



Notice of Agenda Briefing Session

To be held on 15 April 2026 and to commence at 5:00pm
To be held at the Council Chambers in Donnybrook
(1 Bentley Street, Donnybrook)

Authorised:

Nick O'Connor, Chief Executive Officer

Prepared:

10 April 2026

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

Information on Agenda Briefing Sessions and Ordinary Council Meetings

Agenda Briefing Sessions

All Agenda Briefing Sessions are held in the Council Chamber at 3:00pm on the third Wednesday of the month (except for the month of December when it is held on the first Wednesday).

Agenda Briefings are open to the public to attend and observe however, any questions or petitions are to be presented to the Ordinary Council Meeting.

Ordinary Council Meetings

All Ordinary Council Meetings are held in the Council Chamber at 3:00pm on the fourth Wednesday of the month (except for the month of December when it is held on the second Wednesday).

Agendas

The Agenda for the upcoming Agenda Briefing Session and Ordinary Council Meeting is available on the Shire's website www.donnybrook-balingup.wa.gov.au from the Friday prior to the Agenda Briefing Session or Ordinary Council Meeting.

Agenda Briefing Guidelines

The objectives of Councillor Agenda Briefing Sessions are:

1. For the Executive to brief Councillors on Agenda items; and
2. For Councillors to ask questions of the Executive, to better inform themselves in relation to Agenda items.

The following guidelines aim to ensure proper standards of probity and accountability at Councillor Agenda Briefing Sessions:

2. There is to be no decision-making during Agenda Briefing Sessions.
3. Agenda Briefing Sessions are to be held in the Council Chamber (or other nominated venue) and are open to the general public, unless discussing confidential items.
4. Agenda Briefing papers will endeavour to be distributed to all Councillors at least three days (72 hours) prior to the meeting.
5. Agenda Briefing documents will be uploaded to the Shire's website 2 days (48 hours) prior to the briefing session.

6. The Agenda Briefing Session Chair is to be the Shire President. If the Shire President is unavailable, the Deputy Shire President shall be the Chair. If the Deputy Shire President is unavailable, the attending Councillors shall select a Chair.
7. Relevant Managers, staff and other parties, as required by the Chief Executive Officer for the provision of information to Councillors, shall attend Agenda Briefing Sessions.
8. Councillors, employees, consultants and other participants shall disclose their financial and conflicting interests in matters to be discussed.
9. Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing a financial interest will not participate in that part of the briefing relating to their interest and will leave the meeting room.
10. There is to be no opportunity for a person with an interest to request that they continue in the briefing.
11. As no decisions will be made during the Agenda Briefing Session, there is no requirement to keep a formal record (minutes) for each meeting.
12. Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings.
13. Briefings will only be given by staff or consultants for the purpose of ensuring that Councillors are more fully informed; and
14. There will be no debate-style discussion as this needs to take place in the Ordinary Meeting of Council when the issue is set for decision. This is particularly important when Shire planning matters are discussed. Councillors are to avoid expressing their opinions for or against a proposal. Under the provisions of the Town Planning Scheme and other relevant State Acts, decision-makers are required to maintain a high degree of independence from the process leading up to the decision being made.

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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 briefing session open and welcome the public gallery.

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

“This Briefing Session 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.”

Agenda Briefing Sessions are open to the public for attendance and observation. Please note that questions and petitions are to be formally presented at the Ordinary Council Meeting. Deputations may be received during Agenda Briefing Sessions, in accordance with Council procedures.

There will be no debate-style discussion as this needs to take place in the Ordinary Meeting of Council when the issue is set for decision.

2. Attendance (OCM)

Councillors Present:

Cr John Bailey

Cr Tyler Hall

Cr Reggie Keown

Cr Anita Lindemann

Cr Vivienne MacCarthy

Cr Amanda McNab

Cr Grant Patrick

Cr Leanne Wringe

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

Samantha Farquhar, Administration Officer
Corporate Services

Other Members Present:

Public Gallery:

2.1. Apologies

Not applicable for Agenda Briefing Sessions.

2.2. Approved Leave of Absence

Not applicable for Agenda Briefing Sessions.

2.3. Application for Leave of Absence

Not applicable for Agenda Briefing Sessions.

3. Announcements from the Presiding Member

Not applicable for Agenda Briefing Sessions.

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

Nil.

5.2. Public Question Time

Not applicable - Agenda Briefings are open to the public to attend and observe however, any questions or petitions are to be presented to the Council Meeting.

Question: Brendan Gerritsen-Kieft

Can the Shire please provide an update on the status of the EV charging station in Donnybrook, including when it is expected to be repaired and operational again? And secondly, can the Shire advise on the progress of the proposed EV charging station in Balingup, including confirmed timelines for delivery? If there have been delays to either project, what steps are being taken to resolve these and prevent further setbacks?

Response:

The Donnybrook EV charging station has been out of service since July 2025 following storm damage caused by a fallen tree. A preferred supplier has been engaged to replace the chargers and manage ongoing maintenance. Based on advice from the Contractor, the Donnybrook chargers were expected to be repaired and operational by April–May 2026, subject to no further interruptions. This week the

Contractor provided advice that they have experienced delays in funding approvals (from Department of Energy and Economic Diversification), the installation of chargers is likely to be delayed until June – July 2026. The Shire has written a letter of support for the funding, requested escalation of the project and highlighted the importance of this infrastructure to our community.

Work is also progressing on the establishment of a new EV charging station in Balingup. A preferred supplier has been engaged, with implementation expected to commence between July and September 2026, based on current timelines. The site in Balingup has been selected however options were limited due to the availability of suitable power supply. Further detail will be provided as the project progresses and funding becomes available.

6. Presentations

6.1. Petitions

Not applicable - Agenda Briefings are open to the public to attend and observe however, any questions or petitions are to be presented to the Council Meeting.

6.2. Presentations

Not applicable - Agenda Briefings are open to the public to attend and observe however, any questions or petitions are to be presented to the Council Meeting.

6.3. Deputations

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

6.4. Delegates' Reports

Not applicable for Agenda Briefing Sessions.

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 25 March 2026

Minutes of the Ordinary Council Meeting held 25 March 2026 are attached as Attachment 7.1.1(1).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 25 March 2026 be confirmed as a true and accurate record.

8. Reports of Committees

8.1.1 Local Emergency Management Committee Meeting

8.1.1 Local Emergency Management Committee Meeting held on 4 November 2025

Minutes of the Local Emergency Management Committee Meeting held 4 November 2025 are attached as Attachment 8.1.1(1).

Executive Recommendation:

That the Minutes from the Local Emergency Management Committee Meeting held 4 November 2025 be received.

8.2.1 Bunbury Geographe Group of Councils Meeting

8.2.1 Bunbury Geographe Group of Councils Meeting held on 27 March 2026

Minutes of the Bunbury Geographe Group of Councils Meeting held 27 March 2026 are attached as Attachment 8.2.1(1).

Executive Recommendation:

That the Minutes from the Bunbury Geographe Group of Councils Meeting held 27 March 2026 be received.

9. Reports of Officers

9.1. Director Operations

9.1.1. Donnybrook Transit Park - Upgrades & Remedial Works

Report Details:

Prepared by: Ross Marshall, Director Operations

Manager: Nick O'Connor, Chief Executive Officer

Location: Egan Park Donnybrook

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

Attachment(s):

9.1.1(1) Photographs

9.1.1(2) Quotation

Executive Recommendation

That Council:

1. Notes previous Council Decision 251/12-25 to allocate surplus funds from the 2024/2025 budget to the Donnybrook Transit Park as follows ...
 - 1.1. Remedial Works (\$15,000)
 - 1.2. Remote Access Control (\$15,000)
 - 1.3. Plumbing Investigation (\$5,000)
2. Approves additional unbudgeted expenditure of \$35,520 from the Building Reserve for unplanned / remedial works to the Donnybrook Transit Park.
3. Instruct the Chief Executive Officer to return any unspent contingency to the Building Reserve.
4. Instruct the Chief Executive Officer to communicate the temporary closure of the Transit Park on the booking website and Shire media platforms.

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: 2 - A safe and healthy community.

Objective: 2.2 - Facilitate, encourage and support a diverse range of festivals, community events, arts and cultural activities.

Outcome: 6 - The built environment is responsibly planned and well maintained.

Objective: 6.5 - Provide attractive and sustainable parks, playgrounds and reserves.

Outcome: 9 - A thriving economy.

Objective: 9.3 - Enable appropriate infrastructure to support and enhance business.

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

Objective: 10.2 - Improve visitor infrastructure and services.

Item: 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 was assumed to be a result of the plumbing leaks, however Council provided funds for further investigation to be carried out. This investigation has isolated a combination of water issues relating to poor water proofing practices and not fit for purpose plumbing.

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 plumbing pipework and flooring.

Officers were 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, Council provided funds for this investigation at the OCM in December 2025.

The investigation works have been carried out, including some destructive works to identify root cause issues. The attached photographs show evidence of long-term water ingress and moisture damage inside non-structural walls, refer to [Attachment 9.1.1\(1\) – Photographs](#).

The following failures have been identified.

- Water ingress due to failed waterproofing methods to shower tiling in way of corners, to shower tiling joints not sealed and in way of floor to wall tiling joints.
- Not fit for purpose

- Not fit for purpose shower curtain and wall tiling to prevent moisture ingress to adjoining walls in shower area.
- Not fit for purpose plastic water piping to commercial amenities and exposure to radiated heat (from the sun).
- Low quality plumbing hardware and no seal in way of penetrations to wall tiling.

