



ATTACHMENTS

Ordinary Council Meeting – 23 March 2022

- 7.1(1) Minutes Ordinary Council Meeting – 23 February 2022
- 7.2(1) Audit and Risk Management Committee Meeting – 9 February 2022
- 7.3(1) Audit and Risk Management Committee Meeting – 3 March 2022
- 7.4(1) Special Meeting of Council – 14 March 2022
- 9.1.1(1) 2021 DWER Inspection Findings – Summary Update
- 9.1.2(1) Applicant Proposed Road Names
- 9.1.2(2) Required Alteration Plan
- 9.1.4(1) Victory Lane Off Street Carpark
- 9.1.4(2) Hunter Street Design
- 9.2.1(1) Schedule of Accounts Paid
- 9.2.2(1) Monthly Financial Report – February 2022
- 9.2.3(1) 2021 Compliance Audit Return
- 9.2.5(1) Budget Outline 2022-23
- 9.2.7(1) Rating Objectives Strategy (Reviewed March 2022)
- 9.3.1(1) Application – Vivienne MacCarthy
- 9.3.2(1) Draft Policy
- 9.3.2(2) Local Government Operational Guidelines Local Number 03 – August 2002 (Managing Public Question Time)
- 9.3.3(1) Minister Correspondence
- 9.3.3(2) Stage 1 Architectural Drawings (15 July 2021)
- 9.3.3(3) Single Storey Pavilion Concept (sketch only)
- 9.3.3(4) Cost Estimate and Preferred Scope
- 9.3.3(5) Response to Shire Queries (DLGSC)
- 9.3.3(6) Responses to Community Information Forum
- 9.3.3(7) Functional Brief
- 9.3.3(8) Business Plan Report



MINUTES OF ORDINARY MEETING OF COUNCIL

held on

Wednesday 23 February 2022

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

A handwritten signature in black ink, appearing to read 'BGR' followed by a flourish.

Ben Rose
Chief Executive Officer
1 March 2022

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY COUNCIL MEETING

Held at the Council Chambers
Wednesday 23 February 2022 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

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

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

Recording of Proceedings:

The Shire President stated the following in accordance with Council Policy EM/CP-2:

This meeting is being digitally recorded in accordance with Council policy.

Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Leanne Wringe (President)	Ben Rose – Chief Executive Officer
Cr Lisa Glover (Deputy President)	Steve Potter – Director Operations
Cr Shane Atherton	Kim Dolzadelli – Director Corporate and Community
Cr Peter Gubler	Archana Arun – Admin. Officer Executive Services
Cr Phil Jones	Maureen Keegan – Manager Executive Services
Cr Jackie Massey	Katie McIntyre – Manager Finance and Corporate
Cr Chaz Newman	Laura Ellis – Media and Communications Officer
Cr Chris Smith	

PUBLIC GALLERY

Six members of the public were in attendance.

2.1 APOLOGIES

Cr. Fred Mills

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

PRESIDENT'S DIARY – FEBRUARY 2022 OCM

21 December 2021 Special Council Meeting
21 December 2021 Meeting with Kirup Progress Assoc & Shire staff – Mill Park Project
21 December 2021 Presentation by SW Regional Waste Group - Nick Edwards
03 January 2022 Meeting with Golden Valley Tree Park Committee Members
04 January 2022 Meeting with Kirup Progress Assoc – Mill Park Project
17 January 2022 Discussion with T. Clifford – Brookhampton Hall member
25 January 2022 Meeting with CEO – Australia Day arrangements
26 January 2022 Australia Day Breakfast - Kirup
26 January 2022 Australia Day Brunch Celebration – Donnybrook
02 February 2022 Meeting with Craig Dawson General Manager Operations - Talison
– Regarding Re-opening railway line
02 February 2022 Meeting with Toby Vialls, Donnybrook Police
02 February 2022 Interview with GWN, South West Times, DB Community Radio
04 February 2022 Met with residents affected by fires
09 February 2022 Talk of the Shire, DB Community Radio
09 February 2022 Audit and Risk Management Committee Meeting
10 February 2022 Abandoned mine shafts – Meeting DMIRS, DBCA, & Dk Historical
Society
11 February 2022 Meeting at Donnybrook Community Resource Centre
12 February 2022 Official Opening @ Donnybrook Men Shed building Extn
15 February 2022 Meeting with Deputy Shire President
15 February 2022 Audit Exit Meeting
16 February 2022 Meeting with CEO
16 February 2022 Agenda Briefing
18 February 2022 SW Country Zone Meeting
18 February 2022 Meeting with Jodie Hanns MLA
20 February 2022 Kirup Volunteer Bush Fire Brigade – Thank you lunch for fire
fighters.
22 February 2022 Meeting with Alliance Housing @ Bridge Street
23 February 2022 Meeting with CEO
23 February 2022 Ordinary Council Meeting

Cr. Jones congratulated the Shire President on the presentation of the Australia Day Awards and Citizenship Ceremony. Cr Jones also thanked the Shire President, Bronwyn Hodgson –Community Development Officer and the staff team for organising the well run day.

4 DECLARATION OF INTEREST

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

Cr. Smith declared a financial interest in item 9.1.2 Proposed Argyle Irishtown Bush Fire Brigade Station – Reserve 12518 – Corner South Western Highway and Argyle Road, Argyle as he is working on WPC application.

Cr. Smith declared a financial interest in item 9.3.1 Donnybrook Dental Surgery – Partial Surrender of Lease – Option for Shire Use as he may get some work with the refurbishment.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Simon McInnes

Will the administration write to all residents living within the town planning SCA4 zone to inform them of the upcoming Local Planning Scheme Review?

Chief Executive Officer

The Shire hasn't undertaken specific consultation with any particular group at this stage, rather it has undertaken a community-wide engagement process via an online survey to commence the review project. As part of the review process going forward, the Shire will be preparing a consultation plan which will identify which specific groups may require further targeted consultation. In any case, all draft documents are advertised publicly for comment, prior to final consideration by Council as part of the statutory approval process.

Simon McInnes

What was the cost of the soil from the Bridge St project and what was the cost of the transporting of that soil to the tip?

Chief Executive Officer

Management (including costs) for the cut/fill at the Bridge Street Affordable Housing Project site is the responsibility of Alliance Housing – not the Shire. The Shire bears no cost in relation to the site works or building works, as has been explained previously. You would need to direct your question on these costs to Alliance Housing.

Simon McInnes

Why did the Council decide to make the upgrade of Collins St confidential?

Chief Executive Officer

The consideration of tenders are held behind closed doors as the information provided by tenderers is commercially sensitive and involves contractual considerations. This is provided for under Section 5.23 of the Local Government Act 1995 which contains the following relevant provisions:

If a meeting is being held by a Council or by a Committee referred to in subsection (1)(b), the Council or Committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of 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; and

...

(e) a matter that if disclosed, would reveal —

(ii) information that has a commercial value to a person;

Simon McInnes

Has the treasury been made aware of the sporting clubs lack of support for the project during the loan application?

Chief Executive Officer

WA Treasury Corporation does not take into consideration such matters when considering a loan application.

Simon McInnes

In the financials for November the budgeted year to date amount for transport is \$2,083,925 however the actual spend is \$827,713 a difference of \$1,256,212. Why has this money not been spent maintaining the roads and will the lack of maintenance effect the calculation of the depreciation of this asset?

Chief Executive Officer

The details of this variance are provided on Page 2 of the report as follows:



**SHIRE OF DONNYBROOK BALINGUP
Material Variance Reporting
30/11/2021**

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of \$10,000 for 2021-2022

VAR

Transport	1,256,212	Depreciation \$984k under, Timing variance General; Road Mtc and Bridge Mtc
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It is noted that the cost of many projects is evenly spread over the entire financial year, however the spending of funds are only reflected in the financial documents when the

project is undertaken (which may only be a matter of weeks in some cases rather than across the entire year). At this stage, it is envisaged the majority of projects will be complete within the financial year, however it is noted there are some works that have been delayed by external agencies such as MRWA (eg bridge works) due to difficulty accessing contractors etc.

Simon McInnes

The total YTD expenses budgeted for is \$6,595,551 and yet the actual YTD is \$3,810,038. With a saving of \$2,785,513 in 5 months why do we need the loan at all?

Chief Executive Officer

Depreciation of non-current Assets has not yet been processed pending final Audit sign-off of the 2020/2021 Annual Financial Statements; this variance is also disclosed on Page 2 of the report as follows:



**SHIRE OF DONNYBROOK BALINGUP
Material Variance Reporting
30/11/2021**

**Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of \$10,000 for 2021-2022
VAR**

Adjustments for Cash Budget Requirements:		
Depreciation on Assets	(2,399,515)	Depreciation not yet processed

Simon McInnes

Do you have a written statement from the state government that the \$6,000,000 is unencumbered covid funding and the project requires a \$3,000,000 contribution from the ratepayers?

Chief Executive Officer

The Shire has written correspondence from the State that the grant of \$6m is not unencumbered and that to access the State funding (\$6m) requires the Shire to co-contribute at least \$3m.

Simon McInnes

The sporting hubs total cost is \$15,000,000 and with the state government favourable financial position and a federal government election looming shouldn't we be asking for a loan of \$10,000,000 to complete the project?

Chief Executive Officer

The Shire has tested the inclination of the State and the Federal Government to contribute further to this project and has been advised that no further State/Federal funding will be forthcoming for the project.

Simon McInnes

Will the shire pause this project until all these problems are addressed, and the Council and the rate payers are comfortable with this large financial outlay requiring repayments stretching over a large number of years?

Chief Executive Officer

The project has essentially been 'paused' for a number of months. The Council is comfortable with the financial co-contribution, as is the WA Treasury Corporation, with Council having approved the \$3m funding via the 2021-22 Budget and approving a loan to the WA Treasury Corporation at the Council Meeting of November 2021.

5.2 PUBLIC QUESTION TIME

Please note: the recording microphone for people asking questions during public question time was accidentally turned-off by the first person asking a question at the meeting.

Questions emailed prior to the Council Meeting

Shane Sercombe

Why have the Audit and Risk Management Committee meeting minutes, on 9 February '22, been removed from the February '22 OCM agenda?

Chief Executive Officer

The Minutes have not been removed; they were not included in the Agenda Briefing Papers for 16 February 2021. The Minutes are not yet ready/completed for presentation to the Ordinary Council Meeting. They will be presented to the March Meeting.

Shane Sercombe

Why do the Rate Setting Statement and Statement of Comprehensive Income have an illogical format with Operating and Capital figures not separated and therefore unable to be compared with the adopted Statutory Budget?

Chief Executive Officer

They do not have an illogical format; that is an/your opinion. The Statement of Comprehensive Income format follows the Australian Accounting Standards Board format and the Rate Setting Statement follows the recommended format approved by the Shire's Auditor (Office of the Auditor General) and followed by almost all local governments in Western Australia.

Shane Sercombe

Does the shire intend to acquit the \$6m VC Mitchell grant and the \$2.8m social housing grant prior to 31 June '22?

Chief Executive Officer

No.

Questions asked at the Council Meeting

Brian Piesse

With regards to the VC Mitchell Park Project article in the Countryman and South Western Times newspapers from earlier this year, has the Donnybrook Balingup Residents and Ratepayers Association been approached to correct their inaccuracies, on the public record?

Shire President

I am aware of the two articles. I did read the article in the Countryman newspaper. Mr Fowler/DBRRA, as far as I am aware, has not been approached by the Shire to correct the information.

Brian Piesse

Will Donnybrook Balingup Residents and Ratepayers Association be approached to correct the public record?

Chief Executive Officer

In my opinion, there are inaccuracies and potentially misleading information in those two articles. I will be discussing the matter with the Shire President / Councillors in the near future as to what, if any, action is taken.

Brian Piesse

In relation to recent price escalations for these sorts of projects (labour and materials), what is the likely outcome for the scope (range of deliverables) for this project, given it has been delayed.

Shire President

It's something that the Council will be discussing in due course. They will be looking at various aspect of the project, including the scope and budget.

Chief Executive Officer

The project team are undertaking regular cost estimate updates from Altus Consultants, the Shire's cost estimator engaged for this project. To provide some perspective, approximately \$9m worth of scope (deliverables) able to be delivered 6-8 months ago, is likely to be in the order of \$12.8m worth of scope (same deliverables) today.

Simon McInnes

Will the depreciation financials affect the bottom line?

Director Corporate and Community

No, depreciation as such is a non-cash item. On page 2 of the monthly financial statements, you will find the statement of material variances where there is an explanation as to why depreciation wasn't updated within the database at this stage. And no, it will not affect our surplus position.

Simon McInnes

With regards to the Asset Management Plan, how is the Shire planning to fund asset management costs of approximately \$5m in each 2027/28 and 2028/29?

Director Corporate and Community

As the context/accuracy of the question could not be verified, the question was taken on notice.

Simon McInnes

In a letter from the State Government dated 31 August 2020, there was no mention of co-contribution. When does it come in?

Chief Executive Officer

The proposition put to the State Government, approved by the Council, through the COVID recovery plan was on a co-contribution basis where the Shire would contribute up to three million dollars on the basis that it leveraged double that (i.e. \$6m) from the State. The Shire has not yet executed a financial assistance agreement for the full \$6m; the contractual obligation for the Shire's co-contribution commences once the financial assistance agreement is executed. The Shire has accessed \$250k of the \$6m already under a specific financial assistance agreement for detailed design and infrastructure planning; that funding has been provided to the Shire based on no co-contribution requirement. The Shire has recent correspondence from the new Minister for Sport and Recreation, which will be made available at the next Council meeting to provide more clarity with regard to the co-contribution obligation.

Simon McInnes

How is the Shire going to clear up the misinformation surrounding this project?

Chief Executive Officer

I am not sure that it is the role entirely of the Council or Shire to clear up any misinformation being spread. The Shire / Council role is to make good decisions, engaging with community through the decision making processes. The Council and the Shire has done has provided a lot of information to the community and specific stakeholders on the project and on the processes to date.

Simon McInnes

What is the status of the proposed Business Plan for this project?

Chief Executive Officer

Development of the Business Plan has taken longer than anticipated as some stakeholders were unavailable early-on to provide feedback to the appointed consultant. I am looking to present the Business Plan at the next Council Meeting.

6 PRESENTATIONS

6.1 PETITIONS

6.2 PRESENTATIONS

6.3 DEPUTATIONS

ADOPTION BY EXCEPTION

COUNCIL RESOLUTION 1/22

Moved: Cr Massey Seconded: Cr Jones

That the following items be adopted ‘en bloc’:

- 7.1 Confirmation of Minutes Ordinary Meeting of Council – 15 December 2021**
- 7.2 Confirmation of Minutes Special Meeting of Council – 21 December 2021**
- 9.1.1 Shire Submission on Draft Planning for Tourism Guidelines and Position Statement**
- 9.2.2 Monthly Financial Report – December 2021**
- 9.2.3 Monthly Financial Report – January 2022**
- 9.2.5 Long Term Financial Plan and Rating Strategy – 2021-22 Review**
- 9.2.6 Submission to Local Government Advisory Board for District Boundary Adjustment with Shire of Boyup Brook**
- 9.3.2 Local Government Reform – WALGA Positions and Recommendations**
- 9.3.3 Organisation Culture Survey – 2022/23 Budget Consideration**

CARRIED 8/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 15 DECEMBER 2021

Minutes of the Ordinary Meeting of Council held 15 December 2021 are attached (Attachment 7.1(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 15 December 2021 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 2/22

Moved: Cr Massey Seconded: Cr Jones

That the Minutes from the Ordinary Meeting of Council held 15 December 2021 be confirmed as a true and accurate record.

CARRIED 8/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

7.2 SPECIAL MEETING OF COUNCIL – 21 DECEMBER 2021

Minutes of the Special Meeting of Council held 21 December 2021 are attached (Attachment 7.2(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 21 December 2021 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 3/22

Moved: Cr Massey Seconded: Cr Jones

That the Minutes from the Special Meeting of Council held 21 December 2021 be confirmed as a true and accurate record.

CARRIED 8/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

8 REPORTS OF COMMITTEES

Minutes of the Audit and Risk Management Committee Meeting held 9 February 2022 will be presented to the March Ordinary Meeting of Council.

9 REPORTS OF OFFICERS

9.1 DIRECTOR OPERATIONS

9.1.1 SHIRE SUBMISSION ON DRAFT PLANNING FOR TOURISM GUIDELINES AND POSITION STATEMENT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	TP03
Author	Kira Strange, Principal Planner
Responsible Manager	Steve Potter, Director Operations
Attachments	9.1.1(1) – Draft Planning for Tourism Guidelines 9.1.1(2) – Draft Position Statement - Planning for Tourism 9.1.1(3) – Shire Survey Responses
Voting Requirements	Simple Majority

Recommendation

That Council:

1. **Acknowledges the draft *Planning for Tourism Guidelines* and the *Position Statement: Planning for Tourism* as prepared and advertised by the Department of Planning, Lands and Heritage on behalf of the Western Australian Planning Commission;**
2. **Endorses the responses within Attachment 9.1.1(3) as representing the formal views of the Shire of Donnybrook Balingup in response to the draft documents, noting that such responses will be entered in the online survey;**
3. **Instructs the Chief Executive Officer to give due regard to the responses provided within Attachment 9.1.1(3) when preparing and/or reviewing future Shire Planning documents including the Local Planning Scheme and Local Planning Policies.**

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	1.3.1.4	Continue to support local and regional tourism bodies and initiatives

EXECUTIVE SUMMARY

The Department of Planning, Lands and Heritage (DPLH) have released the draft *Planning for Tourism Guidelines* (Guidelines) and associated *Position Statement: Planning for Tourism* (Position Statement) for public comment.

The purpose of the documents is to outline the policy position of the Western Australian Planning Commission (WAPC) and guide appropriate management of tourism land use and development in W.A.. Members of the public, including Local Governments, are invited to complete a survey and provide feedback to the DPLH for consideration, specifically in relation to the proposed exemptions for short-term accommodation.

The purpose of this report is to inform Council of the proposed documents and establish a position on short-term rental accommodation for the Shire, in order to complete the survey and associated submission.

It is recommended that Council supports the Officer's recommendation which reflects the information and comments within this report.

BACKGROUND

The purpose of the Position Statement and the Guidelines is to provide a clear and consistent approach to tourism within local government Planning frameworks.

The Guidelines are broken into six key areas:

1. Local Planning Strategy Considerations;
2. General Statutory Planning Considerations;
3. Tourism Uses;
4. Tourism Accommodation;
5. Local Laws; and
6. Strata and Community Scheme Development.

One of the key elements that is being considered by the WAPC is the role of short-term accommodation. Within the Position Statement, 'short-term accommodation' is defined as:

temporary accommodation provided on a commercial basis, either continuously or from time-to-time with no guest accommodated for periods totalling more than 3 months in any 12-month period.

However, the documents are not intended to capture the following types of short-term or temporary accommodation:

- House swapping and house sitting;
- Lodgers and boarders;
- Personal use of a holiday home with the owner's family and friends;
- Student exchange accommodation; or
- Residential parks, park home parks and lifestyle villages.

These types of accommodation are either not associated with the issues relating to short-term accommodation or they are covered by different legislation.

The WAPC is also considering recommending the following low-scale short-term rental accommodation types be exempt from requiring Development (Planning) Approval:

1. 'Hosted Accommodation' which is defined as:

means a dwelling, or portion thereof, used for the purpose of short-term accommodation, with a permanent resident who is present overnight for the duration of the stay either in the dwelling or ancillary dwelling.

This new definition is proposed to be included in Planning frameworks. It is proposed that a cap of four adult persons (or one family) and a maximum of two guest bedrooms be applied; and

2. 'Un-hosted Accommodation' in a single house or ancillary dwelling, grouped or multiple dwelling where it is rented for no more than 60 days per calendar year. 'Un-hosted' refers to those proposals where guests have exclusive use of an entire house, unit or apartment. The exemption would only apply to a change of use in the zones that the use was normally permitted (i.e., single dwelling, grouped or multiple dwelling in a residential zone). However, it wouldn't be exempt in a zone where a dwelling could not normally be considered (i.e. an industrial zone).

The DPLH are specifically requesting comments regarding the proposed exemptions through the online submission survey (Attachment 9.1.1(3)). The proposed exemptions do not include the more traditional accommodation options such as motel, hotel, caravan park, chalets, etc.

In addition, the Department of Local Government, Sport and Cultural Industries (DLGSCI) are concurrently investigating the implementation of a new state-wide registration system for short-term rental accommodation providers. The registration requirement would be mandatory regardless of whether it was exempt from obtaining a Development (Planning) Approval.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Any future policy or planning position that Council adopts, will need to take into consideration the Guidelines and Position Statement.

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

The draft documentation was released by the DPLH on 6 December 2021 with all online submissions and/or surveys due by 7 March 2022.

OFFICER COMMENT/CONCLUSION

As outlined within the Position Statement and the Guidelines, Local Governments should consider tourism within their Planning framework, including strategic and statutory documents, relative to its importance to the local government district.

Tourism is a key component of the Shire's profile, so it is important that Council consider the impact of the Position Statement and Guidelines, particularly during the current review of the Local Planning framework including the Local Planning Strategy, Local Planning Scheme and Local Planning Policies.

In recent years, the success of online booking platforms has seen a significant increase in popularity of private short-term accommodation options. However, short-term accommodation can present management and compliance issues for the surrounding community, and in some cases, impact the availability of long-term rentals and housing choice for residents. For example, when a house is being used for the sole purpose of 'un-hosted' short-term accommodation, it is not available for long-term permanent rental accommodation.

Anecdotal information suggests that there may be a shortage of long-term rentals presently available for rent within the Shire of Donnybrook Balingup, which is understood to be an issue currently being experienced in a number of local government areas. It is also noted that there may be a shortage of short-term accommodation options for tourists and visitors which, if accurate, has the potential to impact the Shire's existing and potential tourism opportunities.

In contrast to other Local Governments within the south-west area such as the City of Busselton and the Shire of Augusta Margaret River, the perceived shortage of long-term housing options in the Shire of Donnybrook Balingup is not necessarily a direct result of an increased prevalence of short-term rentals. There are many other factors that influence the availability of long-term housing options for residents within the Shire.

Notwithstanding this, it is important to consider the potential impacts of increased short-term accommodation options when planning for growth and development. The potential impact on surrounding properties and amenity also needs to be considered.

With this in mind, the following comments are made on the proposed exemptions for the following accommodation types:

1. 'Hosted Accommodation'

It is reasonable to expect that 'hosted accommodation', as per the proposed definition, would have minimal impact in a residential area. In addition, 'hosted accommodation' still allows for long-term residents on a property in addition to providing commercial short-stay accommodation. It is therefore recommended that hosted accommodation be exempt

within the Residential zone as per the recommendation of the WAPC. However, it is also recommended that the proposed definition also include the capacity limitations to provide clarity and ensure the impact remains low.

The Guidelines also indicate that Local Governments should consider exempting hosted accommodation within other appropriate zones. In this regard, Shire Officers will explore this when preparing the draft Local Planning Scheme for Council and community consideration.

2. 'Un-hosted Accommodation' where it is rented for no more than 60 days per calendar year

In theory, this is a reasonable approach, however would be very difficult to regulate and manage from a compliance point of view. It would also be difficult to identify when it would become necessary to apply for Development (Planning) Approval.

It is unclear whether the exemption would cover those dwellings that remain vacant for the remainder of the year. For example, a house that remains vacant (and therefore unavailable for long-term rental) which is only rented out for up to 60 days on a commercial, short-term basis.

3. State-wide Registration Scheme

As per the proposed Position Statement, exempted hosted and/or un-hosted accommodation providers would still be required to register on the state-wide registration if the system is adopted. It is recommended that this registration system be managed at State level and made available to local governments. In order to register on the system, proponents should be required to provide confirmation from the local government that the proposed accommodation is consistent with the local approval requirements (including any exemptions that may apply).

4. General Comments

Other factors for consideration include the impact of other legislation, specifically planning for bushfire, waste management and building construction/classification. Further clarification has been sought from the DPLH regarding the exemptions and how other legislation will relate. This information will be considered in a local context and factored in when drafting Local Planning Scheme No. 8. However, for the purposes of feedback on the Guidelines, it is recommended that further consideration by the DPLH be given to the impact of other legislation.

With these points in mind, it is recommended that Council resolve in accordance with the Officer's recommendation and support the proposed response to the consultation as outlined in Attachment 9.1.1(3).

COUNCIL RESOLUTION 4/22

Moved: Cr Massey Seconded: Cr Jones

That Council:

- 1. Acknowledges the draft *Planning for Tourism Guidelines* and the *Position Statement: Planning for Tourism* as prepared and advertised by the Department of Planning, Lands and Heritage on behalf of the Western Australian Planning Commission;**
- 2. Endorses the responses within Attachment 9.1.1(3) as representing the formal views of the Shire of Donnybrook Balingup in response to the draft documents, noting that such responses will be entered in the online survey;**
- 3. Instructs the Chief Executive Officer to give due regard to the responses provided within Attachment 9.1.1(3) when preparing and/or reviewing future Shire Planning documents including the Local Planning Scheme and Local Planning Policies.**

CARRIED 8/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

9.1.2 PROPOSED ARGYLE IRISHTOWN BUSH FIRE BRIGADE STATION – RESERVE 12518 – CORNER SOUTH WESTERN HIGHWAY AND ARGYLE ROAD, ARGYLE

Location	Lot 500 South West Highway (corner Argyle Road) – Reserve 12518
Applicant	Shire of Donnybrook Balingup / Argyle Irishtown Bushfire Brigade
File Reference	FRC 10A
Author	Steve Potter, Director Operations
Responsible Officer	Steve Potter, Director Operations
Attachments	9.1.2(1) Concept Designs 9.1.2(2) Neighbour submissions 9.1.2(3) Flora and Fauna Assessment
Voting Requirements	Simple majority

Cr Smith left the chamber at 5:22 pm.

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the submissions received from the nearby landowner and relevant agencies with regard to the proposed use of Reserve 12518 for the purpose of the future Argyle Irishtown Bushfire Brigade station; 2. Endorses Reserve 12518 as its preferred location for the future Argyle Irishtown Bushfire Brigade station generally in accordance with the concept designs provided in Attachment 9.1.2(1); 3. Instructs the Chief Executive Officer to make a formal request to the Department of Planning, Lands and Heritage to excise and transfer the management order for the southern portion of Reserve 12518 from the Public Transport Authority to the Shire of Donnybrook Balingup; 4. Instructs the Chief Executive Officer to prepare a funding application for the construction of the facility under the Department of Fire and Emergency Services Local Government Grants Scheme (Capital Grants) for submission in March 2022; 5. Instructs the Chief Executive Officer to liaise with the Department of Fire and Emergency Services to: <ol style="list-style-type: none"> 5.1 confirm accuracy of indicative costs obtained thus far when compared to similar projects; 5.2 clarify items eligible for LGGS funding and those which are the responsibility of the Shire;

- 6. Subject to the matters in Resolution 5 being addressed, instructs the Chief Executive Officer to bring a further report to Council outlining estimated project costs (inclusive of the required Shire contribution), for further consideration;**
- 7. Allocates the provision of \$35,000 as part of the 2021-22 Budget Review for costs associated with undertaking due diligence, land administration, planning, and design actions to facilitate outcomes consistent with Council's resolution(s).**

STRATEGIC ALIGNMENT

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

Outcome	4	Effective leadership and civic responsibility
Strategy	4.2	A respected, professional and trusted organisation
Action	4.2.1	Effective and efficient operations and service provision

EXECUTIVE SUMMARY

At the November 2021 Ordinary Council Meeting, Council resolved to undertake due diligence to determine the suitability of Reserve 12518 (R12518) (corner South Western Highway and Argyle Road) for the purpose of a new brigade building for the Argyle Irishtown Bush Fire Brigade (AIBFB).

The purpose of this report is to bring the findings of actions taken to Council for further consideration.

It is recommended that Council resolves to endorse R12518 as its preferred site for the new building and commence actions to transfer land tenure and submit an application for funding under the Department of Fire and Emergency Services Local Government Grants Scheme (Capital Grants).

Notwithstanding the above, further clarity regarding estimated construction costs (including the Shire's contribution) is required prior to proceeding to the construction phase and therefore it is also recommended that liaison is undertaken with the Department of Fire and Emergency Services in this regard, prior to a further report being brought back to Council for further consideration.

BACKGROUND

At the November 2021 Ordinary Council Meeting, Council resolved the following with regards to the use of Harjadup Reserve (R45450) (corner Gemmell Rd and Howlett Ramble, Argyle) as a potential location of a future new station to accommodate the AIBFB:

“That Council:

1. *Acknowledges the online survey results, written submissions (Attachment 9.1.1 (3)) and petition presented by Mr Paul Delbridge and Mr John Corfe at the Ordinary Council Meeting held 22 September 2021 (Attachment 9.1.1(4)) in response to the proposed brigade station for the Argyle Irishtown Volunteer Bushfire Brigade at Reserve 45450 (Harjadup Reserve);*
2. *Acknowledges the Argyle Irishtown Volunteer Bushfire Brigade and all members of the Argyle and Irishtown communities for their valued feedback and contribution to the proposal to date;*
3. *Resolves to defer any further actions to progress the development of a new brigade station on Reserve 45450 (Harjadup Reserve) at this time;*
4. *Acknowledges the advice received from the Department of Planning, Lands and Heritage that the Public Transport Authority has provided in-principle support for the excision of a portion of Reserve 12518 (corner Argyle Road and South Western Highway) and transferring the management order to the Shire for the construction of a new brigade facility;*
5. *Authorises the Chief Executive Officer to undertake due diligence measures, including:*
 - 5.1 *undertaking nearby landowner consultation;*
 - 5.2 *undertaking a flora and fauna assessment of the relevant portion of Reserve 12518; and*
 - 5.3 *liaising with Main Roads WA, Public Transport Authority, Department of Fire and Emergency Services, Department of Water and Environmental Regulation and any other relevant authority;*

to establish Reserve 12518’s suitability for the intended purpose;
6. *Instructs the Chief Executive Officer to explore access and siting options for a new brigade station on R12518 and liaise with relevant authorities to determine the following:*
 - 6.1 *Possibility of utilising the existing cleared portion of R12518 for the siting of the brigade building, noting that such land is currently under a private lease arrangement;*
 - 6.2 *Possibility of utilising the existing track located on rail reserve to obtain access from Argyle Rd, noting that such land is currently under lease to Arc Infrastructure;*
7. *Instructs the Chief Executive Officer to bring a further report back to the February 2022 Ordinary Council Meeting to outline responses received from nearby landowner consultation, and any further information derived from actions contained in Points 5 and 6 above.”*

Subsequent to Council's resolution the following actions have occurred:

- Consultation has been undertaken with nearby landowners;
- A flora and fauna assessment has been undertaken of the site;
- Further liaison has been undertaken with relevant agencies;
- Several meetings have occurred with senior members of the AIBFB to refine lot and building design and application requirements;
- Staff have sought preliminary pricing details for building and civil works to inform the preparation of a LGGS application.

Further details on each of these points is provided below:

Nearby Landowner Consultation

Letter correspondence was sent to all landowners within close proximity to the property on both sides of the South Western Highway with one submission received. Further liaison has occurred between Shire staff and the submitters who are nearby landowners/residents with further details of the proposed lot design provided for their review.

The submitters have indicated they are generally supportive of the proposal as per the concept designs provided in Attachment 9.1.2(1), however request that consideration be given to minimising vegetation removal as much as possible which provides a visual and noise buffer from the highway.

Copies of the submissions received are provided in Attachment 9.1.2(2).

Flora and Fauna Assessment

The Shire engaged an environmental consultant to undertake a flora and fauna assessment of the southern vegetated portion of R12518 which in summary indicates the following:

The flora and vegetation survey within the site confirmed:

- a total of 110 flora species present from 35 families;
- a total of 27 introduced (weeds) and 83 native flora species;
- no priority or threatened flora species were found during the survey;
- two vegetation types occurred within the site:
 - Eucalyptus patens and Corymbia calophylla Woodland
 - Eucalyptus patens and Corymbia calophylla over Sedgeland

- vegetation condition across the site ranged from Completely Degraded to Excellent, with majority of the site (67.3%) in Very Good condition.

The fauna survey within the site confirmed:

- a total of five fauna species within the survey area consisting of three native and two introduced species;
- evidence of feeding by Forest Red-tailed Black Cockatoo on Marri nuts was observed in two locations;
- total of 21 habitat trees with a diameter at breast height (DBH) of >500 mm were present;
- hollows were identified in a total of eight trees, of which three contained hollows which have sufficient size and opening angle for black cockatoos;
- a total of five trees contained small hollows which presently are too small for use by black cockatoos;
- the site contains foraging opportunities for black cockatoos in the form of *Corymbia calophylla* (Marri) trees.

In light of the assessment, the consultant has made the following recommendations for vegetation clearing if Council is supportive of pursuing the site:

- one directional clearing to allow fauna present to flee the area into surrounding vegetation;
- clearing to be conducted outside of nesting season for black cockatoos (late winter into spring) to limit the potential for nesting birds to be occupying the hollows present
- ensure hygiene management procedures are followed for weeds and Dieback (*Phytophthora*) to ensure that spread does not occur.

Further, the consultant has advised the following:

- if the total clearing footprint is greater than 1 ha the clearing application will be required to be assessed by the Department of Water, Agriculture and the Environment (DWAE) under the EPBC Act 1999 due to the presence of potential nesting and foraging habitat within the site.
- Clearing under 1 ha will require the clearing application (Area Permit) to be assessed by the Department of Water and Environmental Regulation (DWER).

It is noted that the proposal will entail less than 1ha of vegetation clearing and therefore is unlikely to require referral to DWAE under the first point above. With regard to the second point, DWER has been contacted with their advice provided within this report.

A full copy of the flora and fauna assessment is provided in Attachment 9.1.2(3).

Liaison with relevant agencies and AIBFB

The Shire has continued liaising with relevant agencies including the Department of Planning, Lands and Heritage (DPLH), Public Transport Authority (PTA), Department of Water and Environmental Regulation (DWER) and Department of Fire and Emergency Services (DFES). Key points from such liaison are provided below:

- A 'Crown Land Enquiry' has been submitted to the Department of Planning, Lands and Heritage (DPLH) regarding the excision and transfer of a portion of R12518. This has facilitated formal referral of the proposal between the DPLH and Public Transport Authority (PTA). Advice received is that PTA has reaffirmed its commitment to supporting the excision and transfer of management. Subject to Council's endorsement of the site, the excision and transfer of management to the Shire would be expected to be supported by both agencies.
- With reference to Resolutions 6.1 and 6.2, staff have liaised with the PTA and the AIBFB on the possibility of utilising the cleared portion of R12518 with access achieved via an existing informal track within the rail reserve which has revealed the following:
 - The cleared portion is the subject of a private lease between the PTA and a third party. The PTA is unwilling / unable to provide details of the lease due to it being a private arrangement, however it suffices to say it is unavailable for Shire use;
 - The PTA has also advised that it would not be supportive of any incursion / use of the rail corridor, which would prevent the ability for the Shire to utilise the corridor for access to the cleared section of the reserve;
 - The AIBFB has indicated they would also not be supportive of utilising the cleared portion as it is considered too small and constrained dimensionally to accommodate the building and provide sufficient space for vehicle movements etc.;
- The Department of Fire and Emergency Services (DFES) was contacted with specific regard to the land tenure aspect of the proposal. Currently the subject land is under the management of the PTA, which, subject to Council support, would be requested to be transferred to the Shire of Donnybrook Balingup. However, the LGGS application is due for submission by March 2022 at which time it is highly unlikely that any supported transfer of management order would be complete. DFES was therefore requested to advise if an application could be submitted based on a pending transfer.

In response, DFES provided the following comments:

"As Capital requests for facility projects are assessed against a 'shovel ready' criteria which includes the immediate availability of land, at first glance it would appear that an application in 2022/23 is premature, based on the land issue alone.

It is also important to note the current construction sector climate and the impact this places on LGGs funded facility projects. As the Shire would be well aware, the market is overheated in terms of costs and capacity with timelines heavily influenced by material and labour shortages. Costs increases currently being asked of the LGGs for facility projects already allocated funding (from what was allocated from estimates provided to actuals based on open market responses) are upward of 50-60%.

The Shire is welcome to apply for LGGs funding in any year and the LGGs Capital Grants Committee (CGC) will consider all requests put forward for 2022/23 in June 2022. It would be appropriate for the Shire to cite the progress and work to date surrounding the proposed land parcel in their application. Regular updates should also be provided to DFES post 25 March as this can be included in CGC pre-meeting material.”

- The Department of Water and Environmental Regulation (DWER) was contacted regarding the vegetation clearing requirements, with the advice received as follows:

“Lot 500 on Plan 76319 is currently listed as crown land. If the shire were to purchase the land and obtain planning approval the shire may be able to clear under the exemption Regulation 5, Item 1- Clearing to construct a building.

This exemption may apply to land that is not riparian vegetation, and not an ESA and the clearing is less than 5 hectares. From the information I have it's not clear if the land is currently under the tenure of the Department of Planning Lands and Heritage (DPLH) or the Public Transport Authority of Western Australia, but as long as the structure is built legally, i.e. planning approval has been obtained, it is highly likely that Regulation 5 item 1 applies and clearing within the envelope of the approved plans, can occur without a clearing permit.”

Liaison with AIBFB

Shire staff have met on several occasions with senior AIBFB members to clearly understand operational requirements and to collaboratively refine design, which consequently will inform cost estimates.

The option presented to Council within this report (Attachment 9.1.2(1)) represents the current preferred position of the AIBFB and Shire staff resulting from this process, noting that further refinements may occur as a result of further consultation between the Shire, the AIBFB and DFES (as the primary funding agency).

Lot and Building Design

The proposed lot design is based on accessing the facility directly from Argyle Road which will require the clearing of up to 5,000m² of vegetation to provide sufficient space for the building, on-site parking, vehicle maneuvering areas and sufficient separation from vegetation from a fire safety perspective.

It is envisaged a one-way system will be implemented to accommodate efficient vehicle movements with private vehicle parking to be provided along the eastern property boundary and within the firebreak area north of the building. The facility is proposed to be a drive-through facility with access doors on each side of the building, thereby removing the requirement for large vehicles to reverse when being parked within the facility.

It is proposed for vegetation to be retained on both the western (SW Hwy) and eastern sides (rail reserve) of the development. It is noted there is an existing vegetation buffer within the rail reserve of between 10-15m in width which will enable the internal access road to be installed reasonably close to the eastern boundary, whilst retaining an adequate vegetation buffer to neighbouring properties. There is also potentially an opportunity to retain some vegetation along the front of the property to partially screen the development from Argyle Road.

Pricing

Under the LGGS funding, DFES will cover the cost of the construction, with the local government responsible for civil works. Further clarification has been sought from DFES as to what this entails which has advised the following:

“With regard to which costs are eligible under the LGGS, site works, including access roads, utility costs to the site boundary etc. are the responsibility of the LG. The LGGS will fund internal utility connection costs, septic, water tanks etc. Off grid solutions, where presented as a viable option, will also be considered.”

Whilst the bulk of the development will be funded by DFES (subject to approval of an LGGS application), the Shire will need to ensure adequate funds are available for the Shire’s contribution.

Staff have obtained preliminary indicative costs for the entire development which suggests costs could be in the vicinity of approximately \$1.58m (not including contingency). However, it is considered that the pricing information (which has just been received) would benefit from being cross-referenced with similar projects funded by DFES for accuracy. This is particularly pertinent given DFES’ advice that many of the projects funded under the previous round of LGGS funding have risen by 50-60%. In addition, further clarification from DFES as to which elements are eligible for funding under the LGGS grant funding and which are the responsibility of the local government will be sought.

FINANCIAL IMPLICATIONS

There have been costs incurred to date associated with undertaking the due diligence measures outlined in the previous Council resolution and preparing a LGGS application including undertaking the flora and fauna assessment and seeking clarity as to utility availability / requirements. Additional planning and due diligence will be required in the future including geotechnical analysis, bushfire assessment and building certification, however wherever possible these will be undertaken only once approval for the project has been granted by DFES. In addition, funds will be required to support the transfer of the management order including site survey and land administration costs.

These due diligence and project planning costs are reflected in the Budget Review currently being considered by Council which incorporates an allocation of \$35,000 for such costs to facilitate the works required.

In the longer term, the Shire will be required to fund civil works associated with the development as outlined previously in this report.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

The development will need to comply with any relevant Planning, Building and Health legislation, however it is noted that under Section 6 of the *Planning and Development Act 2005*, 'public works' are exempt from obtaining development (Planning) approval with 'buildings and structures required for fire brigade purposes' being identified as works that would qualify as 'public works' under the *Public Works Act 1902*.

Under the *PD Act 2005*, exemption from development approval is subject to a proposal complying with the following:

- having regard to the purpose and intent of the local planning scheme;
- having regard to the principles of proper and orderly planning and the amenity of the area; and
- consulting with the local government when a proposal is being formulated for any public work, or the taking of land for a public work.

It is noted that under the Shire's Local Planning Scheme the land is currently zoned 'Priority Agriculture' notwithstanding it is neither used nor suitable for agricultural purposes. In the event that the proposed building is supported and proceeds, it is anticipated that the zoning over the subject land would be amended to become a reserve for 'public purposes' or similar when the Local Planning Scheme is reviewed. Shire staff are of the opinion that the works are consistent with the Scheme to the extent required and represent orderly and properly planning of the locality.

CONSULTATION

As previously outlined in this report, extensive consultation has occurred with the AIBFB, relevant agencies and nearby landowners.

OFFICER COMMENT/ CONCLUSION

Whilst there are several challenges with utilising R12518 for the purpose of a future brigade station for the AIBFB as outlined in this report, the proposed site also possesses

a number of attributes that would make it a suitable site. In particular, it has excellent access to South Western Highway and the separation distance from nearby residential properties means that it will have a limited impact on neighbours, both in terms of visual and noise impacts.

Perhaps the most constraining and potentially contentious element of the proposed design is the requirement to remove up to 5,000m² of native vegetation and it is for this reason that a flora and fauna assessment was commissioned. Whilst consideration will need to be given to approaching the clearing of vegetation in accordance with the recommendations of the consultant in this regard, it is noted the report did not identify significant environmental issues that would prevent the clearing from proceeding. It is acknowledged this aspect was raised as a concern of a neighbouring landowner and therefore endeavours will be made to retain vegetated buffers to both the east and west and along the frontage to Argyle Road to reduce the visual impact and maintain the noise buffer function of the vegetation as much as possible.

As part of the previous Council resolution from November 2021, Council requested that staff investigate the possibility of utilising the cleared portion of R12518 via the existing access track located in the rail reserve, however as outlined in this report, this is unviable as the subject portion of the reserve is under a private lease arrangement and the PTA is not supportive of any incursion into the rail reserve which would be required to use the existing track.

Furthermore, the AIBFB are not supportive of using this portion of the property as it is considered insufficient in size and dimension. Shire staff have also assessed this aspect and formed the position that the preferred arrangement is for the facility to achieve direct access to Argyle Rd which is less complicated from a land tenure perspective, as well as reducing ongoing maintenance requirements of the track which is subject to inundation in winter and would require significant upgrades if it was required to accommodate heavy vehicles.

It is noted that DFES has advised that an application under the LGGS Capital Works Grants may be 'premature' given the excision and transfer of the management order to the Shire is still under consideration and will still need to be formally administered subject to approval being granted. Further, DFES advised that it has faced a number of cost overruns on existing LGGS projects approved under the 2021/22 allocation and therefore it is unknown how this may impact on funding for the pending financial year. Notwithstanding, it is recommended that the Shire proceed with a view to making an application in March 2022. In the event that the grant application is not supported from either compliance or budgetary considerations in 2022/23, any actions undertaken will support a further application in the following year.

Whilst the Shire has obtained preliminary indicative costs, such estimates will require further refinement and discussion with DFES to:

- confirm that such estimates are accurate and reflective of costs incurred for similar projects funded by DFES in the current economic climate; and
- clarify which elements of the project are eligible for DFES funding under the LGGS funding and which will be the responsibility of the Shire.

It is noted that the LGGS application is due for submission in March, however it may require additional time for the above aspects to be resolved. As such, it is recommended that Council endorses staff to submit an LGGS application, however, it be subject to a further report being brought back to Council outlining any estimated required financial contribution from Council once further clarity is obtained from DFES. This will provide Council with a further opportunity to determine if it has the capacity to proceed with the project in 2022/23.

In light of the above, it is recommended that Council endorses Reserve 12518 as the preferred site for the future Argyle Irishtown Bushfire Brigade station and authorises the actions outlined in the officer recommendation.

COUNCIL RESOLUTION 5/22

Moved: Cr Gubler Seconded: Cr Newman

That Council:

- 1. Acknowledges the submissions received from the nearby landowner and relevant agencies with regard to the proposed use of Reserve 12518 for the purpose of the future Argyle Irishtown Bushfire Brigade station;**
- 2. Endorses Reserve 12518 as its preferred location for the future Argyle Irishtown Bushfire Brigade station generally in accordance with the concept designs provided in Attachment 9.1.2(1);**
- 3. Instructs the Chief Executive Officer to make a formal request to the Department of Planning, Lands and Heritage to excise and transfer the management order for the southern portion of Reserve 12518 from the Public Transport Authority to the Shire of Donnybrook Balingup;**
- 4. Instructs the Chief Executive Officer to prepare a funding application for the construction of the facility under the Department of Fire and Emergency Services Local Government Grants Scheme (Capital Grants) for submission in March 2022;**
- 5. Instructs the Chief Executive Officer to liaise with the Department of Fire and Emergency Services to:**
 - 5.1 confirm accuracy of indicative costs obtained thus far when compared to similar projects;**
 - 5.2 clarify items eligible for LGGS funding and those which are the responsibility of the Shire;**
- 6. Subject to the matters in Resolution 5 being addressed, instructs the Chief Executive Officer to bring a further report to Council outlining estimated project costs (inclusive of the required Shire contribution), for further consideration;**

- 7. Allocates the provision of \$35,000 as part of the 2021-22 Budget Review for costs associated with undertaking due diligence, land administration, planning, and design actions to facilitate outcomes consistent with Council's resolution(s).**

CARRIED 7/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman

Against: Nil

Cr Smith re-entered the chamber at 5:26 pm.

9.2 DIRECTOR CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT

The Schedule of Accounts Paid under Delegation (No 3.1) is presented for public information (Attachment 9.2.1(1)).

9.2.2 MONTHLY FINANCIAL REPORT – DECEMBER 2021

The Monthly Financial Report for December 2021 is attached (*Attachment 9.2.2(1)*).

EXECUTIVE RECOMMENDATION

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

COUNCIL RESOLUTION 6/22

Moved: Cr Massey Seconded: Cr Jones

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

CARRIED 8/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

9.2.3 MONTHLY FINANCIAL REPORT – JANUARY 2022

The Monthly Financial Report for January 2022 is attached (*Attachment 9.2.3(1)*) – to be provided.

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended January 2022 be received.

COUNCIL RESOLUTION 7/22

Moved: Cr Massey Seconded: Cr Jones

That the monthly financial report for the period ended January 2022 be received.

CARRIED 8/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

9.2.4 BUDGET REVIEW – 2021-22

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 10/4
Author	Kim Dolzadelli – Director Corporate and Community
Responsible Manager	Kim Dolzadelli – Director Corporate and Community
Attachments	9.2.4(1) - Mid-Year Budget Review 2021-22
Voting Requirements	Absolute Majority

Recommendation
That Council adopts the Budget Review 2021-22 as provided at Attachment 9.2.4(1) resulting in a balanced Budget position.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*.

The attached Mid-Year Budget Review document (Attachment 9.2.4(1)) details all proposed amendments culminating in a balanced Amended Budget position.

BACKGROUND

Council adopted its 2021/2022 Municipal Budget at its Council Meeting held 25 August 2021. As required under legislation, the Budget Review is presented to Council for consideration.

FINANCIAL IMPLICATIONS

The 2021/22 adopted Municipal Budget provided for a balanced end of year surplus position.

Assuming Council supports the Officer's recommendation to amend the budget as per the attached document, the net impact on the end of year position would result in the end of year estimated surplus position remaining at a balanced position.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Local Government Act 1995 section 6.2 Municipal Budget

Local Government (Financial Management) Regulations 1996 Regulation 33A

Regulation 33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) The review of an annual budget for a financial year must —*
 - a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - b) consider the local government's financial position as at the date of the review; and*
 - c) review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

CONSULTATION

Direct consultation has occurred with the Chief Executive Officer and other appropriate staff.

OFFICER COMMENT

It is recommended that the Council adopts the Budget Review 2021-22 as attached resulting in a balanced Budget position.

EXECUTIVE RECOMMENDATION

Moved: Cr Glover Seconded: Cr Atherton

That Council adopts the Budget Review 2021-22 as provided at Attachment 9.2.4(1) resulting in a balanced Budget position.

AMENDMENT

Amendment: Cr Glover Seconded: Cr Massey

That Council adopts the Budget Review 2021-22 as provided at Attachment 9.2.4(1) resulting in a balanced Budget position, subject to the description for COA1264 (job B320) being changed to “the previous Egan Park Sporting Complex”.

CARRIED 8/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

COUNCIL RESOLUTION 8/22

Moved: Cr Glover Seconded: Cr Atherton

That Council adopts the Budget Review 2021-22 as provided at Attachment 9.2.4(1) resulting in a balanced Budget position, subject to the description for COA1264 (job B320) being changed to “the previous Egan Park Sporting Complex”.

CARRIED 8/0

ABSOLUTE MAJORITY ACHIEVED

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

9.2.5 LONG TERM FINANCIAL PLAN AND RATING STRATEGY – 2021-22 REVIEW

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

Recommendation	
That Council:	
1.	Acknowledges that the Corporate Business Plan is due for presentation to Council for consideration no later than the April 2022 Ordinary Council Meeting and this has implications for the presentation of the 2021-22 reviews of the Long Term Financial Plan and the Rating Strategy to Council for consideration;
2.	Requests the Chief Executive Officer present the 2021-22 reviews of the Long Term Financial Plan and the Rating Strategy to Council for consideration at the next Ordinary Council Meeting post-adoption of the Corporate Business Plan.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Corporate Business Plan was originally scheduled to be considered by Council in December 2021 with the reviews of the Long Term Financial Plan and Rating Strategy reviews due for consideration in March 2022.

As the Corporate Business Plan will now be considered in either March or April 2022, this has a flow-on effect with regard to the timing of presentation of the Long Term Financial Plan and Rating Strategy reviews.

BACKGROUND

At the Ordinary Council Meeting held 15 December 2021 Council resolved the following in relation to the Corporate Business Plan Review 2021-22:

COUNCIL RESOLUTION 208/21

That Council:

- 1. Acknowledge the work undertaken to date in the review of the current Corporate Business Plan, including staff and Councillor workshops.*
- 2. Request the Chief Executive Officer to present the reviewed Corporate Business Plan to Council for consideration no later than the April 2022 Ordinary Meeting of Council, in order that it may assist in informing 2022-23 Budget deliberations.*

CARRIED 8/0 by En bloc Resolution

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Regulation 19DA of the Local Government (Administration) Regulations

- “(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.”*

CONSULTATION

Nil

OFFICER COMMENT

It is recommended that Council acknowledges the follow-on implications for the 2021-22 reviews of the Shire’s Long Term Financial Plan and Rating Strategy resulting from the anticipated timeframe for the adoption of the Corporate Business Plan and requests the Chief Executive Officer to present such reviews to Council for consideration at the next available Council Meeting post-adoption of the Corporate Business Plan.

COUNCIL RESOLUTION 9/22

Moved: Cr Massey Seconded: Cr Jones

That Council:

- 1. Acknowledges that the Corporate Business Plan is due for presentation to Council for consideration no later than the April 2022 Ordinary Council Meeting and this has implications for the presentation of the 2021-22 reviews of the Long Term Financial Plan and the Rating Strategy to Council for consideration;**

- 2. Requests the Chief Executive Officer present the 2021-22 reviews of the Long Term Financial Plan and the Rating Strategy to Council for consideration at the next Ordinary Council Meeting post-adoption of the Corporate Business Plan.**

CARRIED 8/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

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

Location	Shire of Donnybrook Balingup / Shire of Boyup Brook
Applicant	Shire of Donnybrook Balingup
File Reference	A2491, A1732, A2671, A4390, A4389, A1393
Author	Stuart Eaton – Finance Projects
Responsible Manager	Kim Dolzadelli – Director Corporate and Community
Attachments	9.2.6(1) Guiding Principles. 9.2.6(2) Boundary change proposal letter and Landowner Survey – Boundary Adjustment 9.2.6(3) Officer Assessment under Guiding Principles
Voting Requirements	Simple Majority

Recommendation						
That Council:						
1. Endorses a proposed district boundary adjustment for the following properties:						
Land ID	VEN	Assess No	Cert of Title	Lot	Address	Proposed district that the property to be wholly located
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup	Shire of Donnybrook Balingup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup	Shire of Donnybrook Balingup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup	Shire of Donnybrook Balingup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West	Shire of Boyup Brook
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West	Shire of Boyup Brook
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West	Shire of Boyup Brook
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West	Shire of Boyup Brook
2. Subject to the Council of the Shire of Boyup Brook resolving to support the proposed boundary adjustment in accordance with Resolution 1, request the Chief Executive Officer to:						
<ul style="list-style-type: none"> a. Prepare a joint submission document to the Local Government Advisory Board in conjunction with the Shire of Boyup Brook. b. Present the joint submission document to Council for endorsement. 						

STRATEGIC ALIGNMENT

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision

EXECUTIVE SUMMARY

The purpose of this report is to seek a joint Council resolution between the Shire of Donnybrook and Shire of Boyup Brook to determine the preferred district boundary alignment for properties where the shire boundary bisects individual properties along the Shire of Donnybrook Balingup / Shire of Boyup Brook boundary. This determination is necessary to provide direction to officers to prepare the formal Local Government Advisory Board (Board) submission document.

The Board is the body established by the *Local Government Act 1995 (Act)* to assess proposals for changes to local government district boundaries.

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

BACKGROUND

Seven individual lots have been identified as being bisected by the Shire of Donnybrook Balingup / Shire of Boyup Brook local government boundary.

Table 1 Affected Properties

Land ID	VEN	Assess No	Cert of Title	Lot	Address
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West

At the Ordinary Council Meeting on 22 September 2021, the Council of the Shire of Donnybrook Balingup resolved unanimously to support a joint submission to change the boundary as follows (Res: 154/21):

“That Council:

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

Land ID	VEN	Assess No	Cert of Title	Lot	Address
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West

2. *Subject to the Council of the Shire of Boyup Brook resolving to support a joint submission in accordance with resolution 1, endorse the Chief Executive Officer to undertake consultation with landowners resolved in Resolution 1 to determine the preferred district for each affected lot.*
3. *That the Chief Executive Officer reports back to Council following the completion of landowner consultation undertaken in accordance with Resolution 2.”*

At the Ordinary Meeting of Council on 30 September 2021 Council of the Shire of Boyup Brook resolved unanimously to support a joint submission to change the boundary.

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 10.4.1

MOVED: Cr Sarah E G Alexander

SECONDED: Cr Helen C O’Connell

That Council

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

Land ID	VEN	Assess No	Cert of Title	Lot	Address
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West

2. **Subject to the Council of the Shire of Donnybrook Balingup resolving to support a joint submission in accordance with resolution 1, endorse the Chief Executive officer to undertake consultation with landowners resolved in Resolution 1 to determine the preferred district for each affected lot.**
3. **That the Chief Executive Officer reports back to Council following the completion of landowner consultation undertaken in accordance with Resolution 2.**

CARRIED 6/0

Res 22/9/130

The following plan is guiding the joint submission to the Board with relevant completed sections shown.

The resolution that is the subject of this report relates to Stage 3 only (highlighted).

Table 1 Stages

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

The subject properties are clustered in two distinct, geographically separated nodes. The two nodes are approximately 10km apart.

1. Northern Node (Noggerup) – 3 properties.
2. Southern Node (Wilga) – 4 properties.

Figure 1 – Geographic Overview

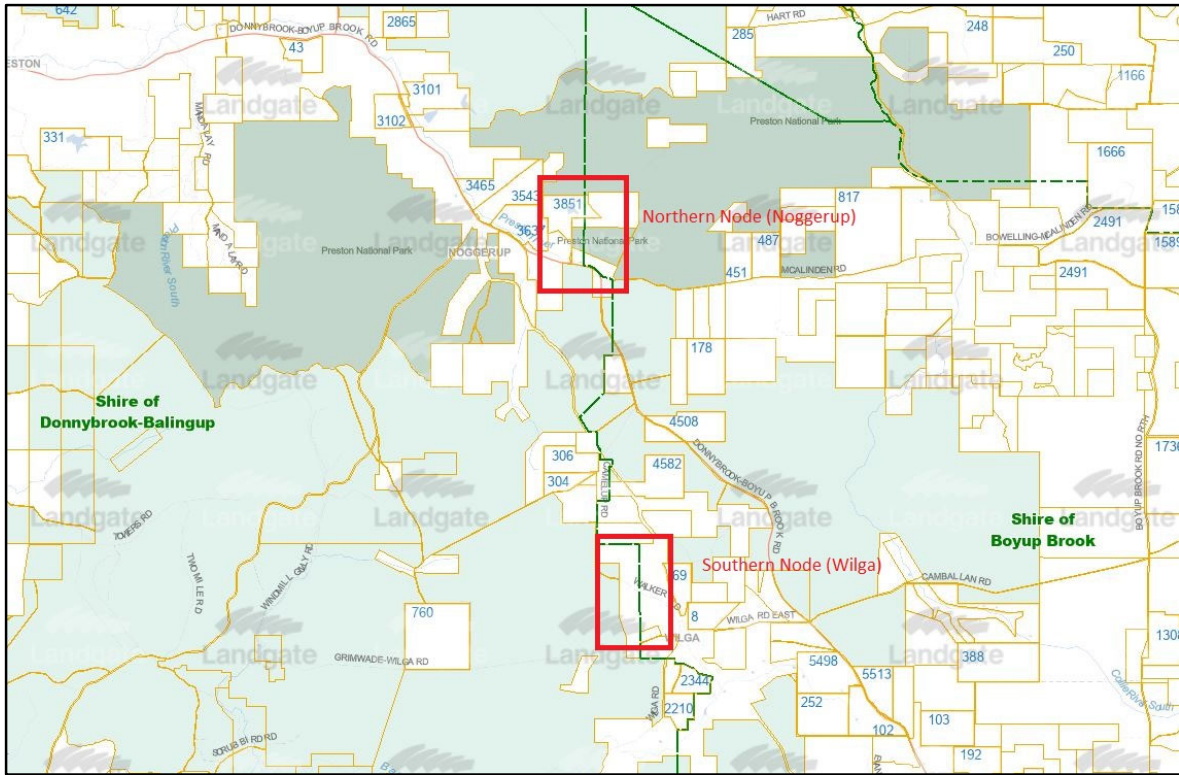


Figure 2 - Northern (Noggerup) Node (3 properties) - Existing Boundary

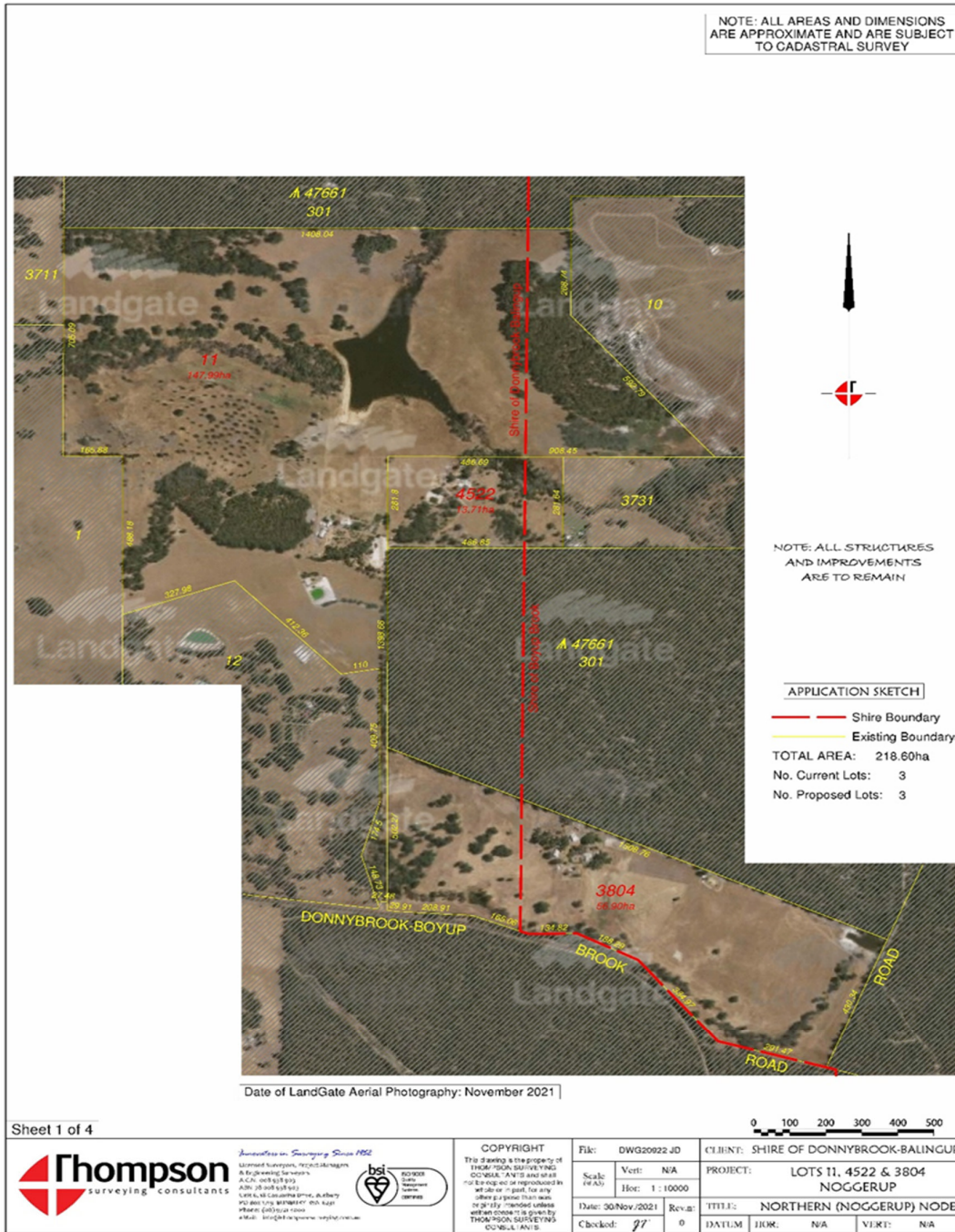
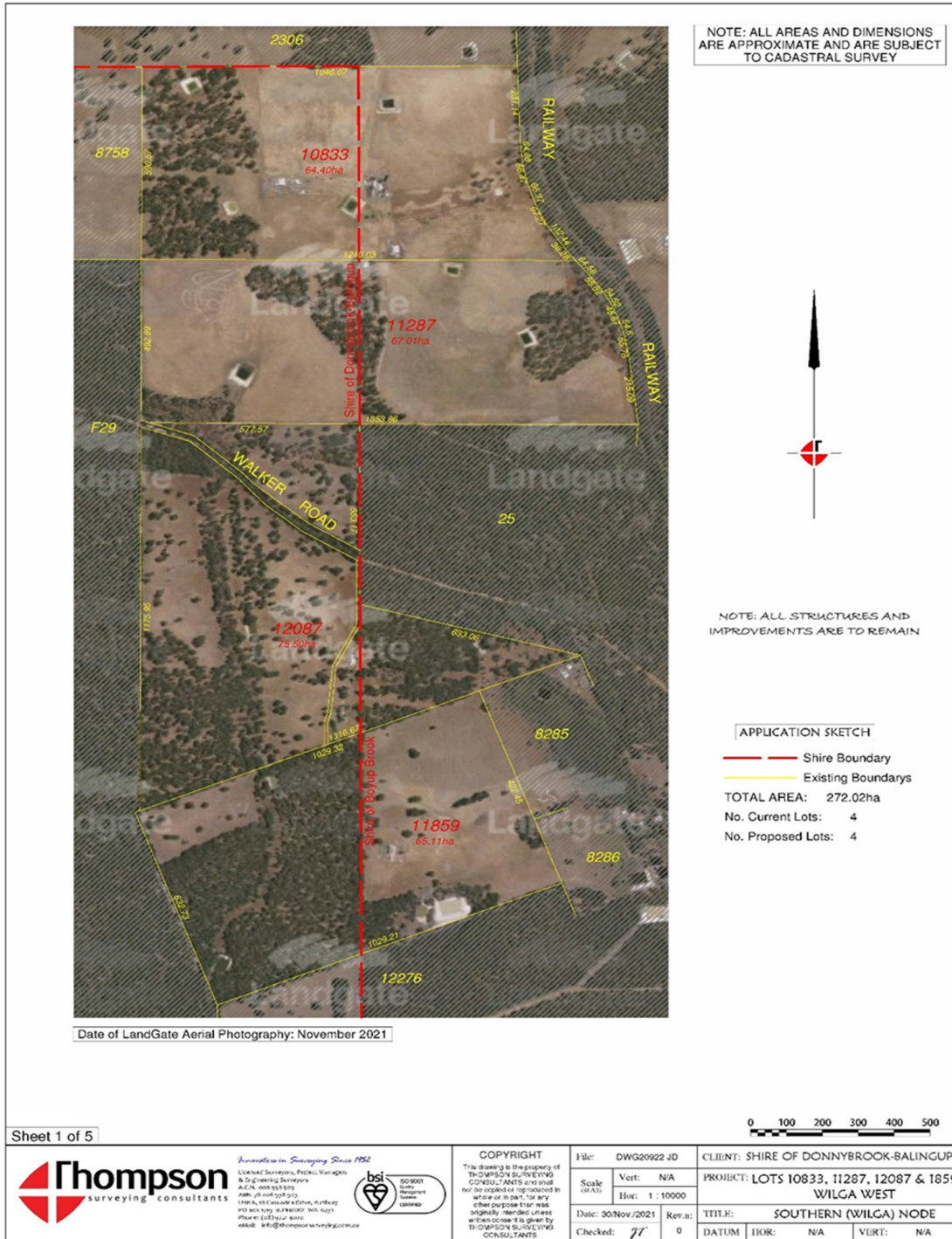


Figure 3 - Southern (Wilga) Node (4 properties) – Existing Boundary



POLICY COMPLIANCE

Not Applicable

STATUTORY COMPLIANCE

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

2. Making a proposal

- (1) *A proposal may be made to the Advisory Board by —*
 - (a) *the Minister; or*
 - (b) *an affected local government; or*
 - (c) *2 or more affected local governments, jointly; or*
 - (d) *affected electors who —*
 - (i) *are at least 250 in number; or*
 - (ii) *are at least 10% of the total number of affected electors.*
- (2) *A proposal is to —*
 - (a) *set out clearly the nature of the proposal, the reasons for making the proposal and the effects of the proposal on local governments; and*
 - (b) *be accompanied by a plan illustrating any proposed changes to the boundaries of a district; and*
 - (c) *comply with any regulations about proposals.*

CONSULTATION

In accordance with joint resolutions of the Shires of Donnybrook Balingup and Boyup Brook, consultation was undertaken with affected landowners.

Landowner consultation was undertaken for a period of 6 weeks, commencing on 1 December 2021, and concluding on 14 January 2022.

Consultation consisted of:

- a) advising landowners of the Shires' intention to submit a boundary change proposal (Attachment 9.2.6(2)).
- b) surveying respective landowners to obtain a preference for the alignment of a future boundary change (Attachment 9.2.6(2)).

Of the seven subject properties, five survey responses were received.

Table 2 Submissions

Support	Oppose	No Response	Total
5	0	2	7

The results of the consultation surveys are detailed as follows:

Table 3 Landowner consultation responses

Owner Last Name	Owner Initials	Lot Number	Street Number	Road	Suburb	Postcode	Support	Landowner Preferred District
Stockton	DJ	Lot 4522	3853	Donnybrook - Boyup Brook Road	Noggerup	6225	Yes	Shire of Boyup Brook
Scott	BF & RA	Lot 11	3851	Donnybrook - Boyup Brook Road	Noggerup	6225	Yes	Shire of Donnybrook Balingup
McAndrew	MA	Lot 3804	3905	Donnybrook - Boyup Brook Road	Noggerup	6226	Yes	Shire of Boyup Brook
Charteris	GW	Lot 11859	N/A	Walker Road	Wilga West	6243	Yes	Shire of Boyup Brook
Charteris	EN	Lot 12087	199	Walker Road	Wilga West	6243	Yes	Shire of Donnybrook Balingup
Moir	EMM & KJ	Lot 10833	118	Walker Road	Wilga West	6243	N/A	No Response Received
Moir	EMM & KJ	Lot 11287	118	Walker Road	Wilga West	6243	N/A	No Response Received

OFFICER COMMENT/CONCLUSION

The proposed boundary recommendations are based on officer assessment undertaken against the following prescribed guiding principles (Attachment 9.2.4(1) Guiding Principles. Proposal to create, change the boundaries of, or abolish a local government district). These guiding principles form the basis for The Board considering changes to local government boundaries.

1. Community Interests
2. Physical and Topographic Features
3. Demographic Trends
4. Economic Factors
5. History of the Area
6. Transport and Communication
7. Matters Affecting the Viability of Local Governments
8. The Effective Delivery of Local Government Services

A full copy of the officer assessment against the guiding principles is provided in Attachment 9.2.6(3) with a summary provided below:

Table 4 Summary of Assessment Under the Guiding Principles

	Northern (Noggerup) node	Southern (Wilga) node
Community of Interests	Donnybrook Balingup	Boyup Brook
Physical and Topographic Features	Donnybrook Balingup	Boyup Brook
Demographic Trends	Not Applicable	Not Applicable
Economic Factors	Donnybrook Balingup	Boyup Brook
History of the Area	Not Applicable	Not Applicable
Transport and Communication	Not Applicable	Not Applicable
Matters Affecting the Viability of Local Governments	Not Applicable	Not Applicable
The Effective Delivery of Local Government Services	Not Applicable	Not Applicable
Summary	Northern (Noggerup) node	Southern (Wilga) node
Shire of Donnybrook Balingup	3	0
Shire of Boyup Brook	0	3
Not Applicable	5	5

The assessment has informed the following proposed realignments which are reflected in the officer recommendation.

Table 5 Assessed Proposed District Boundary

Lot Number	Street Number	Road	Suburb	Postcode	Proposed district that the property to be wholly located	Landowner Preference
Lot 4522	3853	Donnybrook - Boyup Brook Road	Noggerup	6225	Shire of Donnybrook Balingup	Shire of Boyup Brook
Lot 11	3851	Donnybrook - Boyup Brook Road	Noggerup	6225	Shire of Donnybrook Balingup	Shire of Donnybrook Balingup
Lot 3804	3905	Donnybrook - Boyup Brook Road	Noggerup	6226	Shire of Donnybrook Balingup	Shire of Boyup Brook
Lot 11859	N/A	Walker Road	Wilga West	6243	Shire of Boyup Brook	Shire of Boyup Brook
Lot 12087	199	Walker Road	Wilga West	6243	Shire of Boyup Brook	Shire of Donnybrook Balingup
Lot 10833	118	Walker Road	Wilga West	6243	Shire of Boyup Brook	No Response Received
Lot 11287	118	Walker Road	Wilga West	6243	Shire of Boyup Brook	No Response Received

It is noted that three recommendations are at odds with individual landowner preference. Having taken in account landowner survey responses, it is considered that the officer assessment against the guiding principles provide a robust basis for a submission to the Board and therefore forms the basis of the recommendation.

COUNCIL RESOLUTION 10/22

Moved: Cr Massey Seconded: Cr Jones

That Council:

- 1. Endorses a proposed district boundary adjustment for the following properties:**

Land ID	VEN	Assess No	Cert of Title	Lot	Address	Proposed district that the property to be wholly located
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup	Shire of Donnybrook Balingup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup	Shire of Donnybrook Balingup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup	Shire of Donnybrook Balingup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West	Shire of Boyup Brook
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West	Shire of Boyup Brook
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West	Shire of Boyup Brook
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West	Shire of Boyup Brook

- 2. Subject to the Council of the Shire of Boyup Brook resolving to support the proposed boundary adjustment in accordance with Resolution 1, request the Chief Executive Officer to:**
 - a. Prepare a joint submission document to the Local Government Advisory Board in conjunction with the Shire of Boyup Brook.**
 - b. Present the joint submission document to Council for endorsement.**

CARRIED 8/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 DONNYBROOK DENTAL SURGERY – PARTIAL SURRENDER OF LEASE - OPTION FOR SHIRE USE

Location	116B South Western Highway Donnybrook (Donnybrook Dental Surgery)
Applicant	Shire of Donnybrook Balingup
File Reference	L087
Author	Maureen Keegan – Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Cr Smith left the chamber at 5:37pm

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the advice from Bupa Dental Care that the premise located at 116B South Western Highway, Donnybrook is surplus to needs and that Bupa intends to surrender this portion of the lease; 2. Notes that there is a current and future requirement for additional office space to accommodate Shire staff as the existing Administration building is constrained and provides limited opportunity for further growth; 3. Resolves to support the establishment of a satellite Shire office at 116B South Western Highway, Donnybrook to enable a portion of Shire staff to re-locate which will provide increased space and separation between staff for health and operational benefits; 4. Endorses provision of \$50,000 as part of the Budget Review to suitably furnish and provide essential services to the building to accommodate staff.

STRATEGIC ALIGNMENT

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

Outcome	12	A well respected, professionally run organisation.
Objective	12.2	Continuously improve workplace culture.

EXECUTIVE SUMMARY

The current tenants at Units 116A and 116B Southwestern Highway - 'Donnybrook Dental Surgery' have approached the Shire indicating they wish to surrender the lease on Unit 116B whilst retaining the lease on Unit 116A to continue the dental practice.

This provides an opportunity for the Shire to convert Unit 116B into additional Shire office space to accommodate a portion of Shire staff from the current Administration building, thereby releasing the pressure of overcrowding in certain areas.

Further, it has the potential to increase the Shire's resilience in the event of a COVID outbreak potentially facilitating services to be provided from an alternative office in the event of an office lockdown.

BACKGROUND

The tenant (Bupa) of both Units 116A and 116B Southwestern Highway, Donnybrook has requested to surrender their current lease for Unit 116B whilst continuing to lease 116A in its current state as "Donnybrook Dental Surgery".

The Commercially zoned property is situated within the Donnybrook Town Centre and is located on the eastern side of South Western Highway. The site is improved with two detached buildings each currently being occupied as dental surgeries.

This 157m² 1980's space currently contains:

- A reception/office area,
- Staff room,
- Treatment room,
- Three individual consulting rooms,
- Storeroom with existing IT infrastructure (ownership of infrastructure unknown)
- A waiting room, and
- Two toilets

The Lease states that the tenants upon exiting the lease are to:

- Fix any holes in walls (Sec 4.15);
- Repaint walls and ceiling (Sec 5.3);
- Replace floor coverings (Sec 5.4);
- Remove all fixtures and fittings and repair the building to its original state at the commencement of the lease (Sec. 15.2).

Staff have assessed the building and determined that subject to some minor works, it may be suitable for use as an additional Shire office space. An initial assessment has indicated that the space could potentially accommodate 7-10 staff and possesses suitable meeting space, a staff room and ample ablutions.

FINANCIAL IMPLICATIONS

The Budget Review is proposing a transfer of \$50,000 from 'Buildings Reserve' to a new capital works project of "Administration Centre/Dentist Building Renewal".

Ceasing to lease the premise privately will result in a reduction of potentially \$20,000 per annum of private lease income based on the existing lease arrangement.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

Nil.

CONSULTATION

Whilst it is acknowledged there is an opportunity for Council to re-lease the property on a commercial basis to a separate party, the Executive are of the view that it may also present a unique opportunity to be utilised internally by the Shire to prepare for the future and ensure existing staff have appropriate working conditions.

Many staff within the existing Administration building are required to work in close proximity to each other which has operational implications in terms of noise, human movement, privacy etc. Further, with the increased prevalence of COVID in W.A. additional and separate office space will provide health benefits to staff and may potentially enable the Shire to continue providing services to the community in the event that either of the two facilities is required to close for whatever reason.

It is noted that the refurbishment or replacement of the current Shire Administration Building has been considered from time to time by the Shire over a number of years, however there are still no firm plans in place for any action in this regard. The re-location of a portion of staff to a satellite office will release the immediate pressure on the existing Administration building and provide some breathing space for Council over the next few years whilst it determines how it wishes to approach this challenge.

