



Notice of Ordinary Council Meeting

To be held on 25 February 2026 and to commence at 3:00pm
To be 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:

20 February 2026

Disclaimer:

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

TABLE 2: MEASURES OF CONSEQUENCE

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

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

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

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

2. Attendance (OCM)

Councillors Present:

Cr John Bailey

Cr Tyler Hall

Cr Anita Lindemann

Cr Vivienne MacCarthy

Cr Amanda McNab

Cr Grant Patrick

Cr Alex Purich

Staff Present:

Nick O’Connor, Chief Executive Officer

Colin Young, Director Finance and Community

Ross Marshall, Director Operations

Loren Clifford, Executive Manager Corporate

Samantha Farquhar, Administration Officer
Corporate Services

Other Members Present:

Public Gallery:

2.1. Apologies

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

3. Announcements from the Presiding Member

4. Declarations of Interest

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

Cr Tyler Hall declared a proximity interest in relation to item 9.1.2, as the lot is next door to where he resides.

Cr John Bailey declared a proximity interest in relation to item 9.3.4, as he owns property that adjoins the location of the proposed playground.

Cr Amanda McNab declared a financial interest in relation to item 9.3.6, as her husband holds membership shares in the Donnybrook Bendigo Bank Branch.

Cr Amanda McNab declared a proximity interest in relation to item 9.2.5, as she resides on Thomson Brook Road which is included in the forward road works plan for upgrades. Amanda also has a family membership at Brookhampton (Hall) Progress Association, with husband as treasurer of the Committee, and group leader of Scout Hall. Both Halls are included for capital upgrades in the forward works plans.

5. Public Question Time

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

Nil.

5.2. Public Question Time

6. Presentations

6.1. Petitions

A petition was received on 20 February 2026 ([Attachment 6.1\(1\)](#)).

Petition to request the CEO, President and Council of the Shire of Donnybrook Balingup, to make available suitable vacant Shire spaces or facilities to provide safe and sheltered sleeping accommodation for people experiencing homelessness.

A Petition was received on 24 February 2026 (Attachment 6.1(2)).

Petition to request that the Shire reject the pine plantation proposal at Noggerup townsite.

6.2. Presentations

Nil.

6.3. Deputations

Nil.

6.4. Delegates' Reports

Nil.

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 17 December 2025

Minutes of the Ordinary Council Meeting held 17 December 2025 are attached as Attachment 7.1.1(1).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 17 December 2025 be confirmed as a true and accurate record.

7.1.2 Annual General Meeting of Electors

7.1.2 Annual General Meeting of Electors held on 4 February 2026

Minutes of the Annual General Meeting of Electors held 4 February 2026 are attached as Attachment 7.1.2(1).

Executive Recommendation:

That the Minutes from the Annual General Meeting of Electors held 4 February 2026 be confirmed as a true and accurate record.

8. Reports of Committees

Nil.

9. Reports of Officers

9.1. Director Operations

9.1.1. Scheme Amendment No. 15 to Shire of Donnybrook Balingup Local Planning Scheme No. 7

Report Details:

Prepared by: Principal Planner

Manager: Manager Development Services

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

Attachment(s):

- 9.1.1(1) Scheme Amendment No. 15 Report
- 9.1.1(2) Planning for Tourism and Short-term Rental Accommodation
- 9.1.1(3) Planning Bulletin 115/2024

Executive Recommendation

That Council:

1. **Resolves to initiate Basic Scheme Amendment No. 15 to Shire of Donnybrook Balingup Local Planning Scheme No. 7 in accordance with Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to:**

1.1 In clause 2. Schedule 1 – ‘Land Use Definitions’:

A. Amend the land use definition for cabin to:

means a building that -

- (a) is an individual unit other than a chalet; and**
- (b) forms part of -**
 - (i) tourist and visitor accommodation; or**
 - (ii) a caravan park; and**
- (c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period**

B. Amend the land use definition for chalet to:

means a building that —

- (a) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and**
- (b) forms part of –**
 - (i) tourist and visitor accommodation; or**
 - (ii) a caravan park; and**
- (c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period**

C. Amend the land use definition for road house to:

means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services —

- (a) a full range of automotive repair services;
- (b) wrecking, panel beating and spray painting services;
- (c) transport depot facilities;
- (d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period;
- (e) facilities for being a muster point in response to accidents, natural disasters and other emergencies;

D. Delete the land use definitions for:

- a) bed and breakfast;
- b) holiday accommodation;
- c) holiday house;
- d) motel;
- e) serviced apartment;
- f) short stay;
- g) short stay apartment;
- h) eco-tourist facility;
- i) guesthouse; and
- j) resort.

1.2 Insert the definition for tourist and visitor accommodation as per Schedule 1 – Model Provisions, tourist and visitor accommodation —

- (a) means a building, or a group of buildings forming a complex, that —
 - (i) is wholly managed by a single person or body; and
 - (ii) is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and
 - (iii) may include on-site services and facilities for use by guests; and
 - (iv) in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night; and
- (b) includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but
- (c) does not include any of the following —
 - (i) an aged care facility as defined in the *Land Tax Assessment Act 2002* section 38A(1);
 - (ii) a caravan park;
 - (iii) hosted short-term rental accommodation;
 - (iv) a lodging-house as defined in the *Health (Miscellaneous Provisions) Act 1911* section 3(1);
 - (v) a park home park;

- (vi) a retirement village as defined in the *Retirement Villages Act 1992* section 3(1);
- (vii) a road house;
- (viii) workforce accommodation;

1.3 In Table 1: 'Zoning Table' insert in alphabetical order the following land uses and permissibility:

<i>Land use</i>	<i>Residential</i>	<i>Rural Residential</i>	<i>Rural Small Holdings</i>	<i>General Agriculture</i>	<i>Priority Agriculture</i>	<i>Commercial</i>	<i>Light Industry</i>	<i>General Industry</i>	<i>Tourist</i>	<i>Caravan Park</i>	<i>Clubs and Institutions</i>	<i>Bushland Protection</i>	<i>Special Use</i>
<i>Hosted short - term rental accommodation</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>P</i>	<i>X</i>	<i>X</i>	<i>P</i>	<i>X</i>	<i>P</i>	<i>P</i>	<i>As specified in Schedule 5</i>
<i>Unhosted short - term rental accommodation</i>	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>	<i>D</i>	<i>X</i>	<i>X</i>	<i>D</i>	<i>X</i>	<i>D</i>	<i>D</i>	
<i>Tourist and visitor accommodation</i>	<i>X</i>	<i>X</i>	<i>A</i>	<i>A</i>	<i>X</i>	<i>D</i>	<i>X</i>	<i>X</i>	<i>D</i>	<i>D</i>	<i>X</i>	<i>A</i>	

1.4 In Table 1: 'Zoning Table', delete all references to:

- a) *bed and breakfast*;
- b) *holiday accommodation*;
- c) *holiday house*;
- d) *motel*;
- e) *serviced apartment*;
- f) *eco-tourist facility*;
- g) *guesthouse*; and
- h) *resort*.

1.5 In Table 2: 'Car parking requirements', delete all references to:

- a) *Motel*
- b) *Guesthouse*

1.6 Amend schedule 6 Additional uses under A6 cl 7. to replace bed and breakfast, holiday house, motel; serviced apartment; eco-tourist facility; guesthouse; and resort with hosted short-term rental accommodation, unhosted short-term rental accommodation and tourist and visitor accommodation.

- 1.7 Amend clause 3.10.1 Purpose to delete the word 'short stay residential' and replace it with 'short term rental accommodation' and delete 'holiday accommodation' and replace with 'tourist and visitor accommodation'.
 - 1.8 Amend clause 3.10.2 Objectives (ii) to delete the words 'guesthouse', 'motels', 'lodges', 'bed/breakfast' and replace these words with 'short-term rental accommodation' and 'tourist and visitor accommodation'.
 - 1.9 Amend clause 4.35; 4.35.1; 4.59.5.3(ii) and 5.5.3.4 to delete the word 'holiday accommodation' and replace this with 'short-term rental accommodation, cabin, chalet, and tourist and visitor accommodation'.
 - 1.10 Amend clause 4.36; and 4.36(i), (ii) and (iii) to delete the word 'guesthouse' and reword the sentences to be structured correctly.
 - 1.11. Amend Schedule A – Supplemental Provisions to delete 1(a)(i) and replace it with the following:
 - (i) is located in a Bushland Protection zone or Special Control Areas 1, 4, 5, 7 and 8 designated under the Scheme.
 - 1.12. In Table 1: 'Zoning Table' amend the permissibility for Home Occupation to a 'D' in the Residential Zone.
 - 1.13. Undertake any other administrative and formatting edits as required.
2. Determine that proposed Scheme Amendment No. 15 is a basic amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
 - 2.1 the amendment is consistent with the model provisions in Schedule 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
 - 2.2 the amendment deletes provisions that have been superseded by the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
 3. Refer a copy of the proposed Scheme Amendment No.15 to the Department of Planning, Lands and Heritage (DPLH) for review in accordance with section 83A of the *Planning and Development Act 2005*.
 4. Refer a copy of the proposed Scheme Amendment No.15 to the Environmental Protection Authority (EPA) for review in accordance with section 81 of the *Planning and Development Act 2005*.
 5. Unless the Minister requires that the scheme amendment is to be advertised in which case the scheme amendment is to be brought back to Council for the consideration of the submissions received, that Council:
-

5.1 Adopts Basic Scheme Amendment No. 15 to Local Planning Scheme No. 7 pursuant to Regulation 50 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;

5.2 Notes that:

- **the amendment is of a basic nature; and**
- **advertising was not required under the Regulations;**

5.3 Authorises the Chief Executive Officer to:

- **sign and seal the amendment documents; and**
- **forward the adopted amendment and supporting documentation to the Western Australian Planning Commission for approval; and**

5.4 Notes that the amendment will come into effect on the date it is published in the Government Gazette, following Ministerial approval.

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

This report seeks Council approval to initiate and, unless otherwise directed by the Minister, adopt Basic Scheme Amendment No. 15 to the Shire of Donnybrook Balingup Local Planning Scheme No. 7 in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The amendment proposes to update and consolidate land use definitions and associated scheme provisions relating to short-term accommodation and tourism uses, ensuring consistency with the Model Provisions (Schedule 1) and the Deemed Provisions (Schedule 2) of the Regulations. The changes address outdated terminology and reflect contemporary accommodation types.

Key changes include amendments to the definitions of cabin, chalet and road house; deletion of superseded accommodation land uses (including bed and breakfast, holiday accommodation, motel, guesthouse and resort); insertion of the Model Provision definition for tourist and visitor accommodation; and the introduction of hosted and unhosted short-term rental accommodation into the Zoning Table. Consequential amendments are proposed to the Zoning Table, car parking requirements, scheme objectives and clauses to ensure internal consistency, along with minor administrative and formatting updates. It also proposes amendments to the supplemental provisions to reduce the requirement for applications for residential uses in some areas of the Shire.

The amendment is considered a basic scheme amendment as it aligns the Scheme with the Model Provisions and removes provisions that have been superseded by the Deemed Provisions. In accordance with the *Planning and Development Act 2005*, the amendment will be referred to the Department of Planning, Lands and Heritage and the Environmental Protection Authority for review.

Officers do not have delegation to initiate or adopt scheme amendments and the matter is therefore referred to Council for consideration.

Officers recommend that the amendment be processed in accordance with the Regulations and, unless advertising is required by the Minister, be adopted concurrently and forwarded to the Western Australian Planning Commission for approval. The amendment will take effect upon Gazettal following Ministerial approval.

Background

The proposal seeks to amend the Shire of Donnybrook Balingup Local Planning Scheme No.7 (LPS7) to implement the State Government’s planning reforms for short-term rental accommodation.

This amendment is required to ensure alignment with new ‘deemed’ and ‘model’ land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the ‘deemed’ land use classes for ‘hosted short-term rental accommodation’ and ‘unhosted short-term rental accommodation’, along with removal of superseded land uses.

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia*. This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government’s goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire to amend its scheme, aim to provide greater consistency across the state in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Unlikely	Low	Low (2)

Risk Description:	Minimal risk of environmental impact arises from the amendment, as it primarily updates land use definitions and permissibility; no new developments are directly triggered.		
Mitigation:	Ensure compliance with existing environmental controls in the Scheme; refer Scheme Amendment No. 15 to EPA as per the Regulations.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Property	Rare	Low	Low (2)
Risk Description:	Very low likelihood of adverse property impacts; potential issues could arise if unhosted short-term rental accommodation (STRA) is poorly managed.		
Mitigation:	Monitor STRA compliance through the relevant register and investigate any complaints received.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Low	Low (2)
Risk Description:	Community concern may arise regarding the changes to short-term accommodation approval processes.		
Mitigation:	The purpose of the amendment is to alignment with State planning reforms.		

Financial Implications

The processing of Basic Scheme Amendment No. 15 will be undertaken using existing staff resources and does not require any additional budget except for the gazettal. As the amendment is classified as a basic scheme amendment under the *Planning and Development (Local Planning Schemes) Regulations 2015*, advertising is not required unless directed by the Minister at a later stage. Costs will be incurred for the gazettal of the scheme amendment at the conclusion of the process; however, no other advertising costs are anticipated. Should advertising be required, any associated costs would be met from existing operational budgets.

Policy Compliance

Nil.

Statutory Compliance

State planning reforms for short-term rental accommodation (STRA) are implemented through the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) and guided by the associated Position Statement. The reforms aim to provide certainty and consistency across Western Australia, introducing dedicated STRA land use classes, a state-wide exemption for hosted STRA. The Position Statement also provides guidance for tourism and STRA planning, including local planning policy development.

The following statutory planning instruments of the State Planning Framework and Local Planning Framework are of relevance to considering this proposed basic amendment to the Scheme:

Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)

The Regulations set out the process for preparing or amending schemes, Model provisions (Schedule 1) to guide local governments in scheme preparation, and Deemed provisions (Schedule 2), which automatically apply to all schemes and override inconsistent provisions.

Amendments to Schedules 1 and 2 support the State Government's short-term rental accommodation (STRA) reforms, as outlined in the Position Statement. Key changes include:

- Deemed land use classes for STRA: *hosted STRA* (owner, occupier, or agent resides on-site, including ancillary dwellings) and *unhosted STRA* (accommodating up to 12 people per night);
- Definitions linking STRA to the *Short-Term Rental Accommodation Act 2024*, establishing the legal framework for the STRA Register;
- Model land use class 'tourist and visitor accommodation', consolidating existing tourist accommodation types (excluding hotels) and distinguishing these from STRA; and
- Development approval exemptions, including a state-wide exemption for hosted STRA.

Under the Deemed provisions (Schedule 2), which automatically apply to all schemes the terms used for these land use classes reads as follows:

'hosted short-term rental accommodation means any of the following —

- (a) short-term rental accommodation where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the same dwelling during the short-term rental arrangement;*
- (b) short-term rental accommodation that is an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the other dwelling on the same lot, resides at that other dwelling during the short-term rental arrangement;*
- (c) short-term rental accommodation that is a dwelling on the same lot as an ancillary dwelling where the owner or occupier, or an agent of the owner or occupier who ordinarily resides at the dwelling, resides at the ancillary dwelling during the short-term rental arrangement'*

'unhosted short-term rental accommodation means short-term rental accommodation that —

- (a) is not hosted short-term rental accommodation; and*
- (b) accommodates a maximum of 12 people per night'*

Draft Local Planning Strategy 2024

The draft Local Planning Strategy 2024 identifies increasing demand for tourism accommodation as a key issue and opportunity for the Shire (Issue/Opportunity 14, Table 2, p.11). It recommends reviewing the Zoning Table to permit low-impact tourism accommodation where such use is incidental to the predominant land use, reflecting the limited land currently zoned 'Tourism' under the Scheme. The Strategy also supports compatible non-traditional uses in agricultural zones, such as tourism and agri-tourism, to enhance rural land profitability and sustainability.

Local Planning Scheme No. 7

Consistent with the direction of the draft Local Planning Strategy 2024, it is appropriate for short-term rental accommodation (STRA) to be considered in both the General and Priority Agriculture zones, supporting diversification and economic resilience.

Under the current Local Planning Scheme No. 7 (LPS7), Bed and Breakfast (hosted STRA) and Holiday House (unhosted STRA) are generally supported in most zones, with exceptions in Light Industry, General Industry, and Priority Agriculture zones. Both are discretionary in Commercial and Caravan Park zones and permitted in the Tourist zone.

The proposed amendment introduces greater flexibility by:

1. Allowing hosted accommodation as a permitted use, so development approval is not required unless new works are proposed; and
2. Allowing unhosted accommodation as a discretionary use in the Priority Agriculture zone, supporting supplementary income and tourism benefits.

Additionally, the amendment aligns Tourist and Visitor Accommodation permissibility with the former Eco-tourism Facilities, providing consistency across zones and supporting the Strategy's goal of expanding tourism accommodation opportunities.

Consultation

Subject to Council adoption, the amendment documentation will be forwarded to the Environmental Protection Authority (EPA) and the Department of Planning, Lands and Heritage (DPLH). Basic scheme amendments are not required to be advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015*. However, the Minister may direct a local government to advertise a basic amendment submitted for Ministerial approval, in which case the amendment would be brought back to Council to consider any submissions received.

Officer Comment

The proposed Basic Scheme Amendment No. 15 addresses a number of key planning issues and aligns the Shire's Local Planning Scheme No. 7 (LPS7) with recent State planning reforms, particularly relating to short-term rental accommodation (STRA) and single dwellings.

Under the current Scheme, development approval is required for all new dwellings, extensions, and ancillary structures in the Rural Residential zone and Special Control Areas (SCAs 1, 2, 4, 5, 7, and 8), including Public Drinking Water Source Areas (SCA2). This can impose unnecessary administrative burdens on low-risk development. The amendment proposes to remove this requirement for single dwellings where they are already a permitted use, streamlining approvals, reducing red tape, and supporting efficient housing delivery, while maintaining relevant environmental and planning safeguards.

The amendment also incorporates the new deemed STRA land use classes, hosted and unhosted short-term rental accommodation, into the Scheme's definitions and Zoning Table to provide clarity and

consistency. Hosted STRA will be permitted where dwellings are approved, while unhosted STRA will be discretionary in appropriate zones, including the Priority Agriculture zone, creating new opportunities for rural landowners to utilise dwellings for supplementary income.

Additionally, the amendment introduces the model land use class Tourist and Visitor Accommodation, replacing outdated accommodation types such as Motel, Guesthouse, Eco-tourist Facility, and Resort, and updates associated definitions for cabins, chalets, and roadhouses. Home Occupation permissibilities are also updated to align with the Regulations, reducing administrative workload while ensuring low-impact activities remain appropriately regulated.

Overall, the amendment consolidates, updates, and clarifies land use definitions and permissibilities, removes redundant approval requirements, and aligns the Scheme with contemporary State planning policy and the draft Local Planning Strategy 2024.

Conclusion

The proposed Basic Scheme Amendment No. 15 is considered consistent with the *Planning and Development (Local Planning Schemes) Regulations 2015*, the Shire's strategic planning objectives, and the draft Local Planning Strategy 2024. It provides a streamlined and modernised framework for short-term rental accommodation, tourist and visitor accommodation, single dwellings, and home occupations, reducing unnecessary regulatory burden while maintaining appropriate planning controls. It is recommended that Council adopt Basic Scheme Amendment No. 15 and authorise the Chief Executive Officer to forward the amendment to the Western Australian Planning Commission for final approval, noting that advertising is not required unless directed by the Minister.

9.1.2 Development Application P25034 – Ten Grouped Dwellings on Lot 9500 Kelly Road, Donnybrook

Report Details:

Prepared by: Principal Planner

Manager: Manager Development Services

Applicant: Halsall and Associates

Location: Lot 9500 Kelly Road, Donnybrook

File Reference: A4948 (P25035)

Voting Requirement: Simple Majority

Attachment(s):

9.1.2(1) Proposal

9.1.2(2) Development Plans

9.1.2(3) Public submissions

9.1.2(4) Agency submissions

9.1.2(5) Applicant response to objections and further information received.

9.1.2(6) Assessment under Clause 67

Executive Recommendation

That Council:

- A.** Pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P25034 for Ten Grouped Dwellings on Lot 9500 Kelly Road, Donnybrook subject to the following conditions and advice:

CONDITIONS:

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

Approved plans:

- a. Site plan received 5 February 2026.
 - b. Contos - Floor plan and elevations dated 5 February 2026.
 - c. Gallows (single bedroom) – Floor plan and elevations dated 5 February 2026.
 - d. Gallows (two bedroom) – Floor plan dated 3 March 2025.
2. The proposed drainage reserve area located in the north-west corner of the site shall be designed to accommodate drainage from the grouped dwelling development and shall not prejudice or compromise its future use for drainage purposes to service nearby residential development, in accordance with the approved Kelly Road Structure Plan, to the satisfaction of the Shire.
 3. Prior to the commencement of works, engineering design plans for the upgrade of Kelly Road, prepared by a suitably qualified engineer, shall be submitted to and approved by the Shire.

Kelly Road shall then be upgraded at the applicant's cost to a sealed standard with an 8-metre formation and a 6.2-metre seal, extending from the existing sealed section in the south to the access point (including the crossover) for the grouped dwelling development on Lot 9500, and constructed in accordance with the approved plans, to the satisfaction of the Shire, prior to the commencement of use of the first grouped dwelling.

4. Prior to the commencement of any works, engineering design plans for the internal driveway, pedestrian pathway, pathway lighting, two (2) visitor parking spaces, and all vehicle manoeuvring areas, prepared by a suitably qualified engineer, must be submitted to and approved by the Shire. Thereafter, the driveway, pedestrian pathway, parking and manoeuvring areas must be constructed to a sealed and drained standard, and pathway lighting installed, in accordance with the approved plans, prior to the commencement of use of any one of the grouped dwellings, to the satisfaction of the Shire, and thereafter maintained to that standard.
5. Prior to the commencement of works, a Stormwater Management Plan prepared by a suitably qualified engineer must be submitted to and approved by the Shire. The Stormwater Management Plan must include, to the satisfaction of the Shire:
 - a) Site levels and drainage are designed to prevent the pooling or stagnation of water.
 - b) No permanent ponds, open water bodies, or areas of untreated standing water are proposed.
 - c) Internal driveway and parking areas are adequately drained to prevent water accumulation.
 - d) Details and calculations showing how stormwater will be contained and disposed off on-site.

Thereafter, the Stormwater management Plan must be implemented, in accordance with the approved plan, prior to the commencement of use of any one of the grouped dwellings, to the satisfaction of the Shire, and thereafter maintained to that standard.

6. Prior to the commencement of use, each grouped dwelling must be connected to the reticulated water supply network.
7. Prior to the commencement of use, each grouped dwelling shall be connected to a shared secondary treatment system with nutrient retention, designed and installed to the satisfaction of the Shire of Donnybrook Balingup, in consultation with the Department of Health.
8. The grouped dwellings shall be constructed in accordance with *Australian Standard AS 3959 Construction of Buildings in Bushfire Prone Areas* (or any superseding standard) to the Bushfire Attack Level (BAL) ratings identified in the approved Bushfire Management Plan.
9. Prior to the commencement of works, a modified Bushfire Management Plan shall be submitted to the Shire, demonstrating that references to short-stay use have been removed

and that the concerns raised by the Department of Fire and Emergency Services (DFES) have been addressed, to the satisfaction of the Shire.

10. Prior to the commencement of use, evidence shall be provided to the Shire demonstrating that the approved modifications to the Bushfire Management Plan have been implemented, including but not limited to any required notifications on title. This evidence shall include a completed 'Certification by Bushfire Consultant' from the Bushfire Management Plan, to the satisfaction of the Shire.
11. Once approved the Bushfire Management Plan shall be implemented and thereafter appropriately managed in perpetuity by the applicant, including the establishment and maintenance of an Asset Protection Zone and provision of water for firefighting purposes.
12. To minimise the risk of mosquito breeding and nuisance, to the satisfaction of the Shire:
 - a) All rainwater tanks, if proposed, shall be fully sealed and/or fitted with mosquito-proof screening to all inlets and overflows; and
 - b) Buildings shall incorporate mosquito-proof design features, such as flyscreen mesh to windows and doors.
13. Prior to the commencement of the use, a notification, pursuant to section 70A of the *Transfer of Land Act 1893* is to be placed on the certificate of title of the subject lot stating:
"The approved dwelling, as per Shire of Donnybrook-Balingup Development Approval P25034, has been constructed within 100 metres of an established agricultural activity and therefore may experience increased impacts including but not limited to: noise emissions (from gas guns, other similar devices and machinery); air emissions (spray drift, gaseous, dust and/or odour); vibration; dust impacts from unsealed roads; and/or any other associated impact. The Shire of Donnybrook-Balingup will not entertain complaints regarding potential off-site impacts associated with the dwelling being within 100 metres of the intensive agricultural activity."
14. Prior to the commencement of works, a Soil Stockpile Management Plan shall be prepared and submitted to the Shire for approval. The plan shall be implemented in full during the course of the works and must address the removal or reuse of the large stockpile located along the northern boundary of Lot 9500. The plan shall demonstrate how environmental risks to the nearby Preston River, including drainage, erosion, sedimentation, and contamination, will be mitigated. Where on-site reuse of material is proposed, supporting evidence must be provided to confirm that the material qualifies as clean fill, free of contamination and compliant with relevant geotechnical and environmental standards.
16. Prior to the commencement of the use, a rubbish bin set-out area must be constructed to accommodate a minimum of twenty (20) bins. The bin area must be located on the verge of Kelly Road adjoining the grouped dwelling development and constructed in accordance with the approved plans, to the satisfaction of the Shire.

17. Prior to the commencement of the use, a detailed landscaping plan must be submitted to and approved by the Shire. The landscaping plan must clearly demonstrate the following:
- a) Provision of a minimum of one (1) tree per dwelling/unit.
 - b) Vegetation of the effluent disposal area.
 - c) Verge treatment adjoining the development area.
 - d) Details of reticulation and watering systems, including water source and method of irrigation.
 - e) Plant species that are waterwise and endemic to the locality, with preference given to local native species.
 - f) Weed management of the Foreshore Area and management of the Public Open Space Areas 1 and 2, as identified on the approved Structure Plan at a low-fuel standard.
- All landscaping must be fully implemented within nine (9) months of the commencement of the use and maintained thereafter to the satisfaction of the Shire for the life of the development

ADVICE:

- a. The Shire Environmental Health Services advises that:
 - i. Prior to the lodgement of a building application, an 'Application to Construct or Install an Apparatus for the Treatment of Sewage' is required to be lodged with the Shire's Environmental Health Services for referral to the Department of Health for approval. A building permit is not able to be issued for this development until the onsite effluent disposal application has been determined.
 - ii. If the applicant intends to lodge a strata proposal in future it is likely that the Shire would then require a notification, pursuant to Section 70A of the *Transfer of Land Act 1893* to be placed on the certificates of title of the proposed lots. The notification is to state as follows:

"The sewage treatment and disposal system for development must service each dwelling/unit and be owned and operated by a single person or entity contracted to provide the service or the strata company for the strata scheme. An acceptable maintenance program must be in place for the sewage treatment system and disposal area to the satisfaction of the Shire".
- b. Compliance with the Building Code of Australia is required. A Building Application must be submitted to, and approved by the Shire prior to the commencement of any development. The building plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent revisions to the plans may require prior Development Approval.
- c. The applicant is advised that the approved development is located within/nearby Place ID No. 19795 contained on the Department of Planning, Lands and Heritage Aboriginal Cultural Heritage Inquiry System mapping. Approval may be required under the *Aboriginal Heritage Act 1972* prior to the development commencing.

The *Aboriginal Heritage Act 1972* requires that any proposed activities that may impact

Aboriginal sites must undergo an approval process. This includes notifying the Aboriginal Cultural Heritage Committee, which assesses the significance of the sites and recommends whether consent should be granted. The applicant is advised to contact the Department of Planning, Lands and Heritage (DPLH) at 08 6551 8002 or at AboriginalHeritage@dplh.wa.gov.au.

- d. The applicant is encouraged to incorporate sustainability measures, including waterwise fittings and energy-efficient appliances where practicable. These measures are not mandatory for this small-scale development in the absence of adopted development guidelines.**
- e. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.**
- f. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination**

Strategic Alignment

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

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

Executive Summary

This report seeks Council's consideration of an application for Development Approval for ten grouped dwellings at Lot 9500 Kelly Road, Donnybrook. The proposal originally included the use of nine dwellings as short-term rental accommodation; however, the applicant has amended the proposal to remove any short-stay use. Full details, including plans, are provided in [Attachments 9.1.2\(1\)](#) and [Attachment 9.1.2\(2\)](#), with further information in [Attachment 9.1.2\(5\)](#).

The application was advertised to adjoining and nearby landowners and referred to relevant government agencies. Four submissions were received: two in support, one comment, and one objection.

As the application attracted an objection and cannot be determined under officer delegation, it is presented to Council for determination.

Following assessment against the relevant planning framework, officers consider the proposal can be appropriately managed through the imposition of conditions. The recommended conditions and advice notes address matters raised in submissions and agency referrals.

Proposal

The Shire has received a development application for a grouped dwelling development comprising a mix of one- and two-bedroom modular dwellings, proposed to be constructed in three stages as illustrated in Figure 1.

Stage 1 includes construction of an internal driveway with a turn-around area, four (4) dwellings (two two-bedroom and two one-bedroom), provision of one (1) car bay per bedroom, and installation of a Secondary Treatment System (STS) and effluent disposal field to service all stages of the development.

Stage 2 proposes construction of three (3) additional dwellings, with car parking, wastewater and water supply consistent with Stage 1.

Stage 3 comprises three (3) single-bedroom dwellings.

The original proposal indicated that nine (9) of the ten (10) dwellings were intended for unhosted short-term rental accommodation (STRA). Officers raised concerns regarding consistency with the Residential zone and the State Government's Planning for Tourism and Short-Term Rental Accommodation Position Statement. In response, the applicant amended the proposal to remove the STRA component, with all dwellings now proposed for permanent residential use. The applicant has also agreed to seal the internal driveway and Kelly Road entrance to mitigate dust impacts, connect the development to reticulated water to reduce reliance on rainwater tanks, and update the Bushfire Management Plan to remove references to STRA.

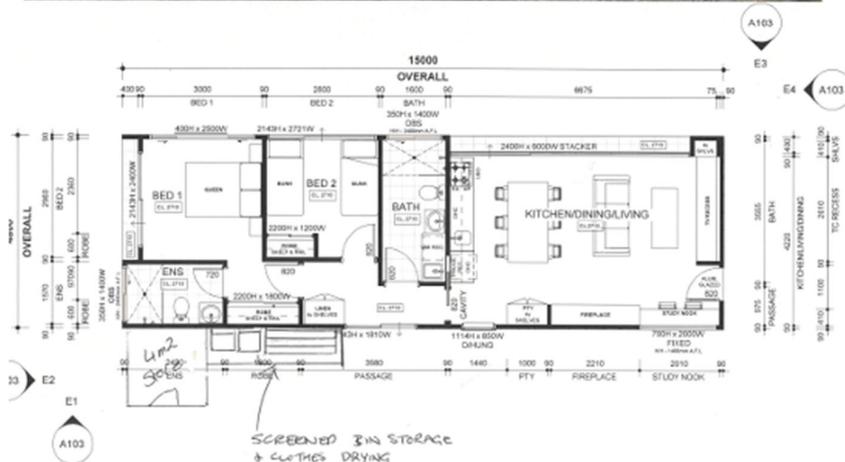


Figure 2 – Two-bedroom dwelling (Contos)

Note: Plan to be amended to demonstrate bin storage are, clothes drying and lockable storage area.

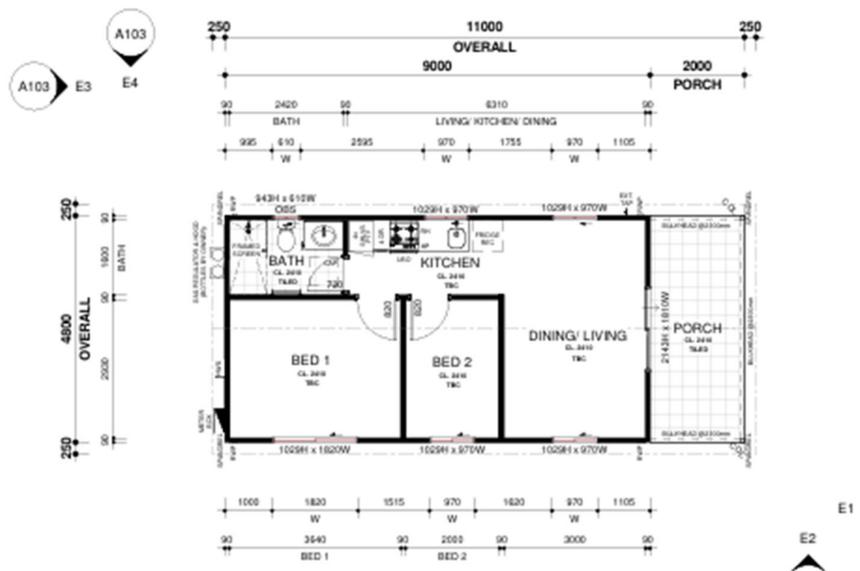


Figure 3 – Two-bedroom dwelling (Gallows)



Figure 4 – One bedroom dwelling (Gallows)

Full plans and documentation are provided in [Attachments 9.1.2\(1\)](#), [Attachment 9.1.2\(2\)](#), and responses to submissions and further information in [Attachment 9.1.2\(5\)](#).

Location

Lot 9500 Kelly Road, Donnybrook, is approximately 48.4 ha and is located in the north-east of the Donnybrook townsite. The lot is bounded by Kelly Road to the east and the foreshore of the Preston River to the west. The adjoining lot to the north (shown in light green on Figure 5) is zoned Priority Agriculture under LPS 7 and is used for farming activities.

The site is currently vacant reflecting historic grazing. Remnant vegetation is concentrated along the western boundary, contiguous with the foreshore. A creekline traverses the central portion of the site, flowing northwest to the Preston River. A large soil stockpile is located in the north-eastern part of the lot.

The land slopes from Kelly Road in the east to the Preston River. The site has previously been subject to a detailed Scheme Amendment and Structure Plan process, which identified a portion of the land for residential subdivision at a density of R17.5.

