

# Ordinary Council Meeting (23 July 2025) ATTACHMENTS

Number	Title	
7.1.1(1)	Ordinary Council Meeting held on 25 June 2025	
8.1.1(1)	Warren Blackwood Alliance of Councils Committee Meeting held on 3 June 2025	
9.2.2(1)	Statement of Financial Activity June 2025	
9.2.3(1)	Council Policy EXE/CP-2 Document Execution and Application of the Common Seal	
9.2.3(2)	Council Policy EXE/CP-2 Document Execution and Application of the Common Seal – tracked changes	
9.2.4(1)	Council Policy EM/CP-6 Caretaker Provisions and Local Government Elections	
9.2.4(2)	Council Policy EM/CP-6 Caretaker Provisions and Local Government Elections – tracked	d change
9.3.1(1)	Organisational Values	
10.1.1(1)	Application by BalingupCycle Submission for a Community Playground	



# **Ordinary Council Meeting Minutes**

Held on 25 June 2025 and commenced at 5:00pm Held at the Council Chambers in Donnybrook (1 Bentley Street, Donnybrook)

**Authorised**:

Nicholas O'Connor, Chief Executive Officer

Noin.

**Prepared:** 7 July 2025

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					

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

TABLE 5: RISK TOLERANCE CRITERIA					
Risk Rank	Description	Criteria For Risk Tolerance	Responsibility		
Low	Tolerated	Risk tolerated with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager		
Moderate	Monitor	Risk tolerated with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager		
High	Urgent Attention Required	Risk tolerated with effective controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO		
Extreme	Unacceptable	Risk only tolerated with effective controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council		

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# 1. Declaration of Opening / Announcement of Visitors

#### **Acknowledgement of Country:**

The Presiding Member acknowledged 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 declared the meeting open, at 5:00pm and welcomed the public gallery.

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

"This meeting is being livestreamed and digitally recorded in accordance with Council Policy. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.

Whilst every endeavour has been made to only record those who are actively participating in the meeting, loud comments or noises from the gallery may be picked up on the recording."

# 2. Attendance (OCM)

#### **Councillors Present:**

Cr Vivienne MacCarthy Cr Lisa Glover Cr John Bailey
Cr Peter Gubler Cr Anita Lindemann Cr Anne Mitchell

Cr Grant Patrick Cr Deanna Shand

#### **Staff Present:**

Nick O'Connor, Chief Executive Officer Loren Clifford, Acting Director Finance and

Corporate

Michelle Dennis, Manager Development Samantha Farquhar, Administration Officer

Services Corporate Services

#### **Other Members Present:**

Public Gallery: 6 members of the public were in attendance.

# Suspension of clause 8.2 (members to rise) of Meeting Procedures Local Law 2017.

- At the start of each council meeting a resolution should be carried suspending clause 8.2 (members to rise) of the Standing Orders as having Councillors stand when debating interferes with the sound quality for livestream.

COUNCIL RESOLUTION:	109/06-25		
MOVED BY:	Cr Deanna Shand	SECONDED BY:	Cr Anita Lindemann

# That Council Suspend clause 8.2 (members to rise) of the Standing Orders

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0

#### 2.1. Apologies

Ross Marshall, Director Operations

#### 2.2. Approved Leave of Absence

At its Ordinary Council Meeting held 23 April 2025 Council resolved the following:

# "COUNCIL RESOLUTION 53/04-25

That Council approve Cr Alexis Davy's request for a leave of absence for the June 2025 Agenda Briefing Session and Ordinary Council Meeting.

#### 2.3. Application for Leave of Absence

Nil.

#### 3. Announcements from the Presiding Member

The Bike Rescue program is underway with 14 students learning how to repair and refurbish bikes. The program will culminate on Friday with fun and pizza on the pump track.

Telling Tales in Balingup is on again, taking place on the 12<sup>th</sup> and 13<sup>th</sup> of July. Telling Tales is a celebration of stories with several published WA authors presenting interactive workshops to children aged 4-14 years <a href="http://www.tellingtalesinbalingup.com.au">http://www.tellingtalesinbalingup.com.au</a>

Tickets are on sale now for the famous Balingup Medieval Carnivale to be held on the 23<sup>rd</sup> and 24<sup>th</sup> of August. Dress up and get along for the Carnivale's 30<sup>th</sup> year!

https://events.humanitix.com/2025-balingup-medieval-carnivale/tickets

The Balingup Medieval Feast is a much beloved ritual that happens before the Carnivale on the 22<sup>nd</sup> of August.

https://events.humanitix.com/balingup-medieval-carnivale-feast-2025

The Leschenault Catchment Council is running a Preston River Community Day Planting on Sunday the 27<sup>th</sup> of July. You can register to volunteer here <a href="https://events.humanitix.com/preston-planting25">https://events.humanitix.com/preston-planting25</a>

#### 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.

Cr Anne Mitchell declared a proximity interest regarding item 9.1.2, as she lives on Valentine Road, is not on the same water course, and knows one of the neighbours.

Cr Anita Lindemann declared a proximity interest regarding item 12.1.1 as the bridge is the only access to where she lives.

# 5. Public Question Time

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

Nil.

#### 5.2. Public Question Time

Nil.

#### 6. Presentations

#### 6.1. Petitions

Nil.

#### 6.2. Presentations

Nil.

#### 6.3. Deputations

Mr Peter Henderson regarding item 9.1.1, Development Application P24084 – Extractive Industry (Donnybrook Stone) renewal Lot 102 Beelerup Road, Beelerup.

#### 6.4. Delegates' Reports

Nil.

# Adoption by Exception

COUNCIL RESOLUTION:	110/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Grant Patrick

That Council adopt the following items 'En-bloc' and resolves in accordance with each of the Executive Recommendations:

- 7.1 Ordinary Council Meeting held 28 May 2025
- 8.1.1 Local Emergency Management Committee Meeting held 6 May 2025
- 8.1.2 Audit and Risk Management Committee Meeting held 14 May 2025
- 9.1.5 Indigenous Mural to Complement Yarning Circle
- 9.2.1 Schedule of Accounts Paid as at 31 May 2025
- 9.2.2 Statement of Financial Activity report for the period ending 31st of May 2025
- 9.2.3 Council Policy FIN/CP-9 Related Party Disclosures

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0

# 7. Confirmation of Minutes

# 7.1 Ordinary Council Meeting Minutes

# 7.1.1 Ordinary Council Meeting held on 28 May 2025

Minutes of the Ordinary Council Meeting held 28 May 2025 are attached as Attachment 7.1.1(1).

#### **Executive Recommendation:**

That the Minutes from the Ordinary Council Meeting held 28 May 2025 be confirmed as a true and accurate record.

COUNCIL RESOLUTION:	111/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Grant Patrick

That the Minutes from the Ordinary Council Meeting held 28 May 2025 be confirmed as a true and accurate record.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0 by en-bloc resolution 110/06-25

# 8. Reports of Committees

# 8.1.1 Local Emergency Management Committee Meeting

# 8.1.1 Local Emergency Management Committee Meeting held on 6 May 2025

Minutes of the Local Emergency Management Committee Meeting held 6 May 2025 are attached at Attachment 8.1.1(1).

#### **Executive Recommendation:**

That the Minutes from the Local Emergency Management Committee Meeting held on 6 May 2025 be received.

COUNCIL RESOLUTION:	112/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Grant Patrick

That the Minutes from the Local Emergency Management Committee Meeting held on 6 May 2025 be received.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0 by en-bloc resolution 110/06-25

# 8.1.2 Audit and Risk Management Committee Meeting

# 8.1.2 Audit and Risk Management Committee Meeting held on 14 May 2025

Minutes of the Audit and Risk Management Committee Meeting held 14 May 2025 are attached at Attachment 8.1.2(1).

#### **Executive Recommendation:**

That the Minutes from the Audit and Risk Management Committee Meeting held on 14 May 2025 be received.

COUNCIL RESOLUTION:	113/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Grant Patrick

That the Minutes from the Audit and Risk Management Committee Meeting held on 14 May 2025 be received.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0 by en-bloc resolution 110/06-25

# 9. Reports of Officers

#### 9.1. Director Operations

# 9.1.1. Development Application P24084 – Extractive Industry (Donnybrook Stone) renewal Lot 102 Beelerup Road, Beelerup

# **Report Details:**

**Prepared by:** Principal Planner and Planning Officer

**Manager:** Manager Development Services

**Applicant:** Peter Henderson (Donnybrook Sandstone Supplies)

**Location:** Lot 102 Beelerup Road, Beelerup

**File Reference:** A3179 (P24084) **Voting Requirement:** Simple Majority

#### Attachment(s):

- 9.1.1(1) Landform Research Excavation and Rehabilitation Management Plan and Staging Plan.
- 9.1.1(2) Public submissions.
- 9.1.1(3) Government agency submissions.
- 9.1.1(4) Assessment under Clause 67.
- 9.1.1(5) Previous development approval conditions IND 01/4.

#### **Executive Recommendation**

#### **That Council:**

A. Pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P24084 Industry-Extractive (Donnybrook Sandstone) on Lot 102 Beelerup Road, Beelerup subject to the following conditions and advice:

#### **Conditions:**

#### VALIDITY AND APPROVED PLANS

- 1. This approval is valid for a period of twenty (20) years.
- 2. This approval permits the excavation of up to 5,000 tonnes (inclusive of by products) of Donnybrook Sandstone per annum from Lot 102. It also allows for the processing of Donnybrook Sandstone sourced from Lot 102 and 2,000 tonnes sourced from a quarry located in Irishtown within Special Control Area 4 (SCA4) under Local Planning Scheme No. 7 (LPS7) to occur within the existing shed on the site.
- 3. This approval permits the temporary site office to be retained on Lot 102 for the duration of the approved development.

- 4. This development approval applies only to the Northern Pit, as identified in the approved staging plan. No extraction activities shall occur within 40 metres of any adjoining watercourses or lot boundaries.
- 5. The Southern Pit does not form part of this approval. Excavation within the Southern Pit shall not commence until a separate development approval is obtained. Any future application for approval must be supported by additional information demonstrating groundwater levels and establishing an appropriate pit floor level, to the satisfaction of the Shire and in consultation with the Department of Water and Environmental Regulation.
- 6. The layout of the site and location of the quarrying of the Northern Pit, processing shed, stockpiles, access route and works permitted must always accord with 'Landform Research Excavation and Rehabilitation Management Plan and Staging Plan' (Attachment 9.1.1(1)) and conditions of approval and must not be altered or modified without the further written consent of the Shire. In the event of any inconsistency between the approved 'Landform Research Excavation and Rehabilitation Management Plan and Staging Plan' (Attachment 9.1.1(1)) and a requirement of the conditions of this development approval, the requirement of the conditions prevail.

#### **DUST MANAGEMENT**

7. A Dust Management Plan must be submitted to and approved by the Shire. The Plan must be prepared in accordance with the *Shire of Donnybrook Balingup Animals, Environment and Nuisance Local Law 2017*, to the satisfaction of the Shire.

#### The Plan must:

- a. Identify all dust-generating activities;
- b. Address the potential for crystalline silica dust emissions;
- c. Detail dust suppression measures;
- d. Include a map of nearby sensitive receptors;
- e. Outline monitoring, complaints handling, and response procedures.

Once approved, the Dust Management Plan will form part of this approval and must be implemented and complied with at all times.

8. A suitable supply of water for the purposes of all site management operations and processing within the processing shed, is to be provided to the satisfaction of the Shire.

#### WEED AND DIEBACK MANAGEMENT

9. A Weed Management Plan must be submitted to and approved by the Shire. Any declared weeds found to be within the site need to be appropriately treated and removed prior to any further excavation works. Once approved, the Weed

Management Plan shall become part of this approval and must be adhered to at all times for the duration of the approval.

- 10. Prior to the commencement of any further clearing or site disturbance activities, the applicant must confirm the presence or absence of dieback and prepare a Dieback Management Plan to the satisfaction of the Shire. Once approved, the Dieback Management Plan shall become part of this approval and must be adhered to at all times for the duration of the approval.
- 11. A minimum 10m setback is to be provided between the extraction area and adjacent existing native vegetation, with the 10m setback located on the outside of the tree crown drip line. This setback is to be clearly demarcated on the lot to ensure vehicles, extraction works, detention pond, bunds, and stockpile areas are located outside this works exclusion area to the satisfaction of the Shire.

#### STORMWATER MANAGEMENT

- 12. A Stormwater Management Plan shall be submitted to and approved by the Shire. The Plan must address the extraction area, associated shed, and all haulage routes within the property boundary. Following approval, stormwater shall be managed by the applicant in accordance with the approved Stormwater Management Plan, to the satisfaction of the Shire.
- 13. Any erosion and/or sedimentation issues that occur due to insufficient drainage and/or stormwater management from the proposed development, including any driveway or accessway, is to be rectified, so as not to impact any surrounding waterways and/or properties, including any infrastructure, to the satisfaction of the Shire.
- 14. The maximum pit floor depth shall be established in accordance with a Pit Floor Contour Plan that reflects the proposed extraction depths (ranging from 1 to 8 metres below natural surface). The Plan is to be submitted to and approved by the Shire, in consultation with the Department of Water and Environmental Regulation.
- 15. No groundwater is to be exposed on the surface of the pit floor. Should groundwater be exposed during excavation works, all works are to cease, and the Shire is to be notified within 24 hours. Any remedial works, as required by the Shire, in consultation with the Department of Water and Environmental Regulation, are the responsibility of the operator to rectify. No dewatering is permitted.
- 16. Any refuelling and/or activities that carry a risk of fuel or chemical spills are not to be undertaken in close proximity to the detention basin or stormwater flow paths.

- 17. A Waste Management Plan shall be submitted to and approved by the Shire, in consultation with the Department of Health and Department of Water and Environmental Regulation, prior to any further processing activities. The plan must include comprehensive details of the existing onsite wastewater treatment and disposal system relevant to all processes conducted within the processing shed.
  - a. The exact location of the wastewater treatment and disposal system relating to the silt slush waste form the processing activities;
  - b. Photographs of the existing system;
  - c. A sketch drawing with dimensions; and

The Plan shall include, but not be limited to:

d. A detailed description of the waste water reuse processes and treatment of final waste.

Once approved, the Waste Management Plan shall form part of this approval and must be implemented in full and complied with at all times for the duration of the approval.

#### **NOISE MANAGEMENT**

- 18. An Acoustic Assessment of the potential noise emissions of the extractive industry operations and operations within the processing shed must be prepared by a suitably qualified acoustic consultant whose qualifications and experience qualify them for membership of the Acoustical Society. The Acoustic Assessment shall include (but not be limited to):
  - a. the expected level of noise emissions from the extractive industry and processing activities, including the use of machinery inside the processing shed.
  - b. determines whether the emissions are expected to be free from tonality, impulsiveness, and modulation characteristics.
  - c. an assessment of the expected level of noise emissions for compliance with the Environmental Protection (Noise) Regulations 1997 at nearby sensitive receptors.
  - d. provide detail as to the methodology used, calculations made, and any actual data obtained in relation to the assessment and expected noise emissions.
- 19. Following receipt of the Acoustic Assessment, the applicant is to submit a Noise Management Plan prepared by a suitably qualified acoustic consultant whose qualifications and experience qualify them for membership of the Acoustical Society. The Noise Management Plan is to include (but is not limited to):
  - a. details of expected levels of noise emissions in accordance with Acoustic Assessment associated with the extractive industry operations.
  - b. details of noise reduction measures to be implemented to control noise emissions.

Once approved, the Noise Management Plan shall become part of this approval and must be implemented and adhered to at all times for the duration of the approval. Should modifications to the processing shed be required a certified building

application must be submitted for consideration and approval before the works commence.

#### ONGOING COMPLIANCE AND MONITORING

- 20. A complaints register is to be established including:
  - a. Details of the subject of the complaint;
  - b. Actions undertaken by the applicant to rectify the complaint; and
  - c. The on-site publication of appropriate contact details where complaints are to be directed (in the first instance).

#### REHABILITATION AND PIT CLOSURE MANAGEMENT

- 21. A Rehabilitation and Pit Closure Management Plan shall be submitted to and approved by the Shire. The plan must demonstrate (but not be limited to) the following:
  - a. Stages of rehabilitation.
  - b. Details of the establishment of pasture post-extraction with plant species, density of planting and maintenance measures.
  - c. Weed identification and management measures to occur every six months (Autumn and Spring).
  - d. Dieback identification and management measures.
  - e. Demonstrate that it is consistent with the Department of Water and Environmental Regulation's WQPN 15 and the Guidelines for Preparing Mine Closure Plans. The applicant is to adhere to the agreed intended staging and ensure successful rehabilitation to the final landform and land use. The final landform is not to contain any new waterbodies by leaving open pits and voids.
  - f. Management and compliance reporting shall be included to ensure successful implementation.
  - g. Demonstrate compliance with the conditions for sites under the *Shire of Donnybrook Balingup Extractive Industry Local Law 2016*.
  - h. The revegetation of areas used for stockpiles.
  - i. Extraction of subsequent stages may only commence if rehabilitation of the previous extraction site has substantially commenced.
  - j. Contour plan demonstrating the expected final landform.

Once approved, the applicant is responsible to ensure that the development is carried out at all times and in all respects in accordance with the plan.

- 22. Pit closure works, and rehabilitation of the entire site is to be completed within two (2) years of the end of extraction works or the expiration of this approval (whichever is sooner) unless otherwise extended, in writing, by the Shire.
- 23. Prior to the commencement of works, a \$35,000 bond (cash or unconditional bank guarantee in favour of the Shire of Donnybrook Balingup) is required for the works identified by the Rehabilitation and Pit Closure Management Plan.

#### **OPERATING HOURS**

- 24. Operating hours of the extractive works are restricted to between 7:00am and 5:00pm Monday to Friday. No operations are permitted on Sundays or Public Holidays unless otherwise agreed in writing by the Shire. Operations on Saturdays shall be limited to carting activities only, between 7:00am and 1:00pm.
- 25. Operating hours of the processing shed shall be determined by the approved Acoustic Assessment and Noise Management Plan. Where the assessment does not specify more stringent hours, the operating hours of the processing shed are restricted to between 7:00am and 5:00pm Monday to Friday. No operations are permitted on Sundays or Public Holidays unless otherwise agreed in writing by the Shire. Operations on Saturdays are restricted to between 7:00am and 1:00pm.
- 26. Trucks are not to operate between 7:30am to 8:40am and 3:20pm to 4:20pm on any given school day on a school bus route.
- 27. Truck movements relating to the operations of the extractive industry and processing in the processing shed inclusive of any and all byproducts are limited to a maximum of six (6) movements into the lot and six (6) movements out of the lot during any week, from Monday to Saturday inclusive, unless otherwise approved in writing by the Shire. No truck movements are permitted on Sundays and/or Public Holidays unless otherwise agreed in writing by the Shire.

#### **VEHICULAR MANAGEMENT**

- 28. The existing crossover onto Beelerup Road shall be upgraded and constructed to a sealed standard in accordance with the Shire of Donnybrook Balingup's crossover specifications. The works shall be completed to the satisfaction of the Shire within six (6) months from the date of this development approval, unless otherwise agreed in writing by the Shire.
- 29. The cost to relocate and/or remove any services/infrastructure that may be required for the purposes of constructing the vehicle crossover are the responsibility of the applicant.
- 30. The applicant to install advance warning truck entering signs along Beelerup Road during operations to the satisfaction of the Shire.

#### OTHER

31. Prior to the commencement of works, a copy of a current public liability insurance policy taken out in the joint names of the licensee and the local government indemnifying the licensee and the local government for a sum of not less than \$20,000,000 in respect of any one claim relating to any of the excavation operations.

32. Adequate safety fencing and warning signs are to be placed around the perimeter of the extraction site.

#### **Advice Notes:**

- a. This development approval is not an Extractive Industry Licence. No works are to be undertaken until such time as all conditions of the Development Approval have been satisfied and an Extractive Industry Licence has been granted under the Extractive Industry Local Law 2016.
- b. With regards to dieback management measures these are to be implemented consistent with the Best Practice Guidelines for Management of Phytophthora Dieback in the Basic Raw Materials Industries.
- c. With regard to the construction of the crossover the applicant is required to liaise with the Shire's Works and Services Department to obtain the relevant specifications and any required approvals prior to the commencement of works. A crossover application form must be submitted and approved before construction begins.
- d. Depending on the quantity of material processed (including any byproducts), screened and crushed the applicant may be required to obtain a licence or registration from the Department of Water and Environmental Regulation. This is because the operations may be classified as a Prescribed Premises under the Environmental Protection Regulations 1987. As such, the proponent is to strongly advised to contact DWER's Industry Regulation branch regarding a works approval/license at info@dwer.wa.gov.au or 6364 7000. The Applicant is to refer to the information and Industry Regulation Guide to Licensing available at http://www.der.wa.gov.au/ourwork/licences-and-works-approvals
- e. With regards to the stormwater management plan this shall:
  - i. Demonstrate compliance with the Shire of Donnybrook-Balingup's stormwater management standards under the *Shire of Donnybrook-Balingup Animals, Environment and Nuisance Local Law 2017*.
  - ii. Be prepared in accordance with the Department of Water and Environmental Regulation's Water Quality Protection Note (WQPN) No. 15: Basic Raw Materials Extraction (July 2019), where applicable, to ensure that potential environmental impacts are adequately addressed and mitigated.
  - iii. Be designed and implemented to ensure that surface water flows during and following the extraction activities do not adversely affect downstream properties. The plan must incorporate appropriate management measures to mitigate stormwater runoff risks, including but not limited to:
    - (a) Detention basin sizing and associated stormwater volume.
    - (b) Sediment and erosion control measures.

- (c) Stormwater flow direction and control during pit establishment.
- (d) Stockpile management.
- (e) Maintenance schedule for detention basins.
- (f) Silt trap design.
- f. With regards to the Acoustic Assessment and Noise Management Plan both these documents must be prepared by a registered Acoustic Consultant with suitable qualifications, expertise, and local experience in the assessment of transport and environmental noise. They or their organisation must hold the membership grade of 'Member,' being eligible to be a 'Member' or is working under the supervision of a 'Member' of the Australian Acoustical Society; or work for a firm that is a member of the Association of Australasian Acoustical Consultants.
- g. Management of all activities involving hazardous chemicals (including plant refuelling and/or servicing) shall be in accordance with the Department of Water and Environmental Regulation WQPN 56 'Toxic and Hazardous Substance Storage and Use'. Contingencies for spills should be in accordance with WQPN 10 'Contaminant spills emergency response plan'.
- h. Clearing of native vegetation on land may require a clearing permit from the Department of Water and Environmental Regulation (DWER). Clearing of native vegetation that is not exempt, or does not have a valid clearing permit, is an offence under the Environmental Protection Act 1986 and Environmental Protection (Clearing of Native Vegetation) Regulations 2004. For further information regarding clearing permits, contact DWER on (08) 6364 7000.
- i. With regards to the suitable supply of water, Department of Water and Environmental Regulation have advised that the use of water associated with any existing dams or water courses may be subject to approval. It is recommended that the applicant contact the Department of Water and Environmental Regulation's Bunbury water licensing branch for further information.
- j. With regard to the bond/bank guarantee for Rehabilitation and Pit Closure Management Plan it is to be noted that Bank Guarantees totalling \$35,000.00—comprising \$30,000.00 and \$5,000.00—have been provided by Henderson Nominees Pty Ltd as trustee for The PG & N Henderson Family Trust under the previous approval IND 01/4. These guarantees shall be retained by the Shire as a security deposit to ensure the satisfactory rehabilitation of the quarry pit. The Shire may draw upon the deposit to carry out rehabilitation works or to undertake any necessary compliance action, should the proponent fail to fulfil rehabilitation obligations or other relevant compliance requirements.

- k. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.
- B. Authorises the Chief Executive Officer to issue an Extractive Industry License for the extraction of Donnybrook Sandstone at Lot 102 Beelerup Road, Beelerup upon complying with the conditions of the above development approval and subject to the following conditions:
  - 1. The extractive operation shall comply with the Shire of Donnybrook-Balingup Extractive Industry Local Law 2016 at all times.
  - 2. Compliance with all approved plans and any conditions/advice contained in Development Approval P24084 at all times during the life of the extractive industry to the satisfaction of the Shire.
  - 3. A licensee shall pay to the local government the annual licence fee in accordance with the Schedule of Fees and Charges adopted each year in the Shire annual budget prior to the commencement of extraction.
  - 4. The operator is required to submit to the Shire an annual 'Progress Report' by the 30 December, detailing progress of the pit over the previous 12-month period. The Report should provide details on the following:
    - a. Extent of extraction undertaken (volume and area);
    - b. Completion of stages;
    - c. Rehabilitation of completed stages.
    - d. Site survey plan.

#### **Strategic Alignment**

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

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

**Objective:** 6.1 - Ensure sufficient land is available for residential, industrial and commercial uses.

Item: Nil.

**Outcome:** 9 - A thriving economy.

**Objective:** 9.2 - Attract and retain a diverse mix of businesses and investment opportunities.

Item: Nil.

#### **Executive Summary**

The purpose of this report is for Council to consider an application for development approval for the continuation of quarrying activities for Donnybrook Stone at Lot 102 Beelerup Road, Beelerup. The full details of the development application and associated plans are provided in Attachment 9.1.1(1).

In accordance with the Shire's delegation framework, officers do not have delegated authority to determine development applications where objections have been received. Three (3) objections were lodged during the referral and public advertising period from adjoining and nearby landowners.

Having assessed the proposal, officers consider that the development may proceed and recommend that Council grant development approval, subject to appropriate conditions and advice notes. These conditions and advice notes have been formulated to address the concerns raised in agency submissions and to ensure the ongoing management of the quarry operations.

#### **Background**

#### Proposal

The Shire has received a development application proposing the quarrying and processing of Donnybrook Sandstone at Lot 102 Beelerup Road, Beelerup. The proposed operation is intended to run over a 20-year period, with an estimated annual extraction volume of up to 5,000 tonnes. The application includes provisions for the progressive rehabilitation of the site, including the quarry pit and associated hardstand areas. The rehabilitation aims to return the land to a rural use; however, the final post-extraction land use will be contingent on the final landform resulting from the quarry operations and has not yet been confirmed. The subject site has previously operated under Development Approval IND 01/4, issued on 1 November 2004, which permitted quarry operations. This approval lapsed in November 2024. As such, any continuation or expansion of extractive industry activities now requires a new development approval in accordance with current planning and regulatory requirements. A summary of the key components of the development application is provided below:

Application Details – summary of the applicant's proposal			
Lot	Lot 102		
Lot Area	44.4149 hectares		
LPS7 Zoning	General Agriculture and within Special Control		
	Area 4 – Established Donnybrook Stone		
Permissibility in the Zone	Extractive Industry is an 'A' advertised use in the		
	zone.		
Hours of Operation	Hours of operation will continue at 7.00 am to		
	5.00 pm Monday to Saturday inclusive, excluding		
	public holidays. No work on Sundays and Public		
	holidays.		
Total Extraction Area	The staging plan shows 8 stages part of the		
	Northern Pit. A recent site visit identified that		
	the applicant is working in stages 1, 5 and 6. The		
	Southern Pit consist of two stages, but no		
	quarrying is currently being undertaken in this		
	area.		
Extraction Depth	1 – 8m depends on the nature of rock and		
	bedding.		
Extraction Length (Years)	20-years		

#### Application Details – summary of the applicant's proposal

#### Rehabilitation

At the completion of quarrying and stockpile operations, the area will be rehabilitated as follows:

- The land surface will be formed to match the local natural landforms.
- Excavated areas, access road, hardstand and other processing areas will be removed and deep ripped.
- Road base, hardstand and any other inert materials left over or not required from the site operations will be scraped and recovered.
- Any sections of the pit that bottomed on sandstone will be deep ripped and covered by overburden.
- Overburden will be spread over the reformed surfaces, followed by topsoil where available.
- Overburden and topsoil will be smoothed ready for rehabilitation.
- The final land surface will be formed at a separation of at least 2 metres to the water table.
- Water erosion on the batter slopes is avoided by the form of those slopes and by leaving the surface soft, rough, and undulating, with the undulations running along contour. The final machinery run should be along contour and not down slope.
- Wet and damp areas are to be avoided.
- Undertake Weed Management.
- Trees will be added in clumps of 20 per hectare to form patches of native vegetation or to add to existing patches and corridors such as along the creek lines.
- All tree species used in rehabilitation are to be local provenance species suited to local soils.
- Undertake dieback management procedures.
- Rehabilitation is to occur as soon as possible following the end of excavation on each stage of pit floor and batter slope.

Application Details – summary of the applicant's proposal			
	Pasture will be normal agricultural species spread from topsoil or additional pasture seed.		
Extraction Volume	5,000 tonnes annually.		
Truck Haulage Volume	Estimated that 1 truck movement every $1-2$ days exiting the site.		
Haulage Route	The property has frontage to Beelerup Road. The proposed access to the pit will utilise the existing crossover onto Beelerup Road.		

#### **Location**

Lot 102 is 44.4199 hectares in area and located approximately 4.5km north-east of Donnybrook townsite within the General Agriculture zone that supports traditional rural activities (some with dwellings) on the surrounding properties (see Figure 1 below).



Figure 1 - Lot 102 bordered in red showing quarry and processing shed.

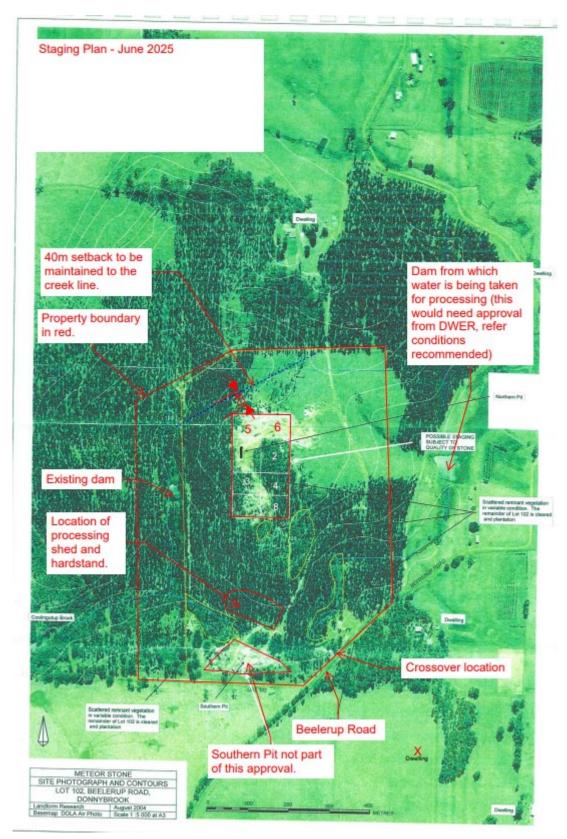


Figure 2 - Quarry areas and staging plan.

#### **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:	
Environment	Possible	Moderate	Moderate (5)	
Risk Description:	Operation of the pit may have off-site impacts relating to generation of noise and dust. Complaints have recently been received.			
Mitigation:	Officers recommend that if approval is granted conditions are to be imposed to mitigate land use impacts and managing potential off-site effects to acceptable levels.			
Risk:	Likelihood:	Consequence:	Risk Rating:	
Reputational	Possible Moderate Moderate		Moderate (5)	
Risk Description:	Impact on local community due to operations.			
Mitigation:	Conditional development approval and compliance.			
Risk:	Likelihood:	Consequence:	Risk Rating:	
Health	Unlikely Minor Low (4)			
Risk Description:	Non-compliance with legislation.			
Mitigation:	Conditional development approval and ongoing compliance inspections and licensing.			

#### **Financial Implications**

The applicant has paid all relevant development application fees in accordance with the Shire's Schedule of Fees and Charges. Should Council resolve to refuse the application, the applicant retains the right to seek a review of the decision by the State Administrative Tribunal (SAT). In the event of a SAT review, it is likely that additional resourcing may be required by the Shire, including officer time and/or the potential engagement of a planning consultant or legal representative to act on behalf of the Shire during proceedings.

In relation to the previous approval for quarry operations (Development Approval IND 01/4 dated 1 November 2004), Bank Guarantees totalling \$35,000.00—comprising \$30,000.00 and \$5,000.00—have been provided by Henderson Nominees Pty Ltd as trustee for The PG & N Henderson Family Trust, in compliance with Condition 9 of that approval.

Below is an excerpt of Development Approval IND 01/4.

9. Deposit \$30,000 for rehabilitation of the site and \$5,000 for roadworks maintenance of Beelerup Road in cash or an unconditional bank guarantee in favour of Shire of Donnybrook/Balingup to the satisfaction of the Chief Executive Officer.

These guarantees shall be retained by the Shire as a security deposit to ensure the satisfactory rehabilitation of the quarry pit. The Shire may draw upon the deposit to carry out rehabilitation works or to undertake any necessary compliance action, should the proponent fail to fulfil rehabilitation obligations or other relevant compliance requirements.

#### **Policy Compliance**

#### Local Planning Policy 9.7 Interpretation (Extractive Industry)

The application is for a commercial extractive industry and not covered by the Policy.

#### **Statutory Compliance**

The application has been assessed against the relevant and applicable statutory Shire of Donnybrook Balingup Local Planning Scheme No.7 (LPS7) provisions, and the proposal has also been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in (Attachment 9.1.1(4)).

Lot 102 is zoned 'General Agriculture' under the Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (LPS7). The property is also located within Special Control Areas 4 and 6 as designated by LPS7. Special Control Area 4 (SCA4) — Established Donnybrook Stone — aims to ensure that all land use and development within its boundaries are compatible with the protection and long-term management of established Donnybrook Stone resources. In accordance with the provisions of SCA4, the proposal was referred to the Department of Energy, Mines, Industry Regulation and Safety for assessment. The Department reviewed the application, which is for a renewal, and advised that it has no objection to the proposal proceeding. Figure 3 below shows the extent of SCA4 relevant to Lot 102 Beelerup Road, Beelerup. Special Control Area 6 (SCA6) — Plantation Exclusion Area — applies to the site but does not affect or restrict the proposed development.

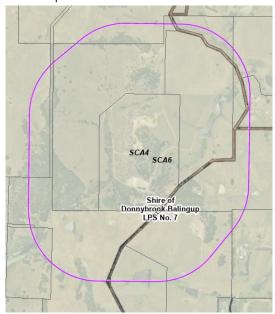


Figure 3 – Excerpt of LPS7 showing the extent of SCA4.

The proposed development is considered to fall within the definition of 'Industry – Extractive' under the Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (LPS7), which is defined as: "An industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials or the

manufacture of products from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry-mining."

Under LPS7, 'Industry – Extractive' is classified as an 'A' use within the General Agriculture zone. This means: "The use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions."

In accordance with this classification, all applications for extractive industries within the General Agriculture zone must be advertised and/or referred in accordance with the relevant provisions. This process includes inviting public submissions and consideration of any comments received prior to the determination of the application by the Shire.

#### Consultation

#### **Public Submissions**

The application was advertised by erecting a site notice, placed in the South Western Times (6 February 2025) local newspaper and on the Shire's website and referred to thirty (30) adjoining/nearby landowners within a 2km radius of the lot boundaries for comment (6 February 2025 – 21 February 2025) including a written notice and copy of the plans. In response to the advertising a total of five (5) submissions were received, two (2) submissions supporting the proposal and three (3) submissions objecting to the proposal. The Public Submissions are contained in (Attachment: 9.1.1(2)).

The key issues raised in the submissions are summarised below along with Officer comments in response:

issue

Objections received raising concerns about the proposal's potential negative impact on the visual and rural amenity of the area.

Specific issues include:

The visual appearance of the quarry and its negative effect on the landscape and local views.

- 1. Perceived inadequate rehabilitation at a similar quarry in Irishtown.
- 2. Concerns that the proposal is incompatible with the rural lifestyle character of the area, including impacts

#### Officer response

The visual impact of the proposal has been addressed in the application documentation. However, it is noted that, since the submission, mature pine trees on the site have been removed, resulting in the quarry operations becoming more visible from the north and west. This change has increased the potential for visual impact, and it is regrettable that some vegetation was not retained to assist with screening and softening the visibility of the quarry.

It is acknowledged that extractive industries inherently result in alterations to the landscape, particularly during active phases. However, the long-term rehabilitation plan submitted by the applicant proposes returning the land to pasture with tree clumps, which is considered consistent with the rural character of the surrounding area. Observations from the recent site visit confirm that the

#### Key issue

on quality of life, future development potential, and the imposition of buffers without compensation.

3. Requests for stricter control of operating hours to minimise disruption.

#### Officer response

applicant is currently operating in Stages 1, 5, and 6, while a significant portion of the lot continues to be used for grazing cattle, preserving its rural use.

The northern pit and processing shed are partially screened from Beelerup Road by a combination of remnant and planted vegetation, and the site's natural topography provides additional visual shielding. The overall siting and layout of the operations are considered to be consistent with the provisions of Local Planning Scheme No. 7 (LPS7).

Concerns about the rehabilitation of a similar quarry in Irishtown are noted; however, these are outside the scope of the current proposal. Each extractive industry application is assessed on its own merits. In this case, the applicant has provided a Closure Program that outlines progressive rehabilitation actions consistent with standard industry practice. As per regulatory requirements, all extractive industry approvals will be conditioned to require a detailed Rehabilitation Plan prior to the issuing of an Extractive Industry Licence.

The proposal does not involve clearing any native vegetation, and officers have recommended a 10-metre buffer be maintained to protect existing vegetation, further supporting the retention of the site's rural character. Should the applicant propose to clear any native vegetation in future, they must first contact the Department of Water and Environmental Regulation (DWER) to determine whether a clearing permit is required, as this is governed by separate legislation.

In relation to residential amenity and lifestyle, previous complaints received by the Shire concerning quarry activity were followed up with the operator and resolved. To minimise future impacts, officers recommend conditions requiring:

- The maintenance of a complaints register;
- Annual reporting of compliance; and
- Restricted operating hours.

Key issue	Officer response
	In response to concerns raised through public consultation, it is recommended that operations be limited to: Monday to Friday, 7:00am to 5:00pm, with Saturday carting only from 7:00am to 1:00pm, and no operations on Sundays or public holidays, unless otherwise approved in writing by the Shire.
	Regarding the 500-metre buffer zone, this was formalised under Special Control Area 4 — Established Donnybrook Stone as part of LPS7 in 2014. The purpose of the buffer is to protect the long-term viability of the Donnybrook Stone resource by managing potential land use conflicts with sensitive developments. It is noted that the buffer does not prevent current lawful land use, but it guides future planning decisions and requires the Shire to consult with the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) in relevant cases.
	In conclusion, the proposed renewal of quarry operations and associated stone processing activities are not considered to significantly alter or compromise the future development potential of the surrounding rural area. The proposal is considered consistent with the strategic intent of Special Control Area 4 and the established land use pattern in this part of the Shire.
Noise Concerns were raised about the impact of noise generated from quarry operations, stone processing activities, and truck movements, and the potential effect on residential amenity in the	Officers in consultation with the Department of Water and Environmental Regulation (DWER), are recommending that the applicant be required to prepare an Acoustic Assessment and Noise Management Plan covering all quarrying and processing activities, including the use of machinery within the processing shed.
surrounding area.	While the applicant has advised that setbacks to dwellings comply with the EPA's Generic Separation Distance Guidelines, the generation of noise emissions is expected, particularly during active stages of extraction and processing. The purpose of the acoustic assessment is to determine whether the proposal can comply with the <i>Environmental Protection (Noise) Regulations 1997</i> , and to identify any noise mitigation measures that may need to be implemented to ensure compliance.

Key issue	Officer response
	Once prepared, the draft Noise Management Plan will be referred to DWER's Environmental Noise Branch for technical assessment and feedback, ensuring that the plan is consistent with State requirements and best practice.
	It is noted that two (2) submissions were received in support of the proposal from nearby landowners, including from an adjoining dwelling located approximately 480 metres north, and another dwelling located 1.3 km southeast of the Northern Pit. Both landowners indicated that current noise levels were acceptable and had not caused amenity issues.
	In relation to truck movements, nor Main Roads WA or the Shire Works and Services have recommended any upgrades to Beelerup Road at this time.
	In summary, subject to the preparation and assessment of a detailed Noise Management Plan, it is considered that the potential noise impacts can be appropriately managed to ensure compliance with regulatory standards and minimise effects on neighbouring properties.
Dust Dust generation including silica sand health risks.	<ul> <li>The applicant advises "Most dust on a quarry site is generated;</li> <li>During vehicle movements on hard surface such as internal roads and hardstand.</li> <li>From cutting sandstone.</li> <li>From dust lift off by wind, mainly from hardstand and vehicle movements.</li> </ul>
	The greatest proportion of dust in quarries is visible dust. Dust during quarrying operations is only a problem when there is inadequate management of the dust risk. Most management consists of wetting down the products and keeping them moist, with other management being the use of screens and curtains on processing plant.
	The sandstone quarrying is low risk because of the small volumes created and the need to cut wet to keep the cutting saws cool. The water therefore decreases dust risk with the risks developing if that generated "cutting mud" from the sawing is at some point in the future is dry and broken up

Key issue	Officer response	
	and powdered. Mostly that "cutting mud" cakes and hardens to fix and prevent future dust generation.	
	The main dust particles on site are large sand sized grains which are not mobilised to the atmosphere and cannot be breathed in.	
	The dust risk assessment based on the DEC (DWER) 2011 Guideline for Managing the Impacts of Dust and Associated Contaminants from Land Development Sites, Contaminated Sites Remediation and other Related Activities shows a negligible risk when normal dust management is provided. That is confirmed by on site observations of the current operations.	
	When visual dust trigger conditions are detected and/or alerted, relevant action is taken. This can include additional water suppression, modification of procedure, delay until more favourable conditions are present, use of alternative equipment etc."	
	Officers requested expert advice from DWER on the dust management practices outlined in the Excavation and Rehabilitation Management Plan. In its submission, DWER advised that the site risk assessment and dust management plan are reasonable, indicating a low risk of dust impacts. However, DWER also identified that the applicant has not provided sufficient information to determine whether crystalline silica dust will be generated. While DWER is not aware of any public health risks from crystalline silica dust at the site, it noted that the current monitoring program does not include dust composition analysis and therefore will not address this issue.	
	In light of these concerns, it is recommended that a condition of approval be imposed requiring the submission of a revised Dust Management Plan. This plan should formalise dust suppression and management actions during operations and specifically address the concerns raised by nearby receptors regarding potential crystalline silica dust emissions.	

Key issue	Officer response
Traffic Impact and Vehicular Access Submissions noted the potential of the proposal to increase truck traffic and negatively impact traffic safety on Beelerup Road.	Traffic and access impacts have been assessed. The applicant has advised that on-site activity will be minimal, with 1–3 employees and approximately one truck movement every 1–2 days, timed to avoid school bus operating periods. Main Roads WA and Shire staff have raised no objections to the proposal and have not identified any requirements for upgrades to Beelerup Road.
	To manage future impacts, officers recommend that the crossover be sealed, consistent with previous conditions of approval. In addition, it is recommended that a condition be imposed to limit truck movements to a maximum of six (6) movements into the lot and six (6) movements out of the lot per week, from Monday to Saturday inclusive, unless otherwise approved in writing by the Shire.
	This condition will ensure that the Shire is notified of any increase in traffic volumes that could impact road conditions. It also provides an opportunity for the Shire to negotiate potential road upgrade works or contributions with the applicant if road damage occurs due to increased traffic in the future.

#### Consultation with Government/Service Agencies

The application was referred to the Department of Biodiversity, Conservation and Attractions, Department of Primary Industries and Regional Development, Department of Energy, Mines, Industry Regulation and Safety, Main Roads WA and Department of Water and Environmental Regulation for comment (7 January 2025 – 18 February 2025) including a written notice and copy of the plans.

All agencies responded with the Department of Biodiversity, Conservation and Attractions, Department of Primary Industries and Regional Development, Department of Energy, Mines, Industry Regulation and Safety and Main Roads WA having no objection or comments only on the application. The Department of Water and Environmental Regulation supported only part of the application. The Government Agency Submissions are contained in (Attachment: 9.1.1(3)).

Department of Biodiversity, Conservation and Attractions (DBCA).

Summary of submission	Officer response
Based on the information provided, DBCA Parks and Wildlife	The DBCA comments are noted.
Service South West Region has no comments on the above	
proposal. It is considered that the proposal and any potential	
environmental impacts will be appropriately addressed through	
the existing planning framework.	

# Department of Primary Industries and Regional Development (DPIRD)

Summary of submission	Officer response
DPIRD does not object to the proposed renewal of the extractive industry licence for the extraction of Donnybrook sandstone at the lot.	The DPIRD comments are noted.
DPIRD assessed the Weed Management Plan and found that it fulfils the basic requirements.	

# Department of Energy, Mines, Industry Regulation and Safety (DEMIRS)

Summary of submission	Office	er respons	е	
DEMIRS has no objections to the development application.	The	DEMIRS	comments	are
	note	d.		
DEMIRS has assessed this proposal with respect to mineral and				
petroleum resources, geothermal energy, and basic raw				
materials and makes the following comments:				
The subject lend lies within CCAA Fetablished Dansukussk Start				
The subject land lies within SCA4 Established Donnybrook Stone Precinct of the LPS7.				
The site is recognised as a Significant Geological Resource (Donnybrook Sandstone) under State Planning Policy 2.4 Basic Raw Materials.				
There is a 0.27% encroachment between Lot 102 and granted exploration licence E 70/5599 held by Kula Gold Limited.				
However, the sandstone extraction does not impact the gold				
exploration being undertaken by Kula Gold Limited.				
This is a renewal of licence.				

# Main Roads WA (MRWA)

Sur	nmary of submission	Officer response
MR	WA has no objections to the proposed development.	The MRWA comments are noted.

# Department of Water and Environmental Regulation (DWER)

# Summary of submission

# Issue 1: The proposed operations may be categorised as Prescribed Premises under the *Environmental Protection Regulations 1987* if they exceed 5,000 tonnes per year which may require a works approval/license for a Prescribed Premises under the EP Act 1986. The applicant is strongly advised to contact DWER's Industry Regulation branch regarding a works approval/license.

# Officer response

Advice will be provided to the applicant informing that any increase in the quarrying or processing activity over 5,000 tonnes annually will require a works approval/ licence to operate from DWER.

# Issue 2: Groundwater and pit floor levels

The Northern Pit maximum pit floor depth shall be established in accordance with an agreed pit floor contour plan consistent with the proposed extraction depths (1-8 metres from natural surface) and no dewatering works are to be undertaken without DWER consultation.

