



## Notice of Ordinary Council Meeting

To be held on 17 December 2025 and to commence at 3:00pm

To be held at the Council Chambers in Donnybrook

*(1 Bentley Street, Donnybrook)*

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**Authorised:**

Nick O'Connor, Chief Executive Officer

**Prepared:**

12 December 2025

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**Disclaimer:**

Please note the items and recommendations in this document are not final and are subject to change or withdrawal.

TABLE 2: MEASURES OF CONSEQUENCE

Rating	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Health & Safety	First aid injuries	Medical treatment	Lost time injury of > 5 days	Notifiable incident	Fatality, permanent disability
Financial	Less than \$2,000	\$2,000 - \$20,000 Or < 5% variance in cost of project	\$20,001 - \$100,000 Or > 5% variance in cost of project	\$100,001 - \$1M	More than \$1M
Service Interruption	No material service interruption	Temporary interruption to an activity – backlog cleared with existing resources	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected	Indeterminate prolonged interruption of Service Unit core service deliverables
Compliance/ Legal	No noticeable regulatory or statutory impact	Some temporary non compliances	Short term non-compliance but with significant regulatory requirements imposed	Non-compliance results in termination of services or imposed penalties	Non-compliance results in criminal charges or significant damages or penalties
Reputation	Unsubstantiated , localised low impact on community trust, low profile or no media item	Substantiated, localised impact on community trust or low media item	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
Community	No noticeable effect on constituents, community, organisations, businesses, services, etc.	Limited effect on constituents, community, organisations, businesses, services, etc.	Moderate and manageable effect on constituents, community, organisations, businesses, services, etc.	Substantial effect on constituents, community, organisations, businesses, services, etc.	Devastating effect on constituents, community, organisations, businesses, services, etc.
Property	Inconsequential or no damage.	Localised damage rectified by routine internal procedures	Localised damage requiring external resources to rectify	Significant damage requiring internal & external resources to rectify	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building
Environment	Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact

TABLE 3: MEASURES OF LIKELIHOOD

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

TABLE 4: RISK MATRIX

		Consequence				
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Likelihood	Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
	Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

TABLE 5: RISK TOLERANCE CRITERIA

Risk Rank	Description	Criteria For Risk Tolerance	Responsibility
Low	Tolerated	Risk tolerated with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Moderate	Monitor	Risk tolerated with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
High	Urgent Attention Required	Risk tolerated with effective controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
Extreme	Unacceptable	Risk only tolerated with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

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## 1. Declaration of Opening / Announcement of Visitors

### **Acknowledgement of Country:**

The Presiding Member to acknowledge the continuing connection of Aboriginal people to Country, culture and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Presiding Member will declare the meeting open and welcome the public gallery.

The Presiding Member will advise that the meeting is being live streamed and recorded in accordance with Council Policy EM/CP-2. The Presiding Member will further state the following:

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

## 2. Attendance (OCM)

### **Councillors Present:**

Cr John Bailey	Cr Tyler Hall	Cr Anita Lindemann
Cr Vivienne MacCarthy	Cr Amanda McNab	Cr Grant Patrick
Cr Alex Purich		

### **Staff Present:**

Nick O'Connor, Chief Executive Officer	Colin Young, Director Finance and Community
Ross Marshall, Director Operations	Loren Clifford, Executive Manager Corporate
Meta Hazeldine, Manager Financial Services	Samantha Farquhar, Administration Officer Corporate Services

### **Other Members Present:**

Public Gallery:

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### 2.1. Apologies

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### 2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

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3. Announcements from the Presiding Member

4. Declarations of Interest

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors, Committee Members and staff 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

5.1. Responses to previous public questions that were taken on notice

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Nil.

5.2. Public Question Time

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6. Presentations

6.1. Petitions

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A petition was received from BalingUpcycle on the 5<sup>th</sup> of November ([Attachment 6.1\(1\)](#)).

Petition to: Respectfully request that the Council support the BalingUpcycle playground project.

## 6.2. Presentations

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Nil.

## 6.3. Deputations

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Please note that no new information is to be raised during the deputation for any matter/s to be determined by Council.

Mr Simon Russo in relation to item 9.1.1 (Presented at the Agenda Briefing Session).

Garry Fitzgerald on behalf of Tecon Australia in relation to item 9.1.1 (Presented at the Agenda Briefing Session).

Brookhampton Bell Ringers (Presented at the Ordinary Council Meeting)

## 6.4. Delegates' Reports

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Nil.

## 7. Confirmation of Minutes

### 7.1 Ordinary Council Meeting Minutes

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#### **7.1.1 Ordinary Council Meeting held on 26 November 2025**

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Minutes of the Ordinary Council Meeting held 26 November 2025 are attached as [Attachment 7.1.1\(1\)](#).

#### **Executive Recommendation:**

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**That the Minutes from the Ordinary Council Meeting held 26 November 2025 be confirmed as a true and accurate record.**



## 8. Reports of Committees

### 8.1 Bunbury Geographe Group of Councils Committee Meeting

#### 8.1.1. Bunbury Geographe Group of Councils Membership

##### Report Details:

**Prepared by:** Nick O'Connor, Chief Executive Officer

**Manager:** Nick O'Connor, Chief Executive Officer

**Location:** NA

**File Reference:** Synergy Reference      **Voting Requirement:** Simple Majority

##### Attachment

8.1.1(1) Minutes of Bunbury Geographe Group of Councils Meeting held 26 November 2025

8.1.1(2) BGGC Draft Charter MOU and Code of Conduct & Council Contributions

#### Executive Recommendation

##### That Council:

- 1 **Receives and notes the minutes of the BunGeo Group of Councils Meeting held 28 November, 2025 as attached to this report; and**
- 2 **Confirms its continued membership of the BunGeo Group of Councils under the new Governance Charter as attached to this report, and requests the CEO allocate \$15,417 in the draft 2026/27 budget to fund ongoing membership.**

#### Strategic Alignment

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

**Outcome:** 1 - A diverse and growing population.

**Objective:** 1.3 - Improve access and inclusion for people facing barriers.

**Outcome:** 10 - A popular destination for visitors and tourists.

**Objective:** 10.2 - Improve visitor infrastructure and services.

#### Executive Summary

This report provides an update on the Shire's membership of the BunGeo Group of Councils, including recent meeting minutes, the draft governance charter, and proposed financial contributions. In light of this new information, Council is requested to determine the Shire's position regarding ongoing membership—either take no further action, resulting in withdrawal effective 1 July 2026, or resolve to remain a member under the new Governance Charter and allocate the necessary funds in the 2026/27 budget.

## Background

The Bunbury Geographe Group of Councils is a voluntary regional organisation of councils comprised of the City of Bunbury, Shire of Capel, Shire of Collie, Shire of Dardanup, Shire of Donnybrook Balingup and the Shire of Harvey as the member local government authorities.

It was established in 1998 as the Bunbury Wellington Group of Councils to collaboratively enhance service delivery, financial sustainability and strategic outcomes for the communities within the region. Through cooperative governance and shared expertise the group aims to strengthen local government capabilities, pursue beneficial partnerships and promote the collective value of local government.

At its Ordinary Council Meeting of 25 September 2025, Council considered an item to receive the BunGeo Group of Councils meeting minutes. During the Council meeting, an 'off-the-floor' amendment was made to withdraw from BunGeo. Council resolved as follows:

### *"COUNCIL RESOLUTION 177/09-25*

*That Council:*

- 1. Receives the Minutes from Bunbury Geographe Group of Councils Meeting held on 21 August 2025.*
- 2. That the Shire of Donnybrook Balingup withdraw from the BunGeo group of Councils and Request unspent funds to be returned to Council.*

Council's decision to withdraw from BunGeo was made prior to the finalisation of an ongoing review of the BunGeo governance framework.

In accordance with Council resolution 177/09-25 the CEO wrote to the BunGeo secretariat on 7 October, 2025 to advise the organisation of Council's decision.

As the notice of withdrawal does not take effect until the end of the 2025/26 financial year, the CEO and Shire President have continued to attend BunGeo meetings as required.

At a meeting on 28 November the BunGeo Councils made the following recommendations:

*Recommendation A:*

*That [the] Group endorse~~d~~ the draft Memorandum of Understanding, Governance Charter and Code of Conduct (Attachment A) as the preferred governance model to become effective on 1 July 2026, and agree to funding an executive officer at \$120,000 per annum with the funding model to be based on the models outlined in Attachment B, subject to confirmation of which local governments will participate.*

*Recommendation B:*

*That each member Council of the Group present the draft Memorandum of Understanding, Governance Charter and Code of Conduct (Attachment A) to their respective Councils for consideration and to provide confirmation of their continued participation in the Group by no later than 31 December 2025.*

*Discussion:*

*Presentation was given by Warwick Carter on the Perth South West Metropolitan Alliance model.*

*MOVED – Cr M Campbell*

*SECONDED – Cr J Fergusson*

**CARRIED 4-1**

FOR THE MOTION	AGAINST THE MOTION
Cr T Gardiner Cr M Campbell Cr J Fergusson Cr V McCarthy	Cr I Miffing

The minutes from the 28 November BunGeo Meeting, including the draft charter and proposed contributions are in [\(Attachment 8.1.1\(2\)\)](#).

Since these developments have occurred following the previous Council decision, further Council consideration is requested. Councillors have been provided with this new information to ensure they have sufficient background and context for an informed decision. Accordingly, the options open to Council are:

1. Take no further action, and as such the Shire's withdrawal from BunGeo will take effect on 1 July, 2026; or
2. Based on the new information provided in this report and attachments, resolve to remain a member of the BunGeo Group of Councils under the new governance charter, and request the CEO allocate \$15,417 in the draft 2026/27 Budget to fund the ongoing membership.

The following matters are worthwhile noting:

- The proposed \$15,417 would be Council's contribution for the employment of an executive officer. Any BunGeo initiatives would require a further financial contribution.
- The 'next step' in the BunGeo strategic review is to facilitate a strategic workshop to identify strategic direction, areas of focus and regional initiatives
- Council remains an active member of the Warren Blackwood Alliance of Councils (WBAC) and in the 2025/26 financial year contributed \$43,299 (\$17,413 base, \$10,512 climate action, \$1786 trails project, \$13,588 SFV Tourism)
- The Shire President was elected WBAC Chair at the WBAC AGM held on 1 December 2025. It is anticipated that as a result there would be an increase level time requirement required from the Shire President and the CEO
- Council is an active member of the WALGA South West Country Zone
- Due to constrained staff resources as a result of Council's financial position, attendance at BunGeo forums and subcommittees would be limited to the Shire's executive team.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Moderate	High (15)
Risk Description:	Withdrawal may result in loss of economies of scale and influence through participation in regional multi-Council initiatives		
Mitigation:	Look to strengthen focus and leverage of WBAC initiatives		

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Almost Certain	Moderate	High (15)
Risk Description:	Perception of Isolation: Withdrawal might be viewed as a retreat from regional cooperation, potentially damaging relationships with neighbouring councils and external stakeholders		
Mitigation:	Active involvement in WBAC and WALGA SouthWest Country Zone		

Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Almost Certain	Moderate	High (12)
Risk Description:	Should council decide to continue membership, an inability to actively participate in the various forums and sub committees and associated initiatives due to constrained staffing and financial resources.		
Mitigation:	Review current workforce capacity and provide additional resourcing as required in future budgets		

### Financial Implications

If Council resolves to continue its membership, the 2026/27 budget will need to include funding for this purpose. Under the agreed governance model, the Shire would be required to contribute \$15,417, plus a pro rata amount to support BunGeo initiatives.

### Policy Compliance

Nil.

### Statutory Compliance

Nil.

### Consultation

The CEO and Shire President have attended various BunGeo Group of Council Meetings to provide input into the review of the governance model and proposed budget.

### Officer Comment

Given the new information provided in this report and the attachments, Council is requested to:

1. Take no further action, and as such the Shire's withdrawal from BunGeo will take effect on 1 July, 2026; or
2. Based on the new information provided in this report and attachments resolve to remain a member of the BunGeo Group of Councils under the new Governance Charter, and instructs the CEO to allocate \$15,417 in the draft 2026/27 Budget to fund the ongoing membership.

## 8.2 Audit and Risk Management Committee Meeting

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### **8.2.1 Audit and Risk Management Committee Meeting held on 15 December 2025**

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Minutes of the Audit and Risk Management Committee Meeting held 15 December 2025 are attached as Attachment 8.2.1(1).

*\*NB the minutes will be uploaded to the agenda as soon as practicable after the completion of the ARMC Meeting.*

#### **Executive Recommendation:**

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**That the Minutes from the Audit and Risk Management Committee Meeting held 15 December 2025 be received.**

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## 9. Reports of Officers

### 9.1. Director Operations

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#### 9.1.1. Development Application P25041 – Workforce Accommodation Lot 103 (107) Irishtown Road, Donnybrook

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##### Report Details:

**Prepared by:** Principal Planner

**Manager:** Manager Development Services

**Applicant:** Tecon Australia

**Location:** Lot 103 (107) Irishtown Road, Donnybrook

**File Reference:** A4901 (P25041)      **Voting Requirement:** Simple Majority

##### Attachment(s):

- 9.1.1(1) Application Tecon Ref W250196 Revision B
- 9.1.1(2) Additional Information received on 19 November 2025
- 9.1.1(3) Public submissions
- 9.1.1(4) Agency submissions
- 9.1.1(5) Assessment under Clause 67

#### Executive Recommendation

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##### That Council:

- A. Pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P25041 Workforce Accommodation at Lot 103 (107) Irishtown Road, Donnybrook subject to the following conditions and advice:

##### CONDITIONS:

1. The layout of the site and the size, design and location of the buildings and works permitted must always accord with the endorsed plans, including any notations, and must not be altered or modified without the further written consent of the Shire.
  - a. Approved plans:
    - i. Landscaping and Access Plan received 17 November 2025
    - ii. Floor Plan RUS-162-L-0002 dated 12 June 2025
    - iii. Elevation East and South RUS-162-L-0003 dated 12 June 2025
    - iv. Elevation West and North RUS-162-L-0004 dated 15 July 2025
2. All stormwater generated from the development, including from buildings, driveways, and hardstand areas, must be contained and managed on-site in perpetuity by the landowner through an approved method (such as soakwells, rainwater tanks, or a detention system) to

the satisfaction of the Shire. Stormwater must not discharge onto or adversely impact adjoining properties or the road reserve.

3. Any erosion and/or sedimentation issues that occur due to insufficient drainage and/or stormwater management from the proposed development, including any driveway or accessway, is to be rectified, so as not to impact any surrounding properties, including any infrastructure, to the satisfaction of the Shire.
4. Prior to the commencement of the use, the development is to be provided with an adequate potable water supply.
5. Prior to the commencement of the use, the development is to be connected to an approved effluent disposal system.
6. Prior to the commencement of the use, a minimum number of 5 car parking spaces are to be provided on-site. The parking area and access are to be of a standard that enables all weather access for vehicles to the satisfaction of the Shire.
7. Occupancy of the accommodation is to be restricted to employees of the landowner or the operator of the farming activities carried out on the lot, and is not to exceed a maximum of twelve (12) occupants at any one time.
8. Prior to the commencement of the use, the applicant shall designate an onsite manager for the workforce accommodation and provide the manager's details to the Shire. In the event that the designated manager changes, the applicant shall notify the Shire in writing of the new manager's details prior to them undertaking responsibilities.
9. All landscaping shall be installed as per the approved Landscaping and Access Plan within 6 months of the commencement of the use and maintained thereafter to the satisfaction of the Shire.

**Advice:**

- a. The Shire's Building Services advises that this correspondence does not constitute a Building Approval. A Building Application must be submitted to, and approved by, the Shire prior to the commencement of any works. Building plans must reflect the approved plans and conditions. Any subsequent changes to the plans may require further development approval.
- b. The Shire's Environmental Health Services advises:
  - i. Development to be connected to an approved effluent disposal system in accordance with the *Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974*.
  - ii. An *Application to Construct or Install an Apparatus for the Treatment of Sewage* must be lodged at the Building Application stage and will be assessed by the Shire's Environmental Health Services and, thereafter, the Department of Health.
  - iii. A secondary treatment and disposal system is required unless the suitability of a conventional effluent disposal system can be demonstrated to the satisfaction of the Shire.
  - iv. The development is assessed as a Lodging House and must comply with Part 8 (Lodging Houses) of the *Shire of Donnybrook-Balingup Health Local Laws 1999*. An application for

registration of the Lodging House is required, and the activity must not commence until registration is confirmed.

- v. Should food be provided for lodgers, a Food Business Notification/Registration Form must be submitted for approval, accompanied by a detailed sketch plan of the premises fit-out. An inspection by an Environmental Health Officer is required prior to operation.
  - vi. The water supply is to comply with the Australian Drinking Water Guidelines and must include appropriate filtration and disinfection (e.g., filtration with UV treatment), to the satisfaction of the Shire.
- c. The Department of Health advises:
- i. The subject land is in a region that may experience nuisance and disease-carrying mosquitoes, including species capable of transmitting Ross River Virus (RRV) and Barmah Forest Virus (BFV). The development must avoid creating additional mosquito breeding habitats. The applicant is advised to:  
Ensure earthworks do not create surface ponding or other mosquito breeding sites.
    - Incorporate mosquito-proof design into buildings (e.g., insect-screened doors and windows).
    - Ensure all water tanks and water-holding containers are sealed or screened to prevent mosquito access.
    - Regular monitoring and larvicide treatment may be required.
    - Ensure on-site infrastructure and any constructed water bodies are located, designed, and maintained to avoid contributing to mosquito breeding.
  - ii. The site is not classified as C-RR1, C-RU2, or RRU3 under the *Contaminated Sites Act 2003*, as recorded in DWER's Contaminated Sites database. However, other relevant classifications may apply. The applicant is encouraged to obtain a Basic Summary of Records (BSR) for the land and surrounding area to confirm its suitability for a more sensitive land use. A BSR can be requested using *Form 2 – Request for a Summary of Records in Respect of Land*.
- d. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.
- e. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.



## Strategic Alignment

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

- Outcome:** 6 - The built environment is responsibly planned and well maintained.
- Objective:** 6.1 - Ensure sufficient land is available for residential, industrial and commercial uses.
- Item:** Nil.

## Executive Summary

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This report seeks Council's consideration of an application for Development Approval for workforce accommodation at Lot 103 (107) Irishtown Road, Donnybrook. The proposal involves establishing on-site accommodation comprising eight en-suite rooms across two transportable units, linked under a single roof with a shared kitchen, laundry and communal area, to house up to 12 farm workers. Full details and plans are provided in [Attachment 9.1.1\(1\)](#).

The application was advertised to adjoining and nearby landowners and referred to relevant government agencies for comment. A total of thirty-one (31) objections were received.

As officers do not have delegation to determine applications that attract a significant level of community objection, the matter is presented to Council for determination.

Following assessment against the applicable planning framework, officers consider that the proposal can be appropriately managed through the application of suitable conditions. The recommended conditions and advice notes address the matters raised through public submissions and agency feedback.

## Background

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### Proposal

The Shire has received a development application seeking approval for workforce accommodation on Lot 103 (107) Irishtown Road, Donnybrook.

A summary of the key components of the proposal are provided below:

- The applicant wishes to provide on-site workforce accommodation to support seasonal labour needs and enhancing operational efficiency.
- Up to 12 workers accommodated during peak season; generally 8 workers otherwise.
- Eight en-suite rooms provided across two transportable units linked under a single roof.
- Shared common area, purpose-built kitchen, and laundry facilities.
- Modular design balancing private and communal living.
- Setback 30 m from Brazier Street.
- Positioned to avoid disruption to on-site farming activities and protect prime growing land.
- Adequate separation from food handling areas maintained to comply with Russo Produce Freshcare accreditation.
- Access via existing crossover onto Brazier Street and a gated farm track linking the accommodation with the farm sheds.

- Vegetation screening proposed using Callistemon (Bottlebrush).
- Onsite parking provided; not all seasonal workers are expected to have vehicles.
- Aims to provide secure, on-site housing to future-proof the business against situations such as those experienced during COVID-19.

Full details and plans are provided in [Attachment 9.1.1\(1\)](#) In response to public objections and agency submissions, the applicant has provided further information, including responses to submissions and a site and soil evaluation, refer [Attachment 9.1.1\(2\)](#).