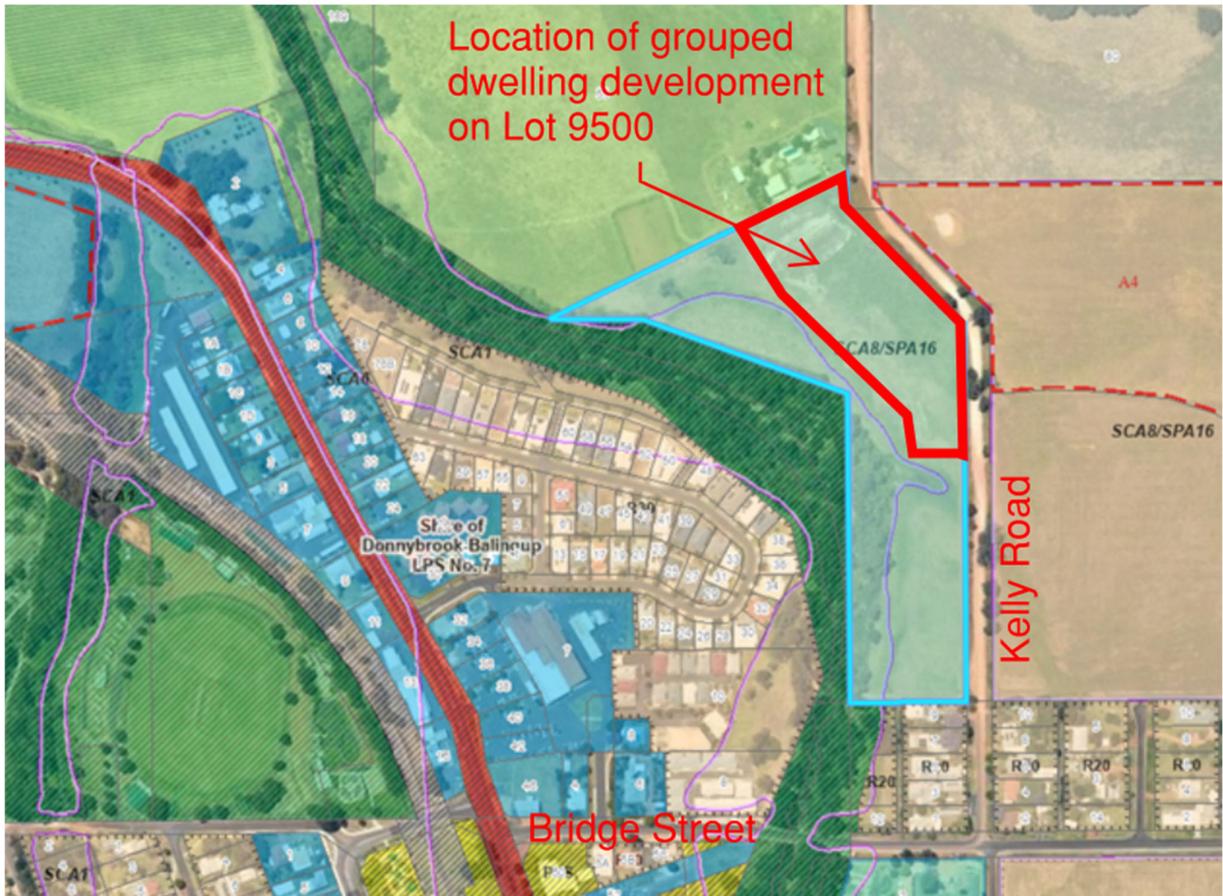


Figure 5 – Location plan showing Lot 9500 bordered in light blue.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Moderate	Moderate (5)
Risk Description:	The development poses a risk of inadequate stormwater management, which could lead to localised flooding of land application areas and adjoining properties during high-intensity rainfall events, impede sheet flow from upstream areas due to poorly designed or constructed access roads, and reduce the capacity of future drainage infrastructure if the designated drainage reserve is not properly protected.		
Mitigation:	Impose a condition requiring the submission and approval of a Stormwater Management Plan prepared by a qualified engineer prior to the commencement of any works.		
Risk:	Likelihood:	Consequence:	Risk Rating:

Reputational	Possible	Insignificant	Low (3)
Risk Description:	Potential impacts on the local community due to dust generated from the use of unconstructed roads.		
Mitigation:	Include a condition on the development approval requiring the construction of Kelly Road up to the entrance of the development and the internal driveway, ensuring that dust impacts are minimised.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Possible	Moderate	Moderate (5)
Risk Description:	Potential exposure of future residents and visitors to mosquito-borne diseases.		
Mitigation:	Impose a condition requiring the development to be designed, constructed and maintained to minimise mosquito breeding and mosquito-related risks, in accordance with Department of Health advice.		

Financial Implications

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

Policy Compliance

Policy 9.16 (Transportable Structures) applies to land zoned Residential and provides guidance for the assessment and determination of applications for planning consent for sea containers, transportable buildings (e.g., dongas), and railway carriages within the Residential, Rural Residential, Commercial, and Special Use zones. Under the policy, the definition of a 'Transportable Structure' excludes new prefabricated kit homes over 60 m² in floor area, as well as "tiny homes," which are small, purpose-built dwellings under 60 m² that are fixed and non-mobile (i.e., not located on wheels or a trailer). Consequently, Policy 9.16 does not apply to the current proposal.

Statutory Compliance

The application has been assessed against the relevant provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), the Kelly Road, Donnybrook Structure Plan, and Schedule 2, Part 9, Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is provided in [Attachment 9.1.2\(6\)](#).

Site and Zoning Lot 9500 Kelly Road, Donnybrook, is zoned Residential under LPS7 and is located within Structure Plan Area SPA16 (SCA8). The objectives of the Residential zone, including provision of diverse housing, maintenance of local amenity, efficient servicing, and protection of environmental values, have been considered in the assessment.

The proposed grouped dwellings are a 'D' use in the Residential zone under LPS7, meaning they may be approved at the Shire's discretion, and are consistent with the Residential Design Codes (R-Codes). Under the R-Codes, a grouped dwelling is defined as:

“A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling in a strata titles scheme with common property.”

Special Control Areas (SCA) Relevant to the Site

- SCA8 / SPA16 – Structure Plan Area: The site is designated for residential use in accordance with the endorsed Structure Plan, with an R17.5 density coding. The proposal complies with both the density and land use provisions.
- SCA1 – Flood Prone Land: The dwellings are located on elevated areas outside identified flood-prone zones.
- SCA6 – Plantation Exclusion Area: The proposal does not involve a plantation.

The development is consistent with the endorsed Structure Plan, which prescribes a residential density of R17.5 and remains aligned with the long-term vision of the Draft Local Planning Strategy 2024.

Relationship to Future Subdivision and Structure Plan Provisions

Although subdivision is not proposed at this stage, the grouped dwelling development may facilitate a future built strata subdivision. To address Structure Plan provisions:

- A landscaping plan will be conditioned to ensure Public Open Space (POS) Areas 1 and 2 are considered, including maintenance at a low-fuel standard.
- Sustainability measures (waterwise fittings, energy efficiency, native landscaping) will be encouraged via advice notes; these are not mandatory for this small-scale development in the absence of adopted development guidelines.
- Road upgrades will be required, including sealing Kelly Road up to the development entrance to mitigate dust impacts.
- The Foreshore Management Plan remains applicable, with the developer responsible for weed management.
- Where reticulated sewerage is unavailable, a Secondary Treatment System (STS) and effluent disposal field will service the development.

Setbacks, Bushfire Requirements, and BAL Ratings

- Two northern dwellings meet the 20m setback; all dwellings will be constructed to BAL 29.
- The applicant has demonstrated compliance with R-Code requirements, as documented in [Attachment 9.1.2\(5\)](#).

Other Structure Plan Considerations

- The development is located on “Valley Lots”, with minimal filling and retaining walls.
- Landscaping and waterwise measures will be conditioned where practicable.
- Stormwater management, groundwater management, and foreshore considerations will be addressed through conditions of approval, consistent with the Structure Plan.

While Public Open Space and foreshore land are not being ceded at this stage, the development is consistent with the Structure Plan layout and does not preclude future subdivision when servicing is available. Overall, the proposal demonstrates due regard to statutory and strategic planning requirements, and the recommended conditions of approval ensure compliance with the Structure Plan and associated management plans.

Previous Subdivisions

- WAPC 158993 (29 June 2020, lapsed 29 June 2024): Approved 18 residential lots with a 12 m internal road reserve, reticulated water and sewerage, and two Kelly Road crossovers.
- WAPC 201835 (24 September 2025): Required connection to reticulated water.

The current proposal differs: 10 grouped dwellings accessed via a 6 m compacted gravel internal road, a single Kelly Road crossover, and on-site effluent disposal (with lots removed to accommodate the system and road). The applicant has committed to connecting to reticulated water under WAPC 201835.

The proposal was advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, and public and agency comments are addressed in the consultation section of this report.



Figure 6– Excerpt of Structure Plan Map – Kelley Road, Donnybrook

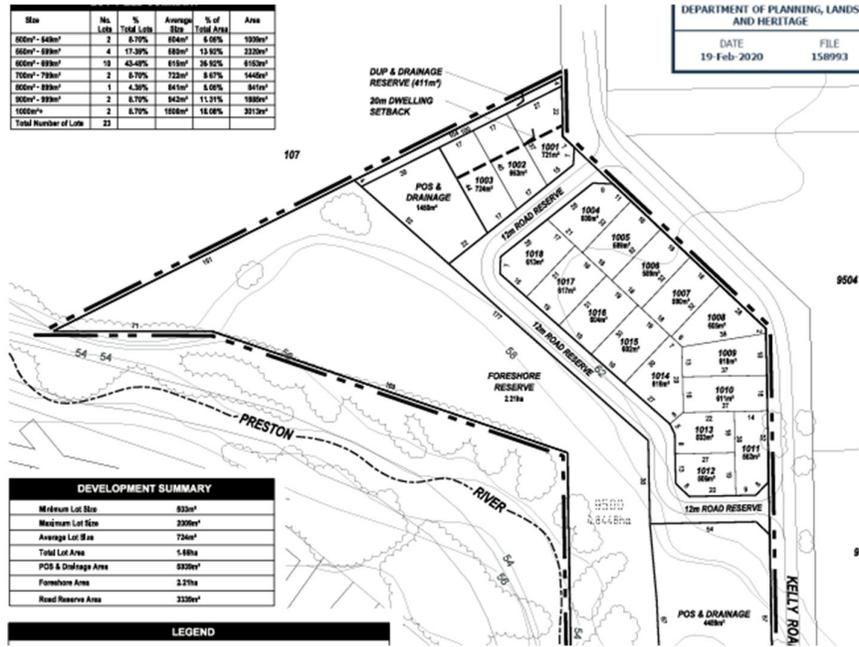


Figure 7 – Except of WAPC 158993 subdivision approval 29 June 2020 lapsed on 29 June 2024.

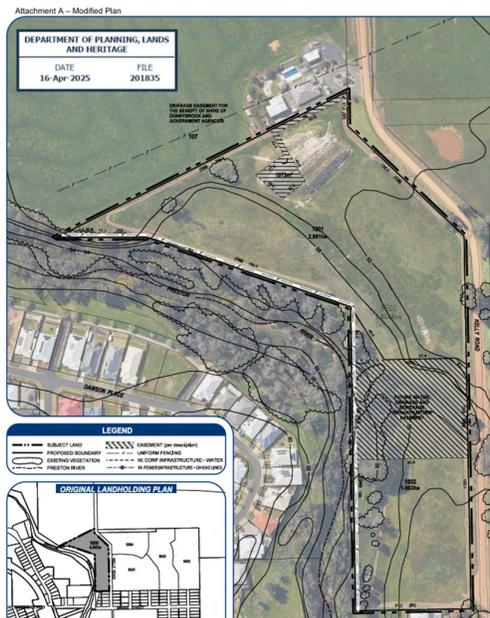


Figure 8 – Except of WAPC 201835 subdivision approval 24 September 2025

The proposal was advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, and public and agency comments are addressed in the consultation section of this report.

Consultation

Public Submissions

Written notification of the proposal was sent to adjoining and nearby landowners. A total of four submissions were received: two in support, one providing comment, and one objection. Copies of the submissions are provided in [Attachment 9.1.2\(3\)](#).

Following receipt of these submissions, the applicant was provided with a schedule of submissions and responded with comments and additional information ([refer Attachment 9.1.2\(5\)](#)).

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

Matter Raised	Officer Comment
<p>Support – This will be great for the town</p>	<p><i>Support noted.</i></p>
<p>Support – I am concerned about the residents in the vicinity of the unsealed road on Kelly Road and the increased dust produced by increased traffic and heavy machinery – similar to what occurred during the bridge development. Dust reduces air quality, exacerbating asthma and allergies and other respiratory issues, especially for children and older adults. It also increases maintenance of cleaning cars, outdoor areas/solar panels and furniture. Can clog gutters and filters in air-conditioning reducing efficiency and longevity. I request that the road be sealed before development begins to reduce the aforementioned issues.</p>	<p><i>Officers note the applicant’s proposal to manage dust during the construction phase of the development. However, there are concerns that once construction is complete and the developer departs, ongoing dust mitigation on the unsealed road would become a burden to the Shire, potentially resulting in ongoing maintenance costs for ratepayers.</i></p> <p><i>The Shire’s Works and Services team has also expressed concerns regarding the proposal not including any upgrading of Kelly Road. Previous use of the road, for example during the closure of the bridge on Irishtown Road, resulted in numerous complaints from nearby residents regarding dust impacts.</i></p> <p><i>Officers recommend a condition requiring the upgrade of Kelly Road to a sealed standard with an 8-metre formation and a 6.2-metre seal, extending only to the point of access for Lot 9500 (crossover), rather than the full length of Kelly Road. This will ensure the road is fit-for-purpose to support the proposed development, minimise dust impacts for nearby residents, and reduce ongoing maintenance and public safety issues. It is also recommended that the internal driveway also be upgraded to a sealed standard. The applicant has reviewed this consideration and agree with it being imposed as a condition of any resultant approval.</i></p>

Matter Raised	Officer Comment
<p>Comment Only (dependant on answers below) What does short stay accommodation mean, is it less than 3 months? Who are they for e.g. holiday lets or other, please specify? Can the road, Kelly Road, be sealed? We were subjected to lots of dust when we had extra traffic on the road previously, which we are still cleaning up off the house and outdoor area (sealed road up to proposed site) Can a pavement be added to Kelly Road to the accommodation and lighting as part of the project? Pavement up to proposed site.</p>	<p><i>The application initially proposed that nine of the ten dwellings be used for short-stay accommodation. The applicant has since amended the proposal to remove any short-stay use.</i></p> <p><i>The sealing of Kelly Road has been addressed earlier in this table and will be undertaken as a condition of development approval to a standard required by the Shire.</i></p> <p><i>While the provision of a footpath and street lighting would be desirable, it is not considered reasonable or necessary to require these as conditions for this development, given that the proposal is limited to ten grouped dwellings and the road upgrade is only required to service this small development.</i></p>
<p>Objection – There is already a lot more traffic on Kelly Road since the road was opened up while the bridge was being fixed, and dust of that gravel road. We don't need anymore traffic of dust on Kelly Road.</p>	<p><i>As noted above, the sealing of Kelly Road has been addressed earlier in this table and will be undertaken as a condition of development approval to a standard required by the Shire.</i></p>

Agency Submissions

The application was referred to the Department of Health, Department of Fire and Emergency Services, and the Department of Water and Environmental Regulation for comment. All agencies provided responses, with no objections. Agency submissions are provided in [Attachment 9.1.2\(4\)](#).

Department of Biodiversity Conservation and Attractions (DBCA)

Summary of submission	Officer response
<p>The Department of Biodiversity Conservation and Attractions (DBCA) has no objections to this proposal.</p>	<p><i>The comments from DBCA are noted.</i></p>

Department of Water and Environmental Regulation (DWER)

Summary of submission	Officer response
<p>The Department does not object to the proposal, however, makes the following observations:</p>	<p><i>A recommended condition is that a secondary treatment system with nutrient retention is to be installed.</i></p>

Summary of submission	Officer response
<p>1. The <i>Site and Soil Evaluation (Accendo 2024)</i> is acknowledged, for which:</p> <ul style="list-style-type: none"> a. It is supported that a central land application area is proposed that is located as far as practically possible from the river. However, see item 2b below. b. It is also noted and supported that a secondary treatment with nutrient retention is recommended, as the site is not of sufficient size to apply a 100m buffer from the river. c. The site investigations were undertaken on 04/09/24, and BoM data indicates that rainfall in the preceding three months was observed to be in the 90%ile in June and August and approx. median in July. The groundwater levels identified are therefore considered reasonable, noting that they are higher than estimated in the LWMS prepared in 2011 to support the structure plan. 	
<p>2. A stormwater management plan has not been provided, despite being required by the Shire in the email to Kelvin Riising on 01/03/24, noting that:</p> <ul style="list-style-type: none"> a. The impervious area of the development has significantly reduced in comparison to the concept plan that the UWMP (DCE) was developed on, so there is a reduced risk. b. There is however no indication of the road makeup other than being a '6m gravel road (compacted to standard)'. It is anticipated that this will remain in the ownership of the developer as an access driveway. However, it will be important that the road does not impede sheet flow of water from the upstream areas where the land application is proposed to be located. Noting that land application areas should not be in areas inundated in a 10% AEP (10 year recurrence) event. <p>The LWMS and UWMP included a drainage reserve in the north west corner of the site, which would be required to support development of the land to the east of Kelly Road. The location has been shown in the overlay of subdivision plan over the DA proposal, and proven to</p>	<ul style="list-style-type: none"> a. <i>A condition of approval is recommended requiring a Stormwater Management Plan to be submitted to, and approved by, the Shire prior to the commencement of any works.</i> b. <i>A condition of approval is recommended requiring that, prior to the commencement of use of any dwelling, the internal driveway, parking areas and vehicle manoeuvring areas, generally in the locations shown on the approved plans, be constructed to a sealed standard, appropriately drained, and clearly delineated to the satisfaction of the Shire, and thereafter maintained. This will ensure that surface water sheet flow is not impeded and that land application areas are not affected by inundation.</i> c. <i>WAPC Subdivision Approval 201835 includes Condition 5, which requires the provision of easements for existing or future water, sewerage, and drainage</i>

Summary of submission	Officer response
<p>remain available for future use as a drainage reserve. It is however unclear what protection will be placed over this land to ensure future access to enable the construction of the drainage infrastructure when required.</p>	<p><i>infrastructure as required by the Shire. The applicant has indicated their willingness to include a similar requirement as part of this development approval to ensure the identified drainage reserve in the north-west corner of the site is appropriately protected.</i></p> <p><i>Officers recommend a condition requiring that the drainage reserve area identified on the development site plan be kept free of development to safeguard the area for ongoing and future drainage infrastructure if required.</i></p>

Department of Health (DoH)

Summary of submission	Officer response
<p>No objection – with comments and/or recommended conditions and advice notes provided below.</p> <p><u>DoH advice</u></p> <p>1. Infrastructure - Water supply and wastewater disposal Disposal of wastewater generated on site is required to comply with the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i>.</p> <p>In accordance with the Regulations an ‘Application to Construct or Install an Apparatus for the Treatment of Sewage’ is required to be submitted to the Local Government for each wastewater treatment system. As this proposal is viewed as commercial, the applications are required to be forwarded to the Department of Health for assessment and approval.</p> <p>All drinking water provided on site must meet the health-related requirements of the Australian Drinking Water Quality Guidelines 2011.</p> <p>Any non-drinking water (i.e., water that is not intended or suitable for drinking) must be managed to ensure it cannot be confused with or contaminate the drinking water supply. This requires satisfactory labelling of non-drinking water taps and, depending on system configuration and suitable backflow prevention arrangements in accordance with Australian/New Zealand Standards AS3500 – Plumbing and Drainage.</p>	<p><i>As advised by DWER, a condition of approval is recommended requiring the installation of a secondary treatment system with nutrient retention.</i></p> <p><i>In relation to potable water supply, a condition of approval is also recommended requiring that each dwelling be connected to the reticulated water mains.</i></p>

Summary of submission	Officer response
<p>2. Amenity – Medical entomology</p> <p>As the risk of exposure to these diseases for future visitors and residents are unknown, it is recommended the applicant liaises with the Environmental Health team of the Shire of Donnybrook-Balingup to determine the likelihood and the extent of this risk. If the risk is deemed to be medium or high, then a mosquito management plan should be developed and adequately funded.</p> <p>It is recommended that the applicant ensures the proposed site works and infrastructure do not create additional mosquito breeding habitat as follows:</p> <ul style="list-style-type: none"> • Changes to topography resulting from earthworks must prevent run-off from creating surface ponding as it may become mosquito breeding habitat • Mosquito-proof design should be incorporated into building design for accommodation (such as mosquito mesh on doors and windows and the inclusion of an enclosed outdoor recreation area) in order to minimise visitor and resident exposure to mosquito bites • Water tanks and other water-holding containers must be sealed or screened to prevent mosquito access and breeding. Regular monitoring for mosquito larvae and treatment with larvicide may also be required • On-site infrastructure and constructed water bodies must be located, designed and maintained so they do not create or contribute to mosquito breeding. 	<p><i>The applicant has provided a detailed design approach to minimise mosquito habitat, including:</i></p> <ul style="list-style-type: none"> • <i>Site works and drainage engineered to prevent standing or stagnant water;</i> • <i>Buildings incorporating mosquito-proof design features such as flyscreen mesh on windows and doors, and the option for enclosed outdoor recreation areas;</i> • <i>Rainwater tanks to be sealed or screened at all inlets and overflows; and</i> • <i>No permanent ponds or open water bodies are proposed on-site.</i> <p><i>Officers considers the applicant’s proposed measures satisfactory and consistent with standard design-based mitigation strategies. To formalise these measures and ensure ongoing compliance, it is recommended that conditions be imposed requiring:</i></p> <ol style="list-style-type: none"> 1. <i>Mosquito-proofing design features for buildings and water tanks, to the satisfaction of the Shire; and</i> <p><i>Submission and approval of a Stormwater Management Plan demonstrating that site levels, drainage, and internal vehicle areas are designed to prevent the pooling of water and do not create mosquito breeding habitat.</i></p> <p><i>conditions will ensure the development is designed and constructed in a manner that minimises mosquito-related risks to future occupants and visitors, in line with DOH advice.</i></p>

Department of Fire and Emergency (DFES)

Summary of submission	Officer response
<p>The planning report and the BMP are inconsistent as the planning report states that the site will be un-hosted, however, the BMP states there will be an onsite manager, and the site will be hosted. The BMP treats the proposal as a vulnerable tourism land use, which is inconsistent with the statements made in the planning report.</p>	<p><i>The original proposal included nine (9) dwellings for unhosted short-term rental accommodation (STRA), but officers raised concerns regarding consistency with the Residential zone and State policy. The applicant has since removed the STRA use, with all dwellings now for permanent residential purposes, and has committed to sealing the internal driveway and Kelly Road entrance, connecting to reticulated water, and updating the Bushfire Management Plan accordingly.</i></p>
<p>The proposal has addressed Bushfire Protection Criteria 8: Vulnerable Tourism Land Uses and Day Uses and may be able to achieve compliance with the acceptable solutions, however, the acceptable solutions have not been adequately addressed, and the BMP has proposed an outcomes-based approach. Outcomes-based approaches should not be used as a justification for non-compliance and should only be used in limited circumstances where compliance with the acceptable solutions cannot be achieved. The acceptable solutions should be fully addressed, and the outcomes-based approach should be removed from the BMP.</p>	<p><i>DFES has advised that while the proposal may be able to achieve compliance with Bushfire Protection Criteria 8 (Vulnerable Tourism Land Uses and Day Uses), the acceptable solutions have not been adequately addressed in the current BMP. The BMP currently proposes an outcomes-based approach, which should not be used as a justification for non-compliance and is only appropriate where compliance with acceptable solutions is demonstrably unachievable.</i></p> <p><i>The applicant has committed to preparing BMP Version 3, which will:</i></p> <ul style="list-style-type: none"> <i>• Address DFES's recommended modifications;</i> <i>• Demonstrate full compliance with the Bushfire Protection Criteria;</i> <i>• Remove outcomes-based solutions where acceptable solutions can be achieved; and</i> <i>• Ensure bushfire risk mitigation measures are effective and implementable in perpetuity.</i> <i>• Remove reference to short-stay.</i>

Summary of submission	Officer response
<p>It is noted that a subdivision of the site into two lots is also currently with the Department of Planning, Lands and Heritage. This subdivision has not been referred to DFES</p>	<p><i>It is noted that a concurrent subdivision approval (WAPC201835) exists for the site. The Department of Planning, Lands and Heritage (DPLH) considered and approved the subdivision, and the reasons for why it was not referred to DFES are at the discretion of DPLH. The applicant has confirmed that all bushfire management measures for the current development will be self-contained within Lot 9500 and will not rely on any future subdivision works. Officers consider this approach appropriate, as it ensures the bushfire risk mitigation measures for the proposed development are independent, implementable, and enforceable on the subject lot.</i></p>
<p>DFES advises that the BMP has not demonstrated that the proposed development complies with the following requirements of SPP 3.7 and the Guidelines:</p> <ol style="list-style-type: none"> 1. Element 2: Siting and Design; and 2. Element 3: Vehicular Access. <p>DFES recommends the BMP be modified as per the Assessment advice provided in Tables 1-4 to ensure it is accurate, and the bushfire risk management/mitigation measures are effective and can be implemented in perpetuity to manage/mitigate the bushfire risk to people, property and infrastructure to an acceptable level and appropriate to the land use and location. The required modifications are listed in the table(s) below. Should the modified BMP affect the design of the proposal, the proposal should be amended to reflect these modifications.</p> <p>Could you please forward notification of the application determination to DFES for our records.</p>	<p><i>The applicant has stated that the site design achieves BAL-29 or lower for all buildings, and the internal access road meets emergency access standards (all-weather construction, sufficient width, and turnaround areas). A dedicated 10,000L firefighting water tank with appropriate hardstand and fire appliance access is included in the plans. The applicant will work with the Shire and DFES to implement any further bushfire safety measures deemed necessary.</i></p>

Officer Comment

The application for ten (10) grouped dwellings on Lot 9500 Kelly Road, Donnybrook, has been assessed against the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), the Kelly Road Structure Plan (SPA16/SCA8), the Residential Design Codes (R-Codes), and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The proposal originally included nine dwellings for unhosted short-term rental accommodation (STRA); however, the applicant has amended the application to remove any STRA use. All dwellings are now proposed for permanent residential purposes. The applicant has also committed to:

- Sealing the internal driveway, Kelly Road crossover and a portion of Kelly Road to mitigate dust impacts;
- Connecting the development to reticulated water; and
- Updating the Bushfire Management Plan (BMP) to remove STRA references and address DFES recommendations.

Land Use and Zoning

The development is consistent with the Residential zoning objectives, including provision of diverse housing, amenity protection, and efficient servicing. Grouped dwellings are a discretionary ('D') use in the Residential zone and comply with R-Code definitions and requirements.

Special Control Areas

The site complies with:

- SCA8 / SPA16 – Structure Plan Area: Density and land use consistent with R17.5 coding;
- SCA1 – Flood Prone Land: Dwellings located on elevated areas outside flood-prone zones;
- SCA6 – Plantation Exclusion Area: No plantation proposed.

Infrastructure and Servicing

Conditions require:

- Connection to reticulated water;
- Installation of a shared secondary treatment system with nutrient retention;
- Construction of a sealed internal driveway, parking areas, and vehicle manoeuvring areas; and
- Upgrade of Kelly Road to a sealed standard to the development access point.

Bushfire Management

The modified BMP (Version 3) will:

- Achieve BAL-29 for all dwellings;
- Demonstrate compliance with SPP 3.7 and Bushfire Protection Criteria;
- Remove outcomes-based approaches where acceptable solutions are achievable;
- Include all bushfire mitigation measures contained on Lot 9500, independent of any future subdivision; and
- Be implemented and maintained in perpetuity.

Stormwater and Environmental Management

A Stormwater Management Plan and Soil Stockpile Management Plan will be required to ensure proper drainage, prevent mosquito breeding, and mitigate environmental risks to the Preston River and surrounding land. Landscaping will be conditioned to provide waterwise and native plantings, manage foreshore weeds, and maintain Public Open Space Areas at a low-fuel standard.

Consultation Outcomes

- Public Submissions: Two in support, one comment, and one objection; concerns regarding dust and traffic will be mitigated through road and driveway sealing conditions. Footpaths and lighting along Kelly Street are not considered reasonable for this small-scale development.
- Agency Submissions: No objections from DBCA, DoH, DWER, or DFES, subject to recommended conditions regarding effluent, stormwater, and bushfire management.

Development considerations

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

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

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

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

Conclusion

Officers consider the proposal appropriate and capable of being managed through conditions.

The development:

- Aligns with statutory and strategic planning frameworks;
- Addresses relevant environmental, bushfire, and infrastructure risks; and
- Provides permanent residential housing consistent with the Residential zone objectives.

It is recommended that Council approve the development subject to the conditions and advice notes outlined in this report, ensuring the protection of public amenity, safety, and environmental values while enabling the development to proceed.

9.1.3 Policy Review - Council Policy FIN/CP-4-Purchasing

Report Details:

Prepared by: Ross Marshall, Director Operations

Manager: Nicholas O'Connor, Chief Executive Officer

File Reference: ADM11/4

Voting Requirement: Absolute Majority

Attachment(s):

9.1.3(1) Current Council Policy FIN/CP-4- Purchasing

9.1.3(2) Draft Council Policy FIN/CP-4- Purchasing

Executive Recommendation

That Council:

1. Notes the review of Council Policy FIN/CP-4 – Purchasing and Adopts the Draft.

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

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

Item: Nil.

Executive Summary

The Purchasing Policy (FIN/CP-4) has been reviewed as part of the Shire's ongoing policy governance program. The review was undertaken to ensure the policy remains contemporary, compliant with legislative and regulatory requirements, aligned with Council's delegated authority framework, and reflective of good governance and best-practice procurement principles.

The revised policy modernises the existing framework, addresses areas where the policy had become outdated, and improves clarity for both elected members and staff. The review does not introduce a change in strategic direction; rather, it strengthens governance, compliance, and operational consistency.

Council is requested to note the review and adopt the revised policy.

Background

The Purchasing Policy (FIN/CP-4) provides the governance framework for procurement activities undertaken by the Shire. It supports transparency, accountability, value for money, and ethical decision-making in the acquisition of goods and services.

The existing policy had not been reviewed for an extended period and no longer fully reflected:

- Current regulatory requirements
- The Shire's adopted delegation framework
- Contemporary procurement practices within the local government sector

As part of good governance and continuous improvement, the policy has been reviewed and updated to ensure it remains fit-for-purpose and supports compliant and efficient purchasing practices across the organisation.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Minor	High (10)
Risk Description:	Non-compliant procurement practices and inconsistent decision-making.		
Mitigation:	<ul style="list-style-type: none"> Adopt the recently reviewed policy and ensure regular reviews are undertaken. Undergo staff training 		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Insignificant	Low (3)
Risk Description:	Failure to maintain current and robust purchasing policies may negatively impact public confidence in Council's governance, particularly if procurement decisions are questioned by the community, auditors, or regulators.		
Mitigation:	Adopt the recently reviewed policy and ensure regular reviews are undertaken.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Catastrophic	High (15)
Risk Description:	An outdated or unclear purchasing framework may expose Shire to risks relating to value for money, probity, and accountability.		
Mitigation:	Adopt the recently reviewed policy and ensure regular reviews are undertaken.		

Financial Implications

Nil.

Policy Compliance

EXE/CP-8- Policy Framework

The review of FIN/CP-4 aligns with the Shire's Policy Framework, which requires Council policies to be:

- Regularly reviewed
- Current and compliant with legislation
- Clear in intent and application
- Consistent with Council delegations and governance arrangements

Statutory Compliance

Local Government Act 1995

The Act and associated regulations establish requirements relevant to purchasing and procurement, including:

- Financial management responsibilities of the local government and CEO

- Procurement and tendering requirements prescribed under the *Local Government (Functions and General) Regulations 1996*
- Compliance with Council-approved delegations and policies

While the Act does not mandate the adoption of a specific purchasing policy, maintaining an up-to-date policy supports compliance with statutory obligations and demonstrates sound governance practice.

Council should be aware that procurement activities must continue to align with legislative thresholds and regulatory requirements irrespective of policy adoption.

Consultation

Internal Consultation

- The policy review was presented to Councillors at the Workshop held 3 December 2025, where an overview of the policy was provided as part of the induction program. Councillors were invited to provide feedback; no changes were requested.
- Governance, Finance, Procurement and Projects staff reviewed the policy and confirmed that only minor housekeeping corrections were required.

Community Consultation

Not required for this type of internal governance policy.

Officer Comment

The revised policy primarily:

- Updates the policy to align with current legislation and regulations.
- Reflects the Shire's current delegations and governance arrangements.
- Refines and strengthens good governance and procurement practices.
- Improves clarity, structure, and usability for staff and Council.

Detailed changes to the policy and benefits are outlined below:

- Public tender requirement increases from \$150,000 to \$250,000 (ex GST) – alignment with current Act and Regulations. Faster procurement timelines due to less paperwork, advertising, evaluation panels, and Council reporting for routine works. Council attention is directed to decisions with the highest risk and impact. Council time is freed up for strategic and policy matters, not operational purchasing.
- Quotation compliance is more structured and explicit - quotation bands are re-defined and simplified, clear direction for Staff to ensure the correct number and type of quotations are obtained for each band, creates easier audit and less discretion to “guess” which process applies. Less time spent seeking clarification from Finance or Governance. Easier onboarding for new managers and officers

- CEO or Director may waive quotation requirements - but only with written, justifiable reasons recorded. Failure to document a waiver now represents a clear policy breach, reducing ambiguity.
- New Priority 1–5 hierarchy - Staff must be able to demonstrate they considered priorities in order, particularly for audit and probity reviews. Local and regional preference is no longer just “encouraged” — it is structurally embedded.
- Purchasing Exemptions – listed for clear Staff direction, reduces ambiguity about when competitive processes are not required, improving time saving. Maintains due diligence and value-for-money assessment, which must be documented. Staff can act confidently knowing the policy supports their decision pathway.
- Emergency purchasing has tighter governance - distinguishes within-budget vs unbudgeted emergencies. President must authorise budget variations; CEO must report to Council. Provides clear direction for staff for escalation and reporting lines, reducing risk of non-compliant emergency spend. Emergency procurement decisions are now explicitly visible to Council. Staff can act quickly without second-guessing procurement legality during emergencies
- Stronger contract lifecycle controls – new and expanded provisions for contract variations, extensions, novation, and post-contract review. Contract changes must stay within original scope or approved extension options. Reduces risk of “scope creep” becoming non-compliant procurement.
- Record-keeping expectations extend to contractors - contractors may now be required to create, maintain, and transfer records relevant to contract performance. Improves audit defensibility as Staff must ensure obligations are reflected in contracts.
- Councillors can clearly articulate how procurement supports local businesses and employment.