COUNCIL RESOLUTION 11/22

Moved: Cr Glover Seconded: Cr Jones

That Council:

- 1. Acknowledges the advice from Bupa Dental Care that the premise located at 116B South Western Highway, Donnybrook is surplus to needs and that Bupa intends to surrender this portion of the lease;**
- 2. Notes that there is a current and future requirement for additional office space to accommodate Shire staff as the existing Administration building is constrained and provides limited opportunity for further growth;**
- 3. Resolves to support the establishment of a satellite Shire office at 116B South Western Highway, Donnybrook to enable a portion of Shire staff to re-locate which will provide increased space and separation between staff for health and operational benefits;**
- 4. Endorses provision of \$50,000 as part of the Budget Review to suitably furnish and provide essential services to the building to accommodate staff.**

CARRIED 7/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey and Cr Newman

Against: Nil

Cr Smith re-entered the chamber at 5:41pm

9.3.2 LOCAL GOVERNMENT REFORM – WALGA POSITIONS AND RECOMMENDATIONS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan – Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.2(1) WALGA Advocacy Positions and Recommendations 9.3.2(2) Local Government Review Panel Final Report
Voting Requirements	Simple Majority

Recommendation
That Council supports the WALGA Advocacy Positions and Recommendations provided in Attachment 9.3.2(1) regarding the Local Government Reform.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Department of Local Government, Sport and Cultural Industries (DLGSC) is inviting comments from local governments and the wider community to inform implementation of the proposed local government reforms announced by the Minister for Local Government on 10 November 2021.

WALGA has prepared a paper (Attachment 9.3.2(1)) which includes advice on the sector’s current positions that are covered in the reform proposal together with recommendations on establishing new positions for matters not previously canvassed.

BACKGROUND

On 10 November 2021 the Minister for Local Government released a consultation paper on the Local Government legislative reform initiatives. The proposed reforms have been developed based on findings identified as part of the Local Government Act Review and recommendations of various reports, including the Local Government Review Panel Final Report (Attachment 9.3.2(2)).

The DLGSC has advised that major changes to the Local Government Act and Regulations will provide for a stronger, more consistent framework for local government across Western Australia. The reform proposals have been designed to deliver significant benefits for residents and ratepayers, small business, industry, elected members and professionals working in the sector.

The proposed reforms are based on six themes:

- Earlier intervention, effective regulation, and stronger penalties
- Reducing red tape, increasing consistency and simplicity
- Greater transparency and accountability
- Stronger local democracy and community engagement
- Clear roles and responsibilities
- Improved financial management and reporting.

The DLGSC has invited comments from local governments and the wider community to inform the implementation of the proposed reforms.

WALGA contacted local governments requesting feedback in relation to the local government reforms. A copy of WALGA's Advocacy Positions and Recommendations is contained in Attachment 9.3.2(1).

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

Nil.

CONSULTATION

Nil.

OFFICER COMMENT/CONCLUSION

It is recommended Council endorse the positions and recommendations provided by WALGA as contained in Attachment 9.3.2(1).

COUNCIL RESOLUTION 12/22

Moved: Cr Massey Seconded: Cr Jones

That Council supports the WALGA Advocacy Positions and Recommendations provided in Attachment 9.3.2(1) regarding the Local Government Reform.

CARRIED 8/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

9.3.3 ORGANISATIONAL CULTURE SURVEY–2022/23 BUDGET CONSIDERATION

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	PSN12
Author	Ben Rose – Chief Executive Officer
Responsible Manager	Ben Rose – Chief Executive Officer
Attachments	9.3.3(1) – LG People and Culture 9.3.3(2) – Catalyse 9.3.3(3) – Integral
Voting Requirements	Simple Majority

Recommendation	
<p>That Council requests the Chief Executive Officer allocate \$7,000 in the Draft 2022-23 Budget for the purpose of undertaking an organisational culture survey.</p>	

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision

EXECUTIVE SUMMARY

Quotes for an organisational culture survey have been sought to determine an appropriate budget allowance (consideration) for the 2022-23 Budget.

BACKGROUND

In March 2017, the Australian Institute of Company Directors (AICD) undertook a Governance and Culture Survey for the Council, which was funded by the Department of Local Government, Sport and Cultural Industries. The same Governance and Culture Survey was undertaken by the AICD in March 2018, following a significant change to the Council membership (following the LG election). Both the 2017 and 2018 surveys were for the Council / Councillors however did not include the administration / staff.

Council is requested to consider allocation of funding via the 2022-23 draft Budget for the undertaking of an organisation culture survey. Three quotes were sought:

- LG People and Culture: \$4,950 (ex GST)
- Catalyse: \$5,000 (ex GST)
- Integral: \$11,680.00 (ex GST) this does not include Periodic Pulse Surveys (additional \$4,615.00)

FINANCIAL IMPLICATIONS

Council is being requested to consider the quotes provided for possible inclusion of funding in the Draft 2022-23 Budget. Actual determination of the funding will be via Council's consideration of the Final 2022-23 Budget in July/August this year.

Whilst two of the quotes do not exceed \$5k, it is recommended that an additional allowance of \$2k (i.e. total of \$7k) is budgeted for to allow for any required additional presentations (above/beyond the contract allowance) and price increases between now and later in the year when the survey would be undertaken (if supported).

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

Nil.

CONSULTATION

If funding is available for the survey exercise via the 2022-23 Budget, consultation with all staff and Councillors will precede the commencement of any surveys.

OFFICER COMMENT

Shire records indicate that, whilst general workforce surveys have been undertaken over the past decade, an organisational culture survey for staff has never been undertaken. During a period of significant Council membership change in 2017-2018, two Council Governance and Culture Surveys were undertaken for Councillors.

Contemporary organisational management practices would suggest recurring culture surveys (between 1-2) years) to develop meaningful, robust and longitudinal data. The availability of workforce organisational culture data is a key management tool in maintaining (and or developing) a high performance organisation and enables the staff/Executive to identify areas or initiatives for focus. Additionally, in small-to-medium sized organisations (such as the Shire of Donnybrook Balingup), there are likely to be benefits in including the Board/Council as an additional/separate cohort in the survey. Understanding the cultural alignment within the Council membership and between the Council and the Administration is an important factor in developing and maintaining an aligned and high performing organisation.

The scope of works for each quote is similar, including: survey design, survey implementation (electronic and/or hard copy), data collation, data interpretation, report preparation and distribution.

The Council is not being requested to select a preferred quote/candidate, or to approve any expenditure at this stage. Rather, the Council is being requested to support an allocation of funding for the Draft 2022-23 Budget for the purpose of an organisational culture survey. The quotes received/attached, are provided to assist Council in determining an appropriate amount of funding for the 2022-23 Budget.

COUNCIL RESOLUTION 13/22

Moved: Cr Massey Seconded: Cr Jones

That Council requests the Chief Executive Officer allocate \$7,000 in the Draft 2022-23 Budget for the purpose of undertaking an organisational culture survey.

CARRIED 8/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Nil

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil.

13 CLOSURE

The Shire President to advise that the next Ordinary Council Meeting will be held on 23 March commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber and that the Agenda Briefing Session on 16 March will be at the Kirup Hall.

The Shire President declared the meeting closed at 5:42 pm



**AUDIT AND RISK MANAGEMENT COMMITTEE MEETING
MINUTES**

held on
Wednesday 9 February 2022

Commencing at 5.34pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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

Ben Rose
Chief Executive Officer

14 February 2022

Disclaimer

Please note: These minutes are yet to be confirmed as a true record of proceedings

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SHIRE OF DONNYBROOK BALINGUP
AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES

held at the Council Chambers
9 February 2022 at 5.34pm

1 DECLARATION OF OPENING

Chairperson – Acknowledgment of Country

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

The Chairperson declared the meeting open at 5:34pm and welcomed the members of the Committee and guests in the public gallery.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Leanne Wringe (Shire President) Cr Chaz Newman Cr Chris Smith	Mr Kim Dolzadelli – Director Corporate Community
EXTERNAL MEMBERS	GUESTS
Mr Ian Telfer – Chairperson	Mr Shane Sercombe Mr Simon McInnes Ms Lisa Glover Mr Peter Gubler

2.1 APOLOGIES

Ms Carly Anderson – External Member
Mr Ben Rose – Chief Executive Officer

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM CHAIRPERSON

The Chairperson noted a request from the Director of Corporate and Community Services to be able to table 2 new documents at the meeting.

The first document being “Tabled Document 1” – updated version of the Audit Concluding Memorandum, which was received at 2:35pm 9 February 2014 from the Assistant Director, Financial Audit Office of the Auditor General. It was noted that the change to the document was on Page 8 with the addition of the Note regarding “Discontinued Operations”.

The second document being “Tabled Document 2” copy of email from the Auditor General of Western Australia titled “2020-21 Annual Financial Audit Report Delay for Shire of Donnybrook Balingup”.

The Chairperson asked members if there was a mover to accept the Tabled documents.

Committee Resolution:

Committee Resolution

That the Audit and Risk Management Committee receive and note the two tabled documents being:

- **Tabled Document 1 – updated version of the Audit Concluding Memorandum,**
- **Tabled Document 2 – copy of email from the Auditor General of Western Australia titled “2020-21 Annual Financial Audit Report Delay for Shire of Donnybrook Balingup”.**

Moved Cr Leanne Wringe Seconded Cr Chris Smith

The Chairperson invited members of the Public Gallery to ask questions

Mr Sercombe handed a typed document containing questions to members of the Committee and Director of Corporate and Community.

Question: Shane Sercombe

- “In ongoing responses to items identified in red as having ‘Significant’ risk the shire continues to raise the lack of available resources. Would the Audit and Risk Committee consider helping to address this by formally requesting that council prioritise its resources to assist the administration address these ‘significant’ risks?”

Attachment 6.2

AUDIT REG. 17 REVIEW 2018 (Status Update - OCTOBER 2021)

Ref	Issue	Risk Rating	Update	Status
Internal Controls				
3.2.1	Procurement and Contract Management Currently no formal contract management framework in place resulting in an inconsistent approach implemented by those responsible for contract management.	Significant	The development of a framework would need to take into account the Performance Audits by the OAG released in May 2020 with regard to contract extensions and variations. Action on progressing this item is currently restricted due to current governance resources being allocated to implementing new legislation and operations resources being occupied on projects. External resources will be required to undertake this review in the future. On hold pending allocation of additional resources.	ONGOING
3.2.2	General Journals General Journals are not currently being independently reviewed and supporting documentation is not being retained with journal records.	Significant	All general Journals are reviewed by the EMCC and supporting information attached.	COMPLETED
Information Technology (IT)				
3.2.3	We identified various enhancements and improvement recommendations in relation to the Shire's IT.	Moderate	The review highlighted the lack of policies and strategies concerning IT systems and security. To implement these recommendations would require a comprehensive review of IT with dedicated project funding and also additional FTE employees to implement and maintain the recommended activities. This project is on hold pending the allocation of the additional financial resources.	ONGOING
4.2.3	Internal Audit Function Currently no formal internal audit function in place.	Moderate	To be reviewed by DCC as part of 2021-22 Budget. \$15k included in 2021-22 Budget.	ONGOING

Response: Chairperson

As Chairperson of the Audit and Risk Management I will request the Chief Executive Officer provide an update on the matter you have raised and provide advice to the Audit and Risk Management Committee.

Question: Shane Sercombe

- **“The Department of Local Government Audit Committee best practice states -“**

*Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

https://www.dlgsc.wa.gov.au/docs/default-source/local-government/operational-guidelines/operational-guideline-9-the-appointment-function-and-responsibilities-of-audit-committees.pdf?sfvrsn=77bf5a06_1audit

“If those requirements have not been met would the resolutions made by the Audit and Risk Committee since the LG elections in October be invalid?”

Response: Director Corporate and Community Services:

No, they would not be invalid. You are referencing a best practice guide not legislative requirement.

A public Expression of Interest for interested person to become a member of the Audit and Risk Committee has been advertised with the closing date being Friday 11 February 2022.

Question: Shane Sercombe

- In the email response as per below the OAG stated:

“The result of the annual audit and the auditor report was discussed in the exit meeting with the Shire of Donnybrook –Balingup last Thursday 10 December 2020. Both the President and the Audit Chair were invited to this meeting and we normally welcome other councillors to attend those meetings.”

“Has the Audit committee and council been invited the 2021 Audit Exit Meeting?”

From: Mahmoud Salahat [REDACTED]
Sent: Tuesday, December 15, 2020 5:18 pm
To: Shane Sercombe; Ian Telfer
Cc: Stuart Fraser; Narrell Lethorn; andrew.borrett [REDACTED]; Renuka Venkatraman; Tim Partridge
Subject: RE: Audit Concerns

Hi Shane,

This response might be late but unfortunately I am out of the office on leave this afternoon.

The result of the annual audit and the auditor report was discussed in the exit meeting with the Shire of Donnybrook –Balingup last Thursday 10 December 2020. Both the President and the Audit Chair were invited to this meeting and we normally welcome other councillors to attend those meetings. However, I would be happy to attend the next Audit Committee meeting and respond to any queries associated with the annual audit and the auditor report.

If you have further enquiries, please do not hesitate to me

Regards

Mahmoud Salahat
Assistant Director, Financial Audit
Office of the Auditor General for Western Australia

Response: Director Corporate and Community Services:

All Councillors have been formally invited to attend the Audit Exit meeting.

Question: Shane Sercombe

New Questions:

- Has the CEO received the Annual Financial Report?
- In Page 5 of the Audit Concluding Memorandum the Auditor states:

Depreciation and amortisation

- Reviewed depreciation policy for the various asset classes and assessed the reasonableness of rates used.
 - Documented and tested key financial controls around the calculation of depreciation/amortisation.
 - Performed depreciation recalculations based on our sampling approach.
-

The Shires response:

Management response:

1. The Shire's Operating Surplus Ratio is being adversely impacted by non-cash depreciation charges. A preliminary review of Depreciation Rates has been undertaken and points to a potential over calculation of depreciation as does the fact that Road Infrastructure Assets are not disaggregated therefore residual values cannot be put in place where appropriate.

Why are these two statements conflicting?

Potential Reduction in Depreciation	\$2,329,814
--	--------------------

- After four finance Managers in four years is it likely that they have all over calculated the shires \$5.7m p/a depreciation by \$2.3m?

Response: Director Corporate and Community Services:

The Audited Annual Financial report has not yet been signed off by the Auditor General of Western Australia, this is expected to occur within the next few weeks.

The two statements referred to with respect to depreciation the views stated in the Audit Concluding Memorandum are based upon current treatment of Depreciation of Assets.

The management response refers to a change in the methodology and introduction of residual values.

The Director went into a detailed explanation of the reason as to why Residual Values, particularly on Road Assets, had potential to greatly reduce the amount of annual depreciation.

Question: Shane Sercombe

- **Page 3 of the Audit Concluding Memorandum the Auditor states:**

In addition, we noted the following matter to be reported in accordance with Reg 10(3) of the Local Government (Audit) Regulations 1996:

- There is a significant adverse trend in the financial position of the Shire as the Operating Surplus Ratio has been below the industry benchmark for the past 3 years.
- Non-compliance with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law as there were instances where manual accounting entries had been prepared and posted without any evidence of review by a second officer. Accounting journals can represent significant adjustments to previously approved accounting transactions, and therefore should be appropriately reviewed and approved.
- The Shire has not reported the Asset Renewal Funding Ratio for 2021, 2020 or 2019 in the annual financial report as required by section 50(1) of the Local Government (Financial Management) Regulations 1996, as the Shire's adopted long term financial plan does not include the required information to calculate the ratio.
- **What policy can the Audit Committee recommend be ^{WP}updated to prevent accounting entries being posted without review?**
- **With the shire publicly raising awareness of Asset Management would the Audit Committee recommend the Long-term Financial Plan be reviewed by council prior to council budget preparations?**

Response: Director Corporate and Community Services:

As noted in the Agenda papers the Director of Corporate and Community has personally reviewed the 1148 general journals processed in the 2020/21 Financial Year and has

found a total of 6 that had no evidence of review by a senior staff member. This equates to a failure rate in the process of 0.52% with compliance standing at 99.48%. The 6 journals were also checked for legitimacy and supporting documentation with no adverse findings.

Staff appreciate the importance and significance of the process and will continue to strive for 100% compliance. There is no need for a "Policy to updated" as this is an administrative procedural matter.

An Item is being presented to Council at its February Ordinary Council meeting to, in part,:

"Requests the Chief Executive Officer present the 2021-22 reviews of the Long Term Financial Plan and the Rating Strategy to Council for consideration at the next Ordinary Council Meeting post-adoption of the Corporate Business Plan"

If Council resolves the above Officers will present the Long Term Financial Plan to Council for consideration prior to Budget Deliberations.

Question: Simon McInnes:

At the last meeting of the Audit and Risk Committee meeting I asked the following yet there still appears to be no response:

Question: Simon McInnes

In the attachment to the minutes of the meeting of 14 October 2021 under the section 3.2.1 "Procurement and Contract Management", page 3 of attachment 6.2 it states:

"Currently no formal contract management framework in place resulting in an inconsistent approach implemented by those responsible for contract management."

Noting that the status of this Item remains unchanged as "Ongoing" and that the Risk Rating is "Significant I would ask that the Audit and Risk Management Committee make recommendation to Council to ensure appropriate funds can be allocated to resolve this issue.

Response: Chairperson

As Chairperson of the Audit and Risk Management I will request the Chief Executive Officer provide an update on the matter you have raised and provide advice to the Audit and Risk Management Committee.

4 DECLARATION OF INTEREST

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

Nil

5 CONFIRMATION OF MINUTES

Minutes of the Audit and Risk Management Committee meeting held 7 December 2021 are attached (Attachment 5(1)).

Executive Recommendation

That the Minutes of the Audit and Risk Management Committee Meeting held 7 December 2021 be confirmed as a true and correct record.

COMMITTEE RESOLUTION

Moved Cr Chris Smith

Seconded Cr Chaz Newman

That the Minutes of the Audit and Risk Management Committee Meeting held 7 December 2021 be confirmed as a true and correct record.

Carried 4/0

6 REPORTS OF OFFICERS

6.1 ANNUAL FINANCIAL AUDIT 2020/21 - AUDIT CONCLUDING MEMORANDUM

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 02A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	Moore Australia – Audit Concluding Memorandum
Voting Requirements	Simple Majority

Executive Recommendation

That the Audit and Risk Management Committee receive and review the Audit Concluding Memorandum for the year ending 30 June 2021.

COMMITTEE RESOLUTION

Moved Cr Leanne Wringe

Seconded Cr Chaz Newman

That the Audit and Risk Management Committee:

- a) Receive the Audit Concluding Memorandum,
- b) Having reviewed the Audit Concluding Memorandum requests the Chief Executive Officer to report back to the committee in relation to Item 4.1 “Internal Controls Relevant to Audit”, and
- c) Supports the management responses as contained within the Agenda.

Carried 4/0

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

Moore Australia was engaged by the Office of Auditor General (OAG) Western Australia to perform an audit of the Shire of Donnybrook Balingup (the Shire)’s annual financial report for the year ended 30 June 2021.

The key purpose of the memorandum is to communicate the results of the audit with those charged with governance.

Moore Australia has requested management and the Audit Committee to review this document to ensure that:

- the Shire concurs with the matters raised, and
- there are no further significant considerations or matters that could impact the audit and the financial report.

BACKGROUND

The attached Audit Concluding Memorandum is marked as “CONFIDENTIAL” however the Director of Corporate and Community Services has sought and gained consent from Moore Australia to allow the document being attached to this Agenda as a non-confidential item, consent was obtained on 4 February 2022.

The Audit Concluding Memorandum will form the basis of discussions for the Audit Exit meeting.

The following matters contained within the Memorandum to be reported in accordance with Reg 10(3) of the Local Government (Audit) Regulations 1996:

1. There is a significant adverse trend in the financial position of the Shire as the Operating Surplus Ratio has been below the industry benchmark for the past 3 years.
2. Non-compliance with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law as there were instances where manual accounting entries had been prepared and posted without any evidence of review by a second officer. Accounting journals can represent significant adjustments to previously approved accounting transactions, and therefore should be appropriately reviewed and approved.
3. The Shire has not reported the Asset Renewal Funding Ratio for 2021, 2020 or 2019 in the annual financial report as required by section 50(1) of the Local Government (Financial Management) Regulations 1996, as the Shire’s adopted long term financial plan does not include the required information to calculate the ratio.

Management response:

1. The Shire’s Operating Surplus Ratio is being adversely impacted by non-cash depreciation charges. A preliminary review of Depreciation Rates has been undertaken and points to a potential over calculation of depreciation as does the fact that Road Infrastructure Assets are not disaggregated therefore residual values cannot be put in place where appropriate.

Staff will continue to review this issue and implement appropriate actions.

The below table (2019/2020) shows the potential for reduction in depreciation charges which would have a significant impact on this Ratio; note this does not yet include Buildings:

Non-Current Assets - Depreciation			
Local Government	Property, Plant and Equipment and Infrastructure	Depn	Rate of Depn
Shire of Donnybrook	\$166,302,974	\$5,529,704	3.33%
Shire of Bridgetown-Greenbushes	\$204,667,616	\$3,570,493	1.74%
Shire of Capel	\$175,007,654	\$4,546,874	2.60%
Shire of Nannup	\$108,930,057	\$1,557,445	1.43%
Average Rate of Depreciation			2.27%
Average Rate of Depreciation Excluding Donnybrook			1.92%

Shire of Donnybrook	Average Rate of Depreciation Applied	\$3,782,344
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Potential Reduction in Depreciation	\$1,747,360
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Shire of Donnybrook	Average Rate of Depreciation Ex Donnybrook Applied	\$3,199,890
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Potential Reduction in Depreciation	\$2,329,814
--	--------------------

2. Management acknowledges this finding and notes that the above recommendation is already in operational practice.

The Director of Corporate and Community has personally reviewed the 1148 general journals processed in the 2020/21 Financial Year and has found a total of 6 that had no evidence of review by a senior staff member. This equates to a failure rate in the process of 0.52% with compliance standing at 99.48%. The 6 journals were also checked for legitimacy and supporting documentation with no adverse findings.

Staff appreciate the importance and significance of the process and will continue to strive for 100% compliance.

3. The current Long Term Financial Plan (LTFP) does not categorise Capital expenditure into type; that being New, Upgrade or Renewal, for this ratio to be calculated the Renewal component needs to be itemized in the LTFP.

Staff will be reviewing the LTFP and ensuring that all Capital expenditure is categorised such that this Ratio can be calculated into the future.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Local Government Act 1995 Part – 7 Audit

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and*
 - (ii) its functions relating to other audits and other matters related to financial management;**
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
 - (i) report to the council the results of that review; and*
 - (ii) give a copy of the CEO's report to the council;**
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and*
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);**
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and*
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and**

- (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

CONSULTATION

Not Applicable.

OFFICER CONCLUSION

The matters raised in the Audit Concluding Memorandum have been considered by Council officers and actions are to be put in place addressing issues raised.

7 CLOSURE

The Chairperson to declare the meeting closed at 6:54pm.



AUDIT AND RISK MANAGEMENT COMMITTEE MEETING MINUTES

Held on

Thursday 3 March 2022

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

A handwritten signature in black ink, appearing to read 'BGR' followed by a flourish.

Ben Rose
Chief Executive Officer

08 March 2022

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SHIRE OF DONNYBROOK BALINGUP
AUDIT AND RISK MANAGEMENT COMMITTEE MEETING MINUTES

Held at the Council Chambers
3 March 2022 at 5.00pm

1 DECLARATION OF OPENING

Chairperson – Acknowledgment of Country

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

The Chairperson declared the meeting open at 5:00pm and welcomed the members of the Committee.

The Chairperson stated the following in accordance with Council Policy EM/CP-2:

This meeting is being digitally recorded in accordance with Council policy.

Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Leanne Wringe (Shire President) Cr Chris Smith	Mr Kim Dolzadelli – Director Corporate Community Mr Ben Rose – Chief Executive Officer Archana Arun – Administration Officer Executive Services
EXTERNAL MEMBERS	GUESTS
Mr Ian Telfer – Chairperson	

2.1 APOLOGIES

Ms Carly Anderson
Cr Chaz Newman

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM CHAIRPERSON

Nil.

4 DECLARATION OF INTEREST

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

5 CONFIRMATION OF MINUTES

Minutes of the Audit and Risk Management Committee meeting held 9 February 2022 are attached (Attachment 5(1)).

EXECUTIVE RECOMMENDATION

That the Minutes of the Audit and Risk Management Committee Meeting held 9 February 2022 be confirmed as a true and correct record.

COMMITTEE RESOLUTION

Moved: Cr Wringe Seconded: Cr Smith

That the Minutes of the Audit and Risk Management Committee Meeting held 9 February 2022 be confirmed as a true and correct record.

CARRIED 3/0

The Chairperson in consultation with the committee members brought Agenda Item 6.4 forward.

6 REPORTS OF OFFICERS

6.1 ANNUAL FINANCIAL STATEMENTS AUDIT OPINION 2020/21

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 02A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	6.1(1) - Annual Financial Statements 2020/21 6.1(2) - Audit Opinion 2020/21 6.1(3) – Report on Significant Finding 2020/21 Audit
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee recommend to Council:</p> <ol style="list-style-type: none"> 1. Receive the Annual Financial Report and Audit Report for the year ending 30 June 2021; and 2. Forward to the Minister for Local Government, Sport and Cultural Industries the report on significant findings as attached for the year ending 30 June 2021, as required by Section 7.12A(4)(b) of the Local Government Act 1995.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Office of the Auditor General (OAG) has completed the Audit of the Annual Financial Report for the year ended 30 June 2021. The audit opinion was issued on 23 February 2022 and is attached to this item for reference.

The audit opinion is unqualified and concludes that the report fairly represents the results of the operations of the Shire for the period ended 30 June 2021.

There is one item included under the heading of 'Report on Other Legal and Regulatory Requirements' which require consideration by the Committee and the Council and relate to a significant adverse trends opinion as follows:

"(a) In my opinion, the following material matters indicates a significant adverse trend in the financial position of the Shire:

- a) The Operating Surplus Ratio as reported in Note 35 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries standard for the past 3 financial years."*

Management Comment

The Shire's Operating Surplus Ratio is being adversely impacted by non-cash depreciation charges. A preliminary review of Depreciation Rates has been undertaken and points to a potential over calculation of depreciation as does the fact that Road Infrastructure Assets are not disaggregated therefore residual values cannot be put in place where appropriate.

Officers note that the Department of Local Government, Sport and Cultural Industries (DLGSC), under direction from the Minister, has recently released its draft Model Financial Statements as part of the broader Local Government Reform currently being undertaken.

The following is contained in the current draft which if progressed would remove the current Ratio calculations:

- "Prescribed financial ratios have been removed. Consequently, it should be assumed that financial data required to report useful financial ratios will be prescribed in the model accounts."*

The methodologies of calculating the operating surplus ratio are generally recognized, within the Local Government sector, as being inappropriate to be used to determine a significant adverse trend.

Pending the final outcome of the Local Government Reform Officers will undertake a full review of Depreciation calculation and methodology.

There are two items included under the heading of 'Report on Other Legal and Regulatory Requirements' which requires consideration by the Committee and the Council and relates to statutory compliance as follows:

"(ii) The following material matters indicating non-compliance with Part 6 of the Act, the Regulations or applicable financial controls of any other relevant written law were identified during the course of my audit:

- a) Accounting journal adjustments were processed with no evidence of independent review and approval. Accounting journals can represent significant adjustments to previously*

approved accounting transactions, and therefore should be appropriately reviewed and approved.

- b) *The Shire has not reported the Asset Renewal Funding Ratio for 2021, 2020 and 2019 in the annual financial report as required by Section 50(1) of the Local Government (Financial Management) Regulations 1996, as the long-term financial plan adopted by the Shire does not include the required information to calculate the ratio.”*

Management Comment

Accounting Journals:

Management acknowledges this finding and notes that the above recommendation is in operational practice.

The Director of Corporate and Community has personally reviewed the 1148 general journals processed in the 2020/21 Financial Year and has found a total of 6 that had no evidence of review by a senior staff member. This equates to a failure rate in the process of 0.52% with compliance standing at 99.48%. The 6 journals were also checked for legitimacy and supporting documentation with no adverse findings.

Staff appreciate the importance and significance of the process and will continue to strive for 100% compliance.

Asset Renewal Funding Ratio:

The Shire adopted its Long Term Financial Plan (LTFP) 2020-2040 on 22 December 2020 however this plan was not considered by the OAG as it does not categorise Capital expenditure into type; that being New, Upgrade or Renewal, for this ratio to be calculated the Renewal component needs to be itemised in the LTFP.

All the necessary asset management planning is complete to a sufficient level to inform the development of the calculation of the asset renewal funding ratio, this however needs to be imbedded into the LTFP.

Officers note that the Department of Local Government, Sport and Cultural Industries (DLGSC), under direction from the Minister, has recently released its draft Model Financial Statements as part of the broader Local Government Reform currently being undertaken.

The following is contained in the current draft which if progressed would remove the current Ratio calculations:

- *“Prescribed financial ratios have been removed. Consequently, it should be assumed that financial data required to report useful financial ratios will be prescribed in the model accounts.*
- *Asset ratios requiring audit attestation have been removed from audit scope. This will require amendment to regulation 10 (3) (e) and 4A of the Local Government (Audit) Regulations 1996.”*

Pending the final outcome of the Local Government Reform Officers will work to ensure that the appropriate data is compiled in the LTFP which is currently under review to allow for this ratio to be calculated if required.

BACKGROUND

The Shire of Donnybrook Balingup audit for year ending 30 June 2021 was conducted by the Office of the Auditor (OAG) using a private contractor; Moore Australia.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Local Government Act 1995 Part – 7 Audit

7.12A. Duties of local government with respect to audits

- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*

- (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

CONSULTATION

Not Applicable.

OFFICER CONCLUSION

The matters raised in the Audit Opinion have been considered by Council officers and actions are to be put in place addressing issues raised.

COMMITTEE RESOLUTION

Moved Cr Smith

Seconded Cr Wringe

That the Audit and Risk Management Committee recommend to Council:

- 1. Receive the Annual Financial Report and Audit Report for the year ending 30 June 2021; and**
- 2. Forward to the Minister for Local Government, Sport and Cultural Industries the report on significant findings as attached for the year ending 30 June 2021, as required by Section 7.12A(4)(b) of the Local Government Act 1995.**

CARRIED 3/0

6.2 COMPLAINTS AUDIT RETURN 2021

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Loren Clifford, Corporate Planning and Governance Officer
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	6.2(1) - 2021 Compliance Audit Return 6.2(2) - Letter OAG - 2020-21 Annual Financial Audit Report Delay
Voting Requirements	Simple Majority

Executive Recommendation 1

That the Audit and Risk Management Committee review the Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021.

Executive Recommendation 2

That the Audit and Risk Management Committee recommends to Council that:

- 1. The 2021 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021 be adopted, and**
- 2. Makes any recommendations to Council regarding the review as it considers appropriate.**

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

A Local Government Compliance Audit Return (CAR) is required to be undertaken in accordance with the *Local Government (Audit) Regulations 1996* Reg. 14(1).

The Audit was conducted by staff for the period 1st January to 31st December 2021, within the scope and in the format required by the Department of Local Government, Sport and Cultural Industries.

After conducting the checking process, the 2021 CAR contains a positive compliance response (or not applicable) of 96 out of the 98 compliance items (98%) with a non-compliance response for two items as set out in the table below.

The Officer also notes the comments in relation to the two items and in the case of Item 3 the lack of control the Shire has over the OAG in the delivery of the Annual Financial Report and also the fact that as such there is no statutory timeframe for the CEO to adopt the Employee Code of Conduct.

For all intents and purposes the officer is of the opinion that 100% compliance has been attained for items that it can control.

Topic	Item Number	Matter
Finance	3	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?
Officer Comment:		
Not received from OAG, Audit exit meeting occurred Tuesday 15 February 2022. Letter from OAG attached apologising for delay previously circulated to all Councillors 4 January 2022 and tabled at the Audit and Risk Management Committee meeting held 9 February 2022.		
Topic	Item Number	Matter
Disclosure of Interest	25	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?
Officer Comment:		
The Draft Code of Conduct will be presented to staff at the March 2022 staff meeting for comment. There is no statutory timeframe for the CEO to adopt the Employee Code of Conduct.		

BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSCI) requires local governments to conduct an annual assessment of their compliance with key components of the *Local Government Act 1995* (the Act) and associated Regulations. The 2021 CAR is to be provided to the DLGSCI by 31 March 2022.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Under *Regulation 14 of the Local Government (Audit) Regulations 1996* the 2021 CAR is to be reviewed by Council's Audit Committee and then report the results of that review to Council for adoption.

A printed copy of the CAR and a copy of minute of the Audit Committee is to be presented to the Council at the next Ordinary Council Meeting for consideration. The minute and recommendation from the Audit and Risk Management Committee to the Council is considered to constitute the report referred to in the legislation.

Following presentation to Council, a certified copy of the 2021 CAR, along with an extract of the minutes of the meeting at which the CAR was adopted by Council, and any additional information, is to be submitted on-line to the Department of Local Government, Sport and Cultural Industries by 31 March 2022.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The 2021 CAR contains 98 questions grouped in relation to various compliance areas.

The result of the 2021 CAR was a positive compliance response or not applicable response to 96 of those requirements and two negative responses as set out below:

- **Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?** Not received from OAG, Audit exit meeting occurred Tuesday 15 February 2022.
- **Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?** The Draft Code of Conduct will be presented to staff at the February 2022 staff meeting for

comment. There is no statutory timeframe for the CEO to adopt the Employee Code of Conduct.

EXECUTIVE RECOMMENDATION 1

That the Audit and Risk Management Committee review the Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021.

EXECUTIVE RECOMMENDATION 2

That the Audit and Risk Management Committee recommends to Council that:

- 1. The 2021 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021 be adopted, and**
- 2. Makes any recommendations to Council regarding the review as it considers appropriate.**

Amendment Cr Wringe

Seconded Cr Smith

- 1. That the Audit and Risk Management Committee review the Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021.**
- 2. That the Audit and Risk Management Committee recommends to Council that:**
 - a) The 2021 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021 be adopted, and**
 - b) Makes any recommendations to Council regarding the review as it considers appropriate.**

LAPSED AS SUBSTANTIVE MOTION CARRIED

Amendment Cr Smith

Seconded Cr Wringe

- 1. That the Audit and Risk Management Committee review the Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021.**

- 2. That the Audit and Risk Management Committee recommends to Council that:**
 - a) The 2021 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021 be adopted, and**

 - b) The Committee notes they have no recommendations to the Council on this matter given the extensive information included by staff in the Compliance Audit Return documentation attached.**

COMMITTEE RESOLUTION

Moved Cr Smith

Seconded Cr Wringe

- 1. That the Audit and Risk Management Committee review the Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021.**

- 2. That the Audit and Risk Management Committee recommends to Council that:**
 - a) The 2021 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021 be adopted, and**

 - b) The Committee notes they have no recommendations to the Council on this matter given the extensive information included by staff in the Compliance Audit Return documentation attached.**

CARRIED 3/0

The Mover and Seconder agreed to an amendment to Resolution 2 b.

6.3 INTERNAL AUDIT PROPOSAL

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 02A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	6.3(1) - Confidential AMD Internal Audit Proposal 6.3(2) - Confidential AMD Internal Audit List of Modules Note: the attachments are considered confidential in accordance with the Local Government Act 1995, Section 5.23 (2) (c) <i>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.</i>
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee:</p> <ol style="list-style-type: none"> 1. Review the Internal Audit Proposal attached as a confidential document, and 2. Recommends that Council accept the proposal 3 Year Internal Audit Proposal from AMD Chartered Accountants.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

An Expression of Interest for the provision of Internal Audit services was sent out to the following three qualified providers:

- a) Moore Australia - (declined due to conflict of interest as they are appointed as our auditor through the Office of the Auditor General),
- b) Butler Settineri – no response, and

c) AMD Chartered Accountants (AMD) – response received

The Officer recommends acceptance of the proposal received by AMD.

BACKGROUND

At its meeting held 7 December 2021 the Audit and Risk Management Committee made the following resolution.

“COMMITTEE RESOLUTION

Moved Cr Chris Smith Seconded Cr Chaz Newman

That the Audit and Risk Management Committee notes that a Request for Expression of Interest for Internal Audit functions will be prepared by Officers to encompass the following requirements:

- 1. To be undertaken in accordance with the Institute of Internal Auditors Code of Ethics;*
- 2. To be undertaken in accordance with the Internal Auditors Professional Practices Framework; and*
- 3. The broad scope of the Internal Audit program will include, at least, the following items with componentized costings:*
 - a. Information technology;*
 - b. Security and emergency procedures including accident / incident reporting;*
 - c. Vehicle fleet management;*
 - d. Lease management (where Local Government Lessor);*
 - e. Service contract management;*
 - f. FBT/GST review;*
 - g. Assessment of attractive asset control – i.e., phones, tablets and fraud awareness;*
 - h. Compliance (Local Government Act and local laws);*
 - i. Asset management (capital expenditure, asset control, depreciation schedules and preventative maintenance programs);*
 - j. Insurance management;*
 - k. Stock control; and*
 - l. Policy and procedure maintenance.*

The Final Scope for the Internal Audit program will be reviewed at the Audit and Risk Management Committee and recommendations made to Council at the February 2022.”

FINANCIAL IMPLICATIONS

The 2021/22 Budget includes a provision of \$15,000 for Internal Audit Services.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

The Internal Audit process is not required by any legislation and goes beyond any Statutory Compliance requirements.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The officer believes that the proposal from AMD represents good value and the spreading of the detailed scope being spread over a period of three years will ensure that the processes undertaken are thorough and do not simply skim the surface.

Timing provided by AMD for each area is shown in the table below however they have stated that they are willing to adjust these should the Committee/Council so wish.

AMD are also offering a fixed price over the term of the proposal.

Auditable Areas	Year		
	2022	2023	2024
Prepare Strategic Internal Audit Plan	✓		
Annual Review of Strategic Internal Audit Plan		✓	✓
Review of Prior Year recommendations – Internal Audit		✓	✓
Review of Prior Year recommendations – External Audit	✓	✓	✓
Planning	✓	✓	✓
Information Technology		✓	
Security and emergency procedures including accident / incident reporting	✓		
Vehicle fleet management			✓
Lease management (where Local Government Lessor)	✓		
Service contract management	✓		
FBT/GST review	✓		
Assessment of attractive asset control			✓
Compliance (Local Government Act and local laws)		✓	
Asset management (capital expenditure, asset controls, depreciation schedules and preventative maintenance programs)			✓
Insurance management			✓
Stock control			✓
Policy and procedure maintenance		✓	
Review and Reporting	✓	✓	✓

Moved Cr Wringe Seconded Cr Smith

That the Audit and Risk Management Committee:

- 1. Review the Internal Audit Proposal attached as a confidential document, and**
- 2. Recommends that Council accept the proposal 3 Year Internal Audit Proposal from AMD Chartered Accountants.**

Amendment Cr Wringe Seconded Cr Smith

That the Audit and Risk Management Committee:

- 1. Review the Internal Audit Proposal attached as a confidential document, and**
- 2. Recommends that Council accept the proposal for a 3 Year Internal Audit Function from AMD Chartered Accountants.**

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Smith

That the Audit and Risk Management Committee:

- 1. Review the Internal Audit Proposal attached as a confidential document, and**
- 2. Recommends that Council accept the proposal for a 3 Year Internal Audit Function from AMD Chartered Accountants.**

CARRIED 3/0

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

6.4 CHIEF EXECUTIVE OFFICER TO PROVIDE A VERBAL UPDATE ON THE EXPRESSION OF INTEREST FOR POSITIONS OF EXTERNAL MEMBERS TO THE AUDIT AND RISK MANAGEMENT COMMITTEE

The Chief Executive Officer advised that Ms Carly Anderson has resigned from her position after several years of service. The Shire has received one application for the vacant position that was advertised through the Preston Press earlier this year. The Chief Executive Officer along with the Director Corporate and Community intend to present an item to the Council at the March Ordinary Council Meeting with the recommendation to make an appointment to the Audit and Risk Management Committee.

The Chief Executive Officer then provided a brief summary of the applicant.

7 CLOSURE

The Chairperson declared the meeting closed at 5:48pm.



MINUTES OF SPECIAL MEETING OF COUNCIL

For Council to:

1. Receive the Annual Financial Report and Audit Report for year ending 30 June 2021.
 2. Receive the 2020-2021 Shire of Donnybrook Balingup Annual Report.
 3. Set the date for the Annual General Meeting of Electors.
-

held on

Monday 14 March 2022

Commencing at 5.00 pm

Shire of Donnybrook Balingup Council Chamber

Ben Rose
Chief Executive Officer

15 March 2022

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SHIRE OF DONNYBROOK BALINGUP
SPECIAL COUNCIL MEETING

held at the Council Chambers
Monday 14 March 2022 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

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

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

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

Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

This Special Meeting of Council is called under provision 5.4(a)(i) by the Shire President for the purposes of:

- 1. Receive the Annual Financial Report and Audit Report for year ending 30 June 2021.*
- 2. Receive the 2020-2021 Shire of Donnybrook Balingup Annual Report.*
- 3. Set the date for the Annual General Meeting of Electors.*

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Leanne Wringe (President)	Ben Rose – Chief Executive Officer
Cr Lisa Glover (Deputy President)	Steve Potter – Director Operations
Cr Shane Atherton	Kim Dolzadelli – Director Corporate and Community
Cr Phil Jones	Archana Arun – Admin. Officer Executive Services
Cr Jackie Massey	
Cr Fred Mills	
Cr Chaz Newman	
Cr Chris Smith	

PUBLIC GALLERY

One member of the public was in attendance.

2.1 APOLOGIES

Cr Peter Gubler.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

Nil.

4 DECLARATION OF INTEREST

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

5 PUBLIC QUESTION TIME

In accordance with the Clause 7(3) of the Local Government (Administration) Regulations, public questions must relate to the stated purpose/s of the Special Meeting of Council.

Simon McInnes

Have the proposed changes to the model template for local government financial statements been through Parliament yet, as it will likely have impacts for the Shire's asset renewal funding ratios?

Director Corporate and Community

The commentary in the agenda item you are referring to says that all the necessary asset management planning is complete to a sufficient level to inform the development of the calculation of the asset renewal funding ratio. This however, needs to be embedded into the Long Term Financial Plan. That hasn't been done in the latest/most current Long Term Financial Plan and that is why we're unable to calculate that specific ratio. The Office of the Auditor General will not accept numbers that are contained within the Asset Management Plan; for the ratio calculation, they must be embedded in the Long Term Financial Plan.

Simon McInnes

So was that done in December 2020; 18 months ago?

Director Corporate and Community

Yes, that is the current adopted Long Term Financial Plan. Staff are currently working on the review of the Long Term Financial Plan and it is intended that the necessary information that is in the Asset Management Plans will be transferred to the Long Term Financial Plan. The core of the issue is that the Long Term Financial Plan does not separate new capital expenditure or capital expenditure on new items compared to upgraded items compared to renewed items and the crucial one is the renewed items. We can't compare or calculate a ratio which is all about renewal of assets unless we actually have that separation of the type of expenditure that's occurring.

Simon McInnes

So when is that going to be done?

Director Corporate and Community

I refer you to my previous comment - staff are currently reviewing the Long Term Financial Plan.

Simon McInnes

Do we have a time frame?

Director Corporate and Community

We intend to have the reviewed Long Term Financial Plan to Council by no later than May this year.

Simon McInnes

Part of the reason for my question is because the proposed model template for local government financial statements has not been through Parliament yet – is that right?

Director Corporate and Community

The Agenda item does not state that it's been through Parliament. It's saying that there is a review underway, which is a fact. The report does not state that the proposed model template for local government financial statements has been legislated via Parliament.

Simon McInnes

Has the Shire's operating surplus ratio been given to the Auditor?.

Director Corporate and Community

Yes, it has been and it has been calculated.

Simon McInnes

When will the full review of the depreciation calculation be done and why is the Shire going through all this trouble to review the depreciation when it doesn't affect the bottom line?

Director Corporate and Community

It doesn't affect the cash bottom line position, however, it does affect the calculation of mandated financial ratios. Pending the outcome of the State Government's review of model templates for local government financial statements and review of the methodology of calculating mandated financial ratios, the Shire will be in a better position to determine if the allocation of resources required (to review depreciation) is appropriate. I would be reticent to allocate resources on a task that may not have any impact to the Shire at all.

Simon McInnes

Why can't we use the current formula? When I go through the financials, all the depreciation has zeros on all the financial things.

Director Corporate and Community

These Agenda items are in relation to the annual financial statements for the year 2020-2021. What you've identified is for the current financial year (2021-2022), which is not the year under audit. Nonetheless, the reason that the zeros are currently appearing in the monthly financial statements is that we cannot close off our asset register until a finalisation of the annual audit for 2020-21. At the March 2022 Ordinary Council Meeting, you will find that there are depreciation figures presented in the monthly financial reports.

6 REPORTS OF OFFICERS

6.1 DIRECTOR CORPORATE AND COMMUNITY

6.1.1 ANNUAL FINANCIAL STATEMENTS AND AUDIT OPINION 2020/21

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 02A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	6.1.1(1) - Annual Financial Statements 2020/21 6.1.1(2) - Audit Opinion 2020/21 6.1.1(3) – Report on Significant Finding 2020/21 Audit
Voting Requirements	Simple Majority

Audit and Risk Management Committee Recommendation

That Council:

- 1. Receive the Annual Financial Report and Audit Report for the year ending 30 June 2021; and**
- 2. Forward to the Minister for Local Government, Sport and Cultural Industries the report on significant findings as attached for the year ending 30 June 2021, as required by Section 7.12A(4)(b) of the Local Government Act 1995.**

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Audit and Risk Management Committee considered the Annual Financial Report and Audit Opinion on Thursday 3 March 2022 resulting in the above recommendation to Council.

BACKGROUND

The Shire of Donnybrook Balingup audit for year ending 30 June 2021 was conducted by the Office of the Auditor (OAG) using a private contractor; Moore Australia. The Office of the Auditor General (OAG) has completed the Audit of the Annual Financial Report for the year ended 30 June 2021. The audit opinion was issued on 23 February 2022 and is attached to this item for reference.

The audit opinion is unqualified and concludes that the report fairly represents the results of the operations of the Shire for the period ended 30 June 2021.

There is one item included under the heading of 'Report on Other Legal and Regulatory Requirements' which require consideration by the Committee and the Council and relate to a significant adverse trends opinion as follows:

“(a) In my opinion, the following material matters indicates a significant adverse trend in the financial position of the Shire:

- a) The Operating Surplus Ratio as reported in the annual financial report is below the Department of Local Government, Sport and Cultural Industries standard for the past 3 financial years.”*

Management Comment

The Shire's Operating Surplus Ratio is being adversely impacted by non-cash depreciation charges. A preliminary review of Depreciation Rates has been undertaken and points to a potential over calculation of depreciation as does the fact that Road Infrastructure Assets are not disaggregated therefore residual values cannot be put in place where appropriate.

Officers note that the Department of Local Government, Sport and Cultural Industries (DLGSC), under direction from the Minister, has recently released its draft Model Financial Statements as part of the broader Local Government Reform currently being undertaken.

The following is contained in the current draft which if progressed would remove the current Ratio calculations:

- “Prescribed financial ratios have been removed. Consequently, it should be assumed that financial data required to report useful financial ratios will be prescribed in the model accounts.”*

The methodologies of calculating the operating surplus ratio are generally recognized, within the Local Government sector, as being inappropriate to be used to determine a significant adverse trend.

Pending the final outcome of the Local Government Reform Officers will undertake a full review of Depreciation calculation and methodology.

There are two items included under the heading of 'Report on Other Legal and Regulatory Requirements' which requires consideration by the Committee and the Council and relates to statutory compliance as follows:

“(ii) The following material matters indicating non-compliance with Part 6 of the Act, the Regulations or applicable financial controls of any other relevant written law were identified during the course of my audit:

- a) *Accounting journal adjustments were processed with no evidence of independent review and approval. Accounting journals can represent significant adjustments to previously approved accounting transactions, and therefore should be appropriately reviewed and approved.*
- b) *The Shire has not reported the Asset Renewal Funding Ratio for 2021, 2020 and 2019 in the annual financial report as required by Section 50(1) of the Local Government (Financial Management) Regulations 1996, as the long-term financial plan adopted by the Shire does not include the required information to calculate the ratio.”*

Management Comment

Accounting Journals:

Management acknowledges this finding and notes that the above recommendation is in operational practice.

The Director of Corporate and Community has personally reviewed the 1148 general journals processed in the 2020/21 Financial Year and has found a total of 6 that had no evidence of review by a senior staff member. This equates to a failure rate in the process of 0.52% with compliance standing at 99.48%. The 6 journals were also checked for legitimacy and supporting documentation with no adverse findings.

Staff appreciate the importance and significance of the process and will continue to strive for 100% compliance.

Asset Renewal Funding Ratio:

The Shire adopted its Long Term Financial Plan (LTFP) 2020-2040 on 22 December 2020 however this plan was not considered by the OAG as it does not categorise Capital expenditure into type; that being New, Upgrade or Renewal, for this ratio to be calculated the Renewal component needs to be itemised in the LTFP.

All the necessary asset management planning is complete to a sufficient level to inform the development of the calculation of the asset renewal funding ratio, this however needs to be imbedded into the LTFP.

Officers note that the Department of Local Government, Sport and Cultural Industries (DLGSC), under direction from the Minister, has recently released its draft Model Financial Statements as part of the broader Local Government Reform currently being undertaken.

The following is contained in the current draft which if progressed would remove the current Ratio calculations:

- *“Prescribed financial ratios have been removed. Consequently, it should be assumed that financial data required to report useful financial ratios will be prescribed in the model accounts.*

- *Asset ratios requiring audit attestation have been removed from audit scope. This will require amendment to regulation 10 (3) (e) and 4A of the Local Government (Audit) Regulations 1996.”*

Pending the final outcome of the Local Government Reform Officers will work to ensure that the appropriate data is compiled in the LTFP which is currently under review to allow for this ratio to be calculated if required.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Local Government Act 1995 Part – 7 Audit

7.12A. Duties of local government with respect to audits

- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government’s official website.*

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*

- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

CONSULTATION

Not Applicable.

OFFICER CONCLUSION

The matters raised in the Audit Opinion have been considered by Council officers and members of the Audit committee and actions are to be put in place addressing issues raised.

COUNCIL RESOLUTION 14/22

Moved: Cr Glover Seconded: Cr Atherton

That Council:

- 1. Receive the Annual Financial Report and Audit Report for the year ending 30 June 2021; and**
- 2. Forward to the Minister for Local Government, Sport and Cultural Industries the report on significant findings as attached for the year ending 30 June 2021, as required by Section 7.12A(4)(b) of the Local Government Act 1995.**

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

CARRIED 8/0

6.1.2 2020-2021 ANNUAL REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	NA
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	6.1.2(1) - 2020-2021 Annual Report
Voting Requirements	Absolute Majority

Recommendation
That Council approve the Annual Report for the year ending 30 June 2021 as attached.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The annual report seeks to provide a record of the events and operations of the Shire for the past financial year. The minimum content is prescribed and includes a full copy of the Annual Financial Report and a copy of the Auditor's report.

The Annual Report is required to be accepted by the Council prior to making it publicly available to the community by posting it on the Shire's website and presenting it to the Annual General Meeting of Electors.

BACKGROUND

The Annual Financial Statements and Auditors Report were reviewed by the Audit and Risk Management Committee on the 3 March 2021 and are being received at this Council Meeting.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Local Government Act 1995, sections:

5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) *the financial report for the financial year; and*
 - (g) *such information as may be prescribed in relation to the payments made to employees; and*
 - (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require; and*
 - (i) *such other information as may be prescribed.*

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

CONSULTATION

The Annual Report 2020-21 is presented for acceptance prior to calling the Annual General Meeting of Electors.

COUNCIL RESOLUTION 15/22

Moved: Cr Atherton

Seconded: Cr Massey

That Council:

That Council approve the Annual Report for the year ending 30 June 2021 as attached.

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

CARRIED 8/0

6.1.3 ANNUAL GENERAL MEETING OF ELECTORS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	Not Applicable
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council</p> <ol style="list-style-type: none"> 1. Schedules the Annual General Meeting of Electors for Wednesday 30 March 2022 commencing at 6:00pm at Station Square; 2. Instruct the Chief Executive Officer undertake all statutory advertising.

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	4.1.2	Continue to enhance communication and transparency
Action	4.1.2.1	Ongoing meaningful communication and engagement with residents, ratepayers and stakeholders.

EXECUTIVE SUMMARY

The purpose of this report is for Council to confirm a date for the Annual General Meeting of Electors.

BACKGROUND

In accordance with the provisions of section 5.27 of the *Local Government Act 1995*, a general meeting of electors of a district is to be held once every financial year, but not more than 56 days after the local government accepts the annual report for the previous financial year.

In addition, section 5.29(1) of the Act requires a minimum 14-day notice period of the annual meeting of electors be given via local public notice.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Section 5.27 of the Local Government Act 1995.

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

Local Government (Administration) Regulations 1996 regulation 15:

15. Matters to be discussed at general meeting (Act s. 5.27(3))

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Section 1.7 of the Local Government act 1995:

1.7. Local public notice

Where under this Act local public notice of a matter is required to be given, notice of the matter must be —

- (a) published on the official website of the local government concerned in accordance with the regulations; and
- (b) given in at least 3 of the ways prescribed for the purposes of this section.

Local Government (Administration) Regulations 1996 regulation 3A:

3A. Requirements for local public notice (Act s. 1.7)

- (1) For the purposes of section 1.7(a), notice of a matter must be published on the local government's official website for —
 - (a) the period specified in or under the Act in relation to the notice; or
 - (b) if no period is specified in relation to the notice — a period of not less than 7 days.

- (2) For the purposes of section 1.7(b), each of the following ways of giving notice of a matter is prescribed —
- (a) publication in a newspaper circulating generally in the State;
 - (b) publication in a newspaper circulating generally in the district;
 - (c) publication in 1 or more newsletters circulating generally in the district;
 - (d) publication on the official website of the Department or another State agency, as appropriate having regard to the nature of the matter and the persons likely to be affected by it, for —
 - (i) the period specified in or under the Act in relation to the notice; or
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;
 - (e) circulation by the local government by email, text message or similar electronic means, as appropriate having regard to the nature of the matter and the persons likely to be affected by it;
 - (f) exhibition on a notice board at the local government offices and each local government library in the district for —
 - (i) the period specified in or under the Act in relation to the notice; or
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days;
 - (g) posting on a social media account administered by the local government for —
 - (i) the period specified in or under the Act in relation to the notice; or
 - (ii) if no period is specified in relation to the notice — a period of not less than 7 days.

CONSULTATION

Advertisement via South Western Times, Shire Website and Social Media.

OFFICER COMMENT/CONCLUSION

Giving consideration to the requisite statutory timeframes (in particular the 14 day notice period), the lead time required to lodge a notice in any of the local newspaper publications as necessary for a “local public notice”, it is suggested that Council hold this Annual Meeting of Electors Wednesday, 30 March 2022 commencing at 6:00pm.

Given the evolving COVID-19 situation and challenges with indoor venues, it is recommended that the meeting take place in Station Square, Donnybrook.

COUNCIL RESOLUTION 16/22

Moved: Cr Jones

Seconded: Cr Smith

That Council

- 1. Schedules the Annual General Meeting of Electors for Wednesday 30 March 2022 commencing at 6:00pm at Station Square;**
- 2. Instruct the Chief Executive Officer undertake all statutory advertising.**

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

CARRIED 8/0

7 MEETING CLOSED TO THE PUBLIC

7.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

7.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil.

8 CLOSURE

The Shire President to advise that the next Ordinary Council Meeting will be held on Wednesday, 23 March 2022 commencing at 5.00pm at the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 5:29 pm.

Inspection findings					
Issue	Condition #	Non-compliance remarks	Corrective Actions (including due dates)	Due Date	Required Actions
1	1.2.1	<p>Inspectors observed four areas within the Donnybrook Waste Management Facility where stormwater had accumulated and settled.</p> <p>For your consideration: Inspectors observed areas on the landfill and previously landfilled areas where stormwater was pooling, contravening condition 1.2.1 (a) & (b).</p>	<p>The Licence Holder is required to manage all stormwater in accordance with 1.2.1. ensure that stormwater:</p> <ul style="list-style-type: none"> a. does not pond on the surface of the landfill. b. is diverted away from those portions of the premises which are or have been used for waste deposition; and ensure that c. stormwater that is or has been in contact with waste is diverted into a sump on the site or otherwise retained on the site. <p>Within 14 days of inspection outcome letter.</p>	30 Nov 21	Hastie Waste to rectify existing areas where ponding occurs by 30 Nov 21 to satisfaction of DWER.
2	1.3.1	The Licence Holder advised no contaminated solid waste received at the Premises was accompanied by supporting documentation confirming compliance with the acceptance criteria for Class II landfills as specified and required by condition 1.3.1.	The Licence Holder is required to submit a procedure outlining how it ensures contaminated solid waste accepted by the facility meets the acceptance criteria for class II landfill prior to accepting the waste. The procedure to demonstrate compliance with 1.3.1 is required within 14 days of the inspection outcome letter.	30 Nov 21	Hastie Waste to prepare a documented procedure to ensure contaminated solid waste accepted by the facility is accompanied by supporting documentation confirming compliance with the acceptance criteria for class II landfill prior to accepting the waste.
3	1.3.2	<p>Inspectors observed non-conforming waste including treated timber, household paint, and paint thinners, gas bottles, fire extinguishers, and assorted E-waste had been accepted at the premises.</p> <p>The Licence Holder's Representative confirmed treated timber was landfilled at the Premises.</p>	<p>The Licence Holder is required to comply with condition 1.3.2. Any waste that does not meet the waste acceptance criteria set out in 1.3.1 is to be quarantined and removed. The Licence Holder is required to provide evidence of the removed unauthorised material currently stored at the Premises within 14 days of the inspection outcome letter.</p> <p>Should the Licence Holder intend to continue ongoing acceptance of materials not listed in table 1.3.1, the Licence Holder must obtain appropriate regulatory approvals from the department.</p>	30 Nov 21	<p>Hastie Waste to remove all non-complying waste from the premises and provide evidence to the satisfaction of DWER.</p> <p>Shire to consider including application for such items in licence application.</p>

4	1.3.3	Landfilling activities are occurring outside the landfill area defined in Schedule 1 of the licence.	<p>The Licence Holder is to cease landfilling outside of the area authorised by Licence 7084/1997/16. Should the Licence Holder continue landfilling outside the area authorised by Licence 7084/1997/16 a licence amendment is required.</p> <p>Should the Licence Holder determine to apply for an amendment appropriate, dates for the application must be provided.</p> <p>The required information is to be provided to the department within 14 days of the inspection outcome letter.</p>	30 Nov 21	Shire has previously met with DWER (Steve Checker) to discuss this aspect and will respond to DWER on this point requesting that some leniency be shown, subject to the pending submission of a licence amendment.
5	1.3.4	To determine the Licence Holder compliance with rehabilitation of a cell the further documentary evidence is required.	<p>The Licence Holder is to provide an update on the Landfill Closure Management Plan to the department. The requested information is to be submitted to the department within 30 days from inspection outcome letter.</p>	16 Dec 21	LCMP likely to go to December Council Meeting – Shire will advise DWER.
6	1.3.5	At the time of the inspection, inspectors observed a large portion of the landfill waste is not covered as required by the licence condition 1.3.5.	<p>The Licence Holder is required to apply cover to waste as outlined in table 1.3.3.</p> <p>The Licence Holder is to record daily images of waste cover for the 14 days from the date of the inspection outcome letter. The images are to be provided to the department 14 days after the date of the inspection outcome letter.</p>	30 Nov 21	<p>Hastie Waste to cover waste in accordance with Table 1.3.3 of the licence which requires waste to be covered with 150mm of cover.</p> <p>Hastie Waste to take daily photos of covered waste for 14 days.</p>
7	1.3.6	Inspectors observed areas of the Premises' perimeter fence had been damaged by falling trees.	<p>The Licence Holder is required to repair the damaged fence section and provide images to the department within 14 days of the inspection outcome letter.</p>	30 Nov 21	Shire has fixed damaged fence – complete.
8	1.3.7	The Licence Holder did not take all reasonable and practical measures to ensure that no wind-blown waste escaped from the Premises as Inspectors observed large amounts of wind-blown waste beyond the boundary of the Premises.	<p>The Licence Holder is required to immediately comply with the requirements of 1.3.7 and collect all wind-blown waste that has escaped beyond the perimeter fence. Photographic evidence with GPS coordinates for verification is to be provided to the waste beyond the boundary of the Premises.</p>	Immediate	<p>Hastie Waste to collect all windblown waste that has escaped beyond perimeter fence.</p> <p>Hastie Waste to take photographic evidence to the satisfaction of DWER.</p>
9	2.1.1	At the time of inspection, the Licence Holder advised that no records of waste acceptance and waste rejection were available at the Premises as required by condition 2.1.1.	<p>The Licence Holder is to develop a waste input and output monitoring system. The system is to be provided to the department within 14 days of the inspection outcome letter.</p>	30 Nov 21	<p>Hastie Waste is to develop a waste input and output monitoring system to the satisfaction of DWER.</p> <p>Shire to advise DWER that cloud based monitoring system is being developed however may be some time until implementation.</p>

10	3.1.1	Annual audit compliance report for the reporting period 1 January 2020 to 31 December 2020 states incorrect reporting period.	The Licence Holder is required to resubmit the AACR with correct reporting period to the department within 14 days of the inspection outcome letter.	30 Nov 21	Shire to rectify and re-submit to DWER.
11	3.2.1	<p>The Annual Environmental Report (AER) was submitted after the 90-period outlined in condition 3.2.1.</p> <p>Further AER does not provide a summary of incidents that have occurred at the Premises and the actions taken.</p> <p>Number of fires at the premises not reported in AER. In the inspection dated 15 October 2021, the Licence Holder advised that a small fire had occurred in December 2020 in the Green waste stored at the Premises. The Licence Holder advised that he notified the Shire of Donnybrook-Balingup of the fire which had occurred on Friday night and into Saturday morning.</p>	<p>The Licence Holder is required to provide evidence for all parameters listed in Table 3.2.1 as required by condition 3.2.1. The requested information is to be submitted to the department within 14 days from inspection outcome letter.</p> <p>The Licence Holder is required to submit the future AER for the Premises with all required information and within the specified timeframe.</p>	30 Nov 21	Shire to rectify and re-submit to DWER.
12	3.3.1	<p>In the inspection dated 15 October 2021, the Licence Holder advised that a small fire had occurred during December 2020 in the Green waste stored at the Premises. The Licence Holder advised that he notified The Shire of Donnybrook Balingup of the fire which had occurred on Friday night and into Saturday morning.</p> <p>A review of the department's ICMS was unable to determine if a notification and subsequent information required by condition 3.3.1 was provided to the department.</p>	The Licence Holder is to confirm with evidence that a notification for the December 2020 fire was provide to the department in accordance with condition 3.3.1. The requested information is to be submitted to the department within 14 days from inspection outcome letter.	30 Nov 21	Shire to respond to DWER



LEGEND

- SUBJECT LAND
- EXISTING BOUNDARY
- PROPOSED BOUNDARY
- EXISTING CONTOURS
- INDICATIVE BUILDING ENVELOPE
- RESIDENTIAL ZONE
- RECREATION AND DRAINAGE RESERVE
- PAVEMENT AND 300mm KERB
- 2.5m SHARED PATH
- INDICATIVE DRAINAGE BASINS/SWALES
- OVERHEAD POWER LINE
- POWER POLE

EXISTING LOT 72
19.8587ha

EXISTING LOTS = 1
TOTAL SUBDIVISION AREA = 19.8587ha

R-CODE	NUMBER OF LOTS	NET AREA (m ²)	AVERAGE	LOT RANGE
RESIDENTIAL	30	118,100	3,936.67m ²	3685 - 3999

PROPOSED ROADS, RESERVES & PEDESTRIAN ACCESS WAYS

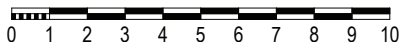
RESERVE	PURPOSE	AREA (m ²)
LOT 8001	PEDESTRIAN ACCESS WAY	512
LOT 8002	PEDESTRIAN ACCESS WAY	366
LOT 2001	DRAINAGE RESERVE	68,272
ROADS	PEDESTRIANS, CYCLES AND VEHICLES	11,337
TOTAL		80,487

Project: LOT 72 GRIMWADE ROAD / WALTER STREET, BALINGUP

Drawing Title: PLAN OF SUBDIVISION

Principal: BLACKWOOD PROPERTY PTY. LTD.

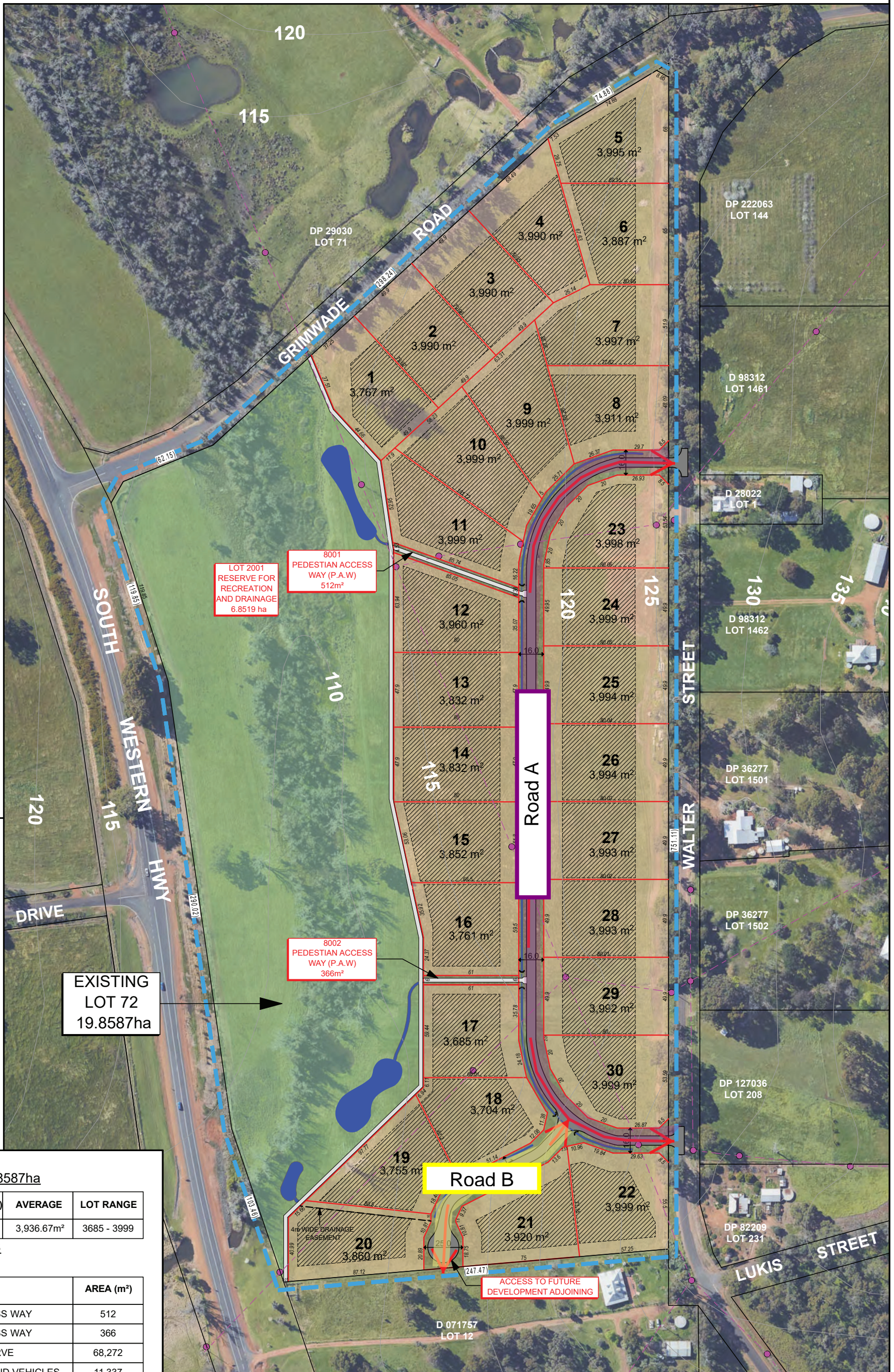
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29 New River Ramble, West Busselton WA 6280
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Date: 12/10/21 Scale: 1:2500
Designed: AB Checked: AB
Drawn: TL
Local Authority: Shire of Donnybrook-Balingup Sheet 1 Of 1
Plan/Diagram Number: DP409243
CT Number: 2537/44
Revision: V2 ORIGINAL:A3

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LEGEND

- SUBJECT LAND
- EXISTING BOUNDARY
- PROPOSED BOUNDARY
- EXISTING CONTOURS
- INDICATIVE BUILDING ENVELOPE
- RESIDENTIAL ZONE
- RECREATION AND DRAINAGE RESERVE
- PAVEMENT AND 300mm KERB
- 2.5m SHARED PATH
- INDICATIVE DRAINAGE BASINS/SWALES
- OVERHEAD POWER LINE
- POWER POLE

EXISTING LOT 72
19.8587ha

LOT 2001
RESERVE FOR RECREATION AND DRAINAGE
6.8519 ha

8001
PEDESTIAN ACCESS WAY (P.A.W)
512m²

8002
PEDESTIAN ACCESS WAY (P.A.W)
366m²

Road B

ACCESS TO FUTURE DEVELOPMENT ADJOINING

EXISTING LOTS = 1
TOTAL SUBDIVISION AREA = 19.8587ha

R-CODE	NUMBER OF LOTS	NET AREA (m ²)	AVERAGE	LOT RANGE
RESIDENTIAL	30	118,100	3,936.67m ²	3685 - 3999

PROPOSED ROADS, RESERVES & PEDESTRIAN ACCESS WAYS

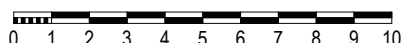
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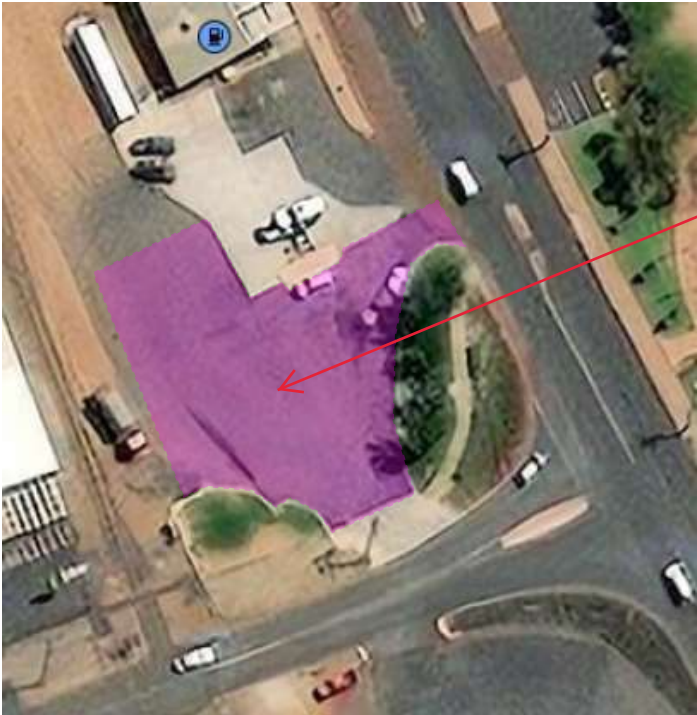


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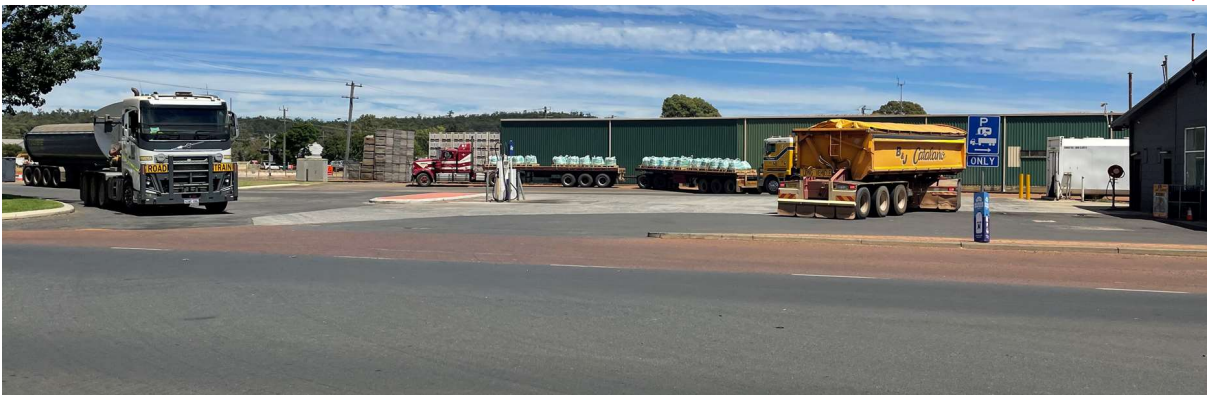
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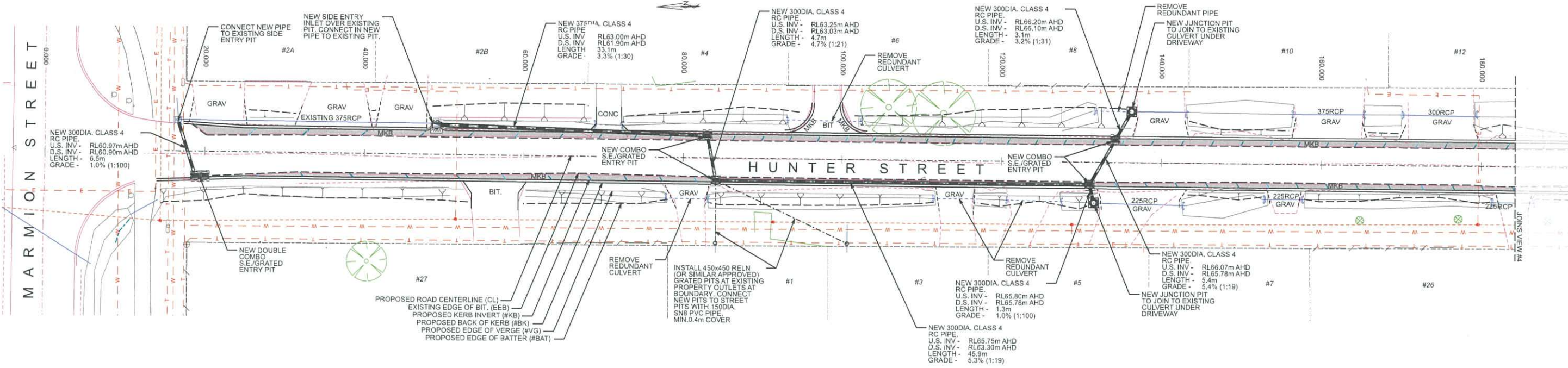
Victory Lane Off-Street Carpark



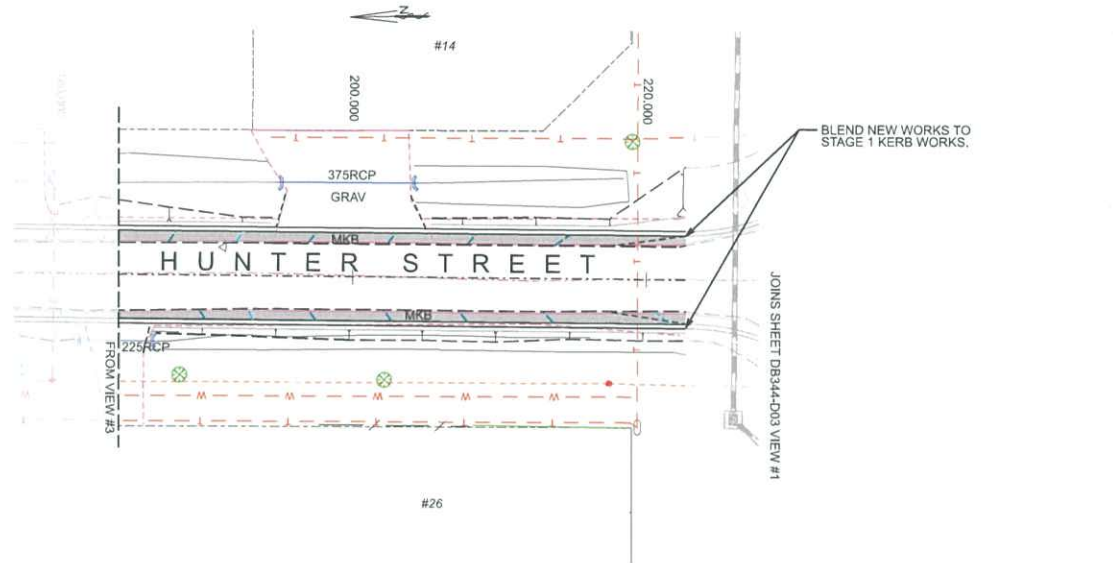
Approximate area to be Asphalted

Recent Photo of Long Vehicle Parking / Movements in Victory Lane Off Street Carpark





GENERAL LAYOUT - VIEW #3
SCALE 1:250



GENERAL LAYOUT - VIEW #4
SCALE 1:250

- LEGEND:**
- W - WATER PIPE (DASHED UNVERIFIED)
 - D - DRAINAGE PIPE (DASHED UNVERIFIED)
 - - - NEW DRAINAGE PIPE
 - NEW ROCK SCOUR PROTECTION
 - S - SEWER PIPE (DASHED UNVERIFIED)
 - T - COMMS CABLES (DASHED UNVERIFIED)
 - G - GAS PIPE (DASHED UNVERIFIED)
 - E - U/GROUND ELECTRICITY (DASHED UNVERIFIED)
 - POWER POLE & STAY WIRE
 - TREE (TO BE REMOVED)
 - DESIGN FINISHED SURFACE LEVEL CONTOUR
 - EXISTING FENCELINE
 - CADASTRAL BOUNDARY (UNVERIFIED)
 - DESIGN FINISHED SURFACE LEVEL

- ROAD LEGEND:**
- EXISTING SHOULDER/EDGE GRAVEL
 - EXISTING EDGE OF BITUMEN
 - EXISTING ROAD CENTERLINE
 - PROPOSED EDGE OF PAVEMENT
 - PROPOSED GRAVEL SHOULDER
 - PROPOSED EDGE OF BITUMEN
 - PROPOSED ROAD CENTERLINE
 - EXISTING EDGE OF BITUMEN
 - PROPOSED BIT. SEAL WIDENING
 - PROPOSED DRAIN INVERT
 - PROPOSED EDGE OF BATTER

- KERB PROFILES LEGEND**
- MKB MOUNTABLE KERB
- SEE SHEET DB344-D02 FOR KERB PROFILES



B A	SHIRE REVS (STAGE WORKS, MINOR DRAINAGE CHANGES) DRAFT FOR SHIRE REVIEW	APPROVED	DATE	 30-7-21 18-7-21 Civil Infrastructure Design - Project & Asset Management P.O. Box 2209 BUNBURY WA 6231 Phone : 0409 879 059 Email : coatescivilconsulting@bigpond.com	SCALE	SURVEYED:	THESE PLANS ARE NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED BELOW.	CLIENT:	 SHIRE OF DONNYBROOK-BALINGUP	STEERE & HUNTER STS, DONNYBROOK KERBING & DRAINAGE UPGRADES STAGE 2 - HUNTER ST WORKS GENERAL LAYOUT	DRAWING No. DB344-D04
					1:250 (A1)	L.B. F.B. DATE:					
MK	DETAILS OF AMENDMENTS				DATUM:	DESIGNED: C Coates					
					AHD	CHECKED:					
					ORIGIN OF LEVELS:	APPROVED:					
					PM XXXX RL XXX,XXX						

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 23 MARCH 2022.**

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3261-CCP3265, EFT23351a-EFT23531a, 53704-53709, DD26361.1- DD26361.12 & DD26385.1- DD26385.16	\$1,460,596.98
Trust		\$0.00
<i>Monthly Cheque Totals</i>		<u><u>\$1,460,596.98</u></u>

CERTIFICATION OF DIRECTOR CORPORATE & COMMUNITY

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3261-CCP3265, EFT23351a-EFT23531a, 53704-53709, DD26361.1-DD26361.12 & DD26385.1-DD26385.16 totalling \$1,460,596.98 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.



