Shire of
Donnybrook Balingup

Notice of Agenda Briefing Session

To be held on 18 November 2026 and to commence at 5:00pm
To be held at the Council Chambers in Donnybrook
(1 Bentley Street, Donnybrook)

AGENDA BRIEFING

Authorised:

Nick O'Connor, Chief Executive Officer

Prepared: 13 November 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

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

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

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

Information on Agenda Briefing Sessions and Ordinary Council Meetings

Agenda Briefing Sessions

All Agenda Briefing Sessions are held in the Council Chamber at 5:00pm on the third Wednesday of the month (except for the month of December when it is held on the first Wednesday).

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

Ordinary Council Meetings

All Ordinary Council Meetings are held in the Council Chamber at 5:00pm on the fourth Wednesday of the month (except for the month of December when it is held on the second Wednesday).

Agendas

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

Agenda Briefing Guidelines

The objectives of Councillor Agenda Briefing Sessions are:

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

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

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

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

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

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

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

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

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

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

2. Attendance (OCM)

Councillors Present:

Cr John Bailey	Cr Tyler Hall	Cr Reggie Keown
Cr Anita Lindemann	Cr Vivienne MacCarthy	Cr Amanda McNab
Cr Grant Patrick	Cr Leanne Wringe	

Staff Present:

Nick O'Connor, Chief Executive Officer	Ross Marshall, Director Operations
Colin Young, Director Finance and Community	Loren Clifford, Executive Manager Corporate
Samantha Taaffe, Administration Officer Corporate	

Other Members Present:

Public Gallery:

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2.1. Apologies

Not applicable for Agenda Briefing Sessions.

2.2. Approved Leave of Absence

At the Ordinary Council Meeting held 28 October 2026, Council resolved the following:

> *"COUNCIL RESOLUTION 179/10-26*
> *That Council approve Cr Alex Purich's request for a leave of absence for the November 2026 Ordinary Council Meeting.*

2.3. Application for Leave of Absence

Not applicable for Agenda Briefing Sessions.

3. Announcements from the Presiding Member

Not applicable for Agenda Briefing Sessions.

4. Declarations of Interest

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

5. Public Question Time

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

Nil.

5.2. Public Question Time

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

6. Presentations

6.1. Petitions

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

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6.2. Presentations

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

6.3. Deputations

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

6.4. Delegates' Reports

Not applicable for Agenda Briefing Sessions.

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 28 October 2026

Minutes of the Ordinary Council Meeting held 28 October 2026 are attached as Attachment 7.1.1(1).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 28 October 2026 be confirmed as a true and accurate record.

8. Reports of Committees

Nil.

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9. Reports of Officers

9.1. Director Operations

9.1.1. Balingup Recreation and Sporting Master Plan Stage Five: Draft Master Plan and Further Community Consultation

Report Details:

Prepared by: Director Operations

Manager: Chief Executive Officer

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

9.1.1(1) Draft Balingup Recreation and Sporting Master Plan

Executive Recommendation

That Council

1. **Endorses the draft Balingup Recreation and Sporting Master Plan, at** Attachment 9.1.1(1), **for the purpose of further community and stakeholder consultation only; and**
2. **Request the Chief Executive Officer to undertake further community and stakeholder consultation on the draft Balingup Recreation and Sporting Master Plan in accordance with the Community Engagement Framework.**
3. **Requests that the outcomes of the further consultation, together with any proposed amendments to the draft Master Plan, be presented to Council for consideration before final adoption.**
4. **Notes that endorsement for consultation does not commit Council to fund or deliver any recommendation, project, staging proposal or capital work identified in the draft Master Plan.**

Strategic Alignment

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

Outcome:	7 - Attractive and welcoming public places.
Objective:	7.1 - Create vibrant, attractive and welcoming towns and public places.
Outcome:	11 - An engaged community with positive customer experiences.
Objective:	11.1 - Deliver quality engagement, communication and customer service.
Outcome:	3 - Community health and wellbeing.
Objective:	3.1 - Improve access to facilities and services to support community health and wellbeing.

Executive Summary

AGENDA BRIEFING

The Shire engaged a specialist sport and recreation planning consultant to prepare the Balingup Recreation and Sporting Master Plan. The project is now at Stage Five, Master Plan Report and Recommendations. A draft Master Plan has been produced and is ready to be tested through a further community and stakeholder consultation process.

The purpose of this report is to seek Council endorsement of the draft Master Plan for consultation. The endorsement is procedural and does not constitute final adoption of the Master Plan or approval of funding for its recommendations.