9.2. Director Finance and Corporate

9.2.1 Schedule of Accounts Paid as at 31 December 2025

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

File Reference: FNC 10/2

Voting Requirement: Simple Majority

Attachment(s):

Nil.

Executive Recommendation

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

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 31 December 2025, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to \$2,459,426.66.

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 DECEMBER TO 31 DECEMBER 2025

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	30/10/2025	TRANSPORT NSW	ACCESS APPLICATION FEE	30.00
	03/11/2025	THE MUSHROOM AT NO 61	VOLUNTEER MEALS	306.00
	03/11/2025	AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	WHS DUTIES & EMERGING RISKS	100.00
	04/11/2025	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	142.99
	06/11/2025	HARVEY NORMAL	ICE MACHINE	443.00
	06/11/2025	THE REC HOTEL	ACCOMMODATION - TRAINING	1,055.60
	08/11/2025	MICROSOFT	AZURE USAGE CHARGES	278.49
	10/11/2025	ONE STOP ROADHOUSE	FUEL - MITIGATION BURN	35.72
	10/11/2025	LITTLE KEBAB	VOLUNTEER MEALS	237.00
	13/11/2025	BIG APPLY BAKERY	GROCERIES	11.16
	13/11/2025	DONNYBROOK PHARMACY	MEDICATION	33.04
	17/11/2025	SECURE PARKING	CAR PARKING - TRAINING	14.00
	17/11/2025	HYLIN CAFÉ	MEALS - TRAINING	36.60
	17/11/2025	HYLIN CAFÉ	MEALS - TRAINING	28.00
	17/11/2025	SECURE PARKING	CAR PARKING - TRAINING	14.00
	18/11/2025	MR FOSTER'S CAFÉ	MTG REFRESHMENTS	16.00
	18/11/2025	BUNNINGS	STAFF RECOGNITION	24.98
	20/11/2025	BP DONNYBROOK	FUEL - MITIGATION BURN	82.68
	24/11/2025	MAILCHIP	MONTHLY MARKETING SUBSCRIPTION	41.49
	28/11/2025	THE TEMPLE FIRNI	MTG REFRESHMENTS	16.00
	28/11/2025	OFFICE WORKS	DBK SES - TV	2,081.90
	29/11/2025	BENDIGO BANK	CARD FEES	16.00
DD28871.1	14/12/2025		TOTAL: CREDIT CARD PAYMENTS	5,044.65
EFT PAYMENTS				
EFT32114	04/12/2025	HARMONIC IT	MONTHLY MANAGED SERVICES, WINDOWS SOFTWARE LICENSING RENEWAL	18,910.98
EFT32115	04/12/2025	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	532.56
EFT32116	04/12/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT32117	04/12/2025	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	301.49
EFT32118	04/12/2025	ALTRONIC DISTRIBUTORS PTY LTD	REMOTE CONTROL	160.00
EFT32119	04/12/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	SPRAY PAINT	72.90
EFT32120	04/12/2025	BUNBURY RETRAVISION	ENTRY WALKWAY & OFFICE TV	1,710.00
EFT32121	04/12/2025	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	291.73
EFT32122	04/12/2025	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	244.85
EFT32123	04/12/2025	BUNBURY & BUSSELTON AIR	REPAIR OF EVAPORATIVE SYSTEM	625.62
EFT32124	04/12/2025	BANKS PEST AND WEED CONTROL	WEED CONTROL	1,320.00
EFT32125	04/12/2025	BAILEYS FERTILISERS	FERTILISER	5,164.17
EFT32126	04/12/2025	BALINGUP WELDING & CIVIL PTY LTD	PICK UP - ABANDONDED VEHICLES, MOBILISATION OF MITIGATION EQUIP	1,254.00
EFT32127	04/12/2025	SCOTT JAMES BARTHOLOMEW	MAF TREATMENT - CHEMICAL SPRAYING	1,426.26
EFT32128	04/12/2025	BRIGHTMARK GROUP PTY LTD	CLEANING - NOV 25	18,401.78

**SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 DECEMBER TO 31 DECEMBER 2025**

EFT32129	04/12/2025	A BROWNE	REIMBURSEMENT - MEALS - TRAINING	262.28
EFT32130	04/12/2025	BIOHERBICIDES AUSTRALIA PTY LTD	DI-BAK PRODUCTS AND INJECTA APPLICATOR - MAF MITIGATION PROGRAM	2,970.00
EFT32131	04/12/2025	DUG CROSS ELECTRICS	INSTALLATION OF GPO'S, SMOKE ALARMS, UPGRADE SWITCHBOARD	3,430.00
EFT32132	04/12/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32133	04/12/2025	CARPET COURT BUNBURY	MULLALYUP BFB - SUPPLY AND INSTALL OF SHEET VINYL	2,100.00
EFT32134	04/12/2025	CAPEL CRANE HIRE	CRANE & RIGGER - INSTALL WEIR GATES PRESTON RIVER	2,275.35
EFT32135	04/12/2025	BIDFOOD BUNBURY	KIOSK STOCK	39.58
EFT32136	04/12/2025	CORSIGN WA	REPLACEMENT SIGNS	286.00
EFT32137	04/12/2025	CS LEGAL	DEBT RECOVERY RATES	236.50
EFT32138	04/12/2025	DONNYBROOK & DISTRICTS PLUMBING SERVICE	INSTALL NEW SEPTIC SYSTEM & LEACH DRAINS, NEW BASIN MIXER TAP, REPLACE DAMAGED HOSES & BASIN SETS, REPAIR BURST WATER PIPE, UNBLOCK BASIN, UNBLOCK TOILETS, SUPPLY & INSTALL VALVE TO HWU, REPAIR STICKING TAP, REPAIR FOUNTAIN PUMP	11,608.30
EFT32139	04/12/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	REPLACEMENT TYRES	2,499.20
EFT32140	04/12/2025	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT32141	04/12/2025	DBCEC (WA) PTY LTD	EXCAVATOR & WATER CART HIRE	2,915.00
EFT32142	04/12/2025	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	DONNYBROOK VOUCHERS	350.00
EFT32143	04/12/2025	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS	1,765.06
EFT32144	04/12/2025	EVERGREEN SYNTHETIC GRASS	REPLACEMENT OF BALINGUP BOWLING GREEN SYNTHETIC TURF	193,490.00
EFT32145	04/12/2025	GO DOORS PTY LTD	SCHEDULED MAINTENANCE AUTOMATIC DOORS	1,036.59
EFT32146	04/12/2025	ACUMENTIS	MARKET VALUATION	770.00
EFT32147	04/12/2025	HARGREAVES DESIGN GROUP	BFB - NEW STATION - DESIGN SERVICES	5,060.00
EFT32149	04/12/2025	INSTANT WEIGHING	CALIBRATION SERVICE OF CAT LOADER	1,485.00
EFT32150	04/12/2025	INSTANT RACKING	PALLET RACKING	2,524.00
EFT32151	04/12/2025	INFIELD SERVICES PTY LTD	DPF CLEAN	137.50
EFT32152	04/12/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDENING, FIT DOOR HARDWARE, INSTALL ALUMINIUM COVER PLATES, CLEAR VEGETATION, INSTALLATION LOCK, REMOVE DAMAGED CLOTHESLINE	1,091.52
EFT32153	04/12/2025	KMART SOUTH BUNBURY - 1187	DECORATIONS	13.00
EFT32154	04/12/2025	KMART - EATON 1235	DECORATIONS	282.00
EFT32155	04/12/2025	MANJIMUP AUTOS PTY LTD	VEHICLE REPLACEMENT	43,422.98
EFT32157	04/12/2025	NATURALISTE TURF	ANNUAL RENOVATION	17,008.81
EFT32158	04/12/2025	PRESTON PRESS	SHIRE CONNECT CONTENT	500.00

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EFT32159	04/12/2025	PRESTON VALLEY MAINTENANCE	SHED WORKS, INSTALLATION OF LIMESTONE BLOCK STAIRS, INSTALLATION OF TIMBER FENCING, REPLACE DAMAGED FLASHING	11,924.00
EFT32160	04/12/2025	PFD FOOD SERVICE PTY LTD	KIOSK STOCK	471.30
EFT32161	04/12/2025	PICTON CIVIL PTY LTD	RIVER TRUCK AND TRAILER HIRE	1,980.00
EFT32162	04/12/2025	CR GRANT PATRICK	TRAVEL ALLOW	628.65
EFT32163	04/12/2025	PRICE CONSULTING GROUP	KPI DEVELOPMENT	9,075.00
EFT32164	04/12/2025	ROYAL LIFE SAVING SOCIETY WA INC.	SWIM SCHOOL CERTIFICATES	247.50
EFT32165	04/12/2025	ROSE & CROWN HOTEL	TRAINING - ACCOMMODATION	720.00
EFT32166	04/12/2025	A ROHRBACH	REIMBURSEMENT - UNIVERSAL CRADLE, USB ADAPTOR	370.00
EFT32167	04/12/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	12,988.81
EFT32168	04/12/2025	SOS OFFICE EQUIPMENT	MONTHLY PRINTER MFD METER READS	997.89
EFT32169	04/12/2025	SOUTH WEST SEPTICS	BROOKHAMPTON HALL - PUMP OUT EXISTING SEPTIC TANKS IN PREPARATION OF REMOVAL & RENEWAL OF SEPTIC SYSTEM	640.00
EFT32170	04/12/2025	CITY OF BUSSELTON	ANNUAL SALARY RECOUP - SWLC SYSTEMS ADMINISTRATOR	4,173.25
EFT32171	04/12/2025	SEEK LIMITED	ADVERTISEMENTS - STAFF VACANCIES	660.00
EFT32172	04/12/2025	SOUTH WEST CLEANING	MINNINUP COTTAGES - VACATE CLEAN	429.00
EFT32173	04/12/2025	SAPIO PTY LTD	APPLE FUN PARK - INVESTIGATE ISSUES WITH CCTV CAMERAS	358.31
EFT32174	04/12/2025	SOUTHERN CAR CARE	TOW PACK AND LIGHTBAR	4,433.50
EFT32175	04/12/2025	S&D NELSON AUTOMOTIVE	VEHICLE SERVICE	396.50
EFT32176	04/12/2025	K SHERIDAN	REFUND CAT TRAP HIRE BOND	100.00
EFT32177	04/12/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	307.96
EFT32178	04/12/2025	JTAGZ PTY LTD	DOG TAGS	198.00
EFT32179	04/12/2025	TREEHOUSE CHILDCARE CENTRE INC.	REIMBURSEMENT OF ACCOMMODATION COSTS - AUTISM AWARENESS CONFERENCE	887.59
EFT32180	04/12/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	517.77
EFT32181	04/12/2025	THE PRINT SHOP BUNBURY	TIMECARD PADS	466.40
EFT32182	04/12/2025	TELAIR PTY LTD	NBN SERVICES	678.90
EFT32183	04/12/2025	TRANSTAGE	VC MITCHELL PARK - MOBILE FOLDING STAGE	4,466.00
EFT32184	04/12/2025	TRACEY HENDERSON CONSULTING PTY LTD	ANIMAL MANAGEMENT TRAINING	1,194.00
EFT32185	04/12/2025	VALVOLINE AUSTRALIA PTY LTD	ADBLUE, OIL, GREASE	3,347.87
EFT32186	04/12/2025	SYNERGY	ELECTRICITY CHARGES	12,166.38
EFT32187	04/12/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	ROLES OF MAYORS & PRESIDENT TRAINING	1,661.00
EFT32188	04/12/2025	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	2,556.56
EFT32189	04/12/2025	WESTRAC EQUIPMENT PTY LTD	ENGINE FILTER, AIR CLEANERS	280.73
EFT32190	04/12/2025	WORK CLOBBER	PROTECTIVE CLOTHING	1,208.88
EFT32191	04/12/2025	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	11,835.08

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EFT32192	04/12/2025	WESTSPAN SHEDS	VC MITCHELL - STORAGE SHED & ASSOCIATED WORKS	34,267.12
EFT32193	04/12/2025	S WOODS	REFUND OF CANDIDATE DEPOSIT	100.00
EFT32194	04/12/2025	L WORSFOLD	REIMBURSEMENT - MEALS - TRAINING	277.20
EFT32195	04/12/2025	YABBERUP COMMUNITY ASSOCIATION INC.	THANK A VOLUNTEER FUNCTION	500.00
EFT32196	04/12/2025	ZIPFORM	PROGRAMING, SET UP, PRINTING, ENVELOPING, LODGEMENT & SECURITY FEE - 2ND INSTALMENT	2,103.32
EFT32197	04/12/2025	ZONE 50 ENGINEERING SURVEYS PTY LTD	ROAD MARKINGS SURVEY	2,618.00
EFT32197A	11/12/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 10.12.25	177,769.93
EFT32197B	15/12/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 10.12.25	46,766.00
EFT32198	18/12/2025	HARMONIC IT	LAPTOP, LAPTOP DOCK, PREMIUM DNS HOSTING	2,961.90
EFT32199	18/12/2025	ANIMAL CARE EQUIPMENT & SERVICES	SLIP LEASHES, DETTERENT SPRAY, MUZZLES	299.03
EFT32200	18/12/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT32201	18/12/2025	AMD	DEFERRED PENSIONER CLAIM AUDIT	660.00
EFT32202	18/12/2025	AMITY SIGNS	RURAL STREET NUMBER SIGN PLATES	251.90
EFT32203	18/12/2025	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	353.95
EFT32204	18/12/2025	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	1,423.21
EFT32205	18/12/2025	AQUAMONIX	ANNUAL RAINMAN CLOUD HOSTING & SCADA SUBSCRIPTION, RAINMAN OUTPUT CONTROLLER	10,524.80
EFT32206	18/12/2025	ALTRONIC DISTRIBUTORS PTY LTD	MICROPHONE TIE CLIP	59.95
EFT32207	18/12/2025	ARM SECURITY	SECURITY MONITORING	142.78
EFT32208	18/12/2025	AUSTRALIA DAY COUNCIL OF SOUTH AUSTRALIA	AUSTRALIA DAY COUNCIL BANNER	285.00
EFT32209	18/12/2025	AGTRAC MACHINERY	BLADES, BOLTS	244.00
EFT32210	18/12/2025	BUNBURY MACHINERY	SPRAY UNIT	950.00
EFT32211	18/12/2025	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	2,114.13
EFT32212	18/12/2025	BELL FIRE EQUIPMENT COMPANY PTY LTD	FIRE EQUIPMENT SERVICE	2,569.60
EFT32213	18/12/2025	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	262.50
EFT32214	18/12/2025	BDA TREE LOPPING	TREE PRUNING	29,480.00
EFT32215	18/12/2025	BALINGUP LIQUOR & GENERAL STORE	BFB DIESEL	275.95
EFT32216	18/12/2025	BUNBURY TELECOM SERVICE PTY LTD	LOCATION OF UNDERGROUND COMMUNICATION SERVICES	429.00
EFT32217	18/12/2025	BLUE FORCE PTY LTD	MONTHLY EMERGENCY HELP MONITORING	448.80
EFT32218	18/12/2025	SCOTT JAMES BARTHOLOMEW	MAF TREATMENTS - CHEMICAL WORKS	7,516.39
EFT32219	18/12/2025	SOUTHWEST FIRE MITIGATION SERVICES	MITIGATION WORKS	8,513.78
EFT32220	18/12/2025	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	SERVICE CHARGES - MONTHLY ACCESS FEE & SIP	927.32

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EFT32221	18/12/2025	BUNBURY REFRIGERATION PTY LTD	DEGASSING OF FRIDGES	850.00
EFT32222	18/12/2025	BLUE STEEL ROOFING	DBK COMMUNITY RESOURCE CENTRE - ROOF COVER REPLACEMENT	10,580.00
EFT32223	18/12/2025	BRIDGETOWN VOLUNTEER BUSHFIRE BRIGADE	EQUIPMENT & PERSONNEL - MITIGATION BURN	720.00
EFT32224	18/12/2025	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	MESSAGE BOARDS	1,754.23
EFT32225	18/12/2025	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - NOV 25	22,997.10
EFT32226	18/12/2025	DUG CROSS ELECTRICS	ELECTRICAL MAINTENANCE & REPAIR OF PRECINCT LIGHTING, BORE CHECK & TEST, ADJUST LIGHTING PANEL, ADJUST EXTERNAL LIGHTING TIMERS, REPAIR FLOOR & PILLAR LIGHTS	2,435.00
EFT32227	18/12/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32228	18/12/2025	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING	799.42
EFT32229	18/12/2025	CENTRAL REGIONAL TAFE	ROCS 1 & 2 TRAINING	1,258.11
EFT32230	18/12/2025	BIDFOOD BUNBURY	KIOSK STOCK	119.20
EFT32232	18/12/2025	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC	COMMUNITY GRANT	2,200.00
EFT32233	18/12/2025	CLEANAWAY	REFUSE COLLECTION & DISPOSAL, PUBLIC STREET BIN COLLECTION - NOV 25	51,116.79
EFT32234	18/12/2025	CROSS SECURITY SERVICES	QUARTERLY SECURITY MONITORING	135.00
EFT32235	18/12/2025	CATALYSE PTY LTD	COMMUNITY SCORECARD - PRINTING, POSTAGE & 50% FUTYR STRATEGIC PLANNING	46,741.74
EFT32236	18/12/2025	CAFE 48	ELECTED MEMBER INDUCTION & ADMIN MTG REFRESHMENTS	210.00
EFT32237	18/12/2025	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE	132.66
EFT32238	18/12/2025	CHG-MERIDIAN AUSTRALIA PTY LTD	DBK REC CTR - MATRIX FITNESS LEASE	5,587.99
EFT32239	18/12/2025	CLEANAWAY PTY LTD	DBK WASTE MANAGMENT FACILITY - RECYLING	1,258.06
EFT32240	18/12/2025	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE	3,882.28
EFT32241	18/12/2025	CIRCUITWEST	PRODUCTION OF TAKING LIBERTY	3,300.00
EFT32242	18/12/2025	DONNYBROOK NEWSAGENCY	STATIONERY SUPPLIES	3.60
EFT32243	18/12/2025	DONNYBROOK HARDWARE & GARDEN	HARDWARE SUPPLIES - WOOD, SCREWS, ADHESIVE, SANDING SHEETS, SPRAY PAINT, WEEDERS, WATERING CAN, LIGHT GLOBE, RAKE, GARDEN FORK, POLY RISER, TAP ADAPTOR, RESPIRATORS, PLANTS, BAITS, BOLTS, BRUSH, RETIC COMPONENTS, KWIKSET, WINDOW SQUEEGEE - NOV 25	798.82
EFT32244	18/12/2025	DONNYBROOK FRUIT BARN PTY LTD	BFB - DIESEL - NOV 25	348.62
EFT32245	18/12/2025	LIONS CLUB OF DONNYBROOK INC.	COMMUNITY GRANTS	4,000.00

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EFT32246	18/12/2025	DONNYBROOK & DISTRICTS PLUMBING SERVICE	INSTALL TRAFFIC BARRIER AT LEACH DRAINS, REPLACE DAMAGED SEWER LINE, INSTALL NEW PVC PIPES & FITTINGS, UNBLOCK TOILETS	1,683.00
EFT32247	18/12/2025	DONNYBROOK FAMILY BAKERY	MTG REFRESHMENTS	45.00
EFT32248	18/12/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	TYRES, TYRE REPAIRS, HIRE OF LAWN AERATOR	5,233.10
EFT32249	18/12/2025	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - ELECTRICITY & WATER USAGE	1,001.95
EFT32250	18/12/2025	DONNYBROOK FARM SERVICE	POOL CHEMICALS, RETIC COMPONENTS, TAPE, GLOVES	1,864.14
EFT32251	18/12/2025	DONNYBROOK FRESH SUPA IGA	GROCERY SUPPLIES - COUNCIL MTGS, ADMIN, W&S, DBK REC CTR, RANGERS & CITIZENSHIP CEREMONY - NOV 25	1,080.15
EFT32252	18/12/2025	DBCEC (WA) PTY LTD	SUPPLY, LAY & BACKFILL STORMWATER DRAINAGE & INSTALL SUBSOIL DRAINAGE IN EASEMENT, SEPTIC SYSTEM - SUPPLY & DELIVER CLEAN COARSE FILL SAND	73,091.40
EFT32253	18/12/2025	DONNYBROOK FAMILY DOCTORS	PRE-EMPLOYMENT MEDICAL	175.00
EFT32254	18/12/2025	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS	1,851.88
EFT32255	18/12/2025	ELGAS	ANNUAL SERVICE CHARGE	174.90
EFT32256	18/12/2025	ENVIRONMENTAL HEALTH AUSTRALIA LTD	ADVERTISEMENT - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER	220.00
EFT32257	18/12/2025	ECOCYCLE PTY LTD	BLN TRANSFER STATION - REPLACEMENT COFFIN BIN FOR FLURO TUBES	1,650.00
EFT32258	18/12/2025	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL 2ND QUARTER CONTRIBUTION - 25/26	120,803.18
EFT32259	18/12/2025	FIRE RESCUE SAFETY AUSTRALIA	SES REPLACEMENT SLINGS	259.50
EFT32260	18/12/2025	FAIRTEL PTY LTD	PHONE AND NBN SERVICE	159.97
EFT32261	18/12/2025	GALVINS PLUMBING SUPPLIES	SEPTIC SYSTEM PLUMBING MATERIAL - INCLUDING DELIVERY TO SITE	8,656.37
EFT32262	18/12/2025	GHD PTY LTD	DBK WMF - PROPOSAL FOR GROUNDWATER MONITORING 2025	4,202.00
EFT32263	18/12/2025	GOLDEN VALLEY TREE PARK INC	COMMUNITY GRANT	2,200.00
EFT32264	18/12/2025	MOORE AUSTRALIA (WA) PTY LTD	LONG TERM FINANCIAL PLAN - TEMPLATE	5,225.00
EFT32265	18/12/2025	HERSEY'S SAFETY PTY LTD	W&S - PPE, DBK DEPOT - CONSUMABLES	3,099.95
EFT32266	18/12/2025	HASTIE WASTE PTY LTD	DBK WMF & BLN TRANSFER STATION - MANAGEMENT, SERVICING OF FRONTLINE BINS, SUPPLY, PICKUP & DISPOSAL OF HAZIBAG, PROCESSING OF MATTRESSES - NOV 25	41,687.50
EFT32267	18/12/2025	HARVEY FARM SERVICE	BLADES, BELT, SIDE CHUTE	1,034.43
EFT32268	18/12/2025	HARVEY MEDICAL GROUP	MEDICAL EXAMINATION	205.00
EFT32269	18/12/2025	INSTITUTE OF PUBLIC WORKS AND ENGINEERING AUSTRALIA (WA)	IPWEA COUNTRY MEETING	440.00
EFT32270	18/12/2025	INSTANT RACKING	USED LIGHT DUTY CANTILEVER RACKING	600.00
EFT32271	18/12/2025	INFIELD SERVICES PTY LTD	BFB - VEHICLE SERVICES & REPAIRS	20,366.25
EFT32272	18/12/2025	ISHA AUSTRALIA PTY LTD T/A DONNYBROOK HOTEL	STAFF MTG - REFRESHMENTS	3,340.00

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EFT32273	18/12/2025	JACKSON MCDONALD	REVIEW TRIPARTITE AGREEMENT	2,009.70
EFT32274	18/12/2025	JB HI FI	PORTABLE SPEAKER	764.06
EFT32275	18/12/2025	KONE ELEVATORS PTY LTD	VC MITCHELL PARK - PAVILION 1- ANNUAL SERVICING FEE	1,512.49
EFT32276	18/12/2025	LANDGATE CUSTOMER ACCOUNT	TITLE SEARCH	32.60
EFT32277	18/12/2025	LIVING SPRINGS WATER PTY LTD	SPRING WATER	84.00
EFT32278	18/12/2025	LFA FIRST RESPONSE	REPLACEMENT BATTERIES & PADS FOR DEFIB	577.20
EFT32279	18/12/2025	LINDSAY TRANSPORT	FREIGHT CHARGES	198.00
EFT32280	18/12/2025	J LEONHARDT	REFUND OF VEHICLE IMPOUND FEE	220.05
EFT32281	18/12/2025	MALATESTA ROAD PAVING & HOTMIX	CUNDINUP-KIRUP, JAYES & GRIMWADE RD RE-SEAL & SUPPLY OF EMULSION	233,901.74
EFT32282	18/12/2025	METAL ARTWORK BADGES	NAME BADGE	15.84
EFT32283	18/12/2025	L MILLER	REFUND OVERPAYMENT OF RATES	3,367.01
EFT32284	18/12/2025	MANJIMUP MITSUBISHI	COOLANT & OIL FILTER	263.22
EFT32285	18/12/2025	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE ONLINE PLANS	2,520.76
EFT32286	18/12/2025	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	FREIGHT CHARGES	79.65
EFT32287	18/12/2025	R MARSHALL	REFUND STANDPIPE WATER CREDIT	125.00
EFT32288	18/12/2025	MOVAT PTY LTD	MOVAT SOFTWARE HOSTING 2026	250.00
EFT32289	18/12/2025	MUSIC ON MURRAY STREET	BOND REFUND	525.00
EFT32290	18/12/2025	NATURALISTE TURF	BLN OVAL PRECINCT - ANNUAL RENOVATION WORKS	9,746.00
EFT32291	18/12/2025	NESPRESSO AUSTRALIA	COFFEE	440.00
EFT32292	18/12/2025	OFFICEWORKS	STATIONERY SUPPLIES, MONITORS, DOCKING STATION, MOUSE & KEYBOARD, OFFICE DESK & CHAIR	2,809.76
EFT32293	18/12/2025	PRESTON VALLEY IRRIGATION	ANNUAL FIXED WATER RATE	7,650.00
EFT32294	18/12/2025	PRESTON VALLEY MAINTENANCE	REPAIR & INSTALL SHADE SAIL, MOVE BINS, INSTALL RAILS IN TOILETS, PLAYGROUND REPAIRS, PAVING REPAIRS, INSTALL DIGITAL LOCK, REPAIR DAMAGED ACCESS GATE, REPLACE LATCH	6,296.50
EFT32295	18/12/2025	PFD FOOD SERVICE PTY LTD	KIOSK STOCK	327.60
EFT32296	18/12/2025	PRESTON POWER EQUIPMENT	EDGER BLADES, NYLON LINE, AUTOCUT	295.00
EFT32297	18/12/2025	PICTON CIVIL PTY LTD	HIRE OF WATER CART	5,445.00
EFT32298	18/12/2025	PRIME INDUSTRIAL PRODUCTS	BOLTS & NUTS	62.92
EFT32299	18/12/2025	POOLWERX BUNBURY	ROBOTIC CLEANER	5,946.60
EFT32300	18/12/2025	WREN OIL	DBK WMF - PUMP OUT WASTE OIL	363.00
EFT32301	18/12/2025	REPCO - DONNYBROOK	JUMP STARTER, PRIMER, CONDUIT TUBING, UHF BASE & LEAD, SILICONE, RING TERMINALS, ROCKER SWITCH, TOGGLE SWITCH, FUEL & OIL FILTERS	1,807.99
EFT32302	18/12/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	11,459.68
EFT32303	18/12/2025	SPENCER SIGNS	VC MITCHELL PARK - DIRECTIONAL BLADE, BLUE ROAD INFO & CURVED SHIRE LOGO SIGNS, BLN TRANSFER STATION - EXIT SIGN	7,538.30

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EFT32304	18/12/2025	STEWART & HEATON CLOTHING CO. P/L	BFB - PPC CLOTHING	2,390.08
EFT32305	18/12/2025	SOUTHERN LOCK & SECURITY	BLN BOWLING GREEN - SUPPLY & INSTALL CCTV SYSTEM	5,110.00
EFT32306	18/12/2025	STRUCTERRE CONSULTING ENGINEERS	VBFB STATION - ARGYLE/IRISHTOWN - GEOTECHNICAL INVESTIGATION & REPORT	3,995.20
EFT32307	18/12/2025	JBS&G AUSTRALIA PTY LTD	HYDROLOGICAL ADVICE	1,171.50
EFT32308	18/12/2025	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURE BIN PICK UP & DISPOSAL	171.80
EFT32309	18/12/2025	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	VC MITCHELL PARK TENNIS COURT LIGHTING, ADMIN - SUPPLY & INSTALL DBL GPO & DATA POINT	72,719.02
EFT32310	18/12/2025	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILDCARE WORKER	869.05
EFT32311	18/12/2025	SUPAGAS	GAS SUPPLY	50.60
EFT32312	18/12/2025	SULLY CIVIL PTY LTD	SMITH ST & TIMMS ST ROAD UPGRADE	404,311.94
EFT32313	18/12/2025	SCAVENGER SUPPLIES PTY LTD	ALL BRIGADES - PPC	2,926.88
EFT32314	18/12/2025	SOUTHERN CAR CARE	VOLTAGE SENSITIVE RELAY	330.00
EFT32315	18/12/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	2,468.54
EFT32316	18/12/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	336.78
EFT32317	18/12/2025	TIMIAMA NOMINEES PTY LTD	GRAVEL ROYALTY	21,755.27
EFT32318	18/12/2025	TPG NETWORK PTY LTD	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT32319	18/12/2025	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORMS	2,656.56
EFT32320	18/12/2025	TRADEMUTT	PPC - CONVERSATION STARTERS	2,133.00
EFT32321	18/12/2025	UNIVERSITY OF SOUTH AUSTRALIA	NATIONAL BENCHMARKING FOR AQUATIC AND RECREATION CENTRES	269.50
EFT32322	18/12/2025	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	332.45
EFT32323	18/12/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	16,721.42
EFT32324	18/12/2025	SYNERGY	ELECTRICITY CHARGES	25,436.11
EFT32325	18/12/2025	WESTRAC EQUIPMENT PTY LTD	GREASE	478.28
EFT32326	18/12/2025	WORK CLOBBER	W&S PROTECTIVE CLOTHING	1,043.64
EFT32327	18/12/2025	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	30,951.84
EFT32328	19/12/2025	BALINGUP PROGRESS ASSOCIATION	COMMUNITY GRANT	550.00
EFT32329	19/12/2025	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC	2026 COMMUNITY DIRECTORY	825.00
EFT32330	19/12/2025	INFIELD SERVICES PTY LTD	BFB - VEHICLE SERVICES	9,057.87
EFT32331	19/12/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDENING	746.13
EFT32332	19/12/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE CHARGES	34.95
EFT32333	19/12/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	1,546.68
EFT32333A	23/12/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 24.12.25	168,263.65
EFT32333B	23/12/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 24.12.25	48,360.45
			TOTAL: EFT PAYMENTS	2,376,862.69
CHEQUE PAYMENTS				
53846	22/12/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO PLATE	225.00

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 DECEMBER TO 31 DECEMBER 2025

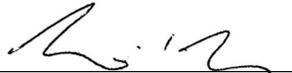
			TOTAL: CHEQUE PAYMENTS	225.00
BANK FEES				
	31/12/2025	BENDIGO	BANK FEES	826.66
	31/12/2025	COMMONWEALTH	BANK FEES	502.62
	31/12/2025	TYRO	BANK FEES	1,302.11
	31/12/2025	PAYPAL	TRANSACTION FEES	8.51
	31/12/2025	EZIDEBIT	TRANSACTION FEES	8.12
	31/12/2025	SPACETOCO	TRANSACTION FEES	3,195.78
			TOTAL: BANK FEES	5,843.80
DIRECT DEBITS				
DD28850.1	10/12/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,624.80
DD28850.2	10/12/2025	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD28850.3	10/12/2025	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	296.36
DD28850.4	10/12/2025	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28850.5	10/12/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28850.6	10/12/2025	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	693.62
DD28850.7	10/12/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	205.97
DD28850.8	10/12/2025	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	105.60
DD28850.9	10/12/2025	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	337.87
DD28850.10	10/12/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28850.11	10/12/2025	TELSTRA SUPERANNUATION SCHEME	EMPLOYEE SUPER DEDUCTIONS	110.45
DD28850.12	10/12/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,272.30
DD28850.13	10/12/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	6,061.66
DD28850.14	10/12/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,744.25
DD28850.15	10/12/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	648.28
DD28850.16	10/12/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	490.73
DD28850.17	10/12/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	614.65
DD28850.18	10/12/2025	MLC NOMINEES PTY LTD	EMPLOYEE SUPER DEDUCTIONS	131.04
DD28850.19	10/12/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	668.43
DD28862.1	14/12/2025	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	1,018.60
DD28870.1	10/12/2025	SPACETOCO PTY LTD	IPWEA COUNTRY CONFERENCE	1,071.00
DD28874.1	24/12/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,168.71
DD28874.2	24/12/2025	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	52.47
DD28874.3	24/12/2025	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	282.31
DD28874.4	24/12/2025	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28874.5	24/12/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	326.82
DD28874.6	24/12/2025	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28874.7	24/12/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	259.43
DD28874.8	24/12/2025	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	127.05
DD28874.9	24/12/2025	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	290.33
DD28874.10	24/12/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28874.11	24/12/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,274.74
DD28874.12	24/12/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,738.26
DD28874.13	24/12/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,727.96
DD28874.14	24/12/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	605.37

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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DD28874.15	24/12/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	446.50
DD28874.16	24/12/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	599.63
DD28874.17	24/12/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	791.56
DD28874.18	24/12/2025	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	358.33
			TOTAL: DIRECT DEBITS	71,450.52
			TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT	2,459,426.66

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 25 February 2026 in accordance with the *Local Government (Financial Management) Regulations 1996* Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.


 Chief Executive Officer

9.2.2 Schedule of Accounts Paid as at 31 January 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 January 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 January 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 \$1,448,710.63.

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.
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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:

- (e) The payee's name; and
- (f) The amount of the payment; and
- (g) The date of the payment; and
- (h) Sufficient information to identify the transaction.