 DIRECTOR CORPORATE & COMMUNITY

17-3-2022

 DATE

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 23 MARCH 2022
MANUAL/AUTO PAYMENTS FROM 01/02/2022 to 28/02/2022

Chq/EFT	Name	Description	Municipal	Trust
CCP3261	COLES EXPRESS - WEMBLEY	DB5 CEO - DIESEL EXPENSES	\$ 198.59	
CCP3262	ECONOMIC DEVELOPMENT AUST LTD	ANNUAL INDIVIDUAL MEMBERSHIP FEES - CEO	\$ 440.00	
CCP3263	RECORDS AND INFORMATION	RECORDS SEMINAR - BUNBURY	\$ 66.30	
CCP3264	VIBE PETROLEUM BROADWATER	DB009 DCC - DIESEL PURCHASES	\$ 20.00	
CCP3265	WEST AUSTRALIAN NEWSPAPERS LTD	SUBSCRIPTION TO WEST AUSTRALIAN NEWSPAPERS - JAN/FEB 2022	\$ 28.00	
EFT23351a	WESTNET PTY LTD	INTERNET EXPENSES FOR PERIOD 11/01/2022 to 11/04/2022	\$ 570.68	
EFT23352	A & L PRINTERS	TAX INVOICE RECEIPT BOOKS - WASTE MGMT SITES & TRANSIT PARKS	\$ 1,091.00	
EFT23353	AUSTRALIA POST	SHIRE POSTAGE - JANUARY 2022	\$ 1,205.50	
EFT23354	AUSTRALIAN SERVICES UNION WA	PAYROLL DEDUCTIONS	\$ 25.90	
EFT23355	ARGYLE/IRISHTOWN BUSH FIRE BRIGADE	REIMBURSE MEALS PURCHASED FOR VOLUNTEERS - DBK FAMILY BAKERY	\$ 20.00	
EFT23356	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT - GREENBUSHES-GRIMWADE ROAD	\$ 18,525.10	
EFT23357	AUSRECORD PTY LTD	ADMIN - RECORDS STATIONERY	\$ 319.33	
EFT23358	ABCO PRODUCTS PTY LTD	TRANSIT PKS - SOAP DISPENSERS, PUBLIC CONVEN - CLEANING SUPPLIES	\$ 1,804.86	
EFT23359	A & R MACHINERY	DB193 & DB606 MOWERS - WHEEL ASSEMBLIES	\$ 4,116.12	
EFT23360	ASHBROOK IMAGERY	2022 AUSTRALIA DAY EVENT - PHOTOGRAPHY & FINISHED PHOTOS	\$ 750.00	
EFT23361	JOHN HOWARD AUSTIN	TASSONE RD MITIGATION - LABOUR HIRE	\$ 6,325.00	
EFT23362	BUNNINGS GROUP LIMITED	THOMSON BRK BFB - WHEEL STOPS, STORAGE, HOSE REEL, GAS BOTTLE	\$ 1,199.12	
EFT23363	BELL FIRE EQUIPMENT COMPANY PTY LTD	THOMSON BRK BFB - ASSORTED HOSES WITH FITTINGS & ADAPTORS	\$ 1,188.00	
EFT23364	BIG W - BUNBURY	DBK REC CTR - CRECHE SUPPLIES	\$ 38.70	
EFT23365	BALINGUP AND DISTRICTS TOURISM	COMMUNITY GRANT RECURRENT FUNDING - 2021/22	\$ 35,000.00	
EFT23366	BALINGUP LIQUOR & GENERAL STORE	VARIOUS BFB'S - FUEL PURCHASES - JAN 2022	\$ 687.62	
EFT23367	BP SERVICE STATION	MGMT DBK TRANSIT PRK, ADMIN & BFB FUEL EXPENSES - JAN 2022	\$ 5,435.03	
EFT23368	BESAFE BUILDING INSPECTIONS	POOL INSPECTIONS WITHIN SHIRE	\$ 1,430.00	
EFT23369	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - JANUARY 2022	\$ 2,966.88	
EFT23370	BP SERVICE STATION - MITIGATION	TASSONE RD MITIGATION - MACHINERY HIRE, SERVICING & TRANSPORT	\$ 10,401.60	
EFT23371	BEACHSIDE BUILDING & MAINT	ADMIN - OFFICE PAINTING DURING STAFF RELOCATION	\$ 2,200.00	
EFT23372	BCA CONSULTANTS (WA) PTY LTD	STATION SQUARE - WATER QUALITY INVESTIGATION & MAINTENANCE	\$ 1,166.00	
EFT23373	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK STOCK	\$ 346.48	
EFT23374	COATES HIRE OPERATIONS PTY LTD	PORTABLE ONSITE TOILET FOR UPPER CAPEL WORK SITE	\$ 465.30	
EFT23375	CITY & REGIONAL FUELS	BULK FUEL EXPENSES - JAN 2022	\$ 14,186.20	
EFT23376	CARPET COURT FLOORING CENTRES	DBK REC CTR - REMOVAL, SUPPLY & INSTALL FLOOR COVERINGS	\$ 28,286.50	
EFT23377	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STN - CLEAR GENERAL & RECYCLE BINS - JANUARY 2022	\$ 2,019.79	
EFT23378	STAFF REIMBURSEMENTS	RAVENSCLIFFE RD FIRE - REIMBURSEMENT FOR EVENING MEALS X 15	\$ 202.16	
EFT23379	DBK/BLN CHAMBER OF COMMERCE INC.	ADMIN - STAFF INCENTIVE AWARDS	\$ 1,000.00	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
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MANUAL/AUTO PAYMENTS FROM 01/02/2022 to 28/02/2022

Chq/EFT	Name	Description	Municipal	Trust
EFT23380	CLEANAWAY	REFUSE COLLECTION - JANUARY 2022	\$ 22,180.15	
EFT23381	CB TRAFFIC SOLUTIONS PTY LTD	UPPER CAPEL RD - TRAFFIC CONTROL	\$ 9,911.00	
EFT23382	CROSS SECURITY SERVICES	LOWDEN BFB - SECURITY MONITORING 01/1/2022 TO 31/03/2022	\$ 128.70	
EFT23383	DANIKA LEA COOKE	DBK REC CTR - PILATES INSTRUCTOR EXPENSES - DEC 2021 & JAN 2022	\$ 300.00	
EFT23384	CORSIGN WA	200 x FLEXIBLE PVC GUIDE POSTS & 50 STEELFLEX GUIDE POSTS	\$ 10,208.00	
EFT23385	DONNYBROOK NEWSAGENCY	NEWSPAPER SUPPLIES & MISC STATIONERY	\$ 51.03	
EFT23386	DONNYBROOK HARDWARE & GARDEN	MISC SMALL GOODS & SERVICES FOR JANUARY 2022	\$ 658.36	
EFT23387	DONNYBROOK BUTCHERS	2022 AUSTRALIA DAY EVENT - BRUNCH GROCERIES	\$ 683.88	
EFT23388	DONNYBROOK FRUIT BARN	2022 AUSTRALIA DAY EVENT & FUN RUN - BRUNCH GROCERIES	\$ 276.25	
EFT23389	DONNYBROOK FAMILY BAKERY	CATERING FOR FIRE CREWS AT VARIOUS INCIDENTS	\$ 494.40	
EFT23390	DONNYBROOK TYRE SERVICE	DB1250 LOADER - CALLOUT, PARTS & LABOUR - GRAVEL PIT TYRE REPAIR	\$ 207.90	
EFT23391	DONNYBROOK FARM SERVICE	MISC SMALL GOODS & SERVICES INC POOL CHEMICALS - JAN 2022	\$ 3,433.65	
EFT23392	SUPA IGA DONNYBROOK	2022 AUSTRALIA DAY EVENT - BRUNCH GROCERIES & DRINKS	\$ 1,799.47	
EFT23393	1ST DONNYBROOK SCOUT GROUP	2022 AUSTRALIA DAY EVENT - COMMUNITY GROUP ASSISTANCE	\$ 1,000.00	
EFT23394	DONNYBROOK GLASS	DBK CRC - REPLACE FRONT ENTRY SECURITY DOOR LOCK	\$ 369.60	
EFT23395	DONNYBROOK ARTS & CRAFT GROUP INC	2021/22 MAJOR CGFS - 2021 COLOUR EXHIBITION EVENT SPONSORSHIP	\$ 2,000.00	
EFT23396	DBK & DISTRICTS COUNTRY MUSIC CLUB	2022 AUSTRALIA DAY EVENT - COMMUNITY GROUP ASSISTANCE	\$ 1,250.00	
EFT23397	DE LAGE LANDEN PTY LTD	EQUIPMENT LEASE EXPENSES 22/01/2022 TO 21/02/2022	\$ 670.12	
EFT23398	DBCEC (WA) PTY LTD	PROGRESS CLAIM 1 - UPPER CAPEL ROAD GRAVEL PIT - AS PER RFQ 280	\$ 97,128.49	
EFT23399	DBK RETIC AND LANDSCAPING	MINNINUP COTTAGES - REPAIRS TO FRONT LAWN RETICULATION	\$ 2,000.00	
EFT23400	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$ 154.00	
EFT23401	FRONTLINE FIRE & RESCUE	THOMSON BRK BFB - REPLACE FIREFIGHTING BRANCH & KNAPSACKS	\$ 1,225.13	
EFT23402	FEATHER & DOWN	2022 AUSTRALIA DAY EVENT - ENTERTAINMENT	\$ 1,000.00	
EFT23403	SUEZ RECYCLING & RECOVERY PTY LTD	PROCESSING OF RECYCLABLES - JANUARY 2022	\$ 1,905.12	
EFT23404	HASTIE WASTE PTY LTD	MGMT DWMF & BLN TRANSFER STN - JANUARY 2022	\$ 36,494.13	
EFT23405	HEATLEYS SAFETY & INDUSTRIAL	HESSIAN SANDBAGS FOR CONSTRUCTION WORKS	\$ 526.90	
EFT23406	SKIPPERS PLUMBING SERVICES	COMMUNITY UNITS - HOT WATER SYSTEM & EMERGENCY REPAIRS	\$ 2,026.62	
EFT23407	BRAYDEN CHRISTOPHER HARRIS	SHIRE CONTRIBUTION TO CROSSOVER	\$ 250.00	
EFT23408	JONNO'S HANDYMAN & CARPENTRY	COMMUNITY UNITS - GROUNDS MAINTENANCE	\$ 461.25	
EFT23409	JCW ELECTRICAL GROUP	DBK & BLN REC CTRS - LIGHTING HARDWARE, INSTALL & LABOUR	\$ 12,340.08	
EFT23410	WESFARMERS KLEENHEAT GAS P/L	DBK HALL & BLN REC CTR - GAS FACILITY FEE - JAN 2022	\$ 62.70	
EFT23411	KMART SOUTH BUNBURY - 1187	2022 AUSTRALIA DAY EVENT - 2 STORAGE TROLLEYS	\$ 98.00	
EFT23412	KIRUP PROGRESS ASSOCIATION INC	2022 AUSTRALIA DAY EVENT - KIRUP BREAKFAST ASSISTANCE	\$ 400.00	
EFT23413	LIVING SPRINGS	BOTTLED WATER ADMIN OFFICE	\$ 34.50	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
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Chq/EFT	Name	Description		Municipal	Trust
EFT23414	LOWDEN BUSH FIRE BRIGADE	REIMBURSEMENT FOR ITEMS PURCHASED FOR GRAB BAGS	\$	110.89	
EFT23415	SOUTH WEST LOCKSMITHS	LANGLEY VILLAS - REPAIR LOCKS TO FLY WIRE DOORS	\$	261.63	
EFT23416	METAL ARTWORK CREATIONS	NAME TAGS FOR DBK REC CENTER STAFF	\$	174.90	
EFT23417	MCLEODS BARRISTERS & SOLICITORS	PROFESSIONAL SERVICES FOR LEASE AGREEMENTS	\$	1,138.50	
EFT23418	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - JAN 2022	\$	370.39	
EFT23419	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE 26/12/2021 to 25/01/2022	\$	1,127.50	
EFT23420	NIGHTGUARD SECURITY SERVICES PTY LTD	ADMIN - ATTEND TO AFTER HOURS SECURITY TO EVALUATE ALARMS	\$	440.00	
EFT23421	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED SPRING WATER	\$	198.05	
EFT23422	OFFICEWORKS	THOMSON BROOK BFB - OFFICE CHAIRS, ADMIN - MISC STATIONERY	\$	802.82	
EFT23423	PRESTON PRESS	COMMUNITY GRANT RECURRENT FUNDING - 2021/22	\$	6,137.00	
EFT23424	FULTON HOGAN INDUSTRIES PTY LTD	VARIOUS SHIRE RDS - BITUMEN RESEAL - AS PER RFQ 269	\$	253,290.67	
EFT23425	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$	469.92	
EFT23426	PRESTON VALLEY MAINTENANCE	PUMP TRACK - LANDSCAPING, OTHER MISC BUILDING MAINTENANCE	\$	6,176.50	
EFT23427	PRESTON POWER EQUIPMENT	MISC SMALL GOODS & SERVICES FOR JANUARY 2022	\$	290.00	
EFT23428	PRIME INDUSTRIAL PRODUCTS	DBK STANDPIPE - FLAT BAR & GALVANISED PIPE	\$	128.48	
EFT23429	WREN OIL	PICK UP AND DISPOSAL OF OIL	\$	187.00	
EFT23430	STAFF REIMBURSEMENTS	REIMBURSE INTERNET EXPESNES - FEBRUARY 2022	\$	39.95	
EFT23431	REGIONAL DEVELOPMENT AUST - SW	CONTRIBUTION TO REMPLAN PROFILING 2021/22 FOR SW	\$	550.00	
EFT23432	RIVERSEA PAINTING	MINNINUP COTT - PAINTING REFURBISHMENT FOR NEW OCCUPANCY	\$	3,310.00	
EFT23433	VIENNA RADOVIC	REFUND HALL HIRE BOND (COLLIE COUNTRY MUSIC CLUB)	\$	150.00	
EFT23434	RTR FITNESS	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - JANUARY 2022	\$	728.00	
EFT23435	REPCO - DONNYBROOK	MISC SMALL GOODS & SERVICES FOR JANUARY 2022	\$	425.03	
EFT23436	SOUTHERN LOCK & SECURITY	ALARM MONITORING - JAN 2022 & GOODS SHED REPROGRAMMING	\$	445.86	
EFT23437	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - JAN 2022	\$	988.69	
EFT23438	SPORTSMARINE	MUNRO BFB - TRAIL CAMERA (INC CREDIT FOR RETURN OF FAULTY ITEM)	\$	96.00	
EFT23439	ST MARY'S PRIMARY SCHOOL P&F ASSOC	2022 AUSTRALIA DAY EVENT - COMMUNITY GROUP ASSISTANCE	\$	750.00	
EFT23440	STALEY FOOD & PACKAGING	10 X 50 DISPOSABLE FACE MASKS	\$	220.00	
EFT23441	SPORTSWORLD OF WA	DBK REC CTR - KIOSK GOGGLES, DIVE STICKS, EAR PLUGS STOCK	\$	528.00	
EFT23442	SOILS AINT SOILS	KIRUP MILL PARK - DELIVERY OF 24T CRUSHED RIVERSTONE	\$	4,800.00	
EFT23443	SCOPE BUSINESS IMAGING	DBK SES - QUARTERLY PREVENTATIVE SERVICE PLAN FOR PRINTER	\$	15.40	
EFT23444	SW ELECTRICAL & COMMUNICATION	ADMIN REFURB RATES OFFICE - ELECTRICAL & CABLING WORKS	\$	336.84	
EFT23445	TELSTRA	ELS -3 X SATELLITE PHONES, TELEPHONE & INTERNET EXPENSES	\$	6,630.02	
EFT23446	THOMPSON SURVEYING CONSULTANTS	DEPOSITED PLAN PREP ROAD CLOSURE - EGAN PARK/GOLF COURSE	\$	3,300.01	
EFT23447	TOTALLY WORKWEAR	STAFF CORPORATE UNIFORMS 2021-22	\$	494.45	

SHIRE OF DONNYBROOK/BALINGUP
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Chq/EFT	Name	Description	Municipal	Trust
EFT23448	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$ 83.47	
EFT23449	THE PRINT SHOP BUNBURY	2022 AUSTRALIA DAY EVENT - FUN RUN RACE NUMBER BIBS	\$ 324.50	
EFT23450	LANDGATE	VALUATION SERVICES - OCT - JAN 2022	\$ 892.18	
EFT23451	VOGUE FURNITURE	ADMIN - 4 X REPLACEMENT OFFICE CHAIRS (WHS)	\$ 2,095.00	
EFT23452	VALVOLINE AUSTRALIA PTY LTD	DEPOT - ADBLUE	\$ 717.54	
EFT23453	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$ 436.64	
EFT23454	SYNERGY	ELECTRICITY EXPENSES	\$ 21,636.18	
EFT23455	WA LOCAL GOVERNMENT ASSOCIATION	PROFESSIONALLY SPEAKING TRAINING	\$ 525.00	
EFT23456	WORK CLOBBER	NEW EMPLOYEE UNIFORM & PPE	\$ 607.20	
EFT23457	MJ WRINGE & SON	RAVENSCLIFFE RD FIRE - DECONTAMINATION & CLEANING FCO VEHICLE	\$ 277.00	
EFT23458	WESTSIDE WINDSCREENS	DB008 ROLLER - REPAIRS TO CAB WINDOWS	\$ 4,708.00	
EFT23459	ZIPFORM	RATES 3RD INSTALMENT 2021/2022 PRINTING, SORTING AND POSTING	\$ 1,111.43	
EFT23459a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 09/02	\$ 140,126.64	
EFT23459b	SG FLEET AUSTRALIA PTY LIMITED	LEASE EXPENSES FOR CESM VEHICLE - 09/02/2022 to 08/03/2022	\$ 1,214.22	
EFT23459c	AUSTRALIAN TAX OFFICE	BAS - JANUARY 2022	\$ 5,292.00	
EFT23460	ALLENS CIVIL & RURAL CONTRACTORS	MAINTENANCE WORKS AT BALINGUP VILLAGE GREEN	\$ 6,941.00	
EFT23461	ALFS MACHINERY PTY LTD	MISC SMALL GOODS & SERVICES FOR JAN 2022	\$ 67.10	
EFT23462	AUSTRALIAN SERVICES UNION WESTERN	PAYROLL DEDUCTIONS	\$ 51.80	
EFT23463	ARGYLE/IRISHTOWN BUSH FIRE BRIGADE	REIMBURSE STATIONERY, VACUUM CLEANER, SANITISER, PO BOX RENT	\$ 219.95	
EFT23464	ALL-TECH PLUMBING	VICTORY LN STANDPIPE - BFD TEST, DBK REC CTR - REPLACE BASIN HOSE	\$ 1,008.70	
EFT23465	WINC AUSTRALIA PTY LTD	ADMIN - STATIONERY ORDER BULK BUY	\$ 870.39	
EFT23466	JOHN HOWARD AUSTIN	TASSONE RD MITIGATION WORKS - LABOUR HIRE	\$ 7,260.00	
EFT23467	BUNNINGS GROUP LIMITED	MISC GOODS & EQUIPMENT FOR ROAD MAINTENANCE WORKS	\$ 109.29	
EFT23468	BUILD & CONST IND TRAINING FUND	BCITF LEVY COLLECTIONS - JANUARY 2022	\$ 141.50	
EFT23469	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF JANUARY 2022 AS PER RFT 04-1920	\$ 7,128.00	
EFT23470	BANKS PEST AND WEED CONTROL	TREAT BROOM ON IRISHTOWN ROAD	\$ 396.00	
EFT23471	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - JANUARY 2022	\$ 208.82	
EFT23472	BUNBURY MAINTAIN A DOOR	PRESTON VILLAGE - SERVICING OF ROLLER DOORS	\$ 1,430.00	
EFT23473	BETTER TELCO SOLUTIONS PTY LTD	INVESTIGATE ISSUES WITH CCTV WIRELESS NETWORK	\$ 512.88	
EFT23474	BP SERVICE STATION	TASSONE RD MITIGATION WORKS - POZZI TRAK & EXCAVATOR HIRE	\$ 15,528.15	
EFT23477	DUG CROSS ELECTRICS	WIRING PUMP & CONTROLLER AT VC MITCHELL PARK, MISC REPAIRS	\$ 5,397.00	
EFT23478	AUST GOVT - SERVICES AUSTRALIA	PAYROLL DEDUCTIONS	\$ 307.18	
EFT23479	CRS ELECTRICAL	APPLE FUN PARK - NEW LED LIGHTING & SENSORS TO ABLUTIONS	\$ 854.66	
EFT23480	CB TRAFFIC SOLUTIONS PTY LTD	UPPER CAPEL RD - TRAFFIC CONTROL	\$ 12,304.60	

SHIRE OF DONNYBROOK/BALINGUP
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Chq/EFT	Name	Description	Municipal	Trust
EFT23481	CORSIGN WA	DBK STANDPIPE - STEEL BOLLARDS	\$ 759.00	
EFT23482	CONNECT CALL CENTRE SERVICES	SETUP AFTER HOURS CALL SERVICE - PRESTON VILL & COMM HOUSING	\$ 399.03	
EFT23483	CS LEGAL	RATES REFUND	\$ 199.68	
EFT23484	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICALS	\$ 495.00	
EFT23485	DONNYBROOK NEWSAGENCY	ADMIN - PUBLICATIONS - DECEMBER 2021, MISC STATIONERY	\$ 33.90	
EFT23486	DONNYBROOK BUTCHERS	CDO - GROCERIES FOR APPLE FUN PARK OPENING	\$ 51.55	
EFT23487	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - SHARED OPERATING EXPENSES	\$ 1,363.00	
EFT23488	DONNYBROOK BUILDING COMPANY	RESTORATION TO DBK HALL WINDOWS - PROGRESS PAYMENT	\$ 7,590.00	
EFT23489	DEPT OF MIRS - BUILDING COMMISSION	BSL LEVY COLLECTIONS - JANUARY 2022	\$ 1,161.68	
EFT23490	DELL FINANCIAL SERVICES PTY LTD	LEASE EXPENSES FOR PERIOD 01/03/2022 to 31/03/2022	\$ 821.46	
EFT23491	DBCEC (WA) PTY LTD	SOUTHAMPTON RD RECONSTRUCTION - RFT02-2122	\$ 179,487.97	
EFT23492	ELEMENT ADVISORY PTY LTD	GOODS SHED INTERPRETIVE PANELS IN LARGE FONT	\$ 597.85	
EFT23493	DEPT OF FIRE & EMERGENCY SERVICES	ESL CHARGES FOR COUNCIL OWNED PROPERTY	\$ 9,546.14	
EFT23494	STAFF REIMBURSEMENTS	REIMBURSEMENT FOR WWC RENEWAL	\$ 87.00	
EFT23495	GARMIN	MESSENGER & GPS DEVICE SATELLITE FOR 14/02/2022 to 13/03/2022	\$ 60.00	
EFT23496	MOORE AUSTRALIA (WA) PTY LTD	2022 FBT WORKSHOP (LIVESTREAM)	\$ 880.00	
EFT23497	COVERT SIGNS	DOUBLE SIDED BLADE SIGNAGE	\$ 209.00	
EFT23498	STAFF REIMBURSEMENTS	SUBSCRIPTION EXPENSES FOR CANVA GRAPHIC DESIGN PROGRAM	\$ 249.97	
EFT23499	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE - JAN 2022	\$ 80.00	
EFT23500	JONNO'S HANDYMAN AND CARPENTRY	PRESTON VILL & COMM UNITS - GROUNDS MAINTENANCE	\$ 560.00	
EFT23501	KYM NISBET CHOICES FLOORING	ADMIN - REPLACEMENT CARPET TO OFFICE	\$ 1,828.75	
EFT23502	LGISWA	ACTUAL WAGES ADJUSTMENT FOR PERIOD 30/06/2020 TO 30/06/2022	\$ 13,226.97	
EFT23503	MALATESTA ROAD PAVING & HOTMIX	UPPER CAPEL RD - 400L OF EMULSION FOR ROAD MAINTENANCE	\$ 600.00	
EFT23504	MULLALYUP FOREST FARM NURSERY	REPAIR RETICULATION IN BALINGUP PARKS & GARDENS	\$ 924.00	
EFT23505	MESSAGES ON HOLD AUSTRALIA PTY LTD	PHONE MESSAGE ANNOUNCER SERVICE 20/02/2022 TO 19/05/2022	\$ 441.60	
EFT23506	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE 09/02/2022 TO 08/03/2022	\$ 514.25	
EFT23507	MECHANICAL PROJECT SERVICES PTY LTD	DBK REC CTR - MAINT & REPAIRS TO POOL HEATER SYSTEM	\$ 1,941.50	
EFT23508	MGM LIMESTONE PTY LTD	BLN OVAL & DBK WEIR - 104 X LGE LIMESTONE BLOCKS & FREIGHT	\$ 3,262.67	
EFT23509	MARITA YVONNE MASON MORGAN	REFUND OF GYM MEMBERSHIP NOT UTILISED - COVID RESTRICTIONS	\$ 255.95	
EFT23510	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - RENTAL FOR PERIOD 21/02/2022 TO 21/02/2023	\$ 594.35	
EFT23511	NATURAL AREA CONSULTING	FLORA & FAUNA SURVEY AT LOT 500 SOUTH WESTERN HWY, ARGYLE	\$ 3,168.00	
EFT23512	OFFICEWORKS	ADMIN - WORK STATIONS, DRAWERS, MAGNETIC BOARDS, STATIONERY	\$ 1,376.37	
EFT23513	FULTON HOGAN INDUSTRIES PTY LTD	PUMP TRACK & GRIMWADE GREENBUSHES RD - BITUMEN PRIMER SEAL	\$ 43,610.29	
EFT23514	PRESTON VALLEY MAINTENANCE	UPPER CAPEL RD - LAY CONCRETE APRON TO PIPEWORK EXTENSION	\$ 8,550.00	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 MARCH 2022
MANUAL/AUTO PAYMENTS FROM 01/02/2022 to 28/02/2022

Chq/EFT	Name	Description		Municipal	Trust
EFT23515	PFD FOOD SERVICE PTY LTD	DBK REC CTR - KIOSK ICE CREAM STOCK	\$	415.65	
EFT23516	HOLCIM (AUSTRALIA) PTY LTD	UPPER CAPEL RD - SLAB SAND FOR DRAINAGE, SHOT ROCK & BALLAST	\$	8,102.34	
EFT23517	IR & RM ROBERTS	RATES REFUND	\$	702.00	
EFT23518	SHERIDAN'S BADGES AND ENGRAVING	METAL ENGRAVED PLATES FOR AUST DAY AWARDS HONOUR BOARD	\$	685.55	
EFT23519	SPENCER SIGNS	PUMP TRACK - REPLACE DIRECTIONAL SIGNAGE DUE TO VANDALISM	\$	264.00	
EFT23520	SEEK LIMITED	EMPLOYMENT ADVERTISING EXPENSES	\$	291.50	
EFT23521	SCOPE ELECTRICAL CONTRACTING PTY LTD	GOODS SHED - AUTO DOOR POWER SUPPLY	\$	435.57	
EFT23522	ADELINA SABADINI	RATES REFUND	\$	728.18	
EFT23523	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	3,571.98	
EFT23524	TOTALLY WORKWEAR	STAFF CORPORATE UNIFORM - 2021/22	\$	903.40	
EFT23525	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$	246.69	
EFT23526	BARRIE WILLIAM THOMAS	RATES REFUND	\$	452.00	
EFT23527	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$	32,258.28	
EFT23528	SYNERGY	ELECTRICITY EXPENSES	\$	7,538.33	
EFT23529	MACHINERY WEST	EQUIPMENT HIRE FOR REMOVAL OF BANNERS & XMAS ALONG MAIN ST	\$	148.50	
EFT23530	EVENTS WEST WA	2022 AUSTRALIA DAY EVENT - HIRE SOUND EQUIP, MARQUEES/SHADE	\$	8,119.10	
EFT23531	YABBERUP COMMUNITY ASSOCIATION	YABBERUP HALL - 2021/22 HALL MAINTENANCE ALLOWANCE	\$	1,530.00	
EFT23531a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 23/02	\$	159,106.10	
53704	DEPARTMENT OF TRANSPORT	DB18465 TRAILER - 2021/22 VEHICLE REGISTRATION TO 30/06/2022	\$	19.45	
53705	PARK DONNYBROOK	CATERING FOR GOOD SHED OPENING - JUNE 2021	\$	1,059.50	
53706	SHIRE OF BRIDGETOWN-GREENBUSHES	SHARED BUSHFIRE RISK MITIGATION COORDINATOR - OCT TO DEC 2021	\$	3,779.46	
53707	CITY OF BUSSELTON	SW REGIONAL WASTE GROUP - CONTRIB REGIONAL PROJECT OFFICER	\$	1,977.45	
53708	SHIRE OF DONNYBROOK BALINGUP	DBK REC CTR & DBK SES - 2021/22 INTERIM RATES - OPTIONAL BINS	\$	55.12	
53709	SHIRE OF DONNYBROOK BALINGUP	PETTY CASH RECOUP UP TO 24/02/2022	\$	231.65	
DD26361.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	18,763.66	
DD26361.2	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	288.21	
DD26361.3	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	331.83	
DD26361.4	TELSTRA SUPERANNUATION SCHEME	PAYROLL DEDUCTIONS	\$	132.69	
DD26361.5	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	407.87	
DD26361.6	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,936.67	
DD26361.7	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	409.41	
DD26361.8	COMMONWEALTH BANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	206.35	
DD26361.9	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	329.19	
DD26361.10	HOSTPLUS	PAYROLL DEDUCTIONS	\$	425.01	

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 23 MARCH 2022
MANUAL/AUTO PAYMENTS FROM 01/02/2022 to 28/02/2022

Chq/EFT	Name	Description		Municipal	Trust
DD26361.11	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	228.54	
DD26361.12	SUPERESTATE	PAYROLL DEDUCTIONS	\$	178.83	
DD26385.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$	46.36	
DD26385.2	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	329.19	
DD26385.3	UNISUPER	PAYROLL DEDUCTIONS	\$	55.43	
DD26385.4	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	339.68	
DD26385.5	SUPERESTATE	PAYROLL DEDUCTIONS	\$	151.50	
DD26385.6	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	350.71	
DD26385.7	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	331.83	
DD26385.8	AWARE SUPER	PAYROLL DEDUCTIONS	\$	22,078.27	
DD26385.9	TELSTRA SUPERANNUATION SCHEME	PAYROLL DEDUCTIONS	\$	442.31	
DD26385.10	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	2,166.47	
DD26385.11	COLONIAL FIRST STATE FIRSTCHOICE	PAYROLL DEDUCTIONS	\$	60.42	
DD26385.12	MLC NOMINEES PTY LTD	PAYROLL DEDUCTIONS	\$	46.43	
DD26385.13	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	516.37	
DD26385.14	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	460.16	
DD26385.15	COMMONWEALTH BANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	206.35	
DD26385.16	HOSTPLUS	PAYROLL DEDUCTIONS	\$	476.80	
			\$	1,460,596.98	\$ -
					\$ 1,460,596.98

SHIRE OF DONNYBROOK BALINGUP

Statement of Financial Activity 2021/2022

28/02/2022



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**SHIRE OF DONNYBROOK BALINGUP
RATE SETTING STATEMENT
28/02/2022**

	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022
	Original Budget	Budget Amendments	Current Budget	YTD Budget	Actual
	\$	\$	\$	\$	\$
REVENUES					
Governance	41,700	300	42,000	27,618	27,448
General Purpose Funding	7,366,623	(153,765)	7,212,858	6,952,971	6,917,785
Law, Order, Public Safety	702,959	1,236	704,195	383,200	374,524
Health	171,689	(11,999)	159,690	119,448	114,808
Education and Welfare	270,969	2,862,677	3,133,645	182,950	163,126
Housing	0	0	0	0	0
Community Amenities	652,950	(450)	652,500	435,894	439,037
Recreation and Culture	7,101,280	(33,985)	7,067,295	1,838,471	1,731,709
Transport	4,693,452	(1,369,790)	3,323,662	1,915,889	1,126,976
Economic Services	529,406	8,615	538,021	145,735	165,898
Other Property and Services	112,150	31,853	144,003	113,063	109,719
	21,643,178	1,334,692	22,977,869	12,115,239	11,171,030
EXPENSES					
Governance	(1,160,619)	66,769	(1,093,850)	(833,801)	(629,619)
General Purpose Funding	(175,119)	763	(174,356)	(110,581)	(92,054)
Law, Order, Public Safety	(1,544,951)	(65,289)	(1,610,240)	(899,133)	(804,327)
Health	(263,551)	0	(263,551)	(176,982)	(150,461)
Education and Welfare	(836,226)	(95,285)	(931,511)	(644,407)	(486,016)
Housing	0	0	0	0	0
Community Amenities	(1,940,530)	37,113	(1,903,417)	(1,292,325)	(1,108,491)
Recreation and Culture	(4,050,985)	7,743	(4,043,242)	(2,714,590)	(2,132,516)
Transport	(5,001,704)	(1,000)	(5,002,704)	(3,335,280)	(2,135,278)
Economic Services	(864,946)	(13,149)	(878,095)	(680,942)	(340,555)
Other Property and Services	(219,650)	(12,255)	(231,905)	(155,650)	(264,765)
	(16,058,281)	(74,590)	(16,132,871)	(10,843,691)	(8,144,082)
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Revenue					
(Profit)/Loss on Asset Disposals	4,285	0	4,285	856	6,650
Depreciation on Assets	5,758,977	0	5,758,977	3,839,224	1,967,059
Capital Expenditure and Revenue					
Governance	(61,611)	(125,000)	(186,611)	(27,000)	(17,201)
Law, Order, Public Safety	(114,224)	45,000	(69,224)	(63,358)	(17,586)
Health	(8,160)	0	(8,160)	(5,440)	0
Education and Welfare	(126,982)	(2,866,825)	(2,993,807)	(42,328)	0
Housing	0	0	0	0	0
Community Amenities	(214,720)	(22,000)	(236,720)	(213,712)	(181,751)
Recreation and Culture	(8,833,124)	(37,753)	(8,870,877)	(2,544,854)	(2,138,171)
Transport	(5,409,801)	1,390,000	(4,019,801)	(2,326,164)	(1,379,549)
Economic Services	(62,000)	(50,141)	(112,141)	(112,141)	(113,440)
Proceeds from Disposal of Assets Plant and Equipment	143,870	0	143,870	143,870	62,455
Proceeds from Disposal of Assets Land	0	140,000	140,000	140,000	70,000
Repayment of Debentures	(63,577)	0	(63,577)	(38,756)	(38,756)
Principal elements of finance lease payments	(39,309)	0	(39,309)	(26,200)	(24,185)
Repayment of Lease Liability	(308,000)	0	(308,000)	0	0
Proceeds from New Debentures	2,500,000	0	2,500,000	0	0
Proceeds from new Leases	275,000	0	275,000	0	0
Self-Supporting Loan Principal Income	9,396	0	9,396	6,264	4,666
Transfer Unspent Loan Funds	0	0	(986,228)	0	0
Transfers To Reserves (Restricted Assets)	(824,638)	(111,929)	(936,567)	(250,325)	0
Transfers /From Reserves (Restricted Assets)	1,647,768	159,885	1,807,653	1,147,632	174,665
Estimated Surplus/(Deficit) July 1 B/Fwd	1,128,182	218,661	1,346,843	1,346,843	1,131,406
Estimated Surplus/(Deficit)	986,228	0	0	2,245,959	2,533,210



SHIRE OF DONNYBROOK BALINGUP
Material Variance Reporting
28/02/2022

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of \$10,000 for 2021-2022

VAR

Operating Revenues

General Purpose Funding	(35,186)	LGGC Financial Assistance Grants, rates instalment interest, interim rates, rates instalment fees and interest on Reserve funds
Education	(19,824)	Preston Village lease fees timing and Australia Day Grant
Recreation and Culture	(106,762)	Dbk Rec Centre Fees, Property lease fees and Grant funding
Transport	(788,913)	Blackspot, LRCI, RTR and Regional Road Group Funding and Road Plant changeover timing
Economic Service	20,163	Grants - Drought Community Funding, Fees & Charges - Property Leases

Operating Expenses

Governance	204,182	Cr Meeting Allowances \$18k, Election Expenses \$7k, Admin salaries \$111k, Superannuation \$12k, Office Mtc \$10k, Consultants \$65k
General Purpose Funding	18,527	Rates Expenditure
Law, Order, Public Safety	94,806	Depreciation \$149k under, Mitigation costs \$47K over, ESL Expenditure \$15k over
Health	26,521	Depreciation not yet processed \$14k.under
Education and Welfare	158,391	Depreciation not yet processed \$105k. under Preston Village under \$24k, Well Aged under \$23k
Community Amenities	183,834	Depreciation \$20k. under. Rubbish Site Mtc \$38k under, Domestic Refuse Collection \$12k under, Organic Refuse Removal \$23k under, Salaries \$9k under, Strategic Planning \$13k under, Cemetery Mtc \$12k under
Recreation and Culture	582,074	Depreciation not yet raised \$323k, Station Square \$43k under, Egan Park \$7k under, Mitchell Park \$25k under, Parks and Reserves \$50k under, DRC Salaries \$32k over, Library \$45k under.
Transport	1,200,002	Depreciation not yet raised \$773k under, Timing variance General; Road Mtc and Bridge Mtc
Economic Services	340,387	Transit Park Mtce \$8k under, Depreciation not yet raised \$9k, Noxious Weeds/Pests \$290k under
Other Property and Services	(109,115)	Depreciation not yet raised \$97k, OSH & Toolbox meetings \$8k under, Training \$10k under, Contract Labour \$10k under

Adjustments for Cash Budget Requirements:

Depreciation on Assets	(1,872,165)	Depreciation has been processed to October 21 - processing is completed in a sequential manner to bring Asset Register up to date
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**Adjustments for Cash Budget Requirements:
Material Variance Reporting
(Profit)/Loss on Asset Disposals**

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of \$10,000 for 2021-2022

VAR

Capital Expenditure and Revenue

Law, Order, Public Safety	45,772	Ranger Vehicle and BFB Buildings
Education and Welfare	42,328	Well Aged Housing Units
Community Amenities	31,961	Donnybrook Waste Mgmt Facility \$23k under, Cemeteries Infrastructure and Public Toilets \$8k under
Recreation and Culture	406,683	Dbk Hall \$6k under, Dbk Rec Centre \$30k over, Balingup Rec Centre \$7k over, Arboretum \$24k under, VC Mitchell Pk Bore \$5k over, Pump Track \$10k under, Balingup Oval Bore \$8k under, Station Square \$15k under, VC Mitchell Hockey \$190k under, GVTP Pathways \$53k under, VC Mitchell Redevelopment \$25k over.
Transport	946,615	Purchase of Plant \$167k under, Blackspot Road projects \$336k under, R2R program \$215k, RRG program \$214k over, Commodity Route \$177k over, Road Works General \$207k under
Proceeds from Disposal of Assets	(81,415)	Sale of Lot 200 & 201 SW Highway
Transfers To Reserves (Restricted Assets)	250,325	Timing transfers to projects
Transfers /From Reserves (Restricted Assets)	(972,967)	Timing transfers to projects

SHIRE OF DONNYBROOK BALINGUP
NET CURRENT ASSETS
28/02/2022

20121/2022 YTD
Actual

Composition of Estimated Net Current Asset Position

CURRENT ASSETS

Cash At Bank - Municipal Fund	2,471,985
Municipal Trust Bank	0
Bank Overdraft	0
Petty Cash On Hand	960
Cash At Bank - Reserve Fund	0
Cash At Bank - Reserve Fund Investments	5,251,593
Cash At Bank - Municipal Fund Investments	1,514,516
Cash At Bank - Trust Fund	265,738
Sub Total Cash	<u>9,504,792</u>

Restricted Assets	0
Accounts Receivable - Rates Debtors Total	1,196,244
Accounts Receivable - Rates Debtors Esl Total	59,297
Sundry Debtors Other	346,526
Gst Asset Account	65,833
Prepayments Total	(840)
Inventories - Stock On Hand Total	18,043
Contract Assets - Grants Total	46,025
Total Current Assets	<u>11,235,920</u>

LESS: CURRENT LIABILITIES

Provsn For Annual Leave	(380,860)
Prov For Lsl	(422,064)
Bonds / Deposits - Tuia Lodge Rad	(300,000)
Bonds / Deposits - Bcif & Brb	(9,403)
Bonds / Deposits - Extractive Industry License Bonds	(114,611)
Bonds / Deposits - Election Nomination Deposits	0
Bonds / Deposits - Developer Retention Bonds	(69,340)
Bonds / Deposits - Transportable Building Bonds	(20,000)
Bonds / Deposits - Sundry Bonds / Deposits	(24,618)
Bonds / Deposits - Aged Care Resident Kitty	(232)
Bonds / Deposits - Pump Track Retention	(7,140)
Sundry Creditors	(350,738)
Paye Account	(89,704)
Sdy Debtors Rates -Excess	(127,086)
Contract Liability (Current) - Grant Revenue	(458,076)
Contract Liability (Current) - Contribution To Works	(554,566)
Contract Liability (Bin Collection Charges)	(188,902)
Contract Liability - Other	0
Gst Liability Account	(35,728)
Esl Levied	(32,311)
Stock Received Clearing Control Account	0
	<u>(3,185,379)</u>

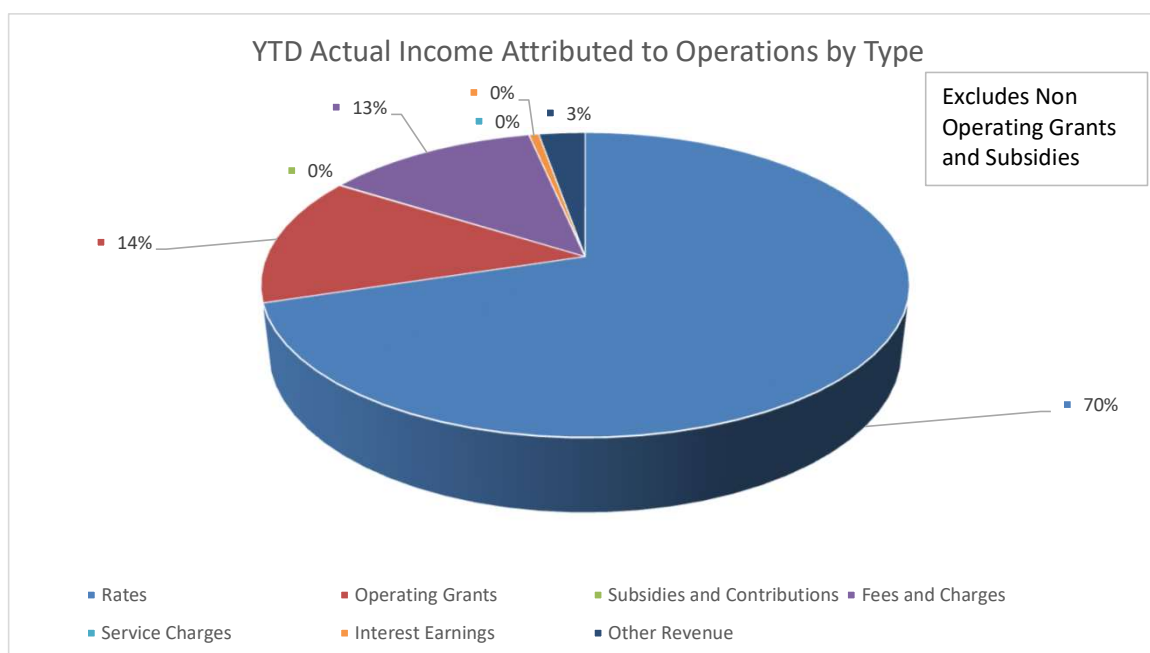
NET CURRENT ASSET POSITION

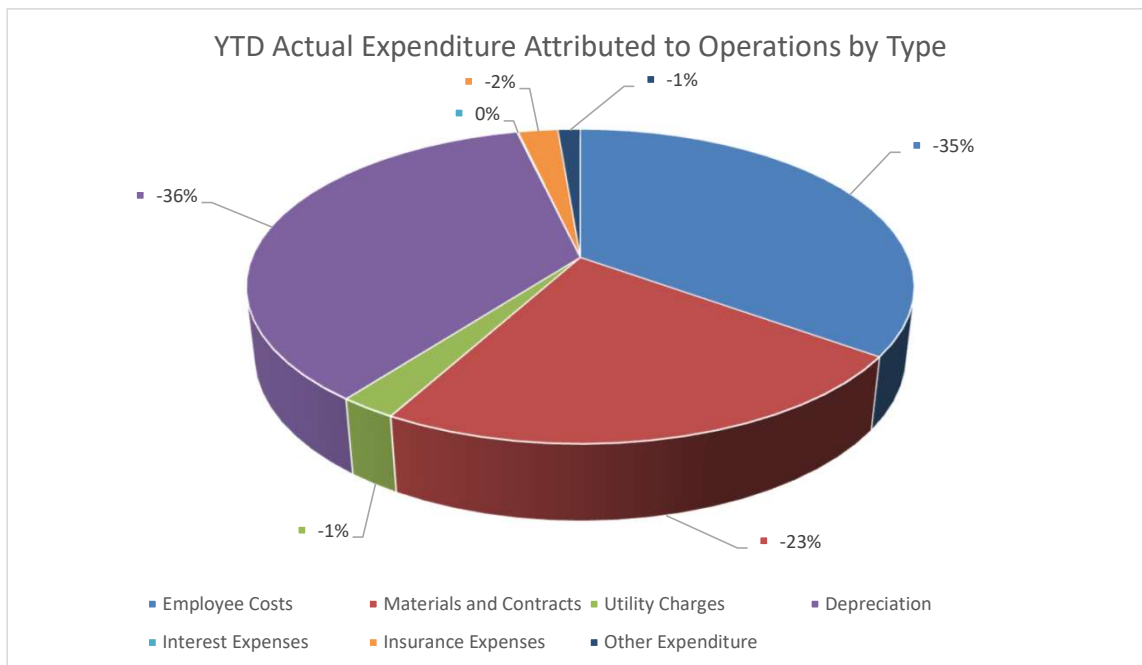
	8,050,541
Less: Cash - Restricted Reserves	(5,251,594)
Less: Cash - Restricted Trust	(265,738)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>2,533,210</u>



SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE AND TYPE
28/02/2022

	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022
	Original Budget	Budget Amendments	Current Budget	YTD Budget	Actual
	\$	\$	\$	\$	\$
REVENUE					
Rates	6,108,765	(800)	6,107,965	6,099,425	6,092,709
Operating Grants	2,129,496	(100,823)	2,028,673	1,228,769	1,191,667
Subsidies and Contributions	4,790	6,800	11,590	8,704	6,599
Fees and Charges	1,582,087	(30,416)	1,551,670	1,074,848	1,099,343
Service Charges	0	0	0	0	0
Interest Earnings	104,000	(30,660)	73,340	54,668	51,197
Other Revenue	299,111	54,260	353,371	264,739	239,043
Revenue	10,228,249	(101,639)	10,126,609	8,731,153	8,680,558
EXPENSES					
Employee Costs	(5,597,803)	24,220	(5,573,583)	(3,780,858)	(3,604,593)
Materials and Contracts	(3,703,622)	(80,138)	(3,783,760)	(2,466,885)	(1,796,474)
Utility Charges	(379,610)	2,164	(377,446)	(254,652)	(236,769)
Depreciation	(5,758,977)	0	(5,758,977)	(3,839,224)	(1,967,059)
Interest Expenses	(12,372)	0	(12,372)	(8,232)	(5,967)
Insurance Expenses	(367,996)	(6,510)	(374,506)	(322,543)	(374,967)
Other Expenditure	(207,799)	(14,326)	(222,125)	(151,225)	(147,208)
Expense	(16,028,178)	(74,590)	(16,102,768)	(10,823,619)	(8,133,038)
NET	(5,799,930)	(176,229)	(5,976,159)	(2,092,466)	547,520
Non-Operating Grants	11,174,312	1,436,331	12,610,643	3,360,854	2,486,077
Subsidies and Contributions	214,799	0	214,799	4,016	0
Profit on Asset Disposals	24,018	0	24,018	18,008	3,909
Loss on Asset Disposals	(28,303)	0	(28,303)	(18,864)	(10,559)
NET RESULT	5,584,896	1,260,102	6,844,998	1,271,548	3,026,948
Other Comprehensive Income					
Changes on Revaluation of non-current a	0	0	0	0	0
Total Other Comprehensive Income	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	5,584,896	1,260,102	6,844,998	1,271,548	3,026,948

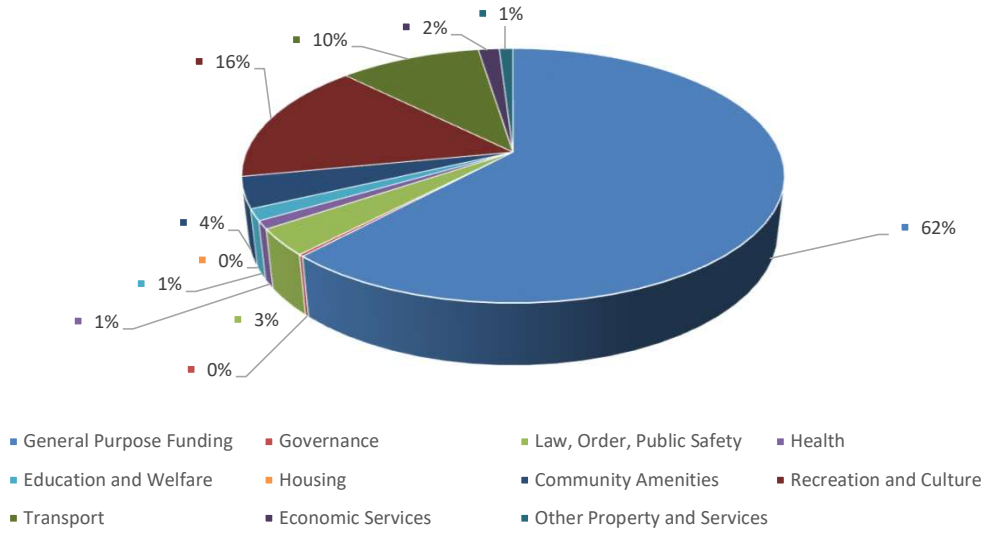




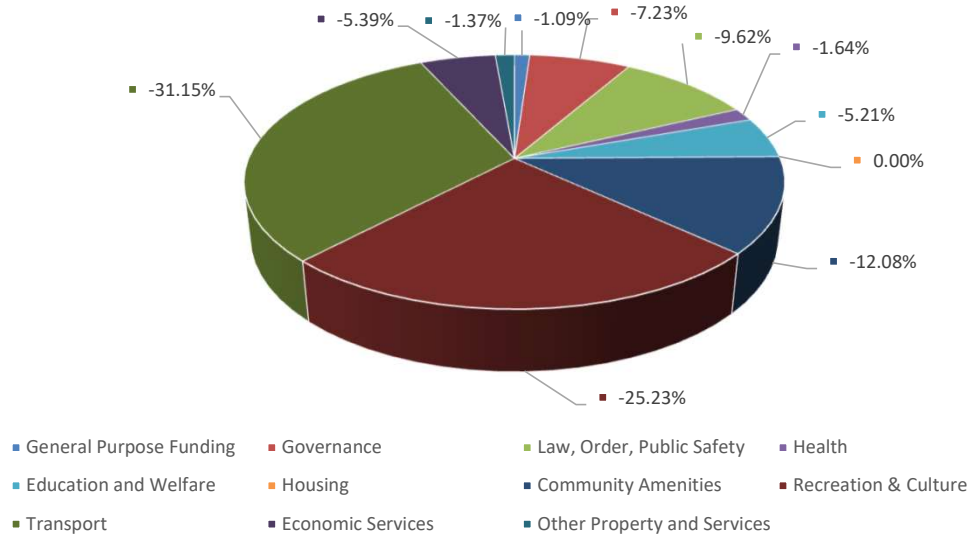
**SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
28/02/2022**

	2021/2022 Original Budget	2021/2022 Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 Actual
	\$	\$	\$	\$	\$
REVENUE					
General Purpose Funding	7,366,623	(153,765)	7,212,858	6,952,971	6,917,785
Governance	41,700	300	42,000	27,618	27,448
Law, Order, Public Safety	702,959	1,236	704,195	383,200	374,524
Health	171,689	(11,999)	159,690	119,448	114,808
Education and Welfare	270,969	2,862,677	3,133,645	182,950	163,126
Housing	0	0	0	0	0
Community Amenities	652,950	(450)	652,500	435,894	439,037
Recreation and Culture	7,101,280	(33,985)	7,067,295	1,838,471	1,731,709
Transport	4,693,452	(1,369,790)	3,323,662	1,915,889	1,126,976
Economic Services	529,406	8,615	538,021	145,735	165,898
Other Property and Services	112,150	31,853	144,003	113,063	109,719
	21,643,178	1,488,457	22,977,869	12,115,239	11,171,030
EXPENSES					
General Purpose Funding	(175,119)	763	(174,356)	(110,581)	(92,054)
Governance	(1,160,619)	66,769	(1,093,850)	(833,801)	(629,619)
Law, Order, Public Safety	(1,544,951)	(65,289)	(1,610,240)	(899,133)	(804,327)
Health	(263,551)	0	(263,551)	(176,982)	(150,461)
Education and Welfare	(836,226)	(95,285)	(931,511)	(644,407)	(486,016)
Housing	0	0	0	0	0
Community Amenities	(1,940,530)	37,113	(1,903,417)	(1,292,325)	(1,108,491)
Recreation & Culture	(4,050,985)	7,743	(4,043,242)	(2,714,590)	(2,132,516)
Transport	(5,001,704)	(1,000)	(5,002,704)	(3,335,280)	(2,135,278)
Economic Services	(864,946)	(13,149)	(878,095)	(680,942)	(340,555)
Other Property and Services	(219,650)	(12,255)	(231,905)	(155,650)	(264,765)
	(16,058,281)	(74,590)	(16,132,871)	(10,843,691)	(8,144,082)
NET RESULT	5,584,896	1,413,867	6,844,998	1,271,548	3,026,948
Other Comprehensive Income	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	5,584,896	1,413,867	6,844,998	1,271,548	3,026,948

YTD Actual Income by Program



YTD Actual Expenditure by Program



Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
General Purpose Funding						
Rate Revenue - Expenditure						
0076	ADMIN SALARIES REALLOCATED TO RATES	29,347	0	29,347	19,560	16,311
0126	GEN ADMIN COSTS REALLOCATED TO RATES	17,095	0	17,095	11,392	11,052
0131	RATES WRITTEN OFF	1,800	0	1,800	1,208	486
0142	SALARIES - RATING	60,479	2,521	63,000	40,816	39,593
1932	RATING VALUATIONS	28,000	0	28,000	7,500	3,915
1952	POSTAGE & STATIONERY	16,000	0	16,000	16,000	12,713
1962	LEGAL COSTS (RATES)	10,000	-5,000	5,000	5,000	0
1972	ADVERTISING & OTHER EXP.	5,600	0	5,600	3,728	2,496
5022	TRAINING EXPENSES - RATING	1,500	0	1,500	1,000	0
5842	SUPERANNUATION (RATES)	3,784	1,716	5,500	2,863	3,974
6102	EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,514	0	1,514	1,514	1,514
Total Operating Income Rate Revenue		175,119	-763	174,356	110,581	92,054
General Purpose Funding						
Rate Revenue - Income						
0011	RATES - GENERAL RATES LEVIED	-6,081,265	0	-6,081,265	-6,081,265	-6,081,266
0031	INTEREST - RATES INSTALMENT	-17,000	-140	-17,140	-11,468	-17,093
0061	INTEREST - ARREARS	-37,500	-1,500	-39,000	-26,500	-29,350
0071	RATES - INTERIM & BACK RATES	-32,000	0	-32,000	-21,328	-14,969
0081	LESS: RATES - DISCOUNTS / CONCESSIONS	2,700	800	3,500	1,960	3,040
0101	INTEREST - DEFERRED PENSIONERS	-1,500	0	-1,500	-1,000	-1,202
0121	REIMBURSEMENT - DEBT RECOVERY	-2,500	0	-2,500	-1,664	-9
2163	FEES & CHARGES - RATES INSTALMENTS / PAYMENT ARRANGEMENTS	-25,000	1,482	-23,518	-16,368	-23,247
Total Operating Income Rate Revenue		-6,194,065	642	-6,193,423	-6,157,633	-6,164,096
General Purpose Funding - Schedule 3						
General Purpose Grants - Expenditure						
		0	0	0	0	0
Total Operating Expenditure General Purpose Grants		0	0	0	0	0
General Purpose Funding - Schedule 3						
General Purpose Grants - Income						
0091	GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	-695,720	60,801	-634,919	-491,390	-476,189
1031	GRANTS - LGGC LOCAL ROAD GRANT	-388,538	60,022	-328,516	-261,392	-246,387
Total Operating Income General Purpose Grants		-1,084,258	120,823	-963,435	-752,782	-722,576
General Purpose Funding - Schedule 3						
Other General Purpose Funding - Income						
0643	FEES & CHARGES	-39,500	0	-39,500	-26,328	-27,094
0911	OTHER REVENUE	-400	0	-400	-264	-337
0981	FEES & CHARGES (GST FREE) - SPECIAL SERIES NUMBER PLATES	-400	0	-400	-264	-130
4881	INTEREST - MUNICIPAL FUND	-18,000	13,300	-4,700	-4,700	-2,077
4891	INTEREST - RESERVE FUND	-30,000	19,000	-11,000	-11,000	-1,476
Total Operating Income General Purpose Funding		-88,300	32,300	-56,000	-42,556	-31,113

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Summary of Operations - General Purpose Funding						
Rate Revenue						
	Sub Total Operating Expenditure	175,119	-763	174,356	110,581	92,054
	Sub Total Operating Income	-6,194,065	642	-6,193,423	-6,157,633	-6,164,096
		-6,018,946	-121	-6,019,067	-6,047,052	-6,072,041
General Purpose Grants						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	-1,084,258	120,823	-963,435	-752,782	-722,576
		-1,084,258	120,823	-963,435	-752,782	-722,576
Other General Purpose Funding						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	-88,300	32,300	-56,000	-42,556	-31,113
		-88,300	32,300	-56,000	-42,556	-31,113
	Total Operating Expenditure	175,119	-763	174,356	110,581	92,054
	Total Operating Income	-7,366,623	153,765	-7,212,858	-6,952,971	-6,917,785
	Program (Surplus)/Deficit	-7,191,504	153,002	-7,038,502	-6,842,390	-6,825,730
Governance - Schedule 4						
Members of Council - Expenditure						
0112	ELECTION & POLL EXPENSES	35,000	-5,455	29,545	22,237	29,545
0122	SALARIES	240,696	0	240,696	160,464	154,867
0132	REFRESHMENT & ENTERTAIN	10,000	0	10,000	6,664	9,134
0146	ADMIN BLDG COSTS REALLOCATED TO GOVERNANCE	53,811	0	53,811	35,872	34,791
0162	CR ALLOWANCES - TRAVEL	8,850	0	8,850	5,896	2,101
0172	CR ALLOWANCES -PRESIDENTIAL	12,510	0	12,510	8,336	6,255
0192	CONFERENCE EXPENSES	5,000	1,000	6,000	3,528	4,156
0202	COUNCILLOR'S INSURANCE	8,523	0	8,523	8,522	8,523
0222	COUNCIL STATIONERY/GIFTS	4,000	0	4,000	2,664	1,049
0232	CR ALLOWANCES - MEETING	90,966	0	90,966	60,640	42,590
0242	CR ALLOWANCES - OTHER	12,450	0	12,450	8,296	5,453
0252	DONATIONS	64,275	0	64,275	42,848	24,880
1222	INFORMATION TECHNOLOGY - COUNCILLORS	4,752	0	4,752	3,168	3,028
5532	VOLUNTEER'S FUNCTION	2,000	0	2,000	1,328	1,299
5852	SUPERANNUATION	26,780	0	26,780	17,848	17,519
5922	COUNCIL FUNCTIONS	10,000	1,000	11,000	6,864	10,181
6112	EMPLOYEE INSURANCE - WORKERS COMPENSATION	10,507	0	10,507	7,000	9,628
6302	DEPRECIATION - GOVERNANCE	30,545	0	30,545	20,360	10,293
6932	COUNCILLOR TRAINING	16,800	0	16,800	11,200	5,588
9722	ADMIN SAL REALLOCATED - MEMBERS GENERAL	3,424	0	3,424	2,280	1,903
	Total Operating Expenditure Members of Council	650,889	-3,455	647,434	436,015	382,782
Governance - Schedule 4						
Members of Council - Income						
0233	FEES & CHARGES	-100	0	-100	-64	0
0243	REIMBURSEMENTS	-50	0	-50	-32	0
	Total Operating Income Members of Council	-150	0	-150	-96	0

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Governance - Schedule 4						
Administration - Expenditure						
0036	ADMIN EMPLOYEE COSTS REALLOCATED	-1,005,951	0	-1,005,951	-670,632	-559,109
0066	GEN ADMIN COSTS REALLOCATED	-508,834	0	-508,834	-339,216	-328,978
0250	LEASE INTEREST EXPENSE - ADMIN	2,050	0	2,050	1,360	1,974
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	39,100	0	39,100	26,064	18,320
0272	SALARIES (ADM)	870,770	-90,000	780,770	562,512	459,848
0282	SUPERANNUATION (ADMIN)	100,367	-8,000	92,367	65,304	53,555
0292	EMPLOYEE INSURANCE - WORKERS COMPENSATION	34,814	3,186	38,000	38,000	45,705
0342	DEPRECIATION (ADM)	55,368	0	55,368	36,912	21,004
0352	COMPUTER SOFTWARE COSTS	40,000	0	40,000	26,664	13,995
0362	OFFICE & SURROUNDS MTCE.	94,977	-20,000	74,977	52,052	42,123
0372	OTH OFFICE EXPENSES (A003	6,000	0	6,000	4,000	1,467
0382	PRINTING & STATIONERY	15,000	0	15,000	10,000	10,240
0392	COMPUTER MTCE AND AGREEMENTS	90,000	0	90,000	60,000	60,054
0402	UNIFORM ALLOWANCE	6,855	-1,055	5,800	3,514	1,511
0432	VEHICLE RUNNING COSTS	19,500	-1,000	18,500	12,000	11,375
0452	ADVERTISING	1,000	0	1,000	664	371
0532	TELEPHONE & FACSIMILE	22,000	1,000	23,000	15,664	16,047
0542	POSTAGE	5,000	0	5,000	3,328	4,401
0562	OFFICE EQUIPMENT MAINTENANCE	14,500	1,500	16,000	11,164	8,798
0582	CONTRACT STAFF WAGES	4,276	29,982	34,258	34,258	34,258
0852	BANK CHARGES	15,500	0	15,500	10,328	10,291
0882	INSURANCE - OTHER	27,958	0	27,958	27,958	27,958
1072	FRINGE BENEFITS TAX	23,300	0	23,300	15,528	10,842
1092	COMPUTER USER GROUP SUBSCRIPTION	700	-20	680	444	680
5572	CEO NETWORKING & STAFF REWARDS ALLOWANCE	1,500	1,000	2,500	2,000	1,837
5582	STAFF RECRUITMENT COSTS - ADMIN	10,000	19,000	29,000	25,664	28,006
5702	OCCUPATIONAL SAFETY AND HEALTH (RE-ALLOC. TO PROGRAMS)	1,250	0	1,250	832	251
6022	FURNITURE & EQUIPMENT UNDER THRESHOLD	13,000	2,000	15,000	10,664	13,592
Total Operating Expenditure Administration		0	-62,407	-62,407	47,030	10,416
Governance - Schedule 4						
Administration - Income						
7863	INSURANCE REBATES	-40,000	4,000	-36,000	-22,664	-22,727
7873	REIMBURSEMENTS - ADMINISTRATION	0	-3,650	-3,650	-3,650	-3,650
Total Operating Income Administration		-40,000	350	-39,650	-26,314	-26,377
Governance - Schedule 4						
Other Governance Costs - Expense						
0156	ADMIN SALARIES REALLOCATED TO OTHER GOVERNANCE.	44,009	0	44,009	29,336	24,460
0182	SUBSCRIPTIONS	29,407	1,593	31,000	31,000	30,479
0206	GEN ADMIN COSTS REALLOC TO OTHER GOVERNANCE	37,250	0	37,250	24,832	24,084
0502	SUNDRY EXPENSES ADMIN	0	1,000	1,000	1,000	0
0892	NON-SPECIFIC LEGAL COSTS	15,000	0	15,000	10,000	4,664
0952	AUDIT FEES	49,500	-3,500	46,000	29,500	760
0962	CONSULTANTS FEES	112,800	0	112,800	75,200	10,300
1042	PUBLIC RELATIONS	20,500	0	20,500	13,664	11,854
1082	RESOURCE SHAR/ECON DEV	24,603	0	24,603	16,400	19,520
3772	SALARIES - GOVERNANCE	144,986	0	144,986	96,656	89,600
5862	SUPERANNUATION (GOVERNANCE)	14,499	0	14,499	9,664	9,408

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
5912	RISK MANAGEMENT	11,000	0	11,000	7,328	5,491
6122	EMPLOYEE INSURANCE - WORKERS COMPENSATION	6,176	0	6,176	6,176	5,800
Total Operating expenditure Governancve Other		509,730	-907	508,823	350,756	236,421
Governance - Schedule 4						
Other Governance Costs - Income						
0333	CONTRIBUTIONS	-800	0	-800	-528	0
0901	REIMBURSEMENTS - STAFF TELEPHONE	-150	0	-150	-96	0
0921	FEES & CHARGES	-200	-350	-550	-228	-509
0951	REIMBURSEMENTS - STAFF UNIFORM	-200	0	-200	-128	-107
1041	FEES & CHARGES - GST FREE	-200	-300	-500	-228	-456
Total Operating Income Governance Other		-1,550	-650	-2,200	-1,208	-1,071
 Summary of Operations - Governance Program						
Members of Council						
Sub Total Operating Expenditure		650,889	-3,455	647,434	436,015	382,782
Sub Total Operating Income		-150	0	-150	-96	0
		650,739	-3,455	647,284	435,919	382,782
Administration						
Sub Total Operating Expenditure		0	-62,407	-62,407	47,030	10,416
Sub Total Operating Income		-40,000	350	-39,650	-26,314	-26,377
		-40,000	-62,057	-102,057	20,716	-15,961
Other Governance						
Sub Total Operating Expenditure		509,730	-907	508,823	350,756	236,421
Sub Total Operating Income		-1,550	-650	-2,200	-1,208	-1,071
		508,180	-1,557	506,623	349,548	235,349
Total Operating Expenditure		1,160,619	-66,769	1,093,850	833,801	629,619
Total Operating Income		-41,700	-300	-42,000	-27,618	-27,448
Program (Surplus)/Deficit		1,118,919	-67,069	1,051,850	806,183	602,170
Law, Order & Public Safety - Schedule 5						
Fire Prevention - Expenditure						
0216	ADMIN SALARIES REALLOC TO FIRE CONTROL	64,978	0	64,978	43,312	36,115
0266	GENERAL ADMIN COSTS REALLOC TO FIRE CONTROL	27,995	0	27,995	18,656	18,099
0320	LEASE INTEREST EXPENSE - CESM VEHICLE	0	0	0	0	2
0632	FIRE CONTROL EXPENSES	9,670	30,330	40,000	27,440	29,625
0642	INSURANCE (FC)	39,398	0	39,398	39,398	39,398
0672	PUBLIC STANDPIPES	6,820	0	6,820	4,544	12,917
0682	BUSH FIRE MITIGATION - SHIRE	10,000	0	10,000	6,664	3,192
1062	DEPRECIATION (FC)	41,253	0	41,253	27,496	21,149
1132	CESM - EMERGENCY MGMT SALS	120,630	0	120,630	80,416	85,239
1172	ARGYLE IRISHTOWN BFB STATION PLANNING AND STUDIES	0	35,000	35,000	6,000	6,000
3572	FURNITURE & EQUIPMENT UNDER THRESHOLD	2,282	0	2,282	1,520	0
5142	ESL OPERATING EXPENSES SHIRE	171,704	0	171,704	114,448	121,720
5592	DEPRECIATION ON BRIGADE PLANT	346,500	0	346,500	231,000	112,228
6402	CESM SUPERANNUATION	15,534	0	15,534	10,352	8,518
6412	CESM OFFICE EXPENSES	21,565	0	21,565	14,368	18,107
6962	BUSH FIRE MITIGATION - SEMC	327,015	0	327,015	46,232	93,831
7382	REGIONAL BUSHFIRE MITIGATION CO- ORDINATOR - CONTRIBUTION	14,000	0	14,000	9,328	5,807
Total Operating Expenditure Fire Prevention		1,219,345	65,330	1,284,675	681,174	611,948

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Law, Order & Public Safety - Schedule 5						
Fire Prevention - Income						
0703	FEES & CHARGES - FINES	-2,000	400	-1,600	-1,228	-1,500
0745	REIMBURSEMENTS	-1,000	500	-500	-500	-872
0773	CONTRIBUTIONS	-1,000	400	-600	-600	-398
0783	FEES & CHARGES - SALE OF STANDPIPE WATER	-5,000	-2,500	-7,500	-4,328	-5,957
1011	FEES & CHARGES - ESL COMMISSION	-4,000	0	-4,000	-2,664	-4,000
5123	GRANTS - VBFB ESL OPERATING GRANT	-211,102	0	-211,102	-140,728	-171,765
5983	REIMBURSEMENTS - DFES FOR CESM	-72,468	0	-72,468	-48,312	-28,757
6963	GRANTS - BUSHFIRE MITIGATION	-327,015	0	-327,015	-130,000	-94,416
0765	GRANTS (CAPITAL) - VBFB ESL ASSETS	-17,586	0	-17,586	-11,720	-17,586
Total Operating Income Fire Prevention		-641,171	-1,200	-642,371	-340,080	-325,251
Law, Order & Public Safety - Schedule 5						
Animal Control - Expenditure						
0276	ADMIN SALARIES REALLOC TO ANIMAL CONTROL	38,079	0	38,079	25,384	21,165
0326	ADMIN GENERAL COSTS REALLOC TO ANIMAL CONTROL	24,401	0	24,401	16,264	15,776
0762	A/C TRAINING EXPENSES	4,500	0	4,500	3,000	856
0772	SALARIES (AC)	122,541	2,459	125,000	82,179	85,522
0782	SUPERANNUATION (AC)	12,460	0	12,460	8,304	9,238
0792	VEHICLE EXPENSE (AC)	12,500	-1,500	11,000	7,828	7,026
0802	GENERAL EXPENSES (AC)	16,000	-2,000	14,000	10,656	6,588
0812	CLOTHING ALLOWANCE	1,200	0	1,200	800	0
0822	TELEPHONE ALLOWANCE	1,950	0	1,950	1,296	1,117
0827	A/H CALL SERVICE - ANIMAL	5,000	0	5,000	3,328	0
0832	DEPRECIATION (AC)	1,800	0	1,800	1,200	599
Total Operating Expenditure Animal Control		240,431	-1,041	239,390	160,239	147,886
Law, Order & Public Safety - Schedule 5						
Animal Control - Income						
0833	FEES & CHARGES - DOG REGISTRATION	-25,000	0	-25,000	-16,664	-23,830
0843	FEES & CHARGES - FINES	-3,000	-1,000	-4,000	-2,000	-4,804
0873	FEES & CHARGES - ANIMAL FACILITY LICENSING	-500	-500	-1,000	-328	-800
0893	FEES & CHARGES - ANIMAL IMPOUNDING	-3,000	1,000	-2,000	-2,000	-1,025
1193	FEES & CHARGES - CAT REGISTRATIONS	-4,500	500	-4,000	-2,900	-3,943
7943	P/L SALE OF ASSETS - ANIMAL	-6,008	0	-6,008	-6,008	0
Total Operating Income Animal Control		-42,008	0	-42,008	-29,900	-34,401
Law, Order & Public Safety - Schedule 5						
Other Law, Order & Public Safety - Expenditure						
0912	DEPRECIATION (OTHER LAW & ORDER)	21,637	0	21,637	14,424	7,345
0922	DBK BRANCH-EMERGENCY SVES	19,780	0	19,780	13,168	17,197
1142	AWARE PROGRAMME - EMERGENCY MANAGEMENT	3,915	0	3,915	2,608	3,634
1152	EMERGENCY RESPONSE, FESA SES ETC	5,160	0	5,160	3,432	1,959
5192	LEMC OPERATING EXPENSES	0	1,000	1,000	1,000	0
5193	EMERGENCY COMMUNICATION EXPENDITURE	6,500	0	6,500	4,328	5,263
5392	CRIME PREVENTION PLAN	5,000	0	5,000	3,328	0
5602	DEP'N ON SES PLANT	16,240	0	16,240	10,824	5,473
5742	COMMUNITY ROAD SAFETY	1,000	0	1,000	664	0
5772	BUILDING MAINTENANCE (EX SES BUILDING)	1,016	0	1,016	672	744