Figure 1 – Photo of one of the units (comprising 4 rooms)

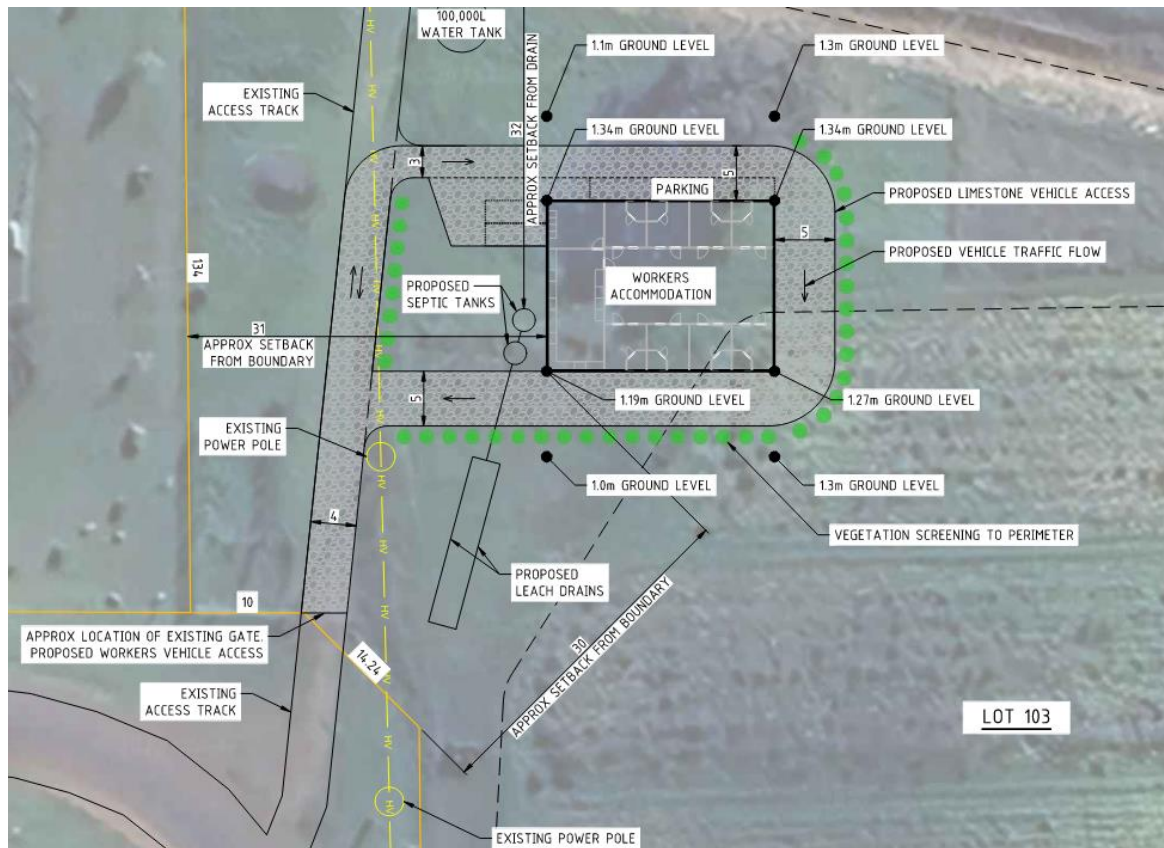


Figure 2 – Original Layout Plan dated 12 June 2025

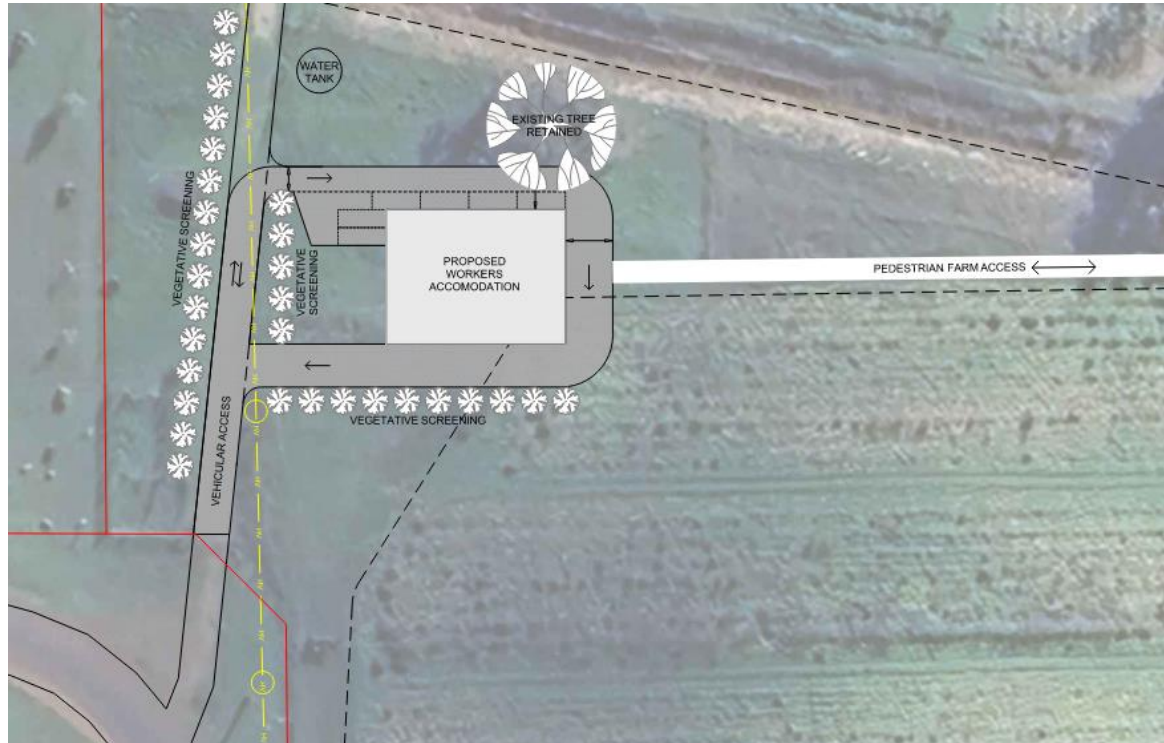


Figure 3 – Revised Landscaping and Access Plan received 17 November 2025



Figure 4 – Internal access track for workers to and from the accommodation to the packing shed

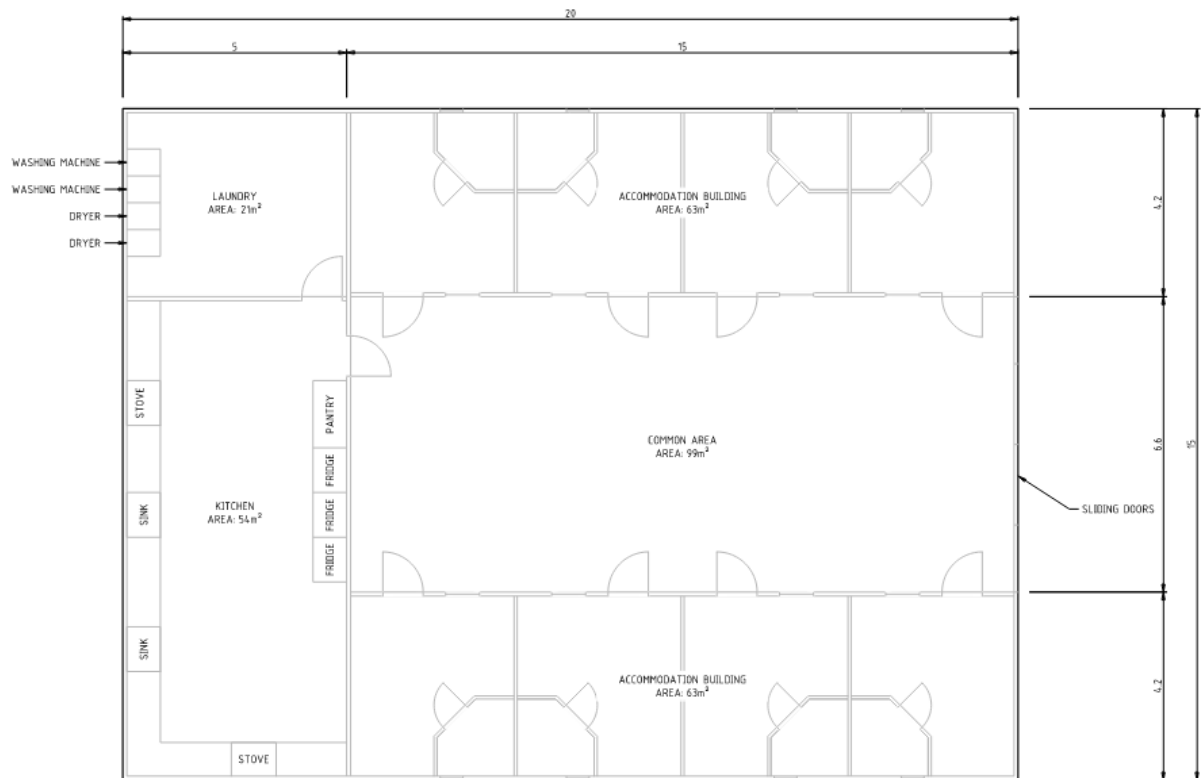


Figure 5 - Floor Plan (total floor area 300m<sup>2</sup>)

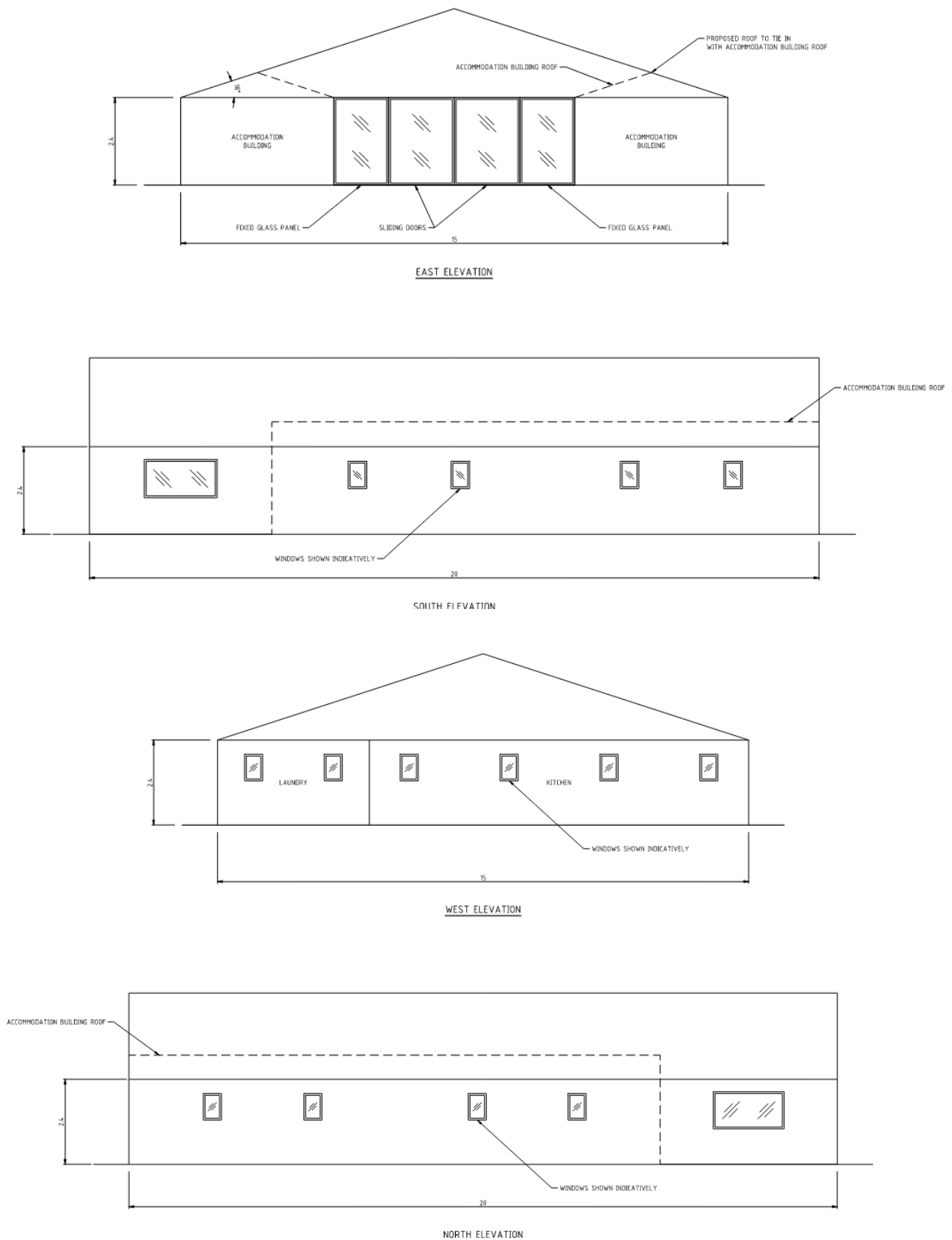


Figure 6 – Elevations



### Location

Lot 103 is approximately 21.22 hectares and is situated about 3.5 km north of the Donnybrook townsite. The lot is bounded by Irishtown Road to the east, Hamilton Road to the south, and a portion of Brazier Street along the south-western boundary. It is zoned Priority Agriculture and is currently used for intensive vegetable and fruit farming. At the time of the site visit (17 November 2025), cucumbers were being grown under dome greenhouse structures. The property also contains a large cherry orchard, with preparations underway for pumpkin cultivation.

Adjacent land to the west consists of smaller Rural Residential lots (shown in brown on Figure 7), primarily used for lifestyle purposes. Surrounding lots indicated in light green are also zoned Priority Agriculture under LPS7 and are actively used for farming activities.

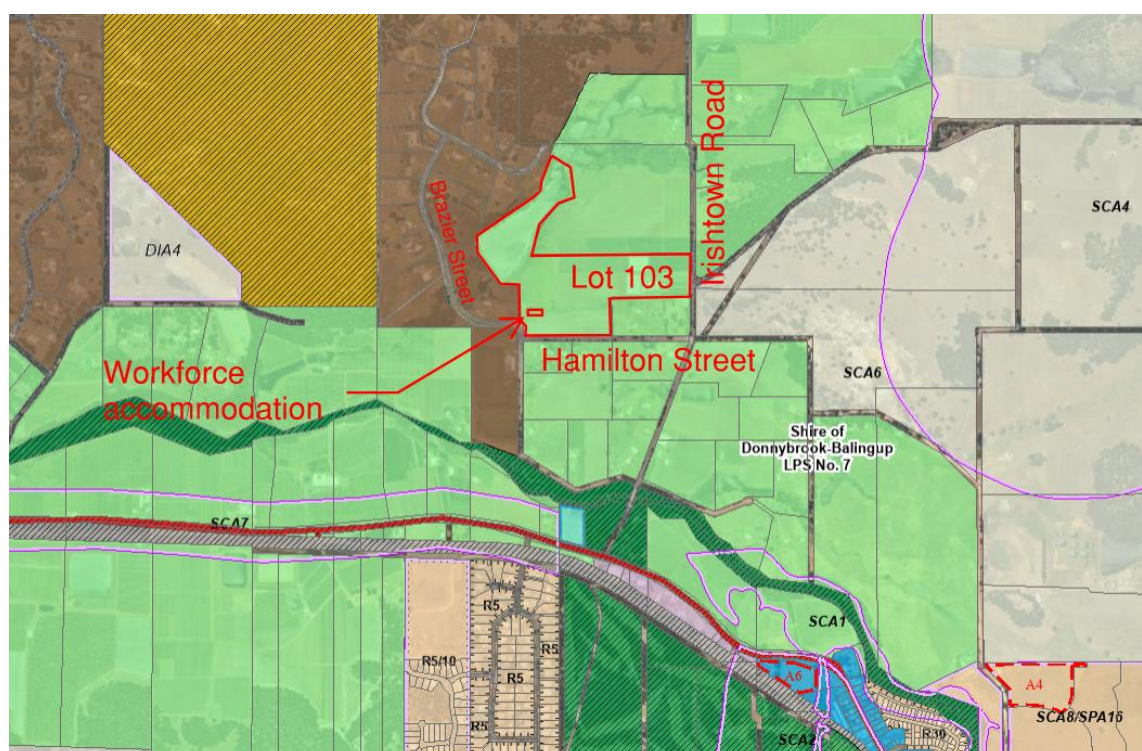


Figure 7 – Location plan showing Lot 103 bordered in red

### **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Moderate	Moderate (5)
Risk Description:	Eutrophication of the adjacent watercourse or odour from ponding human effluent due to inadequate treatment and disposal of wastewater from the development.		
Mitigation:	A separate application under the relevant legislation must be submitted before a building application is able to be considered for this development. The proposed effluent disposal system must be reviewed by the Shire's Environmental Health Officer (EHO) and thereafter approved by the		

	Department of Health (DoH), considering the characteristics of the receiving environment. It is recommended that a condition be imposed requiring the development to be connected to an approved effluent disposal system prior to the commencement of use.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Insignificant	Low (3)
Risk Description:	Impact on local community due to operations.		
Mitigation:	Conditional development approval and compliance.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Possible	Moderate	Moderate (5)
Risk Description:	Exposure of occupants to unsafe drinking water as the lot is not connected to reticulated water.		
Mitigation:	It is recommended that a condition be imposed requiring the development to be connected to an adequate potable water supply prior to the commencement of use. Advice will also be provided to the applicant, noting that water must be supplied in accordance with the <i>Australian Drinking Water Guidelines</i> and include appropriate filtration and disinfection.		

### Financial Implications

The applicant has paid all relevant application fees. If Council refuses the application the applicant may exercise the right to have the decision reviewed by the State Administrative Tribunal. If that is the case, then it may be likely that there will be additional resourcing required (staff time and/or the cost of appointing a consultant to represent the Shire).

### Policy Compliance

Policy 9.16 (Transportable Structures) does not apply to Priority Agriculture zoned land and Policy 9.11 (Relocation of Second-Hand Dwellings) does not apply to this proposal, as the structure is not a relocated single dwelling.

### Statutory Compliance

The application has been assessed against the relevant and applicable statutory Shire of Donnybrook Balingup Local Planning Scheme No.7 (LPS7) provisions, and the proposal has also been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in [Attachment 9.1.1\(5\)](#).

There is no definition of *workforce accommodation* under LPS7. For the purpose of this assessment, the use has been considered in accordance with the definition in the *Planning and Development (Local Planning Schemes) Regulations 2015*, which states:

*“Workforce accommodation means premises, which may include modular or relocatable buildings, used primarily for the accommodation of workers engaged in construction, resource, agricultural or*

*other industries on a temporary basis, and may include associated facilities for occupants and authorised visitors.”*

Workforce accommodation is not specifically listed in the Zoning Table of LPS7. In such circumstances, clause 3.18.2 provides a statutory pathway for considering unlisted uses, allowing the local government to:

1. Determine that the use is consistent with the objectives of the zone and permit it;
2. Determine that the use *may be* consistent and advertise the proposal; or
3. Determine that the use is not consistent and therefore not permitted.

The deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* override the local planning scheme where relevant. Under the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposal is classified as a complex application, as it involves:

- *“an application for approval of development that is a use of land if the use is not specifically referred to in the zoning table for the Scheme in the zone in which the development is located.”*

In accordance with clause 64 — Advertising applications, a complex application must be advertised in the manner required by clause 64(3), which includes:

a) Publishing:

- a notice of the proposed development;
- the development application; and
- any accompanying material considered appropriate by the local government;

b) Giving notice of the proposed development:

- to all owners and occupiers within 200 metres of the subject site; and
- to any other owners or occupiers in the vicinity likely to be affected;

c) Erecting a sign on the subject land.

Although clause 3.18.2 is overridden by the deemed provisions, its underlying considerations remain relevant under clause 67 when determining whether the proposal is consistent with the objectives of the zone.

#### Assessment Against the Priority Agriculture Zone

The purpose of the Priority Agriculture zone (LPS7, cl.3.6.1) is to:

- Provide for the sustainable use of high-quality agricultural land;
- Preserve existing production and support new agricultural enterprises, particularly intensive agriculture such as orchards, market gardens, and vineyards;
- Allow limited non-agricultural development only where it supports, complements, and is compatible with agricultural production.

Relevant zone objectives (LPS7, cl.3.5.2) include protecting rural infrastructure, avoiding inappropriate non-agricultural land uses, supporting productive agricultural activities, enhancing biodiversity, enabling value-adding to agricultural products, and supporting subdivision only where it improves farm management or rural infrastructure.



The proposed workforce accommodation:

- Supports the existing agricultural enterprise by providing on-site housing for seasonal workers;
- Does not involve subdivision or fragmentation of productive land;
- Is ancillary to the primary agricultural use and compatible with surrounding rural activities;
- Aligns with the purpose of the Priority Agriculture zone by supporting ongoing agricultural production; and
- Can be serviced appropriately within a rural context.

The proposal was advertised in accordance with these requirements. Public submissions and agency comments were received, and these are addressed in the consultation section of this report. The assessment has therefore focused on whether the use can be appropriately managed so as to remain consistent with the objectives of the Priority Agriculture zone. Under the Regulations, Council is no longer required to make a separate determination regarding the consistency of the use with the objectives of the zone. This consideration is addressed comprehensively as part of the overall assessment presented within this report.

## Consultation

### Public Submissions

The application was advertised for public comment through a site notice, a notice in the local newspaper, publication on the Shire's website, and direct written notification to adjoining and nearby landowners.

A total of thirty-one (31) objections were received. Copies of the submissions are provided in [Attachment 9.1.1\(3\)](#). Following receipt of these submissions, the applicant was provided with a schedule of submissions and subsequently responded with comments and additional information, refer [Attachment 9.1.1\(2\)](#).

The key issues raised in the submissions, together with officer responses, are summarised below.