This list of accounts is to be:

- (c) Presented to Council at the next ordinary meeting of the Council after the list is prepared; and
- (d) 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 JANUARY TO 31 JANUARY 2026

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	04/12/2025	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	141.45
	08/12/2025	MICROSOFT	AZURE USAGE CHARGES	288.53
	09/12/2025	MICROSOFT	AZURE USAGE CHARGES	56.21
	09/12/2025	BUNNINGS	CORFLUTE & CAUTION TAPE	66.00
	12/12/2025	ANACONDA	TRAIL CAMERAS	798.00
	21/12/2025	CONNECTTEAM	OPTIONS HUB, ADVANCED PLAN & COMMUNICATIONS HUB	1,437.97
	22/12/2025	BLACKWOOD VALLEY SUITES	ACCOMMODTION - AUSTRALIA DAY AMBASSADOR	200.00
	24/12/2025	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	40.04
	30/12/2025	BENDIGO BANK	CARD FEES	20.00
DD28914.1	14/01/2026		TOTAL: CREDIT CARD PAYMENTS	3,048.20
EFT PAYMENTS				
EFT32334	08/01/2026	HARMONIC IT	MONTHLY MANAGED SERVICES	8,069.60
EFT32335	08/01/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	53.00
EFT32336	08/01/2026	SOUTHWEST FIRE MITIGATION SERVICES	MAF TREATMENT - HIRE OF MECHANICAL EQUIPMENT	3,784.74
EFT32337	08/01/2026	BLACKWOOD RIVER ARTS TRAIL INC	COMMUNITY GRANT	2,000.00
EFT32338	08/01/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32339	08/01/2026	CORSIGN WA	DBK POUND - SIGN	77.00
EFT32340	08/01/2026	DONNYBROOK BUTCHERS	MTG REFRESHMENTS	147.54
EFT32341	08/01/2026	DONNYBROOK COUNTRY CLUB	COMMUNITY GRANT	2,200.00
EFT32342	08/01/2026	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LIBRARY - STATIONERY	260.45
EFT32343	08/01/2026	LEISURE INSTITUTE OF WA AQUATIC (INC.)	LIWA MEMBERSHIP	148.50
EFT32344	08/01/2026	LGIS BROKING - JLT RISK SOLUTIONS PTY LTD	LGISWA REGIONAL RISK COORDINATOR PROGRAM	8,642.70
EFT32345	08/01/2026	PRESTON VALLEY MAINTENANCE	SUPPLY & INSTALL CEILING TILES, INSTALL SPEED DISPLAY SIGNS	4,378.00
EFT32346	08/01/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	5,525.43
EFT32347	08/01/2026	SCOUTS WA	COMMUNITY GRANT	2,200.00
EFT32348	08/01/2026	SEEK LIMITED	ADVERTISEMENT - VACANCY	445.50
EFT32349	08/01/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	448.49
EFT32350	08/01/2026	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORM	293.92
EFT32351	08/01/2026	TANGO INFORMATION TECHNOLOGY PTY LTD	ICT STRATEGY DEVELOPMENT	11,000.00
EFT32352	08/01/2026	SYNERGY	ELECTRICITY CHARGES	1,693.33
EFT32353	08/01/2026	WORK CLOBBER	PPE	647.10
EFT32354	08/01/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	14,162.58
EFT32354A	08/01/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 07.01.26	168,178.02

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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EFT32354B	08/01/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 07.01.26	46,810.00
EFT32355	15/01/2026	HARMONIC IT	MIGRATE PRODUCTION & DR	8,690.00
EFT32356	15/01/2026	ALFS MACHINERY PTY LTD	SUNDRY PLANT - SCREWS, BOLTS, NUTS	183.70
EFT32357	15/01/2026	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	940.80
EFT32358	15/01/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	53.00
EFT32359	15/01/2026	AMITY SIGNS	ROAD SIGN	115.50
EFT32360	15/01/2026	AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	COURSE FEES	9,700.00
EFT32361	15/01/2026	ASK WASTE MANAGEMENT PTY LTD	REVIEW & UPDATE LCMP WITH BIOWINDOW LFG SYSTEM	5,376.25
EFT32362	15/01/2026	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	44.44
EFT32363	15/01/2026	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	959.21
EFT32364	15/01/2026	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	1,478.00
EFT32365	15/01/2026	BDA TREE LOPPING	TREE PRUNING	21,780.00
EFT32366	15/01/2026	BALINGUP LIQUOR & GENERAL STORE	BFB DIESEL	317.42
EFT32367	15/01/2026	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY EMERGENCY HELP MONITORING	448.80
EFT32368	15/01/2026	SCOTT JAMES BARTHOLOMEW	MAF TREATMENT - CHEMICAL WORKS	3,394.00
EFT32369	15/01/2026	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	SERVICE CHARGES - MONTHLY ACCESS FEE & SIP	928.09
EFT32370	15/01/2026	BRIGHTMARK GROUP PTY LTD	CLEANING - DEC 25	19,264.73
EFT32371	15/01/2026	BLUE STEEL ROOFING	KIRUP PUBLIC HALL - ROOF COVER REPLACEMENT PROJECT	30,000.00
EFT32372	15/01/2026	D BISHOP	REFUND OVERPAYMENT OF RATES	805.38
EFT32373	15/01/2026	DUG CROSS ELECTRICS	INSTALLATON OF LIGHTS, DBK SCOUT HALL & DBK HALL	1,715.00
EFT32374	15/01/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32375	15/01/2026	COMBINED TEAM SERVICES	HSR COURSE	2,330.00
EFT32376	15/01/2026	CORSIGN WA	TRAFFIC CONES & SIGNS	900.90
EFT32378	15/01/2026	DONNYBROOK FRUIT BARN PTY LTD	BFB DIESEL - DEC 25	264.25
EFT32379	15/01/2026	DONNYBROOK FAMILY BAKERY	MTG REFRESHMENTS	110.00
EFT32380	15/01/2026	DONNYBROOK FARM SERVICE	BORE PUMP, FERTILISER, RETIC COMPONENTS, POOL CHEMICALS, PINE POSTS, PLUG	6,038.31
EFT32381	15/01/2026	DONNYBROOK PLAYCENTRE INC (PLAYGROUP)	COMMUNITY GRANT	2,000.00
EFT32382	15/01/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT32383	15/01/2026	DBCEC (WA) PTY LTD	SUPPLY & DELIVERY OF GRAVEL	1,041.15
EFT32384	15/01/2026	DONNYBROOK MENS SHED (INC)	VCMP - MANUFACTURE & SUPPLY OFFICE CUPBOARD	1,470.00
EFT32385	15/01/2026	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTONS	1,647.13
EFT32386	15/01/2026	EMERG SOLUTIONS PTY LTD	BART SUBSCRIPTION	1,624.00

SHIRE OF DONNYBROOK BALINGUP
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PAYMENTS FROM 1 JANUARY TO 31 JANUARY 2026

EFT32387	15/01/2026	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	159.97
EFT32388	15/01/2026	HASTIE WASTE PTY LTD	DBK WMF & BLN TRANSFER STATION - MONTHLY MANAGEMENT, PROCESSING OF MATTRESSES, SERVICING OF SKIP BINS	41,683.50
EFT32389	15/01/2026	HART SPORT	POOL EQUIPMENT	161.45
EFT32390	15/01/2026	HARVEY FARM SERVICE	BELT	226.95
EFT32391	15/01/2026	HYDRAULINK SOUTH WEST	SIDE TIPPER HOSE, LABOUR & FITTING	574.45
EFT32392	15/01/2026	HOCKING PLANNING & ARCHITECTURE PTY LTD	LOCAL HERITAGE SURVEY	7,260.00
EFT32393	15/01/2026	INFIELD SERVICES PTY LTD	UPDATE LIGHTS TO LED & REPLACE FAULTY ALTERNATOR	3,656.95
EFT32394	15/01/2026	JOMAR (WA) PTY LTD	BRIDGE REPAIRS	36,382.50
EFT32395	15/01/2026	JAMBOP MUSIC AND DANCE	DBK LIBRARY - DELIVERY OF DANCE & STORYTIME CLASSES	1,160.00
EFT32396	15/01/2026	KMART - EATON 1235	DBK REC CTR - CHRISTMAS DECORATIONS	113.00
EFT32397	15/01/2026	MALATESTA ROAD PAVING & HOTMIX	EMULSION	720.00
EFT32398	15/01/2026	MAINLINE PLUMBING	DBK TRANSIT PARK - UNBLOCK DUMP POINT	228.03
EFT32399	15/01/2026	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE PLANS - DEC 25	2,636.33
EFT32400	15/01/2026	NOGGERUP HALL ASSOCIATION INC.	AUSTRALIA DAY BREAKFAST	500.00
EFT32401	15/01/2026	OFFICEWORKS	STATIONERY SUPPLIES	483.51
EFT32402	15/01/2026	OFFICE OF THE AUDITOR GENERAL	ANNUAL FINANCIAL AUDIT - 30 JUNE 2025	46,970.00
EFT32403	15/01/2026	PRESTON PRESS	COMMUNITY GRANT	2,200.00
EFT32404	15/01/2026	PRESTON VALLEY MAINTENANCE	REPLACE DAMAGED CEILING & CLADDING, SECURE LOOSE BOARDS, REPAIR OVAL FENCING, INSTALL CHIMNEY STRAP, REPAIR DOORS, INSTALL DOOR HARDWARE, INSTALL SIGN, REPLACE NOTICE BOARD LOCKS, SECURE SIGN TO WALL, INSTALL KEY LOCK BOX, REPLACE HINGES ON METERBOX	10,164.00
EFT32405	15/01/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	8,420.38
EFT32406	15/01/2026	SPENCER SIGNS	BFB NAME STICKERS	278.63
EFT32407	15/01/2026	STEWART & HEATON CLOTHING CO. P/L	BFB - PPE	384.11
EFT32408	15/01/2026	SOUTHERN LOCK & SECURITY	ALARM MONITORING	745.00
EFT32409	15/01/2026	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS	1,093.33
EFT32410	15/01/2026	SOUTH WEST SEPTICS	VC MITCHELL PARK - PAVILION 1- ANNUAL GREASE TRAP SERVICING	726.00
EFT32411	15/01/2026	SEEK LIMITED	ADVERTISEMENT - VACANCY	456.50
EFT32412	15/01/2026	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURE BIN PICKUP & DISPOSAL	110.51
EFT32413	15/01/2026	SUPAGAS	GAS SUPPLY	50.60
EFT32414	15/01/2026	S STONE	REFUND OF OVERPAYMENT OF CTF	124.00
EFT32415	15/01/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	2,412.51

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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EFT32416	15/01/2026	TEAM GLOBAL EXPRESS PTY LTD	FRIEGHT CHARGES	336.20
EFT32417	15/01/2026	TOTALLY WORKWEAR BUNBURY	UNIFORMS	506.96
EFT32418	15/01/2026	TELAIR PTY LTD	NBN SERVICES - DEC 25	678.90
EFT32419	15/01/2026	TINT CITY	SUPPLY & INSTALL REFLECTIVE WINDOW TINT	1,192.00
EFT32420	15/01/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	96.96
EFT32421	15/01/2026	VASSE AUTOMOTIVE PTY LTD	VEHICLE SERVICE	580.00
EFT32422	15/01/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	119.31
EFT32423	15/01/2026	SYNERGY	ELECTRICITY CHARGES	16,130.90
EFT32424	15/01/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	DELIVERY OF COURTESY SPEED DISPLAY SIGNS	117.82
EFT32425	15/01/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	1,681.89
EFT32426	15/01/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	8,726.10
EFT32427	15/01/2026	N WALKER	REFUND OVERPAYMENT OF RATES	252.00
EFT32428	15/01/2026	WOMEN IN TOUCH	COMMUNITY GRANT	900.00
EFT32429	15/01/2026	EVENTS WEST WA	AUSTRALIA DAY - PARTY HIRE, MARQUEES, POWER, SOUND & ENTERTAINMENT	9,400.16
EFT32430	15/01/2026	YABBERUP COMMUNITY ASSOCIATION INC.	COMMUNITY GRANT	2,000.00
EFT32430A	22/01/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 21.01.26	166,190.16
EFT32430B	22/01/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 21.01.26	48,641.00
EFT32431	29/01/2026	HARMONIC IT	BUILD & DEPLOY IT FLEET, MONTHLY MANAGED SERVICES	42,365.40
EFT32432	29/01/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	53.00
EFT32433	29/01/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	135.56
EFT32434	29/01/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	HYDRAULIC CYLINDER	6,600.00
EFT32435	29/01/2026	AGTRAC MACHINERY	TRANS HYDRAULIC FLUID, BLADE, CARTRIDGE OIL & FILTERS	495.44
EFT32436	29/01/2026	AFLEX TECHNOLOGY (NZ) LIMITED	POOL INFLATABLES	1,534.50
EFT32437	29/01/2026	AUSSIE TELECOM PTY LIMITED	DEEP FREEZE CLOUD BASIC SUBSCRIPTION	410.02
EFT32438	29/01/2026	BUNNINGS GROUP LIMITED	GUIDEPOST INSTALLIATION EQUIPMENT	2,158.07
EFT32439	29/01/2026	BANKS PEST AND WEED CONTROL	TERMITE TREATMENT	412.50
EFT32440	29/01/2026	BOLINDA PUBLISHING PTY LTD	LARGE PRINT BOOK	53.46
EFT32441	29/01/2026	BLUE STEEL ROOFING	KIRUP PUBLIC HALL - ROOF COVER REPLACEMENT PROJECT	6,575.00
EFT32442	29/01/2026	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - DEC 25	21,440.89
EFT32443	29/01/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32444	29/01/2026	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYLING - DEC 25	1,053.50

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

EFT32445	29/01/2026	CLEANAWAY	KERBSIDE BIN COLLECTION - GENERAL WASTE - DEC 25	65,851.30
EFT32446	29/01/2026	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE	472.18
EFT32447	29/01/2026	CRANEFORD PLUMBING PTY LTD	RESOLVE SEWER PUMP ISSUES	847.00
EFT32448	29/01/2026	CLEANAWAY PTY LTD	DBK WMF - RECYCLING - DEC 25	1,450.18
EFT32449	29/01/2026	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE - DEC 25	3,978.11
EFT32450	29/01/2026	DONNYBROOK HARDWARE & GARDEN	PLANTS, PPE, BRASS FITTING, WATER JUG, SECATEURS, POWER BOARD, CAN CRUSHER, EXTENSION LEAD, SOLENOID, CABLE TIES, TIMERS, TAP CONTROLLER, BATTERIES, PLIERS, SCREWDRIVER, CEMENT	1,159.21
EFT32451	29/01/2026	DONNYBROOK BUTCHERS	AUSTRALIA DAY BREAKFAST - GROCERIES, MTG REFRESHMENTS	677.75
EFT32452	29/01/2026	DONNYBROOK FRUIT BARN PTY LTD	AUSTRALIA DAY BREAKFAST - GROCERIES	280.71
EFT32453	29/01/2026	TYRES AND MORE DONNYBROOK	TYRES	670.00
EFT32454	29/01/2026	DONNYBROOK FRESH SUPA IGA	BFB - TRAINING REFRESHMENTS & RESTOCK OF GRAB BAGS, ADMIN, DBK REC CTR & W&S - GROCERIES, MTG REFRESHMENTS	1,112.18
EFT32455	29/01/2026	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	BOOKINGS COLLECTED ON BEHALF OF CLUB - AS PER MANAGEMENT AGREEMENT	1,766.84
EFT32456	29/01/2026	DONNYBROOK CWA	COMMUNITY GRANT	2,000.00
EFT32457	29/01/2026	DONNYBROOK COMMUNITY RESOURCE CENTRE	COMMUNITY GRANT	3,300.00
EFT32458	29/01/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT32459	29/01/2026	DBCEC (WA) PTY LTD	VC MITCHELL CARPARK UPGRADE	40,661.60
EFT32461	29/01/2026	T GILLESPIE	REFUND OF CAT TRAP HIRE	100.00
EFT32462	29/01/2026	MOORE AUSTRALIA (WA) PTY LTD	2026 WA LOCAL GOVERNMENT ANNUAL BUDGET WORKSHOP	2,376.00
EFT32463	29/01/2026	HOST CORPORATION PTY LTD	KITCHEN EQUIPMENT	1,711.16
EFT32464	29/01/2026	SKIPPERS PLUMBING SERVICES	STANDPIPE MAINTENANCE	1,590.86
EFT32465	29/01/2026	HELIOS SALINGER PTY LTD	WA PUBLIC SECTOR COMPLIANCE KIT & PRIVACY AWARENESS TRAINING	1,815.00
EFT32466	29/01/2026	J HARCOURT	REIMBURSEMENT - MEAL & PARKING	45.78
EFT32467	29/01/2026	M HAZELDINE	REIMBURSEMENT - PROFESSIONAL MEMBERSHIP RENEWAL	888.00
EFT32468	29/01/2026	INFIELD SERVICES PTY LTD	REPLACE FAULTY SHUT OFF SOLENOID, DIAGNOSE CHARGING ISSUE, REPAIR VALVE & TYRE INFLATOR, REPAIR FLAT TYRE/RIM	3,762.00
EFT32469	29/01/2026	LIVING SPRINGS WATER PTY LTD	BOTTLED SPRING WATER	42.00
EFT32470	29/01/2026	METRO COUNT	ROAD COUNTER PIPING & BATTERIES	264.00
EFT32471	29/01/2026	OFFICEWORKS	STATIONERY SUPPLIES	638.18

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

EFT32472	29/01/2026	PRESTON VALLEY MAINTENANCE	CEILING DAMAGE REPAIRS, REPAIR TOILET SEAT, GATE LATCH, BENCH SEAT, REMOVE SKYLIGHT GRILLE & INSTALL CUSTOM MANHOLE COVER, SUPPLY & INSTALL TIMBER TRIM, REPLACE PRIVACY SNIBS, EXCAVATE SOIL FROM BUILDING FOOTINGS, CLEAR STORMWATER DRAIN, INSTALL TIMBER RETAINING IN GARDEN BEDS	6,556.00
EFT32473	29/01/2026	PRESTON POWER EQUIPMENT	FAN HOUSING, BLADE SET	146.00
EFT32474	29/01/2026	PICTON CIVIL PTY LTD	WATER CART HIRE	7,920.00
EFT32475	29/01/2026	PROCUREMENT PLUS	CONTRACT MANAGEMENT FRAMEWORK DOCUMENT	2,577.30
EFT32476	29/01/2026	L PIPER	REFUND SWIMMING LESSONS	145.98
EFT32477	29/01/2026	P BARBETTI	REFUND OVERPAYMENT OF RATES	2,717.84
EFT32478	29/01/2026	HOLCIM (AUSTRALIA) PTY LTD	SEALING AGGREGATE	909.38
EFT32479	29/01/2026	REGIONAL DEVELOPMENT AUSTRALIA SOUTH WEST	REMPAN 2026 - CONTRIBUTION TOWARDS THE PROVISION OF ECONOMIC & COMMUNITY PROFILING FOR THE SOUTH WEST	660.00
EFT32480	29/01/2026	REPCO - DONNYBROOK	TRANS & HYDRAULIC OIL, COUPLER, EXTENSIONS, BRAKE CLEANER, OIL FILTERS, CONNECTORS, BLADE FUSES, NUTS, SCREWS, WASHERS, PUMP	761.05
EFT32481	29/01/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	8,673.21
EFT32482	29/01/2026	RTV COMPUTERS PTY LTD	LAPTOP	2,475.00
EFT32483	29/01/2026	SURVCON PTY LTD	FEATURE SURVEY	7,150.00
EFT32484	29/01/2026	SEEK LIMITED	ADVERTISEMENTS - STAFF VACANCIES	1,314.50
EFT32485	29/01/2026	SAPIO PTY LTD	REPAIR CCTV CAMERA	324.02
EFT32486	29/01/2026	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILDD CARE WORKER	869.05
EFT32487	29/01/2026	SULLY CIVIL PTY LTD	SMITH ST & TIMMS ST - ROAD UPGRADE	156,051.61
EFT32488	29/01/2026	SCAVENGER SUPPLIES PTY LTD	BFB - PPC	770.50
EFT32489	29/01/2026	SOUTHAMPTON HOMESTEAD AND FARM	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	510.00
EFT32490	29/01/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	242.92
EFT32491	29/01/2026	TROPHIES WEST	RIBBONS & ENGRAVED RIBBONS	287.80
EFT32492	29/01/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	120.50
EFT32493	29/01/2026	TIMBER INSIGHT PTY LTD	BRIDGES - PREVENTATIVE MAINTENANCE WORKS	34,700.82
EFT32494	29/01/2026	THE PRINT SHOP BUNBURY	PRINTING - TIMESHEETS	786.50
EFT32495	29/01/2026	TPG NETWORK PTY LTD	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT32496	29/01/2026	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORMS	344.13
EFT32497	29/01/2026	T & R CONTRACTING PTY LTD	HIRE OF CAT DOZER TO TRACK FIRE	2,310.00
EFT32498	29/01/2026	THINK WATER CAPES REGION	SOLENOID COIL & SPRINKLERS	1,500.11
EFT32499	29/01/2026	SYNERGY	ELECTRICITY CHARGES	6,017.27
EFT32500	29/01/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	560.63

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

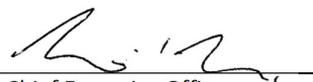
EFT32501	29/01/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	9,350.16
EFT32502	29/01/2026	WESTSPAN SHEDS	VC MITCHELL - STORAGE SHED	42,659.29
EFT32503	29/01/2026	YABBERUP COMMUNITY ASSOCIATION INC.	AUSTRALIA DAY EVENT 2026	500.00
			TOTAL: EFT PAYMENTS	1,361,537.08
CHEQUE PAYMENTS				
53847	06/01/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO PLATE	225.00
53848	23/01/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO PLATE	225.00
			TOTAL: CHEQUE PAYMENTS	450.00
BANK FEES				
	31/01/2026	BENDIGO	BANK FEES	466.45
	31/01/2026	COMMONWEALTH	BANK FEES	140.66
	31/01/2026	TYRO	BANK FEES	939.69
	31/01/2026	PAYPAL	TRANSACTION FEES	30.24
	31/01/2026	EZIDEBIT	TRANSACTION FEES	53.22
	31/01/2026	SPACETOCO	TRANSACTION FEES	2,119.76
			TOTAL: BANK FEES	3,750.02
DIRECT DEBITS				
DD28894.1	07/01/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	19,820.27
DD28894.2	07/01/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	354.19
DD28894.3	07/01/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	327.01
DD28894.4	07/01/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	566.14
DD28894.5	07/01/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	262.24
DD28894.6	07/01/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	138.93
DD28894.7	07/01/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	327.66
DD28894.8	07/01/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	345.24
DD28894.9	07/01/2026	TELSTRA SUPERANNUATION SCHEME	EMPLOYEE SUPER DEDUCTIONS	110.45
DD28894.10	07/01/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,291.72
DD28894.11	07/01/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,818.70
DD28894.12	07/01/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,645.17
DD28894.13	07/01/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	469.53
DD28894.14	07/01/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	394.16
DD28894.15	07/01/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	680.37
DD28894.16	07/01/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	504.66
DD28894.17	07/01/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	747.22
DD28917.1	14/01/2026	SHERIFF'S OFFICE	LODGEMENT FEES - UNPAID INFRINGEMENTS	265.50
DD28923.1	15/01/2026	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	1,018.60
DD28925.1	21/01/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,645.92
DD28925.2	21/01/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	293.80
DD28925.3	21/01/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28925.4	21/01/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	326.64
DD28925.5	21/01/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	260.31

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

DD28925.6	21/01/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	145.20
DD28925.7	21/01/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	340.17
DD28925.8	21/01/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	326.70
DD28925.9	21/01/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,330.95
DD28925.10	21/01/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,656.25
DD28925.11	21/01/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	2,042.87
DD28925.12	21/01/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	464.00
DD28925.13	21/01/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	497.47
DD28925.14	21/01/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	844.55
DD28925.15	21/01/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	582.22
DD28925.16	21/01/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	346.79
DD28936.1	23/01/2026	WA TREASURY CORPORATION	LOAN - GUARANTEE FEES	10,407.09
			TOTAL: DIRECT DEBITS	79,925.33
			TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT	1,448,710.63

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 25 February 2026 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.


 Chief Executive Officer

9.2.3 Monthly Financial Report for the period ending 31st of December 2025

Report Details:

Prepared by: Manager Financial Services

Manager: Acting Director Finance & Corporate

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

Attachment(s):

9.2.3(1) Monthly Financial Report for period ending 31st of December 2025

9.2.3(2) Local Government Financial Indicator

Executive Recommendation

That Council receive the Monthly Financial Report for the period ending 31st of December 2025 as per Attachment 9.2.2(1) and a summary of the Shire's Local Government Financial Indicator.

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 December 2025.

Background

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

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

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

At its Special Meeting of Council on 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

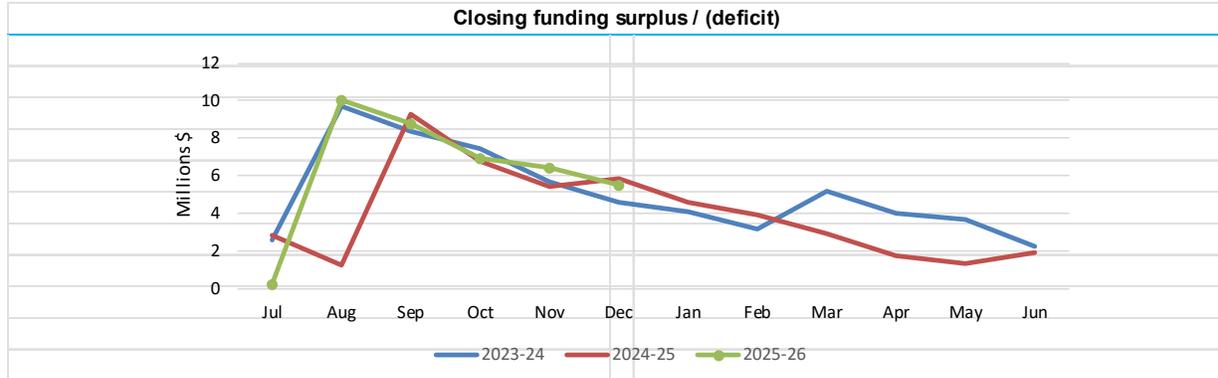
The Shire's Executive Team, Department Managers and Finance staff monitor the Shire's monthly revenue and expenditure.

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 adopted by Council.

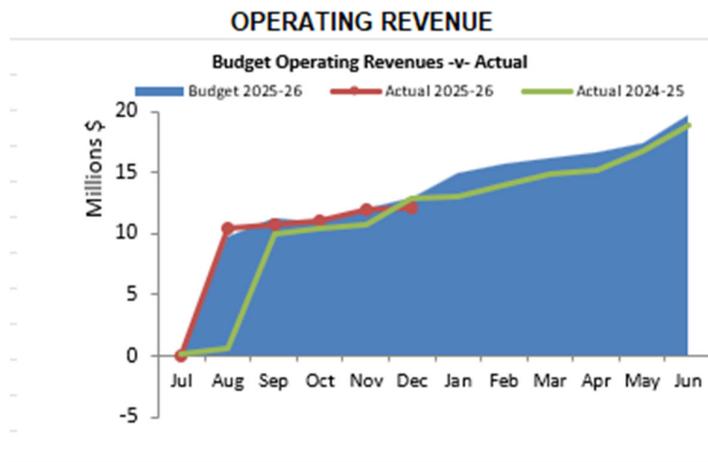
The Shire’s surplus after imposition of rates was \$5,509,381 which is higher than the year-to-date budgeted surplus of \$4,417,018.



Operating Activities

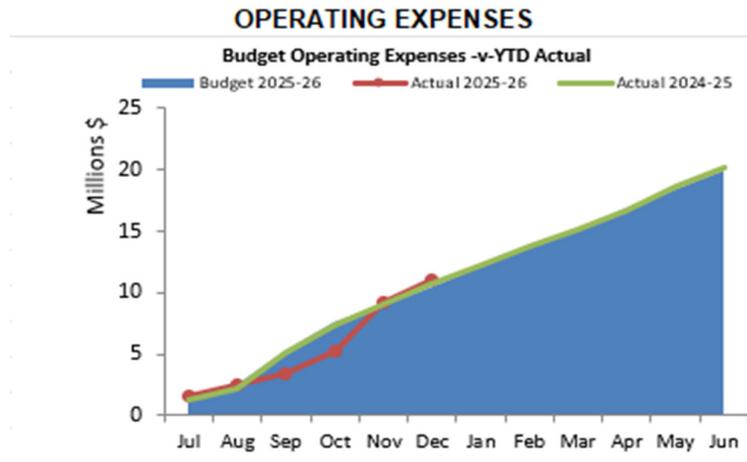
Revenue was \$12,054,289 which is greater than budget estimates. Key areas include:

- Operating grants, subsidies, and contributions is 19.80% higher than budget estimates.
- Fees and charges was slightly higher by 1.68% than budget estimates.



Expenditure was \$11,004,191 being 3.83% higher than budget estimates. Key areas include:

- Employee costs 2.62% higher than budget estimates mainly due to large leave entitlements being paid.
- Utility charges 11.16% lower than budget – refer to note 3 for explanation in the attached monthly financial report.
- Finance costs 29.26% lower than budget estimates due to timing.

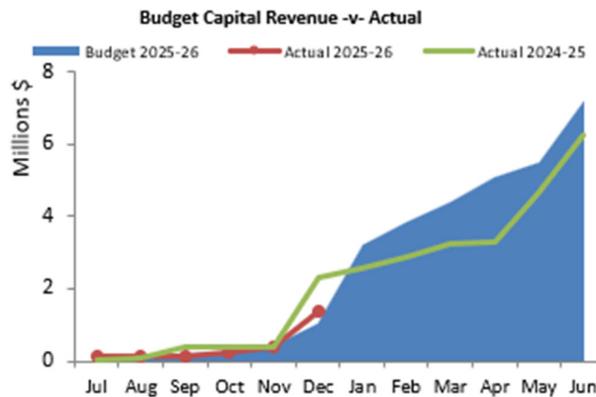


Investing Activities

Inflows from investing activities was \$1,509,955 and is 41.91% above the YTD budget estimates. Key contributors include:

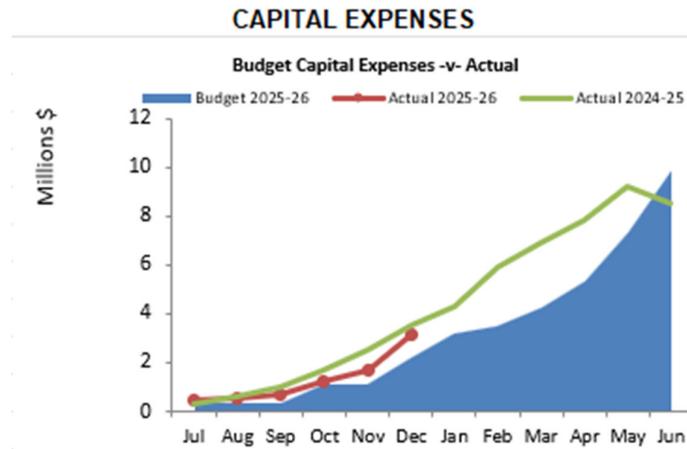
- Proceeds from capital grants, subsidies, and contributions: \$1,419,940 being 40.73% above budget - refer to note 3 for explanation in the attached monthly financial report.
- Proceeds from disposal of assets \$75,545 being 86.32% above budget - refer to note 3 for explanation in the attached monthly financial report.

CAPITAL REVENUE



Outflows from investing activities was \$3,129,780 and is 0.40% below the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment \$995,010 and is 3.88% below budget.
- Payments for construction of infrastructure was \$2,134,770 and is 1.31% above budget.



In addition, a summary of the Shire’s Local Government Financial Indicator has been included within the attachments as an indicator of the Council’s financial health.

The Department of Local Government, Industry Regulation and Safety are collecting financial data on local governments to assess their financial health and publishing it annually on the MyCouncil website, the website gives users an insight into the financial health of Western Australian Local Governments though four key ratios, the LGFI gives point in time insights to a local governments ability to:

- Meet its short-term financial obligations (liquidity)
- Fund its longer-term financial obligations (solvency)
- Access funding (either internal or external) to deliver services and maintain infrastructure (financial flexibility)

The 2024 results have just been calculated with the Shire of Donnybrook-Balingup getting an LGFI score of 100 which is the best score possible. The benchmark for local Governments to achieve as an indicator of financial stability is 70. The following table is the LGFI scores for the Shire of Donnybrook-Balingup for the last five years.

Donnybrook Balingup Shire				
FY2020	FY2021	FY2022	FY2023	FY2024
82	92	92	82	100

Staff have assessed the current years financial data for the 2025 financial year, with the expected score being 87, which is a great result for Council. Please see [Attachment 9.2.3\(2\)](#) for full details on the previous five years.

9.2.4 Monthly Financial Report for the period ending 31st of January 2026

Report Details:

Prepared by: Manager Financial Services

Manager: Director Finance & Community

File Reference: Nil

Voting Requirement: Simple Majority

Attachment(s):

9.2.4(1) Monthly Financial Report for period ending 31st of January 2026

Executive Recommendation

That Council receive the Monthly Financial Report for the period ending 31st of January 2026 as per Attachment 9.2.4(1).

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

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 January 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

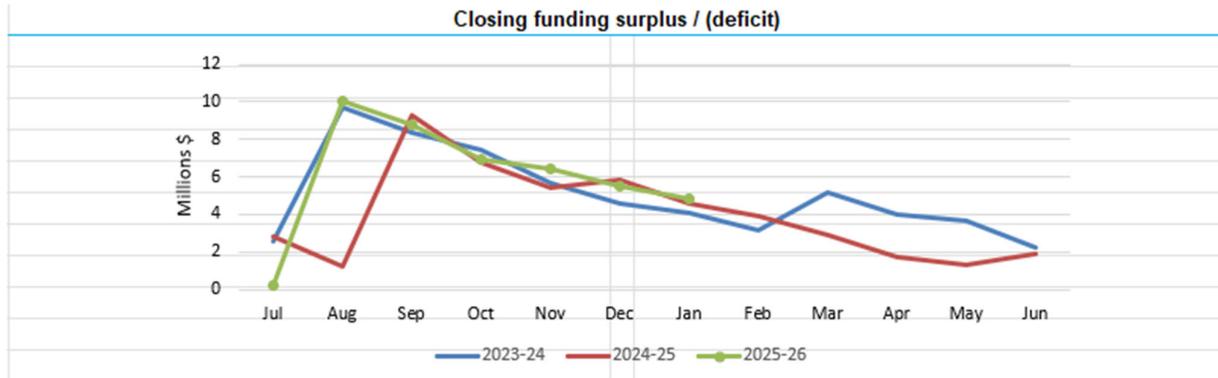
The Shire's Executive Team, Department Managers and Finance staff monitor the Shire's monthly revenue and expenditure.