DWER's position on the Southern Pit: Due to the evidence of potential groundwater interception, the proposed extraction from the Southern Pit is not supported. In the event extraction is proposed over the Southern Pit, the applicant is to provide further information to the satisfaction of the Shire, on advice of DWER, to prove that groundwater will not be intercepted.

A condition is recommended to limit operations to the northern pit only with advice that a separate development application must be lodged for further consideration of the southern pit prior to any works proceeding relating thereto.

# Issue 3: Stormwater management

DWER recommend a condition be placed on the approval requiring a Stormwater Management Plan be prepared covering the proposed extraction area and haulage routes within the property boundary to be approved by the Shire, consistent with DWER's Water quality protection note no. 15 'Basic raw materials extraction'.

The DWER comments/advice is detailed and supported and will be added as conditions/advice notes to the approval. Refer stormwater management plan condition and advice.

# Issue 4: Water supply

DWER recommend a condition be placed on the approval for the applicant quantify their water requirements for all aspects of the proposed extraction and provide evidence of a secure water source, to the satisfaction of the Shire. The applicant is strongly advised to contact DWER's Bunbury water licensing branch to determine licensing requirements for taking of water to support the proposed extraction activities.

During the site inspection, the applicant advised that easements are in place allowing access to water from a dam located on the adjoining lot to the east. However, upon review of the easement documentation provided, it appears that the easements are specifically intended for livestock use, namely providing cattle and sheep access to water. The easement document refers to

Summary of submission	Officer response
	Meteor Nominees Pty Ltd and not the current owner which is Hendersons Nominees Pty Ltd. These easements do not appear to provide a legal entitlement for the applicant to extract or use water from the dam for other purposes, such as stone cutting and processing. Accordingly, it is recommended that a condition be imposed requiring the applicant to confirm and demonstrate legal access to a sufficient and lawful water supply to support the proposed activities. This is necessary to ensure that the water use associated with the proposal is lawful, sustainable, and in line with DWER advice.
Issue 5: Environmental risks The proposed extraction is to be implemented in accordance with DWER's Water quality protection note no. 15 'Basic raw materials extraction' where appropriate to the site situation to ensure environmental risks are appropriately mitigated.	The DWER comments/advice is detailed and supported and will be added as conditions/advice notes to the approval. Refer stormwater management plan condition and advice.
Issue 6: Dieback management plan The Dieback Management measures provided in the Excavation and Rehabilitation Plan is to be reviewed, approved, and implemented to the satisfaction of the Shire, in consultation with DBCA, consistent with the Best Practice Guidelines for Management of Phytophthora Dieback in the Basic Raw Materials Industries.	The DWER comments/advice is detailed and supported and will be added as conditions/advice notes to the approval. Refer Dieback Management condition and advice.
Issue 7: Staging Plan  DWER recommend a condition be placed on the approval that extraction must be undertaken in accordance with an agreed staging plan, approved by the Shire and commencement of the subsequent extraction stage shall be subject to the previous extraction site having substantially commenced rehabilitation.	The DWER comments/advice is noted. The applicant has confirmed that staging is in accordance with the previous approved staging plan. Notwithstanding this, a condition is recommended to limit

Summary of submission	Officer response
	operations to the northern pit only.
Issue 8: Rehabilitation plan and final landform  DWER recommend a condition be placed on the approval that the Excavation and Rehabilitation Plan is to be updated and approved to the satisfaction of the Shire consistent with DWER's Water quality protection note no. 15 and the Guidelines for Preparing Mine Closure Plans.	In light of the concerns raised by DWER a condition is recommended that the applicant to revise and expand their Rehabilitation and Pit Closure Management Practices contained in the Excavation and Rehabilitation Management Plan
DWER recommend a condition be placed on the approval that the final landform is not to contain any new waterbodies by leaving open pits and voids.	to clearly address all elements identified by DWER, with specific focus on staging, pasture establishment, weed/dieback procedures, guideline alignment, compliance reporting, and staged extraction requirements.
Issue 9: Fuel and chemical management Management of all activities involving hazardous chemicals (including plant refuelling and/or servicing) shall be in accordance with DWER's WQPN 56 – 'Toxic and Hazardous Substance Storage and Use' (Dec 2018). Contingencies for spills should be in accordance with WQPN 10 – 'Contaminant spills — emergency response plan' (May 2020).	The DWER comments/advice is detailed and supported and will be added as an advice note to the approval.
Issue 10: Clearing of native vegetation is subject to the <i>Environmental Protection Act 1986</i> (EP Act) The applicant is to apply for a clearing permit and it is highly recommended they contact DWER's Native Vegetation Regulation section to discuss the requirements of the EP Act with regards to the clearing of native vegetation.	detailed and supported and will
Issue 11: Noise  DWER notes the application commits the operator of the quarry to complying with the <i>Environmental Protection (Noise)</i> Regulations 1997 (Noise Regulations) but does not cite nor include an acoustic report to demonstrate that this can be achieved. Considering this, DWER cannot provide a technical report concerning this development application. A technical report, in this case, would be a review of the acoustic report and advice on whether a proposed operation, based on the acoustic data provided, can achieve compliance with the Noise Regulations.	The comments and advice provided by the Department of Water and Environmental Regulation (DWER) are acknowledged and considered to be detailed and well-supported. It is noted that the Shire has received complaints from nearby residents regarding noise and nuisance associated with existing quarry operations. This confirms

# Summary of submission

Operations associated with this excavation site when considering noise impact.

- 1. The Plan notes that the following will be undertaken at the quarry:
- 1.1 The cutting of sandstone.
- 1.2 The grinding subgrade rock.
- 1.3 The preparation of working surfaces with a grinder.
- 1.4 The reduction subgrade rock once a year with a mobile crusher.
- 2. The following operations will be undertaken in a processing shed:
- 2.1 The cutting of large sandstone blocks with wire and rotational saws.
- 2.2 The crushing of waste rocks for one week once a year.
- 3. The haulage of sandstone, to and from the site, every one to two days, with the vehicles operating at the pit to be fitted with broadband reversing alarms.

Nearest noise sensitive premises

Although not mapped, the application notes that 'the closest dwellings are located 400m east and 550m south-east from the processing area but over 500 metres to the pit which is protected by landform and trees'.

Recommended separation distance.

The Environmental Protection Authority's *Guidance for the Assessment of Environmental Factors No. 3: Separation Distances between Industrial and Sensitive Land Uses* recommends that the buffer distance be considered case by case for an extractive industry where no blasting is required and material is processed by grinding, milling or separated by sieving or aeration as part of its operation to address potential dust and noise impacts.

Considering the types of operations to be undertaken at the quarry and the distance of the dwellings to the site, DWER does not consider the applicant has substantiated the claim that the 'setbacks to dwellings complies with the EPA Generic Buffer Guidelines.'

# Officer response

that there are already impacts on nearby sensitive receptors.

In light of these concerns, it is recommended that a condition of approval be imposed requiring the submission of an Acoustic Assessment for all operations on the lot relating to the extractive industry and processing shed. Additionally, Noise Management Plan must be prepared to address and mitigate any issues identified in the Acoustic Assessment, with the aim of minimising noise impacts on surrounding sensitive land uses and ensuring compliance with relevant environmental noise regulations.

Summary of submission	Officer response
There is a potential for non-compliance with the Noise Regulations and recommend a condition be placed on the approval requesting that the applicant organise an acoustic assessment to determine if the proposed operation can meet the Noise Regulations including consultation with residents to determine if they are currently experiencing any impacts to their amenity.	
Issue 12: Dust  DWER considers that the site risk assessment and the dust management plan are reasonable. The site risk assessment indicates that the risk of dust impacts is likely to be low.  The DWER Guideline: Air emissions require the applicant to provide information on the air emission sources and pollutants for each emission source. DWER is unable to assess whether the proposed activities generate crystalline silica dust based on the information provided.	The comments and advice provided by the Department of Water and Environmental Regulation (DWER) are acknowledged and considered to be detailed, relevant, and well-supported in the context of the proposal.  To address potential dust impacts associated with the quarrying
DWER found some limitations in the risk assessment, however, these are unlikely to affect the outcome.  These limitations are:  1. The wind roses, which show only the 9 AM and 3 PM average conditions, are not a reliable indicator of average wind conditions for daily periods or for times when emissions occur.  2. The applicant did not provide a map showing the locations of receptors in the vicinity of the site or a table detailing information on the nature of sensitive receptors.	and processing activities, it is recommended that a condition of approval be imposed requiring a Dust Management Plan. This plan should formalise dust suppression and management actions during operations and specifically address the concerns raised by nearby receptors regarding potential crystalline
DWER is not aware of instances of public health risks due to crystalline silica dust. We note that the monitoring program will not provide information in this regard, as analysis of dust composition is not included.  RECOMMENDATIONS  If the application proceeds, early and ongoing engagement with adjacent residents should be a key focus of the applicant's environmental management.	silica dust emissions.

The applicant reviews dust management measures if dust

impacts become evident (e.g., complaints).

#### **Officer Comment**

The proposal has been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in (Attachment: 9.1.1(4)).

Key considerations identified are zoning, land use class permissibility and consultation which identified considerations required to the development approval which are further outlined below.

# **Planning Framework and Site Use Compliance**

Under the Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (LPS7), the subject land is zoned General Agriculture, where *Industry – Extractive* is classified as an 'A' use. This denotes a use that is not permitted unless the local government has exercised its discretion and granted development approval following public advertising. The current proposal to renew the existing Donnybrook Stone quarry was advertised accordingly, with public submissions received and considered as part of the assessment process.

The proposal aligns with the objectives of Special Control Area 4 – 'Established Donnybrook Stone', which seeks to ensure that land use and development within the designated area remains compatible with the long-term protection and management of the Donnybrook Stone resource.

# **Use of the Existing Shed for Processing Activities**

While the Excavation and Rehabilitation Management Plan references the use of the existing shed for stone processing, it is noted that the previous development approval issued on 21 May 2021 (P21004) approved the shed for use as a Caretaker's Dwelling, storage shed, incidental office, and temporary site office, but did not explicitly approve stone processing activities.

However, the definition of 'Industry – Extractive' under LPS7 does include the treatment and storage of materials extracted on-site—such as the cutting of sandstone blocks using wire and rotational saws. Accordingly, some degree of processing may be interpreted as being consistent with the broader extractive industry use. Notwithstanding, concerns have been raised regarding the off-site impacts of processing activities within the shed, particularly:

- Noise emissions from processing equipment
- Environmental impacts related to the generation and management of silt slush waste from water-based stone cutting.

These matters were not addressed in the original assessment and approval of the shed for storage purposes.

A recent site inspection conducted on 27 May 2025 confirmed the use of water-cooled diamond cutters inside the shed, which produce a silt slush waste that is captured at the rear of the building in a waste pond. Given that this element was not previously assessed or approved, it is recommended that:

- A condition be imposed requiring the submission of detailed waste management measures, including confirmation of the adequacy and ongoing maintenance of the existing silt trap system.
- A condition be imposed requiring the applicant to provide an acoustic assessment and associated noise management plan to address potential off-site noise impacts from the three large machines currently used to cut stone into blocks, slabs, and tiles.

Below are two photos taken on 27 May 2025 of the sump and settlement pond at the rear of processing shed.



Photo 1 – recirculation sump



Photo 2 – settlement platform

# Importation of Material from Off-Site Quarry

A more significant concern identified during the same site visit—and substantiated by public complaints—is the importation of additional Donnybrook Stone from a nearby quarry located in Irishtown, for processing within the on-site shed. Although the stone is of the same geological type and from the same locality (within the Shire of Donnybrook-Balingup), its processing on the subject lot is considered, under Clause 3.18.2 of LPS7, to fall within the type and class of activity associated with the existing extractive industry use.

However, officers are concerned that the volume of material being processed—particularly with the additional off-site stone—may exceed the permitted 5,000 tonnes annually as previously associated with the subject lot. If so, this would potentially trigger the requirement for a works approval under the Department of Water and Environmental Regulation (DWER) licensing thresholds.

It is the applicant's responsibility to ensure compliance with all relevant DWER legislation, including monitoring volumes and seeking any necessary environmental approvals or licenses if thresholds are exceeded.

# **Traffic impacts**

To address a condition set under the previous Development Approval (IND 01/4, dated 1 November 2004), it is recommended that the site crossover be constructed to a sealed standard. This condition has not been complied with to date. As part of this retrospective approval for the processing shed and renewal of the stone quarry operations, it is recommended that a time-limited condition be imposed, requiring the crossover to be upgraded to the required sealed standard within 6 months of this approval. This will ensure safe and compliant access to the site, in accordance with both past and present development expectations.

It is also recommended that a condition be imposed to limit truck movements to a maximum of six (6) movements into the lot and six (6) movements out of the lot per week, from Monday to Saturday inclusive, unless otherwise approved in writing by the Shire. This condition will ensure that the Shire is notified of any increase in traffic volumes that could impact road conditions such as a 2 to 3 day campaigns to bring in stone from Irishtown. It also provides an opportunity for the Shire to negotiate potential road upgrade works or contributions with the applicant if road damage occurs due to increased traffic in the future.

#### **Fencing**

A condition of the previous Development Approval (IND 01/4, dated 1 November 2004) required the installation of adequate safety fencing and warning signage around the perimeter of the extraction site. It is recommended that this condition be carried over to the current approval to ensure continued compliance with safety standards.

A recent site inspection confirmed the presence of a high-quality access gate, equipped with remote operation, which effectively restricts vehicle access to the main site entry point. However, it was also observed that there is no boundary fencing along the eastern side of the lot, particularly in the area adjacent to the dam.

The applicant has indicated that the land is currently leased for grazing, allowing cattle to move freely between adjoining lots, which likely explains the absence of fencing in that area. While the eastern boundary is unfenced, it is considered that the existing arrangements adequately prevent unauthorised entry to the active extraction area, which is the primary intent of the fencing requirement under the local law.

Given the current level of access control and the operational context, it is considered that the site meets the intent of the original fencing condition. Nevertheless, the condition should be retained to ensure ongoing site safety, with flexibility in its application recognising that functional access control is being maintained.

# **Current approved operating hours**

A condition of the previous Development Approval (IND 01/4, dated 1 November 2004) required that extraction works, including associated truck movements, be limited to between 7:00am and 5:00pm, Monday to Saturday. However, the Shire has received public complaints alleging that on-site activities

have occurred outside these approved hours, specifically on Friday and Saturday nights, with operations reportedly continuing until 10:00pm and, on some occasions, as late as midnight. These allegations indicate potential non-compliance with the approved operating hours and have raised concerns regarding noise and disturbance to surrounding landowners.

To address these concerns, mitigate noise impacts on nearby residents, align with conditions of more recent approvals, and facilitate improved compliance monitoring, it is recommended that the operating hours for extractive industry works be restricted to between 7:00am and 5:00pm, Monday to Friday, with no operations permitted on Sundays or Public Holidays unless otherwise agreed in writing by the Shire. Saturday operations should be limited to carting activities only, between 7:00am and 1:00pm.

Officers support the applicant's request to allow processing within the shed on Saturdays between 7:00am and 1:00pm, in addition to the standard weekday operations. This support is contingent upon the effective implementation of appropriate noise mitigation measures, which are expected to be outlined in the forthcoming Acoustic Assessment and Noise Management Plan. Provided that these measures are adhered to and the shed is suitably modified to contain noise, it is reasonable to expect that Saturday processing will not result in adverse noise impacts. Accordingly, the proposed Saturday operations are considered acceptable within these parameters.

# **Development considerations**

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

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

- (a) Granting development approval without conditions; or
- (b) Granting development approval with conditions; or
- (c) Refusing to grant development approval.

Staff have assessed the application, including the advice from relevant Government agencies and other Shire service divisions. Staff consider the proposal capable of being approved and managed through reasonable and achievable conditions of approval.

# Conclusion

The proposal has been assessed in accordance with the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup LPS7.

The proposal complies with the objectives for the General Agriculture zone and the purpose of Special Control Area 4 'Established Donnybrook Stone' and considered compatible with the surrounding developments and character of the area.

Matters raised during the advertising period have been appropriately addressed and can be managed by conditions. Officers consider that the application complies with the requirement of orderly and proper planning and are therefore recommending conditional approval of the application.

COUNCIL RESOLUTION:	114/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Lisa Glover

#### **That Council:**

A. Pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P24084 Industry-Extractive (Donnybrook Sandstone) on Lot 102 Beelerup Road, Beelerup subject to the following conditions and advice:

# **Conditions:**

#### VALIDITY AND APPROVED PLANS

- 1. This approval is valid for a period of twenty (20) years.
- 2. This approval permits the excavation of up to 5,000 tonnes (inclusive of by products) of Donnybrook Sandstone per annum from Lot 102. It also allows for the processing of Donnybrook Sandstone sourced from Lot 102 and 2,000 tonnes sourced from a quarry located in Irishtown within Special Control Area 4 (SCA4) under Local Planning Scheme No. 7 (LPS7) to occur within the existing shed on the site.
- 3. This approval permits the temporary site office to be retained on Lot 102 for the duration of the approved development.
- 4. This development approval applies only to the Northern Pit, as identified in the approved staging plan. No extraction activities shall occur within 40 metres of any adjoining watercourses or lot boundaries.
- 5. The Southern Pit does not form part of this approval. Excavation within the Southern Pit shall not commence until a separate development approval is obtained. Any future application for approval must be supported by additional information demonstrating groundwater levels and establishing an appropriate pit floor level, to the satisfaction of the Shire and in consultation with the Department of Water and Environmental Regulation.
- 6. The layout of the site and location of the quarrying of the Northern Pit, processing shed, stockpiles, access route and works permitted must always accord with 'Landform Research Excavation and Rehabilitation Management Plan and Staging

Plan' (Attachment 9.1.1(1)) and conditions of approval and must not be altered or modified without the further written consent of the Shire. In the event of any inconsistency between the approved 'Landform Research - Excavation and Rehabilitation Management Plan and Staging Plan' (Attachment 9.1.1(1)) and a requirement of the conditions of this development approval, the requirement of the conditions prevail.

# **DUST MANAGEMENT**

7. A Dust Management Plan must be submitted to and approved by the Shire. The Plan must be prepared in accordance with the *Shire of Donnybrook Balingup Animals, Environment and Nuisance Local Law 2017*, to the satisfaction of the Shire.

# The Plan must:

- a. Identify all dust-generating activities;
- b. Address the potential for crystalline silica dust emissions;
- c. Detail dust suppression measures;
- d. Include a map of nearby sensitive receptors;
- e. Outline monitoring, complaints handling, and response procedures.

Once approved, the Dust Management Plan will form part of this approval and must be implemented and complied with at all times.

8. A suitable supply of water for the purposes of all site management operations and processing within the processing shed, is to be provided to the satisfaction of the Shire.

# WEED AND DIEBACK MANAGEMENT

- 9. A Weed Management Plan must be submitted to and approved by the Shire. Any declared weeds found to be within the site need to be appropriately treated and removed prior to any further excavation works. Once approved, the Weed Management Plan shall become part of this approval and must be adhered to at all times for the duration of the approval.
- 10. Prior to the commencement of any further clearing or site disturbance activities, the applicant must confirm the presence or absence of dieback and prepare a Dieback Management Plan to the satisfaction of the Shire. Once approved, the Dieback Management Plan shall become part of this approval and must be adhered to at all times for the duration of the approval.
- 11. A minimum 10m setback is to be provided between the extraction area and adjacent existing native vegetation, with the 10m setback located on the outside of the tree crown drip line. This setback is to be clearly demarcated on the lot to ensure vehicles, extraction works, detention pond, bunds, and stockpile areas are located outside this works exclusion area to the satisfaction of the Shire.

#### STORMWATER MANAGEMENT

- 12. A Stormwater Management Plan shall be submitted to and approved by the Shire. The Plan must address the extraction area, associated shed, and all haulage routes within the property boundary. Following approval, stormwater shall be managed by the applicant in accordance with the approved Stormwater Management Plan, to the satisfaction of the Shire.
- 13. Any erosion and/or sedimentation issues that occur due to insufficient drainage and/or stormwater management from the proposed development, including any driveway or accessway, is to be rectified, so as not to impact any surrounding waterways and/or properties, including any infrastructure, to the satisfaction of the Shire.
- 14. The maximum pit floor depth shall be established in accordance with a Pit Floor Contour Plan that reflects the proposed extraction depths (ranging from 1 to 8 metres below natural surface). The Plan is to be submitted to and approved by the Shire, in consultation with the Department of Water and Environmental Regulation.
- 15. No groundwater is to be exposed on the surface of the pit floor. Should groundwater be exposed during excavation works, all works are to cease, and the Shire is to be notified within 24 hours. Any remedial works, as required by the Shire, in consultation with the Department of Water and Environmental Regulation, are the responsibility of the operator to rectify. No dewatering is permitted.
- 16. Any refuelling and/or activities that carry a risk of fuel or chemical spills are not to be undertaken in close proximity to the detention basin or stormwater flow paths.
- 17. A Waste Management Plan shall be submitted to and approved by the Shire, in consultation with the Department of Health and Department of Water and Environmental Regulation, prior to any further processing activities. The plan must include comprehensive details of the existing onsite wastewater treatment and disposal system relevant to all processes conducted within the processing shed.

The Plan shall include, but not be limited to:

- a. The exact location of the wastewater treatment and disposal system relating to the silt slush waste form the processing activities;
- b. Photographs of the existing system;
- c. A sketch drawing with dimensions; and
- d. A detailed description of the waste water reuse processes and treatment of final waste.

Once approved, the Waste Management Plan shall form part of this approval and must be implemented in full and complied with at all times for the duration of the approval.

#### NOISE MANAGEMENT

- 18. An Acoustic Assessment of the potential noise emissions of the extractive industry operations and operations within the processing shed must be prepared by a suitably qualified acoustic consultant whose qualifications and experience qualify them for membership of the Acoustical Society. The Acoustic Assessment shall include (but not be limited to):
  - a. the expected level of noise emissions from the extractive industry and processing activities, including the use of machinery inside the processing shed.
  - b. determines whether the emissions are expected to be free from tonality, impulsiveness, and modulation characteristics.
  - c. an assessment of the expected level of noise emissions for compliance with the Environmental Protection (Noise) Regulations 1997 at nearby sensitive receptors.
  - d. provide detail as to the methodology used, calculations made, and any actual data obtained in relation to the assessment and expected noise emissions.
- 19. Following receipt of the Acoustic Assessment, the applicant is to submit a Noise Management Plan prepared by a suitably qualified acoustic consultant whose qualifications and experience qualify them for membership of the Acoustical Society. The Noise Management Plan is to include (but is not limited to):
  - a. details of expected levels of noise emissions in accordance with Acoustic Assessment associated with the extractive industry operations.
  - b. details of noise reduction measures to be implemented to control noise emissions.

Once approved, the Noise Management Plan shall become part of this approval and must be implemented and adhered to at all times for the duration of the approval. Should modifications to the processing shed be required a certified building application must be submitted for consideration and approval before the works commence.

# ONGOING COMPLIANCE AND MONITORING

- 20. A complaints register is to be established including:
  - a. Details of the subject of the complaint;
  - b. Actions undertaken by the applicant to rectify the complaint; and
  - c. The on-site publication of appropriate contact details where complaints are to be directed (in the first instance).

#### REHABILITATION AND PIT CLOSURE MANAGEMENT

- 21. A Rehabilitation and Pit Closure Management Plan shall be submitted to and approved by the Shire. The plan must demonstrate (but not be limited to) the following:
  - a. Stages of rehabilitation.

- b. Details of the establishment of pasture post-extraction with plant species, density of planting and maintenance measures.
- c. Weed identification and management measures to occur every six months (Autumn and Spring).
- d. Dieback identification and management measures.
- e. Demonstrate that it is consistent with the Department of Water and Environmental Regulation's WQPN 15 and the Guidelines for Preparing Mine Closure Plans. The applicant is to adhere to the agreed intended staging and ensure successful rehabilitation to the final landform and land use. The final landform is not to contain any new waterbodies by leaving open pits and voids.
- f. Management and compliance reporting shall be included to ensure successful implementation.
- g. Demonstrate compliance with the conditions for sites under the *Shire of Donnybrook Balingup Extractive Industry Local Law 2016*.
- h. The revegetation of areas used for stockpiles.
- i. Extraction of subsequent stages may only commence if rehabilitation of the previous extraction site has substantially commenced.
- j. Contour plan demonstrating the expected final landform.

Once approved, the applicant is responsible to ensure that the development is carried out at all times and in all respects in accordance with the plan.

- 22. Pit closure works, and rehabilitation of the entire site is to be completed within two (2) years of the end of extraction works or the expiration of this approval (whichever is sooner) unless otherwise extended, in writing, by the Shire.
- 23. Prior to the commencement of works, a \$35,000 bond (cash or unconditional bank guarantee in favour of the Shire of Donnybrook Balingup) is required for the works identified by the Rehabilitation and Pit Closure Management Plan.

#### **OPERATING HOURS**

- 24. Operating hours of the extractive works are restricted to between 7:00am and 5:00pm Monday to Friday. No operations are permitted on Sundays or Public Holidays unless otherwise agreed in writing by the Shire. Operations on Saturdays shall be limited to carting activities only, between 7:00am and 1:00pm.
- 25. Operating hours of the processing shed shall be determined by the approved Acoustic Assessment and Noise Management Plan. Where the assessment does not specify more stringent hours, the operating hours of the processing shed are restricted to between 7:00am and 5:00pm Monday to Friday. No operations are permitted on Sundays or Public Holidays unless otherwise agreed in writing by the Shire. Operations on Saturdays are restricted to between 7:00am and 1:00pm.

- 26. Trucks are not to operate between 7:30am to 8:40am and 3:20pm to 4:20pm on any given school day on a school bus route.
- 27. Truck movements relating to the operations of the extractive industry and processing in the processing shed inclusive of any and all byproducts are limited to a maximum of six (6) movements into the lot and six (6) movements out of the lot during any week, from Monday to Saturday inclusive, unless otherwise approved in writing by the Shire. No truck movements are permitted on Sundays and/or Public Holidays unless otherwise agreed in writing by the Shire.

#### **VEHICULAR MANAGEMENT**

- 28. The existing crossover onto Beelerup Road shall be upgraded and constructed to a sealed standard in accordance with the Shire of Donnybrook Balingup's crossover specifications. The works shall be completed to the satisfaction of the Shire within six (6) months from the date of this development approval, unless otherwise agreed in writing by the Shire.
- 29. The cost to relocate and/or remove any services/infrastructure that may be required for the purposes of constructing the vehicle crossover are the responsibility of the applicant.
- 30. The applicant to install advance warning truck entering signs along Beelerup Road during operations to the satisfaction of the Shire.

# OTHER

- 31. Prior to the commencement of works, a copy of a current public liability insurance policy taken out in the joint names of the licensee and the local government indemnifying the licensee and the local government for a sum of not less than \$20,000,000 in respect of any one claim relating to any of the excavation operations.
- 32. Adequate safety fencing and warning signs are to be placed around the perimeter of the extraction site.

#### **Advice Notes:**

- a. This development approval is not an Extractive Industry Licence. No works are to be undertaken until such time as all conditions of the Development Approval have been satisfied and an Extractive Industry Licence has been granted under the Extractive Industry Local Law 2016.
- b. With regards to dieback management measures these are to be implemented consistent with the Best Practice Guidelines for Management of Phytophthora Dieback in the Basic Raw Materials Industries.

- c. With regard to the construction of the crossover the applicant is required to liaise with the Shire's Works and Services Department to obtain the relevant specifications and any required approvals prior to the commencement of works. A crossover application form must be submitted and approved before construction begins.
- d. Depending on the quantity of material processed (including any byproducts), screened and crushed the applicant may be required to obtain a licence or registration from the Department of Water and Environmental Regulation. This is because the operations may be classified as a Prescribed Premises under the Environmental Protection Regulations 1987. As such, the proponent is to strongly advised to contact DWER's Industry Regulation branch regarding a works approval/license at info@dwer.wa.gov.au or 6364 7000. The Applicant is to refer to the information and Guide available Industry Regulation to Licensing at http://www.der.wa.gov.au/ourwork/licences-and-works-approvals
- e. With regards to the stormwater management plan this shall:
  - i. Demonstrate compliance with the Shire of Donnybrook-Balingup's stormwater management standards under the Shire of Donnybrook-Balingup Animals, Environment and Nuisance Local Law 2017.
  - ii. Be prepared in accordance with the Department of Water and Environmental Regulation's Water Quality Protection Note (WQPN) No. 15: Basic Raw Materials Extraction (July 2019), where applicable, to ensure that potential environmental impacts are adequately addressed and mitigated.
  - iii. Be designed and implemented to ensure that surface water flows during and following the extraction activities do not adversely affect downstream properties. The plan must incorporate appropriate management measures to mitigate stormwater runoff risks, including but not limited to:
    - (a) Detention basin sizing and associated stormwater volume.
    - (b) Sediment and erosion control measures.
    - (c) Stormwater flow direction and control during pit establishment.
    - (d) Stockpile management.
    - (e) Maintenance schedule for detention basins.
    - (f) Silt trap design.
- f. With regards to the Acoustic Assessment and Noise Management Plan both these documents must be prepared by a registered Acoustic Consultant with suitable qualifications, expertise, and local experience in the assessment of transport and environmental noise. They or their organisation must hold the membership grade of 'Member,' being eligible to be a 'Member' or is working under the supervision of a 'Member' of the Australian Acoustical Society; or work for a firm that is a member of the Association of Australasian Acoustical Consultants.

- g. Management of all activities involving hazardous chemicals (including plant refuelling and/or servicing) shall be in accordance with the Department of Water and Environmental Regulation WQPN 56 'Toxic and Hazardous Substance Storage and Use'. Contingencies for spills should be in accordance with WQPN 10 'Contaminant spills emergency response plan'.
- h. Clearing of native vegetation on land may require a clearing permit from the Department of Water and Environmental Regulation (DWER). Clearing of native vegetation that is not exempt, or does not have a valid clearing permit, is an offence under the Environmental Protection Act 1986 and Environmental Protection (Clearing of Native Vegetation) Regulations 2004. For further information regarding clearing permits, contact DWER on (08) 6364 7000.
- i. With regards to the suitable supply of water, Department of Water and Environmental Regulation have advised that the use of water associated with any existing dams or water courses may be subject to approval. It is recommended that the applicant contact the Department of Water and Environmental Regulation's Bunbury water licensing branch for further information.
- j. With regard to the bond/bank guarantee for Rehabilitation and Pit Closure Management Plan it is to be noted that Bank Guarantees totalling \$35,000.00—comprising \$30,000.00 and \$5,000.00—have been provided by Henderson Nominees Pty Ltd as trustee for The PG & N Henderson Family Trust under the previous approval IND 01/4. These guarantees shall be retained by the Shire as a security deposit to ensure the satisfactory rehabilitation of the quarry pit. The Shire may draw upon the deposit to carry out rehabilitation works or to undertake any necessary compliance action, should the proponent fail to fulfil rehabilitation obligations or other relevant compliance requirements.
- k. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.
- B. Authorises the Chief Executive Officer to issue an Extractive Industry License for the extraction of Donnybrook Sandstone at Lot 102 Beelerup Road, Beelerup upon complying with the conditions of the above development approval and subject to the following conditions:
  - 1. The extractive operation shall comply with the Shire of Donnybrook-Balingup Extractive Industry Local Law 2016 at all times.
  - Compliance with all approved plans and any conditions/advice contained in Development Approval P24084 at all times during the life of the extractive industry to the satisfaction of the Shire.

- 3. A licensee shall pay to the local government the annual licence fee in accordance with the Schedule of Fees and Charges adopted each year in the Shire annual budget prior to the commencement of extraction.
- 4. The operator is required to submit to the Shire an annual 'Progress Report' by the 30 December, detailing progress of the pit over the previous 12-month period. The Report should provide details on the following:
  - a. Extent of extraction undertaken (volume and area);
  - b. Completion of stages;
  - c. Rehabilitation of completed stages.
  - d. Site survey plan.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick

**Against:** Cr Shand

Carried: 7/1

# 9.1.2. Development Application P25008 – New Dam Lot 70 and 903 Valentine Road, Upper Capel

# **Report Details:**

**Prepared by:** Principal Planner

Manager: Manager Development Services

**Applicant:** Jeremy Happ (Lot 70) and Mark Winkworth (Lot 903)

**Location:** Lots 70 and 903 Valentine Road, Upper Capel

File Reference: A5082 & A5020 (P25008) Voting Requirement: Simple Majority

# Attachment(s):

9.1.2(1) Application plans.

9.1.2(2) Public Submissions.

9.1.2(3) Government Agency submissions.

9.1.2(4) Applicant's comments on submissions.

9.1.2(5) Assessment under Clause 67.

#### **Executive Recommendation**

A. That Council pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development* (Local Planning Schemes) Regulations 2015 and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P25008 for a new dam and crossing on Lots 70 and 903 Valentine Road, Upper Capel, subject to the following conditions and advice:

#### **Conditions:**

1. The layout of the site and the size, design and location of the works permitted must always accord with the endorsed plans, including any notations, and must not be altered or modified without the further written consent of the Shire.

**Approved plans as contained in** Attachment 9.1.2(1):

- a. Crossing application description; and
- b. Development plans combined.
- 2. Prior to the construction of the dam, engineered drawings and certification by a suitably qualified person must be submitted to the Shire to ensure structural stability of the development.
- Any erosion and/or sedimentation issues that occur due to insufficient drainage and/or stormwater and dam overflow management, is to be rectified, so as not to impact any surrounding properties (other than Lot 903), including any infrastructure, to the satisfaction of the Shire.

4. Rehabilitation planting within the creek line and windbreak areas must incorporate local endemic species. A detailed planting plan must be submitted to and approved by the Shire prior to implementation. All landscaping shown on the approved planting plan shall be planted within 12 months of the completion of dam construction and must be maintained thereafter to the satisfaction of the Shire.

#### **Advice Notes:**

- a. The Department of Water and Environmental Regulation advises:
  - 1. Rights in Water and Irrigation Act 1914 (RIWI Act)
  - i. A permit to interfere with the 'bed and banks' of the watercourse has been submitted (as required under the *RIWI Act*) by the applicant and is currently under assessment by DWER.
  - ii. A 5C licence to take surface water may be required, depending upon details when the dam works are completed, and if the dam volume capacity is over 8ML.
  - 2. Dam water quality advice
  - i. The Department's Water Quality Protection Note (WQPN) 53 'Dam construction and operation in rural areas' (September 2019) provides for best practice measures to assist in protecting water quality and the proponent shall refer to the WQPN to assist in the proposal.
  - 3. Clearing for the dam wall (covered by 'bed and banks' permit)
  - i. Based on the information provided, the proposal is likely to be exempt from the requirement for a clearing permit under Regulation 5, Item 16 of the Clearing Regulations. This is noting that under the RIWI Act the Department previously issued a permit to interfere with the bed and banks of the watercourse at the proposal location.
  - ii. Please note that this exemption only applies to the specific area considered in the permit to interfere with the bed and banks of a watercourse issued under the *RIWI Act*. Any clearing outside of that area would require a clearing permit.
  - 4. Clearing outside the 'bed and banks' permit area
  - i. Based on the information provided and desktop analysis the dam, the resulting flooded area may encroach on an area of possible native vegetation at the upstream end. Noting that native vegetation also includes native understorey species, such as grasses and sedges. The flooding of this area may result in the death of native vegetation and as such a clearing permit or notice under Section 51DA(5) that a clearing permit is not required would be required.
  - ii. The Department has not received a clearing permit application for this proposal.
  - iii. Application forms are available from <a href="https://www.wa.gov.au/service/environment/environment-information-services/clearing-permit-forms">https://www.wa.gov.au/service/environment/environment-information-services/clearing-permit-forms</a>.

- iv. Additional information on how to apply for a clearing permit is available from <a href="https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permits">https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permits</a>.
- v. Information regarding clearing permit fees can be found here:
  <a href="https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permit-fees-frequently-asked-questions">https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permit-fees-frequently-asked-questions</a>.
- b. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.
- c. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.

# **Strategic Alignment**

Outcome:

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

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.

Item: Nil.

#### **Executive Summary**

The purpose of this report is for Council to consider an application for development approval for a new dam and creek crossing at Lots 70 and 903 Valentine Road, Upper Capel.

As per the Shire's delegation framework, development applications that receive objections during the consultation process must be determined by Council. In this case, two objections were received from adjoining and nearby landowners following referral of the application.

Shire officers have assessed the application and recommend that the proposed development proceed, subject to appropriate conditions and advice. These recommended conditions address the concerns raised in the submissions and ensure the development complies with relevant planning requirements.

#### Background

The Shire received a development application for the construction of a new dam and creek crossing at Lots 70 and 903 Valentine Road, Upper Capel. The proposed dam, with an approximate surface area of 360m², and the creek crossing, approximately 15 metres wide and up to 3 metres high, are to be constructed on Lot 70, with water from the dam also ponding onto the adjoining Lot 903. Both the landowners of Lot 70 and Lot 903 have signed the application form. The dam is intended to provide water for creek line and windbreak revegetation planting, as well as for stock watering. The proposed

crossing will enhance access for stock management, fence maintenance, and fire defence purposes on Lot 70 and provide water for stock on Lot 903.

The development application plans are contained in Attachment 9.1.2(1).

# Location Plan

Lots 70 (43.0552 hectares) and 903 (64.7495 hectares) are located within a General Agriculture zoned area that supports traditional rural activities on the surrounding properties (see Figure 1 below). The dam and crossing proposal are shown in Figure 2 below.

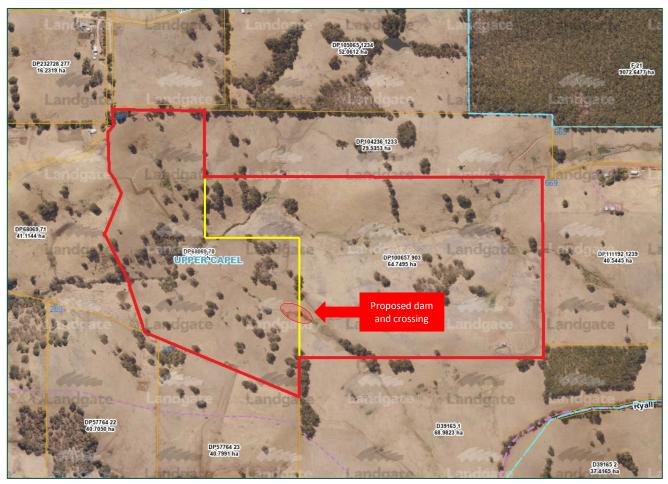


Figure 1 - Lots 70 and 903 bordered in red with common lot boundary in yellow line.

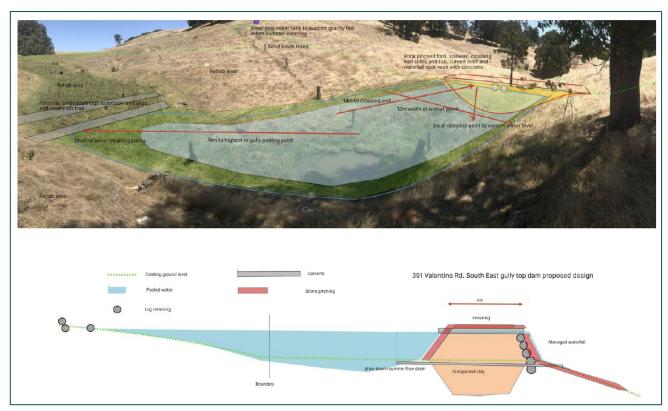


Figure 2 - Dam area and crossing.

# **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Moderate	Moderate (5)
Risk Description:	The dam may have off site impacts relating to ponding of water across lot boundaries and disruption to stream flow.		
Mitigation:	Officers recommend that if approval is granted conditions are to be imposed to mitigate impacts and managing potential off-site effects to acceptable levels.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Unlikely	Minor	Low (4)
Risk Description:	Non-compliance with legislation.		
Mitigation:	Conditional development approval.		

# **Financial Implications**

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

# **Policy Compliance**

Nil.

# **Statutory Compliance**

The application has been assessed against the relevant and applicable statutory Shire of Donnybrook Balingup Local Planning Scheme No.7 (LPS7) provisions below and has also been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment under Clause 67 is contained in (Attachment 9.1.2(5)).

Key considerations identified are:

The land is within the General Agriculture zone under LPS7, figure 3 below is an excerpt of the scheme map under LPS7.

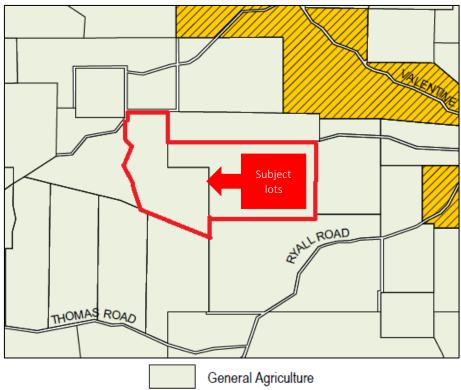


Figure 3 - Excerpt of the scheme map under LPS7.

Under the provisions of Local Planning Scheme No. 7 (LPS7), the proposed development is considered consistent with the land use definition of a 'Dam', which is defined as:

'Dam' means any man-made structure or excavation designed and constructed to intercept, accumulate and impound water flowing across, through or under any land and includes an off-stream dam, an on-stream dam, a gully-wall dam, a turkey-nest dam, an excavated soak and any structure, excavation or other device designed to act either solely or partly as a nutrient stripping basin, but does not include ornamental ponds or other water features associated with landscaping and gardens.

Under LPS7, a 'Dam' is regarded as incidental to farming activities falling under the land use category 'Agriculture – Extensive', which is defined as: Premises used for the raising of stock (including domestic scale pigs, poultry and rabbits) or crops but does not include agriculture – intensive or animal husbandry – intensive.

'Agriculture – Extensive' is classified as a 'P' use (permitted) in the General Agriculture zone under LPS7. Notwithstanding the permitted nature of the use, the proposed dam is not exempt from requiring development approval under Schedule A – Supplemental Provisions of LPS7. Specifically, the exemption provision for dams under Clause (I)(ii) is not satisfied, which requires:

(ii) the external foot of the dam wall, and any other part of the dam including the stored water is further than 20 metres from the boundaries of the subject lot.

As this standard is not met, the proposal requires development approval under LPS7.

# **Local Planning Strategy**

The subject lots are designated as General Agriculture under the Shire of Donnybrook-Balingup Local Planning Strategy (2014) and are identified as Rural under the draft Local Planning Strategy. The proposed dam and associated crossing are considered consistent with the objectives of the Local Planning Strategy for land within the General Agriculture area. The development will support and enhance the agricultural capability of the land, facilitating improved water management for farming purposes. The proposal is also compatible with existing agricultural uses on surrounding properties and aligns with the overarching aim of both the current and draft strategies to retain and support a diverse range of primary production activities within the Shire's General Agriculture areas. Accordingly, the proposal is considered to reinforce the long-term strategic planning objectives for rural land use in the locality.

#### Consultation

#### **Public Submissions**

The application was referred to adjoining landowners for comment during the period from 6 March 2025 to 21 March 2025. As a result of the referral, two submissions were received, both of which objected to the proposal. Copies of the public submissions are provided in Attachment: 9.1.2(2).

The key issues raised in the submissions are summarised below, along with Officer comments in response. In addition, the applicant has provided a written response addressing the concerns raised by the submitters, which is included in Attachment: 9.1.2(4).

Key issue	Officer response
Impact on Natural Waterways	The Department of Water and Environmental Regulation (DWER)
Both submissions express	has confirmed that the applicant has submitted a permit
concern that the proposed	application to interfere with the bed and banks of the watercourse,
dam may alter or disrupt	as required under the Rights in Water and Irrigation Act 1914 (RIWI
natural watercourses, which	Act). DWER has also previously issued a permit for this activity at
could have broader	the same location, indicating that the proposal is capable of
environmental and	meeting regulatory requirements. Under the RIWI Act, any dam
agricultural implications.	must maintain waterway flows and must not cause a noticeable

Key issue	Officer response
icy issue	reduction in downstream flow. Compliance with these
	requirements will be ensured through the DWER permitting
Effect on Weter Availability	process.
Effect on Water Availability	DWER has advised that a 5C licence to take surface water may be
for Surrounding Properties	required, depending on the final dam volume and operational
The objectors are concerned	details. The dam is required to be constructed and operated in a
that changes to water flow	way that does not adversely affect downstream users. The
may reduce the availability of	applicant has engaged a qualified hydrologist (SW Hydrology –
water for neighbouring farms,	Chris Mulcahy) to assist with dam design and ensure compliance
potentially affecting	with water management standards. Additionally, DWER's Water
agricultural productivity and	Quality Protection Note (WQPN No. 53) outlines methods such as
livelihoods.	bypass channels, overflow systems, and flow control devices to
	maintain stream flows and avoid impacts on downstream users.
Environmental Concerns	The WQPN notes that dam designs should consider the movement
There is concern about	of aquatic fauna and, where necessary, include features such as fish
potential negative impacts on	ladders. These design considerations are part of the regulatory
the local ecosystem, including	review process undertaken by DWER. Construction timing and
harm to native flora and	methods will be managed to minimise disturbance, including
fauna that rely on existing	sediment control and maintaining base flows to protect ecological
water systems.	function. DWER advises that dam construction should occur during
	the dry season (typically November to April) to reduce risk to water
	quality and fauna.
Lack of Environmental	The proposal has been referred to DWER for technical input as part
Assessment	of the development assessment process. DWER has not objected
Both submissions call for a	to the proposal and has provided technical advice to guide dam
detailed environmental	construction and operation. The applicant's engagement of a
assessment to evaluate the	qualified hydrologist aligns with WQPN recommendations that dam
potential effects of the dam	owners seek expert engineering and geotechnical advice to ensure
on the environment and	safe and environmentally responsible design. With the application
water resources.	of appropriate conditions and compliance with state legislation, the
	dam can be developed without causing the environmental impacts
	raised in the submissions.
Need for Stakeholder	The application has undergone formal neighbour consultation (6
Consultation	March 2025 – 21 March 2025), during which adjoining landowners
The objectors request that	had the opportunity to provide comment. Technical referral to
affected landowners and	DWER and DBCA ensures that specialist advice is integrated into
relevant experts be consulted	the assessment. The applicant has taken steps to engage
before any approval is	professional expertise and address technical matters through the
granted.	appropriate regulatory channels.
Conditional Support	Based on advice from DWER and DBCA and the technical
One submitter indicates they	information provided, the dam can be developed to meet
may support the proposal if it	environmental and water management standards. With
	I appropriate development conditions the proposal can proceed
can be demonstrated that	appropriate development conditions, the proposal can proceed
can be demonstrated that there will be no negative impact on the environment	while addressing the concerns raised in public submissions.