The best practice is to remove and replace the damaged walls, renew plumbing pipes, renew hardware, renew tiling, extend tiling and delete reliance on shower curtains.

Officers have sought a quotation for the works from a trusted Local Contractor, Refer to [Attachment 9.1.1\(2\) – Quotation \(Confidential\)](#).

In addition, the works will include replacement of 6 doors with new remotely managed digital locks. The works are not likely to be covered under insurance due to building and maintenance failures however enquiries will be made with the Shire’s Mutual.

The original works were carried out in 2007, there is no recourse on the builder due to the time period (statute of limitation is five years) and lack of planned maintenance.

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 includes (but is not limited to) the following...

- Set up safe working area.
- Remove doors A,B,C,D,L, P1 & P2 – salvage locks.
- Remove P1 & P2 door frames.
- Remove common walls to A,B,P1 & P2
- Remove ceilings to same areas where required for demolition and/or access.
- Install new wall framing, install new plumbing and electrical.
- Install new waterproofing barrier to floor / wall intersection (aluminium angle).
- Install new wall cladding (fibre cement board).
- Install replacement ceiling and cornice.
- Install new flexible waterproofing membrane, extended additional 300mm to each side and above.
- Install new flexible corner waterproofing joint.
- Install new wall tiling, extended additional 300mm to each side and above.
- Install new water efficient plumbing hardware with fixed directional water efficient shower heads.
- Install new Steel split frames to P1 & P2.
- Install new external solid core doors to A,B,C,D,L, P1 & P2.
- Rust treat lower sections of remaining frames.
- Install new Pull handles, Door closers and Privacy snibs.
- Install remote controlled digital locks to new doors.
- Install new coat of paint to frames and doors.
- Paint walls and ceiling in water resistant antibacterial paint.
- 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.

Quoted estimate for Remedial Works Scope is \$39,600 plus GST

Remote Access Control Works, estimated at \$15,000 plus GST.

Therefore total estimate for works is \$54,600 plus GST

Allowance for contingency / risk @ 20% equates to \$10,920 plus GST

Total budget estimate = \$65,520 plus GST

Funds already provided by Council = \$35,000 plus GST

Funds expended to date = \$5,000 plus GST

Balance of funds required = \$35,520 plus GST

Policy Compliance

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

Statutory Compliance

Nil.

Consultation

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

Officer Comment

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 works are planned for an off-peak season, using reliable Local Contractors, that will mitigate prolonged disruption to the facility. The proposed remedial works are considered to be best practice rather than a patch job.

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 31 March 2026

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 31 March 2026.

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 31 March 2026, 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 \$1,510,096.78.

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 MARCH TO 31 MARCH 2026

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	03/02/2026	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	133.61
	09/02/2026	MICROSOFT	AZURE USAGE CHARGES	287.09
	24/02/2026	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	37.81
	25/02/2026	MECURE PERTH	STAFF TRAINING - ACCOMMODATION	209.10
	27/02/2026	BENDIGO BANK	CARD FEES	20.00
DD29024.1	14/03/2026		TOTAL: CREDIT CARD PAYMENTS	687.61
EFT PAYMENTS				
EFT32674A	05/03/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 04.03.26	158,465.17
EFT32674B	05/03/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 04.03.26	42,440.00
EFT32675	12/03/2026	HARMONIC IT	LAPTOP - SETUP, USB-C DOCK	641.85
EFT32676	12/03/2026	ALFS MACHINERY PTY LTD	NUTS & BOLTS	66.00
EFT32677	12/03/2026	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	2,437.84
EFT32678	12/03/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	53.00
EFT32679	12/03/2026	ANIMAL HEALTH CENTRE	VETERINARY TREATMENT	629.10
EFT32680	12/03/2026	AMITY SIGNS	RURAL STREET NUMBER PLATE	62.15
EFT32681	12/03/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	392.22
EFT32682	12/03/2026	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT	3,921.50
EFT32683	12/03/2026	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	261.02
EFT32684	12/03/2026	BALINGUP PROGRESS ASSOCIATION	CONTRIBUTION TO THE BALINGUP AUSTRALIA DAY BREAKFAST	1,100.00
EFT32685	12/03/2026	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	221.57
EFT32686	12/03/2026	BOC LIMITED	FORKLIFT GAS, OXYGEN	257.50
EFT32687	12/03/2026	BDA TREE LOPPING	TREE PRUNING	11,880.00
EFT32688	12/03/2026	BALINGUP LIQUOR & GENERAL STORE	BFB DIESEL	217.85
EFT32689	12/03/2026	BANKS PEST AND WEED CONTROL	PEST CONTROL SERVICES	220.00
EFT32690	12/03/2026	BUNBURY TELECOM SERVICE PTY LTD	MOVE TELECOM PIT	3,384.58
EFT32691	12/03/2026	BLUE FORCE PTY LTD	MONTHLY EMERGENCY HELP MONITORING	420.75
EFT32692	12/03/2026	BALINGUP WELDING & CIVIL PTY LTD	ABANDONED VEHICLES	528.00
EFT32693	12/03/2026	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	MONTHLY ACCESS FEE & SIP CHARGES	933.09
EFT32694	12/03/2026	BRIGHTMARK GROUP PTY LTD	CLEANING - FEB 26	18,401.78
EFT32695	12/03/2026	GEOGRAPHE FORD	VEHICLE REPLACEMENT AS PER ASSET MANAGEMENT PLAN	30,010.35

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EFT32696	12/03/2026	DUG CROSS ELECTRICS	IRRIGATION PUMP WORKS, INSTALL PE CELL TO STREET LIGHTING, PRESTON VILLAGE - SUPPLY & INSTALL RCD/CB TO SWITCH BOARDS, ADDITIONAL CIRCUITS TO OVEN, HWS & AC UNITS, INSTALL SMOKE ALARMS, ADMIN - INSTALL EXIT SIGN, PRESTON COMMUNITY CENTRE - REPLACE EXIT LIGHTS, SUPPLY & INSTALL RCD'S & CIRCUIT BREAKERS TO SWITCHBOARD, EV CHARGING STATION - INVESTIGATE POWER SUPPLY	20,765.00
EFT32697	12/03/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32698	12/03/2026	BIDFOOD BUNBURY	KIOSK STOCK	119.20
EFT32699	12/03/2026	J COOPER	REIMBURSEMENT FOR WORKING WITH CHILDREN CHECK	11.00
EFT32700	12/03/2026	T CARMICHAEL	REFUND GYM MEMBERSHIP	61.85
EFT32701	12/03/2026	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	EIG FUNDS - GRANT FUNDING NOT FULLY EXPENDED	6,358.78
EFT32702	12/03/2026	DONNYBROOK NEWSAGENCY	DIARIES	63.89
EFT32703	12/03/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	VCMP - TENNIS & HOCKEY SHED PLUMBING, MINN COTTS - REPAIR WATER PIPE, EGAN PARK - REPAIR TOILET & LEAKING TAP, UNBLOCK TOILETS, REPLACE TAP, REPAIR WATER LEAK	11,891.00
EFT32704	12/03/2026	TYRES AND MORE DONNYBROOK	TYRE REPAIRS, NEW TYRES, WHEEL ALIGNMENTS	674.50
EFT32705	12/03/2026	DONNYBROOK FARM SERVICE	POOL CHEMICALS, RETIC COMPONENTS	2,276.65
EFT32706	12/03/2026	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS 2025-26	269.50
EFT32707	12/03/2026	DONNYBROOK MENS SHED (INC)	VCMP - MANAGERS OFFICE & COACHES CUPBOARD, SUPPLY TIMBER PICTURE RAIL - PAVILLIONS 1 & 2	2,830.00
EFT32708	12/03/2026	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS	4,617.22
EFT32709	12/03/2026	ECOCYCLE PTY LTD	DBK WMF - EMPTYING & PROCESSING - CO MINGLED TUBES/GLOBES	2,671.12
EFT32710	12/03/2026	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL 3RD QUARTER CONTRIBUTION	120,803.18
EFT32711	12/03/2026	FAIRTEL PTY LTD	DBK SES - PHONE AND NBN SERVICE	159.97
EFT32712	12/03/2026	HERSEY'S SAFETY PTY LTD	DBK DEPOT SUPPLIES	1,486.85
EFT32713	12/03/2026	HASTIE WASTE PTY LTD	DBK WMF, BLN TRANS STATION - MANAGEMENT, SKIP BINS, SERVICING OF FRONTLINE BINS, PROCESSING OF MATTRESSES	41,243.50
EFT32714	12/03/2026	IT VISION	PURCHASE ORDER CRYSTAL REPORT, EXCEL INTERGRATION COURSE	1,045.00
EFT32715	12/03/2026	JAYCAR ELECTRONICS	LAPTOP POWER SUPPLIES	159.90
EFT32716	12/03/2026	H KINGSBURY	REFUND OVERPAYMENT OF RATES	804.00