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 adopted by Council.

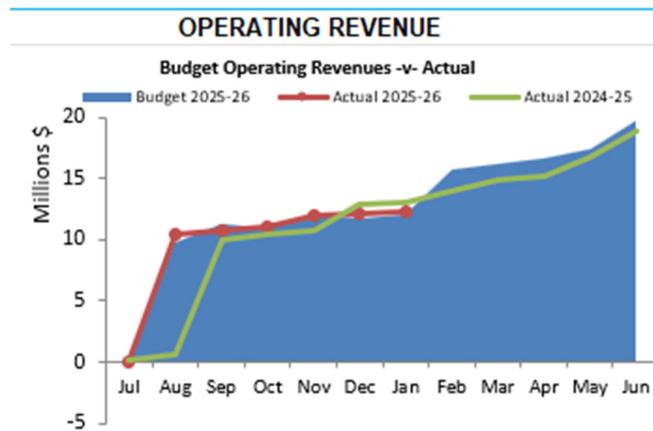
The Shire’s surplus after imposition of rates was \$4,795,259 which is higher than the year-to-date budgeted surplus of \$3,761,408.



Operating Activities

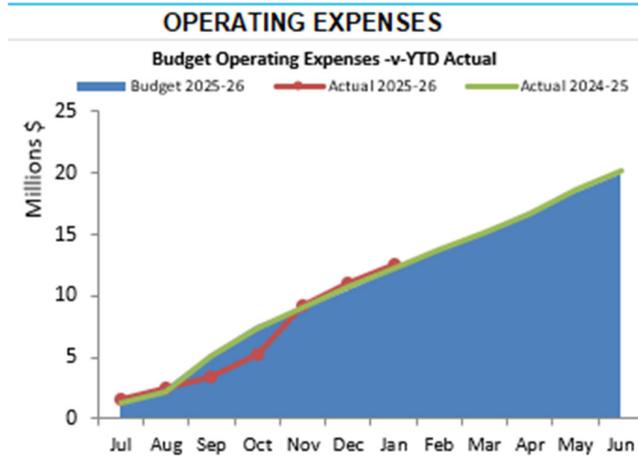
Revenue was \$12,341,578 which is greater than budget estimates. Key areas include:

- Operating grants, subsidies, and contributions is 18.33% higher than budget estimates.
- Fees and charges was slightly higher by 2.29% than budget estimates.



Expenditure was \$12,597,888 being 3.68% higher than budget estimates. Key areas include:

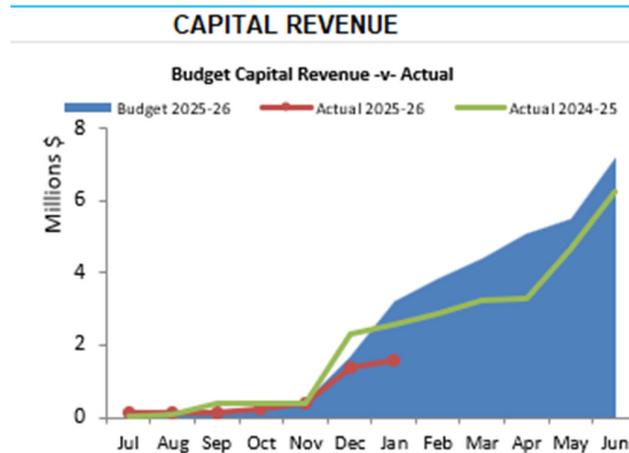
- Employee costs 2.31% higher than budget estimates mainly due to large leave entitlements being paid.
- Utility charges 16.20% lower than budget – refer to note 3 for explanation in the attached monthly financial report.
- Finance costs 29.66% lower than budget estimates due to timing differences.



Investing Activities

Inflows from investing activities was \$1,748,483 and is 4.38% above the YTD budget estimates. Key contributors include:

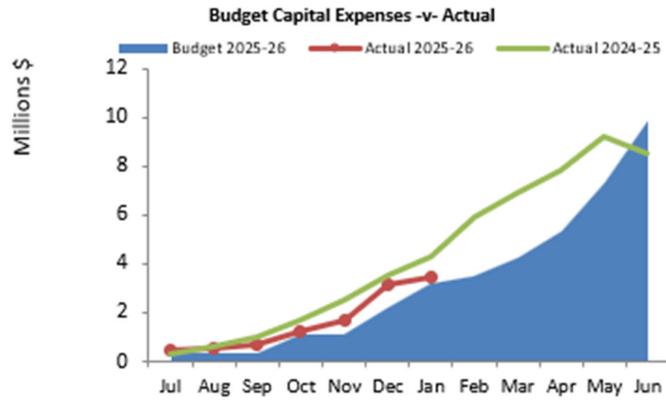
- Proceeds from capital grants, subsidies, and contributions: \$1,656,133 being 2.37% above budget - refer to note 3 for explanation in the attached monthly financial report.
- Proceeds from disposal of assets \$75,545 being 86.32% above budget - refer to note 3 for explanation in the attached monthly financial report.



Outflows from investing activities was \$3,452,984 and is 7.27% below the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment \$1,022,517 and is 16.75% below budget.
- Payments for construction of infrastructure was \$2,430,466 and is 2.60% below budget.

CAPITAL EXPENSES



9.2.5. Annual Review of Asset Management Plans and Financial Informing Plans 2026/27

Report Details:

Prepared by: Manager Finance Projects

Manager: Colin Young, Director Finance and Community

File Reference: FNC 10/2

Voting Requirement: Simple Majority

Attachment(s):

- 9.2.5(1) Asset Management Plan (Consolidated) - 2026/27
- 9.2.5(2) Asset Management Plan - Parks & Reserves 2026/27
- 9.2.5(3) Asset Management Plan – Buildings 2026/27
- 9.2.5(4) Asset Management Plan – Vehicles 2026/27
- 9.2.5(5) Asset Management Plan – Roads and Transport 2026/27
- 9.2.5(6) Asset Management Plan – Bridges 2026/27
- 9.2.5(7) Reserve Fund Plan 2026/27
- 9.2.5(8) Borrowings Plan 2026/27
- 9.2.5(9) Rating Objectives Strategy

Executive Recommendation

That Council

1. **Endorse the 2026/27 annual review of the following financial informing plans**
 - a. **Asset Management Plan (Consolidated) - 2026/27**
 - b. **Asset Management Plan - Parks & Reserves 2026/27**
 - c. **Asset Management Plan – Buildings 2026/27**
 - d. **Asset Management Plan – Vehicles 2026/27**
 - e. **Asset Management Plan – Roads and Transport 2026/27**
 - f. **Asset Management Plan – Bridges 2026/27**
 - g. **Reserve Fund Plan 2026/27**
 - h. **Borrowings Plan 2026/27**
 - i. **Rating Objectives Strategy**

2. **Direct the Chief Executive Officer to use the endorsed plans to inform and guide development of the Long Term Financial Plan and Annual Budget.**

Strategic Alignment

Endorsing the review of the 2026/27 financial informing plans will meet the following objectives of the Shire of Donnybrook Balingup Council Plan.

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

Outcome: 11 - Strong, visionary leadership.

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

Item: Nil.

Executive Summary

Council is requested to review and endorse the annual review of Council's financial informing plans. The review is undertaken annually to inform the,

- a) Long Term Financial Plan
- b) Annual Budget.

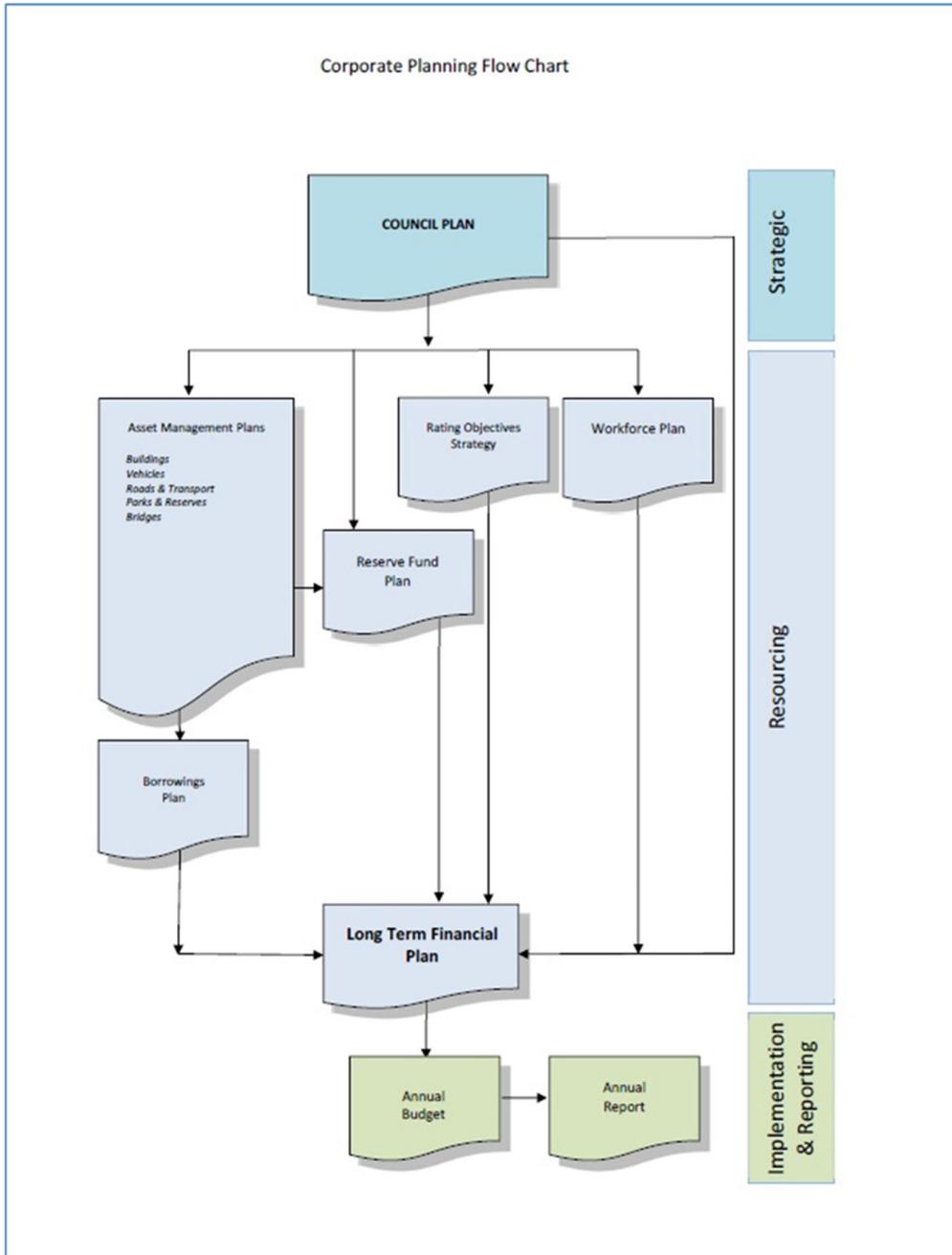


FIGURE 1

Background

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

Past reviews of local government in WA found serious performance and sustainability issues in the sector, in particular:

- Strategic planning systems that did not deliver accountable and measurable linkages between community aspirations, financial capacity and practical service delivery
- Financial planning systems that failed to accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future
- Asset management systems lacking the rigour of process and integrity of data to accurately reflect true asset management costs
- General lack of a formal approach to workforce planning across the sector

IPR addresses these concerns with processes to:

- Ensure community input is explicitly and reliably generated and informs the long- and medium-term objectives of the local government
- Identify the resourcing required to deliver the plans and enable rigorous and transparent prioritisation within resource constraints before finalising the plans

A suite of financial planning systems has been developed and implemented that;

- a) More accurately determine the Shire's capability to deliver services and manage its asset portfolio that can sustain our community into the future
- b) More accurately determine the cost of managing the Shire's asset portfolio
- c) More accurately determine the cost of delivering services to the community
- d) More accurately determine the contribution residents and users should make to the cost of services & facilities.

A key objective of the financial planning framework is realigning the underlying foundation of the Annual Budget to respond to these matters to improve the long-term financial sustainability for the Shire.

These plans are developed upon the assumption of the continuation of existing services and service levels. In other words, the underlying assumption of 'business as normal'. When organisational strategies are developed to the contrary, asset plans and financial informing plans are amended accordingly in the annual review process.

Asset Management Plans

Asset Management Plan (Consolidated) (Attachment 9.2.5(1))

This document provides a strategic overview and consolidated financial summary of Council's asset management planning. It additionally identifies future objectives to continually mature and improve Council's asset management framework to enhance available information for strategic decision making.

Asset Management Plan – Parks & Reserves (Attachment 9.2.5(2))

Parks and Reserves comprise numerous items of built or installed depreciable equipment and infrastructure. These assets deteriorate over time and require a program of cyclical replacement at the end of economic life.

The program of renewal works within this plan has been updated and sourced from independent revaluations and asset condition assessments of park & reserve infrastructure undertaken in 2022.

This plans for the timing and financing of

- a) Development works
- b) Replacement of aged infrastructure
- c) Major maintenance of infrastructure

The following future borrowings for park infrastructure are identified.

Year		Amount
2036/37	Apple Funpark - Equipment Renewal	\$1,433,486

TABLE 1

It is identified that the long term sustainable annual own source funding level for the Parks & Reserves asset class is as follows:

Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41
300,000	300,000	350,000	400,000	450,000	500,000	550,000	600,000	625,000	625,000	625,000	625,000	625,000	625,000	625,000	625,000

TABLE 2

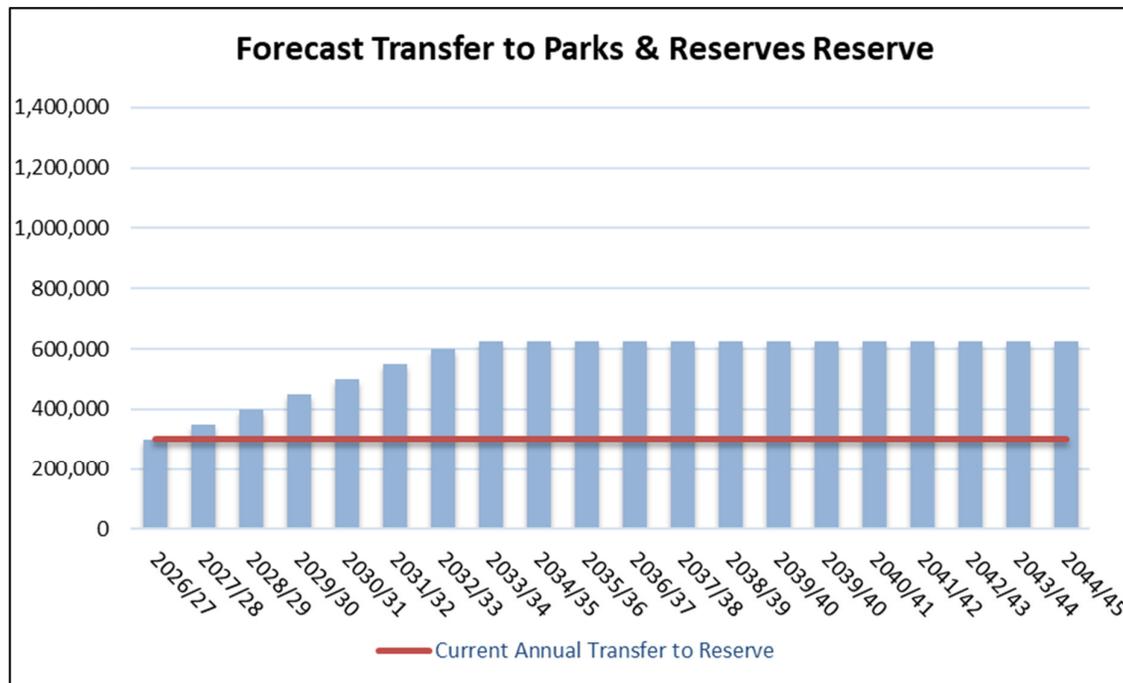


FIGURE 2

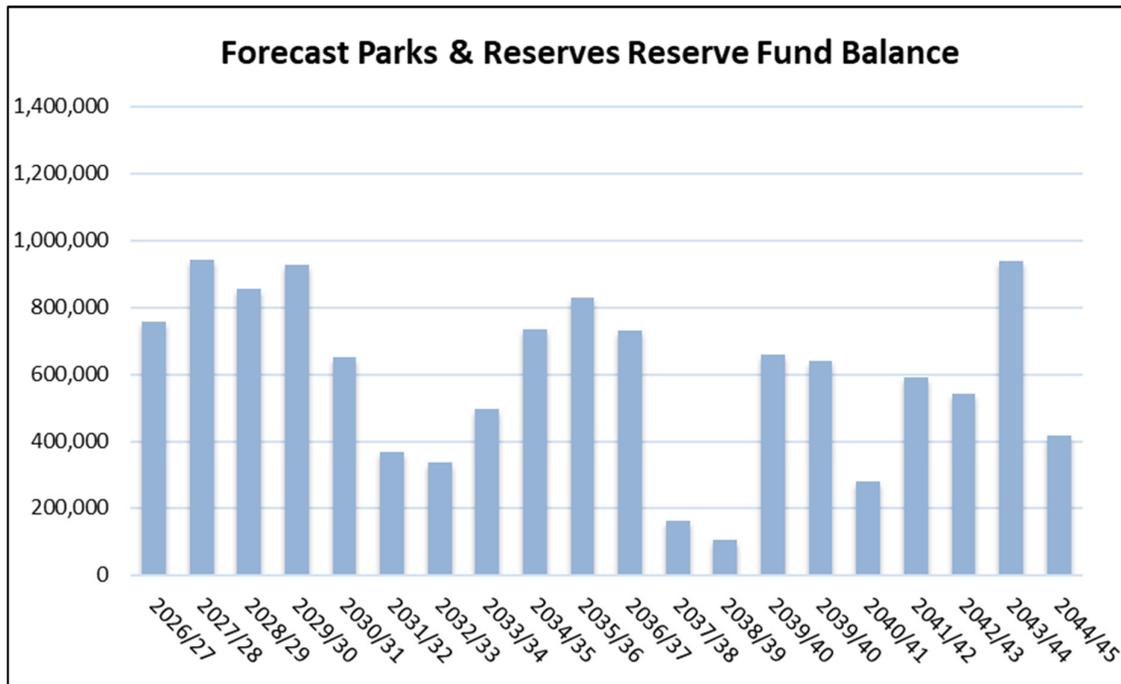


Figure 3

Asset Management Plan – Buildings (Attachment 9.2.4(3))

The purpose of this document is to provide a strategy for funding Council’s buildings. This strategy will plan for the timing and financing of,

- a) Construction of new buildings
- b) Alterations and extensions of existing buildings
- c) Preservation and maintenance of buildings

The Asset Management Plan – Buildings, provides a systematic method to identify, plan and fund necessary works to maintain the facilities to an acceptable standard that maximise their useful life for the community.

It is identified that the long term sustainable annual own source funding level for the buildings asset class as follows:

Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41
425,000	400,000	425,000	450,000	475,000	500,000	525,000	550,000	575,000	600,000	625,000	625,000	625,000	625,000	625,000	625,000

TABLE 3

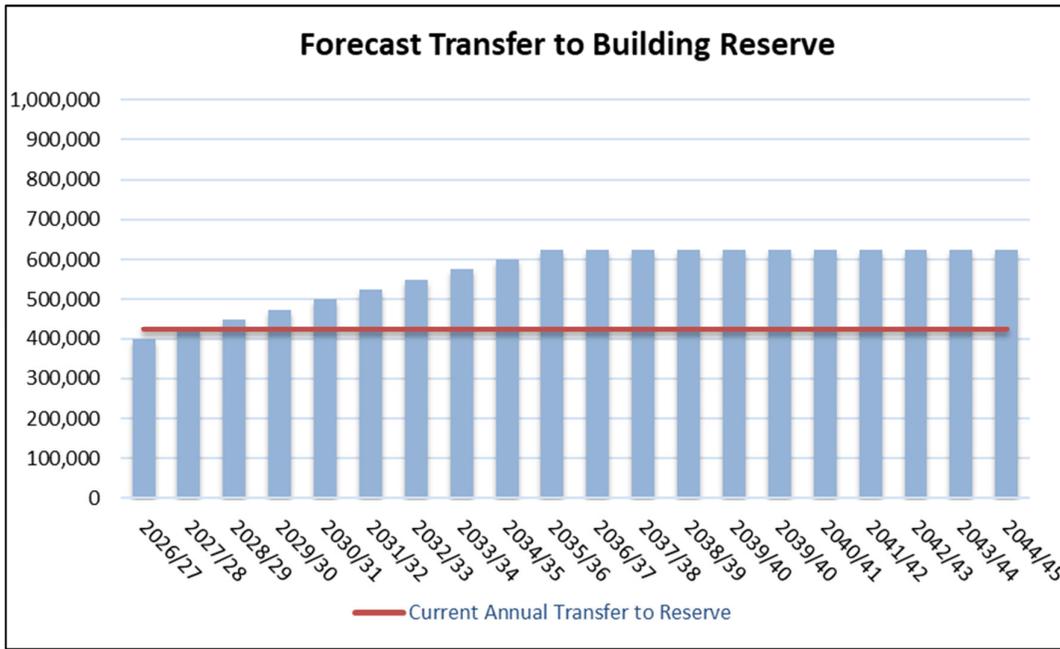


FIGURE 4

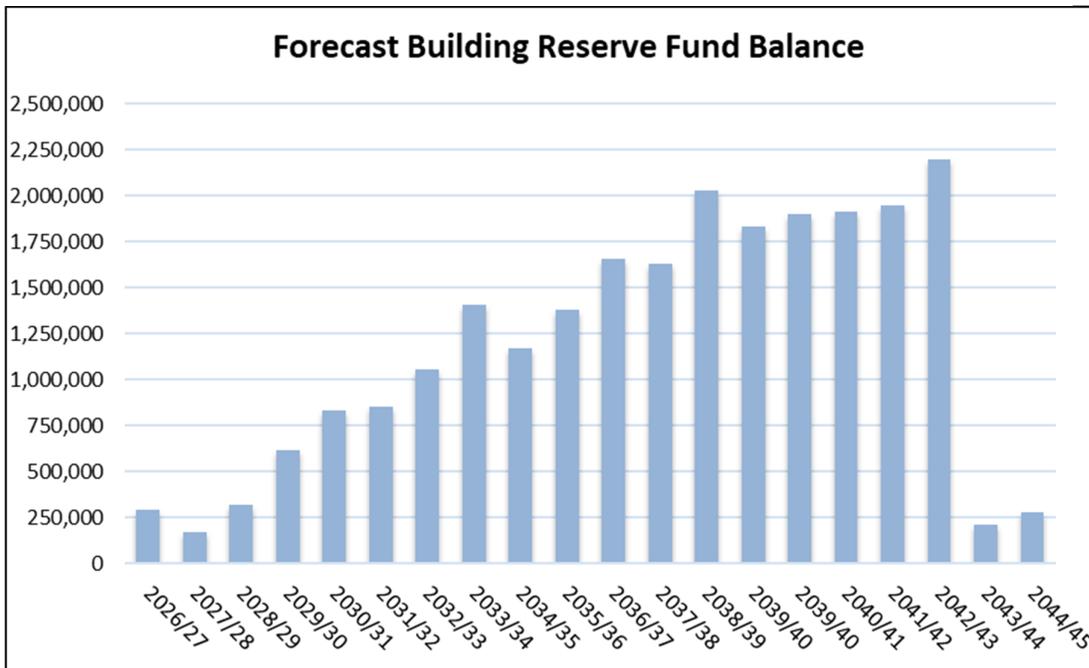


FIGURE 5

The plan identifies forecast the following borrowings in the building asset class.

Year		Amount
2029/30	Administration Centre Extension	\$2,375,067
2030/31	Transfer Station Development – Donnybrook Waste Management Facility	\$1,331,418

TABLE 4

Asset Management Plan – Vehicles (Attachment 9.2.4(4))

This Asset Management Plan details,

- Acquisition of new vehicles
- Cyclical replacement of existing vehicles
- Annual funding plan for the Vehicle Reserve Fund

Council operates a fleet of vehicles to carry out service delivery to the community. These range from road construction plant to compliance vehicles.

Council engaged an independent review of its vehicle fleet in 2017. The economic change-over life recommended in the independent review guided the development of this asset plan.

It is identified that the long term sustainable annual own source funding level for the vehicle asset class as follows:

Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41
539,000	475,000	500,000	525,000	550,000	575,000	600,000	625,000	650,000	675,000	700,000	725,000	725,000	725,000	725,000	725,000

TABLE 5

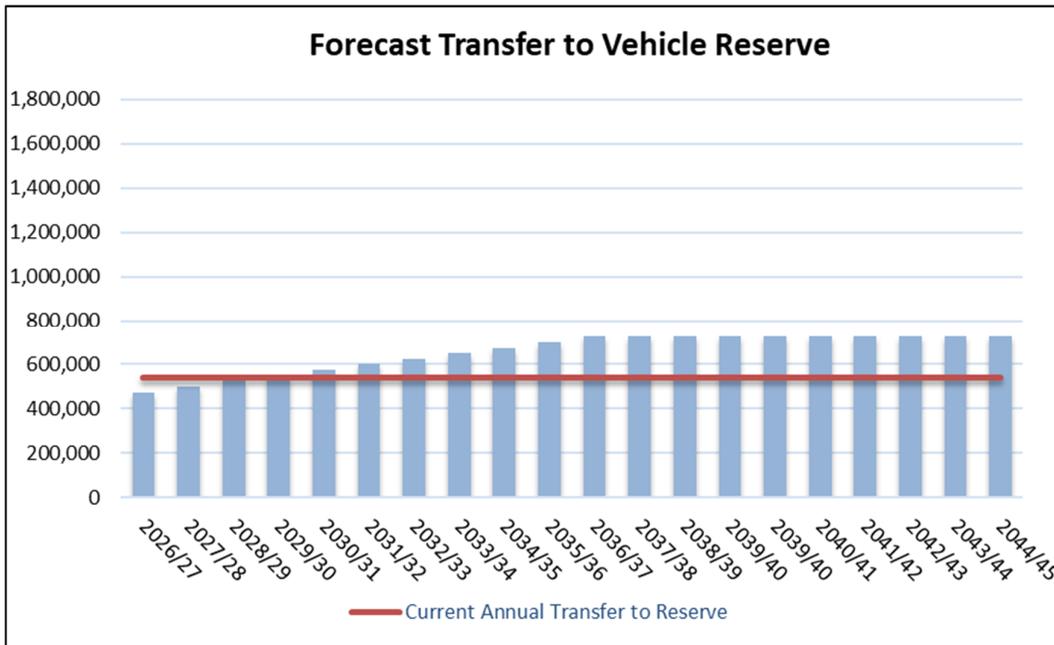


FIGURE 6

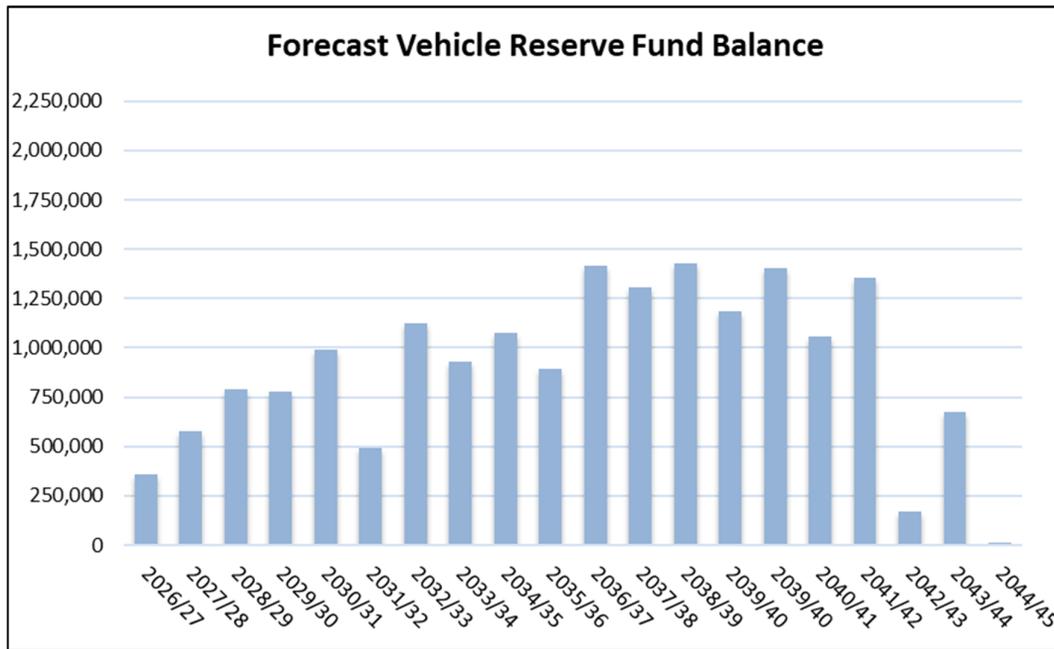


FIGURE 7

Asset Management Plan – Roads and Transport (Attachment 9.2.5(5))

The Shire has never had a staffing resource to undertake asset planning for road and transport infrastructure, therefore no structured long-term planning is in place for this asset class. The Consolidated Asset Management Plan that is appended to the agenda advises the following.

“Actual long term asset component renewal requirements are not known for these asset classes. It is therefore unknown if the exiting level of expenditure is sufficient to meet future requirements to maintain safe and functional standards”

The information contained in this asset plan is a summary from Council's Road Asset Management and Maintenance System (RAMMS) only. Estimation of capital renewal funding requirements identified in the Asset Plan has been determined using an annual depreciation methodology. This information is based on independent revaluations and asset condition assessments undertaken in 2022.

The plan provides aggregated level capital renewal indications for the following transport asset classes.

- Carparks
- Drainage
- Electrical (Lighting)
- Infrastructure (Railings)
- Footpaths
- Roads (Sealed)
- Roads (Unsealed)

Based up an annual depreciation methodology, the indicative annual expenditure requirements for capital renewal on roads and transport assets is \$4.17m pa (indexed annually).

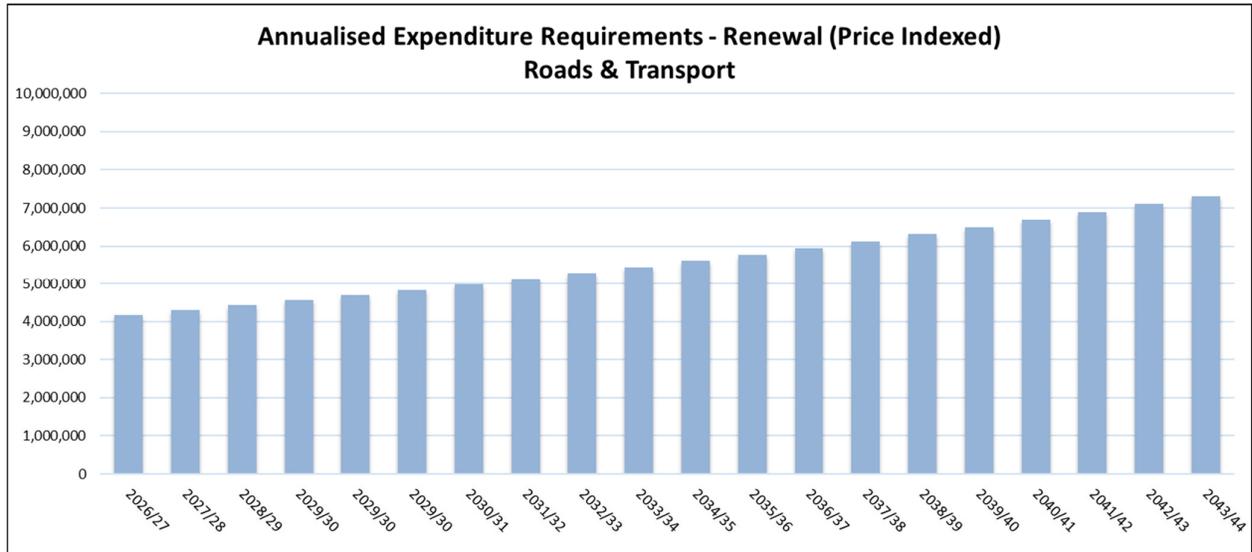


FIGURE 8

Asset Management Plan – Bridges (Attachment 9.2.5(6))

Local Governments are allocated funds for bridges through the Local Grants Commission. Project funds for bridges are allocated to preservation type projects, recognising that some of these projects may include some upgrading, and that preservation includes replacement when the existing bridge has reached the end of its economic life.

A Bridge Committee advises the Commission on priorities for allocating funds for bridges. Membership of the Committee is made up of representatives from the following organisations:

- WA Local Government Grants Commission;
- Western Australian Local Government Association; and
- Main Roads Western Australia (MRWA).

The Committee receives recommendations from MRWA on funding priorities for bridges in its 10-year bridge strategy. MRWA inspects and evaluates the condition of local government bridges and has the expertise to assess priorities and make recommendations on remedial measures.

In addition, the Shire is responsible for preventative maintenance which is own source funded. This requires funding being set aside into reserve to fund the periodic work.