Key issue	Officer response
or on surrounding water	
availability.	

# Consultation with Government/Service Agencies

The proposal was referred to the Department of Biodiversity, Conservation and Attractions and Department of Water and Environmental Regulation for comment. The submissions are contained in (Attachment: 9.1.2(3)) and discussed below.

# Department of Biodiversity, Conservation and Attractions' (DBCA)

Submission	Officer response
The proponent has indicated that no vegetation clearing will be	Comments noted.
required for the proposed works. DBCA supports the proposed Lot	The application has been
70 creek-line fencing and rehabilitation works and recommends	referred to the Department of
local endemic flora species be incorporated into the planting list.	Water and Environmental
DBCA recommends that advice is sought from the Department of	Regulation for comment as
Water and Environmental Regulation in relation to surface water	part of the assessment. DWER
impacts associated with the construction of the dam/soak and	have not objected to the
expected ponding across lot boundaries.	proposal and provided advice
expected portains deliber for boundaries.	to be included on the approval,
	if granted.

# Department of Water and Environmental Regulation (DWER)

Department of Water and Environmental Regulation (DWER)	
Submission	Officer response
RIWI advice	The DWER referral comments
DWER advises that:	were provided to the applicant,
<ul> <li>Professional designs for the proposed on-stream dam and</li> </ul>	who responded as follows:
creek crossing be provided with specific details that may	
include cross-sections showing the dam wall specifications;	DWER's representative
site contour levels; reservoir storage capacity details;	(Julian) informally advised

reservoir footprint.

• A permit to interfere with the 'bed and banks' of the watercourse has been submitted (as required under the Rights in Water and Irrigation Act 1914) by the applicant and is currently under assessment by DWER.

proposed spillway/facility for overflows; and under wall

pipe/bypass details. This plan should also identify any areas

of vegetation clearing required for the dam development and

- A 5C licence to take surface water may be required, depending upon details when the dam works are completed, and if the dam volume capacity is over 8ML.
- We do not approve of dam reservoir ponding across property boundaries unless there is a written agreement between the affected land owners. As such, this written agreement should be provided to avoid future issues.

- DWER's representative (Julian) informally advised that the existing design drawings may be sufficient given the small scale of the proposed works.
- Previously submitted drawings include the required details such as dam wall cross-sections, site contours, spillway design, under-wall pipe/bypass, and clearing area.
- Minor amendments to improve clarity were made

# Submission

# Dam water quality advice

The departments Water Quality Protection Note (WQPN) 53 'Dam construction and operation in rural areas' (September 2019) provides for best practice measures to assist in protecting water quality, to which the proponent may wish to refer to assist them in their proposal.

# Native vegetation advice

Under section 51C of the *Environmental Protection Act 1986* (EP Act), clearing of native vegetation is an offence unless:

- it is undertaken under the authority of a clearing permit
- it is done after the person has received notice under Section 51DA(5) that a clearing permit is not required
- the clearing is subject to an exemption.

Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes, are contained in Schedule 6 of the EP Act. Exemptions for low impact routine land management practices outside of environmentally sensitive areas (ESAs) are contained in the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 (the Clearing Regulations).

Clearing for the dam wall (covered by 'bed and banks' permit)
Based on the information provided, the proposal is likely to be exempt from the requirement for a clearing permit under Regulation 5, Item 16 of the Clearing Regulations. This is noting that under the *Rights in Water and irrigation Act 1914* (RIWI Act) the Department previously issued a permit to interfere with the bed and banks of the watercourse at the proposal location.

Please note that this exemption only applies to the specific area considered in the permit to interfere with the bed and banks of a watercourse issued under the RIWI Act. Any clearing outside of that area would require a clearing permit.

# Clearing outside the 'bed and banks' permit area

Based on the information provided and desktop analysis the dam, the resulting flooded area may encroach on an area of possible native vegetation at the upstream end. Noting that native vegetation also includes native understorey species, such as grasses and sedges. The flooding of this area may result in the death of native vegetation and as such a clearing permit or notice under Section 51DA(5) that a clearing permit is not required would be required.

The Department has not received a clearing permit application for this proposal.

# Officer response

based on DWER's recommendations and resubmitted to DWER on 10 March 2025.

- The proposed dam has an estimated storage capacity of 220,000 litres (0.22ML)

   well below the 8ML threshold that would trigger the need for a 5C surface water licence under the Rights in Water and Irrigation Act 1914.
- Property Boundary
   Ponding: Both affected
   landowners have signed
   the development
   application form, providing
   written consent to the
   proposal, as required by
   DWER where ponding
   across property
   boundaries is proposed.

Officers consider the applicant has adequately addressed DWER's technical requirements for a small-scale, low-capacity rural dam. The documentation and clarifications provided meet the expectations for a development of this nature, and no outstanding objections have been raised by DWER. The proposal can proceed subject to final permit determination by DWER and the imposition of appropriate development conditions.

DWER's advice will be included on the approval, if granted.

#### **Officer Comment**

The proposal has been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in (Attachment: 9.1.2(5)).

Key considerations identified are further outlined below:

- Zoning and Strategic Planning Context
   The subject lots are zoned General Agriculture under the Local Planning Scheme No. 7 (LPS7)
   and identified as Rural under the draft Local Planning Strategy. The proposed dam aligns with
   the objectives of both the current and draft strategies to support and retain a range of
   primary production activities.
- Land Use Permissibility
  Under LPS7, the dam is considered consistent with the land use definition of 'Dam', which includes structures designed to intercept and store water for agricultural use. The dam is classified as an incidental use to 'Agriculture Extensive', which is a 'P' (permitted) use in the General Agriculture zone.
- Development Approval Requirement
  Although the dam is associated with a permitted use, it requires development approval under
  LPS7 as it does not satisfy the exemption criteria in Schedule A, specifically:
  - o The dam wall and stored water are less than 20 metres from a lot of boundaries and the landowner of the adjoining lot is one of the applicants confirming his acceptance of the proposal.
- Water Management and Environmental Regulation The proposal has been referred to the Department of Water and Environmental Regulation (DWER) for assessment under the Rights in Water and Irrigation Act 1914. DWER has not objected to the proposal and has provided guidance to ensure the dam meets regulatory requirements regarding water flow, ecological impacts, and construction practices. Once the dam has approval from the Shire DWER will process the permit application further. The applicant needs a dual approval - one from the Shire and a Permit from DWER.
- Technical Support and Design
   The applicant has engaged a qualified hydrologist to assist with the design and regulatory compliance, aligning with best practice as recommended by DWER's Water Quality Protection Note No. 53.
- Compatibility with Surrounding Land Uses
   The dam is considered compatible with surrounding agricultural operations, and will enhance
   the subject land's water management capabilities for ongoing rural use. It will also support
   stock on the adjoining lot.

#### Consultation

Two submissions were received during the public advertising period, both objecting to the proposal. The key concerns raised related to potential impacts on natural waterways, water availability for surrounding farms, and environmental effects on local flora and fauna. Submitters also requested a thorough environmental assessment and consultation with affected landowners and experts.

In response, the proposal was referred to the Department of Water and Environmental Regulation (DWER), which provided no objection and confirmed that the necessary permit under the *Rights in Water and Irrigation Act 1914* has been submitted and is under assessment. DWER also confirmed that the dam must be designed to maintain stream flows and prevent significant downstream impacts.

# Development considerations

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

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

- (d) Granting development approval without conditions; or
- (e) Granting development approval with conditions; or
- (f) Refusing to grant development approval.

Staff have assessed the application, including the advice from relevant Government Agencies and other Shire service divisions. Staff consider the proposal capable of being approved and managed through reasonable and achievable conditions of approval.

# Conclusion

The proposal has been assessed in accordance with the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7.

The proposal is compatible with the objectives for the General Agriculture zone and compatible with the surrounding developments and character of the area. Based on the advice received and subject to appropriate conditions, the proposal is considered capable of being developed in a manner that addresses the concerns raised in the submissions and complies with relevant planning and environmental requirements. Staff consider that the application complies with the requirement of orderly and proper planning and therefore recommend conditional approval of the application.

COUNCIL RESOLUTION:	115/06-25		
MOVED BY:	Cr Grant Patrick	SECONDED BY:	Cr Anita Lindemann

A. That Council pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P25008 for a new dam and crossing on Lots 70 and 903 Valentine Road, Upper Capel, subject to the following conditions and advice:

#### **Conditions:**

1. The layout of the site and the size, design and location of the works permitted must always accord with the endorsed plans, including any notations, and must not be altered or modified without the further written consent of the Shire.

**Approved plans as contained in** Attachment 9.1.2(1):

- a. Crossing application description; and
- b. Development plans combined.
- 2. Prior to the construction of the dam, engineered drawings and certification by a suitably qualified person must be submitted to the Shire to ensure structural stability of the development.
- Any erosion and/or sedimentation issues that occur due to insufficient drainage and/or stormwater and dam overflow management, is to be rectified, so as not to impact any surrounding properties (other than Lot 903), including any infrastructure, to the satisfaction of the Shire.
- 4. Rehabilitation planting within the creek line and windbreak areas must incorporate local endemic species. A detailed planting plan must be submitted to and approved by the Shire prior to implementation. All landscaping shown on the approved planting plan shall be planted within 12 months of the completion of dam construction and must be maintained thereafter to the satisfaction of the Shire.

#### **Advice Notes:**

- a. The Department of Water and Environmental Regulation advises:
  - 1. Rights in Water and Irrigation Act 1914 (RIWI Act)
  - i. A permit to interfere with the 'bed and banks' of the watercourse has been submitted (as required under the *RIWI Act*) by the applicant and is currently under assessment by DWER.
  - ii. A 5C licence to take surface water may be required, depending upon details when the dam works are completed, and if the dam volume capacity is over 8ML.
  - 2. Dam water quality advice

- i. The Department's Water Quality Protection Note (WQPN) 53 'Dam construction and operation in rural areas' (September 2019) provides for best practice measures to assist in protecting water quality and the proponent shall refer to the WQPN to assist in the proposal.
- 3. Clearing for the dam wall (covered by 'bed and banks' permit)
- i. Based on the information provided, the proposal is likely to be exempt from the requirement for a clearing permit under Regulation 5, Item 16 of the Clearing Regulations. This is noting that under the RIWI Act the Department previously issued a permit to interfere with the bed and banks of the watercourse at the proposal location.
- ii. Please note that this exemption only applies to the specific area considered in the permit to interfere with the bed and banks of a watercourse issued under the *RIWI Act*. Any clearing outside of that area would require a clearing permit.
- 4. Clearing outside the 'bed and banks' permit area
- i. Based on the information provided and desktop analysis the dam, the resulting flooded area may encroach on an area of possible native vegetation at the upstream end. Noting that native vegetation also includes native understorey species, such as grasses and sedges. The flooding of this area may result in the death of native vegetation and as such a clearing permit or notice under Section 51DA(5) that a clearing permit is not required would be required.
- ii. The Department has not received a clearing permit application for this proposal.
- iii. Application forms are available from <a href="https://www.wa.gov.au/service/environment/environment-information-services/clearing-permit-forms">https://www.wa.gov.au/service/environment/environment-information-services/clearing-permit-forms</a>.
- iv. Additional information on how to apply for a clearing permit is available from <a href="https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permits">https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permits</a>.
- v. Information regarding clearing permit fees can be found here:
  <a href="https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permit-fees-frequently-asked-questions">https://www.wa.gov.au/service/environment/environment-information-services/native-vegetation-clearing-permit-fees-frequently-asked-questions</a>.
- b. If the development the subject of this approval is not substantially commenced within a period of two years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.
- c. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand
Against: Nil.
Carried: 8/0

# 9.1.3. Development Application P25011 – Kirup Tavern extended licensed area for events Lot 101 (47) South Western Highway, Kirup

# **Report Details:**

**Prepared by:** Principal Planner

**Manager:** Manager Development Services

**Applicant:** Kirup Events and Entertainment Pty Ltd

**Location:** Lot 101 (47) South Western Highway, Kirup

File Reference: A1668 (P25011) Voting Requirement: Simple Majority

# Attachment(s):

9.1.3(1) Application details

9.1.3(2) Public submissions

9.1.3(3) Government agency submissions.

9.1.3(4) Assessment under Clause 67.

#### **Executive Recommendation**

A. That Council pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development* (Local Planning Schemes) Regulations 2015 and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P25011 to extend the licensed area for events at Lot 19 (180) South Western Highway, Donnybrook subject to the following conditions and advice:

# **Conditions:**

1. The layout of the site and the size, design and location of the works permitted must always accord with the endorsed plans, including any notations, and must not be altered or modified without the further written consent of the Shire.

**Approved plans as contained in** Attachment 9.1.3(1).

- 2. No part of the construction of the proposed fencing (including any footings etc.) shall encroach over the lot boundary. The café barrier signage to be installed on the fence shall be maintained in good order and be designed to a professional standard to the satisfaction of the Shire.
- 3. Events attracting over 150 people are not covered by this development approval and require a separate events approval from the Shire.
- 4. This development approval allows for events to be held once monthly during summer/spring (September February).
- 5. The extended licensed area (outdoor area) may be used for events in accordance with this development approval. When not in use for events, the area may be used for camping, subject to compliance with the relevant approvals and conditions of the existing campground licence.

6. Prior to the use of the extended licenced area (outdoor area) for live music events or the playing of amplified music, an Acoustic Assessment and a Noise Management Plan must be prepared by a suitably qualified acoustic consultant, to the satisfaction of the Shire. Once approved, the Noise Management Plan shall form part of this development approval and must be implemented and complied with at all times during relevant events.

#### **Advice Notes:**

- a. The Shire's Health Services advise:
  - i. The capacity of the existing onsite effluent disposal system currently limits the maximum accommodation of the venue to 150 people.
  - ii. The extended trading area will be considered a public building and is required to comply with the *Health (Miscellaneous Provisions) Act 1911* and the *Health (Public Building) Regulations 1992*.
  - iii. Applicant to submit a FORM 1 Application to Construct Extend or Alter a Public Building.
  - iv. Any fencing around a camp site not to be higher than 1.2m.
  - v. Camp sites within the licensed area are not to be used during active liquor license times.
  - vi. The Acoustic Assessment and Noise Management Plan must be prepared by a suitably qualified acoustic consultant whose qualifications and experience qualify them for membership of the Acoustical Society. The Acoustic Assessment shall include (but not be limited to):
    - a. the expected level of noise emissions from the activity
    - b. an assessment of the expected level of noise emissions for compliance with the *Environmental Protection (Noise) Regulations 1997* at nearby sensitive receptors.
    - c. provide detail as to the methodology used, calculations made, and any actual data obtained in relation to the assessment and expected noise emissions.
- vii. The resultant Noise Management Plan is to contain details of noise reduction measures to be implemented to control noise emissions and demonstrate compliance with the *Environmental Protection (Noise) Regulations 1997*.
- b. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- c. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- d. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005*Part 14. An application must be made within 28 days of the determination.

## **Strategic Alignment**

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

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

**Objective:** 6.3 - Create vibrant, attractive and welcoming towns.

Item: Nil.

## **Executive Summary**

The purpose of this report is for Council to consider an application for development approval to extend the licensed area at the Kirup Tavern over the existing garden area. The proposed extension is intended to accommodate future events such as live music, wakes, birthday parties, and other gatherings involving large numbers of people. The application also includes the construction of a front fence along Capel Street.

As officers do not have delegation to determine development applications where objections have been received, the matter is referred to Council for determination. The proposal was advertised to adjoining and nearby landowners, resulting in seven (7) submissions, three (3) objecting and four (4) in support. No objections were received from Government agencies.

Officers consider that the proposal can be supported and recommend that development approval be granted, subject to appropriate conditions and advice. These conditions address the concerns raised during the public consultation and agency referral process.

## **Background**

#### Proposal

The proposal seeks development approval to extend the existing liquor licensed area at the Kirup Tavern to include the current lawned/garden area. The extended area is intended to accommodate future events such as live music, wakes, birthday parties, and other gatherings involving larger numbers of patrons. In addition, the application includes the construction of a front fence along Capel Street.

The subject property is 3,233m<sup>2</sup> in area and is located within the central Commercial zone in Kirup. This precinct contains a mix of commercial properties and is surrounded by low-density residential housing on large 4,000m<sup>2</sup> lots. The site is also adjacent to reserves designated for highway, recreation, and railway purposes.

The proposal does not seek an increase to the tavern's currently approved capacity of 150 people or any change to its approved operating hours. The applicant has acknowledged that any event exceeding the 150-person capacity will require a separate event approval from the Shire.

The proposed fencing will consist of branded café-style barriers secured in concrete footings, designed to provide a flexible and unobtrusive boundary for the licensed area during events.

The applicant further advises that the extended area is not intended to be permanently licensed and

will continue to be used as a campground when not required for events. It is anticipated that events will be held approximately once per month during the spring and summer months.

The development application details and plans are contained in Attachment 9.1.3(1).



Figure 1 - Aerial image of Kirup Tavern - Lot bordered in red.



Figure 2 - Aerial image of Kirup Tavern showing proposed extended licensed area bordered in yellow and proposed fence indicated with an orange line.



Figure 3 - Street view image of extended licensed area from Capel Street/South Western Highway.



Figure 4 - Street view image of extended licensed area from Lukis Street.

## **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Moderate	Moderate (5)
Risk Description:	The extended outdoor licensed area may have off-site impacts relating to generation of noise during music events.		
Mitigation:	Officers recommend that if approval is granted conditions are to be imposed to mitigate impacts and manage potential off-site effects to acceptable levels.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Unlikely	Minor	Low (4)
Risk Description:	Non-compliance with legislation.		
Mitigation:	Conditional development approval.		

#### **Financial Implications**

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

## **Policy Compliance**

Council Policy COMD/CP-6 – Events

Under the provisions of the policy "events held in or at a building or venue that is approved for the purpose of events (i.e. with Shire development and health approval) and the event itself is within the approval limitations" fall outside of the policy. This means that if the existing liquor licenced area is approved, the applicant would be able to hold events in accordance with their approval e.g. up to 150 people and once per month between September and February. Events falling outside of these limitations would require separate event approval from the Shire.

## **Statutory Compliance**

The application has been assessed against the provisions of the Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (LPS7). Many of these provisions are mirrored in Schedule 2, Part 9, Clause 67(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is provided in (Attachment 9.1.3(4)).

#### **Zoning and Land Use**

Lot 19 is zoned 'Commercial' under LPS7. Part of the proposed extended licensed area (outdoor area) currently holds approval for use as a camping ground. The applicant seeks development approval to allow this outdoor space to be used interchangeably for events and camping. A condition is recommended to support this dual use, ensuring the area can continue to operate as a campground when not being used for events, subject to compliance with the relevant campground licence requirements.

The proposal is considered to align with the purpose and objectives of the Commercial zone, as it:

- Promotes and supports the ongoing operation of the existing Kirup Tavern business;
- Utilises the existing lawned/garden area without altering the established streetscape or local character;
- Introduces additional community-based activities and functions to the townsite;
- Does not impact the built heritage fabric of the tavern building;
- Can be managed through conditions to address potential amenity impacts, particularly in relation to noise.

## **Car Parking**

LPS7 provides the Shire with discretion to set appropriate standards for car parking. As the application does not propose an increase to the approved patron capacity (150 people) or ongoing permanent use of the outdoor area, no additional parking is considered necessary. Existing parking facilities at the front, side, and rear of the site are sufficient to accommodate the needs of the tavern and associated events.

## **Strategic Planning Context**

## Local Planning Strategy 2014

The proposal supports the strategic vision for the Kirup townsite, contributing to local economic activity and community use of the site.

## • Draft Local Planning Strategy 2024

Under the draft Strategy, the site is identified within the *Existing Urban Footprint – Rural*. The South Western Highway is classified as a *Primary Distributor Road*, and the adjacent railway is recognised as *Existing Regional Infrastructure and Public Purposes*. The proposal is consistent with the draft Strategy and does not conflict with the identified longer-term intention to support residential development in the area.

### **Heritage Considerations**

The Kirup Hotel is listed on the Shire's Municipal Inventory as a Category 2 heritage place (InHerit Place No. 03603), signifying a high level of heritage value. The proposal relates only to the use of the existing lawned/garden area and does not involve any changes to the heritage-listed tavern building. Accordingly, the proposal is not expected to adversely impact the site's heritage significance and is considered compatible with the Shire's conservation objectives.

#### Local Law Relating to Fencing

In accordance with the Shire of Donnybrook Balingup's Local Law Relating to Fencing, a dividing or boundary fence on a commercial lot must be constructed and maintained in compliance with the specified materials and standards outlined in the local law.

Clause 4.9(1) of the Local Law stipulates that fencing on commercial lots must be constructed from one or more of the following materials: brick, stone, concrete, wrought iron, tubular steel, timber, plastic-coated or galvanised link mesh, corrugated fibre-reinforced cement sheeting, colour-bonded metal, or another material formally approved by the Shire.

The applicant proposes to use café-style barriers for the fencing along Capel Street. As café barriers are not a prescribed material under the Local Law, the proposed fencing material would require specific consideration and formal approval by the Shire. This can be addressed through an appropriate condition

#### Consultation

## **Public Submissions**

The application was referred to sixty-two (62) adjoining and nearby landowners within a 500-metre radius of the Kirup Tavern for public comment during the period from 20 March 2025 to 25 April 2025. The referral included a covering letter and a copy of the proposal. In response to the advertising period, a total of seven (7) submissions were received. Of these, three (3) submissions objected to the proposal, while four (4) expressed support. The Public Submissions are contained in (Attachment: 9.1.3(2)).

The key issues raised in the objections are summarised below along with Officer comments in response:

Key issue	Officer response
Amenity and Behaviour: One submission raised concerns about the potential for antisocial behaviour and disturbances in the extended licensed area, particularly after hours, suggesting that patrons may be unsupervised and cause damage or disruption within the town.	Concerns regarding unsupervised behaviour and potential anti-social activity have been noted. While this application does not propose an extension to the approved trading hours, it is acknowledged that future event applications may include requests for extended hours. Regardless, all events must operate in accordance with the requirements of the relevant liquor licensing regulations, which mandate responsible service of alcohol and adequate venue supervision.
	The Shire has not received any formal complaints related to previous events held at the Kirup Tavern. All events are also subject to compliance with applicable public safety, noise, and licensing legislation.
	To address the concerns raised, a condition is recommended requiring that any event attracting more than 150 attendees is not permitted under this development approval and must be subject to a separate event approval from the Shire. This process will allow Shire staff to assess the nature of the event in more detail and, where appropriate, determine whether WA Police should be notified in advance.
Monitoring and Enforcement: Requests were made for the Shire to monitor music levels and take responsibility for ensuring the health and safety of local residents during weekends and public holidays when events may occur.	This objection reflects broader concerns regarding the adequacy of existing noise controls. The proposal does not seek to increase venue capacity or frequency of events beyond one per month during the spring/summer season. The objector's property is approximately 106m–220m from the proposed area, with existing buildings and vegetation providing some natural sound mitigation.
	As noted above, the Shire has not received prior complaints regarding live music at the Kirup Tavern. However, the <i>Environmental Protection (Noise) Regulations 1997</i> remain

Key issue	Officer response
	the primary mechanism for managing noise impacts. A condition is recommended.
Noise Impacts: Concerns were expressed about the potential for increased noise from live music, including loud instrumental performances, amplified vocals, and general disturbance during events.  Objectors noted that noise from current events is already disruptive and alleged a lack of enforcement of existing noise regulations.  One submission specifically objected	The potential for noise impacts during live music events has been carefully considered as part of the assessment process. It is acknowledged that outdoor live music can adversely affect surrounding properties if not appropriately managed. In response to this, the application was referred to the Department of Water and Environmental Regulation (DWER) for comment. DWER advised that they were unable to provide technical advice in the absence of an acoustic assessment but confirmed that noise impacts are influenced by several factors, including proximity to sensitive receivers, the nature of performances, and the timing and frequency of events.
to live music being played in the proposed outdoor area, citing the existing impacts even when music is held in semi-enclosed areas.	All activities, including live music events, must comply with the <i>Environmental Protection Act 1986</i> and the <i>Environmental Protection (Noise) Regulations 1997</i> , which establish enforceable limits on noise emissions. These are monitored and enforced by Shire officers, DWER, and WA Police. However, compliance actions can be resource-intensive, and it is widely acknowledged that prevention is preferable to reactive enforcement.
	While a Noise Impact Assessment and Noise Management Plan were not submitted with this application, it is recommended that both be required prior to the use of the outdoor area for any live music events or amplified music. These documents will provide a proactive framework to manage potential impacts, establish mitigation measures, and outline a complaints response process, ensuring the amenity of nearby residents is adequately protected.

## Consultation with Government/Service Agencies

The application was referred to the Department of Water and Environmental Regulation and Department of Biodiversity, Conservation and Attractions for comment. The submissions are contained in (Attachment: 9.1.3(3)) and discussed below.

## Department of Biodiversity, Conservation and Attractions (DBCA)

Submission	Officer response	
The department has no comments on the	The department's comment is noted.	
proposal.		

## Department of Water and Environmental Regulation (DWER)

#### Submission

#### Noise

With regards to the Shire seeking DWER's comments on noise, we cannot provide any technical advice in relation to this proposal since no acoustic assessment has been prepared.

As noted by the Shire, outdoor live music events have the potential to cause noise impacts and exceed the assigned noise levels under the regulations depending on the proximity to noise sensitive receivers, the nature of the performance, the time of day and frequency of events.

If the Shire wishes to better understand the noise impacts associated with the proposal and how they can be minimised they should request an acoustic assessment be conducted by an appropriately qualified and experience acoustic consultant.

#### Wastewater

The proposed extension of the license area is likely to attract a greater patronage, but it is unknown if portable toilets will be brought in to cater for the events.

From our GIS, it does not appear that the Kirup Tavern (as with the surrounding properties) is connected to reticulated sewerage.

No details have been provided regarding the anticipated increase in wastewater volumes.

As such, the applicant and Shire are advised to consider if the capacity of the existing on-site system is capable of treating the potential increase in wastewater volumes.

## Officer response

The advice provided by the Department of Water and Environmental Regulation (DWER) is acknowledged and supported. In response, it is recommended that their comments be incorporated into the approval as conditions and advice notes. Specifically, it is proposed that an Acoustic Assessment and a Noise Management Plan be required to be submitted and approved by the Shire prior to the use of the outdoor area for any live music events. These measures will ensure potential noise impacts are appropriately identified and managed in advance. Please refer to the recommended conditions for further detail.

The concern raised by the Department of Water and Environmental Regulation (DWER) is acknowledged. However, any proposal to exceed the currently approved venue capacity of 150 patrons would require a separate event application. This process will provide the Shire with an opportunity to assess event-specific requirements, including the provision of adequate temporary facilities such as portable toilets.

#### **Officer Comment**

The proposal has been assessed in accordance with Schedule 2, Part 9, Clause 67(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A detailed assessment is provided in (Attachment 9.1.3(4)).

Key issues identified during the assessment process relate to amenity impacts, particularly noise from live music events, and matters raised during community consultation. These concerns have been carefully considered and are addressed through recommended conditions and advice notes.

While it is acknowledged that live music in the outdoor area has the potential to impact nearby residential properties, the proposal is consistent with the existing and intended use of the site within the Commercial zone. The events must comply with the *Environmental Protection (Noise) Regulations* 1997, and further management measures are recommended through conditions requiring the preparation and approval of an Acoustic Assessment and a Noise Management Plan prior to the use of the area for live music.

The extended licensed area is confined to the existing lawned/garden area and will continue to serve as a campground when not in use for events. The proposal will not alter the site's external appearance or constrain future development of adjoining land.

Officers are satisfied that the issues raised in public submissions can be appropriately managed through conditions and advice included in the development approval.

## Development considerations

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

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

- (g) Granting development approval without conditions; or
- (h) Granting development approval with conditions; or
- (i) Refusing to grant development approval.

#### Conclusion

The proposal has been assessed in accordance with the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup LPS7.

Matters raised during the advertising period have been appropriately addressed and can be managed by conditions. Staff consider that the application complies with the requirement of orderly and proper planning and recommend conditional approval of the application.

COUNCIL RESOLUTION:	116/06-25		
MOVED BY:	Cr John Bailey	SECONDED BY:	Cr Lisa Glover

A. That Council pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development* (Local Planning Schemes) Regulations 2015 and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P25011 to extend the licensed area for events at Lot 19 (180) South Western Highway, Donnybrook subject to the following conditions and advice:

#### **Conditions:**

1. The layout of the site and the size, design and location of the works permitted must always accord with the endorsed plans, including any notations, and must not be altered or modified without the further written consent of the Shire.

**Approved plans as contained in** Attachment 9.1.3(1).

- 2. No part of the construction of the proposed fencing (including any footings etc.) shall encroach over the lot boundary. The café barrier signage to be installed on the fence shall be maintained in good order and be designed to a professional standard to the satisfaction of the Shire.
- 3. Events attracting over 150 people are not covered by this development approval and require a separate events approval from the Shire.
- 4. This development approval allows for events to be held once monthly during summer/spring (September February).
- 5. The extended licensed area (outdoor area) may be used for events in accordance with this development approval. When not in use for events, the area may be used for camping, subject to compliance with the relevant approvals and conditions of the existing campground licence.
- 6. Prior to the use of the extended licenced area (outdoor area) for live music events or the playing of amplified music, an Acoustic Assessment and a Noise Management Plan must be prepared by a suitably qualified acoustic consultant, to the satisfaction of the Shire. Once approved, the Noise Management Plan shall form part of this development approval and must be implemented and complied with at all times during relevant events.

#### **Advice Notes:**

- a. The Shire's Health Services advise:
  - i. The capacity of the existing onsite effluent disposal system currently limits the maximum accommodation of the venue to 150 people.

- ii. The extended trading area will be considered a public building and is required to comply with the *Health (Miscellaneous Provisions) Act 1911* and the *Health (Public Building) Regulations 1992*.
- iii. Applicant to submit a FORM 1 Application to Construct Extend or Alter a Public Building.
- iv. Any fencing around a camp site not to be higher than 1.2m.
- v. Camp sites within the licensed area are not to be used during active liquor license times.
- vi. The Acoustic Assessment and Noise Management Plan must be prepared by a suitably qualified acoustic consultant whose qualifications and experience qualify them for membership of the Acoustical Society. The Acoustic Assessment shall include (but not be limited to):
  - a the expected level of noise emissions from the activity
  - b. an assessment of the expected level of noise emissions for compliance with the *Environmental Protection (Noise) Regulations 1997* at nearby sensitive receptors.
  - c. provide detail as to the methodology used, calculations made, and any actual data obtained in relation to the assessment and expected noise emissions.
- vii. The resultant Noise Management Plan is to contain details of noise reduction measures to be implemented to control noise emissions and demonstrate compliance with the *Environmental Protection (Noise) Regulations 1997*.
- b. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- c. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.
- d. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005*Part 14. An application must be made within 28 days of the determination.

Against: Nil.
Carried: 8/0

#### 9.1.4. Dark Down South Open Air Festival

## **Report Details:**

**Prepared by:** Manager Development Services

Manager: Ross Marshall, Director Operations

**Applicant:** JamArt Sound Lounge

**Location:** Jim McDonald Oval, Kirup

File Reference: PWF 25A Voting Requirement: Simple Majority

Attachment(s):

9.1.4(1) Site Plan

#### **Executive Recommendation**

#### **That Council:**

- 1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Dark Down South Open Air Festival, as temporary works and use and therefore exempt from development approval under clause 61(1)(a)(17) and 61(2)(f) of the *Planning and Development* (Local Planning Schemes) Regulations 2015.
- 2. Approves the event, Dark Down South Open Air Festival, proposed to be held at Jim McDonald Oval Kirup on 21 and 22 November 2025 subject to the following conditions:
  - a) All commitments and undertakings provided for in the application to be complied with. Should there be any discrepancies between the documents and these conditions, the condition prevail to the extent of the inconsistency;
  - b) A maximum accommodation number of 500 people on site at any one time (that includes event staff, vendors and volunteers);
  - c) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event:
  - d) Event organiser to provide evidence of minimum \$20 million public liability insurance for any one event for all proposed activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 7 days prior to the event date;
  - e) All electrical equipment is to be tested and tagged by an appropriately qualified person;
  - f) All temporary generator installations must be earthed in accordance with Australian Standards, as appropriate. A Form 5 "Certificate of Electrical Compliance" is required to be submitted by a licensed electrical contractor for all temporary power installations prior to commencement of the event;
  - g) A minimum of ten (10) temporary toilets comprising four (4) male toilets, five (5) female toilets and one (1) unisex accessible toilet and associated hand basins are to be provided for the event use. They are to be placed so that they are within 90 metres of any camp site;
  - h) All toilets are to be serviceable for the duration of the event and located in a manner to facilitate servicing/replenishment for the duration of the event;
  - i) Event and camp grounds are to have adequate lighting after dark;

- j) Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;
- k) All temporary structures (including gazebos, tents and camping structures) must be suitably secured to prevent movement in wind gusts and must not be used if winds will exceed manufacturer specified rating;
- I) For the stages and any tent or marquee greater than 55m² the event organiser is to provide a Certificate of Structural Adequacy from a practising structural engineer or authorised installer, confirming structural adequacy of temporary structures installed. Certificate of Structural Adequacy is required to be completed by an authorised installer or structural engineer and submitted prior to commencement of the event;
- m) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations* 1997 is to be obtained from the Shire Chief Executive Officer;
- n) The application required under Regulation 18 of the *Environmental Protection (Noise)*Regulations 1997 is to include a Noise Management Plan;
- o) Camping for event attendees is permitted for two (2) nights and for event organisers a total of six (6) nights and subject to separate written approval from the Shire;
- p) Applicant to submit a Traffic Management Plan (TMP) prepared by an appropriately qualified person, showing temporary warning signs and method of traffic management to control traffic integration with South West Highway. TMP and any proposed event signage will require separate approval from Main Roads WA, prior to commencement of the event. Written evidence of Main Roads WA approval required to be submitted at least 7 days prior to the event;
- q) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the TMP must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;
- r) Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval. The following information, for each food vendor, is also required to be submitted:
  - i. A copy of the vendors 'Food Business Registration Certificate (Food Act 2008)' from their "home" Shire (if not from the Shire of Donnybrook Balingup); and;
  - ii. A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- s) A first aid post with a minimum of two qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
- t) The event organiser is to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully without any rubbish or debris being deposited on neighbouring properties;
- u) Notification to residents within 2km of the oval grounds is to be undertaken by the Shire, at the applicant's cost; and;
- v) An event debrief meeting is to be arranged with the Shire within two months of the event date, with relevant festival staff to be available to contribute. A list of complaints, issues and successes to be available for discussion.

#### Advice note:

The Shire's Ranger Service does not recommend that dogs be permitted or encourage to be brought to this event.

## **Strategic Alignment**

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

**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:** 9 - A thriving economy.

**Objective:** 9.2 - Attract and retain a diverse mix of businesses and investment opportunities.

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

**Objective:** 10.1 - Encourage more people to stop, shop and experience the Shire of Donnybrook

Balingup.

#### **Executive Summary**

The Shire is in receipt of an event application for Dark Down South Open Air Festival (the event) to be held at Jim McDonald Oval in Kirup on 21 and 22 November 2025. The applicant describes this event as "family friendly, all ages, camp on site heavy metal music festival with food vans and BYO". The applicant held this event at this venue over the weekend of 22 and 23 November 2024.

As this is a multi-day event that requires consideration of a Regulation 18 noise approval, it is being referred to Council for determination. Conditional approval is recommended.

## **Background**

A two-day music festival "Dark Down South Open Air Festival" has been proposed to be held at Jim McDonald Oval on the 21 and 22 of November 2025, with stage and marquee set up to commence from 18 November and pack down on 24 November. It will be a public, ticketed event with a cap of 400 audience members. It is proposed that live music will play from 2:00pm until 11:00pm on both days of the festival in 45 minute to 1 hour intervals. There will be recorded music between live performances with sound checks from 12:30pm. Food will be provided via food trucks. It is proposed to be a BYO alcohol event with camping available on site.

Along with their completed event application form JamArt Sound Lounge have provided:

- A site plan (refer Attachment 9.1.4(1))
- Certificate of currency showing public and products liability cover of \$20 million
- Application for approval of non complying event (including a noise management plan and example neighbour notification letter)
- Event risk assessment
- Fire Management Plan
- Application to consume liquor on a park reserve (BYO only)
- A temporary camping application with camping management plan

In their event application they have committed to providing:

- Temporary toilets to cater for their audience; acknowledging that the facilities at the Jim McDonald Oval are not adequate for this event
- Provision for disability access, including the opportunity to install a hearing loop if required
- First aid with two senior first aiders
- Cleaning and waste removal
- Temporary fencing
- Lighting towers
- Provision of professional security for the duration of the event
- A traffic management plan and accredited traffic controllers

The proposed event is outside the Shire's established high bushfire threat period.

## **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:	
Reputational	Possible	Moderate	Moderate (9)	
Risk Description:	Negative community expe	rience; risk to attendants		
Mitigation:	Applications are assessed on a case-by-case basis, through an internal, multi-disciplinary approach. The application outcome is considered with a resultant recommendation determined using a risk based approach. Feedback from last year's event at the same venue was positive.			
Risk:	Likelihood:	Consequence:	Risk Rating:	
Financial Impact	Possible	Catastrophic	High (15)	
Risk Description:	Injury to participant on Shire land leads to insurance claim for financial damage.			
Mitigation:	The applicant is required to hold appropriate insurance to mitigate this risk to the Shire.			
Risk:	Likelihood:	Consequence:	Risk Rating:	
Property	Possible	Moderate	Moderate (9)	
Risk Description:	Negative community experience; risk to attendants.			
Mitigation:	The building infrastructure at the Jim McDonald Oval is not fit for purpose and is not being made available to the applicant for this event. The applicant will need to bring in temporary facilities including toilets, structures, lighting towers and generators to facilitate their event.			
Risk:	Likelihood:	Consequence:	Risk Rating:	
Health	Unlikely	Catastrophic	High (10)	
Risk Description:	Injury to attendees from fire risks, crowd behaviour and temporary facilities.			
Mitigation:	The event is occurring outside of the established high threat period, fires will not be permitted, mobile/temporary food businesses are required to be registered and the applicant has committed to crowd control, first aiders and bringing in appropriate facilities.			

## **Financial Implications**

The event assessment process is a collaborative effort between Shire staff across the Operations Directorate, who each provide recommendations specific to their area of expertise. Application fees are not intended to fully recover the costs associated with the event assessment process.

This event attracts the following fees (as per Council's adopted fees and charges):

Item	Rate
Event application fee	\$250
Application Fee Temporary Camping	\$100
Oval Hire 18-24/11/22025	\$120/day (\$840)
Application fee Regulation 18	\$1,000
Notification letters	To be determined as per Council's
	Fees & Charges schedule

## **Policy Compliance**

As this event is a multi day event and requires consideration of approval of a non-complying noise event, under Policy COMD/CP-6 Events, this event application requires Council determination.

The duration of the event and set up/pack down dates meets the criteria for an exemption from Development Approval under item 4 of Policy COMD/CP-6 Events.

## **Statutory Compliance**

Under clause 61(1)(a)(17) and 61(2)(f) of the deemed provisions of the *Planning and Development* (Local Planning Schemes) Regulations 2015, events can be considered as exempted development where they meet the definition of "temporary works". Temporary works are defined as "the works are in existence for less than 48 hours, or a longer period agreed by the local government, in any 12-month period".

As outlined in the Policy section, the events policy established Council's agreed period of temporary works and use as follows:

- a. The use of land which is approved through an events approval process;
- b. The activity does not involve alterations to the land or construction of permanent structure(s);
- c. Each event is in existence for less than 96 hours (four days);
- d. Does not require a greater period than 10 days setup and breakdown of event infrastructure; and
- e. The cumulative total number of events at the property does not exceed more than 5 events in any 12-month period.

The proposed event meets the exempted development criteria.

Events in Western Australia are assessed under the following legislation:

- The Health (Public Buildings) Regulations 1992 (primary legislation);
- Caravan Parks and Camping Grounds Regulations 1997 (Temporary camping);
- Regulation 18 Environmental Protection (Noise) Regulations 1997 (Noise exemptions);
- Food Act 2008 (Temporary food businesses/mobile food stalls); and;
- Bush Fires Act 1954 (Total Fire Bans and Harvest Vehicle Movement Bans).

Due to the premises being accessed from a declared road, Traffic Management will need to be referred to Main Roads for their specific approval under the provisions of the *Main Roads Act 1930*.

#### Consultation

Due to the temporary nature of an event, community engagement regarding events is routinely limited to informing the community rather than seeking their feedback for consideration prior to approving an event. It is proposed that a mailout is conducted, at the applicant's cost, to residents within a 2 kilometre radius, notifying them of this event. This notification will include start and finish times as well as 24 hour contact information to assist with any complaint management.

There are currently 131 properties located within 2 kilometres of the oval. If Council wanted to increase the notification to a 5 kilometre radius, this would be a total of 218 properties.

JamArt Sound Louge intend to promote the event using social media, radio, newspapers, posters and flyers.

Last year, in the lead up to the event, a number of complaints were made to the Shire concerning the proposed activity and perceptions of the likely crowd. One particular resident, after the event, provided a glowing reference of the event organisers and the attendees. All feedback after the event was positive and no incidents or complaints were received.

#### **Officer Comment**

#### Noise

Noise emitted from any premises must comply with the provisions of the *Environmental Protection* (*Noise*) Regulations 1997. The Regulations reference assigned levels, when received at a receiving premises. Regulation 18 allows the Chief Executive Officer of the local government to approve an event if satisfied that "its noise emissions would exceed the assigned noise levels but would lose its character or usefulness if it had to meet the assigned levels".

It is widely accepted that music festivals would lose its character if it had to meet the assigned levels. Similar to last year's event, the applicant has committed to the following within their proposed Noise Management Plan:

- Placing a dB meter at the boundary line of the two adjacent residential properties as well as the front gate of the oval so that noise levels can be monitored in real time.
- Directing speakers away from nearby residential properties.
- Changeover/interval music between sets will be quieter than the live bands.
- Each band playing for a maximum of 45 minutes, excluding the headlining band that will play for 1 hour.
- Campers will be provided with clear guidelines and etiquette regarding noise after the bands end for the night.
- Key personnel/event organisers will be on site to monitor camper's activities after the bands end for the night and take corrective actions if necessary.
- Publication of an onsite contact number for residents to contact regarding any aspect of the event. Enables adjustment of noise levels if necessary.

In relation to noise, the Department of Health's "Guidelines for concerts, events and organised gatherings" includes the following:

Noise management plans should consider measures that will reduce the event's noise impact on the community, such as maximum sound levels at the mixing desk and noise sensitive premises. Outdoor music concerts and festivals need to operate at sound levels of at least 95 dB(A) at the mixing desk to achieve an acceptable atmosphere. The sound mixing operators for many of the artists may wish to operate at higher levels, typically up to 105 dB(A) at the mixing desk. In most cases, this is unnecessary and a limit of 100 dB(A) at the desk is acceptable. Noise levels are measured as 1-minute LAeq (average) sound levels.

Time and duration of the event

Control over the start and finish times and duration of the event will reduce the noise impact on noise sensitive occupiers. Events should generally be held at reasonable hours of the day such as from 9.00 am to 11.00 pm. Event duration should not exceed 6 hours. Sound check, or practice times should also be limited to no more than 1 to 2 hours and not before 9.00 am or after 10.00 pm. Longer event duration and later hours may be acceptable if it is demonstrated the community does not object or specific noise amelioration measures are implemented.

The applicant proposes 95 dB(A) at the mixing desk. While each day's event exceeds the recommended 6 hour duration (i.e. 9 hours), there will be breaks between each live performance with live music to finish at 11:00pm. The event is proposed for a Friday and Saturday night which are generally more socially acceptable nights for later events. Sufficient advance notice of the event enables those residents with sensitivities to be aware of the event and its intended duration.

#### Fire

The event is located within a bushfire prone area as illustrated in Figure 1. The event date is proposed to occur within the Shire's restricted burning period (1 November - 14 December) and outside of the Standardised "High Threat Period" (HTP) for the Lower Southwest being, the second Thursday in December until the last Thursday in March.



Figure 1 - Map of Bush Fire Prone Areas (marked pink)

Figure 2 identifies the fuel age within the locality. The event grounds are flat with multiple emergency egress points available if required. In addition, the proximity to an established townsite further reduces the risk of fire, as well as affording areas of refuge, should a fire occur. On balance, the site is considered suitable for an event at this time of year.

