years toward the assessment, design or development of infrastructure related activities and products in accordance with the Regional Action Plan. Noting that funding will be subject to an annual review and approval by the Commission's Board.
- II. Nominate a primary point of contact for matters relating to regional tourism.
- III. If required, be involved with meetings, forums, workshops and other activities related to regional tourism.
- IV. Funding is provided on a co-operative basis for development related projects and activities.
- V. Where appropriate, collaborate with, assist and support the City and the BWGC in the implementation of the Strategy, Regional Action Plan and Regional Marketing Plan.

7. Responsibilities of Australia's South West

- I. Contribute \$10,000 annually for a period of three (3) years, on the following conditions:
 - a) Funding is subject to annual board approval of the ASW budget and Tourism Western Australia funding;
 - b) Funding is to support a marketing campaign to promote tourism in and to the Geographe sub-region,
 - c) The marketing campaign is to be run and managed by ASW with input from industry stakeholders;
 - d) Funding is subject to matching co-operative buy-in.
- II. Nominate a primary point of contact for matters relating to regional tourism.
- III. If required, be involved with meetings, forums, workshops and other activities related to regional tourism.
- IV. Where appropriate, collaborate with and support, assist the City in the implementation of the Strategy, Regional Action Plan and Regional Marketing Plan.

8. Tenure

- I. This Agreement shall commence on the 12 day of Dec 2016.
- II. The Memorandum shall be effective for a period of three (3) years, terminating on the 12 day of Dec 2019.

9. Documents forming part of this Memorandum

- I. Bunbury Wellington and Boyup Brook Regional Tourism Development Regional Action Plan.
- II. Bunbury Wellington and Boyup Brook Regional Tourism Development Regional Marketing Plan.
- III. Draft project budget 2016-2019

10. Governance Structure

- I. A Steering Committee will be established, comprising the Bunbury Wellington Group of Council Chief Executive Officers (or nominated representatives) to provide oversight and direction to the Regional Tourism Marketing and Development Manager.
- II. The Steering Committee will be responsible for confirming the priority areas for implementation and review of progress on a quarterly basis.
- III. The day to day administrative and logistical arrangements will be the responsibility of the City of Bunbury.

Signatures

I have read the above Memorandum of Understanding and agree to the terms and conditions of use set out above.

Signed 12/12/2016



Andrew Bried

(print full name designation)
For: CITY OF BUNBURY

Signed 12/12/2016



Ben Rose

(print full name designation)
For: SHIRE OF DONNYBROOK-BALWGLUP

Signed 12/12/2016



MARK CAVESTER

(print full name designation)

For: SHIRE OF DARDANUP

Signed 12/12/2016



MICHAEL PARKER

(print full name designation)

For: SHIRE OF HARVEY

Signed 12/12/2016



PAUL SHEEDY

(print full name designation)

For: SHIRE OF CAPEL

Signed 12/12/2016



ALAN LAMB

(print full name designation)

For: SHIRE OF BOYUP-BROOK

Signed 12/12/2016



DAVID BLANTON

(print full name designation)

For: SHIRE OF COLLIE

Signed 12/12/2016



CATRIN ALLSOP

(print full name designation)

For: AUSTRALIAS SOUTH WEST

Signed 14/12/2016



ANNA OADES

(print full name designation)

For: SOUTH WEST DEVELOPMENT
COMMISSION

Signed / / 2016

(print full name designation)

For:



BORROWINGS PLAN

2019/20

TO

2033/34

Draft - for Approval

Introduction

The use of borrowings as a means of funding asset acquisitions, renewals and maintenance is a useful mechanism for allocating the costs of such works over a time frame that reflects when residents will benefit from the assets.

Council is guided by its adopted policy - 3.8 Debt Policy

This Policy 3.8 sets out the manner in which the Shire of Donnybrook Balingup may establish and manage a debt portfolio. The objective of this Debt Policy is to ensure the sound management of the Shire's existing and future debt.

This Debt Policy outlines the Shire's debt strategy and provides for the responsible financial management of loan funding by ensuring that the level of indebtedness is maintained within acceptable limits and is managed appropriately.

It is therefore critical that debt funding is appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to develop targets and standards for debt that are strategic in nature, rather than relying on debt as a response to current financial requirements.