It is identified that the long term sustainable annual own source funding level for the bridges asset class as follows:

Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41
200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000

TABLE 6

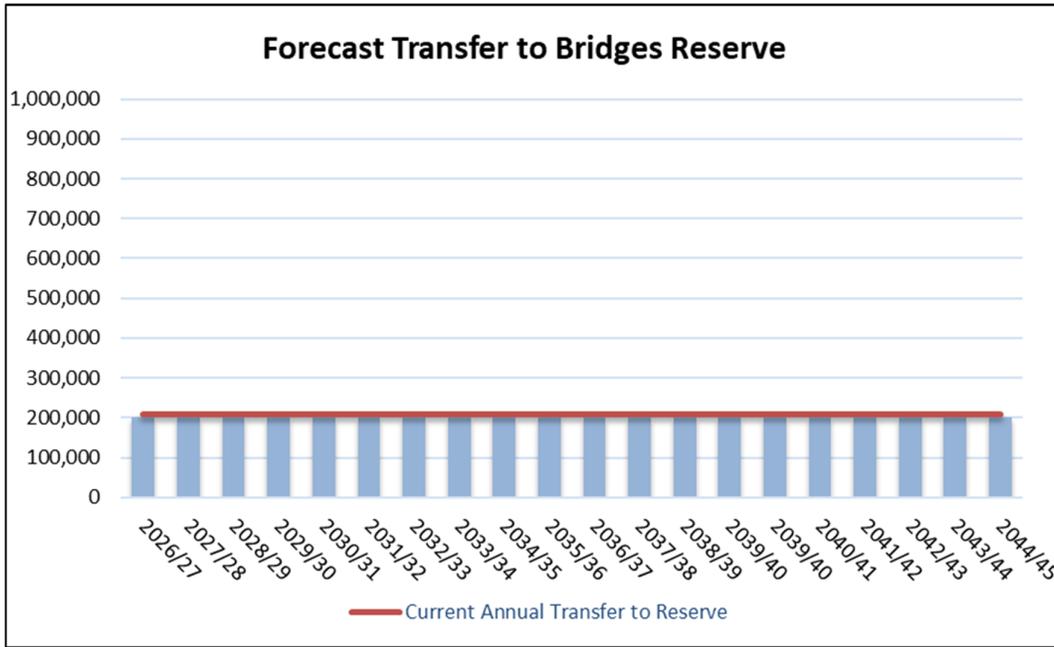


FIGURE 9

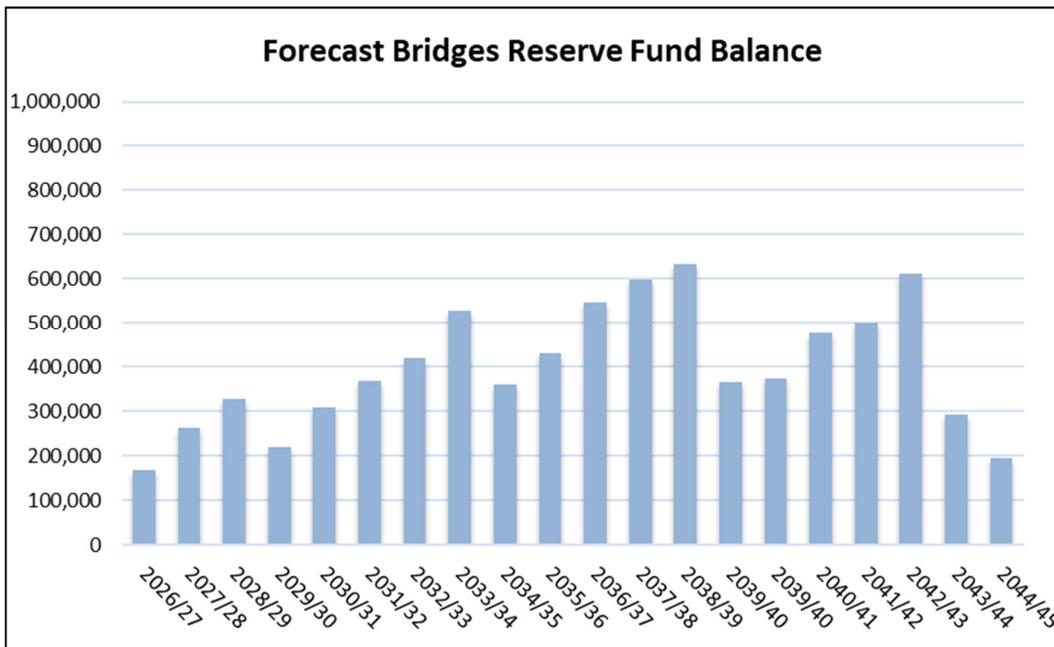


FIGURE 10

The plan identifies forecast borrowings for future major bridge renewal works.

Year		Amount
2043/44	Bridge 9315 - Preston River Suspension Bridge	\$1,345,751

TABLE 7

Shire management analysis of the independent asset revaluation undertaken in 2022 was presented at Ordinary Council Meeting on 23 May 2023 (res 62/23). The analysis highlighted that bridges are in an aged state.

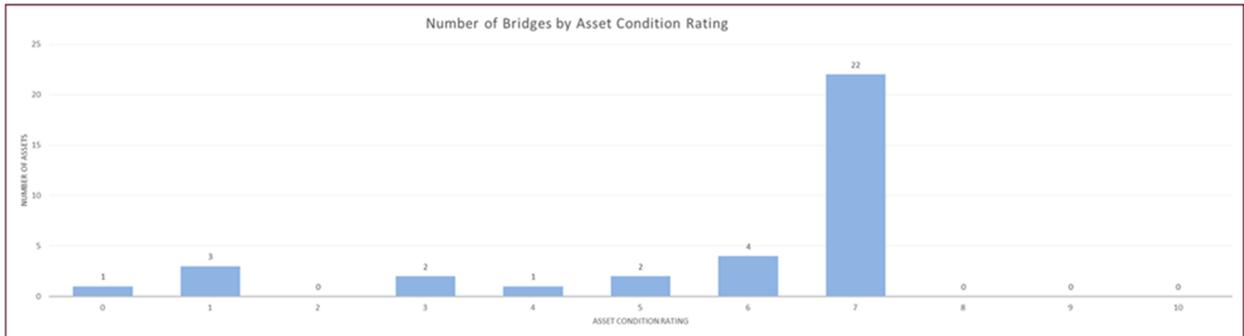


FIGURE 11

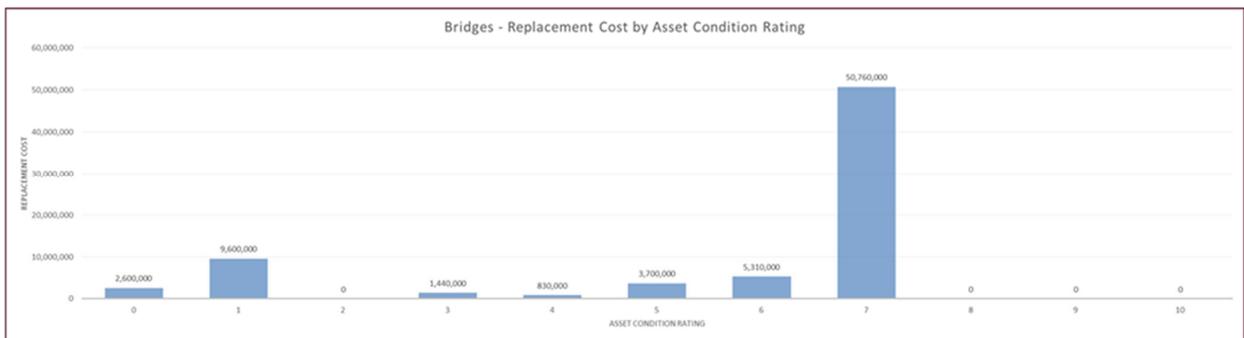


FIGURE 12

Condition Rating	Definition
0	A new bridge or recently rehabilitated back to new condition
1	A near new bridge with no visible signs of deterioration often moved to condition 1 based upon the time since construction rather than observed condition decline.
2	A bridge in excellent overall condition. There would be only very slight condition decline, but it would be obvious that the asset was no longer in new condition.
3	A bridge in very good overall condition but with some early stages of deterioration evident, but the deterioration still minor in nature and causing no serviceability problems.
4	A bridge in good overall condition but with some obvious deterioration evident, serviceability would be impaired very slightly.
5	A bridge in fair overall condition deterioration in condition would be obvious and there would be some serviceability loss.
6	A bridge in fair to poor overall condition. The condition deterioration would be quite obvious. Asset serviceability would now be affected and maintenance cost would be rising.
7	A bridge in poor overall condition deterioration would be quite severe and would be starting to limit the serviceability of the bridge. Maintenance cost would be high
8	A bridge in very poor overall condition with serviceability now being heavily impacted upon by the poor condition. Maintenance cost would be very high and the asset would be at a point where it needed renewal
9	A bridge in extremely poor condition with severe serviceability problems and needing renewal immediately. Could also be a risk to remain in service
10	A bridge that has failed, is no longer serviceable and should not remain in service. There would be an extreme risk in leaving the asset in service.

TABLE 8

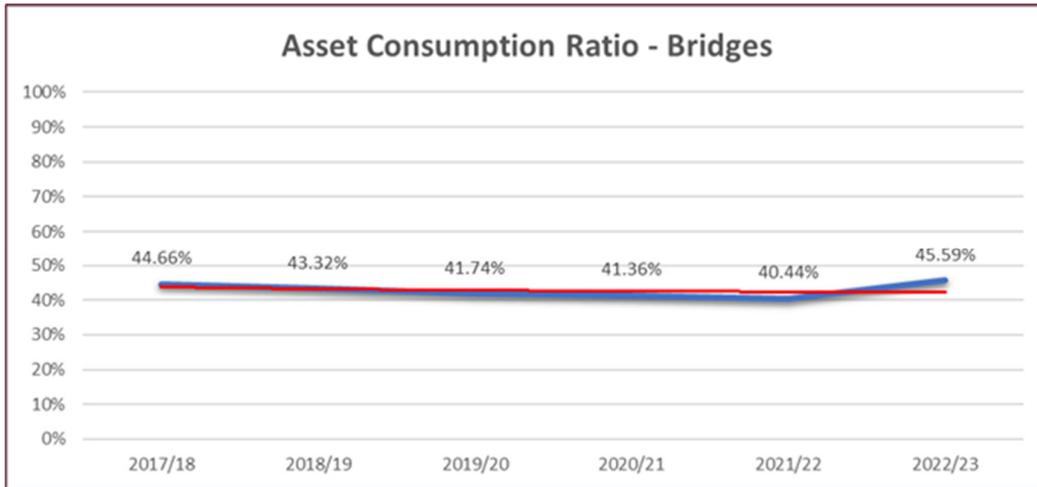


FIGURE 13

The Shire’s Bridge Asset Management Plan is sourced from Main Roads Western Australia (MRWA) 10-year bridge strategy for Donnybrook. This strategy identifies assessment for renewal works that are undertaken by MRWA by way of grant funding to the Shire. Although the works are identified in the MRWA 10-year bridge strategy, funding is not guaranteed.

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Backlog	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41
GRANTS																
Bridge 0873 - Balingup - Nannup Road (Wrights)	0	0	535,613	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3625 - Charley Creek Road	0	0	0	110,872	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3629 - Beelerup Road	0	0	856,980	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3632A - Brookhampton Road	0	0	0	55,436	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3633A - Brookhampton Road	0	0	0	55,436	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3634 - Sandhills Road	0	0	0	0	114,752	0	0	0	0	0	0	0	0	0	0	0
Bridge 3635 - Aryle Road	0	0	0	110,872	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3643A - Trevena Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 4474 - Upper Capel Road	0	0	160,684	0	0	950,149	0	0	0	0	0	0	0	0	0	0
Bridge 4855 - Kingspring Road	0	155,250	1,606,838	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 0875 - Balingup - Nannup Road	0	0	214,245	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 5224 - Unknown Road (Off Donnybrook -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 08072A - Balingup - Nannup Road	0	0	160,684	0	573,762	0	0	0	0	0	0	0	0	0	0	0
Bridge 3621A - Brookhampton Road	0	853,875	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3622A - Brookhampton Road	0	493,695	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 4841 - Ferguson Road	0	0	267,806	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 4928A - Preston Park Road	0	0	267,806	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3639 - Bendall Road	0	546,480	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3301A - Walter Road	0	0	53,561	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 0876 - Balingup Nannup Road	0	0	0	0	0	237,537	0	0	0	0	0	0	0	0	0	0
Bridge 5185 - Merrifield View	0	0	0	0	0	0	122,926	0	0	0	0	0	0	0	0	0
Bridge 5260 - Mauger Road	0	0	160,684	0	0	950,149	0	0	0	0	0	0	0	0	0	0
Bridge 5251A - Nioka Drive	0	0	0	0	57,376	0	0	0	0	0	0	0	0	0	0	0
Bridge 3651A - Yabberup Road	0	0	214,245	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 5258A - Fisher Road	0	0	0	0	57,376	0	0	0	0	0	0	0	0	0	0	0
Bridge 3291B - Southampton Road	0	0	0	0	114,752	0	0	0	0	0	0	0	0	0	0	0
Bridge 5326 - Peniston Road (Knights Road)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3275 - Upper Capel Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3297 - Airstrip Road	0	0	321,368	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3299 - Ewerts Road	0	0	214,245	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3302A - Birdwood Park Road	0	0	0	1,108,718	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3616 - Irishtown Road	0	0	428,490	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3617 - Bridge Street	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 9315 - Preston River Suspension Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL GRANT REVENUE	0	2,049,300	5,463,248	1,441,334	918,018	2,137,835	122,926	0								

FIGURE 14

MRWA’s 10-year bridge strategy identifies 28 of Shire’s 34 bridges requiring renewal works in the next 5 years. This corroborates the condition analysis of the 2022 asset revaluations.

Council is referred to the aging nature of this critical infrastructure asset class and the importance of advocacy to ensure MRWA prioritise funding towards Donnybrook’s bridge infrastructure.

Reserve Fund Plan ([Attachment 9.2.5\(7\)](#))

s6.11 of the Local Government Act requires that where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

The suite of plans recommended for adoption requires budgetary allocations to meet planned expenditure requirements. The mechanism for meeting own source funded expenditure identified in the plans, is from reserve funds. Therefore, the annual budget is required to fulfill the function of delivering the sustainable levels of annual funding into reserves that is calculated to meet the planned expenditure.

The purpose for this document is to provide a consolidated summary of annual transfers to and from Council's cash backed reserve funds.

Council maintains several cash reserves for a variety of purposes:

- a) to provide funds for future liabilities
- b) to provide funds for future asset acquisitions / replacement
- c) to hold unspent funds for specific projects
- d) to reduce the reliance on borrowing by accumulating funds for specific projects

Where relevant, reserves are supported by comprehensive plans that detail future funding requirements and the necessary annual allocations to reserves.

Should Council not allocate recurring budget funding for transfers to reserves as identified in this plan, reserves will become depleted and associated expenditure identified throughout Councils financial planning framework that is sourced from reserves, will not be deliverable in the future. The majority of identified asset renewal works are funded from reserves, therefore a failure to budget the necessary amounts into reserves will lead to long term asset condition decline.

Borrowings Plan ([Attachment 9.2.5\(8\)](#))

The use of borrowings as a means of funding asset acquisitions, renewals and major maintenance is a mechanism for allocating the costs of major works over a period that reflects when residents will benefit from the assets.

Council is guided by its adopted policy FIN/CP-3 DEBT. This policy sets out the way the Shire of Donnybrook Balingup may establish and manage a debt portfolio. The objective of this Debt Policy is to ensure the sound management of the Shire's existing and future debt.

The policy outlines the Shire's borrowings strategy and provides for the responsible financial management of borrowings by ensuring that the level of indebtedness is maintained within acceptable limits and is managed appropriately.

It is therefore necessary that borrowings are appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to plan for borrowings for strategic purposes, rather than relying on borrowings as a response to immediate financial requirements.

The following future borrowings are identified.

Year		Amount
2029/30	Administration Centre Extension	\$2,375,067
2030/31	Transfer Station Development – Donnybrook Waste Management Facility	\$1,331,418
2036/37	Apple Funpark - Equipment Renewal	\$1,443,486
2043/44	Bridge 9315 - Preston River Suspension Bridge	\$1,345,751

TABLE 9

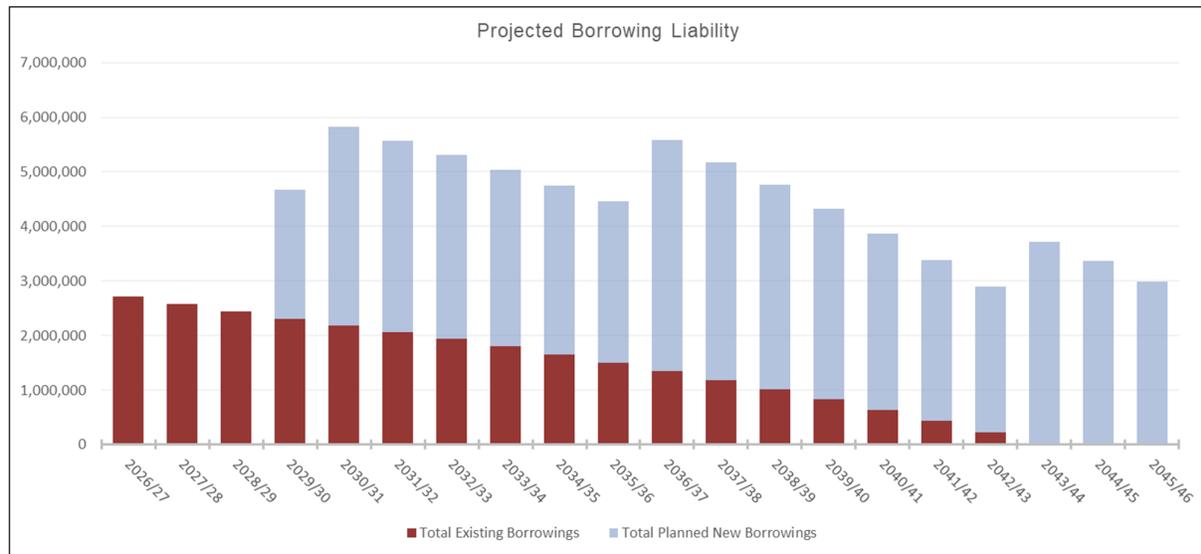


FIGURE 15

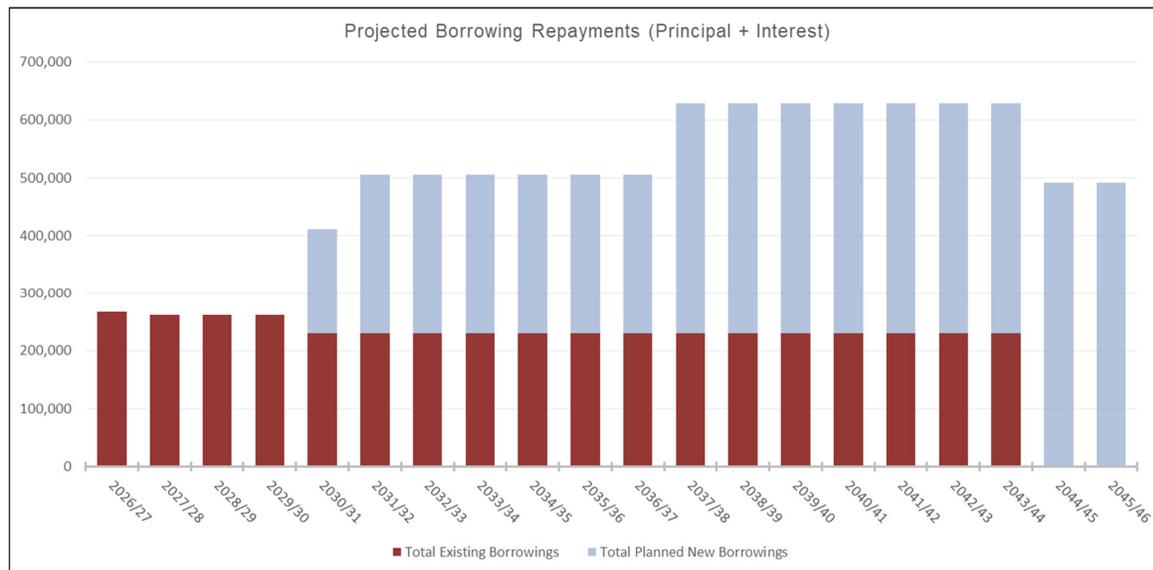


FIGURE 16

Rating Objectives Strategy (Attachment 9.2.5(9))

Council initially adopted this Strategy at its Ordinary Meeting held on 24 April 2018.

A rating strategy is the method by which Council systematically considers factors of importance that informs its decisions about the Council’s rating. A rating strategy assists Council in striking a balance between competing principles to come up with a mixture of rates that provides the income needed for its annual budget, whilst meeting the tests of fairness and equity.

Council levies rates from residents and businesses to help fund its community infrastructure and service obligations. It is important that Council’s rating be underpinned by sound principles that are well understood and compliant with current legislation.

It is important to note that the focus of the Rating Strategy is different to that of the Annual Budget. In that the Annual Budget, the primary focus is the amount of rates required to be raised for Council to deliver the required services and capital works.

Similarity, the Strategy is not a document which sets out expected levels of rate revenue increases/decreases over outgoing financial years (it is the Long Term Financial Plan which sets out planned changes to rates revenue).

The focus of this Rating Strategy is the types of rates to be charged and how the required amounts are fairly and equitably distributed amongst Council’s ratepayers.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Major	Extreme (20)
Risk Description:	<u>Future Financial Sustainability</u> Identifying necessary funding for Council services and the maintenance and renewal of assets is an essential. Historical levels of financial allocations have not been sufficient to achieve this, which leaves the Shire with a material shortfall in funding. This position cannot be rectified quickly. The financial informing plans identifies necessary increases from own source funds into asset management reserves to ensure future identified works can be sustainably funded. If this does not occur, the Shire will be faced with future financial challenges. This enables Council to understand its future financial obligations beyond immediate budget considerations and helps Council assess the need for early intervention to reduce future risks and associated future revenue raising requirements.		
Mitigation:	a) Rationalising assets to reduce future asset renewal obligations. b) Reducing existing service levels. c) Increasing cost recovery from user fees		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	<u>Financial Forecasts used</u>		

	Although the forecasts are based upon the latest available information, it is a future projection and is therefore subject to risk. The Shire cannot anticipate inherent risks such as unforeseen economic, political, environmental and market changes.
Mitigation:	Asset Plans and other financial informing plans will be reviewed every 12 months to reflect the prevailing economic conditions, together with changing community services and service levels.

Financial Implications

Council has made material progress towards improving the Shire’s long-term financial sustainability.

Based on current knowledge, 2026/27 will require a more modest tapering in transfer to cash reserves predominantly resulting from

- a) assets being renewed from insurance claims
- b) extending works plant renewal timeframes due to reduced usage
- c) asset optimisation reviews

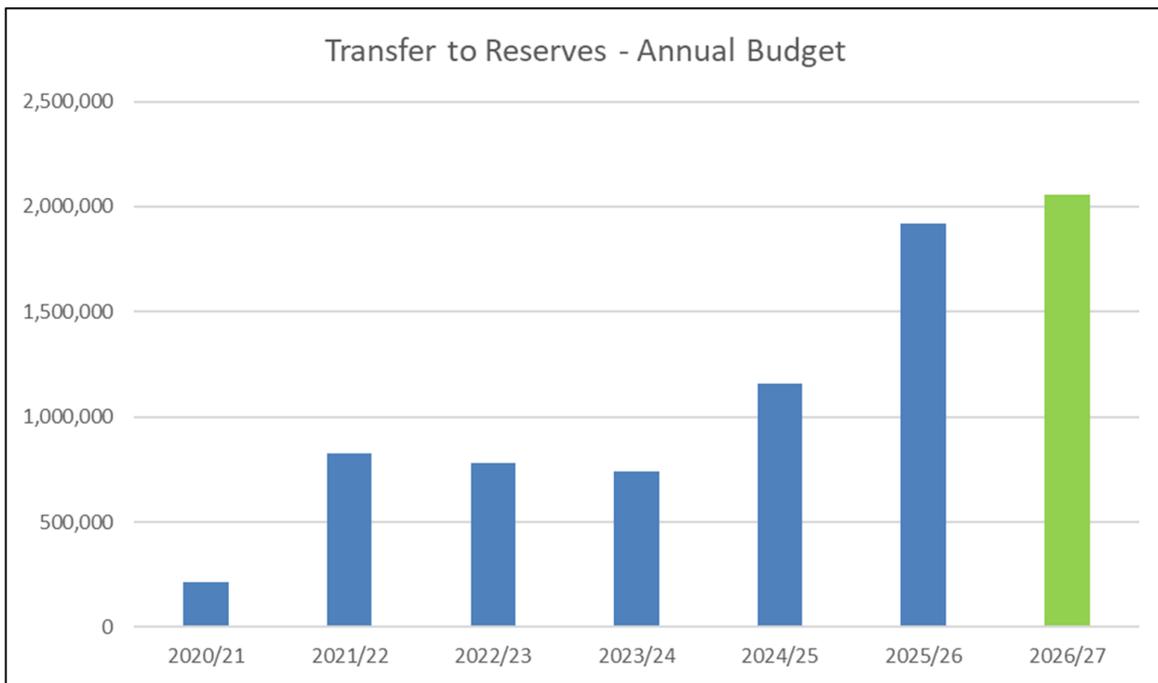


FIGURE 17

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Transfer to Reserves - Annual Budget	212,000	824,638	779,400	739,961	1,155,865	1,921,200	2,056,400

TABLE 10

It is recommended that Council endeavors to achieve identified sustainable asset funding levels over time through increases in the annual budget allocation to respective reserves.



FIGURE 18

In addition to identified future reserve transfers, the Borrowings Plan identifies the requirement for four new borrowings over the life of the plans to meet identified asset management/development requirements. Forecast annual borrowing repayments for the next 20 years is reflected in the following graph.

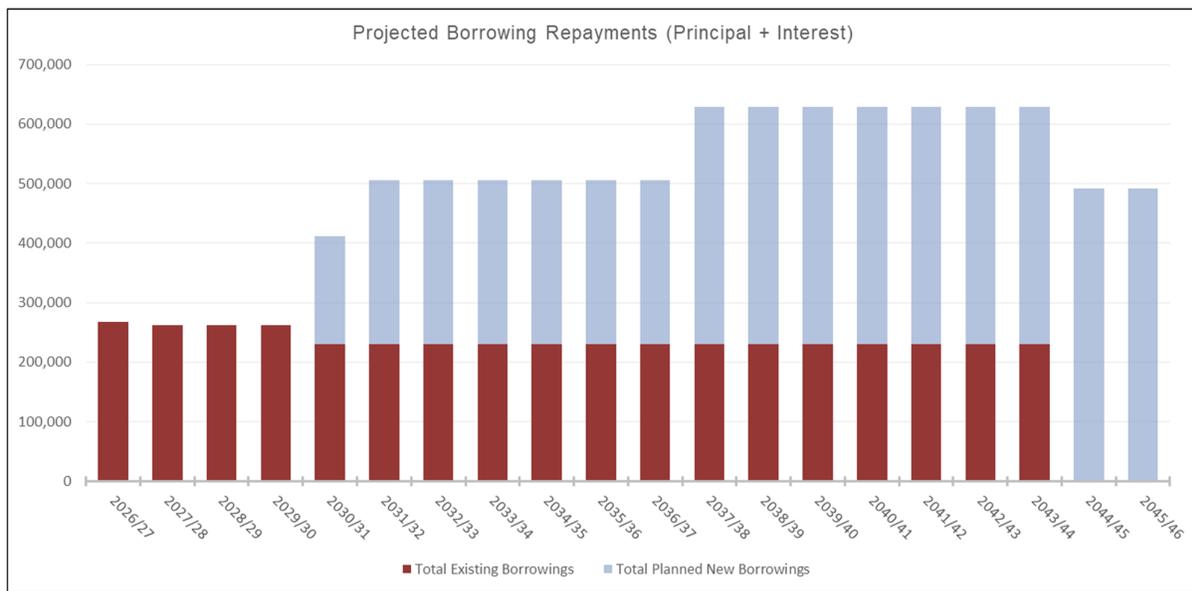


FIGURE 19

The identified long term future annual transfer to reserves + identified future annual borrowings repayments are estimated at a level of circa \$3.3m annually.

The 2025/26 budget funded a combined = \$2.2m annually.

Endorsing the plans do not commit Council to the financial details. It is intended to advise and guide structuring the Annual Budget and service levels to a financially sustainable foundation necessary to meet community service levels and identified future obligations of the Shire.

Policy Compliance

Nil.

Statutory Compliance

S5.56(1) of the Local Government Act 1995 requires local governments produce a plan for the future.

Regulation 19DA (3)(c) Local Government (Administration) Regulation 1996 requires local government to 'develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning'.

Consultation

Nil.

Officer Comment

Effective management of Council's asset portfolio is crucial to the sustainable delivery of services to meet the current and future needs of the community. Local governments are typically rich in assets and are responsible for managing a large stock of long-lived assets. Planning is therefore essential to ensure that assets are created, maintained, renewed, and retired (or replaced) at appropriate intervals to ensure continuity of services.

The suite of plans that form the Integrated Financial Planning and Reporting framework are intended to facilitate sound long-term financial planning decisions and identify the true cost of managing Council's asset portfolio.

It is advised that Council has careful regard to longer-term considerations in making annual budget decisions. If it does not, it may find that the Shire is faced with future financial challenges. These long-term financial plans enable the Council to understand its future financial obligations beyond immediate budget considerations. The plans assist Council assessing the need for early intervention to reduce future risks and associated revenue raising requirements of future generations.

9.2.6. Budget Review as at 31 December 2025

Report Details:

Prepared by: Colin Young, Director Finance & Community

Manager: Colin Young, Director Finance & Community

File Reference: FNC 10/4

Voting Requirement: Absolute Majority

Attachment(s):

9.2.6(1) Budget Review Statement as at 31 December 2025

Executive Recommendation

That Council:

1. **Adopts the 2025/26 budget review, as presented in Attachment 9.2.6(1) for the period 1st July 2025 to 31 December 2025 and amend the budget accordingly.**

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

To Consider and adopt the 2025/26 Budget Review as presented in the Statement of Financial Activity for the Period 1 July 2025 to 31 December 2025.

It's requested that Council adopts the attached Statutory Budget Review document [Attachment 9.2.6\(1\)](#) detailing all proposed amendments culminating in a projected surplus position of \$129,846 as of 30 June 2025.

The officer recommends allocating this surplus to the Roads Reserve, this funding can then be utilised in 2026/27 for statutory Asset Management Plans.

Background

A Statement of Financial Activity incorporating year to date budget variations and forecast to the 30 June 2026 for the period Ending 31 December 2025 is presented for Council consideration. *The Local Government (Financial Management) Regulations 1996*, regulation 33a as amended, requires that Local Governments conduct a budget review between 1 January and the last day of February in each financial year. A Copy of the review and determination is to be provided to the Department of Local Government, Industry Regulation and Safety within 14 days of the adoption of the review.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)

Risk Description:	Not meeting legislative requirement under regulation 33A
Mitigation:	Adopting the budget review as per the executive recommendation

Financial Implications

Budget

The revised 2025-26 Budget will incorporate the proposed amendments as outlined in the schedule provide in [Attachment 9.2.6\(1\)](#).

Long Term

Nil.

Policy Compliance

Nil

Statutory Compliance

- *Local Government Act 1995* - Section 6.2 Municipal Budget
- *Local Government (Financial Management) Regulations 1996* - Regulation 33A

Regulation 33A. Review of budget

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
- (a) *consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government’s financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget; and*
 - (d) *include the following —*
 - (i) *the annual budget adopted by the local government;*
 - (ii) *an update of each of the estimates included in the annual budget;*
 - (iii) *the actual amounts of expenditure, revenue and income as at the date of the review;*
 - (iv) *adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.*
- (2) *The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- *Absolute majority required.*
- (4) *Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Consultation

Direct consultation has occurred with the Executive Leadership Team and other relevant staff as required.

Officer Comment

Below is a list of all adjustments included in the Budget Review and all Council resolutions that have been made for the year to date

Operating grants and subsidies:

- The Federal Assistance General Purpose Grant was \$90,481 less than budgeted, it is noted representatives from the Grants Commission Board are attending Council on the 24 February 2026, it is intended to explore why this grant is decreasing.
- Increase in the Federal Assistance Roads Grant \$55,377.
- The budgeted Mainroads Direct Grant was greater than the actual received, as such it has been decreased by \$35,000.
- An environmental grant has been added to the budget for \$13,983, this has been offset with associated expenditure.
- Updated figures have been received for the annual fire mitigation grant as such this has been increased by \$170,840.
- The Dismantle Bike Rescue grant was not received \$10,000, offset with associated revenue. Donnybrook District High School has applied for this funding and is expected to run the program moving forward, (grant dependent).

Fees and charges:

- An allocation has been made for a road subdivision charge of \$23,900
- It is expected that the financial year will finish with building fees being \$15,000 under the adopted budget.
- Fees and Charges for the recreation centre have been reduced by \$7,000, (offset by the reduction of stock purchases. The centre now has vending machines in place that are managed and stocked by a private vendor, they are accessible to groups who use the facility outside of normal working hours.
- Donnybrook Transit Park revenue has been reassessed, as such it has been reduced by \$25,000.
- Decrease in fees from VCMP by \$5,000, Pavillion Hire fees are paid directly to the lessee as per facility management agreement, this was unknown at the time the budget was adopted.

Interest revenue:

- Due to holding greater funds than expected Municipal fund interest is expected to be \$30,000 greater than budgeted.

Other revenue:

- Insurance revenue has been received for the Shire's Watercart, \$241,944 and for the repairs to the Balingup bowling Green, \$175,900.
- Reimbursement for Parental Leave, \$9,528.

Employee costs:

- Corporate Services Salaries are expected to come in under budget due to staff vacancies that have occurred, it has been reduced by \$100,000.
- Increase to various departmental salaries due to long term employee terminations and a LSL payment made on behalf of a former employee to another Shire, this has been off set by reducing the Provision for Leave Liability, \$114,637.
- Decrease health salaries \$6,000.

Materials and contracts:

- Decrease Works and Services Consultant Expenditure by \$10,000, as it has been identified that the allocation will not be spent.
- Increase to Public Open Space Expenditure by \$84,400, this account has seen increased expenditure predominantly due to storm damage that occurred in January and the need to employ Contract Employees due to staff shortages, a summary is presented in the table below;

Details	Expenditure
Contract Staff	\$38,912
Storm Cleanup	\$7,960
Total	\$46,872

- Decrease Fuel expenditure \$30,000 due to reduced expenditure YTD than budgeted due to more favourable per litre costs, relocate to Parts & Repairs that is tracking above budget.
- As per the grants section above an allocation has been added for expenditure relating to a Blackberry Control Project of \$13,982
- Increase required to the Road's Maintenance Account, as with the public open space account this account has seen increased expenditure predominantly due to storm damage that occurred in January and the need to employ Contract Employees due to staff shortages, a summary is presented in the table below;

Details	Expenditure
Contract Staff	\$23,662
Storm Cleanup	\$20,685
Total	\$44,347

- Decrease Waste processing expenditure, \$15,000
- Increase expenditure in line with approved grant funding, \$170,840
- Increase Expenditure Youth Week, \$3,000.
- Remove expenditure related to grant revenue for the Dismantle Bike Rescue Program, \$13,700.
- Decrease Stock Purchases Recreation Centre, \$6,000.
- Increase Transit Park Commission Expenditure \$7,293. During the transition of the Balingup Transit Park's management from the Balingup Tourist Association back to the Shire, the Chief Executive Officer approved allowing the Association to retain its commission on fees already collected. This approach supported a timely and cooperative handover, ensuring the Shire could assume management in accordance with its statutory and compliance obligations.

