



Minutes of Ordinary Council Meeting

Held on 24 June 2026 and commenced at 5:00pm

Held at the Council Chambers in Donnybrook

(1 Bentley Street, Donnybrook)

Authorised:

A handwritten signature in black ink, appearing to read 'Nick O'Connor', is positioned to the right of the 'Authorised:' label.

Nick O'Connor, Chief Executive Officer

Prepared:

26 June 2026

TABLE 2: MEASURES OF CONSEQUENCE

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

Contents

1.	Declaration of Opening / Announcement of Visitors.....	6
2.	Attendance (OCM).....	6
2.1.	Apologies.....	7
2.2.	Approved Leave of Absence.....	7
2.3.	Application for Leave of Absence.....	7
3.	Announcements from the Presiding Member.....	8
4.	Declarations of Interest	8
5.	Public Question Time	8
5.1.	Responses to previous public questions that were taken on notice.....	8
5.2.	Public Question Time	8
6.	Presentations	15
6.1.	Petitions	15
6.2.	Presentations	15
6.3.	Deputations.....	15
6.4.	Delegates' Reports	15
7.	Confirmation of Minutes.....	16
7.1	Ordinary Council Meeting Minutes	16
7.1.1	Ordinary Council Meeting held on 27 May 2026	16
8.	Reports of Committees.....	16
9.	Reports of Officers.....	17
9.1.	Director Operations	17
9.1.1	Shire of Donnybrook Balingup Local Planning Strategy – Outcome of Advertising and Submission to the Western Australian Planning Commission.....	17
9.2.	Director Finance and Community	29
9.2.1.	Schedule of Accounts Paid as at 31 May 2026.....	29
9.2.2	Monthly Financial Report for the period ending 31st of May 2026.....	44
9.2.3	Write off of 2025/26 Rates and Interest on Forrest Products Commission Properties	49
9.2.4	Request for Write Off – Balingup Tourism Association	53
9.3.	Chief Executive Officer	56
9.3.1	Offer to Purchase - Lot 351 Victoria Pde Donnybrook	56
9.3.2	Asset Optimisation – Workforce Plan Amendment	64

9.3.3 Goods Shed Lease – Council Direction on Post-Expiry Arrangements	72
9.3.4 Delegations Register Review	78
10. Elected Member Motions	84
11. New Business of an urgent nature introduced by Decision of the Meeting	84
12. Meeting Closed to the Public	84
12.1. Matters for which the Meeting may be closed	84
12.2. Public reading of Resolutions that may be made public	84
13. Closure	84

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 5:01pm 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 John Bailey	Cr Tyler Hall	Cr Reggie Keown
Cr Anita Lindemann	Cr Vivienne MacCarthy	Cr Amanda McNab
Cr Grant Patrick	Cr Leanne Wringe	Cr Alex Purich

Staff Present:

Nick O’Connor, Chief Executive Officer	Colin Young, Director Finance and Community
Ross Marshall, Director Operations	Loren Clifford, Executive Manager Corporate
Samantha Farquhar, Administration Officer Corporate Services	Michelle Dennis, Manager Development Services

Other Members Present:

Public Gallery: 1 member 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 *Meeting Procedures Local Laws 2017*, as having councillors stand when debating interferes with the sound quality for livestream.

COUNCIL RESOLUTION: 97/06-26		
MOVED BY:	Cr Tyler Hall	SECONDED BY: Cr Anita Lindemann

That Council Suspend clause 8.2 (members to rise) of the *Meeting Procedures Local Law 2017*.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

2.1. Apologies

Nil.

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

Cr Grant Patrick submitted a request for a leave of absence for the September 2026 Ordinary Council Meeting.

COUNCIL RESOLUTION: 98/06-26		
MOVED BY:	Cr Leanne Wringe	SECONDED BY: Cr Alex Purich

That Council approve Cr Grant Patrick's request for a leave of absence for the September 2026 Ordinary Council Meeting.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

3. Announcements from the Presiding Member

Nil.

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 John Bailey declared a financial interest for item 9.1.1.

5. Public Question Time

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

Nil.

5.2. Public Question Time

Question: Tracey Nicole Saggars

This relates to a fee paid to Otium in the financial report of the council agenda briefing document and the current process and upcoming finalisation of the Balingup Recreational & Sporting Master Plan.

1. *How much has Otium been paid in total?*

Officer Response:

31/3/2026 Invoice 4577 \$12,056 inc. GST, 15/5/2026 Invoice 4653 \$12,056 inc. GST

Question: Tracey Nicole Saggars

2. *Will there be further payments to Otium or other consultants to complete the plan?*

Officer Response:

The total contract value is \$ 54,800.00 Ex GST (\$ 60,480.00 Inc GST).

Question: Tracey Nicole Saggars

3. *When were Otium engaged?*

Officer Response:

The Formal Instrument of Agreement was issued to Otium 20/3/2026.

Question: Tracey Nicole Saggars

4. *How was this decided?*

Officer Response:

Request for Proposal (RFP) was issued to the market via the West Australian Local Government Association (WALGA) Preferred Supplier Program Vendor Panel portal on 9/1/2026, with 26 suppliers being contacted directly through the portal. The responses received from the market were evaluated using the Evaluation Workbook and the responses to Compliance and Qualitative Criteria. Otium was selected and recommended to the CEO for endorsement as the best value for money, most experienced and lowest risk respondent.

Question: Tracey Nicole Saqqers

5. *Did the council view the several requests for funds from different groups in Balingup as indicating that the community did not have a cohesive plan for sports and recreation? If so, was this communicated to the community and request made for a cohesive plan? If not, why not?*

Officer Response:

The Shire did not interpret the requests for funding from various Balingup groups as a negative reflection on the Community or as evidence of a lack of cohesion. Rather, those requests were understood as demonstrating a strong level of interest, activity and commitment to sport and recreation within the town. At the same time, it is recognised that multiple separate requests can highlight the absence of a single, consolidated plan that prioritises needs across the whole Community. This is not uncommon in any communities where groups operate independently based on their particular facilities or interests.

In response to this, Council's intent in progressing the Balingup Recreational and Sporting Master Plan has been to provide an opportunity to bring together the views of all user groups, stakeholders and the broader Community into a single, coordinated framework. This process is designed to ensure that future planning, investment and funding decisions are informed by a shared understanding of priorities and long-term needs. The initiation of the master plan itself represents the mechanism through which a more cohesive approach is being developed. This has been supported by Community consultation activities, including surveys and engagement with local stakeholders, to capture a wide range of perspectives.

Question: Tracey Nicole Saqqers

6. *Where exactly are these funds derived?*

Officer Response:

The resources are allocated by Council and adopted in the 2025/2026 Annual Budget.

Question: Tracey Nicole Saqqers

7. *Balingup rate payers are not satisfied with the survey (some important questions are vague, lack background information, there no capacity to comment on each question or page, and no bigger view available on how some of these choices and options may impact larger township) What recourse do we have in rectifying this?*

Officer Response:

The survey is not the only input into the process, and it does not lock in any decisions of Council. The Master Plan Report includes consultation with the following stakeholders.

- Council & Senior Executives
- Balingup & Districts Sporting Association
- Balingup Progress Association
- Medieval Carnival Committee
- Small Farm Field Day Committee
- Townscape Committee
- Blackwood United Soccer Club
- Balingup Friends of the Forrest
- Golden Valley Tree Park Management Committee
- Balingup Historical Committee
- Balingup Bowling Club
- Balingup P&C
- Bibbulmun Track Committee
- Balingup Primary School
- Balingup Croquet Club
- Balingup Golf Club
- Balingup Gym
- Balingup Tennis Club
- Balingup Arts & Cultural Hub
- BalingUpcycle
- Open Community Drop-in Session at the Balingup Recreation Centre.

Advice for the consultation was provided to stakeholders by direct email and telephone calls from the Shire and Otium. Face-to-face meetings were coordinated by Otium and attended in Balingup. Signage was posted in Balingup the week prior for the Open Community Drop-in Session.



Question: Tracey Nicole Saggers

8. What is the planned strategy for the completion of the plan and subsequent funding?

Officer Response:

The plan will be completed in five stages as follows.

Stage	Tasks
Project Commencement and Project Management	Project Inception
	Project Management Meetings
	PCG Workshops
	Shire Council Briefing
Stage One: Situation Analysis	Background Review
	Benchmarking
	Digital mapping of facilities and infrastructure
	Facility Assessment
Stage Two: Stakeholder Engagement and Community Consultation	Stakeholder and community consultation
	Internal Staff Engagement
	Community Needs Assessment Report
Stage Three: Site Option Assessment and Facility Components	Functional Design Components Schedule
	Facility Location Analysis and Recommendation
Stage Four: Concept Plan and Capital Cost Assessment	Conceptual designs and phased development options
	Funding Strategy
	Capital Cost Report
	Governance and Management Model Assessments
Stage Five: Master Plan Report and Recommendations	Draft Balingup Recreation and Sporting Master Plan
	Summary Report
	Final Report

The final report will provide Council with strategic direction and recommendations for subsequent actions and funding.

Based on the key findings the Balingup Recreation and Sporting Master Plan will be presented to Council and include the following:

- An Executive Summary.
- A vision for Balingup sporting and recreation Infrastructure.
- Strategic assessment and review of current supporting documentation.
- Demographic analysis.
- Benchmarking, trends and innovations.
- Management Analysis.
- Stakeholder Consultation Outputs.

- Facility Specifications incorporated with a Master Plan Design Brief.
- Site Options Analysis.
- Conceptual plans, Master Plan and annotated phased development options
- Estimate capital cost (OPC) and lifecycle cost plan.
- Recommendations individually justified and evidence based.
- Implementation plan including timelines, additional technical research, statutory obligations and compliance requirements.

The draft report will be presented to the Senior Executive Team and Councillors for assessment and any further input. Following this Council feedback and acceptance of the plans and rationale behind the Master Planning process, Otium will undertake a further consultation process with the Community representatives. The intent of the process will be to test and challenge the recommended direction to ensure they meet the needs of the Community and in particular the current and potential user groups. This will be undertaken by presenting the rationale for the developments proposed and seeking feedback priorities for investment.

Question: Tracey Nicole Saggars

9. *Additionally, this was thrust upon us quickly without time to gather together and develop a cohesive plan. There was an in-person meeting which was only announced on the council social media accounts one day prior to the meeting. No ratepayers were notified unless they were joined on e-connect. Doesn't the shire have a full-time media and communications person? Why wasn't this important information made available in a timely, inclusive, and broader manner, including by post (with an aging and diverse population a variety of suitable means are essential such as email and post)? What will be done to ensure this is rectified?*

Officer Response:

Refer to response above for question 7.

- Website post published at 9am on Tuesday 5 May 2026, [see here](#) (advises of drop-in session + direct engagement with key stakeholders over the 5th-7th)
- Social media post (Facebook + Instagram) published at 9:30am on Tuesday 5 May 2026, includes the same text/information as provided in the website Latest News post above
 - Statistics captured 17 June 2026 show that our Facebook post was viewed 3,883 times by 1,794 users, and received 13 interactions (9 reactions, 4 shares)
 - Overall post exposure, so engagement generated by all forms of the post (including shares) show the content received a total of 25 reactions and 21 comments (none on our post as these were turned off per usual moderation)

Question: Tracey Nicole Saggars

10. *We would like the council to halt all progress on the Balingup Recreational & Sporting Master Plan until all information requested is supplied and major entities in Balingup are satisfied processes and logistics are suitable for the town (this could be communicated through the BPA). Would you please inform us of how this can be accomplished?*

Officer Response:

There has been significant consultation with major entities (stakeholders) in Balingup, refer to response above for Item 7 and 9. The stakeholders were consulted during the drafting of the Request for Proposal, provided with advance notice of consultation, and consulted face-to-face with dedicated meetings. One of the primary outcomes of the master plan is to provide Council and Community with a process and independent facilitator to ensure an informed and balance report. Otium are very experienced professionals in this field of work, they have developed a proven staged process, refer to details in response above for Item 8.

Question: Tracey Nicole Saggers

11. *If you are not willing or able to halt the plan process, and it is finalised, what recourse do myself and other ratepayers/residents of Balingup, and local groups, have to give feedback on the plan and have it altered to suit?*

Officer Response:

Refer to final paragraph in response above for Item 8.

Question: June Scott

There are various matters tabled this evening with the Draft LPS and Attachments that raise serious concerns. My landholding is an impacted property that was included in Shire of Donnybrook Balingup scheme text as transitional. This is not reflected in the tabled drive nor have I had the justice of hearing nor common dignity to be provided to attend this matter through this process. Will the administration and Council defer this item to attend the multiple matters raised we are seeing for the first time in this tabling?

Officer Response:

No, the matter is before Council tonight seeking endorsement to make the relevant changes and modifications to the Draft Local Planning Strategy as detailed in the officer's report, and the officer's recommendation stands.

Question: June Scott

There is a failure to update the known nomenclature of Donnybrook stone in this item, again can this item be deferred for attention. I have today written to the Minister for Mines, and I am awaiting a response in regard to page 137 DEMIRS comment.

Officer Response:

No, the matter is before Council tonight seeking endorsement to make the relevant changes and modifications to the Draft Local Planning Strategy as detailed in the officer's report, and the officer's recommendation stands.

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

Nil.

6.3. Deputations

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

- Brad Barr on behalf of WA Plantation Resources Pty Ltd and Forest Industries Federation WA Inc.
- Item 9.1.1 (Presented at the Agenda Briefing Session)

6.4. Delegates' Reports

- Cr Anita Lindemann attended the Re-thinking Business as Usual event and provided a summary to the meeting.
- President Vivienne MaCarthy attended the WALGA Emergency Management Forum and provided a summary to the meeting.

Adoption by Exception

COUNCIL RESOLUTION: 99/06-26	
MOVED BY: Cr Grant Patrick	SECONDED BY: Cr Leanne Wringe

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

7.1.1 Ordinary Council Meeting held on 27 May 2026

9.2.1 Schedule of Accounts Paid as at 31 May 2026

9.2.2 Monthly Financial Report for the Period Ending 31 May 2026

9.2.3 Write off of 2025/26 Rates and Interest on Forrest Products Commission Properties

9.2.4 Request for Write Off – Balingup Tourism Association

9.3.2 Asset Optimisation – Workforce Plan Amendment

9.3.3 Goods Shed Lease – Council Direction on Post-Expiry Arrangements

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 27 May 2026

Minutes of the Ordinary Council Meeting held 27 May 2026 are attached as [Attachment 7.1.1\(1\)](#).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 27 May 2026 be confirmed as a true and accurate record.

COUNCIL RESOLUTION: 100/06-26	
MOVED BY: Cr Grant Patrick	SECONDED BY: Cr Leanne Wringe

That the Minutes from the Ordinary Council Meeting held 27 May 2026 be confirmed as a true and accurate record.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 99/06-26

8. Reports of Committees

Nil.

9. Reports of Officers

9.1. Director Operations

Cr Bailey left the Council Chamber at 5:32pm.

9.1.1 Shire of Donnybrook Balingup Local Planning Strategy – Outcome of Advertising and Submission to the Western Australian Planning Commission

Report Details:

Prepared by: Planning Consultant/Manager Development Services

Manager: Director Operations

File Reference: TP 19A **Voting Requirement:** Simple Majority

Attachment(s):

- 9.1.1(1) Schedule of Submissions - Public
- 9.1.1(2) Schedule of Submissions – Agencies and Public Authorities
- 9.1.1(3) Schedule of Modifications
- 9.1.1(4) Excerpt of RFQ 357 – Local Planning Strategy
- 9.1.1(5) Local Planning Strategy Part 1 (modifications marked)
- 9.1.1(6) Local Planning Strategy Part 2 (modifications marked)

Executive Recommendation

That Council:

1. **Receives the submissions made during the public advertising of the Shire of Donnybrook Balingup Local Planning Strategy, as summarised in the Schedule of Submissions – Public (Attachment 9.1.1(1)) and the Schedule of Submissions – Agencies and Public Authorities (Attachment 9.1.1(2)).**
2. **Endorses the proposed Schedule of Modifications to the Shire of Donnybrook Balingup Local Planning Strategy (Attachment 9.1.1 (3)).**
3. **Resolves to support the Shire of Donnybrook Balingup Local Planning Strategy with proposed modifications for submission to the Western Australian Planning Commission for final endorsement; and**
4. **Authorises the Chief Executive Officer to submit the Shire of Donnybrook Balingup Local Planning Strategy (as advertised), together with the Schedules of Submissions and Schedule of Modifications, to the Western Australian Planning Commission pursuant to Regulation 14 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

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: 6.1.1 - Review the Local Planning Strategy.

Outcome: 11 - Strong, visionary leadership.

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

Executive Summary

This report presents the outcome of advertising of the Shire of Donnybrook-Balingup Local Planning Strategy (Strategy) for Council consideration where a total of 165 public submissions ([Attachment 9.1.1 \(1\)](#)) and 11 agency and public authority submissions ([Attachment 9.1.1 \(2\)](#)) were received. Following consideration of those submissions, 49 modifications to the advertised version of the Strategy are proposed ([Attachment 9.1.1 \(3\)](#)). The modifications address substantive planning matters raised in submissions, as well as administrative updates to ensure the Strategy reflects the current State planning framework.

Council is requested to receive and note the submissions received, adopt the proposed Schedule of Modifications, and resolve to support the modified Strategy for submission to the Western Australian Planning Commission (WAPC) for final endorsement.

Background

The Local Planning Strategy (Strategy) guides how our community will grow and develop over the next 15 years. The draft Strategy encompasses the outcomes of preliminary stakeholder engagement conducted in March 2022.