Further consultation will provide affected and interested community members, user groups and stakeholders with an opportunity to review the draft direction, concept planning and priorities before the document is finalised and returned to Council.

Background

Request for Proposal 03-2526 established a staged process for preparation of the Balingup Recreation and Sporting Master Plan. The project objectives include mapping existing infrastructure, identifying current and future community needs and service gaps, undertaking inclusive consultation, aligning with Shire strategic goals and funding opportunities, and preparing prioritised and staged recommendations.

The earlier stages comprised project commencement, situation analysis, stakeholder engagement and community consultation, development of master plan options, and preparation of concept planning and capital cost information. Stage Five provides for the draft Master Plan report and recommendations, further consultation, incorporation of feedback and finalisation of the document. The consultant's project methodology states that, following initial Shire feedback and acceptance of the planning rationale, a further consultation process will test and challenge the recommended direction, seek feedback on priorities for investment, and inform an updated final Master Plan.

The draft Master Plan is therefore presented as Attachment 9.1.1(1) for endorsement for public consultation.

It is not presented for final adoption at this stage.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Consultation does not reach affected or interested stakeholders, or feedback is not adequately captured.		
Mitigation:	Use the proposed Engagement Plan to seek Community feedback. Close the loop by explaining how submissions informed the final document.		

Risk:	Likelihood:	Consequence:	Risk Rating:

AGENDA BRIEFING

Reputational	Possible	Moderate	Moderate (9)
Risk Description:	The draft is perceived as a final decision or a commitment to deliver all proposed works.		
Mitigation:	Clearly label the document as draft, explain that Council is consulting before final adoption, and state that future works remain subject to prioritisation, approvals, funding and budget decisions.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Community expectations are created for projects that are unaffordable or not provided for in the Long-term Financial Plan or Annual Budget.		
Mitigation:	Consult on priorities and staging, disclose that endorsement does not approve expenditure.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Minor	Moderate (6)
Risk Description:	Consultation feedback requires material rework, delaying completion of the Master Plan.		
Mitigation:	Use focused consultation questions, maintain a submissions register, agree change-control arrangements with the consultant, and report material scope or programme impacts promptly.		

Financial Implications

The current decision is to release the draft Master Plan for consultation. Consultation and finalisation costs are to be managed within the approved project scope and existing operational budgets. The consultant proposal separately identifies Stage Five, Master Plan Report and Recommendations, as a project deliverable. Council endorsement of the draft for consultation does not authorise expenditure on any capital project or implementation action recommended in the draft Master Plan. Any future project will require separate assessment, prioritisation, funding identification and approval through the Shire's annual budget and long-term financial planning processes.

Policy Compliance

Council Policy COMD/CP-7 Community Engagement applies to community engagement undertaken by the Shire. It establishes a commitment to meaningful, inclusive and transparent engagement that supports informed decision-making and community trust.

The further consultation should be planned and delivered in accordance with the policy and supporting Community Engagement Framework. In particular, the engagement should:

- provide reasonable opportunities for affected and interested stakeholders to participate;
- use methods proportionate to the project's community impact and available resources;
- provide clear, accessible and timely information;

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- consider community feedback alongside strategic, legislative, financial and operational factors; and
- communicate outcomes and explain how feedback was considered.

Statutory Compliance

There is no statutory public advertising process specific to endorsement of this draft Master Plan.

Consultation

The project methodology provided for internal engagement, consultation with relevant government agencies, community and sporting organisations, user groups, State Sporting Associations, residents and ratepayers, including survey and community drop-in meeting. The final report should accurately summaries the engagement actually completed and the main themes arising.

Proposed Engagement Plan (further consultation).

- Publish the draft Master Plan and a summary on the Shire's "Have Your Say" platform.
- Provide at least one accessible community information or drop-in session in Balingup.
- Use structured questions to test the proposed direction, priorities, staging and implementation considerations.
- Maintain a submissions register and prepare an engagement outcomes report.
- Provide feedback to participants on what was heard and how feedback influenced the final Master Plan.
- Invite targeted submissions from affected user groups, community organisations, and other Community members including but not limited to the following.
    - Balingup & Districts Sporting Association
    - Balingup Progress Association
    - Medieval Carnival Committee
    - Small Farm Field Day Committee
    - Townscape Committee
    - Blackwood Untied Soccer Club
    - Balingup Friends of the Forrest
    - Golden Valley Tree Park Management Committee
    - Balingup Historical Committee
    - Balingup Bowling Club
    - Balingup P&C
    - Bibbulmum Track Committee
    - Balingup Primary School
    - Balingup Golf Club
    - Balingup Arts & Cultural Hub
    - BalingUpcycle

Officer Comment

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Endorsing the draft Master Plan for consultation is the appropriate next step in the agreed project methodology. It enables Council to release a developed evidence base and recommended direction for Community testing without prejudging final adoption or implementation funding.