Key Themes	Matter Raised	Officer Comment
<b>1. Land Use and Planning Compliance</b>	The proposal conflicts directly with Local Planning Scheme No. 7 (LPS No. 7), which does not list workforce accommodation as a permitted or discretionary use in the Priority Agriculture or Rural Residential zones.	Workforce accommodation is not specifically listed in the Zoning Table of LPS7. In these circumstances, clause 3.18.2 of LPS7 provides a clear statutory pathway for considering unlisted uses. Under this provision, the local government may: <ol style="list-style-type: none"> <li>1. determine the use is consistent with the objectives of the zone and permit it;</li> <li>2. determine the use may be consistent with the zone objectives and advertise the proposal accordingly; or</li> <li>3. determine the use is not consistent and therefore not permitted.</li> </ol>

Key Themes	Matter Raised	Officer Comment
		<p>For the purpose of this application, the use has been considered under the definition of <i>workforce accommodation</i> contained within the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i>, which states:</p> <p><i>“Workforce accommodation means premises, which may include modular or relocatable buildings, used primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis, and may include associated facilities for occupants and authorised visitors.”</i></p> <p>Advertising was undertaken in accordance with clause 64 of the deemed provisions, and assessment has focused on whether the use can be appropriately managed so as to remain consistent with the objectives of the Priority Agriculture zone.</p>
	<p>LPS objectives seek to protect rural amenity, prevent incompatible development, and maintain orderly planning. A high-density workforce facility at the estate entrance undermines these principles.</p>	<p>The proposal has been designed to maintain rural amenity and comply with relevant development standards for the Priority Agriculture zone. The structures meet the required setbacks under LPS7, including a 30 m front setback and a 31 m side setback (exceeding the 20 m requirement). No vegetation clearing is proposed; a single mature tree will be pruned but retained, and the applicant has proposed additional vegetation screening using bottlebrush species.</p> <p>The two accommodation units will be joined under a common roof, presenting externally as a single residential-style building similar in appearance and scale to a large modular dwelling. Vehicle parking is located behind and to the west of the building to reduce visual impact from the public realm.</p> <p>The chosen location is on an area of the property not currently used for agricultural production, ensuring no loss of productive land and no conflict with food-handling areas associated with Russo Produce’s Freshcare accreditation. Although up to 12 occupants may be housed on site, this is not considered high-density development in the rural context, and the overall footprint of approximately 300 m<sup>2</sup> is comparable to that of a typical rural dwelling.</p>

Key Themes	Matter Raised	Officer Comment
		On this basis, rural character and amenity are considered to be appropriately protected.
	The WAPC Position Statement on Workforce Accommodation (2018) clearly indicates such facilities should be located in or near established townsites with appropriate services and infrastructure. The proposed site lies outside Donnybrook townsite and lacks buffers and amenities.	<p>The Position Statement provides general guidance but also acknowledges that workforce accommodation may be appropriate in rural areas where associated with agricultural operations. The proposal is directly linked to the agricultural use of the land and provides on-site accommodation for seasonal employees integral to farm operations.</p> <p>The site is located approximately 3.5 km from the Donnybrook town centre, which is a short travel distance for workers who do not drive and can be readily accessed by bicycle. Adequate separation exists from other dwellings due to the large property size and compliant setbacks, and the development does not introduce land-use conflicts or require additional public services beyond those normally available to rural lots.</p> <p>Given its agricultural context and the modest scale of the accommodation, the proposal is considered reasonable and consistent with the intent of the Priority Agriculture zone.</p>
	Approval risks creating a planning precedent, encouraging similar non-residential uses in inappropriate residential settings, which could permanently alter the nature of Irishtown Heights and comparable estates.	Each development application must be assessed on its individual merits, taking into account the specific site characteristics, the nature of the use, and the objectives of the relevant zone. Approval of this proposal would not automatically imply support for similar proposals in other locations. The agricultural nexus of the accommodation, the large lot size, and the ability to meet setbacks and maintain rural amenity are particular to this site and would not necessarily be replicated elsewhere.
<b>2. Residential Amenity and</b>	Residents chose this area for its quiet, safe, and family-oriented	The subject land is zoned Priority Agriculture, where the primary objective is to support agricultural land uses and associated rural

Key Themes	Matter Raised	Officer Comment
Community Character	lifestyle. The proposed development introduces transient, high-density living at odds with the intended low-density rural residential character.	<p>activities. Workforce accommodation is proposed to meet the operational needs of the farm and is directly linked to the seasonal labour requirements of the existing agricultural enterprise.</p> <p>While the site borders the Rural Residential zone, an appropriate balance must be maintained between protecting residential amenity and supporting the ongoing economic viability of agricultural land within the district. The scale of the proposal, two small transportable buildings accommodating up to 12 workers, is modest in the rural context and as mentioned before it is not considered to constitute high-density development. The accommodation is sited to comply with all setback requirements, with additional landscaping proposed to assist in integrating the development into the rural setting.</p>
	Concerns include excessive noise from shift workers arriving/leaving at odd hours, late-night social gatherings, and general activity not suited to the estate's tranquil setting.	<p>The workers accommodated on site will be employed on the farm and are therefore expected to walk to and from the sheds, significantly reducing vehicle movements at early or late hours. The applicant has advised that an on-site manager or designated responsible person will be available to address any behavioural or noise concerns should they arise.</p> <p>It is not anticipated that a small-scale residential activity of this nature would generate noise, as it is not a noise-generating land use. Any issues of anti-social behaviour are addressed by the police and do not constitute a planning matter.</p>
	The accommodation design, transportable "donga" units and second-hand materials, is seen as visually intrusive and unsightly, particularly at the entrance to Irishtown Heights, diminishing the rural charm and streetscape.	<p>The applicant has confirmed that the final development will present as a single modular-style dwelling, formed by linking the two structures under a common roof. No second-hand external materials will be visible, and the completed appearance will be comparable to other contemporary modular homes commonly used in rural settings.</p> <p>The building meets all rural setbacks and will benefit from additional vegetation screening to further soften its appearance from the public realm and neighbouring properties. Given these</p>

Key Themes	Matter Raised	Officer Comment
		measures, the development is not expected to adversely affect the rural character or the entry point to Irishtown Heights.
	Residents fear a reduction in property values due to visual blight, proximity of transient accommodation, and potential behavioural issues.	Impact on property values is not a valid planning consideration because it is highly subjective and cannot be reliably assessed or attributed to a single development.
<b>3. Safety and Security</b>	The estate is home to many children who walk or cycle to school bus stops along Irishtown and Hamilton Roads. Increased traffic and unfamiliar individuals create unacceptable risks.	Not all staff accommodated on site are expected to have their own vehicles. The applicant has provided five car parking bays, and the site has sufficient space to accommodate additional vehicles if required. Traffic generated by the workforce accommodation is anticipated to be minimal. Children already walk past farm buildings as part of everyday rural life, and it should not be assumed that unfamiliar individuals inherently pose a risk. The accommodation is located and will be managed to avoid creating any additional safety hazards for the surrounding community.
	Residents have reported past trespassing, loitering, and inappropriate behaviour from itinerant workers in the district, heightening concern that unsupervised accommodation will increase crime or antisocial incidents.  Vulnerable groups, including retirees, single women, and families, may feel unsafe with a transient population	The applicant has advised that an on-site manager or designated responsible person will be available to address any behavioural matters that may arise. At the site visit, the landowner confirmed that his farming operation maintains a strong reputation in the community and will actively oversee the workforce accommodation, ensuring appropriate conduct is maintained. Given these management measures, there is no anticipated increase in crime, antisocial behaviour, or community safety risk resulting from this small-scale workforce accommodation.

Key Themes	Matter Raised	Officer Comment
	<p>and lack of accountability.</p> <p>Critically, the proposal includes no on-site caretaker or permanent supervisor, leaving neighbours to manage potential problems themselves.</p>	
<b>4. Traffic and Road Safety</b>	The development is proposed at a dangerous S-bend / blind corner intersection of Hamilton Road and Brazier Street.	Based on the site visit undertaken on 17 November 2025, officers observed that adequate sight distances are available for safe entry and exit from the subject property. The development is expected to generate only a small number of additional vehicle movements, as workers will walk between the accommodation and their workplace on the farm. As a result, the risk associated with the nearby road geometry is considered low.
	Up to 12 workers (plus visitors) will significantly increase vehicle movements, creating conflicts with children, cyclists, and pedestrians who use the same narrow rural roads.	Not all workers accommodated on site are expected to have their own vehicles. The applicant has provided five parking bays, and the lot has capacity for additional parking if required. Traffic associated with the development is anticipated to be low and will not materially affect the function or safety of Hamilton Road, Irishtown Road, or Brazier Street. No adverse impacts on pedestrians or cyclists are expected.
	Lack of designated onsite parking for 12 vehicles risks cars or farm machinery parking on verges, adding to congestion and hazard.	The subject lot is of a size that can comfortably accommodate all anticipated staff vehicles and farm machinery onsite. There is no expectation that verge parking would be required or permitted.
	Previous experience in Donnybrook and similar towns shows itinerant workers sometimes walk on poorly lit rural roads at night,	Personal safety when travelling on public roads is an individual responsibility. The proposal does not inherently increase risk beyond that ordinarily present in rural areas. As workers are employed on the property, it is expected that most movements will occur within the farm itself rather than along public roads.

Key Themes	Matter Raised	Officer Comment
	compounding safety concerns.	
<b>5. Environmental and Infrastructure Concerns</b>	<p>The proposed septic system is unsuited to the area's low-lying, flood-prone land, raising risks of groundwater contamination and surface seepage.</p> <p>Additional wastewater and rubbish generation from up to 12 residents could overwhelm existing waste management and harm local amenity.</p>	<p>Comments relating to effluent disposal have been addressed in the Officer's response to the DWER submission.</p> <p>Waste generation from up to 12 occupants can be managed through standard waste collection services. The scale of waste generation is not expected to exceed what can be appropriately managed.</p>
	<p>The property lies amidst active orchard operations, and the facility's location within 300m of crops exposes residents and neighbours to chemical spray drift, contrary to WA Health guidelines.</p>	<p>The property is an active orchard, and the landowner has control over chemical spraying activities. Spray operations can be scheduled and managed in a manner that minimises risks to onsite workers, including notification protocols and implementation of standard agricultural safety measures.</p> <p>The landowner is responsible for ensuring that their agricultural activities comply with relevant chemical use legislation and industry standards, including Freshcare requirements. Given the workforce accommodation is for employees of the orchard, the risks associated with spray drift can be managed operationally and are not considered a land-use conflict in this context.</p>
	<p>Residents also raised concern about the long-term decline of local wildlife and ecosystems from further intensification of land use.</p>	<p>No clearing of native vegetation is proposed as part of this development. The site is already used for agricultural purposes, and the placement of workforce accommodation does not increase land-clearing intensity.</p> <p>As no native vegetation will be removed, the risk to local wildlife and ecosystems is considered to be very low. The proposal does not introduce</p>

Key Themes	Matter Raised	Officer Comment
		additional environmental impacts beyond the existing agricultural land use.
<b>6. Social and Community Risks</b>	Workforce accommodation involves high turnover of occupants (e.g. backpackers on working visas), which erodes trust, neighbourly ties, and social cohesion in a close-knit rural residential estate.	At the site visit, the landowner confirmed that his farming operation maintains a long-standing and positive reputation within the community, and that he will take an active role in overseeing the workforce accommodation to ensure appropriate behaviour is upheld. The applicant has indicated that a responsible person will be available to address any issues that may arise. As with any approved land use, the conduct of occupants must comply with relevant laws.
	Communities fear antisocial behaviour, such as alcohol-fuelled noise, littering, reckless driving, and occasional aggression — behaviours already reported in Donnybrook, Manjimup, and Pemberton.	Antisocial behaviour is a matter regulated under general law enforcement rather than planning legislation. All residents, whether permanent or seasonal, must comply with the same laws relating to noise, nuisance, littering, and behaviour in public places. Should incidents occur, they would fall under the jurisdiction of WA Police or relevant compliance agencies. Planning cannot operate on assumptions of unlawful behaviour; rather, decisions must be based on the proposed land use and its lawful operation.
	Approval could stigmatise Irishtown Heights as a site of backpacker accommodation, undermining its reputation as a safe, desirable family neighbourhood.	This concern is inherently speculative and cannot be substantiated through the planning assessment process. Planning decisions must be based on the merits of the proposal and the applicable planning framework. The presence of appropriately managed workforce accommodation, in itself, is not considered to undermine the character or reputation of the locality.
<b>7. Other development</b>	Risks of “mission creep” are high, with neighbours fearing unapproved overflow accommodation (tents, vans, caravans) appearing once the facility is established.	Camping activities, including the placement of tents, vans or caravans for accommodation purposes, are not permitted in the Priority Agriculture zone under the Zoning Table (Table 1) of Local Planning Scheme No. 7. Any use of the site for camping, caravan parking, or similar activities would require separate approval, and undertaking such activities without approval would be a breach of the Scheme and subject to compliance action.



Key Themes	Matter Raised	Officer Comment
		Accordingly, the establishment of the workforce accommodation does not create any entitlement for additional onsite camping or caravan use, and the Shire would retain its full compliance powers to address any unauthorised activities.
	What is presented as “temporary farm worker housing” may in practice become a permanent backpacker lodge, inconsistent with the area’s planning intent.	<p>The application is not for temporary accommodation. Once issued, a development approval runs with the land and authorises a specific, permanent land use. While individual workers may be seasonal or temporary, the accommodation buildings themselves are intended as fixed infrastructure supporting agricultural operations.</p> <p>The approved land use cannot lawfully operate as a backpacker lodge, tourist accommodation, or any other form of general visitor accommodation as they are not permitted in the Priority Agriculture zone under the LPS7.</p> <p>To ensure clarity, conditions of approval can limit occupation to persons employed or contracted by the farming enterprise.</p>
<b>8. Alternative, More Suitable Locations</b>	<p>If workforce accommodation is genuinely required, residents argue it should be:</p> <ul style="list-style-type: none"> <li>○ Closer to the farmer’s sheds and operational areas, integrated with farming activity rather than beside homes.</li> <li>○ Located in Donnybrook townsite, where accommodation services, amenities, and public infrastructure already exist.</li> </ul>	<p>Officers attended a site visit on 17 November 2025 and observed that there is insufficient space on Lot 107 near the existing structures for the placement of workforce accommodation without removing a portion of the established orchard, which is not a viable option.</p> <p>The landowner has indicated that having workers on-site is critical for operational efficiency, particularly given experiences during COVID-19, where proximity to staff was necessary to ensure continuity of farm operations. This precludes the option of locating workforce accommodation in town.</p> <p>The applicant states that locating accommodation adjacent to the packing and growing facilities would introduce additional safety and food contamination risks. Freshcare accreditation requires that food safety risks are minimised, and placing staff directly next to packing and growing areas would increase potential for contamination.</p>

Key Themes	Matter Raised	Officer Comment
	<ul style="list-style-type: none"> <li>Considered in rural, commercial, or industrial zones, which are better suited to absorb the impacts.</li> </ul> <p>It is noted with concern that the owner/applicant declined to site the facility near their own sheds and assets, instead proposing a location that burdens nearby residents.</p>	<p>Therefore, the location selected is considered the safest and most appropriate for operational needs.</p> <p>Regarding alternative locations, the applicant has advised that Lot 102 Irishtown Road (immediately north of the property) has no existing services or infrastructure, making it unviable for workforce accommodation purposes. In summary, the proposed location balances operational requirements, staff safety, and food safety compliance.</p>

#### Agency Submissions

The application was referred to the Department of Health, Department of Primary Industries and Regional Development, Western Power, and the Department of Water and Environmental Regulation for comment. All agencies provided responses, with the exception of Western Power. Agency submissions are provided in [Attachment 9.1.1\(4\)](#).

#### Department of Primary Industries and Regional Development (DPIRD)

Summary of submission	Officer response
The Department of Primary Industries and Regional Development (DPIRD) does not object to the proposed workforce accommodation at the abovementioned lot as it is solely intended for seasonal workers performing various farm duties on the property.	The comments from DPIRD are noted.

#### Department of Water and Environmental Regulation (DWER)

Summary of submission	Officer response
<p><b>1. Issue: Water Supply</b></p> <p><b>Advice:</b> Details of required water demand and source are to be provided to the satisfaction of the Shire of Donnybrook Balingup, in addition the Shire is advised to be aware of the likely need for compliance enforcement to ensure regulatory requirements are met under the <i>Rights</i></p>	<p>Site plans indicate that a 100,000 L water tank will be used to supply water to the development. The applicant has provided a copy of the water license, confirming that groundwater obtained under this license will be used to maintain the tank at appropriate levels. DWER has confirmed that the applicant</p>

Summary of submission	Officer response
<p><i>in Water and Irrigation Act 1914</i> in relation to the unlicensed take of surface water</p> <p><b>Discussion:</b></p> <p>No details have been provided of the required water demand or source for the workers accommodation, and this should be provided to the satisfaction of the Shire of Donnybrook Balingup.</p> <p>The department has identified concerns about the potential for an unregulated take of surface water on the subject property for purposes related to the current development application. The landowner has previously been contacted regarding the requirement to licence the existing dam on Lot 103 and was previously found to be using groundwater proclaimed under the <i>Rights in Water and Irrigation Act 1914 (RiWI Act)</i> without authority. The department raises this with the Shire due to the likely need for compliance enforcement to ensure regulatory requirements are met.</p> <p>The subject property is located within the Preston Middle Surface Water Subarea and Donnybrook and Busselton-Yarragadee Groundwater Subareas, as proclaimed under the <i>RiWI Act</i>.</p> <p>Any taking or diversion of surface water in this proclaimed area (whether by direct pumping, construction of a dam, or excavation) can be subject to licensing. Any interference of the watercourse (such as the construction of a dam or crossing, or excavation of the watercourse) may require a permit to interfere with the bed or banks from the department.</p> <p>Any groundwater abstraction in this proclaimed area is subject to licensing by the department, other than supply from the shallow watertable (superficial aquifer) for domestic and non-intensive stock watering purposes.</p> <p>While water has been identified as being available for allocation under the allocation limits set for the surface water resource, its approval will be subject to an assessment of all relevant matters defined under schedule 1, cl7(2) of the <i>RiWI Act</i>.</p>	<p>may use groundwater under their existing entitlement for the workers' accommodation; however, surface water from the dam cannot be used for this purpose.</p> <p>The applicant has also noted that a separate concern regarding the use of surface water without authority is being investigated and addressed, as the nature of this concern is currently unclear. DWER has confirmed that no compliance action is being taken at this stage.</p>

Summary of submission	Officer response
<p><b>2. Issue: Wastewater</b></p> <p><b>Advice:</b> The leach drains are located as far as physically possible from the open drain that discharges into Coolingutup Brook.</p> <p><b>Discussion:</b> The Department is guided by the Government Sewerage Policy (WAPC 2019), and while this policy does not directly apply to this proposal the Department considered the principles are still appropriate. A key consideration for the Department is the separation to water resources. For which CI5.2.2 recommends ‘An on-site sewage system is not to be located within: 100 metres of a drainage system that discharges directly into a waterway or significant wetland without treatment’.</p> <p>The proposal indicates that the leach drain from the septic system will be located south of the workers accommodation, which is approx. 40m away from the open drain. This drain discharged into Coolingutup Brook, a tributary of the Preston River, and is likely to intercept groundwater. This separation is in keeping with the requirements of the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i>, but is less than that recommended by WAPC 2019.</p> <p>The application states that ‘Site Soil Evaluation, prepared in accordance with AS/NZS 1547 On-site domestic wastewater management with any relevant applications will be made through the Shire and/or Health Department as necessary concurrently to this Development Application’, and it is recommended that the site and soil evaluation report shows the leach drains being located as far as physically possible from the open drain.</p>	<p>Following the submission from DWER, the applicant has provided a Site and Soil Evaluation (SSE) prepared by WML (refer Attachment 9.1.X(2)).</p> <p>DWER’s comments regarding the SSE are as follows: The SSE notes that <i>“the final selection of the system should be undertaken by the client from the list of approved Department of Health (DoH) treatment systems. The detailed design for the wastewater management system is beyond this report’s scope.”</i></p> <p>This suggests that WML did not assess the site conditions for the purpose of identifying a suitable wastewater treatment system, but rather focused solely on setback requirements. Typically, an SSE would identify which systems are suitable based on the site’s characteristics.</p> <p>The SSE indicates that a conventional effluent disposal system <i>may</i> be suitable for the lot, provided the relevant setbacks are achieved and the effluent disposal area is of adequate size.</p> <p>It should be noted that the approval and assessment of the effluent disposal system is governed under separate legislation. A separate application for the construction of the effluent disposal system must be lodged with the Shire. The Shire’s Environmental Health Officer will assess the application and provide a recommendation to the Department of Health (DoH), which is the approving authority for development of this size. A condition is therefore recommended requiring that the workforce accommodation be connected to an approved secondary treatment system prior to commencement of the use.</p>
<p><b>Issue: Native Vegetation</b></p>	<p>No native vegetation is proposed to be cleared. There is one large Peppermint</p>

Summary of submission	Officer response
Based on the information provided, it is not clear whether the proposal requires the clearing of native vegetation. Specifically, the vegetation to the immediate north of the proposed workforce accommodation location. If any clearing is proposed, a clearing permit may be required.	tree in close proximity to the workforce accommodation and as indicated on Figure 3 this tree will be retained.