At its Ordinary Council meeting held 22 March 2023 Council (Commissioner) resolved the following:

"COUNCIL RESOLUTION 33/23

That Council (Commissioner):

- 1. Pursuant to Regulation 12 of the Planning and Development (Local Planning Schemes) Regulations 2015, instruct the Chief Executive Officer to provide a copy of the draft Local Planning Strategy to the Western Australian Planning Commission for certification for the purposes of proceeding to public advertising;*
- 2. Subject to making any required amendments as instructed by the Western Australian Planning Commission, authorise the Chief Executive Officer to advertise the draft Local Planning Strategy to the public and relevant agencies for 21 days, pursuant to Regulation 13 of the Planning and Development (Local Planning Schemes) Regulations 2015; and*
- 3. Following the completion of the advertising period, as soon as practicable, the Chief Executive Officer is to present a report to Council (Commissioner) for consideration including:*
 - 1. Any submissions received during the public advertisement period; and*
 - 2. Any recommended modifications to the draft Local Planning Strategy as a result of relevant feedback received during the public advertising period."*

The WAPC certified to advertise the draft Strategy on 20 February 2024. Due to local newspaper publishing timeframes and the level of community interest, at its Ordinary Council meeting held 27 March 2024 Council resolved the following:

"COUNCIL RESOLUTION 38/24

That Council:

1. *Endorse the extension of the statutory advertising period for the draft Local Planning Strategy, allowing for the closure of public submissions 42 days after publication in the Preston Press, as opposed to the standard 21 days prescribed by the Planning and Development (Local Planning Schemes) Regulations 2105; and*
2. *Note that the Chief Executive Officer (CEO) will formally request approval from the Western Australian Planning Commission (WAPC) for the extended advertising period.*

This resulted in the Strategy being advertised from 18 March until 14 May 2024. At the close of the submission period 164 public submissions and 9 from government agencies were received. One late public submission and two from agencies were subsequently received and these have also been considered.

Due to resourcing challenges throughout 2024/25 and several complex development applications being lodged, progress of the Strategy stalled. In response, Council included a budget allocation within the 2025/26 budget to enable the appointment of an external consultant. The external consultant was appointed following the election caretaker period to undertake the work as outlined in the Excerpt of RFQ 357 – Local Planning Strategy ([Attachment 9.1.1 \(4\)](#)).

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	Failure to progress the Strategy in a timely manner may result in the Shire continuing to operate under the 2014 Local Planning Strategy, weakening the strategic basis for the preparation of LPS8 and for the assessment of development proposals.		
Mitigation:	Council adoption and prompt submission to the WAPC will minimise delay. The Schedule of Modifications and Schedule of Submissions have been prepared in accordance with the Regulations.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	The WAPC may require additional modifications to the Strategy prior to final endorsement, which may require additional officer resources and extend the overall timeframe.		
Mitigation:	The Schedule of Modifications has been prepared with due regard to the State planning framework and agency advice received. Officers consider the modifications submitted are well-founded and consistent with State planning policy.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Moderate	High (12)

Risk Description:	Failure to progress the Strategy in a timely manner may negatively impact the community trust, given the considerable amount of submissions made.
Mitigation:	Officers recognised this risk as part of the 2025/26 budget preparation; enabling this task to be outsourced to an experienced Planning consultant.

Financial Implications

The preparation of the Schedule of Submissions, Schedule of Modifications and post-advertising amendments to the Strategy has been undertaken using budgeted external contractors. No additional budget is required for the submission of the Strategy to the WAPC for final endorsement beyond existing operational allocations.

Policy Compliance

COMD/CP-3 Community Engagement Framework

The project plan for the formal review of the Local Town Planning framework was presented to Council in November 2021 and included a preliminary engagement survey for community participation. The key purposes of the engagement survey were:

- To translate broad themes from the Strategic Community Plan into actionable objectives within the context of the planning framework; and
- To find out how the community would like to be engaged during the consultation stage of the project; and
- To establish a mailing list of all community members that are directly interested in the review project.

This survey and subsequent Planning Projects Public Consultation website enabled interested residents to sign onto a mailing list, identified that the Preston Press was used by community members who don't access social media and/or the internet and the request for in person workshops.

Statutory Compliance

Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the statutory requirements for the preparation of Local Planning Strategies. The Shire must adhere to these regulations and demonstrate compliance to the WAPC throughout the process.

The statutory requirements of Part 3 as they relate to the process of preparing a Local Planning Strategy are as follows:

11. *Requirement for local planning strategy for local planning scheme*
 - (1) *A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.*
 - (2) *A local planning strategy must —*
 - (aa) *be prepared in a manner and form approved by the Commission; and*
 - a. *set out the long-term planning directions for the local government; and*
 - b. *apply any State or regional planning policy that is relevant to the strategy; and*
 - c. *provide the rationale for any zoning or classification of land under the local planning scheme...*

12. *Certification of draft local planning strategy*

- (1) *Before advertising a draft local planning strategy under regulation 13 the local government must provide a copy of the strategy to the Commission...*
- (4) *If the Commission is satisfied that a draft local planning strategy complies with regulation 11(2) it must certify the strategy accordingly and provide a copy of the certification to the local government for the purpose of proceeding to advertise the strategy.*

13. *Advertising and notifying local planning strategy*

- (1) *A local government must, as soon as reasonably practicable after being provided with certification that a local planning strategy complies with regulation 11(2), advertise the strategy ...*

14. *Consideration of submissions*

- (1) *After the expiry of the period within which submissions may be made in relation to a local planning strategy, the local government must review the strategy having regard to any submissions made.*
- (2) *The local government may —*
 - (a) *support the local planning strategy without modification; or*
 - (b) *support the local planning strategy with proposed modifications to address issues raised in the submissions.*
- (3) *After the completion of the review of the local planning strategy the local government must submit to the Commission —*
 - (a) *a copy of the advertised local planning strategy; and*
 - (b) *a schedule of the submissions received; and*
 - (c) *particulars of any modifications to the advertised local planning strategy proposed by the local government.*

15. *Endorsement by Commission*

- (1) *Within 60 days of the receipt of the documents referred to in regulation 14(3) the Commission may —*
 - (a) *endorse the strategy without modification; or*
 - (b) *endorse the strategy with some or all of the modifications proposed by the local government; or*
 - (c) *require the local government to modify the strategy in the manner specified by the Commission before the strategy is resubmitted to the Commission for endorsement; or*
 - (d) *refuse to endorse the strategy.*
- (2) *The Minister or an authorised person may extend the time referred to in subregulation (1).*

The Strategy has been prepared as a two-part document comprising Part 1 – The Strategy, and Part 2 – Background Information and Analysis. The Strategy, once endorsed by the WAPC, will come into operation and revoke the Shire's preceding Local Planning Strategy, which was endorsed by the WAPC in June 2014. The Strategy will form the strategic basis for the preparation, implementation and review of the future Shire of Donnybrook-Balingup Local Planning Scheme No. 8 (LPS8).

Consultation

Public and agency advertising was conducted from 18 March until 14 May 2024. Direct email was issued to agencies with public advertising carried out in the following manner:

- Shire website
- Posters placed at the Shire libraries and main Administration Building
- Public notice in the South Western Times (4 April 24) and April 2024 Edition of the Preston Press
- Direct emails to those preregistered on the mailing list

Two, two hour workshops were held in Balingup on 6 May 2024 with attendance of approximately 53 members of the public and two, two-hour workshops held in Donnybrook on 7 May 2024 with attendance of approximately 10 members of the public.

A workshop was held with Council on 8 April 2026 where the Shire's Planning consultant provided an overview of the themes of the submissions.

Acknowledgement emails were sent to each submitter. Where these submissions were on behalf of another person e.g. lodged by a consultant, the acknowledgement was issued to the consultant. The Shire's website contains a dedicated "Our Local Planning Strategy & Scheme" page and the update in May 2025 acknowledges all submissions as follows:

The Western Australian Planning Commission (WAPC) certified the draft Local Planning Strategy for public advertising and **the public comment period ended on 14 May 2024.**

We extend our gratitude to all who provided comments and attended community workshops. The Shire received 163 public submissions and 9 from government agencies. All feedback received will be considered and proposed modifications presented back to the Council and the WAPC for final endorsement.

In June 2024 all those that attended the in person workshops and provided their email address were provided with a copy of the presentation slides as well as links to the previous Council reports that were referenced in the presentation.

Staff have responded to ad hoc queries about the progress of the Strategy as they were received, noting that progressing the Strategy in-house had been delayed due to resourcing challenges and a number of complex development applications being lodged.

In November 2025, following the end of the election caretaker period, submitters were informed that a request for quote had been issued, with a closing date of 1 December 2025.

Public Submissions

A total of 165 public submissions were received from residents, landowners and interested parties within and outside the Shire. Full details of all submissions, officer considerations and recommended modifications are set out in the Schedule of Submissions – Public ([Attachment 9.1.1 \(1\)](#))

The submissions addressed a range of matters. The principal themes were as follows:

- a. **Planning Area M – Old Padbury Road, Balingup.** A significant number of submissions objected to the inclusion of Lot 10 Old Padbury Road, Balingup within Planning Area M on the basis of the lot's adjacency to the Golden Valley Tree Park and the heritage-listed homestead. Strong community support was expressed for the protection of the Golden Valley Tree Park. A modification to Planning Area M is recommended.
- b. **Homestead Lots.** Submissions commented on the proposed provisions for homestead lots in rural and Priority Agriculture zones. Clarification of the intended approach to homestead lot subdivision is recommended.
- c. **Rural Strata Development.** Submissions from the Balingup community expressed support for alternative development models to support sustainable rural living, including rural strata development and related arrangements. Clarification of the rural strata area surrounding Balingup is recommended.
- d. **Tree Farming and Carbon Farming.** Concerns were raised regarding the impact of tree plantations, in particular carbon storage tree farming, on Priority Agriculture land and the character of the rural landscape. Modifications are recommended to clarify the future Scheme requirements and approach.
- e. **Planning Area I – Sandhills Road, Donnybrook.** Questions were raised regarding the suitability of the area for industrial development, including the extent of native vegetation on the site and the adequacy of environmental assessment. As this is an existing industrial zone and/or Development Investigation Area in LPS7, no modifications are recommended.
- f. **Other Matters.** Submissions also addressed heritage terminology, active transport infrastructure, density coding within planning areas, and various site-specific matters relating to other planning areas across the Shire.

Government/Service Agency Submissions

The following agencies provided submissions and are summarised below. Full details of all submissions, officer considerations and recommended modifications are set out in the Schedule of Submissions – Agencies and Public Authorities ([Attachment 9.1.1 \(2\)](#)).

Submission Summary	Comment
Western Power advised that it was unable to provide general planning advice and that the Shire should undertake a self-assessment.	No modification to the Strategy is required.
Department of Energy, Mines, Industry Regulation and Safety lodged no objections.	No modification to the Strategy is required.
Department of Health - Environmental Health Directorate lodged no objections and provided general health risk advice for consideration in future planning.	No modification to the Strategy is required.
Department of Primary Industries and Regional Development (DPIRD) provided submissions addressing agricultural land protection, homestead lot provisions, a number of Planning Areas, tourism development in agricultural zones and tree	Modifications are recommended in relation to the removal of Planning Area L from the Strategy.

Submission Summary	Comment
farming on Priority Agriculture land. An objection was raised to the proposed homestead lot provisions on the basis that those provisions were inconsistent with Development Control Policy 3.4 – Subdivision of Rural Land.	
Department of Planning, Lands and Heritage (DPLH) provided advice recommending that references to heritage places use the term 'Historic Heritage' in accordance with State Planning Policy 3.5 – Historic Heritage Conservation.	A modification is recommended.
Department of Biodiversity, Conservation and Attractions (DBCA) provided advice regarding reserve designations within Planning Area S – Noggerup Hamlet.	A modification is recommended.
Department of Fire and Emergency Services (DFES) provided advice regarding bushfire hazard management in the context of the Planning Areas identified in the Strategy, the approach to density coding and the coordination of adjacent planning areas.	Modifications are recommended in relation to the amalgamation of Planning Areas D, E and F and the removal of density coding from Planning Areas.
Department of Transport (DoT) provided advice regarding terminology for active transport infrastructure.	A modification is recommended.
Department of Water and Environmental Regulation (DWER) provided advice on waterway setbacks, on-site wastewater management, the replacement of the Government Sewerage Policy (2019) by State Planning Policy 2.9 – Water, public drinking water source areas, native vegetation clearing, and drought resilience planning.	Several modifications are recommended.
Water Corporation provided advice regarding the replacement of the Government Sewerage Policy (2019) by SPP 2.9 – Water.	A modification is recommended.

Deputation – WAPRES

Following the Deputation at the Agenda Briefing Session on 17 June 2026 the Shire's Planning Consultant has reviewed the considerations (Attachment 9.1.1(1)) with reference to the written submission received and has recommended that minor modifications to the strategy document be included to:

- (i) refine the framing of Issue/Opportunity 21.0 to remove unintended negative inference and recognise both opportunities and planning management considerations;
- (ii) add text to the Part 2 agricultural profile to expressly acknowledge tree farming's contribution to the Shire's economy; and
- (iii) make minor additions to the Part 2 discussion of climate and sustainability policy to acknowledge the role of tree farming in the low-carbon transition.

Officer Comment

As a result of the public and agency submissions as well as changes to the State planning framework between development of the draft Strategy until now, 49 modifications to the advertised version of the Strategy are proposed. A full Schedule of Modifications is provided at [Attachment 9.1.1\(3\)](#), with marked-up versions of Parts 1 and 2 illustrated in [Attachments 9.1.1\(5\)](#) and [9.1.1\(6\)](#).

The key modifications are summarised below:

Part 1 – The Strategy

- a. Planning Area M – Old Padbury Road, Balingup (Modifications 1 to 3)
Lot 10 Old Padbury Road is to be removed from Planning Area M on Figure 12 and from the Planning Area M description in Section 3.0. This has regard to the significant volume of community objection and the proximity of the lot to the Golden Valley Tree Park and the heritage-listed homestead.
A new Planning Direction 22.5 and associated action are to be inserted under Issue/Opportunity 22.0 – Natural Areas and Assets to provide for the protection of the Golden Valley Tree Park and to identify the future rezoning of Lot 11 and Reserve 54402 to a Special Use zone in LPS8.
- b. Cartographic Corrections to Figure 12 (Modifications 4 and 5)
The land use dedication of Lot 11263, No. 90 Brockman Street, Balingup is to be amended from 'Existing regional infrastructure and public purposes' to 'Rural', to reflect that the lot is in private ownership and does not form part of the former railway corridor.
The dedication of No. 1 Airstrip Road, Balingup is to be amended from 'Existing tourism' to 'Rural', to reflect the current non-tourist use of the property.
- c. Homestead Lots and Rural Strata Development (Modifications 6 to 8)
Action 3.1.2 under Issue/Opportunity 3.0 – Sustainable Living and Action 11.1.2 under Issue/Opportunity 11.0 - Protection of Rural Land are to be amended. The revised provisions consider the creation of homestead lots of up to 5 ha on properties over 60 ha in the Rural and Priority Agriculture zones. It also introduces provisions for the consideration of rural strata development and subdivision within an indicative rural strata area near Balingup to be shown on Figure 12. These modifications respond to DPIRD's objection regarding consistency with Development Control Policy 3.4 – Subdivision of Rural Land and to community submissions supporting sustainable rural living options near Balingup.
- d. Visual Impact Protection (Modification 10)
A new Planning Direction 32.3 and associated Action 32.3.1 are inserted under Issue/Opportunity 32.0 to maintain protection of visual amenity along the South Western Highway and Donnybrook-Boyup Brook Road and to provide for the integration of an updated Special Control Area SCA7 (currently in LPS7) into LPS8.
- e. Tree Farming and Carbon Farming (Modification 11)
It is proposed to recognise the opportunities associated with the recent ban of logging of native forests by amending Issue/Opportunity 21.0 – Tree Farming. Amendments to existing as well as new actions are proposed to review the existing Special Control areas, consider a new Special Control area around Noggerup and distinguish between timber production plantations and carbon sequestration plantations.

- f. Historic Heritage Terminology (Modification 12)
Section 2.3, Issue/Opportunity 6.0 and its associated planning direction, actions and headings are amended to consistently use the term 'Historic Heritage' in relation to non-Aboriginal heritage places, in accordance with State Planning Policy 3.5 – Historic Heritage Conservation.
- g. Density Coding and Indicative Lot Yield (Modifications 15 and 16)
Density coding and indicative lot yield are removed from planning areas in Section 3.0, and Table 5 is removed. This reflects that further constraints analysis will be required before yield and density can be determined for individual planning areas.
- h. Planning Areas D, E and F – Morgan Road / Elma Lane, Donnybrook (Modifications 17 to 19)
Planning Areas D, E and F are combined into a single Planning Area D – Morgan Road / Elma Lane. Having regard to the physical adjacency of the three areas and their interdependent access, servicing and bushfire hazard separation requirements, consolidation will ensure coordinated structure planning outcomes. Figures 7 and 11 are to be amended accordingly.
- i. Planning Area L – Castle Street West, Donnybrook (Modification 21)
Planning Area L is removed from Part 1 of the Strategy. The area is currently zoned Priority Agriculture and adjoins horticultural enterprises. Having regard to its limited area of approximately 8.2 ha, low development yield, agricultural zoning and surrounding land use context, removal is supported in response to DPIRD's submission.

Part 2 – Background Information and Analysis

- j. State Planning Policy and Policy Reference Updates (Modifications 27 to 30 and 32 to 43)
A number of administrative updates are required to ensure the Strategy reflects the current State planning framework.
- k. Tree farming (Modifications 33, 44, 46 and 47)
To recognise tree farming and plantation forestry as part of the Shire's current broader agricultural land use base.
- l. Population Forecast and Dwelling Yield Analysis (Modifications 48 and 49)
The population forecast and dwelling yield analysis sections of Part 2 have been reviewed and updated to reflect the data contained in the WA Tomorrow Population Report No. 12 (April 2025), which contains the most current population forecasts available for the region. Projections for 2036 are now incorporated into the Strategy, whereas previously only 2031 projections were available.

The draft Strategy was prepared by previous Shire officers over an extended period, drawing on an extensive evidence base and community engagement process documented in Part 2 of the Strategy. The advertised version (Version B, January 2024) reflects work undertaken following the Commissioner's endorsement for advertising on 22 March 2023 and subsequent WAPC certification. The advertising process generated 164 public submissions and 11 agency and public authority submissions. The submissions reflect strong community interest in the future planning directions for the Shire, particularly in relation to the Balingup townsite and surrounding rural area, the Golden Valley Tree Park, the management of Priority Agriculture land, and the long-term character of the Shire.