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
6862	ADMIN SALARIES REALLOCATED - OLOPS	3,395	0	3,395	2,256	1,887
6872	GENERAL ADMIN COSTS REALLOCATED - OLOPS	1,533	0	1,533	1,016	991
Total Operating Expenditure Other Law, Order & Public Safety		85,176	1,000	86,176	57,720	44,494
Law, Order & Public Safety - Schedule 5						
Other Law, Order & Public Safety - Income						
0953	FINES AND PENALTIES	0	-36	-36	-36	-36
1163	GRANT - SES ESL OPERATING GRANT	-19,780	0	-19,780	-13,184	-14,835
Total Operating Income Other Law, Order & Public Safety		-19,780	-36	-19,816	-13,220	-14,871
Summary of Operations - Law, Order & Public Safety Program						
Fire Prevention						
Sub Total Operating Expenditure		1,219,345	65,330	1,284,675	681,174	611,948
Sub Total Operating Income		-641,171	-1,200	-642,371	-340,080	-325,251
		578,173	64,130	642,303	341,094	286,697
Animal Control						
Sub Total Operating Expenditure		240,431	-1,041	239,390	160,239	147,886
Sub Total Operating Income		-42,008	0	-42,008	-29,900	-34,401
		198,423	-1,041	197,382	130,339	113,484
Other Law, Order & Public Safety						
Sub Total Operating Expenditure		85,176	1,000	86,176	57,720	44,494
Sub Total Operating Income		-19,780	-36	-19,816	-13,220	-14,871
		65,396	964	66,360	44,500	29,623
Total Operating Expenditure		1,544,951	65,289	1,610,240	899,133	804,327
Total Operating Income		-702,959	-1,236	-704,195	-383,200	-374,524
Program (Surplus)/Deficit		841,992	64,053	906,045	515,933	429,803
Health - Schedule 7						
Health Inspection & Administration - Expenditure						
0426	ADMIN SALARIES REALLOC TO HEALTH INSP.	30,243	0	30,243	20,160	16,809
0476	ADMIN GENERAL COSTS REALLOC TO HEALTH INSP.	13,793	0	13,793	9,192	8,918
1262	SALARIES (HLTH)	101,601	0	101,601	67,728	65,466
1272	SUPERANNUATION - HEALTH	10,366	0	10,366	6,904	6,806
1302	CONF & TRAIN EXPENSES	2,000	0	2,000	1,328	0
1312	VEHICLE EXPENSES - HEALTH	6,417	0	6,417	4,272	3,481
1322	SUNDRY HEALTH EXPENSES	4,564	0	4,564	3,032	1,269
1332	LEGAL EXPENSES	1,000	0	1,000	664	0
2082	ANALYTICAL EXPENSES	2,000	0	2,000	1,328	1,448
2092	HEALTH SAMPLING EQUIP (< THRESHOLD)	1,000	0	1,000	664	0
3492	OTHER EMPLOYEE COSTS	8,000	0	8,000	5,328	0
6182	EMPLOYEE INSURANCE - WORKERS COMPENSATION	4,174	0	4,174	4,174	4,064
7392	FRINGE BENEFITS TAX - HEALTH	5,050	0	5,050	3,360	3,985
Total Operating Expenditure Health Inspection & Admin		190,208	0	190,208	128,134	112,246
Health - Schedule 7						
Health Inspection & Administration - Income						
1343	FEES & CHARGES - GST FREE - LICENSING / INSPECTIONS	-21,000	-2,000	-23,000	-21,000	-20,845
1443	FEES & CHARGES - FINES	-500	0	-500	-328	0
1463	CONTRIBUTION - EMPLOYEES	-1,190	0	-1,190	-792	-773
Total Operating Income Health Inspection & Administration		-22,690	-2,000	-24,690	-22,120	-21,617
Health - Schedule 7						
Health Other - Expenditure						
1512	BANK CHARGES LOANS OTHER HEATH	530	0	530	352	445

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
1592	MEDICAL CENTRE MTC	15,908	0	15,908	10,584	12,444
1602	DENTAL SURGERY OPERATING	6,658	0	6,658	4,424	7,156
1612	INTEREST ON LOANS (MEDIC - TREASURY CORP)	2,977	0	2,977	1,984	1,277
1622	DEPRECIATION (MED/DENT)	43,228	0	43,228	28,816	14,567
6882	ADMIN EMPLOYEE COSTS REALLOCATED - HEALTH	3,150	0	3,150	2,096	1,751
6892	GENERAL ADMIN COSTS REALLOCATED - HEALTH	892	0	892	592	577
Total Operating Expenditure Health Other		73,343	0	73,343	48,848	38,216
Health - Schedule 7						
Health Other - Income						
1081	REIMBURSEMENTS	-18,000	7,000	-11,000	-11,000	-8,960
1091	FEES & CHARGES - PROPERTY LEASES	-130,999	6,999	-124,000	-86,328	-84,231
Total Operating income Health Other		-148,999	13,999	-135,000	-97,328	-93,191
Summary of Operations - Health Program						
Health Inspection & Administration						
	Sub Total Operating Expenditure	190,208	0	190,208	128,134	112,246
	Sub Total Operating Income	-22,690	-2,000	-24,690	-22,120	-21,617
		167,518	-2,000	165,518	106,014	90,628
Health Other						
	Sub Total Operating Expenditure	73,343	0	73,343	48,848	38,216
	Sub Total Operating Income	-148,999	13,999	-135,000	-97,328	-93,191
		-75,656	13,999	-61,657	-48,480	-54,975
	Total Operating Expenditure	263,551	0	263,551	176,982	150,461
	Total Operating Income	-171,689	11,999	-159,690	-119,448	-114,808
	Program (Surplus)/Deficit	91,862	11,999	103,861	57,534	35,653
Education & Welfare Schedule 8						
Preston Village Retirement						
1047	PRESTON VILL - ASSET MTC / REFURB	23,668	0	23,668	15,784	3,841
4007	UTILITY CHARGES (PRESTON VILLAGE)	14,300	0	14,300	9,512	12,325
4017	PROPERTY INSURANCE (PRESTON VILLAGE)	6,350	0	6,350	6,350	6,340
4027	WORKERS COMP INSURANCE (PRESTON VILLAGE)	1,393	0	1,393	1,392	914
4037	CONTRACTORS (PRESTON VILLAGE)	10,500	0	10,500	6,976	6,410
4047	EMERGENCY PHONE MONITORING (PRESTON VILLAGE)	2,280	0	2,280	1,520	1,659
4057	GENERAL EXPENSES (PRESTON VILLAGE)	1,000	0	1,000	664	198
4077	GROUNDS MAINTENANCE (PRESTON VILLAGE)	4,000	0	4,000	2,664	2,378
4167	SALARIES - PRESTON VILLAGE	12,938	0	12,938	8,624	6,771
4177	SUPERANNUATION - PRESTON VILLAGE	2,599	0	2,599	1,728	687
4192	PRESTON VILLAGE RETIREMENT UNITS MTC	4,251	1,249	5,500	4,081	5,739
5007	ADMINISTRATION SALARIES REALLOCATED (PRESTON VILLAGE)	4,414	0	4,414	2,936	2,453
5027	GENERAL ADMINISTRATION COSTS REALLOCATED (PRESTON VILLAGE)	1,725	0	1,725	1,144	1,115

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
5107	GENERAL MAINTENANCE COSTS - PRESTON VILLAGE	7,000	0	7,000	4,664	0
6202	DEPRECIATION (PRESTON VILLAGE)	71,305	0	71,305	47,536	24,029
8462	SELLING / LEASING COSTS - PRESTON VILLAGE	10,000	0	10,000	6,664	0
Total Operating Expenditure Preston Retirement Village		177,723	1,249	178,972	122,239	74,859
Education & Welfare Schedule 8						
Preston Village Retirement						
1523	FEES & CHARGES - LEASE PRESTON VILLAGE	-52,652	0	-52,652	-35,096	-31,866
3133	REIMBURSEMENTS - PRESTON VILLAGE	-2,800	0	-2,800	-1,864	-1,413
5953	FEES & CHARGES - PRESTON VILLAGE COMMUNITY CENTRE	-4,800	0	-4,800	-3,200	-3,524
Total Operating Income Preston Retirement Village		-60,252	0	-60,252	-40,160	-36,802
Education & Welfare Schedule 8						
TUIA Lodge - Expenditure						
1497	KITCHEN SERVICES - (TUIA)	0	24	24	24	24
1507	OTHER REFUSE REMOVAL - (TUIA)	0	49	49	49	49
1642	DEPRECIATION (TUIA)	167,066	0	167,066	111,376	58,290
1662	SALARIES (T/LODGE)	0	1,497	1,497	1,497	1,497
1672	SUPERANNUATION (T/LODGE)	0	1,987	1,987	1,987	2,349
3592	INTEREST ON LOANS - (TUIA)	4,062	0	4,062	2,704	1,310
3642	*NOT IN USE* - RECRUITMENT MEDICALS/REPORTS - (TUIA)	0	92	92	92	92
3682	PROPERTY INSURANCE - (TUIA)	34	0	34	16	0
3687	SUNDRY EXPENDITURE - (TUIA)	0	-3	-3	-3	1,028
3697	*NOT IN USE* - BOND INTEREST - (TUIA)	0	4,776	4,776	4,776	4,776
3702	*NOT IN USE* - MEDICAL MALPRACTICE INSURANCE - (TUIA)	0	6,510	6,510	6,510	6,510
3742	WATER CHARGES - (TUIA)	0	736	736	736	736
3762	TELEPHONE/COMMUNICATIONS - (TUIA)	0	420	420	420	465
3802	MEDICAL SUPPLIES - (TUIA)	0	352	352	352	352
3812	BUILDING MAINTENANCE - (TUIA)	0	71	71	71	71
3817	*NOT IN USE* - GROUNDS MAINTENANCE - (TUIA)	0	12	12	12	12
3822	MOTOR VEHICLE EXPENSES - (TUIA)	0	1,425	1,425	1,425	1,425
3882	CONSULTANCY SERVICES - (TUIA)	0	3,541	3,541	3,541	3,541
3902	STATIONERY/OFFICE SUPPLIES - (TUIA)	0	5	5	5	5
3937	STATE GUARANTEE FEE - (TUIA)	0	1,860	1,860	1,860	1,860
6062	FURN. & EQUIP. TUIA - NON CAPITAL	0	1,256	1,256	1,256	1,256
Total Operating Expenditure TUIA Lodge		171,162	24,610	195,772	138,706	85,646
Education & Welfare Schedule 8						
TUIA Lodge - Income						
1716	FEES & CHARGES - PROPERTY LEASES	-21,092	0	-21,092	-14,056	-15,819
1703	*NOT IN USE* - BASIC DAILY CARE FEE	0	6,362	6,362	6,362	6,362
Total Operating Income TUIA Lodge		-21,092	6,362	-14,730	-7,694	-9,457
Education & Welfare Schedule 8						
Care Families and Children - Expenditure						
1362	COMMUNITY CENTRE / INFANT HEALTH CLINIC	7,344	0	7,344	4,888	2,823
4052	LIONS CLUB BUILDING ALLNUT ST	2,350	0	2,350	1,560	1,485
4337	ADMIN SALARIES REALLOCATED	1,102	0	1,102	728	612
4347	GENERAL ADMIN COSTS REALLOCATED	305	0	305	200	197
5932	1ST DONNYBROOK SCOUT BLDG	536	264	800	616	744
6002	BALINGUP COMMUNITY CENTRE	300	0	300	200	378
Total Operating Expenditure Care Families and Children		11,936	264	12,201	8,192	6,239
Education & Welfare Schedule 8						
Care Families and Children - Income						
1643	FEES & CHARGES - PROPERTY LEASES	-1,070	-430	-1,500	-1,000	-1,047

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
4003	REIMBURSEMENTS	-1,250	0	-1,250	-832	-555
	Total Operating Income Care Families and Children	-2,320	-430	-2,750	-1,832	-1,601
Education & Welfare Schedule 8						
Community & Youth Development - Expenditure						
0486	ADMIN SALARIES REALLOC TO COMM/YOUTH DEV.	39,152	0	39,152	26,096	21,761
0536	ADMIN GENERAL COSTS REALLOC TO COMM/YOUTH DEV.	26,241	0	26,241	17,488	16,966
4652	COMM. DEV. INITIATIVES	2,500	0	2,500	1,664	0
4762	SEED FUNDING YOUTH RELATED PROGRAMMES	3,550	0	3,550	2,360	657
4822	SALARIES COMMUNITY DEVELOPMENT OFFICER	144,046	16,660	160,706	99,356	103,827
4832	SUPERANNUATION COMMUNITY DEVELOPMENT OFFICER	17,584	2,016	19,600	12,123	12,486
4842	INSURANCE COMMUNITY DEVELOPMENT	7,088	2,451	9,539	5,210	9,539
5202	OFFICE EXPENSES COMMUNITY DEVELOPMENT	1,710	0	1,710	1,136	660
5522	SENIOR WEEK FUNCTION	750	0	750	496	100
7752	AUSTRALIA DAY EVENT	5,000	20,000	25,000	23,328	18,886
	Total Operating Expenditure Community & Youth Development	247,621	41,127	288,748	189,257	184,882
Education & Welfare Schedule 8						
Community & Youth Development - Income						
0283	GRANTS - PROGRAMS (AUSTRALIA DAY)	0	-20,000	-20,000	-20,000	-16,000
3403	CONTRIBUTIONS	-200	0	-200	-128	0
5963	REIMBURSEMENTS - EMPLOYEES	-200	0	-200	-128	-40
	Total Operating Income Community & Youth Development	-400	-20,000	-20,400	-20,256	-16,040
Education & Welfare Schedule 8						
Other Welfare - Expenditure						
1017	BUILDING INSURANCE (LANG VILLS U7-9)	1,322	0	1,322	1,320	1,322
1037	ASSET MTC/REFURB - WELL AGED UNIT	0	0	0	0	0
1057	GENERAL EXPENSES (LANG VILLS U7-9)	2,000	0	2,000	1,328	358
1067	WORKERS COMP INSURANCE - WELL AGED	1,057	505	1,562	1,561	1,562
1737	MOWING & GROUND MTCE (MINN COTTS U1-4)	3,000	0	3,000	2,000	2,377
1747	UTILITY CHARGES - (MINN COTTS U1-4)	4,740	0	4,740	3,152	2,811
1757	CONTRACTORS - (MINN COTTS U1-4)	8,650	9,350	18,000	15,766	13,075
1767	BUILDING INSURANCE - (MINN COTTS U1-4)	784	0	784	782	784
1787	GENERAL EXPENSES - (MINN COTTS U1-4)	2,000	0	2,000	1,328	469
1797	MOWING & GROUND MTCE - (MINN COTTS U5-8)	3,000	0	3,000	2,000	2,257
3322	CONSULTANCY - AGED CARE SERVICES	0	9,000	9,000	9,000	9,000
6212	DEPRECIATION (MINN COTTS 1-4)	12,902	0	12,902	8,600	4,348
6222	DEPRECIATION (MINN COTTS 5-8)	9,842	0	9,842	6,560	4,025
6232	DEPRECIATION (MINN COTTS 9-12)	11,910	0	11,910	7,936	4,014
6242	DEPRECIATION (LANG VILLS 1-6)	24,543	0	24,543	16,360	8,271
6252	DEPRECIATION (LANG VILLS 7-9)	17,947	0	17,947	11,960	6,048
6812	BRIDGE ST PROJECT	0	0	0	0	0
7107	SALARIES - DIRECT ALLOCATION	15,919	0	15,919	10,608	7,451
7117	SUPER - DIRECT ALLOCATION	4,548	0	4,548	3,032	846
8007	UTILITY CHARGES - (MINN COTTS U5-8)	2,740	0	2,740	1,816	1,351

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
8017	CONTRACTORS - (MINN COTTS U5-8)	8,650	0	8,650	5,744	3,837
8027	BUILDING INSURANCE - (MINN COTTS U5-8)	750	0	750	750	750
8047	GENERAL EXPENSES - (MINN COTTS U5-8)	2,000	0	2,000	1,328	768
8057	MOWING & GROUND MTC - (MINN COTTS U9-12)	3,000	0	3,000	2,000	1,235
8067	UTILITY CHARGES - (MINN COTTS U9-12)	3,360	0	3,360	2,232	2,725
8077	CONTRACTORS - (MINN COTTS U9-12)	8,650	0	8,650	5,744	5,536
8087	BUILDING INSURANCE - (MINN COTTS U9-12)	858	0	858	856	858
9007	GENERAL EXPENSES - (MINN COTTS U9-12)	2,000	0	2,000	1,328	757
9017	MOWING & GROUND MTC (LANG VILL U1-6)	3,000	0	3,000	2,000	2,379
9027	UTILITY CHARGES (LANG VILL U1-6)	6,270	0	6,270	4,176	3,952
9037	CONTRACTORS (LANG VILL U1-6)	10,820	9,180	20,000	19,828	17,322
9047	BUILDING INSURANCE (LANG VILLS U1-6)	1,838	0	1,838	1,838	1,838
9067	GENERAL EXPENSES (LANG VILLS U1-6)	2,000	0	2,000	1,328	981
9077	MOWING & GROUND MTCE (LANG VILLS U7-9)	3,000	0	3,000	2,000	847
9082	GEN ADMIN ALLOC - AGED HOUSING (NOT TUIA OR HACC)	4,536	0	4,536	3,024	2,933
9087	UTILITY CHARGES (LANG VILLS U7-9)	2,770	0	2,770	1,840	1,220
9097	CONTRACTORS (LANG VILLS U7-9)	9,510	0	9,510	6,320	2,856
9272	ADMIN SAL REALLOCATED - OTHER WELFARE	13,276	0	13,276	8,848	7,379
Total Operating Expenditure Other Welfare		213,192	28,035	241,227	176,293	128,541
Education & Welfare Schedule 8						
Other Welfare - Income						
1173	FEES & CHARGES - LEASE MIININUP COTTAGES U 5-8	-34,548	20,548	-14,000	-10,484	-8,539
1223	SOCIALHOUSING ECONOMIC RECOVERY PACKAGE (SHERP) GRANTS PROGRAM WORKSTREAM 2 - REFURBISHMENTS	0	-2,866,825	-2,866,825	0	0
1683	REIMBURSEMENTS	0	-11,359	-11,359	-2,000	-1,997
1743	FEES & CHARGES - LEASE MINNINUP COTTAGES U 1-4	-34,627	4,627	-30,000	-22,453	-16,420
1753	FEES & CHARGES - LEASE LANGLEY VILLAS U 1-6	-54,527	0	-54,527	-36,344	-35,214
1773	FEES & CHARGES - LEASE MINNINUP COTTAGES U 9-12	-34,601	4,601	-30,000	-22,463	-18,390
2603	FEES & CHARGES - LEASE LANGLEY VILLAS U 7-9	-28,602	0	-28,602	-19,064	-18,465
7503	DONATIONS - OTHER WELFARE	0	-200	-200	-200	-200
Total Operating Income Other Welfare		-186,905	-2,848,609	-3,035,513	-113,008	-99,226
Education & Welfare Schedule 8						
Pre-School - Expenditure						
0982	DEPRECIATION (EDUC)	11,740	0	11,740	7,824	3,956
Total Operating Expenditure Pre-School		11,740	0	11,740	7,824	3,956
Education & Welfare Schedule 8						
Other Education - Expenditure						
1002	TELECENTRE MAINTENANCE	2,552	0	2,552	1,696	1,594
1012	SCHOLARSHIPS	300	0	300	200	300
Total Operating Expenditure Other Education		2,852	0	2,852	1,896	1,894
Summary of Operations - Education & Welfare Program						
Preston Village Retirement						
Sub Total Operating Expenditure		177,723	1,249	178,972	122,239	74,859
Sub Total Operating Income		-60,252	0	-60,252	-40,160	-36,802
		117,471	1,249	118,720	82,079	38,057
TUIA Lodge						
Sub Total Operating Expenditure		171,162	24,610	195,772	138,706	85,646
Sub Total Operating Income		-21,092	6,362	-14,730	-7,694	-9,457
		150,070	30,972	181,042	131,012	76,189

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Care Families and Childfren						
	Sub Total Operating Expenditure	11,936	264	12,201	8,192	6,239
	Sub Total Operating Income	-2,320	-430	-2,750	-1,832	-1,601
		9,616	-166	9,451	6,360	4,638
Community & Youth Development						
	Sub Total Operating Expenditure	247,621	41,127	288,748	189,257	184,882
	Sub Total Operating Income	-400	-20,000	-20,400	-20,256	-16,040
		247,221	21,127	268,348	169,001	168,842
Other Welfare						
	Sub Total Operating Expenditure	213,192	28,035	241,227	176,293	128,541
	Sub Total Operating Income	-186,905	-2,848,609	-3,035,513	-113,008	-99,226
		26,287	-2,820,574	-2,794,286	63,285	29,315
Pre-School						
	Sub Total Operating Expenditure	11,740	0	11,740	7,824	3,956
	Sub Total Operating Income	0	0	0	0	0
		11,740	0	11,740	7,824	3,956
Other Education						
	Sub Total Operating Expenditure	2,852	0	2,852	1,896	1,894
	Sub Total Operating Income	0	0	0	0	0
		2,852	0	2,852	1,896	1,894
	Total Operating Expenditure	836,226	95,285	931,511	644,407	486,016
	Total Operating Income	-270,969	-2,862,677	-3,133,645	-182,950	-163,126
	Program (Surplus)/Deficit	565,257	-2,767,391	-2,202,134	461,457	322,890

**Community Amenities - Schedule 10
Sanitation-Household Refuse - Expenditure**

1762	DOMESTIC REFUSE COLLECT	173,162	0	173,162	115,432	102,541
1772	RUBBISH SITES MTC	479,178	-11,178	468,000	312,361	273,971
1782	DOMESTIC RECYCLING PICKUP	91,326	0	91,326	60,880	63,638
1802	ORGANIC REFUSE REMOVALS	155,610	-35,000	120,610	96,736	73,585
1812	DEPRECIATION (REFUSE)	53,314	0	53,314	35,536	17,966
2242	INSURANCE WASTE MANAGEMNT	1,569	548	2,117	2,116	2,117
2252	VEHICLE EXPENSES	3,250	0	3,250	2,160	2,030
2262	WASTE MANAGEMENT OFFICE EXPENSES	650	0	650	432	0
2552	REFUSE COLL - PUBLIC BINS	138,500	0	138,500	92,320	94,008
2562	GENERAL ADMIN ALLOCATED - HOUSEHOLD REFUSE	8,530	0	8,530	5,680	5,515
3422	RURAL RECYCLING SVCE. - SHIRE STAFF	2,500	0	2,500	1,664	0
3602	REGIONAL WASTE MANAGEMENT	3,398	0	3,398	2,264	1,798
7362	AMORTISATION (INTANGIBLE ASSETS)	28,553	0	28,553	19,032	9,833
9322	ADMIN SAL ALLOCATED - SANITATION	29,696	0	29,696	19,792	16,505
9927	FRINGE BENEFITS TAX - WASTE	2,200	0	2,200	1,100	1,736
	Total Expenditure Sanitation Household Refuse	1,171,436	-45,630	1,125,806	767,505	665,243

**Community Amenities - Schedule 10
Sanitation-Household Refuse - Income**

0403	FEES & CHARGES - REFUSE SITE BALINGUP	-1,000	-500	-1,500	-764	-1,612
1573	REIMBURSEMENTS - DBK REFUSE SITE	0	-750	-750	-750	-750
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	-560,350	0	-560,350	-373,528	-374,495
1813	FEES & CHARGES - SUNDRY	0	-200	-200	-200	-160

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
2003	FEES & CHARGES - REFUSE SITE DONNYBROOK	-15,000	-5,000	-20,000	-11,000	-18,890
6223	REIMBURSEMENTS	-600	0	-600	-400	-244
Total Income Sanitation Household Refuse		-576,950	-6,450	-583,400	-386,642	-396,151
Community Amenities - Schedule 10						
Other Sanitation - expenditure						
1902	LITTER CONTROL	4,000	0	4,000	2,664	0
Total Expenditure Other Sanitation		4,000	0	4,000	2,664	0
Community Amenities - Schedule 10						
Other Sanitation - Income						
1933	FEES & CHARGES - FINES	-200	0	-200	-128	0
Total Income Other Sanitation		-200	0	-200	-128	0
Community Amenities - Schedule 10						
Urban Stormwater Drainage - expenditure						
2002	NONEYCUP CREEK	6,000	0	6,000	4,000	0
2012	BALINGUP DRAIN	1,500	0	1,500	1,000	995
5047	BLACKWOOD RIVER MTCE	2,000	0	2,000	1,328	153
5057	PRESTON RIVER MTCE	2,000	0	2,000	1,328	0
Total Expenditure Urban Stormwater Drainage		11,500	0	11,500	7,656	1,148
Community Amenities - Schedule 10						
Urban Stormwater Drainage - Income						
		0	0	0	0	0
Total Income Urban Stormwater Drainage		0	0	0	0	0
Community Amenities - Schedule 10						
Protection of Environment - expenditure						
2072	LANDCARE DEV./ENV. PLNG.	6,000	0	6,000	4,000	960
3612	ABANDONED VEHICLES	500	0	500	328	0
4207	ADMIN SALARIES REALLOCATED	3,745	0	3,745	2,496	2,082
4217	GENERAL ADMIN COSTS REALLOCATED	1,300	0	1,300	864	841
4466	NATURAL RESOURCE MGMT - CONTRACT LABOUR & RELIEF	0	6,388	6,388	6,388	6,388
5332	OFFICE EXPNSSES - NATURAL RESOURCE MANAGEMENT	1,566	0	1,566	1,032	803
5612	WAGES (NATURAL RESOURCE MGMT.)	10,647	9,200	19,847	8,936	10,598
5622	SUPERANNUATION - NATURAL RESOURCE MANAGEMENT	1,065	1,019	2,084	907	949
7502	NORTH BALINGUP RESERVES	1,500	0	1,500	992	422
Total Expenditure Protection of Environment		26,323	16,607	42,930	25,943	23,041
Community Amenities - Schedule 10						
Protection of Environment - income						
1141	FEES & CHARGES - SUNDRY	-800	0	-800	-528	0
Total Income Protection of Environment		-800	0	-800	-528	0
Community Amenities - Schedule 10						
Town Planning & Regional Development - Expenditure						
0626	ADMIN EMP COSTS REALLOC TO TOWN PLANNING	48,791	0	48,791	32,520	27,118
0656	ADMIN GENERAL COSTS REALLOC TO TOWN PLANNING	23,327	0	23,327	15,544	15,082
2022	LEGAL EXPENSES	8,000	0	8,000	5,328	1,898
2052	TP CONFERENCE EXPENSES	2,000	0	2,000	1,328	0
2122	SALARIES (SHIRE PLANNER)	203,938	-5,938	198,000	134,764	125,685
2142	OFFICE EXPENSES (TP)	2,000	0	2,000	1,328	1,452
2162	MOTOR VEHICLE EXPENSES	12,167	-3,667	8,500	7,371	5,064

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
2172	TOWN PLANNING GENERAL	16,000	0	16,000	10,664	120
2272	TOWN PLANNING ADVERTISING COSTS	3,000	-500	2,500	1,900	243
4456	TOWN PLANNING - CONTRACT LABOUR & RELIEF	0	289	289	289	289
5242	TOWN PLANNING RECRUITMENT & RELIEF EXPENSES	1,000	0	1,000	664	0
6052	T/PLAN - FURN & EQUIP UNDER THRESHOLD	1,000	0	1,000	664	0
6172	EMPLOYEE INSURANCE - WORKERS COMPENSATION	9,471	-274	9,197	9,197	9,197
7102	SUPERANNUATION (TP)	20,805	0	20,805	13,864	14,988
7522	FRINGE BENEFITS TAX - TOWN PLANNING	11,000	0	11,000	7,328	8,680
7562	LAND ADMINISTRATION - TOWN PLANNING	2,000	2,000	4,000	4,000	3,027
7642	STRATEGIC PLANNING - TOWN PLANNING	20,000	0	20,000	13,328	0
Total Expenditure Town Planning & Regional Development		384,499	-8,090	376,409	260,081	212,842
Community Amenities - Schedule 10						
Town Planning & Regional Development - Income						
2223	FEES & CHARGES - APPLICATIONS	-40,000	3,000	-37,000	-26,064	-25,695
2243	REIMBURSEMENTS	-200	-100	-300	-148	-243
Total Income Town Planning & Regional Development		-40,200	2,900	-37,300	-26,212	-25,938
Community Amenities - Schedule 10						
Other Community Amenities - Expenditure						
2302	DBK CEMETERY MNTCE	49,608	0	49,608	33,056	27,668
2312	BLN CEMETERY MNTCE	23,272	0	23,272	15,496	8,234
2322	PUBLIC CONVENIENCES	222,207	0	222,207	148,112	148,283
2342	TIDY TOWNS PROGRAMME	500	0	500	328	0
2372	DEPRECIATION (OCA)	13,440	0	13,440	8,960	6,174
2404	VILLAGE GREEN TOILETS	6,228	0	6,228	4,136	1,053
4227	ADMINISTRATION SALARIES REALLOCATED	10,909	0	10,909	7,272	6,063
4237	GENERAL ADMIN COSTS REALLOCATED	3,295	0	3,295	2,192	2,130
4932	UPPER PRESTON CEMETERY	7,019	0	7,019	4,656	2,332
5232	SALARIES - OTHER COMM AMENITIES	5,521	0	5,521	3,680	3,579
5882	SUPERANNUATION (COMM AMENITIES.)	552	0	552	368	480
6142	EMPLOYEE INSURANCE - WORKERS COMPENSATION	221	0	221	220	221
Total Expenditure Other Community Amenities		342,772	0	342,772	228,476	206,216
Community Amenities - Schedule 10						
Other Community Amenities - Income						
0943	FEES & CHARGES - CEMETERIES UPPER PRESTON	-4,000	0	-4,000	-2,664	-2,034
2363	FEES & CHARGES - CEMETERY LICENSES	-800	0	-800	-528	0
2373	FEES & CHARGES - CEMETERIES DONNYBROOK	-20,000	0	-20,000	-13,328	-12,504
2383	FEES & CHARGES - CEMETERIES BALINGUP	-10,000	4,000	-6,000	-5,864	-2,410
Total Income Other Community Amenities		-34,800	4,000	-30,800	-22,384	-16,948
Summary of Operations - Community Amenities Program						
Sanitation-Household Refuse						
Sub Total Operating Expenditure		1,171,436	-45,630	1,125,806	767,505	665,243
Sub Total Operating Income		-576,950	-6,450	-583,400	-386,642	-396,151
		594,486	-52,080	542,406	380,863	269,092
Other Sanitation						
Sub Total Operating Expenditure		4,000	0	4,000	2,664	0
Sub Total Operating Income		-200	0	-200	-128	0
		3,800	0	3,800	2,536	0

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Urban Stormwater Drainage						
	Sub Total Operating Expenditure	11,500	0	11,500	7,656	1,148
	Sub Total Operating Income	0	0	0	0	0
		11,500	0	11,500	7,656	1,148
Protection of Environment						
	Sub Total Operating Expenditure	26,323	16,607	42,930	25,943	23,041
	Sub Total Operating Income	-800	0	-800	-528	0
		25,523	16,607	42,130	25,415	23,041
Town Planning & Regional Development						
	Sub Total Operating Expenditure	384,499	-8,090	376,409	260,081	212,842
	Sub Total Operating Income	-40,200	2,900	-37,300	-26,212	-25,938
		344,299	-5,190	339,109	233,869	186,904
Other Community Amenities						
	Sub Total Operating Expenditure	342,772	0	342,772	228,476	206,216
	Sub Total Operating Income	-34,800	4,000	-30,800	-22,384	-16,948
		307,972	4,000	311,972	206,092	189,268
	Total Operating Expenditure	1,940,530	-37,113	1,903,417	1,292,325	1,108,491
	Total Operating Income	-652,950	450	-652,500	-435,894	-439,037
	Program (Surplus)/Deficit	1,287,580	-36,663	1,250,917	856,431	669,454
Recreation & Culture - Schedule 11						
Public Halls & Civic Centres - Expenditure						
2412	PUBLIC HALLS - DBK	32,786	0	32,786	21,832	16,779
2422	PUBLIC HALLS - BLN	17,586	0	17,586	11,704	8,420
2432	PUBLIC HALLS - KIRUP	2,867	0	2,867	1,904	1,021
2442	PUBLIC HALLS - NOGGERUP	3,485	0	3,485	2,320	995
2452	DEPRECIATION (HALLS)	152,417	0	152,417	101,608	52,006
2462	PUBLIC HALLS - NEWLANDS	2,522	0	2,522	1,672	550
2472	PUBLIC HALL - BROOKHAMPTON	2,561	0	2,561	1,704	777
2482	PUBLIC HALL - YABBERUP	2,517	0	2,517	1,680	2,287
4357	ADMIN SALARIES REALLOCATED	10,752	0	10,752	7,168	5,976
4367	GENERAL ADMIN COSTS REALLOCATED	3,480	0	3,480	2,320	2,250
	Total Expenditure Public Halls & Civic Centres	230,972	0	230,972	153,912	91,060
Recreation & Culture - Schedule 11						
Public Halls & Civic Centres - Income						
2433	FEES & CHARGES - DONNYBROOK HALL HIRE	-7,500	0	-7,500	-5,000	-4,686
2443	FEES & CHARGES - BALINGUP HALL HIRE	-1,200	0	-1,200	-800	-321
7053	FEES & CHARGES - PROPERTY LEASES	-1,800	0	-1,800	-1,200	-1,565
0465	GRANTS (CAPITAL) - ASSETS	-50,000	0	-50,000	-25,000	-16,609
	Total Income Public Halls & Civic Centres	-60,500	0	-60,500	-32,000	-23,182
Recreation & Culture - Schedule 11						
Recreation Centre - Expenditure						
2612	EMPLOYEE PROV - REC	2,200	0	2,200	1,464	0
2707	OTHER STAFF COSTS - DBK REC CENTRE	1,500	-300	1,200	940	538
2717	STAFF UNIFORM - DBK REC CENTRE	2,200	0	2,200	1,464	270
2722	REC CENTRE MTCE	5,928	1,000	6,928	4,236	6,430
2727	INSURANCE - DBK REC CENTRE	18,504	0	18,504	18,502	18,504
2732	SUPERANNUATION - DBK REC CENTRE	33,201	0	33,201	22,128	24,049
2737	EMPLOYEE INSURANCE - DBK REC CENTRE	13,002	558	13,560	13,560	13,560
2742	SALARIES - DBK REC CENTRE	325,035	21,000	346,035	220,888	253,023
2747	COMMUNICATION - DBK REC CENTRE	3,200	-500	2,700	1,800	1,268
2752	RECRUITMENT EXPENSES - DBK REC CENTRE	4,500	0	4,500	3,000	1,904

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
2755	OPEN DAY RECREATION CENTRE	1,500	0	1,500	1,000	0
2757	CLEANERS WAGES - DBK REC CENTRE	13,939	-1,000	12,939	9,088	8,622
2760	LEASE INTEREST EXPENSE - DBK REC CENTRE	88	0	88	56	51
2767	CLEANERS SUPERANNUATION - DBK REC CENTRE	1,394	2,470	3,864	1,422	2,559
2777	CLEANING MATERIALS - DBK REC CENTRE	3,000	0	3,000	2,000	1,778
2787	GEN. BUILD MTC - DBK REC CENTRE	7,000	-1,000	6,000	4,464	5,486
2797	PRINTING / STATIONERY - DBK REC CENTRE	2,500	0	2,500	1,664	1,282
2802	CONFERENCE & TRAINING - DBK REC CENTRE	5,000	0	5,000	3,328	2,977
2807	ADVERTISING / PROMOTION COSTS - DBK REC CENTRE	7,000	-3,000	4,000	4,000	84
2817	EQUIPMENT UNDER THRESHOLD - DBK REC CENTRE	18,100	-5,000	13,100	11,064	7,918
2827	SUNDRY EXPENSES - DBK REC CENTRE	7,000	1,000	8,000	4,864	9,470
2837	WATER (POOL) - DBK REC CENTRE	8,960	-2,000	6,960	5,568	4,419
2847	CHEMICALS (POOL) - DBK REC CENTRE	15,000	-2,000	13,000	9,600	7,428
2857	PERSONAL PROTECTIVE EQUIP (POOL) - DBK REC CENTRE	1,800	-1,000	800	800	0
2867	ELECTRICITY - DBK REC CENTRE	51,750	0	51,750	34,496	39,182
2877	POOL PLANT MTCE - DBK REC CENTRE	3,000	12,000	15,000	11,550	11,540
2887	POOL & SURROUND MTCE - DBK REC CENTRE	10,000	-4,000	6,000	5,864	2,312
2897	POOL PROGRAME COSTS - DBK REC CENTRE	3,000	-1,000	2,000	1,800	681
2907	SUBSCRIPTIONS & MEMBERSHIP - DBK REC CENTRE	800	0	800	528	150
2917	POOL SUNDRY EXPENSES - DBK REC CENTRE	1,800	0	1,800	1,200	1,595
2927	STOCK PURCHASES (FOOD) - DBK REC CENTRE	10,000	0	10,000	6,664	10,520
2937	STOCK PURCHASES (NON-FOOD) - DBK REC CENTRE	5,000	-500	4,500	3,228	1,849
2947	KIOSK MAINTENANCE - DBK REC CENTRE	500	0	500	328	0
2957	HIRE EQUIPMENT (SQUASH) - DBK REC CENTRE	100	0	100	64	0
2967	SQUASH COURT MTCE - DBK REC CENTRE	2,000	-1,000	1,000	664	0
2977	PROGRAM COSTS (FUNCTION) - DBK REC CENTRE	500	0	500	328	0
2987	FUNCTION AREA MTCE - DBK REC CENTRE	500	0	500	328	0
2997	GYM BUILDING MTCE - DBK REC CENTRE	500	0	500	328	0
3007	GYM EQUIPMENT MTCE - DBK REC CENTRE	2,500	0	2,500	1,664	364
3017	GYM TRAINING PROGRAMS - DBK REC CENTRE	1,000	0	1,000	664	300
3027	GYM PROGRAM COSTS - DBK REC CENTRE	17,000	0	17,000	11,328	9,960
3037	STADIUM GEN MTCE - DBK REC CENTRE	3,000	3,000	6,000	6,000	6,000
3047	UMPIRE FEES - DBK REC CENTRE	500	1,000	1,500	1,500	780
3057	STADIUM PROGRAM COSTS - DBK REC CENTRE	2,000	0	2,000	1,328	135
3067	CRECHE / KINDY GYM EQUIPMENT - DBK REC CENTRE	600	-200	400	400	35
3077	ADMIN SALARIES REALLOCATED	93,185	0	93,185	62,120	51,792
3127	GENERAL ADMIN COSTS REALLOCATED	39,140	0	39,140	26,088	25,305
3137	DEPRECIATION - REC CENTRE	259,267	0	259,267	172,840	89,613
3442	RECREATION CENTRE STOCK WRITTEN OFF	100	0	100	64	0
9882	MAJOR PROJECT MANAGEMENT REALLOCATED	1,801	0	1,801	1,200	1,166
Total Expenditure Recreation Centre		1,011,094	19,528	1,030,622	699,466	624,902
Recreation & Culture - Schedule 11						
Recreation Centre - Income						
1121	FEES & CHARGES - SHOP / KIOSK (GT FREE)	-2,000	0	-2,000	-1,328	-1,412
1151	FEES & CHARGES - SQUASH CENTRE	-200	-400	-600	-482	-526

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
1201	FEES & CHARGES - GYMNASIUM / MEMBERSHIPS	-70,000	5,000	-65,000	-45,664	-44,687
1211	FEES & CHARGES - FUNCTION LOUNGE	-4,000	0	-4,000	-2,664	-1,925
1221	FEES & CHARGES - STADIUM	-22,000	0	-22,000	-14,664	-19,350
1231	FEES & CHARGES - SUNDRY	-50	0	-50	-32	-18
2553	FEES & CHARGES - SHOP / KIOSK (TAXABLE)	-18,000	0	-18,000	-12,000	-12,560
2563	FEES & CHARGES - POOL	-70,000	-5,000	-75,000	-75,000	-81,838
2643	FEES & CHARGES - CRECHE	-1,000	0	-1,000	-664	-691
2823	*NOT IN USE* - REIMB DBK REC CENTRE	0	-1,109	-1,109	-1,109	-1,109
Total Income Recreation Centre		-187,250	-1,509	-188,759	-153,607	-164,115
Recreation & Culture - Schedule 11						
Other Recreation & Sport - Expenditure						
2607	STATION SQUARE	82,850	0	82,850	55,200	11,861
2642	PARKS & RESERVES GENERAL	700,959	-19,959	681,000	452,466	412,865
2652	BLN REC CENTRE	2,374	626	3,000	1,846	2,645
2662	EGAN PARK	80,456	0	80,456	53,576	46,166
2672	MITCHELL PARK	85,622	-6,894	78,728	53,813	28,756
2677	VIN FARLEY PARK	4,193	0	4,193	2,792	0
2692	MITCHELL PARK - TENNIS CLUB	1,186	1,814	3,000	2,598	1,934
2702	DEPRECIATION (ORS)	546,669	0	546,669	364,440	208,809
2712	BLN PARKS & RESERVES	265,181	0	265,181	176,712	180,092
2812	INTEREST ON LOAN (REC)	1,443	0	1,443	960	473
4247	ADMINISTRATION SALARIES REALLOCATED	56,499	0	56,499	37,664	31,402
4257	GENERAL ADMIN COSTS REALLOCATED	11,621	0	11,621	7,744	7,513
5652	WALK TRAILS	2,500	0	2,500	1,656	0
5722	HORSEMANS CLUB - BEELERUP	0	52	52	52	34
5792	BANK CHARGES LOANS - OTHER RECREATION AND SPORT	250	1,193	1,443	400	389
7712	KIRUP PARKS & RESERVES	45,050	0	45,050	29,984	16,216
7722	NOGGERUP PARK	6,336	0	6,336	4,224	1,618
9892	MAJOR PROJECT MANAGEMENT REALLOCATED	6,474	0	6,474	4,312	4,191
Total Expenditure Other Recreation & Sport		1,899,664	-23,169	1,876,495	1,250,439	954,964
Recreation & Culture - Schedule 11						
Other Recreation & Sport - Income						
1513	MISCELLANEOUS INCOME	0	-5,000	-5,000	-5,000	-5,000
2323	DONATIONS - FUNPARK	-900	0	-900	-600	-228
2723	REIMBURSEMENTS - SELF SUPPORTING LOAN INTEREST	-1,443	0	-1,443	-960	-753
2733	FEES & CHARGES - PROPERTY LEASES (EGAN PARK)	-2,160	0	-2,160	-1,432	-1,440
2763	FEES & CHARGES - PROPERTY LEASES (MITCHELL PARK)	-13,426	0	-13,426	-8,944	0
2773	FEES & CHARGES - PROPERTY LEASES (MITCHELL PK TENNIS)	-1,446	0	-1,446	-960	-1,446
2803	FEES & CHARGES - RESERVE HIRE	-1,782	0	-1,782	-1,184	62
2853	REIMBURSEMENTS INCLUDING INSURANCE CLAIMS	-850	0	-850	-560	-600
3043	FEES & CHARGES - PROPERTY LEASES (BALINGUP REC CNTR)	-1,015	0	-1,015	-672	-500
0475	GOVT GRANTS - COMMUNITY FACILITIES	-4,511,500	0	-4,511,500	0	0
7105	GRANTS (CAPITAL) - ASSETS	-2,106,387	40,494	-2,065,893	-1,630,000	-1,530,886
7225	TRANSFER FROM TRUST - POS	-208,771	0	-208,771	0	0
Total Income Other Recreation & Sport		-6,849,681	35,494	-6,814,187	-1,650,312	-1,540,792
Recreation & Culture - Schedule 11						
Libraries - Expenditure						
2902	SALARIES - DBK LIBRARY	127,521	-9,756	117,765	83,057	78,124
2912	SUPERANNUATION - DBK LIBRARY	12,768	-3,504	9,264	7,811	6,130
2922	BOOK STOCK - DBK LIBRARY	500	0	500	328	0
2932	BLN LOST/DAMAGED BOOKS	200	0	200	128	0
2962	OFFICE EXPENSES DBK	0	0	0	0	0

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
2972	GENERAL EXPENSES BLN	9,986	0	9,986	6,624	1,651
3002	GENERAL ADMIN ALLOCATED - LIBRARIES	42,554	0	42,554	28,368	27,512
3012	SALARIES BLN LIBRARY	11,758	10,000	21,758	12,975	12,975
3022	SUPERANNUATION BLN LIB	1,175	1,832	3,007	1,754	1,754
3032	UTILITIES - DBK	0	0	0	0	0
3052	DEPRECIATION - DBK LIB	112,688	0	112,688	75,120	38,354
3147	STAFF UNIFORMS - DBK LIBRARY	1,000	0	1,000	664	258
3152	DEPRECIATION BLN LIBRARY	751	0	751	496	253
3157	STAFF TRAINING - DBK LIBRARY	2,000	0	2,000	1,328	115
3167	OTHER EMPLOYEE COSTS - DBK LIBRARY	628	0	628	416	352
3187	TELEPHONE & COMMUNICATIONS - DBK LIBRARY	3,500	0	3,500	2,328	1,010
3197	FURNITURE & EQUIPMENT BELOW THRESHOLD - DBK LIBRARY	11,500	-3,500	8,000	6,964	399
3217	SUBSCRIPTIONS & RESOURCES - DBK LIBRARY	4,500	0	4,500	3,000	800
3227	POSTAGE & FREIGHT - DBK LIBRARY	1,750	0	1,750	1,160	403
3237	STATIONERY & OFFICE SUPPLIES - DBK LIBRARY	2,000	800	2,800	1,488	2,393
3247	SOFTWARE LICENSING (LMS) - DBK LIBRARY	2,000	0	2,000	1,328	0
3267	CLEANING EXPENSES (EDWA) - DBK LIBRARY	3,000	0	3,000	2,000	18
3287	LIBRARY PARTNERSHIP AGREEMENT EXPENSES - DBK LIBRARY	2,000	0	2,000	1,328	1,995
3317	EQUIPMENT MAINTENANCE - DBK LIBRARY	2,500	0	2,500	1,664	0
3337	ELECTRICITY - DBK LIBRARY	5,690	0	5,690	3,792	3,129
3347	WATER - DBK LIBRARY	1,500	0	1,500	1,000	500
3357	GAS - DBK LIBRARY	500	0	500	328	0
3367	SUNDRY EXPENDITURE - DBK LIBRARY	2,000	0	2,000	1,328	2,105
3377	WORKERS COMP INSURANCE - DBK LIBRARY	5,546	26	5,572	5,572	5,572
3387	INSURANCE - DBK LIBRARY	1,919	0	1,919	1,272	1,920
5662	BUILDING MAINTENANCE - DBK LIBRARY	10,000	0	10,000	6,664	0
9422	ADMIN SAL ALLOCATED - LIBRARIES	80,746	0	80,746	53,824	44,879
9907	PROGRAM ACTIVITIES - STORYTIME PILOT (BLP LIBRARY)	600	0	600	400	101
9917	COMMUNITY PARTICIPATION PROJECTS - (BLP LIBRARY)	500	0	500	328	0
Total Expenditure Libraries		465,280	-4,102	461,178	314,837	232,702
Recreation & Culture - Schedule 11						
Libraries - Income						
2963	REIMBURSEMENTS - SUNDRY	-250	0	-250	-160	-121
2973	REIMBURSEMENT - LOST/DAMAGED BOOKS (BALINGUP)	-50	0	-50	-32	0
2983	REIMBURSEMENT - LOST/DAMAGED BOOKS (DONNYBROOK)	-50	0	-50	-32	0
Total Income Libraries		-350	0	-350	-224	-121
Recreation & Culture - Schedule 11						
Other Culture - Expenditure						
1382	ARTS ACQUISITION PRIZE	1,000	0	1,000	664	1,000
3082	MUSEUM GRANTS	343	0	343	216	267
3952	RAILWAY STATION	1,489	0	1,489	976	1,365
4267	GENERAL ADMIN COSTS REALLOCATED	477	0	477	312	308
5272	PROMOTION OF COMMUNITY EVENTS	57,000	0	57,000	38,000	23,576
7592	DEPRECIATION (OCUL)	87,402	0	87,402	58,264	10,758
9432	ADMIN SALARIES REALLOCATED	1,694	0	1,694	1,128	942
9872	MAJOR PROJECT MANAGEMENT REALLOCATED	294,570	0	294,570	196,376	190,672
Total Other Culture Expenditure		443,975	0	443,975	295,936	228,889

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Recreation & Culture - Schedule 11						
Other Culture - Income						
0493	FEES & CHARGES - PROPERTY LEASES	-3,499	0	-3,499	-2,328	-3,499
Total Other Culture Income		-3,499	0	-3,499	-2,328	-3,499
Summary of Operations - Recreation & Culture Program						
Public Halls & Civic Centres						
Sub Total Operating Expenditure		230,972	0	230,972	153,912	91,060
Sub Total Operating Income		-60,500	0	-60,500	-32,000	-23,182
		170,472	0	170,472	121,912	67,878
Recreation Centre						
Sub Total Operating Expenditure		1,011,094	19,528	1,030,622	699,466	624,902
Sub Total Operating Income		-187,250	-1,509	-188,759	-153,607	-164,115
		823,844	18,019	841,863	545,859	460,786
Other Recreation & Sport						
Sub Total Operating Expenditure		1,899,664	-23,169	1,876,495	1,250,439	954,964
Sub Total Operating Income		-6,849,681	35,494	-6,814,187	-1,650,312	-1,540,792
		-4,950,017	12,325	-4,937,693	-399,873	-585,827
Libraries						
Sub Total Operating Expenditure		465,280	-4,102	461,178	314,837	232,702
Sub Total Operating Income		-350	0	-350	-224	-121
		464,930	-4,102	460,828	314,613	232,581
Other Culture						
Sub Total Operating Expenditure		443,975	0	443,975	295,936	228,889
Sub Total Operating Income		-3,499	0	-3,499	-2,328	-3,499
		440,476	0	440,476	293,608	225,390
Total Operating Expenditure		4,050,985	-7,743	4,043,242	2,714,590	2,132,516
Total Operating Income		-7,101,280	33,985	-7,067,295	-1,838,471	-1,731,709
Program (Surplus)/Deficit		-3,050,295	26,242	-3,024,053	876,119	400,807
Transport - Schedule 12						
Construction Streets, Roads, Bridges & Depots - Expenditure						
3230	DEPRECIATION (RCO)	2,361,183	0	2,361,183	1,574,120	800,563
Total Construction Streets, Roads, Bridges & Depots. - Expenditure		2,361,183	0	2,361,183	1,574,120	800,563
Transport - Schedule 12						
Construction Streets, Roads, Bridges & Depots - Income						
0325	GRANTS - BLACK SPOTS	-310,850	0	-310,850	-155,425	-42,120
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	-275,000	0	-275,000	-183,328	-110,000
3191	CONTRIBUTION TO ASSETS (INFRASTRUCTURE/FUTURE WORKS)	-6,028	0	-6,028	-4,016	0
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	-1,522,000	1,390,000	-132,000	0	0
3261	GRANT REVENUE - LRCI	-888,000	0	-888,000	-444,000	0
3291	GRANTS - REGIONAL ROAD GROUP	-961,332	0	-961,332	-640,888	-667,013
3331	GRANTS - ROADS TO RECOVERY	-503,657	0	-503,657	-251,829	-80,633
Total Construction Streets, Roads, Bridges & Depots - Income		-4,466,867	1,390,000	-3,076,867	-1,679,486	-899,766
Transport - Schedule 12						
Sreets, Roads, Bridges & Depot Maintenance - Expenditure						
0150	DONNYBROOK TOWNSCAPE WORKS	11,500	0	11,500	7,664	5,170
0160	KIRUP TOWN CENTRE DEVELOPMENT	5,750	0	5,750	3,832	0
1402	RURAL PROPERTY NUMBERING SCHEME	2,809	0	2,809	1,872	1,560
3350	DEPRECIATION (RMC)	938,265	0	938,265	625,504	320,742
3370	STREET TREES & PRUNING	67,000	0	67,000	44,664	20,294
3380	CROSSOVERS	2,040	0	2,040	1,360	1,130
341M	GENERAL ROAD MAINTENANCE	1,076,431	0	1,076,431	717,552	713,032

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
3420	LIGHTING OF STREETS	82,800	0	82,800	55,200	47,259
3430	STREET CLEANING	92,000	0	92,000	61,328	25,378
3450	BRIDGE MAINTENANCE	177,209	0	177,209	118,120	122,968
3460	TRAFFIC SIGNS & CONTROL	18,000	0	18,000	12,000	3,545
3470	DBK DEPOT MAINTENANCE	44,001	0	44,001	29,312	14,600
3480	BLN DEPOT MAINTENANCE	16,156	0	16,156	10,736	5,969
3550	ROAD ASSET MANAGEMENT	33,000	0	33,000	21,992	12,961
5992	SUNDRY PLANT PURCHASES BELOW THRESHOLD	18,113	0	18,113	12,072	5,029
6961	P/L SALE OF ASSET (RMC)	20,789	0	20,789	13,856	7,913
7082	BLN TOWN CENTRE WORKS	11,500	0	11,500	7,664	11,500
9902	MAJOR PROJECT MANAGEMENT REALLOCATED	22,659	0	22,659	15,104	14,667
Total Streets, Roads, Bridges & Depot Mtc. - Expenditure		2,640,021	0	2,640,021	1,759,832	1,333,715
Transport - Schedule 12						
Streets, Roads, Bridges & Depot Maintenance - Income						
0683	FEES & CHARGES - SUNDRY	-500	0	-500	-328	-425
0933	GRANTS - MRD DIRECT GRANTS	-172,075	0	-172,075	-172,075	-172,075
3511	REIMBURSEMENTS	-35,500	-18,710	-54,210	-50,000	-49,252
7913	P/L SALE OF ASSET (RMC)	-18,010	0	-18,010	-12,000	-3,909
Total Streets, Roads, Bridges & Depot Mtc. - Income		-226,085	-18,710	-244,795	-234,403	-225,662
Transport - Schedule 12						
Private Works - Expenditure						
4292	PRIVATE WORKS	500	1,000	1,500	1,328	1,000
Total Private Works - Expenditure		500	1,000	1,500	1,328	1,000
Transport - Schedule 12						
Private Works - Income						
4323	FEES & CHARGES - PRIVATE WORKS	-500	-1,500	-2,000	-2,000	-1,549
Total Private Works - Income		-500	-1,500	-2,000	-2,000	-1,549
Summary of Operations - Transport Program						
Construction Streets, Roads, Bridges & Depots						
Sub Total Operating Expenditure		2,361,183	0	2,361,183	1,574,120	800,563
Sub Total Operating Income		-4,466,867	1,390,000	-3,076,867	-1,679,486	-899,766
		-2,105,684	1,390,000	-715,684	-105,366	-99,203
Streets, Roads, Bridges & Depot Maintenance						
Sub Total Operating Expenditure		2,640,021	0	2,640,021	1,759,832	1,333,715
Sub Total Operating Income		-226,085	-18,710	-244,795	-234,403	-225,662
		2,413,936	-18,710	2,395,226	1,525,429	1,108,053
Private Works						
Sub Total Operating Expenditure		500	1,000	1,500	1,328	1,000
Sub Total Operating Income		-500	-1,500	-2,000	-2,000	-1,549
		0	-500	-500	-672	-549
Total Operating Expenditure		5,001,704	1,000	5,002,704	3,335,280	2,135,278
Total Operating Income		-4,693,452	1,369,790	-3,323,662	-1,915,889	-1,126,976
Program (Surplus)/Deficit		308,252	1,370,790	1,679,042	1,419,391	1,008,302

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Economic Services - Schedule 13						
Rural Services - Expenditure						
3842	NOXIOUS WEEDS/PEST PLANTS	350,266	0	350,266	300,266	9,496
3852	VERMIN CONTROL	500	0	500	328	0
3862	GEN. ADMIN ALLOC - RURAL SERVICES	935	0	935	616	638
9482	ADMIN SALL ALLOCATED	3,162	0	3,162	2,104	1,757
Total Rural Services - Expenditure		354,863	0	354,863	303,314	11,891
Economic Services - Schedule 13						
Rural Services - Income						
3413	GRANTS - PROGRAMS	-315,266	0	-315,266	0	0
0975	GRANTS DROUGHT COMMUNITY FUNDING (CAPITAL) - ASSETS	-28,000	0	-28,000	-18,664	-21,231
Total Rural Services - Income		-343,266	0	-343,266	-18,664	-21,231
Economic Services - Schedule 13						
Tourism & Area Promotion - Expenditure						
2192	DONNYBROOK TRANSIT PARK MAINTENANCE	56,635	0	56,635	37,736	29,057
2862	FESTIVALS & COMMUNITY EVENTS	4,500	0	4,500	2,992	1,997
3912	AREA PROMOTION	75,000	10,000	85,000	85,000	82,000
3922	DEPRECIATION (TOUR)	10,180	0	10,180	6,784	3,734
4277	REALLOCATED	5,125	0	5,125	3,416	2,849
4287	GENERAL ADMIN COSTS REALLOCATED	1,576	0	1,576	1,048	1,019
5832	SALARIES (TOURISM)	33,297	0	33,297	22,192	22,281
5892	SUPERANNUATION (TOURISM)	3,615	0	3,615	2,408	2,422
6152	EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,317	15	1,332	1,332	1,332
7152	BALINGUP TRANSIT PARK MTCE.	35,405	0	35,405	23,584	17,194
9937	BALINGUP TOURIST INFORMATION BAY	4,316	0	4,316	2,880	0
Total Tourism & Area Promotion - Expenditure		230,966	10,015	240,981	189,372	163,883
Economic Services - Schedule 13						
Tourism & Area Promotion - Income						
0383	FEES & CHARGES - DONNYBROOK TRANSIT PARK	-33,000	-5,000	-38,000	-23,000	-35,550
1253	CONTRIBUTIONS & REIMBURSEMENTS	0	-2,000	-2,000	-400	0
1313	FEES & CHARGES - CARAVAN PARK LICENCES	-200	0	-200	-128	0
3993	FEES & CHARGES - BALINGUP TRANSIT	-15,000	5,000	-10,000	-9,000	-11,644
Total Tourism & Area Promotion - Income		-48,200	-2,000	-50,200	-32,528	-47,194
Economic Services - Schedule 13						
Building Control - Expenditure						
0666	ADMIN SALARIES REALLOC TO BLDG CONTROL	39,750	0	39,750	26,496	22,093
0716	GEN ADMIN COSTS REALLOCATED TO BLDG CONTROL	20,100	0	20,100	13,400	12,995
4062	SALARIES (BLD)	109,865	0	109,865	73,240	72,775
4072	SUPERANNUATION - BUILDING	13,736	0	13,736	9,152	9,052
4082	CONTRACT LABOUR & RELIEF	10,140	0	10,140	6,760	3,315
4112	VEHICLE EXPENSES - BLDNG	9,000	0	9,000	6,000	4,309
4122	LEGAL EXPENSES	2,000	0	2,000	1,328	0
4132	SUNDRY BUILDING EXPENSES	6,215	0	6,215	4,136	2,823
4152	CONFERENCE & TRAINING BLD	2,000	0	2,000	1,328	0
4182	FURNITURE AND EQUIPMENT UNDER THRESHOLD	1,000	0	1,000	664	0
6162	EMPLOYEE INSURANCE - WORKERS COMPENSATION	4,395	0	4,395	2,928	4,395
6971	P/L SALE OF ASSET (BLDG)	7,514	0	7,514	5,008	2,645
9928	FRINGE BENEFITS TAX - BUILDING	5,250	0	5,250	2,626	4,143
Total Building Expenditure		230,965	0	230,965	153,066	138,546

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Economic Services - Schedule 13						
Building Control - Income						
4153	FEES & CHARGES - BUILDING LICENSES	-60,000	0	-60,000	-40,000	-35,129
4163	FEES & CHARGES - COMMISSION BCITF	-425	0	-425	-280	-206
4173	FEES & CHARGES - SUNDRY	-100	-1,400	-1,500	-1,456	-1,742
4183	FEES & CHARGES - FINES	-100	0	-100	-64	0
4193	REIMBURSEMENTS	-1,850	0	-1,850	-1,232	-1,556
4213	FEES & CHARGES - COMMISSION BRB	-1,000	0	-1,000	-664	-795
5003	FEES & CHARGES - SWIMMING POOL INSPECTIONS	-2,400	-215	-2,615	-1,815	-2,615
Total Building Income		-65,875	-1,615	-67,490	-45,511	-42,044
Economic Services - Schedule 13						
Other Economic Services - Expenditure						
1212	LAND DISPOSAL COSTS	10,000	0	10,000	6,664	4,578
4232	YELLOW SAND PIT FENCING	0	180	180	180	115
4252	DEPRECIATION (OES)	21,022	0	21,022	14,008	7,084
4302	GENERAL ADMIN ALLOCATED - OTHER ECONOMIC SERVICES	2,320	0	2,320	1,536	1,335
4772	BANK BUILDINGS (70 SW HWY DONNYBROOK)	11,046	2,954	14,000	10,298	11,123
5402	INTEREST ON LOANS (OTHER ECON SERV)	1,752	0	1,752	1,168	879
5782	BANK CHARGES LOANS OTHER ECONOMIC SERVICES	352	0	352	232	251
5812	RAC CHARGING STATION EXPENSES	1,660	0	1,660	1,104	871
Total Other Economic Services -Expenditure		48,152	3,134	51,286	35,190	26,235
Economic Services - Schedule 13						
Other Economic Services - Income						
4253	FEES & CHARGES - EXTRACTIVE INDUSTRY LICENSE	-5,600	0	-5,600	-3,728	-5,600
4273	FEES & CHARGES - ROYALTIES	-26,240	0	-26,240	-17,488	-17,494
4363	FEES & CHARGES - PROPERTY LEASES	-30,025	-5,000	-35,025	-21,016	-24,329
4793	REIMBURSEMENTS	-10,200	0	-10,200	-6,800	-8,007
Total Other Economic Services - Income		-72,065	-5,000	-77,065	-49,032	-55,430
Summary of Operations - Economic Services Program						
Rural Services						
Sub Total Operating Expenditure		354,863	0	354,863	303,314	11,891
Sub Total Operating Income		-343,266	0	-343,266	-18,664	-21,231
		11,597	0	11,597	284,650	-9,340
Tourism & Area Promotion						
Sub Total Operating Expenditure		230,966	10,015	240,981	189,372	163,883
Sub Total Operating Income		-48,200	-2,000	-50,200	-32,528	-47,194
		182,766	8,015	190,781	156,844	116,689
Building Control						
Sub Total Operating Expenditure		230,965	0	230,965	153,066	138,546
Sub Total Operating Income		-65,875	-1,615	-67,490	-45,511	-42,044
		165,090	-1,615	163,475	107,555	96,502
Other Economic Services						
Sub Total Operating Expenditure		48,152	3,134	51,286	35,190	26,235
Sub Total Operating Income		-72,065	-5,000	-77,065	-49,032	-55,430
		-23,913	-1,866	-25,779	-13,842	-29,195
Total Operating Expenditure		864,946	13,149	878,095	680,942	340,555
Total Operating Income		-529,406	-8,615	-538,021	-145,735	-165,898
Program (Surplus)/Deficit		335,540	4,534	340,074	535,207	174,656

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Other Property & Services - Schedule 14						
Public Works Overheads - Expenditure						
00M6	GEN ADMIN COSTS	439,016	0	439,016	292,672	255,669
4352	ENGINEERING SUPERANNUATION	71,043	-6,043	65,000	46,150	38,070
4362	SUPERANNUATION - PWO	134,679	0	134,679	89,784	75,066
4392	VEHICLE EXP - ENGINEER	42,167	0	42,167	28,104	25,079
4402	SICK LEAVE	40,000	0	40,000	26,664	22,482
4422	LONG SERVICE LEAVE	7,500	0	7,500	5,000	0
4432	INSURANCE ON WORKS	18,831	0	18,831	18,830	18,831
4446	CONTRACT LABOUR & RELIEF	26,000	26,000	52,000	22,534	5,224
4452	PROTECTIVE CLOTHING/EQUIP	18,500	0	18,500	12,328	15,064
4462	CONFER & TRAIN EXPENSES	35,999	0	35,999	23,992	10,630
4467	STAFF UNIFORMS	1,775	0	1,775	1,176	575
4476	WORKERS COMPENSATION INSURANCE	47,964	0	47,964	31,976	41,758
4602	GRATUITY PAYMENT	300	0	300	200	0
4612	WORKERS COMPENSATION ALLOC.	80,000	30,000	110,000	100,000	100,875
6782	HOLIDAY PAY -ANNUAL LEAVE	95,570	0	95,570	63,712	58,746
6792	HOLIDAY PAY - PUB HOLS	46,382	0	46,382	30,920	18,334
7422	LESS ALLOCATED TO W&S	-1,612,470	0	-1,612,470	-1,074,976	-921,618
7672	OTHER OVERHEADS	12,517	0	12,517	8,344	5,767
7682	ENGINEERING SALARIES	600,233	-36,000	564,233	340,133	339,924
7692	OSH AND TOOL BOX MEETINGS	27,002	0	27,002	17,984	9,432
7702	OTHER OVERHEADS - FURNITURE AND EQUIPMENT UNDER THRESHOLD	4,000	0	4,000	2,664	0
7732	WORKERS COMP INSURANCE - PWO	23,992	5,008	29,000	29,000	23,992
7802	FRINGE BENEFITS TAX - PWO	27,000	0	27,000	18,000	21,306
Total Public Works Overheads - Expenditure		188,000	18,965	206,965	135,191	165,208
Other Property & Services - Schedule 14						
Public Works Overheads - Income						
2353	CONTRIBUTIONS	-500	0	-500	-328	0
4613	REIMBURSEMENTS	-80,000	-30,000	-110,000	-90,000	-89,231
Total Public Works Overheads - Income		-80,500	-30,000	-110,500	-90,328	-89,231
Other Property & Services - Schedule 14						
Plant Operation Costs - Expenditure						
4297	ADMINISTRATION SALARIES REALLOCATED	6,029	0	6,029	4,016	3,351
4307	GENERAL ADMIN COSTS REALLOCATED	2,108	0	2,108	1,400	1,363
4437	WORKERS COMPENSATION INSURANCE (POC)	2,760	0	2,760	1,840	2,760
4472	WAGES AND OVERHEADS	68,998	0	68,998	45,992	37,015
4482	TYRES AND BATTERIES	30,000	0	30,000	20,000	12,714
4492	INSURANCE & LICENSES	101,027	0	101,027	101,027	97,660
4512	LESS POC ALLOCATED TO W&S	-795,442	0	-795,442	-530,288	-409,137
4522	FUELS & OILS USED	170,000	10,000	180,000	115,328	126,591
4622	WAGES - MECHANICS (Inc. TOOL ALLOWANCE)	2,700	0	2,700	1,800	31
4992	WORKSHOP CONSUMABLES	4,500	0	4,500	3,000	4,538
5102	DEPRECIATION ON PLANT	290,000	0	290,000	193,328	95,534
6092	SUPER - MECHANICS	8,970	0	8,970	5,976	5,704
6802	PARTS AND REPAIRS	140,000	-20,000	120,000	56,666	49,440
Total Expenditure Plant Operation Costs		31,650	-10,000	21,650	20,085	27,565
Other Property & Services - Schedule 14						
Plant Operation Costs - Income						
3503	REIMBURSEMENTS	-100	-582	-682	-414	-773
7823	FEE & CHARGES - SUNDRY	-50	-1,271	-1,321	-1,321	-1,321
7843	REIMBURSEMENT -DIESEL FUEL REBATE	-31,500	0	-31,500	-21,000	-18,394
Total Expenditure Plant Operation Costs		-31,650	-1,853	-33,503	-22,735	-20,487


Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Other Property & Services - Schedule 14						
Stock Fuels & Oils - Expenditure						
4420	MATERIALS VARIANCE ACCOUNT	-250,000	0	-250,000	-166,664	22
4540	STOCK PURCHASES	250,000	0	250,000	166,664	71,971
Total Expenditure Stock Fuels & Oils		0	0	0	0	71,992
Other Property & Services - Schedule 14						
Stock Materials - Expenditure						
		0	0	0	0	0
Total Expenditure Stock Materials		0	0	0	0	0
Other Property & Services - Schedule 14						
Salaries & Wages - Expenditure						
4570	SALARIES DRAWN	4,756,297	0	4,756,297	3,170,864	1,697,193
4580	WAGES	0	0	0	0	1,338,887
4590	LESS SALARIES ALLOCATED	-4,756,297	0	-4,756,297	-3,170,864	-1,697,193
4600	LESS WAGES ALLOCATED	0	0	0	0	-1,338,887
Total Expenditure Salaries & Wages		0	0	0	0	0
Other Property & Services - Schedule 14						
Salaries & Wages - Income						
		0	0	0	0	0
Other Property & Services - Schedule 14						
Project Operations Costs - Expenditure						
4107	SALARIES - PROJECT OFFICER	227,235	0	227,235	151,488	148,467
4117	SUPERANNUATION - PROJECT OFFICER	27,192	0	27,192	18,128	17,735
4127	OFFICER	7,800	1,290	9,090	9,090	9,090
4137	FRINGE BENEFITS TAX - PROJECT OFFICER	9,000	0	9,000	6,000	7,102
4147	OTHER EXPENSES - PROJECT OFFICER	500	0	500	328	39
4148	CONSULTANCY/CONTRACTORS PROJECTS	0	5,000	5,000	1,000	0
4157	VEHICLE EXPENSES - PROJECT OFFICER	12,000	-3,000	9,000	3,500	4,530
4187	FURNITURE & EQUIPMENT UNDER THRESHOLD	1,000	0	1,000	664	0
4197	LESS ALLOCATED TO PROJECTS	-325,504	0	-325,504	-217,000	-210,695
4317	ADMINISTRATION SALARIES REALLOCATED	29,010	0	29,010	19,336	16,124
4327	GENERAL ADMIN COSTS REALLOCATED	11,767	0	11,767	7,840	7,608
Total Expenditure Project Operation Costs		0	3,290	3,290	374	0
Summary of Operations - Other Property & Services Program						
Public Works Overheads						
	Sub Total Operating Expenditure	188,000	18,965	206,965	135,191	165,208
	Sub Total Operating Income	-80,500	-30,000	-110,500	-90,328	-89,231
		107,500	-11,035	96,465	44,863	75,976
Plant Operation Costs						
	Sub Total Operating Expenditure	31,650	-10,000	21,650	20,085	27,565
	Sub Total Operating Income	-31,650	-1,853	-33,503	-22,735	-20,487
		0	-11,853	-11,853	-2,650	7,077
Stock Fuels & Oils						
	Sub Total Operating Expenditure	0	0	0	0	71,992
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	0	71,992
Stock Materials						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	0	0
Salaries & Wages						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	0	0


Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Project Operation Costs						
	Sub Total Operating Expenditure	0	3,290	3,290	374	0
	Sub Total Operating Income	0	0	0	0	0
		0	3,290	3,290	374	0
	Total Operating Expenditure	219,650	12,255	231,905	155,650	264,765
	Total Operating Income	-112,150	-31,853	-144,003	-113,063	-109,719
	Program (Surplus)/Deficit	107,500	-19,598	87,902	42,587	155,046
	Grand Total All Programs (Surplus)/Deficit	-5,584,896	-1,260,102	-6,844,998	-1,271,548	-3,026,948

Capital Expenditure by Program (including Funding Sources)


SHIRE OF DONNYBROOK BALINGUP		Capital Expenditure by Program				28/02/2022	
COA	Description	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/U pgrade/Ne w
							
0564	BUILDINGS - ADMIN	47,611	70,000	117,611	20,000	15,012	Renewal
0584	FURNITURE AND EQUIPMENT	14,000	55,000	69,000	7,000	2,189	Upgrade
		61,611	125,000	186,611	27,000	17,201	
Law, Order & Public Safety							
0384	BUSH FIRE BUILDINGS - CAP WORKS	62,586	(45,000)	17,586	11,720	17,586	Renewal
0884	PURCHASE PLANT VEHICLE	51,638	0	51,638	51,638	0	Renewal
		114,224	(45,000)	69,224	63,358	17,586	
Health and Preventative Services							
0674	BUILDINGS - MEDICAL CENTRE	8,160	0	8,160	5,440	0	Renewal
		8,160	0	8,160	5,440	0	
Education & Welfare							
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	126,982	0	126,982	42,328	0	Renewal
8304	SOCIAL HOUSING ECONOMIC RECOVERY PACKAGE (SHERP) - WELL AGED UNITS	0	2,866,825	2,866,825	0	0	Renewal
		126,982	2,866,825	2,993,807	42,328	0	
Housing							
			0	0	0	0	
Community Amenities							
0964	CEMETERIES - INFRASTRUCTURE	15,000	0	15,000	9,992	1,811	New
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN	0	22,000	22,000	4,000	3,665	Renewal
6014	DONNYBROOK WASTE MANAGMENT FACILITY	199,720	0	199,720	199,720	176,275	New
		214,720	22,000	236,720	213,712	181,751	
Recreation & Culture							
0284	BALINGUP RECREATION CENTRE	107,710	30,000	137,710	101,800	108,922	Renewal
1044	BUILDINGS - YABBERUP HALL	5,000	0	5,000	3,336	0	Renewal
1094	DONNYBROOK HERITAGE PRECINCT	0	0	0	0	1,686	Renewal
1254	COMMUNITY RESOURCE CENTRE - BUILDINGS	30,653	0	30,653	20,424	0	Renewal
1264	EGAN PARK - NETBALL CLUBROOMS	11,874	0	11,874	7,912	11,133	Renewal
1274	STATION SQUARE	67,500	0	67,500	48,158	32,589	Upgrade
2574	DBK HALL - BUILDINGS	51,500	0	51,500	25,750	23,509	Renewal
7294	BUILDINGS - DBK RECREATION CENTRE	209,609	30,000	239,609	118,800	101,259	Renewal
3014	FURNITURE AND EQUIPMENT	10,000	0	10,000	6,664	0	New

Capital Expenditure by Program (including Funding Sources)

SHIRE OF DONNYBROOK BALINGUP		Capital Expenditure by Program				28/02/2022	
COA	Description	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/U pgrade/Ne w
							
8904	REC CENTRE CAPITAL FURN & EQUIPMENT	28,410	2,000	30,410	19,436	8,744	New
8934	WEIR - INFRASTRUCTURE	238,000	(158,000)	80,000	30,000	27,575	Renewal
8914	INFRASTRUCTURE - PATHWAYS	80,000	0	80,000	53,328	0	Renewal
0194	FUNPARK - REDEVELOPMENT COSTS	1,075,273	3,177	1,078,450	1,078,450	1,078,450	Renewal
0694	RESERVE ST FUNPARK	1,500	0	1,500	1,000	0	Renewal
0714	INFRASTRUCTURE OTHER - BALINGUP BOWLING CLUB	10,000	5,000	15,000	7,664	3,873	Renewal
1184	OTHER INFRASTRUCTURE DONNYBROOK	562,824	85,576	648,400	609,804	561,082	New
1214	OTHER INFRASTRUCTURE BALINGUP	25,000	10,000	35,000	18,664	2,199	New
1284	VC MITCHELL - HOCKEY TRAINING FACILITY	250,000	0	250,000	250,000	21,551	Renewal
2682	PARK EQUIPMENT	15,000	0	15,000	10,000	4,611	Renewal
8924	INFRASTRUCTURE OTHER - KIRUP	28,000	30,000	58,000	23,664	15,911	Renewal
8944	INFRASTRUCTURE - VC MITCHELL PARK REDEVELOPMENT	6,025,271	0	6,025,271	110,000	135,077	Renewal
		8,833,124	37,753	8,870,877	2,544,854	2,138,171	
Transport							
3200	BRIDGEWORKS - EXT. FUNDED	1,522,000	(1,390,000)	132,000	(161,240)	0	Renewal
3240	FOOTPATHS	147,500	0	147,500	147,500	2,470	Renewal
3210	ROADWORKS GENERAL	460,000	0	460,000	239,632	32,278	Renewal
3260	REGIONAL ROAD GROUP	1,442,044	0	1,442,044	774,710	560,535	Renewal
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	503,657	0	503,657	401,528	186,665	Renewal
3330	BLACKSPOT FUNDED ROAD WORKS	466,275	0	466,275	399,489	63,180	Renewal
3340	COMMODITY ROUTE FUNDING	412,500	0	412,500	220,665	397,978	Renewal
3554	PURCHASE PLANT & EQUIPMNT	455,825	0	455,825	303,880	136,442	Renewal
		5,409,801	(1,390,000)	4,019,801	2,326,164	1,379,549	
Economic Services							
8234	INFRASTRUCTURE OTHER	28,000	50,000	78,000	78,000	79,299	New
4194	PLANT AND EQUIPMENT	34,000	141	34,141	34,141	34,141	Renewal
		62,000	50,141	112,141	112,141	113,440	
Other Property							
Grand Totals Capital		14,830,622	1,666,719	16,497,341	5,334,997	3,847,698	