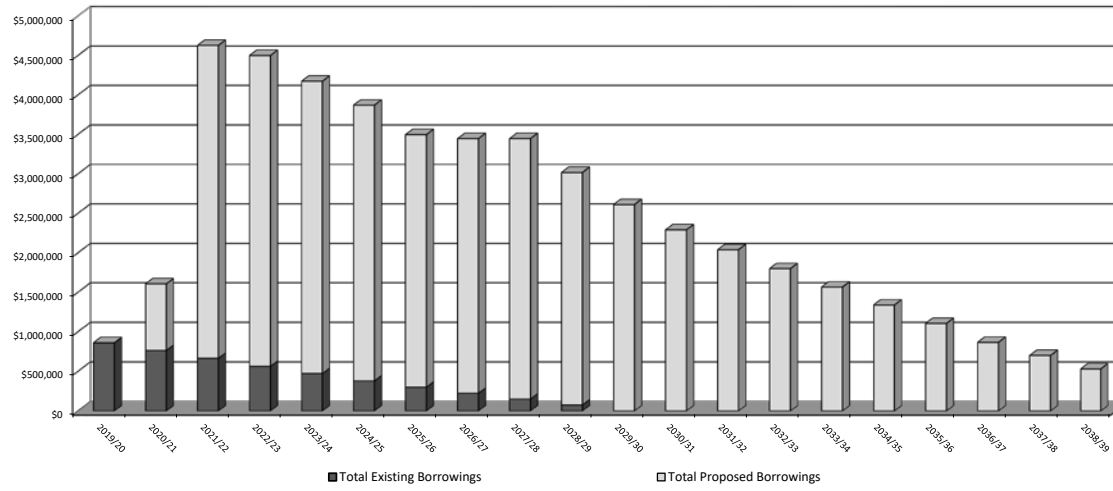
Funding Options

1. Comparison of Funding Options

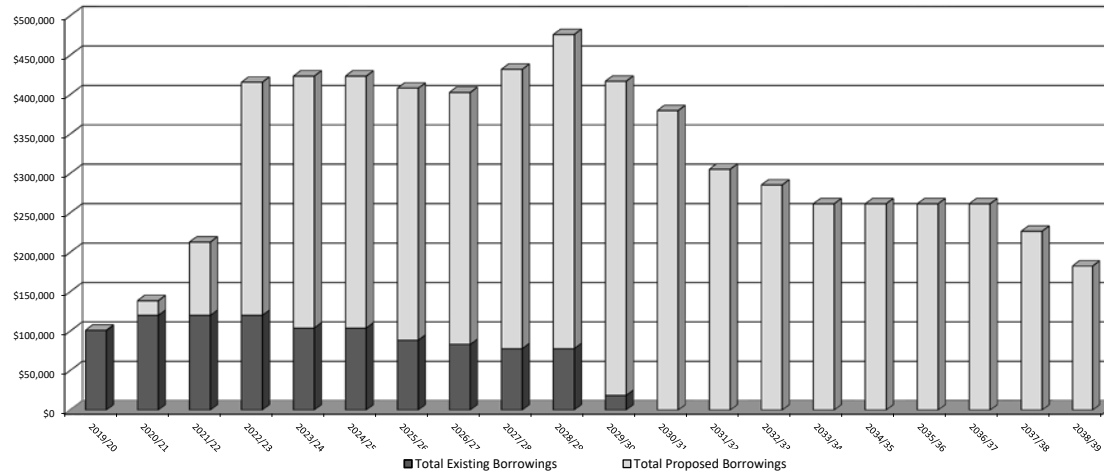
Council should investigate all funding options and compare the advantages and disadvantages of each. There are a number of funding options for asset management available to Council.

- 2.1 Government grants shall be sourced where possible as a first option.
- 2.2 Investigation of Public / Private Partnerships.
- 2.3 Council consider a 1/3 contribution for groups & clubs projects. (1/3 Community, 1/3 Council, 1/3 Grants).
- 2.4 That regard to the life of the asset is given to the life of the loan, and matched where possible.
- 2.5 That consideration be given that infrastructure that is commercial in nature be self funded.
- 2.6 That loans are only raised where identified in Council's Asset Management Plans.
- 2.7 Reserve Funds shall be utilised up to amounts prescribed in Council's Asset Management Plans.
- 2.8 That self supporting loans be available to community groups for project funding.

PROJECTED BORROWINGS LIABILITY



TOTAL BORROWING REPAYMENTS (PRINCIPAL + INTEREST)