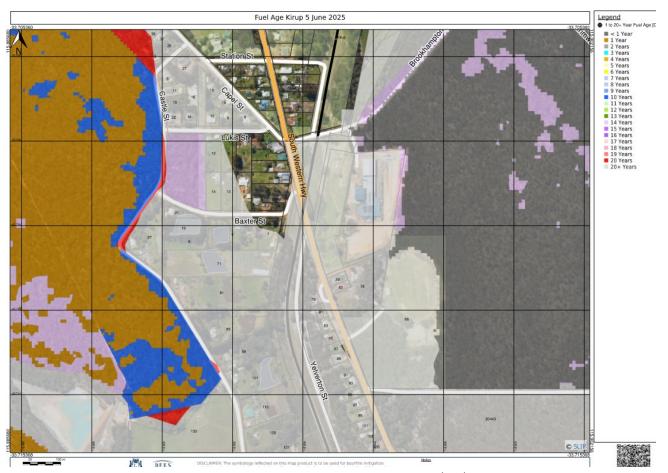


Figure 2 – Fuel Age Kirup (Plan generated 5/06/2025)

COUNCIL RESOLUTION:	117/06-25		
MOVED BY:	Cr Anita Lindemann	SECONDED BY:	Cr Grant Patrick

#### **That Council:**

- 1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Dark Down South Open Air Festival, as temporary works and use and therefore exempt from development approval under clause 61(1)(a)(17) and 61(2)(f) of the *Planning and Development* (Local Planning Schemes) Regulations 2015.
- 2. Approves the event, Dark Down South Open Air Festival, proposed to be held at Jim McDonald Oval Kirup on 21 and 22 November 2025 subject to the following conditions:
  - a) All commitments and undertakings provided for in the application to be complied with. Should there be any discrepancies between the documents and these conditions, the condition prevail to the extent of the inconsistency;
  - b) A maximum accommodation number of 500 people on site at any one time (that includes event staff, vendors and volunteers);
  - c) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;

- d) Event organiser to provide evidence of minimum \$20 million public liability insurance for any one event for all proposed activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 7 days prior to the event date;
- e) All electrical equipment is to be tested and tagged by an appropriately qualified person;
- f) All temporary generator installations must be earthed in accordance with Australian Standards, as appropriate. A Form 5 "Certificate of Electrical Compliance" is required to be submitted by a licensed electrical contractor for all temporary power installations prior to commencement of the event;
- g) A minimum of ten (10) temporary toilets comprising four (4) male toilets, five (5) female toilets and one (1) unisex accessible toilet and associated hand basins are to be provided for the event use. They are to be placed so that they are within 90 metres of any camp site;
- h) All toilets are to be serviceable for the duration of the event and located in a manner to facilitate servicing/replenishment for the duration of the event;
- i) Event and camp grounds are to have adequate lighting after dark;
- j) Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;
- All temporary structures (including gazebos, tents and camping structures) must be suitably secured to prevent movement in wind gusts and must not be used if winds will exceed manufacturer specified rating;
- I) For the stages and any tent or marquee greater than 55m² the event organiser is to provide a Certificate of Structural Adequacy from a practising structural engineer or authorised installer, confirming structural adequacy of temporary structures installed. Certificate of Structural Adequacy is required to be completed by an authorised installer or structural engineer and submitted prior to commencement of the event;
- m) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations* 1997 is to be obtained from the Shire Chief Executive Officer;
- n) The application required under Regulation 18 of the *Environmental Protection (Noise)*Regulations 1997 is to include a Noise Management Plan;
- o) Camping for event attendees is permitted for two (2) nights and for event organisers a total of six (6) nights and subject to separate written approval from the Shire;
- p) Applicant to submit a Traffic Management Plan (TMP) prepared by an appropriately qualified person, showing temporary warning signs and method of traffic management to control traffic integration with South West Highway. TMP and any proposed event signage will require separate approval from Main Roads WA, prior to commencement of the event. Written evidence of Main Roads WA approval required to be submitted at least 7 days prior to the event;
- q) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the TMP must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;
- r) Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval. The following information, for each food vendor, is also required to be submitted:
  - i. A copy of the vendors 'Food Business Registration Certificate (Food Act 2008)' from their "home" Shire (if not from the Shire of Donnybrook Balingup); and;

- ii. A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- s) A first aid post with a minimum of two qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
- t) The event organiser is to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully without any rubbish or debris being deposited on neighbouring properties;
- u) Notification to residents within 2km of the oval grounds is to be undertaken by the Shire, at the applicant's cost; and;
- v) An event debrief meeting is to be arranged with the Shire within two months of the event date, with relevant festival staff to be available to contribute. A list of complaints, issues and successes to be available for discussion.

#### Advice note:

The Shire's Ranger Service does not recommend that dogs be permitted or encourage to be brought to this event.

For: Cr MacCarthy, Cr Glover, Cr Lindemann, Cr Mitchell, Cr Partick

**Against:** Cr Bailey, Cr Gubler, Cr Shand

Carried: 5/3

## 9.1.5. Indigenous Mural to Complement Yarning Circle

**Report Details:** 

**Prepared by:** Senior Community Development Officer

Manager: Manager Development Services

Applicant: Donnybrook District High School

**Location:** Corner Emerald and Bentley Streets, Donnybrook.

File Reference: A2083 Voting Requirement: Simple Majority

Attachment(s):

Nil.

#### **Executive Recommendation**

#### **That Council:**

- 1. Notes the proposal to create a mural on the shed located behind the yarning circle at Donnybrook District High School;
- 2. Note that the final design will be approved by the school Principal in partnership with Indigenous Elders before commencing works; and
- 3. Approves a contribution of \$4,000 towards the project with those funds being drawn from account 127820 indigenous mural project.

## **Strategic Alignment**

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

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

**Objective:** 1.4 - Encourage recognition and respect for all cultures.

**Item:** 1.4.1 - Enable development of a community-led Reconciliation Action Plan.

**Outcome:** 11 - Strong, visionary leadership.

**Objective:** 11.2 - Improve community consultation and engagement.

### **Executive Summary**

Donnybrook District High School are planning an indigenous mural to complement the yarning circle which is already taking shape on school grounds. The Shire has been asked to provide funding support of \$4,000 to this project. This project allows the school, Shire, and the wider community to have a point of meeting, yarning, learning, and connection with Indigenous residents in the Shire.

#### **Background**

In 2020 the Shire received a donation of \$5,000 from Perkins and in 2022 received a further \$5,000 from Talison to go towards an Aboriginal Participation and Art project to encourage cultural awareness and engagement in Donnybrook. The \$10,000 budget (account 12780) was originally planned to be used for an Indigenous Mural. The parameters requirements of the art project are broad, and no

specific acquittal is required for the funding received. The first \$6,000 was spent on materials and labour for a yarning circle at Donnybrook District High School.

At its Ordinary Council meeting held 26 June 2024 Council resolved the following:

#### "COUNCIL RESOLUTION 94/24

That Council notes the proposal to develop an indigenous yarning circle at the Donnybrook District High School and approves a contribution of \$6000 towards the project with those funds being drawn from Account 127820- Indigenous mural project."

Donnybrook District High School have since worked to create a yarning circle which presently looks like this:



Figure 1: Current Yarning Circle and shed

Donnybrook District High School would now like to paint the shed (pictured) with a mural that recognises the cultural significance of the site for local Aboriginal people with its proximity to the Preston River. The mural will be painted on panels affixed to the shed to ensure an appropriate painting surface. To complete this project Donnybrook District High School have requested the remaining \$4,000 to be drawn from Account 127820 - Indigenous mural project. The mural design will be approved by the school Principal and in partnership with Indigenous elders before commencing works.



Figure 2: Proposed mural panels.

## **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:
Property	Unlikely	Minor	Low (2)
Risk Description:	Maintenance/vandalism		
Mitigation:	Location at the school mitigates this risk to the Shire as the school will maintain the site. Furthermore, the young people will be engaged in the process of designing and creating the mural, thus, they will be pre disposed to value and protect it. The shed as pictured has bore water stains, however the sprinklers have been realigned and the bore water no longer reaches the shed.		

## **Financial Implications**

As the mural will be on school property it will be up to the school to maintain it thus, there are no ongoing financial implications for the Shire.

This funding which has been carried over since 2022 due to the inability to secure an appropriate project will be expended allowing this account (127820) to be closed.

## **Policy Compliance**

## Council Policy COMD/CP-3- Community Engagement Framework

Under the policy statement "Active community participation in the Shire's decision-making processes" the Shire has committed to

b. Work in partnership with Aboriginal people, where possible

The school has confirmed that consultation regarding this project has been undertaken with Aboriginal Elders from the area through communication with Karim Khan (Gnaala Karla Booja Aboriginal Corporation) who is connected with country in Donnybrook and acts as a spokesperson for Elders who live in other Shires.

## **Statutory Compliance**

Local Planning Policy 9.19 Memorials and Public Art applies to public art that can be viewed in the public domain, including public open space, reserves vested to the Shire and on privately owned land visible from public areas.

Shire Planning staff have viewed the proposed mural location from the nearest road which is Emerald Street. Given the large setback distance from Emerald Street, these works are primarily internal and therefore LPP 9.19 is not considered applicable.

#### Consultation

The project has been collaboratively developed with the Donnybrook District High School and has also been developed in consultation with Karim Khan. Telecia O'Dine, the artist on the project, is Karim Khan's niece and she is keeping him informed at all stages of the project.

#### **Officer Comment**

The Indigenous mural will enhance and complement the yarning circle which is a space to recognise local Indigenous culture and facilitate meaningful conversations with Indigenous community members.

The chosen site means that ongoing maintenance will be the responsibility of the school which ameliorates financial impact on the Shire.

The funds were originally allocated for an Indigenous mural, so this project honours the original intent and spirit of the donation from Perkins and Talison.

COUNCIL RESOLUTION:	118/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Grant Patrick

#### **That Council:**

- 1. Notes the proposal to create a mural on the shed located behind the yarning circle at Donnybrook District High School;
- 2. Note that the final design will be approved by the school Principal in partnership with Indigenous Elders before commencing works; and
- 3. Approves a contribution of \$4,000 towards the project with those funds being drawn from account 127820 indigenous mural project.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr	Lindemann, Cr Mitchell, Cr Partick, Cr Shand
Against: Nil.	
	Carried: 8/0 by en-bloc resolution 110/06-25

### 9.2. Director Finance and Corporate

## 9.2.1. Schedule of Accounts Paid as at 31 May 2025

**Report Details:** 

**Prepared by:** Finance Officer

Manager: Manager Financial Services

File Reference: FNC 10/2 Voting Requirement: Simple Majority

Attachment(s):

Nil.

#### **Executive Recommendation**

That Council receive the schedule of accounts paid as detailed in the report for the period ending 31 May 2025.

## **Strategic Alignment**

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

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

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

Item: Nil.

#### **Executive Summary**

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 31 May 2025, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to \$1,665,280.89.

## **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:

- (a) The payee's name; and
- (b) The amount of the payment; and
- (c) The date of the payment; and
- (d) Sufficient information to identify the transaction.

This list of accounts is to be:

- (a) Presented to Council at the next ordinary meeting of the Council after the list is prepared; and
- (b) 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.

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD	PAYMENTS			
DD28426.1	14/05/2025	BENDIGO BANK		
	05/04/2025	SENDGRID	DBK REC CTR - MONTHLY	147.98
			AUTOMATED EMAIL SERVICE,	
			LINKED TO ENVIBE - APR 25	
	09/04/2025	DONNYBROOK FRUIT BARN PTY LTD	DIRECTOR OPERATIONS - FUEL	90.95
	10/04/2025	REDDY EXPRESS	CEO - TRAVEL EXPENSES -	3.50
			REFRESHMENTS	
	10/04/2025	AUSTRALIA POST	BLN BFB - POST OFFICE BOX	56.00
	11/04/2025	OCEAN BEACH HOTEL	CEO - TRAVEL - MEAL	25.00
	11/04/2025	CALTEX BUSSELTON	DIRECTOR OPERATIONS - FUEL	131.73
	12/04/2025	OCEAN BEACH HOTEL	CEO - TRAVEL - REFRESHMENTS	4.50
	14/04/2025	WESTIN PERTH	PRINCIPAL ENV HEALTH OFFICER - TRAVEL - ACCOMMODATION	621.90
	14/04/2025	BP DONNYBROOK	DIRECTOR OPERATONS - FUEL	128.48
	20/04/2025	ARMANTI	APEX PARK - PUBLIC TOILETS - TILES & GROUT	1,775.02
	25/04/2025	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION - APR 25	41.96
	29/04/2025	BENDIGO BANK	BENDIGO CARD FEES - MAY 25	16.00
			TOTAL: CREDIT CARD PAYMENTS	3,043.02
EFT PAYMEN	ΓS			,
EFT30819A	01/05/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 30.04.25	149,848.82
EFT30819B	01/05/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 30.04.25	41,180.00
EFT30820	08/05/2025	HARMONIC IT	DATA PLATFORM RENEWAL ONE YEAR	1,555.40
EFT30821	08/05/2025	AUSTRALIA POST - ACCOUNTS	SHIRE & LIBRARY POSTAGE - APR 25	1,403.14
EFT30822	08/05/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	212.00
EFT30823	08/05/2025	AUSTRALIAN COMMUNICATIONS &	BALINGUP COMMS SITE LICENSING FEES	116.00
EFT30824	08/05/2025	ALL LIFT LIFTING SERVICES	ANNUAL HEIGHT SAFETY EQUIP & STATIC LINE INSPECTIONS	2,511.85
EFT30825	08/05/2025	ADMEDIA AUSTRALIA PTY LTD	DBK REC CTR - BROADCAST RELEASE	55.00
EFT30826	08/05/2025	ABC FILTER EXCHANGE	DBK REC CTR - REPLACEMENT AIR FILTERS	36.30
EFT30827	08/05/2025	AUST WIDE TAX & PAYROLL	STAFF TRAINING	398.00
EFT30828	08/05/2025	AIC BUILDING SERVICES	YABBERUP HALL - CDC	550.00
EFT30829	08/05/2025	AUSTRALIAN ELECTORAL COMMISSION	REFUND OF HIRE BOND	150.00
EFT30830	08/05/2025	CHELSEA ATHERTON	REFUND OF SWIMMING LESSONS	138.96
EFT30831	08/05/2025	BALINGUP PROGRESS ASSOCIATION	COMMUNITY GRANT FOR BALINGUP ACADEMY - 2024/25	2,000.00
		BALINGUP PROGRESS ASSOCIATION	BALINGUP ARTS AND CULTURAL HUB (BACH) - GRANT 2024/25	1,545.00
EFT30832	08/05/2025	BUNNINGS GROUP LIMITED	DBK REC CTR - CARGO CASE	436.05
EFT30833	08/05/2025	BOC LIMITED	LPG	82.30

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30834	08/05/2025	BANKS PEST AND WEED CONTROL	SPRAYING ROAD VERGES	1,947.00
EFT30835	08/05/2025	COUNTRY WOMENS ASSOCIATION - BALINGUP	ANZAC DAY WREATH 2025	60.00
EFT30836	08/05/2025	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	ADMIN - MONTHLY PHONE/SIP ACCOUNT - APR 25	928.09
EFT30837	08/05/2025	BRIGHTMARK GROUP PTY LTD	PUBLIC TOILET, BBQ & OFFICE CLEANING - APR 25, ONE OFF CLEAN PUMP TRACK BUILDING, DBK LIBRARY CARPET CLEAN	18,005.21
EFT30838	08/05/2025	SARAH JO BEHAN	DONATION FOR STATE TRIATHLON PARTICIPATION	700.00
EFT30839	08/05/2025	GEOGRAPHE FORD	TOWING PACK & LIGHT BAR	4,967.55
EFT30840	08/05/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	701.60
EFT30841	08/05/2025	BIDFOOD BUNBURY	DBK REC CTR - KIOSK STOCK	170.39
EFT30842	08/05/2025	CRS ELECTRICAL	DBK REC CTR - REPLACE LIGHTS IN STADIUM	1,491.60
EFT30843	08/05/2025	CORSIGN WA	DOGS ON LEASH SIGNS	74.80
EFT30844	08/05/2025	COUGHLAN ESTATE	REFUND - FOOD SAFETY SERVICE CHARGE	36.67
EFT30845	08/05/2025	CS LEGAL	LEGAL EXPENSES - RATES DEBT RECOVERY	110.00
EFT30846	08/05/2025	CAPE TRAINING & ASSESSING	STAFF TRAINING - CHAINSAW	1,110.00
EFT30847	08/05/2025	COOEE PTY LTD	DBK & BLN WMF - WASTE MANAGEMENT SYSTEM - 01.06.25 TO 31.05.26	13,735.70
EFT30848	08/05/2025	CHG-MERIDIAN AUSTRALIA PTY LIMITED	LEASE PAYOUT FOR SPIN BIKES	1,936.00
EFT30849	08/05/2025	DONNYBROOK & DISTRICTS PLUMBING SERVICE	APEX PARK PUBLIC TOILETS - SUPPLY AND INSTALL PLUMBING	6,600.00
EFT30850	08/05/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	TYRE REPAIR AND ROTATION OF ALL TYRES	88.00
EFT30851	08/05/2025	DONNYBROOK DISTRICT HIGH SCHOOL P & C ASSOC.	COMMUNITY GRANT 2024/25	2,000.00
EFT30852	08/05/2025	DE LAGE LANDEN PTY LTD	CISCO CATALYST SUPPORT & LICENSES	670.12
EFT30853	08/05/2025	DONNYBROOK COMMUNITY RADIO INC.	RADIO ADVERTISNG FOR LIBRARY 25TH ANNIVERSARY	65.00
EFT30854	08/05/2025	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	SHOP LOCAL VOUCHERS	200.00
EFT30855	08/05/2025	DONNYBROOK FAMILY DOCTORS	CONSULTATION	198.00
EFT30856	08/05/2025	DONNYBROOK MOBILE WELDING	VC MITCHELL PARK - FABRICATE STREET SIGN POSTS	7,010.30
EFT30857	08/05/2025	ENVISIONWARE AUSTRALIA PTY LTD	ENVISIONWARE ANNUAL RENEWAL FOR RESERVATION SERVICE	990.00
EFT30858	08/05/2025	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	REFUND OF GRANT	15,750.00

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30859	08/05/2025	JENNIFER HELEN SMITH	ANZAC DAY WREATHS 2025	525.00
EFT30860	08/05/2025	FAIRTEL PTY LTD	DBK SES - PHONE AND NBN SERVICE	154.00
EFT30861	08/05/2025	MOORE AUSTRALIA (WA) PTY LTD	COMBINED FINANCIAL	3,520.00
			MANAGEMENT SYSTEMS REVIEW &	
			AUDIT, REGULATION 17 REVIEW	
EFT30862	08/05/2025	HASTIE WASTE PTY LTD	DBK & BLN WMF - PROCESSING OF	520.00
			MATTRESSES FOR RECYCLING	
			APEX PARK PUBLIC TOILETS - SKIP BIN HIRE	445.50
			DBK WMF - MANAGEMENT - APR 25	26,107.57
			BLN TRANSFER STATION -	13,807.93
			MANAGEMENT - APR 25	
			CLIFFORD ST - SERVICING OF FRONTLIFT WASTE BIN - APR 25	90.00
			SOUTH WEST HWY - SERVICING OF	90.00
			FRONTLIFT WASTE BIN - APR 25	
			DBK WMF - DELIVERY, SUPPLY,	494.00
			PICKUP & DISPOSAL OF HAZIBAG	
EFT30863	08/05/2025	HOST CORPORATION PTY LTD	VC MITCHELL - CATERING EQUIPMENT	391.05
EFT30864	08/05/2025	HEMSLEY'S LANDCARE SERVICES	BLACKBERRY CONTROL - BALINGUP BROOK	1,360.00
EFT30865	08/05/2025	DOMINIKA HALL	REFUND CANCELLATION DBK TRANSIT PARK	45.00
EFT30866	08/05/2025	INFIELD SERVICES PTY LTD	VEHICLE SERVICE & REPAIR	990.01
EFT30867	08/05/2025	SOUTH WEST ISUZU	VEHICLE SERVICE	350.79
EFT30868	08/05/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINTENANCE & GARDENING	2,653.20
			MINOR BUILDING REPAIRS & MAINTENANCE - VC MITCHELL, EGAN PARK, APEX TOILETS	2,110.90
EFT30869	08/05/2025	KMART SOUTH BUNBURY - 1187	DBK REC CTR - PROGRAM SUPPLIES	72.00
EFT30870	08/05/2025	LOTEX FILTER CLEANING SERVICE	FILTER CLEANING	201.92
EFT30871	08/05/2025	LGISWA	MEMBER RETAINED RISK PAYMENT - MOTOR VEHICLE CLAIM	500.00
EFT30872	08/05/2025	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	FRIEGHT CHARGES	26.68
EFT30873	08/05/2025	MATTHEW JAMES KNOTT	BLN CEMETERY - CONSTRUCT NICHE WALLS & SEATING	13,600.00
EFT30874	08/05/2025	OFFICEWORKS	VC MITCHELL - OFFICE CHAIRS	2,677.95
EFT30875	08/05/2025	ONSITE RENTAL GROUP OPERATIONS PTY LTD	DBK REC CTR - HIRE OF SCISSOR LIFT FOR STADIUM MAINTENANCE	1,038.44
EFT30876	08/05/2025	PRESTON VALLEY MAINTENANCE	MINOR BUILDING REPAIRS & MAINTENANCE - VC MITCHELL	495.00
EFT30877	08/05/2025	PALMER EARTHMOVING (AUSTRALIA) PTY LTD	WINNING AND CRUSHING OF GRAVEL	29,185.52
EFT30878	08/05/2025	CR GRANT PATRICK	COUNCILLOR TRAVEL	428.58
EFT30879	08/05/2025	PAPALIA	REFUND SWIMMING LESSONS	108.08

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30880	08/05/2025	HWAPYEONG PARK	REFUND GYM CARD	25.00
EFT30881	08/05/2025	JARRAD A RAMSDEN	STAFF TRAINING - REIMBURSEMENT OF MEAL EXPENSES	81.87
EFT30882	08/05/2025	RAY TINK ROOFING	COMMUNITY CENTRE & INFANT HEALT CLINIC - ROOF COVER REPLACEMENT	28,105.11
EFT30883	08/05/2025	RECRUITWEST PTY LTD	CASUAL LABOR HIRE	6,865.36
EFT30884	08/05/2025	SPENCER SIGNS	MAGNETIC SIGNS FOR BUSH FIRE PREPERARDNESS SIGNAGE	122.82
EFT30885	08/05/2025	STEWART & HEATON CLOTHING CO. P/L	BFB PPE	709.87
EFT30886	08/05/2025	SOUTH WEST SEPTICS	DONNYBROOK LIONS CLUB - SEPTIC TANK PUMP OUT	620.00
EFT30887	08/05/2025	SOUTHWEST FENCING & BALUSTRADES	VC MITCHELL - SUPPLY & INSTALL BALUSTRADE	9,489.90
EFT30888	08/05/2025	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	DBK ADMIN CENTRE - REPLACE TWO FAULTY LED PANEL LIGHTS	827.75
			AYRES GARDEN PRECINCT- REPAIRS TO SITE MAIN SWITCHBOARD	5,234.36
EFT30889	08/05/2025	SUPAGAS	BLN HALL - GAS FACILITY FEE	50.60
EFT30890	08/05/2025	SOUTHERN STAR BUILDING COMPANY & MAINTENANCE	BROOKHAMPTON PUBLIC HALL - REPLACE JARRAH ROUGH SAWN WEATHERBOARD CLADDING	7,580.00
EFT30891	08/05/2025	SWADEE COMPANY PTY LTD	APEX PARK PUBLIC TOILETS - TILING	9,625.00
EFT30892	08/05/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES - APR 25	2,164.10
EFT30893	08/05/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	181.74
EFT30894	08/05/2025	TOTALLY WORKWEAR BUNBURY	BFB PPE	498.47
EFT30895	08/05/2025	TELAIR PTY LTD	NBN - APR 25	287.00
EFT30896	08/05/2025	TUDOR HOUSE (WA) PTY LTD	FLAGS	1,435.00
EFT30897	08/05/2025	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	129.00
EFT30898	08/05/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	6,792.44
EFT30899	08/05/2025	SYNERGY	ELECTRICITY CHARGES	7,752.07
EFT30900	08/05/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA CEO PERFORMANCE REVIEW ONSITE TRAINING	6,270.55
EFT30901	08/05/2025	VEOLIA ENVIRONMENTAL SERVICES	STREET SWEEPING - APR 25	2,454.15
EFT30902	08/05/2025	WOODLANDS DISTRIBUTORS PTY LTD	COMPOSTABLE DOG WASTE BAGS	1,100.88
EFT30903	08/05/2025	YABBERUP COMMUNITY ASSOCIATION INC.	COMMUNITY GRANT - WATER TANK YABBERUP HALL - 2024/25	2,000.00
EFT30904	08/05/2025	ZIPFORM	PROGRAMING, SET UP, PRINTING, ENVELOPE INSERT & LODGEMENT OF 4TH INSTALLMENT	1,473.70
EFT30904A	15/05/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 14.05.25	154,225.11

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30904B	16/05/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 15.05.25	42,374.00
EFT30905	22/05/2025	HARMONIC IT	MANAGED SERVICES AGREEMENT - IT SUPPORT	6,160.00
			MANAGED FORTANALYZER FOR 5 FIREWALLS SITE LICENCE	385.00
EFT30906	22/05/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	PAYROLL DEDUCTIONS	106.00
EFT30907	22/05/2025	NATIONAL TRANSPORT RESEARCH ORGANISATION (NTRO)	BEST PRACTIVE GUIDE TO UNSEALED ROADS	3,948.00
EFT30908	22/05/2025	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	481.48
EFT30909	22/05/2025	ALL LIFT LIFTING SERVICES	LOAD TEST CONCRETE CLUCTHES	780.57
EFT30910	22/05/2025	ARC INFRASTRUCTURE PTY LTD	CONTRUCTION LICENCE - STAGE COVER & CULVERT WORKS (TO BE REIMBURSED FROM BLN MEDIEVAL CARNIVAL COMMITTEE)	1,375.00
EFT30911	22/05/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	VEHICLE PARTS	695.36
EFT30912	22/05/2025	ALTUS GROUP CONSULTING PTY LIMITED	DBK REC CTR - COST ESTIMATE - CHANGING ROOM RENOVATION	4,675.00
EFT30913	22/05/2025	AIC BUILDING SERVICES	BLN PUBLIC HALL/LIBRARY - CERTIFICATE OF DESIGN COMPLIANCE FOR NEW FLAT ROOF	330.00
EFT30914	22/05/2025	BUNNINGS GROUP LIMITED	BROOKHAMPTON HALL REFURBISHMENT PROJECT MATERIALS, VC MITCHELL SYNTHETIC TURF	4,776.80
EFT30915	22/05/2025	WALTER JOHN BAILEY	MONTHLY COUNCILLOR ALLOWANCES - MAY 25	973.15
EFT30916	22/05/2025	BUNBURY & BUSSELTON AIR	DBK REC CTR - POOL HEATER REPAIRS	795.62
EFT30917	22/05/2025	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY EMERGENCY HELP MONITORING	440.00
EFT30918	22/05/2025	BESAFE BUILDING INSPECTIONS	BLN TRANSFER STATION - CERTIFICATE OF DESIGN COMPLIANCE	690.00
EFT30919	22/05/2025	BUNBURY SUBARU	VEHICLE SERVICE	647.11
EFT30920	22/05/2025	BLACKWOOD TANKS	EGAN PARK - WATER TANK	22,435.00
EFT30921	22/05/2025	CARBONE BROS. PTY LTD	CUNDINUP KIRUP RD - RFT 01-2425 - CLAIM #03	7,201.70
			BALINGUP-NANNUP RD - RFT 01- 2425 - CLAIM #02	327,459.92
EFT30922	22/05/2025	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	INS CLAIM - IRISHTOWN RD BRIDGE - HIRE OF CRASH BARRIERS	1,078.11
EFT30923	22/05/2025	CITY & REGIONAL FUELS	DB5 - PURCHASES ON FUEL CARD - APR 25	608.93
			DB15 - PURCHASES ON FUEL CARD - APR 25	130.79
			BULK DIESEL & ULP - APR 25	10,719.42

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
			DB8891 - PURCHASES ON FUEL CARD - APR 25	370.30
			DB8887 - PURCHASES ON FUEL CARD - APR 25	273.26
			DB8893 - PURCHAES ON FUEL CARD - APR 25	448.56
			DB2523 - PURCHASES ON FUEL CARD - APR 25	173.59
			DB2234 - PURCHASES ON FUEL CARD - APR 25	193.70
			DB7324 - PURCHASES ON FUEL CARD - APR 25	170.99
			DB252 -PURCHASES ON FUEL CARD - APR 25	383.86
			DB463 - PURCHASES ON FUEL CARD - APR 25	256.67
EFT30924	22/05/2025	CLIFFORD AUTO REPAIRS	VEHICLE SERVICES	1,818.84
EFT30925	22/05/2025	DUG CROSS ELECTRICS	ELECTRICAL REPAIRS & MAINTENANCE - APEX PARK PUBLIC TOILETS, BLN REC CTRE, DBK PUMP TRACK, AYRES GARDEN, DBK REC CTR	5,250.00
EFT30926	22/05/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	350.80
EFT30927	22/05/2025	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING BIN TRANSFER/PROCESSING - APR 25	1,041.70
EFT30928	22/05/2025	WESTERN AUSTRALIA POLICE	ELS - VOLUNTEER POLICE CHECKS - APR 25	18.00
EFT30929	22/05/2025	CRESCENT CONVEYANCERS	RATES REFUND	457.75
EFT30930	22/05/2025	CLEANAWAY	REFUSE COLLECTION - WASTE - APR 25	56,852.07
EFT30931	22/05/2025	CROSS SECURITY SERVICES	LOWDEN BFB - QUARTERLY SECURITY MONITORING EXPENSES	135.00
EFT30932	22/05/2025	CAFE 48	COUNCILLOR & BUDGET DEVELOPMENT WORKSHOPS - REFRESHMENTS	189.00
EFT30933	22/05/2025	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, PARKS AND GARDENS, RANGERS - APR 25	204.38
EFT30934	22/05/2025	CLEANAWAY PTY LTD	DBK WMF - RECYCLING BIN TRANSFER/PROCESSING - APR 25	1,685.20
EFT30935	22/05/2025	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STN - CLEAR 4.5M & 9M GENERAL WASTE BINS - APR 25	4,466.91
EFT30936	22/05/2025	SHIRE OF DARDANUP	SIRSI DYNIX SOFTWARE	215.93
EFT30937	22/05/2025	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICAL	165.00
EFT30938	22/05/2025	DONNYBROOK HARDWARE & GARDEN	HARDWARE SUPPLIES - WETTING AGENT, FERTILISER, NATIVE	684.73

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
			PLANTS, KIWIKSET, BOLTS,	
			WATERING CAN, BATTERIES, TUBS,	
			HOE, SHOVEL, KNIFE, RAKE, PAINT,	
			KEY CUTTING, KEYS, DRILL RIVET,	
			ANT SPRAY, CABLE TIES, TOILET	
			ROLL HOLDERS, HACKSAW	
EFT30939	22/05/2025	DONNYBROOK FRUIT BARN PTY LTD	BFB - DIESEL - APR 25	186.69
EFT30940	22/05/2025	DONNYBROOK BRIDGESTONE TYRE	TYRE REPLACEMENT & REPAIRS,	1,223.00
		SERVICE	BLACK CHIP BARK	
EFT30941	22/05/2025	DONNYBROOK DISTRICT HIGH	DBK LIBARY - BOOK STOCK,	2,196.24
		SCHOOL	MAGAZINE SUBSCRIPTIONS,	
			ELECTRICITY, WATER USAGE &	
			VARIOUS ITEMS FOR LIBRARY	
			PROGRAMS	
EFT30942	22/05/2025	DONNYBROOK FARM SERVICE	RETIC COMPONENTS, POOL	1,820.94
			CHEMICALS, INSECTICIDE	
EFT30943	22/05/2025	DONNYBROOK FRESH SUPA IGA	GROCERY SUPPLIES	581.63
EFT30944	22/05/2025	DEPARTMENT OF ENERGY, MINES,	BSL LEVY COLLECTIONS APR 2025	1,798.10
		INDUSTRY REGULATION AND		
		SAFETY - BUILDING COMMISSION		
EFT30945	22/05/2025	DEPARTMENT OF BIODIVERSITY,	MUNRO BFB - LEASE	173.56
		CONSERVATION AND		
		ATTRACTIONS		
EFT30946	22/05/2025	DONNYBROOK FAMILY DOCTORS	CONSULTATION	147.65
EFT30947	22/05/2025	DISMANTLE INC	BIKE RESCUE PROGRAM - TERM 2	7,985.00
			2025 - 50%	
EFT30948	22/05/2025	CR ALEXIS LOUISE DAVY	MONTHLY COUNCILLOR	973.15
			ALLOWANCES - MAY 25	
EFT30949	22/05/2025	DG AIR SOUTHWEST	DBK DEPOT - SUPPLY & INSTALL X2	4,403.30
			REVERSE CYCLE SPLIT SYSTEMS	
EFT30950	22/05/2025	ASSIMINA DI LOLLO/DANNY	REIMBURSE 50% OF INVOICE FOR	2,509.55
		ESTRADA	BLACKBERRY CONTROL	
EFT30951	22/05/2025	ELIZABETH EMILY ELLIS	REIMBURSE 50% OF INVOICE FOR	338.30
			BLACKBERRY CONTROL	
EFT30952	22/05/2025	FRONTLINE FIRE & RESCUE	JERRY CANS	242.00
EFT30953	22/05/2025	FERTILUS PTY LTD	REIMBURSE 50% OF INVOICE FOR	1,178.95
			BLACKBERRY CONTROL	,
EFT30954	22/05/2025	CR LISA KATHLEEN GLOVER	MONTHLY COUNCILLOR	1,198.81
	, ,		ALLOWANCES - MAY 25	,
EFT30955	22/05/2025	PETER GEORGE GUBLER	MONTHLY COUNCILLOR	973.15
	, ,		ALLOWANCES - MAY 25	
EFT30956	22/05/2025	MOORE AUSTRALIA (WA) PTY LTD	2025 ANNUAL FINANCIAL	660.00
	,,		WORKSHOP	
EFT30957	22/05/2025	HEATLEYS SAFETY & INDUSTRIAL	INS CLAIM - DBK DEPOT - SUPPLY	59.90
•			RATCHET TIE DOWNS	
EFT30958	22/05/2025	GARRY ALLEN HATCH	REIMBURSE 50% OF INVOICE FOR	619.40
			BLACKBERRY CONTROL	525.10

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30960	22/05/2025	HOBERG PTY LTD	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	550.00
EFT30961	22/05/2025	INTERFIRE AGENCIES PTY LTD	KIRUP BFB - REPLACEMENT HOSES	1,310.20
EFT30962	22/05/2025	ITR PACIFIC PTY LTD	BUCKET TEETH	394.59
EFT30963	22/05/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINTENANCE & GARDENING	917.40
			MINOR BUILDING REPAIRS & MAINTENANCE - VC MITCHELL, COUNCIL CHAMBERS	1,540.50
EFT30964	22/05/2025	LIVING SPRINGS WATER PTY LTD	BOTTLED WATER - APR 25	26.00
EFT30965	22/05/2025	CR ANITA MAREE LINDEMANN	MONTHLY COUNCILLOR ALLOWANCES - MAY 25	973.15
EFT30966	22/05/2025	METLAM AUSTRALIA PTY LTD	APEX PARK PUBLIC TOILETS - BABY CHANGE STATION SURFACE MOUNTED	3,379.18
EFT30967	22/05/2025	CR ANNE BEATRICE MITCHELL	MONTHLY COUNCILLOR ALLOWANCES - MAY 25	973.15
EFT30968	22/05/2025	MJB INDUSTRIES PTY LTD	SOUTHAMPTON RD - DRAINAGE PRODUCTS	18,787.93
EFT30969	22/05/2025	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS LICENSES & EXCHANGE ONLINE PLAN - APR 25	2,122.23
EFT30970	22/05/2025	CR VIVIENNE FRANCES MACCARTHY	MONTHLY COUNCILLOR ALLOWANCES - MAY 25	744.00
EFT30971	22/05/2025	OFFICEWORKS	OFFICE STATIONERY, FUNITURE, WHITE BOARD	799.53
EFT30972	22/05/2025	NICHOLAS GREGORY O'CONNOR	REIMBURSE PROFESSIONAL DEVELOPMENT - DIGITAL TRANSFORMATION	4,125.72
EFT30973	22/05/2025	LEIGH CAROLINE OROHOE	COUNCIL CONTRIBUTION FOR CROSSOVER - 5C BRIDGE STREET	159.00
EFT30974	22/05/2025	IAN NIGEL OBERN	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	586.00
EFT30975	22/05/2025	PRESTON PRESS	SHIRE CONNECT PUBLICATIONS	500.00
EFT30976	22/05/2025	FULTON HOGAN INDUSTRIES PTY LTD	GREENBUSHES GRIMWADE ROAD - PRIMERSEAL	42,558.12
EFT30977	22/05/2025	PRESTON VALLEY MAINTENANCE	GENERAL MAINTENANCE - REPLACE SKYLIGHT ROOF SHEETS, INSTALL SEPTIC TANK, REPLACE WINDOW LINTELS, INSTALL WHITE BOARD, INSTALL SIGNAGE, REPAIR PAVING SLABS, REMOVE PLAY EQUIPMENT, INSTALL FLAGPOLES, INTALL CONCRETE SLAB, FOOTPATH & KERB REPAIRS, INSTALLATION OF COAT RACKS	14,596.00
EFT30978	22/05/2025	PRESTON POWER EQUIPMENT	NYLON LINE, SUPERCUT HEAD, EDGER BLADES, OIL, REPAIR	359.50

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
			JAMMED FLYWHEEL & STARTER RECOIL	
EFT30979	22/05/2025	PROGRAMMED PROPERTY SERVICES	PAINTING - VC MITCHELL WALLS	5,498.90
EFT30980	22/05/2025	CR GRANT PATRICK	MONTHLY COUNCILLOR ALLOWANCES - MAY 25	973.15
EFT30981	22/05/2025	JEFFREY BRUCE PHILLIPS	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	1,001.00
EFT30982	22/05/2025	MILTON PENNY/JAQUELINE HESTER	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	518.15
EFT30983	22/05/2025	ROYAL LIFE SAVING SOCIETY WA	DBK REC CTR - SPEEDBLOCK HEAD SYSTEM	223.33
EFT30984	22/05/2025	ROSE & CROWN HOTEL	ACCOMMODATION - RANGER TRAINING	690.00
EFT30985	22/05/2025	REECE PTY LTD	DBK REC CTR - TODDLER SWIM ISLAND	1,204.50
EFT30986	22/05/2025	REPCO - DONNYBROOK	VEHICLE BATTERIES, BATTERY CHARGER	781.32
EFT30987	22/05/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	5,758.11
EFT30988	22/05/2025	TREVOR WILLIAM ROSE	REFUND FOR STERILISATION WITHIN FIRST YEAR AFTER REGISTRATION	150.00
EFT30989	22/05/2025	PETER ROBINS	REFUND CANCELLATION DONNYBROOK TRANSIT PARK FEES	80.00
EFT30990	22/05/2025	SOUTHERN LOCK & SECURITY		
EFT30991	22/05/2025	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS - APR 25, TONER	1,924.00
EFT30992	22/05/2025	SCOUTS WA	2024/25 COMMUNITY GRANTS - DBK SCOUT GROUP	1,001.00
EFT30993	22/05/2025	SEEK LIMITED	JOB ADVERTISEMENTS - PLANT OPERATIOR, CORPORATE INFORMATION OFFICER, PARKS & GARDEN HAND	1,512.50
EFT30994	22/05/2025	SPECIALTY TIMBER FLOORING WA	DBK REC CTR - CLEAN STADIUM FLOOR	6,402.00
EFT30995	22/05/2025	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SHREDDING BIN PICKUP	154.85
EFT30996	22/05/2025	CR DEANNA RUTH SHAND	MONTHLY COUNCILLOR ALLOWANCES - MAY 25	973.15
EFT30997	22/05/2025	SOUTHWEST FENCE HIRE PTY LTD	APEX PARK PUBLIC TOILETS - TEMPORARY FENCE HIRE	948.20
EFT30998	22/05/2025	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILD CARE WORKER	869.05
EFT30999	22/05/2025			80.50
EFT31000	22/05/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES - APR 25	1,016.27
EFT31001	22/05/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	170.68

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT31002	22/05/2025	TENDERLINK	TENDERLINK ADVERTISEMENT - WET PLANT HIRE & MINOR CIVIL WORKS SERVICES, TRAFFIC MANAGEMENT SERVICES	360.80
EFT31003	22/05/2025	TPG NETWORK PTY LTD	MONTHLY FAST FIBRE INTERNET	1,304.60
EFT31004	22/05/2025	THE TOWNSMORE INVESTMENT TRUST	VC MITCHELL - CATERING & LOOSE FURNITURE SCOPE OF SUPPLY/WORKS	2,112.00
EFT31005	22/05/2025	THINK WATER CAPES REGION	VC MITCHELL - IRRIGATION DESIGN FOR PAVILLION/CARPARK GARDEN LANSCAPING	1,331.00
EFT31006	22/05/2025	LANDGATE - VALUATION SERVICES	RURAL UV GENERAL VALUATIONS	23,084.55
EFT31007	22/05/2025	EARTH 2 OCEAN COMMUNICATIONS	ANTENNA INSTALLATION, SPEAKER, 12V CHARGER, FIX RADIO REPEATER FAULT	3,425.07
EFT31008	22/05/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	120.35
EFT31009	22/05/2025	SYNERGY	ELECTRICITY CHARGES	5,457.99
EFT31010	22/05/2025	WML CONSULTANTS PTY LTD	PRESTON RIVER RAMP PROJECT - DESIGN AND DOCUMENTATION	27,148.00
EFT31011	23/05/2025	BDA TREE LOPPING	TREE PRUNING	22,990.00
EFT31011A	29/05/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 28.05.25	155,384.26
			TOTAL: EFT PAYMENTS	1,557,420.87
CHEQUES PA	1			
53828	01/05/2025	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY	·	
53829	19/05/2025	PETTY CASH - ADMIN OFFICE	BLN LIBRARY POSTAGE	36.85
			TOTAL: CHEQUE PAYMENTS	883.25
BANK FEES				
	31/05/2025	BENDIGO BANK	BANK FEES	462.01
		COMMONWEALTH BANK	BANK FEES	228.43
		TYRO BANK	BANK FEES	724.94
		PAYPAL ACTION	TRANSACTION FEES	9.97
		WA TREASURY RMS PAY	BANK FEES TRANSACTION FEES	2.00 239.51
		EZIDEBIT	TRANSACTION FEES  TRANSACTION FEES	2.31
		LZIDEBIT	TOTAL: BANK FEES	1,669.17
DIRECT DEBIT	rs		TOTAL DANK TEES	1,003.17
DD28375.1	30/04/2025	SPECTRUM SUPER	EMPLOYEE SUPER DEDUCTIONS	34.19
DD28375.2	30/04/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	400.20
DD28375.3	30/04/2025	TATE SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS 2	
DD28375.4	30/04/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS 276	
DD28375.5	30/04/2025	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS 414	
DD28375.6	30/04/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS 20,307	
DD28375.7	30/04/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS 5,504	

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
DD28375.8	30/04/2025	COLONIAL FIRSTCHOICE	EMPLOYEE SUPER DEDUCTIONS	745.09
		WHOLESALE PERSONAL SUPER		
DD28375.9	30/04/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,389.27
DD28375.10	30/04/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	193.29
DD28375.11	30/04/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	1,019.53
DD28375.12	30/04/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	621.29
DD28375.13	30/04/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	300.87
DD28400.1	14/05/2025	SPECTRUM SUPER	EMPLOYEE SUPER DEDUCTIONS	34.19
DD28400.2	14/05/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	295.27
DD28400.3	14/05/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	400.20
DD28400.4	14/05/2025	TATE SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	296.59
DD28400.5	14/05/2025	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	318.46
DD28400.6	14/05/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	19,921.24
DD28400.7	14/05/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,487.86
DD28400.8	14/05/2025	COLONIAL FIRSTCHOICE	EMPLOYEE SUPER DEDUCTIONS	736.09
		WHOLESALE PERSONAL SUPER		
DD28400.9	14/05/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	698.98
DD28400.10	14/05/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	220.65
DD28400.11	14/05/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	999.88
DD28400.12	14/05/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	850.06
DD28400.13	14/05/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	628.45
DD28422.1	09/05/2025	RMS (AUST) PTY LTD	RMS CLOUD & SUPPORT -	214.50
			DONNYBROOK TRANSIT PARK	
DD28422.2	15/05/2025	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	1,018.60
DD28430.1	27/05/2025	WA TREASURY CORPORATION	LOAN NO. 74 INTEREST PAYMENT	7,680.60
DD28432.1	28/05/2025	SPECTRUM SUPER	EMPLOYEE SUPER DEDUCTIONS	34.19
DD28432.2	28/05/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	295.27
DD28432.3	28/05/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	400.20
DD28432.4	28/05/2025	TATE SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	295.27
DD28432.5	28/05/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	276.62
DD28432.6	28/05/2025	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	318.46
DD28432.7	28/05/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,204.15
DD28432.8	28/05/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,431.36
DD28432.9	28/05/2025	COLONIAL FIRSTCHOICE	EMPLOYEE SUPER DEDUCTIONS	736.09
		WHOLESALE PERSONAL SUPER		
DD28432.10	28/05/2025	ANZ SMART CHOICE SUPER	EMPLOYEE SUPER DEDUCTIONS	161.56
DD28432.11	28/05/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	226.16
DD28432.12	28/05/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	991.85
DD28432.13	28/05/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	968.01
DD28432.14	28/05/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	621.29
			TOTAL: DIRECT DEBITS	102,264.58
			TOTAL: PAYMENTS FROM MUNICIPAL ACCOUNT	1,665,280.89

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 25 June 2025 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.

Chief Executive Officer

COUNCIL RESOLUTION: 119/06-25

MOVED BY: Cr Anne Mitchell SECONDED BY: Cr Grant Patrick

That Council receive the schedule of accounts paid as detailed in the report for the period ending 31 May 2025.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0 by en-bloc resolution 110/06-25

# 9.2.2 Statement of Financial Activity report for the period ending 31st of May 2025

**Report Details:** 

**Prepared by:** Manager Financial Services

Manager: Acting Director Finance & Corporate

File Reference: Nil Voting Requirement: Simple Majority

Attachment(s):

9.2.2(1) Statement of Financial Activity May 2025

#### **Executive Recommendation**

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

# **Strategic Alignment**

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

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

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

Item: Nil.

# **Executive Summary**

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance for the period ending 31<sup>st</sup> of May 2025.

# **Background**

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

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

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

At its Special Meeting of Council on 18<sup>th</sup> September 2024 it was recommended Council adopt the following material variance reporting thresholds for the 2024/25 financial year:

A material variance for reporting of \$10,000, for 2024/2025, pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.

# **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**

The May Financial Statements are compared to year-to-date expenditure and revenue against the 2024-25 Amended Budget.

#### May 2025 Financial Analysis Summary

The issuing of rates for 2024/25 was completed in September 2024. Payment options were as follow:

- First instalment and due date for single full payment occurred 11th November 2024.
- Second rates instalment due date occurred 10<sup>th</sup> January 2025.
- Third rates instalment due occurred 11<sup>th</sup> March 2025.
- Fourth and final instalment due date occurred 12<sup>th</sup> May 2025.

The rates and service charges collected at 31<sup>st</sup> of May 2025 is 92.8%, which is slightly lower than previous year due to the third instalment being a later date.

The Shire's surplus after imposition of rates was \$1,283,701 which is 181.15% higher than the year-to-date budgeted deficit of (\$1,574,847) at the end of May 2025.

Explanation of current material variances is included in Note 3 of the attached financial report, with additional commentary below noting the reason for variances in some main cost centres/work.

# **Operating Activities**

Revenue: The total inflow from revenue activities was \$12,223,529 which is on track with budget estimates. Key areas include:

- Operating grants, subsidies and contributions is lower than budget estimates due to timing of expenditure.
- Fees and charges are slightly higher than budget estimates due to timing.
- Interest revenue is higher than budget estimates now being permanent.