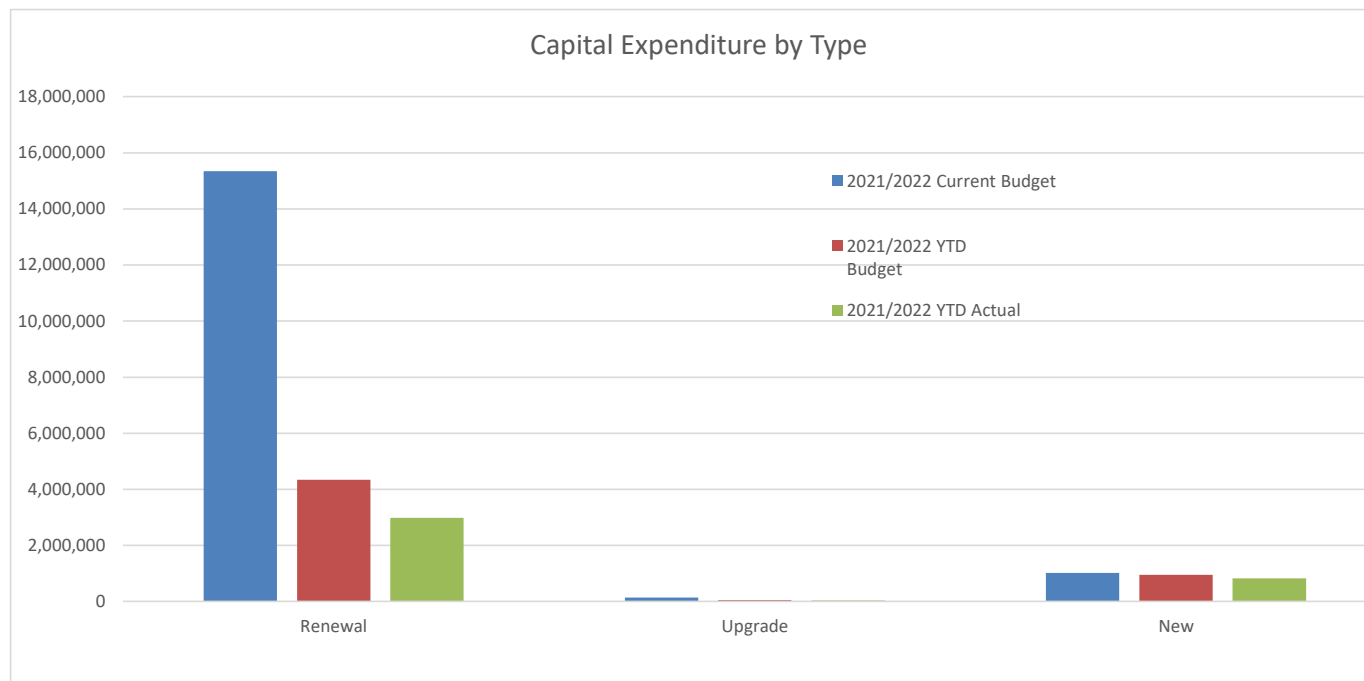
Capital Expenditure by Program (including Funding Sources)

SHIRE OF DONNYBROOK BALINGUP **Capital Expenditure by Program** **28/02/2022**

COA	Description		2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/Upgrade/New
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Type Classification

Renewal	13,880,168	1,464,143	15,344,311	4,337,559	2,983,509
Upgrade	81,500	55,000	136,500	55,158	34,778
New	868,954	147,576	1,016,530	942,280	829,411
	14,830,622	1,666,719	16,497,341	5,334,997	3,847,698



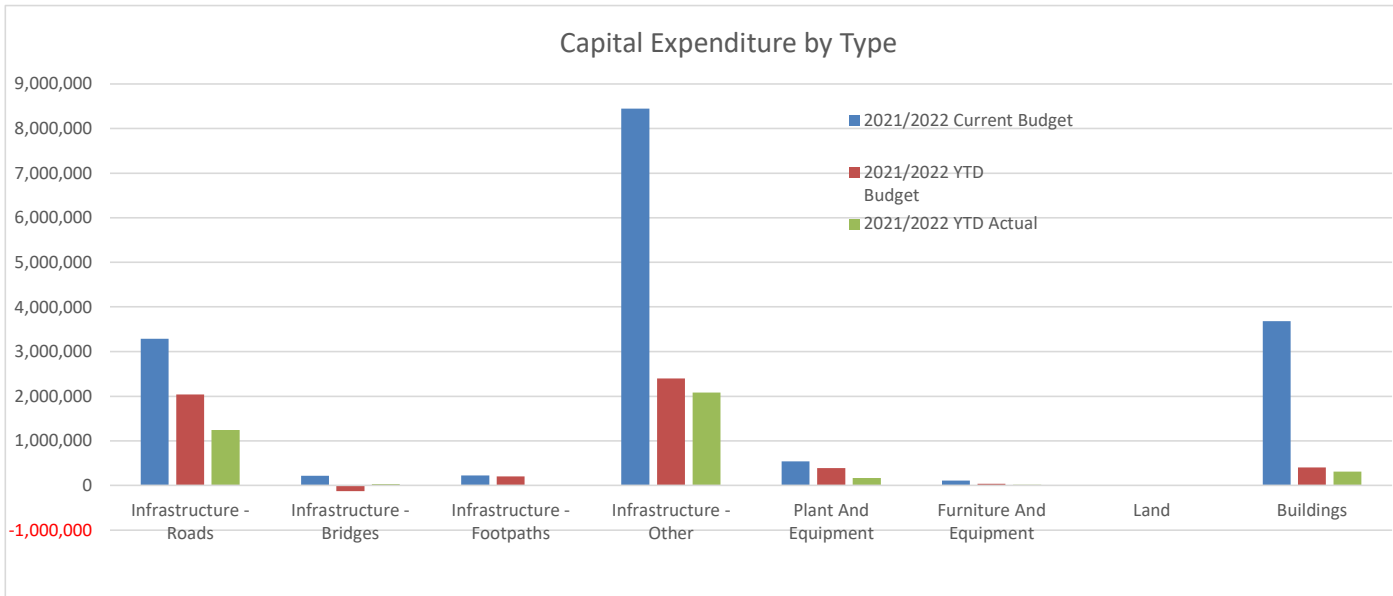
Capital Expenditure by Program (including Funding Sources)

SHIRE OF DONNYBROOK BALINGUP **Capital Expenditure by Program** **28/02/2022**

COA	Description	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/Upgrade/New
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<u>Class</u>		2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/Upgrade/New
Infrastructure - Roads		3,284,476	0	3,284,476	2,036,024	1,240,636	
Infrastructure - Bridges		1,760,000	(1,548,000)	212,000	(131,240)	27,575	
Infrastructure - Footpaths		227,500	0	227,500	200,828	2,470	
Infrastructure - Other		8,235,588	205,753	8,441,341	2,400,958	2,083,805	
Plant And Equipment		541,463	141	541,604	389,659	170,583	
Furniture And Equipment		52,410	57,000	109,410	33,100	10,933	
Land		0	0	0	0	0	
Buildings		729,185	2,951,825	3,681,010	405,668	311,695	
		14,830,622	1,666,719	16,497,341	5,334,997	3,847,698	



APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program



SHIRE OF DONNYBROOK BALINGUP
Plant Replacement Program - Budget 2021/2022
28/02/2022

Plant Description/Program	Type	Acquisitions						
		Purchase Price \$	Sale Trade Price	Net Changeover	Fair Value Valuation	Depreciation \$	Written Down Value	(Profit) or Loss \$
Law Order and Public Safety								
Ranger Vehicle replacement	Existing	51,638	16,200	35,438			0	(16,200)
	Existing			0			0	0
	Sub Total	51,638	16,200	35,438	0	0	0	(16,200)
Transport								
Replace Tip Truck - DB4550	Existing	98,607	19,721	78,886			0	(19,721)
Replace Ute - DB112 (W&S)	Existing	41,519	20,760	20,759			0	(20,760)
Replace Plant Trailer - DB6232	Existing	9,973	0	9,973			0	0
Replace Plant Trailer - DB6066	Existing	3,113	506	2,607			0	(506)
Replace Ute - DB646 (P&G)	Existing	27,337	13,669	13,668			0	(13,669)
Replace Vibrating Roller - DB2114	Existing	156,938	21,020	135,918			0	(21,020)
Replace Ute - DB419 (P&G)	Existing	27,337	13,669	13,668			0	(13,669)
Replace Ride on Mower - DB193 (Dbk)	Existing	47,588	10,125	37,463			0	(10,125)
Replace Ute - DB346	Existing	33,413	16,200	17,213			0	(16,200)
New Water Trailer	New	10,000	0	10,000			0	0
	Sub Total	455,825	115,670	340,155	0	0	0	(115,670)
Economic Services								
Replace Bldg Surveyor Ute - DB631	Existing	34,000	12,000	22,000			0	(12,000)
	Sub Total	34,000	12,000	22,000	0	0	0	(12,000)
	Grand Totals	541,463	143,870	397,593	0	0	0	(143,870)

Funding

Proceeds From Sale	(143,870)
Reserves	(387,593)
Funding Required from Municipal Budget	(10,000)
	(541,463)

Profit on Sale of Assets	(143,870)
Loss on Sale of Assets	0
Net Profit on Sale of Assets	(143,870)

APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program



SHIRE OF DONNYBROOK BALINGUP
Plant Replacement Program - YTD Actual 2021/2022
28/02/2022

Plant Description/Program	Type	Acquisitions						
		Purchase Price \$	Sale Trade Price	Net Changeover	Fair Value Valuation	Depreciation \$	Written Down Value	(Profit) or Loss \$
Law Order and Public Safety								
Ranger Vehicle replacement	Existing	0	0	0			0	0
	Existing	0	0	0			0	0
	Sub Total	0	0	0	0	0	0	0
Transport								
Replace Tip Truck - DB4550	Existing	100,700	25,000	75,700	45,000	12,087	32,913	7,913
Replace Ute - DB112 (W&S)	Existing	35,742	21,909	13,833	38,465	20,465	18,000	(3,909)
Replace Plant Trailer - DB6232	Existing	0	0	0			0	0
Replace Plant Trailer - DB6066	Existing	0	0	0			0	0
Replace Ute - DB646 (P&G)	Existing	0	0	0			0	0
Replace Vibrating Roller - DB2114	Existing	0	0	0			0	0
Replace Ute - DB419 (P&G)	Existing	0	0	0			0	0
Replace Ride on Mower - DB193 (Dbk)	Existing	0	0	0			0	0
Replace Ute - DB346	Existing	0	0	0			0	0
New Water Trailer	New	0	0	0			0	0
	Sub Total	136,442	46,909	89,533	83,465	32,552	50,913	4,004
Economic Services								
Replace Bldg Surveyor Ute - DB631	Existing	34,141	15,545	18,596	30,000	11,809	18,191	2,646
Proceeds of Sale of Land - Lot 201 SW Hwy Dbk	Existing	26,000	70,000	(44,000)				
	Sub Total	60,141	85,545	(25,404)	30,000	11,809	18,191	2,646
Grand Totals		196,583	132,454	64,129	113,465	44,361	69,104	6,650

Note:

Profit & Loss calculations are yet to be applied as the Asset Register has not been rolled to the 2021/22 Financial Year pending Final Audit of the 2021/22 Year.

Funding

Proceeds From Sale	(132,454)
Reserves	0
Funding Required from Municipal Budget	(64,129)
	(196,583)

Profit on Sale of Assets	10,559
Loss on Sale of Assets	(3,909)
Net Profit on Sale of Assets	6,650



SHIRE OF DONNYBROOK BALINGUP

STATEMENT OF INVESTMENTS

28/02/2022

BANK	TYPE	AMOUNT	RATE	DAYS	FROM	MATURING	ESTIMATED INTEREST
<u>MUNICIPAL FUND</u>							
32186/353029w	At Call - WA Treasury Corp	14,515.66	0.05%	28	31/01/2022	28/02/2022	0.56
NAB 86-383-5433	Term Deposit	1,500,000.00	0.25%	90	10/12/2021	10/03/2022	924.66
		<u>1,514,515.66</u>					<u>925.21</u>
<u>TRUST FUND</u>							
		0.00	0.00%	0			0.00
		<u>0.00</u>					<u>0.00</u>
<u>RESERVE FUND</u>							
NAB 259596456	Term Deposit	1,926,724.81	0.40%	273	16/09/2021	16/06/2022	5,764.34
NAB 259396198	Term Deposit	824,864.79	0.15%	59	16/02/2022	16/04/2022	200.00
Bendigo 3791918	Term Deposit	2,500,000.00	0.25%	181	15/09/2021	15/03/2022	3,099.32
		<u>5,251,589.60</u>					<u>9,063.65</u>



Shire of
Donnybrook Balingup

**SHIRE OF DONNYBROOK BALINGUP
RESERVES
28/02/2022**

	Opening Balance	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual
Cash Backed Reserves						
9704 RESERVE - WASTE MANAGEMENT	\$1,476,407	\$1,476,407	\$0	\$1,476,407	\$1,476,407	\$1,476,407
4721 Transfer from Waste Management Reserve	\$0	-\$199,720	\$0	-\$199,720	-\$133,144	\$0
4720 Transfer To Waste Management Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$1,476,407	\$1,276,687	\$0	\$1,276,687	\$1,343,263	\$1,476,407
RESERVE - BUSHFIRE CONTROL & MANAGEMENT						
9705 MANAGEMENT	\$2,282	\$2,282	\$0	\$2,282	\$2,282	\$2,282
4711 Transfer From Bushfire Reserve	\$0	-\$2,282	\$0	-\$2,282	-\$1,520	\$0
4710 Transfer To Bushfire Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$2,282	-\$0	\$0	-\$0	\$762	\$2,282
RESERVE - AGED HOUSING						
9706 RESERVE - AGED HOUSING	\$1,210,182	\$1,323,183	\$0	\$1,323,183	\$1,323,183	\$1,210,182
4771 Transfer from Aged Housing Reserve	\$0	-\$1,323,183	\$113,001	-\$1,210,182	-\$1,210,182	-\$1,210,182
4770 TRANSFER TO AGED CARE HOUSING RESERVE	\$0	\$0	\$0	\$0	\$0	\$0
	\$1,210,182	\$0	\$113,001	\$113,001	\$113,001	\$0
RESERVE - EMPLOYEE ENTITLEMENTS						
9703 RESERVE - EMPLOYEE ENTITLEMENTS	\$0	\$0	\$0	\$0	\$0	\$0
4731 Transfer from Employee Entitlements Reserve	\$0	-\$7,500	\$0	-\$7,500	\$0	\$0
4730 Transfer To Employee Entitlements Reserve	\$0	\$25,000	\$0	\$25,000	\$0	\$0
	\$0	\$17,500	\$0	\$17,500	\$0	\$0
RESERVE - ARBUTHNOTT MEMORIAL						
9708 RESERVE - ARBUTHNOTT MEMORIAL	\$3,285	\$3,285	\$0	\$3,285	\$3,285	\$3,285
4781 Transfer from Arbuthnott Reserve	\$0	-\$300	\$0	-\$300	\$0	\$0
4780 Transfer To Arbuthnott Memorial Scholarship	\$0	\$0	\$0	\$0	\$0	\$0
	\$3,285	\$2,985	\$0	\$2,985	\$3,285	\$3,285
RESERVE - STRATEGIC PLANNING STUDIES						
9709 RESERVE - STRATEGIC PLANNING STUDIES	\$40,051	\$40,051	\$0	\$40,051	\$40,051	\$40,051
4751 Transfer From Strategic Planning Studies	\$0	-\$20,000	\$0	-\$20,000	-\$13,336	\$0
4750 Transfer To Strategic Planning Studies Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$40,051	\$20,051	\$0	\$20,051	\$26,715	\$40,051
RESERVE - LAND DEVELOPMENT						
9710 RESERVE - LAND DEVELOPMENT	\$350,271	\$350,271	\$0	\$350,271	\$350,271	\$350,271
4831 Transfer from Land Development Reserve	\$0	\$0	\$0	\$0	\$0	\$0
4830 Transfer To Land Development Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
	\$350,271	\$350,271	\$0	\$350,271	\$350,271	\$350,271
RESERVE - VEHICLES						
9711 RESERVE - VEHICLES	\$391,795	\$391,795	\$0	\$391,795	\$391,795	\$391,795
4761 Transfer from Vehicle Reserve	\$0	-\$265,948	\$0	-\$265,948	-\$177,296	\$0
4760 TRANSFER TO VEHICLE RESERVE	\$0	\$250,000	\$0	\$250,000	\$250,000	\$0
	\$391,795	\$375,847	\$0	\$375,847	\$464,499	\$391,795
RESERVE - ROADWORKS						
9713 RESERVE - ROADWORKS	\$435,434	\$435,434	\$0	\$435,434	\$435,434	\$435,434
4741 Transfer from Roadworks Reserve	\$0	-\$285,442	\$271,841	-\$13,601	-\$9,064	\$0
4740 Transfer To Roadworks Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$435,434	\$149,992	\$271,841	\$421,833	\$426,370	\$435,434
RESERVE - REVALUATION						
9714 RESERVE - REVALUATION	\$10,700	\$10,700	\$0	\$10,700	\$10,700	\$10,700
4811 Transfer from Revaluation Reserve	\$0	\$0	-\$38,880	-\$38,880	\$0	\$0
4810 Transfer To Revaluation Reserve	\$0	\$40,000	\$0	\$40,000	\$0	\$0
	\$10,700	\$50,700	-\$38,880	\$11,820	\$10,700	\$10,700

SHIRE OF DONNYBROOK BALINGUP

RESERVES

\$44,620

	Cash Backed Reserves - continued					
9715	RESERVE - CENTRAL BUSINESS DISTRICT	\$3,054	\$3,054	\$0	\$3,054	\$3,054
4821	Transfer from CBD Development Reserve	\$0	-\$3,054	\$0	-\$3,054	-\$2,040
4820	Transfer To CBD Reserve	\$0	\$0	\$0	\$0	\$0
		\$3,054	-\$0	\$0	-\$0	\$1,014
						\$3,054
9716	RESERVE - BUILDINGS	\$495,996	\$495,996	\$0	\$495,996	\$495,996
4791	Transfer from Buildings Reserve	\$0	-\$363,674	-\$50,000	-\$413,674	-\$252,448
4790	Transfer To Buildings Reserve	\$0	\$352,692	\$0	\$352,692	\$0
		\$495,996	\$485,014	-\$50,000	\$435,014	\$243,548
						\$455,340
9717	RESERVE - APPLE FUNPARK	\$0	\$0	\$0	\$0	\$0
4841	Transfer from Apple Funpark Reserve	\$0	\$0	\$0	\$0	\$0
4840	Transfer To Apple Funpark Reserve	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0
9718	RESERVE - INFORMATION TECHNOLOGY	\$93,523	\$93,523	\$0	\$93,523	\$93,523
4801	Transfer from Information Technology Reserve	\$0	-\$13,000	\$0	-\$13,000	-\$8,664
4800	Transfer To Information Technology Reserve	\$0	\$0	\$0	\$0	\$0
		\$93,523	\$80,523	\$0	\$80,523	\$84,859
						\$93,523
9739	RESERVE COUNCIL ELECTIONS	\$0	\$0	\$0	\$0	\$0
7131	Transfer from Council Elections Reserve	\$0	\$0	\$0	\$0	\$0
7130	Transfer To Council Elections Reserve	\$0	\$13,650	\$0	\$13,650	\$0
		\$0	\$13,650	\$0	\$13,650	\$0
9721	RESERVE - PARKS & RESERVES	\$129,744	\$129,744	\$0	\$129,744	\$129,744
4871	Transfer from Parks & Reserves Reserve	\$0	-\$8,509	\$0	-\$8,509	-\$5,672
4870	TRANSFER TO PARKS & RESERVES RESERVE	\$0	\$100,000	\$140,000	\$240,000	\$0
		\$129,744	\$221,235	\$140,000	\$361,235	\$124,072
						\$129,744
9723	RESERVE - CARRIED FORWARD PROJECTS	\$688,477	\$688,477	\$0	\$688,477	\$688,477
4671	Transfer from Carried Forward Projects Reserve	\$0	-\$294,689	-\$338,337	-\$633,026	-\$422,016
4670	ANSFER TO CARRIED FORWARD PROJECTS RESEF	\$0	\$0	\$0	\$0	\$0
		\$688,477	\$393,788	-\$338,337	\$55,451	\$266,461
						\$554,468
9707	RESERVE - COVID 19	\$95,058	\$95,058	\$0	\$95,058	\$95,058
7111	Transfer from Covid 19 Reserve	\$0	\$0	\$0	\$0	\$0
7110	Transfer To Covid 19 Reserve	\$0	\$0	\$0	\$0	\$0
		\$95,058	\$95,058	\$0	\$95,058	\$95,058
9727	RESERVE - PRESTON VILLAGE DEFERRED	\$0	\$0	\$0	\$0	\$0
7221	Transfer Fom Preston Village Deferred Reserve	\$0	-\$40,169	\$0	-\$40,169	-\$26,776
7220	Transfer To Preston Village Deferred Reserve	\$0	\$302,126	-\$113,000	\$189,126	\$189,126
		\$0	\$261,957	-\$113,000	\$148,957	\$162,350
						\$189,126
9728	RESERVE - PRESTON VILLAGE RESERVE FUND	\$0	\$0	\$0	\$0	\$0
7231	Transfer From Preston Village Reserve	\$0	-\$16,499	\$0	-\$16,499	-\$11,000
7230	Transfer To Preston Village Reserve	\$0	\$38,320	\$0	\$38,320	\$38,320
		\$0	\$21,821	\$0	\$21,821	\$27,320
						\$38,320

SHIRE OF DONNYBROOK BALINGUP

RESERVES

\$44,620

Cash Backed Reserves - continued						
9729	RESERVE - MINNINUP COTTAGES 1-4 SURPLUS	\$0	\$0	\$0	\$0	\$0
7241	Transfer From Minninup Cottages 1-4 Reserve	\$0	-\$51,818	-\$4,509	-\$56,327	-\$34,544
7240	Transfer To Minninup Cottages 1-4 Reserve	\$0	\$64,877	\$0	\$64,877	\$64,877
		\$0	\$13,059	-\$4,509	\$8,550	\$30,333
9730	RESERVE - MINNINUP COTTAGES 5-8 SURPLUS	\$0	\$0	\$0	\$0	\$0
7141	Transfer from Minninup Cottages 5-8 Surplus	\$0	-\$60,000	\$0	-\$60,000	-\$40,000
7140	Transfer To Minn Cotts 5-8 Surplus Reserve	\$0	\$108,626	-\$20,050	\$88,576	\$97,702
		\$0	\$48,626	-\$20,050	\$28,576	\$48,576
9731	RESERVE - MINNINUP COTTAGES 9-12	\$0	\$0	\$0	\$0	\$0
7161	Transfer from Minninup Cottages 9-12 Surplus	\$0	\$0	\$0	\$0	\$0
7160	Transfer To Minn Cotts 9-12 Surplus Reserve	\$0	\$261,549	-\$3,483	\$258,066	\$251,920
		\$0	\$261,549	-\$3,483	\$258,066	\$251,920
9733	RESERVE - LANGLEY VILLAS 1-6 SURPLUS	\$0	\$0	\$0	\$0	\$0
7181	Transfer from Langley Villas 1-6 Surplus	\$0	-\$15,164	\$0	-\$15,164	-\$10,112
7180	Transfer To Langley Villas U1-6 Surplus Reserve	\$0	\$357,486	-\$8,756	\$348,730	\$338,237
		\$0	\$342,322	-\$8,756	\$333,566	\$328,125
9734	RESERVE - LANGLEY VILLAS 7-9 SURPLUS	\$0	\$0	\$0	\$0	\$0
7201	Transfer from Langley Villas 7-9 Surplus	\$0	\$0	\$0	\$0	\$0
7200	Transfer To Langley Villas U7-9 Surplus Reserve	\$0	\$208,975	\$4,217	\$213,192	\$207,681
		\$0	\$208,975	\$4,217	\$213,192	\$207,681
	RESERVE - MINNINUP COTTAGES 5-8 LONG					
9735	TERM MAINTENANCE	\$0	\$0	\$0	\$0	\$0
7151	Transfer from Minninup Cottages 5-8 LT	\$0	\$0	\$0	\$0	\$0
7150	Transfer To Minn Cotts 5-8 Lt Maintenance	\$0	\$6,169	\$0	\$6,169	\$5,669
		\$0	\$6,169	\$0	\$6,169	\$5,669
9736	RESERVE - MINNINUP COTTAGES 9-12 LONG	\$0	\$0	\$0	\$0	\$0
7171	Transfer from Minninup Cottages 9-12 LT	\$0	\$0	\$0	\$0	\$0
7170	Transfer To Minn Cotts 9-12 Lt Maintenance	\$0	\$5,128	\$0	\$5,128	\$4,628
		\$0	\$5,128	\$0	\$5,128	\$4,628
9737	RESERVE - LANGLEY VILLAS 1-6 LONG TERM	\$0	\$0	\$0	\$0	\$0
7191	Transfer from Langley Villas 1-6 LT	\$0	\$0	\$0	\$0	\$0
7190	Transfer To Langley Villas U1-6 Lt Maintenance	\$0	\$10,823	\$0	\$10,823	\$7,216
		\$0	\$10,823	\$0	\$10,823	\$7,216
9738	RESERVE - LANGLEY VILLAS 7-9 LONG TERM	\$0	\$0	\$0	\$0	\$0
7211	Transfer from Langley Villas 7-9 LT	\$0	\$0	\$0	\$0	\$0
7210	Transfer To Langley Villas U7-9 Lt Maintenance	\$0	\$2,400	\$0	\$2,400	\$1,800
		\$0	\$2,400	\$0	\$2,400	\$1,800
	Grand Totals	\$5,426,259	\$4,716,130	-\$47,956	\$4,668,173	\$4,479,603
						\$5,251,594

Intra Reserve Fund Transfers

Aged Housing Reserve		-\$1,323,183	\$113,001	-\$1,210,182	-\$1,210,182	-\$1,210,182
Total Transfers From Reserve		-\$1,323,183	\$113,001	-\$1,210,182	-\$1,210,182	-\$1,210,182
Preston Village Exit Deferred Management Fee Reserve	\$302,126	-\$113,000	\$189,126	\$189,126	\$189,126	\$189,126
Preston Village Reserve Fund Contribution Reserve	\$38,320	\$0	\$38,320	\$38,320	\$38,320	\$38,320
Minninup Cottages 1-4 Surplus Reserve	\$64,877	-\$0	\$64,877	\$64,877	\$64,877	\$64,877
Minninup Cottages 5-8 Surplus Reserve	\$97,702	\$0	\$97,702	\$97,702	\$97,702	\$97,702
Minninup Cottages 9-12 Surplus Reserve	\$251,920	-\$0	\$251,920	\$251,920	\$251,920	\$251,920
Langley Villas 1-6 Surplus Reserve	\$338,237	\$0	\$338,237	\$338,237	\$338,237	\$338,237
Langley Villas 7-9 Surplus Reserve	\$207,681	-\$0	\$207,681	\$207,681	\$207,681	\$207,681
Minninup Cottages 5-8 Long Term Maintenance Reserve	\$5,669	-\$0	\$5,669	\$5,669	\$5,669	\$5,669
Minninup Cottages 9-12 Long Term Maintenance Reserve	\$4,628	-\$0	\$4,628	\$4,628	\$4,628	\$4,628
Langley Villas 1-6 Long Term Maintenance Reserve	\$10,223	-\$0	\$10,223	\$10,223	\$10,223	\$10,223
Langley Villas 7-9 Long Term Maintenance Reserve	\$1,800	\$0	\$1,800	\$1,800	\$1,800	\$1,800
Total Transfers To Reserve	\$1,323,183	-\$113,001	\$1,210,182	\$1,210,182	\$1,210,182	\$1,210,182
Net Impact on Reserve Balances	\$0	\$0	\$0	\$0	\$0	\$0

Transfers To/From Municipal Fund

Total Transfers To Reserve	\$0	\$824,638	\$111,929	\$936,567	\$250,325	\$0
Total Transfers From Reserve	\$0	-\$1,647,768	-\$159,885	-\$1,807,653	-\$1,147,632	-\$174,665

**SHIRE OF DONNYBROOK BALINGUP
RESERVES
28/02/2022**

Cash Backed Reserves - continued

<u>Reserve Name</u>	<u>Reserve Purpose</u>
Waste Management Reserve	To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities.
Bushfire Control & Management Reserve	To receive funds collected from the Shire's Fire Protection Levy for the purpose of providing fire fighting equipment to meet the needs of the district.
Aged Housing Reserve	Established to manage funds from aged housing schemes for the upgrade of Council managed aged housing
Employee Entitlements Reserve	Established to provide for the payment of annual leave, long service leave, personal leave, and grandfathered gratuity scheme entitlements.
Arbuthnott Memorial Scholarship Reserve	To fund the payment of the Arbuthnott Scholarship.
Strategic Planning Studies Reserve	Established to accumulate funds for engaging strategic studies / reports.
Land Development Reserve Fund	To fund the purchase of land for future community purposes.
Vehicle Reserve	To accumulate funds for the acquisition and replacement of Council's vehicle fleet.
Roadworks Reserve	Established to accumulate funds for the construction, renewal and major maintenance of road infrastructure.
Revaluation Reserve	Established to accumulate funds for asset revaluations and rates gross rental valuation - General revaluation.
Central Business District Reserve	To fund future Central Business District projects.
Buildings Reserve	To accumulate funds for the construction, renewal and major maintenance of Council buildings.
Apple Funpark Reserve	To receive donations and to provide for the future capital upgrade and maintenance of equipment and facilities at the Apple Funpark in Collins Street, Donnybrook.
Information Technology Reserve	To accumulate funds for the acquisition and replacement of information technology equipment and software.
Council Election Reserve	Established to accumulate funds for Council postal elections
Park and Reserves Reserve	Established to accumulate funds for the construction, renewal and major maintenance of parks & reserves infrastructure.
Carried Forward Project Reserve	Established to accumulate funds from projects carried into future financial years.
COVID 19 Reserve	To fund initiatives and activities associated with the Shire's response and recovery from the COVID-19 pandemic.
Preston Village Exit Deferred Management Fee Reserve	Established to accumulate Preston Village Deferred Management Fees.
Preston Village Reserve Fund Contribution Reserve	To accumulate the Preston Village Reserve Contribution for purposes prescribed within the Residence Contracts.
Minninup Cottages 1-4 Surplus Reserve	To accumulate surplus income of units 1-4 for the purposes of unit maintenance, renewal and upgrades.
Minninup Cottages 5-8 Surplus Reserve	To accumulate surplus income of units 5-8 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 9-12 Surplus Reserve	To accumulate surplus income of units 9-12 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 1-6 Surplus Reserve	To accumulate surplus income of units 1-6 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 7-9 Surplus Reserve	To accumulate surplus income of units 7-9 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 5-8 Long Term Maintenance Reserve	To accumulate funds for units 5-8 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Minninup Cottages 9-12 Long Term Maintenance Reserve	To accumulate funds for units 9-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 1-6 Long Term Maintenance Reserve	To accumulate funds for units 1-6 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 7-9 Long Term Maintenance Reserve	To accumulate funds for units 7-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance.



SHIRE OF DONNYBROOK BALINGUP

Grant Income

		28/02/2022					
COA	Description	2021/22 Original Budget	2021/22 Budget Amendments	2021/22 Current Budget	2021/22 YTD Budget	Capital Grants YTD Actual	Operating Grant YTD Actual
General Purpose Funding							
0091	GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	-\$695,720	\$60,801	-\$634,919	-\$491,390	\$0	-\$476,189
1031	GRANTS - LGGC LOCAL ROAD GRANT	-\$388,538	\$60,022	-\$328,516	-\$261,392	\$0	-\$246,387
	Subtotal	-\$1,084,258	\$120,823	-\$963,435	-\$752,782	\$0	-\$722,576
Law, Order, Public Safety							
1163	GRANT - SES ESL OPERATING GRANT	-\$19,780	\$0	-\$19,780	-\$13,184	\$0	-\$14,835
5123	GRANTS - VBFB ESL OPERATING GRANT	-\$211,102	\$0	-\$211,102	-\$140,728	\$0	-\$171,765
6963	GRANTS - BUSHFIRE MITIGATION	-\$327,015	\$0	-\$327,015	-\$130,000	\$0	-\$94,416
0765	GRANTS (CAPITAL) - VBFB ESL ASSETS	-\$17,586	\$0	-\$17,586	-\$11,720	-\$17,586	\$0
	Subtotal	-\$575,483	\$0	-\$575,483	-\$295,632	-\$17,586	-\$281,016
Education and Welfare							
283	GRANTS - PROGRAMS (AUSTRALIA DAY)	\$0	-\$20,000	-\$20,000	-\$20,000	\$0	-\$16,000
	Subtotal	\$0	-\$20,000	-\$20,000	-\$20,000	\$0	-\$16,000
Recreation And Culture							
0465	GRANTS (CAPITAL) - ASSETS	-\$50,000	\$0	-\$50,000	-\$25,000	-\$16,609	\$0
0475	GOVT GRANTS - COMMUNITY FACILITIES	-\$4,511,500	\$0	-\$4,511,500	\$0	\$0	\$0
7105	GRANTS (CAPITAL) - ASSETS	-\$2,106,387	\$40,494	-\$2,065,893	-\$1,630,000	-\$1,530,886	\$0
	Subtotal	-\$6,667,887	\$40,494	-\$6,627,393	-\$1,655,000	-\$1,547,495	\$0
Transport							
0933	GRANTS - MRD DIRECT GRANTS	-\$172,075	\$0	-\$172,075	-\$172,075	\$0	-\$172,075
0325	GRANTS - BLACK SPOTS	-\$310,850	\$0	-\$310,850	-\$155,425	-\$42,120	\$0
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	-\$275,000	\$0	-\$275,000	-\$183,328	-\$110,000	\$0
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	-\$1,522,000	\$1,390,000	-\$132,000	\$0	\$0	\$0
3261	GRANT REVENUE - LRCI	-\$888,000	\$0	-\$888,000	-\$444,000	\$0	\$0
3291	GRANTS - REGIONAL ROAD GROUP	-\$961,332	\$0	-\$961,332	-\$640,888	-\$667,013	\$0
3331	GRANTS - ROADS TO RECOVERY	-\$503,657	\$0	-\$503,657	-\$251,829	-\$80,633	\$0
	Subtotal	-\$4,632,914	\$1,390,000	-\$3,242,914	-\$1,847,545	-\$899,766	-\$172,075
Economic Services							
0975	GRANTS DROUGHT COMMUNITY FUNDING (CAPITAL) - ASSETS	-\$28,000	\$0	-\$28,000	-\$18,664	-\$21,231	\$0
3413	GRANTS - PROGRAMS	-\$315,266	\$0	-\$315,266	\$0	\$0	\$0
	Subtotal	-\$343,266	\$0	-\$343,266	-\$18,664	-\$21,231	\$0
	Grand Totals	-\$13,303,808	\$1,551,317	-\$11,752,491	-\$4,569,623	-\$2,486,077	-\$1,191,667
	Total Operating Grants	-\$2,129,496	\$100,823	-\$2,028,673	-\$1,228,769	\$0	-\$1,191,667
	Total Non Operating Grants	-\$11,174,312	\$1,430,494	-\$9,743,818	-\$3,360,854	-\$2,486,077	\$0



**SHIRE OF DONNYBROOK BALINGUP
INFORMATION ON BORROWINGS
28/02/2022**

Information on Borrowings

Purpose/Program	Loan Number	Institution	Interest Rate	Principal 1-Jul-21	New Loans	Principal Repayments	Principal Outstanding	Interest Repayments	Principal Repayments	Principal Outstanding	Interest Repayments	
				\$	\$	2021/22 Budget \$	2020/21 Budget \$	2020/21 Budget \$	2021/22 Actual \$	2020/21 Actual \$	2020/21 Actual \$	
Health												
Dental Surgery Extensions	74	WATC	5.83%	54,109	0	(12,385)	41,724	(2,977)	(6,103)	48,006	(1,277)	
Education and welfare												
Tuia Lodge Fire Suppression System	93	WATC	1.58%	263,917	0	(27,512)	236,405	(4,062)	(13,702)	250,215	(1,310)	
Recreation and culture												
* Donnybrook Country Club	90	WATC	2.74%	54,992	0	(9,396)	45,596	(1,443)	(4,666)	50,326	(473)	
VC Mitchell Park (Stage 1)	TBA	WATC	TBA	0	2,500,000	0	2,500,000	0	0	0	0	
Economic services												
Collins Street	80	WATC	6.73%	29,546	0	(14,284)	15,262	(1,752)	(14,285)	15,261	(879)	
Total				402,564	2,500,000	(63,577)	2,838,987	(10,234)	(38,756)	363,808	(3,940)	

All debenture repayments are to be financed by general purpose revenue, with the exception of Self-Supporting Loans which are reimbursed to Council by the relevant community group.

Income - Self Supporting Loans

* Donnybrook Country Club

YTD Actual		
Principal	Interest	Total
-\$4,666	-\$753	-\$5,420

SHIRE OF DONNYBROOK BALINGUP
Statement of Financial Activity 2021/2022

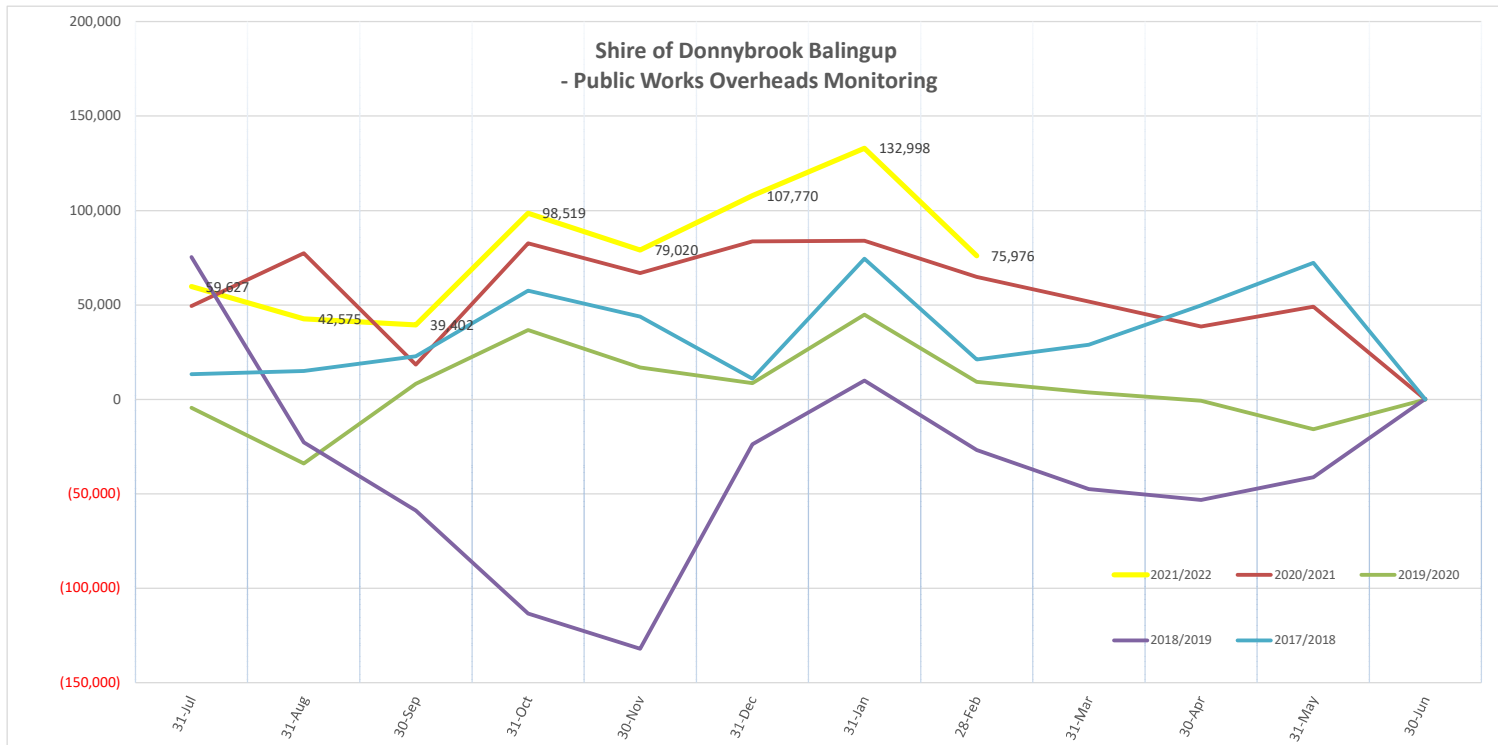
TRUST FUNDS

Funds held at balance date over which the District has no control and which are not included in the financial statements are as follows:

Detail	Balance 1/07/2021 \$	Amounts Received \$	Amounts Paid (\$)	Balance 28/02/2022 \$
Public Open Space Funds	265,738	0	0	265,738
	265,738	0	0	265,738

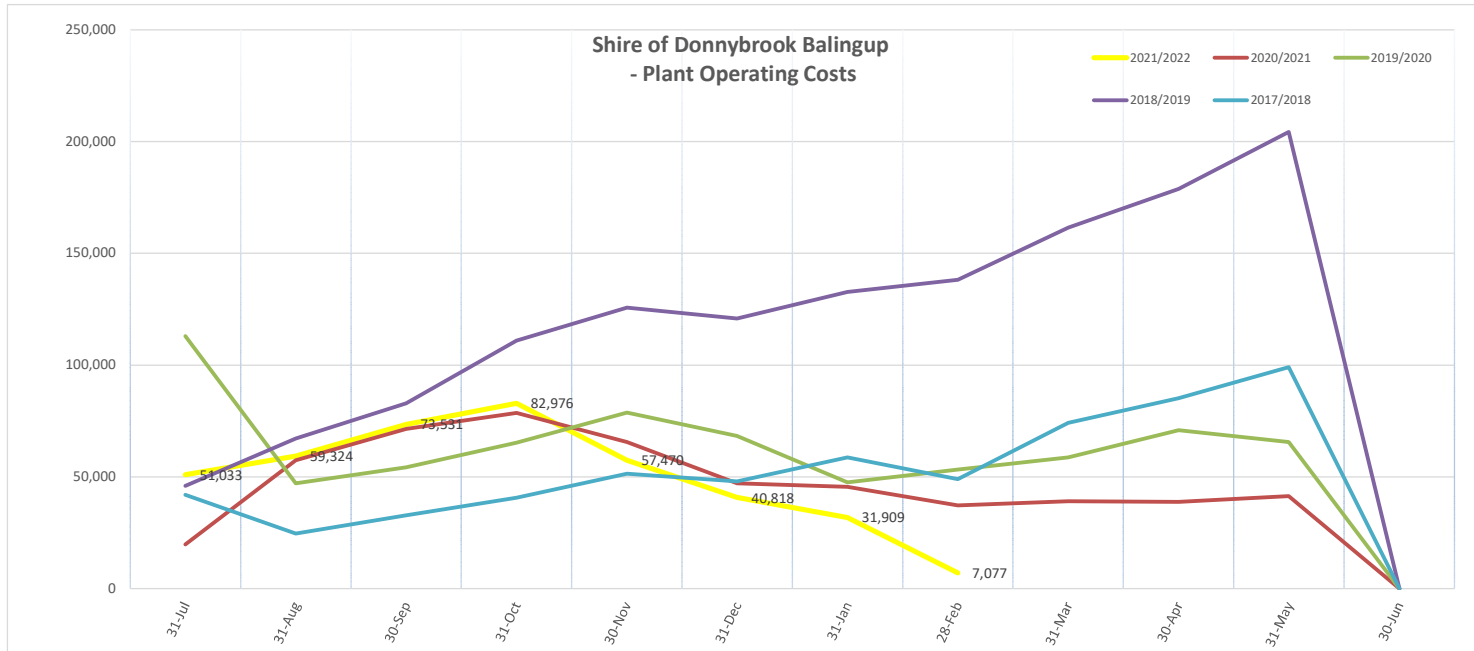
SHIRE OF DONNYBROOK BALINGUP
Public Works Overheads Monitoring
28/02/2022

Account Number	Description	2021/2022 Current Budget	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun
			YTD Actual	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other Property & Services - Schedule 14														
Public Works Overheads - Expenditure														
Total Public Works Overheads - Expenditure		96,465	59,627	42,575	39,402	98,519	79,020	107,770	132,998	75,976	0	0	0	0



SHIRE OF DONNYBROOK BALINGUP
Plant Operation Costs
28/02/2022

Account Number	Description	2020/2021 Current Budget \$	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun
			YTD Actual \$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other Property & Services - Schedule 14														
Plant Operation Costs														
Total Public Works Overheads - Expenditure		(11,853)	51,033	59,324	73,531	82,976	57,470	40,818	31,909	7,077	0	0	0	0





Donnybrook-Balingup - Compliance Audit Return 2021

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A		LOREN CLIFFORD
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	Yes		LOREN CLIFFORD
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	Yes		LOREN CLIFFORD
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	Yes		LOREN CLIFFORD
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes		LOREN CLIFFORD



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	Resolution 112/21	LOREN CLIFFORD
2	s5.16	Were all delegations to committees in writing?	Yes		LOREN CLIFFORD
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		LOREN CLIFFORD
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		LOREN CLIFFORD
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes		LOREN CLIFFORD
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		LOREN CLIFFORD
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		LOREN CLIFFORD
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		LOREN CLIFFORD
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		LOREN CLIFFORD
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		LOREN CLIFFORD
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		LOREN CLIFFORD
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes		LOREN CLIFFORD
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		LOREN CLIFFORD

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		LOREN CLIFFORD



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		LOREN CLIFFORD
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		LOREN CLIFFORD
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		LOREN CLIFFORD
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		LOREN CLIFFORD
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		LOREN CLIFFORD
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	Synergy Record NREP7520	LOREN CLIFFORD
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		LOREN CLIFFORD
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	CNL 38	LOREN CLIFFORD
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	CNL 38	LOREN CLIFFORD
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	CNL 35	LOREN CLIFFORD
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		LOREN CLIFFORD
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	CNL 35	LOREN CLIFFORD



No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	CNL 35	LOREN CLIFFORD
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?* *Question not applicable after 2 Feb 2021	Yes		LOREN CLIFFORD
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes		LOREN CLIFFORD
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		LOREN CLIFFORD
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		LOREN CLIFFORD
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		LOREN CLIFFORD
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes		LOREN CLIFFORD
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes		LOREN CLIFFORD
		*Question not applicable after 2 Feb 2021			



No	Reference	Question	Response	Comments	Respondent
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Council Resolution: 62/21	LOREN CLIFFORD
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	N/A		LOREN CLIFFORD
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		LOREN CLIFFORD
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	No	In Progress	LOREN CLIFFORD

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		LOREN CLIFFORD
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		LOREN CLIFFORD



Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	None received	LOREN CLIFFORD
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	Yes		LOREN CLIFFORD
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes		LOREN CLIFFORD



Finance						
No	Reference	Question	Response	Comments	Respondent	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		LOREN CLIFFORD	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes	Council Resolution:112/21	LOREN CLIFFORD	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	No	Not received from OAG, Audit exit meeting expected to be prior to 31 January 2022	LOREN CLIFFORD	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Not received from OAG, Audit exit meeting expected to be prior to 31 January 2022	LOREN CLIFFORD	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	Not received from OAG, Audit exit meeting expected to be prior to 31 January 2022	LOREN CLIFFORD	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	Not received from OAG, Audit exit meeting expected to be prior to 31 January 2022	LOREN CLIFFORD	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	N/A	Not received from OAG, Audit exit meeting expected to be prior to 31 January 2022	LOREN CLIFFORD	



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Council Resolution 138/21	LOREN CLIFFORD
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	N/A	Minor review conducted in 2020	LOREN CLIFFORD
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		LOREN CLIFFORD

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		LOREN CLIFFORD
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		LOREN CLIFFORD
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		LOREN CLIFFORD
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		LOREN CLIFFORD
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes		LOREN CLIFFORD
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		LOREN CLIFFORD



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	CEO	LOREN CLIFFORD
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121 (2)?	Yes		LOREN CLIFFORD
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		LOREN CLIFFORD

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	Council Resolution:55/21	LOREN CLIFFORD
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	Council Resolution:13/21	LOREN CLIFFORD
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes		LOREN CLIFFORD
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes	Council Resolution:191/21	LOREN CLIFFORD



No	Reference	Question	Response	Comments	Respondent
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		LOREN CLIFFORD
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Council Resolution:165/19	LOREN CLIFFORD
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes		LOREN CLIFFORD
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	N/A	Extension Granted By Department of Local Government, Sport and Cultural Industries to 30 October 2021. Department Reference DB3-5#06; E2171767	LOREN CLIFFORD
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		LOREN CLIFFORD

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		LOREN CLIFFORD
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		LOREN CLIFFORD
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		LOREN CLIFFORD
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		LOREN CLIFFORD



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		LOREN CLIFFORD
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		LOREN CLIFFORD
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		LOREN CLIFFORD
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		LOREN CLIFFORD
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		LOREN CLIFFORD
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		LOREN CLIFFORD
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		LOREN CLIFFORD
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes		LOREN CLIFFORD
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes		LOREN CLIFFORD
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		LOREN CLIFFORD
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes		LOREN CLIFFORD



No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes		LOREN CLIFFORD
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes		LOREN CLIFFORD
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Yes		LOREN CLIFFORD
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes		LOREN CLIFFORD
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes		LOREN CLIFFORD
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		LOREN CLIFFORD
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		LOREN CLIFFORD

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Donnybrook-Balingup

Signed CEO, Donnybrook-Balingup

INTRODUCTION

The following sets out the high-level parameters, processes and assumptions associated with the development of the 2022/23 Draft Budget.

GENERAL ASSUMPTIONS – DRAFT BUDGET

Any assumptions are fluid and will be changed/adjusted if knowledge improves during the preparation of the Draft Budget:

- LG Cost Index for 2021/22 has been updated from the February 2021 estimate of 2.7% to a December 2021 estimate of 3.9%, with the result being an increase of 1.2%.
- LG Cost Index for 2022/23 is currently forecast at 2.4%, however, an updated forecast is due in the coming weeks from WALGA, and WALGA have advised to expect a sharp increase on previous forecasts.

There is a combined impact due to the increase in LGCI previously forecast for the 2021/22 year.

LGCI Components – Forecast % Change				
Component	2020-21(a)	2021-22(f)	2022-23(f)	2023-24(f)
Employee costs	1.50	2.25	2.25	2.50
Materials and contracts	-0.9	4.8	2.8	1.7
Furniture	-0.1	2.6	1.4	1.4
Non-residential building	5.6	6.6	2.8	2.5
Machinery and Equipment	-0.5	3.6	1.8	1.8
Non-road infrastructure	5.2	6.1	2.7	2.4
Road and bridge construction	3.5	5.5	2.7	2.5
Utilities	0.0	1.4	1.4	1.4
Insurance	2.2	3.3	3.0	2.9
Other costs	1.6	1.9	2.0	2.0
LGCI	1.4	3.9	2.4	2.2

SOURCE: WALGA
(a) Actual figures
(f) Forecast figures

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Source: WALGA Economic Briefing December 2021

TIMING, REPORTING and FORMAT

Work is progressing on the 2022-23 Draft Budget document, with the plan to keep the Council informed with regular updates. Budget workshops will be scheduled in June and early July with a view to adopt the Statutory Budget on or before 31 July 2022.

The budget document will be aligned to the same format of the monthly Financial Statements of Activity. This allows for familiarity of format and presentation to all stakeholders and will be a 'live' document allowing real time Budget Surplus/Deficit position data.

COUNCIL RESOLUTIONS - BUDGET ALLOCATIONS (Updated as items added by Resolution)

The items in the table below will be included in the Draft Budget as the result of Council resolutions since adoption of the 2021-22 Budget:

Res.	Description	Amount
153/21	Donnybrook Regional Tourism Association	\$35,000
153/21	Balingup and Districts Tourism Association	\$35,000
153/21	Golden Valley Tree Park	\$15,000
153/21	Donnybrook Balingup Chamber of Commerce	\$15,000
153/21	Preston Press (Donnybrook Community Resource Centre)	\$5,000

OPENING/CLOSING RATE SETTING BALANCES

Rate Setting Position (Surplus/Deficit)

- Earlier adoption of the 2022/23 Budget and current investment timing will mean that cashflow should not be an issue over the July/August period until the Shire issues its rate notices in August 2022.
- Until the final underlying surplus/deficit result is established, a zero-opening rate setting underlying position as of 1 July 2022 will be assumed.
- Any uncompleted Capital Expenditure items that have been fully committed will be automatically carried over with matching revenue source items.
- The 2022-23 draft budget will be prepared to achieve a closing rate setting position at 30 June 2023 of zero (i.e. Balanced budget).

OPERATING REVENUE

Rates and Rubbish Charges

Noting that the Long Term Financial Plan (LTFP) is currently being reviewed, the present LTFP forecasts an overall 8.0% increase in rate revenue. This will be modelled into the Draft Budget in accordance with the LTFP, however, may require adjustment once the review has been completed. Regardless of the rates percentage shift, changes do not equate to every ratepayer being required to increase their payments by a standard percentage due to the influence of changes in valuations and the level of growth in rateable properties across the district. When the exact change in the rate in the dollar applied to the valuation is known, Council will be advised via future budget updates.

- Gross Rental Valuations (GRV) – The Shire is due to have a GRV revaluation (urban areas) which will be effective from the 2022-23 financial year and result in the usual redistribution of rates across GRV properties. The Shire is to pay for the revaluation in the 2021-22 budget.

- Unimproved Valuations (UV) - Revaluation occurs every year, accompanied by a redistribution of the rate burden across rural properties. The impact of the revaluation will be communicated to the Council when the modelling is complete.
- Rubbish bin collection charges are expected to increase based on the contractor's costs. This increase has yet to be modeled and will be included in future updates.

Waste Management

- The Waste Management Levy was discontinued in the 2021/2022 Budget.

Operating Grants and Subsidies

- Based on previous experience with uncertainty regarding of the level of Federal Financial Assistance Grants (FAG's), it is best to apply no increase on the adjusted 2021-22 levels until the exact allocation is known. The annual allocation to the Shire for 2021/2022, including the 50% prepayment is \$2,047,693 made up of LGGC LOCAL ROAD GRANT \$717,054 and LGGC FINANCIAL ASSISTANCE GRANTS \$1,330,639.

Fees and Charges

- A 2.4% increase in fees and charges under Council's discretion in accordance with the Local Government Cost Index for 2022-23 (some fees and charges are set by the State, so some of these may also remain unchanged).
- Judgement is required in relation increasing fees and charges as it is not practical to increase all charges or fees by an increment of 2.4%. In some cases, an increase by a blanket percentage can cause impractical charge amounts.
- No waiver in community facility leases or charges due to the COVID-19 impact.

Interest Revenue

- Record low interest rates to continue reducing interest revenue below the 2021-22 Budget levels.

BUDGET COMPONENTS – OPERATING EXPENSES

Employee costs

- Occupational Superannuation Contributions Increase from 10% to 10.5% as from 1 July 2022.
- Assume a 2.5% increase on 2021-22 levels in Salaries and Wages for non-enterprise agreement employees in addition to 0.5% increase in Occupational Superannuation contributions.
- Increases in wages and salaries under the new enterprise agreement for outside workers of 2.5%.

Utilities

- A recent finance team initiative has resulted in the establishment of a utilities register to track and monitor (over time) power water and sewerage costs at a detailed level.
- Assume an increase of 8% in water costs as a combination of usage and charges.
- Assume an increase 3.5% in power costs as a combination of usage and charges.
- Assume an increase 8% in sewerage costs as a combination of usage and charges.

Insurances

- Insurances are likely to increase due to claims experience in Australia and global uncertainty.
- Insurance cost advice from LGIS has not been received to date, however informal discussions are that they may increase between 6% to 10% across the sector.
- Worker compensation is expected to be applied at a lower rate as our past claims history improves, this however is likely to be offset with overall insurance cost increases.

Material and Contracts

- Councillor fees and allowances (as per Council Policy) being 50% of the band 3 levels as set by determination of the Salaries and Wages Allowance Tribunal due out in April 2022.
- Diesel prices are currently approximately 45% above those factored into the 2021-22 budget.
- No unallocated/discretionary projects allowance made at present.

BUDGET COMPONENTS – MAJOR CAPITAL REVENUES

- Carryover revenue for Local Roads and Community Infrastructure Grant (fully funded).
- Carryover revenue for Drought Communities Grant (fully funded).
- Blackspot Roads Grant.
- MRWA Road project Grant.
- Roads to Recover Grant.

BUDGET COMPONENTS – MAJOR CAPITAL PROJECTS

- Carryover for the VC Mitchell Park Precinct project.
- Carryover for the Social Housing renewal project.
- Carryover projects for Local Roads and Community Infrastructure (fully funded).
- Carryover projects for Drought Communities (fully funded).
- Capital Asset Management Program, Major Projects and Works Program in a similar format to last year.
- Plant replacement program as per Asset Management Plan.

STAFF INITIATED BUDGET RECOMMENDATIONS (Updated as items added to Draft Budget)

The items in the table below will be included in the draft budget at the initiative of staff to meet regulatory/compliance requirements or to meet an identified operational need:

Ref.	Description	Amount
FM Regs	Revaluation of Assets (Infrastructure) - Required every 6 years (Land and Buildings to be completed 2021/2022)	\$66,000
Audit Regs	Statutory Reviews Audit Regulation 17 – Risk Management Review - Required every 3 years and Financial Management Review - Required every 3 years	\$17,000
N/A	IT System Cloud Backup	\$8,000
N/A	Operating costs – Electricity Etc. Second Administration Office	\$10,000



Rating Objectives Strategy

(REVIEWED FEBRUARY 2020)

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1. Introduction

1.1 The Purpose of this Rating Objectives Strategy

The Shire of Donnybrook Balingup Rating Strategy is a tool for community and financial planning.

This document has the following aims:

- a) Improve body corporate (staff and Council) understanding of the local government rating system in Western Australia.
- b) Articulate the organisation's rating objectives.
- c) Establish strategies for the organisation to achieve its rating objectives.

Council intends to review this document during its annual corporate financial planning cycle. This will ensure the Rating Strategy is dynamic in nature, assisting Council to meet the needs of the community.

2 Rating System in Western Australia

2.1 Legislation

Local Government in Western Australia operates under the Local Government Act 1995 (LGA). It is the provisions under this act that governs Council in the raising of rates.

2.2 Why does Council Raise Rates

When adopting the Annual Budget, Council is required to impose a general rate on rateable land in the district in order to make up any budget deficiency, S6.32 (LGA).

The general rates are determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates.

Strong consideration is also given by Council to the extent of any increase in rating over the level adopted in the previous year.

A copy of the Annual Budget is available online. www.donnybrook-balingup.wa.gov.au.

2.3 Basis of Calculating Rates

Rates are calculated by multiplying the valuation of a property (set by the Valuer General) by the rate in the dollar (set by Council). Property valuations are set by the Valuer General's Office and will be either;

- a. Unimproved Valuation (UV) - for properties that are used predominately for rural purposes; or
- b. Gross Rental Valuation (GRV) - for properties that are used predominately for non-rural purposes.

2.4 Types of Rates

2.4.1 Differential General Rate

Council may wish to apply a different rate in the dollar to certain groups of properties and may impose differential general rates according to any, or a combination, of the following characteristics —

- a) the purpose for which the land is zoned, whether or not under a planning scheme as defined in the Planning and Development Act 2005; or
- b) a purpose for which the land is held or used as determined by the local government; or
- c) whether or not the land is vacant land; or
- d) any other characteristic or combination of characteristics prescribed.

Differential rating allows Council to have some flexibility in determining rates for properties on the same valuation method. It may be used to encourage certain land use (e.g. a lower rate in the dollar may be used to encourage commercial property development in the Shire).

2.4.2 Minimum Rate

A minimum payment may be determined by Council so that all ratepayers make a reasonable contribution to the cost of Council's services and facilities. In accordance with the Local Government Act 1995, no more than 50% of properties in each valuation category can be on the Minimum Rate

2.4.3 Specified Area Rate

Council may impose a rate on specific properties in an area for the purpose of meeting the cost of a specific work, service or facility. Monies raised are regulated to ensure the funds generated by such a rate, are spent in accordance with the prescribed purpose.

2.4.4 Service Charges

Council may impose a charge on either landowners or occupiers for the cost of providing the following services:

- a) property surveillance and security;
- b) television and radio rebroadcasting;
- c) underground electricity;
- d) water.

Monies raised are regulated to ensure the funds generated by such a rate, are spent in accordance with the prescribed purpose.

2.5 Rates Discounts and Concessions

2.5.1 Pensioners and Seniors

Persons who hold a Seniors Card (SC), Commonwealth Health Seniors Card (CHSC) and/or Pension Concession Card (PCC) may be eligible to claim a rebate on their rates or be eligible to defer payment of their rates.

Complex regulations detail eligibility criteria. Ratepayers are encouraged to contact the Shire Administration should they believe they are eligible for a concession.

There is no cost to Council (other than staff administration costs) as concessions granted are reimbursed by the State Government.

2.5.2 Early Payment Discounts

When imposing rates for a year, Council may resolve to grant a discount or other incentive for the early payment of any rate or charge.

2.5.3 Concessions

Council may resolve to waive or grant concessions in relation to rates or service charges. Concessions may not be made with respect to whether an owner occupies the land.

3 Rating Objectives of the Shire of Donnybrook Balingup

3.1 Fairness and Equity among Ratepayers

3.1.1 Fair Contribution to Rates

Each rateable property should make a fair contribution towards the provision of services provided by the Shire of Donnybrook Balingup.

3.1.2 Equity of Rates Liability

Council supports the principle that rates liability should be equitable among property owners.

3.1.3 Consistency in Rating Policy

Council undertakes to apply rating principles in a consistent manner.

3.2 Specific Policies

3.2.1 Discounts / Concessions

Council may consider rates concessions or discounts in order to achieve specific objectives.

3.2.2 Rates and Charges

Council may consider the imposition of:

- a. Specified Area Rates.
- b. Differential Rates.
- c. Service Charges.

To fund services or facilities.

4 Rating Strategy

4.1 Strategy to Achieve Fairness and Equity among Ratepayers

4.1.1 Fair Contribution to Rates

4.1.1.1 *Minimum Rates*

- a) Council sets a minimum charge to ensure that all property owners make a reasonable contribution towards the provision of services and facilities within the Shire.
- b) The minimum charge shall be resolved annually by Council when adopting the Annual Budget.

4.1.2 Equity of Rates Liability

4.1.2.1 *Property Valuations*

Preamble

The rating system adopted by the State Government in WA is based only upon the valuation of a property, with independent valuations provided by the Valuer General.

Strategy

Council relies on the independent valuation only to determine equity in general rates liability.

4.1.2.2 *Differing Revaluation Periods GRV v UV*

Preamble

Independent valuations are provided by the Valuer General. Current policy of the Valuer General is to revalue UV rated properties annually and GRV rated properties every 3-4 years.

This means the impact of a valuation change affects UV rated properties annually. GRV rated properties may be affected with a substantial increase in the year of revaluation.

Strategy

- a. Council lobbies State Government to permit Local Governments to elect to standardise revaluation periods for properties rated on GRV and UV.
- b. In the year of a general revaluation, the rate in the dollar shall be initially changed by the average valuation change for the valuation category to set an average zero change base. General rate increases shall be then calculated upon this adjusted average base.

4.1.3 Consistency in Rating Policy

4.1.3.1 Property valuation method appropriately reflects predominant use

Preamble

The Rating valuation system in WA identifies two types of predominant land use;

- Rural Purposes
- Non Rural Purposes

The method of land use determines the valuation method applied;

Rural Use	-	Unimproved Value (UV)
Non Rural Use	-	Gross Rental Value (GRV)

The Shire of Donnybrook Balingup is a municipality that has broad diversity in rural and non-rural land use. Council acknowledges that predominant land use should determine the valuation method used. Periodic assessments of land use are therefore necessary in order to maintain a consistent land use valuation policy.

Strategy

That the following land use be assessed for appropriate rating valuation method:

- a. Is the land located in a Townsite,
- b. Tourist Use in rural areas.
- c. Rural Small Holdings and Rural Residential
- d. Commercial or Industrial uses.

4.1.3.2 Like properties should be treated in a like manner

Preamble

Where the Minister (through Council recommendation) makes a determination of valuation type for a particular land use, Council undertakes to apply the determination consistently to like properties throughout the shire.

Strategy

Council may apply the following methods to capture land use:

- a) By subdivision
 - a. Where the majority of lots within a subdivision are used for a purpose that is not consistent with the subdivision valuation category.
- b) By individual lot (Spot Valuation)

- a. Is an effective method in applying consistency by ensuring that properties with similar land uses are rated on the same method of valuation regardless of location within the Shire.
- c) By portion of lot (Split Valuation)
 - a. Where Council identifies that the rateable property contains distinctly rural and non-rural uses on separately identifiable portions of the property, it may consider applying different methods of valuations to those distinct portions.

4.2 Rating Policies

4.2.1 Rates and Charges

4.2.1.1 Rubbish and Recycling Levy

Description

Council levies a separate charge on the rates notice for kerbside waste and recycling. This levy funds:

- a. Kerbside waste removal in provided bins
- b. Kerbside recycling in provide bins

Properties Levied

This levy is a compulsory charge on properties that are serviced by the collection service.

Exemptions

Properties outside the collection area.

VIVIENNE MACCARTHY

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viviennemacCarthy@bigpond.com

COVER NOTE

I am excited to apply for the role of Independent Member – Audit & Risk Management Committee.

My career spans 25+ years in Finance and General Management, working with medium and large organisations across finance, administration, human resources, data management, client services, IT and facilities functions. Specific areas relevant to the Shire's role are:

- Asset Management for Cadbury Schweppes, including monitoring and control of the annual asset budget and management of internal and external asset audits.
- Also with Cadbury Schweppes, working in program and project management roles with responsibility for initial due diligence, project structure and controls, risk management and delivery on time and within budget. Projects included the acquisition of The Natural Confectionery Company where I led the Finance, HR, Legal and IT functions; the sale of Schweppes to Asahi Brewery where I led the sales pitch for the transition of commercial functions and then subsequently delivered transitional support services for Asahi. Other projects included offshoring Cadbury Schweppes support services, cultural change initiatives and systems and process improvements.

Most recently, I worked as General Manager – Business Services for Busselton Water, reporting to the Chief Executive Officer with responsibility for commercial functions. In this role I enjoyed the support of a strong Finance Manager and we worked together to explore the business case for the acquisition of Dunsborough Water from Water Corp. After leaving Busselton Water with a serious illness, Helen Shirvington invited me to join the Board of Busselton Water. Sadly, I was unable to accept while I focused on recovery.

I see this role with the Shire's Audit and Risk Committee as an opportunity to revisit my career and hopefully bring value to the Shire's audit and risk activities.

CAREER PATHWAY

General Manager – Business Services <i>Busselton Water</i>	January 2014 - April 2016
Associate Director – Head of Operations & Client Service <i>Capital Partners Pty Ltd</i>	Jan 2010 – Jun 2012
Head of Business Services-Asia Pacific / Financial Controller / Finance Manager <i>Cadbury Schweppes – Asia Pacific</i>	May 1999 – Oct 2009
Project Accountant <i>Clough Engineering Ltd (Perth)</i>	Jan 1997 to May 1999
Cost Accountant / Finance Reporting Manager <i>Millennium Chemicals Ltd (Australind)</i>	Jan 1989 to Jan 1997

EDUCATION

Monash University (2000): Bachelor of Business. major in Accounting with sub-majors in Management and Law. Management studies included Project Management; and Strategic Theory & Decision Making. Legal studies included Contract Law, Commercial Law and Corporate Law.

PROFESSIONAL ASSOCIATIONS:

- **CPA Australia** – Membership No. 9343502
- **Australian Institute of Project Management** – I let my membership go last year but could take this up again if needed.

INTERESTS & BACKGROUND

I enjoy bushwalking with my husband, Kim, in the Boyanup State Forest and around Donnybrook. We are kept busy with our blended family of 6 children and 18 grandchildren. We have in the past enjoyed running, cycling and triathlons. Kim is a retired swim coach who coached junior National Development Squads in Melbourne and Perth and we continue the theme of good health and fitness. (I also enjoy fine crochet and have taken out a number of awards at the Apple Festival!)

REFEREES – provided on request

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership.

1. OBJECTIVE

- 1.1. The objective of this policy is to ensure open and accountable governance and appropriate resource allocation in addressing public questions.

2. SCOPE

- 2.1. This policy applies to all members of the public taking the opportunity to ask questions(s) during Public Question Time.
- 2.2. This policy applies to Ordinary and Special Meetings of the Council, and Committee Meetings with delegated powers or duties in accordance with section 5.24 of the *Local Government Act 1995* and Regulation 5 of the *Local Government (Administration) Regulations 1996*.

3. DEFINITIONS

- 3.1. **CEO** means the Chief Executive Officer or Acting Chief Executive Officer of the Shire of Donnybrook Balingup
- 3.2. **Council Member** means a person elected and holding valid office under the *Local Government Act 1995* as a member of the Council of the Shire of Donnybrook Balingup.
- 3.3. **Employee** means any person employed as a full time, part time, or casual employee of the Shire of Donnybrook Balingup.
- 3.4. **Member of the Public** means any person other than a Council Member or Employee of the Shire of Donnybrook Balingup.
- 3.5. **Presiding Member** means the person Chairing the meeting
- 3.6. **Public Question Time** under section 5.24 of the Act and the Regulations state time must be made at every Council meeting (whether ordinary or special) and every meeting of a committee with delegated powers or duties, for members of the public to ask questions and have them responded to.
- 3.7. **Question** means a sentence worded or expressed so as to elicit information; it is not a statement.
- 3.8. **Question taken on-notice** means that the Presiding Member will seek further information and a written response will be provided by the CEO at a later time to the person asking the question.
- 3.9. **The Act** means *Local Government Act 1995*.
- 3.10. **The Regulations** means *Local Government (Administration) Regulations 1996*.

4. POLICY STATEMENT

- 4.1. The Act and the Regulations require that a minimum of 15 minutes be allocated at every Council Meeting, and other meetings as prescribed, for members of the public to ask questions, and have them responded to, and that each member of the public wishing to ask a question is given equal and fair opportunity to ask the question and receive a response.

Types of Questions that can be submitted

- 4.2. Questions submitted to an Ordinary Meeting of Council must be regarding issues related to or affecting the Shire.
- 4.3. Questions submitted at a Special Council Meeting must relate to the purpose of that meeting.

Allocation of Time and Number of Questions

- 4.4. To give equal and fair opportunity to each member of the public that wishes to ask questions, each questioner will be limited to two (2) questions at a time.
- 4.5. Questions with multiple parts will be considered as separate questions.
- 4.6. Questioners are given up to two (2) minutes to ask each question.
- 4.7. Preambles to provide context to a question should be concise and relevant to the question.
- 4.8. Public Question Time may be extended beyond 15 minutes, by a simple majority resolution of the Council, if required.

Presenting a Question/s

- 4.9. Questions are only to be addressed to the Presiding Member. The Presiding Member will determine the appropriate staff member to answer the question (if not answered by the Presiding Member).
- 4.10. Where questions contain language that is offensive, defamatory or questions the competence of Council Members or employees, the question will not be accepted, and the questioner will be requested to amend the wording and resubmit the question.

Assessment of Questions

- 4.11. Public question time is not to be used as a mechanism to obtain information that would not normally be made available if it was sought from the Shire's records under section 5.94 of the Act or the *Freedom of Information Act 1992*.
- 4.12. The following questions will not be responded to:
- a. Questions relating to personnel matters, opinions, information, or perceptions not relating directly to Shire business; or
 - b. Matters considered confidential under section 5.23 of the Act; or
 - c. Questions relating to matters that do not affect the Shire; or
 - d. Regarding Special Meetings, questions that do not relate to the purpose of the Special Meeting; or

- e. Questions that relate to the personal affairs or actions of Council Members, employees, or members of their immediate family; or
- f. Questions that relate to the personal affairs, not related to the Shire, of a member of the public; or
- g. Questions that relate to legal advice, legal proceedings, or legal processes; or
- h. Questions that have been responded to or are like questions previously responded to by Council and/or the Shire; or
- i. Questions determined by the Presiding Member as not in good faith and/or inappropriate; or
- j. Questions determined by the Presiding Member as offensive or potentially defamatory in nature.

Responses to Questions

- 4.13. Where the person asking the question is present at the meeting, where practicable, responses will be provided at that meeting by the Presiding Member, or the CEO if nominated by the Presiding Member, or another staff member if nominated by the CEO.
- 4.14. The Presiding Member may also determine that a Councillor may respond to a question.
- 4.15. If the question relates to a matter to which a relevant person (Council Member or employee) has an interest, they will declare that they have an interest in the matter and allow another person to respond.
- 4.16. Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the Minutes.
- 4.17. If a question raised requires considerable research, then the Presiding Member may advise the questioner that a response would require a substantial commitment of the Shire's resources and may invite the person to provide further clarity on their request or refer the matter to the CEO for action following the meeting. The CEO can then arrange for the information to be provided or can determine under section 5.95 of the Act that provision of the information would be an unreasonable impost upon the local government and refuse to provide it.

Questions in Absentia

- 4.19 Where a person submits a question/s in writing for Public Question Time but fails to attend the meeting, the question/s will not be put to the meeting, however, will be responded to by the CEO as normal business correspondence.

5. DELEGATION AND AUTHORISATION

- 5.1. Nil

COUNCIL POLICY EXE/CP-10 MANAGING PUBLIC QUESTION TIME



6. LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*
- 6.3. *Meeting Procedures Local Law 2017*
- 6.4. *Local Government Operational Guidelines Number 03 – August 2002 (Managing Public Question Time)* [Note: State Government Guideline, not legislation]

7. POLICY VERSION

Related Policies:	Nil				
Related Procedure:	Nil				
Responsible Department:	Executive Services				
Reviewer:	Corporate Planning and Governance Officer				
Review Frequency:	Triennial	Next Due:	2025	Version Date:	10/03/2022
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	Initial adoption of policy	[DD/MM/YY]	[###/YY]	[Record #]	



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 03 – August 2002

Managing Public Question Time

1. Introduction

Public Question Time is a means by which the public can seek responses from their council about issues affecting the local government that are of concern to them. It assists the public to be better informed about the governing of their district and it provides the local government with a mechanism to identify issues of importance in their community.

Public question time can present many challenges for presiding members in trying to ensure that available time is used efficiently and effectively and members of the public are given a fair and equal opportunity to participate.

Some of the problems experienced during public question time include:

- time management;
- people wanting to make statements rather than ask questions;
- people asking repetitive questions;
- people asking inappropriate questions; and
- people asking a large number of questions.

These guidelines are intended to assist in the proper management and operation of public question time and to promote efficient and effective use of this time. However, the suggestions and comments provided here are not intended to be the only method of managing public question time. It is for each local government to determine the procedures that best meet its requirements.