Outstanding Borrowings

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Existing Borrowings	Loan #														
Dental Surgery Extensions	74	65,802.12	54,109.22	41,724.70	28,607.64	14,714.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lot 605 Collins Street	80	42,916.26	29,546.63	15,262.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Country Club - Artificial Surface (SSL)	90	64,136.39	54,992.38	45,596.11	35,940.62	26,018.76	15,823.18	5,346.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuia Lodge - Fire Supression System	TBA	500,000.00	457,138.55	412,829.21	367,023.07	319,669.58	270,716.47	220,109.69	167,793.38	113,709.80	57,799.24	0.00	0.00	0.00	0.00
Tuia Lodge - 2005/06 RADS Borrowing	N/A	187,229.00	168,506.10	149,783.20	131,060.30	112,337.40	93,614.50	74,891.60	56,168.70	37,445.80	18,722.90	0.00	0.00	0.00	0.00
Total Existing Borrowings		860,083.77	764,292.88	665,195.30	562,631.63	472,740.45	380,154.15	300,347.61	223,962.08	151,155.60	76,522.14	0.00	0.00	0.00	0.00
Proposed Borrowings															
Administration Centre Maintenance	2019/20	155,000.00	141,806.28	128,146.73	114,004.92	99,363.82	84,205.79	68,512.59	52,265.32	35,444.42	18,029.63	0.00	0.00	0.00	0.00
Tuia Lodge - Extension A (RADS Funded)	2020/21	0.00	300,000.00	270,000.00	240,000.00	210,000.00	180,000.00	150,000.00	120,000.00	90,000.00	60,000.00	30,000.00	0.00	0.00	0.00
Apple Funpark	2020/21	0.00	400,000.00	363,486.09	326,238.24	288,241.72	288,241.72	209,942.13	169,608.05	128,463.26	86,491.46	43,676.03	0.00	0.00	0.00
Tuia Lodge - Extension B (RADS Funded)	2021/22	0.00	0.00	200,000.00	180,000.00	160,000.00	140,000.00	120,000.00	100,000.00	80,000.00	60,000.00	40,000.00	20,000.00	0.00	0.00
VC Mitchell Park	2021/22	0.00	0.00	3,000,000.00	2,876,652.74	2,750,826.21	2,622,470.56	2,491,534.96	2,357,967.56	2,221,715.45	2,082,724.68	1,940,940.19	1,796,305.83	1,648,764.32	1,498,257.23
Donnybook Recreation Centre Mtce	2022/23	0.00	0.00	0.00	200,000.00	191,561.76	174,239.67	156,306.01	137,739.18	118,516.83	98,615.80	78,012.15	56,681.06	34,596.84	11,732.92
Donnybook Recreation Centre Mtce	2026/27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	285,000.00	261,306.08	236,654.92	211,007.86	184,324.65	156,563.44	127,680.69
Balingup Recreation Centre Mtce	2027/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	360,000.00	298,932.53	266,536.24	232,831.14	197,764.35	161,280.87
Total Proposed Borrowings		0.00	841,806.28	3,961,632.82	3,936,895.91	3,699,993.50	3,489,157.74	3,196,295.69	3,222,580.11	3,295,446.03	2,941,449.02	2,610,172.46	2,290,142.67	2,037,688.96	1,798,951.70
Total Outstanding Borrowings		860,083.77	1,606,099.16	4,626,828.12	4,499,527.54	4,172,733.94	3,869,311.89	3,496,643.30	3,446,542.19	3,446,601.63	3,017,971.17	2,610,172.46	2,290,142.67	2,037,688.96	1,798,951.70
Less Self Supporting Loans															
Country Club - Artificial Surface (SSL)		(64,136.39)	(54,992.38)	(45,596.11)	(35,940.62)	(26,018.76)	(15,823.18)	(5,346.32)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total SSL		(64,136.39)	(54,992.38)	(45,596.11)	(35,940.62)	(26,018.76)	(15,823.18)	(5,346.32)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Outstanding Borrowings		795,947.38	1,551,106.78	4,581,232.00	4,463,586.92	4,146,715.18	3,853,488.71	3,491,296.98	3,446,542.19	3,446,601.63	3,017,971.17	2,610,172.46	2,290,142.67	2,037,688.96	1,798,951.70