Expenditure: The total outflow from expenditure activities was \$18,696,543 being 3.52% lower than budget estimates. Key areas include:

- Materials and contracts 12.59% lower than budget estimates due to timing.
- Employee costs 2.16% lower than budget estimates due to timing.
- Utilities charges 6.63% lower than budget estimates due to billing cycles.
- Loss on asset disposals 75.91% lower than budget estimates.

# **Investing Activities**

Inflows: The total inflows from investing activities was \$4,822,424 which is \$1,817,388 (27.37%) below the YTD budget estimates. Key contributors include:

- Proceeds from capital grants, subsidies, and contributions: \$4,470,910 (29.42%) below budget.
- Proceeds on disposal of assets \$324,096 (16.47%) above budget.

Outflows: The total outflows from investing activities was \$9,621,685, which is \$4,632,518 (32.50%) below the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment \$6,745,648 (23.81%) below budget.
- Payments for construction of infrastructure \$2,876,037 (46.74%) below budget.

COUNCIL RESOLUTION:	120/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Grant Patrick

That Council receive the Statement of Financial Activity report for the period ending 31<sup>st</sup> of May 2025 as per Attachment 9.2.2(1).

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0 by en-bloc resolution 110/06-25

# 9.2.3. Council Policy FIN/CP-9 Related Party Disclosures

**Report Details:** 

**Prepared by:** Acting Manager Corporate Services

**Manager:** Loren Clifford, Acting Director Finance and Corporate

File Reference: ADM 11/4 Voting Requirement: Simple Majority

Attachment(s):

9.2.3(1) Council Policy FIN/CP-9 Related Party Disclosures

#### **Executive Recommendation**

#### That Council:

1. Adopt the amendments to Council Policy FIN/CP-9 Related Party Disclosures at Attachment 9.2.3(1).

# **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.

Item: Nil.

#### **Executive Summary**

A review of several Council policies has been undertaken in accordance with the Policy Framework process. The purpose of this report is to seek Council resolution to adopt the amendments to Council Policy FIN/CP-9 Related Party Disclosures (Attachment 9.2.3(1)).

# **Background**

Council Policy FIN/CP-9 Related Party Disclosures has been in place in several formats since it was first adopted in July 2017 and was identified as due for review in 2024. The policy defines the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Accounting Standard AASB 124 Related Party Disclosures, as made by the Australian Accounting Standards Board under s.334 of the *Corporations Act 2001* (Cth).

The policy defines the Key Management Personnel of the Shire who are required to submit Related Party Disclosures. It also specifies the requirements for Council to comply with the relevant Accounting Standard, including review of Key Management Personnel Related Parties and the financial information to be disclosed in financial statements of the Shire for each financial year period.

The review of the policy has identified that the due date for Key Management Personnel to provide Related Party Disclosures requires amending. The policy currently states that disclosures are required to be provided 'yearly, no later than 30 June each year'. The relevant period for disclosures applies for each financial year, from 1 July to 30 June, in accordance with the Accounting Standard. As such, it is proposed to amend the policy to specify that Key Management Personnel must submit a Related Party Disclosure to the Shire 'no later than 31 July of each year'. This amendment is shown as tracked

changes in red in as per Attachment 9.2.3(1). The amendment will ensure disclosures reflect the applicable full reporting period for each financial year and allow sufficient time for submission.

The review of the policy also identified minor amendments, consistent with a change of formatting to reflect the current policy template, varying of syntax and updating listed legislation. These changes are considered as 'Minor Amendments' in accordance with the definition specified in Council Policy EXE/CP-8 Policy Framework and do not impact on the application of the policy.

Additionally, references to specific sections of applicable legislation have been removed, as recommended by Moore Australia in their findings from the *Local Government (Audit) Regulations* 1996 r.17 review undertaken in December 2024. The auditors noted the content of several Council policies contain specific detail relating to legislation and that this practice may result in conflict between the policy and legislation in the instance of a change to sections of legislation.

#### **Risk Management**

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

# **Financial Implications**

Nil.

# **Policy Compliance**

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

# **Statutory Compliance**

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

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

Section 334 of the *Corporations Act 2001* (Cth) enables Accounting Standard AASB 124 Related Party Disclosures to be made by the Australian Accounting Standards Board.

#### **Consultation**

Review of Council policies is undertaken in accordance with the Shire's Policy Framework. This process encompasses consultation and collaboration between staff and external parties where relevant. Moore Australia evaluated the suitability of the Shire's current Council and Administration Policies as part of the Audit Regulation 17 Review undertaken in December 2024, required by the *Local Government (Audit) Regulations 1996*.

#### **Officer Comment**

As part of supporting Council in its role to set appropriate and legislatively compliant policies for the Shire, it is advised that Council accept the Executive Recommendation and adopt the amendments to Council Policy FIN/CP-9 Related Party Disclosures (Attachment 9.2.3(1)) as outlined in this report.

COUNCIL RESOLUTION:	121/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Grant Patrick

#### **That Council:**

1. Adopt the amendments to Council Policy FIN/CP-9 Related Party Disclosures at Attachment 9.2.3(1).

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0 by en-bloc resolution 110/06-25

# 9.2.4 Delegations Register Review

# **Report Details:**

**Prepared by:** Acting Manager Corporate Services

**Manager:** Loren Clifford, Acting Director Finance and Corporate

File Reference: CNL 31 Voting Requirement: Absolute Majority

# Attachment(s):

9.2.4(1) 2025-2026 Delegations Register

9.2.4(2) New, Amended & Revoked Delegations

#### **Executive Recommendation**

#### **That Council:**

- 1. Notes completion by Council as the Delegator, of the annual statutory review of the Delegations Register, in accordance with s.5.18 and s.5.46 of the *Local Government Act 1995*, s.47(2) of the *Cat Act 2011* and s.10AB of the *Dog Act 1976*.
- 2. Approves, by Absolute Majority, the following listed delegations as detailed in Attachment 9.2.4(2), in accordance with s.5.42 of the *Local Government Act 1995*, s.127 of the *Building Act 2011* and s.21 of the *Public Health Act 2016*:
  - a. Delegation 1.2.36 Extend Time for Lodging an Objection;
  - b. Delegation 2.1.11 Authorise Persons to Commence Proceedings;
  - c. Delegation 8.1.6 Give Enforcement Orders and Issue Clearance Certificates; and
  - d. Delegation 8.1.7 Enforcement Orders Implement and Recover Costs.
- 3. Approves, by Absolute Majority, the following listed delegations inclusive of amendments as detailed in Attachment 9.2.4(2), in accordance with s.5.42 of the Local Government Act 1995, s.127 of the Building Act 2011, s.48 of the Bush Fires Act 1954, s.16 of the Planning and Development Act 2005 and s.82 of the Planning and Development (Local Planning Schemes) Regulations 2015:
  - a. Delegation 2.1.9 Private Pool Barrier Alternative and Performance Solutions;
  - b. Delegation 3.1.11 Prosecution of Offences; and
  - c. Delegation 9.2.1 Local Planning Scheme No. 7 Development Applications.
- 4. Revokes, by Absolute Majority, the following listed delegation as detailed in Attachment 9.2.4(2), in accordance with s.5.42 of the *Local Government Act 1995* and s.21 of the *Public Health Act 2016*:
  - a. Delegation 8.1.6 Commence Proceedings and Issue Enforcement Orders.

# **Strategic Alignment**

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

**Outcome:** 11 - Strong, visionary leadership.

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

Item: Nil.

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

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

Item: Nil.

#### **Executive Summary**

The purpose of this report is for Council to receive the annual statutory review of the Shire's Delegations Register, in accordance with s.5.18 and 5.46 of the *Local Government Act 1995*, s.47(2) of the *Cat Act 2011* and s.10AB of the *Dog Act 1976*. The revised 2025-2026 Delegations Register is at Attachment 9.2.4(1).

# **Background**

Local Governments have responsibility for decision making assigned under a wide range of legislation. Each power or duty described in legislation requires Local Governments to fulfil a mandatory duty or use a discretionary power to make decisions. Delegation is the process that enables Local Governments to assign its power or duties. Delegation enables efficient and effective strategic, financial, resource and operational management decisions to be made.

Council last reviewed and adopted its Delegations Register on 26 June 2024. A comprehensive review of the Shire's Delegations Register has been undertaken for Council's consideration to complete the annual statutory process. The review has identified the need for four (4) new delegations and amendment of three (3) existing delegations, with one (1) delegation proposed to be revoked.

# **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Moderate	High (15)
Risk Description:	Non-compliance with the delegations.	statutory requirement	or an annual review of
Mitigation:	Resolve the completion of Register.	f the annual statutory re	view of the Delegations

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Impact on local community trust, and possible media item, due to compliance with legislation.		nedia item, due to non-
Mitigation:	Resolve the completion o Register.	f the annual statutory re	view of the Delegations

# **Financial Implications**

Nil.

#### **Policy Compliance**

Nil.

# **Statutory Compliance**

The delegations contained within the Delegations Register are made pursuant to the below listed legislation:

- Local Government Act 1995 s.5.16 (delegation to Committees of Council) and s.5.42 (delegation to the Chief Executive Officer);
- Building Act 2011 s.127;
- Bush Fires Act 1954 s.48;
- Cat Act 2011 s.44 & s.45;
- *Dog Act 1976* s.10AA;
- Environmental Protection Act 1986 s.20;
- Food Act 2008 s.118;
- Graffiti Vandalism Act 2016 s.16 & s.17;
- Planning and Development Act 2005 s.16 & Planning and Development (Local Planning Schemes) Regulations 2015 s.82; and
- Public Health Act 2016 s.21.

At least once every financial year, delegations made are required to be reviewed by the delegator. An Absolute Majority decision of Council is necessary when approving new, amending existing and revoking delegations.

# Consultation

Shire staff, including those with delegated authority, have been consulted as part of the review of the Delegations Register. Advice provided by the Western Australian Local Government Association (WALGA) has also been sought and considered.

#### **Officer Comment**

The annual review of the Shire's Delegations Register has been undertaken to confirm the extent of powers and duties delegated by Council and that conditions specified are sufficient and appropriate. The review encompassed an assessment of changes to legislation, delegated local government responsibilities and Shire operational requirements for continuity of service.

The review has identified the need for four (4) new delegations and amendment of three (3) existing delegations, with one (1) delegation proposed to be revoked.

The changes for consideration are outlined below. This list excludes changes made in relation to minor edits, such as title updates, spelling and document formatting. Copies of the proposed new, amended and revoked delegations are as per Attachment 9.2.4(2), with amendments shown in red text.

It is recommended that Council adopt the Executive Recommendation to this report to ensure completion of the required annual review process for the Delegations Register and to enable effective and efficient undertaking of duties by the Shire and its staff for the community.

	New			
Delegation	Rationale			
1.2.36 Extend Time for Lodging an Objection	This delegation has been identified as part of reviewing the delegations to Local Government specified in the <i>Local Government Act 1995</i> . Section 9.5 of the Act allows for objections to be lodged regarding prescribed decisions made by the Shire.  This delegation will authorise the CEO to extend the time for a person to make an objection in accordance with the Act.			
2.1.11 Authorise Persons to Commence Proceedings	This delegation has been identified as part of reviewing the delegations to Permit Authorities (Local Government) in accordance with the <i>Building Act 2011</i> . Section 133(1) of the Act enables a Permit Authority to commence prosecution for offences against the Act.  The delegation grants authority to the CEO to authorise a person to commence a prosecution for relevant offences in accordance with the Act.			
8.1.6 Give Enforcement Orders and Issue Clearance Certificates	This delegation is proposed to reflect the recent changes to the <i>Public Health Act 2016</i> in terms of the expanded legislative power and duties able to be delegated to Enforcement Agencies (Local Government). The delegation will grant authority to the CEO to implement enforcement options relevant to the Act.  Note that some of the powers granted by this delegation are included in existing Delegation <i>8.1.6 Commence Proceedings and Issue Enforcement Orders</i> contained in the 2024-2025 Delegations Register. This delegation is proposed for revocation as specified below. It is recommended to be replaced with Delegations 8.1.6 and 8.1.7 as described to align with the current provisions of the Act.			
8.1.7 Enforcement Orders – Implement and Recover Costs	Corresponding to the above delegation, this proposed new delegation reflects changes to the <i>Public Health Act 2016</i> in terms of power and duties delegated to Enforcement Agencies (Local Government). The delegation grants authority to the CEO to take suitable action with regards to issued enforcement orders and associated administrative functions relating to incurred costs and recovery.  Note that some of the powers granted by this delegation are included in existing Delegation 8.1.6 Commence Proceedings and Issue Enforcement Orders contained in the 2024-2025 Delegations Register. This delegation is recommended for revocation given its replacement by proposed new Delegations 8.1.6 and 8.1.7.			

Amendment			
Delegation	Description		
2.1.9 Private Pool Barrier – Alternative and Performance Solutions	<b>Amendment:</b> Inclusion of an additional condition in the 'Council Conditions on this Delegation' section in the delegation, to ensure decisions made under the delegation are consistent with modifications to AS 1926.1-2012 prescribed in Building Regulation 15B.		
	<b>Rationale:</b> The amendment will ensure compliance with current legislative provisions specified in the <i>Building Regulations 2012</i> , enacted under the <i>Building Act 2011</i> .		
3.1.11 Prosecution of Offences	<b>Amendment:</b> Inclusion of an additional Delegate, Manager Development Services.		
	<b>Rationale:</b> The amendment aligns with recent management changes to operational areas of responsibility.		
9.2.1 Local Planning Scheme No. 7 — Development Applications	Amendment: Change to the wording in the 'NOTE' listed in the 'Function' section of the delegation regarding single dwelling development, to align with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .		
	<b>Rationale:</b> This amendment will ensure consistent wording between the delegation and relevant legislation for improved clarity and application of statutory provisions.		
	Revocation		
Delegation	Rationale		
8.1.6 Commence Proceedings and Issue Enforcements Orders	Proposed new Delegations 8.1.6 and 8.1.7 as detailed above will replace this delegation and will incorporate the expanded legislative power and duties able to be delegated to Enforcement Agencies (Local Government) in accordance with the <i>Public Health Act 2016</i> .		

COUNCIL RESOLUTION:	122/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Anita Lindemann

# **That Council:**

- 1. Notes completion by Council as the Delegator, of the annual statutory review of the Delegations Register, in accordance with s.5.18 and s.5.46 of the *Local Government Act 1995*, s.47(2) of the *Cat Act 2011* and s.10AB of the *Dog Act 1976*.
- 2. Approves, by Absolute Majority, the following listed delegations as detailed in Attachment 9.2.4(2), in accordance with s.5.42 of the *Local Government Act 1995*, s.127 of the *Building Act 2011* and s.21 of the *Public Health Act 2016*:
  - a. Delegation 1.2.36 Extend Time for Lodging an Objection;
  - b. Delegation 2.1.11 Authorise Persons to Commence Proceedings;
  - c. Delegation 8.1.6 Give Enforcement Orders and Issue Clearance Certificates; and

- d. Delegation 8.1.7 Enforcement Orders Implement and Recover Costs.
- 3. Approves, by Absolute Majority, the following listed delegations inclusive of amendments as detailed in Attachment 9.2.4(2), in accordance with s.5.42 of the Local Government Act 1995, s.127 of the Building Act 2011, s.48 of the Bush Fires Act 1954, s.16 of the Planning and Development Act 2005 and s.82 of the Planning and Development (Local Planning Schemes) Regulations 2015:
  - a. Delegation 2.1.9 Private Pool Barrier Alternative and Performance Solutions;
  - b. Delegation 3.1.11 Prosecution of Offences; and
  - c. Delegation 9.2.1 Local Planning Scheme No. 7 Development Applications.
- 4. Revokes, by Absolute Majority, the following listed delegation as detailed in Attachment 9.2.4(2), in accordance with s.5.42 of the *Local Government Act 1995* and s.21 of the *Public Health Act 2016*:
  - b. Delegation 8.1.6 Commence Proceedings and Issue Enforcement Orders.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand
Against: Nil.
Carried: 8/0 by absolute majority vote

# 9.2.5 Annual Council Plan Review 2024/2025

# **Report Details:**

Prepared by: Loren Clifford, Acting Director Finance and Corporate

Manager: Loren Clifford, Acting Director Finance and Corporate

File Reference: CNL 19 Voting Requirement: Absolute Majority

# Attachment(s):

9.2.5(1) Council Plan 2022-203

9.2.5(2) Council Plan Reviewed 2022-2032 priority projects

#### **Executive Recommendation**

#### **That Council:**

1. Notes the annual review of the Council Plan 2022-2032; and

2. Adopts the Council Plan 2022-2032, including the modifications to the priority project as outlined in Attachment 9.2.5(2).

#### **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.

Item: 11.1.1 - Provide an annual review of key informing strategies to the Integrated

Planning and Reporting Framework to inform the Annual Budget.

#### **Executive Summary**

It's requested that Council to consider adopting the Council Plan 2022-2032 as revised.

# **Background**

The Integrated Planning and Reporting Framework provides a suite of strategic plans that ensure local governments plan responsibly and sustainably for their community. These plans detail our resourcing capabilities for operational services and major projects, maintenance of community assets and predicted long term financial expectations.

During the major review of the Strategic Community Plan in 2022, it was decided to merge the Corporate Business Plan into a single, consolidated Council Plan. As a result of this integration, the Shire is now required to conduct an annual review of the Corporate Business Plan components—referred to as "priority projects"—as outlined in the Council Plan, in accordance with the *Local Government Act 1995*.

These Priority Project elements identify Council priorities and detail current services, future operations and major projects expected to be undertaken by the Shire over the next four years and outline the operational activities that will be undertaken to achieve the desired strategic outcomes.

# **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	Failure to fulfil statutory, regulatory or compliance requirements.		
Mitigation:	Maintain a compliance re Regularly review and upda		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Moderate	Moderate (9)
Risk Description:	Inadequate project/change management (e.g. poor planning of priority projects).		
Mitigation:	Monitor project milestones and risks. Engage stakeholders early and often.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Insignificant	Low (3)
Risk Description:	Inadequate engagement practices (e.g. poor communication of plan changes).		
Mitigation:	Provide clear, timely public notices.  Monitor and respond to community feedback.		
Risk:	Likelihood: Consequence: Risk Rating:		
Community	Possible	Minor	Moderate (6)
Risk Description:	Community dissatisfaction due to project deferrals or changes.		
Mitigation:	Clearly explain the rationale for project changes.		

# **Financial Implications**

Nil.

# **Policy Compliance**

# COMD/CP-3 - Community Engagement Framework

The review of priority projects has been informed by input from Elected Members, consistent with their role in representing community interests as outlined in the Shire's Community Engagement Framework.

# **Statutory Compliance**

# Local Government Act 1995 – Section 5.56: Planning for the Future

Section 5.56 outlines the requirements for planning for the future of the district. A local government must plan for the future of the district. The plans must be in accordance with regulations made under the Act. This section provides the legislative basis for strategic and corporate planning, which is further detailed in the regulations.

# Local Government (Administration) Regulations 1996

Regulation 19DA outlines the requirements for the Corporate Business Plan (Council Plan), including:

- 1. Development
  - a. A local government must develop a Corporate Business Plan covering at least 4 financial years.
  - b. It must align with the Strategic Community Plan.
- 2. Content:
  - a. The plan must set out priorities, services, operations, and projects.
  - b. It must include resource requirements (human, asset, and financial).
- 3. Review:
  - a. The Corporate Business Plan (Council Plan) must be reviewed every year.
  - b. Any modifications must be adopted by the council by an absolute majority.

#### Consultation

On 21 February 2025, the Shire conducted a strategic planning workshop with Councillors and Senior Staff to review priority projects, including those previously deferred from earlier financial years. A further session was held on 11 June 2025 to run through the priority projects with Councillors. The Reviewed Council Plan will be updated on the Shire's website.

#### **Officer Comment**

It's recommended that council note the review and adopt (by absolute majority) the modifications made during the annual review as outlined in Attachment 9.2.5(2).

This year's review of the Council Plan has solely focused on the Corporate Business Plan elements, including updates for the priority projects. A more comprehensive review of the Plan will be undertaken once the Community Scorecard has been completed.

COUNCIL RESOLUTION:	123/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Lisa Glover

#### **That Council:**

- 1. Notes the annual review of the Council Plan 2022-2032; and
- 2. Adopts the Council Plan 2022-2032, including the modifications to the priority project as outlined in Attachment 9.2.5(2).

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0 by absolute majority vote

# 9.2.6 Adoption of 2025/26 Fees and Charges

**Report Details:** 

**Prepared by:** Naomi Newport, Senior Finance Officer

Manager: Meta Hazeldine, Manager Financial Services

File Reference: FNC 04/3 Voting Requirement: Absolute Majority

Attachment(s):

Nil.

#### **Executive Recommendation**

#### **That Council:**

- 1. Notes that Council adopted the 2025/26 Schedule of Fees and Charges at its Ordinary Council Meeting held 28 May 2025; and
- 2. Adopts the following amendments:
  - 2.1 Special Series Number Plates: increase from \$200.00 to \$225.00 no GST applicable,
  - 2.2 Final Demand Fee: increasing from \$26.90 to \$27.60 no GST applicable,
  - 2.3 Enforcement Certificate Fee: increasing from \$22.90 to \$23.50 no GST applicable,
  - 2.4 Fines Enforcement Registration Fee: increasing from \$86.00 to \$88.50 no GST applicable.
- 3. Adopt the following new fee:
  - 3.1 EV Charging Station set at \$0.60 per kWh inclusive of GST

#### **Strategic Alignment**

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

**Outcome:** 11 - Strong, visionary leadership.

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

Item: Nil.

#### **Executive Summary**

Council is requested to consider adopting the amendments and a new charge to the recently adopted Schedule of Fees and Charges for 2025/26.

# **Background**

Council adopted the Schedule of Fees and Charges at its Ordinary Council Meeting on 28 May 2025.

# "COUNCIL RESOLUTION 92/05-25

That Council:

- 1. Adopt the 2025/26 Schedule of Fees and Charges; and
- 2. Notes that it will determines the kerbside waste collection services charges at the time of adoption of the 2025/26 Annual Budget."

#### **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Minor	Low (4)
Risk Description:	Delaying the adoption of fees and charges until budget adoption may have an impact on the Shire's forecast revenue for 2025/26		
Mitigation:	That Council adopts the fees and charges prior to end of year, to allow for advertising period and to take effect 1 July 2025		

#### **Financial Implications**

The draft 2025/26 budget will contain a number of income streams that will be estimated using the Schedule of Fees & Charges.

The adoption of the proposed amendments and the introduction of the new fee are anticipated to mitigate the risk of potential income shortfalls

# **Policy Compliance**

Nil.

# **Statutory Compliance**

Under section 6.16 of the *Local Government Act 1995* a local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and charges are to be imposed when adopting the annual budget but may be imposed during a financial year and/or amended from time to time during a financial year (by absolute majority).

Section 6.16(1) and (2) of the Local Government Act 1995 states:

- (1) A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
- (2) A fee or charge may be imposed for the following
  - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.

Section 6.17(1) of the Local Government Act 1995 states:

In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

(a) the cost to the local government of providing the service or goods;

- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

Section 6.19 of the Local Government Act 1995 states:

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of — (a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

# Consultation

Following the adoption of the 2025/26 Schedule of Fees and Charges at the Ordinary Council Meeting in May 2025, external agencies have since provided updated information that impacts specific items within the Schedule.

At the earliest opportunity following Council's endorsement of the amendments, Officers will arrange for a Local Public Notice to be issued. The notice will be published via the Shire's official communication channels, including the Shire website, social media platforms, Newsletter/Email, and Notice Boards, in accordance with statutory requirements.

#### **Officer Comment**

The following amendments are proposed for consideration in the 2025/26 Schedule of Fees and Charges:

#### Special Series Number Plates

The Department of Transport currently charges the Shire for the manufacture of special series number plates. Officers have been advised that, effective 1 July 2025, the Department's fee will increase from \$200.00 to \$225.00.

# • Fines Enforcement Registry Fees

The Shire submits unpaid infringements to the Fines Enforcement Registry. Officers have received notification that, effective 1 July 2025, the following statutory fees will apply:

- o Final Demand Fee: increasing from \$26.90 to \$27.60
- o Enforcement Certificate Fee: increasing from \$22.90 to \$23.50
- o Fines Enforcement Registration Fee: increasing from \$86.00 to \$88.50

These fees are determined by the relevant authority and are not set by Council.

#### EV Charging Station

Effective 1 July 2025, the Shire will assume responsibility for the Donnybrook EV Charging Station. Council now holds the authority to determine the charging fee. It is recommended that the fee be set at \$0.60 per kWh (inclusive of GST).

The proposed amendments to the 2025/26 Fees and Charges, if adopted by Council, are subject to a 7 day public notice period and will apply from 3 July 2025.

COUNCIL RESOLUTION:	124/06-25		
MOVED BY:	Cr Grant Patrick	SECONDED BY:	Cr Deanna Shand

- 1. Notes that Council adopted the 2025/26 Schedule of Fees and Charges at its Ordinary Council Meeting held 28 May 2025; and
- 2. Adopts the following amendments:
  - 2.1 Special Series Number Plates: increase from \$200.00 to \$225.00 no GST applicable,
  - 2.2 Final Demand Fee: increasing from \$26.90 to \$27.60 no GST applicable,
  - 2.3 Enforcement Certificate Fee: increasing from \$22.90 to \$23.50 no GST applicable,
  - 2.4 Fines Enforcement Registration Fee: increasing from \$86.00 to \$88.50 no GST applicable.
- 3. Adopt the following new fee:
  - 3.1 EV Charging Station set at \$0.60 per kWh inclusive of GST

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand
Against: Nil.
Carried: 8/0 by absolute majority vote

9.3. Chief Executive Officer

Nil.

10. Elected Member Motions of which previous notice has been given

Nil.

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

Nil.

- 12. Meeting Closed to the Public
- 12.1. Matters for which the Meeting may be closed

# 12.1.1 Bridge 3617 – Awarding of Unbudgeted Urgent Repair Works.

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

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

# 12.1.2 RFT 09-2425 Traffic Management Services

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

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

COUNCIL RESOLUTION:	125/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Grant Patrick

That the meeting be closed in accordance with section 5.23(c) of the Local Government Act 1995 to discuss the following confidential items:

12.1.1 Bridge 3617 – Awarding of Unbudgeted Urgent Repair Works.

# 12.1.2 RFT 09-2425 Traffic Management Services

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand
Against: Nil.
Carried: 8/0

#### The meeting was closed to the public at 5:49pm.

COUNCIL RESOLUTION:	128/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Deanna Shand

# That the meeting be re-opened to the public

Against: Nil.
Carried: 8

The meeting was re opened to the public at 6:01pm, and the Presiding Member read the confidential resolutions aloud.

# 12.2. Public reading of Resolutions that may be made public

#### 12.1.1 Bridge 3617 – Awarding of Unbudgeted Urgent Repair Works.

COUNCIL RESOLUTION:	126/06-25		
MOVED BY:	Cr Anne Mitchell	SECONDED BY:	Cr Deanna Shand

#### **That Council:**

- 1. Note the advice from Main Roads Western Australia (MRWA) regarding the urgent works required on Bridge 3617, Bridge Street Donnybrook.
- 2. Endorses the inclusion of the works into the 2025/26 Shire of Donnybrook Annual Budget, subject to:
  - 2.1. The Council receiving written confirmation from MRWA that they will cover all direct and employee oncosts associated with the project with no dollar cap or limitation on those costs, prior to its commencement,
  - 2.2. MRWA fully funding the works,
  - 2.3. That \$19,998 of the cost of these works will come from surplus monies held by the Shire, previously received from the Local Government Grant Commission, towards other recent renewal works on Bridge 3617, and
  - 2.4. That MRWA will fund the Shire's project management costs for the procurement and delivery of these works.
- 3. Accepts and endorses the advice from MRWA, recommending Jomar (WA) Pty Ltd as the preferred contractor to complete the works, based on their submitted price and experience.

4. Authorises the Chief Executive Officer to issue a purchase order to Jomar (WA) Pty Ltd for the defined works within their offer, prior to the adoption of the 2025/26 Shire of Donnybrook Balingup Annual Budget.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0

# 12.1.2 RFT 09-2425 Traffic Management Services

COUNCIL RESOLUTION:	127/06-25				
MOVED BY:	Cr Grant Patrick	SECONDED BY:	Cr Grant Patrick		

#### **That Council:**

- 1. Requests the Chief Executive Officer to award the panel contract for RFT 09-2425 Traffic Management Services to:
  - a. Allens Traffic Management Pty Ltd,
  - b. Workforce International Group; and
  - c. SJ Traffic Management Pty Ltd
- 2. Endorses the awarding of the contracts based on their submitted rates and it being for a period of three (3) years.

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Partick, Cr Shand

Against: Nil.

Carried: 8/0

#### 13. Closure

The Presiding Member advised that the next Agenda Briefing Session will be held on 16 July 2025 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

The Presiding Member declared the meeting closed at 6:04pm.



# **MINUTES**

# WARREN BLACKWOOD ALLIANCE OF COUNCILS BOARD MEETING TUESDAY 3 JUNE 2025, 5PM HOST: SHIRE OF DONNYBROOK BALINGUP

Meeting opened: 5.03pm

# 1. Welcome

Cr Donelle Buegge welcomed everyone to the meeting and invited Cr Vivienne MacCarthy to give an Acknowledgement of country.

#### Attendance:

Voting:

Cr Donelle Buegge SOM (Chair)

Cr Steve Miolin SOM

Cr Richard Walker SOBB

Cr Helen O'Connell SOBB

Cr Tracy Lansdell SOBG

Arthur Kyron SOBG

Cr Vivienne MacCarthy SODB

Cr Alexis Davy SODB

Cr Tony Dean SON

Cr Vicki Hansen SON

Non-voting:

Leonard Long SOBB

Nick O'Connor DODB

Ben Rose SOM

**David Taylor SON** 

Katie McDonnell Executive Officer

(EO)

# **Apologies for absence:**

Billy Wellstead (SWDC)

# 2. Presentations:

# a) Boyd Brown, Regional General Manager WA: Telstra Business

Boyd has reviewed the issues we sent for review.

- Shire of Donnybrook Balingup
  - Rural Fire Brigade Communications
    - Local emergency services disruptions, Starlink being used as a workaround.
  - Preston Retirement Village
    - Emergency Devices compromised. Pendants and watches are constantly roaming die to poor network connection

- Devices designed to hold charge for 4-5 days are only lasting a day, requiring overnight charging
- Shire of Bridgetown Greenbushes
  - Telecommunications failure during natural disasters
    - Local emergency services disruptions. Starlink being used as a workaround.
    - Mobile blackspots lack of signal at:
      - Greenbushes
      - Maranup
      - Brockman Highway between Bridgetown to Nannup
      - Between Manjimup and Bridgetown
      - Sunnyside
      - Kingston
    - Bandwidth congestion in Greenbushes:
      - Talison operations congestion to mobile network in 2024
      - Lack of communication around network upgrades
      - Lack of detail around 3G network closure and 5G implementation
- Telstra VaaN Use Case: Improving emergency response with modern connectivity:
  - LEO Satellite: innovative solution to ensure greater coverage
  - Connectivity:
    - Link bonding and access redundancy
    - Wi-Fi
    - Telstra LANES Services / 5G Slice
    - P25 Radion bridge
  - Mesh: Extending coverage to vehicles and users through mesh networks
  - Smart antenna: Increasing cellular coverage and improving user experience
  - Telstra dedicated networks: Dedicated network slice for upload of video images at stations
  - Dispatch and radio:
    - Interworking function between P25 and hybrid / smart phones
    - MC-PTX push to talk and video on device
- Mobile network hardening program: Automatic transfer unit
  - Bridgetown, Greenbushes exchange, Greenbushes mobile site, Yornup
  - Donnybrook exchange Kirup, Balingup
  - Manjimup west, Middlesex exchange, Northcliffe east, Pemberton exchange, Quinninup, Walpole
  - New STAND portable genset based in Manjimup & power system upgrade end 2024

#### Benefits of Automatic transfer unit:

- o Reduce fuel consumption
- Simplify generator deployment process
- o Enables more effective pre-deployment before known events
- Enables community support (as a last resort)
- o Improved visibility of asset performance during events
- Around \$25k per box

- Greenbushes:
- Viewed maps of outside coverage and non-coverage area.
   Greenbushes Network upgrades:
  - New macro sites:
    - Catterick October 2024 RCP1
    - North Greenbushes March 2025. MBSP5A
    - Talison Lithium
      - Old Mill Small Cell November 2024
      - New Camp (macro) August 2024
      - Talison Minesite COW December 2024
  - Network upgrades:
    - o Bridgetown (town site):
      - 5G addition July 2024
      - 4G capacity upgrade July 2024
      - 12 hour battery upgrade August 2024
    - Bridgetown (Boyup Brook Road):
      - Capacity upgrade November 2024
- Maps

Viewed maps of outside coverage and non-coverage areas for:

- Maranup
- Brockman Highway between Bridgetown to Nannup
- Between Manjimup and Bridgetown (Balbarrup March 2025 RCP1)
- Sunnyside
- Kingston
- Telstra Starlink satellite to mobile was announced today for text messaging on Samsung S25 when out of range. Phone voice calling and data will come in a year or two. Working with Apple to get iPhone models and other phone brands and models included.
- Cost difference between 2 and 4 sectors per tower is around \$200,000, if tower doesn't need additional structural work to house additional 2 sectors.
  - Some towers are co-investment towers, i.e. Telstra have received federal funding (black spot program) to install the tower.
- Shire of Boyup Brook
  - Mobile coverage deficiencies
    - Residents experiencing unreliable or non-existent mobile coverage, impacting a large number of residents
  - Inadequate 5G
    - The promised benefits of 5G have not materialised and the network is currently less than reliable than the previous network
  - Economic disparity
    - The reliance on Starlink creates an economic burden, unaffordable for low-income community members, limiting their access to essential services
    - Telstra has a disadvantage program that can help people to get a new handset – 'Telstra Access for Everyone'
  - Mobile network power vulnerability
    - Frequent recurring power outages and impact to telecommunications infrastructure unacceptable

- Emergency Communication failure
  - The region is disaster event prone and the state of our network jeopardizes public safety, residents are unable to receive timely emergency alerts or contact emergency services
- Reliance on connectivity
  - Residents reply on the internet for essential services including:
    - Accessing government services
    - Managing finances and online banking
    - Telehealth consultations / isolation
    - Receiving emergency information
- Business impact
  - Local businesses rely on reliable telecommunications, outages impact economic growth
- Lack of communication & action
  - There is a lack of communication with Telstra regarding these issues
- Telecommunications in Northcliffe
  - Poor connectivity during AM/PM periods
  - Connectivity impacts over long weekend and special events
  - o Since 3G network closure connectivity issues have increased
- 4G is a lower band than 3G and has similar network coverage. There are odd situations where there is no longer signal.

# **DPIRD** Priority locations:

Location Name	Distance to nearest base station (km)	Existing or Planned Base Station Name	Telstra Coverage from online map
Bridgetown Greenbushes	5.1	South West Hwy Hestor Brook	Existing 4G (Close to edge of coverage)
Bridgetown Greenbushes	5.7	Klause Road Hestor Brook	Existing 4G (Close to edge of coverage)
Nannup	5.9	Nannup East (Nannup)	No coverage (Pathcy adjacent coverage)
Bridgetown Greenbushes	6.4	Maranup	Existing 4G (Close to edge of coverage)
Bridgetown Greenbushes	7.4	Yornup West	Existing 4G (Close to edge of coverage)
Boyup Brook	9.7	Dinninup – East of Mayanup	No coverage
Nannup	10.2	Nannup South	No coverage
Nannup	12.8	Maranup	No coverage

DPIRD work with the development commissions (with input from LGA's) to develop the priority list.

- iPhone 14 and above Emergency SOS via satellite
  - You can send an emergency text out via satellite, but can't receive a call
- Event Wi-Fi
  - o Telstra can offer Wi-Fi for events

- Cell on wheels (COW) is costed per event around \$30-\$40k, or between \$10-100K for other solutions.
- They are primarily for the emergency situations but can be used for events.

#### Discussion

- Overall, the signal has improved significantly over the last 20 years.
- People have higher expectations of the signal now.
- Traffic on the network increases by 20 30% each year

Action: Katie circulate Boyd's contact details
Action: Shires to follow up with Boyd about specific issues or locations
that have lost signal since 3G has been turned off.
Action: Shires to advise public to lodge a complaint if they are finding
areas that now have no signal.

#### 3. Declarations of Interest

None

# 4. Correspondence

# a) SWDC Value Proposition

- In February, WBAC submitted a formal value proposition to the South West Development Commission (SWDC).
- Cr Donelle Buegge and Ben Rose subsequently met with SWDC CEO Cate Brooks to discuss the proposal.
- Following this, WBAC received confirmation from SWDC that their annual contribution will increase from \$2,500 to \$6,000, effective from 1 July 2025.
- There are options to increase contribution but 'ticking off boxes' of actions they want to achieve that align with our regional growth plan.

# b) Update on Warren-Blackwood Regional Water Supply Scheme

- As climate change continues to impact the availability of surface water, Water Corporation are planning to ensure communities continue to have reliable access to drinking water supplies in the future.
- The Water Corporation recently completed a comprehensive review of water source options to support the areas' water supply.
- Based on this review, they have identified the Yarragadee aquifer groundwater as our preferred option, in addition to infrastructure upgrades and operational improvements.
- Over the coming years, they will upgrade their scheme's infrastructure including construction of a new groundwater treatment plant, standby bore, tanks and pipework.
- They've applied to the Department of Water and Environmental Regulation (DWER) to increase their groundwater allocation from the Yarragadee aquifer
   the application is currently being assessed.

#### Discussion

- Discussed proposal at Climate Alliance and they have requested more information about allocations.
- Until review is finished in 2029, there will be no further allocations for subdivisions that require water allocation. Current applications will be allowed to continue.

#### c) Minister Dawson

- Following the launch of the WBAC promotional video, Katie circulated an update on the Alliance's current initiatives to all WA Ministers, including a link to the new WBAC video.
- Minister Stephen Dawson, Minister for Regional Development, responded with a letter acknowledging the valuable work of the WBAC and expressed his intention to work collaboratively with the Alliance throughout his term.

# 5. Minutes of last meeting & matters arising

a) Minutes of meeting 01.04.2025

As Cr Sean Mahoney has missed six consecutive board meetings and has not attended since June 2024, the Shire of Bridgetown-Greenbushes is requested to nominate an alternative councillor to represent the Shire on the WBAC board.

Minutes of WBAC board meeting on 01.04.2025 are confirmed as true and correct.

Moved: Cr Helen O'Connell

Seconded: Cr Alexis Davy Carried 10/0

Action: Katie to send correspondence to Shire of Bridgetown Greenbushes

#### 6. Staff Contracts

An in-camera session has held by the board to discuss staff contracts.

Action: CEOs to continue liaising with contractors to finalise staff contracts.

#### 7. Finance

a) 2024 - 2025 financial report

The WBAC year to date financial report for the 2024 – 2025 financial year is confirmed as true and correct.

Moved: Cr Richard Walker

Seconded: Cr Steve Miolin Carried 10/0

Budget noted by all members.

# b) Ratios of WBAC income

The income ratio breakdown for WBAC was included in the board papers. Katie provided an overview of how the ratios were developed.

- Generic expenses are split evenly across all member shires.
- Project costs are allocated according to the agreed ratio for each project, as outlined below:

	WBAC project	Tourism	Climate Alliance	Trails Development	WBSR		
Percentage Split							
SOBB	8	10	20	20			
SOBG	22	23	20	20	33.3		
SODB	24	9	20	20			
SOM	31	45	20	20	33.3		
SON	15	13	20	20	33.3		

# c) 2025 - 2026 Budget

The proposed budget for 2025 – 2026 was circulated:

- Increased contribution for each member local government, noting that contributions have not increased for 3 years.
- Increased expenditure for:
  - SF&V website hosting and development costs / Meetings, storage and postage / Miscellaneous - adjusted to reflect actual spending in the current year.
  - Social media & Image Library platforms to streamline processes and transition to more efficient tools.
  - Marketing increased allocation to strengthen regional promotion efforts.
- Provision for Staff:
  - Executive Officer contact proposed increase
  - Project Officer Trails & Tourism: upgrade current Project Support Officer role to 18 hours per week at \$42/hour.
  - New Project Support Officer: proposed role at 10 hours per week at \$32/hour.

WBAC receive the draft budget. CEO advice will be sought regarding staff contracts before circulating the final 2025–2026 budget for formal approval.

Moved: Cr Alexis Davy

Seconded: Cr Steve Miolin Carried 10/0

Action: Katie circulate 2025 proposed staff structure for consideration of the additional staff member Action: Katie circulate the budget excel spreadsheet to the board

#### 8. WBAC Climate Alliance

# a) Climate Alliance Project Officer: Work Update

Climate Alliance Project Officer work report was circulated with the board paper which details progress with:

- Firewise Demonstration Garden Project
- Sustainable Schools Challenge Project
- Stormwater Harvesting Project (Northcliffe Oval)
- Summary Tracker for Shire Action Plans
- Carbon and Reporting Readiness

# Report noted by all members

### b) Reference Group

Reference Group meeting was held on Friday 30<sup>th</sup> May and minutes were circulated to the board.

#### Discussion

- Individually, shires are doing good work
- Hoping to see bigger collaborative projects through the Climate Alliance
- Climate Alliance will present at a future WBAC meeting on their progress
- Need two new nominations from Shire of Donnybrook Balingup and Shire of Boyup Brook for the group.

# 9. WBAC Tourism: Southern Forests & Valleys

# a) SF&V Project update

A comprehensive report on the Southern Forests & Valleys project was included in the board papers. Any questions regarding the project should be directed to Katie.

 In May, the Southern Forests & Valleys website recorded 280,099 visits, bringing the total number of visits since launch to 2,588,851

# i. Social Media Guide

Created a Social Media Post Guide to support brand alignment across Shires and Visitor Centres. This will be distributed to all stakeholders for optional use in their own marketing.

#### ii. Marketing Packages

Developed the Southern Forests & Valleys Marketing Package, available for purchase by events and operators to enhance promotional reach through SF&V channels.

# Report noted by all members

# b) SF&V Heritage Festival

A total of 134 experiences were curated and promoted across the Southern Forests & Valleys region through a fully digital festival booklet and webpage.

#### Mixed feedback received from Shires:

• The two who received grants provided strong support and were actively engaged.

- Others demonstrated initial positivity, including ongoing communication during the event, but expressed negative feedback during the post-event review.
- One Shire indicated intentions to be more actively involved in future years.
- All member Shires, with the exception of Nannup, have indicated their intention to apply for funding to participate in the 2026 festival.

# c) UCI event (10th & 11th October 2026 with G7 3rd - 9th October)

i. Verbal report of SEVEN event in Nannup (Cr Buegge & D. Taylor) A verbal report was provided on the SEVEN gravel cycling event held in Nannup. The event was described as exceptionally well organised, with a professional set-up and seamless logistics throughout the day. Everyone who attended commended the level of planning, volunteer coordination, and community engagement evident on the ground.

If the UCI Gravel World Series event delivers to a similar standard, it is expected to be a world-class experience that will showcase the region at its best. The SEVEN event has set a strong benchmark and provides valuable insights into what is possible for future large-scale events in the region.

# ii. WBAC Stakeholder Group

# 1. Minute of meetings 15.04.2025 & 14.05.2025

Update given by meeting chairs, Cr Vivienne MacCarthy and Nick O'Connor:

- A significant number of actions were identified during the initial in person meeting on 15 April, all of which have been captured in the formal action plan.
- Since that meeting, Phase 1 of the project is well underway, with key deliverables either completed or on track.
- WBAC-led actions are progressing effectively, demonstrating strong coordination and momentum across stakeholders.
- The second online meeting on 14 May focused on refining responsibilities, confirming timelines, and progressing planning for community activation.

# 2. WBAC Event Timeline & Action Plan

The WBAC Event Timeline & Action Plan was circulated with the board papers. This document outlines key milestones, deliverables, and responsibilities for both WBAC and the member Shires in the lead-up to the 2026 UCI Gravel World Series event. Ongoing coordination and regular updates will be managed through the UCI Working Group and WBAC Executive Officer.

# 3. Agenda for June meeting

Aim of June's meeting is to confirm

- Shire stakeholder groups and their progress
- All G7 events in the region and the logistics around these
- Fan zones and viewing areas
- School and community involvement
- Marketing focuses for SF&V and content needed
- SF&V signage across whole event
- Experience passport concept

# iii. UCI Stakeholder meeting

WBAC is part of the WBAC working group, along with members from Cycling Eventures, Tourism WA, SWDC, MRTBA, Westcycle, Shire of Nannup and other key stakeholders.

- Katie, David Taylor and Kristi attended first meeting on 10<sup>th</sup> April 2025.
- Cr Vivienne MacCarthy, Katie and David Taylor attended second meeting on 27<sup>th</sup> June.

# iv. SWDC Events x Tourism Working Group

WBAC has been invited to participate in the South West Development Commission's (SWDC) Events x Tourism Working Group, which brings together regional stakeholders to collaboratively plan and align tourism and event strategies across the South West.

The first meeting of the group was held on 29 May 2025, with the following representatives in attendance:

- Cr Donelle Buegge, representing WBAC
- Katie McDonnell, representing WBAC
- David Taylor, representing the Shire of Nannup
- Arthur Kyron, representing the Shire of Bridgetown–Greenbushes

# d) Opportunities

- i. World Trails Conference, 19th-22nd October 2026 in Perth
  - 1. Pre-event bookable conference tour in our region (close 1st August)
    - This presents a valuable chance to showcase the region's trail offerings.
    - WBAC will engage with member Shires and local Visitor Centres to explore whether a collaborative regional experience can be developed that is bookable.
    - Discussions will focus on identifying trail-ready products, accommodation providers, and potential local guides or operators that could be part of a curated experience.

# 2. Sponsor conference

- WBAC has requested information about sponsoring an element of the conference to increase our profile.
- ii. 2026 Australian Regional Tourism Convention in Busselton
  - WBAC has requested information about sponsoring an element of the conference to increase our profile.