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EFT32717	12/03/2026	LEISURE INSTITUTE OF WA AQUATIC (INC.)	COMMUNITY INFRASTRUCTURE PLANNING COURSE	2,200.00
EFT32718	12/03/2026	LG SOLUTIONS PTY LTD	FEES & CHARGES DATA IMPORT TO ENABLE CLOUD FEES IMPLEMENTATION	1,925.00
EFT32719	12/03/2026	MALATESTA ROAD PAVING & HOTMIX	CUNDINUP-KIRUP RD - RE-SEAL	188,305.26
EFT32720	12/03/2026	MCLEODS BARRISTERS & SOLICITORS	DOG ATTACK ADVICE	385.44
EFT32721	12/03/2026	M MCNEILL	TRAINING - STAFF MEAL. PARKING	60.73
EFT32722	12/03/2026	DONNYBROOK NETBALL ASSOCIATION	MIXED NETBALL UMPIRE FEES	960.00
EFT32723	12/03/2026	NATURALISTE GARAGE DOORS	DBK SES - SERVICE MOTORISED ROLLER DOORS	1,100.00
EFT32724	12/03/2026	PRESTON PRESS	SHIRE CONNECT	500.00
EFT32725	12/03/2026	PRESTON VALLEY MAINTENANCE	SIGNAGE INSTALLATION, BENCH SANDING & VARNISH, REMOVAL OF SPEED DISPLAY SIGNS	5,676.00
EFT32726	12/03/2026	PFD FOOD SERVICE PTY LTD	KIOSK STOCK	486.10
EFT32727	12/03/2026	PICTON CIVIL PTY LTD	TRUCK HIRE	9,300.50
EFT32728	12/03/2026	PRIME INDUSTRIAL PRODUCTS	DRILL BIT SHARPENER	595.84
EFT32729	12/03/2026	HOLCIM (AUSTRALIA) PTY LTD	ROCK FOR DRAINAGE ROCK PROTECTION	532.63
EFT32730	12/03/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	10,233.57
EFT32731	12/03/2026	SPENCER SIGNS	SIGNS & STICKERS	985.33
EFT32732	12/03/2026	STEWART & HEATON CLOTHING CO. P/L	BFB PCC	595.79
EFT32733	12/03/2026	SOUTHERN LOCK & SECURITY	KEY CUT	26.00
EFT32734	12/03/2026	ST JOHN AMBULANCE AUSTRALIA	RE-STOCK FIRST AID KITS	480.22
EFT32735	12/03/2026	SURVCON PTY LTD	FEATURE SURVEYS	5,170.00
EFT32736	12/03/2026	SEEK LIMITED	ADVERTISING - STAFF VACANCY	533.50
EFT32737	12/03/2026	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURE BIN PICK UP & DISPOSAL	182.01
EFT32738	12/03/2026	SUPAGAS	GAS SUPPLY	50.60
EFT32739	12/03/2026	S&D NELSON AUTOMOTIVE	VEHICLE SERVICE	401.25
EFT32740	12/03/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	596.68
EFT32741	12/03/2026	TRUCKLINE	TOOLBOX	457.96
EFT32742	12/03/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	77.07
EFT32743	12/03/2026	TELAIR PTY LTD	NBN SERVICES	678.90
EFT32744	12/03/2026	THINK WATER CAPES REGION	WATER STATION CONTROLLER	495.00
EFT32745	12/03/2026	TELAIR PTY LTD.	MOBILE DEVICE PLANS	154.82
EFT32746	12/03/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	339.36
EFT32747	12/03/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	7,518.81
EFT32748	12/03/2026	SYNERGY	ELECTRICITY CHARGES	7,117.15
EFT32749	12/03/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	STATE EMPLOYMENT LAW ESSENTIALS, CONFLICTS OF INTEREST & UNDERSTANDING LOCAL GOVERNMENT	341.00
EFT32750	12/03/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	2,522.83
EFT32751	12/03/2026	WESTRAC EQUIPMENT PTY LTD	AIR, FUEL & WATER FILTERS	671.46
EFT32752	12/03/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	18,324.48

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EFT32753	12/03/2026	C WILLIAMS	REFUND OVERPAYMENT OF RATES	804.00
EFT32754	12/03/2026	C YOUNG	REIMBURSE PRE-EMPLOYMENT MEDICAL	170.50
EFT32754A	19/03/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 18.03.26	153,885.99
EFT32754B	24/03/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 18.03.26	45,092.00
EFT32755	26/03/2026	HARMONIC IT	MONTHLY MANAGED SERVICES AGREEMENT, REPLACE FAILED UPS	11,922.27
EFT32756	26/03/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	53.00
EFT32757	26/03/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	552.27
EFT32758	26/03/2026	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	2,321.24
EFT32759	26/03/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	FILTERS & LIGHTS	1,000.71
EFT32760	26/03/2026	ARM SECURITY	SECURITY MONITORING	142.78
EFT32761	26/03/2026	AQUATIC SERVICES WA PTY LTD	STRIP, CLEAN & INSPECT RECIRCULATION PUMP	1,482.10
EFT32762	26/03/2026	BUNBURY & BUSSELTON AIR	PRESTON VILLAGE - SUPPLY & INSTALL SPLIT AIRCON SYSTEM	2,637.80
EFT32763	26/03/2026	BUNBURY SETTLEMENT SERVICES PTY LTD	REFUND OVERPAYMENT OF RATES	1,043.59
EFT32764	26/03/2026	BRECKEN HEALTH CARE / MEDILOSS AUSTRALIA	PRE-EMPLOYMENT MEDICALS	677.60
EFT32765	26/03/2026	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - FEB 26	17,862.87
EFT32766	26/03/2026	DUG CROSS ELECTRICS	REPLACE CIRCUIT BREAKERS, CEILING & EXHAUST FANS, SUPPLY & INSTALL SUB METER, ANNUAL RCD & SMOKE ALARM TESTING	6,756.00
EFT32767	26/03/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32768	26/03/2026	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING	842.80
EFT32769	26/03/2026	WESTERN AUSTRALIA POLICE	VOLUNTEER POLICE CHECKS	17.60
EFT32770	26/03/2026	COMBINED TEAM SERVICES	W&S HSR COURSE	1,990.00
EFT32771	26/03/2026	CLEANAWAY	KERBSIDE BIN COLLECTION - GENERAL WASTE, PUBLIC STREET BIN COLLECTIONS	51,947.13
EFT32772	26/03/2026	CROSS SECURITY SERVICES	SECURITY MONITORING	135.00
EFT32773	26/03/2026	CAFE 48	WORKSHOP - REFRESHMENTS	110.50
EFT32774	26/03/2026	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, P&G, RANGERS	194.59
EFT32775	26/03/2026	CADGROUP AUSTRALIA PTY LTD	BLUEBEAM BASICS & CORE SINGLE USER RENEWAL	3,454.00
EFT32776	26/03/2026	CHG-MERIDIAN AUSTRALIA PTY LTD	MATRIX FITNESS LEASE PAYMENT	5,587.99
EFT32777	26/03/2026	CLEANAWAY PTY LTD	DBK WMF - RECYCLING BIN TRANSFER/PROCESSING	1,413.02
EFT32778	26/03/2026	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE COLLECTION & TRANSPORTATION	4,217.69
EFT32779	26/03/2026	CHOOKY'S LAWNS & MORE	COMMUNITY HOUSING - GROUNDS MAINTENANCE	1,518.00

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EFT32780	26/03/2026	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL	170.00
EFT32781	26/03/2026	DONNYBROOK HARDWARE & GARDEN	LINSEED OIL, TURPENTINE, KWIKSET, ELECTRICAL TAPE, PRUNING SAW, SECATEURS, RAKE, TOILET BRUSH & TIDY SET, BOLTS, NUTS, NUMBERS, MALLET, COUPLING & POPE, RODENT BAITS, GAZEBO, WASHERS, SCREWS, DIGITAL TAP CONTROLLER, COFFEE MACHINE DESCALER	1,299.53
EFT32782	26/03/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	UNBLOCK TOILET, REPAIR BROKEN BASIN PIPE, REPLACE TOILET SEATS	539.00
EFT32783	26/03/2026	TYRES AND MORE DONNYBROOK	REPLACEMENT TYRES	159.50
EFT32784	26/03/2026	DONNYBROOK FRESH SUPA IGA	ALL BFB - INCIDENT CATERING, DBK REC CTR, W&S, ADMIN & COUNCILLOR MTG REFRESHMENTS & GROCERIES, COMMUNITY HOUSING CLEANING MATERIALS, DOG FOOD	944.41
EFT32785	26/03/2026	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES	5.10
EFT32786	26/03/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT32787	26/03/2026	DONNYBROOK JUNIOR BADMINTON	COMMUNITY GRANT	1,500.00
EFT32788	26/03/2026	FLUID MANAGEMENT TECHNOLOGY PTY LTD	KEY FOBS FOR SMARTFILL FUEL SYSTEM	209.00
EFT32789	26/03/2026	HYDRAULINK SOUTH WEST	TRANSPORT GRADER SERVICING	1,740.20
EFT32790	26/03/2026	A & J HOLDS	REFUND OVERPAYMENT OF RATES	804.00
EFT32791	26/03/2026	KONE ELEVATORS PTY LTD	VC MITCHELL PARK - ELEVATOR SERVICING	1,512.49
EFT32792	26/03/2026	LIVING SPRINGS WATER PTY LTD	BOTTLED SPRING WATER	84.00
EFT32793	26/03/2026	SOUTH WEST LOCKSMITHS	DBK TRANSIT PARK - SUPPLY & INSTALL NEW DIGITAL LOCK TO SHOWER CUBICLE	924.05
EFT32794	26/03/2026	THE LIBERATORS	NOISE MANAGEMENT BOND REFUND	525.00
EFT32795	26/03/2026	MALATESTA ROAD PAVING & HOTMIX	ROAD - RE-SEAL	43,107.24
EFT32796	26/03/2026	MAIN ROADS WESTERN AUSTRALIA	OVERSIZE PERMIT APPLICATION	50.00
EFT32797	26/03/2026	MCLEODS BARRISTERS & SOLICITORS	ASSESSING WORKS COMPONENT FOR PLANTATION DEVELOPMENTS, REVIEW DRAFT LICENCE FOR EV CHARGES	3,339.64
EFT32798	26/03/2026	MG SETTLEMENTS	REFUND OVERPAYMENT OF RATES	593.64
EFT32799	26/03/2026	MCDONALD FENCING	INS CLAIM - LOWDEN RADIO TRANSMISSION STATION - REPLACE DAMAGED FENCING AND GATES	3,223.00
EFT32800	26/03/2026	MPM CONCRETING	SUPPLY AND LAY LIMESTONE BLOCKS FOR RETAINING WALL	6,336.00
EFT32801	26/03/2026	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE PLAN	2,589.29
EFT32802	26/03/2026	MONARCH360 PTY LTD	MONARCH EDRMS BUILD & IMPLEMENT NEW FILE STRUCTURE - PROJECT CLOSURE	10,527.00
EFT32803	26/03/2026	N NEWPORT	STAFF TRAINING - MEAL & PARKING	45.18
EFT32804	26/03/2026	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING - VBFB STATION	569.73