Officers have carefully considered all submissions received. The 49 proposed modifications address the substantive planning matters raised. Where modifications have not been supported, reasons are provided in the Schedule of Submissions. Officers are satisfied that the proposed modifications are consistent with the State planning framework and appropriately address the matters raised in submissions.

Officers note that several modifications respond to updates to the State planning framework that occurred after the preparation of the advertised version, including the commencement of SPP 2.9 – Water in December 2025, the publication of updated position statements and the release of WA Tomorrow Population Report No. 12 (April 2025). These administrative updates are necessary to ensure the Strategy is current at the time of submission to the WAPC.

The modified Strategy provides a sound strategic framework for the future planning of the Shire of Donnybrook-Balingup and for the future preparation of LPS8.

Conclusion

The Shire of Donnybrook-Balingup Local Planning Strategy has been advertised for public comment in accordance with the Regulations. A total of 175 submissions were received. Forty-nine modifications to the advertised version of the Strategy are proposed, addressing matters raised in submissions and updates to ensure the Strategy reflects the current State planning framework.

It is recommended that Council receives and notes the submissions, adopts the Schedule of Modifications, and authorises the Chief Executive Officer to submit the Strategy to the WAPC for final endorsement pursuant to Regulation 14 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Cr Hall put the following motion to Council:

COUNCIL RESOLUTION: 101/06-26		
MOVED BY:	Cr Tyler Hall	SECONDED BY: Cr Anita Lindemann

That Council:

- 1. Receives the submissions made during the public advertising of the Shire of Donnybrook Balingup Local Planning Strategy, as summarised in the Schedule of Submissions – Public (Attachment 9.1.1(1)) and the Schedule of Submissions – Agencies and Public Authorities (Attachment 9.1.1(2)).**
- 2. Endorses the proposed Schedule of Modifications to the Shire of Donnybrook Balingup Local Planning Strategy (Attachment 9.1.1 (3)).**
- 3. Change the Vision statement within Local Planning Strategy (attachment 9.1.1(3)) to state: To protect and enhance the Shire's productive agricultural land, natural environment, rural character and community identity, while supporting sustainable growth, housing choice, employment opportunities and investment for current and future generations.**

4. Resolves to support the Shire of Donnybrook Balingup Local Planning Strategy with proposed modifications for submission to the Western Australian Planning Commission for final endorsement; and
5. Authorises the Chief Executive Officer to submit the Shire of Donnybrook Balingup Local Planning Strategy (as advertised), together with the Schedules of Submissions and Schedule of Modifications, to the Western Australian Planning Commission pursuant to Regulation 14 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

For: Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 8/0

Cr Bailey re-entered the Chamber at 6:05pm.

9.2. Director Finance and Community

9.2.1. Schedule of Accounts Paid as at 31 May 2026

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

File Reference: FNC 10/2

Voting Requirement: Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That Council receive the schedule of accounts paid as detailed in the report for the period ending 31 May 2026.

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 31 May 2026, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to \$1,842,307.27.

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.

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	03/04/2026	SPUD SHED	ACCIDENTAL PURCHASE	8.38
	06/04/2026	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	134.51
	07/04/2026	DEPT OF TRANSPORT	VEHICLE PLATE TRANSFER	32.00
	08/04/2026	SPUD SHED	REFUND OF ACCIDENTAL PURCHASE 2	-16.76
	08/04/2026	SPUD SHED	ACCIDENTAL PURCHASE - REFUND DUPLICATE PAYMENT & FEE	11.38
	09/04/2026	MICROSOFT	AZURE USAGE CHARGES	270.37
	14/04/2026	INSIRATIONS PAINT	PAINT	364.06
	16/04/2026	DONNYBROOK HARDWARE & GARDEN	FAN	48.95
	20/04/2026	DONNYBROOK IGA	GROCERIES	6.59
	21/04/2026	HUMANTIX	STATE BUDGET LUNCH	165.00
	24/04/2026	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	37.46
	29/04/2026	BENDIGO BANK	CARD FEES	20.02
DD29137.1	14/05/2026		TOTAL: CREDIT CARD PAYMENTS	1,081.96
EFT PAYMENTS				
EFT32989	07/05/2026	HARMONIC IT	VEEM SUBSCRIPTION RENEWAL - BACKUPS	1,579.60
EFT32990	07/05/2026	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	850.77
EFT32991	07/05/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT32992	07/05/2026	AUSTRALIAN COMMUNICATIONS	BALINGUP COMMS SITE LICENSING FEES	118.00
EFT32993	07/05/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY & GROCERY SUPPLIES	345.64
EFT32994	07/05/2026	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	791.75
EFT32995	07/05/2026	BUNBURY & BUSSELTON AIR	AIRCON MAINTENANCE	625.62
EFT32996	07/05/2026	BALINGUP LIQUOR & GENERAL STORE	CHAIN & BAR OIL	74.45
EFT32997	07/05/2026	COUNTRY WOMENS ASSOCIATION - BALINGUP	ANZAC DAY WREATH & HERITAGE TOUR REFRESHMENTS	85.00
EFT32998	07/05/2026	BIG APPLE BAKERY	MTG REFRESHMENTS	102.20
EFT32999	07/05/2026	BALINGUP WELDING & CIVIL PTY LTD	ABANDONED VEHICLE PICK UP	264.00
EFT33000	07/05/2026	SCOTT JAMES BARTHOLOMEW	MITIGATION - SPRAYING/CHEMICAL TREATMENTS	3,435.52
EFT33001	07/05/2026	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	MONTHLY ACCESS FEE & SIP CHARGES	926.55

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT33002	07/05/2026	BRIGHTMARK GROUP PTY LTD	CLEANING - APR 26	18,473.78
EFT33003	07/05/2026	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - APR 26	32,705.57
EFT33004	07/05/2026	DUG CROSS ELECTRICS	ANNUAL RCD & SMOKE ALARM TESTING, INVESTIGATE POWER POINT ISSUE, REPAIR LIGHT, INVESTIGATE & REPAIR ELECTRICAL FAULTS	6,633.00
EFT33005	07/05/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT33006	07/05/2026	L CLIFFORD	REIMBURSEMENT - STAFF FUEL	384.72
EFT33007	07/05/2026	CROSS SECURITY SERVICES	SECURITY MONITORING	640.12
EFT33008	07/05/2026	CORSIGN WA	BOLT	66.00
EFT33009	07/05/2026	COOEE PTY LTD	WASTE FACILITY DATA SOLUTION - DWMF & BLN TRANSFER STATION	13,735.70
EFT33010	07/05/2026	DONNYBROOK TENNIS CLUB	VCMP - PAVILLION 2 SPACETO GO BOOKINGS - COLLECTED ON BEHALF OF CLUB - JAN, FEB, MAR 26	296.90
EFT33011	07/05/2026	TYRES AND MORE DONNYBROOK	TYRES	1,220.00
EFT33012	07/05/2026	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	VCMP - PAVILLION 1 SPACETO GO BOOKINGS - COLLECTED ON BEHALF O CLUB - JAN, FEB, MAR 26, SOUTH WEST COUNTRY ZONE MTG	4,248.55
EFT33013	07/05/2026	E THOMAS	REIMBURSEMENT - STAFF FUEL	105.49
EFT33014	07/05/2026	DBCEC (WA) PTY LTD	SEMI SIDE TIPPER HIRE	22,176.00
EFT33015	07/05/2026	C & M DAVIDSON	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	950.00
EFT33016	07/05/2026	ERGOLINK	CHAIR	561.35
EFT33017	07/05/2026	E ELLIS	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	183.68
EFT33018	07/05/2026	JENIFER HELEN SMITH	ANZAC DAY WREATHS	440.00
EFT33019	07/05/2026	C & K FLEMING	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	312.40
EFT33020	07/05/2026	FAIRTEL PTY LTD	PHONE AND NBN SERVICE	159.97
EFT33021	07/05/2026	ROYAL GALA TOURS	HERITAGE HALL CHARTER	698.50
EFT33022	07/05/2026	MOORE AUSTRALIA (WA) PTY LTD	2026 LOCAL GOVERNMENT ANNUAL FINANCIAL REPORTING WORKSHOP	2,310.00
EFT33023	07/05/2026	HASTIE WASTE PTY LTD	DBK WMF, BLN TRANS STATION - MANAGEMENT, DEPOT WASTE SKIP	40,732.50

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT33024	07/05/2026	HALIFAX CRANE HIRE PTY LTD	CRANAGE OF SEA CONTAINER	1,343.93
EFT33025	07/05/2026	G HATCH	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	504.70
EFT33026	07/05/2026	K & B GIUDICI	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	3,509.40
EFT33027	07/05/2026	LAND INSIGHTS	LAND PLANNING STRATEGY - WORKSHOP & COUNCIL MEETING	9,108.00
EFT33028	07/05/2026	LICENSYS PTY LTD	ARTWORK FOR SHIRE NUMBER PLATES	346.52
EFT33029	07/05/2026	LA ROCHELLE	HERITAGE TOUR CONCERT	250.00
EFT33030	07/05/2026	MALATESTA ROAD PAVING & HOTMIX	EMULSION FOR ROAD MAINTENANCE	720.00
EFT33031	07/05/2026	CR VIVIENNE FRANCES MACCARTHY	CR TRAVEL REIMBURSEMENT - APR 26, MAY 26	62.21
EFT33032	07/05/2026	S MCDUGALL	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	2,887.50
EFT33033	07/05/2026	I OBERN	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	436.80
EFT33034	07/05/2026	PRESTON PRESS	SHIRE CONNECT	500.00
EFT33035	07/05/2026	PRESTON VALLEY MAINTENANCE	DDA ACCESS, GUTTER CLEAN, GUTTER & DOWNPIPE MAINTENANCE, DISPOSAL OF WASTE, INSTALL TOWEL HOLDER & SOAP DISPENSER, TILE & GROUT, REPAIR DAMAGED GATE, REPAIR SIGN, DRAIN REPAIRS, FIX GATE LATCH & FABRICATE GATE STOP, RESOLVE DRAINAGE ISSUES	10,235.50
EFT33036	07/05/2026	RHYTHM CIVIL AND CONTRACTING	BRIDGE 5224 EMERGENCY REPAIR WORKS	238,378.80
EFT33037	07/05/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	11,393.26
EFT33038	07/05/2026	SPENCER SIGNS	BLN TRANSIT PARK - ENTRANCE & MAP SIGNAGE	411.40
EFT33039	07/05/2026	SEEK LIMITED	ADVERTISEMENT - STAFF VACANCY	396.00
EFT33040	07/05/2026	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURE BIN PICK UP & DISPOSAL	181.76
EFT33041	07/05/2026	SCOPE BUSINESS IMAGING	DBK SES - PREVENTATIVE SERVICE PLAN FOR PRINTER/COPIER	83.39
EFT33042	07/05/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	ANZAC MEMORIAL LIGHT REPAIRS, ATTEND DEPOT POWER ISSUE	932.21

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT33043	07/05/2026	SAPIO PTY LTD	APCCTV PREVENTATIVE MAINTENANCE	3,943.19
EFT33044	07/05/2026	U SPACKMAN	REFUND - SWIMMING LESSONS	145.98
EFT33045	07/05/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,736.40
EFT33046	07/05/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	59.48
EFT33047	07/05/2026	TIMBER INSIGHT PTY LTD	BRIDGE 0875 - PREVENTATIVE MAINTENANCE WORKS	1,084.60
EFT33048	07/05/2026	TALIS DELIVERING SOLUTIONS	RAMM SUPPORT SERVICES 2025/26	1,650.00
EFT33049	07/05/2026	TELAIR PTY LTD	NBN SERVICES	695.87
EFT33050	07/05/2026	THINK WATER CAPES REGION	VCMP - RETICULATION HARDWARE	5,345.13
EFT33051	07/05/2026	TELAIR PTY LTD.	MOBILE DEVICE PLANS	79.99
EFT33052	07/05/2026	SYNERGY	ELECTRICITY CHARGES	8,442.30
EFT33053	07/05/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	LOCAL GOVERNMENT EMERGENCY MANAGEMENT FORUM	180.00
EFT33054	07/05/2026	VEOLIA ENVIRONMENTAL SERVICES	CCTV & JETTING STORMWATER SYSTEM, STREET CLEANING	23,886.88
EFT33055	07/05/2026	MACHINERY WEST	SAW CHAIN CHISEL, CHAINSAW COMBI TOOL	149.82
EFT33056	07/05/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	10,338.15
EFT33057	07/05/2026	WESTSIDE WINDSCREENS	REPLACEMENT WINDSCREEN	935.00
EFT33058	07/05/2026	YABBERUP COMMUNITY ASSOCIATION INC.	HERITAGE HALLS EVENT	200.00
EFT33059	07/05/2026	ZONE 50 ENGINEERING SURVEYS PTY LTD	CENTRELINE ROAD MARKING, SPOT & BARRIER SET OUT	18,219.30
EFT33059A	14/05/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 14.05.26	151,510.83
EFT33059B	14/05/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 13.05.26	43,494.00
EFT33060	19/05/2026	ELDERS REAL ESTATE SOUTH WEST	DEPOSIT FOR PURCHASE OF LAND – LOT 351 VICTORIA PDE	1,000.00
EFT33060A	21/05/2026	AUSTRALIAN TAX OFFICE	FBT 2025-26	6,554.99
EFT33061	21/05/2026	HARMONIC IT	MANAGED MONTHLY SERVICES, PORTABLE MONITOR	10,659.00
EFT33062	21/05/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT33063	21/05/2026	ALL LIFT LIFTING SERVICES	TESTING OF LIFTING EQUIPMENT	2,966.76
EFT33064	21/05/2026	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	2,731.67
EFT33065	21/05/2026	AGTRAC MACHINERY	DUST COVER	68.13
EFT33066	21/05/2026	AUSTRALIAN NATIONAL CHARACTER CHECK PTY LTD	AUSTRALIAN NATIONAL CHARACTER CHECK	53.00

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT33067	21/05/2026	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	146.10
EFT33068	21/05/2026	BDA TREE LOPPING	TREE PRUNING	18,040.00
EFT33069	21/05/2026	BUNBURY & BUSSELTON AIR	INVESTIGATE WALL SPLIT SYSTEM	170.00
EFT33070	21/05/2026	BLUE FORCE PTY LTD	MONTHLY EMERGENCY HELP MONITORING	420.75
EFT33071	21/05/2026	BESAFE BUILDING INSPECTIONS	BUILDING COMPLIANCE CERTIFICATE OF CONSTRUCTION COMPLIANCE	490.00
EFT33072	21/05/2026	SCOTT JAMES BARTHOLOMEW	MITIGATION - SPRAYING/CHEMICAL TREATMENTS	3,129.75
EFT33073	21/05/2026	SOUTHWEST FIRE MITIGATION SERVICES	BUSH FIRE MITIGATION & MOBILISATION OF EQUIPMENT	4,946.74
EFT33074	21/05/2026	BRIGHTMARK GROUP PTY LTD	EXTRA CLEANS, EASTER & DBK APPLE FESTIVAL	1,094.17
EFT33075	21/05/2026	BARR & STANDLEY PTY LTD	PRESTON VILLAGE - U1 - ADVERTISING FOR SALE	1,250.00
EFT33076	21/05/2026	J BRADLEY	REFUND OF BSL OVERPAYMENT	27.40
EFT33077	21/05/2026	BUSHRANGERS 2 TRUST	RELEASE OF MELDENE WEST BOND	14,843.00
EFT33078	21/05/2026	GEOGRAPHE FORD	VEHICLE SERVICE	550.00
EFT33079	21/05/2026	DUG CROSS ELECTRICS	ANNUAL RCD & SMOKE ALARM TESTING, CHECK/TEST ELECTRICS, INSPECT & REMEDY GPOS & AC, CHECK & TEST POWER CONSUMPTION, REPLACE DAMAGED LIGHT SWITCH	9,225.00
EFT33080	21/05/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT33081	21/05/2026	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING	780.84
EFT33082	21/05/2026	CLEANAWAY	KERBSIDE & STREET BIN COLLECTIONS	60,755.47
EFT33083	21/05/2026	CATALYSE PTY LTD	FUTYR STRATEGIC PLANNING	17,600.00
EFT33084	21/05/2026	CORSIGN WA	TRAFFIC CONES	1,261.70
EFT33085	21/05/2026	CAFE 48	MTG & WORKSHOP REFRESHMENTS	208.00
EFT33086	21/05/2026	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, P&G, RANGERS	151.75
EFT33087	21/05/2026	CLEANAWAY PTY LTD	DBK WMF - RECYCLING BIN TRANSFER/PROCESSING	1,059.72

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT33088	21/05/2026	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE COLLECTION & TRANSPORTATION	5,152.60
EFT33089	21/05/2026	CHOOKY'S LAWNS & MORE	COMMUNITY HOUSING - GROUNDS MAINTENANCE	1,221.00
EFT33090	21/05/2026	DONNYBROOK HARDWARE & GARDEN	ANIMAL TRAP, HOSE, CAT FOOD, PLANTS FOR CITIZENSHIP CEREMONY, RAKE, FISH FOOD, ADHESIVE, BATTERIES, GAS PACKS	639.95
EFT33091	21/05/2026	DONNYBROOK FARM SERVICE	POOL CHEMICALS, FIBRE WRAP, SECATEURS, WIRE CONNECTOR, CEMENT	669.90
EFT33092	21/05/2026	DONNYBROOK FRESH SUPA IGA	ADMIN, W&S, DBK REC CTR, RANGER & COUNCILLOR GROCERIES & MTG REFRESHMENTS	639.64
EFT33093	21/05/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT33094	21/05/2026	DBCEC (WA) PTY LTD	GRAVEL ROAD CONSTRUCTION - MINOR CIVIL WORKS, WET PLANT HIRE, CONCRETE DRAIN	36,396.25
EFT33095	21/05/2026	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS	3,730.57
EFT33096	21/05/2026	GALAN LITHIUM LIMITED	REFUND OVERPAYMENT OF RATES	1,050.41
EFT33097	21/05/2026	HASTIE WASTE PTY LTD	DBK WMF - MONTHLY MANAGEMENT ADJUSTMENT, SERVICING OF FRONTLINE BINS, DELIVERY & COLLECTION OF FRONTLINE WASTE BIN	1,137.20
EFT33098	21/05/2026	HARVEY FARM SERVICE	TRANSMISSION BELT	226.95
EFT33099	21/05/2026	HARGREAVES DESIGN GROUP	VBFB NEW STATION - DESIGN SERVICES	21,483.00
EFT33100	21/05/2026	J & R HARTNUP	REFUND OF BUILDING PERMIT APPLICATION FEE	171.65
EFT33101	21/05/2026	SOUTH WEST ISUZU	REPAIR BIN HYDRAULIC LIFT	2,040.50
EFT33102	21/05/2026	JOCKS BLOCK PTY LTD	GRAVEL ROAD BASE	35,466.96
EFT33103	21/05/2026	J&L CORWELL INVESTMENTS	REFUND OF BUILDING PERMIT APPLICATION FEES	657.00
EFT33104	21/05/2026	LIVING SPRINGS WATER PTY LTD	BOTTLED SPRING WATER	42.00
EFT33105	21/05/2026	LUCID ECONOMICS PTY LTD	DBK BLN ECONOMIC DEVELOPMENT & TOURISM STRATEGY - BACKGROUND REPORT	10,353.20
EFT33106	21/05/2026	MCLEODS BARRISTERS & SOLICITORS	BUSH FIRES ACT PROSECTUION	1,606.00