Department of Health (DoH)

Summary of submission	Officer response
<p><b>1. Infrastructure – water supply and wastewater disposal</b></p> <p>All drinking water provided on site must meet the health-related requirements of the <i>Australian Drinking Water Quality Guidelines 2011</i>.</p> <p>Disposal of wastewater generated on site is required to comply with the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i>. In accordance with the Regulations, an Application to Construct or Install an Apparatus for the Treatment of Sewage is required to be submitted to the Shire of Donnybrook-Balingup for the proposed wastewater treatment system. The application for this system is required to be forwarded to the DoH for assessment and approval.</p> <p>A site-specific Site and Soil Evaluation (SSE) will be required to be undertaken by a qualified consultant during the wettest seasonal time of the year (mid-July/August) as per AS/NZS 1547:2012 to ensure the land application area is located and sized appropriately.</p>	<p>Advice has been provided regarding the drinking water. Comments relating to effluent disposal have already been addressed in the Officer's response to the DWER submission.</p>
<p><b>2. Amenity – medical entomology</b></p> <p>The subject land is in a region that occasionally experiences problems with nuisance and disease carrying mosquitoes. These mosquitoes are known carriers of Ross River (RRV) and Barmah Forest (BFV) viruses. Human cases of RRV and BFV diseases have been reported in this region. Any future development needs to avoid the creation of additional mosquito breeding habitats.</p> <p>As the risk of exposure to these diseases for future visitors and residents is unknown, it is recommended the applicant liaises with the Environmental Health team of the Shire of Donnybrook-Balingup to determine the likelihood and the extent of this risk. If the risk is deemed to be medium or</p>	<p>This risk is considered low for the proposed development, as workers residing in the accommodation are already accustomed to potential mosquito exposure while working on site, and the development does not significantly increase that risk. Mosquitoes are common throughout the South West, and there are no mandatory requirements for incorporating window or door screens, or other construction measures, to mitigate mosquito exposure. Department of Health (DoH) advice will be provided to the applicant for</p>

Summary of submission	Officer response
<p>high, then a mosquito management plan should be developed and adequately funded.</p> <p>The DoH recommends that the applicant ensures the proposed site works and infrastructure do not create additional mosquito breeding habitat as follows:</p> <ul style="list-style-type: none"> <li>• Changes to topography resulting from earthworks must prevent run-off from creating surface ponding as it may become mosquito breeding habitat.</li> <li>• Mosquito-proof design should be incorporated into building design for accommodation (such as mosquito mesh on doors and windows to minimise visitor and resident exposure to mosquito bites).</li> <li>• Water tanks and other water-holding containers must be sealed or screened to prevent mosquito access and breeding. Regular monitoring for mosquito larvae and treatment with larvicide may also be required.</li> <li>• On-site infrastructure and constructed water bodies must be located, designed and maintained so they do not create or contribute to mosquito breeding.</li> </ul>	<p>consideration during construction; however, it is not proposed to be imposed as a condition of approval.</p>
<p><b>3. Contaminated sites</b></p> <p>The site has not been classified as C-RR1, C-RU2, or RRU3 as recorded on DWER's Contaminated Sites database (<i>Contaminated Sites Act 2003</i>). However, it may be subject to other important classifications not recorded on that database. The applicant should obtain a Basic Summary of Records (BSR) relating to the land and its surroundings to complete their assessment of the site's suitability for a more sensitive land use. Please use the following form to obtain a BSR: Form 2 - Request for a summary of records in respect of land.</p> <p>1 C-RR: Contaminated – Remediation Required                  2 C-RU: Contaminated – Restricted Use                  3 RRU: Remediated for Restricted Use</p>	<p>The Department of Health (DoH) notes that the site is not classified as a recorded contaminated site. DoH advises that the applicant undertake a further assessment themselves to confirm suitability. This is a matter for the applicant's consideration, and DoH advice will be provided to the applicant.</p>

## Officer Comment

The proposal has been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in [\(Attachment 9.1.1\(5\)\)](#).

Key considerations identified are:

### 1. Land Use and Planning Compliance

Workforce accommodation is not listed as a permitted or discretionary use under LPS No. 7. Clause 3.18.2 of LPS7 allows consideration of unlisted uses. The proposal aligns with the *Planning and Development Regulations 2015* definition of workforce accommodation. Advertising was undertaken in accordance with the requirements for complex applications. The development meets setbacks, protects productive agricultural land, and presents as a single residential-style building. WAPC guidance supports workforce accommodation linked to agricultural operations.

### 2. Residential Amenity and Community Character

Accommodation is modest (two transportable units for up to 12 workers), complies with setbacks, and will be screened with vegetation. Buildings will present as a single modular dwelling. Noise or antisocial behaviour is not expected and an on-site manager will oversee conduct.

### 3. Traffic and Road Safety

Traffic is expected to be minimal; most workers walk to the packing shed on the eastern part farm. An on-site manager will oversee conduct. Sightlines are adequate, this has been considered and assessed by the Shire Works and Services; five parking bays provided with capacity for more. Verge parking is not anticipated, proposed and not currently permitted.

### 4. Environmental Concerns

Drinking water must meet the Australian Drinking Water Guidelines 2011. DWER confirmed use of groundwater under an existing entitlement is permitted while surface water from dam cannot be used.

Onsite effluent disposal must comply with *Health (Treatment of Sewage) Regulations 1974*. Separate approval is required via Shire EHO and DoH in consideration of DWER advice on the SSE submitted. Site not classified as contaminated, with the applicant encouraged to seek their own confirmation under the provisions of the *Contaminated Sites Act 2003*

No native vegetation will be cleared; one mature Peppermint tree will be retained.

### Development considerations

When considering a development application, clause 68 (2) of the Deemed Provisions outlines the following options for determination:

*The local government may determine an application for development approval by -*

- (a) Granting development approval without conditions; or*
- (b) Granting development approval with conditions; or*

*(c) Refusing to grant development approval.*

Staff have assessed the application, including advice from relevant government agencies and Shire service divisions, against key considerations. In addition, the proposal has been assessed against the purpose and objectives of the Priority Agriculture zone.

The proposal is considered suitable for approval, subject to conditions addressing the matters raised during the referral process.

**Conclusion**

The proposal has been thoroughly assessed in accordance with the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook–Balingup Local Planning Scheme No. 7 (LPS7). Following detailed consideration of all relevant planning, environmental and health matters, including submissions from the Department of Water and Environmental Regulation (DWER) and the Department of Health (DoH), staff are satisfied that the development is appropriate for the site and is consistent with the objectives and purpose of the Priority Agriculture zone.

The workforce accommodation has been designed and located to maintain rural character, protect residential amenity, and comply with all applicable setbacks and environmental requirements. It will support an existing agricultural enterprise by providing housing within an otherwise unproductive area of the property. Operational and management measures proposed by the applicant, including on-site supervision, adequate parking, and compliance with onsite effluent disposal and water supply standards, further mitigate potential impacts.

Overall, staff conclude that the proposal can be effectively managed through clear and enforceable conditions, ensuring that the development operates compatibly with surrounding agricultural operations and the broader rural residential environment. Approval of this application is considered consistent with the objectives of the Priority Agriculture zone and represents a reasonable balance between supporting agricultural productivity and protecting the amenity of the locality.



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### 9.1.2. Section 31 Reconsideration Request – Group Dwelling Applications P24075 and P24082 Roberts Street, Balingup

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#### Report Details:

<b>Prepared by:</b>	Manager Development Services		
<b>Manager:</b>	Ross Marshall, Director Operations		
<b>Applicant:</b>	M Willicombe		
<b>Location:</b>	Lot 92 (No. 37) and Lot 93 (No. 39) Roberts Street, Balingup		
<b>File Reference:</b>	A808 (P24075) A5395 (P24082)	<b>Voting Requirement:</b>	Simple Majority

#### Attachment(s):

- 9.1.2(1) SAT Order
- 9.1.2(2) Amended Site Plan dated 15/11/2025
- 9.1.2(3) Agency Submissions
- 9.1.2(4) Excerpt of Minutes of OCM 23 April 2025: Items 9.1.2 and 9.1.3
- 9.1.2(5) Notice of Determination of Development Approval P24075 and P24082

#### Executive Recommendation

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##### That Council:

1. In accordance with Section 31 of the *State Administrative Tribunal Act 2004*, pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), endorses the amended site plan for the Grouped Dwelling proposal at Lot 92 (No. 37) Roberts Street, Balingup subject to all other existing conditions specified in Notice of Determination of Development Approval P24075.
2. In accordance with Section 31 of the *State Administrative Tribunal Act 2004*, pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), endorses the amended site plan for the Grouped Dwelling proposal at Lot 93 (No. 39) Roberts Street, Balingup subject to all other existing conditions specified in Notice of Determination of Development Approval P24082.

#### Strategic Alignment

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

- |                   |   |
|-------------------|---|
| <b>Outcome:</b>   | 6 - The built environment is responsibly planned and well maintained.     |
| <b>Objective:</b> | 6.4 - Provide attractive, well maintained streetscapes, verges and trees. |
| <b>Outcome:</b>   | 12 - A well respected, professionally run organisation.                   |
| <b>Objective:</b> | 12.1 - Deliver effective and efficient operations and service provision.  |

## Executive Summary

The State Administrative Tribunal has invited the Shire to review the imposition of conditions 1a of Development Applications P24075 and P24082 following the submission of an amended site plan by the applicant. This invitation follows active participation by the Shire in the State Administrative Tribunal process following the applicant's appeal lodged in May 2025. Officers support endorsement of the amended site plan for each application.

While the applicant has also requested the removal of advice note a(i) as part of their submission of the amended site plan, given the applicant's proposal is to utilise incinerating toilets combined with a grey water system i.e. types of alternative on-site effluent disposal systems, the removal of the advice note for each application is not supported.

## Background

In May 2025 the applicant lodged the following appeal to the State Administrative Tribunal (SAT):

ORDERS SOUGHT AND GROUNDS		
What order(s) do you want SAT to make?	Provide details:	Deletion of Condition 1 part A
Why should the order(s) be made?	Provide details:	The clause is erroneous and has no merit in planning law.

The relevant conditions from each of the applicable resolutions from its Ordinary Council Meeting held 23 April 2025 are as follows:

### *"COUNCIL RESOLUTION 60/04-25*

1. *Prior to the endorsement of any plans, amended plans to the satisfaction of the Shire must be submitted to and approved by the Shire. The plans must be generally in accordance with the plans in Attachment 9.1.2(1), but modified to show the following:*
  - a. *The front lot sizes to be enlarged to ensure that a minimum lot size of 1000m<sup>2</sup> per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements."*

### *"COUNCIL RESOLUTION 61/04-25*

1. *Prior to the endorsement of any plans, amended plans to the satisfaction of the Shire must be submitted to and approved by the Shire. The plans must be generally in accordance with the plans in Attachment 9.1.3(1), but modified to show the following:*
  - a. *The front lot sizes to be enlarged to ensure that a minimum lot size of 1000m<sup>2</sup> per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements."*

The following table summarises the SAT process to date, with the Director Operations, Manager Development Services and Principal Planner involved in these proceedings:

Date	SAT process	Outcome
30/05/2025	Directions Hearing	Both development applications permitted by SAT to be heard together. Onsite mediation scheduled.
10/06/2025	Onsite Mediation	Applicant did not attend (was ill).

27/06/2025	Directions Hearing	Mediation scheduled (via teleconference)
17/07/2025	Mediation	Confidential process. The second date included representatives from the Department of Health and Department of Planning, Lands and Heritage.
26/08/2025	Mediation	
12/09/2025	Directions Hearing	Exchange of Statement of Issues Facts and Contentions and bundle of documents; resulting in submission of revised site plan.
14/11/2025	Directions Hearing	Section 31 reconsideration ( <a href="#">refer Attachment 9.1.2(1)</a> ).

The differences between the original and amended plans for each lot are summarised as follows:

- Lot sizes for Units 1 have increased from 881m<sup>2</sup> to 959m<sup>2</sup>;
- Lot sizes for Units 2 have increased from 881m<sup>2</sup> to 950m<sup>2</sup> with a share of 257m<sup>2</sup> of common property (driveway access);
- The access driveway width has reduced to 4m;
- The number of crossovers has increased from one to two; and;
- Setbacks to the southern lot remain at 2 m.

There are no other changes proposed for the existing development proposals.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Minor	Moderate (8)
Risk Description:	Inconsistent approach in considering similar applications.		
Mitigation:	Officers have sought feedback from relevant key agencies who support the endorsement of the revised site plans. Suitable site and soil evaluations will be required upfront before accepting any development applications of this nature in the future.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial	Almost Certain	Moderate	High (15)
Risk Description:	Continued participation through the SAT process is resource intensive.		
Mitigation:	The endorsement of the revised site plan will likely lead to a resolution of the SAT proceeding.		

### Financial Implications

There has been considerable officer time involved in participating in the SAT process to date, noting that this is the Shire's "cost of doing business".

There is no application fee associated with a section 31. Reconsideration request.

The invoice for recoup of the advertising for neighbour consultation of P24082 totaling \$249.88 remains outstanding.

### Policy Compliance

Nil.

## Statutory Compliance

Section 31(2) of the *State Administrative Tribunal Act 2004* states:

*Upon being invited by the Tribunal to reconsider the reviewable decision, the decision-maker may:*

- (a) affirm the decision; or*
- (b) vary the decision; or*
- (c) set aside the decision and substitute its new decision.*

The applicant, if they do not agree with the outcome of the reviewed decision, may have the Council reconsideration decision reviewed by the State Administrative Tribunal.

## Consultation

The discretionary aspect of the development proposal i.e. grouped dwelling proposal, has not changed so the application was not required to be readvertised for public comment.

The revised site plan was referred to the Department of Health, Department of Water and Environmental Regulation and Department of Planning, Lands and Heritage with their feedback, contained in [Attachment 9.1.2\(3\)](#) and summarized below:

Summary of submission	Officer response
<b>Department of Planning, Lands and Heritage</b> References the explanatory notes of the <i>Government Sewerage Policy 2019</i> , specifically how the policy determined minimum lot sizes in reference to soil category and states: <i>Whether a minimum 950m<sup>2</sup> lot size is appropriate for the soil categories present on the site is a matter that should be addressed to the satisfaction of the Shire and Department of Health.</i>	The Department of Health has previously confirmed, that based on the site and soil evaluation, the receiving soils at this property are categorised as soil category 4.  The limitations for onsite effluent disposal in the future have been explained to the applicant and they wish to continue with minimum lot sizes of 950m <sup>2</sup> for the front lots.
<b>Department of Water and Environmental Regulation</b> References the <i>Code of Practice for the Reuse of Greywater in Western Australia 2010</i> , specifically where poor phosphorous retention of receiving soils results in the export of phosphorous into waterways greywater systems should be installed more than 100m away from any water sensitive ecosystem. To mitigate water quality risks DWER <i>"recommends that where 100m separation between the infiltrative areas and the creekline cannot be achieved the distance is maximised. With this in mind:</i> <ul style="list-style-type: none"> <li><i>• The proposed lot configuration has placed the larger lots adjacent to the creekline with the infiltration areas located at the western boundary, this is supported.</i></li> <li><i>• It is recommended that the infiltrative areas for the four western and central lots are located at the western boundary of each lot."</i></li> </ul>	These comments are noted and will be incorporated into any resultant report of local government issued for this site as part of a future application for onsite effluent disposal system considered by the Department of Health.

Summary of submission	Officer response
<b>Department of Health</b> Considers that the proposal now achieves the minimum lot sizes under the Government Sewerage Policy and can conditionally support the proposed incinerating toilets and grey water system disposal beds.	These comments are noted.

The Shire's Works and Services department were consulted with reference to the revised internal driveway width. This is supported subject to the crossover being installed to accommodate two way traffic. It is considered that there are existing conditions namely condition 7 i.e.

*Prior to the lodgement of a building application, an application for a vehicle crossover is to be submitted to and approved by the Shire in accordance with the Shire's crossovers standards. Prior to the occupation of the development, the crossover is to be installed in accordance with the crossover approval and continuously maintained thereafter to the satisfaction of the Shire.*  
 that address this requirement.

#### Officer Comment

The Government Sewerage Policy is an endorsed whole-of-Government Policy and applies to proposals assessed under the *Planning and Development Act 2005*. The Department of Health, as the lead agency, supports the proposed amendment. Endorsement of the amended site plan as part of a section 31 reconsideration request by SAT is therefore recommended.

### 9.1.3 Works and Services Project Planning

#### Report Details:

**Prepared by:** Ross Marshall, Director Operations

**Manager:** Nick O'Connor, CEO

**File Reference:** Synergy Reference

**Voting Requirement:** Absolute Majority

#### Attachment(s):

- 9.1.3(1) R2R and Own Source - 6-Year Forward Roadworks Program
- 9.1.3(2) Regional Road Group - 6-Year Forward Roadworks Program
- 9.1.3(3) CR 87/05-25 – Report 9.1.4. 6-Year Capital Forward Roadworks Program

### Executive Recommendation

#### That Council:

1. Approves unbudgeted expenditure of \$40,000 from the 2024/2025 Surplus for Works and Services Planning for the following projects;
  - 1.1. Palmer Street Donnybrook - 26/27 – (\$10,000)
  - 1.2. Bailey Heights Balingup - 26/27 – (\$10,000)
  - 1.3. Sandhills Road Donnybrook - 26/27 – (\$10,000)
  - 1.4. Allnut Street Donnybrook – 27/28 – (\$10,000)

### Strategic Alignment

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

- Outcome:** 8 - Safe and convenient movement of people into and around the district.
- Objective:** 8.1 - Improve road safety, connectivity and traffic flow for all users.
- Item:** 8.1.1 - Advocate via the Regional Roads Group for the State Government to upgrade and improve key regional transport infrastructure.

### Executive Summary

A "Capital Forward Roadworks Program" is implemented to provide a structured plan for future projects, allowing for better resource and budget allocation, efficient project timelines, stakeholder engagement, and proactive mitigation of potential issues.

### Background

At its Ordinary Council meeting held 28 May 2025 Council resolved the following (copy of report attached):

*"COUNCIL RESOLUTION 87/05-25*

*That Council:*

1. Notes and endorses the Shire of Donnybrook Balingup – Regional Road Group 6 – Year Forward Roadworks Program.
2. Notes and endorses the Shire of Donnybrook Balingup – R2R and Own Source 6 – Year Forward Roadworks Program.

3. *Notes and endorses the Chief Executive Officer to submit applications for funding for the projects within the forward roadworks programs outlined in points 1 and 2, from the funding sources outlined.*
4. *Notes and endorses the Chief Executive Officer to submit projects from the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements.*
5. *Notes and endorses the Chief Executive Officer to submit projects not within the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements and subject to Council being able to deliberate the inclusion of the project through its Annual Budget process.*
6. *Increase the contribution by 3% per year and increase the 25/26 budget own source funding by 3%.*

To enable the preparation of the Capital Forward Roadworks Program, the Works and Services team require funds for forward planning that includes but is not limited to surveys, design, clearances and permits – with the latter often taking up to 2 years.

Although the projects were included in the “R2R and Own Source - 6-Year Forward Roadworks Program” and “Regional Road Group - 6-Year Forward Roadworks Program” there was an oversight by the Operations Directorate with budget requests for the forward planning.

This report seeks to remedy the oversight and place the Works and Services Team in a position to progress projects in a timely manner.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Major	High (16)
Risk Description:	There is inherent risk associated with roadworks that relies on detailed investigation and planning to mitigate costs and delays.		
Mitigation:	Obtaining better understanding of major project costs and risks by undertaking detail designs of major works prior to setting annual budget allocations.		

Reputational	Likely	Moderate	High (12)
Risk Description:	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile.		
Mitigation:	Development of a capital forward roadworks program that is reviewed and resourced annually.		

## Financial Implications

As noted above, although the projects were included in the “R2R and Own Source - 6-Year Forward Roadworks Program” and “Regional Road Group - 6-Year Forward Roadworks Program” there was an oversight by the Operations Directorate with budget requests for the forward planning.

It is custom and practice for these requests to be recognised in the formation of the Council Budget papers however this practice is heavily reliant on human intervention in lieu of integrated asset management.

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### **Policy Compliance**

Typically, the various State and Federal funding programs have many rules and requirements in relation to their funding.

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### **Statutory Compliance**

Nil.

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### **Consultation**

Typically, this occurs through our technical staff and Elected Member representative attendance at SWRRG technical and Elected Member meetings. Each is held 3 times per year.

In addition, refer to Council Resolution: 87/05-25 – copy attached.