Total Borrowing Repayments (Principal + Interest)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Existing Borrowings	Loan #														
Dental Surgery Extensions	74	15,361.18	15,361.18	15,361.18	15,361.18	15,361.18	15,361.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lot 605 Collins Street	80	16,036.68	16,036.68	16,036.68	16,036.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Country Club - Artificial Surface (SSL)	90	10,600.23	10,839.13	10,839.13	10,839.13	10,839.13	10,839.13	5,419.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuia Lodge - Fire Suppression System	TBA	59,255.47	59,255.47	59,255.47	59,255.47	59,255.47	59,255.47	59,255.47	59,255.47	59,255.47	0.00	0.00	0.00	0.00	0.00
Tuia Lodge - 2005/06 RADS Borrowing	N/A	0.00	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	0.00	0.00	0.00	0.00
Total Existing Borrowings		101,253.56	120,215.36	120,215.36	120,215.36	104,178.68	104,178.68	88,817.50	83,397.94	77,978.37	77,978.37	18,722.90	0.00	0.00	0.00
Proposed Borrowings															
Administration Centre Maintenance	2019/20	0.00	18,504.28	18,504.28	18,504.28	18,504.28	18,504.28	18,504.28	18,504.28	18,504.28	18,504.28	0.00	0.00	0.00	0.00
Tuia Lodge - Extension A (RADS Funded)	2020/21	0.00	0.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00	0.00
Apple Funpark	2020/21	0.00	0.00	44,332.25	44,332.25	44,332.25	44,332.25	44,332.25	44,332.25	44,332.25	44,332.25	44,332.25	0.00	0.00	0.00
Tuia Lodge - Extension B (RADS Funded)	2021/22	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.00
VC Mitchell Park	2021/22	0.00	0.00	0.00	182,733.59	182,733.59	182,733.59	182,733.59	182,733.59	182,733.59	182,733.59	182,733.59	182,733.59	182,733.59	182,733.59
Donnybook Recreation Centre Mtce	2022/23	0.00	0.00	0.00	0.00	23,876.49	23,876.49	23,876.49	23,876.49	23,876.49	23,876.49	23,876.49	23,876.49	23,876.49	0.00
Donnybook Recreation Centre Mtce	2026/27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34,859.33	34,859.33	34,859.33	34,859.33	34,859.33	34,859.33	34,859.33
Balingup Recreation Centre Mtce	2027/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,032.84	44,032.84	44,032.84	44,032.84	44,032.84	44,032.84
Total Proposed Borrowings		0.00	18,504.28	92,836.53	295,570.12	319,446.61	319,446.61	319,446.61	319,446.61	354,305.94	398,338.78	398,338.78	379,834.50	305,502.24	285,502.24
Total Borrowing Repayments		101,253.56	138,719.64	213,051.90	415,785.48	423,625.29	423,625.29	408,264.11	402,844.55	432,284.31	476,317.15	417,061.68	379,834.50	305,502.24	285,502.24
Less Self Supporting Loans															
Country Club - Artificial Surface (SSL)		(10,600.23)	(10,839.13)	(10,839.13)	(10,839.13)	(10,839.13)	(10,839.13)	(10,839.13)	(5,419.57)	0.00	0.00	0.00	0.00	0.00	0.00
Total SSL		(10,600.23)	(10,839.13)	(10,839.13)	(10,839.13)	(10,839.13)	(10,839.13)	(10,839.13)	(5,419.57)	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments		90,653.33	127,880.51	202,212.76	404,946.35	412,786.16	412,786.16	397,424.98	397,424.98	432,284.31	476,317.15	417,061.68	379,834.50	305,502.24	285,502.24
\$ Increase (Decrease)			37,227.18	74,332.25	202,733.59	7,839.81	0.00	(15,361.18)	0.00	34,859.33	44,032.84	(59,255.47)	(37,227.18)	(74,332.25)	(20,000.00)
% Increase (Decrease)			41.07%	58.13%	100.26%	1.94%	0.00%	(3.72%)	0.00%	8.77%	10.19%	(12.44%)	(8.93%)	(19.57%)	(6.55%)

Interest Repayments

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Existing Borrowings	Loan #														
Dental Surgery Extensions	74	4,321.29	3,668.29	2,976.66	2,244.12	1,468.24	646.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lot 605 Collins Street	80	3,523.36	2,667.04	1,752.13	774.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Country Club - Artificial Surface (SSL)	90	1,940.62	1,695.13	1,442.86	1,183.64	917.27	643.55	362.28	73.24	0.00	0.00	0.00	0.00	0.00	0.00
Tuia Lodge - Fire Suppression System	TBA	16,394.02	14,946.13	13,449.34	11,901.98	10,302.35	8,648.69	6,939.16	5,171.89	3,344.92	1,456.23	0.00	0.00	0.00	0.00
Tuia Lodge - 2005/06 RADS Borrowing	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Existing Borrowings		26,179.29	22,976.59	19,620.99	16,104.34	12,687.87	9,938.72	7,301.44	5,245.13	3,344.92	1,456.23	0.00	0.00	0.00	0.00
Proposed Borrowings															
Administration Centre Maintenance	2019/20	0.00	5,310.56	4,844.74	4,362.47	3,863.17	3,346.25	2,811.08	2,257.01	1,683.38	1,089.50	474.65	0.00	0.00	0.00
Tuia Lodge - Extension A (RADS Funded)	2020/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apple Funpark	2020/21	0.00	0.00	7,818.34	7,084.41	6,335.73	5,572.00	4,792.92	3,998.18	3,187.46	2,360.45	1,516.82	656.23	0.00	0.00
Tuia Lodge - Extension B (RADS Funded)	2021/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VC Mitchell Park	2021/22	0.00	0.00	0.00	59,386.33	56,907.05	54,377.94	51,797.99	49,166.18	46,481.48	43,742.81	40,949.10	38,099.23	35,192.08	32,226.49
Donnybook Recreation Centre Mtce	2022/23	0.00	0.00	0.00	0.00	6,852.33	6,251.27	5,628.99	4,984.74	4,317.74	3,627.20	2,912.27	2,172.10	1,405.80	612.45
Donnybook Recreation Centre Mtce	2026/27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,165.41	10,208.17	9,212.27	8,176.12	7,098.12	5,976.57
Balingup Recreation Centre Mtce	2027/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,103.67	12,894.53	11,636.55	10,327.74	8,966.05	7,549.35
Total Proposed Borrowings		0.00	5,310.56	12,663.07	70,833.21	73,958.28	69,547.46	65,030.98	60,406.11	66,835.47	75,131.80	67,959.63	60,740.23	54,023.74	47,781.56
Total Interest Repayments		26,179.29	28,287.15	32,284.06	86,937.55	86,646.15	79,486.18	72,332.42	65,651.25	70,180.39	76,588.03	67,959.63	60,740.23	54,023.74	47,781.56
Less Self Supporting Loans															
Country Club - Artificial Surface (SSL)		(1,940.62)	(1,695.13)	(1,442.86)	(1,183.64)	(917.27)	(643.55)	(362.28)	(73.24)	0.00	0.00	0.00	0.00	0.00	0.00
Total SSL		(1,940.62)	(1,695.13)	(1,442.86)	(1,183.64)	(917.27)	(643.55)	(362.28)	(73.24)	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Interest Repayments		24,238.67	26,592.02	30,841.20	85,753.91	85,728.88	78,842.63	71,970.14	65,578.00	70,180.39	76,588.03	67,959.63	60,740.23	54,023.74	47,781.56
\$ Increase (Decrease)			2,353.35	4,249.18	54,912.71	(25.03)	(6,886.25)	(6,872.49)	(6,392.14)	4,602.39	6,407.64	(8,628.40)	(7,219.40)	(6,716.49)	(6,242.18)
% Increase (Decrease)			9.71%	15.98%	178.05%	(0.03%)	(8.03%)	(8.72%)	(8.88%)	7.02%	9.13%	(11.27%)	(10.62%)	(11.06%)	(11.55%)