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EFT32805	26/03/2026	PRESTON VALLEY MAINTENANCE	ADMIN - EXTERNAL FEMALE TOILET REFURBISHMENT, FIX RAILING, FIX FOOTPATH, RETRIEVE DISPLACED PAVING BRICKS, ERECT SIGN, TRANSIT PARK - INVESTIGATE SOURCE OF WATER DAMAGE, VCMP - CUT LINE FOR INTERSECTION OF CONCRETE TO BITUMEN	6,798.00
EFT32806	26/03/2026	PRESTON POWER EQUIPMENT	DIAMOND WHEEL, 2 STOKE OIL, SUPERCLEAN, EDGER BLADE, FILE HOLDER, LIFT BLADE, CABLE ROTO-STOP	614.00
EFT32807	26/03/2026	PICTON CIVIL PTY LTD	WATER CART HIRE	9,900.00
EFT32808	26/03/2026	PRIME INDUSTRIAL PRODUCTS	EARPLUGS	119.85
EFT32809	26/03/2026	PROGRAMMED PROPERTY SERVICES	DBK SCOUT HALL - EXTERIOR PAINTING	19,987.00
EFT32810	26/03/2026	PROLUDIC PTY LTD	APPLE FUN PARK - PLAYGROUND REPAIRS	6,215.84
EFT32811	26/03/2026	A PIANTA	REFUND OVERPAYMENT ON LEASE	1,049.37
EFT32812	26/03/2026	QUEST INNALOO	ACCOMMODATION FINANCE CONFERENCE & TRAINING	788.00
EFT32813	26/03/2026	WREN OIL	DBK WMF - EMPTYING OF WASTE OIL RECEPTACLE	341.00
EFT32814	26/03/2026	REPCO - DONNYBROOK	PAINT, GLOBES, WINDSCREEN REPAIR KIT	73.69
EFT32815	26/03/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	7,667.74
EFT32816	26/03/2026	RANGE HIRE	HIRE OF EARTHWORKS TRACTOR AND BOWL	36,329.70
EFT32817	26/03/2026	RISK TALK	RISK TALK - ONLINE WORKPLACE SAFETY SOFTWARE PROGRAM	3,960.00
EFT32818	26/03/2026	SPENCER SIGNS	PRESTON VILLAGE - COMMUNITY CENTRE SIGNAGE	137.50
EFT32819	26/03/2026	SOUTH WEST HEARING CONSERVATION	HEARING TESTS	1,082.40
EFT32820	26/03/2026	STEWART & HEATON CLOTHING CO. P/L	MULLALYUP BFB - PPC	997.15
EFT32821	26/03/2026	SOS OFFICE EQUIPMENT	PRINTER TONERS, MONTHLY PRINTER METER READS	1,947.53
EFT32822	26/03/2026	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILDCARE WORKER	869.05
EFT32823	26/03/2026	SPACETOCO PTY LTD	PARTNER PRO BUNDLE - ANNUAL FEE	1,980.00
EFT32824	26/03/2026	SPORTSWORLD OF WA	DBK REC CTR - KIOSK STOCK	486.66
EFT32825	26/03/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	3,659.31
EFT32826	26/03/2026	TENDERLINK	ADVERTISING - VBFB RFT 03-2526 & RFT 04-2526	360.80
EFT32827	26/03/2026	TPG NETWORK PTY LTD	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT32828	26/03/2026	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORM	312.05
EFT32829	26/03/2026	THINK WATER CAPES REGION	POP UP SPRINKLERS	1,629.85
EFT32830	26/03/2026	TANGO INFORMATION TECHNOLOGY PTY LTD	ICT STRATEGY DEVELOPMENT	11,000.00
EFT32831	26/03/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	160.67
EFT32832	26/03/2026	EARTH 2 OCEAN COMMUNICATIONS	INSPECT & REPAIR RADIOS	251.00

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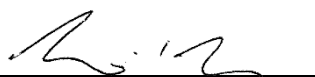
EFT32833	26/03/2026	VALVOLINE AUSTRALIA PTY LTD	ADBLUE, TRUCK WASH, DEGREASER	1,239.13
EFT32834	26/03/2026	SYNERGY	ELECTRICITY CHARGES	12,420.26
EFT32835	26/03/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	20,582.33
EFT32836	26/03/2026	ZIPFORM	PRINTING, ENVELOPING & LODGEMENT, 4TH INSTALMENT	1,958.56
			TOTAL: EFT PAYMENTS	1,323,826.34
CHEQUES				
53849	09/03/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE NUMBER PLATE	225.00
53850	16/03/2026	PETTY CASH - ADMIN	INCIDENTAL EXPENSES	218.30
53851	24/03/2026	PETTY CASH - DBK LIBRARY	INCIDENTAL EXPENSES	71.75
53852	24/03/2026	PETTY CASH - BLN LIBRARY	INCIDENTAL EXPENSES	80.00
			TOTAL: CHEQUES	595.05
BANK FEES				
	31/03/2026	BENDIGO	BANK FEES	468.14
	31/03/2026	COMMONWEALTH	BANK FEES	181.32
	31/03/2026	TYRO	BANK FEES	910.87
	31/03/2026	PAYPAL	TRANSACTION FEES	28.51
	31/03/2026	EZIDEBIT	TRANSACTION FEES	2.52
	31/03/2026	SPACETOCO	TRANSACTION FEES	3,270.94
			TOTAL: BANK FEES	4,862.30
DIRECT DEBITS				
DD29000.1	04/03/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	19,729.65
DD29000.2	04/03/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	238.54
DD29000.3	04/03/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	327.71
DD29000.4	04/03/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	547.66
DD29000.5	04/03/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	315.24
DD29000.6	04/03/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	143.55
DD29000.7	04/03/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	332.84
DD29000.8	04/03/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	333.53
DD29000.9	04/03/2026	THE TRUSTEE FOR LILLY SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	33.18
DD29000.10	04/03/2026	TELSTRA SUPERANNUATION SCHEME	EMPLOYEE SUPER DEDUCTIONS	110.45
DD29000.11	04/03/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,272.30
DD29000.12	04/03/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,356.60
DD29000.13	04/03/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,978.95
DD29000.14	04/03/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	316.58
DD29000.15	04/03/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	526.21
DD29000.16	04/03/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	780.11
DD29000.17	04/03/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	401.60
DD29000.18	04/03/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD29011.1	02/03/2026	SHERIFF'S OFFICE	LODGEMENT FEES	177.00
DD29029.1	18/03/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,181.18
DD29029.2	18/03/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	328.29
DD29029.3	18/03/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	340.13

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 MARCH TO 31 MARCH 2026

DD29029.4	18/03/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	339.31
DD29029.5	18/03/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	312.05
DD29029.6	18/03/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	142.73
DD29029.7	18/03/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	339.31
DD29029.8	18/03/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	339.62
DD29029.9	18/03/2026	THE TRUSTEE FOR LILLY SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	39.32
DD29029.10	18/03/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,285.32
DD29029.11	18/03/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,542.53
DD29029.12	18/03/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,938.55
DD29029.13	18/03/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	332.96
DD29029.14	18/03/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	522.03
DD29029.15	18/03/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	759.14
DD29029.16	18/03/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	401.60
DD29029.17	18/03/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD29047.1	30/03/2026	TREASURY CORPORATION	LOANS 90 & 93	115,368.51
			TOTAL: DIRECT DEBITS	180,125.48
			TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT	1,510,096.78

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 22 April 2026 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

9.2.2. Monthly Financial Report for the period ending 31st of March 2026

Report Details:

Prepared by: Manager Financial Services

Manager: Colin Young, Director Finance & Community

File Reference: Nil

Voting Requirement: Simple Majority

Attachment(s):

9.2.2(1) Monthly Financial Report for period ending 31st of March 2026

Executive Recommendation

That Council receive the Monthly Financial Report for the period ending 31st of March 2026 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 31st of March 2026.