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### **Officer Comment**

The officer recommendation is well supported by the need for proactive and integrated asset management, especially as the delivery of road works grows more complex and costly. Forward planning is critical to minimise financial impacts, avoid delays, and address potential risks. Furthermore, compliance with various policy requirements, along with thorough consultation through SWRRG meetings and Council resolutions, ensures that all necessary considerations are contemplated. Adopting the officer's recommendation will position Council to better manage its capital road works program, delivering improved outcomes for the community while ensuring responsible governance and fiscal prudence.



#### 9.1.4 Donnybrook Transit Park - Upgrades & Remedial Works

##### Report Details:

<b>Prepared by:</b>	Ross Marshall, Director Operations		
<b>Manager:</b>	Nick O'Connor, CEO		
<b>Location:</b>	Egan Park Donnybrook		
<b>File Reference:</b>	Synergy Reference	<b>Voting Requirement:</b>	Absolute Majority

##### Executive Recommendation

##### That Council:

1. Approves unbudgeted expenditure of \$35,000 from the 2024/2025 Surplus for the following unplanned / reactive works to the Donnybrook Transit Park;
  - 1.1. Remedial Works (\$15,000)
  - 1.2. Remote Access Control (\$15,000)
  - 1.3. Plumbing Investigation (\$5,000)

##### Strategic Alignment

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

<b>Outcome:</b>	1 - A diverse and growing population.
<b>Objective:</b>	1.3 - Improve access and inclusion for people facing barriers.
<b>Outcome:</b>	2 - A safe and healthy community.
<b>Objective:</b>	2.2 - Facilitate, encourage and support a diverse range of festivals, community events, arts and cultural activities.
<b>Outcome:</b>	6 - The built environment is responsibly planned and well maintained.
<b>Objective:</b>	6.5 - Provide attractive and sustainable parks, playgrounds and reserves.
<b>Outcome:</b>	9 - A thriving economy.
<b>Objective:</b>	9.3 - Enable appropriate infrastructure to support and enhance business.
<b>Outcome:</b>	10 - A popular destination for visitors and tourists.
<b>Objective:</b>	10.2 - Improve visitor infrastructure and services.
<b>Item:</b>	10.1.5 - Enhance community engagement to promote the use of Shire facilities and services.

##### Executive Summary

Over the past 2 years there has been noticeable decline in the condition of doors and frames to the Donnybrook Transit Park facility. On several occasions the plastic water pipes have failed, causing

inconvenience for the transit park users and attendance for reactive maintenance works – often after hours.

The long-term effects of this water ingress have surfaced with corrosion of door frames and delamination of doors. The root cause is assumed to be a result of the plumbing leaks, however further investigation is recommended to establish grounds for the issue and recommended remedial actions. With the planned replacement of six doors, it would be practical to supply and install a modern access control system – this would avoid future modification of the doors and provide efficiency for staff.

## **Background**

The Donnybrook Transit Park is managed by the Shire and offers powered and unpowered sites (14 powered, 7 unpowered), toilets, showers, BBQ facilities, and a dump point. It operates under the Caravan Parks and Camping Grounds Regulations 1997, limiting stays to a maximum of three nights.

The Transit Park sits near Reserve Street, opposite to the Apple Fun Park and Egan Park skate park / pump track, in a prime location by Noneycup Creek. It was developed as part of Donnybrook's tourism infrastructure to support short-stay visitors.

While no official annual visitation statistics are published for this specific park, industry data (CaravanStats) indicates that caravan parks in WA experience seasonal peaks during school holidays and long weekends, with occupancy rates often exceeding 80% in high season. Recent observations and SpaceToCo data supports these visitation statistics, and more so during events.

The transit park budget was approved by Council in 2004, with construction completed by 2007. Anecdotal reports from long term staff support a greater history of plumbing issues that have resulted in regular maintenance including replacement of flooring.

Officers are concerned that plumbing pipes are consistently leaking at a rate below detectable levels and have caused non-structural damage in accelerated timeframes. For this reason further investigation and report is recommended to ensure integrity of the plumbing.

The remedial works have been quoted and include replacement of 6 doors with existing digital locks. These locks are maintained to ensure the transit park users enjoy access to the facilities for which they have paid for usage. The general public and nuisance visitors are discouraged to use the facilities to ensure the Shire can maintain a level of service fit for the paid visitors. For this reason the locking codes are changed every week to combat nuisance visitors and sharing of codes on social media platforms. This task is currently performed manually, on each digital lock – there are 6 locks.

If Council approve the budget for the remedial works, it would be practical to supply and install remote access control concurrently to avoid future modification to the doors. An access control system will be fitted to the Transit Park in Balingup this financial year, the same is recommended for the Donnybrook Transit Park. This will allow for remote locking, unlocking, monitoring and access code management –

all from a desktop and mobile phone application. The same system is already in use by the Shire for VC Mitchell Park.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Moderate	High (15)
Risk Description:	Estimated costs exceeds allocated Council budget by \$20,001 to \$100,000. Deferral of works are likely to increase degradation of facility and escalate costs.		
Mitigation:	Provide Council with opportunity to increase budget prior to proceeding further with engagement of contractor. Carryout works in a timely manner to avoid further cost risks.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Almost Certain	Moderate	High (15)
Risk Description:	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile. Delivery of these unplanned works is important to maintain the facilities for paying visitors.		
Mitigation:	Council's support with allocation of budget to activate remedial works and proactively install remote access concurrently.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Likely	Moderate	High (12)
Risk Description:	Through the delivery of the works, moderate and manageable effect on constituents, community and services.		
Mitigation:	The works will be carried out to ensure users enjoy convenient access to facilities that they have paid to use, contributing to a positive visitor experience.		

### Financial Implications

These works are unplanned / reactive due to latent conditions. Quotations have been sought for both the remedial works and remote access control system as follows:

#### Remedial Works – Scope of Works

- Set up safe working area.
- Remove doors A,B,C,D, P1 & P2 – salvage locks.
- Remove P1 & P2 door frames.
- Install new external solid core doors to A,B,C,D P1 & P2.
- Install new Steel split frames to P1 & P2.
- Rust treat lower sections of remaining frames.
- Install new Pull handles, Door closers and Privacy snibs.
- Install digital locks to new doors.
- Install new coat of paint to frames and doors.

- Paint walls in C & D to match existing colour.
- Supply and Install missing wall tiles.
- Leave site clean and tidy upon completion.

#### Remote Access Control Works – Scope of Works (Supply and Install)

- Control panel with battery back-up
- Provide Mobile Phone network interface.
- 12V power supply and battery back-up for equipment.
- Equipment racking.
- Vandal resistant code pads with back light.
- Electronic mortice door locks.
- Internal handles with key barrel.
- Concealed door reed switches with vandal resistant aluminium covers.
- Commissioning and connection to Shires remote access software.

Plumbing Investigation – this scope of works is subject to investigation and findings. The budget sum allows for some plumbing remedial works that may be identified during the inspection. A condition report and recommendations will be supplied by the selected plumbing service contractor.

#### **Policy Compliance**

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Quotations have been sought in accordance with Council Policy FIN/CP-4 Purchasing.

#### **Statutory Compliance**

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Quotations have been sought in accordance with the *Local Government Act 1995*.

#### **Consultation**

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An internal review was carried out with short and long-term staff, and local contractors familiar with the facility.

#### **Officer Comment**

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The Donnybrook Transit Park is important for tourism and visitor experience, that will contribute to the local economy. Due to the fact that Donnybrook doesn't have a commercial caravan park operator, maintenance of the facility is paramount to ensure visitation options for campers and recreational vehicles. The Officer is confident that transit park usage will increase due to the SpaceToCo booking platform, visitor experience and well-maintained facilities. Remote access will improve serviceability, provide efficiencies for staff, and provide for remote after hours customer support.

## 9.2. Director Finance and Community

### 9.2.1 Schedule of Accounts Paid as at 30 November 2025

#### Report Details:

**Prepared by:** Finance Officer

**Manager:** Manager Financial Services

**File Reference:** FNC 10/2

**Voting Requirement:** Simple Majority

**Attachment(s):**

Nil.

#### Executive Recommendation

**That Council receive the schedule of accounts paid as detailed in the report for the period ending 30 November 2025.**

#### Strategic Alignment

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

**Outcome:** 12 - A well respected, professionally run organisation.

**Objective:** 12.1 - Deliver effective and efficient operations and service provision.

**Item:** Nil.

#### Executive Summary

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 30 November 2025, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to \$1,412,425.48.

#### Background

In accordance with Delegation 1.2.23 – *Payments from the Municipal or Trust Funds* adopted by Council on 26 June 2024, the Chief Executive Officer is authorised to incur expenditure in line with the provisions of the adopted Annual Budget, including limited over-expenditure subject to subsequent budget amendments. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of account paid under this delegation is to be prepared and presented to Council on a monthly basis.

#### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Minor	Low (2)
Risk Description:	Additional checks and balances of accounts paid by the Shire.		

Mitigation:	Monthly reporting on accounts paid.		
Compliance	Unlikely	Minor	Low (2)
Risk Description:	Meeting legislative requirement of financial reporting to the Council		
Mitigation:	Monthly reporting on accounts paid.		

### Financial Implications

All liabilities settled have been in accordance with the annual budget provisions.

### Policy Compliance

All payments have been made in line with Shire policies:

- FIN/CP-4 Purchasing
- FIN/CP-5 Regional Price Preference
- FIN/CP-7 Credit Card

### Statutory Compliance

#### Local Government (Financial Management) Regulations 1996

Where the local government has delegated the CEO the exercise of its power to make payments from the municipal fund or the trust funds, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

- The payee's name; and
- The amount of the payment; and
- The date of the payment; and
- Sufficient information to identify the transaction.

This list of accounts is to be:

- Presented to Council at the next ordinary meeting of the Council after the list is prepared; and
- Recorded in the minutes of that meeting.

### Consultation

Relevant staff have been consulted and have confirmed that all payments were authorised in accordance with their delegated authority.

### Officer Comment

A detailed listing of payments has been provided below for Council's formal receipt. Elected Members are encouraged to raise any queries prior to the Ordinary Council Meeting to allow sufficient time for investigation and preparation of a response.

**SHIRE OF DONNYBROOK BALINGUP**  
**SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION**  
**PAYMENTS FROM 1 NOVEMBER TO 30 NOVEMBER 2025**

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
<b>CREDIT CARD</b>				
	30/09/2025	BUNNINGS	GAS CARTRIDGE	93.00
	01/10/2025	SENDGRID	MONTHLY AUTOMATED SERVICE, LINKED TO ENVIBE	140.91
	02/10/2025	SOUNDWAVE CAR STEREO BUNBURY	REPLACEMENT STEREO	1,300.00
	08/10/2025	BIG APPLE BAKERY	VOLUNTEER MEALS	80.15
	08/10/2025	MICROSOFT	AZURE USAGE CHARGES	288.15
	09/10/2025	THINK WATER CAPES REGION	RETICULATION SOLENOID	421.02
	15/10/2025	ONE STOP ROADHOUSE	VOLUNTEER MEALS	285.84
	18/10/2025	LUCID	ANNUAL SUBSCRIPTION TO LUCIDCHART SOFTWARE	123.60
	24/10/2025	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	41.13
	30/10/2025	BENDIGO BANK	CARD FEES	16.00
DD28807.1,2	14/11/2025		<b>TOTAL: CREDIT CARD PAYMENTS</b>	<b>2,789.80</b>
<b>EFT PAYMENTS</b>				
EFT31911	06/11/2025	HARMONIC IT	DESKTOP PC, CONFERENCE CAMERA, TV MOUNT, MONITORS & FORTINET RENEWAL	7,799.00
EFT31912	06/11/2025	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	2,377.99
EFT31913	06/11/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTINS	79.50
EFT31914	06/11/2025	AMD	LRCI AUDIT 2025 & ROADS TO RECOVERY AUDIT 2024/25	4,488.00
EFT31915	06/11/2025	ALL TECH PLUMBING	REPAIR LEAKING TOILET	442.20
EFT31916	06/11/2025	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	256.65
EFT31917	06/11/2025	AUSCHEM TRAINING PTY LTD	AUSCHEM TRAINING	286.00
EFT31918	06/11/2025	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	96.90
EFT31919	06/11/2025	BDA TREE LOPPING	TREE PRUNING	2,750.00
EFT31920	06/11/2025	BANKS PEST AND WEED CONTROL	PEST & WEED CONTROL	5,775.00
EFT31921	06/11/2025	SOUTHWEST FIRE MITIGATION SERVICES	HIRE OF MACHINERY - MAF TREATMENT	8,958.42
EFT31922	06/11/2025	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	MONTHLY SIP SERVICE CHARGES	927.32
EFT31923	06/11/2025	BOLINDA PUBLISHING PTY LTD	LARGE PRINT BOOK	53.46
EFT31924	06/11/2025	BRIGHTMARK GROUP PTY LTD	CLEANING - OCT 25	17,869.78
EFT31925	06/11/2025	H BAIDWAN	SWIMMING LESSONS REFUND	145.98
EFT31926	06/11/2025	CARBONE BROS. PTY LTD	BALINGUP NANNUP RD & CUNDINUP KIRUP RD - ROAD UPGRADES	74,098.21
EFT31927	06/11/2025	CLIFFORD AUTO REPAIRS	VEHICLE SERVICE	358.65
EFT31928	06/11/2025	DUG CROSS ELECTRICS	HWS BOOSTER SWITCHES, LED LIGHT REPLACEMENTS	2,005.00
EFT31929	06/11/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	372.87
EFT31930	06/11/2025	BIDFOOD BUNBURY	KIOSK STOCK	119.20
EFT31931	06/11/2025	COATES CIVIL CONSULTING PTY LTD	CUNDINUP-KIRUP RD - ROAD UPGRADE DESIGN WORKS	10,450.00

**SHIRE OF DONNYBROOK BALINGUP**  
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REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT31932	06/11/2025	CYCLE TOURING ASSOCIATION OF WA (INC)	REFUND VENUE HIRE BOND	500.00
EFT31933	06/11/2025	CHUBB FIRE & SECURITY PTY LTD	BFB - THERMAL IMAGING CAMERA	3,008.50
EFT31934	06/11/2025	CAPE TRAINING & ASSESSING	SKID STEER & CHAINSAW TRAINING	1,070.00
EFT31935	06/11/2025	CHG-MERIDIAN AUSTRALIA PTY LIMITED	BUYOUT LEASE - MULTI FUNCTION PRINTER	511.52
EFT31936	06/11/2025	L COOPER	REFUND OVERPAYMENT OF RATES	804.00
EFT31937	06/11/2025	J CROWLEY	REFUND OVERPAYMENT OF RATES	804.00
EFT31938	06/11/2025	SHIRE OF DARDANUP	ANNUAL CONTRIBUTION TO BGGC	550.00
EFT31939	06/11/2025	DONNYBROOK BUTCHERS	MTG REFRESHMENTS	306.97
EFT31940	06/11/2025	DONNYBROOK FAMILY BAKERY	VOLUNTEER MEALS	100.00
EFT31941	06/11/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	TYRES, WHEEL ALIGNMENT, HIRE OF DIGGER	1,837.50
EFT31942	06/11/2025	DONNYBROOK DISTRICT HIGH SCHOOL	SPONSORSHIP - AWARDS - END OF YEAR PRESENTATION	150.00
EFT31944	06/11/2025	DBCEC (WA) PTY LTD	HIRE OF LOADER & SEMI SIDE TIPPERS	27,709.00
EFT31945	06/11/2025	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	159.97
EFT31946	06/11/2025	L FRY	DAMAGED CULVERT - SHIRE DRAIN WORKS	71.50
EFT31947	06/11/2025	GHD PTY LTD	DBK WMF - PROPOSAL FOR GROUNDWATER MONITORING 2025	5,232.70
EFT31948	06/11/2025	J GILL	REFUND OVERPAYMENT OF RATES	435.00
EFT31949	06/11/2025	GUARDIAN FIRST AID AND FIRE	FIRE EQUIPMENT SERVICE	750.42
EFT31950	06/11/2025	AE HOSKINS BUILDING SERVICES	REPAIR CEILING	2,248.51
EFT31951	06/11/2025	T HALL	REFUND OF CANDIDATE DEPOSIT	100.00
EFT31952	06/11/2025	IT VISION	SYNERGYSOFT TRANSACTION REVERSAL	277.20
EFT31953	06/11/2025	INFIELD SERVICES PTY LTD	VEHICLE SERVICES	8,422.24
EFT31954	06/11/2025	SOUTH WEST ISUZU	ENGINE & FUEL FILTERS	240.15
EFT31955	06/11/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDENING, REPLACE DEADLOCK, SUPPLY & SPREAD GRAVEL, FENCE REPAIR, RUBBISH DISPOSAL	1,398.38
EFT31956	06/11/2025	KONE ELEVATORS PTY LTD	LIFT SERVICE	722.63
EFT31957	06/11/2025	P KEOWN	REFUND OF CANDIDATE DEPOSIT	100.00
EFT31958	06/11/2025	LIVING SPRINGS WATER PTY LTD	SPRING WATER	70.00
EFT31959	06/11/2025	LGISWA	LGIS PROPERTY ADJUSTMENT FOR 2024/25	16,955.39
EFT31960	06/11/2025	S LEO-SMITH	REFUND CAT TRAP HIRE	100.00
EFT31961	06/11/2025	MALATESTA ROAD PAVING & HOTMIX	EMULSION FOR VARIOUS ROADS	720.00
EFT31962	06/11/2025	METAL ARTWORK BADGES	NAME BADGES	159.50
EFT31963	06/11/2025	R MARSHALL	STAFF FUEL	118.65
EFT31964	06/11/2025	V MACCARTHY	REFUND OF CANDIDATE DEPOSIT	100.00
EFT31965	06/11/2025	360 MEDICO LEGAL PTY LTD	MEDICAL	1,708.30
EFT31966	06/11/2025	NORDIC FITNESS EQUIPMENT	WEIGHT PLATES, PLATE TREE, RUBBER DUMBBELLS, DB RACK, FOAM BOX & STORAGE RACK	4,703.93
EFT31967	06/11/2025	OFFICEWORKS	STATIONERY SUPPLIES	325.59



**SHIRE OF DONNYBROOK BALINGUP**  
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**PAYMENTS FROM 1 NOVEMBER TO 30 NOVEMBER 2025**

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT31968	06/11/2025	PRESTON VALLEY MAINTENANCE	MODIFICATION TO FLOOR TO ALLOW RAMP ACCESS, BBQ SHELTER REPAIRS, TILE REPAIR, INSTALL SIGN, REPLACE HINGES/BOLT, REPAIR LOCK, RELOCATE BBQ, COLLECT & DELIVER PALLET JACK, REMOVAL OF SIGNAGE	3,905.00
EFT31969	06/11/2025	PRIME INDUSTRIAL PRODUCTS	PURCHASE OF PALLET JACK	630.66
EFT31970	06/11/2025	A PURICH	REFUND OF CANDIDATE DEPOSIT	100.00
EFT31971	06/11/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	11,373.90
EFT31972	06/11/2025	K ROE	LICENCE APPLICATION	173.20
EFT31973	06/11/2025	M RIGBY	REFUND CAT TRAP HIRE	100.00
EFT31974	06/11/2025	STEWART & HEATON CLOTHING CO. P/L	BFB - PPC	3,246.74
EFT31975	06/11/2025	SOUTHERN LOCK & SECURITY	GYM CARDS, ALARM MONITORING SERVICE, RESTRICTED KEY CUTS	1,476.98
EFT31976	06/11/2025	SOS OFFICE EQUIPMENT	MULTI FUNCTION PRINTER & MONTHLY PRINTER MFD METER READS	1,964.82
EFT31977	06/11/2025	BUNBURY TRUCKS	COMPUTER EMISSION REPLACEMENT PART, COOLANT REPAIRS & PARTS	7,797.12
EFT31978	06/11/2025	SPORTSWORLD OF WA	GOOGLES	1,716.00
EFT31979	06/11/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,735.43
EFT31980	06/11/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	197.43
EFT31981	06/11/2025	TRUCK CENTRE (WA) PTY LTD	FILTER KIT	300.76
EFT31982	06/11/2025	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORM	466.89
EFT31983	06/11/2025	TELAIR PTY LTD	NBN SERVICES CHARGES	678.90
EFT31984	06/11/2025	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	96.96
EFT31985	06/11/2025	SYNERGY	ELECTRICITY CHARGES	14,169.85
EFT31986	06/11/2025	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	1,715.61
EFT31987	06/11/2025	WESTRAC EQUIPMENT PTY LTD	FILTERS & SOS KIT	919.19
EFT31988	06/11/2025	WORK CLOBBER	ANNUAL PPE ORDER FOR OUTDOOR STAFF	7,216.24
EFT31988A	13/11/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 12.11.25	167,876.02
EFT31988B	13/11/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 12.11.25	48,834.00
EFT31989	20/11/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT31990	20/11/2025	ANIMAL HEALTH CENTRE	ANIMAL EUTHANASIAS	300.00
EFT31991	20/11/2025	ALL TECH PLUMBING	VALVE REPLACEMENT & DOWNPIPE REPAIR	884.40
EFT31992	20/11/2025	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT	13,420.00
EFT31993	20/11/2025	ALL LIFT LIFTING SERVICES	INSPECTION & SERVICE OF HIAB	2,200.00
EFT31994	20/11/2025	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	5,402.52
EFT31995	20/11/2025	AQUATIC SERVICES WA PTY LTD	ANNUAL SERVICE OF POOL EQUIPMENT	3,627.75
EFT31996	20/11/2025	AGTRAC MACHINERY	MOWER BLADES, MIRROR, CARTRIDGE OIL, FILTER, ELEMENT, ENGINE OIL, CONSUMABLES	1,375.78
EFT31997	20/11/2025	BUNBURY MACHINERY	MOWER BLADE REPLACEMENTS, SEAT AIR BAG, HIRE OF FAN	458.71