Principal Repayments

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Existing Borrowings	Loan #														
Dental Surgery Extensions	74	11,039.89	11,692.89	12,384.52	13,117.07	13,892.94	14,714.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lot 605 Collins Street	80	12,513.32	13,369.64	14,284.55	15,262.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Country Club - Artificial Surface (SSL)	90	8,659.62	9,144.01	9,396.27	9,655.49	9,921.86	10,195.58	10,476.86	5,346.32	0.00	0.00	0.00	0.00	0.00	0.00
Tuia Lodge - Fire Suppression System	TBA	42,861.45	44,309.34	45,806.13	47,353.49	48,953.12	50,606.78	52,316.31	54,083.58	55,910.55	57,799.24	0.00	0.00	0.00	0.00
Tuia Lodge - 2005/06 RADS Borrowing	N/A	0.00	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	18,722.90	0.00	0.00	0.00	0.00
Total Existing Borrowings		75,074.28	97,238.77	100,594.38	104,111.02	91,490.82	94,239.96	81,516.06	78,152.80	74,633.45	76,522.14	18,722.90	0.00	0.00	0.00
Proposed Borrowings															
Administration Centre Maintenance	2019/20	0.00	13,193.72	13,659.54	14,141.81	14,641.11	15,158.03	15,693.20	16,247.27	16,820.90	17,414.78	18,029.63	0.00	0.00	0.00
Tuia Lodge - Extension A (RADS Funded)	2020/21	0.00	0.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00
Apple Funpark	2020/21	0.00	0.00	36,513.91	37,247.84	37,996.52	38,760.25	39,539.34	40,334.08	41,144.79	41,971.80	42,815.43	43,676.03	0.00	0.00
Tuia Lodge - Extension B (RADS Funded)	2021/22	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	0.00	0.00
VC Mitchell Park	2021/22	0.00	0.00	0.00	123,347.26	125,826.54	128,355.65	130,935.60	133,567.40	136,252.11	138,990.78	141,784.49	144,634.36	147,541.51	150,507.09
Donnybook Recreation Centre Mtce	2022/23	0.00	0.00	0.00	0.00	17,024.16	17,625.22	18,247.50	18,891.75	19,558.75	20,249.29	20,964.22	21,704.39	22,470.69	23,264.04
Donnybook Recreation Centre Mtce	2026/27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,693.92	24,651.16	25,647.06	26,683.21	27,761.21	28,882.76	30,049.62
Balingup Recreation Centre Mtce	2027/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,929.17	31,138.30	32,396.29	33,705.10	35,066.79	36,483.49
Total Proposed Borrowings		0.00	13,193.72	80,173.46	224,736.91	245,488.33	249,899.15	254,415.63	259,040.50	287,470.47	323,206.97	330,379.14	319,094.27	251,478.50	237,720.68
Total Principal Repayments		75,074.28	110,432.50	180,767.83	328,847.93	336,979.14	344,139.11	335,931.70	337,193.30	362,103.92	399,729.12	349,102.04	319,094.27	251,478.50	237,720.68
Less Self Supporting Loans															
Country Club - Artificial Surface (SSL)		(8,659.62)	(9,144.01)	(9,396.27)	(9,655.49)	(9,921.86)	(10,195.58)	(10,476.86)	(5,346.32)	0.00	0.00	0.00	0.00	0.00	0.00
Total SSL		(8,659.62)	(9,144.01)	(9,396.27)	(9,655.49)	(9,921.86)	(10,195.58)	(10,476.86)	(5,346.32)	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments		66,414.66	101,288.49	171,371.57	319,192.44	327,057.28	333,943.53	325,454.84	331,846.98	362,103.92	399,729.12	349,102.04	319,094.27	251,478.50	237,720.68
\$ Increase (Decrease)			34,873.83	70,083.08	147,820.88	7,864.84	6,886.25	(8,488.69)	6,392.14	30,256.94	37,625.20	(50,627.07)	(30,007.78)	(67,615.76)	(13,757.82)
% Increase (Decrease)			52.51%	69.19%	86.26%	2.46%	2.11%	(2.54%)	1.96%	9.12%	10.39%	(12.67%)	(8.60%)	(21.19%)	(5.47%)