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 6th 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.

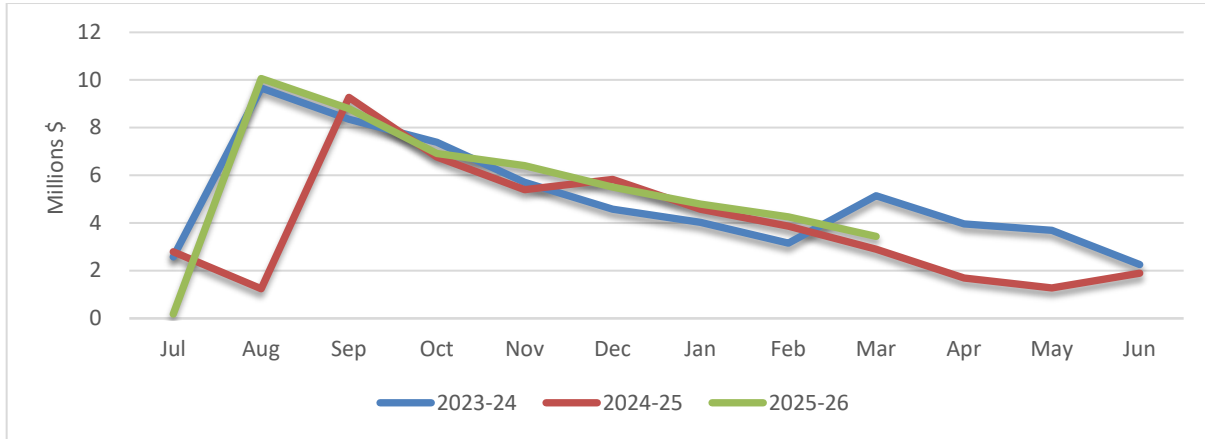
Consultation

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 and the Budget review adopted by Council. The Shire’s surplus after imposition of rates was \$3,437,897 which is higher than the year-to-date budgeted surplus of \$2,958,907.

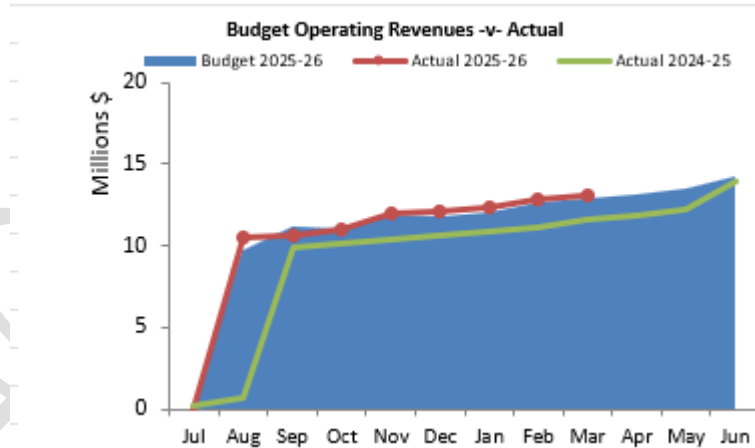


Operating Activities

Revenue was \$13,128,478 which is greater than budget estimates. Key areas include:

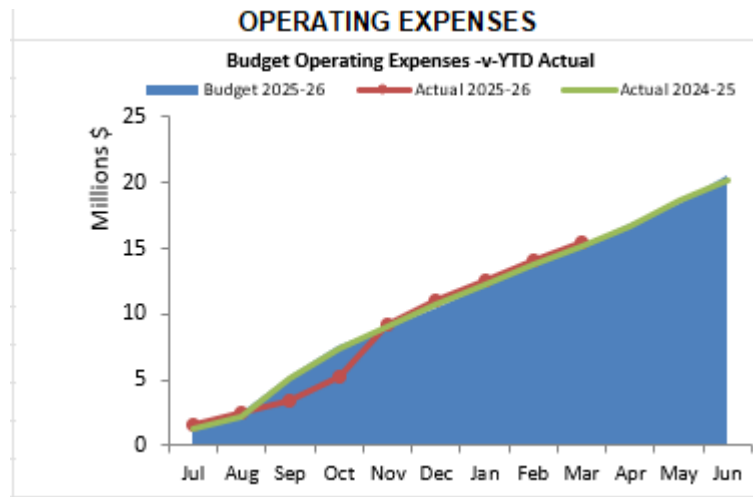
- Operating grants, subsidies, and contributions is 12.68% above budget estimates, mainly due to the General Purpose and Bushfire mitigation grant and reimbursements from workers compensation and leave entitlements.
- Fees and charges is slightly higher by 2.74% than budget estimates.
- Interest Revenue is 7.28% less than budget estimates.

OPERATING REVENUE



Expenditure was \$15,407,981 being 1.99% below budget estimates. Key areas include:

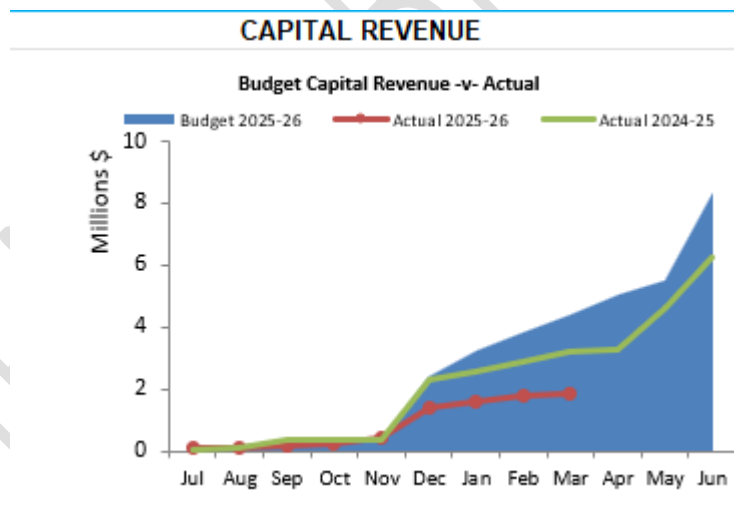
- Materials and contracts 12.05% below budget.
- Utility charges 10.67% below budget.
- Finance costs 27.20% below budget.
- Loss on asset disposals 26.19% above budget due to the disposal of vehicle involved in accident.



Investing Activities

Inflows from investing activities was \$2,058,633 and is 20.71% below the YTD budget estimates. Key areas include:

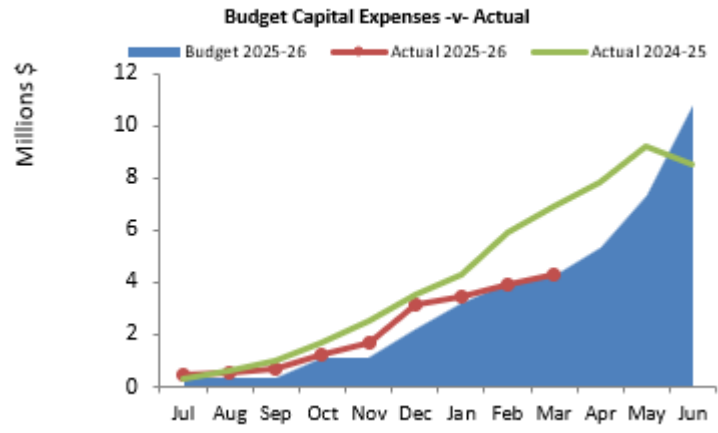
- Proceeds from capital grants, subsidies, and contributions: \$1,909,140 being 22.78% below budget - refer to note 3 for explanation in the attached monthly financial report.
- Proceeds from disposal of assets \$130,090 being 24.60% above budget - refer to note 3 for explanation in the attached monthly financial report.



Outflows from investing activities was \$4,269,695 and is 5.20% below the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment \$1,188,658 and is 22.06% below budget.
- Payments for construction of infrastructure was \$3,081,037 and is 3.43% above budget.

CAPITAL EXPENSES



AGENDA BRIEFING

9.2.3 FIN/CP-8 Rescind Policy – Building Insurance

Report Details:

Prepared by: Colin Young, Director Finance and Community

Manager: Nicholas O'Connor, Chief Executive Officer

File Reference: Monarch-847934545-1668 **Voting Requirement:** Simple Majority

Attachment(s):

9.2.3(1) Council Policy FIN/CP-8 – Building Insurance

Executive Recommendation

That Council rescinds Council Policy FIN/CP-8 – Building Insurance.

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.

Executive Summary

It is recommended that Council rescind Council Policy FIN/CP-8 – Building Insurance following an internal governance review which identified that the policy was operational in nature.

Background

Council Policy FIN/CP-8 – Building Insurance was adopted at the Ordinary Council meeting held 22 April 2015, to outline requirements for insuring Shire-owned buildings, including valuation frequency, insurance types, and the treatment of leased assets and infrastructure.

All matters covered within the policy are routinely managed through asset management systems, insurance schedules, LGIS policy arrangements, and executive decision-making under delegated authority.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Moderate	Moderate (8)
Risk Description:	Council Buildings have inadequate insurance.		
Mitigation:	Ensure processes in place are followed.		

Financial Implications

Nil.

Policy Compliance

This recommendation has been assessed against the Shire of Donnybrook Balingup Policy Framework. The rescindment of FIN/CP-8 is consistent with the requirement for Council Policies to remain strategic in nature, with operational and administrative matters managed through alternative instruments.