**SHIRE OF DONNYBROOK BALINGUP**  
**SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION**  
**PAYMENTS FROM 1 NOVEMBER TO 30 NOVEMBER 2025**

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT31998	20/11/2025	BUNBURY RETRAVISION	MICROWAVE	177.00
EFT31999	20/11/2025	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	55.56
EFT32000	20/11/2025	BOC LIMITED	LPG BOTTLE	82.30
EFT32001	20/11/2025	BALINGUP BUSH FIRE BRIGADE	EQUIPMENT & PERSONNEL - MITIGATION TREATMENT	1,740.00
EFT32002	20/11/2025	BDA TREE LOPPING	TREE PRUNING	26,840.00
EFT32003	20/11/2025	BUNBURY & BUSSELTON AIR	QUARTERLY SERVICE OF HVAC SYSTEMS	625.62
EFT32004	20/11/2025	BALINGUP LIQUOR & GENERAL STORE	BFB - DIESEL	601.13
EFT32005	20/11/2025	BEELEBURUP BUSH FIRE BRIGADE - SECRETARY	PERSONNEL & EQUIPMENT - MITIGATION BURN	1,720.00
EFT32006	20/11/2025	BANKS PEST AND WEED CONTROL	TERMITE INSPECTIONS ON ALL SHIRE TIMBER BRIDGES	6,897.00
EFT32007	20/11/2025	BUNBURY TELECOM SERVICE PTY LTD	PROVIDE SERVICE LOCATIONS	550.00
EFT32008	20/11/2025	BIG APPLE BAKERY	MTG REFRESHMENTS	22.80
EFT32009	20/11/2025	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY EMERGENCY HELP MONITORING	448.80
EFT32010	20/11/2025	BALINGUP WELDING & CIVIL PTY LTD	PICK UP - ABANDONED VEHICLES	528.00
EFT32011	20/11/2025	BETTER TELCO SOLUTIONS PTY LTD	WIRELESS HEADSET	350.79
EFT32012	20/11/2025	BRECKEN HEALTH CARE	PRE-EMPLOYMENT MEDICALS	1,828.20
EFT32013	20/11/2025	BRIDGETOWN VOLUNTEER BUSHFIRE BRIGADE	PERSONNEL & EQUIPMENT - MITIGATION BURN	960.00
EFT32014	20/11/2025	BUNBURY TOWING & BUSSELTON TOWING SERVICE	VEHICLE RECOVERY	2,145.00
EFT32015	20/11/2025	L COXALL & R BALDOCK	RETURN OF RELOCATED HOUSE BOND	5,000.00
EFT32016	20/11/2025	GEOGRAPHE FORD	VEHICLE SERVICE	355.00
EFT32017	20/11/2025	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - OCT 25	17,443.74
EFT32018	20/11/2025	CLIFFORD AUTO REPAIRS	VEHICLE SERVICES	1,612.10
EFT32019	20/11/2025	DUG CROSS ELECTRICS	REPLACE CEILING FAN	495.00
EFT32020	20/11/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32021	20/11/2025	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING - OCT 25	842.80
EFT32022	20/11/2025	WESTERN AUSTRALIA POLICE	ESL - VOLUNTEER POLICE CHECKS - OCT 25	17.60
EFT32023	20/11/2025	C DENNIS	REFUND OVERPAYMENT OF RATES	2,765.00
EFT32024	20/11/2025	CLEANAWAY	REFUSE COLLECTION & DISPOSAL - OCT 25	62,773.94
EFT32025	20/11/2025	CAFE 48	COUNCILLOR & STAFF MTG REFRESHMENTS	373.00
EFT32026	20/11/2025	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE	381.87
EFT32027	20/11/2025	CLEANAWAY PTY LTD	DBK WMF - RECYCLING WASTE PROCESSING - OCT 25	1,258.05
EFT32028	20/11/2025	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE COLLECTION & TRANSPORT - OCT 25	4,852.85

**SHIRE OF DONNYBROOK BALINGUP**  
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REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT32029	20/11/2025	DONNYBROOK HARDWARE & GARDEN	HARDWARD SUPPLIES - GENERAL POUND SUPPLIES, KWIKSET, TAP CONNECTOR, PLANTS, POLY PIPE, SOIL IMPROVER, WATER STORAGE CRYSTAL, FISH FOOD, RAKE, SCREWDRIVER SET, SCREWS, TRIMMER LINE, WD40, ADHESIVE SEALANT, SURFACE WEEDER, KEROSENE, BLADE - OCT 25	805.59
EFT32030	20/11/2025	DONNYBROOK FRUIT BARN PTY LTD	BFB - DIESEL	175.33
EFT32031	20/11/2025	DONNYBROOK FAMILY BAKERY	CATERING FOR STAFF TRAINING & MTG REFRESHMENTS	172.00
EFT32032	20/11/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	PUNCTURE REPAIR	38.00
EFT32033	20/11/2025	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - ELECTRICITY, BOOK STOCK, STATIONERY, CRAFT ITEMS, GRANT FUNDING PURCHASES	4,464.94
EFT32034	20/11/2025	DONNYBROOK FARM SERVICE	SUPPLY AND INSTALL SUBMERSIBLE PUMP TO BORE, CONTROL WIRE CONNECTORS, POOL CHEMICALS, FIRE HOSE NOZZLE, REPLACEMENT PARTS WATER CART, CLAMPS, WOOLPAKS, MARKING DYE, RETIC COMPONENTS, FLAGGING TAPE, GLOVES	9,369.31
EFT32035	20/11/2025	DONNYBROOK FRESH SUPA IGA	GROCERY SUPPLIES - COUNCIL MEETINGS, ADMIN, W&S, DBK REC CTR, BFB'S, DBK POUND ESSENTIALS, ELECTION - OCT 25	1,307.76
EFT32036	20/11/2025	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	IPEA - 2025 ANNUAL MTG - TEA/COFFEE	88.00
EFT32037	20/11/2025	DONNYBROOK VOLUNTEER FIRE & RESCUE	EQUIPMENT & PERSONNEL - MITIGATION BURN	540.00
EFT32038	20/11/2025	DONNYBROOK SENIORS SOCIAL CLUB	EVENT - SENIORS WEEK	800.00
EFT32039	20/11/2025	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	SHOP LOCAL VOUCHERS	250.00
EFT32040	20/11/2025	W DICKIE	REFUND CAT TRAP HIRE	100.00
EFT32041	20/11/2025	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL - CHARGES FOR COUNCIL OWNED PROPERTY	9,840.65
EFT32042	20/11/2025	FERNDAL/STIRLING PARK BUSH FIRE BRIGADE	EQUIPMENT - MITIGATION BURN	680.00
EFT32043	20/11/2025	C & P FAIRCLOUGH	REFUND OVERPAYMENT OF RATES	804.00
EFT32044	20/11/2025	GALVINS PLUMBING SUPPLIES	CONCRETE SPOON DRAIN STOP END	247.50
EFT32045	20/11/2025	HASTIE WASTE PTY LTD	MONTHLY MANAGEMENT - DBK WMF & BLN TRANSFER STATION, HIRE OF SKIP BIN, SERVICING OF FRONTLIFT WASTE BINS, PROCESSING OF MATTRESSES FOR RECYCLING - OCT 25	41,163.50
EFT32046	20/11/2025	SOUTH WEST ISUZU	SERVICE KIT, FIX FAULT ON GEARBOX	642.52
EFT32047	20/11/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDENING, TREE PRUNING	1,560.13

**SHIRE OF DONNYBROOK BALINGUP**  
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REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT32048	20/11/2025	JACKSON MCDONALD	REVIEW TRIPARTITE AGREEMENT	3,088.80
EFT32049	20/11/2025	JAPANESE TRUCK & BUS SPARES PTY LTD	LUBE KIT	154.10
EFT32050	20/11/2025	P KEMP	REFUND OVERPAYMENT OF RATES	804.00
EFT32051	20/11/2025	LANDGATE CUSTOMER ACCOUNT	LANDGATE SLIP SUBSCRIPTION SERVICES	2,681.00
EFT32052	20/11/2025	LEISURE INSTITUTE OF WA AQUATIC (INC.)	LIWA MEMBERSHIP	150.00
EFT32053	20/11/2025	LFA FIRST RESPONSE	STRETCHER & FIRST AID SUPPLIES	596.10
EFT32054	20/11/2025	R & J LYNCH	REFUND OVERPAYMENT OF RATES	815.77
EFT32055	20/11/2025	MALATESTA ROAD PAVING & HOTMIX	EMULSION FOR ROAD REPAIRS	540.00
EFT32056	20/11/2025	MULLALYUP BUSH FIRE BRIGADE	PERSONNEL & EQUIPMENT - MITIGATION BURN	2,170.00
EFT32057	20/11/2025	MUMBALLUP BUSH FIRE BRIGADE - SECRETARY	PERSONNEL & EQUIPMENT - MITIGATION BURN	1,410.00
EFT32058	20/11/2025	METAL ARTWORK BADGES	STAFF NAME BADGE	15.84
EFT32059	20/11/2025	MCLEODS BARRISTERS & SOLICITORS	GOVERNANCE ADVICE, PREPERATION OF LEGAL AGREEMENT, LEASE ASSIGNMENT COSTS	1,223.20
EFT32060	20/11/2025	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE ONLINE PLANS	2,303.18
EFT32061	20/11/2025	R MARSHALL	WIFI DEVICE	391.94
EFT32062	20/11/2025	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	FREIGHT COSTS	37.00
EFT32063	20/11/2025	C MULLER	STAFF TRAINING	390.00
EFT32064	20/11/2025	MONARCH360 PTY LTD	MONARCH EDRMS	10,725.00
EFT32065	20/11/2025	A MCNAB	REFUND OF CANDIDATE DEPOSIT	100.00
EFT32067	20/11/2025	DONNYBROOK NETBALL ASSOCIATION	UMPIRE COSTS	1,400.00
EFT32068	20/11/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - CHANGING ROOM UPGRADE, EV CHARGING STATIONS	701.68
EFT32069	20/11/2025	PRESTON PRESS	ADVERTISING - SHIRE CONNECT, TAKING LIBERTY POSTER	750.00
EFT32070	20/11/2025	PRESTON VALLEY MAINTENANCE	SUPPLY & INSTALL ROOF SHEETING, INSTALL TV CABINETS, MOVE FURNITURE & INSTALL WALL BRACKET	6,405.50
EFT32071	20/11/2025	PRESTON POWER EQUIPMENT	BLADE BOLT KIT, MOWING HEAD AUTOCUT	104.00
EFT32072	20/11/2025	PICTON CIVIL PTY LTD	TRUCK AND TRAILER HIRE	2,079.00
EFT32073	20/11/2025	PENINSULA HOUSE NUMBERS	SUPPLY POWDER COATED ALUMINIUM SIGNAGE AND LOGO	5,848.79
EFT32074	20/11/2025	PLAY CHECK PTY LTD	ANNUAL PLAYGROUND INSPECTION & REPORT	2,200.00
EFT32075	20/11/2025	QUEST KINGS PARK QWEST FRANCHISE MANAGEMENT PTY LTD	STAFF ACCOMMODATION & PARKING	260.00
EFT32076	20/11/2025	ROYAL LIFE SAVING SOCIETY WA INC.	ANNUAL WATCH AROUND WATER SUBSCRIPTION	165.00
EFT32077	20/11/2025	WREN OIL	FILTER DRUM EXCHANGE	203.50

**SHIRE OF DONNYBROOK BALINGUP**  
**SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION**  
**PAYMENTS FROM 1 NOVEMBER TO 30 NOVEMBER 2025**

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT32078	20/11/2025	REPCO - DONNYBROOK	VEHICLE TRANSMISSION FLUID, DIGITAL MULTIMETER, SILCONE & SEALANT, GLOBE, OIL, LED STROBE, TERMINAL CONNECTOR STRIP, FILTER OIL, FUEL FILTER, BREAK CLEANER, UNDERBODY COATING	744.89
EFT32079	20/11/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	16,227.19
EFT32080	20/11/2025	SHIRE OF BRIDGETOWN-GREENBUSHES	BUSHFIRE MITIGATION COORDINATOR CLAIM	7,907.09
EFT32081	20/11/2025	SPENCER SIGNS	REPLACEMENT SIGN	214.50
EFT32082	20/11/2025	STEWART & HEATON CLOTHING CO. P/L	BFB - PPC	290.75
EFT32083	20/11/2025	SOUTHERN LOCK & SECURITY	RE KEY LOCK TO SHIRE SYSTEM	210.00
EFT32084	20/11/2025	SOS OFFICE EQUIPMENT	TONER CARTRIDGE	136.40
EFT32085	20/11/2025	BUNBURY TRUCKS	FAULT FIND, ENGINE CHECK LIGHT & COOLANT LEAK ON HEAT EXCHANGER	1,655.28
EFT32086	20/11/2025	SURVCON PTY LTD	STANDARD FEATURE & CONTOUR SURVEY	1,540.00
EFT32087	20/11/2025	JBS&G AUSTRALIA PTY LTD	LANDFILL CLOSURE MANAGEMENT PLAN - HYDROLOGICAL ADVICE	3,932.50
EFT32088	20/11/2025	STATEWIDE BEARINGS	MOUNTS & STUDS	178.60
EFT32089	20/11/2025	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURITY BIN HIRE & DISPOSAL	113.30
EFT32090	20/11/2025	ST MARY'S CATHOLIC PRIMARY SCHOOL DONNYBROOK	DONATION - EOY AWARDS 2025	150.00
EFT32091	20/11/2025	SOUTH WEST AUDIO VISUAL	AV CABINET LOCATION WITH ADDITIONAL HDMI, PORT STREAMING, DVD/USB PLAYER, SIREN COVERS, INSTALLATION LABOUR	5,500.00
EFT32092	20/11/2025	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILD CARE WORKER	1,738.10
EFT32093	20/11/2025	SUPAGAS	GAS FACILITY FEE	50.60
EFT32094	20/11/2025	SJ TRAFFIC MANAGEMENT PTY LTD	TRAFFIC MANAGEMENT	1,108.80
EFT32095	20/11/2025	SULLY CIVIL PTY LTD	SMITH ST & TIMMS ST ROAD UPGRADE	236,419.29
EFT32096	20/11/2025	SCAVENGER SUPPLIES PTY LTD	BFB'S - PPE	17,803.50
EFT32097	20/11/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,027.12
EFT32098	20/11/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	128.65
EFT32099	20/11/2025	TENDERLINK	PUBLIC TENDERS - DBK REC CTR CHANGING ROOM & ELECTRIC VEHICLE CHARGING	360.80
EFT32100	20/11/2025	TOTAL TOOLS BUNBURY	IMPACT WRENCH	435.00
EFT32101	20/11/2025	TPG NETWORK PTY LTD	TPG NETWORK PTY LTD	1,304.60
EFT32102	20/11/2025	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	387.84
EFT32103	20/11/2025	EARTH 2 OCEAN COMMUNICATIONS	REPAIRS TO REPEATER STATION	671.44
EFT32104	20/11/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	123.36
EFT32105	20/11/2025	SYNERGY	ELECTRICITY CHARGES	8,980.98

**SHIRE OF DONNYBROOK BALINGUP**  
**SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION**  
**PAYMENTS FROM 1 NOVEMBER TO 30 NOVEMBER 2025**

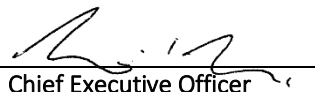
REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT32106	20/11/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA ELECTED MEMBER TRAINING	14,190.00
EFT32107	20/11/2025	WESTRAC EQUIPMENT PTY LTD	BELT & ELEMENTS FOR ROLLER	477.63
EFT32108	20/11/2025	WORK CLOBBER	ANNUAL PPE SAFETY BOOTS	4,065.30
EFT32109	20/11/2025	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	7,351.50
EFT32110	20/11/2025	WOODLANDS DISTRIBUTORS PTY LTD	COMPOSTABLE DOG WASTE BAGS	2,201.76
EFT32111	20/11/2025	WA LASER ENGRAVING	NAME PLAQUES FOR COUNCILLORS AND STAFF - COUNCIL CHAMBERS	275.00
EFT32113	20/11/2025	ZIPFORM	SELF SEAL ENVELOPES	1,003.03
EFT32113A	27/11/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 26.11.25	157,561.36
EFT32113B	27/11/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 26.11.25	43,946.00
			<b>TOTAL: EFT PAYMENTS</b>	<b>1,331,854.06</b>
		<b>CHEQUE PAYMENTS</b>		
53845	12/11/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO PLATE	225.00
			<b>TOTAL: CHEQUE PAYMENTS</b>	<b>225.00</b>
		<b>BANK FEES</b>		
	30/11/2025	BENDIGO	BANK FEES	676.42
		COMMONWEALTH	BANK FEES	699.53
		TYRO	BANK FEES	1,425.93
		PAYPAL	TRANSACTION FEES	28.44
		EZIDEBIT	TRANSACTION FEES	5.61
		SPACETOCO	TRANSACTION FEES	2,946.69
			<b>TOTAL: BANK FEES</b>	<b>5,782.62</b>
		<b>DIRECT DEBITS</b>		
DD28778.1	12/11/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	21,289.74
DD28778.2	12/11/2025	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD28778.3	12/11/2025	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	39.86
DD28778.4	12/11/2025	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	316.80
DD28778.5	12/11/2025	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	326.70
DD28778.6	12/11/2025	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	547.54
DD28778.7	12/11/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	236.65
DD28778.8	12/11/2025	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	132.45
DD28778.9	12/11/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	73.25
DD28778.10	12/11/2025	TELSTRA SUPERANNUATION SCHEME	EMPLOYEE SUPER DEDUCTIONS	110.45
DD28778.11	12/11/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,438.29
DD28778.12	12/11/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,127.25
DD28778.13	12/11/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,713.89
DD28778.14	12/11/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	487.21
DD28778.15	12/11/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	476.01
DD28778.16	12/11/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	573.89
DD28778.17	12/11/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	668.43
DD28778.18	12/11/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	742.82

**SHIRE OF DONNYBROOK BALINGUP**  
**SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION**  
**PAYMENTS FROM 1 NOVEMBER TO 30 NOVEMBER 2025**

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
DD28782.1	12/11/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	268.13
DD28782.2	17/11/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	71.50
DD28805.1	17/11/2025	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	2,037.20
DD28813.1	26/11/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,288.26
DD28813.2	26/11/2025	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD28813.3	26/11/2025	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	19.93
DD28813.4	26/11/2025	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	314.36
DD28813.5	26/11/2025	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28813.6	26/11/2025	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28813.7	26/11/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	236.65
DD28813.8	26/11/2025	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	107.91
DD28813.9	26/11/2025	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	324.49
DD28813.10	26/11/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	320.25
DD28813.11	26/11/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,272.30
DD28813.12	26/11/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,696.96
DD28813.13	26/11/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,673.40
DD28813.14	26/11/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	406.67
DD28813.15	26/11/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	515.51
DD28813.16	26/11/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	905.59
DD28813.17	26/11/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	676.12
DD28813.18	26/11/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	781.56
DD28817.1	10/11/2025	SPACETOCO PTY LTD	VENUE HIRE CHARGE	123.00
DD28821.1	28/11/2025	SHERIFF'S OFFICE	LODGE MENT FEE - UNPAID INFRINGEMENT	88.50
			<b>TOTAL: DIRECT DEBITS</b>	<b>71,774.00</b>
			<b>TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT</b>	<b>1,412,425.48</b>

**CERTIFICATION BY CHIEF EXECUTIVE OFFICER**

This Schedule of Accounts Paid is submitted to the Council Meeting on 17 December 2025 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.

  
 Chief Executive Officer



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### 9.2.2. Statement of Financial Activity report for the period ending 31<sup>st</sup> of October 2025

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#### Report Details:

**Prepared by:** Manager Financial Services

**Manager:** Acting Director Finance & Corporate

**File Reference:** Nil

**Voting Requirement:** Simple Majority

**Attachment(s):**

9.2.2(1) Statement of Financial Activity for period ending 31<sup>st</sup> of October 2025

#### Executive Recommendation

**That Council receive the Statement of Financial Activity report for the period ending 31st of October 2025 as per Attachment 9.2.2(1)**

#### Strategic Alignment

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

**Outcome:** 12 - A well respected, professionally run organisation.

**Objective:** 12.1 - Deliver effective and efficient operations and service provision.

**Item:** Nil.

#### Executive Summary

Pursuant to Section 6.4 of the *Local Government Act 1995 (the Act)* and Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996 (the Regulations)*, a local government is to prepare, on a monthly basis, a monthly financial report presented to Council details the Shire's performance in relation to its adopted/amended budget and actuals.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance for the period ending 30<sup>th</sup> of September 2025.