State Guarantee Fee

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Loan #	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Existing Borrowings																
Dental Surgery Extensions	74	460.61	378.76	292.07	200.25	103.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lot 605 Collins Street	80	300.41	206.83	106.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Country Club - Artificial Surface (SSL)	90	448.95	384.95	319.17	251.58	182.13	110.76	37.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tuia Lodge - Fire Supression System	TBA	3,199.97	2,889.80	2,569.16	2,237.69	1,895.02	1,540.77	1,174.55	795.97	404.59	0.00	0.00	0.00	0.00	0.00	0.00
Tuia Lodge - 2005/06 RADS Borrowing	N/A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Existing Borrowings		4,409.95	3,860.34	3,287.24	2,689.52	2,180.15	1,651.53	1,211.98	795.97	404.59	0.00	0.00	0.00	0.00	0.00	0.00
Proposed Borrowings																
Administration Centre Maintenance	2019/20	0.00	992.64	897.03	798.03	695.55	589.44	479.59	365.86	248.11	126.21	0.00	0.00	0.00	0.00	0.00
Tuia Lodge - Extension A (RADS Funded)	2020/21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Apple Funpark	2020/21	0.00	0.00	2,544.40	2,283.67	2,017.69	1,746.37	1,469.59	1,187.26	899.24	605.44	305.73	0.00	0.00	0.00	0.00
Tuia Lodge - Extension B (RADS Funded)	2021/22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VC Mitchell Park	2021/22	0.00	0.00	0.00	20,136.57	19,255.78	18,357.29	17,440.74	16,505.77	15,552.01	14,579.07	13,586.58	12,574.14	11,541.35	10,487.80	9,413.07
Donnybook Recreation Centre Mtce	2022/23	0.00	0.00	0.00	0.00	1,280.83	1,157.45	1,029.72	897.48	760.57	618.82	472.07	320.14	162.85	0.00	0.00
Donnybook Recreation Centre Mtce	2026/27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,829.14	1,656.58	1,477.05	1,290.27	1,095.94	893.76	683.42
Balingup Recreation Centre Mtce	2027/28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,310.50	2,092.53	1,865.75	1,629.82	1,384.35	1,128.97
		0.00	992.64	3,441.43	23,218.27	23,249.85	21,850.56	20,419.65	18,956.37	19,289.07	19,896.62	17,933.97	16,050.31	14,429.96	12,765.92	11,225.46
Total Stage Guarantee Fee		4,409.95	4,852.99	6,728.67	25,907.80	25,430.00	23,502.09	21,631.63	19,752.33	19,693.67	19,896.62	17,933.97	16,050.31	14,429.96	12,765.92	11,225.46
<i>Less Self Supporting Loans</i>																
Country Club - Artificial Surface (SSL)		(448.95)	(384.95)	(319.17)	(251.58)	(182.13)	(110.76)	(37.42)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total SSL		(448.95)	(384.95)	(319.17)	(251.58)	(182.13)	(110.76)	(37.42)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments		3,961.00	4,468.04	6,409.50	25,656.21	25,247.87	23,391.33	21,594.20	19,752.33	19,693.67	19,896.62	17,933.97	16,050.31	14,429.96	12,765.92	11,225.46
\$ Increase (Decrease)			507.04	1,941.46	19,246.71	(408.34)	(1,856.54)	(1,797.12)	(1,841.87)	(58.67)	202.96	(1,962.65)	(1,883.66)	(1,620.35)	(1,664.04)	(1,540.46)
% Increase (Decrease)			12.80%	43.45%	300.28%	(1.59%)	(7.35%)	(7.68%)	(8.53%)	(0.30%)	1.03%	(9.86%)	(10.50%)	(10.10%)	(11.53%)	(12.07%)