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT33107	21/05/2026	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE PLANS	2,589.29
EFT33108	21/05/2026	MONARCH360 PTY LTD	MONARCH EDRMS - MIGRATION & MAPPING SUPPORT	2,024.00
EFT33109	21/05/2026	MERCHANT VENTURES PTY LTD	REFUND OVERPAYMENT OF RATES	966.58
EFT33110	21/05/2026	OFFICEWORKS	REPLACEMENT BATTERIES FOR DEFIBRILLATOR, STATIONERY & GROCERY SUPPLIES	396.60
EFT33111	21/05/2026	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - VBFB STATION	499.38
EFT33112	21/05/2026	OTIUM PLANNING GROUP PTY LTD	BLN RECREATIONAL & SPORTING MASTER PLAN	12,056.00
EFT33113	21/05/2026	PRESTON VALLEY MAINTENANCE	INVESTIGATE CAUSE OF WATER LEAK & REPAIR,	132.00
EFT33114	21/05/2026	PRESTON POWER EQUIPMENT	SUNDRY EQUIPMENT - BRUSH CUTTER, HELMET, MOWING HEADS AUTOCUT	636.00
EFT33115	21/05/2026	PICTON CIVIL PTY LTD	WATER TRUCK HIRE	9,405.00
EFT33116	21/05/2026	PROGRAMMED PROPERTY SERVICES	DBK ADMIN CENTRE - SCHEDULED PAINTING	3,080.00
EFT33117	21/05/2026	WA DISTRIBUTORS PTY LTD	CLEANING CONSUMABLES	302.15
EFT33118	21/05/2026	CR GRANT PATRICK	COUNCILLOR TRAVEL ALLOWANCE - JAN TO APR 26	688.84
EFT33119	21/05/2026	REPCO - DONNYBROOK	BATTERY, MARINE CABLE, FUSES, IMPACT SOCKET	391.70
EFT33120	21/05/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	10,222.81
EFT33121	21/05/2026	RED INK SOUTH WEST PTY LTD	REFUND OF PERMIT TO USE	118.00
EFT33122	21/05/2026	SHIRE OF BRIDGETOWN-GREENBUSHES	BUSHFIRE MITIGATION COORDINATOR CLAIM	9,379.53
EFT33123	21/05/2026	STEWART & HEATON CLOTHING CO. P/L	BFB - PPC	1,503.22
EFT33124	21/05/2026	SOUTHERN LOCK & SECURITY	DBK DEPOT - CCTV & UPS, OPTIONAL DATA PACK	7,429.00
EFT33125	21/05/2026	SOS OFFICE EQUIPMENT	ADMIN MONTHLY PRINTER METER READS	734.59
EFT33126	21/05/2026	SOUTH REGIONAL TAFE	AUSCHEM TRAINING	735.60
EFT33127	21/05/2026	SURVCON PTY LTD	FEATURE SURVEYS	3,630.00
EFT33128	21/05/2026	SIGMA TELFORD GROUP	PHOTOMETER	1,589.50
EFT33129	21/05/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	DBK REC CTR - SOLAR PV & BATTERY ENERGY STORAGE SYSTEM - PROGRESS CLAIM, VCMP - TENNIS & HOCKEY SHEDS - ELECTRICAL FITOUT, VCMP -	38,618.65

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
			JUNIOR STORAGE SHED/PARKS & GARDEN SHED ELECTRICAL	
EFT33130	21/05/2026	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILDCARE WORKER	869.05
EFT33131	21/05/2026	SUPAGAS	GAS SUPPLY	50.60
EFT33132	21/05/2026	SPACETOCO PTY LTD	ONBOARDING - MEGATIX TICKETING PLATFORM	550.00
EFT33133	21/05/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,110.96
EFT33134	21/05/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	391.48
EFT33135	21/05/2026	TENDERLINK	ADVERTISING - VBFB STATION ARGYLE/IRISHTOWN	180.40
EFT33136	21/05/2026	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORMS	403.11
EFT33137	21/05/2026	VALVOLINE AUSTRALIA PTY LTD	WORKSHOP SUPPLIES	4,882.45
EFT33138	21/05/2026	VOCUS	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT33139	21/05/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	123.36
EFT33140	21/05/2026	SYNERGY	ELECTRICITY CHARGES	20,060.11
EFT33141	21/05/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	11,773.19
EFT33142	21/05/2026	WURTH AUSTRALIA PTY LTD	W&S - PROTECTIVE CLOTHING	2,116.02
EFT33143	21/05/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	14,124.16
EFT33144	21/05/2026	WESTSPAN SHEDS	VC MITCHELL - STORAGE SHED/SHELTER	17,011.24
EFT33144A	28/05/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 27.05.26	165,923.87
EFT33144B	28/05/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 27.05.26	44,772.00
EFT33145	28/05/2026	AMITY SIGNS	REPLACEMENT STREET SIGN, RURAL STREET NUMBER	154.55
EFT33146	28/05/2026	ALL TECH PLUMBING	DBK REC CTR - FIX AND REPLACE STOP FLOAT VALVE IN PLANT ROOM BALANCE TANK	776.93
EFT33147	28/05/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	253.35
EFT33148	28/05/2026	T & S ALDRIDGE	REFUND STANDPIPE CARD BOND & BALANCE	907.67
EFT33149	28/05/2026	ALL LIFT LIFTING SERVICES	REPLACEMENT OF CHEMICAL HOIST WINCH WIRE	899.39

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT33150	28/05/2026	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES, LIGHT COMMERICAL TABLE CART	765.89
EFT33151	28/05/2026	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	942.18
EFT33152	28/05/2026	BUNBURY & BUSSELTON AIR	AIR CONDITIONER SERVICING & REPAIRS	2,777.13
EFT33153	28/05/2026	BOYANUP BOTANICAL	PLANTS & POTS	1,279.20
EFT33154	28/05/2026	BUNBURY TELECOM SERVICE PTY LTD	SERVICE LOCATOR - FIBRE OPTIC	891.00
EFT33155	28/05/2026	BIG APPLE BAKERY	VOLUNTEER FUNCTION - CAKE	48.00
EFT33156	28/05/2026	BALINGUP WELDING & CIVIL PTY LTD	MITIGATION - EQUIPMENT HIRE, INSTALLATION OF NEW SIGNAGE	1,006.50
EFT33157	28/05/2026	BUSHRANGERS 2 TRUST	RELEASE OF MELDENE WEST - LANDSCAPING BOND	63,238.50
EFT33158	28/05/2026	COMBINED TEAM SERVICES	HSR COURSE	995.00
EFT33159	28/05/2026	COLE BROWN SUPERFUND	SUPERANNUATION GUARANTEE FOR PERFORMANCE	30.00
EFT33160	28/05/2026	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL	170.00
EFT33161	28/05/2026	DONNYBROOK NEWSAGENCY	STATIONERY	29.49
EFT33162	28/05/2026	TYRES AND MORE DONNYBROOK	TYRES	520.00
EFT33163	28/05/2026	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	VCMP - PAVILLION 1 SPACETOCO BOOKINGS - COLLECTED ON BEHALF OF THE CLUB - APR26, VOLUNTEER FUNCTION CATERING	3,087.02
EFT33164	28/05/2026	DONNYBROOK COMMUNITY RADIO INC.	VOLUNTEER FUNCTION - EQUIPMENT HIRE & LABOUR	530.00
EFT33165	28/05/2026	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	LEASE - MUNRO BFB	200.37
EFT33166	28/05/2026	DOWNER EDI WORKS PTY LTY	REFUND OF STANDPIPE WATER CREDIT	837.39
EFT33167	28/05/2026	ECOSYSTEM SOLUTIONS PTY LTD	VBFB STATION ARGYLE/IRISHTOWN - FAUNA INSPECTION	880.00
EFT33168	28/05/2026	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL 4TH QUARTER CONTRIBUTION - 2025/26	40,267.72
EFT33169	28/05/2026	GEOFABRICS AUSTRALASIA PTY LTD	GEOTEXTILE	7,930.12
EFT33170	28/05/2026	TOTAL GREEN RECYCLING	DBK WMF - E WASTE PROCESSING	902.24
EFT33171	28/05/2026	JOCKS BLOCK PTY LTD	GRAVEL ROAD BASE	42,904.82
EFT33172	28/05/2026	G KENNERSON	REFUND OVERPAYMENT OF RATES	945.07

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT33173	28/05/2026	MALATESTA ROAD PAVING & HOTMIX	PRIMER SEAL & EMULSION	99,261.52
EFT33174	28/05/2026	METAL ARTWORK BADGES	NAME BADGE	15.95
EFT33175	28/05/2026	MCDONALD FENCING	VC MITCHELL - SUPPLY & INSTALLATION OF FENCING TO TENNIS COURT ENTRY	10,840.50
EFT33176	28/05/2026	MJB INDUSTRIES PTY LTD	VCMP - GRATED COVERS	2,923.87
EFT33177	28/05/2026	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM PLANS & EXCHANGE PLANS	2,589.29
EFT33178	28/05/2026	PRESTON VALLEY MAINTENANCE	FIX LEAKING ROOF IN STADIUM CHANGEROOMS, REPLACE LASER LITE SHEETING	979.00
EFT33179	28/05/2026	PICTON CIVIL PTY LTD	WATER CART HIRE	1,584.00
EFT33180	28/05/2026	PRIME INDUSTRIAL PRODUCTS	SPRAY PAINT	383.33
EFT33181	28/05/2026	ROBERT'S TRANSPORT SOLUTIONS	DBK WMF - TRANSPORTATION OF E WASTE	1,386.00
EFT33182	28/05/2026	L RADOMILJAC	STANDPIPE BOND & WATER CREDIT REFUND	92.85
EFT33183	28/05/2026	SPENCER SIGNS	SIGNAGE FOR BALINGUP SPORT & RECREATION MASTER PLAN, VEHICLE SHIRE LOGO	3,576.10
EFT33184	28/05/2026	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS	879.17
EFT33185	28/05/2026	SOUTH REGIONAL TAFE	CHAINSAW TRAINING	160.80
EFT33186	28/05/2026	SETON AUSTRALIA	VC MITCHELL - BIKE RACKS FOR SPORTING PRECINCT	1,930.08
EFT33187	28/05/2026	STATEWIDE BEARINGS	FLAT TOP TRAILER - BEARING HUB SEALS	45.54
EFT33188	28/05/2026	Z STEVENSON	REIMBURSE - VOLUNTEER MEAL	77.00
EFT33189	28/05/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,381.89
EFT33190	28/05/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	255.77
EFT33191	28/05/2026	TRUCK CENTRE (WA) PTY LTD	COOLANT	41.34
EFT33192	28/05/2026	TRANS TANK INTERNATIONAL	WATER CART	48,510.00
EFT33193	28/05/2026	ABUNDANT ENTERPRISES	VOLUNTEER FUNCTION - EVENT PHOTOGRAPHY	500.00
EFT33194	28/05/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	623.50
EFT33195	28/05/2026	EARTH 2 OCEAN COMMUNICATIONS	TRANSPORT GRADER - RADIO CABLE	200.00
EFT33196	28/05/2026	SYNERGY	ELECTRICITY CHARGES	12,766.24

SHIRE OF DONNYBROOK BALINGUP

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT33197	28/05/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	NATIVE VEGETATION EVENT WORKSHOP	200.00
EFT33198	28/05/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	6,643.58
EFT33199	28/05/2026	WORK CLOBBER	PPC	640.00
EFT33200	28/05/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	7,163.73
EFT33201	28/05/2026	WA LASER ENGRAVING	REPLACEMENT PLAQUE FOR BENCH	78.76
EFT33202	28/05/2026	WILLIAM DICKIE PHOTOGRAPHY	HALLS HERITAGE TOUR - PHOTOGRAPHY SERVICES	500.00
			TOTAL: EFT PAYMENTS	1,769,948.27
CHEQUES				
53853	18/05/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	225.00
			TOTAL: CHEQUES	225.00
BANK FEES				
	31/05/2026	BENDIGO	BANK FEES	475.28
	31/05/2026	COMMONWEALTH	BANK FEES	205.17
	31/05/2026	TYRO	BANK FEES	811.35
	31/05/2026	PAYPAL	TRANSACTION FEES	7.64
	31/05/2026	EZIDEBIT	TRANSACTION FEES	5.90
	31/05/2026	SPACETOCO	TRANSACTION FEES	3,860.29
			TOTAL: BANK FEES	5,365.63
DIRECT DEBITS				
DD29127.1	13/05/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	18,750.06
DD29127.2	13/05/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	53.70
DD29127.3	13/05/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	122.63
DD29127.4	13/05/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	339.43
DD29127.5	13/05/2026	HSTPLUS	EMPLOYEE SUPER DEDUCTIONS	339.31
DD29127.6	13/05/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	325.99
DD29127.7	13/05/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	145.86
DD29127.8	13/05/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	328.16
DD29127.9	13/05/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	366.07
DD29127.10	13/05/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	796.58
DD29127.11	13/05/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,881.46
DD29127.12	13/05/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,518.48
DD29127.13	13/05/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	597.77
DD29127.14	13/05/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	554.13
DD29127.15	13/05/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	830.11
DD29127.16	13/05/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29127.17	13/05/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
DD29127.18	13/05/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	750.00
DD29134.1	11/05/2026	SPACETOCO PTY LTD	VCMP - CATERING - WBAC MEETING	255.00
DD29138.1	15/05/2026	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	1,018.60
DD29164.1	27/05/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	19,854.37
DD29164.2	27/05/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	249.09
DD29164.3	27/05/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	339.31
DD29164.4	27/05/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	560.21
DD29164.5	27/05/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	289.62
DD29164.6	27/05/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	182.33
DD29164.7	27/05/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	330.45
DD29164.8	27/05/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	342.03
DD29164.9	27/05/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	396.92
DD29164.10	27/05/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	110.45
DD29164.11	27/05/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	977.79
DD29164.12	27/05/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,974.08
DD29164.13	27/05/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,638.39
DD29164.14	27/05/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	668.93
DD29164.15	27/05/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	535.16
DD29164.16	27/05/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	737.40
DD29164.17	27/05/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29164.18	27/05/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
			TOTAL: DIRECT DEBITS	65,686.41
		TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT		1,842,307.27

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 24 June 2026 in accordance with the *Local Government (Financial Management) Regulations 1996* Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.


 Chief Executive Officer

COUNCIL RESOLUTION: 102/06-26	
MOVED BY: Cr Grant Patrick	SECONDED BY: Cr Leanne Wringe

That Council receive the schedule of accounts paid as detailed in the report for the period ending 31 May 2026.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 99/06-26

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

Report Details:

Prepared by: Manager Financial Services

Manager: Director Finance and Community

File Reference: Nil

Voting Requirement: Simple Majority

Attachment(s):

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

Executive Recommendation

That Council receive the Monthly Financial Report for the period ending 31st of May 2026 as per Attachment 9.2.2(1).

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance for the period ending 31st of May 2026.

Background

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

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

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

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

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

Risk Management

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

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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

Policy Compliance

Nil.

Statutory Compliance

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

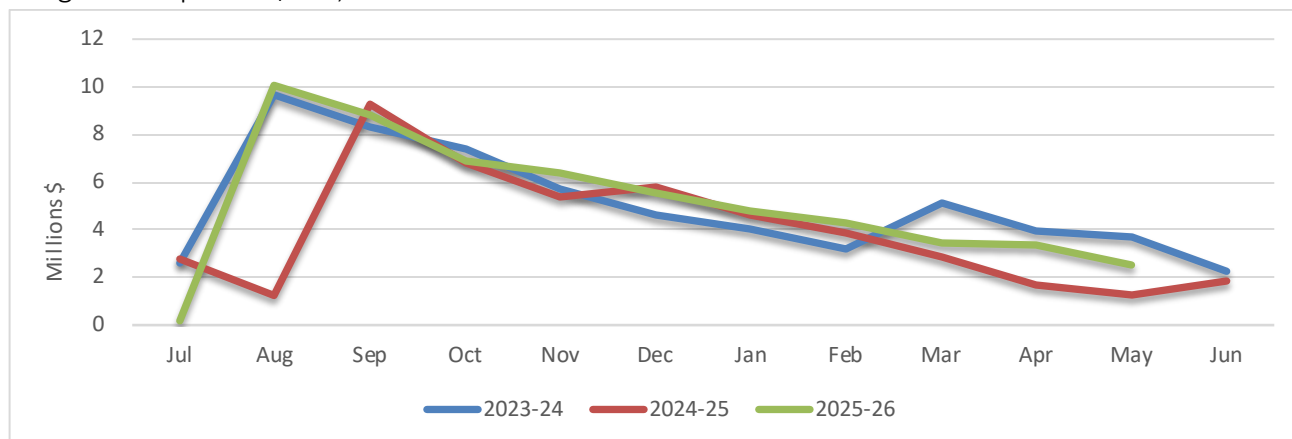
Consultation

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

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

Officer Comment

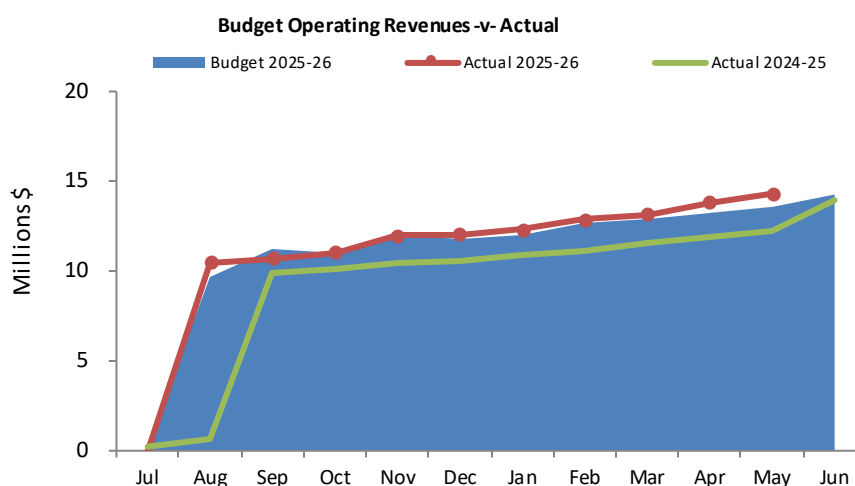
These statements compare year-to-date expenditure and revenue against the 2025/26 Adopted Original Budget which now includes further amendments and the Budget review adopted by Council. The Shire's surplus after imposition of rates was \$2,539,909 which is higher than the year-to-date budgeted surplus of \$557,098.