The consultation will focus on matters that can still be influenced, particularly the relative priority and staging of recommendations, local impacts, accessibility, operational practicality and implementation considerations. The consultation materials should clearly distinguish between the long-term planning direction and any future Council decision to fund or deliver individual projects.

Following consultation, the consultant and Administration should assess submissions, document proposed amendments and present the final Master Plan to Council. The subsequent report will include the consultation outcomes, a response to material issues raised, final financial and risk considerations, and a recommendation on adoption.

AGENDA BRIEFING

9.1.2. Disposal of Surplus Jarrah Timber

Report Details:

Prepared by: Director Operations

Manager: Chief Executive Officer

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

Nil.

Executive Recommendation

That Council:

1. **Approves the disposal of surplus jarrah currently held in stock by gifting the material to the Brookhampton Progress Association for use at Brookhampton Hall; and**
2. **Authorises the Chief Executive Officer to undertake all administrative actions necessary to facilitate the transfer of the timber to the Brookhampton Progress Association; and**
3. **Notes that one unprocessed log and approximately 792 lineal metres of dressed timber lining boards are currently held in stock with an estimated value of $14,027.22 and that the material will be removed from the Shire's asset and inventory records following transfer.**

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

This report seeks Council approval to dispose of surplus jarrah timber lining boards currently held in Shire stock by gifting the material to the Brookhampton Progress Association for use at Brookhampton Hall. The timber was originally gifted from DBCA and then processed as timber stock held by the Shire for the external refurbishment of the Brookhampton Hall.

The surplus jarrah timber comprises of the following, as recorded in the asset register and inventory stock:

1. One unprocessed log remaining at the Dawson Contracting yard with a value of $3,750.00; and
2. Approx.792 lineal metres of dressed timber stored at the Victory Lane Depot with a value of $10,277.22.

AGENDA BRIEFING

The Chief Executive Officer has advised that Council consideration is preferred given the value of the material and the proposed gifting arrangement. Financial advice has confirmed there are no accounting concerns provided Council formally resolves to gift the timber, after which it can be removed from the asset register and inventory records.

Background

The Shire currently holds a quantity of surplus jarrah timber lining boards stored at the Victory Lane Depot. Information provided by the Finance Coordinator, advised that as at 22 April 2026 the stock comprised:

1. One unprocessed log remaining at the Dawson Contracting yard with a value of $3,750.00; and
2. Approx.. 792 lineal metres of dressed timber stored at the Victory Lane Depot with a value of $10,277.22.

The timber lining boards are not currently required for any identified Shire project and have remained in storage since processing. The Brookhampton Progress Association has expressed interest in utilising the timber at Brookhampton Hall, a community facility leased by the Association. Brookhampton Hall is recognised as a Shire community facility occupied by the Brookhampton Progress Association under a community lease arrangement.

The proposed gift provides a community benefit through the reuse of surplus materials while eliminating ongoing storage and reporting requirements.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Minor	Moderate (5)
Risk Description:	Loss of inventory value through gifting of timber.		
Mitigation:	Ensure Council formally approves the transfer and records disposal appropriately.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Minor	Low (4)
Risk Description:	Community concern regarding allocation of Shire-owned materials to a single organisation		
Mitigation:	Ensure decision is made by Council in an open meeting and documented in the public record.		

Risk:	Likelihood:	Consequence:	Risk Rating:

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Compliance	Unlikely	Moderate	Moderate (5)
Risk Description:	Perceived lack of transparency in disposal of public assets.		
Mitigation:	Undertake disposal through a formal Council resolution with supporting report.		

Financial Implications

The timber stock comprises of one unprocessed log and approximately 792 lineal metres of dressed timber lining boards with an estimated value of $14,027.22.

Upon Council approval, the material will be gifted to the Brookhampton Progress Association and removed from the Shire's inventory records.

No direct cash expenditure is anticipated as a result of the recommendation other than any minor administrative costs associated with the transfer.

The proposal also removes the need for ongoing storage, management and compliance reporting of surplus stock.

Policy Compliance

The proposal is consistent with the principles of sound asset management and community support contained within the Shire's strategic planning framework.

The proposal supports community infrastructure and volunteer-managed facilities through the beneficial reuse of surplus resources.

Statutory Compliance

Local Government (Functions and General) Regulations 1996
Regulation 30(3)(a) allows for an exempt disposition of property with a market valuation of less than $20,000. Therefore, this disposition is exempt from the normal disposal of property as per s3.58 of the Local Government Act 1995.