# 10. Warren Blackwood Stock Route

# a) Project update

Project update was circulated with the board paper which details progress with:

- Trail Road Inventory
- Contractor Management Maintenance & Audit
- Signage
- Stakeholder Engagement
- Rider Support & Public Enquiries
- Documentation & Marketing
- Future Development

- During discussion with Lenore Lyons regarding William Bay Regional Trail Master Plan to explore cross-regional alignment in trail development and destination management, the possibility to include a spur of the WBSR was discussed:
  - Look at possibility of adding a spur from Broke Inlet to Walpole to link up to the Denmark to Nornalup Heritage Rail Trail which is 48km by road.
  - Bush tracks 15km from Camfield at Broke Inlet to Crysal Spring and 25km from Crysal Springs to Start of Rail trail

# Report noted by all members

# b) WA Horse Trails Management Guidelines

- WA Horse Trails Management Guidelines were released at the end of May,
- WBAC are now reviewing and updating all our documents to alignment with the Guidelines:
  - 1. Governance & Agreements
    - 1. A Memorandum of Understanding (MOU)\*
    - 1. B Operational Guidelines\*
    - 1. C Trail Management Plan\*
  - 2. Maintenance & Monitoring
    - 2. A Maintenance, Monitoring & Reporting Plan\*
    - 2. B Trail Inventory & Infrastructure Register
    - 2. C Trail Closure Protocols\*
  - 3. Community & Stakeholder Engagement
    - 3. A Community & Volunteer Engagement Plan\*
    - 3. B Marketing & Communications Plan
    - 3. C Pioneer Farming Families Integration Plan
  - 4. User Experience & Safety
    - 4. A User Guidelines\*
    - 4. B Rider Code of Conduct

# 11. Warren Blackwood Futures Forum: Tuesday, 6th May 2025

- a) WBAC video https://vimeo.com/1084843361/1b4c371b1f
- If you haven't already watched the video, please take a moment to view it and share it through your networks to help spread the message.

# b) Event review

- 33 attendees including Minister Don Punch, Chris Hossen (WALGA), Bevan Eatts (Member for Warren Blackwood), Cate Brooks and Pip Kirby (SWDC), Scott Robinson and Vicki Walker (RDA), Shire councillors and senior staff.
- A very successful event, informative and engaging speakers, valuable insights, and excellent networking opportunities.

<sup>\*</sup>Waiting on DBCA until we can finalise

# 12. Regional Trails Strategy

WBAC applied to the DLGSCI Community Trail Planning Grants Program for a regional trails strategy, we should hear back by August if we are successful.

- Total project cost: \$101,680
  - o Grant requested: \$49,690
  - WBAC in kind: \$27,320
  - o WBAC Cash: \$51,990
  - WBAC has \$10,000 from 2024.25 and 2025.26 budget if we are successful. This leaves \$41,990 to be split between the 5 shires.
  - WBAC will ask for updated quotes

# 13. Meeting with Amanda Hutton, Group Executive for Telstra Business

- a) Tuesday 24<sup>th</sup> June, 2pm 3pm in Bunbury
  - Purpose:
    - Strengthen the relationship with Telstra
    - Advocate for regional priorities and improved services
    - Provide constructive feedback
    - Explore opportunities to align with DPIRD and secure support for regional connectivity

Action: Katie to circulate meeting details and confirm attendance. Action: CEOs forward any additional issues or feedback to Katie.

# 14. Future meeting schedule

- Thank you to all who completed the survey regarding future meeting dates. Based on responses, Tuesdays during the day work for all member Shires except Bridgetown-Greenbushes.
- Board members expressed a preference to be able to join meetings online and vote virtually. Katie advised that this requires a Special General Meeting to amend the Constitution, which can be held prior to the next Board meeting.
- It was agreed that, moving forward, Board meetings will commence earlier at 3:00pm.

WBAC to hold a Special general meeting on 12.08.2025 to amend the constitution for the purpose of amending the Constitution to permit online attendance and voting at Board and General Meetings.

Moved: Cr Tracy Lansdell

Seconded: Cr Alexis Davy Carried 10/0

Action: Katie to arrange Special General Meeting

# 15. Dates of future meetings:

- a) Tuesday 12<sup>th</sup> August 2025, Shire of Bridgetown Greenbushes (3pm)
- b) Tuesday 7th October 2025, Shire of Nannup
- c) AGM: Tuesday 2nd December 2025, Shire of Boyup Brook
- d) Tuesday 3<sup>rd</sup> February 2026, Shire of Manjimup
- e) Tuesday 7<sup>th</sup> April 2026, Shire of Donnybrook Balingup.

Close meeting: 7.51pm

# SHIRE OF DONNYBROOK-BALINGUP

# **MONTHLY FINANCIAL REPORT**

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 June 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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#### SHIRE OF DONNYBROOK-BALINGUP STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2025

OTAL EMERIT OF THE ACTION							
FOR THE PERIOD ENDED 30 JUNE 2025		Amended Budget	YTD Budget	YTD	Variance*	Variance*	
		Estimates	Estimates	Actual	\$	%	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		7,842,319	7,842,319	7,847,272	4,953	0.06%	
Grants, subsidies and contributions		2,601,193	2,601,193	2,804,362	203,169	7.81%	<u> </u>
Fees and charges		2,481,842	2,481,842	2,531,634	49,792		<b>A</b>
Interest revenue		384,281	384,281	469,156	84,875		<b>A</b>
Other revenue		2,000	2,000	1,311	(689)		
Profit on asset disposals		61,032	61,032	94,914	33,882	55.52%	<b>A</b>
Expanditure from encepting activities		13,372,667	13,372,667	13,748,649	375,982	2.81%	
Expenditure from operating activities Employee costs		(6 602 217)	(6 602 216)	(6.553.852)	139.464	2.08%	
Materials and contracts		(6,693,317)	(6,693,316) (5,886,667)		1,198,464	20.36%	
Utility charges		(5,886,667) (461,959)	(461,959)	(446,967)	14,992		
Depreciation		(7,446,771)			(16,981)		-
Finance costs		(158,763)	(158,763)	(113,090)	45,673	28.77%	Ä
Insurance		(498,661)	(498,661)	(489,266)	9,395	1.88%	_
Other expenditure		(122,305)	(122,305)	(121,732)	573		
Loss on asset disposals		(137,069)	(137,069)	(241,122)	(104,053)	(75.91%)	_
Loss on asset disposais			(21,405,511)		1,287,527	6.01%	•
		(21,403,312)	(21,403,311)	(20,117,304)	1,207,327	0.0170	
Non cash amounts excluded from operating activities	2(c)	7,522,808	7.522.808	7.609.960	87,152	1.16%	
Amount attributable to operating activities	2(0)	(510,037)	(510,036)	1,240,625	1,750,661	343.24%	
, and an analysis to operating assistance		(0.0,00.)	(0.0,000)	.,,,,,	.,,,,,,,,,,	0.0.2.70	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		8,101,473	8,101,473	5,114,493	(2,986,980)	(36.87%)	•
Proceeds from disposal of assets		306,581	306,581	332,278	25,697	8.38%	<u> </u>
Proceeds from financial assets at amortised cost - self supporting loans		10,196	10,196	10.196	0	0.00%	_
Proceeds from financial assets at amortised cost - commercial loans		13,333	13,333	13,333	Ō		
Proceeds from financial assets at amortised cost - other		5,200	5,200	5,300	100	1.92%	
		8,436,783	8,436,783	5,475,600	(2,961,183)	(35.10%)	
Outflows from investing activities							
Payments for property, plant and equipment		(9,173,932)	(9,173,932)	(7,309,868)	1,864,064	20.32%	<b>A</b>
Payments for construction of infrastructure		(5,431,280)	(5,431,280)	(3,296,852)	2,134,427	39.30%	<b>A</b>
		(14,605,212)	(14,605,212)	(10,606,720)	3,998,491	27.38%	
Amount attributable to investing activities		(6,168,429)	(6,168,429)	(5,131,121)	1,037,308	16.82%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		5,817,024	5,817,024	4,094,570	(1,722,454)	(29.61%)	•
		5,817,024	5,817,024	4,094,570	(1,722,454)	(29.61%)	
Outflows from financing activities							
Payments for principal portion of lease liabilities		(55,345)	(55,345)	(25,345)	30,000	54.21%	<b>A</b>
Repayment of borrowings		(141,031)	(141,031)	(141,031)	0		
Transfer to reserves		(1,130,865)		(687,369)	443,496	39.22%	<b>A</b>
		(1,327,241)	(1,327,241)	(853,745)	473,496	35.68%	
A		4 400 700	4 400 700	0.040.005	(4.040.050)	(07.000()	
Amount attributable to financing activities		4,489,783	4,489,783	3,240,825	(1,248,958)	(27.82%)	
MOVEMENT IN CUIDDLUC OD DEFICIT							
MOVEMENT IN SURPLUS OR DEFICIT	2(0)	0.040.000	0.040.000	0.040.000	^	0.000/	
Surplus or deficit at the start of the financial year	2(a)	2,313,839	2,313,839	2,313,839	1 750 661	0.00%	
Amount attributable to operating activities  Amount attributable to investing activities		(510,037)	(510,036)	1,240,625	1,750,661 1,037,308	343.24% 16.82%	
Amount attributable to investing activities  Amount attributable to financing activities		(6,168,429) 4,489,783	(6,168,429) 4,489,783	(5,131,121) 3,240,825	(1,248,958)		<b>-</b>
Surplus or deficit after imposition of general rates		4,489,783 125,157	4,489,783 <b>125,157</b>		1,539,011	(27.82%) 1229.66%	X
ourplus or denote after imposition of general rates		120,107	120,107	1,004,100	1,008,011	1223.00%	_

#### KEY INFORMATION

- Net Information

  Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

  Indicates a variance with a positive impact on the financial position.

  Indicates a variance with a negative impact on the financial position.

  Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

# SHIRE OF DONNYBROOK-BALINGUP STATEMENT OF FINANCIAL POSITION FOR THE PERIOD ENDED 30 JUNE 2025

	Actual 30 June 2024	Actual as at 30 June 2025
CURRENT ACCETS	\$	\$
CURRENT ASSETS Cash and cash equivalents	12 842 820	9,393,957
Trade and other receivables	12,842,829 4,638,906	545,527
Other financial assets	23,529	0-0,027
Inventories	167,983	246,806
Other assets	345,342	64,772
TOTAL CURRENT ASSETS	18,018,589	10,251,062
NON-CURRENT ASSETS		
Trade and other receivables	218,267	218,267
Other financial assets	207,363	207,362
Inventories	1,973,769	1,973,769
Other assets	600,186	600,186
Property, plant and equipment	47,854,189	52,804,875
Infrastructure	158,383,251	156,169,050
Intangible assets TOTAL NON-CURRENT ASSETS	468,018 209,705,043	396,015 212,369,524
TOTAL NON-CORRENT ASSETS	209,705,045	212,309,324
TOTAL ASSETS	227,723,632	222,620,586
CURRENT LIABILITIES		
Trade and other payables	2,664,213	1,626,247
Other liabilities	4,245,811	1,596,648
Lease liabilities	25,345	0
Borrowings	141,031	0
Employee related provisions	970,724	970,724
TOTAL CURRENT LIABILITIES	8,047,124	4,193,619
NON-CURRENT LIABILITIES		
Other liabilities	3,878,500	3,878,500
Lease liabilities	40,153	40,153
Borrowings	2,979,767	2,979,767
Employee related provisions	126,793	126,793
Other provisions	2,098,612	2,098,612
TOTAL NON-CURRENT LIABILITIES	9,123,825	9,123,825
TOTAL LIABILITIES	17,170,949	13,317,444
NET ASSETS	210,552,683	209,303,142
EQUITY		
Retained surplus	29,828,319	31,985,979
Reserve accounts	7,800,473	4,393,272
Revaluation surplus	172,923,891	172,923,891
TOTAL EQUITY	210,552,683	209,303,142

This statement is to be read in conjunction with the accompanying notes.

# SHIRE OF DONNYBROOK-BALINGUP NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2025

#### 1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

#### **BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

#### Local Government Act 1995 requirements

Section 6.4(2) of the Local Government Act 1995 read with the Local Government (Financial Management) Regulations 1996, prescribe that the financial report be prepared in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The Local Government (Financial Management) Regulations 1996 specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 June 2025

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements

#### **MATERIAL ACCOUNTING POLICES**

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

#### Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- · Assets held for sale
- · Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- · Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

# SHIRE OF DONNYBROOK-BALINGUP NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2025

# **2 NET CURRENT ASSETS INFORMATION**

		Amenaea		
		Budget	Actual	Actual
(a) Net current assets used in the Statement of Financial Activity		Opening	as at	as at
,,	Note	1 July 2024	30 June 2024	30 June 2025
Current assets	•	\$	\$	\$
Cash and cash equivalents		12,842,829	12,842,829	9,393,957
Trade and other receivables		4,638,906	4,638,906	545,527
Other financial assets		23,529	23,529	0
Inventories		167,983	167,983	246,806
Other assets		345,342	345,342	64,772
	•	18,018,589	18,018,589	10,251,062
Less: current liabilities				
Trade and other payables		(2,664,213)	(2,664,213)	(1,626,247)
Other liabilities		(4,245,811)	(4,245,811)	(1,596,648)
Lease liabilities		(25,345)	(25,345)	0
Borrowings		(141,031)	(141,031)	0
Employee related provisions		(970,724)	(970,724)	(970,724)
		(8,047,124)	(8,047,124)	(4,193,619)
Net current assets		9,971,465	9,971,465	6,057,443
Less: Total adjustments to net current assets	2(b)	(7,657,626)	(7,657,626)	(4,393,272)
Closing funding surplus / (deficit)		2,313,839	2,313,839	1,664,168
(b) Current assets and liabilities excluded from budgeted deficiency				
Adjustments to net current assets				
Less: Cash - Restricted Reserves		(7,800,473)	(7,800,473)	(4,393,272)
Less: Financial assets at amortised cost - self supporting loans  Add: Current liabilities not expected to be cleared at the end of the year		(23,529)	(23,529)	0
- Current portion of lease liabilities		25,345	25,345	0
- Current portion of borrowings		141,031	141,031	0
Total adjustments to net current assets	2(a)	(7,657,626)	(7,657,626)	(4,393,272)
		Amended	YTD	
		Budget	Budget	YTD
		Estimates	Estimates	Actual
		30 June 2025	30 June 2025	30 June 2025
	-	\$	\$	\$
(c) Non-cash amounts excluded from operating activities		•	,	·
Adjustments to operating activities				
Less: Profit on asset disposals		(61,032)	(61,032)	(94,914)
Add: Loss on asset disposals		137,069	137,069	241,122
Add: Depreciation	_	7,446,771	7,446,771	7,463,752
Total non-cash amounts excluded from operating activities		7,522,808	7,522,808	7,609,960

Amended

#### **CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

#### 3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The proposed material variance to be adopted by Council for the 2024-25 year is \$10,000

The proposed material variance to be adopted by Council for the 2024-25 year	15 \$ 10,000		
Description	Var. \$	Var. %	
Revenue from operating activities Grants, subsidies and contributions	203,169	7.81%	
Income in the following areas less than estimated: Protection of Environment grants \$394,681	,	Permanent	
Insurance reimbursements \$728,867 Balance relates to timing of other minor income			
Income in the following areas greater than estimated: Donation of inventory \$11,250		D	
LGGC (Financial Assistance Grant) \$1,274,805 DFES \$70,900		Permanent	
Fees and charges	49,792	2.01%	
Income in the following areas greater than estimated: Recreation and Culture \$25,715	40,102		
Donnybrook Waste Facility \$15,097 Licenses & Permits \$9,642		Permanent	
Interest revenue Muni interest \$51,775 and Reserves interest \$24,038 greater than estimated	84,875	22.09% Permanent	•
Balance relates to interest on rate arrears		remanent	
Profit on asset disposals Asset disposals greater than estimated. Non cash adjustment on disposal of Caterpillar loader	33,882	55.52% Permanent	•
Expenditure from operating activities Employee costs	139,464	2.08%	
Expenditure in the following areas less than estimated: Other Welfare \$29,870			
Town Planning \$28,912 Administration \$161,715		Permanent	
Streets & Roads maintenance \$41,504 Development Services \$18,977			
Expenditure in the following areas greater than estimated: Fire Prevention \$40976		Permanent	
Public Works Overheads \$105,094 Balance relates to minor variances in other programs.			
Materials and contracts	1,198,464	20.36%	
Expenditure in the following areas are less than estimated: Other governance consultants \$105,189	1,100,101	20.0070	
Community grants & donations \$18,367 Education & Welfare \$29,084			
Waste consultants \$226,251		Permanent	
Waste facilities \$84,706 Environmental projects \$396,146 Asset management project - consultant \$65,000			
Recreation Centre \$20,666 Bridge maintenance \$252,320			
Utility charges	14,992	3.25%	•
Expenditure in the following areas are less than estimated: Street lights & Depots \$9,265		Permanent	
Recreation centre \$9,994			
Depreciation Variance due to new vehicles	(16,981)	(0.23%) Permanent	•
Loss on asset disposals Non-cash adjustment on disposal of infrastructure assets	(104,053)	(75.91%) Permanent	•
Non cash amounts excluded from operating activities	87,152	1.16%	•
Depreciation \$16,981 greater than estimated at this time Disposal of assets \$70,171		Permanent Permanent	
Inflows from investing activities Proceeds from capital grants, subsidies and contributions	(2,986,980)	(36.87%)	
Income in the following areas less than estimated: Black Spot \$407,267	(=,000,000)	(30.0.70)	
black Spot \$407,257 Main Roads \$732,695 LGGC special projects bridge \$564,667			
Codic special projects bridge \$564,667 /C Mitchell Park \$876,244 SHERP \$16,404		Permanent	
RCIP \$284,888 Roads to Recovery \$383,000			
Works contributions \$126,117 WA Bicycle Network Program \$82,500			
wA bicycle Network Program \$62,500 Income in the following areas greater than estimated: DFES - Mullalyup BFB \$290,262		Permanent	
Bregional Road Group \$266,904		remanent	
Proceeds from disposal of assets Sale of Caterpillar Loader greater than estimated	25,697	8.38%	•
Outflows from investing activities Payments for property, plant and equipment	1,864,064	20.32%	
rayments to property, plant and equipment Expenditure in the following areas are less than estimated: Vehicles - Parks & Reserves \$74,131	1,004,004	20.32 /6	
Public Halls \$101,963 Community Centres			
Public ablutions \$38,533 Housing \$49,440			
Depots \$31,528 Furniture & Equipment \$49,988			
Waste Management Building \$66,648 Donnybrook Recreation centre \$193,316		Permanent	
VC Mitchell \$1,112,043 Administration Centre \$23,391			
SHERP Housing \$17,786 Christmas decoration \$20,724			
Purchase Plant & Equipment - Transport \$377,186 Expenditure in the following area is greater than estimated:			
Apeninule in the following alea is greater than estimated.  Mullalyup BFB vehicle acquisition \$290,262  Please refer to note 5 for further details			
Payments for construction of infrastructure	2,134,427	39.30%	•
Expenditure in the following areas are less than estimated: Road construction program \$631,033			
Bridges \$1,191,000 Infrastructure \$172,141		Permanent	
Footpaths \$140,252 Please refer to note 5 for further details			

# SHIRE OF DONNYBROOK-BALINGUP SUPPLEMENTARY INFORMATION TABLE OF CONTENTS

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# BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

# 1 KEY INFORMATION

# **Funding Surplus or Deficit Components**

#### Funding surplus / (deficit) YTD YTD Amended Var. \$ **Budget** Actual **Budget** (b)-(a) (a) (b) **Opening** \$2.31 M \$2.31 M \$2.31 M \$0.00 M Closing \$0.13 M \$0.13 M \$1.66 M \$1.54 M Refer to Statement of Financial Activity

Cash and cash equivalents				<b>Payables</b>		
	\$9.39 M	% of total		\$1.63 M	% Outstanding	
<b>Unrestricted Cash</b>	\$5.00 M	53.2%	Trade Payables	\$0.93 M		Rates
<b>Restricted Cash</b>	\$4.39 M	46.8%	0 to 30 Days		96.7%	Trade
			Over 30 Days		3.3%	
			Over 90 Days		2.3%	
Refer to 3 - Cash and Fina	incial Assets		Refer to 9 - Payables			Refer to 7

R	eceivable	es
	\$0.09 M	% Collected
Rates Receivable	\$0.45 M	95.3%
Trade Receivable	\$0.09 M	% Outstanding
Over 30 Days		8.5%
Over 90 Days		5.7%
Refer to 7 - Receivables		

# **Key Operating Activities**

Amount attr	ibutable to	operating	activities
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.51 M)	(\$0.51 M)	\$1.24 M	\$1.75 M
Refer to Statement of Fi	nancial Activity		

Ra	ates Revei	nue	Grants	and Contri	butions	Fee	es and Cha	rges
YTD Actual	\$7.85 M	% Variance	YTD Actual	\$2.80 M	% Variance	YTD Actual	\$2.53 M	% Variance
YTD Budget	\$7.84 M	0.1%	YTD Budget	\$2.60 M	7.8%	YTD Budget	\$2.48 M	2.0%
			Refer to 13 - Grants a	nd Contributions		Refer to Statement of Fir	nancial Activity	

# **Key Investing Activities**

Amount attri	butable t	o investing	activities				
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)				
(\$6.17 M)	(\$6.17 M)	(\$5.13 M)	\$1.04 M				
Refer to Statement of Financial Activity							

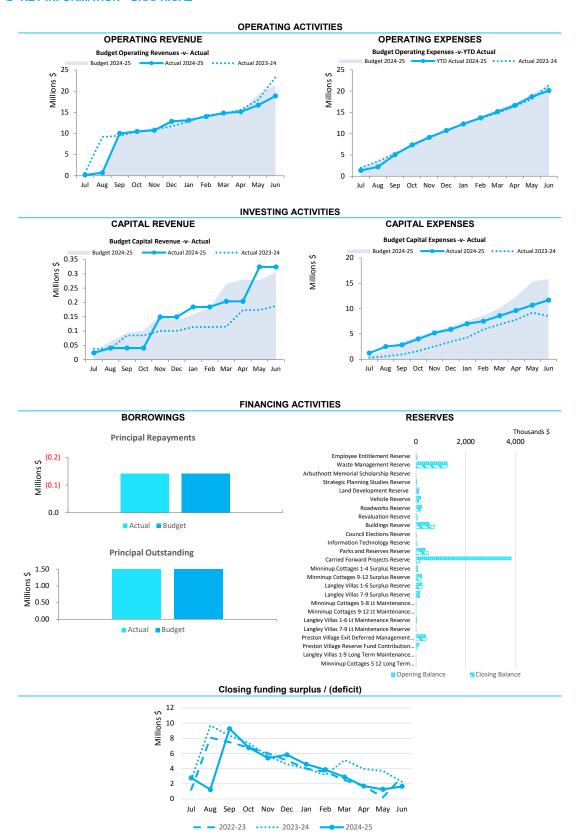
Refer to Statement of Fina	ancial Activity							
Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.33 M	%	YTD Actual	\$3.30 M	% Spent	YTD Actual	\$5.11 M	% Received
Amended Budget	\$0.31 M	8.4%	Amended Budget	\$5.43 M	(39.3%)	Amended Budget	\$8.10 M	(36.9%)
Refer to 6 - Disposal of As	ssets		Refer to 5 - Capital Acq	uisitions		Refer to 5 - Capital Acquis	itions	

# **Key Financing Activities**

Amount at	tributable to	financing	activities
Amended Budg	YTD et Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$4.49 M	\$4.49 M	\$3.24 M	(\$1.25 M)
Refer to Statement of	r Financial Activity		

Borrowings			Reserves		Lease Liability		
Principal repayments	(\$0.14 M)	Reserves balance	\$4.39 M	Principal repaym	ents (\$0.03 M)		
Interest expense	(\$0.15 M)	Net Movement	(\$3.41 M)	Interest expen	se (\$0.00 M)		
Principal due	\$2.98 M			Principal du	\$0.04 M		
Refer to 10 - Borrowings		Refer to 4 - Cash Reserv	ves	Refer to Note 11 - L	ease Liabilites		

#### 2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

#### **3 CASH AND FINANCIAL ASSETS AT AMORTISED COST**

							Interest	Maturity
Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Rate	Data
Description	Classification	Unrestricted	•	TOTAL	•	institution	Rate	Date
		Þ	\$	<b>Þ</b>	Þ			
Floats/Petty Cash on Hand	Cash and cash equivalents	1,010	0	1,010	0		NIL	On hand
Municipal Bank Account	Cash and cash equivalents	1,960,673	0	1,960,673	0	Bank	Variable	Cheque Acc.
WA Treasury	Cash and cash equivalents	480,528	0	480,528	0	Bank	3.80%	At Call
Bendigo Bank TD	Cash and cash equivalents	500,000	0	500,000	0	Bank	4.10%	08/2025
Bendigo Bank TD	Cash and cash equivalents	1,019,565	0	1,019,565	0	Bank	4.55%	07/2025
Bendigo Bank TD	Cash and cash equivalents	526,879	0	526,879	0	Bank	4.20%	09/2025
NAB Bank TD	Cash and cash equivalents	512,030	0	512,030	0	Bank	4.25%	08/2025
NAB Bank Reserve TD	Cash and cash equivalents	0	1,222,648	1,222,648	0	Bank	3.20%	07/2025
Bendigo Bank Reserve TD	Cash and cash equivalents	0	3,170,624	3,170,624	0	Bank	4.40%	07/2025
Trust Fund Cash at Bank	Cash and cash equivalents	0	0	0	56,967	Bank	Variable	Cheque Acc.
Total		5,000,685	4,393,272	9,393,957	56,967			
Comprising								
Cash and cash equivalents		5,000,685	4,393,272	9,393,957	56,967			
·		5,000,685	4,393,272	9,393,957	56,967			

#### **KEY INFORMATION**

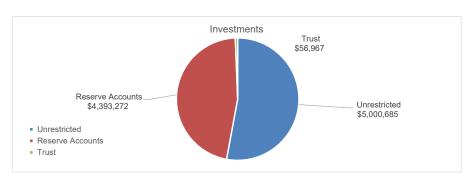
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

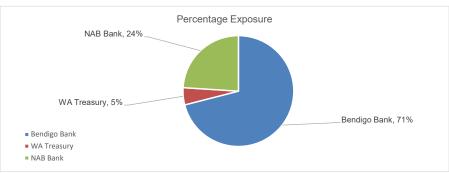
Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.





# SHIRE OF DONNYBROOK-BALINGUP SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 30 JUNE 2025

# **4 RESERVE ACCOUNTS**

	Amended Budget				А	ctual		
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
Reserve account name	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	17,500	25,000	0	42,500	17,500	25,000	0	42,500
Waste Management Reserve	1,251,809	0	(206,000)	1,045,809	1,251,809	0	0	1,251,809
Arbuthnott Memorial Scholarship Reserve	2,685	0	(300)	2,385	2,685	0	0	2,685
Strategic Planning Studies Reserve	31,012	0	0	31,012	31,012	0	0	31,012
Land Development Reserve	100,271	0	(79,012)	21,259	100,271	0	0	100,271
Vehicle Reserve	185,556	513,750	(492,872)	206,434	185,557	49,837	(131,771)	103,624
Roadworks Reserve	234,001	37,500	(272,658)	(1,157)	234,001	38,301	(100,000)	172,302
Revaluation Reserve	20,000	40,000	0	60,000	20,000	40,000	0	60,000
Buildings Reserve	520,433	247,715	(488,526)	279,622	520,433	248,516	(24,838)	744,111
Council Elections Reserve	0	20,000	0	20,000	0	20,000	0	20,000
Information Technology Reserve	18,061	20,000	(38,061)	0	18,061	20,000	0	38,061
Parks and Reserves Reserve	359,280	217,500	(214,237)	362,543	359,280	218,301	(76,733)	500,848
Carried Forward Projects Reserve	3,819,935	0	(3,819,935)	0	3,819,935	0	(3,673,076)	146,858
Minninup Cottages 1-4 Surplus Reserve	67,987	0	(22,788)	45,199	67,987	0	0	67,987
Minninup Cottages 9-12 Surplus Reserve	221,388	0	(81,196)	140,192	221,388	0	(8,652)	212,736
Langley Villas 1-6 Surplus Reserve	243,439	0	(21,939)	221,500	243,439	0	0	243,439
Langley Villas 7-9 Surplus Reserve	146,755	0	0	146,755	146,755	0	0	146,755
Minninup Cottages 5-8 Lt Maintenance Reserve	11,669	0	0	11,669	11,669	0	0	11,669
Minninup Cottages 9-12 Lt Maintenance Reserve	10,628	0	0	10,628	10,628	0	0	10,628
Langley Villas 1-6 Lt Maintenance Reserve	21,023	0	0	21,023	21,023	0	0	21,023
Langley Villas 7-9 Lt Maintenance Reserve	7,200	0	0	7,200	7,200	0	0	7,200
Preston Village Exit Deferred Management Reserve	394,814	0	0	394,814	394,814	13,524	0	408,338
Preston Village Reserve Fund Contribution Reserve	115,027	0	(79,500)	35,527	115,027	4,489	(79,500)	40,016
Langley Villas 1-9 Long Term Maintenance Reserve	0	5,400	0	5,400	0	5,400	0	5,400
Minninup Cottages 5 12 Long Term Maintenance Reserve	0	4,000	0	4,000	0	4,000	0	4,000
	7,800,473	1,130,865	(5,817,024)	3,114,314	7,800,473	687,369	(4,094,570)	4,393,272

# SHIRE OF DONNYBROOK-BALINGUP SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 30 JUNE 2025

#### **5 CAPITAL ACQUISITIONS**

Amended							
Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Variance			
	\$	\$	\$	\$			
Buildings - non-specialised	7,829,768	7,829,768	6,195,089	(1,634,679)			
Furniture and equipment	156,788	156,788	86,076	(70,712)			
Plant and equipment	1,187,376	1,187,376	1,028,704	(158,672)			
Acquisition of property, plant and equipment	9,173,932	9,173,932	7,309,868	(1,864,064)			
Acquisition of property, plant and equipment	3,173,332	3,173,332	7,303,000	(1,004,004)			
Infrastructure - roads	3,655,185	3,655,185	3,024,151	(631,033)			
Infrastructure - other	335,160	335,160	163,018	(172,142)			
Infrastructure - footpaths	165,000	165,000	24,748	(140,252)			
Infrastructure - bridges	1,275,935	1,275,935	84,935	(1,191,000)			
Acquisition of infrastructure	5,431,280	5,431,280	3,296,852	(2,134,427)			
Total of PPE and Infrastructure.	14,605,212	14,605,212	10,606,720	(3,998,491)			
Total capital acquisitions	14,605,212	14,605,212	10,606,720	(3,998,491)			
Capital Acquisitions Funded By:							
Capital grants and contributions	8,101,473	8,101,473	5,114,493	(2,986,980)			
Lease liabilities	100,000	0	0	0			
Other (disposals & C/Fwd)	306,581	306,581	332,278	25,697			
Reserve accounts							
Waste Management Reserve	45,000	0	0	0			
Land Development Reserve	79,012	0	0	0			
Vehicle Reserve	492,872	131,771	131,771	0			
Roadworks Reserve	272,658	100,000	100,000	0			
Buildings Reserve	244,023	24,838	24,838	0			
Information Technology Reserve	50,455	0	0	0			
Parks and Reserves Reserve	104,039	76,733	76,733	0			
Carried Forward Projects Reserve	3,819,935	3,673,076	3,673,076	0			
Minninup Cottages 9-12 Surplus Reserve	0	8,652	8,652	0			
Contribution - operations	989,164	2,182,088	1,065,380	(1,116,708)			
Capital funding total	14,605,212	14,605,212	10,606,720	(3,998,491)			

#### **KEY INFORMATION**

#### Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Local Government (Financial Management) Regulation 17A(5). These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

#### Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

#### Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

# 5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

#### Capital expenditure total Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

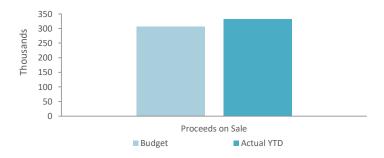
		Amer	nded		Variance
	Account Description	Budget	YTD Budget	YTD Actual	(Under)/Over
Capital Expenditure	·	\$	\$	\$	\$
Buildings					
B163	Public Hall - Balingup (and Library)	21,000	21,000	2,500	18,500
B164	Public Hall - Kirup	84,000	84,000	33,000	51,000
B372	Public Hall - Brookhampton	78,350	78,350	35,249	43,101
B369	Public Hall - Yabberup (and Tennis Shed)	35,000	35,000	35,918	(918)
B375	Community Centre & Infant Health Clinic - Donnybrook	86,154	86,154	86,126	28
B373	Community Resource Centre - Donnybrook	19,137	19,137	28,885	(9,748)
B153	Public Toilets - Balingup Village Green	6,175	6,175	608	5,567
B157	Public Toilets - Apex Park	48,967	48,967	43,549	5,419
B379	Ablutions - Balingup Transit Park	27,548	27,548	0	27,548
B385	Minninup Cottages - Unit 1 -4	16,480	16,480	0	16,480
B386	Minninup Cottages - Unit 5 - 12	32,960	32,960	0	32,960
B357	Minninup Cottages - Unit 1 -4 (SHERP)	2,813	2,813	7	2,806
B358	Minninup Cottages - Unit 5 - 12 (SHERP)	13,041	13,041	10,235	2,806
B359	Minninup Cottages 9-12	11,266	11,266	8,192	3,074
B363	Minninup Cottages - Carports	702	702	0	702
B360	Langley Villas 1-3	84,191	84,191	82,087	2,104
B361	Langley Villas 4-6	38,400	38,400	35,593	2,807
B362	Langley Villas 7-9	136,546	136,546	134,411	2,135
B361A	Langley Villas 1-6 Reserve	22,981	22,981	21,600	1,381
B362A	Langley Villas 7-9 Reserve	23,727	23,727	23,726	1
B392	Depot - Donnybrook	18,231	18,231	4,003	14,228
B394	Depot - Victory Lane	17,300	17,300	0	17,300
B397	Balingup Recreation Centre	10,000	10,000	8,124	1,876
7125	VC Mitchell Park - Pavillion	6,535,754	6,535,754	5,425,586	1,110,168
B078	Donnybrook Recreation Centre	317,842	317,842	124,526	193,316
B108	Administration Centre - Donnybrook	41,200	41,200	31,958	9,242
B123	Council Chambers - (Church)	30,000	30,000	15,851	14,149
B396	E-Waste storage shed - Balingup transfer station	70,003	70,003	3,355	66,648
		7,829,768	7,829,768	6,195,089	1,634,679
Plant and Equipment					
0354	Vehicles - ESL funded	246,885	246,885	537,148	(290,263)
0434	Vehicles - Parks & Gardens	236,900	236,900	162,768	74,132
0554	Vehicles - Administration	171,725	171,725	171,725	0
3554	Purchase Plant & Equipment - Transport	476,586	476,586	99,400	377,186
4214	Vehicle - Works Supervisor	48,280	48,280	48,553	(273)
2746	Fertiliser spreader - Parks & Gardens	7,000	7,000	9,111	(2,111)
		1,187,376	1,187,376	1,028,704	158,672

# 5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

	Amended					
		Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	Capital Expenditure		\$	\$	\$	\$
	Furniture and Equipn	nent				
aff.	2512	EDRMS Software	97,000	104,000	0	104,000
ď	2512	Document migration to new EDRMS	20,000	0	0	0
dh	2512	Network switch	0	13,000	67,012	(54,012)
	8974	Christmas Decorations	27,243	27,243	6,519	20,724
d	4004	Air conditioner - Bendigo Bank	12,545	12,545	12,545	(0)
			156,788	156,788	86,076	70,712
	Infrastructure - Other					
all.	R188	Egan Park	103,000	103,000	86,847	16,153
a	R189	Donnybrook Townsite (General)	6,180	6,180	6,139	41
	R191	Apple Funpark	5,305	5,305	1,170	4,135
	R192	Trigwell Place / Apex Park	28,065	28,065	12,479	15,586
	R193	Trigwell Street Park	20,187	20,187	5,220	14,967
Шh	R194	Donnybrook Arboretum	21,911	21,911	0	21,911
	R195	Balingup Cemetery	41,200	41,200	38,353	2,847
4	R196	Upper Preston Cemetery	10,300	10,300	8,611	1,689
ď	R197	Balingup Skate Park	20,000	20,000	0	20,000
dl	R198	9791 South West Highway Donnybrook	79,012	79,012	4,199	74,813
			335,160	335,160	163,018	172,142
	Infrastructure - Bridg	25				
all	3275	Bridge # 3275 Upper Capel Road - Repairs	84,935	84,935	84,935	0
-41	B5185	Bridge #5185 Merrifield View	417,000	417,000	0 1,000	417,000
4	B3617	Bridge #3617 Bridge Street	774,000	774,000	0	774,000
			1,275,935	1,275,935	84,935	1,191,000
	Infrastructure - Footp	aths				
	C2409	Preston River Path Loop	165,000	165,000	24,748	140,252
		•	165,000	165,000	24,748	140,252
			,	•	·	•
-41	Infrastructure - Roads C1014	<u>s</u> Johnston Street Yabberup	65,296	65,296	65,292	4
	C1014 C1420	Preliminary Surveys & Designs / Permits	20,000	20,000	7,650	12,350
-di	C1420	Gravel Stockpile Development	100,989	100,989	0.030	100,989
	C2210	Southampton Road	458,000	458,000	307,424	150,575
4	C2304	Montgomery Road	55,000	55,000	0	55,000
-41	C2314	Balingup Nannup Road	804,697	804,697	767,309	37,388
	C2315	Balingup Nannup Road (RRG)	153,500	153,500	177,774	(24,274)
-41	C2401	Cundinup Kirup Road	767,167	767,167	738,873	28,294
	C2402	Jayes Road	312,831	312,831	316,226	(3,395)
-di	C2403	Greenbushes-Grimwade Road	35,000	35,000	37,812	(2,812)
-41	C2404	Forrest Road - Thompson Brook	75,000	75,000	91,927	(16,927)
-dil	C2405	Smith & Timms Road	270,000	270,000	6,700	263,300
ائن	C2406	Airstrip Road	25,000	25,000	25,000	0
4	C2407	Drainage upgrades - Bond, Fleet and Victoria F		70,205	70,205	0
4	C2408	Greenbushes Grimwade Road upgrade	412,500	412,500	411,959	541
ď	C2410	Lot 9 & 10 South Western Highway	30,000	30,000	0	30,000
		,	3,655,185	3,655,185	3,024,151	631,033
		Total Cani	tal Acquisitions 14,605,212	14,605,212	10,606,720	3,998,491
		Total Capi		17,000,212	10,000,720	5,550,451

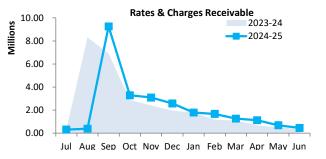
# **6 DISPOSAL OF ASSETS**

			Amer	ided Budg	et		Y	TD Actual	
Asset		Net Book				Net Book			
Ref.	Asset description	Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
20237	VC Mitchell changerooms	88,288	0	0	(88,288)	88,288	0	0	(88,288)
	Plant and equipment								
61293	Toyota Prado - DB5	35,438	33,182	0	(2,256)	35,438	33,182	0	(2,256)
61297	Toyota Fortuner - DB009	23,288	25,909	2,621	0	23,288	25,909	2,621	0
61316	Mitsubishi Triton - DB112	20,000	20,000	0	0	22,320	20,000	0	(2,320)
61324	Mazda CX-8 - DB8250	35,837	29,545	0	(6,292)	35,837	29,545	0	(6,292)
61325	Kubota front mower - DB193	21,921	15,450	0	(6,471)	0	0	0	0
61254	Fuso cab truck - DB2134	23,287	20,000	0	(3,287)	23,287	20,000	0	(3,287)
61308	Kubota zero turn mower - DB898	10,300	10,300	0	0	7,542	8,182	640	0
P6292	Loadstar trailer - DB6292	2,575	2,575	0	0	0	0	0	0
61262	Caterpillar loader - DB1250	74,160	74,160	0	0	86,758	120,000	33,242	0
61251	Isuzu Truck - DB799	9,113	23,636	14,523	0	9,113	23,636	14,523	0
61221	Bogie semi trailer	2,936	16,824	13,888	0	2,936	16,824	13,888	0
61178	Toyota Landcrusier - DB2235	5,000	35,000	30,000	0	5,000	35,000	30,000	0
	Infrastructure - Other								
859	VC Mitchell park drinking fountain	4,908	0	0	(4,908)	4,908	0	0	(4,908)
20271	VC Mitchell lighting towers x 4	20,547	0	0	(20,547)	20,547	0	0	(20,547)
20272	VC Mitchell lighting towers x 2	3,648	0	0	(3,648)	3,648	0	0	(3,648)
20274	VC Mitchell dugouts	1,372	0	0	(1,372)	1,372	0	0	(1,372)
20318	Egan Park playground equipemnt	0	0	0	0	898	0	0	(898)
70717	Bridge 3655 - Lyons Road	0	0	0	0	107,306	0	0	(107,306)
		382,618	306,581	61,032	(137,069)	478,486	332,278	94,914	(241,122)



#### **7 RECEIVABLES**

30 June 2024	30 Jun 2025
\$	\$
260,641	370,380
8,480,631	9,258,817
(8,370,892)	(9,175,387)
370,380	453,810
95.8%	95.3%



Receivables - general	Credit	Current	30 Days	Days 60 Days 90+ Days		Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(7,447)	49,661	1,302	0	2,610	46,127
Percentage	(16.1%)	107.7%	2.8%	0.0%	5.7%	
Balance per trial balance						
Trade receivables						46,127
Other receivables						(100)
GST receivable						45,690
Total receivables general outstand	ding					91,717

Amounts shown above include GST (where applicable)

#### **KEY INFORMATION**

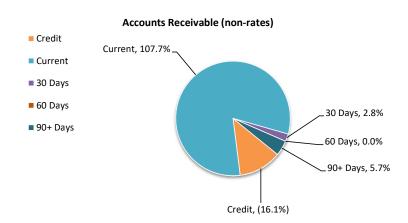
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

#### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



# SHIRE OF DONNYBROOK-BALINGUP SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 30 JUNE 2025

# **8 OTHER CURRENT ASSETS**

Other current assets	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 June 2025
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	10,196	0	(10,196)	0
Financial assets at amortised cost - commercial loans	13,333	0	(13,333)	0
Inventory				
Stock on hand	167,983	78,823	0	246,806
Other assets				
Prepayments	0	64,772	0	64,772
Accrued income	61,925	0	(61,925)	0
Contract assets	283,417	0	(283,417)	0
Total other current assets	536,854	143,595	(368,871)	311,578

Amounts shown above include GST (where applicable)

#### **KEY INFORMATION**

#### Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

#### Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

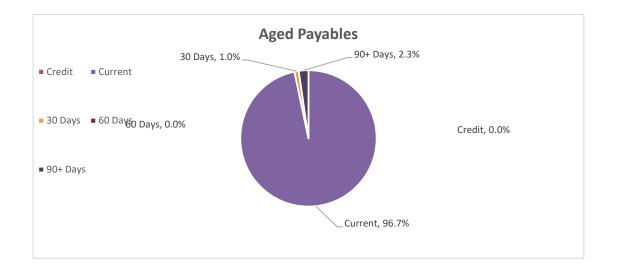
# 9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	898,559	9,228	0	21,395	929,182
Percentage	0.0%	96.7%	1.0%	0.0%	2.3%	
Balance per trial balance						
Sundry creditors						929,181
Other payables						50,045
Prepaid rates						275,806
Bonds and deposits held						371,115
Total payables general outstanding						1,626,247
Amounts shown above include GST (w	here applicable	)				

#### **KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



# 10 BORROWINGS

#### Repayments - borrowings

					Prin	ıcipal	Princ	ipal	Inte	rest
Information on borrowings			New	Loans	Repay	yments	Outsta	nding	Repay	ments
Particulars	Loan No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Dental Surgery Extensions	74	14,715	0	0	(14,715)	(14,715)	0	0	(429)	(646)
Tuia Lodge Fire Supression System	93	180,064	0	0	(28,842)	(28,842)	151,222	151,222	(2,731)	(2,732)
VC Mitchell Park	94	2,900,000	0	0	(87,278)	(87,278)	2,812,722	2,812,722	(145,455)	(145,455)
		3,094,779	0	0	(130,835)	(130,835)	2,963,944	2,963,944	(148,615)	(148,833)
Self supporting loans										
Donnybrook Country Club	90	26,019	0	0	(10,196)	(10,196)	15,823	15,823	(643)	(644)
		26,019	0	0	(10,196)	(10,196)	15,823	15,823	(643)	(644)
Total		3,120,798	0	0	(141,031)	(141,031)	2,979,767	2,979,767	(149,258)	(149,477)
Current borrowings		141,031					0			
Non-current borrowings		2,979,767					2,979,767			
		3,120,798					2,979,767			

All debenture repayments were financed by general purpose revenue. Self supporting loans are financed by repayments from third parties.

#### KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

#### 11 LEASE LIABILITIES

#### Movement in carrying amounts

					Pri	ncipal	Prir	ncipal	Int	erest
Information on leases			New	Leases	Repa	yments	Outst	anding	Repa	ıyments
Particulars	Lease No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Laptops	New	0	0	100,000	0	(30,000)	0	70,000	0	(7,000)
Network Switches	214-0439437001	8,253	0	0	(7,043)	(7,043)	1,210	1,210	(268)	(268)
Matrix Fitness Equipment	A6ZBG64105	57,245	0	0	(18,302)	(18,302)	38,943	38,943	(2,018)	(2,018)
Total		65,498	0	100,000	(25,345)	(55,345)	40,153	110,153	(2,286)	(9,286)
Current lease liabilities		25,345					0			
Non-current lease liabilities		40,153					40,153			
		65,498					40,153			

All lease repayments were financed by general purpose revenue.