It is recognised that many small local governments have few if any questions asked. These guidelines apply primarily to the larger local governments where public question time is now a major feature of

each council meeting. Nevertheless, it is recommended that each local government should adopt a set of procedures that will enable them to manage public question time when a controversial issue becomes of such interest that it is well attended.

2. Legislation

Under section 5.24 of the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996* (the Regulations) time must be made available at every council meeting (whether ordinary or special) and every meeting of a committee with delegated powers or duties, for members of the public to ask questions and have them responded to.

The intention of the legislation is for a local government to respond by providing answers. Although a local government must respond to a question, it was not intended that a local government provide an answer to every question where the question is outside the legislation or deemed unreasonable. There are many circumstances where this may occur and these are discussed in Part 5 of these guidelines.

The Regulations (5, 6, 7) require public question time to precede discussion on any matter that requires a decision of the council. They also prescribe, among other things, the minimum duration of public question time, the right of members of the public to an "equal and fair" opportunity to ask questions and the rights to regulate proceedings.

3. Determining Suitable Procedures

To assist presiding members to meet the challenges of public question time, presiding members in conjunction with their councils should consider adopting a set of standard procedures for question time in the same manner procedures are adopted to assist presiding members to manage other parts of council and committee proceedings.

The procedures should address the arrangements for asking and responding to questions and other issues that occur regularly during public question time. Many of the procedures are discussed in these guidelines. There should be sufficient flexibility for the presiding member to make determinations in situations where some degree of discretion is needed (for example, where there are an unusually large number of people who want to ask questions and time is limited).

To assist management of proceedings, copies of the procedures should be provided to members of the council and council committees. Copies of the adopted procedures, or summaries of these, should also be made available to people who wish to ask questions. This could be done by leaving copies on chairs in the public gallery of the meeting chamber and/or posting them on boards prominently placed outside and within the chamber.

Length and Frequency of Public Question Time

As part of the management procedures, the council should consider the length and frequency of public question time. The regulations prescribe a minimum of 15 minutes at the start of the meeting (prior

to any discussions requiring a decision). In some circumstances, this may not be long enough or at a time convenient to members of the public (for example, where meetings begin during the day when people are at work).

Where there is a demonstrated need, councils could consider extending question time beyond the prescribed minimum.

This would be in keeping with the spirit of the legislation and avoid complaints from the public about a lack of opportunity for their questions to be asked. However, councils also need to be mindful that members of the public may be at the meeting to observe discussion of an agenda item in which they have an interest. The convenience of these people should be considered when making decisions to extend question time.

Some councils provide for a second public question time later in the meeting. One problem experienced with this is that it has been used as a forum for further debating/discussing items previously considered during the meeting. It is suggested that questions of this nature not be accepted as not only has the meeting not finished (the subject could still be re-considered) but there may be inadequate time to consider the ramifications of the decision, including the steps which would need to be taken to implement the decision.

Should a second public question time be held later in a meeting, standing orders should be suspended if the normal order of business is being interrupted. The question and answer would still be recorded in the minutes of the meeting under an agenda item e.g. Additional Public Question Time.

Obviously in local governments where there is no demand for additional time, the council could reasonably set a minimum

time for public questions. Councils are reminded that under the regulations they do not have to wait 15 minutes to close public question time if there are insufficient questions to occupy question time.

4. The Structure of a Good Practice Public Question Time

In the Department's view, the following sets out an appropriate procedure for public question time.

Prior to the meeting

Council should set up a register for people who wish to ask a question and provide a form for them to write out their questions. Some councils provide an employee to assist people in registering and drafting their questions. The register should open at least 30 minutes prior to commencement of the meeting.

During the meeting

The procedure during the meeting should be as follows

- a) The presiding person opens question time with a brief statement on the rules including-
 - (i) the period of time set aside for public question time;
 - (ii) the availability of the written rules in the chamber;
 - (iii) the council policy that people will be called to ask their question in the order they have registered;
 - (iv) any person who has not registered will be given an opportunity to ask a question after those who have registered;
 - (v) the council policy that each person is allowed a certain number of questions or a set amount of time;
 - (vi) the right of each person, if they have further questions, to return to the end of the queue;
- b) persons are requested to come forward in the order they registered;
- c) give their name;
- d) read out their question;
- e) before or during the meeting each person is requested to provide a written form of their question to a designated council employee;
- f) the presiding member determines who is to respond to the question;
- g) the question is responded to, taken on notice or not accepted;
- h) the person having used up their allowed number of questions or time is asked by the presiding member if they have more questions; if they do then the presiding member notes the request and places them at the end of the queue; the person resumes their seat in the gallery;
- i) the next person on the registration list is called;
- j) the original registration list is worked through until exhausted; after that the presiding member calls upon any other persons who did not register if they have a question (people may have arrived after the meeting opened);
- k) when such people have asked their questions the presiding member may, if time permits, provide an opportunity for those who have already asked a question to ask further questions;

- l) public question time is declared closed following the expiration of the allocated time period or where there are no further questions.

Following the meeting

It is a requirement that the minutes of the meeting contain a summary of each question asked and the response given. Questions taken on notice should be researched and a written response provided to the questioner, assuming they have provided a name and contact details. Responses to questions taken on notice must be included in the minutes of the following meeting.

5. Explanatory Comments on the Structure of a Good Practice Public Question Time

Determining who can ask questions

The Act provides that time is to be allocated for the asking of and responding to questions raised by 'members of the public.' This means any member of the public. It should not be interpreted as applying only to members of the public who reside in the district or are electors.

It is recognised that elected members are also members of the public but elected members should be encouraged to use other opportunities to obtain information and be reminded that question time is provided for members of the public who do not have these opportunities available to them.

Breadth of questions

It was the intention of the original legislation that questions affecting the local government's operations could be asked at ordinary meetings, and committee meetings which have delegated authority. Allowing such a wide brief means that the information to adequately respond to some questions may not be readily available. In such cases questions can be taken on notice.

Some councils only permit the asking of questions which relate to an item on the agenda. It is the Department's view that such a policy is of doubtful validity, as the restriction denies peoples' rights under the legislation to ask questions on any local government matter.

Questions asked at special council meetings must relate to the purpose of the meeting.

Determining the order of questions

To establish the order for asking questions, provide a register so that people can indicate their interest prior to the opening of the meeting. People can then ask their questions in the order they registered. People who have not registered should be given the opportunity to ask their question/s when the list is exhausted.

Placing limits on the number and duration of individual questions

There are circumstances where it may be necessary to place limits on the asking of questions to ensure that people are given a fair opportunity and time is used efficiently. For example, there may be a large number of people who want to ask questions or a person with a large number of questions to ask.

There are a number of ways this could be done. For example, the established procedures should:

- limit the number of questions a person can ask (e.g. 1, 2 or 3 questions); or
- limit the time for persons to ask questions (e.g. 2 minutes).

Any limits should be applied fairly and consistently but in a manner appropriate to the circumstances. For example, placing a 2 minute limit on questions where there are only 2 questioners may not be appropriate to the circumstances or in keeping with the spirit of the legislation. Similarly, selecting random questioners from a large number of people may not be regarded as fair to people who arrived at the meeting before those that have been selected.

Reasonable efforts should be made to accommodate people who, because of the application of limits, cannot ask the questions they want. The presiding member could for example, offer to take on notice unasked questions and provide a written response. People with a large number of questions should be encouraged to write separately to the Council. Public question time should not be dominated by the questions of one person to the exclusion of others.

Identification of the person asking the question

The good practice model only refers to a person giving their name. Some councils require an address to be provided but people may object to this on privacy grounds. It is suggested that an address not be required unless the person is to be written to or otherwise contacted. In such cases the address can be sought through a confidential process.

Determining how questions may be asked

Questions in the written form

The model outlined above provides for a register and a form for people to write out their question. This procedure facilitates the management of question time and accurate keeping of records. It certainly assists in the preparation of summaries of questions for inclusion in the minutes.

Some local governments have made it mandatory that questions must be submitted in writing prior to the meeting. A person not prepared to submit a question in writing is denied the opportunity to ask a question. Regulation 7(3) states that [“each member of the public... is to be given an equal and fair opportunity to ask a question and receive a response.”](#)

While the regulations do not specifically preclude the requirement that questions be submitted in writing, any procedures adopted to manage question time in this way should not prevent a person verbally asking a question. Requiring people who are incapable (because of physical or other causes) of submitting questions in writing denies their rights under the legislation.

The model outlined above provides for a register and a form for people to write out their question. Councils should not go beyond providing a form for written submission of questions.

Asking the question

The good practice model provides for an individual to personally ask the question.

Some local governments require the person to submit the question in writing and the CEO or another designated

employee then reads out the question. If it is standard procedure for the question to be read out by an employee then the opportunity for a question to be put in context is lost. Such an approach is not favoured unless the person posing the question has requested that course of action.

Managing repetitive questions and statements

Public question time is optimised by the presiding member ensuring that the time is used efficiently and for the intended purpose. If a person attempts to ask a question that in the presiding member's opinion, has been satisfactorily responded to at that or an earlier meeting, the person should be advised accordingly. If necessary, they should be referred to the minutes of the relevant meeting.

It is the Department's view that there is no obligation to respond to questions for which an answer has already been provided to the person asking the question. However, care needs to be taken to ensure a question is not rejected unless the presiding member is completely satisfied that the question is substantially the same as a previous question for which council has provided a full response.

If a person attempts to use question time to make statements rather than asking questions, they should be asked to state their question or assisted in phrasing their question. For example, 'Sir, may I ask what your question is?' or 'Madam, I understand that you wish to know ... Is that correct?'

Discerning a statement from a question requires a degree of judgement by the presiding member but it should be recognised that it is not unusual for a person to preface a question with a

statement or two as this can clearly establish the basis for the question. It is up to the presiding member to ensure that opening statements are brief.

Tip:

If a local government is regularly receiving lots of members of the public at meetings to ask questions on a particular issue, the local government may need to acknowledge that there is a strong interest in that issue within the community and that it needs to consider other means of addressing this e.g. holding a special meeting on that issue.

Managing questions that require considerable research

It is not intended that question time should be used as a means to obtain information that would not be made available if it was sought from council records under section 5.94 of the Act or the *Freedom of Information Act 1992*. Thus, while councils are expected to respond to questions asked during public question time with a few exceptions (see [Managing questions that do not relate to a local government's affairs](#)) a presiding member is at liberty to point out when a response to a question would require a substantial commitment of the local government's resources.

The presiding member could invite the person seeking the information to reconsider their request. If the person insists that the information is needed, the matter should be referred to the Chief Executive Officer (CEO) for action following the meeting. The CEO can then arrange for the information to be provided or can determine under section 5.95 of the Act that provision of the information would be an unreasonable impost upon the local government and refuse to provide it.

Managing inappropriate questions

While the regulations require that members of the public be given an equal and fair opportunity to ask a question and receive a response, it is a matter of judgement how this will be managed.

If a member of the public provides a written question or attempts to verbally ask a question which is considered to be offensive or defamatory in nature, that person should be advised that the question will not be considered. To do so would expose the local government to possible legal action for republishing defamatory remarks. In these circumstances, but depending on the question, the person could be invited to rephrase their question.

People should be discouraged from asking inappropriate questions, such as those containing defamatory remarks, offensive language or questioning the competency of staff or council members. Instead, people should be encouraged to concentrate their questions on issues rather than individuals. For example, asking if the project is on time rather than questioning whether a person is competent to manage the project and ensure it is completed on time.

If a person does attempt to ask a question considered inappropriate or not in good faith, the presiding member could also rule the question inappropriate.

In addition, a presiding member may refuse to accept questions that relate to the personal affairs or actions of council members or employees.

This would also apply to questions relating to confidential matters, legal advice, legal proceedings or other legal processes; or have been answered by earlier questions or questions at a previous meeting.

In this regard a council's response should be consistent with the release of information permitted under the *Local Government Act 1995*, the *Freedom of Information Act* and other legislation.

Managing questions that do not relate to the local government's affairs

Under regulation 7(4) a response does not have to be given to questions that do not relate to a matter affecting the local government; at special council meetings that do not relate to the purpose of the meeting; and at committee meetings that do not relate to the functions of the committee.

Where a council has decided that it will not entertain such questions people attending the meeting should be advised accordingly.

Questions asked in absentia

Where a person submits a question in writing for public question time but fails to attend the meeting, the presiding member may decide that the question is not to be put to the meeting. In which case, the CEO may reply in writing at a time other than at the meeting.

6. Providing Responses

Where the presiding member has determined that a question will be responded to, a decision needs to be made as to who will respond and when and how they should do so.

Determining who can respond

In the interest of public question time being conducted in an orderly manner, the public should be advised that all questions must be directed to the presiding member,

who can then decide the appropriate person to respond to the question.

Note:

Local Government (Administration) Regulation 7(5) states, "If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to –

- (a) declare that he or she has an interest in the matter;
and
- (b) allow another person to respond to the question."

While the above regulation prohibits a person responding to a question relating to a matter in which they have an interest, the Act does not require that person to leave the meeting or comply with any other requirement for disclosing interests.

Ensuring timely replies

Wherever possible, questions asked during public question time should be responded to at the meeting. People expect an immediate response. Where this is not possible, the person should be advised the question will be taken 'on notice', the question recorded and a written response provided to the questioner as soon as possible.

A summary of the response must be recorded in the minutes of the next meeting of the council or committee. It is a good idea to include a notation in the minutes to the effect that a response has been given to the questioner.

Where a question is taken on notice, the question must be included in the minutes of the meeting at which the question

was asked. For reasons of clarity, the question should be repeated in the minutes of the meeting in which the response is recorded.

7. Recording Questions and Responses

There is a statutory requirement for a summary of both the question and the response given during public question time to be recorded in the minutes. The name of the person who asked the question should also be included in the summary.

8. Other Options for Public Participation

A statutory public question time is not the only way that members of the public can participate in meetings of councils and committees. In response to community demands, a growing number of local governments are introducing other opportunities for members of the public to participate in their decision-making processes. A few of these are discussed below.

Deputation session

Some local governments set aside time prior to or during the council meeting to receive small deputations from the community. These sessions can take pressure off public question time and provide another avenue for members of the public to alert council to issues of concern.

Council is not obliged to provide a formal response to the deputation, but it is important that procedures are established.

These might include:

- requiring prior written requests from those groups wishing to be heard;
- limiting the number of people that may speak;
- limiting the time they speak; and
- keeping a record of proceedings.

Some councils limit deputations to items on the agenda. Such an approach needs to be carefully assessed because often members of the public will have concerns about an issue that council is not aware of.

Public statement session

Some local governments set aside time during a meeting for people to make statements on any issue without an expectation of the local government responding and call this a 'public statement session'. These can be a great opportunity for community members to feel they have a chance to communicate with their council.

While there are no regulations governing public statements the principles of accountability and transparency would indicate local governments should give consideration to including a brief summary of the statements in the minutes. In most cases it would be difficult to provide a realistic response and so a comment of "noted" should be sufficient.

If a local government considers introducing a public statement session it is important to separate it from public question time, as public question time is for the purpose of asking questions and not for making statements. The two periods should not be confused.

As with deputation sessions, procedures should be put in place.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



Government of **Western Australia**
Department of **Local Government and Communities**




Local Government Advisory Hotline
1300 762 511

Email: lghotline@dlgc.wa.gov.au
8.30am–5.00pm, Monday to Friday

About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.



For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall (Country only): 1800 620 511

Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50



**Hon Dr Tony Buti MLA
Minister for Finance; Lands; Sport & Recreation;
Citizenship & Multicultural Interests**

Our Ref: 80-03064
Your Ref: PWF 18T

Cr Leanne Wringe
Shire President and
Mr Ben Rose
Chief Executive Officer
Shire of Donnybrook Balingup

Via email: leanne.wringe@donnybrook.wa.gov.au
ben.rose@donnybrook.wa.gov.au

Dear Cr Wringe and Mr Rose

**DONNYBROOK COMMUNITY SPORTING, RECREATION AND EVENTS
PRECINCT (VC MITCHELL PARK) PROJECT**

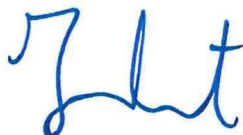
Thank you for your letter dated 24 November 2021 regarding the Shire of Donnybrook-Balingup (the Shire)'s Donnybrook Community Sporting, Recreation and Events Precinct (VC Mitchell Park) project funded through the State Government's WA Recovery Plan.

Following our discussion at the Collie-Preston Community Cabinet, I can reiterate the Hon Mick Murray's advice that this project was elevated above other local government projects as a priority due to the Shire's financial commitment of \$3 million. It is my expectation that the Shire will reconfirm this commitment to access the State's \$6 million commitment.

The Shire and community have a tremendous opportunity to redevelop and reinvigorate the ageing sporting and community infrastructure in Donnybrook. This opportunity has not been afforded to every local government and the Shire would typically have to apply to the Community Sporting and Recreation Facilities Fund (CSRFF), with a maximum grant of \$2 million, to achieve significant change. This would take the Shire several years to achieve the level of funding that is currently on offer and would require a greater contribution from the Shire, given that CSRFF requires a minimum of two-thirds contribution from the applicant.

Thank you again for your letter and I urge the Shire to take advantage of the opportunity that has been presented. I look forward to hearing that the Shire is committed to the project and is moving forward with the planning and construction.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'T Buti', with a stylized flourish at the end.

Dr Tony Buti MLA
MINISTER FOR SPORT AND RECREATION

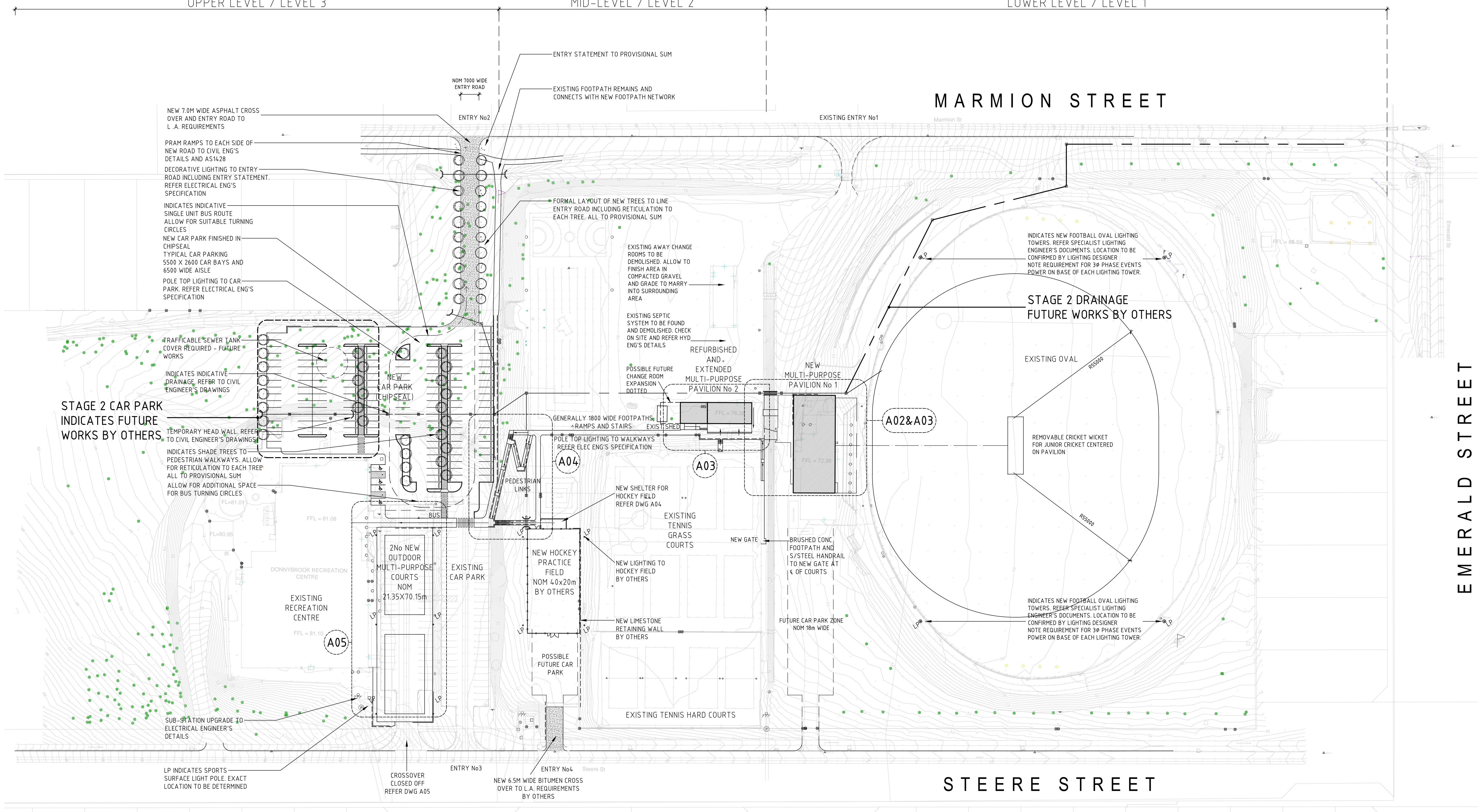
cc Ms Jodie Hanns MLA, Member for Collie-Preston
Mr Shawn Lombard, Shire of Donnybrook Balingup
Mr Troy Jones, Regional Manager, Department of Local Government, Sport
and Cultural Industries

16 DEC 2021

UPPER LEVEL / LEVEL 3

MID-LEVEL / LEVEL 2

LOWER LEVEL / LEVEL 1



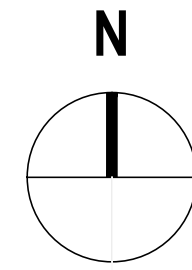
MARMION STREET

EMERALD STREET

STEERE STREET

OVERALL SITE PLAN
SCALE 1:750 @ A1

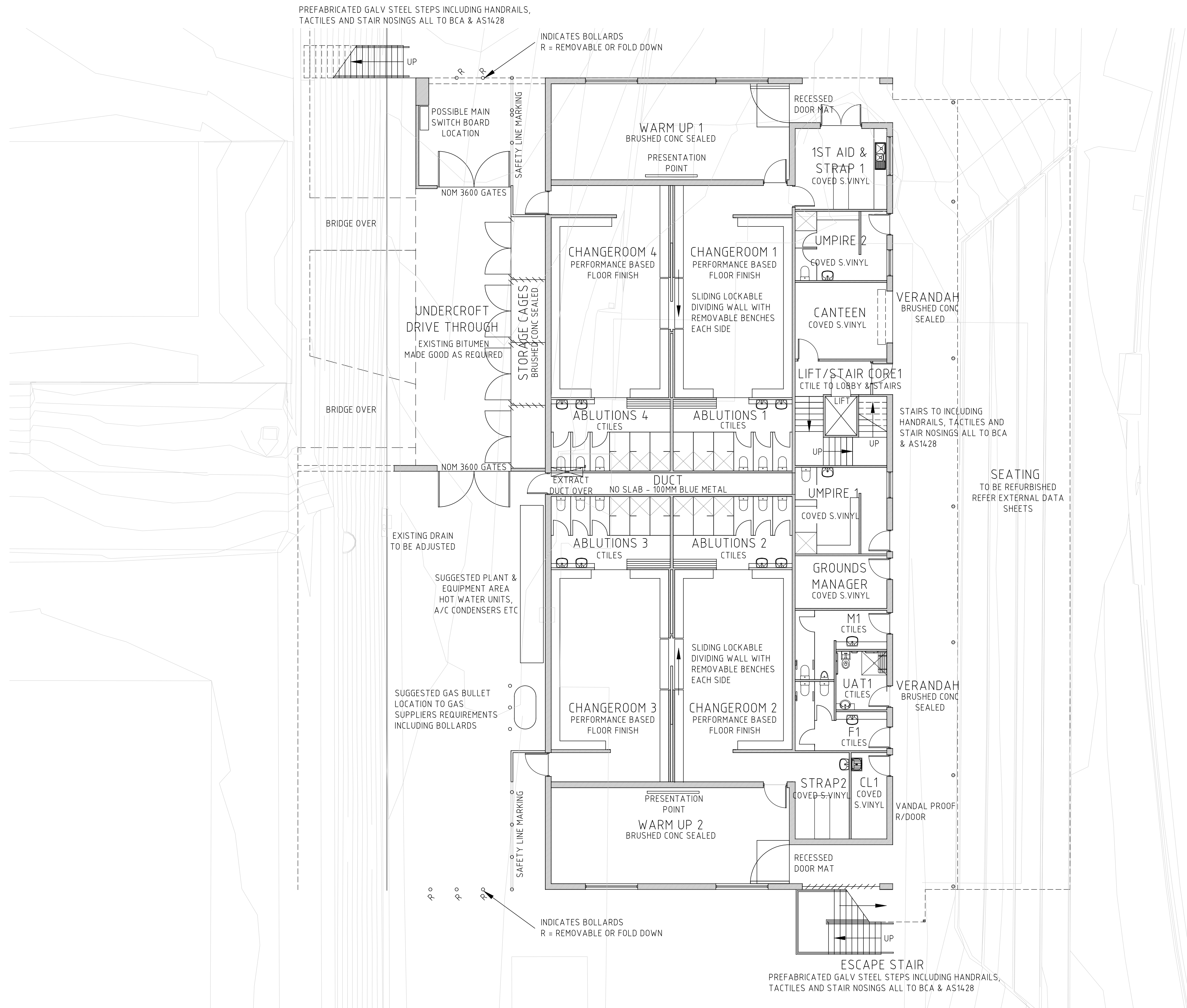
PROPOSED RECREATION PRECINCT REDEVELOPMENT
 DONNYBROOK COMMUNITY SPORTING, RECREATION, EVENTS PRECINCT
 2072 A01 6 DECEMBER 2021



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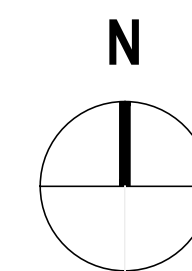
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MP PAVILION No 1
 GROUND FLOOR PLAN
 SCALE 1:100 @ A1

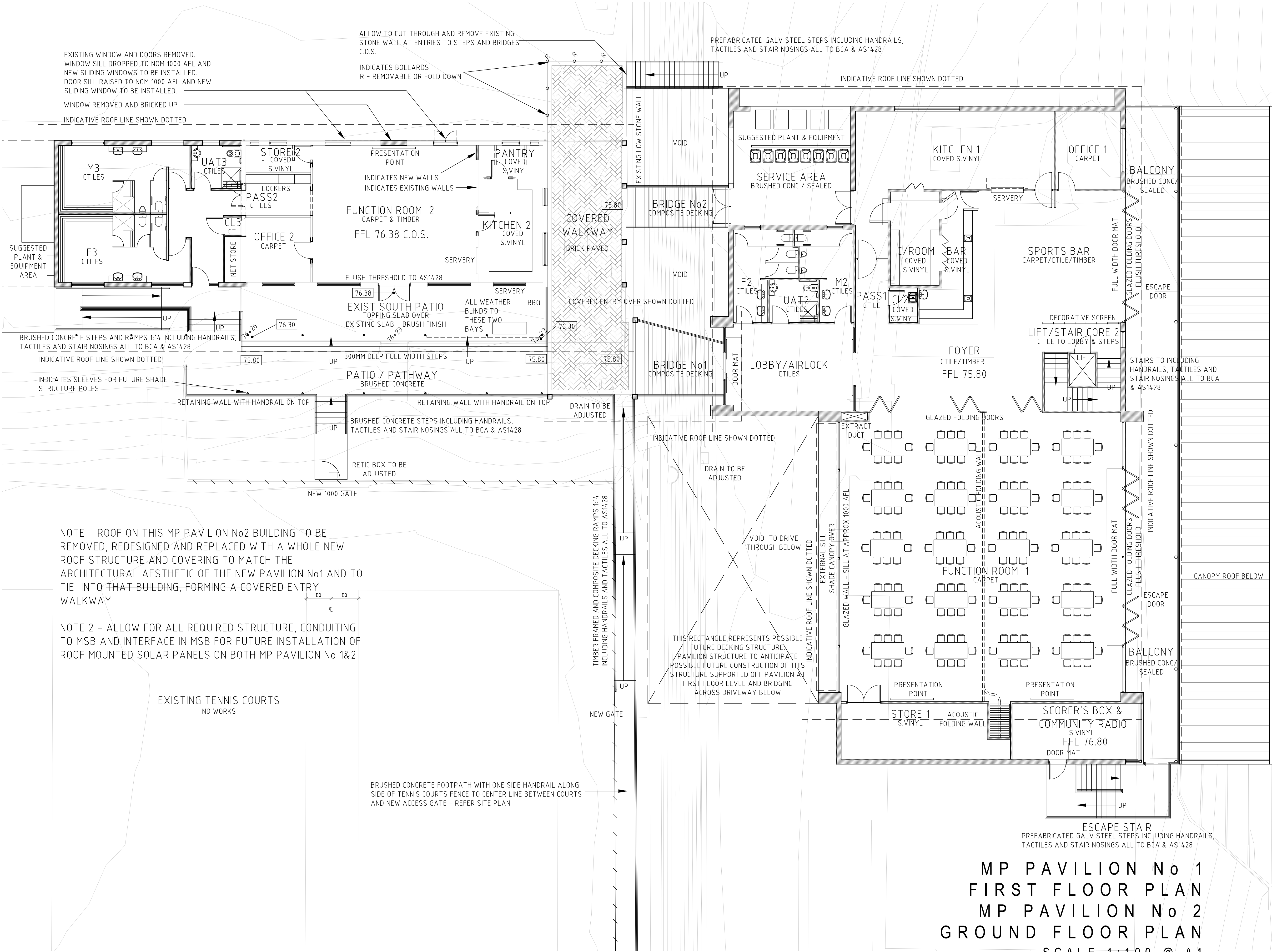
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EXISTING WINDOW AND DOORS REMOVED. WINDOW SILL DROPPED TO NOM 1000 AFL AND NEW SLIDING WINDOWS TO BE INSTALLED. DOOR SILL RAISED TO NOM 1000 AFL AND NEW SLIDING WINDOW TO BE INSTALLED.
 WINDOW REMOVED AND BRICKED UP
 INDICATIVE ROOF LINE SHOWN DOTTED

ALLOW TO CUT THROUGH AND REMOVE EXISTING STONE WALL AT ENTRIES TO STEPS AND BRIDGES C.O.S.
 INDICATES BOLLARDS
 R = REMOVABLE OR FOLD DOWN

PREFABRICATED GALV STEEL STEPS INCLUDING HANDRAILS, TACTILES AND STAIR NOSINGS ALL TO BCA & AS1428

INDICATIVE ROOF LINE SHOWN DOTTED

BRUSHED CONCRETE STEPS AND RAMPS 1:14 INCLUDING HANDRAILS, TACTILES AND STAIR NOSINGS ALL TO BCA & AS1428
 INDICATIVE ROOF LINE SHOWN DOTTED

INDICATES SLEEVES FOR FUTURE SHADE STRUCTURE POLES

RETAINING WALL WITH HANDRAIL ON TOP

BRUSHED CONCRETE STEPS INCLUDING HANDRAILS, TACTILES AND STAIR NOSINGS ALL TO BCA & AS1428

NEW 1000 GATE

NOTE - ROOF ON THIS MP PAVILION No2 BUILDING TO BE REMOVED, REDESIGNED AND REPLACED WITH A WHOLE NEW ROOF STRUCTURE AND COVERING TO MATCH THE ARCHITECTURAL AESTHETIC OF THE NEW PAVILION No1 AND TO TIE INTO THAT BUILDING, FORMING A COVERED ENTRY WALKWAY

NOTE 2 - ALLOW FOR ALL REQUIRED STRUCTURE, CONDUITING TO MSB AND INTERFACE IN MSB FOR FUTURE INSTALLATION OF ROOF MOUNTED SOLAR PANELS ON BOTH MP PAVILION No 1&2

EXISTING TENNIS COURTS
 NO WORKS

BRUSHED CONCRETE FOOTPATH WITH ONE SIDE HANDRAIL ALONG SIDE OF TENNIS COURTS FENCE TO CENTER LINE BETWEEN COURTS AND NEW ACCESS GATE - REFER SITE PLAN

TIMBER FRAMED AND COMPOSITE DECKING RAMPS 1:14 INCLUDING HANDRAILS AND TACTILES ALL TO AS1428

NEW GATE

THIS RECTANGLE REPRESENTS POSSIBLE FUTURE DECKING STRUCTURE PAVILION STRUCTURE TO ANTICIPATE POSSIBLE FUTURE CONSTRUCTION OF THIS STRUCTURE SUPPORTED OFF PAVILION AT FIRST FLOOR LEVEL AND BRIDGING ACROSS DRIVEWAY BELOW

DRAIN TO BE ADJUSTED

VOID TO DRIVE THROUGH BELOW

INDICATIVE ROOF LINE SHOWN DOTTED

EXTERNAL SILL SHADE CANOPY OVER

GLAZED WALL - SILL AT APPROX 1000 AFL

EXTRACT DUCT

ACOUSTIC FOLDING WALL

FULL WIDTH DOOR MAT

GLAZED FOLDING DOORS FLUSH THRESHOLD

INDICATIVE ROOF LINE SHOWN DOTTED

ESCAPE DOOR

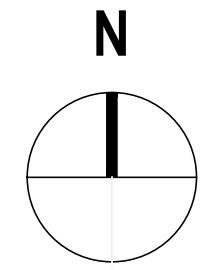
BALCONY BRUSHED CONC / SEALED

CANOPY ROOF BELOW

ESCAPE STAIR
 PREFABRICATED GALV STEEL STEPS INCLUDING HANDRAILS, TACTILES AND STAIR NOSINGS ALL TO BCA & AS1428

MP PAVILION No 1
 FIRST FLOOR PLAN
 MP PAVILION No 2
 GROUND FLOOR PLAN
 SCALE 1:100 @ A1

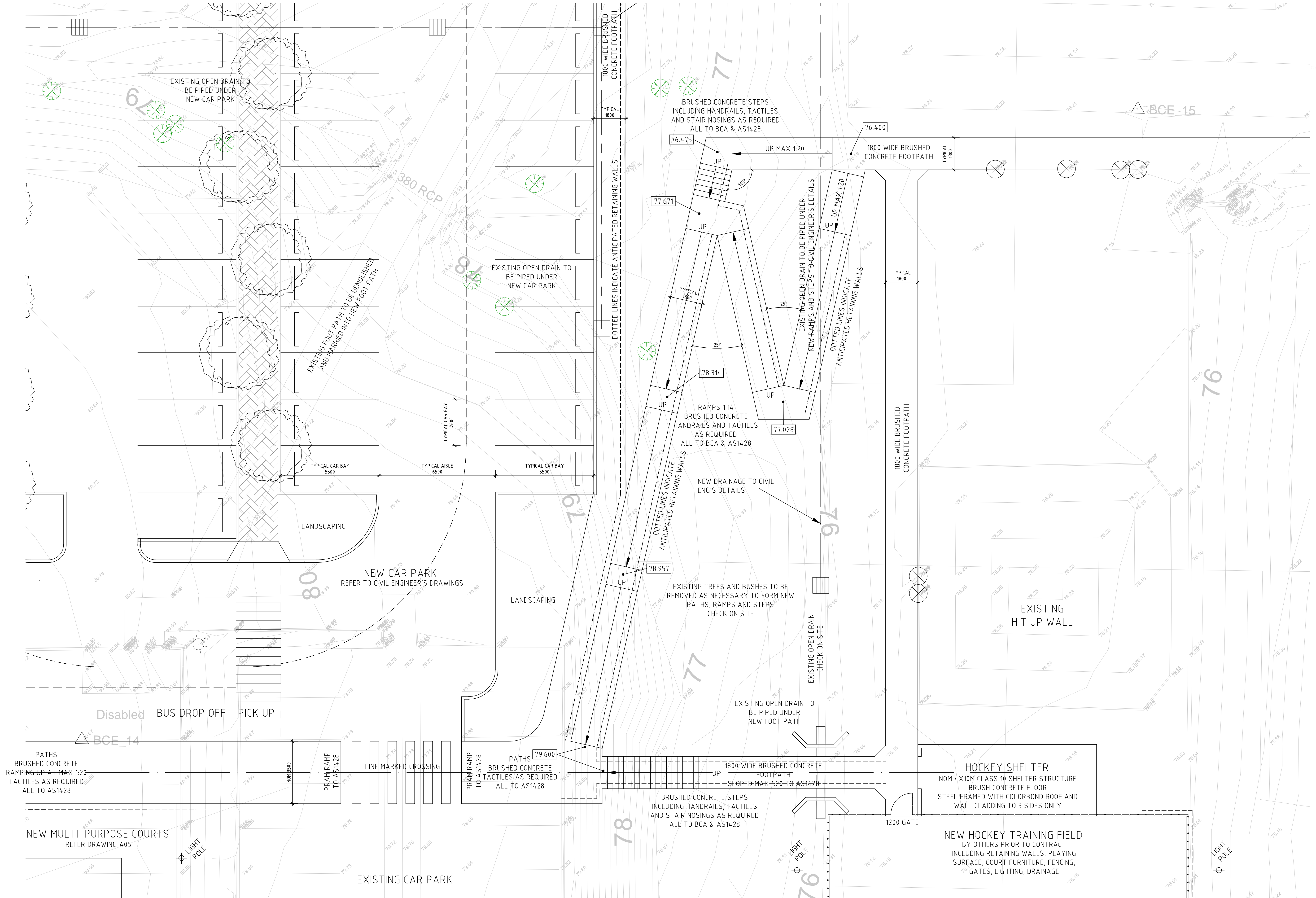
PROPOSED RECREATION PRECINCT REDEVELOPMENT
 DONNYBROOK COMMUNITY SPORTING, RECREATION, EVENTS PRECINCT
 2072 A03 6 DECEMBER 2021



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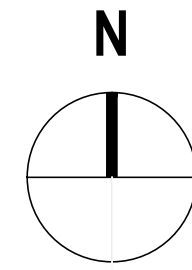
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CONNECTING RAMPS AND STEPS
SCALE 1:100 @ A1

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DONNYBROOK COMMUNITY SPORTING, RECREATION, EVENTS PRECINCT
2072 A04 6 DECEMBER 2021



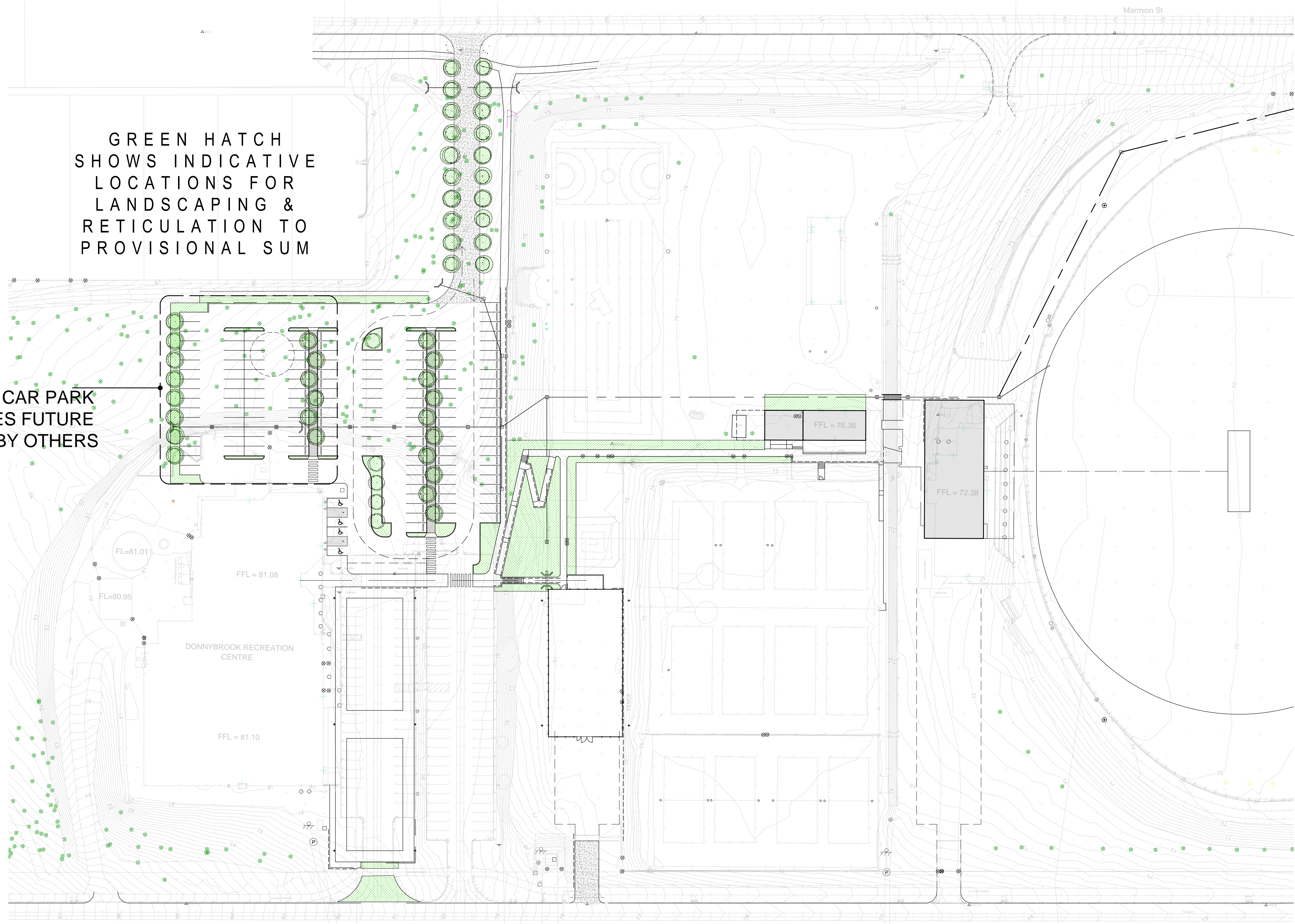
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GREEN HATCH
SHOWS INDICATIVE
LOCATIONS FOR
LANDSCAPING &
RETICULATION TO
PROVISIONAL SUM

STAGE 2 CAR PARK
INDICATES FUTURE
WORKS BY OTHERS

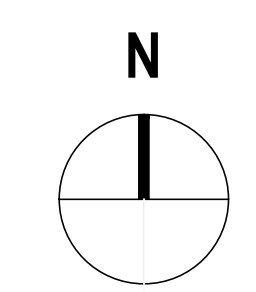


INDICATIVE EXTENT OF LANDSCAPING TO PROVISIONAL SUM

SCALE 1:500 @ A1

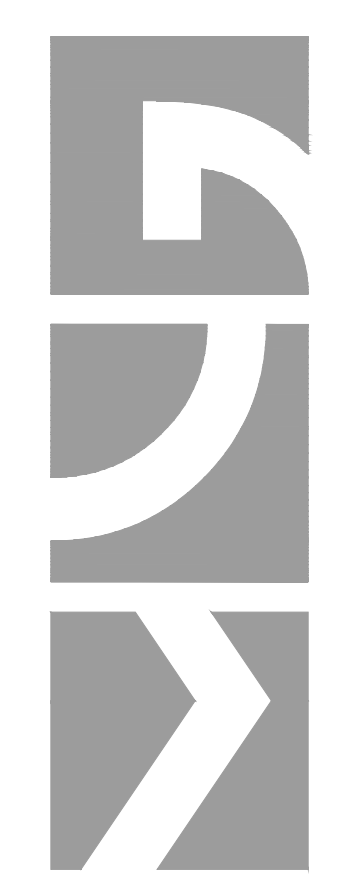
PROPOSED RECREATION PRECINCT REDEVELOPMENT

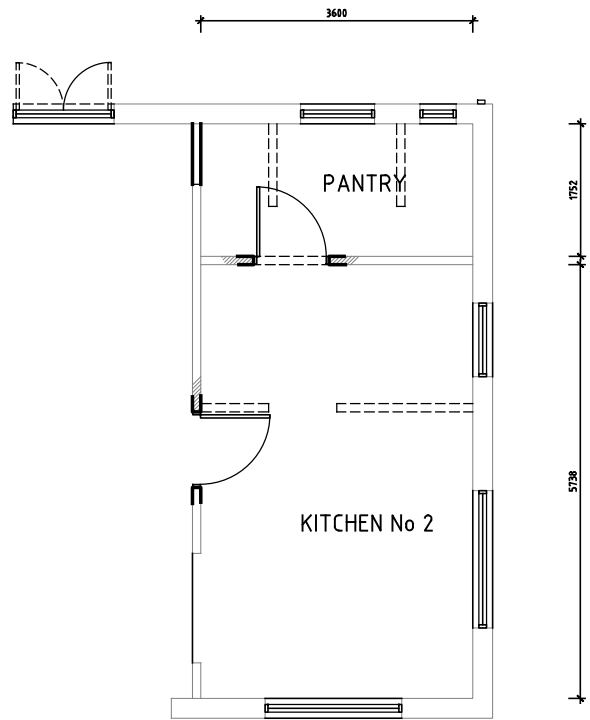
DONNYBROOK COMMUNITY SPORTING, RECREATION, EVENTS PRECINCT
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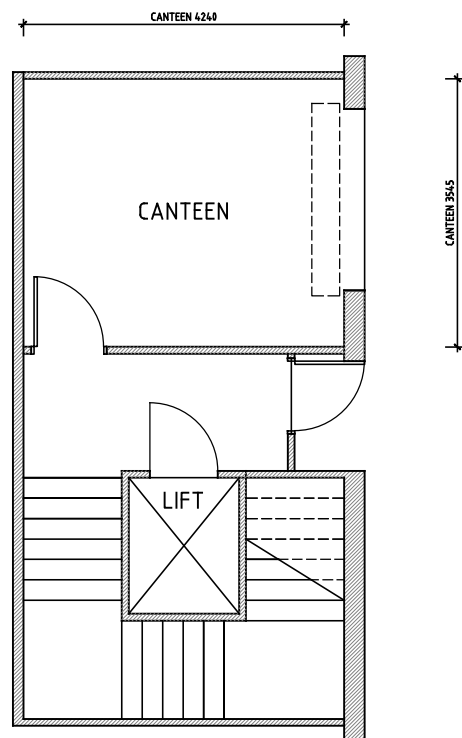
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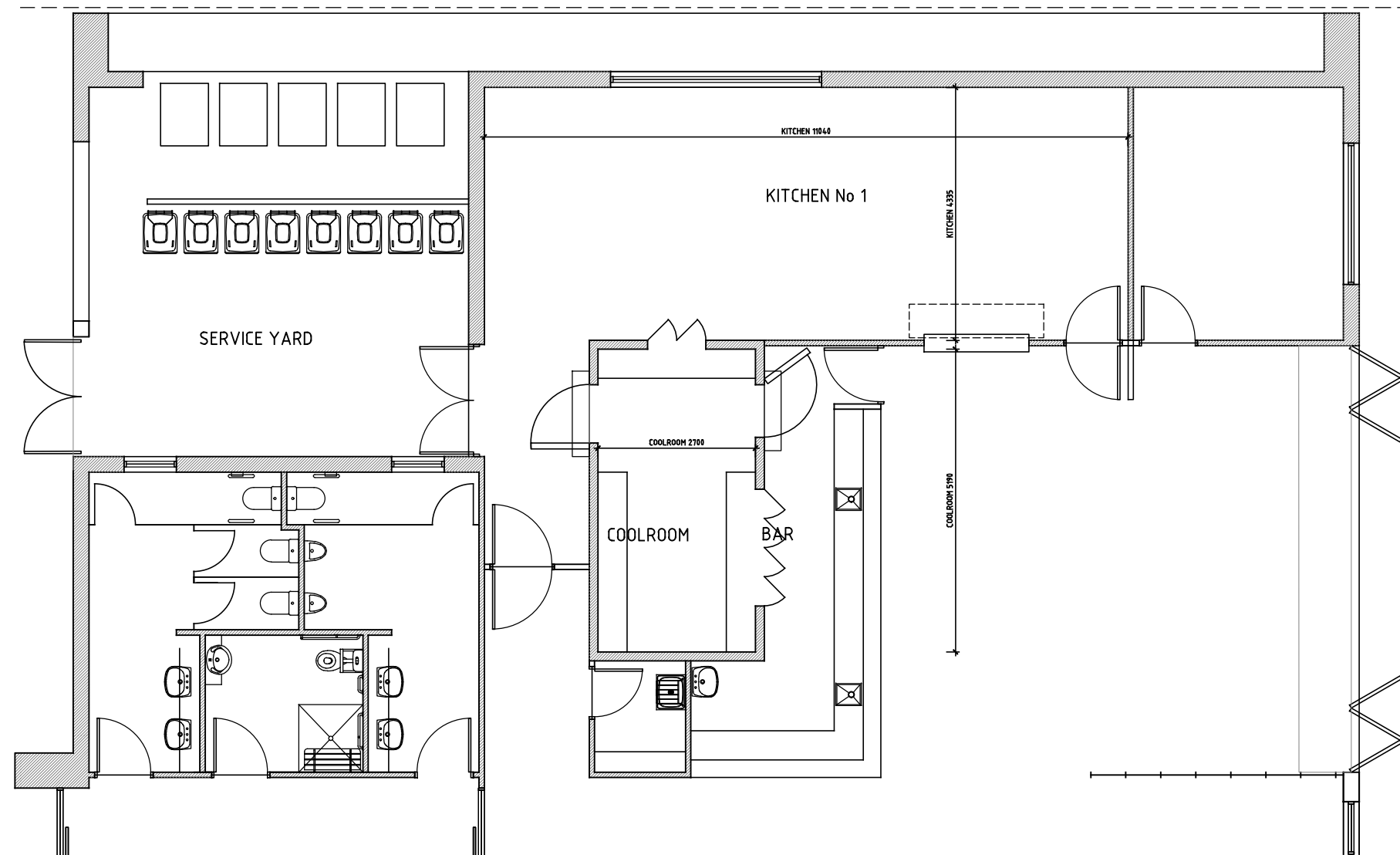




KITCHEN 2 PLAN



CANTEEN PLAN



KITCHEN 1 AND BAR PLANS

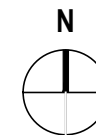
KITCHENS AND BAR PLANS

SCALE 1:50 @ A1
SCALE 1:100 @ A3

PROPOSED RECREATION PRECINCT REDEVELOPMENT

DONNYBROOK COMMUNITY SPORTING, RECREATION, EVENTS PRECINCT

2072 A07 6 DECEMBER 2021

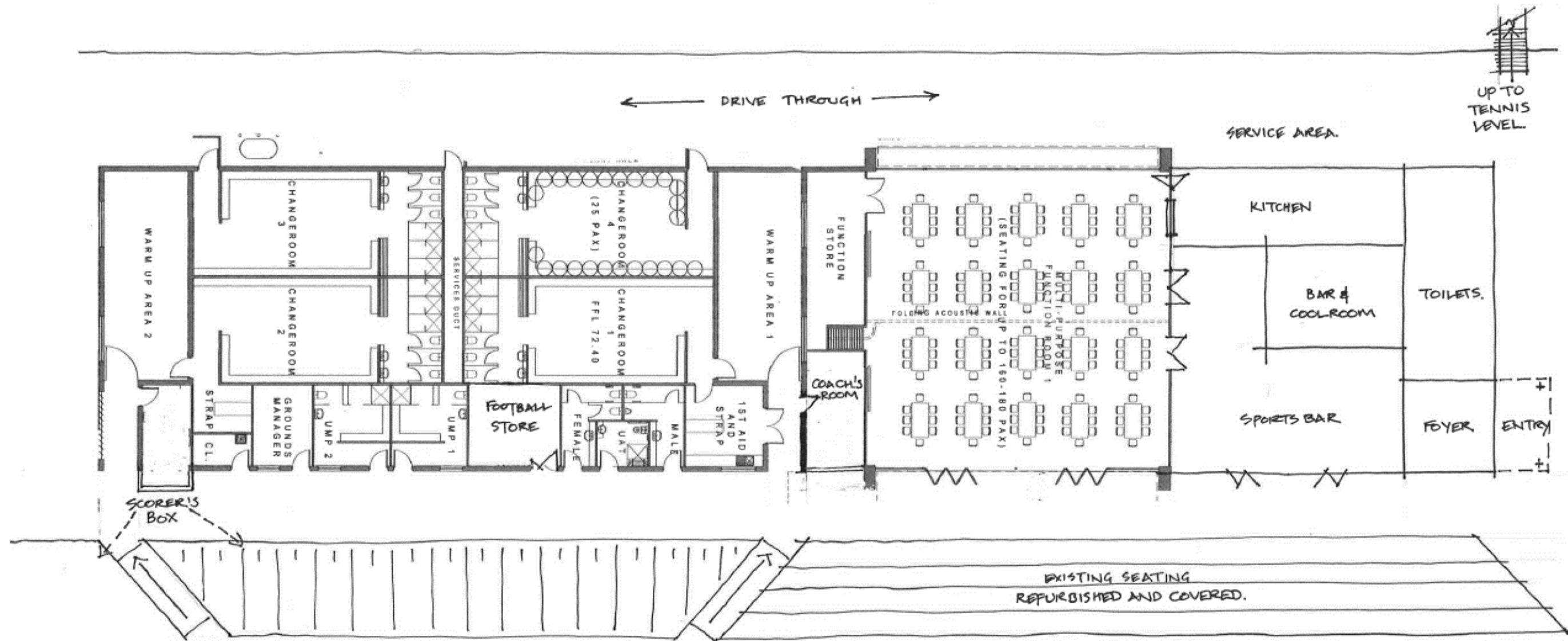


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Multi Purpose Pavilion (Conceptual Single Storey Build) :



Stage: 1 Original Proposed Design (2 storey)

Function Room: 253 m2

Occupancy: 160 seated

Reduced building design will see the following changes:

Function Room: 180 m2

Occupancy: 116 seated

Note: This is a like for like replication of the current Footy building for this function space.

Note: Cost estimates only, prices subject to market fluctuations and tender results

	Project components	Cost Estimate	Council Endorsed (June 2021) Stage 1	Recommendation Stage 1
1	Multi-Purpose Pavilion 1 (as designed)	4,881,178.00	4,881,178.00	4,881,178.00
2	Multi-purpose Pavilion 1 (Single storey)	4,415,000.00	x	x
3	Football Pavilion (Single storey, reduced size)	3,700,000.00	x	x
4	Multi-Purpose Pavilion 2 (as designed)	816,570.00	816,570.00	x
5	Multi-Purpose Pavilion 2 (reduced scope aesthetic works only)	100,000.00	x	100,000.00
6	New Outdoor Netball /Basketball courts	361,000.00	361,000.00	x
7	Modifications to Recreation Centre Access & Ablutions	116,000.00	116,000.00	x
8	Carpark 3 (Stage 1 & 2)(Chip Seal) (Rec Centre upper Level)	532,000.00	532,000.00	x
9	Carpark 3 (Stage 1) (chip seal)	220,000.00	x	x
10	New Entrance Road crossover off Marmion (Chip seal)	25,000.00	25,000.00	x
11	Lighting Footpaths	26,000.00	26,000.00	x
12	Lighting Oval	360,000.00	x	x
13	Lighting Tennis	150,000.00	x	x
14	Lighting Netball	132,000.00	132,000.00	x
15	Lighting Carpark 3 (Full Scope)	80,000.00	80,000.00	x
16	Lighting Oval - Infrastructure	10,000.00	10,000.00	10,000.00
17	Lighting Tennis - Infrastructure	15,000.00	15,000.00	15,000.00
18	Lighting Netball - Infrastructure	30,000.00	30,000.00	x
19	Pathways from Lower to Upper	98,450.00	98,450.00	x
20	Landscaping	118,435.00	118,435.00	x
21	Cricket Pitch	40,000.00	x	x
22	Ticket Booth	15,000.00	x	x
23	Bus Drop off Rec Centre	24,000.00	24,000.00	x
24	Football Tiered Seating (refurbish existing)	20,400.00	20,400.00	x
25	Tennis Fencing	30,000.00	x	x
26	Hockey Steere Street cross over	25,000.00	x	x
27	Infrastructure - Electrical	360,146.00	360,146.00	360,146.00
28	Infrastructure – Hydraulics (sewer and water)	419,000.00	419,000.00	419,000.00
29	Infrastructure - Drainage	100,000.00	100,000.00	100,000.00
30	Site Prep and Demolition	100,000.00	100,000.00	100,000.00
31	Subtotal	6,000,000.00	8,265,179.00	5,985,324.00
32	Prelims and Margin (15%)	900,000.00	1,239,776.85	897,798.60
33	Professional Fees (8% residual)	552,000.00	760,396.47	550,649.81
34	Regional Loading (5%)	345,000.00	475,247.79	344,156.13
35	Contingency (7%)	483,000.00	665,346.91	481,818.58
36	Authority Fees (1.5%)	103,500.00	142,574.34	103,246.84
37	Subtotal	2,383,500.00	3,283,342.36	2,377,669.96
38	Total	8,383,500.00	11,548,521.36	8,362,993.96
39	Hockey Pitch	250,000.00	250,000.00	250,000.00
40	Previous Fees Up to Schematic Design	250,000.00	250,000.00	250,000.00
41	(15 Dec 2021 rates) Grand Total		12,048,521.36	8,862,993.96
42	Surplus / Deficit		-3,048,521.36	137,006.04
43	Approved Project Budget:	9,000,000.00		
44	Anticipated 5% escalation to 31 March 2022	0.05	12,650,947.43	9,306,143.66
45	Surplus / Deficit		-3,650,947.43	-306,143.66
46	Additional funding allocation by Shire (in addition to \$3m)	500,000.00	500,000.00	500,000.00
47	Football Club contribution	250,000.00	250,000.00	250,000.00
48			-2,900,947.43	443,856.34
49	Anticipated 5% escalation to 30 June 2022	0.05	13,283,494.80	9,771,450.84
50	Surplus / Deficit		-4,283,494.80	-771,450.84
51	Additional funding allocation by Shire (in addition to \$3m)	500,000.00	500,000.00	500,000.00
52	Football Club contribution	250,000.00	250,000.00	250,000.00
53			-3,533,494.80	-21,450.84

Shire of Donnybrook-Balingup – the VC Mitchell Sporting Precinct

General comments:

A level of planning had been undertaken by the Shire and this project was put forward to the State Government for funding under the WA Recovery Plan and received \$6 million.

This is a tremendous opportunity for the Shire to access funding that was not made available to everyone. This is one of only 14 projects in the Sport and Recreation sector that received funding from the WA Recovery Plan.

Should the decision be to not proceed, then the only other funding source for sports facilities is CSRFF, which is an annual \$12.5m scheme that offers up to 1/3rd of the total eligible project cost (maximum grant of \$2m). The maximum grant allocated in past 5 years has been \$1.5m for a \$20m project.

Focus must be on co-location of sports where possible and provision of multi-sport / multi-use.

Use of the available funds to upgrade existing facilities – need to consider what the long-term status of these facilities are. Funding is not for what would be deemed maintenance on existing facilities.

The following is responses to questions posed by Elected Members prior to the presentation that Troy attended with Council - 25 August.

1. How long does the Shire have to spend the remaining funding?

Whilst the funding does not have a specific deadline, it should be noted that this funding was allocated as part of the States "WA Recovery Plan". Funding is based on the assumption that a project will be completed within a reasonable timeframe as part of the economic stimulus aimed at supporting the state during the COVID period.

A financial allocation (\$250,000) from the committed project funding (\$6m) was approved and a Financial Assistance Agreement (FAA) was entered, specifically to assist the Shire of Donnybrook-Balingup with the planning, design and preparation of tender documentation for the redevelopment of the VC Mitchell Sporting Precinct. Terms of this agreement ends – October 2021 (As at 15 September this was extended to 30 January 2022).

Upon completion of this first agreement, it is expected that the Shire will submit a final project for consideration and approval by the Minister in order to trigger a new FAA for the remaining funds which will be aimed at construction works.

There would be no obligation for the Shire to proceed with the full project, if during the planning stage the Shire discovered something that made the project untenable.

2. What is the possible very latest date that work can commence and the latest possible date to be 100% acquitted?

This will depend on the outcomes of the planning stage and whether the proposed project meets the original expectations of the previous Minister for Sport and Recreation, Mick Murray.

The "full project" is yet to be defined and would be an outcome of this initial stage. It is expected that the final project proposal and timelines will be presented to the current Minister for Sport and Recreation, Hon Tony Buti for approval.

3. Is it possible that the Shire puts in less than 1/3? If so what % would be acceptable?

There isn't an obligation for the Shire to contribute \$3m however that is what the Shire indicated they were allocating to the project and what was publicly stated. This will obviously allow more of the master plan to be achieved.

4. Can the funding be spent on the entire "precinct" spread over the entire area from the Rec Centre to the Oval?

A key aspect of the masterplan was a central shared facility.

Ultimately the funding is to deliver on the key aspects of the masterplan, which incorporates the entire precinct. This could be staged, focusing on priority areas first and looking at other opportunities at a later date.

It is recommended that the priority areas be focused on essential "need" and not aspirational "want".

5. Would it be acceptable to modify the plans to have all the money spent on the sporting facilities spread across the precinct and a lesser amount spent on the "function room"?

The funding is not dictating as to what the project will be. The shire will need to demonstrate that the identified needs of the masterplan and the original expectations of the commitment are being met.

6. Your advice as to how to get sports groups to a point of agreement about governance model.

Ultimately this is a Council project and therefore the sports need to recognise this. I would suggest identifying 2 or 3 models, highlight the pro's and con's for each and then make a decision based on the majority. You may not satisfy everyone, but at least you have looked at the options and decided on what best suits the majority.

7. What if we can't get agreement about a governance model?

Council makes the decision on what best suits the majority.

8. Can you recommend a governance model which you think would be appropriate for this circumstance?

Not really, as what might work in one community may not necessarily work in another. Need to look at various options and pick what is best for Donnybrook. You could consider an interim model whilst formulating a model that best suits the users.

9. Can you recommend anyone to help develop a business plan for the precinct?

Given that the Shire has engaged ABV Consultants to undertake the initial masterplan, I would suggest looking at using them as they have the background to the groups. Getting a new consultant in will require them to start from a long way back.

Regardless of who is appointed, the consultant needs to be independent and very firm.

10. Do the SSA's have any opinions/guidance for their sports here in Donnybrook that you can share?

Most sports do have standards, such as change room specifications for AFL etc. Whilst gaining insight from SSAs is worthwhile as this potentially keeps the local groups honest, there needs to be a level of clarification that the facilities are for community level need and not focus on one off opportunities.

11. Please give examples of other similar projects in other LGs i.e. in particular their community consultation process, expectations vs actual deliverable project.

I had first-hand experience with the Katanning project (more than 25 years ago), which had a very strong consultation process and ultimately the final project delivered quality facilities for many sports that is still well used today.

More recently there are several LGs that have looked at co-location opportunities and redevelopment of older facilities. In all cases they had a clear objective, they had independent consultants undertaking community/stakeholder consultation and they had a realistic expectation of what was needed based on what they could afford.

12. Coming from community feedback and the criteria of grant funding, would like Troy's thoughts on 'village' style development and the definition of 'shared/multi-use'. Please breakdown (defining) the grant funding criteria.

This funding is not based on CSRFF criteria, so it is not comparable.

Ultimately the department is recommending where possible the opportunity to have multi-sports is preferred as it ensures long term sustainability. It is no longer sustainable to have standalone facilities for singular sports.

As a department we support co-location – relocating sports from a singular use to a shared use option. making sure facilities are used as often as is practical.

13. When comparing similar projects in other LGs and the comparisons, in terms of total floor area in the improved facilities, would you consider them reasonable for our current and future population?

Difficult to compare as it comes down to the number of user groups / uses as well as understanding what else is available within the community.

I would assume that any design would be based on what is available now and what is the shortfall in meeting existing needs and potential opportunities. I believe that too many are unrealistic and end up with a facility that is beyond their need and therefore are left with the proverbial "white elephant" that costs a fortune to manage and maintain. So again, need to focus on what is the need and not what everyone wants.

In most cases our experience is that communities build facilities that are too big, trying to replicate floor areas of existing facilities and not recognising that modern facility floorplans are more efficient with space that older facilities (no columns, hallways etc).

Build what is needed and what you can afford.

14. From Troy's experience with other Shires, how would he suggest we get the clubs back to the discussion table? Can he help chair a meeting for club reps?

Ultimately this is a shire project and the funding is to provide better facilities at VC Mitchell. If a sport has had the opportunity to be part of this and decide not to contribute, then I don't think there is much else the shire can do.

If a sport has unrealistic expectations and they do not recognise this then it will be difficult to change their minds and sooner or later the project needs to proceed with or without them.

End of the day, what are the clubs contributing?

15. How can we deal with the clubs' concern that the Precinct will not be allowed to have more than one liquor licence? How will the flow of revenue from bar sales go to the clubs?

With there being three licences existing now on VC Mitchell, I would suggest if there were no licences on VC Mitchell and they all wanted to apply for one, then there would be a realistic chance that only one would be allocated based on location, distance and number of other licenced premises in Donnybrook.

From a department perspective, liquor licencing is not a priority.

I would suggest the clubs could look at engaging with Clubs WA or the Australian Sports Foundation for alternative revenue streams for clubs that do not have a liquor licence.

16. Can he point us to successful multi-club facilities?

*Oasis Club Rooms, Kalgoorlie – Touch, Teeball and Rugby
Leschenault Sports Pavilion, Australind – Soccer, Cricket, Football, Swimming (as an external user) as well as general community
Katanning Leisure Centre – indoor and outdoor sports
Centennial Park, Albany – 2 Football Clubs*

17. Does he think there might be any flexibility to vary the terms of the grant e.g by scaling the project back and no longer requiring a Shire contribution?

Already answered - # 1

No shire contribution – remember the Shire had committed up to \$3 million prior to any commitment from the State, so there would be an expectation of a shire contribution

DONNYBROOK COMMUNITY, SPORTING, RECREATION AND EVENTS PRECINCT (VC MITCHELL PARK)

COMMUNITY INFORMATION FORUM AUGUST 2021

	QUESTION	RESPONSE
1.	Kiosk location is too far from the kitchen and needs to be on the same level. This will impact on volunteers (kitchen staff isolated). Volume of food and drink is high for juniors footy, can the kiosk cater for this?	<ul style="list-style-type: none"> - Kitchen position can be relocated, centralised on ground floor. All kitchen/kiosk space will be designed to accommodate use. - Kiosk possibly centralised closer to lift/stair shaft to assist food transfer and kitchen/kiosk functional use. - Kiosk layout and design to be reviewed/revised to ensure functional use and food prep is practical. - Possible expansion to be classified as Canteen.
2.	Hockey Lighting Control: where will this be located?	<ul style="list-style-type: none"> - Lighting control will be in cabinet court side, with the likelihood of this being attached on or adjacent to the Northern most pole. - Access to this cabinet will be via Restricted Master Key issued to user group/s.
3.	Who is the funding from? Is it CSRFF?	Funding is from State Government via the Covid Recovery Plan. It is not CSRFF funding.
4.	Football: Ticketed access and other user of the multi-function space not paying for access?	<ul style="list-style-type: none"> - The access and usage of the various spaces will be reviewed and clarified as part of the Management Model and future lease arrangements with the Football Club. - The site does not have zones that are totally fenced off restricting access during SWFL match times. - Future operational consideration.
5.	Change Rooms: potential to reduce entry walls to open up space further – shift walls to common wall with warm up?	<ul style="list-style-type: none"> - May need wall for privacy. - The current design complies to the numbers of usage. - Minor changes to this layout for improved functional use will be considered as part of the final design review.
6.	Space in Kiosk needs to have drinks fridge, pie warmer, sandwich maker and needs to be larger or have better access to the kitchen	<ul style="list-style-type: none"> - Project team to review layout of all kitchens and kiosk. - May shrink Grounds Managers office and then flip over layout, so kiosk is adjacent to stairs/lift. - This will all be passed onto the Architect for final design review consideration. (See Item: 1)
7.	Can we change toilet/shower numbers from 3x3 to 2x4 (showers)?	<ul style="list-style-type: none"> - Will review and see if we can add an extra shower. - Toilet numbers may be dictated by BCA requirements
8.	Why not stick to original plan for Footy Club?	<ul style="list-style-type: none"> - This plan does not factor in the needs for community space. - The funding was not intended for standalone design but sought shared multi-purpose design of these spaces.

	QUESTION	RESPONSE
		- This previous plan had several oversights of circulation space and general design compliance, not to mention reflection of the minimum standards guidelines as dictated by the sporting governing bodies.
9.	How much are our rates going to increase over the next 5-10 years since we will be paying for this?	- For every \$1m loaned from WA Treasure Corp, the Shire's repayments will be the equivalent of an additional ~1% in rates.
10.	Are the current proposed buildings really required at the present time?	- Yes. The Shire's Asset Management Plans outline the requirement for major renewal / replacement works. - Additionally, the Shire's Asset Sustainability ratio (monitored by the State Government) indicates major asset renewal / replacement works are well overdue.
11.	What percentage of the Shire population do you see you are catering for?	- This depends on how 'population' is measured/meant. Between the Recreation Centre, netball, tennis, basketball, football, cricket and general community use it would be conservative to suggest that at least 40-50% of the Shire's population would access the precinct each year.
12.	Can it facilitate sports like Bowls, Croquet?	- This project does not replicate facilities that are fit for purpose and in good condition. - These two activities have facilities that are well catered for in a separate precinct, noting that this location has option for expansion in the future.
13.	How long will the proposed building take to complete?	- Construction is anticipated to take 18 months in total for all elements of Stage 1 deliverables.
14.	Will funds be sufficient to cover the costs from government grants or will rates be expected to rise to cover costs?	- For every \$1m loaned from WA Treasure Corp, the Shire's repayments will be the equivalent of an additional ~1% in rates.
15.	How much notice will be taken of the community if real objections are stated?	- All comments, suggestions and objections will be presented to the Council for consideration.
16.	Most of the clubs involved have ways and means to raise money to offset the burden of insurance and association costs for the club members. The netball has their canteen, the tennis has their bar etc. What is the total amount raised from these activities?	- This question is best directed to the individual sporting clubs. The Shire is not privy to the detailed financial capacity / position of individual sporting clubs.
17.	All this money will now come from the function centres bar and kitchen and be pooled and distributed to clubs after the costs of running and maintaining the hub are considered. Will this affect the viability of the clubs?	- The Business Plan, governance model and operational model are yet to be completed. - The viability of each sporting club is a key decision making criteria and the Shire does not want to negatively affect the viability of any club.

	QUESTION	RESPONSE
18.	Is the football club currently a viable club and covering its own costs?	- This question is best directed to that individual sporting club. The Shire is not privy to the detailed financial capacity / position of individual sporting clubs.
19.	Is the football club membership rising, falling or static?	- This question is best directed to that individual sporting club.
20.	Is the netball club currently a viable club and covering its own costs?	- This question is best directed to that individual sporting club. The Shire is not privy to the detailed financial capacity / position of individual sporting clubs.
21.	Is the netball club membership rising, falling or static?	- This question is best directed to that individual sporting club.
22.	Is the basketball club currently a viable club and covering its own costs?	- This question is best directed to that individual sporting club. The Shire is not privy to the detailed financial capacity / position of individual sporting clubs.
23.	Is the basketball club membership rising, falling or static?	- This question is best directed to that individual sporting club.
24.	Is the hockey club currently a viable club and covering its own costs?	- This question is best directed to that individual sporting club. The Shire is not privy to the detailed financial capacity / position of individual sporting clubs.
25.	Is the hockey club membership rising, falling or static?	- This question is best directed to that individual sporting club.
26.	Is the tennis club currently a viable club and covering its own costs?	- This question is best directed to that individual sporting club. The Shire is not privy to the detailed financial capacity / position of individual sporting clubs.
27.	Is the tennis club membership rising, falling or static?	- This question is best directed to that individual sporting club.
28.	Obviously, the books of all these clubs have been sighted, how much money in total is currently being generated by all of these clubs?	- This question is best directed to the individual sporting clubs.
29.	How will the level of repayments and leasing costs be distributed amongst the clubs as they will all have different memberships and requirements, and all use the facility in different ways?	- This is to be clarified as part of a Business Plan being prepared for the project/precinct.
30.	Will the money currently generated cover the \$350,000 interest and capital repayments of the loan?	- Unsure where the figure of \$350k comes from. - The individual sporting clubs will not be responsible for loan repayments.
31.	Does Donnybrook Balingup need such a large complex?	- The buildings are proposed (in part) for asset consolidation and rationalisation purposes. If developed to the full MasterPlan recommendation, there will be less floorspace and number of buildings in the new development compared to the existing situation across the town.

	QUESTION	RESPONSE
32.	Could a smaller project provide the requirements of the Shire's Sporting Clubs?	- As per 31.
33.	Have big concerns for residents impacted by Carpark 3 and Avenue of Honour. There is no buffer between properties and the Carpark. Is it able to be replaced elsewhere?	- This is being reviewed noting the feedback provided at the Community Information Forum. - This is a concept design that can be amended. - The car park cannot be totally removed from this location but will be reviewed to take into consideration the concerns. - Further targeted stakeholder consultation can be undertaken by those directly impacted by this design element, if the proposal for the car park actually proceeds any further.
34.	Why haven't the residents been informed about future plans? E.g. mailbox drop.	- A letterbox drop survey was provided to all residents adjacent the precinct at the very commencement of the project. - Project updates have been by way of Preston Press updates, website information and this open day.
35.	How is the liquor license going to work with the Tennis Club?	- This matter will be reviewed and resolved in the further detailed planning stages for the project.
36.	Why isn't a Feasibility done on a Village Concept and this concept? Options provided.	- The Project MasterPlan was prepared in close consultation with the Department of Local Government, Sport and Cultural Industries, who's consistent advice and recommendations centred on a shared-use model, rather than a de-centralised model.
37.	What will happen with the Liquor Licenses for the football and tennis clubs? Tennis would like to retain the ability to have drinks in their clubrooms.	- As per 35.
38.	Bus turnaround. Great improvement to bus turnaround for Recreation Centre building. Has a bus turnaround been considered for the Community Hub?	- Yes, it has. - This car park is however only being delivered in Stage 2 due to funding limitations.
39.	Staging for Arts and Entertainment? Indoor and lighting and staging?	- This will be passed on to the design team for consideration. - Staging will be of the temporary removable type, not fixed. - Lighting will also only be of the type that suits that suits the current roof design and height.
40.	How will the business plan work?	- A project Business Plan is being prepared by an independent consultant, who has engaged with all sporting clubs for input.
41.	Governance: Who/how will each club be represented – Committees? No's equal No's on committee representing each club.	As per 40.

	QUESTION	RESPONSE
42.	Bar Facilities: Licensing, will the Tennis Club be able to maintain its own Liquor License?	- As per 35.
43.	A third indoor court would benefit the most sports and the most people in the Shire. Could that be built first and possible the football club component be scaled down?	- Based on present court scheduling for court sports (e.g. netball, basketball), review of surrounding recreation centres and advice from DLGSC, the Donnybrook Recreation Centre has substantial capacity for more court activities/bookings each week. This will, however, require modification to traditional court day/time activities and expectations.
44.	If the outdoor courts (which netball and basketball didn't ask for and don't really want) must be built at a cost of \$400,000. Do they have to site on the preferred site for a third indoor court? This seems to be a major oversight and potential waste of money.	- Funding availability for the additional courts is highly unlikely in recent cost estimate reviews. - This matter (siting of additional courts) will be considered through future stages of the project.
45.	Changeroom 2 and 3 need connecting door to allow 3 access to strapping room 2 and warm up room 2. Same at the other end of the building. Can this be changed?	- This will be taken under advisement, architect to confirm if changes can be accommodated
46.	Can tennis keep their small bar in its current position which is ideal?	- This will be passed onto the Architect for review.
47.	Can storage behind office 2 in tennis club be flipped to allow access from the office rather than the toilet?	- This will be passed onto the Architect for review.
48.	Bridges/Walkways: What is the cost of these?	- The connecting walkway (elevated) between the main pavilion and the Tennis Club building is no longer proposed, due to overall budget restrictions (noting significant cost escalations).
49.	Bridges/Walkways: What is the purpose of these?	- These items link the various planes (mid-level to lower-level) - This is also part of the Universal Accessibility Access compliances.
50.	The function/tennis club looks to have all required self-contained facilities – why would you have a bar/refreshments away from this area?	- The original design intent was for a shared-use facility, where the bar, kitchen and dining area was centrally located. Some clubs have expressed a desire for separate/autonomous spaces, rather than following a shared-use principle, hence the duplication in some facilities (noting they are only at the conceptual level presently).
51.	Has funding been dedicated for interim football change rooms/kiosk etc?	- No.