Operating Activities

Revenue was \$14,338,703 which is greater than the budget estimate of \$13,621,203. Key areas include:

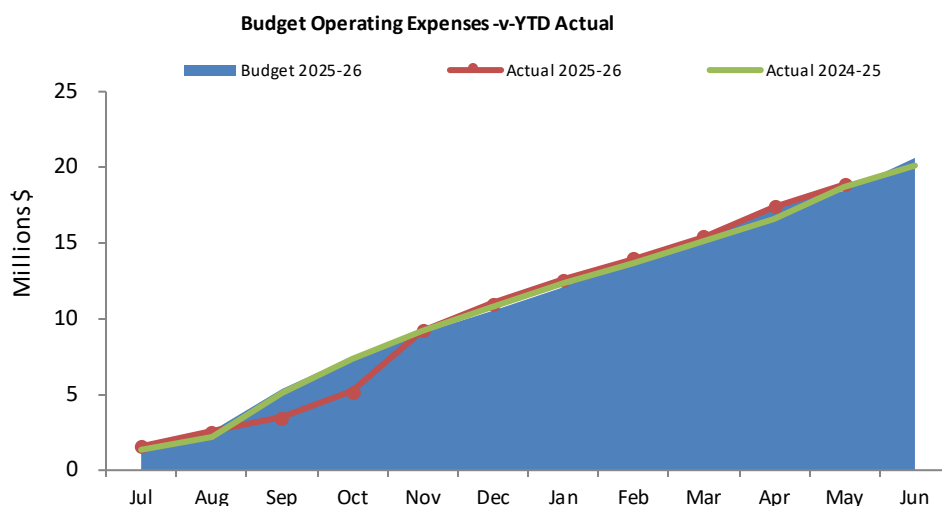
- Operating grants, subsidies, and contributions is 23.7% above budget estimates, mainly due to the Bushfire mitigation grant being a timing variance and reimbursements from insurers, workers compensation and leave entitlements being permanent variances against budget.
- Fees and charges is 3% higher than budget estimates.
- Non cash profit on asset disposals is 340% higher than budget estimates due to the majority of assets unbudgeted for.



Expenditure was \$18,876,014 being 1% below budget estimates. Key areas include:

- Materials and contracts 11.6% under budget, driven mostly by the following favourable variances
 - Consultant expenses — \$316,613 below budget due to timing differences.
 - Bushfire mitigation — \$156,130 under budget permanent difference and offset by an operating grant.
 - Kerbside bin collections — \$62,503 below budget due to timing.

- Utility charges 5.9% below budget.
- Finance costs 27.3% below budget. \$40,791 timing variance due to reversal of accrued interest expense from prior year.
- Non cash loss on asset disposals 169.04% above budget due to the disposal of vehicle involved in accident and bridge being moved on to private ownership.



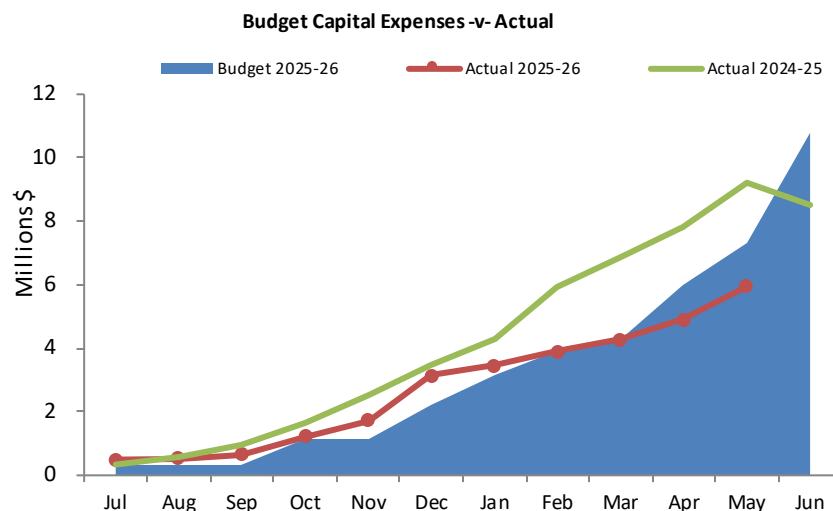
Investing Activities

Inflows from investing activities was \$3,680,685 and is 7.26% below the YTD budget estimates. Key areas include:

- Proceeds from capital grants, subsidies, and contributions: \$3,234,776 being 12.35% below budget, driven mostly by a timing variance in the recognition of grant income for VC Mitchell Park \$458,656.
- Proceeds from disposal of assets \$167,860 being 67.10% above budget mainly due to recognition of fair value for replacement of Bushfire brigade vehicles.

Outflows from investing activities was \$5,945,048 and is 13.36% below the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment \$2,009,989 and is 21.22% below budget - refer to note 3 for explanation in the attached monthly financial report.
- Payments for construction of infrastructure was \$3,842,707 and is 10.86% below budget - refer to note 3 for explanation in the attached monthly financial report.



COUNCIL RESOLUTION: 103/06-26		
MOVED BY:	Cr Grant Patrick	SECONDED BY: Cr Leanne Wringe

That Council receive the Monthly Financial Report for the period ending 31st of May 2026 as per Attachment 9.2.2(1).

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 99/06-26

9.2.3 Write off of 2025/26 Rates and Interest on Forrest Products Commission Properties

Report Details:

Prepared by: Rates Officer

Manager: Manager of Financial Services

File Reference: A1615, A3708, A5039 & A2900 **Voting Requirement:** Simple Majority

Attachment(s):

9.2.3(1) Forrest Products Commission Correspondence dated 20th March 2026

Executive Recommendation

That Council:

1. Approves the write off the 2025/26 Rates and accrued interest on the following Forrest Products Commission properties:

Assess No	Property Address	2025/2026 Rates Levied and Interest
A1615	Lot 135 Lowden Grimwade Rd Lowden	\$2,773.19
A3708	Lot 133 King Spring Rd Thomson Brook	\$3,735.54
A5039	3356 Donnybrook Boyup-Brook Rd Noggerup	\$3,988.28
A2900	Lot 985 Southampton Rd Balingup	\$3,126.16
	Total	\$13,623.17

Strategic Alignment

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

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

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

Executive Summary

It is requested that the Council approve the write off rates and interest on four properties owned by Forest Products Commission as the properties are exempt from paying rates.

Background

The Forest Products Commission (FPC) has previously paid rates on freehold land they owned within the Shire, despite the FPC being exempt from paying local government rates on freehold land as per Section 41(2) of the *Forest Products Act 2000*. Instead, the act requires the FPC to pay a rate equivalent to the State Treasury.

The State Government has now mandated that the FPC, in accordance with current legislation, pay the equivalent rates funds to the State Treasury.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Minor	Low (3)
Risk Description:	Overstate actual rate revenue for the 2025/26 financial year.		
Mitigation:	Write off the non-ratable balance.		

Financial Implications

The write offs will result in the reduction of \$12,536.53 in rate revenue for 2025/2026 and accumulated interest of \$1,086.64. This could be offset by a contribution from Forrest Products Commission of \$25,000 as a sponsorship payment for the 2025/26 and 2026/27 rates. This matter of securing long term assurance of FPC contributions to Council for rates not paid is currently the subject of sustained advocacy from the Shire President and CEO through the Warren Blackwood Alliance of Councils (WBAC).

Policy Compliance

Nil.

Statutory Compliance

The Shire rates the properties in accordance with s6.28(4) of the *Local Government Act 1995* (the Act) where it is required to apply the valuations supplied by the Valuer General.

6.28. Basis of rates

- (1) *The Minister is to —*
 - a) *determine the method of valuation of land to be used by a local government as the basis for a rate; and*
 - b) *publish a notice of the determination in the Government Gazette.*
- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*
 - a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*
- (3) *The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.*
- (4) *Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as at 1 July in each financial year.*
- (5) *Where during a financial year —*
 - a) *an interim valuation is made under the Valuation of Land Act 1978; or*
 - b) *a valuation comes into force under the Valuation of Land Act 1978 as a result of the amendment of a valuation under that Act; or*

- c) *a new valuation is made under the Valuation of Land Act 1978 in the course of completing a general valuation that has previously come into force, the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.*

[Section 6.28 amended: No. 1 of 1998 s. 20.]

Council has the authority to write-off any amount of money which is owed in accordance with 6.12 of the *Local Government Act 1995*.

Local Government Act 1995

Part 6 — Financial management

Division 6 – Rates and service charges

6.12. *Power to defer, grant discounts, waive or write off debts*

- (1) *Subject to subsection (2) and any other written law, a local government may —*
 - (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *waive or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money, which is owed to the local government.*

** Absolute majority required.*
- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

Forest Products Act 2000

43 . *Liability of Commission for duties, taxes, rates etc.*

- (1) *Despite section 5(4) or any other written law —*
 - (a) *the Commission; and*
 - (b) *deeds or other instruments to which it is a party,*

are liable to and chargeable with duties, taxes or other imposts under any written law.
- (2) *Despite subsection (1) and section 9, but subject to subsection (3), land held by the Commission is not rateable land for the purposes of the Local Government Act 1995.*
- (3) *If the Commission leases or lets land held by it, the land is, by reason of the lease or tenancy rateable land for the purposes of the Local Government Act 1995 in the hands of the lessee or tenant.*
- (4) *The Commission is to pay to the Treasurer in respect of each financial year an amount equivalent to the sum of all local government rates and charges that, but for subsection (2) and section 6.26(2)(a)(i) of the Local Government Act 1995 , the Commission would have been liable to pay in respect of that financial year.*
- (5) *Subsection (4) does not apply in relation to land that is rateable under*

subsection (3).

- (6) An amount payable under subsection (4) —
 - (a) is to be determined in accordance with such principles; and
 - (b) is to be paid at such time or times, as the Treasurer may direct.
- (7) The first payment under subsection (4) is to be in respect of the next full financial year after the commencement of this Act.

Consultation

Executive Leadership Team and Senior Finance Officers.

Officer Comment

As per previous financial years The Shire has rated FPC land in accordance with the valuation provided by the Valuer General's Office and these rates have been subsequently paid by the FPC.

With this mandated change for FPC to pay the rates equivalent to State Treasury, Council will need to approve the write off from rates levied for 2025/26 and associated accrued interest. The total amount of rates and interest to be written off is \$13,623.17. This will also need to be done for the 2026/27 rates through the Annual Budget process.

Forrest Products Commission has written to Council and advised that they will support the Shire of Donnybrook-Balingup over the 2025/26 and 2026/27 financial years and offer to contribute a sponsorship amount of \$25,000. This amount will go very close to cover the rates income from FPC for 2025/26 and projected rates income for 2026/27. It is expected before the 2027/28 striking of the rates Landgate will have altered the status of the properties from rateable to non-rateable.

COUNCIL RESOLUTION: 104/06-26	
MOVED BY: Cr Grant Patrick	SECONDED BY: Cr Leanne Wringe

That Council:

- Approves the write off the 2025/26 Rates and accrued interest on the following Forrest Products Commission properties:

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 99/06-26

9.2.4 Request for Write Off – Balingup Tourism Association

Report Details:

Prepared by:	Finance Coordinator
Manager:	Director Finance and Community
Applicant:	Balingup Progress Association trading as Balingup Tourism Committee
File Reference:	Debtor B208
Voting Requirement:	Simple Majority
Attachment(s):	

- 9.2.4(1) Request for write off from Balingup Tourism Committee
- 9.2.4(2) Balingup Tourism Committee - Financial Position

Executive Recommendation

That Council:

1. **Approve the request to write off \$2,727.27 (ex GST) being the outstanding balance on Invoice 24811 issued to the Balingup and Districts Tourism Association for Balingup Transit Park takings collected between 1 April 2025 to 30 June 2025.**

Strategic Alignment

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

- Outcome:** 10 - A popular destination for visitors and tourists.
- Objective:** 10.2 - Improve visitor infrastructure and services.
- Item:** 10.1.5 - Enhance community engagement to promote the use of Shire facilities and services.

Executive Summary

Prior to 1 July 2025, the Balingup and Districts Tourism Association (BADTA) was responsible for facilitating bookings and collecting revenue for the Balingup Transit Park. These revenues were remitted to the Shire on a quarterly basis, with a 50% commission returned to the Association. Management of the Balingup Transit Park returned to the Shire on 1 July 2025, and all bookings are now processed through the online booking platform SpacetoCo.

The Shire has since received a request from BADTA to write off \$2,727.27, representing the outstanding balance on Invoice 24811 for takings collected between 1 April 2025 and 30 June 2025.

Background

On 25 January 2018, the Shire entered into an agreement with the Balingup and Districts Tourism Association (BADTA) under which the Association assumed responsibility for managing bookings, payments, and general enquiries for the Balingup Transit Park. In return, the Shire agreed to pay the Association a commission equal to 50% of total takings collected. Revenue was to be reconciled and remitted to the Shire on a quarterly basis.

On 11 July 2025, the Shire issued Invoice 24811 to BADTA for \$3,977. This invoice related to booking fees collected between 1 April 2025 and 30 June 2025. A part payment of \$1,250 was received in October 2025.

In December 2025, BADTA requested a payment arrangement for the remaining balance of \$2,727. The Shire approved a repayment plan of \$500 per month commencing 15 January 2026 until the balance was cleared. No payments were received in January or February 2026.

The Association has submitted a written request for Council to consider writing off the outstanding balance ([Attachment 9.2.4\(1\)](#)). In its correspondence, the Association cites several factors contributing to its inability to meet the agreed repayment schedule, including recent changes to its organisational structure, the loss of income previously generated through Transit Park operations and associated retail sales, and a reduction in 2025/26 funding under the Service Level Agreement with the Shire.

In addition, requested financial information show that the BADTA is not in a position to pay the outstanding debt, ([Attachment 9.2.4\(2\)](#)).

These circumstances have collectively impacted the Association's financial capacity to continue making payments toward the remaining debt.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Minor	Low (2)
Risk Description:	Bad community perception if debt collection processes commence.		
Mitigation:	Write of the debt.		

Financial Implications

The recommended resolution would write off \$2,727, which would reduce the Fees and Charges revenue attributed to the Balingup Transit Park.

Policy Compliance

BATDA, Executive Leadership and Senior Shire Officers.

Statutory Compliance

Local Government Act 1995

Section 6.12(1)(c) of the *Local Government Act 1995* states that the Local Government may write off any amount of money which is owed to the Shire of Donnybrook Balingup.

Delegation 1.2.24 – Defer, Grant Discounts, Waive or Write Off Debts

This delegation relates to s6.12 of the *Local Government Act 1995*, and Council have given delegated authority to the Chief Executive Officer to write off individual debts valued below \$1,000.00 ex GST.

Debts greater than \$1,000.00 ex GST must be referred for Council decision.

Consultation

Nil.

Officer Comment

The Association has maintained a strong record of meeting its financial obligations in previous years, and the current outstanding balance appears to be an exception arising from recent organisational and financial pressures.

The Balingup Tourism Committee is operated by volunteers and continues to play an important role in promoting tourism opportunities within Balingup and the surrounding district. The Committee has also demonstrated a positive and proactive approach, including its willingness to participate in the upcoming consultant-led discussions regarding the future direction of tourism within the Shire.

Officers consider the Committee's ongoing contribution to promoting tourism in Balingup and the surrounding district to be of significant value to the Shire, and that supporting the Committee in this way will assist them to continue providing important services that benefit the local community and business sector.

COUNCIL RESOLUTION: 105/06-26		
MOVED BY:	Cr Grant Patrick	SECONDED BY: Cr Leanne Wringe

That Council:

- Approve the request to write off \$2,727.27 (ex GST) being the outstanding balance on Invoice 24811 issued to the Balingup and Districts Tourism Association for Balingup Transit Park takings collected between 1 April 2025 to 30 June 2025.**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 99/06-26

9.3. Chief Executive Officer

9.3.1 Offer to Purchase - Lot 351 Victoria Pde Donnybrook

Report Details:

Prepared by: Nicholas O'Connor, Chief Executive Officer

Manager: Nicholas O'Connor, Chief Executive Officer

File Reference: MONARCH-1641806046-23 **Voting Requirement:** Simple Majority

Attachment(s):

9.3.1(1) Contract for Sale – Lot 351 Victoria PDE, Donnybrook (Confidential)

Executive Recommendation

That Council:

1. Approves the purchase of Lot 351 on Plan 2201 (Lot 351 Victoria Parade, Donnybrook) for \$10,000; and
2. Includes expenditure of the \$10,000 for the purchase outlined in Attachment 9.3.1(1) above and a further \$5,000 for associated conveyance costs in the 2026/27 draft budget; and
3. Authorises the Chief Executive Officer and Shire President to execute all relevant documents and take all necessary actions to complete the purchase; and
4. Requests the CEO makes provision in the draft 2026/27 Budget for \$25,000 to undertake the preliminary concept design of the proposed extension of Victoria Pde, Donnybrook to provide practical and legal access for landlocked blocks adjoining Lot 351 Victoria Pde, Donnybrook; and
5. Subject to the successful completion of the purchase contract for Lot 351, Donnybrook, Council writes off all rates arrears for Lots 351, 71 and 76 Victoria Pde, Donnybrook; and
6. Includes a transfer of \$40,000 from the Strategic Projects Reserve in the 2026/27 Draft Budget

Strategic Alignment

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

Outcome: 1 - A diverse and growing population.