- Decrease Members Attendance fees, \$10,120, Allowances \$940 and Superannuation \$8,400 due to vacancies of Elected Members.
- Increase IT expenditure \$10,000 due to unforeseen expenditure.
- Increase legal expenditure \$20,000
- Realign Expenditure for the IT Strategy to Consultants from Audit Fees & Software Upgrades, \$54,000.
- Increase expenditure towards the WBAC to fund the shires proportion of past employee benefits \$21,500.

Capital grants, subsidies and contributions

- DFES granted Light Tanker for Argyle Irishtown BFB, \$322,651
- Mainroads, Bridge Capital Grant, \$103,950

Purchase of property plant and equipment:

- Replacement Watercart (offset Insurance) \$241,944
- Add C/fwd Brookhampton Hall \$23,000
- DFES funded light Tanker Argle Irishtown BFB, \$322,651

Purchase and construction of infrastructure:

- Decrease Expenditure Grimwade Greenbushes Road \$5,000
- Decrease Expenditure Smith Street Including Rear Lane \$84,000
- Increase Expenditure Smith Street (NTH end) & Timms Street \$114,000
- Decrease Expenditure Brookhampton Road (SLK 0-4.0) \$21,000
- Decrease Expenditure Montgomery Road \$11,000
- Remove Budget Trigwell Place/Apex Park \$15,586, this allocation was for works at the Donnybrook Amphitheatre, which included the replacement of the flagpoles and the install of handrails down the stairs. These works have been completed under budget.
- Remove Budget Trigwell Street Park \$14,967, as this land has been identified for sale, the works that the allocation were for will now not be undertaken.
- Remove Budget Skate Park \$20,000, It has been determined to first see what the outcomes of the Balingup Recreation Masterplan are before committing funding to works.
- Add Balingup Nannup Road C/fwd \$37,278
- Add Cundinup Kirup Road C/fwd \$30,084
- Add Balingup Bowling Green Resurface (offset insurance) \$180,545
- Decrease Expenditure Jayes Road (SLK 5.5 to 6.5) \$103,950
- Increase Expenditure Brockman St (SLK 0.14 to 0.24) \$70,000
- Bridge Capital Works, \$103,950, grant funded.

Transfer to reserve accounts:

- Transfer Untied Surplus to the Roadworks Reserve \$129,846

Details	Expenditure
Total Untied Surplus	\$472,210
Allocated Council Amendments	(\$252,002)
Realignment C/forwards	(\$90,362)
Transfer to the Roads Reserve	\$129,846

Non-cash items:

- Adjust to the Employee Entitlements Provision \$102,958 to offset termination payments,
- Loss from disposal of assets \$170,541
- Profit from disposal of assets \$44,849

Resolutions of Council Amendments YTD

- Resolution 171/08-25 Smith St & Timms St, RTR Grant, \$245,000, offset Capital Expenditure.
- Resolution 195/10-25 Brookhampton Road budget added due to receiving grant funding, \$40,000.
- Resolution 211/11-25 Purchase New Vehicle, reduction sale of assets, \$965, Vehicle Purchase, \$20,545, remove transfer Vehicle Reserve, \$17,510
- Resolution 223/12-25 for the planning of Road Projects, \$40,000
- Resolution 224/12-25 capital expenditure Donnybrook Transit Park, \$35,000
- Resolution 228/11-25, 2024/25 Carry Forward Grants \$1,363,924, Waste Management Expenditure \$35,860, Education and Welfare Expenditure \$29,084, Recreation & Sport Expenditure \$4,000, Carry Forward Sale of Assets, \$26,575, Buildings Capital Expenditure, \$1,381,108, Plant and Equipment, \$418,695, Furniture and Equipment, \$30,453, Other Infrastructure, \$295,564, Bridges \$29,141, Roads \$100,827, Transfer from Reserve, \$879,869 and Contribution for Works \$54,364.
- Resolution 231/12-25 Sale of Lot 21 Reserve Street Donnybrook, \$201,000, Relocation of existing Footpath, \$20,000, Transfer to Reserve, \$201,000
- Resolution 232/12-25, funding for an Extraordinary Election, \$45,000
- Resolution 234/12-25 Due to increased expenditure associated with Bridge Contract Works, Increase RRG Grant Funding, \$24,368, Additional Capital Expenditure, \$36,553 and transfer from the Bridgework Reserve, \$12,185.
- Resolution 235/12-25 Donnybrook Recreation & Aquatic Centre Upgrades to toilets, \$72,982.24

9.2.7. Community Consultation – Draft Community Engagement Framework

Report Details:

Prepared by:	Manager Community Services		
Manager:	Colin Young, Director Finance and Community		
File Reference:	Synergy Reference	Voting Requirement:	Simple Majority
Attachment(s):			
9.2.7(1)	Draft Community Engagement Framework		

Executive Recommendation

That Council:

- 1. Notes the Draft Community Engagement Framework**
- 2. Endorses the Draft Community Engagement Framework for public consultation; and**
- 3. Invites the community to provide feedback on the Draft Framework, within its stated purpose and scope, to inform finalisation prior to adoption.**

Strategic Alignment

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

- Outcome:** 11 - Strong, visionary leadership.
- Objective:** 11.2 - Improve community consultation and engagement.
- Item:** 11.2.3 - Review best practice approaches for conducting council meetings and consider recommendations to enhance community engagement.

Executive Summary

The Draft Community Engagement Framework has been prepared to set out a clear and consistent approach to how the Shire engages with its community. It outlines the principles, roles and responsibilities, and practical processes that guide engagement across all projects and initiatives.

This report seeks Council's endorsement to undertake community consultation on the Draft Framework. The consultation will give the community an opportunity to review the document and provide feedback on its clarity, accessibility and how it would work in practice. Feedback received will be considered by the administration and used to refine the Framework before it is presented to Council for final adoption.

Background

Effective and meaningful community engagement is central to good governance and helps build trust between Council, the administration and the community. The Draft Community Engagement Framework has been developed to create a shared understanding of how and when the Shire engages with the community, and to ensure engagement activities are inclusive, transparent and proportionate.

The Draft Framework aligns with relevant legislation, recognised best-practice standards and the Shire’s strategic and policy context. This includes the IAP2 Spectrum of Public Participation and disability access and inclusion principles. It is intended to guide engagement across a broad range of activities, from local service planning through to major strategic projects.

The Framework has now reached a point where broader community input is appropriate before it is finalised and formally adopted by Council.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Moderate	Moderate (5)
Risk Description:	Feedback received during consultation may not reflect a broad cross-section of the community.		
Mitigation:	Use a mix of accessible consultation methods and clear communication to encourage broad participation, consistent with the Draft Framework’s principles of inclusiveness and transparency.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Community engagement is undertaken in line with relevant State and Commonwealth legislation, including the *Local Government Act 1995 (WA)* and other statutory obligations outlined in the Draft Community Engagement Framework.

Consultation

The purpose of the consultation is to provide community members and key stakeholders with an opportunity to review the Draft Community Engagement Framework and provide feedback.

Consultation will focus on:

- the clarity and accessibility of the Framework;
- whether the principles and engagement approach are easy to understand; and
- whether the Framework reflects community expectations for how the Shire engages.

Consultation will be undertaken within the scope of the Draft Framework. Feedback is sought on the content and practical application of the Framework, rather than on changes to its stated purpose or legislative context. All feedback received will be reviewed and considered by the administration as part of finalising the document for Council’s consideration.

Proposed Engagement Activities and Channels

Community consultation on the Draft Community Engagement Framework will be undertaken using a range of accessible and proportionate engagement activities. This approach is intended to give community members several opportunities to review the Draft Framework and provide feedback, while keeping expectations clear and ensuring consultation remains focused on the scope of the document.

Proposed engagement activities and channels include:

- publication of the Draft Community Engagement Framework on the Shire's website, supported by an online feedback form;
- promotion through the Shire's communication channels, including social media and e-news;
- targeted communication with key stakeholder groups; and
- the opportunity for written submissions during the consultation period.

All feedback received will be reviewed and considered by the administration and used to refine the Framework before it is presented to Council for final adoption.

Officer Comment

Endorsing the Draft Community Engagement Framework for community consultation is an important step in strengthening the Shire's approach to engagement. It provides greater transparency around how engagement is undertaken and allows community feedback to inform the final Framework before it is presented to Council for adoption.

9.3. Chief Executive Officer

9.3.1 Post Election Review - Council Policy Exe/CP-5-Attendance at Events and Functions

Report Details:

Prepared by: Executive Manager - Corporate

Manager: Nicholas O'Connor, Chief Executive Officer

File Reference: ADM11/4

Voting Requirement: Absolute Majority

Attachment(s):

9.3.1(1) Council Policy EXE-CP-5 - Attendance at Events and Functions

Executive Recommendation

That Council:

- 1. Notes the review of Council Policy EXE-CP-5 - Attendance at Events and Functions and adopts the changes as outlined in the body of this report.**

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

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

Item: Nil.

Executive Summary

Council Policy EXE/CP-5 – Attendance at Events and Functions has been reviewed as part of the Shire's ongoing governance maintenance and the Councillor induction process following the October 2025 ordinary election.

The review found that the policy remains contemporary, fit-for-purpose and aligned with the intent of the *Local Government Act 1995*. No substantive or structural changes were required.

The only updates made were minor wording adjustments, specifically the removal of explicit legislative section references, to ensure the policy remains current as legislation evolves. This avoids the need for future amendments caused solely by renumbering or changes to statutory provisions.

Background

Council Policy EXE/CP-5 was originally adopted in 2021 and has undergone several minor updates since, mainly to reflect formatting improvements and shifts in governance practice. Past versions of the policy (from 2021 to 2025) consistently addressed:

- transparency in event attendance
- management of invitations and sponsored attendance

- gift disclosure thresholds
- conflict-of-interest considerations

During the 2025 review, officers examined all previous versions and determined that the policy's purpose, methodology and requirements remain sound.

No changes were made to the policy content, structure, purpose, definitions, processes or requirements.

The only updates applied were minor housekeeping adjustments to remove outdated legislative section references to ensure the policy is future-proof and legislatively neutral.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	Potential breach of the Local Government Act 1995 or Regulations.		
Mitigation:	Managing strict adherence to Council Policy EXE/CP-5, supported by clear approval processes, mandatory gift and interest disclosures, and routine governance oversight to ensure compliance with all legislative obligations.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Insignificant	Low (3)
Risk Description:	Perception of undue influence or misuse of benefits.		
Mitigation:	Maintaining/enforcing transparent decision-making processes, documenting all approvals, and ensuring that attendance at events is justified, minuted, and demonstrably aligned with the Shire's strategic and community interests.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Unlikely	Insignificant	Low (2)
Risk Description:	Reduced trust if benefits are misunderstood or misused.		
Mitigation:	Consistent public reporting via the Shire's Gift Register, clear communication of the purpose and value of event attendance, and application of an equitable, policy-based framework that reinforces community confidence in Council's integrity.		

Financial Implications

Nil.

Policy Compliance

EXE/CP-8- Policy Framework

The review of EXE/CP-5 is consistent with EXE/CP-8, particularly the principles relating to:

- ensuring policies remain contemporary and easy to maintain,
- avoiding unnecessary legislative duplication within policies,
- presenting policies in a clear, concise and standardised format, and

- removing outdated or superseded legislative references so that policies remain functional despite regular changes to State legislation.

Statutory Compliance

Local Government Act 1995

- Section 5.90A – Requires all local governments to adopt and maintain a policy on attendance at events, covering approval processes, transparency, and authorised events.
- Sections 5.87A & 5.87B – Requirements for Elected Members and CEOs to disclose gifts above the legislative threshold.
- Sections 5.88–5.90 – Requirements relating to the maintenance of gift registers and the publication of gift information.
- Sections 5.59–5.62 (Interests) – Supports compliance with obligations to avoid real or perceived conflicts of interest when attending events.
- Section 5.103 & Model Code of Conduct Regulations – Reinforces behavioural standards, integrity and ethical decision-making expectations relating to acceptance of benefits.
- General functions of local governments (s.2.7 & s.2.10 for Council and Councillors) – Ensures transparent, accountable governance in handling invitations and sponsored attendance.

Local Government (Administration) Regulations 1996

- Gift disclosure requirements relating to how gifts must be recorded, published, and managed (supports the administrative processes required under the Act).
- Regulations relating to the publishing of registers (including gifts and contributions to travel).

Local Government (Model Code of Conduct) Regulations 2021

- Ethical behaviour requirements relating to acceptance of benefits, impartiality, and avoidance of conflicts.

Local Government (Elections) and (Financial Management) Regulations 1996

- General integrity and transparency standards that intersect with management of gifts and benefits.

Consultation

Internal Consultation

- The policy review was presented to Councillors at the Workshop held 3 December 2025, where an overview of the policy was provided as part of the induction program.
- Councillors were invited to provide feedback; no changes were requested.
- Governance staff also reviewed the policy and confirmed that only minor housekeeping corrections were required.

Community Consultation

Not required for this type of internal governance policy.

Officer Comment

This policy review forms part of the formal induction program for Councillors elected in October 2025, ensuring they have clear, consistent guidance regarding attendance at events, gifts, disclosures and related governance expectations.

A new compliance and enforcement provision has been incorporated into the policy to clearly articulate that non-compliance by Elected Members is enforceable and may result in penalties under the applicable legislation.

Other changes made were minor and solely intended to remove explicit legislative references so that the policy remains dynamically aligned with current and future legislation without amendment each time laws change.

9.3.2 Post Election Review Elected Member Induction, Training and Professional Development Policy

Report Details:

Prepared by: Executive Manager - Corporate

Manager: Nicholas O'Connor, Chief Executive Officer

File Reference: ADM11/4 **Voting Requirement:** Absolute Majority

Attachment(s):

9.3.2(1) EM/CP-1- Council Member Induction, Training and Professional Development- Current

9.3.2(2) EM/CP-1- Elected Member Induction, Training and Professional Development - Draft

Executive Recommendation

That Council:

- 1. Notes the review of Council Policy EM/CP-1- Elected Member Induction, Training and Professional Development and adopts the policy inclusive of the amendments as outlined in the body of this report.**

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

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

Item: 11.1.3 - Facilitate access to mandatory councillor training.

Executive Summary

A review of Council Policy EM/CP-1 has been completed to ensure the policy remains current, accurate and aligned with recent legislative reforms and the Shire's Policy Framework. Only minor administrative amendments were required, including updated terminology, revised training timeframes, strengthened declaration requirements, and clarification of the CEO's obligation to publish the Elected Member Training Register.

Background

Council Policy EM/CP-1 outlines the Shire's commitment to providing induction, mandatory training and professional development opportunities for Elected Members in accordance with the *Local Government Act 1995*.

As part of the 2025 post-election induction program and routine policy review cycle, EM/CP-1 was assessed against the Shire's Policy Framework (EXE/CP-8) and recent State Government reforms.

Significantly, the *Local Government Amendment Act 2024* introduced several governance and accountability reforms, with key components coming into effect on 1 January 2026, including the

commencement of the Office of the Local Government Inspector and strengthened expectations for Elected Member capability, conduct and compliance.

Specific administrative updates include:

- aligning terminology to reflect usage in current Council policies (e.g., “Council Member” → “Elected Member”),
- updating the State department’s name following machinery-of-government changes,
- clarifying the timeframe for completion of mandatory training,
- adding a requirement for Elected Members to formally declare completion of training,
- adding obligations to declare any valid exemptions,
- updating the policy to require the CEO to publish the Elected Member Training Register on the Shire’s website.

No structural or strategic changes were required.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Likely	Moderate	High (12)
Risk Description:	Failure to maintain a contemporary Elected Member training policy, or to ensure Elected Members undertake and complete required training, may result in non-compliance with statutory obligations and reduced community confidence in Council’s governance capability and accountability.		
Mitigation:	Regular review and update of the Policy ensures alignment with legislative reforms and sector expectations. Clear policy guidance regarding training timeframes, funding and attendance expectations, supported by transparent reporting through the Elected Member Training Register, reinforces compliance and demonstrates Council’s commitment to effective and accountable governance.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Insignificant	Low (3)
Risk Description:	Failure to keep governance policies up to date, or perceptions that Elected Members are not adequately trained in accordance with legislative requirements, may expose the Shire to reputational risk in an environment of heightened external oversight and public scrutiny.		
Mitigation:	Proactive policy updates, consistent application of training requirements, and transparent Council decision-making demonstrate governance maturity, protect the Shire’s reputation, and reinforce public confidence in the professionalism and capability of Council.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Minor	Moderate (6)
Risk Description:	Ineffective policy settings or lack of clarity around training attendance and completion may result in inefficient use of Council funds, including repeat expenditure without corresponding governance benefit.		

Mitigation:	Linking timeframe, budget and attendance considerations within the policy supports value-for-money outcomes, enables appropriate Council oversight of training expenditure, and ensures funding decisions reflect current statutory requirements and governance priorities.
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Financial Implications

Nil.

Policy Compliance

EXE/CP-8- Policy Framework

The review of EM/CP-1 is consistent with EXE/CP-8, which requires policies to be concise, contemporary, and legislatively aligned

Statutory Compliance

Local Government Act 1995

The following provisions apply:

- Section 5.126 – Mandatory training requirements for Elected Members.
- Section 5.127 – Requirement for the CEO to publish an Elected Member Training Register on the Shire’s website.
- Section 5.128 – Requirement to *adopt and maintain* a policy for Elected Member training and professional development.
- 2024–2026 Reform Amendments – Strengthened governance, clarified roles, and enhanced accountability expectations, including the operation of the Local Government Inspector (from 1 January 2026)

Consultation

Internal Consultation

- Governance staff and Executive reviewed the policy.
- The updated policy was presented to Elected Members during the 3 December Councillor Workshop as part of their induction.
- Elected Members were provided an opportunity to offer feedback on proposed updates.

Community Consultation

Not required for this type of internal governance policy.

Officer Comment

The following reform elements, effective 1 January 2026, were considered in updating EM/CP-1:

- Commencement of the Office of the Local Government Inspector, with strengthened oversight and early-intervention powers.
- Increased expectations for governance capability and Elected Member professionalism.

- Greater emphasis on transparency and accountability, particularly in areas such as training, conduct and compliance.
- Enhanced complaint-handling and misconduct processes, requiring clear and well-documented governance frameworks.
- Clarification of roles and responsibilities between Elected Members and the CEO under the 2024 amendments.

While these reforms did not necessitate major structural amendments to EM/CP-1, they reinforce the importance of:

- updated terminology,
- clarified Elected Member obligations,
- strengthened declaration requirements, and
- accurate public reporting through the Training Register.

In this context, a minor clarification has been introduced to consolidate timeframe, budget and attendance considerations within a single section of the policy. This clarification confirms that where training or professional development has been approved and paid for by the Shire, Elected Members are expected to make all reasonable efforts to attend and complete the approved activity. It also clarifies that Elected Members may re-enrol in the same or substantially similar training; however, where Shire funding is sought, such requests will require specific Council approval.

These changes collectively ensure EM/CP-1 remains contemporary, financially responsible, and aligned with the current governance and statutory environment.

A new compliance and enforcement provision has been incorporated into the policy to clearly articulate that non-compliance by Elected Members is enforceable and may result in penalties under the applicable legislation.

The updated policy supports the induction of newly Elected Members (October 2025), responds to sector-wide reform requirements, and provides a clearer and more accountable framework for ongoing Elected Member capability development.

Transitional provisions have been made to allow Elected Members who were elected between 1 July 2025 and 31 December 2025 to have an extended timeframe until 31 December 2026 to complete mandatory training and make the required declarations.

9.3.3 Rescind Council Policy EXE/CP-9 Communications and Social Media; and Adopt Council Policies EXE/CP-13 Social Media and EXE/CP-14 Official Communications

Report Details:

Prepared by: Governance Coordinator

Manager: Executive Manager Corporate Services

File Reference: ADM 11/4

Voting Requirement: Simple Majority

Attachment(s):

9.3.3(1) Council Policy EXE/CP-9 Communications and Social Media (*rescind*)

9.3.3(2) Council Policy EXE/CP-13 Social Media (*new*)

9.3.3(3) Council Policy EXE/CP-14 Official Communications (*new*)

Executive Recommendation

That Council:

- 1. Rescind Council Policy EXE/CP-9 Communications and Social Media** (Attachment 9.3.3(1));
- 2. Adopt Council Policy EXE/CP-13 Social Media** (Attachment 9.3.3(2)); **and**
- 3. Adopt Council Policy EXE/CP-14 Official Communications** (Attachment 9.3.3(3)).

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.2 - Improve community consultation and engagement.

Item: Nil.

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

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

Item: Nil.

Executive Summary

This report presents the outcome of the review of Council Policy EXE/CP-9 Communications and Social Media, undertaken in accordance with the Shire's Policy Framework process. It seeks Council's resolution to rescind the existing policy, and adopt two new replacement policies, EXE/CP-13 Social Media and EXE/CP-14 Official Communications.

Background

Council Policy EXE/CP-9 Communications and Social Media ([Attachment 9.3.3\(1\)](#)) was initially adopted on 24 April 2019, with review and amendment on 21 December 2021. The policy details legislative obligations and establishes protocols applicable to the Shire's official communications with the community. Following a comprehensive review of the policy, significant changes have been identified to reflect the operational needs of the Shire and meet community expectations. As a result, it is recommended that the policy be rescinded and replaced with two separate policies, EXE/CP-13 Social Media ([Attachment 9.3.3\(2\)](#)) and EXE/CP-14 Official Communications ([Attachment 9.3.3\(3\)](#)).

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	Failure to conduct regular reviews of Council policies.		
Mitigation:	Ensure Council policies are reviewed in accordance with the Shire's adopted Policy Framework process to ensure they are concise, consistent and compliant with legislation, standards and strategic objectives.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Negative impact on community perceptions as a result of Shire communications not meeting expectations.		
Mitigation:	Ensure communication policies appropriately reflect the needs of the Shire and community.		

Financial Implications

Nil.

Policy Compliance

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

Statutory Compliance

Local Government Act 1995

Sections 2.7(2)(b) & 5.41(c) prescribe that:

- A governing role of Council is to determine the local government's policies; and
- The Chief Executive Officer's role includes implementing the local government's policies as determined by the Council.

Consultation

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

Moore Australia evaluated the suitability of the Shire's current Council and Administration Policies as part of the Audit Regulation 17 Review, undertaken in December 2024. The review of Council policies includes consideration of these audit outcomes.

Officer Comment

EXE/CP-13 Social Media

Social media has become a mainstream tool for information sharing and community engagement. The existing Communications and Social Media policy lacks specific, detailed information for consistent application by the Shire. The proposed new policy retains relevant information from the existing policy and outlines the appropriate and productive use of social media as a tool, method or channel for communication and community engagement by the Shire. It also identifies authorised representatives, along with specifying responsibilities and obligations, in relation to content shared and distributed utilising social media. The policy seeks to ensure that best practice is observed when social media is used for communication purposes.

EXE/CP-14 Official Communications

The key objective of this proposed new policy is to ensure that authorised representatives of the Shire demonstrate a professional and trustworthy public image when undertaking official communications. The policy applies to all official statements made on behalf of the Shire, by Elected Members and authorised employees.

Essential information from the existing Communications and Social Media policy has been retained in the new policy. It applies across all Shire communications activities, including digital (eg. website, social media) and traditional methods (eg. print, spoken), to ensure consistent, uniform and accurate messaging, whilst also mitigating reputational and compliance-related risks.

To support Council in its role to maintain appropriate policies for the Shire, it is recommended that Council adopt the Executive Recommendation outlined in this report to rescind Council Policy EXE/CP-9 Communications and Social Media ([Attachment 9.3.3\(1\)](#)), and adopt Council Policies EXE/CP-13 Social Media ([Attachment 9.3.3\(2\)](#)) and EXE/CP-14 Official Communications ([Attachment 9.3.3\(3\)](#)).

9.3.4. BalingUpcycle Park Proposal - Community Feedback and Petition

Report Details:

Prepared by: Executive Manager Corporate

Manager: Nicholas O'Connor, Chief Executive Officer

File Reference: Monarch-2055293383-1516 **Voting Requirement:** Simple Majority

Attachment(s):

9.3.4(1) BalingUpcycle Playground Project Community Feedback

9.3.4(2) Playground Design by Nature Play Solutions

9.3.4(3) Petition

9.3.4(4) Asset Management Plan – Balingup Village Green

Executive Recommendation

That Council:

1. **Notes the result of the community consultation as attached and detailed in this report; and**
2. **Confirms its support for the BalingUpcycle Playground Project, subject to compliance with statutory, land tenure, asset management and accessibility requirements being addressed prior to implementation.**

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

The BalingUpcycle Playground Project was initiated by the BalingUpcycle Committee to create a fun; inclusive nature play space at the Balingup Village Green located in the rail reserve. The proposal seeks to add to the existing toddler playground to incorporate children aged 7 and above, including teenagers. The playground design incorporates accessible pathways and comfortable seating. Council is requested to review the community feedback and confirm its support for the proposal.

Background

At its Ordinary Council meeting held 23 July 2025 Cr Patrick presented an Elected Members motion after receiving an application from BalingUpcycle seeking Council's support to develop a modern, inclusive, and engaging community playground designed specifically for children aged 7 and to include teenagers. Council support was sought to enable the applicants to progress an application for external grant funding through the Talison Community Investment Program.

At its Ordinary Council Meeting on 23 July 2025, Council provided in-principle support to the BalingUpcycle Playground Project. However, Council did not endorse immediate progression, and

subsequent officer actions implemented a formal community consultation process to inform any final decision. During this formal consultation period, Council also received a supporting petition ([Attachment 9.3.4\(3\)](#)), from Karen Magi, Chairperson of BalingUpcycle, on 5 December 2025, which was acknowledged and would be addressed alongside the consultation outcomes.

Public consultation was conducted from 3 November 2025 to 28 November 2025 and has been detailed within this report. ([Attachment 9.3.4\(1\)](#)).

It should also be noted that a community petition was received containing 302 signatures. This petition was tabled at the 17 December 2026.

At its Ordinary Council meeting held 17 December 2025 Council resolved the following:

*“COUNCIL RESOLUTION 216/12-25
That Council acknowledge the receipt of the petition. “*

There were also a number of emails sent directly to the Shire in support of the proposal. These email responses were included in the survey results.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Likely	Minor	Moderate (8)
Risk Description:	Public injury risk from playground design/operation		
Mitigation:	<ul style="list-style-type: none"> Require detailed design and certification to relevant playground standards (procurement spec, independent inspection and commissioning sign-off). Implement routine inspection/maintenance schedule once installed. Incorporate CPTED/passive surveillance measures (lighting assessment, sightlines, seating and clear circulation). 		
Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Possible	Minor	Moderate (6)
Risk Description:	Accessibility and safety risks for older residents/people with disability (paths/toilets interface, congestion).		
Mitigation:	<ul style="list-style-type: none"> Ensure design complies with the Shire’s DAIP commitments and universal access principles (paths of travel, circulation widths, seating, gradients, tactile/wayfinding as relevant). Validate accessibility at concept and detailed design stage (internal DAIP check + external access review where needed). 		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Moderate	High (15)
Risk Description:	Whole-of-life cost liability (maintenance, insurance, renewal/replacement) once the playground becomes a Shire asset		

Mitigation:	<ul style="list-style-type: none"> Require a lifecycle cost estimate before final commitment (maintenance, renewal timing, replacement, insurance impacts) and record in AMP/forward financial planning. Ensure asset is captured in registers and long-term financial plans in line with asset sustainability practices 		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Almost Certain	Minor	Moderate (5)
Risk Description:	Ongoing operational burden on staff and budgets (inspection cycles, reactive maintenance, vandalism response)		
Mitigation:	Asset management integration: scheduled inspections, maintenance funding provision, clear service owner, and response procedures.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Insignificant	Low (3)
Risk Description:	Land tenure / licensing non-compliance risk		
Mitigation:	<ul style="list-style-type: none"> Condition any support/next steps on completing: Arc licence variation (written confirmation + executed variation) before construction. Ensure document management/records capture for approvals and variations. 		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Insignificant	Low (3)
Risk Description:	Reputational risk if promises are perceived to be made but project delivery stalls (grant unsuccessful, approvals delayed).		
Mitigation:	Use careful wording: "support in principle / subject to funding and approvals" (where appropriate) and provide realistic next-step milestones.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Unlikely	Minor	Low (4)
Risk Description:	Misinterpretation or underestimation of community sentiment.		
Mitigation:	Ensure reporting clearly separates "support for playground" from "support for location", and documents how concerns are being addressed.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Property	Possible	Moderate	Moderate (9)
Risk Description:	Interface risks with nearby infrastructure (toilets, paths, existing equipment).		
Mitigation:	Detailed site plan and service checks; ensure no adverse impacts on existing infrastructure access/maintenance.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Minor	Moderate (6)
Risk Description:	Loss of trees/shade, impacts on the character of the Village Green.		
Mitigation:	Minimise ground disturbance; protect mature trees; incorporate retention measures in the design and contractor specifications.		

Financial Implications

No immediate capital expenditure is required from Council, as construction is proposed to be funded through external grants. However, upon installation the playground would become a Council asset, and Council would assume responsibility for long-term maintenance, renewal and replacement costs following the initial externally funded maintenance period. These ongoing obligations would need to be incorporated into Council's asset management and financial planning frameworks.

Policy Compliance

ASS/CP-2- Asset Management

Requires consideration of whole-of-life costs and compliance with technical standards for any new asset. Once obtained these costs will be incorporated into the Shire’s Asset Management plan.

COMD/CP-3–Community Engagement Framework

Ensures early and inclusive engagement with stakeholders before decisions are made.

EXE/CP-6 – Organisational Risk Management Policy

Mandates identification and management of risks associated with new projects.

Local Planning Scheme No. 7 (LPS7) and Associated Policies

Any development on Shire land must comply with planning requirements.

Statutory Compliance

Nil.

Consultation

External Consultation

The public consultation period for the BalingUpcycle Playground Proposal ran from 3 November to 28 November 2025, with proposal details and comment submission methods shared through the following channels:

- Proposal Consultation Page – Live from 3 November 2025, serving as the primary source of information for stakeholders and the main channel for comment submissions.
- “Open for Comment” Notices – Published on the Shire’s website in Latest News & Notices, Facebook and Instagram pages, and printed notices displayed at Shire facilities.

Consultation Feedback Analysis

Total Responses: 57 (all responses were received via the Consultation page on the Shire website)

Responses were categorised into four broad positions reflecting overall sentiment:

Category	Total	Description
For	49(86%)	Clearly expresses support for the proposal in its current or near-current form with no major concerns/suggestions
Against	2(3.5%)	Clearly expresses opposition to the proposal
Partial	3(5.3%)	Indicates general support of the concept but has some concerns or disagrees with various parts of the proposal
N/A	3(5.3%)	Feedback provided but intent (for/against) is unclear

The consultation process revealed strong overall support for the Proposal, particularly regarding the need for upgraded play facilities suitable for older children, community health benefits, and increased tourism appeal.

A trend among respondents opposed to the proposal centred almost entirely on the proposed location and its potential impacts on:

- Existing shaded picnic areas and community event spaces
- Open green space values
- Access for older residents
- Long-term maintenance responsibilities

While most respondents support the project itself, approximately one quarter raised issues specifically tied to site selection, design adjustments, or broader governance matters.

Response Summary

The following themes emerged consistently across all submissions:

Strong Community Support for the Playground (49 of 57 responses)

Most respondents supported the proposal, noting:

- The current playground is too small, outdated, and suited mainly to toddlers.
- Balingup lacks facilities for older children and teenagers.
- A new playground would improve social, physical and mental wellbeing.
- The space would benefit both residents and visitors.
- A nature-based design aligns well with Balingup's character.

Location Concerns

The primary source of concern among respondents who opposed or partially supported the proposal was the loss of shaded community space (raised in at least 12 submissions). Key issues included:

- Proposed footprint occupies an area heavily used for Australia Day events, picnics, drumming groups, gatherings, movie nights, and general passive recreation.
- Desire to retain mature trees, shaded grassed areas, and open lawn functionality.
- Some older residents may feel unsafe or crowded accessing the public toilets if play equipment is installed on both sides of the path.
- Suggestions that the playground could be placed closer to the skatepark or on the opposite side of the path where use is currently low.

Maintenance, Cost & Longevity Concerns

Some concerns were raised about:

- Reliance on BalingUpcycle to maintain the playground.
- Long-term maintenance costs for the Shire.
- Broader budget pressures and competing priorities.
- Preference in some cases for upgrading the skatepark instead.

Retention of Urban Green Space

Several submissions emphasised:

- The importance of preserving open, flexible green space.
- Avoiding over-development of the Village Green.
- Protecting shade trees and passive-use areas.

- Planning safeguards to prevent future encroachment.

Broader Concerns

A small number of respondents questioned:

- Whether the proposal reflects broader community priorities.
- The representativeness of the BPA in community decision-making.

Access, Inclusion & Age Suitability

Common themes included:

- Need for equipment suitable for older children, tweens and teens.
- Support for inclusive and sensory-friendly design (including comments referencing autistic children).
- Some concern that under-7s may be under-catered for.
- Requests for seniors-friendly spaces (e.g., OT-recommended equipment, yoga/Thai chi area).

Tourism, Visitor Appeal & Local Economy

Many respondents noted that:

- A quality playground would encourage travellers to stop in Balingup and visit local businesses.
- Families currently travel to Bridgetown or Donnybrook for playgrounds.
- The project could strengthen Balingup's appeal as a family-friendly destination.

Design Feedback & Feature Requests

While supportive, several respondents suggested additions or adjustments, including:

- Hamster wheel (frequently requested)
- Big swing, misters, improved slide
- Clarification of flying fox capacity
- Alignment with the original BalingUpcycle concept

Engagement Performance

- Social Media (Facebook) – these statistics are from the Shire's original post
 - Total Views: 3,569 (1,347 viewers)
 - Total Link Clicks: 38 (to the Consultations page on the Shire website)
 - Total Interactions: 43 (22 reactions, 15 shares, 6 comments)

Note: Original post published 3 November 2025; statistics recorded 20 January 2026.

This data highlights a strong level of passive visibility (3,569 total impressions) but a comparatively low conversion into active engagement (38 link clicks) when measured against total reach. This suggests that while the announcement achieved significant exposure, only a smaller subset of viewers proceeded to view the proposal, and an even smaller number went on to lodge a formal submission.