	QUESTION	RESPONSE
52.	How much will the cricket cost annually?	- The Donnybrook Cricket Club are not relocating to the VC Mitchell Park precinct (they are remaining at Egan Park). There is a concept of a 'drop-in' cricket pitch for the VC Mitchell Park oval. Establishment costs and ongoing costs will need to be further reviewed.
53.	Kitchen and football kiosk, how does that work?	- The main pavilion kitchen is proposed to be separate from the kiosk/canteen.
54.	What happens after 5 years monetary if clubs cannot afford costs?	- The costs (e.g. lease costs, utilities costs) are not expected to be markedly different to present. - The inclusion of solar panels and more efficient water systems (for example) will help to manage utilities outgoings for the clubs.
55.	How will business and governance models be communicated to clubs?	- The Clubs are being consulted / engaged in the development of governance model scenarios. - As independent Incorporated Associations, the Clubs will make their own decisions about governance models, operational models etc.
56.	Why not build a 3 rd Indoor Court instead of outdoor courts which will not be used?	- As per 43.
57.	What if after the 5 year cap on fees for clubs they cannot afford to pay the fees that would ask. Who would pay for this?	- As per 54.
58.	The tennis club is currently lino flooring - this gets very dirty often, if it was carpet this would get very stained due to the sports using the facility. What percentage of the flooring will be carpet? The preferred option would be timber for easier cleaning.	- Commercial vinyl is the preferred product. This performs well if maintained as per the manufacturer's recommendations. This matter can be consulted directly with the Tennis Club as the project moves into a more detailed stage.
59.	Why do we have to have a bridge connecting the 2 buildings?	- As per 49.
60.	What is the cost of alternative accommodation for Donnybrook Football Club including juniors for the period of demolition/rebuilds and included costings?	- This cost is not factored in to the project budget. Interim accommodation arrangements will need to be considered by the Football Club, with assistance from the Shire.
61.	Cost to players for hockey pitch?	- No direct costs to hockey players are anticipated.
62.	Is there a planned replacement shed for tennis equipment?	- As a minor cost item, this can be considered in the future, if major expansion of the Tennis Club building occurs.
63.	Is the cost of ground works and new drainage included?	- Yes.

	QUESTION	RESPONSE
64.	Is the Lucid Economic Pty Ltd report on the Donnybrook sporting precinct available?	- This document contains commercial in confidence information and information requested by the Federal Government (as part of a Federal funding application) to be maintained as confidential – a specific request on the matter should be made to the CEO in writing.
65.	Where are the costings?	- Detailed costings are available in the Council report.
66.	What is the room charge per room?	- Venue hire fees are yet to be determined.
67.	Where are the Councillors?	- All Councillors were invited to the open day forum.
68.	Where are the costings for machinery for removing the cricket pitch?	- As per 52.
69.	What attempt has the Shire/Council made to determine the community's capacity to pay rate rises as outlined in the LTFP which amount to a cumulative rate increase of 50% on present 20/21 rates?	- The State's economic conditions are presently very different to April 2019. - The Shire's loan application was assessed and approved by the WA Treasure Corp as affordable, sustainable and appropriate (otherwise they would not have approved it).
70.	At the April 19 th OCM – the Minutes item 12.1 – Councillors appeared to accept this management voted 8-0 to limit rates increase to between 0-3%. What has changed in the 2021/22 forecast which suggest CPI and wages will rise by 8.64% followed by 9%, 6.5%, 2x6%?	- As per 69.
71.	Crs Piesse, Lindemann, Mitchell, Atherton and Wringe supported the 12.1 motion in April 2019, explain what has changed?	- Not relevant to the project.
72.	What is the expected quantum – amount ratepayers may be expected to subsidise the operations of the sporting clubs during this period?	- As per 54.
73.	What % of the rate rises are required to support/subsidise the sporting clubs over the next 6 years?	- As per 54.
74.	Have you considered an Allied Health Centre to be available to diversify use?	- Early in the development of the project MasterPlan, consideration was given to various one-off and recurrent revenue sources to assist the project (construction cost and ongoing operational costs). The concept of consulting rooms (for allied health and other purposes) was considered however deemed unaffordable in the short term.

	QUESTION	RESPONSE
75.	The proposed facilities will cater for our Shire's ageing population. What facilities will there be? I don't mean sitting on a bar stool or watching football. Nothing on those plans I witnessed catered for any physical activity for a majority of the Shire population.	- Whilst the project MasterPlan is very much focussed on active sports and recreation, typically targeted to younger people, the precinct will be constructed in line with all ability accessibility principles. - The district is well catered-for in terms of lower impact sports and recreation (tennis clubs, golf clubs, bowls club, croquet club).
76.	Have you ever wondered if and when someone decides to want a Soccer Club where might they locate?	- Yes. Stage 2 of the MasterPlan includes the development of a rectangular pitch suitable for field hockey, soccer, rugby, events, training for Australian Rules football etc.
77.	Is there a possibility of flipping over scorers/coaches office – the home team usually further away from the entrance?	- Yes. This is under consideration.
78.	Management Model: very concerned about the lack of information on a management model and operating costs. Will it be affordable for the smaller clubs?	- As per 17 and 55.
79.	The current tennis club is solely volunteer run. Will the Shire employ someone to maintain the tennis club grounds? How much would that cost?	- The Shire is not anticipating that the current volunteer arrangement should change.
80.	Cricket Club don't agree with drop in Cricket Pitch - is this so?	- No. It was the Cricket Club that identified the opportunity / idea and raised it with the Shire and Project Team.

COMMENTS

	COMMENTS
	Great Concept: particularly welcome more accessible facilities so that they can be accessed by the entire community. Thank you!
	It is extremely important that the Tennis Club keep their bar license for cans and stubbies. The social side of the club is a very big part of the club's success. If we lose our bar license we lose our membership, and if Pavilion hire became exorbitant it would close the club down.
	At the moment, there is a near perfect balance of membership fees, volunteering and expenses. Too much weight on the scales will tip the balance.
	Cost is prohibitive – Balingup seldom has a use for this facility, but we have to pay for it.
	Needs upgrading, been looking at this for more than 15 years. A decision must be made, even if it doesn't please everyone.

	COMMENTS
	This project does not make sense. Stakeholder and community consultation is a joke. It reeks of the Goods Shed decisions – we get what we “the Council” tells us we need. Very disappointed with the Council. It feels like we have no say or power within the Shire. The football club will be happy – I guess that’s the main thing.
	Project Team needs to do a feasibility study. <ol style="list-style-type: none"> 1. Current Masterplan, and 2. Village Concept – Upgrade current facilities and smaller Football Club Room So the public can evaluate all alternatives!
	Adjoining neighbour properties need to be canvassed (not through social media)
	Project cost needs to be retained within current grant money so that there is no financial impact on ratepayers who are not benefiting from this upgrade.
	The proposed facilities will cater for our Shires ageing population.
	Concerned regarding ongoing costs and management of the facility. Want to see more details and believe that all ratepayers should have final say.
	Access to and from Tennis Courts are not in the appropriate place.
	This is ‘half baked’.
	Not sure that the gate for the tennis courts are in the correct places, especially on Court 1 and 2.
	Excellent overview and run through of proposed plans. Good indication of where funds will be spent and shows thorough due process and consideration of short term usage and long term planning and expansion, what a wonderful asset to this town for current and future generations.
	Fantastic display of plans. Very thorough. Well done Shire team.
	The plans and concept look great. I think the new precinct will be fantastic for our growing community and look forward to using the new facilities including the function space.
	Impressed with layout. Hope there is not anymore delays.
	It will be a fantastic venue etc for future generations.
	Information presented today has been useful and honest.
	The proposed development looks well thought out. I look forward to having a new multi-use facility that the whole community can use.
	Thanks for the open and explanatory opportunity to gain updated insight into the project.
	Silent community members need to show their support for the wonderful opportunity.
	Well-presented and informative.
	Looks great. Would like to see the Change Rooms adjusted slightly.
	Management plan essential for this to be in place prior to a community assessment can be made. Informed_decision only to be valid decisions.
	Avenue of Honour: This is inappropriate at a busy traffic point where children are dropped off/picked up – a visibility hazard.
	Cost/Business Plan: We need this before acceptance of proposal.
	Netball have suggested they do not want lights but will get them anyway?
	Tennis want lights and have not got them until Stage 2.
	RSL Avenue of Honour needs to be discussed with the RSL.

	COMMENTS
	Imperative to make sure all the sporting clubs understand the management model.
	Business Plan to be made public.
	The Councillors are not here. Very bad leadership
	Drawings are very confusing for general public.
	No pinboard on costing or rate increases for public to see and understand.
	I appreciate the Councillors and staff making the time and effort to provide this information for the residents of our community.
	<p>I'm all for upgrading current facilities and keeping them separate. Each seem to have their own identity so lumping together could be an unmitigated disaster. So, on a more positive note..... Congratulations on acquiring the 6 million Grant. Now let's go back to the drawing board and seek comments from each of the present Sporting Clubs and see what they actually want. Present the community with a few alternatives, not a directed survey. Apart from a few vested interests the 'Plan ' does not seem particularly popular. I suggest an Olympic (well a big one) sized swimming pool. An outdoor venue which should cater to young and old alike. In a rapidly changing climate a pool would be ideal. Just a random thought. Any spare change and Balingup can have one too. Place Pétanque, Boules and Croquet in the mix and you might have some interest. Of more concern is the need to bring more people into our area for investment and to spend in local business. Tourism really needs a shit in the arm. I'm still hoping the Good's Shed Cafe will open soon but I am aware of the difficulty in staffing. More competition in the form of Club bars and restaurants only make things more difficult for those now operating or starting up. You asked about my children. Both 50 plus with one an ex WAFL and AFL player. A granddaughter also plays Aussie rules. I don't have anything against footy clubs but one on the proposed scale as that featured today would make many WAFL Clubs overjoyed. We don't have the population now or any time soon to warrant this extravagance. What we do need is a kick start on presenting DB Shire as a united friendly place in which to lay your head and/or invest. My two could not be convinced about Donnybrook's potential and just bought the Nornalup Chalets and two farming properties in Denmark. There is money around. We need to shine a better, brighter note on our Shire. An out of sight Clubhouse won't do it nor will being in debt.</p>
	Focus group for indoor activities for active retirees and permanent setup – low price or free.
	Funding application only to proceed once all clubs are satisfied.
	The (previous) President has reportedly said there be a moratorium of sporting club expenses/rental for a period of 5 years after the commencement of operators of VC Mitchel Park Complex. Any shortfall will be covered by the Shire – and as such will be picked up by Ratepayers.
	<p>Question on the community being aware of the detail of the project, references to:</p> <ul style="list-style-type: none"> - lack general community consultation, - consultation with local residents in the vicinity of the Precinct.
	<p>In reference to your comments on e-sports yesterday, I managed to look it up and ask my Grandies. Seems it's quite popular amongst certain groups and Tournaments are arranged. It could possibly be classified as Recreation. There are objections to it being called a 'sport' however it could fit the Recreation requirements of the Grant. If the Recreation Centre in Donnybrook could be utilised as a weekend Tournament Place over a few weekends it may attract visitors and gamers to book in and spend some money in our town. I don't think using the basketball area within the Rec Centre would require too much effort. I glazed over when they started talking about LAN. Seems it's played in cafes and a variety of places. Might work? New building to my mind is not necessary. Donnybrook has the space already.</p>



Donnybrook Community, Sporting, Recreation and Events Precinct - Functional Brief

8 April 2021

MCG Project No 2072

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Revision	Issue For	Date
A	Draft – Issued for review	09/03/2021
B	Draft – Issued for review	19/03/2021
C	Draft -Issue for review (Jan/Shawn Revision)	29/03/2021
D	Draft – BR, JH. SL edits	04/04/2021
E	Draft – Issue to Stakeholders for review and comment	08/04/2021

1.0 Project Description

This project is the redevelopment and rejuvenation of the Donnybrook Community, Sporting, Recreation and Events Precinct (DCSREP) being the VC Mitchell Park located in Donnybrook, Western Australia.

The project will include, but will not necessarily be limited to

- New buildings
- New sports playing surfaces
- New and upgraded carparks
- New sports and precinct lighting infrastructure
- Upgrade of services (power, water and sewer)
- Possible upgrade of fire services
- New linkage and pathways within the precinct

It is proposed that Stage 1 of the Works (to be determined) shall be procured via a Design and Construct tender during 2021.

2.0 Budget

The project budget as at March 2021 is as follows

Consultant fees external to D&C Contract	\$420,000
Construction Costs including Consultant Fees (As part of D&C Contractor engagement)	\$8,000,000
Contingencies	\$530,000
Other Project Costs	\$50,000
Total Budget	\$9,000,000

Additional notes regarding budget are as follows:

- AFL Association have advised they may be able to contribute some facility funding towards football (AFL) specific facilities. Contribution may be in the order of \$150,000 to \$200,000 however to be confirmed.
- Any financial and in-kind funding from sporting groups is to be commensurate with their capacity to contribute.

3.0 Background

The DCSREP is the Shire of Donnybrook Balingup's (The Shire) premiere multidisciplinary sporting precinct and currently comprises:

- VC Mitchell Oval including Football Clubroom, spectator seating, home game changing facilities and ablutions
- Away team separate change rooms
- Tennis Courts, Clubroom and hit up wall
- External Basketball courts (disused)
- Vin Farley Rotary playground
- Recreation Centre including indoor basketball / netball courts, 25m pool, gym and associated facilities
- Carparks, access roads and paths

Facilities are of varying condition and functionality with feedback received from users and stakeholders being many elements are not fit for purpose and will not accommodate future growth of many sporting disciplines.

In early 2019, The Shire engaged ABV Consultants to develop a Master Plan for the VC Mitchell Park. This included assessment of trends in sporting participation and usage, a needs assessment of sporting facilities within the Shire and particularly VC Mitchell Park, assessment of the existing assets and development of a Master Plan including assessment of construction costs and potential funding opportunities.

This Master Plan concluded that upgrades and new facilities within the Park should where practical be multi-purpose in order to maximize usage of grounds and facilities. This also determined that upgrades to infrastructure will improve usage through extended available hours as well as improved safety and amenity for users and spectators.

In parallel with development of the Master Plan, the Shire has successfully secured funding from the State Government for \$6M. They are also intending to supplement these funds with additional monies internally through potential loans to the Shire.

4.0 Planning and Design Objectives

Ensure there is a holistic understanding of the buildings, facilities, playing areas and services infrastructure and all its complexities, including existing constraints and future opportunities.

Delivery of documentation which incorporates staging so that all works may be delivered to meet priority requirements while allowing for future works and expansion requirements.

Maximization of delivery of scope in alignment with budgetary constraints.

Achieve an overall engineering and architectural solution that meets the requirements of the Shire and its key stakeholders and end users;

Be in accordance with all Shire planning and design principles, including those within:

- Strategic Community Plan 2017
- Corporate Business Plan 2017-2021
- Design and Construction Standards
- Alignment and compliance with the relevant sporting precinct guidelines and legislation specifically in relation to those disciplines that will utilise the facilities

Time

The delivery of the VC Mitchell Park redevelopment is influenced by funding grants requirements and particularly Council commitments to their constituents and facility users.

Construction activities are also influenced by scheduled seasons for various disciplines, particularly the 2021 AFL season which concludes in September / October 2021.

Quality

Is it recognised that a key deliverable of the project is the maximization of scope delivery in accordance with the budget. As part of this however is the requirement for ongoing maintainability of the facilities with quality of finishes and infrastructure to reflect low maintenance requirements and longevity are also a key consideration.

While high quality architectural outcomes are desirable, the focus is for functional spaces and resilience of finishes. The solution presented must therefore be cost effective and functional for its intended purposes to ensure Shire requirements of functionality, safety and maintainability are considered within the overall project approach.

Health, Safety and Environment

Health, safety and the environment is at the forefront of the agenda for the project, and must be considered from project initiation to completion and beyond. Construction projects in a live environment have inherent risks that must be assessed and managed throughout all phases of the project, by those who are best place to own them.

The Shire recognises that while the majority of the assessment will be carried out in the Consultants own offices, there will be a need for staff to enter the site and various Council owned properties. Respondents are therefore required to be aware of the Shire's and Sporting Facility safety requirements and conform to them when entering and working on the site.

Safety In Design will be a requirement of all design activities and stages with the LDC to prepare this documentation in consultation with the Project Manager and Shire representatives.

5.0 Scope of Services

The scope of services to be provided by the DCSREP precinct and its facilities include, but are not necessarily limited to:

- Provision of a Community "Hub" for all of the community
- Provision of facilities for carrying out sporting activities
- Provision of facilities for carrying out other passive and active Community, corporate and Not For Profit activities

Access to the services shall be during most hours of the day, with the possibility that some services (gym) may become accessible 24/7.

6.0 Current and Future Trends

For the purpose of understanding current and future trends of sporting precincts, we draw your attention to the very comprehensive Master Plan report 2020 by ABV Leisure Consultancy Services, Sections 8 and 9.

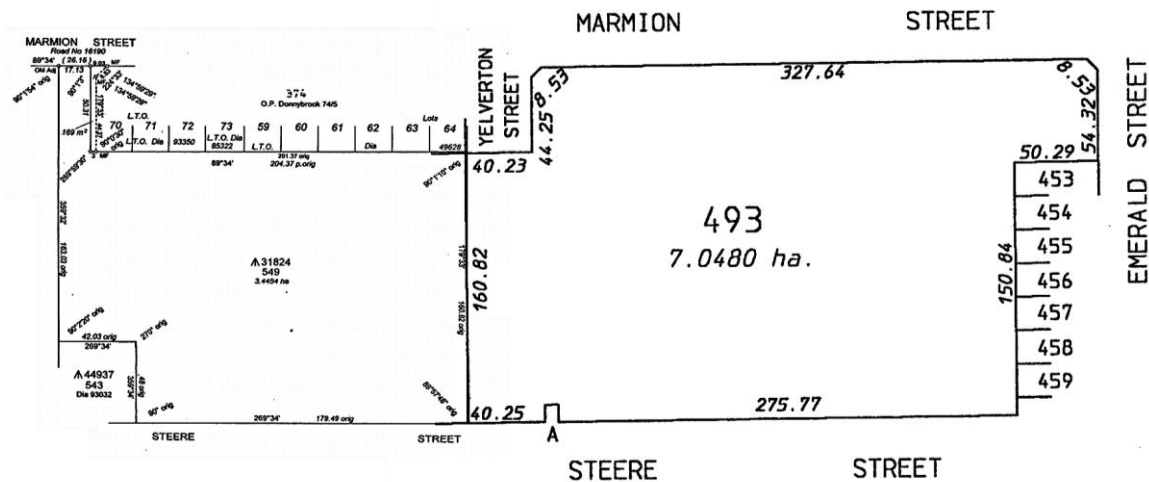
This report provides a current, in-depth summary of industry trends across different precincts, codes of sport and regional vs metropolitan venues as well as national participation trends.

7.0 Existing Facilities and Constraints

The site is made up of two (2) lots, numbers 493 and 549, bounded by Marmion Street to the north, Emerald Street to the east and Steere Street to the south.

Site sizes

Lot 493:	7.0480 hectares
Lot 549:	<u>3.4454 hectares</u>
Total area:	10.4934 hectares



As can be seen above, the majority of the existing improvements (buildings, sport playing areas, parking etc) sit on Lot 493, whilst the Recreation Centre sits on Lot 549.

The site is multi-leveled, falling from the West to the East with a significant difference in levels. Refer to future feature and contour survey for confirmation of levels.

Both lots are classified as being Crown Land with zoning being Sporting and Recreation. The split of the site into the two lots may present future challenges for development which need to be considered through planning and design processes.

Existing improvements / facilities

Existing improvements and facilities on the site include, but are not necessarily limited to:

- Football oval
- Football pavilion including clubroom and change rooms
- Football Away change room building
- Tennis Club rooms
- Eight (8) grass tennis courts
- Four (4) hard tennis courts
- Tennis hit up wall and fenced enclosure
- Tennis maintenance shed
- Recreation Centre including
 - Swimming pool and change rooms
 - Two (2) indoor multi-purpose courts
 - Gym
 - Crèche
 - Upper floor exercise class area
 - Function room with kitchen
 - Two (2) squash courts
 - Toilets
 - Plant room and service areas/sheds
- Car parks of varying condition and standards
- Fences and gates of varying condition and standards
- Services and infrastructure to support the above
- Some sports field lighting

For a summary of existing facilities condition, we draw your attention to the Master Plan Report 2020 by ABV Leisure Consultancy Services, Section 10.1.

8.0 Stakeholders

The existing stakeholders include, but are not necessarily limited to the following: some of which are not located on this precinct, but use the facilities:

- ✓ The Shire of Donnybrook Balingup
- Department of Local Government, Sport and Cultural Industries
- The wider Donnybrook Balingup communities
- ✓ Donnybrook Recreation Centre management
- ✓ Donnybrook Football Club
- ✓ Donnybrook Tennis Club
- ✓ Donnybrook Hockey Club – Ladies and Men

- ✓ Donnybrook Netball Association
- ✓ Donnybrook Basketball Club
- ✓ Donnybrook Cricket Club
- District High School
- Primary School
- Numerous other stakeholders relating to sporting and community activities carried out within the precinct including, swimming, badminton, gym, volleyball, spin classes, athletics, dance and gymnastics.

Stakeholder Consultations

With the assistance of the Shire Officers and their external Project Manager, Shape Management, MCG Architects have consulted with the above key stakeholders as marked with a tick. Summaries of those consultations can be found in the Appendix to this document.

MCG Architects have also reviewed past consultations, surveys and submissions, made during and since the Master Plan was prepared by ABV Consultancy in 2020.

The following summary of requirements are not intended to be a replacement for the extensive work and contributions that have been made to date. This Brief is however, intended to be a reflection of a review of past work and a refreshment of the aspirations and desires of stakeholders.

The following summarizes MCG Architects understanding of the goals, aspirations and objectives of the Shire, the Community and the various local sporting groups that have key stake holdings within the precinct. This serves as a guide for the design process ahead.

9.0 User Requirements

The following sections record and reflect a summary of the functional expectations and desires of the stakeholders that have been consulted regarding this project and the proposed new facilities.

9.1. Football

Donnybrook Football & Sporting Club Inc.

9.1.1 Sporting Group Usage and Membership

Season	April to September Including Finals period		
Members	Discipline	Current (as of 2021)	Forecast (2030?)
	Juniors (Male)	200	??
	Juniors (Female)	48	??
	Seniors (Male)	88	??
	Seniors (Female)	38	??
Facility Usage	Training	Weekly - Fridays	
	Home Games	Fortnightly – Saturday and Sunday	
	Finals	Annually	
Expected Facility Level	Social, Local and Regional with the possibility of WAFL exhibition matches		

9.1.2 Stakeholder Functional Descriptions

Functional Area / Function	Description	User Defined Functional Requirements
Function Room	Function space to be used for post match and training events. These can be formal events or social occasions with usage to be a combination of stand-up casual or cocktail events or formal sitdown functions	<ul style="list-style-type: none"> • No smaller than current facilities • Can be co-located with other clubs • 250 pax sit down function space and sub dividable • Good panoramic viewing from function room various playing surfaces. • Consider display of memorabilia • Good signage/way finding • Power and data to support conference/ presentation AV requirements • Wi-Fi accessibility • Lighting control to accommodate activation in zones • Good mechanical ventilation
Kitchen	Use of kitchen for more casual social during and post game events. Catered by Football volunteers. Potential for bring in caterers for more formalised events.	<ul style="list-style-type: none"> • Can be co-located with other clubs • Commercial kitchen and bar to service function space as one large function or concurrent smaller functions • Share storage access for multiple user configuration
Bar	Bar for game day events as well as specific functions and events. Servery to function space with liquor licence covering building only?	<ul style="list-style-type: none"> • No smaller than current facilities • Can be co-located with other clubs • Packaged alcohol and beverages – historically, no keg or tapped products.

		<ul style="list-style-type: none"> • Separable refrigeration for club-based usage and separation
External Kiosk	Potential to open servery to external spectator area from kitchen or servery space.	<ul style="list-style-type: none"> • Possible kiosk for external service at oval level – possibly serviced by kitchen • Vandal resistant access
Function Storage	Storage for function related furniture and equipment. Direct or close internal access to function space.	<ul style="list-style-type: none"> • Storage – internal and/or external • Access and layout to suit mobilization/demobilization constraints e.g., trolleys, racking etc.
Office	Office for club use and management	<ul style="list-style-type: none"> • Power and data to suit single user set-up • Furnishing to be limited to single desk, credenza, white board and filing cabinet, all lockable.
Toilets and Ablutions	Appropriate numbers of toilets and amenities based on projected occupant numbers	<ul style="list-style-type: none"> • Can be co-located with other clubs • Fit-out to Shire internal specification • Good mechanical ventilation
Change Rooms	Change rooms for use by Football and oval players. Four change rooms for gender division as well as overlap between games.	<ul style="list-style-type: none"> • Four (4) equal change rooms and ablutions – catering for male and female players. • Probably share with tennis subject to location and access, or: • Additional two (2) equal change rooms and ablutions – catering for male and female players at mid-level zone of precinct • Good mechanical ventilation
Timekeepers / Scorers Box	Space for up to 4 people seated with direct views to oval.	<ul style="list-style-type: none"> • Timekeeper and scorers space – elevated and visible to oval. • Ability to control score boards and warnings for game times • Power and data to suit multiple user set-up • Good and safe access to this location if external to building
Umpires Rooms	2 separate rooms directly off the oval for use by Umpires.	<ul style="list-style-type: none"> • One male and one female with ablutions and changing facilities. • Optional lockers, two or three units, for multiple user functionality
Warm Up Area	Large area for players to warm up prior to and during game breaks. one for Home, one for Away teams	<ul style="list-style-type: none"> • Can be internal or external • Floor surface to suit footwear and wear & tear • Good mechanical ventilation
Medic / Ist Aid	Large medic room/first aid	<ul style="list-style-type: none"> • Direct access from the oval with direct access to ambulance location. • Internal space for stretcher
Coaches Room	Coaches room for team talks	<ul style="list-style-type: none"> • Needs to accommodate whole team (25 pax) – Separate to Changing Rooms or collocated? • Tiered seating for presentation purposes • Good mechanical ventilation

Equipment Storage	Storage for game equipment	<ul style="list-style-type: none"> • Doesn't need to be within building however needs to be in close proximity • Separable lockable spaces for multiple user groups • Access and Egress to suit heavy lifting and equipment transfer
Lighting - Field	Field lighting for training and matches	<ul style="list-style-type: none"> • refer to Section 10.0
Seating / Spectator Area -External	Allowance for spectator seating and viewing. Combination of tiered seating, function room views, in vehicle adjacent to oval and grass embankment.	<ul style="list-style-type: none"> • Spectator seating – Tiered seating, grass embankment, in vehicles • Not be less than is currently capacity
Playground	Playground adjacent to function room and spectator viewing	<ul style="list-style-type: none"> • Fenced off area with line of sight to key spectator areas. • Consideration of multiple play zones to suit site levels and activity zones (maximum two (2))
Oval, Carparking and Grounds Entrance		<ul style="list-style-type: none"> • Fully fenced field and facilities with ticketed control – retain free access to other precinct users • Consider which standard code compliance to attract exhibition game • Wayfinding and signage for both internal and external access & egress. • Disability parking near main buildings and playing surfaces • Compliant lighting to all these zones.

9.2. Tennis

Donnybrook Tennis Club

9.2.1 Sporting Group Usage and Membership

Season	Summer, but can be all year round		
Members	Discipline	Current (as of 2021)	Forecast (2030?)
	Juniors (Male)	13	??
	Juniors (Female)	15	??
	Seniors (Male)	36	??
	Seniors (Female)	37	??
Facility Usage	Training		
	Social		
	Coaching		
	Competitions		
	Pennants		
	Tournaments		
Expected Facility Level	Social and Regional		

9.2.2 Stakeholder Functional Descriptions

Functional Area / Function	Description	User Defined Functional Requirements
Function Room	Function space to be used for post-match events. These can be formal events or social occasions with usage to be a combination of stand-up casual or cocktail events or formal sit-down functions	<ul style="list-style-type: none"> No smaller than current facilities Can be co-located with other clubs Requested approx.. 75m2 of function space and separate from Football function area. Preference is a North / South configuration for viewing Good indoor / outdoor relationship for spectators and players. Consider display of memorabilia Good signage/way finding Power and data to support conference/ presentation AV requirements Wi-Fi accessibility Lighting control to accommodate activation in zones
Tournament Room	What is this for? Separate to function room?	<ul style="list-style-type: none"> Includes storage of nets etc – Have separate storage below
Kitchen, Servery and Bar	Use of kitchen for more casual social during and post game events. Catered by Tennis volunteers.	<ul style="list-style-type: none"> Can share kitchen and bar with other clubs No specific requirements stated – less than Football Club requirements Share storage access for multiple user configuration
Function Storage	Storage for function related furniture and equipment.	<ul style="list-style-type: none"> Storage – internal and/or external

	Direct or close internal access to function space.	<ul style="list-style-type: none"> Access and layout to suit mobilization/demobilization constraints e.g., trolleys, racking etc.
Office	Office for club use and management	<ul style="list-style-type: none"> Power and data to suit single user set-up Furnishing to be limited to single desk, credenza, white board and filing cabinet, all lockable.
Toilets and Ablutions	Appropriate numbers of toilets and amenities based on projected occupant numbers	<ul style="list-style-type: none"> Can be co-located with other clubs Fit-out to Shire internal specification Good mechanical ventilation
Change / locker Rooms	Change rooms for use by Football and oval players. Four change rooms for gender division as well as overlap between games.	<ul style="list-style-type: none"> Number and size required? Catering for male and female players. Probably share with Football subject to location and access, or: Additional two (2) equal change rooms and ablutions – catering for male and female players at mid-level zone of precinct – easy access to courts Good mechanical ventilation
Equipment and maintenance Storage	Storage for game equipment and court maintenance	<ul style="list-style-type: none"> Doesn't need to be within building however needs to be in close proximity Should be at court level for maintenance equipment. Equipment and maintenance may be separate storage facilities subject to collocation Separable lockable spaces for multiple user groups Access and Egress to suit heavy lifting and equipment transfer
Courts and facilities	Courts are existing and to remain as is. Need to add shelters to southern hard courts	<ul style="list-style-type: none"> North East Court considered “Centre Court” with viewing from spectator areas to focus on this court. Need shelters to western side of hard courts.
Lighting – Hard Courts	Field lighting for training and matches	<ul style="list-style-type: none"> refer to Section 11.0
Seating / Spectator Area -External	Allowance for spectator seating and viewing. Combination of tiered seating, function room views.	<ul style="list-style-type: none"> Spectator seating – Tiered seating, grass embankment Need sun and wind protection Requested approx. 100m2
Playground	Playground adjacent to function room and spectator viewing	<ul style="list-style-type: none"> Fenced off area with line of sight to courts and spectator areas Consideration of multiple play zones to suit site levels and activity zones (maximum two (2))
Carparking		<ul style="list-style-type: none"> Free carparking in close proximity to courts and club. Wayfinding and signage for both internal and external access & egress. Disability parking near main buildings and playing surfaces

- Compliant lighting to all these zones.

9.3. Netball

Donnybrook Netball Association (DNA)

9.3.1 Sporting Group Usage and Membership

Season	May to September		
Members	Discipline	Current (as of 2021)	Forecast (2030?)
	Juniors		
	Seniors		
Facility Usage	Training		
	Net-Set-Go		
	Junior Matches		
	Workshop / Clinics		
	Demonstration matches/Regional Events		
	S.W. Netball Association development "Hub"		
Expected Facility Level	Social, Regional and State		

9.3.2 Stakeholder Functional Descriptions

Functional Area / Function	Description	User Defined Functional Requirements
Club Rooms	Club Rooms to be used for post-match events.	<ul style="list-style-type: none"> No smaller than current facilities Access to be provided outside of Recreation Centre hours Can be co-located with other clubs however need to retain identity. Needs to be "Home of DNA". Consider display of memorabilia Good signage/way finding Power and data to support conference/ presentation AV requirements Wi-Fi accessibility Lighting control to accommodate activation in zones Good mechanical ventilation Administration space with storage capacity for files/records Storage for archive documentation, possibly combined in office space
Kitchenette and Canteen	Use of kitchen for more casual social during and post game events. Catered by Netball volunteers.	<ul style="list-style-type: none"> Can share kitchen and bar with other clubs No specific requirements stated – potential to use existing Rec Centre facilities if upgrades? Storage required

Office	Office for club use and management – possibly part of club rooms	<ul style="list-style-type: none"> • Power and data to suit single user set-up • Furnishing to be limited to single desk, credenza, white board and filing cabinet, all lockable.
Toilets and Ablutions	Appropriate numbers of toilets and amenities based on projected occupant numbers	<ul style="list-style-type: none"> • Can be co-located with other clubs • Access to facilities outside of Recreation Centre hours • Fit-out to Shire internal specification • Good mechanical ventilation
Change Rooms	Change rooms for use by Netball players	<ul style="list-style-type: none"> • Number and size required? • Probably share with Basketball subject to location and access, Good mechanical ventilation
Equipment Storage	Storage for game equipment and court maintenance	<ul style="list-style-type: none"> • Internal for uniforms, equipment, etc • Internal for tables, chairs and training equipment • External for court furniture (nets) and banners • Access and Egress to suit heavy lifting and equipment transfer
Courts and facilities	Will require 5 courts in total Warm up space required	<ul style="list-style-type: none"> • Water fountains/bubblers near courts • Access to 1st Aid • Preference is for outdoor courts but could work with both indoor and outdoor if together
Lighting – External Courts	Field lighting for training and matches	<ul style="list-style-type: none"> • refer to Section 11.0
Seating / Spectator Area - External	Allowance for spectator seating and viewing.	<ul style="list-style-type: none"> • Spectator seating – Preferably covered
Carparking		<ul style="list-style-type: none"> • Free carparking in close proximity to courts and club. • Wayfinding and signage for both internal and external access & egress. • Disability parking near main buildings and playing surfaces • Compliant lighting to all these zones.

9.4. Basketball

Donnybrook Basketball Association

9.4.1 Sporting Group Usage and Membership

Season	August to March (Mon, Tue, Thur)		
Members	Discipline	Current (as of 2021)	Forecast (2030?)
		250 Total	
	Juniors	Junior	
		Intermediate	
		Senior	
		Ozzie Hoops	
	Seniors	Men's Only	
Facility Usage	2 Indoor Courts		
	Change Rooms		
	Toilets		
	Kitchen		
	Storage		
Expected Facility Level	Social, Local and Regional		

9.4.2 Stakeholder Functional Descriptions

Functional Area / Function	Description	User Defined Functional Requirements
Club Rooms	Club Rooms to be used for post match events.	<ul style="list-style-type: none"> • Need "Home" for Basketball, ideally with an office • Need space(s) for wind up gatherings <ul style="list-style-type: none"> ○ 50-60 pax. General competitions ○ 100 pax intermediate competitions ○ 200 pax whole of juniors – usually held on court • Administration space with storage capacity for files/records
Kitchenette and Servery	Use of kitchen for more casual social during and post game events. Catered by Basketball volunteers.	<ul style="list-style-type: none"> • Existing kitchen needs refurbishment – electrical issues • Servery access from kitchen required
Toilets and Ablutions	Appropriate numbers of toilets and amenities based on projected occupant numbers	<ul style="list-style-type: none"> • Can be co-located with other clubs • Fit-out to Shire internal specification • Good mechanical ventilation
Change Rooms	Change rooms for use by Basketball players	<ul style="list-style-type: none"> • Number and size required? • Probably share with Netball subject to location and access, • Good mechanical ventilation • Existing change rooms need refurbishment

Equipment Storage	Storage for game equipment	<ul style="list-style-type: none"> • Need basketball storage independent of others
Courts and facilities	Will require 3 courts in total Warm up space required Potential for outdoor courts for training if necessary	<ul style="list-style-type: none"> • Backboards – swing out and dual level • Desire for more courts to expand competition – Can Basketball play on external netball court surface? • Dividing net between existing courts to be fixed • New indoor court could be match court • Existing courts have very poor airflow • Need drink fountains • Would be good to have seating outside of over runs • Agreeable to co-location with other sports • Space for referees to regroup/briefing
Spectator Area	Allowance for spectator seating and viewing?	<ul style="list-style-type: none"> •
Carparking		<ul style="list-style-type: none"> • Free carparking in close proximity to courts and club. • Wayfinding and signage for both internal and external access & egress. • Disability parking near main buildings and playing surfaces • Compliant lighting to all these zones.

9.5. Hockey

Donnybrook Hockey Clubs

9.5.1 Sporting Group Usage and Membership

Season	February to September		
Members	Discipline	Current (as of 2021)	Forecast (2030?)
	Donnybrook Ladies Hockey Club Inc	25	
	Donnybrook Razorback Men's Hockey Club	30	
Facility Usage	Training only		
	Club rooms for meetings (currently shared with Netball)		
Expected Facility Level	Training only but on synthetic surface Training 2 x per week 6-8pm		

9.5.2 Stakeholder Functional Descriptions

Functional Area / Function	Description	User Defined Functional Requirements
Club Rooms	Would be good to have clubrooms	<ul style="list-style-type: none"> • Display memorabilia, honor boards, flags etc • Meetings • Shelter during or post training – 30 -50 pax • Office space with storage would be useful • Need to find permanent home for Hockey – avoid double move
Kitchenette and Servery	Not sure if this is required – collocated use with other disciplines if required	<ul style="list-style-type: none"> • Not stated
Toilets and Ablutions	Appropriate numbers of toilets and amenities based on projected occupant numbers	<ul style="list-style-type: none"> • Can be co-located with other clubs • Fit-out to Shire internal specification • Good mechanical ventilation
Change Rooms		<ul style="list-style-type: none"> •
Equipment Storage	Nets and equipment storage	<ul style="list-style-type: none"> • Need storage of nets and other equipment or does this stay on pitch?
Courts and facilities		<ul style="list-style-type: none"> • Key requirements – pitch, lights and fence • Lights are essential – all training is at nighttime • Possibility of night hockey in summer • Male and female train on same the same night, possible in the future, different nights
Carparking	Close parking for training	<ul style="list-style-type: none"> • Close proximity to pitch • Appropriately lit and safe access from pitch particularly at night

9.6. Cricket

Donnybrook Cricket Club

9.6.1 Sporting Group Usage and Membership

Season	February to September		
Members	Discipline	Current (as of 2021)	Forecast (2030?)
	Juniors (male)	40	
	Juniors (female)	6	
	Seniors (male)	55	
	Seniors (female)	25	
Facility Usage	Primarily for junior's second team (50m oval)		
Expected Facility Level	Social, Local and Regional		

9.6.2 Stakeholder Functional Descriptions

Functional Area / Function	Description	User Defined Functional Requirements
Pavilion	Potential to use pavilion and associated infrastructure	<ul style="list-style-type: none"> • Possible use of kiosk • Possible use of Function Space subject to Egan Park usage.
Toilets and Ablutions	Appropriate numbers of toilets and amenities based on projected occupant numbers	<ul style="list-style-type: none"> • Can be co-located with other clubs • Fit-out to Shire internal specification • Good mechanical ventilation
Oval and Sporting Facilities		<ul style="list-style-type: none"> • Use of oval and facilities for juniors second team only • Will need drop in cricket wicket – concrete with synthetic finish • Would be good to have cricket nets near pavilion • Lights not necessary but would be nice to have
Carparking	Close parking for training	<ul style="list-style-type: none"> • Close proximity to pitch

9.7. Recreation Centre

Donnybrook Recreation Centre

9.7.1 Sporting Group Usage and Membership

Season	February to September		
Members	Discipline	Current (as of 2021)	Forecast (2030?)
	Gold	60	
	Casual	Varies	
Facility Usage	Swim	Volleyball	
	Gym	Badminton	
	Group fitness	Crèche	
	Squash	Functions	
	Basketball	Training workshops	
	Netball		
Expected Facility Level	Regional		

9.7.2 Stakeholder Functional Descriptions

Description	User Defined Functional Requirements
Existing Infrastructure Requirements	<ul style="list-style-type: none"> Recreation Centre accessible to all Reception counter and staff administration space required to be reconfigured Main entrance & foyer flooring to be replaced with covered vinyl flooring Middle part of roof requires replacement – rest have already been replaced Kitchen needs upgrade – no need for full commercial kitchen Crèche needs upgrade – currently used a great deal 6 days/week Internal Ablutions need upgrading – Tiling, fittings and fixtures, ventilation and lighting Gym equipment soon due for replacement Gym needs refurbishment Mezzanine group fitness area needs enclosing and air-conditioned Solar panels need full review Function room currently under-utilized, needs to be upgraded (lighting, ceiling, painting and power/data to support conference facilities) Administration offices need configuration to create private office Meeting room not big enough or private enough. Need to rethink Currently no staff room – desirable
Opportunities	<ul style="list-style-type: none"> Gym potentially could go 24/7 access if toilets can be facilitated Squash court in very low demand. Both have been temporarily re-purposed. Consideration to permanently repurpose

- Need strong linkage with football/tennis pavilion(s)
- Opportunities for Rec Centre and surrounds include;
 - Dog Training
 - True Grit classes
 - Biking community – end of trip facilities
 - Transient workers amenities
 - E-sports – dependent on Internet connection
 - Parkour
- Desire to have hydrotherapy pool
- Need to explore larger community/entertainment co-operation
- Many (8-10) user groups coming through Centre – needs to be multifunctional

9.8. Shire of Donnybrook Balingup
Shire of Donnybrook-Balingup

9.8.1 Usage

Season	All year round	
Members	Whole community	
Facility Usage	Sport, Recreation, Social, Shire and Community and Special events	
	Potential for leasing of facilities for corporate events and functions	
Expected Facility Level	<p>Stakeholder Relationships</p> <ul style="list-style-type: none"> • Priority to scheduled/normal sporting events (e.g. football, tennis fixtures) • Facility hire at market rates at all other times • Encourage patronage, social interaction of sports groups • Profit/dividend sharing on proportional basis to support • Individual sports/recreation groups responsible for their own club operations and governance • Shire of Donnybrook Balingup 	<p>Potential usage for additional usage of the facilities outside sporting group utilisation.</p> <ul style="list-style-type: none"> • Conferences • Field days • Apple Festival • Exhibitions • Concerts • Board meetings • Weddings, parties, wakes • School functions • Shire events • Movie nights • Trade expo's • E-Sports • Markets

9.8.2 Shire General Functionality Requirements

Description	User Defined Functional Requirements
General Requirements	<ul style="list-style-type: none"> • Consider whole of life cycle costs • Maximise accessibility • Maximise multifunction use of all facilities • Aim to activate precinct 12 months / year • Consider expansion of user groups other than sports • Develop synergies in design across the precinct – branding • Consider wayfinding (Internal and external of precinct) • Review accessibility to mains sewer • Create child friendly precinct • Consider simple storage solutions for bulky sports/maintenance equipment <ul style="list-style-type: none"> ○ Strategically located storage locations with combine/separable user group storage accommodated in these structures. ○ Power and water to these locations ○ Vandal proof roller door access to each separable space dependent on functional needs • Consider public ablutions (toilet) “nodes” centrally located

- Consider changeroom sharing across the lower and mid-level planes to accommodate current and future activation of the new surfaces in these locations.
- All sports – connectivity between players and spectators very important
- Review staging plan once Master Plan finalised
- Develop cohesion and connectivity between all stakeholders
- New buildings to consider local products
- Aesthetic vs Value for money
- Sustainability considerations
- Consider cost vs durability
- External works to consider cost vs durability
- Energy efficiency to be considered in original design, with stage implementation the optional preferred method e.g. PV etc.
- Building aesthetics to reflect the regional vernacular.

9.8.3 Stakeholder Functional Requirements

Functional Area / Function	Description	User Defined Functional Requirements
Function Room	Function space to be used for community, events and corporate functions as bookable space. These can be formal events or social occasions with usage to be a combination of stand-up casual or cocktail events or formal sit-down functions	<ul style="list-style-type: none"> • Sizing to be in alignment with size determined through Sporting Club usage being indicated to be a maximum 250 pax sit down function space. • Sub-dividable so space potentially be used by community and by sporting groups concurrently. • Showcasing Donnybrook through views to region if available and use of suitable materials. • Needs clear entrance and access from carpark as a meeting point and entry to function space. • Should be separated from Football sporting functions (oval, changerooms etc) so function space potentially can be used while oval also being utilised. • Good signage / way finding • Power and data to support conference/ presentation AV requirements • Wi-Fi accessibility • Lighting control to accommodate activation in zones • Good mechanical ventilation
Kitchen	Use of kitchen for events and functions. Potential for bring in caterers for more formalised events.	<ul style="list-style-type: none"> • Can be co-located with sporting clubs • Commercial kitchen and bar to service function space as one large function or concurrent smaller functions • Share storage access for multiple user configuration
Bar	Bar for specific functions and events. Servery to function space with liquor license covering building only? Who carries liquor license – part of Operating model?	<ul style="list-style-type: none"> • Can be co-located with other clubs • Packaged alcohol and beverages – assume brought in for specific events and functions • Separable refrigeration for club-based usage and separation

External Kiosk	Potential to open servery to external areas for oval based events?.	<ul style="list-style-type: none"> • Possible kiosk for external service at oval level – possibly serviced by kitchen • Vandal resistant access
Function Storage	Storage for function related furniture and equipment. Direct or close internal access to function space.	<ul style="list-style-type: none"> • Storage – internal and/or external • Access and layout to suit mobilization/demobilization constraints e.g., trolleys, racking etc.
Office	Potential office for building /precent manager	<ul style="list-style-type: none"> • Power and data to suit single user set-up
Toilets and Ablutions	Appropriate numbers of toilets and amenities based on projected occupant numbers	<ul style="list-style-type: none"> • Can be co-located with sporting clubs • Fit-out to Shire internal specification • Good mechanical ventilation
Oval, Rectangular Playing Field, Carparking and Grounds Entrance	Use of oval and / or rectangular playing field for community based events.	<ul style="list-style-type: none"> • Fully fenced field and facilities with ticketed control – retain free access to other precinct users • Electrical / AV services connections for use by events? • Wayfinding and signage for both internal and external access & egress. • Disability parking near main buildings and fields • Compliant lighting to al theses zones.
Precinct Path Network		<ul style="list-style-type: none"> • Integrated path network which provides clear interconnectivity between sporting nodes. • Connectivity to allow parking to overflow as required for larger events or usage • Paths to potentially be used for exercise – consideration of inclusion of exercise equipment and zones
Community Precinct Use		<ul style="list-style-type: none"> • Potential dog exercise area – fenced and gated zone with water and shaded area • Exercise paths and equipment – see above • Breakout area adjacent to swimming pool for use by users – nature space, lawns, picnics etc

9.9. Community of the Shire of Donnybrook Balingup

9.9.1 Usage

Season	All year round
Members	Whole community
Facility Usage	Sport, Recreation, Social, Shire and Community and Special events Potential for leasing of facilities for corporate events and functions
Expected Facility Level	Varied

9.9.2 Community Feedback

Description	User Defined Functional Requirements
General Requirements	•
	•

9.10. Department of Local Government, Sport and Cultural Industries (DLGSCI)

9.10.1 Usage

Season	All year round
Members	Whole community
Facility Usage	
Expected Facility Level	

9.10.2 DLGSCI Feedback

Description	User Defined Functional Requirements
General Requirements	

10.0 Accommodation Schedules and Design Requirements

10.1 Building: Multipurpose Sports Pavilion

The following Accommodation Schedules reflect functional assumptions and comments and pose additional questions for Stakeholders to respond to.

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
Foyer	40 - 50	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • Entry statement to building and is first impression for guests. • Easy accessibility to carpark with clear visibility for wayfinding and entry statement • Drop off / pick up zone adjacent to foyer • Easy level access for bus drop off zone near foyer • Memorabilia and trophies to be displayed for multiple clubs • Acts as an air lock • Possibly access to toilets off foyer although needs to be discrete (off corridor potentially) • Transition space – To specific sporting group or transition between levels – access to lift and stairs • Welcoming space • Soft transition space • Clear Internal Wayfinding • Disabled accessibility 	<ul style="list-style-type: none"> • Potential digital screens for wayfinding, AV capabilities • Access Control / security / Master Key • Power • A/C • Flooring to be high wear product, coved vinyl preference. 	
		<p>Questions</p> <ul style="list-style-type: none"> • Any lounge space? 		<ul style="list-style-type: none"> • Consideration of free space to be used as lounge space, not to be specifically design for.

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> • Can accommodate football and tennis memorabilia? Options for other sports? • Waiting area for Uber / taxi (Is this common in Donnybrook?) 		<ul style="list-style-type: none"> • Memorabilia <i>for all sports</i> to be considered in this space, this is community sporting precinct and ‘Hub’. • Waiting area is merely to be an all-weather covered area with sufficient lighting & bench seating for external after-hours pick-up.
Function room	375	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • Advised 250 pax seated functions – Need to provide at least as per existing area for functions • Overall space to be joinable or divisible to accommodate football and tennis sporting groups concurrently as well as potential for other external users. • Shared space between Football, Tennis and Community uses • Indoor / outdoor relationships • Volume to suit size of area • Good acoustics – reverberation and absorption • Main function room to overlook oval and potentially tennis courts subject to orientation • Need access to spectator viewing to tennis courts either as part of function space or separate viewing space. • Direct access to bar and kitchen on same level. • Access to storeroom for functions setup – doesn’t need to be next to function space however needs to have easy horizontal access for movement of larger items. Store can 	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • AV requirements • Access Control / security. master Key • A/C • Operable Wall? • Dimmable / controllable lighting for full and separable spaces alike. • Power and data to support conference/ presentation AV requirements • Wi-Fi accessibility • Good mechanical ventilation 	<p>Stage: Can be hired as required</p> <p>Dance Floor: Can be hired as required, cost around \$20K to purchase.</p> <p>Bar:</p> <ol style="list-style-type: none"> 1. Direct access to function room is a desirable. 2. Multiple function access is also a desirable should space be separable, access by multiple users. <p>Space sharing:</p> <ol style="list-style-type: none"> 1. Large functions will book the entire space should they exceed the divisible threshold for either separable space. <p>Kitchen:</p> <ol style="list-style-type: none"> 1. Access to the function room via roller shutter service hatch desirable. 2. In periods of multiple function room bookings, access by multiple users to be accommodated via an alternate entry <p>Audio visual:</p>

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> be downstairs if lift can accommodate furniture. 		<ol style="list-style-type: none"> 1. Connection to power/data and wi-fi for general presentation set-ups is desirable. 2. PA system connection with zoned speaker system isolation when space is divided is desirable. <p>Acoustic separation:</p> <ol style="list-style-type: none"> 1. Separable spaces need to have a reasonable level of noise attenuation to allow multiple function usability. 2. Acoustic separation needs to continue into roof/ceiling cavity for such spaces.
		<p>Questions</p> <ul style="list-style-type: none"> • Stage? • Dance Floor? • Is bar to open onto function room(s)? • Can there be sharing of space during large AFL sit down functions – Will influence maximum size of function space, • Is Kitchen to open onto function room(s)? 	<p>Questions</p> <ul style="list-style-type: none"> • What extent of Audio-Visual is required? • What level of acoustic separation between spaces? 	
Commercial kitchen	60	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • Needs to be a medium risk classification commercial kitchen – restaurant. Ref Health WA standards • To be built to health Dept. requirements • Commercial grade equipment • Commercial grade mechanical exhaust and A/C • Kitchen to be divisible or sharable so that it can be used by sporting groups when a function is being held. 	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • What equipment is likely to be required? • Power and data to be positioned based off commercial fit-out design of space. • Share storage access for multiple user configuration (Dry store) • Additional power consideration to be provisioned for loose kitchen appliances. • 20 Amp commercial coffee machine power supply to be considered. • Waste connection for coffee machine to be considered. 	<ul style="list-style-type: none"> • Peak meal quantity assumed to mimic seating pax (250). • Isolation not required, only noise attenuation as far as practicably possible. • Equipment list to be supplied by Shire for like or similar facility. • All new equipment, no repurposed items for original installation. • Shire to provide equipment, funds to come from project funding. • No natural gas, so combination of electric and gas bottled supplied appliances. • Rangehood, mechanical ventilation to AS standards. • Deep frying (x2) to form part of fit-out consideration.
		<p>Questions</p>	<p>Questions</p>	

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> How many meals and type of meals? How isolated from function room for noise? What equipment is to be installed? Any equipment to be reused for other places? Who's providing equipment? 	<ul style="list-style-type: none"> Assume it will be gas cooking appliances or electric? Mechanical ventilation Deep frying and larger range hoods for extraction 	
Cool room (Kitchen)	6	Assumptions / Comments <ul style="list-style-type: none"> Some form of cool room / fridges required for food As part of kitchen or on lower level (if 2 storey) – Is this acceptable? 	Assumptions / Comments <ul style="list-style-type: none"> 3 phase power for built in cool rooms and some fridge / freezers Note potential weight in concentrated area for cool room. 	<ol style="list-style-type: none"> Cool room to be part or adjacent to commercial kitchen (functionality) Combined cool room (x1) and fridge requirement (x2) located in kitchen. No walk-in freezer, free standing freezer/s to be desirable. Size to be determined by design but consider 3.0m.x 2.0m
		Questions <ul style="list-style-type: none"> Cool room vs Fridges? Walk in Freezer vs free standing Freezer? How much storage is actually required? Sizes of both coolroom and freezer? 		
Bar	30	Assumptions / Comments <ul style="list-style-type: none"> Fully licenced (what is the extent of licence and who will hold for new facility) Separable refrigeration for club-based usage and separation Should bar be separable for concurrent functions? I.e. split at dividing wall? Bar access to external spectator area during games? 	Assumptions / Comments <ul style="list-style-type: none"> Point of sale that allows for data and billing separation. Power and data Additional power consideration to be provisioned for loose kitchen appliances. 20 Amp commercial coffee machine power supply to be considered. 	
		Questions <ul style="list-style-type: none"> Is existing licence to carry over? 	Questions	


Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> Extent of licenced area? Servery only bar or sit up bar? What length of bar? Tap or bottled beers? Fully lockable or open? Separated bar areas for different groups or combined? 	<ul style="list-style-type: none"> Package beer, wine, spirits and soft drinks only – No keg or tapped beverages – no keg room facilities required? Lockable space for out of service times – As per current? Under bench fixed fridges? 	
Cool room (Drinks)	20	Assumptions / Comments <ul style="list-style-type: none"> Some form of cool room / fridges required for drinks 	Assumptions / Comments	<ol style="list-style-type: none"> Size to be determined by design but consider 3.0m.x 2.0m Bottled beer. Racking or one full 3.0m and 2.0m wall length. (L-shaped) Lockable cages for multiple user use is desirable instead of racking for 30m wall length. Freestanding undercounter bench fridges desirable -Easier to maintain etc.
		Questions <ul style="list-style-type: none"> How big? Keg or bottled beers? What extent of racking / shelves Any lockable cages within? 		
Function room store	40	Assumptions / Comments <ul style="list-style-type: none"> Located off Function Room or near by. Potential to be downstairs if there is easy access via lift. Large Needs easy access in and out For storage of tables, chairs, conference equipment 	Assumptions / Comments <ul style="list-style-type: none"> Access and layout to suit mobilization/demobilization constraints e.g., trolleys, racking etc. Wall surfaces to hard wearing due to scuffs and knocks. Hard wearing flooring- covered vinyl 	<ol style="list-style-type: none"> Size to accommodate maximum pax hardware storage as far as practicably possible. This size will be tested when the design starts to formalise. Minimum storage capacity desirable – 60% of 250 pax hardware requirement
		Questions <ul style="list-style-type: none"> What amount of storage required? 	Questions	
Multipurpose Club meeting room	30	Assumptions / Comments <ul style="list-style-type: none"> Meeting space for committee and group meetings Bookable space and potential for use by external parties? 	Assumptions / Comments <ul style="list-style-type: none"> Power and data to support meeting/ presentation AV requirements 	<ol style="list-style-type: none"> Meeting room capacity for 8 to 12 people. 1500mm base cabinet, 900mm 2 door cabinet with 600mm cavity for undercounter bar fridge.
		Questions	Questions	

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> How many people? Any tea prep bench within room? What audio visual is required? Access without entering main spaces? 	<ul style="list-style-type: none"> AV Power and Comms A/C 	<ol style="list-style-type: none"> 65inch TV wall bracket with power, data an Av connection from wall to floor box centre of meeting table. Separate bookable room for multi-purpose use by others. AC to be standalone ceiling cassette or split system.
Toilets	60	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> To Building Code Australia (BCA) requirements – refer section XX re toilet numbers Accessible and ambulant toilets required as per BCA Finishes to liquor licence requirements – tiles to 1800mm above floor level Distributed on both levels if two level building 	Assumptions / Comments	<p>Internal Public ablutions:</p> <ol style="list-style-type: none"> Separate UAT without shower if compliance allows for this consideration. Separate unisex ambulant ablution. Male and female split facilities. Male urinal to make allowance for junior urinal in facility. <p>External Public ablutions:</p> <ol style="list-style-type: none"> Separate UAT without shower if compliance allows for this consideration. Separate unisex ambulant ablution. Unisex toilet facilities. Separate multiple (x3) urinal cubicle with both senior (x2) and junior (x1) urinal allowance.
		<p>Questions</p> <ul style="list-style-type: none"> How many UATs with showers (UAT = Universal Access Toilet)? 		
Football Club Office	15	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> Dedicated office for Football administration 	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> Power and data to suit single user set-up Furnishing to be limited to single desk, credenza, white board and filing cabinet, all lockable. 	<ol style="list-style-type: none"> Size to be dependent on functional requirements, kept to minimum/moderate spatial size constraint Open plan shared set-up for multiple user functionality is an option, provided: <ul style="list-style-type: none"> Lockable storage allowances made. Lockable filing allowances made.
		<p>Questions</p> <ul style="list-style-type: none"> How big? 	<p>Questions</p> <ul style="list-style-type: none"> Power and data 	

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> Location – upper floor or lower floor if 2 storey? Why dedicated? Can this be shared with other clubs? Any storage required within office? Fixed or loose furniture? Can Football and Tennis be combined? 	<ul style="list-style-type: none"> A/C Lockable room? 	<ol style="list-style-type: none"> Storage limited to either single/double filing hanging file cabinet or two door adjustable shelving filing cabinet. Lockable credenza for desk storage. Loose furniture, all standardised if possible. Shared space dependent on final building design and functional suitability.
Tennis Club office	15	Assumptions / Comments <ul style="list-style-type: none"> Dedicated office for Tennis administration 	Assumptions / Comments	<ol style="list-style-type: none"> Size to be dependent on functional requirements, kept to minimum/moderate spatial size constraint Loose furniture, all standardised if possible
		Questions <ul style="list-style-type: none"> How big? Combined with Tournament Room? Combined with net storage? Any other storage required within office? Fixed or loose furniture? 	Questions <ul style="list-style-type: none"> Power and data to suit single user set-up Furnishing to be limited to single desk, credenza, white board and filing cabinet, all lockable. 	
Tennis Locker room	6	Assumptions / Comments <ul style="list-style-type: none"> Members lockers large enough for sports bag and tennis rackets 	Assumptions / Comments	<ol style="list-style-type: none"> Locker quantity will be dependent on usable space left over once general design footprint is determined. Assume 60% locker provision of court patronage Assume multi-purpose/by others use of lockers Location to be informed by Design and functional requirements to playing surface.
		Questions <ul style="list-style-type: none"> How many lockers? For tennis use only, or everyone? Possibly located off foyer? 	Questions Ventilation Combined with ablutions / showers	
Timekeeper / Scorers box	12	Assumptions / Comments <ul style="list-style-type: none"> Overlooking playing surface/s Elevated 	Assumptions / Comments <ul style="list-style-type: none"> Ability to control score boards and warnings for game times Power and data to suit multiple user set-up 	<ol style="list-style-type: none"> Size to accommodate 4 people seated with direct views to playing surfaces Equipment TBC Connectivity to form part of technical specification.

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
			<ul style="list-style-type: none"> Good and safe access to this location if external to building 	
		Questions <ul style="list-style-type: none"> How big? How many persons to be accommodated? What equipment is required? Connectivity to scoreboard(s) – how? 	Questions Type of score board – Electronic I assume? Warning system for time keeping	
Cleaners room	6	Assumptions / Comments <ul style="list-style-type: none"> One on each level if 2 storeys 	Assumptions / Comments <ul style="list-style-type: none"> Ventilation Chemical storage Cleaners sink Coved vinyl floor graded to waste Wall finishes to be suitable to moisture and reasonably scuff resistant 	<ol style="list-style-type: none"> Size to be determined by functional and storage requirement. Consumables to be stored on heavy duty racking system in room, 1 of 1800mm high x 900mm wide x 500mm deep. Bunding under rack system. After market purchased item. MSDS storage is also to be accommodated in this room.
		Questions <ul style="list-style-type: none"> How big? Storage of consumables? 	Questions	
Stairs	18	Assumptions / Comments <ul style="list-style-type: none"> To Building Code Australia (BCA) requirements 	Assumptions / Comments	
		Questions <ul style="list-style-type: none"> If 2 storey, access down to oval indoor or outdoor? 	Questions	
Lift – if 2 storey	5	Assumptions / Comments <ul style="list-style-type: none"> To Building Code Australia (BCA) requirements 	Assumptions / Comments <ul style="list-style-type: none"> Lift supplier to have regional maintenance support as part of award. (24 Hour response or less) 	<ol style="list-style-type: none"> Lift size to support mobilization/demobilization of equipment if required to split levels. Lift to include protective covers for large scale mobilization campaigns to protect wall finishes.
		Questions <ul style="list-style-type: none"> Any more than minimum requirements to comply? 	Questions	
Football Change rooms	300	Assumptions / Comments <ul style="list-style-type: none"> With associated wet areas 	Assumptions / Comments <ul style="list-style-type: none"> Tiled floor surface 	<ol style="list-style-type: none"> Quantity dependent on scheduling and usage evaluation outcomes, as well as

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
(assume 4 @ 75m ²)		<ul style="list-style-type: none"> • Benches and hooks • Ventilated • Daylight if possible (?) • Linked to warm up space • Linked to strapping room 	<ul style="list-style-type: none"> • Mechanical ventilation • Fit-out to Shire internal specification 	<p>women specific fit-out for future growth etc.</p> <ol style="list-style-type: none"> 2. Anticipate, changerooms to be split over two levels. 3. Footy changeroom size- Assume maximum size of 80m². 4. Cubicle showers are the preference going forward, especially when consider unisex usage. 5. Due to woman specific design, urinals if considered need to be limited to one in a cubicle otherwise none.
		<p>Questions</p> <ul style="list-style-type: none"> • Quantity? • Size? AFL 90m² Regional 75m²? • Open or cubicle showers? • Urinals in all, some or any at all? 	<p>Questions</p>	
Tennis & Other Change Rooms (Assume 2 @ 20m ²)	40	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • With associated wet areas • Benches and hooks • Ventilated • Daylight if possible • Linked to Tennis Courts and/or other courts 	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • Fit-out to Shire internal specification 	<ol style="list-style-type: none"> 1. Size seems to be small. 2. Consider these to be the 5th and 6th set at the next level that are multi-purpose use for both tennis and other user groups.
		<p>Questions</p> <ul style="list-style-type: none"> • Are these big enough? 		
Warm up areas (assume 2 @ 60m ²)	120 (2 x 60)	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • Assume two (2) warm up areas • Large enough for whole team 25 pax • Undercover not necessarily indoors • Clear open space • Durable surface 	<p>Assumptions / Comments</p>	
		<p>Questions</p> <ul style="list-style-type: none"> • Can coach's room be in this space? • Does this have to be indoors? 	<p>Questions</p> <ol style="list-style-type: none"> 1. This is a space that attracts a significant cost for the size, can this be included in an alternative way to allow the same usage. 	

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
			<ol style="list-style-type: none"> Is this common for a regional facility to have as an indoor space? 	
Umpires rooms (Assume 2 @ 20m ²)	40	Assumptions / Comments <ul style="list-style-type: none"> Two Umpires Rooms, able to be unisex Change, toilet, shower, lockers 	Assumptions / Comments <ol style="list-style-type: none"> Provide separate access to playing fields from the players. Provide individual toilet cubicles with full height partitions and avoid urinals for unisex use. Provide full height partitioned individual lockable cubicled showers with change seats inside each cubicle to enhance privacy for users. Provide vanity/shelves for personal items and power points for hair dryers/other accessories near the washbasins to encourage female use. 	<ul style="list-style-type: none"> Size to be determined by functional requirements and building design considerations One male and one female with ablutions and changing facilities. Optional lockers, two or three units, for multiple user functionality in each space noted above. 
		Questions <ul style="list-style-type: none"> How big and for how many? 	Questions <ol style="list-style-type: none"> Is duplication of this required at Level 2 for all the other sports including tennis as future/growth activation is anticipated. 	
Medic / 1st aid room / strapping rooms	15	Assumptions / Comments <ul style="list-style-type: none"> Direct Ambulance access Stretcher access off oval 	Assumptions / Comments	<ol style="list-style-type: none"> Separate dedicated room. Accessible by all users.

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<p>Questions</p> <ul style="list-style-type: none"> Used for strapping or separate room required? Accessed by sports other than Football? How big? One or two beds? 	<p>Questions</p>	<p>3. Size to meet minimum AS Standard layout requirements for single occupant and medical practitioner/coach. Single bed</p>
Grounds Facility Manager office	12	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> At oval level 	<p>Assumptions / Comments</p>	<p>1. Size to be dependent on functional requirements, kept to minimum/moderate spatial size constraint 2. Loose furniture, all standardised if possible</p>
		<p>Questions</p> <ul style="list-style-type: none"> How big? 	<p>Questions</p> <p>1. Can this be included in an open plan shared office space, with specific lockable storage for files and admin based items.</p>	
Coach's office	12	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> Nominal office for coach's base Connected to warm up space/coach's room 	<p>Assumptions / Comments</p>	<ul style="list-style-type: none"> Size to be dependent on functional requirements, kept to minimum/moderate spatial size constraint Loose furniture, all standardised if possible Incorporation into coach's room is encouraged as part of design to reduce the duplication of office space
		<p>Questions</p> <ul style="list-style-type: none"> How big? Fixed or loose furniture? 	<p>Questions</p>	
Coach's room	40	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> Space for 25 pax For pre-game strategy talks Stepped seating Whiteboard facility Potential to be combined with warm up or change rooms 	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> Mechanical ventilation TV mounting to wall for game review, power and data supply for direct connection from Tv to laptop/PC only. 	<p>1. Multi-functional use/combination of space is encouraged to reduce the overall building footprint expansion due to the build cost/sq meter. 2. If combined, there will need to be some form of storage and administration set-up to allow for this to support admin-based activities. 3.</p>
		<p>Questions</p> <ul style="list-style-type: none"> Any audio visual required – TV? 	<p>Questions</p>	

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> Can this be combined with warm up space? 	<ol style="list-style-type: none"> How will be privacy in dual use be achieved if spaces are combined? 	
Kiosk	15	Assumptions / Comments <ul style="list-style-type: none"> Servery to oval at oval level Sufficient for cold drinks, pies, nibbles and tea & coffee Connected to kitchen or completely separate? 	Assumptions / Comments <ul style="list-style-type: none"> Small commercial coffee machine connections (power, water, and waste) Vandal resistant access roller door for servery. Power distribution to be done on commercial design of space. 	<ol style="list-style-type: none"> Linkage to kitchen unknown, this to be determined as the design formalises. It is desirable but not required. Kiosk facility at the mid precinct level is desirable, but duplication is not unless the design eliminate a single facility option. Tennis requested a kitchenette; this is to be reviewed considering the final design layout. Duplication of services is not desired, however multi-purpose space is e.g.: kitchenette kiosk area at mid-level
		Questions <ul style="list-style-type: none"> Linked to Kitchen and if so, how? What about servicing Tennis? Is tennis to have a servery off main kitchen? 	Questions	
TOTAL	1332 m ²			

10.2. External: Multipurpose Sports Pavilion

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
Football external equipment store	40	Assumptions / Comments Can be an external shed	<ol style="list-style-type: none"> Vandal resistant roller door, so include mid door 	

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<p>Questions</p> <ul style="list-style-type: none"> • How big and what for? • Level with oval? • Can this be shared with cricket? <p>Large enough for drop in wicket?</p>	<p>hasp and latch plus normal locking latches to either end.</p> <ol style="list-style-type: none"> 2. Internal light and double GPO. 3. Water point, possibly shared service for all storage users to wash down items. 4. Drainage sump to collect wastewater if considerable. 	<ol style="list-style-type: none"> 1. Size to be single garage dimensions, with roof eave at 2.1m. 2. Level or close enough to allow uninhibited access/haulage of items to and from shed. 3. Separable spaces for each sport discipline, each allocated single garage space or varied only if items stored require additional space.
Tennis external equipment store	20	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • Can be external shed – reuse existing 	<ul style="list-style-type: none"> • Internal light and double GPO. • Water point, possibly shared service for all storage users to wash down items. • Drainage sump to collect wastewater if considerable. 	<ol style="list-style-type: none"> 1. Yes, sufficient in size, based on current usage and storage data. 2. Preferred at court level and more functional.
		<p>Questions</p> <ul style="list-style-type: none"> • Is the existing big enough? • Is it ok to relocate to court level? 		
Viewing deck - lf 2 storeys	200	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • Connected direct off Function room • Balustrades to BCA 		<ol style="list-style-type: none"> 1. Fully covered due to inclement weather usage, assuming this is only speaking to roof overhang. 2. Single row of seated patrons hard up against the wall with sufficient compliant passing access in front. 3. Only to be considered for the East/West facing portions of the building.
		<p>Questions</p> <ul style="list-style-type: none"> • Fully covered or partially covered? • How big, what capacity? • Flat or tiered or both? 		
Football Tiered seating	300	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • 4-5 rows for full width of pavilion • Nominal 400mm high 	<ol style="list-style-type: none"> 1. Seats to be at grade to allow water run-off. 	

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> • Simple concrete construction • No seats • Steps up and down • Disabled ramp from oval to upper level <p>Questions</p> <ul style="list-style-type: none"> • How many to be seated? • Under cover? • What other seating to be considered? 	<ol style="list-style-type: none"> 2. Water drainage for this area to be considered. 3. Disability viewing locations to be included in this item at various locations. 	<ol style="list-style-type: none"> 1. Numbers to match or exceed the current seating found at the existing precinct. 2. Design should allow for future addition of shade sail installation over this entire area by way of having sleeved holes as part of the original works. This to be based off a design showing sail layout and engineering to support future installation. 3. This item is to be a separate line item in pricing for review, spit into: civil footing works and pole and netting works when priced.
Tennis Tiered seating	105	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • 2-3 rows for full width of court 1 • Nominal 400mm high • Simple concrete construction • No seats • Steps up and down <p>Disabled ramp from oval to upper level</p> <p>Questions</p>	<ol style="list-style-type: none"> 1. Seats to be at grade to allow water run-off. 2. Water drainage for this area to be considered 3. Disability viewing locations to be included in this item at various locations 	<ol style="list-style-type: none"> 1. Numbers to match or exceed the current seating found at the existing precinct. 2. Design should allow for future addition of shade sail installation over this entire area by way of having sleeved holes as part of the original works. This to be based off a design showing sail layout and engineering to support future installation. 3. This item is to be a separate line item in pricing for review, spit into: civil footing works and pole and netting works when priced.

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> • How many to be seated? • Under cover? What other seating to be considered?		

10.3. Building: Recreation Centre Additions

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirement	Comments / Answers from Stakeholders
Multipurpose Indoor sports court	800	Assumptions / Comments <ul style="list-style-type: none"> • Size based on Netball court plus over runs (21.35 x 36.60m) • Sprung/ air thrust timber flooring • Swing out basketball hoops • Court furniture for Netball, Basketball, Volleyball, Badminton • Seating plats down one side • Linkage with rest of Rec Centre • Linkage with outside • Naturally ventilated • Possibly overlooked from existing mezzanine floor 		<ol style="list-style-type: none"> 1. Height to be determined by minimum standards and architectural/engineering connection and plant distribution within and to existing structure. 2. Try to match equipment with existing court equipment, unless existing is outdated and non-compliant, then refer to sporting guidelines for such items. 3. Operation location TBC. 4. This will be dependent on built form recommendations, this TBC.
		Questions <ul style="list-style-type: none"> • What height clearance over courts? • Scoreboards – how many and operated from where? • What finishes inside of walls? 		
Clubrooms	100	Assumptions / Comments <ul style="list-style-type: none"> • Colocation use by Netball, Basketball and Hockey • Adjacent to new indoor courts • Direct service from kitchen • Big enough for about 60-75 pax • Audio visual equipment for meetings 	<ul style="list-style-type: none"> • Power and data to support meeting and presentation activities. • Lighting control for entire space. • Mechanical ventilation, preferably separate roof cassette or split system. 	<ol style="list-style-type: none"> 1.

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirement	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> Direct access to new toilets/change rooms Requires storeroom for tables, chairs etc 		
		Questions <ul style="list-style-type: none"> 		
Toilets	30	Assumptions / Comments <ul style="list-style-type: none"> To Building Code Australia (BCA) requirements Accessible and ambulant toilets required as per BCA Finishes to liquor licence requirements – tiles to 1800mm above floor level Accessible from outside for outdoor courts UAT with showers (UAT = Universal Access Toilet) 		It is assumed that we will be using the existing ablutions in combination with new additions which will need the following upgrades: <ol style="list-style-type: none"> Full wall tiling New Coved vinyl floor Full hardware replacement. New LED lighting Improved mechanical ventilation
		Questions <ul style="list-style-type: none"> 		
Change rooms (Assume 2 @ 30m ²)	60	Assumptions / Comments <ul style="list-style-type: none"> Assume two (2) change rooms With associated wet areas Benches and hooks Ventilated Daylight if possible Linked to indoor court and outside 		It is assumed that we will be using the existing changerooms in combination with new additions which will need the following upgrades: <ol style="list-style-type: none"> Full wall tiling New Coved vinyl floor Full hardware replacement. New LED lighting
		Questions <ul style="list-style-type: none"> Quantity – assume M+F? Open or cubicle showers? Urinals in all, some or any at all? 		Improved mechanical ventilation <ol style="list-style-type: none"> Separate male and female assuming using existing. Cubicle shower set-up.

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirement	Comments / Answers from Stakeholders
				3. Urinal to be installed to male, with 2 senior and 1 junior unit to make new install.
Club room stores	20	Assumptions / Comments <ul style="list-style-type: none"> • Located off Club room • Divided into three (3) 10m² stores • Needs easy access in and out • For storage of tables, chairs, conference equipment 		1. 60% of pax or hardware requirement as a base line stating point.
		Questions <ul style="list-style-type: none"> • What amount of storage required? 		
Store off indoor court	30	Assumptions / Comments <ul style="list-style-type: none"> • Located directly off indoor court • Possible outside access for outdoor courts • Roller door and passage door access • Possibly divided for each sport 		<p>There is an existing external shed that can be rationalised to accommodate sporting group storage.</p> <ol style="list-style-type: none"> 1. Internal fenced caged areas to be created for group storage and lock ability. 2. Access pathway to be established to this area with covered walkway for winter period. <p>There is internal storage that can also be rationalised.</p> <ol style="list-style-type: none"> 1. Internal fenced caged areas to be created for group storage and lock ability.
		Questions <ul style="list-style-type: none"> • 		
Kitchen	Existing	Assumptions / Comments <ul style="list-style-type: none"> • Reuse existing but refurbished • Refit to cater for desired menus • Need to check mechanical is compliant 		<p>It is assumed that we will be using the existing kitchen which will need the following upgrades:</p> <ol style="list-style-type: none"> 1. Power upgrade for all main equipment and additional GPO distribution. 2. All hardware to be replaced with stainless. 3. 2 x commercial chip fryers.
		Questions <ul style="list-style-type: none"> • Is a cool room needed? 		

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirement	Comments / Answers from Stakeholders
		<ul style="list-style-type: none"> Are larger cooking facilities needed? 		<ol style="list-style-type: none"> New expanded capacity range hood. New covered R10 vinyl flooring. Make provision for free standing fridges/freezer in kitchen area by redesign of space.
Kitchen store	4	Assumptions / Comments <ul style="list-style-type: none"> Dry store Immediately accessible off kitchen 	<ol style="list-style-type: none"> Coved vinyl flooring Painted wall surface. 1 x Double GPO Motion censored light 	<ol style="list-style-type: none"> Lockable storage is a desirable, possibly lockable cage racking.
		Questions <ul style="list-style-type: none"> Does store need lockable cupboards for different user groups? 		
TOTAL	1054 m ²			

10.4. External: Recreation Centre Additions

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirements	Comments / Answers from Stakeholders
Covered alfresco area	100	Assumptions / Comments <ul style="list-style-type: none"> Linked to Clubroom Possibly space for BBQ Linked to outdoor courts 	<ol style="list-style-type: none"> BBQ location to be conducive to fat spills/leakages and easy cleaning. Water point or external hand basin to be located in this area. Hot/cold water. Good lighting Separately isolated GPO's in this area. 	