Statutory Compliance

Nil.

Consultation

The policy was discussed with the Executive Team and the Governance Co-Ordinator.

Officer Comment

Policy Statement 4.1 directed staff to work towards Service Level Hierarchy (SLH) Insurance which would include indemnity, demolition only and no Insurance options. The policy directed the CEO to provide suitable changes to the policy in this regard and report back to Council, this has not occurred. Staff are not supported of watering down insurance from the current methodology of insured for asset replacement, this removes any subjectivity.

In addition, the policy states the valuations of the buildings are to be revalued at least once every 3 years, valuations are currently carried out every five years in line with the current asset valuation requirements as per the AASB 116, adjusted annually for additions and to reflect current market conditions.

This policy was noted within the February 2025 Regulation 17 Audit for review as it was deemed by the auditor (Moore Australia) to be operational in nature. Staff agree with this position that policy Fin/CP8 is operational and are therefore recommending it is rescinded.

9.2.4 HR/CP-3 Rescind Policy – Employee Recreation Centre Subsidy

Report Details:

Prepared by: Colin Young, Director Finance and Community

Manager: Nicholas O'Connor, Chief Executive Officer

File Reference: Monarch-857934545-1666 **Voting Requirement:** Simple Majority

Attachment(s):

9.2.4(1) Council Policy HR/CP-3 – Employee Recreation Centre Subsidy

Executive Recommendation

That Council:

5. Rescinds Council Policy HR/CP-3 – Employee Recreation Centre Subsidy; and
6. Notes that employee recreation centre subsidy arrangements will continue to be governed by Administrative Policy HR/AP-25 – Employee Recreation Centre Subsidy.

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: 12.2.2 - Provide an employee engagement program.

Executive Summary

It is recommended that Council rescind Council Policy HR/CP-3 – Employee Recreation Centre Subsidy following an internal review which identified that the subject matter of this policy is operational in nature and does not require Council-level oversight.

The policy will be replaced by Administrative Policy HR/AP-25 – Employee Recreation Centre Subsidy, which provides clear, detailed and contemporary guidance on eligibility, conditions of use and administration of the subsidy.

This change is consistent with the Shire's Policy Framework, which requires Council Policies to be high-level and strategic, with operational matters managed through administrative policies and procedures.

Background

Council Policy HR/CP-3 – Employee Recreation Centre Subsidy was first adopted in 2008 to support employee health and wellbeing by providing subsidised access to the Donnybrook Recreation Centre. While appropriate at the time, the policy largely contained operational detail relating to eligibility, conditions of participation and administrative requirements.

As part of an ongoing review of Council policies to ensure alignment with the Shire’s Policy Framework and contemporary governance principles, HR/CP-3 was assessed as not meeting the threshold of a Council policy. The policy does not set strategic direction or policy position requiring Council determination, however, instead governs internal employment benefits and administrative arrangements. HR/CP-3 was also raised by the Moore Australia (auditors) during the February 2025 regulation 17 audit as being operational in nature and should be assessed as to whether it is appropriate to be a Council policy.

To address this, Administrative Policy HR/AP-25 – Employee Recreation Centre Subsidy was developed and approved. HR/AP-25 provides a more comprehensive and current framework, including expanded clarity around eligibility, family member access, exclusions and conditions of use, while remaining appropriately managed at an administrative level.

This report is presented to Council to formally rescind HR/CP-3, ensuring a clear separation between Council-level governance and operational policy, and eliminating duplication within the Shire’s policy framework.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Low (4)
Risk Description:	Guidelines are not followed		
Mitigation:	Replace with Administration Policy		

Financial Implications

HR/AP-25 – Employee Recreation Centre Subsidy has been amended to include immediate family members access to the Aquatic (pool) facilities, this will result in a minor loss of revenue.

Policy Compliance

This recommendation has been assessed against the Shire of Donnybrook Balingup Policy Framework. The rescindment of HR/CP-3 is consistent with the framework’s requirement that Council Policies remain strategic in nature, with operational matters addressed through administrative policies where appropriate.

Statutory Compliance

There is no statutory requirement under the *Local Government Act 1995* or any other legislation for Council to maintain a policy governing employee recreation centre subsidies. The proposed change does not impact the Shire’s statutory compliance obligations.

Consultation

Executive Team, Managers and the HR Department.

Officer Comment

Council Policy HR/CP-3 has served its purpose historically; however, its content is operational rather than strategic. Administrative Policy HR/AP-25 appropriately replaces HR/CP-3 by providing clearer, more detailed and up-to-date guidance while remaining consistent with good governance practice. Rescinding HR/CP-3 simplifies the Shire’s policy suite, reduces duplication, and ensures policy hierarchy remains clear and contemporary.

AGENDA BRIEFING

9.2.5. Review of Capped Court Hire Arrangements for Sporting Clubs

Report Details:

Prepared by: Manager Community Services

Manager: Colin Young, Director Finance and Community

File Reference: Monarch-857934545-1659 **Voting Requirement:** Simple Majority

Attachment(s):

Nil

Executive Recommendation

That Council:

1. Adopts in principle a revised stadium court hire model for recognised sporting clubs based on a structured subsidy model, incorporating:
 - 1.1. an annual capped allocation of court hours at a preferential club rate; and
 - 1.2. a consistent charging framework for court usage beyond the allocated hours.
2. Requests the Chief Executive Officer to:
 - 2.1. remove existing individual capped fee arrangements;
 - 2.2. oversee the development of a standardised club usage agreement framework; and
 - 2.3. facilitate consultation with sporting clubs to determine appropriate capped hour allocations and associated rates that balance affordability with financial sustainability.
3. Requests the Chief Executive Officer provides a further report following consultation, should any amendment to the adopted Schedule of Fees and Charges be required.

Strategic Alignment

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

Outcome: 2 - A safe and healthy community.

Objective: 2.1 - Improve access to facilities and services to support community health and wellbeing.

Item: Nil.

Executive Summary

The Donnybrook Recreation Centre stadium is a key community asset supporting local sporting clubs through regular training and competition use. Under the current Schedule of Fees and Charges, court hire is split between practice/training and competition, with competition attracting a higher rate. Some sporting clubs also operate under capped fee arrangements intended to support affordability.

Over time, these capped arrangements have developed on an individual basis and now vary significantly between clubs. This has created inequitable outcomes for comparable users and a lack of transparency around Council's level of subsidy.

This report proposes a revised hybrid court hire model for recognised sporting clubs. The model would replace individual capped arrangements with a consistent framework providing:

An annual capped allocation of court hours at a preferential rate; and Standard charges for usage beyond that allocation.

Endorsement in principle would allow officers to consult with sporting clubs to determine appropriate capped allocations and rates. Any required amendments to the Schedule of Fees and Charges would be brought back to Council. The intent is to improve equity, provide greater clarity around subsidy, and support the long-term sustainability of both clubs and the facility.

Background

The Donnybrook Recreation Centre stadium is a multi-use indoor facility that supports a range of sporting, recreational, and community activities. It is regularly utilised by local sporting clubs for training and competition and plays a key role in supporting participation, health, and community wellbeing.

Council's adopted Schedule of Fees and Charges currently provides two primary categories for stadium court hire:

- Practice / training use; and
- Competition use, which attracts a higher hourly rate.

Recognised sporting clubs, as high-frequency and long-term users of the stadium, have historically been supported through capped fee arrangements intended to assist with affordability and club sustainability. These arrangements have developed over time on an individual basis and are not supported by a standardised or consistently applied framework.

In July 2021, Council considered matters relating to the delivery of the Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) and resolved to limit fee increases for associated sporting groups for a defined period following completion of the project.

Council resolved the following at the Special Council Meeting held 12 July 2021:

"COUNCIL RESOLUTION 116/21

- 16. That Council resolves not to increase fees (except for CPI increments) to sporting groups associated with the Donnybrook Community, Sporting, Recreation and Events Precinct Project for a period of five years from practical completion.*

Practical completion of the VC Mitchell Park facilities occurred in 2025. As such, fee increases for associated sporting groups are limited to CPI indexation for five years following completion. While this provides certainty regarding fee increases, it does not establish a contemporary framework for managing capped arrangements, usage levels, or equity between clubs. As the precinct moves into steady-state operation, the absence of a standardised approach has resulted in inconsistent outcomes and limited clarity regarding Council's intended level of support. This report seeks endorsement in principle to establish a fair, transparent and consistent model moving forward.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Moderate	Moderate (5)
Risk Description:	If the current stadium court fee structure remains unchanged, ongoing inequities may impact the financial sustainability of sporting clubs, reduce participation, and lead to reputational risk for Council.		
Mitigation:	Endorsing a transparent and standardised hybrid fee model that provides equitable access while maintaining financial sustainability.		

Financial Implications

The proposed model is expected to:

- improve equity without significantly increasing financial risk,
- provide greater certainty around Council's level of subsidy to sporting clubs, and
- support long-term facility sustainability through controlled and predictable usage.

Final rates and capped hour allocations would be incorporated into the Fees and Charges framework through the appropriate Council adoption or amendment process.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

Section 6.16(1) and (2) of the *Local Government Act 1995* provides that a local government may impose and recover a fee or charge for any goods or services it provides, including for the use of, or admission to, any property or facility owned, controlled, managed, or maintained by the local government.