9.7.4 SHIRE BORROWING CAPACITY

Location	Shire of Donnybrook Balingup
Applicant	Not applicable
File Reference	Not applicable
Author	Mr Ben Rose – Chief Executive Officer
Responsible Manager	Mr Ben Rose – Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation**That Council:**

1. **Receives the content of this report and acknowledges the present borrowing capacity of the Shire of Donnybrook Balingup for the purposes of future capital works projects.**
2. **Acknowledges that the content of this report is based on the draft (as yet unaudited) 2018/19 Annual Financial Report.**
3. **Acknowledges that the Debt Service Cover Ratio in any one financial year is subject to variation due future Operating Expenditure and Operating Revenue variables used in the ratio calculation.**

STRATEGIC ALIGNMENT

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

Outcome:

- 3.2 Well supported community groups and facilities.
- 3.3 A safe and healthy community environment for all ages.
- 4.2 A respected, professional and trusted organisation.

Action:

- 3.2.1.2 Maintain community facilities within resource capacity.
- 3.3.3.1 Within resource capacity, maintain and develop sport and recreation facilities in line with sport and recreation masterplans.
- 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 report on the present borrowing capacity of the Shire of Donnybrook Balingup for consideration in funding future major infrastructure projects.

BACKGROUND

The current economic conditions in Australia has resulted in historic low interest rates. Local Government has access to fixed interest borrowings for the life of a loan through the Western Australian Treasury Corporation (WATC). The WATC fulfils the role as the State's central financial services provider to the public sector.

Current long term borrowing interest rates through WATC is in the 2% per annum range.

Council may consider taking advantage of the current low interest rate market to undertake larger scale community infrastructure projects.

As at 30 June 2019 (unaudited 2018/19 Annual Financial Report), the Shire's outstanding borrowings amount to \$205,307.

The following future borrowings are identified in Council's Asset Management Plans.

Tuia Lodge Fire Suppression System	\$500,000*	2019/20
Administration Centre	\$154,530	2020/21
Tuia Lodge Extension (RADS Funds)	\$500,000	2020/21
Donnybrook Recreation Centre	\$200,000	2022/23
Donnybrook Recreation Centre	\$285,000	2026/27
Balingup Recreation Centre	\$360,000	2027/28
	\$1,999,530	

*Note – although \$500,000 is budgeted, the tendered works are expected to be much lower.

FINANCIAL IMPLICATIONS

For every \$1 million of new borrowings (at an interest rate of 1.91% per annum over a term of 20 years) will add \$60,627 annual repayments (including State Guarantee Fee) to the Annual Budget. \$60,627 equates to 1.2% general rate increase (based on 2019/20 Budget).

Aside from utilising borrowings, local government generally has the following funding options for major capital works / infrastructure projects:

- Reserves (local government reserve accounts are created under legislation for allocation of funding towards a specifically pre-defined purpose; re-allocation of the funding towards alternative purposes is problematic and can expose the organisation to financial liabilities if not managed prudently).
- State and/or Commonwealth grant funding (requires mandatory co-contribution towards the project, typically from the local government);
- General rates increases (i.e. increasing the 'rate in the dollar' for all rateable properties to share in the funding requirements for a new project);
- Specified Area Rate (all rateable properties in a defined area contribute towards the funding requirements of a project that will benefit that defined area); and
- Differential Rate (all properties of a specifically nominated land use zoning across the

Shire contribute towards the funding requirements of a project)

With particular reference to 'inter-generational equity', applying borrowings funding for community infrastructure-based projects is recommended as the most appropriate funding model. This enables the generation of the community most advantaged by the development and use of the subject infrastructure/project to bear the funding cost for it.

POLICY COMPLIANCE

Council Finance Policy 3.8 - *Debt Policy*, is relevant to this matter. The policy sets out the conditions of raising debt:

4.2 Conditions for Debt Raising

- *Debt funding may be used for capital works and the purchase of development of assets and infrastructure assets.*
- *Debt funding may not be used to finance operating activities or recurrent expenditure.*
- *Before borrowing funds, the Shire would generally consider using existing surplus funds in the first instance.*

STATUTORY COMPLIANCE

Under regulation 50 of the *Local Government (Financial Management) Regulations 1996*, the Annual Financial Report is to include (for the financial year covered by the Annual Financial Report and the two preceding financial years), the following:

- a) current ratio;
- b) asset consumption ratio;
- c) asset renewal funding ratio;
- d) asset sustainability ratio;
- e) debt service cover ratio;
- f) operating surplus ratio; and
- g) own source revenue coverage ratio

The Department of Local Government, Sport and Cultural Industries "Operational Guidelines Number 18 – June 2013 Financial Ratios" (the guidelines) state that the basic standard for the Debt Service Cover Ratio = 2.00

Debt Ratio

A local government's ability to service debt is measured by the 'Debt Service Cover Ratio'. This is the measurement of a local government's ability to produce enough cash to cover its debt payments.