		<p>Questions</p> <ul style="list-style-type: none"> • 		
New outdoor courts	800 each	<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • Two or Three new outdoor courts • All new courts to be orientated North-South • Courts sized for Netball, thus big enough for other sports • Surface to be suitable for all sports • Lighting to suit sports – refer section 10.0 • Possibly include tiered seating using natural topography 	<ol style="list-style-type: none"> 1. Lighting to playing and practise specifications 2. Courts graded to W for water drainage. 3. Seating graded to allow for water run-off. 	
		<p>Questions</p> <ul style="list-style-type: none"> • Which sports are to be marked on courts? 		
Playgrounds		<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • To be located near sports playing areas for passive surveillance • Sized appropriate to anticipated used 	<ol style="list-style-type: none"> 1. All abilities to be included in design and fit-out. 	<ol style="list-style-type: none"> 1. There are possibly 3 playground zones in the entire precinct: <ol style="list-style-type: none"> a. Football level close to pub/clubroom. b. Mid-level, location TBC c. Recreation Centre, possibly in break out area next to pool. d. There is also the opportunity to have play equipment along the internal footpath networks, especially in locations of
		<p>Questions</p> <ul style="list-style-type: none"> • How many play grounds and where? • What style – plastic and metal or nature play? 		

				<p>long transitions between levels.</p> <p>2. Combination of standard products and nature play, dependent on location, space and surroundings.</p>
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10.5. Building: Recreation Centre Modifications and Repairs

Space/Room	Area	Assumptions/Comments & Questions	Technical Requirement	Comments / Answers from Stakeholders
Entrance / Foyer		<p>Replace existing tiled flooring with new resilient finish – tile, vinyl or carpet?</p> <p>General paint and update</p>		As per comments in Section 9.7
Roof – Central over Foyer and Function Room		<p>Replacement of roof to correct waterproofing concerns</p> <p>Consideration for tie in of replacement roof with alignment with potential new Basketball / Netball clubroom?</p>	<p>Consideration for future PV – load capacity and use of skylights etc</p> <p>Durable material suited to locality</p>	
Kitchen		<p>Update kitchen – Current functional provision ok and doesn't need to be "commercial" kitchen</p> <p>Replacement of equipment, finishes and fixtures</p> <p>Potential tie in with basketball / netball requirements for clubroom</p>		
Squash Courts		<p>Potential to replace squash courts with dedicated creche and remediation style services.</p> <p>Note current space is internal and doesn't have natural daylight or access to outside areas. Will need to consider best use based on location.</p>		

10.6. Toilet Numbers – Function Rooms

Calculations for Function Room(s). BCA Table F2.3. Class 96. Public Halls etc. The following calculations of toilets are based on two scenarios, 250 and 375 pax.

Total Pax	50/50 Split	M & F	WC	Urinal	WHB
250	Male	125	2	3	2
	Female	125	4	-	2
375	Male	190	2	4	2
	Female	190	5	-	3

10.7. Site Elements

Space/Room	Area	Assumptions/Comments & Questions	Comments / Answers from Stakeholders
Car parking (across whole site) Note Section 12.3 providing definition of carparking numbers.		Assumptions / Comments <ul style="list-style-type: none"> • Generally designed to AS2890 • To be conveniently located for accessing activities and buildings • Acrod bays to provide easy front door access to AS1428 • As many car bays as affordable to be bitumised with kerbing, drainage and line marked • As many car bays as affordable to be flood lit • Allow movement and parking for buses • Allow movement and parking for service deliveries and waste collection 	<ol style="list-style-type: none"> 1. Consider when pricing this as part of the Tender to split cost into gravel car park establishment for future seal, and full bitumen delivery. 2. Lighting design is to form part of the original car park design, with pre-lay forming part of initial works, and final cable, pole and luminaire install as 2nd stage. 3. Show way finding and directional signage in original design. Priced as removable line item. <ol style="list-style-type: none"> 1. No formal works around oval noted so far, only that gravel base is good and maintained. 2. Ticket booths are to accommodate a single person seated at a viewing window with bench for minor administration. Architect to recommend minimum standard from previous projects. 3. Make allowance for bus drop off zones internally with good in and out access. Consider an external bus parking zone on the adjacent road verge after drop off in busy periods, this done as parallel pull in parking zone possibly if compliances allow this. 4. Septic tank service truck, waste collection, possible fire engines (hard stand), and then smaller 16/24-seater passenger vehicles.
		Questions <ul style="list-style-type: none"> • Are there any works required for parking around the oval? • What ticket booths are required? What size? • How many buses need to be able to parked and where? • Any other large vehicles need to be considered? • What is the minimum number of car bays for: <ul style="list-style-type: none"> - Football/Tennis area? - Recreation centre area? 	

<p>Pedestrian foot paths and linkages</p>		<p>Assumptions / Comments</p> <ul style="list-style-type: none"> • Maximise pathways and linkages across the precinct to enhance connectivity across the site • Paths to be AS1428 compliant (disabled accessible) • Any steps to be accompanied by an accessible ramp <p>Ideally foot paths to be lit where affordable</p>	<ol style="list-style-type: none"> 1. A perimeter footpath is desirable as this can be used as a running/walk path. 2. Yes, this is desirable, show possible locations for future consideration. 3. Yes, this is desirable, show possible locations for future consideration. 4. For items 3 & 4 ensure disability access and all ability access is considered e.g. next to bench seat make allowance for wheelchair patron to roll alongside these structures, and for equipment of fountain ensure there is a hardstand connection to all equipment.
		<p>Questions</p> <ul style="list-style-type: none"> • Should there be a perimeter foot path around the whole site? • Should there be exercise stations along foot path? <p>Should there be seating stations along foot paths?</p>	
<p>Dog Exercise Area</p>		<p>Fenced area for dog exercise.</p> <ul style="list-style-type: none"> • Fencing to be minimum 1200 chain link with “airlock” style entries (x 2) • Provision of water facilities for dog drinking • Bins for dog waste • Shade facility for dog owners 	

11.0 Lighting

11.1. Sports Playing Surfaces Lighting

The ideal for any sports precinct is that all sports playing surfaces are flood lit for night time activities. Unfortunately this would be at a significant capital cost and in Donnybrook's instance, would be disproportionate to the potential usage.

However, the following clubs have expressed a desire for sports field and indoor court lighting as detailed below.

Lux levels to follow after Consultation with Lighting Specialist

Sports Surface	Current Lighting	Desired Lighting Levels and Priority	Remarks
Football/Cricket Oval	Yes	Training 100 lux Match 200 lux High priority	Existing lighting poor and inadequate Prefer new taller towers and LED lights for better light distribution
Tennis Courts	Nil	Hard courts only Social ?? lux Medium priority	Lighting will open opportunities for evening hire of hard courts
Netball/Basketball Courts	Yes, indoor	Training/Social ?? lux Match ?? lux High priority	Existing indoor Must be in new indoor
	No, outdoor	Social ?? lux Low priority	
Hockey Practice Field	Yes	Training ?? lux High priority	Hockey only train at night time in winter months. Lights are essential
Multipurpose Field	N/A	Training/social ?? lux Low priority	Lights would be a bonus Suggest plan for them with conduits as necessary

11.2 Other External Lighting

In addition to the above a priority needs to be given to external lighting around buildings, in carparks, along linkage paths and at key areas throughout the precinct for safety and hazard avoidance.

- Footpath lighting to AS standards
- Building entry lighting linked to PE Cell and timers for nighttime activation
- Motion censored lighting in public ablutions
- NO BOLLARD lighting due to high vandalism of units
- Decorative lighting to accentuate key features and entry statements/signage.

12.0 Precinct Identity, Wayfinding, Carparking and Roads

12.1. Precinct Entries and Signage

The current precinct has a number of access points with vehicle entries via Marmion Street and Steer Street. At present the primary entries are via Marmion Street which is predominantly for Tennis and Football patrons and Steer Street for the Recreation Centre.

There is also a secondary vehicle entry from Steer Street to the VC Mitchell Oval and serves as a service entrance while the primary entrance off Marmion Street is used for spectators.

Future development of the precinct needs to consider consolidation of entries and providing clarity for wayfinding particularly for away teams and visitors not from the region. Subject to the selected Master Plan and Concept Design, consideration should be given to making all public access via Marmion Street via one or two primary entries. This will focus the identity of the precinct and consolidate vehicular traffic.

The entry to the VC Mitchell oval requires a ticket booth and ability to lock the area so that ticketed events such as home games and finals can be controlled. The entries however also need to allow free access to other users such as tennis and also acknowledging if a single entry is designed, this will need to allow increased traffic movements which split vehicle movements leading to the Recreation Centre.

Entries must have clear signage and wayfinding to clearly identify the precinct and internal directions. This entry signage is intended to promote the precinct and form part of the entry statement to showcase the region and precinct. Consideration should also be given to wayfinding signage outside of the precinct to direct users to the appropriate entries. This is as highlighted in the Master Plan with location to be selected during later phases.

All signage is to provide clear and consistent messaging with wayfinding to be intuitive and logical. This includes signage for vehicular movements as well as pedestrians internally within the precinct. Signage will direct users to appropriate carparking based on the facilities visited and nearest proximity.

12.2. Internal Roads

Internal roads are to be sealed and line marked and constructed to meet Main Roads specifications (details of specifications to be included in tender documentation).

Roads for both the Recreation Centre and Multi-use pavilion must be designed to accommodate the following vehicle types noting detailed specifications will define more specific load requirements during the Schematic Design phase.

- Delivery trucks and vans.
- Buses and coaches
- Waste removal vehicles
- Fire tenders
- Maintenance vehicles

12.3. Carparking

Carparking should accommodate the following vehicle numbers as a minimum.

Discipline	Passenger Vehicles for carparking	Comments
Football	?? Can football provide statistical numbers from ticketed events	Carparking to be a combination of lock and leave versus in-car spectators adjacent to the oval. Carparking will need to allow bus drop offs and parking during games particularly for away teams.
Tennis	What are the required number of vehicles at peak times – this will cross over with football and potentially hockey	Note – cross over with Tennis so carking will need to be a combination of football and tennsi.
Hockey	Up to 30 users	Noted based on practice only.
Netball	120 bays?	If 5 courts used, player numbers in the order of 120 (10 including subs x 2 sides x 5 courts plus umpires and officials) assuming all arrive via single private vehicle. Need to consider if there is cross over between games. Carparking will need to allow bus drop offs and parking during games particularly for away teams.
Basketball	100 bays?	If 3 courts used, player numbers in the order of 60 (8 per side including subs x 2 sides x 3 courts plus umpires). Need to consider if there is cross over between games. Note club has indicated 250 members – What is the cross over? Carparking will need to allow bus drop offs and parking during games particularly for away teams.
Cricket		Off season for football and practice only. Impact minimal and to be accommodated within football allocation
Recreation Centre (Outside of basketball and netball)	Can Rec Centre provide approx. numbers?	Note – carparking to Rec Centre will need to factor combination of Rec Centre use as well as maximum demand for netball or basketball.
Multi-Purpose Pavilion – Community / Commercial Use	250 visitors sit down or 375 cocktail. Up to 20 events staff	

13.0 Design Principles

Following Community and Sporting Group Consultations and in addition to the above detailed reports, the following Functional Design Principles were established based on contributions and feedback from Stakeholders.

- Develop the Precinct as a “**Community Hub**”
- Utilise local vernacular aesthetics and materials
- Maximise multi-purpose and shared uses
- Co-locate compatible user groups
- Broaden the involvement of other potential user groups across the Community through use of facilities for other than sporting club usage
- Maximise universal design across the Precinct
- Maximise accessible design across the Precinct
- Design for crime prevention and public safety
- Design for health and safety of all users
- Maximise functionality for all users at all levels of sport (social – competitive)
- Keep pedestrian and vehicular networks simple and logical
- Clear wayfinding across the precinct – linked to path networks and carparking facilities
- Aim for “smart” expenditure and value for money without compromising quality and functionality
- Maximise local content through specifications and tender conditions
- Utilise local and regional construction methodologies to “keep it simple”
- Design to minimize maintenance where possible
- Sustainability initiatives for environmental benefit while focusing on short payback periods (e.g. solar has payback period of less than 5 years subject to usage)

14.0 Functional Zones

14.1 Zones

The following Functional Zones have been identified across the Precinct, thus setting a perspective of key nodes, outdoor spaces and ancillary elements.

Key Nodes	Recreation Centre Multi-purpose Sports Club rooms at Recreation Centre Multi-Purpose Sports Pavilion (collocated Football and Tennis Clubs) Primary Entries off Marmion Street and to major carparks
Outdoor Spaces	Oval Tennis Courts Netball / Basketball Courts Hockey Practice Field Multi-purpose Field Playground/s Cricket nets / pitch Dog Exercise Walking paths and exercise track Recreation Centre Pool outdoor zone
Ancillary Elements	Carparks and access roads Pedestrian Linkages General landscaped and bush areas Sports Field lighting Sub-station Bore(s) Fire tanks and pumps Fences and gates Ticketing boxes Service areas Storage sheds Awnings Play equipment along path networks Seating equipment along path networks Way finding and signage Fencing Parking Zones external to site for bus pull-up after drop off's

14.2. Functional Diagrams

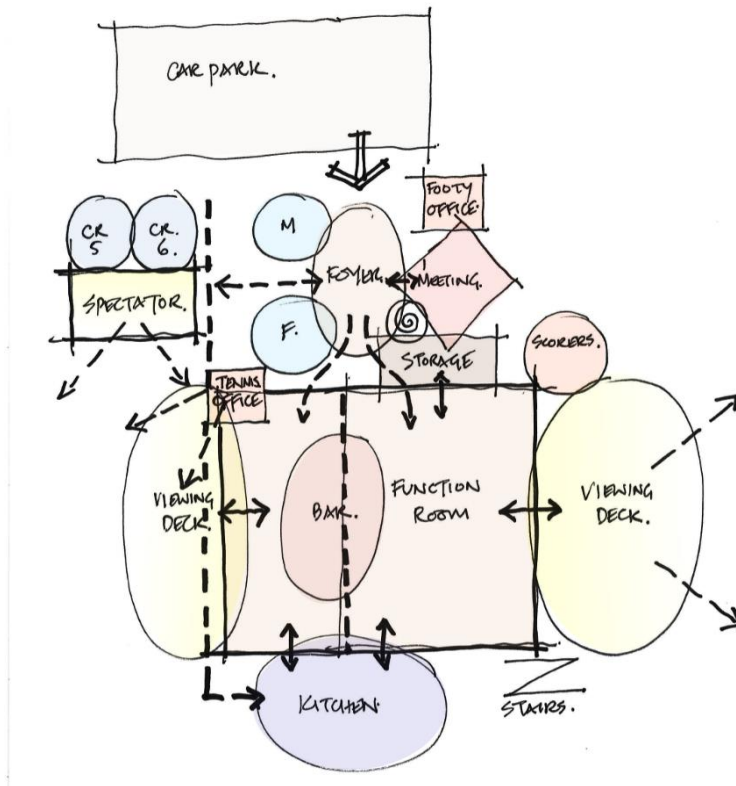


Diagram 1 - Pavilion Upper Level Functional Diagram

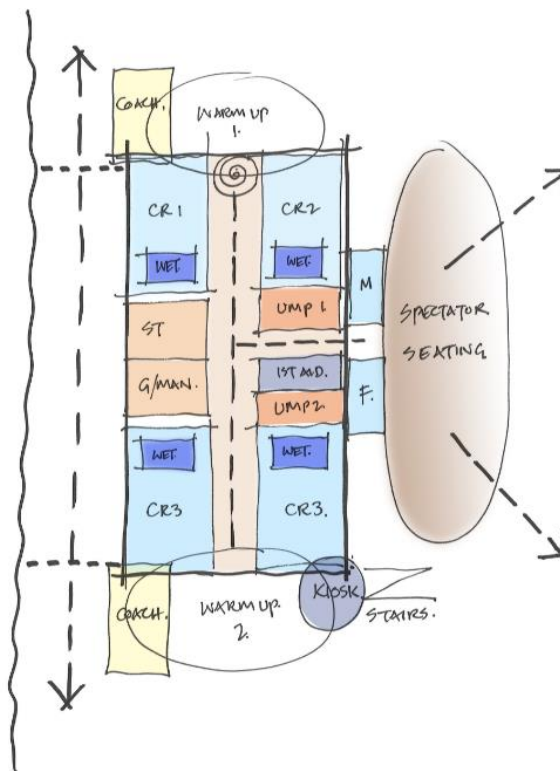


Diagram 2 - Pavilion Lower Level Functional Diagram

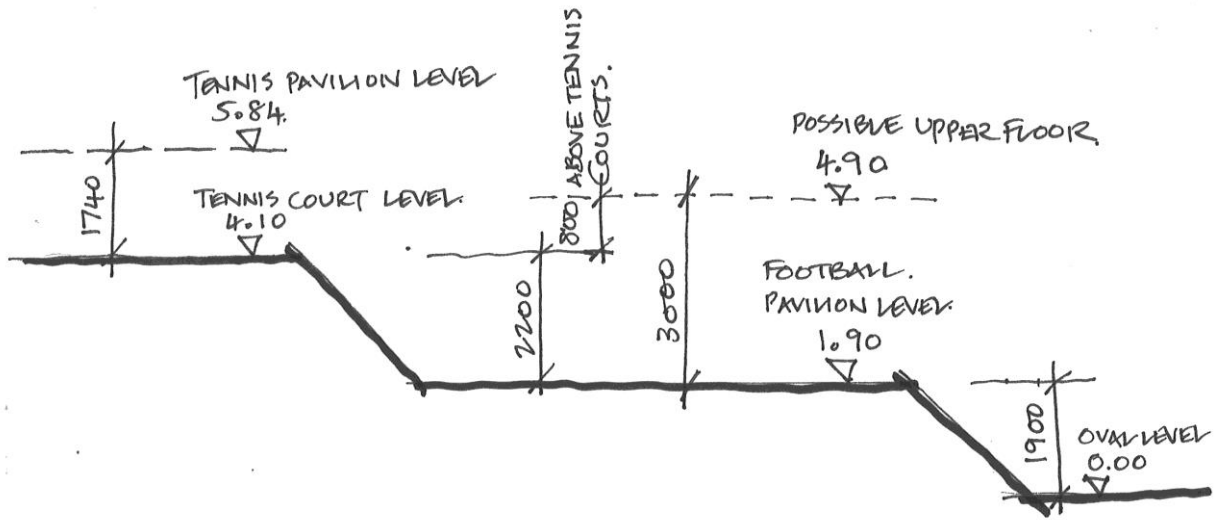


Diagram 3 - Existing Football pavilion indicative levels

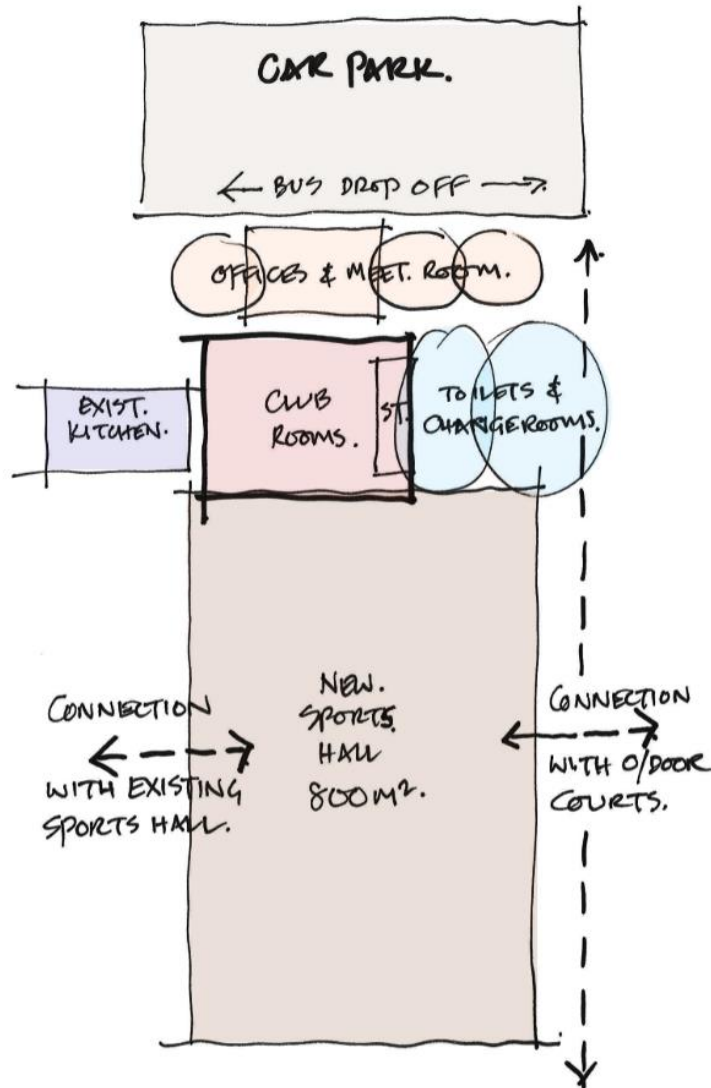


Diagram 4 - Recreation Centre Additions Functional Diagram



Shire of Donnybrook-Balingup

Options Analysis – VC Mitchell Park

March 2022



ANNA DIXON CONSULTING



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1 Executive Summary

1.1 Background

The Shire of Donnybrook's sporting precinct at VC Mitchell Park has been in need of an upgrade for the last decade. State and Shire funding has recently been secured, along with the creation of a MasterPlan and initial buy-in from key stakeholders. In this context, the Shire has undertaken the early planning stages of this upgrade, with a view to creating an operational model that is sustainable and meets the needs of all key user groups and the wider community.

The Shire's initial vision was to develop a multi-purpose community sporting facility run as a semi-commercial operation offering hospitality and venue hire and governed by a group made up of community representatives. The original request was for a Business Plan for this proposed model of operation however, having identified limited levels of support for this governance/operational model amongst key stakeholder groups, the consultants advised it would be best to pivot from a Business Plan to an Options Analysis to better understand the most viable option. With the viability of the original operational model in question, this was identified as the best way forward in ensuring the Shire's ability to make carefully considered and well-informed decisions in relation to the governance and operation of the new facility and ensure its future sustainability.

Taking into consideration these issues, this Options Analysis was developed which identifies four governance options with associated risks and benefits outlined for each, and a detailed SWOT analysis for Shire consideration. This is followed by an overview of three operational models with the greatest potential for viability. Selection of the most optimal governance option will depend to a certain degree on the operational model that is chosen.

1.2 Key Findings and Recommendations

Research undertaken by ADC consultants revealed major concerns amongst some of the sporting groups around the value of a multi-purpose venue and feedback indicated only a limited number of sporting clubs were onboard with the idea of a semi-commercial operation out of the facility. Case studies in this analysis reveal the importance of committed involvement from key user groups in order to be a viable commercial enterprise. A governing committee will be hard to establish without this commitment.

A detailed competitor and market analysis also revealed a number of risks and challenges associated with a commercial enterprise, not just in terms of its viability but also the potential negative impact it may have on local small businesses who are already experiencing low profit margins. Despite a strong local economy, Donnybrook hospitality businesses struggle to stay afloat and anticipated low revenue growth is expected in the next five years. An older demographic in the LG area with lower than average disposable

income, combined with a number of similar options already on offer within close proximity, raises important questions as to the viability of this project.

In light of these findings, we recommend that the Shire considers the following three options in terms of maximum viability for this project, in order of preference:

- Blended Management Model – Shire & Key User Club; Venue Hire Model
- Blended Management Model – Shire & Representative Incorporated Association; Venue Hire Model
- Shire Managed Model; Venue Hire Model

In addition to consideration of management and operational models, we also advise against the Shire developing a 'business plan' but instead recommend the appointment of a managing group which can develop its own business and/or operational plan. This will empower the governing body and increase buy-in to the actions.

Should a commercial approach to events and/or hospitality be taken, rather than our recommended approach, then an experienced consultant working specifically in the events and/or hospitality sector should be engaged to develop a business plan and advise the governance body on the implementation of this plan.

2 Project Description

The original brief of this project was to provide a business plan for the operation of a community sporting facility at the Donnybrook Sporting Recreation and Events Precinct. This plan was initiated as a result of the Shire receiving significant funding from the state government to upgrade its ageing infrastructure, along with a financial commitment from the Shire. A MasterPlan was completed in 2020 and stakeholder consultation was conducted, revealing initial support for the development. However, over time, opposing views amongst key stakeholders became evident around the purpose of the facility and how it should be operated.

Initial guidance from the Shire was that the envisaged plan would have a governance structure comprised of a community-led association which would oversee the operation of the facility. The operational model would see a semi-commercial operation providing hospitality and venue hire to off-set the cost of the facility's operational costs. Although some indication was given that a high-level review of the proposed model and its viability would be required, initial thoughts were that it was the right option to move forward with and that a business plan could be prepared.

However, following initial desktop research and discussion with stakeholders, it became apparent to the consulting team that the proposed model may well not be viable and, to present a business plan following the suggested approach, might result in an unsustainable business being pursued by the Shire and any community organisations.

On our recommendation, the Shire agreed to alter the scope of work and instead undertake an Options Analysis for the governance and operations of the facility which would allow for a carefully considered and well-informed decision.

3 Governance Model Options

There are several management options available for this type of facility, dependent on the operational model. They include:

- Management by the Shire of Donnybrook-Balingup
- Management by a community-based organisation
- Management by a key user group (tenant)
- Blended model

Although the original intent of the Shire was to support the formation of a community-based organisation to take responsibility for overall governance and operations of the facility, based on stakeholder feedback during this process it seems unlikely that such a group could be easily formed. The responsibilities of managing this centre if it was to operate on a commercial basis are significant and it may not be reasonable to expect a volunteer body to take on this level of risk. Each governance model is discussed here with recommendations made later in the report based on all facets of this options analysis.

3.1 Management by Local Government

Under this model, the Shire assumes total responsibility for governance. Local government has existing resources and experience in human resources, financial, risk and asset management. The facility would be managed as per any other community facility in the Shire. This gives the highest level of control for the Shire but may not result in maximised club engagement or commercial opportunities.

The Shire should consider appointing an advisory committee, with membership drawn from user groups and the broader community to guide any operational decision making to align operations with community needs and preferences.

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • High degree of LGA control. • Opportunity to maximise focus on recreational and community benefit, diversity of usage and access to precinct. • Leverage other events and opportunities. • LGA has existing resourcing in HR, financial, risk, asset management policies and processes. • LGA has existing maintenance and operational expertise. 	<ul style="list-style-type: none"> • LGA needs to allocate staff resources for the governance of facility. • LGA ultimately responsible for all decision making and outcomes of these decisions. • May not be able to exploit all commercial opportunities (for example, it would be difficult to operate in competition with existing local hospitality providers). • Could jeopardise sense of ownership amongst volunteers and community groups

	<ul style="list-style-type: none"> • Could put an added strain on the Shire's limited resources which they will need divert away from other core projects identified in their Strategic Community Plan.
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Potential to transition to another governance model in future if context changes. • Appoint advisory committee to provide community-based guidance on governance. 	<ul style="list-style-type: none"> • Potential loss of volunteers. • Potential disengagement of existing user groups. • Potential disagreement with user groups over governance decisions.

3.2 Management by Community-Based Committee

An Incorporated Association could be created to govern the strategic direction and operations of the facility. If this option was pursued, the committee would ideally be a representative cross-section of facility user groups, along with community members who possess the skills sets required to make well informed decisions (for example, financial expertise, people management capabilities, business decision making skills).

The Shire should retain responsibility for maintenance of the building and capital equipment as it would be unlikely sufficient revenue could be generated to cover these costs and would provide certainty about the standard of maintenance of the facility.

This approach would more easily allow for the pursuit of commercial activities (for example, developing a hospitality venue or running events) however these opportunities would need to be identified and pursued by the management committee rather than at the direction of the local government. It is not recommended that the Shire direct the committee to operate a commercial venture as the Incorporated Association should be the entity taking responsibility for developing any business concept and ensuring its likely viability based on their risk appetite.

While this approach would reduce the Shire's exposure to financial risk to some degree, ultimately the Shire would need take responsibility for management of the facility if the Incorporated Association was no longer viable or functional.

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • High-degree of community input into governance and operations. • Offers a democratic way to manage club, with all groups having an equal say. 	<ul style="list-style-type: none"> • Reduced LGA control. • LGA needs to allocate staff and financial resources for the ongoing maintenance of building.

<ul style="list-style-type: none"> • Strong understanding of tenant priorities and issues. • Opportunity to maximise focus on recreational and community benefit, diversity of usage and access to precinct. • Leverage other events and opportunities. 	<ul style="list-style-type: none"> • LGA needs to underwrite any potential losses.
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Potential to pursue commercial activities to activate space and develop income stream for incorporated association. 	<ul style="list-style-type: none"> • Difficulty attracting suitable management committee members. • Difficulty gaining consensus on key issues within the committee • Disagreement between committee and Shire on governance matters.

3.3 Management by Key Tenant Club

Very similar to model outlined previously, a key tenant club could be appointed to govern and operate the facility. An important distinction between the key tenant club approach compared to a community-based association is the risk that there could be a perceived or actual conflict of interest on the part of the tenant club when making decisions about the facility. When developing a lease agreement, consideration should be given to managing this issue through specific lease/licence conditions.

3.4 Blended Model

This model would see the Shire retain responsibility for management of sports ovals (including leases, licences, seasonal bookings and casual hire) using existing processes and systems. Either an Incorporated Association representing user groups, or a key tenant club would be responsible for managing the new facility (at a minimum, taking bookings for use but potentially establishing some form of enterprise/revenue generation activities at the facility).

This model has similar strengths, weaknesses, opportunities and threats as described above, but noting that this approach reduces some administrative burden on the governing entity and lessens the risk of booking conflicts as the Shire already has established systems in this area.

4 Operational Model Options

Three options and their potential benefits and risks are discussed here. Ultimately, a decision about which option should be pursued cannot be made until a firm decision about the governance model is made and the people involved in this have the opportunity to decide on the best model of operation, based on both viability and their willingness to oversee the selected approach. The three options considered here are:

- In-house hospitality (run by employees);
- Outsourced hospitality (either a third-party operated café/bistro or a range of catering providers); or
- Facility hire only (kitchen and meeting space for hire).

4.1 In-House Hospitality

4.1.1 Model Overview

This model involves the governing group taking responsibility for employing a chef/cook and kitchen staff to offer a bistro/café service, along with being able to cater for events.

This approach offers the benefit of retaining the profit from meal services and a higher degree of control over the quality of service. It also comes with greater risk (requiring the attraction of suitably skilled staff and a need to attract sufficient patronage to justify their positions, and at the same time, the risk of a lean team which would struggle with backfilling in the instance of staff absences).

Given the staffing challenges many hospitality venues are experiencing in the South West, it may be difficult to attract and retain suitable staff at this time, particularly if competing with commercial venues offering high rates of pay and full-time hours.

It is also difficult to be sure there would be sufficient demand to justify the establishment of this business concept. Considering the Market Analysis later in this document, it would seem that this approach would be relatively risky.

Consideration should also be given to the willingness of any governing group to be responsible for the establishment and on-going operations of what is essentially a hospitality business. Most businesses fail within five years, even when those people involved in the business are highly financially motivated for them to succeed. In this instance, a disparate group of people would be asked to come together and establish an enterprise in an area they likely know little about with no financial gain for themselves.

4.1.2 Anticipated Staffing Requirements

Job Title	Allocated Hrs	Expected Staff Turnover	Required Skill Set
Manager	1 FTE	4-5 years	<ul style="list-style-type: none"> Managing a recreational facility Experience in the hospitality industry Previous customer service training and experience RSA certificate Skills in event management Staff management skills and experience
Administration Assistant	0.5 FTE	3-5 years	<ul style="list-style-type: none"> Strong computing, organizational and customer service skills
Marketing/Business Development Officer	0.5 FTE	2-3 years	<ul style="list-style-type: none"> Experienced events/venue promotion Social media marketing, graphic design, web design and maintenance
Bar Manager	1 FTE	2-3 years	<ul style="list-style-type: none"> Experience managing bar RSA Police Clearance
Chef	1 FTE	2-3 years	<ul style="list-style-type: none"> Training as a qualified chef
Kitchen staff	Casual – 1 FTE equivalent	2-3 years	<ul style="list-style-type: none"> Experience in the hospitality industry Willingness to work and learn
Cleaner	0.4 FTE	3-4 years	<ul style="list-style-type: none"> Cleaning experience Police Clearance

4.1.3 SWOT

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> Modern, well-appointed space. Managing body likely to be motivated to generate a profit to support their organisation. Revenue generation through hospitality sales (regular meal services). Venue hire for weddings, seminars, workshops, conferences, etc (noting accommodation constraints). 	<ul style="list-style-type: none"> High operating costs. Limited local population/target market. Loss of key target markets due to limited visitor accommodation. Volunteers managing paid positions in complex business. Potential difficulties in securing qualified staff. Staff unable to secure appropriate accommodation in the area. Away from CBD area of Donnybrook, unlikely to gain passing trade.

OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Reduce staffing costs by utilising volunteers. 	<ul style="list-style-type: none"> • Potential cash flow issues caused by seasonality. • Perception of competing with established local businesses on an uneven footing. • Marketing not sufficiently professional and compelling to attract business. • Management committee do not closely oversee operations and service is not of a high standard. • Management committee lack the expertise to manage a business is this nature. • Close proximity to corporate function facilities and similar community facilities in Bunbury and Busselton with more accommodation options. • Uncertainty of ongoing trading capability created by COVID restrictions.

4.2 Outsourced Hospitality

4.2.1 Model Overview

This model could see either the leasing of the kitchen and event space to a business, with the third-party operating a café/bistro, or using a range of catering providers to meet the needs of regular patrons and event hosts. The governing body would be responsible for attracting bookings for the facility, and potentially hosting events themselves.

This option has the benefit of reducing the risk to the governing body by removing the need to operate this arm of the business, however there would be the associated loss of the opportunity to profit from meal sales if outsourced (with a fair lease payment being significantly less than the probable profit). There is also the risk of either not being able to find a suitable provider, having providers turnover quickly if unable to make a profit or having a provider whose quality of service does not meet the expectations of the Shire.

If the hospitality provider identified that its business model depended on the sale of alcohol to operate profitably, this approach could present problems for sporting groups who rely on bar sales to remain viable, and an arrangement would need to be made between them.

4.2.2 Anticipated Staffing Requirements

Job Title	Allocated Hrs	Expected Staff Turnover	Required Skill Set
Manager	1 FTE	4-5 years	<ul style="list-style-type: none"> Managing a recreational facility Experience in the hospitality industry Previous customer service training and experience RSA certificate Skills in event management Experienced events/venue promotion Staff management skills and experience
Administration Assistant/Marketing support	0.5 FTE	3-5 years	<ul style="list-style-type: none"> Strong computing, organizational and customer service skills Social media marketing, graphic design, web design and maintenance
Bar Manager	1 FTE	2-3 years	<ul style="list-style-type: none"> Experience managing bar RSA Police Clearance
Cleaner	0.4 FTE	3-4 years	<ul style="list-style-type: none"> Cleaning experience Police Clearance

4.2.3 SWOT

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> Modern, well-appointed space. Managing body likely to be motivated to generate a profit to support their organisation. Venue hire for weddings, seminars, workshops, conferences, etc (noting accommodation constraints). Reduced risk to managing body by removing hospitality component of model. 	<ul style="list-style-type: none"> High operating costs. Limited local population/target market. Loss of key target markets due to limited visitor accommodation. Volunteers managing paid positions in complex business. Potential difficulties in securing qualified staff. Staff unable to secure appropriate accommodation in the area. Away from CBD area of Donnybrook, unlikely to gain passing trade.
OPPORTUNITIES	THREATS

<ul style="list-style-type: none"> • Reduce staffing costs by utilising volunteers. 	<ul style="list-style-type: none"> • Potential cash flow issues caused by seasonality. • Perception of competing with established local businesses on an uneven footing. • Marketing not sufficiently professional and compelling to attract business. • Unable to secure and/or retain a hospitality provider. • Management committee do not closely oversee operations and service is not of a high standard. • Management committee lack the expertise to manage a business is this nature. • Close proximity to corporate function facilities and similar community facilities in Bunbury and Busselton with more accommodation options. • Uncertainty of ongoing trading capability created by COVID restrictions.
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4.3 Facility Hire Only

4.3.1 Model Overview

This model would involve the hire of the facility and kitchen by community and commercial groups. Staffing requirements would be low, with the Shire managing bookings. Priority would need to be given to sporting clubs around their fixtures.

It is suggested that the kitchen should be equipped with a modest range of equipment, crockery, glassware and cutlery to allow hirers to have most of what would be required to run a budget event (for example, birthday celebration, small conference, community meeting, workshop).

When setting fees, consideration should be given to pricing for use of function room only, function room and kitchen and whether or not the hirer will be responsible for pack down and cleaning at the end of the hire period (noting that leaving cleaning to the hirer means that there is lower level of control over the quality of this work and the managing body may still need to check and re-clean the venue after use).

There is the potential for the governing body to provide catering, set up and cleaning services, either by paying for services or using volunteers.

4.3.2 Anticipated Staffing Requirements

This model would have very modest staffing requirements, particularly if a well-thought-out online booking system was established to reduce the administrative burden of processing bookings. The governing group may choose to manage the booking process using volunteers or outsource to a paid position – if the latter was chosen, the hire fee would need to take this cost into account.

4.3.3 SWOT

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Modern, well-appointed space. • Managing body has the option to run events and/or promote the use of the facility to generate a profit to support their organisation. • Venue hire for weddings, seminars, workshops, conferences, etc (noting accommodation constraints). • Reduced risk to managing body by removing hospitality component of model. • Low operating costs. 	<ul style="list-style-type: none"> • Limited local population/target market. • Loss of key target markets due to limited visitor accommodation. • Away from CBD area of Donnybrook, unlikely to gain passing trade. • Hirers do not leave venue in an acceptable standard. • Volunteers may feel burdened by the need to undertake more hands on roles necessitated by lower income generation.
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Reduce staffing costs by utilising volunteers. • Established professional and highly automated online booking system. 	<ul style="list-style-type: none"> • Potential cash flow issues caused by seasonality. • Very low demand for bookings. • Unexpectedly high demand for bookings places stress on volunteers • Management committee do not closely oversee operations and service is not of a high standard. • Management committee lack the expertise to manage a business is this nature. • Close proximity to corporate function facilities and similar community facilities in Bunbury and Busselton with more accommodation options. • Uncertainty of ongoing trading capability created by COVID restrictions.

5 Case Studies

5.1 Pingelly Recreation and Cultural Centre

The Pingelly Recreation and Cultural Centre (PRACC) was established in 2019 and is a multipurpose building offering year-round sport, recreation, cultural and community activities.

KEY FEATURES

- Bar
- Bistro
- Multiple function and meeting rooms
- Regional sports games, large functions, conferences, visiting services and emergency evacuation centre, playgroups, corporate and charity challenges, school holiday clinics, arts performances
- Synthetic tennis courts
- 10 rink bowls green
- Sporting oval
- Sports hall (basketball, netball, badminton, volleyball)
- Gymnasium

MANAGEMENT STRUCTURE

The PRACC is a not-for-profit organization managed and run by a board made up of three community representatives, three sporting club representatives, one shire representative and three independent representatives. The sporting clubs can, but are not obliged to, nominate someone from their club. This member's role is to represent sporting clubs in general, not just their own. Each of the sporting and community groups must be affiliated with the PRACC through the holding of a current MOU to nominate a representative for election.

The Shire CEO and Centre Manager attend all board meetings however, they do not have voting rights. The board is split into two and three-year terms for all representatives to prevent members exiting at the same time. PRACC staff report that this model is working well and covers a range of groups within the community

The PRACC board is responsible for all expenses related to the facility and employs a Centre Manager who oversees the facility's management and operations. This position's salary is funded by the Shire. The Shire is also responsible for everything outside of the building, whilst the PRACC pays for everything within the facility. They also share the costs of the lighting towers on the oval.

OPERATIONS

The PRACC office is open every day of the week for bookings if required (Mondays and Tuesday are quiet). The bar and bistro are open Thursday–Saturday evenings for meals and bar, with lunch available on Sundays. They also open for functions on other days when required.

The Centre has its own till system and every member scans their own card. This has the added benefit of allowing Centre staff to track patronage levels and determine which clubs are offering the most support to the Centre.

The PRACC has a POS system along with using STARTEC from Unlimited Tec. This service is simple to use and allows for the creation of member cards which are swiped upon entry. This translates into ‘points’ which allow Centre staff to gauge how much each club supports the PRACC in terms of business. This program covers everything from members, stock sold and received, accounts for sporting groups and generates reports for both kitchen and bar, based on sales of stock. Staff have found Unlimited Tec to be excellent to deal with and issues are resolved promptly. Xero is used for accounting purposes.

EMPLOYEES

All staff are employed by the PRACC itself and managed by a full time Centre Manager who oversees the management of all staff, bookings, and facility operations. The Shire funds the Manager’s salary and all other staff are funded by the PRACC.

Finding staff can be an issue for smaller towns, but this hasn’t been a problem for the PRACC thus far. They were able to source a chef from a recruitment agency for whom they initially provided housing but has now recently found her own accommodation. A main bar employee is employed most weekends with the other bar staff.

In addition to its staff, the PRACC also engaged a group of volunteers who assist in the kitchen and bar for large events on an as needs basis. Noteworthy is the fact that employing a Manager who is a local has been a key success factor in the PRACC’s ability to gain support and cooperation from the wider community and key stakeholders. Given the varied level of existing support amongst the sporting community in Donnybrook in relation to its proposed Centre, this is an important factor to take into consideration as the ‘right’ person may help to garner additional support and draw more interest and involvement in the facility.

INCOME GENERATION

All of the sporting and community groups pay an MOU fee for the use of the facility of \$5000. Additional income is generated from the hire out of rooms for meetings, funerals, weddings and various other events. Income from its bar and bistro are key income generators.

The club holds the liquor license which means that membership is required in order to drink on the premises. Revenue from alcohol goes directly to the PRACC where it is used for equipment and facilities replacement or funding specific club needs.

PRACC Membership fees are charged on an annual basis of \$50 per person. Corporate and non-member rates are offered as well as discounted hire fees for members and community groups.

USAGE

It is very rare for the PRACC to have a week where there is not a function. Although COVID has had some impact, the Centre is getting increasingly busier. Weekends usually consist of sporting groups utilising the Centre. Winter sporting teams play in different associations and on different days. Whilst they try to line up their fixtures, this does not always happen.

The PRACC benefits from its affiliations with the following groups who are key user for meeting venue hire, sporting grounds usage or dinner group bookings:

- Pingelly CRC
- Shire of Pingelly
- Bendigo Bank
- Pingelly Somerset Alliance
- Pingelly Primary School
- Pingelly Panther Netball Club
- Pingelly Bowling Club
- Brookton Pingelly Football Club
- Pingelly Tennis Club
- Pingelly Noonebin Cricket Club
- Pingelly Hockey Club
- Pingelly Tourism Group
- Apex & Masonic Lodge
- Book Clubs
- Narrogin Dance Studio
- Stay on Your Feet Group

EVENT BREAKDOWN (over 12 months):

The PRACC holds one major function every 3 months, with a variety of smaller functions held throughout the month. Over the previous 12 months the following events have been held, resulting in an overall profit of \$15,000:

- 2 weddings
- 25 funerals
- 75 meetings/forums

- 24 windups/functions
- 1 WAFL Game
- 1 WANL Game
- Local sporting games most weekends

KEY CHALLENGES

Community members paying a membership: Whilst they have previously paid the same at the bowling club or golf club, it has been difficult to get people to understand why they must pay the membership fee.

Community and sporting groups losing their bar proceeds: Sporting groups no longer receive proceeds from bar sales as the PRACC now holds the license. Although this was a concern early on, the clubs have accepted it and realised that the benefits they have gained (eg. no longer paying for utilities, cleaning, and maintenance/upkeep of their club rooms) outweigh the loss of bar sales.

Example: The football club has two venues and pays someone to run their bar in Brookton. They report finding it much easier not having the hassle of stacking, storing, running, packing away the bar particularly as volunteer numbers are decreasing and it ends up being the same few people doing the majority of the work.

There still exists some resistance in town to the venue but membership has steadily grown to over 500.

After three years in operation, the Centre is only just profitable but COVID impacts have influenced this outcome. However, business is steadily growing as the Centre becomes increasingly busier. It should be noted that the PRACC views itself as being 'profitable' however the Shire covers the wages of the manager and some other costs of operation so in reality, the business model is not profitable.

BENEFITS

PRACC staff agree that one of the biggest advantages has been having a community hub where all community and sporting groups can come together. This has proven to make good business sense.

In contrast to the previous sporting environment where everyone was segregated, the Centre has created a much stronger sense of community, with greater volumes of people coming through for things like canteen and dinners. The Centre is now attracting groups and visitors from neighbouring towns for functions or just people bringing their families for meals. Whilst many of the clubs still have a canteen, they have found it to be more efficient and cost effective to let the PRACC do the dinners due to the difficulties in finding volunteers who are available for both.

The MOU fee of \$5,000 allows the clubs to essentially ‘walk in and walk out’ of the PRACC without outlaying any further fees or charges.

The PRACC has allowed the town to attract more state-based events such as WAFL and WANL fixtures during 2021. Both events were very successful for the community and the facility continues to attract more and more regional events which promotes the town and boosts the local economy.

RECOMMENDATIONS

When reflecting on their recommendations for any LGA considering a similar approach, advice was that community and sporting groups need to work together to ensure the Centre achieves its fullest potential and that community consultation was vital.

5.2 Harvey Leschenault Leisure Centre

The Lechenault Leisure Centre is a modern leisure complex located in Australind, servicing a population in Australind of 14,537 along with the surrounding communities.

KEY FEATURES

Leschenault Leisure Centre (LLC)

- 25m lap pool with 8 lanes (heated)
- Leisure Lagoon Pool (heated)
- Spa pool (heated)
- Steam room
- Café
- Swim school
- Health and fitness centre
- Gym floor with 400sqm of space
- RPM room
- Group fitness room
- Team sports available throughout the year
- Seasonal adult sports and junior sports running in term four of each school year

Leschenault Sporting Association (LSA)

- Family friendly community venue
- Restaurant
- Dine in or Take Away
- Licensed bar facilities
- Discounts available to members
- Club restricted license

- Non-members dine in as guests and can purchase alcohol in the restaurant but must sign in on guest register
- \$1 membership fee
- Members scan their cards with purchases to earn points and save 5%
- Open Wed-Saturdays

MANAGEMENT STRUCTURE

The Leschenault Leisure Centre (LLC) is owned and operated by the Shire of Harvey. The Leschenault Recreation Park (LRP) is 19.5 hectares of land devoted to existing and future playing fields and recreation facilities. The Leschenault Pavilion, located on the LRP grounds, is owned by the Shire and leased to a Sporting Association managed by a Board made up of representatives from six associated clubs based at the LRP. Their aim is to provide a safe, welcoming and affordable venue for families.

The LSA is a Board made up of representatives from associated sporting clubs. While they do have specialists on the Board, the club representatives have backgrounds in business and accountancy and are providing significant expertise to the committee.

The Board originally was trying to operate the facility with a mixture of club volunteers and a paid manager for food and beverage. This model struggled initially while the clubs remained uncommitted and unsure of the viability and the return on investment in the early stages. The foundation clubs each contributed between \$5000 and \$8000 to buy into the association and the most recent entry was \$10,000.

OPERATIONS

As the business has grown and with some continued support from the Shire of Harvey, the past 2 years have seen the LSA operation reach profitability and this past year were able to return the first dividend to the clubs as part of a profit-sharing arrangement.

Special Software: Although improvements to software have been an issue in the past, IdealPOS seems to be working well in terms of managing membership, customer loyalty, bookings and sales including online food ordering.

EMPLOYEES

The permanent staff now extends to a Chef/Manager and a Functions/Promotions/Bar Manager and a number of paid casuals for food and beverage service. Preference for staff is given to club members and players as well as a number of volunteer functions hosted by the member clubs each year as a way to raise funds for the club and utilise the resource.

Securing adequate staff, particularly in summer when the Pavilion is traditionally less busy with game day patrons, has been a constant issue. However, the LSA is in regular

communication with the clubs and seeks assistance if needed and they have been very responsive with their support.

Turnover is always high and will continue to be so therefore, it is important to keep the clubs (particularly their junior members and players) interested in participation.

INCOME GENERATION

The LSA actively promotes itself to target markets including corporate functions, conferences, birthdays and training sessions for local businesses such as Albemarle, Alcoa, and the Shire of Harvey. This has been a big reason for its success to date.

A number of fundraisers by each of the clubs is allowed throughout the year and this brings in a regular income and some buy-in from the clubs. The LSA also runs a regular Thursday darts competition and karaoke on Fridays throughout the winter. Venue hire accounts for about \$10-12K per annum of revenue. Bar and food sales provide the balance (total of \$530K per annum).

USAGE

The facility promotes family values and club participation through annual membership which has been reduced to \$1. This has significantly increased the club and local community usage and database, which has ensured the viability of marketing and promoting on a wider community basis.

In the past 12 months, the facility has hosted approximately 20 major functions. Including the kiosk and functions, the facility has approximately 900 attendees on average per week depending on the season which equates to 17,000 per annum. Winter sports, particularly Friday and Saturday with Junior soccer and AFL Auskick, accounts for two thirds of this number.

EVENT BREAKDOWN

- Mother's Day Buffet
- Quiz Nights
- Special functions for other clubs and associations
- News Year's Eve Parties

KEY CHALLENGES

The most challenging issue from the start was commitment from the clubs and a lack of awareness of the venue amongst the wider community. A revised constitution altered the membership conditions to be more user friendly, making it easier to market and promote the venue to the community and more inviting for club members to bring invited guests.

The LSA has adopted a far more flexible format as a result of the COVID 19 closures and this has carried over to everyday operations. The biggest challenge now will be capacity to host larger events and meet the demand from the growing clubs and association users of the LRP. The LSA has a great working relationship with the Shire of Harvey and has been able to respond well to demand.

BENEFITS

Two of the most effective parts of the business have been the ability to respond to growing numbers of clubs and associations wanting to use the venue after training and fixtures and the Pavilion's capacity to host corporate and large functions which supplements the quieter summer period when cricket is essentially the only organised sport.

RECOMMENDATIONS

The LLC's recommendations were to be prepared for a gradual uptake from the community – particularly if alternatives exist. They found it important to promote the family values and the relaxed atmosphere to club members. For example, the LSA has a group of 10-12 school principals and teachers (who also happen to be coaches, players and parents) that meet every Friday evening for a social gathering in a welcoming environment.

They also highlighted the importance of maintaining the quality of venue presentation and a strong board meeting regularly to track developments and communicate with clubs. They highly recommend commitment from Council to maintain the ongoing asset maintenance and a sport and recreation strategy that supports the model so that the association can become self-reliant. For example, Council has an annual budget to maintain the building and also assisted the LSA with an upgrade to the kitchen in response to the additional food and beverage requirements (Council recognised the original design of the kitchen did not support a commercial model).

5.3 Bunbury South West Sports Centre

Although very different to Donnybrook's proposed facility in terms of size and scale, the Bunbury South West Sports Centre is a notable competitor in terms of its product and service offerings, some of which will compete directly with the Donnybrook facility – particularly its venue hire offerings. Owned and operated by the City of Bunbury, the centre is one of the largest in WA.

The centre offers a suite of services including fitness programs, venue hire, indoor and outdoor sports, and a 50m pool. Its venue hire facilities include a group meeting room and a creche space that can also be used for meetings or workshops. It has capacity for 20 people and the size of this room is 7m x 5m. Room pricing is \$35 per hour and includes tables and chairs, a lectern, projector and screen, whiteboard, air conditioning and heating, and lift access.

Its creche hire includes tables and chairs, a climbing gym for children aged 7 years and under, and baby change facilities. Creche Pricing is \$60 per hour commercial and \$44 per hour private/individuals.

The Centre also offers a function room suited for larger meetings and presentations, with capacity for 100 people and access to kitchenette facilities. It is worth noting that this particular room has also been used as accommodation for events, something worth considering given the limited accommodation available in Donnybrook. Function room hire is \$47 per hour.

Its café provides a catering service for functions including a Hot Platters Package (\$12.50 pp), a Cold Platters Package (\$12.50 pp), Gourmet Platters Package (\$16.50 pp), Sweet Platter Package (\$13.50 pp), Healthy Platters Package (\$15.50 pp), All day catering (\$25.50 pp), Morning/afternoon tea (\$9.50 pp), beverages (\$4 pp) and snacks (from \$15).

The sports stadium is also available for sports and larger events/expo bookings at a cost of \$41.70 per court per hour (off-peak) and \$53.70 per court per hour (peak).

In addition to this, the Hay Park Sports Precinct offers grounds and sporting facilities for an array of sporting groups, carnivals and events on a seasonal or casual basis. Applicable hire fees are determined by Council as are as follows:

- \$500 minimum bond
- Function room hire (half of pavilion): \$22.50 per hour for sporting group/community group/not for profit and \$31.25 per hour for commercial/private group.
- Kitchen/Kiosk Hire (Half of Pavilion): \$27.50 per hour for sporting group/community group/not for profit and \$32.50 per hour for commercial/private group.
- Kitchen, Bar and Function Room Hire (half of pavilion): \$37.50 for sporting group/community group/not for profit and \$43.75 per hour for commercial/private group.
- Rates that include the hire of bar hire facilities do not include any liquor licencing that may need to be obtained.

6 Market Analysis

6.1 Market & Industry Overview

The Shire of Donnybrook Balingup has a strong local economy and is one of the fastest growing rural Shires in the Warren Blackwood region.¹ The Shire contains the towns and settlements of Donnybrook, Argyle, Balingup, Brookhampton, Grimwade, Kirup, Lowden, Mullalyup, Newlands, Noggerup and Yabberup.

Donnybrook is located approximately two hours from Perth and 30 minutes from Bunbury in the South West region of Western Australia.

The population of the Shire of Donnybrook Balingup is 5,870. Children aged 0-14 years make up 19.2% of the population, with 14% being made up of people aged 65 years and over. The median age is 47 years compared to the Australian average of 37.4 years².

The Warren Blackwood region has a population of 39,028 with a median age of 45 years. The unemployment rate is 5.4% and the median weekly household income is \$1,104 in comparison to the WA median of \$1,595.

The hospitality industry is notoriously challenging and with low profit margins (currently at around 2.9%) with low revenue per employee and high capital requirements, with these weaknesses further compounded by historically very low revenue growth (2005-2021) and anticipated low revenue growth in the coming five years³.

IBISWorld⁴ identifies key drivers in the sector will be:

- Increased demand is expected for fast food and takeaway food services, reflecting busier lives (placing downward pressure on demand for restaurants).
- Increased awareness of health issues associated with poor diets and obesity, opening opportunities for health alternatives (and placing further downward pressure on demand for restaurants that do not offer healthy options).
- Household discretionary income is a key factor in restaurant dining, with this income predicted to decrease in at least 2020-21 due to the impacts of the COVID-19 pandemic.
- Average weekly hours worked positively influences spending at restaurants, with busy consumers increasingly favour eating out rather than cooking at home. Average weekly hours worked are expected to rise in 2020-21.

¹ *Live, Love Warren Blackwood: Your Place to Call Home*, Southwest Development Commission

² Australian Bureau of Statistics 2016 Census

³ Reeves, M. (June 2021). *Industry Report: Restaurants in Australia*, IBISWorld

⁴ Oo, Suzy. (September 2021). *Industry Report: Restaurants in Australia*, IBISWorld

- The consumer sentiment index measures peoples' feelings about their current financial situation and overall economic conditions. When sentiment is positive, consumers are more likely to dine out, and when negative, households are more likely to save money by cooking at home more often. The consumer sentiment index is expected to fall but remain positive in 2021-22.

Consumer spending patterns have also favoured cheaper dining options, with patrons typically avoiding higher margin items such as entrees, desserts and beverages, resulting in downward pressure on profit margins. The sector has responded by reviewing menus, reducing portion sizes, increasing take-away options and moving to a part-time and casualised workforce.

Profit margins for SME restaurants are lower than the overall restaurant industry – lacking the ability of large competitors to benefit from economies of scale. Pandemic restrictions, along with the associated decreased tourism and domestic consumption, has further challenged these low margin businesses that rely on high volumes to drive profit.

Purchase costs for SME restaurants have also increased over the last five years, at the same time the industry is highly competitive which has led to operators minimising price rises, so increasing purchase costs for meal inputs has further constrained profit margins. Restaurants have implemented stricter cost controls and minimised waste by reducing stock on hand to avoid large inventories and expired food.

IBISWorld assesses that, in Q1 2021/22, the industry volatility is medium, and the level of regulation is medium (with the industry being moderately regulated). There are low levels of industry support from government, with no significant government assistance available.

6.2 Local Competition

If the facility was to be pursued as a commercial hospitality venue, consideration would have to be given to the impact it would have on existing local businesses and how these would affect the viability of the centre. Given the population size of Donnybrook (5,870 in the Shire and around 2,800 in the townsite) and that the average household income is around \$500 less than the average Western Australian income, it may suggest that the market is well-serviced by the current options when it comes to general hospitality.

There are few options in the townsite for events (meetings, conferences, parties), other than the town hall (generally unsuitable) although the Donnybrook Hotel's website suggests they are planning on making event space available in the future. Currently the football club regularly hosts functions such as wakes and birthday parties, with the club providing catering and bar services in some instances as a way to generate income.

Current hospitality options in Donnybrook include:

- Donnybrook Riverside Restaurant and Café – open 11am-2:30pm and 5pm-9pm Monday to Thursday, 8am-2:30pm and 5pm-9pm Friday to Sunday. Offers a range of mixed cuisines (pizza, pasta, parmigiana variations, burgers, sandwiches, seafood, steaks, kids’ options). 4.4 star Google rating based on 86 reviews.
- Donnybrook Hotel – open 7 days for lunch and dinner. Offers standard range of pub fare. Website indicates planning to offer function hire facilities in future. 4.2 star Google rating based on 525 reviews.
- Village Harvest Restaurant – Closed temporarily in December 2021, yet to reopen. When previously trading open 11:30am-2:00pm Wednesday to Sunday and 5:30pm to 9:00pm Wednesday to Saturday. Serving Asian style menu. 4.6 star Google rating based on 84 reviews.
- Donnybrook Motel – open 7:30am-9:00am and 6pm-7:30pm daily. Standard regional hotel fare, mostly catered to hotel guests. 4.7 star Google rating based on 110 reviews (noting most reviews are in relation to the accommodation, although breakfast options receive positive comments).
- Café Tiffanys – open 8:30am-2:30pm daily. Provides typical modern café options. 4.5 star Google rating based on 274 reviews
- Park Café – open 8:00am-3:00pm Wednesday to Monday. Provides typical modern café options. 4.1 star Google rating based on 21 reviews.
- Café 48 – open 7:30am-2:30pm Monday to Saturday. Provides typical modern café options. 3.2 star Google rating based on 9 reviews.
- Orchard Café – open 5:00am-1:00pm Monday to Friday, 7:00am-2:00pm Saturday and Sunday. Provides typical modern café options. Drive-thru and café seating options. 4.3 star rating based on 20 reviews.

6.3 Event Space/Venue Hire Competition

Although Donnybrook itself has very limited options in terms of event space/venue hire, it is in close proximity to a wide range of options that are set up specifically to cater to this market. Additionally, many of these locations have a wide range of accommodation options and tourist attractions to make hosting longer events such as multi-day conferences more appealing.

There are also a wide range of options of basic hall/community space style venues available to hire within the sub-region which may not appeal to Donnybrook residents, but when an external hirer is looking for venue options (for example, government agency running a workshop, corporate entity delivering an industry briefing) these may provide a suitable alternative to a solution in Donnybrook.

LOCATION	VENUE DETAILS
Bunbury	Wide range of sophisticated and professional options operated as fully-fledged businesses, with ample local

LOCATION	VENUE DETAILS
	accommodation. Additional budget options available through local government venues and smaller not-for-profits.
Busselton	Wide range of sophisticated and professional options operated as fully-fledged businesses, with ample local accommodation. Additional budget options available through local government venues and smaller not-for-profits.
Various halls and meetings spaces in Boyanup, Collie, Australind, Brunswick, Harvey and Nannup	Range of options from small meetings to 200+ people, with some options having kitchen services.
Various boutique event venues across region	Range of wineries, breweries and accommodation providers with venue space for quality events.

6.4 Comparative Viability

Sports Centres create flexible multi-use facilities in order to bring the greatest range of benefits for communities. Co-location and management of facilities provide greater flexibility for opportunities and builds stronger community and connection⁵.

As part of the early research process underpinning the development of this project, the Shire of Donnybrook-Balingup and stakeholders visited a range of similar facilities across the Wheatbelt, South West and Great Southern. From these visits, the Shire felt that a hospitality venue as part of this precinct was a viable option, based on the information provided to them by these venues.

As part of our engagement, our team also conducted two detailed case studies provided below, had some high-level discussions with other locations and completed some online research into other services. These case studies raised concerns for us with regards to the real viability of this approach in Donnybrook.

⁵ Government of South Australia, Office for Recreation, Sport and Racing (2018) *How to Plan for a Community Recreation and Sports Hub – Guide*.

A further concern could be the lack of ‘skin in the game’ needed to motivate a traditional enterprise to make a business model work. If a private enterprise established a hospitality or events venue, they would be very motivated to turn a profit quickly and remain so, however volunteers and paid staff (particularly if on casual or part-time hours) may well not have the same drive as their livelihoods are not at risk in the same way.

6.4.1 Comparison with the PRACC

Although the Pingelly Recreation and Cultural Centre (PRACC) was considered by the Shire of Donnybrook-Balingup and stakeholders to represent a sound model to base their business model on, there are significant differences to the two contexts that make this questionable.

While Pingelly’s population is significantly smaller than Donnybrook (around 800 residents in the townsite), it has the benefit of drawing from a wide catchment of other towns in the lower Wheatbelt and Upper Great Southern that do not have a similar facility locally. Although only 30 minutes from Narrogin, Pingelly has the advantage of a fully serviced conference facility with catering.

Narrogin has surprisingly constrained options given it is a sub-regional centre. The closest competition would be a very small space seating around 20 people at the Albert Facey Motor Inn or a completely ‘self-service’ option at the Leisure Centre where the hirer needs to set up all seating and supply all catering requirements. Narrogin does have a range of accommodation options so between options in Pingelly, Narrogin, Brookton and Beverly it is possible for multi-day events or events running too late at night for attendees to make a long journey home, it is possible to secure accommodation options nearby.

The PRACC is also very appealing to Perth-based hirers wanting to reach into the Wheatbelt and Upper Great Southern as it is only 2 hours from Perth yet offers a reasonably accessible location for a broad range of communities in the Wheatbelt (with it being fairly typical for community and industry groups in the Wheatbelt to be willing to travel 2-3 hours each way to a relevant event).

The food and beverage service benefits from relatively limited options in the area, outside of pub style meals or simple café food. The Pingelly Hotel and Exchange Hotel which both serve standard pub fare at lunch and dinner 7 days a week. There was a small café/bakery operating however it has recently sold and it is unclear if the new owners have started operating and/or retained the level of patronage the previous business enjoyed.

Twenty minutes away in Brookton is the Bedford Arms which offers counter meals for dinner Tuesday to Sunday and a lunch service on Sundays. Brookton also has a small café with breakfast/lunch/afternoon options with limited seating. Slightly further afield, both Narrogin and Beverly have similar pub options and café options, with Narrogin also having

a small Chinese restaurant. Quairading also has pub meal options, although anecdotally meals are not always available.

A rough comparison is there is close to similar number of dining options within a 50km radius of the PRACC to what is available within Donnybrook itself, and the PRACC is one of the few evening meal options that is not located in a pub.

Although the PRACC reports achieving profitability in its third year, this does not take into account the Shire of Pingelly is funding the cost of the centre manager. With over 130 revenue generating events in the previous year, the overall profit was only \$15,000 (equivalent of around \$120 per event).

The PRACC management committee can be drawn from over 15 user groups (combination of sporting, community and cultural organisations) which provides a strong pool of capability and reduces succession issues.

Donnybrook is a significantly different context. While the townsite population base is just over twice the size of Pingelly's, geographically it has a relatively small catchment of additional population. Outside of the remaining population of the Shire (totalling just under 6,000) there are very limited locations that might turn to Donnybrook as a service point, with all other major settlements either having similar facilities and/or being closer to Bunbury or Busselton.

Donnybrook is also not particularly central if looking at the location as a potential site for government or industry briefings/workshops – other centres in the region offer more centralised locations and better accommodation options.

If a hospitality model was pursued, it would need to be done so on the basis of predominantly serving local people and manage the risk of damaging existing for-profit businesses' viability within Donnybrook.

The limited number of groups directly involved with the Donnybrook facility may also make forming a management committee more difficult.

6.4.2 Comparison with LLC

The Lechenault Leisure Centre (LLC) was considered as it offers some similarities with Donnybrook's proposition – management by committee drawn from user group sporting associations and provision of hospitality/events space within a sports complex. Although a vastly larger population (around 14,500) it has struggled to attract and retain committee members, staff and, in the early years, paying members of the centre.

Although viable (with the local government funding building maintenance and some other costs) it is important to note that the overall viability of the business is not strong, and it has been a challenge for the LLC to grow to the point where it is not making a loss.

In order to be a viable prospect, a hospitality service (whether it be lunch and/or evening meals) and/or a catered venue space, a critical mass of business is required to justify the employment of staff.

Given that a location the size of Australind has found this challenging, it would be difficult to see how Donnybrook could achieve sufficient sales to justify the employment of staff to deliver the service (noting that even with a very lean structure, a significant number of meals would need to be sold each day in order to cover costs, let alone turn a profit).

6.5 Market & Industry Implications

If the Shire of Donnybrook and/or an independent group was to pursue the concept of a fully-fledged hospitality and/or events enterprise from the VC Mitchell Park facility, it would be vital to consider the risks and challenges that this approach would present and take appropriate measures to respond to these. At a high level, some concerns identified in this Options Analysis include:

- **Demand:** Careful market research should be undertaken to determine real demand for the business. Given the number of hospitality venues likely and close proximity to other commercial events venues, it is highly questionable whether a population the size of Donnybrook's could support this enterprise. It should also be noted the average weekly household income in Donnybrook is significantly lower than the State average, as well as a notably older population potentially on fixed incomes, both suggesting lower levels of discretionary spending is likely.
- **Perceived/Actual Competition:** While competition is generally accepted as being positive for improving consumer choice and increasing spending, establishing as a not-for-profit hospitality venue with access to low-cost/subsidised premises may not be well received by existing local businesses. With very low profit margins and high dependency on volume, leakage of any business would likely have a significant negative impact. Given that there is an annual industry business exit rate of between around 15-35%⁶ (based on the anticipated turnover of most hospitality businesses in Donnybrook) there is a high likelihood that one or more of these businesses will close during the first few years of the facility's operations. Irrespective of whether an enterprise at VC Mitchell Park directly contributed to the closure of another business in town, there is a high risk that community sentiment could focus blame at the facility.
- **Low Margin/High Volume Hospitality Model:** As reported by IBISWorld, most SME restaurants rely on a low margin/high volume, along with very strict cost controls, in order to be profitable. Given the small population base, high volumes may be difficult to achieve, yet the cost of stocking supplies and employing a skeleton staff cannot be significantly reduced to account for the lower volumes. It seems very

⁶ Reeves, M. (June 2021). *Industry Report: Restaurants in Australia*, IBISWorld

unlikely local people would be willing to pay a premium price for meals in what is essentially a sporting club, albeit a modern and well-appointed one.

- **Quality Events Space:** If seriously pursuing the option of developing an events space, significant effort would need to be made to differentiate VC Mitchell Park in the market to attract customers who would otherwise select options in Bunbury, Busselton or surrounding locations. This would require both quality experience at the venue and the investment in targeted and professional marketing and sales.
- **Specialised Business Advice:** This is a niched industry with significant risks (both in terms of business decision making and in relation to serving of food to the public). It is suggested that a group of volunteers who do not necessarily have expertise in this field should not be expected to be able to make informed decision making in relation to either a hospitality or events business. If either of these opportunities were pursued, it would be vital to engage a specialist consultant to guide the decision-making process.

7 Stakeholder Consultation

As part of this process, there was the allocation of a small budget to stakeholder consultation as stakeholders had already been heavily involved in the design process for the building and our brief was to develop a business plan to support a management committee to establish an events/hospitality enterprise similar to the PRACC.

On advice from the Shire, we adjusted our initial approach (in person workshop with representatives of sporting groups) to provide each club with a video or phone call interview to understand their preferences and insights into this model. This proved quite challenging, and it was not easy to connect with busy volunteers in the lead up to Christmas and the New Year period. Not all clubs chose to share their thoughts with us, although all were offered multiple opportunities to do so.

The Football Club was very keen to work with the Shire to implement a governance and management solution – whether that was a new management committee drawn from user group organisations or potentially, the Football Club managing the facility. They were comfortable with both options, along with models used at similar facilities such as sharing bar takings (and operational costs) so long as they were not inadvertently pushed into an unviable position. The Club has used their existing club facility as an important revenue generation tool, hosting catered events (wakes, parties, meetings etc) and entertainment (comedy evenings, meals etc) and would see this as an important opportunity in the new facility. The Club is obviously very motivated to make this new facility work as it is key to the organisation having a base to operate from.

The Cricket Club were supportive of the development of the facility but saw little likelihood they would use the space as a club as they already have their own facilities. They didn't feel that involvement with a management committee would be of interest to their club as there was not a strong link with their operations.

The Tennis Club was supportive of the development overall but quite clear they were concerned about the viability of a commercial restaurant and/or event space style operation and felt that it was not reasonable that volunteers would want to take responsibility for such an enterprise. Similarly, it also raised concerns about the viability of an additional restaurant in a small community that already has a range of dining options – with two possible consequences, either being unable to sustain itself and/or damaging the viability of commercial businesses in the centre of town by taking away patronage.

8 Risk Assessment

Risk Description	Mitigation Strategy Option/s
Unable to attract and/or retain suitable staff (if relevant)	<ul style="list-style-type: none"> • Provide attractive employment packages • Engage directors in operational areas • Continue to support positive workplace culture • Directly approach ideal candidates and invite them to work with the Centre
Income does not cover expenditure	<ul style="list-style-type: none"> • Complete a Business Plan to identify expected income and expenditure • Engage and undertake professional marketing campaign to attract income • Continue to undertake marketing and be flexible with the business model and offerings • Ensure prices are set at a reasonable level • Ensure the Shire provides cash and in-kind services to assist in maintaining the building • If necessary, engage a business sustainability expert to address income concerns
Facility use is unexpectedly low	<ul style="list-style-type: none"> • Engage and undertake professional marketing campaign to attract users • Continue to undertake marketing and be flexible with the business model and offerings • Ensure prices are set at a reasonable level • Engage professional to assess marketing and business model, if necessary • Engage with community and regional organisations to determine why they are not using the facility
Theft, fraud or vandalism	<ul style="list-style-type: none"> • Maintain public liability and worker's compensation insurances • Documented governance policies and procedures • Ensure OSH policies and procedures are documented and complied with • Ensure all organisations using the facility have adequate insurance for their activities
Risk of litigation, public liability matter	<ul style="list-style-type: none"> • Maintain public liability and worker's compensation insurances. • Ensure OSH policies and procedures are documented and complied with • Ensure all organisations using the facility have adequate insurance for their activities
Staff incompetence (if relevant)	<ul style="list-style-type: none"> • Ensure robust recruitment process • Ensure performance management procedures are in place and followed • Ensure an open complaints process • Staff training and development

Risk Description	Mitigation Strategy Option/s
	<ul style="list-style-type: none"> • Ensure more than one signatory/approval for purchases over a certain amount • Ensure role responsibilities and authority levels are clear
Staff attrition (if relevant)	<ul style="list-style-type: none"> • Ensure contract includes sufficient notice period • Ensure staff training and development and performance review processes are in place • Succession planning
Sporting club wants to leave the facility and set up elsewhere	<ul style="list-style-type: none"> • Ensure open communication with all sporting clubs • Show no favouritism • Maintain range of sporting club representation on Board (if relevant) • Engage in contract with each sporting club which makes it clear what is included in their annual fee, what their responsibilities are and what is and is not allowable in the facility
Fire or natural disaster	<ul style="list-style-type: none"> • Ensure appropriate measures taken to mitigate risk • Maintain building and contents insurance
Negative community feedback	<ul style="list-style-type: none"> • Ensure fees, inclusions, exclusion, responsibilities are clear when hiring the facility or becoming a member • Ensure an open complaints process • Undertake regular community survey • Show no favouritism

9 Recommendations

9.1 Governance Arrangements & Operational Model

Based on the risks and challenges associated with the development of a fully-fledged commercial operation to provide catered venue hire and/or restaurant-style service, it is our recommendation that the Shire of Donnybrook-Balingup reconsider this approach for the new facility at VC Mitchell Park.

Further influencing our advice is the seeming disinclination for some of the clubs based at the facility to be involved in a governing committee (noting that our advice regarding the commercial operations would not change if they were willing to form a governing body, only that this would change the order of option 1 and 2).

In order of preference, we instead recommend the following models:

1. Blended Management Model – Shire & Key User Club; Venue Hire Model

Under this model, the Shire would manage bookings of the Sports Ovals and all leases, licences, seasonal bookings and casual hire using the existing processes and systems. Each of the sporting clubs would continue to operate out of their existing facilities as they currently do.

The Key User Club (suggest Donnybrook Football Club) would take responsibility for operational management of Multi-Function Room 1. The Club would utilise the space for its own purposes, as well as taking responsibility for managing hiring out to third-parties. The Club would be responsible for providing access to venue hirers, cleaning after use by the club and hirers and any other outgoings. The Club would collect the fee for hiring the space, as well as potentially offering catering and event services, offering them the ability to generate additional income to cover any costs associated with managing the space and potentially employ staff to assist in delivering some aspects of service (for example, cleaning or bar staff) to reduce the demand on volunteers.

The Key-User Club might leverage the opportunity of having access to this space to run events or offer some form of limited dining (for example, casserole nights, quiz nights, family friendly activities) to raise funds and activate the space.

It is suggested that the Shire should work with the Club to negotiate a fair price for a lease agreement that is returned to the ongoing maintenance and renewal of the building, and depending on the Club's intentions to leverage the opportunity to engage in revenue generation, a percentage of profits may be negotiated as part of this lease fee.

It is recommended that the Shire either develops or supports the Club to develop an online presence for the space, ideally including a quality online booking system to reduce the

administrative burden on volunteers (and improve the customer experience to increase follow through on bookings).

The other clubs at the precinct would continue to use their spaces in line with how they are currently doing so.

2. Blended Management Model – Shire & Representative Incorporated Association; Venue Hire Model

In the event that the above proposal (or similar) is unattractive to the Football Club and the other clubs are more willing to form a representative body for the combined facility if there is no likelihood of a commercial model being established, then essentially the same model as Model 1 is recommended. This would essentially operate in the same manner as described above, except an Incorporated Association with a cross-section of committee members would manage Multi-Function Room 1.

3. Shire Managed Model; Venue Hire Model

Where agreement cannot be negotiated to achieve one of the above options, the Shire would need to take responsibility for management. This would not be desirable as it would significantly reduce community input into and ownership of the precinct. The Shire would also be more restricted in its trading activities than other entities would be, resulting in missed opportunities for space activation.

9.2 Additional Recommendations

In addition to consideration of management and operational models, the following recommendations are also made:

- Any 'business plan' should not be developed by the Shire for use by the eventual managing group, instead a managing group should be appointed and supported to develop a business and/or operational plan as part of the transition to the group taking responsibility for management. It should be the group's responsibility to maintain and follow this plan, however the Shire may consider making the development of such a plan (prepared to the satisfaction of the Shire) a condition of their lease to manage risk. This approach empowers the governing body to shape their approach, increasing the likelihood they will implement the actions.
- Should a commercial approach to events and/or hospitality be taken, rather than our recommended approach, then an experienced consultant working specifically in the events and/or hospitality sector should be engaged to develop a business plan and advise the governance body on the implementation of this plan.



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