#### Background

The Regulations detail the form and manner in which the monthly financial report is to be presented to the Council, and is to include the following:

- Annual budget estimates.
- Budget estimates to the end of the month in which the statement relates.
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates.
- Material variances between budget estimates and actual revenue/expenditure.
- Net current assets at the end of the month to which the statement relates.

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year.

At its Special Meeting of Council on 6<sup>th</sup> of August 2025 it was recommended Council adopt the following material variance reporting thresholds for the 2025/26 financial year:



- a) Variances equal to or greater than 10% of the year-to-date budget amounts detailed in the Statement of Financial Activity, however variances due to timing differences are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and
- b) Reporting of variances only applies for amounts greater than \$25,000.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Moderate	Moderate (6)
Risk Description:	Monetary loss that may or may not be managed within existing budget or may not impact a program or services		
Mitigation:	Reporting financials monthly		
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Meeting legislative requirement of financial reporting to the Council		
Mitigation:	Monthly reporting on financial reports.		

## Financial Implications

### Budget

There are no financial implications relevant to this proposal.

### Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

## Policy Compliance

Nil.

## Statutory Compliance

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare financial activity statements.

## Consultation

The Shire's Executive Team, Department Managers and Finance staff monitor the Shire's monthly revenue and expenditure.

Approved budget amendments are recorded in the financial statements to always reflect the Shire's current budget and financial position.

## Officer Comment

These statements compare year-to-date expenditure and revenue against the 2025/26 Adopted Budget. The opening surplus for the financial year reflects figures from the draft Annual Financial Statements, which remains subject to audit.

The issuing of rates for 2025/26 was completed in August 2025. Payment options are as follow:

- First instalment and due date for single full payment is 26<sup>th</sup> of September 2025
- Second rates instalment due date is 25<sup>th</sup> of November 2025
- Third rates instalment due date is 30<sup>th</sup> January 2026
- Fourth and final instalment due date is 31<sup>st</sup> of March 2025

At the time of preparing this report, the final audit for the 2024/25 financial year has not yet been completed. Due to this updating capital purchases within the asset module for the 2025/26 financial year have not been recorded. Additionally, depreciation calculations for the new financial year are still pending and not yet processed.

After the audit for 2024/25 is finalised, the assets module will be updated to include all capital purchases for 2025/26. Depreciation will be calculated and reflected in the financial statements accordingly, ensuring accurate representation of asset values and expenses for the period. The audit is expected to be finalised by the 8<sup>th</sup> of December 2025.

Explanation of current material variances is included in Note 3 of the attached financial report.

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### 9.2.3 Statement of Financial Activity report for the period ending 30th of November 2025

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#### Report Details:

**Prepared by:** Manager Financial Services

**Manager:** Acting Director Finance & Corporate

**File Reference:** Nil

**Voting Requirement:** Simple Majority

**Attachment(s):**

9.2.3(1) Statement of Financial Activity for period ending 30<sup>th</sup> of November 2025

#### Executive Recommendation

**That Council receive the Statement of Financial Activity report for the period ending 30th of November 2025 as per Attachment 9.2.3(1).**

#### Strategic Alignment

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

**Outcome:** 12 - A well respected, professionally run organisation.

**Objective:** 12.1 - Deliver effective and efficient operations and service provision.

**Item:** Nil.

#### Executive Summary

Pursuant to Section 6.4 of the *Local Government Act 1995 (the Act)* and Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996 (the Regulations)*, a local government is to prepare, on a monthly basis, a monthly financial report presented to Council details the Shire's performance in relation to its adopted/amended budget and actuals.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance for the period ending 30<sup>th</sup> of November 2025.

#### Background

The Regulations detail the form and manner in which the monthly financial report is to be presented to the Council, and is to include the following:

- Annual budget estimates.
- Budget estimates to the end of the month in which the statement relates.
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates.
- Material variances between budget estimates and actual revenue/expenditure.
- Net current assets at the end of the month to which the statement relates.

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year.

At its Special Meeting of Council on 6<sup>th</sup> of August 2025 it was recommended Council adopt the following material variance reporting thresholds for the 2025/26 financial year:

- a) Variances equal to or greater than 10% of the year-to-date budget amounts detailed in the Statement of Financial Activity, however variances due to timing differences are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and
- b) Reporting of variances only applies for amounts greater than \$25,000.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Moderate	Moderate (6)
Risk Description:	Monetary loss that may or may not be managed within existing budget or may not impact a program or services		
Mitigation:	Reporting financials monthly		
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Meeting legislative requirement of financial reporting to the Council		
Mitigation:	Monthly reporting on financial reports.		

### Financial Implications

#### Budget

There are no financial implications relevant to this proposal.

#### Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

### Policy Compliance

Nil

### Statutory Compliance

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996 detail the form and manner in which a local government is to prepare financial activity statements.

### Consultation

The Shire's Executive Team, Department Managers and Finance staff monitor the Shire's monthly revenue and expenditure.

Approved budget amendments are recorded in the financial statements to always reflect the Shire's current budget and financial position.

### Officer Comment

These statements compare year-to-date expenditure and revenue against the 2025/26 Adopted Original Budget which now includes further amendments adopted by Council.

The Shire's surplus after imposition of rates was \$6,370,738 which is higher than the year-to-date budgeted surplus of \$6,311,613.

### **Operating Activities**

Revenue was \$11,605,890 which is greater than budget estimates. Key areas include:

- Operating grants, subsidies, and contributions is 2.25% higher than budget estimates.
- Fees and charges was slightly higher by 2% than budget estimates.

Expenditure was \$9,254,721 being 2.35% higher than budget estimates. Key areas include:

- Employee costs 3% higher than budget estimates due to timing.
- Materials and contracts 2.14% higher than budget estimates due to timing.
- Utility charges 18.88% lower than budget – refer to note 3 for explanation in the attached monthly financial report.
- Depreciation 3.71% higher than budget estimate.
- Finance costs 30% lower than budget estimates due to timing.
- Insurance 6.4% higher than budget estimates.

### **Investing Activities**

Inflows from investing activities was \$445,719 and is 9.4% below the YTD budget estimates. Key contributors include:

- Proceeds from capital grants, subsidies, and contributions: \$392,215 being 9.4% below budget.

Outflows from investing activities was \$1,715,001 and is 24.4% higher the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment \$616,167 and is 4.47% below budget.
- Payments for construction of infrastructure was \$1,098,834 and is 49.78% above budget. Refer to note 3 and 5 for further explanations in the attached monthly financial report.

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## 9.2.4 Council Policy EXE/CP-4 Welcome to and Acknowledgement of Country

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### Report Details:

**Prepared by:** Governance Coordinator

**Manager:** Loren Clifford, Executive Manager Corporate

**File Reference:** ADM 11/4

**Voting Requirement:** Simple Majority

### Attachment(s):

9.2.4(1) Council Policy EXE/CP-4 Welcome to and Acknowledgement of Country

9.2.4(2) Council Policy EXE/CP-4 Welcome to and Acknowledgement of Country - tracked changes

### Executive Recommendation

#### That Council:

**Adopt the amendments to Council Policy EXE/CP-4 Welcome to and Acknowledgement of Country at Attachment 9.2.4(1).**

### Strategic Alignment

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

**Outcome:** 12 - A well respected, professionally run organisation.

**Objective:** 12.1 - Deliver effective and efficient operations and service provision.

**Item:** Nil.

### Executive Summary

This report presents the outcome of a review of Council Policy EXE/CP-4 Welcome to and Acknowledgement of Country, undertaken in accordance with the Shire's Policy Framework process. It seeks Council's resolution to adopt the revised policy, incorporating the amendments at [Attachment 9.2.4\(1\)](#).

### Background

Council Policy EXE/CP-4 Welcome to and Acknowledgement of Country was adopted in May 2015 with review and amendment in December 2021. A further review was presented to Council in March 2024, with a decision deferred for adoption of amendments pending confirmation of appropriate references to Traditional Owners and regional corporations.

The objective of the policy is to ensure the Shire of Donnybrook Balingup (Shire) appropriately acknowledges the Wardandi, and Ganeang/Kaneang Noongar people, who are the Traditional Owners of the land upon which the Shire is situated. It provides clear guidance to Council and Staff on when Welcome to Country and/or Acknowledgement of Country should be undertaken at Shire functions, activities and events and included in relevant documents.

Following a comprehensive review, the Policy has been updated to address previous concerns raised regarding references to the appropriate Traditional Owners and regional corporations. Additionally, the policy definitions have been revised to ensure they are accurate and concise.

The policy review also identified various minor amendments. These amendments are not considered significant and include changes to syntax and formatting to reflect updates to the policy template. These changes do not impact the application of the policy in accordance with the definition specified in Council Policy EXE/CP-8 Policy Framework.

All proposed amendments to the policy are shown tracked at [Attachment 9.2.4\(2\)](#).

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	Failure to conduct regular reviews of Council policies.		
Mitigation:	Ensure Council policies are reviewed in accordance with the Shire's adopted Policy Framework process to ensure they are concise, consistent and compliant with legislation, standards and strategic objectives.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Negative impact on community perceptions resulting from inappropriate cultural references and acknowledgment.		
Mitigation:	Ensure the policy encompasses culturally appropriate terminology and references to reflect community expectations.		

### Financial Implications

Nil.

### Policy Compliance

Council Policy EXE/CP-8 Policy Framework provides direction on the development and implementation of policies to reflect the Shire's strategic goals and comply with statutory requirements.

### Statutory Compliance

Section 2.7(2)(b) of the *Local Government Act 1995* (the Act) prescribes one of the roles of Council as being to determine the local government's policies.

Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented, and this includes giving effect to Council's adopted policies.

### **Consultation**

Review of Council policies is undertaken in accordance with the Shire's Policy Framework. This process encompasses consultation and collaboration between staff and external parties where relevant.

Moore Australia evaluated the suitability of the Shire's current Council and Administration Policies as part of the *Local Government (Audit) Regulations 1996* Regulation 17 Review, undertaken in December 2024.

### **Officer Comment**

To support Council in its role to maintain appropriate, accurate policies for the Shire, it is recommended that Council adopt the Executive Recommendation outlined in this report and endorse the proposed amendments to Council Policy EXE/CP-4 Welcome to and Acknowledgement of Country [Attachment 9.2.4\(1\)](#).



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### 9.2.5. Annual Report 2024-2025 and Scheduling of 2026 Annual General Meeting of Electors

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#### Report Details:

<b>Prepared by:</b>	Governance Coordinator		
<b>Manager:</b>	Loren Clifford, Executive Manager Corporate		
<b>File Reference:</b>	ADM 36; CNL 10	<b>Voting Requirement:</b>	Absolute Majority
<b>Attachment(s):</b>			
9.2.5(1)	Annual Report 2024-2025		

#### Executive Recommendation

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##### That Council:

1. **Accept by absolute majority the Annual Report 2024-2025 for the year ending 30 June 2025, as per Attachment 9.2.5(1);**
2. **Notes the Annual Financial Statements 2024-2025 with Auditor's Report (Opinion), endorsed by the Audit and Risk Management Committee on 15 December 2025, incorporated in Attachment 9.2.5(1);**
3. **Schedule the 2026 Annual General Meeting of Electors for 4 February 2026, commencing at 3:00pm in the Council Chamber, Donnybrook; and**
4. **Instruct the Chief Executive Officer to undertake statutory local public notice advertising of the Annual Report 2024-2025 and scheduled date for the 2026 Annual General Meeting of Electors.**

#### Strategic Alignment

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

<b>Outcome:</b>	11 - Strong, visionary leadership.
<b>Objective:</b>	11.1 - Provide strategically focused, open and accountable governance.
<b>Item:</b>	Nil.
<b>Outcome:</b>	12 - A well respected, professionally run organisation.
<b>Objective:</b>	12.1 - Deliver effective and efficient operations and service provision.
<b>Item:</b>	Nil.

#### Executive Summary

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The purpose of this report is to present the Annual Report 2024-2025, incorporating the Annual Financial Statements 2024-2025 and Auditors Report (Opinion), to Council for review and to confirm a date for the 2026 Annual General Meeting of Electors (AGM).

#### Background

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The *Local Government Act 1995* (the Act) requires local governments to prepare an Annual Report for each financial year. The Annual Report is to be accepted no later than 31 December after a financial year, subject to the Auditor's Report being available. After acceptance by Council, the Annual Report

is to be made publicly available to the community by way of local public notice, publishing on the Shire website and presentation to the AGM.

The Act specifies that a general meeting of electors of a district is to be held once every financial year, 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. This provides a timeframe from this Ordinary Council Meeting held on the 17 December 2025 for the AGM to be scheduled and held by 11 February 2026.

The Annual Report 2024-2025 ([Attachment 9.2.5\(1\)](#)) seeks to provide a consolidated record of significant operations, achievements and events of the Shire for the past financial year. The minimum content for the Annual Report is prescribed by the Act and includes a full copy of the Annual Financial Statements and Auditor's Report for the corresponding year, being 1 July 2025 to 30 June 2026.

The Audit and Risk Management committee will be presented with the 2024/2025 Annual Financial Statements (inc. the Audit report (opinion)) to resolve to receive and endorse prior to being presented to Council.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Moderate	Moderate (6)
Risk Description:	Breach of legislative requirements relating to prescribed timeframes for the acceptance of the Annual Report, scheduling of the AGM, and associated local public notice advertising.		
Mitigation:	<ol style="list-style-type: none"> <li>1. Verify statutory requirements to ensure the Annual Report is accepted, AGM scheduled to be held, and local public notice advertising undertaken within the required timeframes;</li> <li>2. Conduct compliance check.</li> </ol>		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Moderate	Moderate (6)
Risk Description:	Negative impact on community trust due to lack of public engagement regarding the availability of the Annual Report and the opportunity for members of the community to attend the AGM.		
Mitigation:	<ol style="list-style-type: none"> <li>1. Ensure the scheduled AGM date does not conflict with other significant events in the community;</li> <li>2. Undertake statutory local public notice advertising of the Annual Report and scheduled AGM date.</li> </ol>		

### Financial Implications

Nil.

### Policy Compliance

Council Policy EXE/CP-9 Communications and Social Media.

Council Policy COMD/CP-3 Community Engagement Framework.

## **Statutory Compliance**

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### Annual Report

#### *Local Government Act 1995:*

- Section 5.53 prescribes the requirement for local governments to prepare an annual report for each financial year, and specifies the content to be included;
- Section 5.54 requires the annual report to be accepted, by absolute majority, no later than 31 December after the relevant financial year, or alternatively no later than 2 months after the auditor's report becomes available;
- Sections 5.55 and 5.55A requires the CEO to give local public notice of the availability of the annual report as soon as practicable after it has been accepted, and that it be published on the local government's official website within 14 days of acceptance.

#### *Local Government (Administration) Regulations 1996:*

- Part 5, inclusive of Regulations 19BA, 19B, 19BB, 19BC, 19BD & 19BE further prescribe the specific content to be included in an annual report.

### Electors' General Meeting

#### *Local Government Act 1995:*

- Section 5.27 specifies that a general meeting of electors of a district is to be held once every financial year, 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, and that the matters to be discussed are those prescribed;
- Sections 5.29 details the requirements for the CEO to convene an elector's meeting by giving at least 14 days local public notice and at least 14 days notice to each Council Member;
- Sections 5.30, 5.31, 5.32 and 5.33 specifies meeting detail requirements, including presiding at the meeting, meeting procedures in accordance with Regulations, the requirement for the CEO to keep and preserve minutes and decisions made, and that all decisions made at an electors' meeting are to be considered either at the next Ordinary Council Meeting or special meeting called for that purpose.

#### *Local Government (Administration) Regulations 1996:*

- Part 3, inclusive of Regulations 15, 17, 18 prescribes the matters to be discussed at electors' general meetings, voting at meetings, and meeting procedure. The contents of the annual report for the previous financial year are required to be discussed first, followed by any other general business.

## **Consultation**

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Staff across the organisation collaborated and were actively consulted throughout the preparation of the Annual Report, ensuring it is an accurate reflection of the Shire's operations, activities and achievements undertaken during the 2024-2025 period.

At its committee meeting on 15 December 2025, the Audit and Risk Management Committee reviewed and endorsed the Annual Financial Statements 2024-2025, Auditor's Report (Opinion) for Council's receipt. These documents form part of the Annual Report at [Attachment 9.2.5\(1\)](#).

Local public notice of the availability of the 2024-2025 Annual Report and scheduled date for the AGM will be undertaken in accordance with legislative requirements. This will encompass publishing on the Shire's website, various social media platforms, Administration Office noticeboard, and Donnybrook and Balingup community library noticeboards.

### **Officer Comment**

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The Annual Report 2024-2025, incorporating the Annual Financial Statements 2024-2025 and Auditors Report (Opinion), is presented to Council for review and acceptance. It serves as a broad reflection of the Shire's performance and achievements over the past year and represents transparency and accountability to the community providing insight into how Shire resources have been managed and strategic objectives pursued. The Annual Report highlights key projects, financial outcomes, and service delivery, while demonstrating the significant effort and teamwork of both staff and Elected Members.

Over the years, the Shire has held its Annual General Meeting (AGM) in various locations; however, attendance at the last two meetings was below ten people. To enhance transparency and accessibility for all community members, Council is asked to consider holding future AGMs in the Council Chamber, enabling the meeting to be livestreamed. This approach will make the AGM accessible to those unable to attend in person or who are outside the district and will also result in operational efficiencies by reducing the staff time required to set up alternative venues.

To support Council in meeting its statutory responsibilities and assist in the efficient planning for the 2026 Annual General Meeting of Electors, it is recommended that Council resolve the Executive Recommendation to this report.

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### 9.2.6. Council Policy EM/CP-2 Livestreaming and Recording of Council Meetings

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#### Report Details:

**Prepared by:** Administration Officer, Corporate Services

**Manager:** Loren Clifford, Executive Manager Corporate

**File Reference:** Monarch-2055293383-1411 **Voting Requirement:** Simple Majority

**Attachment(s):**

9.2.6(1) Council Policy EM/CP-2 Livestreaming and Recording of Council Meetings

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#### Executive Recommendation

**That Council:**

1. **Notes the review of Council Policy EM/CP-2 Livestreaming and Recording of Council Meetings has been undertaken in accordance with the Shire's Policy Framework; and**
2. **Adopts the revised policy, incorporating the recent changes as per** (Attachment 9.2.6(1).

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#### Strategic Alignment

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

**Outcome:** 12 - A well respected, professionally run organisation.

**Objective:** 12.1 - Deliver effective and efficient operations and service provision.

**Item:** Nil.

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#### Executive Summary

Council is requested to note and adopt Council Policy EM/CP-2 – Live Streaming and Recording of Council Meetings following its recent review. This review was conducted in accordance with the Shire's Policy Framework.

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#### Background

The Live Streaming and Recording of Council Meetings Policy was initially adopted on 23 March 2016, establishing the Shire's formal approach to recording Council proceedings. In December 2021, the policy underwent significant revision: the policy number was updated, scope and definitions were added, and legislative references were refreshed. This version clarified that the official record of meetings is the written minutes, not the recordings, and introduced requirements for transparency, public notification, and compliance with the *State Records Act 2000* regarding retention and access to audio recordings.

Further amendments in July 2022 expanded the policy to include live streaming and video recordings, replacing the previous focus on audio recordings. Live streaming was extended to Agenda Briefing Sessions, and the policy was renamed to reflect these changes.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	Council policies does not align with current legislation.		
Mitigation:	Ensure Council policies are reviewed in accordance with the Shire's adopted Policy Framework process to ensure they are concise, consistent and compliant with legislation, standards and strategic objectives.		

## Financial Implications

Nil.

## Policy Compliance

Council Policy EXE/CP-8 Policy Framework provides direction on review requirements for Council policies.

## Statutory Compliance

Section 2.7(2)(b) of the *Local Government Act 1995* (the Act) prescribes one of the roles of Council as being to determine the local government's policies.

Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented, and this includes giving effect to Council's adopted policies.

## Consultation

This recent review was undertaken in accordance with the Shire's Policy Framework. Relevant internal consultation was undertaken.

## Officer Comment

The recent review of the policy included reformatting to a new template and minor amendments, including the incorporation of a Technology Failure Protocol. In addition, references to specific legislative clauses were removed in accordance with findings from the Financial Management Review and Regulation 17 audit. Council is requested to acknowledge the completion of this review and formally adopt the revised policy.