Consultation

Internal consultation has been undertaken with:

1. Chief Executive Officer;
2. Director Operations;
3. Finance Coordinator; and
4. Manager Finance.

Financial advice has confirmed there are no accounting concerns associated with the proposed gifting arrangement provided Council formally resolves to gift the material and the inventory can subsequently be removed from the asset register.

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External consultation has occurred with the Brookhampton Progress Association regarding the proposed use of the timber at Brookhampton Hall.

Officer Comment

The proposal represents an opportunity to repurpose surplus timber stock for the benefit of a community facility rather than retaining the material in storage with no identified operational use.
The recommendation provides a transparent governance process through Council approval whilst delivering a community outcome.

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9.2. Director Finance and Community

9.2.1. Schedule of Accounts Paid as at 31 October 2026

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

Nil.

Executive Recommendation

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

Strategic Alignment

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

Outcome: 10 Effective governance and partnerships

Objective: 10.1 Provide strategically focused, open and accountable governance.

Executive Summary

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 31 October 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 $2,385,512.88.

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.		

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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.

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	31/08/2026	MUSHROOM CAFÉ	FIRE CONTROL OFFICER TRAINING - MEALS	11.00
	31/08/2026	BIG APPLE BAKERY	FIRE CONTROL OFFICER TRAINING - DRINKS	114.54
	03/09/2026	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	129.47
	03/09/2026	SHIRE OF DONNYBROOK BALINGUP	ARGYLE VBFB STATION - BSL & CTF	1,755.28
	07/09/2026	DEPARTMENT OF TRANSPORT	TRANSFER OF TRAILER & REGISTRATION	48.70
	09/09/2026	MICROSOFT	AZURE USAGE CHARGES	431.24
	11/09/2026	WA POLICE FORCE	REFUND OF POLICE REPORT FEE	-51.70
	11/09/2026	SCOTT PRINT	BFB - EDUCATION/TRAINING MATERIALS	983.40
	16/09/2026	STREET KITCHEN	WALGA CONVENTION - MEAL/REFRESHMENTS	65.98
	16/09/2026	MARCH COFFEE STUDIO	WALGA CONVENTION - REFRESHMENTS	6.20
	16/09/2026	SANTI'S CAFÉ	WALGA CONVENTION - MEAL	32.09
	22/09/2026	DEPARTMENT OF TRANSPORT	PLATE CHANGE	32.00
	24/09/2026	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	37.92
	25/09/2026	CONNECTEAM	EMPLOYEE MANAGEMENT APP - ADDITIONAL USER	8.42
	29/09/2026	BENDIGO BANK	CARD FEES	20.00
DD29421.1	14/10/2026		TOTAL: CREDIT CARD PAYMENTS	3,624.54
EFT PAYMENTS				
EFT33835A	01/10/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 30.09.26	169,256.82
EFT33836	08/10/2026	HARMONIC IT	ANNUAL MANAGED SERVICES AGREEMENT, LAPTOP, VBFB STATION NOTICE BOARD	15,510.00
EFT33837	08/10/2026	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	1,554.03
EFT33838	08/10/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	110.00
EFT33839	08/10/2026	AMD	ANNUAL REPORT & DEFERRED PENSIONER AUDITS	2,970.00
EFT33840	08/10/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	248.15
EFT33841	08/10/2026	ALLEN'S TRAFFIC MANAGEMENT PTY LTD	TRAFFIC MANAGEMENT - TREE LOPPING, MAINTENANCE GRADING	33,411.51
EFT33842	08/10/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MOWER BLADES	174.90
EFT33843	08/10/2026	ARM SECURITY	BEELERUP BFB - SECURITY MONITORING	142.78
EFT33844	08/10/2026	ABC FILTER EXCHANGE	DBK REC CTR - FILTER REPLACEMENT KITCHEN RANGEHOOD	36.30
EFT33845	08/10/2026	ANIMAL PEST MANAGEMENT SERVICES	CALL OUT CHARGE	550.00
EFT33846	08/10/2026	BUNNINGS GROUP LIMITED	ADMIN - DOMED SAFETY MIRRORS	86.68
EFT33847	08/10/2026	BDA TREE LOPPING	TREE PRUNING	31,152.00
EFT33848	08/10/2026	BUNBURY & BUSSELTON AIR	AC - SCHEDULED MAINTENANCE	190.66
EFT33849	08/10/2026	BALINGUP LIQUOR & GENERAL STORE	BFB - DIESEL	512.73
EFT33850	08/10/2026	BEELERUP BUSH FIRE BRIGADE - SECRETARY	REIMBURSE - GROCERIES	129.59