Any amendment to the Schedule of Fees and Charges arising from this report would be progressed in accordance with the requirements of the *Local Government Act 1995*, including adoption or amendment by Council resolution.

Consultation

Informal feedback has been received from sporting clubs expressing concern regarding affordability and inequity under the current arrangements. Subject to endorsement in principle, officers will undertake structured consultation with recognised sporting clubs to determine appropriate capped allocations and rates. Consultation outcomes will inform the development of any future amendments to the Schedule of Fees and Charges

Officer Comment

The current framework has evolved over time with good intent — primarily to support affordability for clubs. However, the lack of a consistent approach to capped arrangements has resulted in significant variation between clubs with similar usage profiles.

This makes it difficult to clearly articulate Council's level of subsidy and creates perceptions of inequity. The proposed hybrid model provides a structured and transparent approach. It recognises sporting clubs as key long-term stakeholders, while clearly defining the extent of subsidised access. Importantly, Council is not being asked to adopt specific rates or capped allocations at this stage. Endorsement in principle will allow officers to consult with clubs and return a refined model to Council for formal consideration if required.

AGENDA BRIEFING

9.3. Chief Executive Officer

9.3.1 Warren Blackwood Climate Alliance Reference Group (CARG) Membership

Report Details:

Prepared by: Administration Officer Corporate Services

Manager: Executive Manager Corporate

File Reference: CNL 16

Voting Requirement: Absolute Majority

Attachment(s):

9.3.1(1) CARG Terms of Reference

Executive Recommendation

That Council:

1. Appoint the following Elected Member as a Warren Blackwood Climate Alliance Reference Group (CARG) member:

- Cr _____

Strategic Alignment

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

Outcome: 4 - Shared responsibility for sustainability.

Objective: 4.1 - Encourage the adoption of sustainable practices.

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Executive Summary

This report seeks Council's endorsement to appoint an Elected Member as the Shire of Donnybrook Balingup's representative on the Warren Blackwood Climate Alliance Reference Group (CARG). The appointment will support collaboration, enhance Council's awareness of climate-related initiatives, and ensure the Shire's interests are represented within the Committee's activities.

Background

Council resolved the following at the Ordinary Council Meeting held 22 October 2025:

"COUNCIL RESOLUTION 203/10-25

8. Appoint the following two Elected Members as Warren Blackwood Climate Alliance Reference Group (CARG) members:

- Cr Bailey
- Cr Davy

Due to Councillor Davy resigning from her role of Councillor in November 2025, this report seeks Council’s endorsement to appoint another representative to the Warren Blackwood Climate Alliance Reference Group (CARG).

A report went to the Ordinary Council Meeting held 25 February 2026 to appoint a second CARG member, but Council postponed the appointment of a second member to allow for the appointment to occur after the March 2026 Extraordinary Election.

At its Ordinary Council Meeting held 25 February 2026 Council resolved the following:

“COUNCIL RESOLUTION 21/02-26

That Council

1. *Postpone the appointment of the second CARG Elected Member until the April OCM*
2. *Notes that this decision is significantly different from the officer’s recommendation for the following reason: to allow for the appointment to occur after the March 26, 2026 Extraordinary Election.*

To date, the Shire has participated in the Warren Blackwood Climate Alliance Reference Group (CARG) through Councillor and staff involvement. Formal appointment for this new vacancy will ensure appropriate governance-level representation and alignment with Council’s strategic oversight responsibilities.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Insignificant	Low (4)
Risk Description:	No representation on the Committee.		
Mitigation:	Appoint an Elected Member to the Committee.		

Financial Implications

Elected Members are eligible to claim travel costs associated with attendance at meetings.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Nil.

Officer Comment

It is recommended that the vacant position be filled to ensure regular participation and representation on matters arising from the Warren Blackwood Climate Alliance Reference Group. This will ensure Council remains informed of relevant discussions, initiatives, and any potential implications for the Shire.

AGENDA BRIEFING

9.3.2. Development Assessment Panel (DAP) Membership

Report Details:

Prepared by: Administration Officer Corporate Services

Manager: Executive Manager Corporate

Location: Shire of Donnybrook Balingup

File Reference: Monarch 8579345-1660

Voting Requirement: Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That Council:

1. Appoint the following Elected Member as a Development Assessment Panel (DAP) member:

- Cr _____

Strategic Alignment

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.

Executive Summary

This report seeks Council's endorsement to appoint an Elected Member as a local government member of the Development Assessment Panel (DAP), in accordance with the Planning and Development (Development Assessment Panels) Regulations. The appointment is required to fill a current vacancy and ensure the Panel remains properly constituted to undertake its statutory decision-making functions.

Development Assessment Panels (DAPs) are independent decision-making bodies in Western Australia responsible for determining significant and complex development applications. For developments that meet certain value thresholds, DAPs make the final planning decision instead of the local council. DAPs are intended to improve consistency and transparency in planning decisions, while still retaining local input.

Background

Following the resignation of Councillor Davy in November 2025, a vacancy now exists for a local government member on the Development Assessment Panel.

At its Ordinary Council meeting held 22 October 2025 Council resolved the following:

"COUNCIL RESOLUTION 139/23

1. *Appoint the following four Elected Members as Development Assessment Panels (DAP) members:*
 - *Cr Davy*
 - *Cr Lindemann*
 - *Cr Hall *Alternate Member*
 - *Cr Patrick *Alternate Member*

This report seeks Council’s endorsement to appoint an Elected Member to fill the vacancy, to ensure the Panel remains properly constituted in accordance with the Planning and Development (Development Assessment Panels) Regulations.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Insignificant	Low (4)
Risk Description:	Failure to fill the vacancy may result in the Panel not being properly constituted, impacting Council’s representation in DAP decision-making.		
Mitigation:	Appointing an Elected Member to fill the vacancy.		

Financial Implications

Local government members of Development Assessment Panels are entitled to fees and allowances prescribed under the Planning and Development (Development Assessment Panels) Regulations. Elected Members are eligible to claim travel costs associated with attendance at meetings.

Policy Compliance

Nil.

Statutory Compliance

- Planning and Development Act 2005*
- Planning and Development (Development Assessment Panels) Regulations 2011*
- Local Government (Development Assessment Panels) Regulations 2025*

Under the WA Development Assessment Panel system, each Development Assessment Panel must include two elected local government members from the relevant local authority. Council is therefore required to participate in the DAP process through the nomination of Elected Member representatives, as prescribed by State legislation and regulations.

Consultation

Nil.

Officer Comment

It is recommended that the vacant position be filled to ensure the Development Assessment Panel remains properly constituted in accordance with the Planning and Development (Development Assessment Panels) Regulations. Appointing an Elected Member will enable the Panel to continue to undertake its statutory role in the independent assessment and determination of eligible development applications.

AGENDA BRIEFING

9.3.3 Amended Start Times for the 2026 Agenda Briefing Sessions and Council Meetings

Report Details:

Prepared by: Administration Officer Corporate Services

Manager: Executive Manager Corporate

Location: Shire of Donnybrook Balingup

File Reference: Monarch-857934545-1665 **Voting Requirement:** Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That Council:

1. **Note that the start times for Agenda Briefing Sessions and Ordinary Council Meetings have been amended from 3:00pm to 5:00pm, with effect from April 2026.**
2. **Request the Chief Executive Officer to undertake all statutory advertising in this regard.**

Strategic Alignment

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.

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

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

Executive Summary

Council is requested to adopt a change to the 2026 Agenda Briefing Session and Ordinary Council Meeting start times from 3:00pm to 5:00pm. The proposed change is intended to improve accessibility for Councillors and members of the community, by enabling attendance outside standard working hours.

Background

Agenda Briefing Sessions have traditionally commenced at 5:00pm. At the 26 November 2025 Ordinary Council Meeting, Council resolved to trial a revised 3:00pm start time to enable meetings to conclude earlier. This change recognises the overall workload of Councillors and staff across the day, Councillors' external employment commitments, wellbeing considerations, and the cost associated with staff attendance outside standard working hours.

At its Ordinary Council Meeting held 26 November 2025, Council resolved the following:

"COUNCIL RESOLUTION 234/11-25

That Council:

1. Adopt the 2025 and 2026 Agenda Briefing Session and Ordinary Council Meeting dates as follows:

Agenda Briefing Session	Ordinary Council Meeting	Venue
10 December 2025 (3pm)	17 December 2025 (3pm)	Council Chamber Donnybrook
18 February (3pm)	25 February (3pm)	Council Chamber Donnybrook
18 March (3pm)	25 March (3pm)	Council Chamber Donnybrook
15 April (3pm)	22 April (3pm)	Council Chamber Donnybrook
20 May (3pm)	27 May (3pm)	Council Chamber Donnybrook
17 June (3pm)	24 June (3pm)	Council Chamber Donnybrook
15 July (3pm)	22 July (3pm)	Council Chamber Donnybrook
19 August (3pm)	26 August (3pm)	Council Chamber Donnybrook
16 September (3pm)	23 September (3pm)	Council Chamber Donnybrook
21 October (3pm)	28 October (3pm)	Council Chamber Donnybrook
18 November (3pm)	25 November (3pm)	Council Chamber Donnybrook
9 December (3pm)	16 December (3pm)	Council Chamber Donnybrook

2. Note the change to the December 2025 Agenda Briefing Session and Ordinary Council Meeting.
3. Requests the Chief Executive Officer to undertake all statutory advertising in this regard.