#### **KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

#### 12 OTHER CURRENT LIABILITIES

Other current liabilities Other liabilities	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase \$	Liability Reduction \$	Closing Balance 30 June 2025 \$
Contract liabilities		9.215	0	0	9,209	18,424
Capital grant/contributions liabilities		3,776,578	0	2,711,668	(5,168,600)	1,319,646
Contract liability - contribution to works		460.018	0	63,455	(264,895)	258,578
Total other liabilities		4,245,811	0	2,775,123	(5,424,286)	1,596,648
Employee Related Provisions						
Provision for annual leave		453,209	0	0	0	453,209
Provision for long service leave		517,515	0	0	0	517,515
Total Provisions		970,724	0	0	0	970,724
Total other current liabilities		5,216,535	0	2,775,123	(5,424,286)	2,567,372

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

#### **KEY INFORMATION**

#### **Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### **Employee Related Provisions**

Amounts shown above include GST (where applicable)

#### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

# Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### **Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

#### Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

# 13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

,	Unspent ar	ant. subsidie	es and contribut	ions liability	Grants, su	bsidies and revenue	contributions
Provider	Liability	Increase in Liability	Decrease in Liability	Current Liability	Amended Budget	YTD	YTD Revenue
	1 July 2024	\$	(As revenue)	30 Jun 2025 \$	Revenue	Budget	Actual
Grants and subsidies	Ψ	Ψ	Ψ	Ψ	Ψ	Ψ	Ψ
Grants - LGGC Financial Assistance Grants	0	0	0	0	189,906	189,906	985,473
Grants - LGGC Local Road	0	0	0	0	77,754	77,754	556,991
ESL Operating Grant - SES	0	0	0	0	17,828	17,828	15,532
ESL Operating Grant - VBFB	0	117,670	(117,670)	0	235,340	235,340	306,240
ESL Non-recurrent Grant - SES	0	15,348	(9,595)	5,753	10,757	10,757	7,300
Attraction & retention of child care workers	0	25,000	(9,915)	15,085	25,000	25,000	9,916
Bushfire Mitigation Grant	130,054	0	(130,054)	0	170,425	170,425	130,054
Kidsport grant	0	0	0	0	1,000	1,000	909
Biodiversity Management Program	8,516	0	(8,516)	0	0	0	0
Youth Week Grant	0	3,000	(3,000)	0	3,000	3,000	3,000
Bike rescue program	0	13,750	0	13,750	13,750	13,750	0
Australia Day	0	10,000	(8,000)	2,000	10,000	10,000	8,000
Thank a Volunteers grant	0	1,000	(911)	89	1,000	1,000	911
Main Roads Direct Grant	0	0	0	0	246,102	246,102	262,945
Electronic Fire Danger Rating Signs x 3	15,750	0	(15,750)	0	0	0	0
Natural Resource Recovery Program	7,039	79,367	(21,406)	65,000	418,171	418,171	23,489
Reimbursements & Recoveries	0	0	0	0	1,180,160	1,180,160	468,588
Donations	0	0	0	0	1,000	1,000	25,014
	161,359	265,135	(324,817)	101,677	2,601,193	2,601,193	2,804,362.00

# 14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

, , , , , , , , , , , , , , , , , , , ,		Capital grants, subsidies and contributions revenue					
	Liability	Increase in Liability	ution liabilities Decrease in Liability	Current Liability	Amended Budget	YTD	YTD Revenue
Provider	1 July 2024		(As revenue)	30 Jun 2025	Revenue	Budget	Actual
October of the better	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies	47.007	0	0	47.007	0	0	0
Bridgeworks - Special Projects Grant	17,007	0	0		0	0	0
Social Housing Economic Recovery Package Grant VC Mitchell Park (Government Grant)	270,753	0	(270,525)	228	286,929	286,929	270,525
LRCI Grant Income - Donnybrook Recreation Centre	156,346 29,028	100,000	(256,346)	(0) 0	156,346 88,255	156,346 88,255	29,028
Blackspot	29,028 48,665	390,336	(29,028)	0		407,267	29,028
Commodity Route Funding	40,000	330,000	(439,001)	61,361	407,267 275,000	275,000	268,638
LGGC Special Projects Bridges	560,000	330,000	(268,639)	19,998		564,667	200,030
MRWA Special Projects Bridges	0 560,000	0	(540,002) 0	19,990	564,667 814,434	814,434	81,739
Regional Road Group	5,382	786.000	(705,078)	86,304	944,000	944,000	1,210,905
Roads to Recovery	0,362	439,020	(342,000)	97,020	725,000	725,000	342,000
VC Mitchell - Talison	2,528,038	439,020	(1,993,164)	534,874	2,641,988	2,641,988	2,249,510
LRCI Grant Income - Balingup Recreation Centre	2,320,030	0	(1,995,104)		10,000	10,000	2,249,310
LRCI Grant Income - Public Halls	0	0	0	-	209.487	209.487	0
LRCI Grant Income - Public Conveniences	0	0	0	-	6.175	6.175	0
Department of Water & Environment - E-Waste storage shed	0	0	0	-	64,003	64,003	0
Department of Transport - Preston Loop Pathway	0	47,500	0	-	82,500	82,500	0
VC Mitchell - WA Football Commission changerooms	0	200,000	0	200,000	200,000	200,000	0
ESL Capital Grant - Lowden & Mullalyup	0	0	0		211,885	211,885	502,148
VC Mitchell - lighting grant	0	127.420	0		127,420	127,420	0
E Waste - Balingup Transfer Station	0	17,867	0	, -	0	0	0
Yabberup Hall Water Tank	0	8,390	0	,	0	0	0
	3,615,219	2,446,533	(4,843,783)	1,217,969	7,815,356	7,815,356	4,954,493
Capital contributions							
CTW0001 Contribution to works - Palmer St	1,500	0	0	1,500	0	0	0
CTW0007 Contribution to works - Palmer St	1,500	0	0	1,500	0	0	0
CTW0011 Contribution to works - Palmer St	1,500	0	0	1,500	0	0	0
CTW0022 Contribution to works - Drainage - Victoria Pde	12,889	0	0	12,889	0	0	0
CTW0023 Contribution to works - Pathway - Victoria Pde	11,900	0	0	11,900	0	0	0
CTW0025 Contribution to works - Donnybrook CBD Upgrades	13,175	0	0	13,175	0	0	0
CTW0026 Contribution to works - Drainage - Ecclestone St Fairway	37,286	0	0	37,286	0	0	0
CTW0027 Contribution to works - Palmer St (09/10)	3,000	0	0	3,000	0	0	0
CTW0031 Contribution to works - Mitchell & Grimwade Rd	24,444	0	0	,	0	0	0
CTW0032 Contribution to works - Palmer/Smith St	3,051	0	0	-,	0	0	0
CTW0034 Contribution to works - Carey St	3,014	0	0	-,	0	0	0
CTW0035 Contribution to works - Hunter St	6,028	0	0	-,	0	0	0
CTW0036 Contribution to works - Drainage - Bentley St	49,716	0	0	,	0	0	0
CTW0041 Contribution to works - Bridge & Palmer St	3,050	0	0	-,	0	0	0
CTW0047 Contribution to works - Chapman St	3,477	0	0	-,	0	0	0
CTW0048 Contribution to works - Footpath Fleet St	1,509	0	0	,	0	0	0
CTW0049 Contribution to works - Mead St	18,084	0	0	-,	0	0	0
CTW0053 Contribution to works - Tuia Lodge Extension	264,895	0	(264,895)	0	0	0	0
Contribution to works - Montgomery Road	0	18,000	0	18,000	18,000	18,000	0
CTW0056 Contribution to works - Johnston Street Yabberup[	0	45,455	0	-,	45,455	45,455	0
Contribution to works - Bond, Fleet and Victoria Parade	0	0	0		26,298	26,298	0
VC Mitchell contributions	0	0	0		160,000	160,000	160,000
Contribution - Bridge 5224	0	0	0		36,364	36,364	0
	460,018	63,455	(264,895)	258,578	286,117	286,117	160,000
TOTALS	4,075,237	2,509,988	(5,108,678)	1,476,548	8,101,473	8,101,473	5,114,493

# SHIRE OF DONNYBROOK-BALINGUP SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 30 JUNE 2025

# **15 BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

				Increase in	Decrease in	Amended
	Council		Non Cash	Available	Available	Budget Running
Description	Resolution	Classification	Adjustment	Cash	Cash	Balance
			\$	\$	\$	\$
Budget adoption						0
J513 - Irishtown Road Bridge	174/10-24	Operating expenses			(340,000)	(340,000)
J518 - Irishtown Road Bridge - design & planning	174/10-24	Operating expenses			(200,000)	(540,000)
9032 - ICT Disaster - consultants	185/10-24	Operating expenses			(7,800)	(547,800)
2512 - Network switch	185/10-24	Capital expenses		7,800		(540,000)
2062 - BGTP subscription	191/10-24	Operating expenses			(20,000)	(560,000)
B396 - E-Waste storage shed	206/11-24	Capital expenses			(70,003)	(630,003)
1111 - Dep of Water & Environment	206/11-24	Operating revenue		64,003		(566,000)
Res 4721 - Waste management reserve	206/11-24	Reserve		6,000		(560,000)
9092 - Thank a Volunteer	209/11-24	Operating expenses			(1,000)	(561,000)
4962 - Education & Welfare grants	209/11-24	Operating revenue		1,000		(560,000)
4004 - Air conditioner Bendigo Bank	215/11-24	Capital expenses			(10,000)	(570,000)
Res 4761 - Building reserve	215/11-24	Reserve		10,000		(560,000)
C2401- Cundinup Kirup Road	217/11-24	Capital expenses			(156,000)	(716,000)
3291 - Regional Road Group grants	217/11-24	Operating revenue		104,000		(612,000)
C2408 - Greenbushes Grimwade Road	217/11-24	Capital expenses		52,000		(560,000)
B5224 - Emergency Bridge works	244/12-24	Operating expenses			(220,155)	(780,155)
Res 4741 - Roadworks Reserve	244/12-24	Reserve		29,141		(751,014)
1063 - Main Roads contribution	244/12-24	Operating revenue		154,650		(596,364)
3191 - Bridge contribution	244/12-24	Operating revenue		36,364		(560,000)
J520 - Irishtown Road Bridge - repairs	244/12-24	Operating expenses			(497,749)	(1,057,749)
5403 - Insurance reimbursements	244/12-24	Operating revenue		497,749		(560,000)
Various - Budget review changes to Operating Revenue	48/03-25	Operating revenue		1,462,020		902,020
Various - Budget review changes to Operating Expenditure	48/03-25	Operating expenses			(518,952)	383,068
Various - Budget review changes to Capital Revenue	48/03-25	Capital revenue		34,236		417,304
Various - Budget review changes to Capital Expenditure	48/03-25	Capital expenses			(391,330)	25,974
Various - Budget review changes to Reserve transfers	48/03-25	Reserve		20,123		46,097
Various - Increase in Opening Funds as at 1st July 2024	48/03-25	Opening surplus(deficit)		60,882		106,979
Various - Adjustment to loss/profit on sale of assets	48/03-25	Non cash item	76,037			183,016
Various - Adjustment to depreciaiton	48/03-25	Non cash item	(57,859)			125,157
			40 470	2 520 000	(2.422.000)	405 457
			18,178	2,539,968	(2,432,989)	125,157

# SHIRE OF DONNYBROOK-BALINGUP SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 30 JUNE 2025

# **16 TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 30 June 2025
	\$	\$	\$	\$
Cash in Lieu of Public Open Space Funds	56,967	0	0	56,967
·	56.967	0	0	56,967

Shire of Donnybrook Balingup Council Policy EXE/CP-2



# Strategic Outcome Supported: 12 – A well respected, professionally run organisation.

# **OBJECTIVE**

1. To provide guidance for affixing the Shire's common seal and determining whether a document is executed by way of common seal or signed by an authorised employee.

# **SCOPE**

2. The provisions of this discretionary policy apply to all documents requiring the Shire's execution.

# **DEFINITIONS**

- 3. **Act** means the *Local Government Act*
- 4. **Authorised Officer** is a person or designated holder of an office Council has conferred its power or imposed a duty on.
- 5. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.
- 6. **Common Seal** is the official stamp or 'signature' of the corporate body 'Shire of Donnybrook Balingup'.
- 7. **Executed** means completed and formally signed a document, such as a deed, contract, or lease.
- 8. **President** means Shire President, Shire of Donnybrook Balingup.
- 9. **Shire** means the Shire of Donnybrook Balingup.

# **POLICY STATEMENTS**

- 10. In accordance with the Act, a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised to do so.
- 11. The execution requirements, including the making, varying or discharge of documents in accordance with the Act, shall be as outlined in Table 1 of this policy.

# Affixing the Common Seal

12. The common seal should be affixed as outlined in associated operational procedure EXE/OP-15 - Method of Affixing the Common Seal.

# Witnessing of Signature

13. The common seal may only be affixed in the presence of both the President and the CEO (or the Deputy President and/or the Acting CEO), each of whom is to sign the document to attest that the common seal was so affixed.

Shire of Donnybrook Balingup Council Policy EXE/CP-2



# Register to be Maintained

- 14. Details of all transactions where the common seal has been affixed shall be recorded in the common seal register, recording each date on which the common seal was affixed to a document, the nature of the said document, and the parties to any agreement to which the common seal was affixed. The register is to record each transaction with a record number that may be retrieved in the Shire's records management system.
- 15. A list of documents to which the common seal has been affixed will be provided in the quarterly Council Information Bulletin.

# Deputising or Signing on Behalf of Another Person

- 16. In accordance with the Act, which requires authority for execution of documents to be resolved by Council, a document may only be executed by a person who holds a position authorised by Council's adoption of this policy.
- 17. In the absence of a person authorised by this policy, another person may deputise where they have been appointed in writing to act in the position of the authorised person.

# **DELEGATION AND AUTHORISATION**

- 18. The President and CEO are authorised to affix and sign all documents to be executed under the common seal, however in the absence of the President and/or the CEO, the Deputy President and the Acting CEO are authorised to affix the common seal.
- 19. There is no legal requirement for the common seal to be affixed in order for a document to be executed where Council has resolved to authorise the CEO or any other employee to sign a document, in accordance with the Act.
- 20. Employees authorised in accordance with the Act may sign the documents identified for that purpose in Table 1 of this policy. Despite the authorisation, the common seal may still be affixed in the following circumstances:
  - a. If the authorised officer is of the opinion the document carries a high level of financial risk, legal complexity or political sensitivity, that the document should be executed by way of common seal; or
  - b. The other party has reasonably requested the document be executed by way of common seal.

Shire of Donnybrook Balingup Council Policy EXE/CP-2



# 21. Table 1 – Execution of Documents

Document Type	Common Seal Required	Authorised Employee
Local Laws	Yes	None
Planning Schemes	Yes	None
State or Commonwealth Government Funding Agreements	Yes	None
Any document requiring the common seal pursuant to statutory obligation	Yes	None
Council has resolved that the document be executed by way of common seal	Yes	None
Power of Attorney to act for the Shire	No	CEO
Loans and Debentures	No	As per the Western Australian Treasury Corporation Master Lending Agreement
Grants and Funding Agreements with private agencies	No	CEO
Land Transaction documents including sale, purchase, vesting, leases, licences, transfers, contributed assets, easements, restrictive covenants, caveats, memorials, notifications, deeds and withdrawal of instruments	No	CEO
Memorandum of Understanding	No	CEO
Ceremonial Certificates	No, however President must sign	CEO
All other documents that were the subject of a Council decision including, but not limited to, procurement contracts, service agreements, non-disclosure agreements, enterprise bargaining agreement and employment contracts	No	CEO
All other documents that are not the subject of a Council decision but are part of the ordinary operations of the local government including, but not limited to, casual hire agreements, procurement contracts (no Council decision), short term lease and sponsorship agreements	No	CEO and Directors where the document concerns subject matter wholly within their directorate

Shire of Donnybrook Balingup Council Policy EXE/CP-2



# **LEGISLATION**

- Local Government Act 1995
- Interpretation Act 1984

APPE	NDIX				
22.	Nil.				
GOVE	ERNANCE				
	red Policy(s):				
– E	XE/CP-8 Policy Framework				
Relat	ed Procedure(s):				
– E	XE/OP-15 Method of Affixii	ng the Common Seal			
Revis	ion Requirements and Ve	rsion Control:			
Res	ponsible Department(s):	Executive			
Rev	iew to be conducted by:	Executive Manage	r Corporate Servi	ces	
Revi	ision Frequency:	☐ Annual (1yr)	☐ Biennial (	2yr) 🛛 🗀 -	Triennial (3yr)
Curr	rent Version Date:	23/07/2025		Next Due:	07/2028
Poli	cy Version Details and Info	ormation:			
#:	Synopsis:		Date:	Reference:	Record Number:
1	Initial adoption of po	licy	27/01/2010	OCM Minutes	-
2	<ul> <li>Updated policy number</li> <li>Added scope, definiting</li> <li>delegation and author</li> <li>Inserted table for execute</li> <li>documents</li> </ul>	ons, legislation, orisation; and	21/12/2021	213/21	NPP7996

Council

TBA

Resolution

TBA

23/07/2025

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Minor edits including syntax and

legislative references.

3

Shire of Donnybrook Balingup Council Policy EXE/CP-2



Strategic Outcome Supported: 12 – A well respected, professionally run organisation.

#### **OBJECTIVE**

 To provide guidance for affixing the Shire's common seal and determining whether a document is executed by way of common seal or signed by an authorised employee.

#### SCOPE

The provisions of this discretionary policy apply to all documents requiring the Shire's execution.

#### **DEFINITIONS**

- 3. **Act** means the *Local Government Act*
- Authorised Officer is a person or designated holder of an office Council has conferred its poweror imposed a duty on.
- 5. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.
- 6. **Common Seal** is the official stamp or 'signature' of the corporate body 'Shire of Donnybrook Balingup'.
- 7. **Executed** means completed and formally signed a document, such as a deed, contract, or lease.
- 8. **President** means Shire President, Shire of Donnybrook Balingup.
- 9. **Shire** means the Shire of Donnybrook Balingup.

# **POLICY STATEMENTS**

- 10. In accordance with the Local Government Act 1995 Act, a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised to do so.
- 11. The execution requirements, including the making, varying or discharge of documents in accordance with pursuant to section 9.49B of the Local Government Act 1995 Act, shall be as outlined in Table 1 of this policy.

#### Affixing the Common Seal

The common seal should be affixed as outlined in associated operational procedure <u>EXE/OP-15</u> - Method of <u>affixing Affixing</u> the <u>common SealSeal</u>.

#### Witnessing of Signature

13. The common seal may only be affixed in the presence of both the President and the CEO (or the Deputy President and/or the Acting CEO), each of whom is to sign the document to attest that the common seal was so affixed.

#### Register to be Maintained

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Shire of Donnybrook Balingup Council Policy EXE/CP-2



- 14. Details of all transactions where the common seal has been affixed shall be recorded in the common seal register, recording each date on which the common seal was affixed to a document, the nature of the said document, and the parties to any agreement to which the common seal was affixed. The register is to record each transaction with a record number that may be retrieved in the Shire's records management system.
- 15. A list of documents to which the common seal has been affixed will be provided in the quarterly Council Information Bulletin.

#### Deputising or Signing on Behalf of Another Person

- 16. In accordance with section 9.49A (4) of the Local Government Act 1995 Act, which requires authority for execution of documents to be resolved by Council, a document may only be executed by a person who holds a position authorised by Council's adoption of this policy.
- 17. Therefore, inln the absence of a person authorised by this policy, another person may deputise where they have been appointed in writing to act in the position of the authorised person.

#### **DELEGATION AND AUTHORISATION**

18. The President and CEO are authorised to affix and sign all documents to be executed under the common seal ; however, in the absence of the President and/or the CEO, the Deputy President and the Acting CEO are authorised to affix the common seal.

# Authority to Sign Documents on Behalf of the Shire

- 19. There is no legal requirement for the common seal to be affixed in order for a document to be executed where Council has resolved to authorise the CEO or any other employee to sign a document, pursuant to in accordance with section 9.49A of the Local Government Act 1995Act.
- 20. Employees authorised, in accordance with under section 9.49A of the Local Government Act Act 1995, may sign the documents identified for that purpose in Table 1 of this policy. Despite the authorisation, the common seal may still be affixed in the following circumstances:
  - a. If the authorised officer is of the opinion the document carries a high level of financial risk, legal complexity or political sensitivity, that the document should be executed by way of common seal; or
  - The other party has reasonably requested the document be executed by way of common seal.

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# Document Execution and Application of the Common Seal Shire of Donnybrook Balingup Council Policy EXE/CP-2



#### Table 1 – Execution of Documents 21.

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Common Seal	Authorized English		<u> </u>
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Yes	None	1	Formatted Table
Yes	None	1/	Formatted: Left
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	matter wholly within their directorate		Tornatea. Lett
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# Document Execution and Application of the Common Seal Shire of Donnybrook Balingup Council Policy EXE/CP-2



LEGIS	SLATION				
- Lo	ocal Government Act 1995				
<u></u>  r	nterpretation Act 1984				
APPE	NDIX				
22.	Nil.				
GOVE	ERNANCE				
Relat	ted Policy(s):				
- N	hil.EXE/CP-8 Policy Framework				
Relat	ted Procedure(s):				
—Е	XE/OP-15 Method of Affixing the Common Seal				
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Revis	sion Requirements and Version Control:				Indent at: 0.63 cm
Res	ponsible Department(s): Executive				
Rev	iew to be conducted by: Executive Manager	Corporate Serv	<u>vices</u>		
Rev	ision Frequency:   Annual (1yr)	☐ Biennial	(2yr) ⊠ 1	riennial (3yr)	
Curi	rent Version Date: 23/07/2025		Next Due:	07/2028	
Poli	cy Version Details and Information:				
#:	Synopsis:	Date:	Ref <u>erence</u> .:	SynergyRecord Number:	
1	Initial adoption of procedurepolicy	27/01/2010	OCM Minutes-		Formatted: List Paragraph, Space After: 0 pt, Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm
	<u>A Removed policy number 2.32 and added newUpdated policy IDnumber; and</u>				Formatted: List Paragraph, Left, Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm
2	<ul> <li>Added scope, definitions, legislation</li> </ul>	21/12/2021	213/21	NPP7996	Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0 cm + Indent at: 0.63 cm
	delegation and authorisation; and				Formatted: List Paragraph, Left, Indent: Left: 0.63 cm, First line: 0 cm
	Added information on:				
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# Document Execution and Application of the Common Seal

Shire of Donnybrook Balingup Council Policy EXE/CP-2



Council

TBA

Resolution

TBA

23/07/2025

 Deputising or signing on behalf of another person

 Authority to sign documents on behalf of the shire

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 Minor edits including syntax and legislative references.

Amendments to Scope, Definitions

and Policy Statements to reflect legislative changes; and

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Shire of Donnybrook Balingup Council Policy EM/CP-6



# Strategic Outcome Supported: 12 – A well respected, professionally run organisation

#### **OBJECTIVE**

- 1. The objective of this policy is to:
  - a. Ensure the Shire avoids making decisions classified as Significant Acts under the Local Government Act 1995 prior to an election, that would bind an incoming Council;
  - b. Prevent the use of public resources in ways that are seen as advantageous or disadvantageous to Elected Members seeking re-election, or new candidates seeking election; and
  - c. Recognise the requirement for the Shire's administration to act impartially in relation to all candidates.

#### SCOPE

- 2. This policy applies to all Elected Members and Shire employees during a Caretaker Period.
- 3. Whilst electoral candidates that are not current Elected Members cannot be compelled to comply with a policy of the Council, such candidates will be made aware of this policy and encouraged to cooperate with its implementation.

#### **DEFINITIONS**

- 4. **Act** means the *Local Government Act 1995*.
- 5. **Caretaker Period** means the period defined in section 1.4A(1) of the Act, or any successor provision, during which caretaker practices apply for a relevant election.
- 6. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.
- 7. **Elected Member** means a person who holds the office of Councillor on the Shire Council in accordance with the Act.
- 8. **Election Day** means a day fixed under the Act for the holding of any poll needed for an election.
- 9. **Electoral Material** means any advertisement, handbill, pamphlet, notice, letter, article or social media post that is intended or calculated to affect the result of an election, but does not include:
  - a. An advertisement in a newspaper announcing the holding of a meeting in accordance with the Act;
  - b. Any materials exempted under the *Local Government (Elections) Regulations 1997*; and

Shire of Donnybrook Balingup Council Policy EM/CP-6



- c. Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.
- 10. **Extraordinary Circumstances** means a situation that requires a decision of the Council during the caretaker period because:
  - a. The Shire's decision to do the significant act was made before the caretaker period; and
  - b. any prescribed requirements are met; or
  - c. The Shire has received authorisation from the Departmental CEO to do the significant Act; or
  - d. There is provision in the Act for the Shire to undertake the significant act.
- 11. **Public Consultation** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, but does not include consultation required to be undertaken in order to comply with relevant legislation.
- 12. **Returning Officer** means a person appointed by the Electoral Commissioner in accordance with the Act.
- 13. **Significant Act** means any:
  - a. Making a local law, including making a local law to amend or repeal a local law;
  - b. Entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;
  - c. Entering into a major land transaction;
  - d. Entering into a land transaction that is preparatory to entry into a major land transaction;
  - e. Commencing a major trading undertaking;
  - f. Entering into a contract, or other agreement or arrangement, in prescribed circumstances;
  - g. Inviting tenders in prescribed circumstances;
  - h. Deciding to do anything referred to in clauses 13(a) to 13(g) above;
  - i. An act done under written law or otherwise that is a prescribed act.
- 14. **Shire** means the Shire of Donnybrook Balingup.

#### **POLICY STATEMENTS**

### Role of the CEO in Implementing Caretaker Practices

15. The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:

Shire of Donnybrook Balingup Council Policy EM/CP-6



a. The CEO will ensure, as far as possible, that all Elected Members and Shire employees are aware of this policy and the roles and responsibilities for its implementation at least 30 days prior to the start of a Caretaker Period;

## Decisions made prior to Caretaker Period

16. This Policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to a Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins or after it has concluded.

#### **Inclusion of Caretaker Statement**

- 17. To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement must be included in each report submitted to the Council where the Council's decision would, or could, be considered a Significant Act. The Caretaker Statement will state:
  - a. "The decision the Council may make in relation to this item could constitute a 'Significant Act' within the context of the Local Government Act 1995, however, its considered an extraordinary circumstance because, (insert the circumstances)".
- 18. This Policy does not prevent any mandatory public consultation required by the Act, or any other relevant legislation, which is required to be undertaken to enable the Shire to fulfil its duties.

### **Events and Functions**

- 19. Elected Members may continue to attend events and functions hosted by external bodies during a Caretaker Period.
- 20. Events and/or functions organised by the Shire and held during the Caretaker Period will be limited to only those that the CEO considers essential to the operation of the Shire and should not in any way be associated with any issues that, in the CEO's opinion, are considered relevant to or likely to influence the outcome of an election.
- 21. All known electoral candidates are to be invited to civic events and functions organised by the Shire during a Caretaker Period.
- 22. Excluding the President and Deputy President fulfilling their functions as prescribed by the Act, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events and functions organised, or sponsored, by the Shire during a Caretaker Period.

#### **Electoral Information and Assistance**

23. The Code of Conduct for Council Members, Committee Members and Candidates and the *Local Government (Model Code of Conduct) Regulations 2021* provide that the Shire's resources are only to be utilised for authorised activities (for example no use of employees for personal tasks

Shire of Donnybrook Balingup Council Policy EM/CP-6



- or no use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to a Caretaker Period.
- 24. The Shire's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.
- 25. All candidates will have equal rights to access public information, such as the electoral rolls, monthly enrolment details and information relevant to their election campaigns from the Shire administration, where required by legislation.
- 26. Any assistance and advice provided to candidates as part of the conduct of an election will be provided equally to all candidates.
- 27. All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

## Media Advice and Public Campaigns

- 28. Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by a Elected Member during a Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of a response to such a request.
- 29. During a Caretaker Period, publicity campaigns, other than for the purpose of conducting and promoting the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the CEO. In any event, the Shire's publicity during a Caretaker Period will be restricted to communicating normal Shire activities and initiatives.

#### **DELEGATION AND AUTHORISATION**

30. Nil

# **LEGISLATION**

- Local Government Act 1995
- Local Government (Elections) Regulations 1997
- Local Government (Model Code of Conduct) Regulations 2021

Shire of Donnybrook Balingup Council Policy EM/CP-6



# **APPENDIX**

31. Nil.

### **GOVERNANCE**

# Related Policy(s):

- Council Policy EXE/CP-8 Policy Framework
- Council Policy EXE/CP-9 Communication and Social Media
- Code of Conduct for Elected Member Members, Committee Members and Candidates
- Code of Conduct for Employees, Contractors and Volunteers

# Related Procedure(s):

- Nil.

# Revision Requirements and Version Control:

Responsible Department(s):		Executive					
Rev	view to be conducted by:	Executive Manager Corporate Services					
Rev	vision Frequency:	☐ Annual (1yr)	⊠ Biennial (2yr)	) 🗆 Tri	ennial (3yr)		
Cur	rent Version Date:	23/07/2025		Next Due:	07/2027		
Pol	icy Version Details and Infor	mation:					
#:	Synopsis:		Date:	Reference:	Record Number:		
1	<ul> <li>Initial adoption of Cour Caretaker.</li> </ul>	cil Policy 1.27	23/08/2017	OCM Minutes	NAM3277		
2	<ul><li>Formatting amendmen</li><li>Expanded scope and de</li></ul>	Formatting amendments; Expanded scope and definitions; and			NPP7990		
3	<ul><li>Reformatted to new te</li><li>Updated legislative refe</li></ul>	•	23/10/2024	187/10-24	NPP11932		
4	<ul> <li>Reformatted to current</li> <li>Significant amendment</li> <li>Policy Statements to rechanges; and</li> <li>Minor edits including sy</li> </ul>	s to Definitions and flect legislative	23/07/2025	Council Resolution TBA	ТВА		

Shire of Donnybrook Balingup Council Policy EM/CP-6



### Strategic Outcome Supported: 11—Strong, visionary leadership

# OBJECTIVE

- 1. The objective of this policy is to:
  - a. Ensure the Shire avoids making major-decisions classified as Significant Acts under the Local Government Act 1995 -prior to an election, that would bind an incoming Council;
  - b. Prevent the use of public resources in ways that are seen as advantageous or disadvantageous to Elected Members seeking re-election, or new candidates seeking election; and
  - £c. Recognise the requirement for the Shire's administration to act impartially in relation to all candidates. The objective of this policy is to ensure Council\_avoids making major decisions, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous or disadvantageous to elected members seeking re-election or new candidates; and recognising the requirement for the Shire's administration to act impartially in relation to all candidates.

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#### SCOPE

- The discretionaryThis policy applies to all Council Elected Members and Shire employees during
  a 'Caretaker Period'. relevant to:
- a. Decisions made by the Council;
- b. Decisions made under delegated authority;
- c. Decisions made administratively;
- d. Promotional materials published by the Shire;
- e. Discretionary community consultation;
- f. Events and functions, held by the Shire or other organisations;
- J. Use of the Shire's resources; and
- h.2. Access to information held by the Shire.
- 3. Whilst electoral candidates that are not <u>sittingcurrent-</u>Elected Members cannot be compelled to comply with a policy of the Council, such candidates will be made aware of this policy and encouraged to cooperate with its implementation.

#### **DEFINITIONS**

4. The Act means the Local Government Act 1995.

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Shire of Donnybrook Balingup Council Policy EM/CP-6



- CEO means Chief Executive Officer, Shire of Donnybrook Balingup.
- 6. Caretaker Period means the period <u>defined in section 1.4A(1) of the Act, or any successor provision, duringof time defined in the Act when the which caretaker practices apply for a relevant are in place prior to the for a relevant election. The caretaker practices will apply from the close of nominations (37 days prior to the Election Day Section 4.49 (a) of the Act) until 6.00pm on Election Day.</u>

5.

- 6. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.
- 7. **Elected Member** means a person who holds the office of Councillor on the Shire Council in accordance with the Act.
- 7. Election Day means the a day fixed under the Act for the holding of any poll needed for an election, but excludes an extraordinary election other than an extraordinary election to elect a new Shire President.

8.

9. Electoral Material means any advertisement, handbill, pamphlet, notice, letter, social media post or, article or social media post that is intended or calculated to affect the result in-of an election, but does not include:

8.——An:

An advertisement in a newspaper announcing the holding of a meeting in accordance with the Act; (Section 4.87 (3) of the Act);

a.

—Any materials exempted under Regulation 78 of the Local Government (Elections)

Regulations 1997; and

b.

- Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.
- Extraordinary Circumstances
- 9.10. Extraordinary Circumstances, means a situation that requires a major policy a decision of the Council during the caretaker period because:
  - a. In the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election The Shire's decision to do the significant act was made before the caretaker period; and

<u>a.</u>

o. Of the possibility of legal and/or financial repercussions if a decision is deferred; or

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Shire of Donnybrook Balingup Council Policy EM/CP-6



b. In the CEO's opinion, it is in the best interests of the Council and/or the Shire for the decision to be made as soon as possible. any prescribed requirements are met; or

c. The Shire has received authorisation from the Departmental CEO to do the significant Act; or

e.d. There is provision in the Act for the Shire to undertake the significant act.

10. Major Policy Decision includes a Significant Act and means any:

Making a local law, including making a local law to amend or repeal a local law;
 Entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;

Entering into a major land transaction;

Entering into a land transaction that is preparatory to entry into a major land transaction;

Commencing a major trading undertaking;

<u>Entering into a contract, or other agreement or arrangement, in prescribed circumstances;</u>

Inviting tenders in prescribed circumstances;

Deciding to do anything referred to in clauses 11(a) to 11(g) above;

1.2. An act done under a written law or otherwise that is a prescribed act; Decisions relating to the employment, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their contract), pending the election;

a. Decisions relating to the Shire entering into a sponsorship arrangement with a total Shire contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted "in principle" support by the Council and sufficient funds have been included in the Council's annual adopted budget to support the project;

a. Decisions relating to the Shire entering into the disposition of property or a commercial enterprise as defined by Sections 3.58 and 3.59 of the Act;

 Decisions that would commit the Shire to substantial expenditure or actions that, in the CEO's opinion, are significant, such as that which might be brought about through a Notice of Motion by an Elected Member Elected Member;

c. Decisions that, in the CEO's opinion, will have a significant impact on the Shire of Donnybrook Balingup or the community; and

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Shire of Donnybrook Balingup Council Policy EM/CP-6



Reports requested, or initiated, by an Elected Member an Elected Member, candidate, or member of the public that, in the CEO's opinion could, be perceived within the general community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

d.-

- 11. **Public Consultation** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, but does not include consultation required to be undertaken in order to comply with relevant a written lawlegislation.
- 12. **Returning Officer** means a person appointed by the Electoral Commissioner in accordance with the Act.
- 13. **Significant Act** means any:
  - a. Making a local law, including making a local law to amend or repeal a local law;
  - o. Entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee;
  - c. Entering into a major land transaction;
  - Entering into a land transaction that is preparatory to entry into a major land transaction;
  - e. Commencing a major trading undertaking;
  - Entering into a contract, or other agreement or arrangement, in prescribed circumstances;
  - g. Inviting tenders in prescribed circumstances;
  - h. Deciding to do anything referred to in clauses 13(a) to 13(g) above;
  - i. An act done under written law or otherwise that is a prescribed act.
  - 12. <u>Significant Act means activities and functions of a local government defined in the Act</u>
    <u>that are relevant to a Caretaker Period.</u>
- <u>13.14.</u> **Shire** means the Shire of Donnybrook Balingup.
- Substantial Expenditure means expenditure that exceeds 0.1% of the Shire's annual budgeted revenue (inclusive of GST) in the relevant financial year.

#### **POLICY STATEMENTS**

#### Role of the CEO in Implementing Caretaker Practices

- 15. The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:
  - a. The CEO will ensure, as far as possible, that all Elected Members and Shire employees
     are aware of this policy and the roles and responsibilities for its implementation at least
     30 days prior to the start of a Caretaker Period;

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Shire of Donnybrook Balingup Council Policy EM/CP-6



#### **Caretaker Period Restrictions**

The Act defines the restrictions on what local governments may do during a Caretaker Period, Including the specification of a Signification Act.

#### Scheduling Consideration of Major Policy Decisions & Extraordinary Circumstances

- 15.—So far as is reasonably practicable, the CEO should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:
  - a. Considered by the Council prior to the Caretaker Period; or
  - b. Scheduled for determination by the incoming elected Council after the conclusion of a Caretaker Period.

Where <u>Eextraordinary Circumstances prevail</u>, the CEO may submit a major policy decision to the Council, <u>unless restricted in accordance with the Act.</u> (refer to clause 4.5).

16. <u>If a restriction applies in accordance with the Act, the CEO may determine to request authorisation</u>
<u>from the Director, Department of Local Government to undertake a Significant Act during a Caretaker Period.</u>

#### Decisions made prior to Caretaker Period

<u>17-16.</u> This Policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to <u>the a</u> Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins or after it has concluded.

#### Role of the CEO in Implementing Caretaker Practices

- 18.—The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:
  - The CEO will ensure, as far as possible, that all Elected Members Elected Members and Shire employees are aware of this policy and practices the roles and responsibilities for its implementation at least 30 days prior to the start of the a Caretaker Period;
  - a. The CEO will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are scheduled for Council resolution prior to the a Caretaker Period, or deferred where possible for determination by the incoming Council;

b. The CEO will endeavour to make sure all announcements regarding decisions made by the Council, prior to the <u>a</u> Caretaker Period, are publicised prior to the <u>a</u> Caretaker Period; and <u>a</u>

c. The CEO will provide guidelines for all relevant Shire employees on the role and responsibilities of shire employees in the implementation of this policy.

**Extraordinary Circumstances Requiring Exemption** 

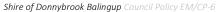
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 Despite clause 4.1, the CEO may, where extraordinary circumstances exist, permit a matter defined as a 'major policy decision' to be submitted to the Council for determination during the Caretaker Period.

#### **Appointment or Removal of the CEO**

20. Whilst clause 3.7 a. above establishes that a CEO may not be appointed or dismissed during a Caretaker Period, the Council may, where the substantive officer is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of their contract) and appoint a person to act in the position of CEO, pending the election, after which date a permanent decision can be made.

#### Inclusion of Caretaker Statement

- 21.17. To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will-must be included in each report submitted to the Council where the Council's decision would, or could, be considered a Significant Act Major Policy Decision. The Caretaker Statement will state:
  - a. "The decision the Council may make in relation to this item could constitute a 'Major Policy DecisionSignificant Act' within the context of the Shire of Donnybrook Balingup Caretaker PolicyLocal Government Act 1995, however, its considered an exextraordinary circumstanceemption should be made because, (insert the circumstances for making the exemption)".

#### **Prohibition on Public Consultation**

- 22. It is prohibited under this policy for public consultation to be undertaken during the <u>a</u> Caretaker Period (either new consultation or existing) on an issue which, in the CEO's opinion, could be perceived as intended or calculated to affect the result of an election, unless authorised by the CEO.
- 23.—This Policy does not prevent any mandatory public consultation required by the Act, or any other relevant Act-legislation, which is required to be undertaken to enable the Shire to fulfil its functionsduties.

Shire of Donnybrook Balingup Council Policy EM/CP-6



#### **Approval for Public Consultation**

- 24. Given the prohibition <u>specified under clause 4.8</u> of this policy<u>above</u>, the Council should not commission, or approve, any public consultation where it is likely that such consultation will continue into the <u>a</u> Caretaker Period.
- 25. Where public consultation is approved to occur during the <u>a\_Caretaker Period</u>, the results of that consultation will not be reported to the Council until after the Caretaker Period, except where otherwise approved by the CEO or necessary for the performance of the Shire's functions as prescribed in the Act or any other relevant Actlegislation.

#### Public Events Hosted by External Bodies and Functions

26-19. Elected Members may continue to attend events and functions hosted by external bodies during the a Caretaker Period.

#### Shire Organised Civic Events and /Functions

- 27-20. Events and/or functions organised by the Shire and held during the Caretaker Period will be limited to only those that the CEO considers essential to the operation of the Shire and should not in any way be associated with any issues that, in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.
- 28-21. All known electoral candidates are to be invited to civic events and functions organised by the Shire during the a Caretaker Period.

#### **Public Addresses by Elected Members**

29-22. Excluding the President and Deputy President fulfilling their functions as prescribed by sections
2.8 and 2.9 of the Act, respectively, Elected Members Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events and functions organised, or sponsored, byy the Shire during the Caretaker Period.

#### Use of Shire Resources-Electoral Information and Assistance

- 30.23. The Code of Conduct for Council Members, Committee Members and Candidates and the *Local Government (Model Code of Conduct) Regulations 2021* provide that the Shire's resources are only to be utilised for authorised activities (for example—no use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the a Caretaker Period.
- 31.24. The Shire's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting <a href="Elected-Members-Elected-Members">Elected Members</a> in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

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# Caretaker Provisions and Local Government Elections Shire of Donnybrook Balingup Council Policy EM/CP-6





Shire of Donnybrook Balingup Council Policy EM/CP-6



#### **Electoral Information and Assistance**

- 32.25. All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the Shire administration, where required by legislation.
- 26. Any assistance and advice provided to candidates as part of the conduct of the Councilan election will be provided equally to all candidates.
- 27. All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

33

#### Media Advice and Public Campaigns

34.28. Any requests for media advice or assistance from <a href="Elected Members">Elected Members</a> during the Caretaker Period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific <a href="Elected Members">Elected Members</a>. If satisfied that advice sought by <a href="an Elected Member">an Elected Member</a> elected Member during <a href="the-a">the-a</a> Caretaker Period does not relate to the election or publicity involving any specific <a href="Elected Member">Elected Member</a>(s), the CEO may authorise the provision of a response to such a request.

#### **Publicity Campaigns**

During the a Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the CEO. In any event, the Shire's publicity during the a Caretaker Period will be restricted to communicating normal Shire activities and initiatives.

#### **Election Process Enquiries**

36. All election process enquiries from candidates, whether current Elected Members Elected

Members or not, will be directed to the Returning Officer or, where the matter is outside of
the responsibilities of the Returning Officer, to the CEO.

<u> 29.</u>

#### DELEGATION AND AUTHORISATION

37. Nil.

30.

#### **LEGISLATION**

- Local Government Act 1995
- Local Government (Elections) Regulations 1997

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Caretaker (EM/CP-6) – Page 9 of 11

# Caretaker Provisions and Local Government Elections Shire of Donnybrook Balingup Council Policy EM/CP-6



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	Council Policy EXE/CP-8 Pol	icv Framework <del>Nil.</del>				
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Cui	rent Version Date:	23/07/2025		Next Due:	07/2027	
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#:	Synopsis:		Date:	Ref <u>erence</u> .	SynergyReco rd Number:	
1	• Initial adoption of Cou Caretaker.	uncil Policy <u>1.27</u>	23/08/2017	OCM Minutes-	NAM3277-	Formatted: List Paragraph, Space After: 0 pt, Level: 1 + Aligned at: 0 cm + Indent at: 0.63 c
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Shire of Donnybrook Balingup Council Policy EM/CP-6

• Minor edits including syntax.



	Conduct for Council Members, Committee				
	Members and Candidates and the Local				
	Government (Code of Conduct Regulations				
	2021 under the heading Use of Shire				
	Resources; and				
	Updated legislative references.				
	to other clause numbers within the				
	<del>policy; and</del>				
_	Removed section 17. Media				
	Attention, as it's covered in the Code of				
	Conduct Div 4 Sec 17; and				
	<ul> <li>Removed Local Government</li> </ul>				
	(Rules of Conduct) Regulations 2007;				
	<del>and</del>				
	<u>Added Local Government (Model Code of </u>				
	Conduct) Regulations 2021				
	Reformatted to new template; and	23/10/2024	187/10-24	NPP11932	
	Updated 6.3 from Local Government				
	(Code of Conduct) 2021 Regulations 2021 to				
	Local Government (Model Code of Conduct)				
	Regulations 2021. legislative references.				
	Reformatted to current template;				
	Significant amendments to Definitions and		Council		
	Policy Statements to reflect legislative	23/07/2025	Resolution	NPPTBA*	
	changes; and		TBA		

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# Organisational Value Statements (as at April 2025)

Shire of Donnybrook Balingup For copying into documents where required, with notes/advice



#### Organisation Values Statement for the Shire of Donnybrook Balingup

At the Shire of Donnybrook Balingup, we are committed to fostering a workplace that embodies the following core values. By living these values, the Shire of Donnybrook aims to build a collaborative, respectful, and enjoyable workplace where everyone feels valued and empowered to contribute their best.

#### **Teamwork**

We believe in the power of collaboration and high performance. By prioritising open communication, active listening, and shared accountability, we create a culture of trust and inclusion. We support one another, share knowledge, and work towards collective success. Our environment encourages creativity, accountability, and continuous growth, ensuring that our team thrives and delivers exceptional results together.

#### **Actions & Examples:**

Encourage open communication, share responsibilities, and celebrate team successes. For example, during team meetings, everyone shares their progress and challenges, offering help and suggestions to overcome obstacles.

#### Respect

We uphold the value of respect by treating everyone with kindness, fairness, and understanding. We actively listen to diverse viewpoints, appreciate individual contributions, and maintain a culture where everyone feels valued and heard. By practicing empathy and addressing conflicts constructively, we create an environment where everyone can thrive and grow.

#### **Actions & Examples:**

Practice empathy, acknowledge diverse perspectives, and address conflicts constructively. For example, during discussions, everyone is given a chance to speak without interruptions, and different opinions are considered and valued.





# Organisational Value Statements (as at April 2025)

Shire of Donnybrook Balingup For copying into documents where required, with notes/advice



#### **Integrity**

We act with honesty, transparency, and ethical standards in all our dealings. We hold ourselves accountable to the highest standards, ensuring that our decisions and behaviours reflect trustworthiness and fairness. By consistently doing what is right, even when it's challenging, we create a culture of respect and reliability for everyone.

#### **Actions & Examples:**

Be accountable, maintain confidentiality, and uphold ethical standards. For example, if a mistake is made, it is promptly acknowledged, and steps are taken to correct it, maintaining transparency with all stakeholders.

#### Courage

We encourage open communication by speaking up with new ideas, challenging the status quo respectfully, and taking ownership of difficult decisions, even in uncertain situations. We embrace change with resilience, adapt quickly to new challenges, and stay flexible. By boldly driving progress and maintaining a positive, solution-focused mindset, we foster innovation and growth.

#### **Actions & Examples:**

Speak up with new ideas, embrace change, and take calculated risks. For example, a team member proposes a new, innovative approach to a long-standing problem, even though it challenges the status quo.

#### Fun (Positivity/Joy)

We embrace the value of fun by creating a positive and enjoyable work environment. We believe that a positive and engaging atmosphere fuels collaboration, reduces stress, and sparks innovation. By celebrating achievements, supporting each other's well-being, and enjoying the journey together, we foster a vibrant and energising workplace for all.

#### **Actions & Examples:**

Foster a sense of humour, organise team-building activities, and celebrate achievements. For example, organize monthly team lunches or fun activities like trivia quizzes to build camaraderie and lighten the mood.







# Organisational Value Statements (as at April 2025)

Shire of Donnybrook Balingup For copying into documents where required, with notes/advice



# Internal Notes:

Colour representations are chosen or adapted from our corporate branding and logo palette.