Objective: 1.1 - Attract and retain more families with children, and younger adults.

Item: Nil.

Executive Summary

Council approval is sought to purchase Lot 351 Victoria Parade, Donnybrook, which has recently been listed for sale. The vendor has listed Lots 351, 71 and 76 as a combined package for sale for \$150,000. Following negotiations, the CEO has secured an agreed purchase price of \$10,000 for Lot 351 only, representing value to the Shire given the strategic importance of the land. Lots 351, 71 and 76 are currently group-rated under the Shire's rating system. As at the date of negotiation, the three lots have overdue rates totalling \$1,323.05.

As part of the negotiation process, the vendor has requested that the Shire write off the overdue rates for all three parcels as a condition of agreeing to the sale of Lot 351 for \$10,000.

Lot 351 provides the only practical and legally achievable access to up to 33 currently landlocked residential lots. Securing this parcel is the essential first step in enabling future housing development on these lots.

The Shire's Housing Needs Analysis (Hatch, 2023) identifies a significant shortfall in residential land supply over the next decade, including a requirement for 435 additional dwellings by 2031. The report highlights that servicing, and access constraints are the major barriers to unlocking new supply. Acquisition of Lot 351 directly addresses these constraints.

The proposal aligns with the Council Plan and integrates with Council's Asset Optimisation Project, which has generated capital through the sale of surplus Shire-owned freehold land and buildings. It is proposed that proceeds from the sale of Lot 21 Reserve St Donnybrook land and Lot 58 (70) South Western Hwy, Donnybrook (Bendigo Bank Building) be allocated from the Strategic Projects Reserve to fund the purchase of Lot 351 and preliminary concept design for the extension of Victoria Parade. This will place the Shire in a shovel-ready position to apply for State and Federal housing-enabling infrastructure programs announced in the most recent budgets.

Background

The subject parcel is part of an historical subdivision approved in 1900. As is evidenced by the original plan of subdivision (Diagram 1) what is now privately owned Lot 351 was intended to be an extension of Victoria Pde, providing practical and legal access to up to 43 residential lots.

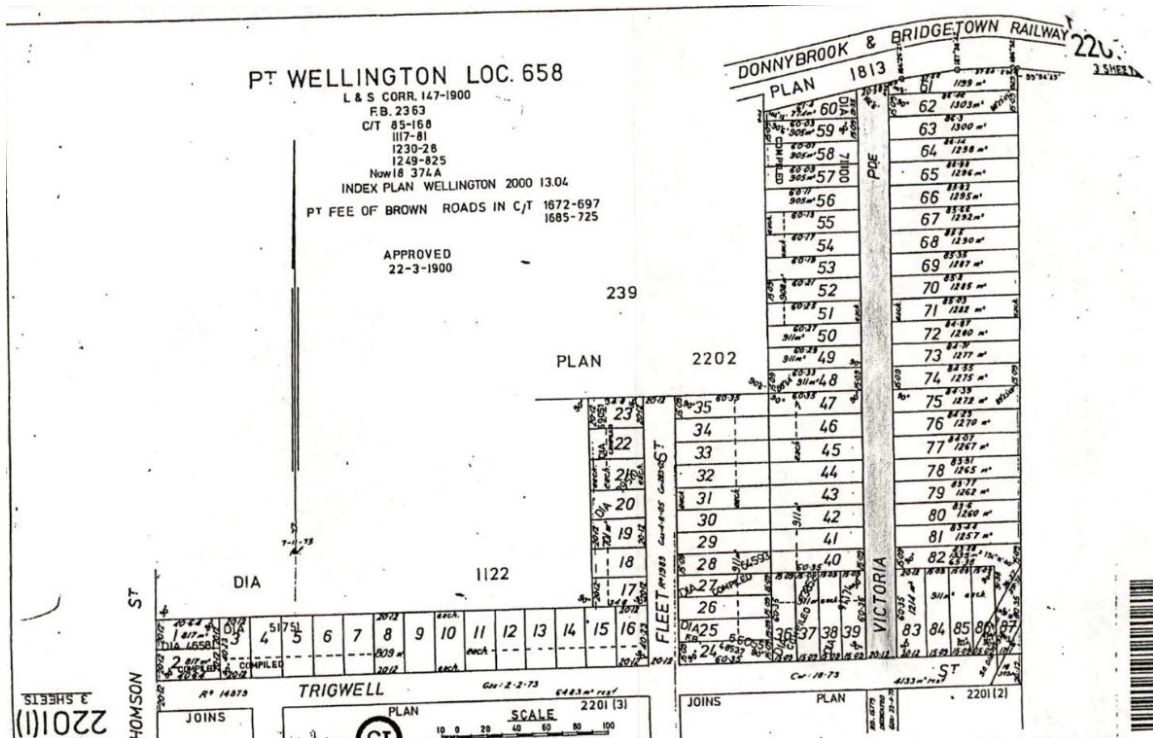


Diagram 1 – Historical Subdivision Plan

Contemporary subdivision legislative requirements result in automatic dedication of land designated as a street in subdivisions. However, the subject land predates the *Land Act 1933* and appears to have been approved under the former *Transfer of Land Act 1893*. While the 1893 Act did contemplate the dedication of land identified as a road or street, the fact that the land is currently in private ownership indicates that this did not occur. Accordingly, other lot owners have no right of access via the land as a dedicated street, as the land has not been formally dedicated.

Over the years the ownership of various lots has changed, with what is now Lot 351 (the parcel earmarked as Victoria Pde in Diagram 1) remaining in private ownership. The continued private ownership of Lot 351 has effectively ‘landlocked’ other parcels. Council considered a report in 2019, whereby two lots were proposed to be ‘gifted’ to the Shire by landowners – an offer the Council declined.

In determining its position in response to the ‘gifting’ of the lots Council took the position that it should not get involved in private land development matters and that if the situation at Victoria Parade is to be resolved, it will require collaboration and coordination between the landowners as per the following resolution:

COUNCIL RESOLUTION – OCM 2019

“That Council:

- 1. Acknowledges the request by Mr Jackson Evans and Mr Campbell Evans, owners of Lots 66 and 67 Victoria Parade, Donnybrook, for their offer to gift the two lots to the Shire of Donnybrook Balingup;*
- 2. Advises Mr Jackson Evans and Mr Campbell Evans that Council respectfully declines to accept the offer;*
- 3. Instructs the Chief Executive Officer to:*
 - 3.1. Contact all landowners within SCA8/SPA7 to establish their willingness to share contact details with each other and distribute information for the purpose of resolving design and servicing issues or disposing of land;*
 - 3.2. Provide general assistance in processing any planning proposal presented to address servicing and design outcomes for the locality.”*

Since the 2019 Council decision referred to above, the housing ‘landscape’ has changed considerably, with a national housing crisis declared, unprecedented levels of homelessness recorded, and significant State and Federal funding made available to Local Government to remove barriers for further residential housing development.

It is against this significant shift in housing and social trends, that this report recommending Council take the first step to unlocking future housing development is presented.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
All Areas	Likely	Catastrophic	Extreme (20)
Risk Description:	Lot 351 is the <i>only</i> practical and legally achievable access point to unlock up to 33 residential lots. If another party purchases the land, the Shire would lose the ability to secure this strategic access corridor. This would permanently constrain the development potential of the surrounding land, preventing the Shire from addressing identified housing shortages. A private purchaser may also seek to land-bank the property, restrict access, or demand a significantly higher price in future negotiations. The opportunity cost to the community would be substantial, and the Shire may face criticism for failing to act despite clear evidence of need.		
Mitigation:	Proceed promptly with acquisition at the negotiated price of \$10,000, which represents exceptional value and removes the risk of losing the strategic access corridor.		

Financial Implications

Both the 2026–27 Federal Budget and 2026–27 WA State Budget include major funding programs for housing-enabling infrastructure:

Federal Budget (2026–27)

- Housing Support Program – \$1 billion for enabling infrastructure (roads, sewer, water, power).
- Regional Housing Infrastructure Fund supporting regional LGAs preparing shovel-ready projects.
- Housing Australia Future Fund (HAFF) allocations prioritising regional growth areas with demonstrated shortages.

WA State Budget (2026–27)

- \$400 million Housing Infrastructure Development Fund for headworks and enabling works.
- \$1.1 billion for regional housing and worker accommodation, including support for LGAs impacted by resource sector growth.
- Water Corporation / DevelopmentWA partnership funding for regional servicing upgrades.

To be competitive, projects must be shovel-ready, requiring preliminary design works to be completed—hence the proposed allocation from the Strategic Reserve.

This report seeks Council approval to utilise up to \$40,000 from the Strategic Projects Reserve to fund the purchase of Lot 351 Victoria Pde and undertake a preliminary concept design for the proposed extension of Victoria Pde.

Further, this report requests the write off of outstanding rates for Lots 351, 71 and 76 which are all owned by the same ratepayer which are estimated to be \$1775 at time of settlement.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

Under Section 6.12(1)(b), Council has the authority to write off rates or charges.

The acquisition of land does not require an absolute majority resolution under the Act. However, the absolute majority is required for associated financial decisions, including:

- Budget adoption or amendment
- Write-offs above prescribed thresholds
- Use of reserve funds (where not already budgeted)

The proposed acquisition does not trigger the “major land transaction” provisions under section 3.5

Consultation

Internal

Councillors were briefed on this matter at the Councillor workshop held on 6 May, and 10 June 2026.

Officer Comment

The Donnybrook Balingup 2022-2032 Council Plan includes commitments to:

- Increase availability of residential land
- Support housing diversity and affordability
- Enable economic development through infrastructure
- Advocate for and secure external funding for enabling works

The proposed acquisition of Lot 351 directly advances these objectives.

The national housing shortage is well documented. The Shire’s Housing Needs Analysis (Hatch, 2023) identifies:

- 212 additional dwellings required for mine, business and health workers
- 435 total dwellings required when organic growth is included (“An additional 212 dwellings will be demanded... When including ‘organic’ population growth... 435 additional dwellings will be required.”)
- A shortfall of lots in Donnybrook in the short and medium term (Table 17: “A shortfall of 55 lots in Donnybrook in the short term.”)
- Servicing and access constraints as the primary barrier to development (“Residential lots... lack access to required servicing infrastructure.”)

Unlocking the 33 landlocked lots as per Diagram 2, directly responds to these findings.

The 2025 Shire of Donnybrook Balingup MARKYT Community Scorecard provides strong evidence of community concern regarding housing availability. Key findings include:

- Housing availability and affordability were rated among the lowest-performing areas of community satisfaction.
- Residents expressed concern about the limited supply of residential land and the difficulty for families and workers to secure housing locally.

- Community comments emphasised the need for Council to unlock more land for housing and support development that meets the needs of young families, workers, and older residents wishing to downsize.

The Scorecard results reinforce the need for Council to take proactive steps to increase housing supply.

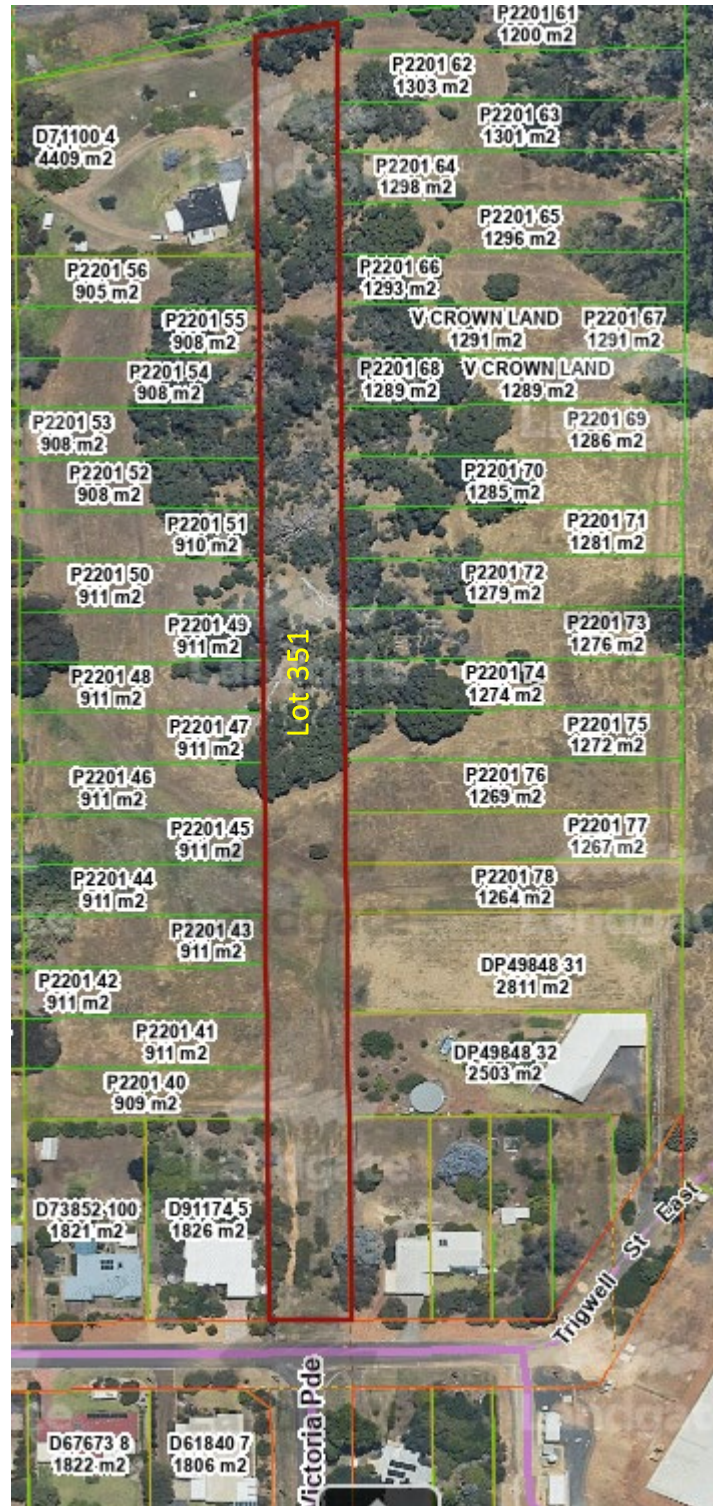


Diagram 2 – Current Aerial Mapping (red area denotes Lot 351)

Lot 351 is the only practical and legal access to approximately 33 undeveloped residential lots located east of Victoria Parade (Diagram 2).

The current owner has listed Lots 351, 71 and 76 for a combined price of \$150,000. Through negotiation, the CEO has secured an agreement to purchase Lot 351 only for \$10,000, ensuring the Shire acquires the strategically critical parcel at minimal cost.

Acquisition of Lot 351 will enable:

- Construction of a new public road, providing practical and legal access to the remaining lots
- Increased housing choice and affordability
- Alignment with the Local Planning Strategy and Council Plan housing objectives

Phase One of Council's Asset Optimisation Project identified several Shire-owned freehold properties as surplus to operational and community requirements. Council resolved to dispose of these assets, with proceeds to be placed into a Strategic Projects Reserve to support future strategic studies and infrastructure planning.

Two key assets have recently been sold and are due to settle on 1 July 2026:

- Reserve Street land, Donnybrook; and
- Bendigo Bank Building.

It is proposed that a portion of these proceeds be allocated from the Strategic Reserve to fund detailed design for the extension of Victoria Parade.

This ensures that the capital generated through the Asset Optimisation Project is reinvested into strategic initiatives that unlock housing supply and support long-term community growth.

The CEO has signed an Offer and Acceptance for the purchase of Lot 351, subject to the following condition being satisfied:

"This contract is subject to the Shire of Donnybrook Balingup obtaining Council approval (or delegated authority approval) to proceed with the terms of the contract within (60) days of the contract date."

COUNCIL RESOLUTION: 106/06-26	
MOVED BY: Cr Tyler Hall	SECONDED BY: Cr Alex Purich

That Council:

- 1. Approves the purchase of Lot 351 on Plan 2201 (Lot 351 Victoria Parade, Donnybrook) for \$10,000; and**
- 2. Includes expenditure of the \$10,000 for the purchase outlined in Attachment 9.3.1(1) above and a further \$5,000 for associated conveyance costs in the 2026/27 draft budget; and**
- 3. Authorises the Chief Executive Officer and Shire President to execute all relevant documents and take all necessary actions to complete the purchase; and**
- 4. Requests the CEO makes provision in the draft 2026/27 Budget for \$25,000 to undertake the preliminary concept design of the proposed extension of Victoria Pde, Donnybrook to**

provide practical and legal access for landlocked blocks adjoining Lot 351 Victoria Pde, Donnybrook; and

- 5. Subject to the successful completion of the purchase contract for Lot 351, Donnybrook, Council writes off all rates arrears for Lots 351, 71 and 76 Victoria Pde, Donnybrook; and**
- 6. Includes a transfer of \$40,000 from the Strategic Projects Reserve in the 2026/27 Draft Budget**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

9.3.2 Asset Optimisation – Workforce Plan Amendment

Report Details:

Prepared by: Chief Executive officer

Manager: Chief Executive Officer

File Reference: MONARCH-1780702780-52

Voting Requirement: Simple Majority

Attachment(s):

9.3.2(1) Current and Proposed Organisational Structures

Executive Recommendation

That Council notes the contents of this report and approves the amendments to the Workforce Plan and organisational structure as detailed in this report.