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### 9.3. Chief Executive Officer

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#### 9.3.1 Sale of Lot 21 Reserve St, Donnybrook

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##### Report Details:

**Prepared by:** Loren Clifford, Executive Manager Corporate  
**Manager:** Nick O'Connor, Chief Executive Officer  
**File Reference:** A1286 **Voting Requirement:** Absolute Majority

##### Attachment(s):

- 9.3.1(1) Offer and Acceptance (Confidential)
- 9.3.1(2) Subdivision Plan
- 9.3.1(3) Submissions
- 9.3.1(4) Market Valuation (Confidential)

#### Executive Recommendation

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##### That Council:

1. Notes the submissions received during the statutory notice period and the officer's comments provided within this report.
2. Accepts the offer of \$201,000 as detailed in the attached Offer and Acceptance from Mr David Lonsdale (Attachment 9.2.3(1)).
3. Authorise the Chief Executive Officer to create the Strategic Projects Reserve for the purpose of (funding strategic projects).
4. Amends the 2025/2026 Budget to:
  - 4.1. Allocate Proceeds of disposal of lot 21, totalling \$201,000, into the Strategic Projects Reserve.
  - 4.2. Allocate an expense of \$20,000 for the relocation of the footpath from the 2024/25 surplus.
5. Authorise the Chief Executive Officer to execute the sale and arrange for the disposal of lot 21 Reserve Street, Donnybrook.
6. Records the following decision and reason for disposal in the Council minutes, in accordance with Section 5.22 of the *Local Government Act 1995*:

Decision: To dispose of Lot 21 Reserve Street, Donnybrook, by accepting the offer from Mr David Lonsdale and amending the budget to accommodate the sale and associated footpath relocation costs.

Reason for Disposal: The disposal will optimise the Shire's asset portfolio by divesting land with no current community use, generating revenue for Council, and enabling necessary infrastructure realignment to improve accessibility and connectivity in the area.

#### Strategic Alignment

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

- Outcome:** 8 - Safe and convenient movement of people into and around the district.
- Objective:** 8.3 - Provide safe, well connected paths for pedestrians, cyclists and gophers.

- Item:** Nil.
- Outcome:** 12 - A well respected, professionally run organisation.
- Objective:** 12.1 - Deliver effective and efficient operations and service provision.
- Item:** Nil.

## Executive Summary

Council is asked to consider the disposal of Lot 21 Reserve Street, Donnybrook, following statutory consultation under Section 3.58 of the *Local Government Act 1995*. The property is currently Shire-owned freehold land with minimal community utility and zoned residential. An offer of \$201,000 has been received from Mr David Lonsdale, exceeding the recent market valuation of \$170,000. The sale will require a budget amendment to accommodate footpath realignment costs estimated at \$20,000. In addition, it is recommended to allocate \$201,000 to a new reserve for strategic projects.

## Background

Council resolved to commence stakeholder consultation and administrative processes for the disposal of Lot 21 as part of the Asset Optimisation Project.

At its Ordinary Council meeting held 8 May 2025 Council resolved the following:

### *"COUNCIL RESOLUTION 103/05-25*

*That Council:*

1. *Authorises the Chief Executive Officer to commence stakeholder communication and consultation regarding the proposed disposal of the following Shire-owned land parcels:*
  - 1.1. *Lot 3122 Donnybrook – Boyup Brook Rd, Beelerup; and*
  - 1.2. *Lot 21 Reserve St Donnybrook; and*
  - 1.3. *Lots 12 (102) and 13 (104) Trigwell St East, Donnybrook (Park).*
  - 1.4. *Crown Reserve 19387 comprising of lots 126 Yelverton Street, and lot 189 Union St, Donnybrook).*
2. *Directs the Chief Executive Officer to commence the necessary administrative processes for the disposal of Lot 58 (70) South Western Hwy, Donnybrook, currently held in freehold by the Shire and leased to Donnybrook Capel Districts Community Financial Services Ltd.*
3. *Acknowledges the interest from the current lessee to purchasing Lot 501 (41) Bentley Street Donnybrook and instruct the Chief Executive Officer to formally advise the lessee that the Shire is unable to proceed with the disposal due to the land tenure constraints as detailed in this report.*
4. *Notes that proceeds from the proposed sale of the land parcels and freehold property as detailed items (1) and (2) above are to be constrained and allocated to:*
  - 4.1. *Addressing the asset sustainability funding shortfall detailed in Shire's Asset Management and Long-Term Financial Plans; and*
  - 4.2. *Supporting future studies, projects, or reviews that enhance the Shire's financial sustainability (e.g. Victory Lane Master Plan).*



5. *Instructs the Chief Executive Officer to undertake a review of the Shire's current service delivery model for managing its community housing portfolio and present an options report to a future Ordinary Council Meeting for consideration.*
6. *Authorises the Chief Executive Officer to initiate a multi-year service review process to:*
  - 6.1. *Document current service levels and associated delivery costs; and*
  - 6.2. *Establish a baseline to inform future decisions on service levels and delivery models."*

Subsequently a report was presented to Council at the August Ordinary Council Meeting with the outcomes of the community consultation undertaken in July 2025 regarding the proposed sale of various Shire-controlled land parcels. The consultation was part of the Asset Optimisation Project (AOP).

At its Ordinary Council meeting held 27 August 2025 Council resolved the following:

**"COUNCIL RESOLUTION 164/08-25**

*That Council: Commences the sale process for Lot 21 Reserve Street, Donnybrook."*

Community consultation occurred between 26 November and 10 December 2025, with submissions received and considered as outlined below.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Moderate	Moderate (6)
Risk Description:	Failure to comply with statutory requirements under the Local Government Act 1995 could invalidate the sale.		
Mitigation:	The process has strictly followed Section 3.58 requirements, including public notice, market valuation, and Council resolution.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Potential for unforeseen costs related to footpath relocation, legal, or settlement expenses.		
Mitigation:	All known costs have been identified and budgeted; future costs will be monitored and reported to Council as required.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Moderate	Moderate (6)
Risk Description:	Perception of lack of transparency or fairness in the disposal process could impact Council's reputation.		
Mitigation:	The process has been transparent, with clear communication, public engagement, and adherence to Council policies.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Possible	Minor	Moderate (6)

Risk Description:	Some community members may perceive the sale as a loss of public land or reduced walkability/accessibility.
Mitigation:	Comprehensive public consultation was undertaken, concerns were addressed directly, and the footpath will be realigned to maintain connectivity.

## Financial Implications

### Revenue from Sale:

The proposed sale of Lot 21 Reserve Street will generate \$201,000 in revenue for the Shire, as per the accepted offer.

### Ongoing Financial Benefit:

Following the sale, Lot 21 will become privately owned and subject to annual rates.

### Known Costs to Date:

- Survey (to establish truncation and confirm lot area): \$1,540
- Market Valuation: \$770 ([Attachment 9.2.7\(4\)](#))
- Subdivision Application: Fee exempt (as the subdivision is for road widening)
- Footpath Realignment (including replacement side entry pit covers): Estimated \$20,000
- Advertising and Public Notice Costs: Costs for statutory advertising and public notices (website, social media, noticeboards, newsletters) are within budgeted operational expenses.

### Future/Estimated Costs:

Legal and Conveyancing Fees: These may be incurred for contract preparation, settlement, and transfer of title. Fees in the range of \$1,000–\$3,000, depending on complexity and service provider.

### Strategic Projects Reserve

Create the Strategic Projects Reserve where the \$201,000 can be held for future projects.

### Budget Amendment:

Council will need to amend the 2025/2026 budget to reflect both the income from the sale and the expense for the footpath realignment.

## Policy Compliance

### ***Property Management Policy (EXE/CP-11):***

This policy outlines the principles and procedures for the disposal of Shire-owned property, ensuring transparency, accountability, and best value for the community. The recommendation to dispose of Lot 21 aligns with this policy by following a competitive process, considering market valuation, and ensuring Council oversight.

### ***Community Engagement Framework (COMD/CP-3):***

This framework requires meaningful consultation with stakeholders for significant decisions. The public notice, invitation for submissions, and direct responses to community concerns demonstrate compliance with this policy and support informed decision-making.

***Organisational Risk Management Policy (EXE/CP-6):***

This policy guides the identification and management of risks associated with asset disposal. The report addresses financial, reputational, and compliance risks, ensuring Council is aware of potential impacts before making a decision.

## **Statutory Compliance**

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Local Government Act 1995

Section 3.58(2):

- Local government must give local public notice of the proposed disposition, including property details, buyer, consideration, and an invitation for public submissions.
- Council must consider any submissions received before making a final decision.

Section 3.58(4):

- The sale price must be supported by a market valuation obtained not more than six months before the proposed disposal.

Section 5.22:

- The decision and reasons for the disposal must be recorded in the minutes of the Council meeting at which the decision is made.

## **Consultation**

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Council

This parcel was identified as part of the strategic planning day in Feb 2024, there were various workshops with Elected Members, followed by the Council decision 8 May 2025 where Elected Members and staff discussed the disposal of the land.

Public Notice and Engagement

Community engagement was undertaken as reported on in the report to Council at its August OCM, which lead to the decision to sell.

Public notice of the proposed disposal of Lot 21 (Proposed Lot 100) Reserve Street, Donnybrook was published on the Shire's website, Facebook page, local noticeboards, and via the E-Connect newsletter between 26 November and 10 December 2025. The consultation item was titled:

"Disposal of Property – Lot 21 (Proposed Lot 100) Reserve Street, Donnybrook."

The Shire did not receive any further offers for the land during the statutory notice period.

One resident visited the Shire office to enquire about the location of the lot but did not wish to make an offer.

### Submissions Received

Two submissions were received ([Attachment 9.3.1\(3\)](#)):

Submitter one (1): Expressed concern about the potential loss of footpaths, highlighting the importance of walkability and accessibility in Donnybrook, especially between key tourist locations. The submitter requested that Council consider retaining or relocating the footpath and improving connectivity to the Transit Park.

Submitter two (2): Had concerns about the lack of clarity regarding the land's location and asked who would be responsible for removing and relocating the footpath, stating opposition to the sale if ratepayers were to bear the cost and felt the Shire had not fully disclosed all relevant information.

### Shire Response to Submissions

On 11 December 2025, the Shire sent an email to both submitters, informing them of the following points:

- The Shire has lodged a subdivision application with the Western Australian Planning Commission to relinquish a portion of the freehold land to the adjacent road reserve, enabling a footpath to be reconstructed within the road reserve and around the existing power pole near the corner. ([Attachment 9.3.1\(2\)](#))
- The purchaser will be responsible for the removal of the existing footpath within the lot, while the Shire will be responsible for the replacement of the footpath in the correct alignment (i.e., within the road reserve).
- The costs associated with this relocation will be considered by Council as part of the offer of purchase consideration.
- The item is scheduled for presentation at the next Council Meeting, which is open to the public. Submitters were encouraged to participate in person or via online submission, with details provided on public participation at Council meetings.

### Summary of Consultation Outcomes

All concerns regarding footpath removal, relocation, and cost responsibility have been addressed in the officer's recommendation and supporting documentation. No further offers for the land were received.

The consultation process was transparent and inclusive, with multiple channels for public engagement and direct responses to submitters' queries.

### **Officer Comment**

The proposed disposal of Lot 21 Reserve Street, Donnybrook, is a strategic initiative that aligns with Council's objectives to optimise the Shire's asset portfolio, buy providing additional funds to better maintain our assets through the sale of land assets that provide little or no community utility. The land is currently Shire-owned freehold property with no identified community use and is zoned residential, making it suitable for private ownership and potential amalgamation with neighbouring parcels. The

sale process has been conducted in accordance with statutory requirements and Council policies, ensuring transparency, accountability, and best value for the community.

The offer of \$201,000 is above the independently assessed market valuation and is sufficient to fully cover the estimated costs of footpath realignment associated with the subdivision.

Unlocking this parcel for private development will generate significant revenue for the Shire, enable the realignment of the footpath and generate ongoing rates revenue.

Supporting the officer's recommendation will help realize these benefits, advance Council's strategic goals, and deliver positive outcomes for both the Shire and its residents.

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### 9.3.2 Extraordinary Election – Updated Arrangements Following Second Councillor Resignation

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#### Report Details:

**Prepared by:** Loren Clifford, Executive Manager Corporate  
**Manager:** Nick O'Connor, Chief Executive Officer  
**File Reference:** CNL09/1                      **Voting Requirement:** Absolute Majority  
**Attachment(s):**  
Nil.

#### Executive Recommendation

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##### That Council:

1. Notes the resignation of Cr Alexis Davy and the requirement for one (1) extraordinary election to fill two (2) Councillor vacancies.
2. Receives updated cost estimates and staffing requirements from WAEC for both in-person and postal election methods.
3. Declares, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required.
4. Decides, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the election will be as a postal election.
5. Sets the date of the extraordinary election as Thursday 26 March 2026, in accordance with WAEC requirements for postal voting.
6. Approves a budget amendment for unbudgeted expenditure of \$45,000 (GST exclusive) in the 2025/2026 Annual Budget to conduct the extraordinary election, to be funded from the 2024/25 surplus.
7. Requests the CEO to notify WAEC of Council's decision and proceed with arrangements for a postal election.

#### Strategic Alignment

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

**Outcome:** 11 - Strong, visionary leadership.  
**Objective:** 11.1 - Provide strategically focused, open and accountable governance.  
**Item:** Nil.

## Executive Summary

This report seeks Council's endorsement for updated arrangements for the 2026 extraordinary election, following the resignation of Cr Alexis Davy on 26 November 2025. The report outlines revised cost estimates and staffing requirements for both in-person and postal election methods, based on further consultation with the WA Electoral Commission (WAEC). It also notes the previous Council decision of 12 November 2025 and recommends necessary changes to the election date and budget allocation.

## Background

On 12 November 2025, Council resolved to conduct the extraordinary election to fill the vacancy created by the resignation of Cr Lisa Glover, with the method and date set at that time as outlined below.

At its Special Council meeting held 12 November 2025 Council resolved the following:

### **"COUNCIL RESOLUTION 209/11-25**

*That Council:*

1. *In accordance with section 4.9(1)(b) of the Local Government Act 1995, sets the date of the extraordinary election for the filling of one (1) Councillor vacancy as Saturday, 28 March 2026; and*
2. *Declares, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australia Electoral Commissioner is to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required; and*
3. *Decides, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as an in-person election; and*
4. *Approves unbudgeted expenditure of \$32,000 (GST exclusive) in the 2025/2026 Annual Budget to conduct the 2026 Extraordinary Election, to be funded from the 2024/2025 surplus. "*

A second resignation, Cr Alexis Davy (26 November 2025), has created an additional vacancy, requiring updated arrangements. The *Local Government Act 1995* requires Council to set the date and method for extraordinary elections within one month of a vacancy occurring.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Moderate	Moderate (6)
Risk Description:	Failure to appoint the Electoral Commissioner or determine the election method in accordance with the <i>Local Government Act 1995</i> may result in non-compliance.		
Mitigation:	Appoint the Electoral Commissioner as per the Executive recommendation.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Possible	Minor	Moderate (6)
Risk Description:	Selecting an unsuitable voting method may result in reduced voter turnout, diminished community representation, and reputational harm due to perceived inaccessibility or inconsistency with established practices.		
Mitigation:	Proceeding with postal voting—used consistently over the past 28 years—aligns with community expectations, recent local government reforms, and ensures a familiar, accessible, and standardized process for all electors.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Without a formal budget amendment, these costs cannot be incurred, potentially delaying the election or breaching financial protocols.		
Mitigation:	Amend the 2025/2026 Annual Budget as outlined in this report.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Minor	Moderate (6)
Risk Description:	<ul style="list-style-type: none"> <li>Decision-Making Capacity: The vacancy may hinder Council’s ability to achieve quorum or pass resolutions requiring an absolute majority.</li> <li>Portfolio Coverage: Responsibilities previously held by the departing Councillor may be temporarily unassigned or redistributed, affecting service continuity.</li> <li>Community Representation: The community may experience a gap in representation, potentially leading to reduced community confidence in Council decisions.</li> <li>Operational Disruption: Election logistics may temporarily impact access to Council facilities and divert staff resources from regular operations.</li> </ul>		
Mitigation:	<ul style="list-style-type: none"> <li>Decision-Making Capacity: Schedule critical decisions to align with full Council attendance.</li> <li>Portfolio Coverage: Reassign the departing Councillor’s responsibilities to existing members on an interim basis.</li> <li>Community Representation: Continue to communicate proactively with the community to reassure constituents of continued representation and responsiveness.</li> <li>Operational Disruption: Plan the Election logistics to minimize impact on core services, including early scheduling of venue use and staff support.</li> </ul>		

## Financial Implications

The following cost estimates are indicative only and are based on the variables outlined below. Actual costs may vary depending on the number of candidates, community interest, and whether the election proceeds to a poll.

Variables Used for Cost Estimates:

- Two (2) Councillor vacancies



- Three (3) candidates, resulting in a five-panel ballot paper
- Early voting locations open between 8am and 5pm
- Early voting locations open on the three Saturdays preceding the election (7 March, 14 March, 21 March)
- One Presiding Officer and one Issuing Officer per polling place/early voting location
- Four count staff on election night (one supervisor and three staff)
- Count duration estimated at two hours
- Count to be data entered using COUNTWA system
- Staff paid at PERSOL staff rates

Council should note that if the election does not proceed to a poll, some of these costs are negated. Conversely, if there are more candidates or greater community interest resulting in a higher voter turnout, the count may take longer and require additional staff, increasing overall costs.

#### Cost Estimates: In-Person vs Postal Election

In-Person Election (one (1) polling place):

WAEC Cost Estimate: \$26,998 (ex GST) for one vacancy, 5,016 electors, 18% participation rate, one (1) polling place.

Additional Costs:

- Early voting locations, polling places, and count staff are not included in the base estimate.
- WAEC provided detailed staffing costs for scenarios with one or two polling places, including presiding officers, issuing officers, and count staff. For one polling place, total additional staffing costs are estimated at \$22,453.63: for two polling places, \$48,002.64.
- All staff will be provided by WAEC due to lack of available Shire staff.

Postal Election:

WAEC Cost Estimate: \$38,250 (ex GST) for one vacancy, 5,000 electors, 45% response rate, local Returning Officer, count at Shire Administration Office. Indicating the additional \$1,000 for the second vacancy. Totalling \$39,250.

Additional Costs:

- Estimated \$5,000 in staff-related costs for the conduct of the count, over and above WAEC's quoted cost.
- Costs associated with candidate nights etc.
- Total recommended budget allocation: \$45,000 (ex GST), to be funded from the 2024/25 surplus.

#### Comparison

Method	Base Cost (ex GST)	Additional Staffing	Participation Rate	Total Est. Cost	Staffing Provider
In-Person -1 polling place	\$26,998	\$22,453.63+	18%	\$49,451.63+	WAEC
In-Person-2 polling places	\$26,998	\$48,002.64+	18%	\$75,000.64+	WAEC
Postal	\$39,250	\$5,000	45%	\$44,250	Shire

- In-person elections may appear less expensive at base cost, but when all required staffing is included, the total cost may exceed postal election costs.
- Postal elections offer significantly higher participation rates and align with community expectations and recent local government reforms.
- For postal elections, replacement votes are managed as part of business as usual, with lower staffing needs compared to in-person elections.

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### Policy Compliance

Nil.

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### Statutory Compliance

#### Local Government Act 1995

Section 4.9(1)(b) of the *Local Government Act 1995* requires Council to decide the date of an extraordinary election within one month of the vacancy occurring.

Section 4.20(4) of the *Local Government Act 1995* allows Council to declare the Electoral Commissioner responsible for conducting elections.

Section 4.61(2) permits Council to decide that an election be conducted by postal voting.

Section 6.8 requires an absolute majority decision to authorise expenditure not included in the adopted budget.

The WA Electoral Commission's Service Charter outlines the procedural timeline and responsibilities for postal elections, reinforcing the need for timely declarations and budget allocations

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### Consultation

Further consultation with the WA Electoral Commission has resulted in a more detailed breakdown of in-person election costs. The WAEC has also confirmed that all staffing requirements for the election, including issuing officers and count staff, can be fully resourced by the Commission, due to the lack of shire staffing availability for these roles.

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### Officer Comment

#### Method

In considering the method for conducting the extraordinary election, Council is presented with both in-person and postal voting options. Postal voting is recommended on the basis of higher anticipated voter participation, increased accessibility for electors, and alignment with established practices and recent reforms within local government. While postal voting may involve a higher initial cost compared to an in-person election, these costs are offset by the benefits of broader community engagement and administrative efficiency.

#### Election Date

When determining the preferred election method, Council should note the following considerations:

- In-Person Election: Scheduling the election for Saturday, 28 March 2025, is recommended to maximise voter participation.

- Postal Election: Conducting the election on Thursday, 26 March 2025, will result in reduced staffing costs.

10 Elected Member Motions

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Nil.

11. New Business of an urgent nature introduced by Decision of the Meeting

Nil.

12. Meeting Closed to the Public

12.1. Matters for which the Meeting may be closed

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12.1.1 Bridge 5224 - Progress Update

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

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

12.1.2 RFT 014526 Donnybrook Recreation Centre – Change Room Upgrades

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

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

12.2. Public reading of Resolutions that may be made public

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Nil.

13. Closure

The Presiding Member to advise that the next Agenda Briefing Session will be held on 18 February 2026 at 3:00PM, in the Shire of Donnybrook Balingup Council Chamber.