Teamwork	Respect	Integrity	Courage	Fun
Red	Green	Blue	Orange	Yellow

INTERNAL RESOURCE



At the Shire of Donnybrook Balingup, we are committed to fostering a workplace that embodies the following core values:



# TEAMWORK

RESPECT

INTEGRITY

COURAGE

FUN



# BALINGUP PLAYGOUND PROPOSAL

To: Shire of Donnybrook Balingup Shire Subject: Request for Approval for a Community Playground in Balingup

Date: 16 June 2025

#### Introduction

The BalingUpcycle is applying for approval from the Shire to build a playground for the youth in the town and also the children visiting Balingup. We would like to build the playground close to the existing playground on the Village Green.

Our village is committed to fostering a healthy and active lifestyle for our young residents. Currently, many children and teenagers spend their after-school hours indoors, this may be due to the lack of suitable outdoor play spaces.

The existing small playground on the Village Green provides facilities for toddlers to 6-year-olds. To address the lack of outdoor playground for older children, we propose developing a modern, inclusive, and engaging community playground designed specifically for children aged 7 and to include teenagers.

This initiative aims to provide a safe and stimulating environment that encourages outdoor activities, social interaction, and overall well-being. A place where parents can watch over their little children in their age appropriate play area while supervising their older children.

### **Planned Funding**

- All costs are estimates because a lot will depend on the area the playground will be positioned on and how much land is available.
- Attached (1) is the itemised equipment cost the total is \$195,374.
- Our aim is in principle to apply for grants, hopefully from Talison Lithium among others on approval from the Shire for the Playground.
- Maintenance to be advised and will depend on the playground area and design. Upcycle proposes in principle to cover maintenance for the 3 years after which time the Shire would be in a better position to continue the maintenance as per the Apple Park and other playgrounds.
- We have decided on Nature Play's because their reputation has been built upon the successful delivery of an extensive portfolio of design and build

projects, across a range of sectors including public open spaces, schools and children's services. With team member backgrounds in Landscape Architecture, Horticulture, Occupational Therapy, Child and Community Development, Playwork, Education and Care, Playground Safety and Construction, they can provide play areas that are integrated, functional and comply with all State and National legislative requirements. We decided that it would be best to stay with a Western Australian company who have a clear understanding of Shire Councils process, requirements and safety standards are. (see attached projects)

## What is Required from the Shire

- The Shire staff to determine the most appropriate area on the Village Green to build the playground.
- Insurance would be covered by the Shire as the existing playground on the Village Green is insured by the Shire and our proposal is that the playground for the older children would be in close proximity to this area.
- The funding for the playground would in principle be through community funding where possible. Maintenance would be factored into our applications for funding for 3 years, after this time the Shire to take over the yearly maintenance. (See Attachment 5 for Maintenance Guide)

# **Objectives**

- 1. **Encourage Outdoor Play** Create a dedicated space where children can engage in physical activities, reducing screen time and promoting a healthier lifestyle.
- 2. **Promote Social Interaction** Foster a sense of community by providing a shared space where parents, children, and teenagers can interact and make friends and for children to have an opportunity to develop social skills.
- 3. **Enhance Physical and Mental Health** Support the overall well-being of young people through active play, fitness activities, and mental relaxation areas.
- 4. **Tourism**—We should provide an added attraction for the many tourists who visit with children and stay in our Balingup area.

## **Proposed Features**

- 1. **Age-Appropriate Play Equipment** Ensuring safety and engagement for all age groups:
  - o *Ages 7-9:* Swings, slides, climbing structures, and sensory play areas.
  - Ages 10-12: Adventure courses, zip lines, and interactive play panels.
  - o *Teenagers:* Fitness stations, multi-sport courts, and chill-out zones with seating.

- 2. **Safety and Accessibility** The playground will be constructed using high-quality, durable materials and will meet all safety standards. Additionally, it will be fully accessible to children with disabilities, ensuring inclusivity for all.
- 3. **Community Engagement** The design will include seating areas for parents and caregivers, encouraging family participation and fostering a stronger community connection.
- 4. **Location** Upgrade the existing, toddler playground on the Balingup Village Green to include features that will also cater to older children and teens.

# See Attachment (2) Photos of equipment.

## **Community Feedback**

This project has the support of our Balingup Progress Association, Country Women's Association and the Balingup Town Scape Committee (see Attachment 3) consultation was conducted with the local Balingup Primary School Grade 6 class, and their enthusiasm for the project was overwhelming. See Attached 3 and 4 for class suggestion sheet.

They shared ideas and expressed excitement about new play equipment, obstacle courses, interactive games, and sports facilities. Their input has been invaluable in shaping a playground that meets the interests and needs of our young residents.

# **Next Steps**

- 1. Approval Shire approval of the playground granted.
- 2. **Design and Planning** Collaborate with the Shire regarding playground design and construction to develop a detailed plan.
- 3. **Funding** –Secure funding from grants and Community groups.
- 4. **Implementation** Begin construction, aiming for a grand opening event to celebrate the completion of the playground.

We appreciate your consideration and support in making the Balingup Playground a reality. Together, we can create a safe, inclusive, and dynamic space where our young people can play, grow, and build lasting memories.

## Your faithfully

Karen Magi Chairperson BalingUpcycle 0414283147 Karen Maji Amber Valley C/O Post Office BALINGUP WA 6253

# **Re Nature Play Area**

The members of the Balingup Townscape Committee would like to support the proposal to establish a "Nature playground" for older children on the Village Green in Balingup.

While there is a playground for very young children and an adult exercise area, there is nothing for the children aged over 10 years located near the existing playground.

The location proposed is currently not well managed and would enhance this area on the Village Green, also the location would allow parents to supervise younger children playing in the same area.

The central location also offers opportunities for business's in the town to benefit from an extended stay from visitors while the children are occupied.

We hope the "Nature" playground proposal can go ahead to benefit our local children and visitors to Balingup.

Helen Christensen President Balingup Townscape Committee 97641291 23<sup>rd</sup> April 2025

CWA Balingup Branch
PO Box 18, BALINGUP WA 6253
balingupcwa@hotmail.com



# Balingup Progress Association

Post Office Box 89, BALINGUP WA 6253 ABN 25 083 400 356

To whom it may concern

#### **LETTER OF SUPPORT - BALINGUP PLAYGROUND**

Balingup Progress Association is pleased to provide this letter to support BalingUpcycle group in their proposal to have a new playground built in Balingup. The existing playground was built in 2007 and, although it has served us well for 18 years is now seen as outdated and does little to promote a healthy and active lifestyle for our older children and youth.

'Too much screen time' has already been identified as a contributing factor to the deteriorating mental health of young people so any facility that encourages children/young people exercise is a valuable asset.

We understand that the new playground will be designed specifically for children from aged 7 and including teenagers, and that the group has already consulted with Balingup Primary school and Shire of Donnybrook-Balingup regarding design and location.

This type of playground will not only provide an important facility for locals, but will encourage visitors with young families to stay in the town for longer – boosting tourism and local businesses.

Your assistance in achieving completion of this important community project would be appreciated.

Jodie Hornum President Balingup Progress Association

15th April 2025

Nature Play Solutions 8 Burchell Way Kewdale WA 6105 Australia (08) 9361 1355 play@natureplaysolutions.com.au www.natureplaysolutions.com.au ABN: 52 149 660 033

# **Sales Quote**

Quote to Karen Date 06 May 2025

Contact Sales Quote # 008767

**Delivery Location** Balingup

**Project** N6492: Karen — Balingup

Tween Play

Qty	Item	Description	Rate	Unit	Amount ex GST
		Supply & Install			
1	L055315	Flying Fox - Platform - Single - 15 metres	\$58,580.00	ea	\$58,580.00
1	L003600	Rope Walk w Bush Poles	\$11,392.43	ea	\$11,392.43
1	L003700	Hill Climb	\$10,954.40	ea	\$10,954.40
1	L006100	Vine Run Inground	\$11,557.92	ea	\$11,557.92
1	L008800	Pommel Walk	\$11,601.90	ea	\$11,601.90
1	L003800	Crow's Nest	\$24,998.64	ea	\$24,998.64
		Fees			
1	Fee	Mobilisation, including remote loading	\$3,477.00	ea	\$3,477.00
			Subtotal		\$132,562.29
			GST		\$13,256.23
			Total		\$145,818.52

NOTES:

**Nature Play Solutions** 

8 Burchell Way Kewdale WA 6105 Australia (08) 9361 1355

play@natureplaysolutions.com.au www.natureplaysolutions.com.au

ABN: 52 149 660 033

#### **Sales Quote**

# **Terms & Conditions**

#### **LEAD TIMES**

- Standard lead time is 12 14 weeks from receipt of the following:
  - Deposit payment.
  - o Completed PO Acknowledgement return information.
  - o Finalised product design, if applicable.
- All lead times to be confirmed at time of purchase order.

#### **PAYMENT TERMS**

- Supply & Install
  - 50% deposit on order, 25% prior to dispatch and 25% due within 14 days of completion of installation.
- Supply Only
  - o 50% deposit on order and 50% prior to dispatch

#### **GENERAL**

- All prices exclude GST.
- Quotes are valid for 60 days.
- No allowance has been made for the withholding of retention monies.
- Pricing is based on standard footing details.
  - Supply of Engineering Certification will incur a price variation, and the Purchaser will need to provide a site Geotech report.

#### PRODUCT DESIGN

- At the time of design, products are designed to meet the applicable Australian Playground Standards, and upon order confirmation all products are reviewed ensure they reflect the latest standards prior to production.
- Lypa reserves the right to change specifications and make product improvements to any of our products at any time without notice.
- Lypa products are designed to be installed in free draining soil. High water tables or excessive
  exposure to water from irrigation and/or inadequate drainage may reduce the lifespan of the
  equipment and may void the warranty.

#### **SUPPLY & INSTALLATION**

- Unless otherwise stated, the quoted supply and installation price allows for:
  - Direct, unimpeded crane truck (e.g. 23 tonne truck) and small plant (e.g. 3.5T excavator) access to the installation location.
  - Completion by Purchaser of all earthworks and site preparation required to allow for footing installation by Lypa
  - Supply & installation of footings by Lypa excluding backfill of footings and the removal of spoil.
  - o Installation of all equipment in one mobilisation.
- No allowance has been made for any unforeseen circumstances including, but not limited to, clashes with underground services, hard digging and asbestos removal.
- All surfaces are to be installed and maintained by the Purchaser to meet relevant Australian Standards.
- Scheduled installations are not considered confirmed until receipt of payment of the invoice issued prior to dispatch.
- Security of play items is the sole responsibility of the Purchaser after delivery.

Nature Play Solutions 8 Burchell Way

ABN: 52 149 660 033

Kewdale WA 6105 Australia (08) 9361 1355

play@natureplaysolutions.com.au www.natureplaysolutions.com.au

#### **Sales Quote**

#### SUPPLY ONLY

- Delivery quotes are valid for 30 days and dependent on final delivery address.
- Delivery bookings are not confirmed until after the receipt of payment for the final invoice.
- Lifting equipment is required for delivery manual unloading is not accepted. Sites that do not have lifting equipment available will require alternate transport arrangements, which will incur a price variation.
- Equipment is quality checked prior to dispatch. Touch up stain and/or paint is provided, and installers should allow for rectification of scuffs, scratches from transport or handling and general clean-up of dust/dirt after installation and prior to final handover.
- Where delivery of the equipment is delayed by the Purchaser beyond 30 days of completion of production, Lypa reserves the right to charge storage fees.

#### TITLE

- Title in the Goods is retained by Lypa until payment in full for the goods has been received.
- In the event of the Purchaser failing to pay for the Goods and/or services the Purchaser irrevocably grants Lypa and any of its agents, the unconditional authority and consent to enter the Purchaser's premises or any other location where the Goods may be held, stored or installed for the express purpose of retrieving them without liability for trespass, negligence or payment of any compensation to the Purchaser whatsoever, and the Purchaser shall indemnify Lypa forever against any such claims brought by any other party.

#### INTELLECTUAL PROPERTY

• The Purchaser expressly agrees that no Intellectual Property, or rights to any Intellectual Property, of Lypa is transferred, licenced or assigned under this Agreement and that all Intellectual Property of Lypa remains the sole exclusive property of Lypa. The Purchaser agrees not to do, permit, or omit to do any act which infringes Lypa's Intellectual Property.









# FLYING FOX SINGLE 15LM - TIMBER PLATFORM - SLAB FIX L055315 - PRODUCTION SHEET

# **Product**

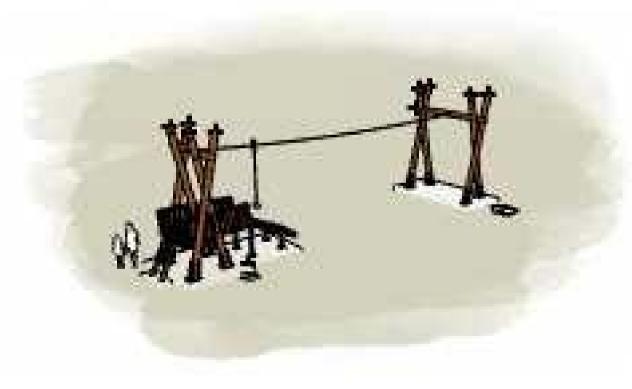
# **Information**

Category: DYNAMIC

Name:FLYING FOX SINGLE 15LM - TIMBER PLATFORM - SLAB FIX

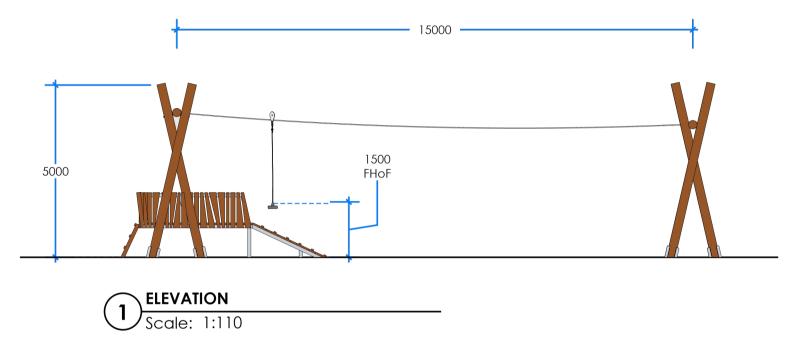
Code: L055315

Free Height of Fall: 1,500 mm

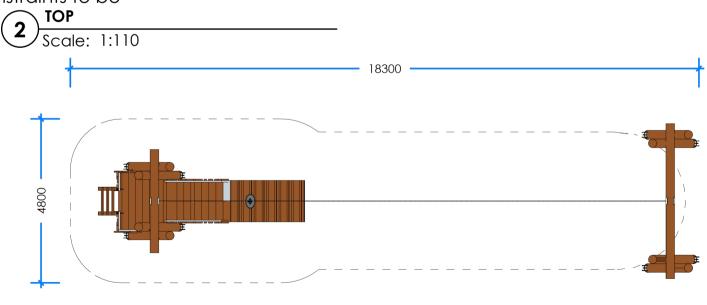


accommodated.

\*\* This drawing and the information on it remains the property of lyPa Pty Ltd. Written permission must be obtained from lyPa Pty Ltd to copy or produce the whole or part of this drawing or product.



\* Most Lypa products are hand-crafted so actual dimensions may vary.
Please advise of particular requirements or constraints to be





# Warranty Statement

Our Warranty periods are as follows -

- 10-year structural integrity warranty for static outdoor play products
- 2 years for moving and wearing parts of outdoor play products
- 12 months for wear and tear on the fibres of cables
- 12 months for fibreglass slides
- 12 months for surface finish of stainless-steel components
- 12 months for non-structural coatings and paintwork.

The warranty period commences from the date of final invoice.

Under our warranty commitment, we will repair or replace, at our discretion, any part or parts of a play product that is found to have a defect, undergone structural failure or evidence that structural failure will occur, due to faulty workmanship or materials.

Importantly, our Warranty does not cover defects or failures due to -

- Evidence that regular inspections and preventative maintenance actions as outlined in our Maintenance Instructions have not been undertaken;
- Vandalism, negligence, abuse, accidents, lack of maintenance or improper installations;
- Products tampered with, installed, modified, or repaired by anyone not previously approved by Lypa;
- Fair wear and tear;

- Harsh or corrosive environments, where preventative procedures as set out in our maintenance instructions have not been followed:
- Termite and/or insect damage; or
- Water damage or rot from over-watering or excessively wet environments.

Refer to our Inspection and Maintenance Guide for general information regarding the types and frequency of maintenance checks and recommended preventative maintenance actions.

Please refer to our Timber Guide for information regarding recommended preventative inspection checks and maintenance action. The guide also includes a checklist to record the date of inspections and any maintenance actions conducted, which will provide evidence to support any warranty claim.

If you have any questions or concerns about your lyPa equipment, please don't hesitate to get in touch.





PUBLIC PLAY SPACE CAPABILITY



**A** 8 Burchell Way, Kewdale WA 6105 **T** 08 9361 1355 **E** play@natureplaysolutions.com.au





### About us

Nature Play Solutions is committed to providing children with great play opportunities and we do this in a variety of ways

#### **PLAY SPACE DESIGN & BUILD**

- Consultation & analysis
- Play space design
- Full installation services
- Maintenance and support

#### **Vision**

That EVERYBODY has access to quality play opportunities.

#### Mission

To create and promote environments and opportunities where children (and adults) of all abilities love to play.

We specialise in the creation of play environments that make best use of a site's natural assets or bring a unique sense of place to play spaces within a built environment.

Our multi-disciplinary team have the skills and expertise to cover all aspects of consultation, analysis, design, product development, construction, installation and support. The process of conveying design intent from the designers to our construction team is efficient and truly collaborative – which is particularly important when working with bespoke designs and using natural materials.

Our design & build approach streamlines design documentation, allowing available budget to be directed towards enhanced play opportunities. Our team has a deep understanding of considerations such as safety standards and most importantly, quality play.

Nature Play Solutions is a WALGA preferred supplier and the recipient of numerous Parks and Leisure Australia (PLA) awards for play spaces we've developed.

natureplaysolutions.com.au 4





# Public Open Space







"My 10 year old step son now can't wait to get home from school so he can get down to the new park and make new friends. What a great way to get children away from the screens and out into the fresh air with their parents. A fantastic community asset for a great suburb. Well done."

City of Melville resident regarding Carawatha Park.

We believe a nature play space is much more than timber equipment in a mulch pit! Our play spaces, first and foremost, offer quality play opportunities. We achieve this through the sensitive integration of play elements, landform, journey pathways, cosy spaces and areas for exploration. We also make extensive use of natural vegetation and shade – important not only for the aesthetics and play value of a newly built play space, it also improves the play space over time.

Our play space developments for public open space are tailored to be robust and up to the rigours of public use. Our play space designs seamlessly integrate play elements within a beautiful landscaped setting, making use of natural shade, vegetation and landform.

For new residential estates we work with the estate's landscape architect to provide a turnkey play space design and build package that integrates with the surrounding landscaping themes and enhances the appeal of the estate.

Our reputation has been built upon the successful delivery of an extensive portfolio of design and build projects across a range of sectors including public open spaces, schools and children's services.











### Piney Lakes Amphitheatre

**Client:** City of Melville

Date: March 2024

Address: Winthrop, WA

Project Type: Design &

Construct

**Budget: \$580,000** 

At the heart of the Piney Lakes Sensory Play Park Amphitheatre is a bespoke tower with multiple climbing platforms and entry points, designed to engage children of all abilities, from those with sensory sensitivities to those seeking more physically challenging play. This incredible project was led by the City of Melville, who engaged Nature Play Solutions to undertake the design and construction, with play equipment collaboratively designed by landscape architects from City of Melville and lyPa.

The tower integrates climbing nets, rope climbs, tunnels, and textured walls, providing varied levels of challenge for both physical and sensory play.

The structure is accessible via three routes. At the top level, a wheelchair accessible sensory tunnel with perforated bird and leaf motifs, offers a calming entry for those with sensory considerations. For those seeking more of a challenge there is also a mesh enclosed wobble bridge, both of which lead into the top level of the tower, which is adorned with a coloured Perspex and Corten roof. Leaf shaped mirrors on the ceiling give added sensory opportunity for play makers to explore their reflection and spinning cubes with faces teach the connection between expressions and emotions.

At ground level, a tube rope climb positioned in the centre of the tower offers a strength and agility challenge for those seeking more.

Etched paw prints and insects along the base of the structure create a sensory path, encouraging interaction while promoting physical activity.

For physical engagement, the space also includes play equipment such as Monkey Bars and Balance Challenges to enhance coordination and provide an opportunity to develop stability. The Rain Wheel adds an interactive sensory element by engaging sound and touch. Whilst the custom concrete slide designed to fit the steep slope of the existing amphitheatre, offers a thrilling and speedy ride!

Undertaking this project was no mean feat, requiring six trucks for transportation of the equipment to the site which was then carefully craned into the amphitheatre – all of which was done in one day.











Date: May 2024

Address: various City play spaces including Hossack

Park Playground

**Project Type:** Design &

Construct

**Budget:** various, Hossack

\$365,000

Nature Play Solutions was engaged to upgrade a number of City of Canning play spaces, including Hossack Park, with nature play play elements and equipment. Nature Play Solutions worked collaboratively and successfully to complete these projects with the City.









# Shirley Strickland



**Client:** City of Melville

Date: April 2022

Address: Ardross, WA

Project Type: Design &

Construct

Budget: \$590,000





### 2023 PLA WA Awards of Excellence - Playspace Award (> \$0.5m) Finalist

Shirley Strickland Reserve is located in the suburb of Ardross, towards the northeast of the City of Melville. Nature Play Solutions was successfully awarded the tender for the design & construct of this play space. The design of the Shirley Strickland play space includes a variety of features that offer diverse play experiences to accommodate children's varied strengths, needs, interests and dispositions.

The park is named after Shirley Strickland, an Australian athletics champion, born in Western Australia. By using bespoke play items and the Australian Olympic Team green and gold colour theming we have honored Shirley and her success. The bespoke Olympic podium concrete steppers provide an opportunity for imaginative play and physical play,

The main twin towered climbing structure echoes the design of the old commentary/scoring towers, whilst providing an opportunity for children to be up within the tree canopy and overlook the sport being played on each oval, visually connecting the two groups and creating a point of difference for Shirley Strickland Playspace. by creating an ideal 'winning photo'.

The design demonstrates excellence in inclusive play provision, with features to support children and young people of all abilities and interests to play with their siblings, peers, other children or accompanying adults. These features focus on children's universal play needs. Multiple slides and swings of different heights (slides) and types (swings) are provided, allowing different ages and abilities of children and adults to participate within the play space. Pathways, both rubber and concrete are strategically located, allowing easy access to users of different ages and abilities. Children, parents and grandparents who may have various levels of mobility are able to access specific play items like the A-frame basket swing, the Rainwheel and the small concrete slide with transition seat. The base of the main climber is also accessible via a wheelchair compliant ramp to support children and/or their parents or carers to play with their siblings, peers, other children or accompanying adults.

The equipment within the space is multifunctional and provides flexibility in play opportunity. Journey Pathways (eg. steppers, balance beams, cluster climbers) and rocks can be used as both play equipment, seating, and 'hang out' zones, allowing the playspace to appeal to a wide variety children's needs, interests, and dispositions.





### Pia's Place





**Client:** Whiteman Park

Date: December 2019

Address: Whiteman Park

**Project Type:** Design &

Construct

Budget: \$1.5 m

#### AWARD WINNER

2020 PLA WA Awards of Excellence - Playspace Award (> \$0.5m) High Commendation

Pia's Place is an all ages, all abilities playground sensitively integrated into a bushland setting within Whiteman Park, Western Australia. The project was designed to encourage families of all ages, abilities and interests to connect with nature, develop confidence, imagine, create, interact, take risks and create memories.





# nature PLAY SOLUTIONS

# Yingkapayi Park



**Client:** Shire of Leonora

Date: December 2021

**Location:** Leonora

**Project Type:** Design &

Construct





NATIONAL AWARD FINALIST & WA AWARD WINNER

2023 WINNER PLA WA Awards of Excellence - Playspace Award (< \$0.5m)

2023 FINALIST PLA National Awards of Excellence - Playspace Award (< \$0.5m)

Yingkapayi Park is located in the remote town of Leonora, Western Australia. It is an inclusive play space, welcoming all members of, and visitors to the Leonora community no matter their age, ability, interests, cultural background, religion or gender. It is an important play space that strengthens community bonds through informal and formal community events. The play space design reflects the unique natural context of the Leonora area.





### Newdegate Skate Park



**Client:** Shire of Lake Grace

Date: April 2018

**Location:** Newdegate

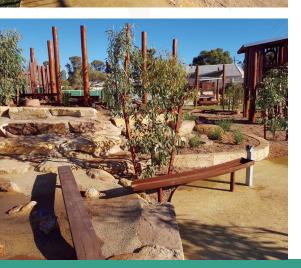
**Project Type:** Design &

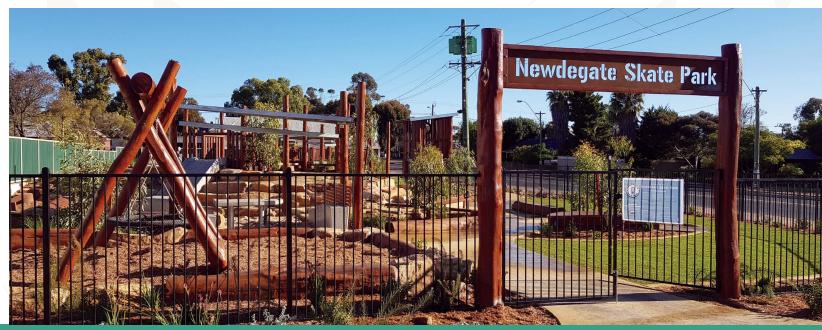
Construct

NATIONAL AWARD WINNER

2019 PLA WA Awards of Excellence - Playspace Award (< \$0.5m)
2019 PLA National Awards of Excellence - Playspace Award (< \$0.5m)

The skate park play space in Newdegate was a community-driven project for which we provided a design and construction package. The brief called for a all ages play space that provided a range of play opportunities, including a skate park. For the design of the skate park we partnered with Skate Sculpture and integrated their design into the overall scheme, which in addition to the play opportunities, also provided picnic and recreation areas for both the local community and tourists.









### Frankland River

**Client:** Shire of Cranbrook

Date: November 2023

**Location:** Frankland River

**Project Type:** Design &

Construct



The nature play space was designed in collaboration with the Frankland River community. Multiple school classes were visited by our occupational therapist and the Shire community development officer. Activities varied, depending on ages of children, but each interactive session focused on three topics:

- How I like to play
- Suggestions and ideas for a play space
- What I love about Frankland River

The information gathered from this process, along with consultation with adults from the community informed the design. 'Foxy's' (the general store) was very frequently identified by the children as being one of their favourite aspects of Frankland River, so a shop style cubby was included in the final design, so that children's creativity and role play opportunities were supported, in a context-relevant environment.

Children also identified the importance of riding bikes and scooters, which was consistent with adult input about the need for paths for riding. This was incorporated and external paths were integrated, to allow for cohesion between the play space and beyond.

Community feedback and conversation supported refinement of design features from the two designs into a single final design that best met the community needs and budget. Discussions included the best way to integrate the local context (the result being a 'Numbat Chase' and the design of the cubby area with shopfront to reflect Foxy's general store) and the best configuration of paths for both younger and older children.







### Wogolin Road Recreation

**Client: Shire of Wickepin** 

Date: November 2021

**Location: Wickepin** 

**Project Type:** Design &

Construct

The nature play space was designed as part of a larger recreation plan developed by Nature Play Solutions for the Shire of Wickepin, to be delivered over several stages. It is a community-driven project for which we provided a design concept and were awarded the construction of the play space through a tender process. The brief for the recreation area called for a all ages play space that provided a range of play opportunities, including a skate park and half basketball court. For the design of the skate park we partnered with Skate Sculpture and integrated their design into the overall scheme, which in addition to the play opportunities, also provides picnic and recreation areas for both the local community and tourists. The play space was constructed as the first stage of the project with the skate park and basketball court ongoing in their implementation.









# Bailey Brewing Co.





Client: Bailey Brewing Co.

Date: 2020

Address: Swan Valley, WA

Project Type: Design &

Construct

Budget: \$167,000 (excluding

vintage trucks)

Creativity and bespoke equipment manufacture was at the heart of this project. The proprietors of Bailey Brewing provided us with several vintage trucks and a creative challenge to modify them into play pieces as part of the play space design. In partnership with our sister company lyPa we designed and crafted a climber with slide out of one truck, a flying fox platform out of another and used the crane arm on the third truck as a support for a basket swing.

A holistic design was created for the playspace that includes circulation paths, informal rock boulder and timber log seating, play space edging, planting and irrigation. Timber balance beams, dual tightropes and concrete steppers create balance pathways throughout the play space to explore. A water pump connects to a concrete water creek in the sandpit via a funnel pipe and allows for creative imaginative play.







### Dubbo Botanic Gardens



**Client:** Dubbo City Council

Date: May 2019

Location: Dubbo Regional

**Botanic Gardens** 

**Project Type:** Design &

Bespoke Equipment Supply

Dubbo Regional Council engaged Nature Play Solutions to design an accessible, all abilities play space as an enhancement to the existing Regional Botanic Gardens. The construction was undertaken by a local contractor with the custom play equipment designed and supplied by our sister company, Lypa. The play space is expansive and features a central mound, which rises more than three metres above the adjacent ground level and made use of an existing stockpile of soil that was on the site.









## Noah's Play Space



**Client:** Rosehill Waters Estate

Date: December 2018

Address: Guildford

**Project Type:** Design &

Construct

We were commissioned by Urbis to provide a turnkey play space for the Rosehill Waters Estate in South Guildford. The brief for the project and the starting point was the concept of Noah's Ark and as the concept evolved it grew to include the linking tower structures, along with animals in various forms. The styling of the play equipment was customised to incorporate the Estate's 'waterdrop' logo in the laser cut Corten panels on the central climber.









### Wireless Hill



**Client:** City of Melville

Date: December 2016

Address: Wireless Hill Park,

Ardross

**Project Type:** Design &

Construct

#### AWARD WINNER

2017 PLA WA Awards of Excellence - Playspace Award (< \$0.5m)

The redevelopment of the play space at Wireless Hill was part of the refurbishment of this iconic park, in preparation for the 100-year celebration of the wireless station located here. The design of the play space sought to reflect the natural beauty of the site, its significance for the Noongar people and its role in the area's early settlement, while most importantly providing a range of quality play opportunities.







## Clem Thompson Oval



**Client:** Shire of Ashburton

Date: August 2015

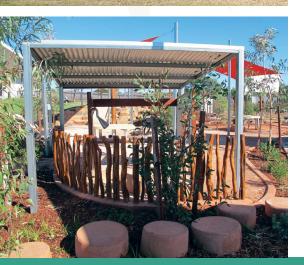
Address: Clem Thompson

Oval, Tom Price

**Project Type:** Design &

Construct

Tom Price is situated in remote Western Australia in the heart of iron ore mining country. The play space has an 'industrial' theme, influenced by the mining industry and the surrounding country. A variety of play opportunities have been provided, making use of the natural slope of the land and complemented by additional landscaping and extensive planting. The play space is integral to the sporting hub at Clem Thompson Oval and provides engaging play opportunities at the edge of the main sports fields.







### Theatre Gardens



Client: City of Subiaco

Date: August 2014

Address: Bagot Road, Subiaco

**Project Type:** Consult, Design

& Construct

#### **AWARD WINNER**

2015 PLA WA Awards of Excellence - Playspace Award (< \$0.5m)

Nature Play solutions was engaged to replace an existing, conventional playground with a more extensive nature-based play environment. Working with the City of Subiaco and their Community Play Strategy we created an exciting and adventurous play space for children that encourages them to explore and connect with the natural environment and engage in imaginative, creative and challenging play activities.







## Vasse Nature Playground



**Client:** Perron Developments

Date: November 2017

Address: Dawson Village,

Vasse

Project Type: Design &

Construct

Nature Play Solutions was appointed by the Perron Group to design and build the nature play space for this development in the City of Busselton. Situated in WA's south west, this play space has capitalised on the existing trees on the site and uses extensive additional native planting and landform to seamlessly nestle the play space within the landscape. There is a range of physical, social and creative play opportunities on offer and considerable amenity provided for accompanying adults.







### Carawatha Park



Client: City of Melville

Date: January 2015

**Address:** Archibald & Stacey St, Willagee

**Project Type:** Design Only

#### **AWARD WINNER**

#### 2015 PLA WA Awards of Excellence - Playspace Award Major

The Carawatha Park development is located on a 12,800m2 site, 5,800m2 of which is remnant bushland. The design brief called for the 'bush' at the rear of the park to expand and permeate throughout the overall space. Other requirements included referencing the former site usage, that being a primary school and the need to provide a facility that appeals to and encourages inter-generational interaction. The opening event for the play space included a cubby making activity and the local children continued to use the space to create cubbies using sticks and branches.







### Holland Park



**Client:** Perron Developments

Date: November 2015

Address: Holland Park Estate,

Armadale

Project Type: Design &

Construct

Nature Play Solutions was appointed by the Perron Group to design and build the nature play space for this development in the City of Armadale. The play space was designed to complement the main theme for the estate, which is based on the stately, formal, traditional English character of Holland Park in London – although the play space picked up on this theme by providing 'deconstructed' remnants of a manor house.







### Wattle Grove



**Client:** Shire of Kalamunda

Date: June 2012

Address: Lenihan Corner,

Wattle Grove

**Project Type:** Design Only

The Shire of Kalamunda's Nature Discovery Play Space is part of the larger Woodlupine Living Stream Project. The Nature Play Solutions team facilitated the community consultation, reported findings, made recommendations and undertook comprehensive design services for this project, including detailed drawings and budget estimates. Construction of the play space was tendered separately and a feature of the play space was the retention of a low hanging tree that local children had been using as a cubby house.





### Referees

**PROJECT ONE** 

Project Description: Pia's Place, Whiteman Park

**Project Type:** Design & Construct

**Client:** Touched By Olivia

Clients Representative Name & Title: Amy Rudd

Clients Representative Email Address: piaspground@gmail.com

**Clients Representative Phone Number: 0437 649 808** 

Final Contract Value: \$1,527,207.00

**Start Date: August 2014** 

**Completion Date: December 2019** 

Key Works: Design & Construct of a Nature Based All Abilities Play

**Space** 

**PROJECT TWO** 

**Project Description: Christ Church Grammar School** 

**Project Type:** Design & Construct

Client: Christ Church Grammar School, Perth

Clients Representative Name & Title: Chris Coslani

Clients Representative Email Address: ccoslani@ccgs.wa.edu.au

**Clients Representative Phone Number: 0411 554 745** 

Final Contract Value: \$999,051.00

Start Date: June 2020

**Completion Date: April 2021** 

Key Works: Design & Construct of a Nature Based Play Space



PROJECT THREE

Project Description: Yingkapayi Park, Leonora

**Project Type:** Design & Construct

**Client:** Shire of Leonora

Clients Representative Name & Title: Peter Craig, President

Clients Representative Email Address: peter.craig@bagden.com.au

Clients Representative Phone Number: 0418 950 572 or (08) 9037 9186

**Final Contract Value:** \$499,852.00

Start Date: February 2021

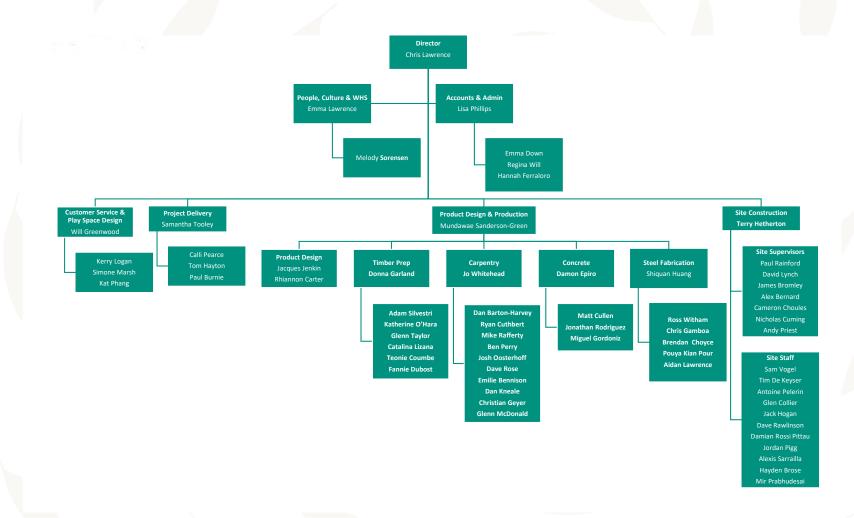
**Completion Date: December 2021** 

Key Works: Design & Construct of an All Abilities Nature Based Play

Space



# Organisation Structure





### Key Personnel

### **Chris Lawrence**

#### **Director**

Master of Business Administration

**Bachelor of Commerce** 

**Professional Memberships** 

Play Australia

Association for Learning Environments (A4LE)

Parks and Liesure Australia (PLA)

#### **Profile**

Chris has a background in business consultancy, holds an MBA, and has a wealth of experience with project control and management. His diversity of professional experience includes international posts working in the UK and Russia. He takes a hands-on approach to facilitating team performance in order to deliver consistent, high quality projects.

Chris founded Nature Play Solutions with the vision of providing excellence in playspace design and delivery, and has brought together a team of professionals from varied backgrounds who all share the passion for creating great play experiences. Chris leads the Nature Play Solutions team with a clear vision to develop playspaces that help create happy and memorable childhoods, have a strong sense-of-place and deliver positive stakeholder outcomes.

Chris has been involved in all projects delivered by Nature Play Solutions and takes great pride in helping communities create quality play opportunities for children through the provision of attractive and engaging playspaces. Chris is always happy to assist in the resolution of queries and works hard to ensure lines of communication are maintained throughout a project.

# Emma Lawrence Occupational Therapist

**Bachelor of Science (OT)** 

**Professional Memberships** 

OT Australia Play Australia

#### **Profile**

In addition to her work with Nature Play Solutions, Emma is a part-time Lecturer at Curtin University, School of Occupational Therapy and Social Work, and was a 2013 Award Winner of the Curtin Excellence and Innovation in Teaching Awards, awarded for Fieldwork Placement run in conjunction with the Disability Services Commission.

Emma has a diverse background that includes working with adults and children with disabilities in community settings. Emma actively promotes the need for improvements in play environments to

extend beyond the physical space, and take into account non-physical factors such as social and cultural context, in order to ensure the best outcomes for the new playground. Emma's focus is on the children who will use the playground, their needs for play and learning, and how these can be best met within the play environment

During post-installation visits, Emma facilitates discussion that includes brainstorming ways for the teaching or care staff to help the children receive maximum benefit from the playground. Emma is a trained as a mentor in the Outdoor Play and Learning (OPAL) program, which assists organisations to develop play policies and guides the implementation of play strategies.

Emma has a range of experience with formal and informal consultation. For example, parent meetings in school settings; community consultation with adults and children for Wattle Grove's Nature Playspace; consultation workshops for organisations that wish to or are developing a Play Policy, to provide information and an opportunity to share views and values.



### **Kerry Logan**

#### Outdoor Play Consultant

Bachelor of Social Science (Community Studies)

Level 2 Playground Safety Inspection, University of Technology Sydney

**Professional Memberships** 

Play Australia

Early Childhood Australia

International Play Association

Parks and Leisure Australia (PLA)

International School Grounds Alliance (Leadership Council Member)

#### **Profile**

Over the last two decades Kerry has held a variety of program and policy roles related to early childhood and social inclusion

across the children, families, disability, migrant and geriatric care sectors. Kerry brings a strong community development focus to the work of Nature Play Solutions.

Kerry's interest in outdoor play began in 2003 when she joined the PlaySafe Advisory Service (previously Playgrounds on Demand). In 2009 as part of Kidsafe WA's Playground Advisory Service she was the catalyst for the nature play focus of the Kidsafe Nature of Play Playground Conference (2010).

Kerry has presented at many Perth conferences and professional development seminars in recent years, as well as at the International Play Association Conferences in Cardiff in 2011 and Istanbul in 2014. Kerry has also recently undertaken mentor training to facilitate the Outdoor Play and Learning (OPAL) program.

While her roles at PlaySafe and Kidsafe focused on injury prevention, she was also able to promote the wider benefits of well-designed nature-based playspaces and how to provide for the diverse play needs of children of different ages and abilities and their families and caregivers. Kerry continues to do this important work in her current role at Nature Play Solutions.

# Katherine Phang Landscape Designer

Bachelor of Environmental Design (Landscape Architecture)

Diploma in Creative Media Design

#### Profile

During her time with Nature Play Solutions Katherine has designed numerous projects, ranging from parks renewals to childcares, schools and public spaces.

Katherine has a passion for incorporating elements such as water creeks and mounds into the play space, where possible. She finds levels intriguing and loves to explore the full breadth of their creative potential.

Prior to working for Nature Play Solutions, Katherine went to university in Tasmania where she studied Landscape Architecture. She gained experience in the landscape design and build industry in Singapore for a few years postgraduation. During her time there, she had exposure to several unique projects ranging from private residential projects to international events such as Singapore Garden Festival and the World Flower Gardening Show. She moved to Perth after to reunite with her partner and has resided here ever since.



### Samantha Tooley

**Operations Manager** 

Bachelor of Arts (hons) Graphic Design

#### **Profile**

Sam is a highly experienced member of the Nature Play Solutions team and has worked across a breadth of company roles including client communication, business development, project management and design management. Her design background – with the needed attention to detail and creative flair –results in our successful project outcomes.

Sam currently oversees the Operations team and provides direction and guidance to ensure smooth communication between the Nature Play Solutions shop front team, design team and construction team.

Sam went to university in Falmouth, Cornwall, where she studied Graphic Design, graduating with Honours. She gained work experience in the UK before setting out for an adventure to Australia, where she has resided ever since.

#### Simone Marsh

Business
Development,
Client Relationship
Management &
Landscape Architect

Bachelor of Landscape Architecture (HONS)

**Professional Memberships** 

Registered Member of Australian Institute of Landscape Architects (AILA)

#### **Profile**

Simone is an AILA registered landscape architect with over 20 years experience both in Australia and abroad. She has extensive experience designing play environments as well as public domain, education, commercial, high and medium density residential and private residential projects.

Simone works collaboratively with clients to translate their project briefs into the office and ensure seemless development of their vision.

Simone's is passionate about providing (and preserving) natural urban play settings for children who may not have the opportunity to reguarly access wild natural landscapes. She believes that as our cities grow and densify, access to wilderness and natural play spaces become increasingly critical for our children to develop an appreciation of the environment, evolve into its future custodians and develop risk management skills, resilience, self-confidence and foster good mental health.



### Terry Hetherton

**Operations Manager** 

Qualified Bricklayer & Stonemason

HR licence

First Aid

Excavator, skidsteer, chainsaw, hiab certification

#### **Profile**

Terry has worked for Nature Play Solutions from soon after its formation and has progressed from a role of site supervisor to his current position of Operations Manager. Terry has a background as a qualified tradesman and has a very good eye for detail while possessing strong communication skills to ensure site-based team members are aware of site specific requirements.

Prior to working for Nature Play Solutions, Terry had ten years' experience in the construction industry, working initially in a family construction business and later on various construction sites, including in remote Western Australia. Terry has a very good understanding of the requirements for nature-based play spaces including safety, construction and maintenance requirements.

### Will Greenwood

#### Design Manager

Bachelor of Design-Landscape Architecture

Bachelor of Design-Integrated Design

**Cert IV Local Government** 

**Cert IV Business** 

Cert IV Website Design

Cert III Horticulture-Landscape Construction

Cert III Information Technology

#### **Professional Memberships**

Member of AILA (Australian Institute of Landscape Architecture)

Green Roofs Australasia (GRA)

#### Profile

Will is a qualified Landscape Architect and Landscaper. He has over 10 years' experience in landscaping, working across the public and private sector. His breadth of experience includes large residential projects, schools, aged care and commercial premises.

With a further ten years in public facing roles within Local government he has a broad range of skills and experience from which to draw upon.

Holding degrees in Landscape
Architecture and Integrated Design, along
with qualifications in Horticulture and
Local Government, he is able to create
meaningful spaces that have a strong
connection to place, while balancing the
needs of all stakeholders



DESIGN. BUILD. PLAY.



### Inspection & Maintenance Guide

If you have any questions or concerns about your lyPa equipment, please don't hesitate to get in touch.

As specified in AS 4685:2021; and to comply with our Warranty conditions, we recommend regular inspections and preventative maintenance of your lyPa play elements at regular intervals to suit your local conditions and level of use.

Routine Visual Inspections – carried out daily/weekly to identify hazards from use, weather conditions or vandalism within the environment.

Operational Inspection – carried out monthly/quarterly, as required, to check the operation, stability and wear of any equipment, built structures or elements.

Comprehensive Inspection – an annual technical check of all equipment and structures, to check long-term wear. This should be carried out by a suitably skilled and experienced playground inspector.

Conducting regular Inspections will ensure that any potential hazards are identified and resolved before further damage. Keeping a record of inspections and preventative maintenance actions will comply with Warranty conditions and provide evidence to support any Warranty claim.

#### What to check and recommended maintenance

- Check that all equipment/structures are in good condition.
- Check all timber, follow our timber maintenance guide.
- Check that all fixings are secure. Tighten any loose nuts and reapply Loctite
  or similar, as required; and grind off any protruding thread and apply
  galvanised coating.
- Check for any signs of rust or damage to galvanized or stainless steel and treat/repair, as required.
- Check all nets and ropes for excessive wear or damage.
- Check concrete surfaces for excessive wear/damage. Depending on use and local conditions, re-seal concrete slides with a premium Gloss Sealer every 2-5 years.
- Check fibreglass slides. Clean with mild detergent. DO NOT use strong detergents, abrasives, bleaches or strong chemicals. Depending on use, wax at least every 6 months to restore gloss and protect the finish. Use a product recommended for fibreglass and follow the instructions.

  Small scratches and nicks can be removed by using a rubbing compound followed by waxing. Deep marks or gouges should be professionally repaired. Most stains can be removed with mild detergent. For stubborn stains, use a fine abrasive household cleanser followed by waxing to restore lustre. Grease, oil or rubber heel marks can often be removed using a solvent such as acetone, followed by a mild detergent wash.
- Check that water pumps/fountains are operating well, not blocked with sand or other material. Carefully clear any blockages as required.