Strategic Alignment

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

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

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

Item: 12.2.1 - Review the Workforce Plan.

Executive Summary

Council is requested to consider an amendment to the Workforce Plan to strengthen organisational capacity in asset management and operational service delivery. The Shire manages an asset portfolio valued at approximately \$335 million, and current staffing levels and structure do not adequately support the increasing statutory, financial, operational, and risk-management requirements associated with contemporary asset management.

Council's recent focus on asset sustainability and asset optimisation has highlighted the need to review the adequacy of current staff resourcing and structural alignment. This review has identified gaps in asset condition knowledge, lifecycle planning, and project delivery capability. The proposed amendment will also provide the opportunity to close these knowledge gaps and further mature the Shire's Asset Management Plans, which are critical informing documents for the Long-Term Financial Plan and Annual Budgets.

This proposed change is strategic in nature and demonstrates the organisation's commitment to evolving toward a mature, contemporary asset management framework that aligns with best practice and supports long-term financial sustainability.

The proposed amendment introduces new and restructured roles to address critical knowledge gaps, improve project delivery, enhance compliance, and support long-term financial sustainability. The proposal also responds to operational feedback from the Works and Services team and emerging responsibilities transferred from Main Roads WA.

Council endorsement is sought to implement the Workforce Plan amendment for inclusion in the 2026–27 Draft Budget.

Background

The Shire's asset base has expanded significantly over the past decade, with increasing expectations for compliance, lifecycle planning, risk management, and renewal forecasting. Historically, the Shire has benefited from long-serving employees with deep corporate knowledge. However, multiple retirements over the past two years have created substantial knowledge gaps across infrastructure planning, project delivery, and operational leadership.

Council's renewed emphasis on asset sustainability, optimisation, and long-term financial stewardship has prompted a review of whether the current workforce structure is adequate to support contemporary asset management practices. This review identified that the Shire requires improved capability in asset condition assessment, data capture, lifecycle modelling, and service level planning. These functions are essential to maturing the Shire's Asset Management Plans, which in turn underpin the Long-Term Financial Plan, annual budgets, and funding submissions.

In May 2025 the Workforce Plan Review was completed in accordance with Council Resolution 147/08-24, with the Chief Executive Officer implementing a temporary organisational structure and reducing the Shire's FTE on the understanding that a comprehensive structural review would not occur until the revised Council Plan and associated informing strategies were finalised.

At its 25 February 2026 OCM, Council adopted some minor amendments to the Workforce Plan, including the introduction of an Assets Sustainability Officer, with an ongoing review of Asset Management function and resourcing foreshadowed.

The proposed structural change outlined in this report represents the outcome of the ongoing Asset Management function strategic review, reflecting the organisation's commitment to transitioning from a reactive asset management approach to a mature, data-driven, lifecycle-focused framework. Two recruitment attempts to replace the former Works and Services Manager with a Coordinator-level role were unsuccessful, highlighting the need to reconsider the structure and seniority of positions required to lead the Works and Services team effectively.

Consultation with depot staff identified a strong preference for a two-supervisor model to provide consistent on-ground support, guidance, and direction. Recent examples include senior staff needing to attend sites such as Southampton Road and the townsite carpark to provide operational leadership that would ordinarily be delivered by supervisory roles.

The Shire's responsibilities have also increased due to Main Roads WA relinquishing management of lower-priority bridges and transitioning some structures to culverts. This change places full lifecycle responsibility on the Shire but also enables access to project management funding. Additional project management funding is also available for MRWA road projects, creating opportunities to offset staffing costs.

The proposed Workforce Plan amendment contained in this report responds to these operational, financial, and strategic drivers and supports the Shire's commitment to improving asset management maturity, service delivery, and organisational resilience.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Property	Almost Certain	Major	Extreme (20)
Risk Description:	The proposal directly relates to several of Council's adopted Strategic Risks, including: - Ageing / sub-standard assets requiring renewal, upgrade and maintenance - Infrastructure and assets that do not meet community needs or fail prematurely - Council strategies, priorities and major initiatives are not delivered - The delivery phase of major capital projects not delivered in accordance with compliance frameworks and agreed timelines - Possible loss of life, property and critical infrastructure Current staffing levels and structure limit the Shire's ability to manage asset lifecycle planning, maintain accurate asset data, deliver capital works programs, and meet compliance obligations. Knowledge gaps created by recent retirements, increasing project complexity, and additional responsibilities transferred from Main Roads WA further elevate these strategic risks.		
Mitigation:	Adopting the Workforce Plan amendment will: - Strengthen asset management capability and improve renewal forecasting - Provide clearer accountability and leadership through the Executive Manager Assets and additional supervisory roles - Improve delivery of capital projects within compliance frameworks and agreed timelines - Reduce the likelihood of premature asset failure through improved planning, data capture, and maintenance oversight - Enhance organisational resilience and reduce the risk of harm to people, property, and critical infrastructure - Support delivery of Council strategies, priorities, and major initiatives through improved capacity and governance The proposed structure provides the staffing, leadership, and technical capability required to mitigate these strategic risks and ensure sustainable management of the Shire's asset portfolio.		

Financial Implications

The follow table is based on actual salary budget from the 2025/26 financial year along with the proposed restructured salary budget.

	Employee #	\$	Proposed Employee #	Proposed \$	Variance
	24.52	1,922,978	26.00	2,088,382	165,404
Predictive Revenue unbudgeted					
RTR (contracted works @ 10%)		N/a		-25000.00	
RRG (contracted Works @ 10%)		N/a		-25000.00	
Bridge Capital Works @ 10%		N/a		-100000.00	
Adjusted Total				1,938,382	15,404

Key Points

1. Under the proposed restructure there is budgeted to be an extra 1.48FTE employees, includes preapproved Assets Officer.
2. Actual Additional Cost to Council is estimated to be \$15,404
3. Main roads have requested moving forward that Bridge Capital renewal is carried out by the Shire which includes a 10% project management fee, this will offset the expenditure by \$100,000 per annum
4. Change in accounting procedures to include a project management overhead/direct cost to fully outsourced grant funded projects, this is estimated to offset expenditure by \$50,000 per annum.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

Section 5.56 requires local governments to plan for the future, including the preparation of the Council Plan.

Local Government (Financial Management) Regulations 1996

Regulations require accurate asset valuations, depreciation, and financial reporting, which depend on robust asset management systems and resourcing.

Integrated Planning and Reporting Framework

The Workforce Plan must support delivery of the Asset Management Plans, Long-Term Financial Plan, and Council Plan.

Consultation

Executive Leadership Team

Managers

Depot Staff

Officer Comment

The Shire's \$335 million asset portfolio requires a contemporary, well-resourced approach to asset management, project delivery, and operational leadership.

The current organisational structure is provided in Diagram 1 below:

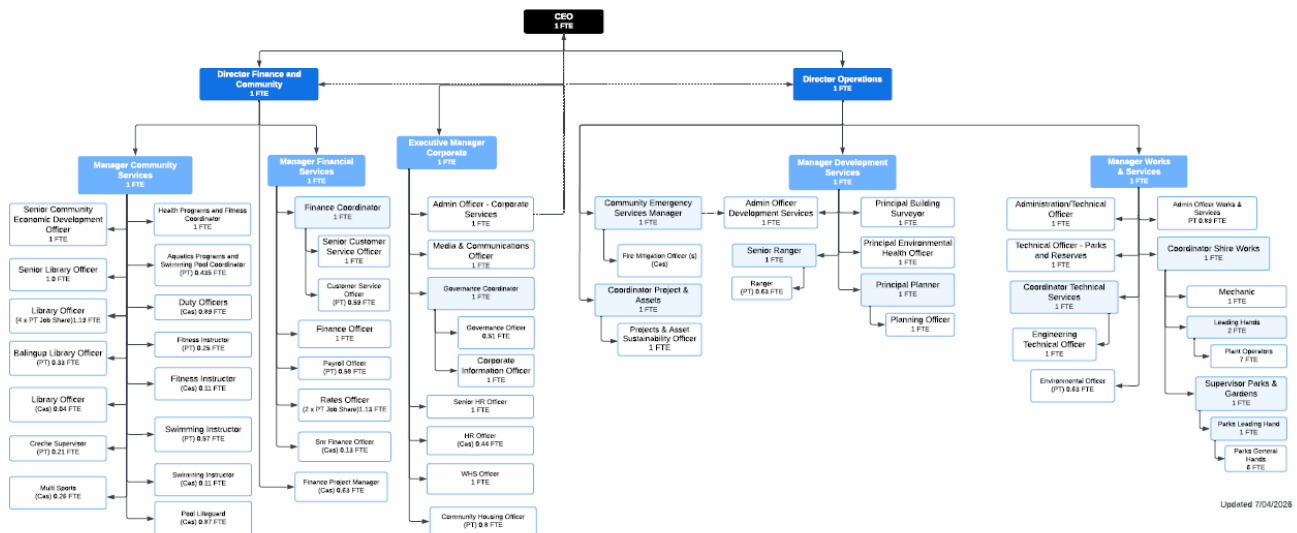


Diagram 1 – Existing Organisational Structure

The proposed new organisational structure is provided in Diagram 2 below:

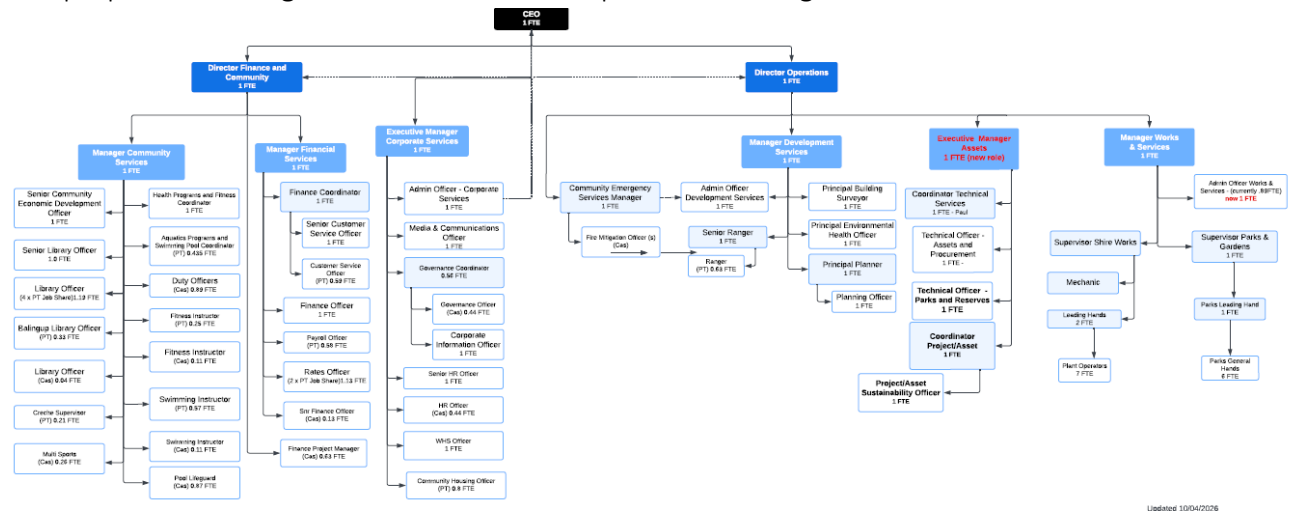


Diagram 2 – Proposed Amended Structure

The proposed Workforce Plan amendment is justified on the following grounds:

1. Addressing Knowledge Gaps and Workforce Transition

The Shire has experienced a significant loss of corporate knowledge following the retirement of several long-serving employees. These staff held an in-depth understanding of the Shire's assets, operational practices, and historical decision-making. The proposed Workforce Plan amendment provides an opportunity to rebuild this capability by establishing roles that focus on asset condition assessment, lifecycle planning, and data governance. Strengthening these functions will enable the Shire to close existing knowledge gaps, improve the accuracy of asset condition information, and enhance the quality of the Asset Management Plans. These improvements are essential to ensuring that the Long-Term Financial Plan and annual budgets are better informed by more accurate, contemporary asset data.

2. Strengthening Operational Leadership

The Shire has made two unsuccessful attempts to recruit a Coordinator-level replacement for the former Works and Services Manager, demonstrating that the current structure does not reflect the level of leadership required. Feedback from depot staff further highlighted the need for stronger on-ground supervision, with a clear preference for a two-supervisor model to provide consistent guidance, support, and direction. The proposed structure responds directly to this operational need by establishing a leadership model that ensures staff receive timely oversight, reduces operational bottlenecks, and improves the quality and consistency of service delivery across the Shire.

3. Responding to Increased Responsibilities from Main Roads WA

Main Roads WA has transferred responsibility for lower-priority bridges and culvert transitions to the Shire, significantly increasing the volume and complexity of asset management and project delivery tasks. While this transfer increases the Shire's obligations, it also provides access to project management funding that can offset staffing costs. The proposed structure positions the Shire to manage these responsibilities effectively, ensuring that bridge assets are maintained to the required standard and that the Shire can fully leverage available funding opportunities.

4. Improving Asset Management Maturity

The Shire's asset management maturity requires strengthening to meet contemporary standards and support long-term financial sustainability. The proposed structure enhances capability in asset renewal planning, service level documentation, data capture, and budget integrity. These improvements will support the ongoing development of the Asset Management Plans, which are critical informing documents for the Long-Term Financial Plan and annual budgets. A more mature asset management framework will also improve the Shire's ability to secure external funding, meet audit expectations, and manage lifecycle costs effectively.

This proposed structural change is strategic and demonstrates the organisation's commitment to evolving toward a mature, integrated, and data-driven asset management framework. It reflects a shift from reactive asset management to a proactive, lifecycle-focused approach that aligns with best practice and supports long-term financial sustainability. By investing in capability and structure now,

the Shire positions itself to better manage its \$335 million asset portfolio and deliver improved outcomes for the community.

5. Enhancing Project Delivery and Risk Management

Infrastructure projects are becoming increasingly complex due to rising material costs, traffic management requirements, and contractor availability. The proposed structure strengthens project planning and delivery capability, reducing the risk of delays, cost overruns, and non-compliance with regulatory frameworks. Improved project management capacity will also support the delivery of Council's capital works program and reduce exposure to strategic risks associated with infrastructure failure or premature asset degradation.

6. Supporting Strategic and Environmental Initiatives

The Shire has opportunities to advance environmental and sustainability initiatives, including the development of sustainable gravel resources, improved reserve management, fire mitigation planning, and the establishment of offset planting areas. These initiatives require dedicated planning, coordination, and technical expertise. The proposed structure provides the capacity needed to progress these initiatives and ensure they are integrated into broader asset and environmental management strategies.

7. Improving Workplace Safety and Technology Adoption

The proposed structure enhances the Shire's ability to implement and monitor work health and safety initiatives, improving safety outcomes for frontline workers. It also provides capacity to investigate, implement, and embed new technologies that improve operational efficiency, data accuracy, and service delivery. This includes modern asset management systems, field-based technology, and digital tools that support real-time data capture and decision-making.

8. Clarifying Asset Ownership and Responsibilities

The Shire manages a complex network of assets, some of which have shared or unclear ownership with agencies such as DBCA and the Forest Products Commission. Improved asset management resourcing will support clearer understanding of tenure, ownership, and responsibility, reducing risk and improving the accuracy of asset registers, maintenance planning, and financial reporting.

9. Strengthening Waste Operations Oversight

Waste operations require increased on-ground compliance, DWER licence management, and contractor oversight. The proposed structure enhances the Shire's ability to manage these responsibilities effectively, ensuring compliance with regulatory requirements and improving the performance of contracted services such as Hastie, Cleanaway, Wren Oil, and Total Green.

10. Improving Psychosocial Safety and Reducing Reporting Pressure

The current structure places a high number of direct reports on a small number of senior staff, creating psychosocial risks associated with workload, stress, and decision-making pressure. By redistributing responsibilities and introducing additional supervisory and managerial capacity, the proposed structure will reduce these risks and support a safer, more sustainable working environment. This

aligns with the Shire's obligations under contemporary work health and safety legislation and demonstrates a proactive approach to managing psychosocial hazards.

COUNCIL RESOLUTION: 107/06-26		
MOVED BY:	Cr Grant Patrick	SECONDED BY: Cr Leanne Wringe

That Council notes the contents of this report and approves the amendments to the Workforce Plan and organisational structure as detailed in this report.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc 99/06-26

9.3.3 Goods Shed Lease – Council Direction on Post-Expiry Arrangements

Report Details:

Prepared by: Executive Manager Corporate
Manager: Chief Executive Officer
Applicant: Mac and Wood Pty Ltd
Location: Lot 597 (2) Collins Street (Goods Shed), Donnybrook
File Reference: MONARCH-175587964-117 **Voting Requirement:** Simple Majority
Attachment(s):

9.3.3(1) Lease Extension Request (Confidential)

Executive Recommendation

That Council:

1. Notes the current status of the Goods Shed lease, including:
 - 1.1. Expiry of the lease;
 - 1.2. The existence of outstanding matters requiring resolution; and
 - 1.3. The ongoing operation of the facility and its role within the community.
2. Notes the request from the current lessee seeking continued occupation and revised arrangements (Attachment 9.3.3(1)).
3. Supports Option 3 – Short-Term Holdover Arrangement to:
 - 3.1. Enable continued occupation of the Goods Shed on a strictly time-limited basis;
 - 3.2. Provide an opportunity for outstanding matters to be addressed in a structured and collaborative manner; and
 - 3.3. Allow Council sufficient time to consider the long-term use and management of the facility.
4. Authorises the Chief Executive Officer to:
 - 4.1. Negotiate and implement a short-term holdover agreement with the current lessee;
 - 4.2. Include clearly defined and enforceable conditions to ensure appropriate safeguards are in place; and
 - 4.3. Ensure the arrangement is time-limited and does not create any presumption of an ongoing lease.
5. Notes that any future lease or long-term arrangement will be subject to a further report to Council for consideration.

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

The Goods Shed lease has reached expiry, with several matters requiring resolution prior to consideration of any long-term ongoing arrangement.