Council currently conducts one Agenda Briefing Session on the third Wednesday of each month, and an Ordinary Council Meeting on the fourth Wednesday, both commencing at 3:00pm. These meetings are held in the Donnybrook Council Chamber, with the exception of January and December, where scheduling may vary to accommodate the annual leave period.

Council conducts workshops to keep Councillors informed of current issues and to facilitate informal discussions on matters of interest; these sessions are generally scheduled for the first two Wednesdays of each month and are held in the Council Chamber.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Non-compliance with the <i>Local Government (Administration) Regulations 1996</i> to publish the 2026 meeting times on the Shire's official website.		
Mitigation:	Adopt the proposed 2026 meeting times and instruct the Chief Executive Officer to publish the change on the Shire's website.		

Financial Implications

Councillors are entitled to reimbursement of travel costs and childcare expenses to enable attendance at meetings and fulfilment of Council duties.

Staff who participate in Agenda Briefing Sessions and Ordinary Council Meetings outside their usual working hours are entitled to time off in lieu (TOIL) or payment for additional hours worked, in accordance with existing arrangements.

Policy Compliance

Nil.

Statutory Compliance

Local Government (Administration) Regulations 1996

Regulation 12 requires the CEO to publish the dates, times, and places of Ordinary Council Meetings and certain committee meetings on the local government's official website.

Consultation

Consultation regarding the scheduling of Council's 2026 meeting times was undertaken during the workshop held on 1 April 2026, with active involvement from both executive staff and Councillors. The adopted times will be published on the Shire's website.

Officer Comment

Feedback received during the 1 April 2026 workshop indicated that the earlier commencement time created challenges for Councillors and community members who work standard business hours. As a result, Agenda Briefing Sessions and Council meetings have reverted to a 5:00pm start time to support improved participation. Any additional staffing costs or impacts associated with time off in lieu will be managed within existing budget allocations, with attention given to workload management and the health and wellbeing of Councillors and staff.

9.3.4 Appointment of Panel Members for CEO Performance Review 2026

Report Details:

Prepared by: Loren Clifford, Executive Manager Corporate

Manager: Nick O'Connor, Chief Executive Officer

File Reference: MONARCH-
1562546984-53

Voting Requirement: Absolute Majority

Attachment(s):

9.3.4(1) Agreed CEO Review Process 2026

Executive Recommendation

That Council:

1. **Adopt the attached CEO Performance Review Process for Nicholas O'Connor for 2026.**
2. **Appoint the CEO Performance Review Panel.**
 - 2.1. **Shire President**
 - 2.2. **Elected Member 1 –**
 - 2.3. **Elected Member 2 -**

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 seeks Council's endorsement of the CEO Performance Review Process for 2026, and appointment of the Performance Review Panel. The proposed process aligns with the *Local Government Act 1995*, the CEO's employment contract, and the Model Standards for CEO Recruitment, Performance and Termination. It ensures transparency, impartiality, and compliance with statutory obligations.

Background

The CEO Performance Review Process was developed collaboratively between Council, the CEO, and governance staff in 2025 and has been used to inform the 2026 process. It outlines a structured annual review cycle, including key dates, responsibilities, and methodology, and provides a framework for appointing an external reviewer to support an impartial and compliant review.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Statutory Non-Compliance, and contractual non-compliance with the CEO's employment contract.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Minor	Low (4)
Risk Description:	Failure to complete a CEO performance review in accordance with legislative and contractual obligations		
Mitigation:	Implement: <ul style="list-style-type: none"> • A structured review process aligned with statutory requirements • Appointment of an external reviewer for impartiality • Secure document management protocol 		

Financial Implications

Nil.

Policy Compliance

Standard for CEO Recruitment, Performance Review and Termination

The process aligns with the Standards adopted by Council in April 2021

Statutory Compliance

Local Government Act 1995

The process complies with:

- Section 5.39(3)(b): Requires performance criteria in the CEO's contract.
- Sections 5.60, 5.60A, 5.70(2): Relating to financial interest and disclosure.

Local Government (Administration) Regulations 1996

- Schedule 2, Clauses 16–19: Prescribe standards for CEO performance review, including agreement in writing, impartiality, evidence-based assessment, and communication of outcomes.

Consultation

Informal consultation between the President, CEO and Elected Members will be undertaken regarding panel membership and the draft process ahead of formal Council consideration.

Officer Comment

Process

The proposed process aligns with the *Local Government Act 1995*, the CEO's employment contract, and the Model Standards for CEO Recruitment, Performance and Termination. It ensures transparency, impartiality, and compliance with statutory obligations.

The CEO Performance Review Panel will comprise three Elected Members, of which one will be the Shire President.

External Reviewer

Shire officers will commence the procurement process for an external reviewer in accordance with the agreed process and the Shire's Procurement Policy. The external reviewer will be engaged to provide independent oversight of the CEO performance review process, including auditing the process for compliance and preparing the necessary documentation for Council consideration and endorsement.

AGENDA BRIEFING

9.3.5 Save Preston River Valley – Request for support for exemption to *Mining Act 1978*

Report Details:

Prepared by: Nick O'Connor, Chief Executive Officer

Manager: Nick O'Connor, Chief Executive Officer

File Reference: Monarch-857934545-1647 **Voting Requirement:** Simple Majority

Attachment(s):

9.3.5(1) SPRV Letter 12 March 2026

9.3.5(2) SPRV Details of Exemption Areas

Executive Recommendation

That Council provides a letter of support to accompany the Save Preston River Valley (SPRV) application to have Crown land adjacent to the Preston River (as identified in Attachment 9.3.5(1)) exempted from mining and associated activity under Section 19 (1) of the *Mining Act (1978)*.

Strategic Alignment

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

Outcome: 3 - The natural environment is well managed for the benefit of current and future generations.

Objective: 3.1 - Care for the natural environment, including weed and pest management.

4.2.2 - Implement and expand climate action initiatives that improve energy efficiency, promote sustainability, and support community-led environmental engagement.

Item:

Executive Summary

Save Preston River Valley (SPRV) commenced discussions with the Shire of Donnybrook Balingup on 5 March 2026 during which Council support for an application for public owned land alongside the Preston River to be exempted under Section 19 (1) of the *Mining Act (1978)* was sought. SPRV has prepared the attached correspondence at the request of the Chief Executive Officer.

Background

The *Mining Act 1978* is the primary legislation regulating mineral exploration and mining activities in Western Australia. It establishes the framework for granting mining tenements, sets out the rights and obligations of tenement holders, and provides mechanisms for government oversight, compliance, and land-use management. From time to time local governments are exposed to the Act when mining interests intersect with planning, environmental, or community considerations.

The Act governs prospecting, exploration, and mining activities on Crown land; the creation and administration of mining tenements; rights and responsibilities of miners and landholders; and Ministerial powers relating to land access, exemptions, and tenure management.

The legislation provides for several tenement types, including Prospecting Licences, Exploration Licences, Mining Leases, General Purpose Leases, and Miscellaneous Licences. Each tenement type has specific application requirements, rights, and compliance obligations.

The Act regulates access to Crown land, consent requirements for reserved land, pastoral leases, and private land, and restrictions on mining in environmentally sensitive or strategically important areas. The Minister for Mines and Petroleum has broad authority to grant, refuse, vary, or cancel tenements; impose conditions; exempt land from mining or from the operation of the Act (Section 19); and manage competing land uses and protect land pending planning or environmental processes. Section 19 of the Act provides the Minister with the ability to temporarily exempt land from mining or from the operation of the Act.

An exemption under Section 19(1)(a)(iii) removes the land from the operation of the *Mining Act 1978* entirely. No mining tenement applications can be lodged over the land; no rights under the Act apply; and the land is effectively quarantined from mining activity for the duration of the exemption. Generally, exemptions last up to two years, with the ability to extend for further periods of up to 2 years.

Section 19(1)(a)(iii) is typically applied when government intends to reserve land for conservation, infrastructure, or public purposes; when local governments or agencies request protection during planning processes; or when sensitive land requires temporary protection. A Section 19 exemption cannot apply to private land or land already subject to a mining tenement or a pending application.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Major	High (12)
Risk Description:	Failure to protect sensitive environmental crown land resulting in the irreversible loss of ecologically significant sections of the Shire.		
Mitigation:	Support to the SPRV request for an exemption un s 19 of the Mining Act 1978		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

See information provided in the 'Background' section of this report.

Consultation

The Shire President, CEO and Director of Operations met with SPRV representatives recently to discuss their plans to seek an exemption under s19 of the *Mining Act 1978*.

Officer Comment

The Shire of Donnybrook Balingup Council Plan 2022-2032 states as a strategic desired outcome:
“Outcome 3. The natural environment is well managed for the benefit of current and future generations.”

At a recent meeting between SPRV and Council representative, community members sought Council’s support for a planned SPRV application to the Minister for Mines and Petroleum seeking an exemption for the Preston River and selected adjacent Crown-managed land under Section 19 of the Mining Act 1978. Further, SPRV is seeking support for a Preston River revitalisation and management plan focused on the upper and middle reaches of the river. Further details of the request and associated justification is provided in the attached correspondence.

AGENDA BRIEFING

10 Elected Member Motions

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

Nil.

12.2. Public reading of Resolutions that may be made public

Nil.

13. Closure

The Presiding Member to advise that the next Ordinary Council Meeting will be held on 22 April 2026 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

AGENDA BRIEFING