Officer Comment

The community concerns identified through the consultation process have been documented and are accompanied by officer responses for Council's consideration in the table below:

Community Concern	Officer Response
Loss of open green space and shaded areas	<i>The Village Green contains multiple open and shaded areas. Detailed design can be refined to minimise footprint, retain mature trees and protect shaded areas while balancing play infrastructure with continued availability of open green space.</i>
Impact on community events and informal gatherings	<i>There is a large open grassed area to the west of the public toilet block (Figure 8) which provides substantial capacity for community events.</i>
Access and safety for older residents	<i>Access and safety will be addressed in accordance with the Shire's Disability Access and Inclusion Plan (DAIP), including path widths, circulation, sightlines, seating and equipment placement to maintain safe access to facilities.</i>
Loss of quiet/passive recreation space	<i>There is sufficient space across the Village Green to accommodate active and passive recreation concurrently, with quieter areas continuing to be available elsewhere within the rail reserve.</i>
Under-7 children potentially being under-catered for	<i>The existing toddler playground will remain, while the proposal addresses an identified gap for older children and teenagers.</i>
Inclusive and sensory-friendly design	<i>Inclusive and sensory-friendly design will be incorporated in line with the Shire's Disability Access and Inclusion Plan (DAIP), including accessible pathways and inclusive play elements.</i>
Senior-friendly / inter-generational use	<i>Opportunities for seating, shade and passive recreation elements may be considered during detailed design to support inter-generational use, consistent with DAIP principles.</i>
Design feature expectations	<i>Final equipment selection will be subject to funding availability, safety standards, site constraints and detailed design outcomes.</i>
Long-term maintenance and cost to Council	<i>The Shire would assume long-term maintenance, renewal and replacement responsibilities, managed through asset management and financial planning frameworks.</i>
Reliance on BalingUpcycle for maintenance	<i>Community involvement is acknowledged, however ultimate responsibility for maintenance and renewal would rest with the Shire once the asset is accepted.</i>
Governance and representativeness	<i>The consultation process was open and publicly advertised. Council remains the final decision-maker.</i>

Community Concern	Officer Response
Support for project vs support for location	<i>Many respondents support the playground concept while raising concerns about the proposed location. This distinction has been clearly documented for Council consideration.</i>

Location

The proposed project is situated on rail corridor of which Council holds a current Licence to Use and Occupy the land from Arc Infrastructure. Written confirmation has been received from Arc Infrastructure advising that the construction of the BalingUpcycle Playground is an approved use under the licence, that no construction licence is required, and that Arc will vary the existing agreement to formally include the playground. There has been no indication of the costs to vary the agreement.

After consultation commenced the BalingUpcycle members meet with Shire staff on site to discuss an alternative location (as seen in the green checkered area in figure 1 below). Being that the alternative location is unused land with no existing Shire infrastructure it has little impact on the both the consultation and approval requirements.



FIGURE 1 - PROPOSED PROJECT LOCATION (YELLOW OUTLINE), UPDATED ALTERNATIVE LOCATION (GREEN CHECK)



FIGURE 2 - PROPOSED PLAYGROUND LOCATION LOOKING EAST TOWARDS EXISTING PLAYGROUND



FIGURE 3 - PROPOSED PARK LOCATION LOOKING WEST TOWARDS TOILET BLOCK



FIGURE 4 - EXISTING VILLAGE GREEN PLAYGROUND



FIGURE 5 – EXISTING VILLAGE GREEN INFRASTRUCTURE (EAST SIDE OF PLAYGROUND)



FIGURE 6 - VACANT LAND PROPOSED ALTERNATIVE PLAYGROUND AREA (SOUTH SIDE OF FOOTPATH)



FIGURE 7 - EXISTING VILLAGE GREEN EXERCISE EQUIPMENT (WEST SIDE OF TOILET BLOCK)



FIGURE 8 - VILLAGE GREEN OPEN SPACE (WEST SIDE OF TOILET BLOCK)

Petition

At its Ordinary Council meeting held 17 December 2025 Council resolved the following:

"COUNCIL RESOLUTION 216/12-25

That Council acknowledge the receipt of the petition. "

The *Meeting Procedures Local Law 2017* outlines requirements for petitions at Council meetings. The petition met these requirements, although some signatures lacked addresses and some signatories were not electors of the district. This report addresses the petitions request to support the project.

Noting the strong overall community support and the project's alignment with Council Plan Outcome 6 and Objective 6.3, it is recommended that Council confirm its support for the BalingUpcycle Playground Project, subject to the statutory, land tenure, asset management and accessibility requirements outlined in this report.

9.3.5 Warren Blackwood Climate Alliance Reference Group (CARG) Membership

Report Details:

Prepared by: Administration Officer Corporate Services

Manager: Executive Manager Corporate

File Reference: CNL 16

Voting Requirement: Absolute Majority

Attachment(s):

9.3.5(1) CARG Terms of Reference

Executive Recommendation

That Council:

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

- Cr _____

Strategic Alignment

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

Outcome: 4 - Shared responsibility for sustainability.

Objective: 4.1 - Encourage the adoption of sustainable practices.

Outcome: 11 - Strong, visionary leadership.

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

Executive Summary

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

Background

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

"COUNCIL RESOLUTION 203/10-25

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

- *Cr Bailey*
- *Cr Davy*

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

To date, the Shire of Donnybrook Balingup has participated in the Warren Blackwood Climate Alliance Reference Group (CARG) through Councillor and staff involvement. Formal appointment of an Elected Member to the CARG will ensure appropriate governance-level representation and alignment with Council's strategic oversight responsibilities.

Risk Management

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

Financial Implications

Travel costs associated with meetings.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

Consultation

Nil.

Officer Comment

It is recommended that the appointed Elected Member provide regular updates to Council on matters arising from the Warren Blackwood Climate Alliance Reference Group. This will ensure Council remains informed of relevant discussions, initiatives, and any potential implications for the Shire.

9.3.6 Sale of Lot 58 (70) South Western Highway, Donnybrook

Report Details:

Prepared by:	Governance Coordinator		
Manager:	Loren Clifford, Executive Manager Corporate Services		
Applicant:	Donnybrook Capel Districts Community Financial Services Ltd		
Location:	Lot 58 (70) South Western Highway, Donnybrook.		
File Reference:	L017; A77	Voting Requirement:	Absolute Majority
Attachment(s):			
9.3.6(1)	Local Public Notice		
9.3.6(2)	Public Submissions		

Executive Recommendation

That Council:

1. In accordance with Section 3.58(3) of the *Local Government Act 1995*, note the Public Submissions (Attachment 9.3.6(2)) received during the statutory notice period of the proposed disposition of property located at Lot 58 (70) South Western Highway, Donnybrook;
2. Accept the offer of \$625,000 (ex. gst) from Donnybrook Capel Districts Community Financial Services Ltd for the purchase of Lot 58 (70) South Western Highway, Donnybrook;
3. Amend the 2025-2026 Budget to:
 - 3.1. Include the \$625,000 (ex. gst) revenue from the sale of Lot 58 (70) South Western Highway, Donnybrook;
 - 3.2. Allocate \$20,000 (ex. gst) to legal costs associated with the sale, and;
 - 3.3. Transfer \$605,000 (ex. gst) to the Strategic Projects Reserve;
4. Authorise the Chief Executive Officer to execute the sale and arrange for the disposal of Lot 58 (70) South Western Highway, Donnybrook;
5. In accordance with Section 3.58(3)(b) of the *Local Government Act 1995*, record the following decision and reasons for disposing of property in the Council minutes:

Decision

To dispose of Lot 58 (70) South Western Highway, Donnybrook by accepting the purchase offer from Donnybrook Capel Districts Community Financial Services Ltd.

Reasons

 1. The sale amount is reflective of a fair market value for the property, as ascertained by independent valuations; and
 2. The sale of the property aligns with the Shire's strategic objectives for sustainable asset management.

Strategic Alignment

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

- | | |
|-------------------|--|
| Outcome: | 9 - A thriving economy. |
| Objective: | 9.3 - Enable appropriate infrastructure to support and enhance business. |
-

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

Executive Summary

The purpose of this report is to present for Council’s consideration the submissions received in response to the local public notice advertising for the proposed sale of Lot 58 (70) South Western Highway, Donnybrook (the property) to Donnybrook Capel Districts Community Financial Services Ltd (DCDCFS) and seek Council’s determination on whether to proceed with disposal of the property in accordance with legislative requirements.

Background

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

“COUNCIL RESOLUTION 230/11-25

That Council:

In accordance with Section 3.58(3) of the Local Government Act 1995, resolve that before agreeing to dispose of Lot 58 (70) South Western Highway Donnybrook, to Donnybrook Capel Districts Community Financial Services Ltd, Council will:

- 1. Give local public notice of the proposed sale, including property details, transaction particulars, and invite public submissions;*
- 2. Note that a Business Plan under Section 3.59 is not required; and*
- 3. Request the Chief Executive Officer to present any submissions received for Council’s consideration before making a final decision on the offer.”]*

In accordance with Council’s resolution above and legislative requirements, Local Public Notice for the proposed disposal has been undertaken. A copy of the notice is per [Attachment 9.3.6\(1\)](#). Details of all submissions received in response to the notice are provided at [Attachment 9.3.6\(2\)](#).

Risk Management

Property Disposal

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Moderate	Moderate (6)
Risk Description:	Non-compliance with statutory property disposal requirements.		
Mitigation:	Ensure relevant legislation is carefully considered and applied to ensure compliance with requirements.		

	Engage suitable legal representation to execute the sale and settlement, to be funded by a portion of the sale revenue.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Moderate	High (15)
Risk Description:	Loss of ongoing rental income.		
Mitigation:	Carefully consider long term implications for disposal and retention, in the context of achieving strategic objectives for sustainable management of Shire assets.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Negative impact on community trust due to lack of awareness of sale.		
Mitigation:	Communicate Council's decision and reasons for sale of the premises to the local community in a variety of formats, including Shire website news item, e-newsletter and on social media accounts; printed public notices on community noticeboards; inclusion in 2025-2026 Annual Report.		

Property Retention

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Major	Extreme (20)
Risk Description:	Loss of capital income and direct opportunity to reserve funds for strategic projects that support improved community outcomes.		
Mitigation:	Identify alternate assets for potential disposal.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Potential loss of rental income and underutilisation of the asset should the current Tenant seek alternative premises.		
Mitigation:	Discuss potential for a new Lease with current Tenant, in compliance with legislative requirements and Council Policy. Allocate suitable amount for preparation, advertising and promotion of lease opportunity in 2026-2027 Budget.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Unexpected major repairs and ongoing maintenance cost impact on future Budgets.		
Mitigation:	Review capital and reactive expenditure in the Asset Management Plan to ensure sufficient Budget allocations.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Negative impact on the Shire's reputation in the community should the property be retained and banking services provided by the current Tenant cease as a result of the decision.		

Mitigation:	<p>Clearly communicate Council’s decision and reasons to retain the property to the local community in a variety of formats, including Shire website news item, e-newsletter and on social media accounts.</p> <p>Discuss potential for a new Lease with current Tenant, in compliance with legislative requirements and Council Policy.</p>
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Financial Implications

Incurring Costs Related to Proposed Sale

The Shire paid \$2,500 (excluding GST) for an independent certified valuation to verify the property’s market value. Indirect costs were incurred as part of giving local public notice to meet legislative requirements.

Should Council determine to proceed with the sale of the property to DCDCFS, legal representation to execute the sale and settlement is proposed to be funded by a portion of the sale revenue, with the settlement balance recommended to be transferred to the Shire’s Strategic Projects Reserve. This requires a Budget amendment due to unallocated income and expenditure.

Rent Versus Sale Income Analysis

The Shire currently receives annual rental income from the property, in addition to reimbursement for utilities and payment of rates by the tenant. While this has provided a reliable revenue stream to date, the Shire has incurred substantial expenditure from ownership of the asset in regard to ongoing responsibilities for property management, maintenance, capital renewal costs and insurance premiums. The Shire’s Asset Management Plan (AMP) identifies capital expenditure over the coming years given the age and condition of the building.

Sale of the property would provide a one-off capital receipt, which could be allocated to other strategic priorities or invested to generate alternative financial returns. However, this would also mean the loss of future rental income and ownership of an asset for the community.

A comparative analysis indicates that, while rental income offers ongoing cash flow, the cumulative costs of ownership, particularly anticipated capital work, is likely to offset these benefits over time. The sale proceeds, if prudently managed, could potentially yield comparable or greater financial benefit to the Shire, especially when considering the risk of unexpected major repairs and the potential for the asset to become underutilised if the current tenant were to vacate.

Property Disposal

Details	Amount
Capital revenue: sale	\$ 625,000
Legal costs: sale contract & settlement	\$ 20,000 Est.
Balance	\$ 605,000

Property Retention

Details	Amount Per Annum
Current lease rental income: 2025/26 FY	\$ 44,148
New lease costs: market rental valuation	\$ 2,500
Capital Works Expenditure: estimated	\$ 15,700
Maintenance: as per 2024/25 actual, excludes reimbursable expenditure	\$ 2,000
Management & administration of lease: rent, outgoings etc, staff costs	\$ 6,500
Opportunity Cost @ 4%	\$ 24,200
Annual Estimated Loss (excludes lease renewal)	\$ (4,252)

Policy Compliance

Council Policy ASS/CP-2 Asset Management: details a systematic asset management methodology for appropriate asset management practices. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Shire's priorities for service delivery.

Council Policy EXE/CP-1 Commercial Lease: provides for a consistent, equitable and simple approach to dealing with commercial lease negotiations.

Council Policy EXE/CP-11 Property Management: applies to the leasing, licensing and management of Shire properties with community groups, organisations, sporting clubs, commercial entities and government agencies. If the sale process was not continued and instead a new lease proposed to be entered into by both parties, it would be in accordance with this policy and the Shire's adopted Property Management Framework.

Statutory Compliance

Local Government Act 1995

Sections 3.58(3) & 3.58(4): before agreeing to dispose of property:

- Give local public notice of the proposed disposition, including property details, details of other parties, consideration amount, market value, and invitation for public submissions;
- The market valuation of the disposition must be ascertained by a valuation carried out not more than 6 months before the proposed disposition;
- Council must consider any submissions received before making a final decision;
- If a decision is made by the Council or a Committee, the decision and the reasons for it are to be recorded in the minutes of the meeting at which the decision was made.

Consultation

External Consultation

In accordance with the resolution of Council at its Ordinary Council Meeting on 26 November 2025, and to comply with legislative requirements, public consultation and the inviting of submissions was undertaken through local public notice. A copy of the advertised notice is at [Attachment 9.3.6\(1\)](#). Details of all submissions, with personal information removed, are at [Attachment 9.3.6\(2\)](#).

The public consultation process ran from Friday 5 December, to Saturday 21 December 2025 with the proposal details and comment submission methods shared through the following channels:

- Consultations page on the Shire website – item listed as Open for Comment for the full duration of the consultation period, serving as the primary source of information for stakeholders and the main channel for comment submissions.
- “Open for Comment” notices shared online from 5 December 2025 to the following locations, all with links directing users to the Consultation page on the Shire website:
 - Latest News post on the Shire website
 - Post published on the Shire’s Facebook and Instagram pages
 - Emailed to 500+ subscribers of the Shire E-Connect
- Printed notices displayed at Shire facilities from 5 December 2025:
 - Shire Administration Office
 - Donnybrook Community Library
 - Balingup Public Library
 - Donnybrook Recreation Centre

Response Analysis

Total Submissions: 6 (1 via email, 5 via Consultations page on Shire website)

- Note: When exporting responses received via the website, a response was separated into two cells due to length (named part 1 and part 2 respectively)

Almost all responses expressed strong support on the sale, however those against raised concerns relating to asset retention, strategic planning, and transparency concerns. Submissions were categorised as follows:

- For: 4 *Responses indicated full support for the proposal*
- Against: 1 *Responses indicated no support for the proposal*
- Partial: 1 *Responses indicated some support for the proposal*
- N/A: 0 *No main response implied*

Supportive submissions emphasised the importance of safeguarding Bendigo Bank’s presence and recognised the Bank’s extensive community contributions, with key themes focusing on:

- The Bank being an essential community service and the only bank in town;
- The Bank provides significant financial support to local groups, clubs, and not-for-profits;
- Respondents view the sale as helping to secure the bank’s long-term presence.

Among all submissions, particularly those opposing the proposal, some respondents focussed on the importance of retaining a Shire-owned income-producing asset, the need for strategic clarity, and the long-term development potential that may be lost through disposal. Key points raised include:

- The property is a valuable, income producing CBD asset – concerns that proceeding with the sale removes a long-term financial endowment;
- Questions around whether the sale is linked to AMP funding shortfalls, with requests for clarity on how sale proceeds will be used;

- Respondents mention that the Shire should explore asset enhancement rather than disposal, and that the site is linked to the Clifford Lane development opportunity;
- Concerns the decision overlooks integration with recent revitalisation projects.

Community Engagement Performance

“Open for Comment” notices were shared through the Shire’s official social media platforms, which included the following:

Facebook (original post published 5 December 2025, statistics recorded 3 February 2026)		
METRIC	TOTAL	DESCRIPTION
Total Views	3,226	The total number of times the post was on-screen/viewed (includes multiple views from one user, doesn’t count unique instances)
Viewers	2,172	The number of unique users who saw the post
Link Clicks	45	The number of times a link on the post was clicked by a user
Interactions	1	Total of the ways users engaged with a post (reactions, shares, etc.)
Direct Email (Shire E-Connect sent 5 December 2025, statistics recorded 3 February 2026)		
METRIC	TOTAL	DESCRIPTION
Total Sends	542	The total number of users the email was sent to
Email Opens	444	The number of times the message was opened (includes multiple opens from one user, doesn’t count unique instances)
Opened By	337	The number of unique recipients that opened the message
Open Rate	43.5%	The percentage of successfully delivered emails that were opened
Link Clicks	105	The number of times a link in the message was clicked
Click Rate	7.0%	The percentage of opened emails that registered a click (also known as Click Through Rate or CTR, similar to conversion rates)

The above data shows high awareness but low participation, as despite the strong visibility generated through Facebook and the Shire E-Connect, only 6 submissions were received. This implies that the proposal was widely seen but did not generate significant community mobilisation or controversy, which can translate to passive endorsement or low community concern.

This may suggest that most viewers did not feel strongly enough to respond, as while the number of viewers and clicks indicates some interest, submissions were only completed by approximately 7-11% of users that visited the Consultation page. This interpretation is also supported by the fact that only one objection was received, with all other submissions expressing support.

Low submission numbers may also reflect engagement friction or the impact of the December-January holiday period, which typically reduces participation.

Officer Comment

A summary of community feedback identified through the public consultation process for the proposed property disposal, accompanied by officer responses, are provided for Council's consideration below.

Feedback Summary	Officer Response
There will be a loss of income.	<i>Loss of rental income identified as a High Risk based on assessment included in this report. Mitigation strategies include carefully considering long term implications for disposal and retention.</i>
Please explain how the Shire will utilise the profit from the sale.	<i>Revenue from the sale of the property would be placed in the Strategic Projects Reserve for future projects to benefit the local community, as per the Executive Recommendation.</i>
Please explain how you will optimise this asset, or are you seeking to simply dispose of an asset to meet the AMP shortfall? The latter is not asset optimisation which is what Council had initially proposed.	Council has identified sustainable asset management as a strategic objective, given the substantial expenditure incurred each year from managing the Shire's current wide-ranging asset portfolio. The Revenue from the sale of the property would be placed in the Strategic Projects Reserve, as per the Executive Recommendation.
I believe it to be in the best interests of our community. As a community bank, they give tremendous and much needed financial support to local sporting groups and associations. Without this financial support these groups would find it difficult to survive.	<i>Negative reputational risk to the Shire as a result of retention of the property and potential resultant loss of local service identified as a Medium Risk based on assessment included in this report.</i> <i>Mitigation strategies include clearly communicating the Council decision, and reasons for the decision, to the local community, as well as proactively entering into discussions with the current Tenant regarding the potential for a new Lease for the premises.</i>
As a NFP we rely on additional sources of funding such as donations given so generously by Donnybrook Bendigo Bank. This outcome would certainly be a positive one for our community.	<i>As above.</i>
This is an important community organisation.	<i>As above.</i>

Feedback Summary	Officer Response
<p>Some factors of the decision-making process of the Public Service relating to the proposed sale and some documents are unavailable/not available to the general public.</p>	<p><i>Agenda and Minutes for the Ordinary Council Meeting of 26 November 2025 relating to the proposal for sale publicly available.</i></p> <p><i>Market Valuation reports obtained independently by DCDCFS and the Shire are considered confidential, due to commercial in-confidence constraints. However, all required statutory information, including the proposed consideration amount and the market value were included in advertised Local Public Notice at Attachment 9.3.6(1).</i></p>
<p>Following the recent actions of the administration to enact a form of Asset Optimisation, the addition of this substantial asset into a proposed sale of assets within a short space of time raises further concerns of the rationale behind this short sited proposed sale of an income producing asset that is located in a prime and valuable location in the Central Business District of Donnybrook, a CBD that has recently been supported by the achieved Donnybrook central Revitalisation Project within the Railway Heritage Precinct.</p>	<p><i>Council has identified sustainable asset management as a strategic objective, given the substantial expenditure incurred each year from managing the Shire's current wide-ranging asset portfolio.</i></p> <p><i>Loss of rental income identified as a High Risk based on assessment included in this report. Mitigation strategies include carefully considering long term implications for disposal and retention of the property, as presented in the Rent versus Sale Income Analysis section of this report.</i></p>
<p>The proposed sale is short sited, lacks consideration of the fact the property is an income producing endowment of the town managed by the Public Service.</p>	<p><i>The Rent versus Sale Income Analysis identifies that expenses related to retention of the property outweigh the revenue received, incurring an estimated annual loss.</i></p>
<p>Understanding the current tenant is a large contributor through their community grant giving and service facility provided to the location, Donnybrook and surrounding districts of the Shire of Donnybrook Balingup, this does not indicate it is a fiscal action to</p>	<p><i>Council allocated funds in the current Budget to develop an Economic and Tourism Development Strategy to guide this key area in the Shire and community. Work has commenced on this project, with stakeholder identification and community workshops planned as part of this. The Strategy will review and encompass the Railway Heritage Precinct.</i></p>

Feedback Summary	Officer Response
<p>on sell the existing community and LGA asset to them. It is also understood the sub-tenant the local Chamber of Commerce & Industry is also a large contributor to the fabric of the locality, however the history of the CCI working out of the Railway Heritage Precinct buildings prior, a matter that caused 'market confusion' in the delivery of visitor servicing prior to the action and advocacy for the Accreditation of the Donnybrook Visitor Centre.</p>	
<p>The citing of the benefits to the current tenants if this sale was to proceed appears at difference to present the benefits of retention of which do not appear to have been included in the analysis and presentation of this Item tabled for elected members decision making on behalf of ALL stakeholders.</p>	<p><i>Risks associated with both options to retain and dispose of the property are presented in this report for Councils consideration.</i></p> <p><i>In accordance with requirements and to ensure consultation with the local community, Council gave local public notice inviting submissions on the proposal, which are being considered by Council in their decision to proceed with disposal or retain the property.</i></p>
<p>Lot is included in the Clifford Lane asset improvement and development opportunity of the Shire. This appears excluded from the decision-making process.</p> <p>The Shire have ability to further develop the Lot to increase the asset, income and amenity of our endowment.</p> <p>It is disappointing the Clifford Lane value add of the property has not been activated by the Shire.</p>	<p><i>The Shire has no current plans to undertake further development of the property, or Clifford Lane along the rear boundary of the premises, given existing constraints and asset management priorities.</i></p> <p><i>This type of development project would require significant resourcing.</i></p>

Feedback Summary	Officer Response
<p>The laneway access is a valuable thoroughfare asset owned by the Shire that this community deserves to be retained and developed, to present as a leader to integrate the Clifford Lane opportunity with the SW Hwy, Donnybrook CBD and the revitalised infrastructure of the Donnybrook Railway Heritage Precinct and associated project spaces. This is for the Shire to act to value add to our asset, recurring income, amenity and progression through activation.</p>	<p><i>The 'laneway' alongside the southern side of the premises is contained within the land parcel and encompassed in the lease area with the current tenant.</i></p> <p><i>There are no public thoroughfares between the property and neighbouring north and south side property boundaries.</i></p>
<p>Underutilised Railway Heritage Precinct, that includes a vacated Accredited Visitor Centre.</p>	<p><i>The Economic and Tourism Development Strategy will encompass a review of the Railway Heritage Precinct.</i></p> <p><i>The Donnybrook Regional Tourism Association previously leased the former Visitor Centre premises located within the Railway Heritage Precinct. This group has ceased operations.</i></p>
<p>Need to acknowledge any perceived or real conflicts of interest in this proposed sale of our valuable asset.</p>	<p><i>Council members and Shire employees are required to disclose conflicts of interests in accordance with legislative requirements.</i></p> <p><i>No conflicts of interests have been declared.</i></p>
<p>As Bendigo Bank is the only bank in Donnybrook the potential loss of this facility would be very keenly felt by various community and service groups, not to mention the loss of footfall on the high street.</p>	<p><i>Underutilisation of asset identified as Moderate Risk based on assessment and included in this report.</i></p> <p><i>Proactively entering into discussions with the current Tenant regarding the potential for a new Lease for the premises is a key risk mitigation strategy should Council resolve to retain the property.</i></p>

The offer received from DCDCFS to purchase Lot 58 (70) South Western Highway, Donnybrook presents Council with the opportunity to progress with its identified strategic objectives for sustainable asset management. The disposal process has been conducted in accordance with statutory requirements and Council policy, ensuring transparency and accountability. The sale amount is considered reflective of a current fair market value for the property, as ascertained by independent valuations.

The disposal of this property to private ownership will generate significant revenue for the Shire as a capital sum that can be placed in a specific reserve for future strategic projects to benefit the local community. Private ownership would also provide greater certainty of ongoing rates revenue for the property.

Should Council wish to retain the property and not proceed with disposal, it should be satisfied that the long-term benefits of ownership, including prospective ongoing rental income and control over the asset, outweigh the risks and costs identified. The process for a new commercial lease arrangement in accordance with statutory requirements, Council policy and the adopted Property Management Framework will need to be undertaken as a priority with this option to address identified risks.

On balance, the evidence supports accepting the offer from DCDCFS and proceeding with the sale of the property. Adopting the Executive Recommendation to this report will assist Council in its key role of responsible asset management and advance Council's strategic goals to deliver positive outcomes for both the Shire and its residents.

9.3.7 Workforce Plan Progress Update and Interim Structure

Report Details:

Prepared by: Executive Manager Corporate

Manager: Nicholas O'Connor, Chief Executive Officer

File Reference: CNL 19

Voting Requirement: Simple Majority

Attachment(s):

9.3.7(1) Temporary Organisational Structure

Executive Recommendation

That Council:

1. **Notes the progress update on the organisational improvement actions undertaken since the Workforce Plan Review 2025;**
2. **Notes the proposed inclusion of the Assets and Sustainability Officer within the temporary organisational structure; and**
3. **Notes that the temporary structure will remain in place until completion of the revised Council Plan and associated informing strategies, at which time a comprehensive organisational review will be presented to Council.**

Strategic Alignment

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

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

Objective: 12.2 - Continuously improve workplace culture.

Item: Nil.

Executive Summary

This report is presented to Council to provide information on the proposed introduction of an Assets and Sustainability Officer to the organisational structure, the progress made against the relevant action plan, and the updated interim organisational structure currently in place. The information is provided for Council's awareness and oversight, noting that no approval or funding decision is being sought at this time.

The proposed position and interim structural adjustments align with Council's previously noted Workforce Plan reviews and the ongoing need to strengthen asset management capability within the organisation. A comprehensive review of staffing adequacy will be undertaken following the completion of the revised Council Plan and associated informing strategies, ensuring future workforce decisions are aligned with Council's strategic direction

Background

In May 2025 the Workforce Plan Review 2025 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.

During this interim period, increasing statutory and operational obligations—particularly in asset management and sustainability—have created critical capacity pressures. In response, it’s now proposed the inclusion of an Assets and Sustainability Officer to address these immediate requirements. While the broader organisational structure will continue to remain temporary, the addition of this position is necessary to ensure the Shire can meet its current obligations and maintain service delivery, while also strengthening internal capacity to support the forthcoming comprehensive review of all informing strategies.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Likely	Moderate	High (12)
Risk Description:	Insufficient staffing capacity to meet statutory, regulatory, and operational demands—particularly in asset management and sustainability—may lead to delays, compliance failures, or reduced service quality.		
Mitigation:	Introduction of the Assets and Sustainability Officer and continuation of interim structure to stabilise workloads and improve operational oversight.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Without adequate workforce capacity, delays in asset planning, procurement, project governance, and sustainability work could increase whole-of-life costs and financial exposure.		
Mitigation:	Strengthening asset management capability through the new proposed role, improved project coordination, procurement support, and WHS/ICT reforms that reduce inefficiencies.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	Failure to allocate dedicated capacity to asset management and sustainability may result in non-compliance with statutory, regulatory, and reporting obligations.		
Mitigation:	Introduce the Assets and Sustainability Officer to strengthen oversight of compliance requirements, improve monitoring and reporting, and ensure timely fulfilment of statutory obligations.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Property	Possible	Moderate	Moderate (9)
Risk Description:	Failure to resource asset management adequately may result in deteriorating infrastructure, unplanned asset failures, and increased whole-of-life costs.		
Mitigation:	Introduce the Assets and Sustainability Officer to strengthen asset planning, project coordination, and compliance, reducing the likelihood of asset deterioration and improving long-term financial sustainability.		

Financial Implications

There are no financial implications associated with Council noting this report. The proposed Assets and Sustainability Officer position will not be recruited until the 2026/27 Annual Budget is adopted, and the full costs of the role will be presented as part of the Shire's employee budget during the 2026/27 budget development process.

Policy Compliance

Nil.

Statutory Compliance

No statutory approvals or decisions are required as part of this report, as Council is being asked to note the information provided.

Consultation

Internal consultation has occurred with relevant members of the Executive and operational staff in relation to asset management capacity, interim structural arrangements, and workforce planning considerations.

No external community consultation has been undertaken, as the matters addressed in this report relate to internal organisational arrangements and do not involve a change to service levels or policy settings.

Officer Comment

New Position - Assets and Sustainability Officer

To support the Shire's strategic objectives around sustainable infrastructure, responsible financial management, and improved project governance, the proposed role will provide essential capability in project coordination, contract administration and asset sustainability. The position will strengthen our ability to deliver community infrastructure that is environmentally responsible, cost-effective over its whole life, and compliant with procurement and regulatory requirements. Key responsibilities will include:

- supporting project planning, purchasing and administration to ensure consistency with Shire policies and sustainability principles;
- contributing to contract preparation, evaluation and performance monitoring;
- assisting with project management tasks such as scoping, scheduling, risk tracking, reporting and budget monitoring;
- embedding sustainability considerations — including resource efficiency, long-term asset performance and environmental compliance — into project and asset decision-making;
- providing accurate and timely support for procurement, financial reconciliation and contractor documentation; and
- engaging with internal teams, contractors and community stakeholders to ensure clear communication and effective project delivery.

This role directly aligns with the Council Plan focus on strong governance, sustainable asset management, and delivering infrastructure that provides long-term community value.

Update – Workforce Actions Taken (June 2025 – January 2026)

The following actions reflect the significant organisational improvements implemented over recent months to strengthen internal capability, enhance staff wellbeing, and improve overall service delivery. Noting these actions provides Council with clear oversight of progress made and demonstrates the organisation's commitment to continuous improvement and effective governance.

Organisational Culture, Governance and Workforce Development

- Council endorsed organisational values have been embedded into the Code of Conduct, performance frameworks, and supporting corporate documentation.
- A new Staff Performance Framework has been implemented to improve consistency, accountability, and alignment with organisational objectives.
- The Shire's onboarding processes are currently being reviewed to enhance induction quality and improve early retention.
- Recruitment processes have been streamlined to reduce time to hire and support timely resourcing.
- A Staff Training Register has been developed to provide improved oversight of training needs, compliance, and professional development.
- Increased communication has been provided at staff meetings, including regular updates on key projects, priorities, and organisational initiatives.
- A Works and Services Development Day was delivered to support capability building and team engagement.

Strategic and Corporate Planning

- Development of the ICT Strategy is underway, including completion of the staff consultation phase and the current state assessment.
- The Enterprise Agreement has been finalised, endorsed, and implemented across the organisation.
- A full-time Director of Finance and Community has been appointed to strengthen executive leadership capacity.

Work Health & Safety (WHS) and Staff Wellbeing

- The WHS Plan 2025/2026 has been adopted, outlining the Shire's strategic approach to workplace safety.
- The WHS Committee has been re-established, including the appointment of five Health and Safety Representatives from across the organisation.
- A full-time Work Health and Safety Officer has been appointed to lead safety initiatives and compliance activities.
- Workplace inspections and emergency drills have been conducted to support a safe working environment.
- A WHS Risk Register has been developed to monitor and manage identified organisational risks.
- Ergonomic assessments have been carried out to support safe workstation practices.

- Staff health initiatives have been implemented, including skin checks, audiometric testing, first aid training, and participation in the Trade Mutt mental health and wellbeing program.
- A casual staffing pool has been established to support service continuity during staff leave and reduce workload pressures.
- A 9day fortnight trial has been introduced for administrative staff to enhance work-life balance and support employee wellbeing.
- Staff leave liability has reduced as a result of increased uptake of annual leave, supporting improved employee wellbeing while strengthening the Shire's long-term financial position through lower accrued leave obligations.

Information Management and Technology Improvements

- Following feedback from the initial EDRMS rollout, comprehensive staff consultation has been undertaken to redesign the system structure. The improved, staff-aligned EDRMS will commence rollout in the coming months, supporting better usability, organisational efficiency, and strengthened record-keeping compliance.
- New IT hardware and equipment have been rolled out to support productivity, system reliability, and mobility across the organisation.

Operational and Facility Improvements

- A coordinated clean-up and reorganisation of the Administration Building has been completed to improve workplace presentation and functionality.
- A full-time contracted cleaning service has been engaged to undertake all routine cleaning across Shire facilities, with a comprehensive deep-clean program completed to restore facilities to an enhanced baseline standard, thereby improving workplace hygiene, reducing health risks, and supporting a more pleasant and productive environment for staff.
- This report seeks Council's noting of the updated actions undertaken since the 2025 review and the proposed inclusion of this new position within the temporary structure.

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

12.1.1 RFQ 365 - Supply of Truck

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

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

12.2. Public reading of Resolutions that may be made public

Nil.

13. Closure

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