Debt Service Cover Ratio	
Debt Service Cover Ratio =	Annual Operating Surplus BEFORE Interest and Depreciation Principal and Interest
Purpose:	This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan.
Standards	A Basic standard is achieved if the ratio is greater than or equal to two. An Advanced standard is achieved if the ratio is greater than five.
Definitions:	
'Annual Operating Surplus Before Interest and Depreciation'	Means operating revenue minus net operating expense.
'Operating Revenue'	Means the revenue that is operating revenue for the purposes of the AAS, excluding grants and contributions for the development or acquisition of assets.
'Net Operating Expense'	Means operating expense excluding interest and depreciation.
'Interest'	Means interest expense for moneys borrowed, credit obtained or financial accommodation arranged under section 6.20 of the Act.
'Depreciation'	Has the meaning given in the AAS.
'Principal and Interest'	Means all principal and interest for moneys borrowed, credit obtained or financial accommodation arranged under section 6.20 of the Act.

Source: Operational Guidelines Number 18 – June 2013 Financial Ratios. p4

The Shire's Debt Service Cover Ratio over the past three years is tabled below.

	2018/19	2017/18	2016/17
Debt Service Cover Ratio	37.91	15.81	4.01

Source: 2018/19 Draft Annual Financial Report (as yet un-audited)

Debt Service Cover Ratio (Draft 2018/19 Annual Financial Report) is calculated as follows.

<u>Operating Revenue</u>	2018/19
Operating Revenue:	17,000,209
Capital Grants	(2,781,237)
Capital Contributions	(146,076)
	14,072,896
<u>Net Operating Expense</u>	
Operating Expenditure	18,097,446
Interest Expense	(11,005)
Depreciation	(5,598,300)
	12,488,141
<u>Principal and Interest</u>	
Loan Principal	30,795
Loan Interest	11,005
	41,800

14,072,896	less	12,488,141	=	1,584,755
30,795	plus	11,005	=	41,800
				1,584,755
		Divided by		41,800
		= Ratio		37.91

Debt Service Cover Ratio 2018/19	37.91
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Source: 2018/19 Draft Annual Financial Report (un-audited)

Debt Service Cover Ratio – Basic Benchmark	2.00
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Source: Local Government Operational Guidelines Number 18 – June 2013, Financial Ratios

Based on the draft (as yet un-audited) 2018/19 Annual Financial Report, the Shire has capacity to borrow \$13,031,000. This amount of additional borrowings would add approximately \$790,000 annually in borrowing repayments to the Annual Budget.

This calculated borrowing capacity is to meet the basic benchmark of 2.0 for the Debt Service Cover Ratio.

2018/19 Borrowing Repayments	41,800	
Maximum capacity - Annual Borrowing Repayments	790,000	
Assumed Borrowing interest rate	1.91%	Source: WATC - 20 Years as at 19.08.2019
Borrowing Term	20 years	
Borrowing Capacity	13,031,000	

Less: Identified Borrowings from 2019/20 Building Asset Plan

Administration Centre	154,530	2020/21
Donnybrook Recreation Centre	200,000	2022/23
Donnybrook Recreation Centre	285,000	2026/27
Balingup Recreation Centre	360,000	2027/28
Tuia Lodge Fire System	500,000	2019/20
Tuia Lodge Extension (RADS Funds)	500,000	2020/21

1,999,530

Surplus Borrowing Capacity 11,031,470

The Debt Service Cover Ratio in any one year is subject to variation due to future Operating Expenditure and Operating Revenue variables used in the ratio calculation. Therefore, unforeseen variables will have an unknown effect on future financial ratio performance.

All borrowings are subject to independent approval from Western Australian Treasury Corporation. The agency will apply their own financial assessment in any application process.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

Use of long term borrowings to fund major projects is a means of equitable distribution of capital costs to future ratepayers. Taking advantage of the low interest rate borrowing market at this time, will have long term financial benefits to ratepayers.

In addition, the community will benefit from the creation of new or improved community infrastructure though:

- a) Local economic stimulus during construction.
- b) Further developing the Shire of Donnybrook Balingup as a place of choice for population attraction and retention, thereby creating a more economically sustainable community.

Council currently has low outstanding borrowing with capacity to borrow. A material determining factor for consideration in increasing borrowings levels will be the budgetary effect of additional borrowing repayments.

COUNCIL RESOLUTION 198/19

Moved Cr Atherton

Seconded Cr Smith

That Council:

- 1. Receives the content of this report and acknowledges the present borrowing capacity of the Shire of Donnybrook Balingup for the purposes of future capital works projects.**
- 2. Acknowledges that the content of this report is based on the draft (as yet unaudited) 2018/19 Annual Financial Report.**
- 3. Acknowledges that the Debt Service Cover Ratio in any one financial year is subject to variation due future Operating Expenditure and Operating Revenue variables used in the ratio calculation.**

CARRIED 7/0