The current lessee has submitted a request seeking continued occupation under revised financial and operational arrangements.

This report recommends a short-term holdover arrangement as a structured interim pathway, enabling:

- Continued activation of the facility;
- Time for outstanding matters to be addressed; and
- Further consideration of the long-term use of the site.

This approach ensures a balanced outcome that supports both sound governance and constructive engagement with the current lessee.

Background

The Goods Shed lease for Lot 597 (2) Collins Street, Donnybrook was originally approved by Council at its Ordinary Council Meeting on 19 May 2021 (Resolution 74/21), with the lease subsequently commencing on 7 June 2021 for an initial term of five years.

Over the course of the lease term, a number of matters arose in relation to compliance with lease conditions, including financial obligations associated with the kitchen fit-out and operational requirements of the facility. These matters resulted in a formal dispute between the Shire and the original lessee, Windy Arbor Pty Ltd.

At its Ordinary Council Meeting held on 28 May 2025, Council resolved to authorise the Chief Executive Officer to negotiate and finalise a settlement of the dispute. This position was further progressed at the August 2025 Ordinary Council Meeting, where Council noted the status of the dispute, authorised the Chief Executive Officer to finalise the agreed settlement terms, and authorised execution of the required documentation to enable the assignment of the lease.

Following resolution of these matters, Council approved the assignment of the lease from Windy Arbor Pty Ltd to Mac and Wood Pty Ltd, subject to conditions including the settlement of outstanding financial obligations. The assignment was subsequently completed on 16 February 2026, with the incoming lessee assuming the ongoing obligations of the lease.

Since that time, the facility has continued to operate and has contributed to the activation of the broader Station Square precinct. However, over the course of the lease, several matters have required ongoing management, including financial arrears, compliance with operational requirements, and delivery of obligations relating to the management of the Interpretive Centre.

The lease has now reached its expiry (6 June 2026), requiring Council to determine an appropriate pathway forward. As at early June 2026, amounts remain outstanding to the Shire relating to rent and associated financial obligations prescribed under the lease.

The lease also includes obligations relating to the management of the Interpretive Centre and associated historical displays. These arrangements are currently not fully established following the removal of artefacts by the Historical Society in June 2022 and will require coordinated consideration between all relevant parties moving forward.

The current lessee has provided a formal request seeking continued occupation of the Goods Shed and has indicated a willingness to work with the Shire on revised financial and operational arrangements ([Attachment 9.3.3\(1\)](#)).

This matter is therefore before Council to determine an appropriate and balanced course of action that:

- Recognises the current operational context of the facility;
- Supports continued engagement with the lessee; and
- Ensures outstanding matters are appropriately addressed as part of any future arrangement.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Major	High (12)
Risk Description:	Continued financial exposure due to outstanding amounts.		
Mitigation:	Implement strict payment conditions within the holdover agreement, including defined repayment expectations.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	Precedent for non-compliance with lease terms if arrangement continues without adequate controls.		
Mitigation:	Ensure clear, enforceable terms and a defined end date, with no commitment to a future lease.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Moderate	Moderate (9)
Risk Description:	Disruption to operations and community use if lease terminated immediately.		
Mitigation:	Maintain continuity through interim arrangement while long-term use is determined.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Perception of lack of transparency or unfair treatment.		

Mitigation:	Provide clear public reporting of the situation while appropriately managing confidential details.
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Financial Implications

The Goods Shed lease has an existing level of financial exposure associated with outstanding amounts relating to rent, loan repayments and associated utility charges.

The recommended short-term holdover arrangement does not remove this exposure; however, it provides a structured opportunity for these matters to be addressed in a managed and coordinated way as part of ongoing engagement with the lessee.

Under Option 3, financial implications include:

- Short-term continuation of revenue flow, subject to agreed conditions;
- Opportunity for recovery of outstanding amounts through agreed arrangements; and
- Controlled exposure during the interim period, subject to clearly defined timeframes and conditions.

Importantly, the holdover arrangement enables Council to:

- Avoid immediate vacancy and associated loss of activation and potential revenue;
- Work constructively with the lessee toward resolving outstanding matters; and
- Consider the long-term financial sustainability and future use of the facility.

Any longer-term financial implications, including future leasing arrangements or alternative uses of the site, will be subject to further assessment and reporting to Council.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Internal consultation has been undertaken with relevant officers in relation to the financial status of the lease, compliance considerations, and operational matters associated with the Goods Shed.

External consultation has been undertaken with the current lessee. This has included meetings between Shire representatives and the lessee to discuss the expiry of the lease, outstanding matters, and pathways for continued occupation.

These discussions have supported a constructive dialogue between the parties and have informed the lessee's subsequent formal written request seeking a lease extension under a holding over arrangement ([Attachment 9.3.3\(1\)](#)).

Further consultation will be undertaken as required, including ongoing engagement with the lessee to progress any agreed interim arrangements, and with other stakeholders as part of determining the long-term use and management of the facility.

Officer Comment

Council is required to determine an appropriate course of action following the expiry of the Goods Shed lease, noting the existence of outstanding matters and the request from the current lessee for continued occupation under revised arrangements.

In considering this matter, Council has three primary options available:

Option 1 – Allow Lease to Expire / Terminate Occupation

This option would see no further term granted, with the Shire regaining possession of the facility and determining its future use independently. While this provides a clear governance outcome and enables a full reset of the site, it may result in disruption to current operations and community use.

Option 2 – Progress a New Lease Arrangement (Subject to Conditions)

This option would involve negotiating and entering into a new lease with the current lessee, subject to the resolution of outstanding matters and compliance requirements. While this supports continuity and a longer-term pathway, it would require a high level of confidence that existing matters can be satisfactorily addressed and may create governance and precedent considerations if not managed appropriately.

Option 3 – Short-Term Holdover Arrangement (Recommended)

This option provides for a structured, time-limited agreement to allow continued occupation while outstanding matters are addressed, and Council considers the long-term future of the facility.

Recommendation Rationale – Option 3

Option 3 is recommended as it represents a balanced and pragmatic approach that supports both sound governance and constructive engagement with the current lessee.

This option:

- Enables continued activation and use of the Goods Shed, maintaining its role within the community;
- Provides the lessee with an opportunity to work collaboratively with the Shire to address outstanding matters;
- Allows Council sufficient time to consider the long-term strategic use and management of the facility; and
- Ensures appropriate safeguards can be implemented through clearly defined, time-limited conditions.

Importantly, this approach does not predetermine Council's position in relation to any future lease but instead creates a structured pathway for informed decision-making. It also supports maintaining a positive and professional working relationship with the lessee, recognising their expressed interest in continuing operations and contributing to the activation of the site.

(Attachment 9.3.3(1)) contains information provided by the lessee in support of their request for continued occupation of the Goods Shed.

This information includes commercially sensitive and negotiation-related material which, if disclosed publicly, may prejudice the Shire's position in negotiations and/or adversely impact the lessee. A summary of the request has been provided within this report. However, the full detail is contained in (Attachment 9.3.3(1)), which is recommended to be considered by Council in confidence.

COUNCIL RESOLUTION: 108/06-26		
MOVED BY:	Cr Grant Patrick	SECONDED BY: Cr Leanne Wringe

That Council:

1. **Notes the current status of the Goods Shed lease, including:**
 - 1.1. **Expiry of the lease;**
 - 1.2. **The existence of outstanding matters requiring resolution; and**
 - 1.3. **The ongoing operation of the facility and its role within the community.**
2. **Notes the request from the current lessee seeking continued occupation and revised arrangements** (Attachment 9.3.3(1)).
3. **Supports Option 3 – Short-Term Holdover Arrangement to:**
 - 3.1. **Enable continued occupation of the Goods Shed on a strictly time-limited basis;**
 - 3.2. **Provide an opportunity for outstanding matters to be addressed in a structured and collaborative manner; and**
 - 3.3. **Allow Council sufficient time to consider the long-term use and management of the facility.**
4. **Authorises the Chief Executive Officer to:**
 - 4.1. **Negotiate and implement a short-term holdover agreement with the current lessee;**
 - 4.2. **Include clearly defined and enforceable conditions to ensure appropriate safeguards are in place; and**
 - 4.3. **Ensure the arrangement is time-limited and does not create any presumption of an ongoing lease.**
5. **Notes that any future lease or long-term arrangement will be subject to a further report to Council for consideration.**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe

Against: Nil.

Carried: 9/0 by en-bloc resolution 99/06-26

9.3.4 Delegations Register Review

Report Details:

Prepared by: Governance Officer

Manager: Executive Manager Corporate

File Reference: MONARCH-392524907-82

Voting Requirement: Absolute Majority

Attachment(s):

9.3.4(1) 2026 – 2027 Delegations Register

9.3.4(2) New, Amended and Revoked Delegations

Executive Recommendation

That Council:

1. **Notes completion by Council, as the delegator, of the annual statutory review of the Delegations Register (Attachment 9.3.4(1)), 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 NEW delegation as detailed in Attachment 9.3.4(2), in accordance with:**
 - s.5.42 of the *Local Government Act 1995*;
 - s.21 of the *Public Health Act 2016*; and
 - any other relevant enabling legislation:
 - 2.1. Delegation 8.1.2 – Enforcement Agency Reports to the Chief Health Officer.
3. **Approves, by absolute majority, the following delegations, inclusive of amendments, as detailed in Attachment 9.3.4(2), in accordance with:**
 - s.5.42 of the *Local Government Act 1995*;
 - Part 4 (Division 3) of the *Local Government Act 1995* (Meetings and decision-making provisions);
 - Regulation 30 of the *Local Government (Functions and General) Regulations 1996*;
 - Regulations 12–13 of the *Local Government (Elections) Regulations 1997*; and
 - s.18 of the *Bush Fires Act 1954*:
 - 3.1. Delegation 1.2.4 – Powers of Entry;
 - 3.2. Delegation 1.2.7 – Disposal of Sick or Injured Animals;
 - 3.3. Delegation 1.2.21 – Disposing of Property;
 - 3.5. Delegation 3.1.2 – Prohibited Burning Times – Vary.
4. **Revokes, by absolute majority, the following delegation as detailed in Attachment 9.3.4(2), in accordance with s.5.42 of the *Local Government Act 1995*:**
 - 4.1. Delegation 1.1.1 – Audit and Risk Management Committee (relating to s.7.12A of the *Local Government Act 1995*).

Strategic Alignment

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

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

Executive Summary

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

The revised 2026/2027 Delegations Register is provided at [Attachment 9.3.4\(1\)](#) for Council's consideration.

Background

Local governments are responsible for decision-making functions assigned under a wide range of legislation. These legislative powers and duties may be mandatory or discretionary and require local governments to act accordingly. Delegation is the process by which a local government assigns its powers and duties to enable timely and effective decision-making. This supports efficient strategic, financial, resource and operational management.

Council last reviewed and adopted its Delegations Register on 25 June 2025. A comprehensive review of the Shire's Delegations Register has now been undertaken as part of the annual statutory requirement.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Moderate	High (15)
Risk Description:	Non-compliance with the statutory requirement for an annual review of delegations.		
Mitigation:	Resolve the completion of the annual statutory review of the Delegations Register.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Almost Certain	Moderate	High (15)
Risk Description:	Failure to review and communicate delegations risks service interruption where staff lack clear or lawful authority to act, resulting in delays, inaction, or invalid decisions requiring re-determination.		
Mitigation:	Resolve the completion of the annual statutory review of the Delegations Register.		

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.

In accordance with legislative requirements, delegations must be reviewed by the delegator (Council) at least once in each financial year.

An absolute majority of Council is required when making delegations under section 5.42 (to the CEO) and section 5.16 (to committees), and when amending or revoking delegations under section 5.45.

Consultation

Shire staff, including those with delegated authority, have been consulted as part of the review of the Delegations Register. External 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 to ensure that the conditions specified remain sufficient and appropriate. The review included consideration of legislative changes, local government responsibilities, and the Shire's operational requirements to support continuity of service delivery.

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

The proposed changes for Council's consideration are outlined below. This excludes minor administrative updates such as formatting, title changes, and typographical corrections. A copy of the proposed new, amended and revoked delegations is provided at [Attachment 9.3.4\(2\)](#), with amendments shown in red text.

It is recommended that Council adopt the Executive Recommendation to ensure completion of the statutory annual review of the Delegations Register and to support the effective and efficient discharge of the Shire's functions and responsibilities.

New	
Delegation	Rationale
8.1.2 – Enforcement Agency Reports to the Chief Health Officer	This delegation is proposed to formalise and streamline statutory reporting obligations by enabling timely provision of enforcement reports to the Chief Health Officer, ensuring compliance with legislative requirements and reducing administrative delays associated with escalation to Council.

Amendment	
Delegation	Description
1.2.4 – Powers of Entry	Amendments: Include under Express Power or Duty Delegated s.3.31 General procedure for entering property. Include under Function: <i>Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)]</i>. Rationale: This amendment will ensure the delegation accurately reflects the full scope of legislative powers under s.3.31, including the general procedure for entry and the ability to authorise entry without consent where permitted. It improves clarity, legal completeness, and operational effectiveness for authorised officers exercising entry powers.
1.2.7 - Disposal of Sick or Injured Animals	Amendment: Remove reference to section 3.48 – Impounding expenses, recovery of, under <i>Express Power of Duty Delegated</i>. Remove <i>Function 2</i>. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. Rationale: This amendment will remove duplication and inconsistency by separating cost recovery powers (s.3.48) from this delegation, ensuring the delegation remains appropriately scoped to the disposal of animals and avoids assigning functions that are better managed under financial or enforcement recovery provisions.

1.2.21 - Disposing of Property	Amendment: Amend <i>Function 2</i> to replace the existing private treaty provision with a more limited delegation, as follows: <i>Authority to dispose of property by private treaty only in accordance with section 3.58(3), subject to following the giving of public notice [s.3.58(3)] no submissions were received.</i> Rationale: This amendment will narrow the scope of delegated authority under section 3.58(3) by restricting the delegate's ability to dispose of property by private treaty to circumstances where no submissions are received following public notice. Where submissions are received, the matter will be referred to Council for consideration, ensuring an increased level of governance oversight and transparency in decision-making.
3.1.2 - Prohibited Burning Times - Vary	Amendment: remove unrelated Bush Fires Regulations included erroneously under <i>Express Power or Duty Delegated</i>. Rationale: This amendment will correct an administrative error by removing unrelated regulatory references, ensuring the delegation is legislatively accurate, relevant, and clearly aligned to the intended powers under the <i>Bush Fires Act 1954</i>.
Revocation	
Delegation	Rationale
1.1.1 – Audit and Risk Management Committee	This delegation is no longer required as regulatory amendments effective 1 January 2026 prescribe these functions to the Audit, Risk and Improvement Committee under the <i>Local Government (Audit) Regulations 1996</i> [r.16]. In addition, the requirement to meet with the Auditor can be fulfilled through the Committee acting under s.5.45(2)(a) of the <i>Local Government Act 1995</i>. Retaining the delegation would therefore be duplicative and inconsistent with the current legislative framework.

COUNCIL RESOLUTION: 109/06-26			
MOVED BY: Cr Amanda McNab		SECONDED BY: Cr Grant Patrick	

That Council:

1. **Notes completion by Council, as the delegator, of the annual statutory review of the Delegations Register (Attachment 9.3.4(1)), 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 NEW delegation as detailed in Attachment 9.3.4(2), in accordance with:**
 - s.5.42 of the *Local Government Act 1995*;

- s.21 of the *Public Health Act 2016*; and
 - any other relevant enabling legislation:
- 2.1. Delegation 8.1.2 – Enforcement Agency Reports to the Chief Health Officer.
3. Approves, by absolute majority, the following delegations, inclusive of amendments, as detailed in Attachment 9.3.4(2), in accordance with:
- s.5.42 of the *Local Government Act 1995*;
 - Part 4 (Division 3) of the *Local Government Act 1995* (Meetings and decision-making provisions);
 - Regulation 30 of the *Local Government (Functions and General) Regulations 1996*;
 - Regulations 12–13 of the *Local Government (Elections) Regulations 1997*; and
 - s.18 of the *Bush Fires Act 1954*:
- 3.1. Delegation 1.2.4 – Powers of Entry;
- 3.2. Delegation 1.2.7 – Disposal of Sick or Injured Animals;
- 3.3. Delegation 1.2.21 – Disposing of Property;
- 3.5. Delegation 3.1.2 – Prohibited Burning Times – Vary.
4. Revokes, by absolute majority, the following delegation as detailed in Attachment 9.3.4(2), in accordance with s.5.42 of the *Local Government Act 1995*:
- 4.1. Delegation 1.1.1 – Audit and Risk Management Committee (relating to s.7.12A of the *Local Government Act 1995*).

For: Cr Bailey, Cr Hall, Cr Keown, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe

Against: Cr Lindeman

Carried: 8/1 by absolute majority vote

10. Elected Member Motions

Nil.

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

Nil.

12. Meeting Closed to the Public

12.1. Matters for which the Meeting may be closed

Nil.

12.2. Public reading of Resolutions that may be made public

Nil.

13. Closure

The Presiding Member advised that the next Agenda Briefing Session will be held on 15 July 2026 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

The Presiding Member declared the meeting closed at 6:19pm.

These Minutes were confirmed as a true and accurate record at the Ordinary Council Meeting held 22 July 2026.



Vivienne MacCarthy

President – Shire of Donnybrook Balingup

Signature request summary

Request Title: Confirmed OCM Minutes - 24 June 2026
Request ID: 132ed274-2e20-402d-ae14-35683beb2e34
Status: Completed
Completion date: 13-Sep-2026 06:58 PM
Sent by: Samantha Farquhar (samantha.farquhar@donnybrook.wa.gov.au)

Sent date: 11-Sep-2026 01:29 PM
Signing mode: Parallel
Signed by: Cr Vivienne MacCarthy (vivienne.maccarthy@donnybrook.wa.gov.au)

Signature request activity

- Document signed by Cr Vivienne MacCarthy
13-Sep-2026 06:58 PM
- Document viewed by Cr Vivienne MacCarthy
13-Sep-2026 06:57 PM
- Request created by Samantha Farquhar
11-Sep-2026 01:29 PM