AGENDA BRIEFING

SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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EFT33851	08/10/2026	A BYRNE	REFUND OVERPAYMENT OF RATES	806.50
EFT33852	08/10/2026	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY MONITORING	433.29
EFT33853	08/10/2026	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	SIP PHONE CHARGES & ACCESS FEES	924.24
EFT33854	08/10/2026	BRIGHTMARK GROUP PTY LTD	CLEANING - SEP 26	18,401.78
EFT33855	08/10/2026	BRAYCO COMMERCIAL PTY LTD	VBFB STATION, VCMP - SANITARYWARE	4,147.00
EFT33856	08/10/2026	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - SEP 26	23,137.07
EFT33857	08/10/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	850.46
EFT33858	08/10/2026	WESTERN AUSTRALIA POLICE	BFB VOLUNTEERS - POLICE CLEARANCES	17.60
EFT33859	08/10/2026	CRS ELECTRICAL	BLN TRANSIT PARK - SUPPLY & INSTALL GPO, REPLACE LIGHT SWITCH	680.06
EFT33860	08/10/2026	CHOOKY'S LAWNS & MORE	COMMUNITY HOUSING - GROUND MAINTENANCE	1,089.00
EFT33861	08/10/2026	M CUNNINGHAM	REFUND OVERPAYMENT OF RATES	806.50
EFT33862	08/10/2026	CITADINES ST GEORGES TERRACE PERTH	ACCOMMODATION & PARKING - WALGA CONVENTION	795.00
EFT33863	08/10/2026	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL	170.00
EFT33864	08/10/2026	DONNYBROOK NEWSAGENCY	BUSINESS CARDS	110.00
EFT33865	08/10/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	SWAP & RESEAL SEPTIC TANK LID, UNBLOCK TOILET, REPAIR WATER LEAK, REPAIRS TO SHOWER	2,222.00
EFT33866	08/10/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT33867	08/10/2026	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	DBK WASTE MANAGEMENT FACILITY - LEASE	220.00
EFT33868	08/10/2026	S DELAPORTE	REIMBURSE WORKING WITH CHILDREN CHECK	87.00
EFT33869	08/10/2026	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN	159.97
EFT33870	08/10/2026	FORD ELECTRICS	PUBLIC HALL - KIRUP - ELECTRICAL LIGHTING UPGRADES	9,042.00
EFT33871	08/10/2026	GRIGGS PLUMBING & GAS	NOGGERUP HALL - UNBLOCK SEWER	919.69
EFT33872	08/10/2026	ACUMENTIS	HOUSING VALUATIONS	4,400.00
EFT33873	08/10/2026	HASTIE WASTE PTY LTD	DBK WMF, BLN TRANS STATION - MONTHLY MANAGEMENT & MATTRESS PROCESSING	43,257.46
EFT33874	08/10/2026	THE HYGGE FARM	UCI EVENT - PETTING ZOO	650.00
EFT33875	08/10/2026	INSTITUTE OF PUBLIC WORKS AND ENGINEERING AUSTRALIA (WA)	IPWEA 2026 ANNUAL COUNTRY MEETING	1,200.00
EFT33876	08/10/2026	INFIELD SERVICES PTY LTD	BFB -VEHICLE MAINTENANCE	7,024.82
EFT33877	08/10/2026	INGARFIELD LIVESTOCK SERVICES	CATTLE PANEL HIRE & LABOUR	910.00
EFT33878	08/10/2026	JB HI FI	TABLET, CASE & SCREEN PROTECTOR	2,537.00
EFT33879	08/10/2026	LIVING SPRINGS WATER PTY LTD	BOTTLED WATER	42.00
EFT33880	08/10/2026	LESCHENAULT CATCHMENT COUNCIL	BLACKBERRY PROJECT PLAN	64,790.00
EFT33881	08/10/2026	MALATESTA ROAD PAVING & HOTMIX	EMULSION	720.00
EFT33882	08/10/2026	MUMBALLUP BUSH FIRE BRIGADE - SECRETARY	REIMBURSEMENT FOR REPLACEMENT SINK & MIRROR	377.27

AGENDA BRIEFING

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EFT33883	08/10/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE & REPRESENTATION	469.70
EFT33884	08/10/2026	MAINSPRAY	ANNUAL ROADSIDE VEGETATION & WEED CONTROL	27,318.72
EFT33885	08/10/2026	MPM CONCRETING	VCMP - TENNIS FORECOURT & COURT ACCESS	83,171.00
EFT33886	08/10/2026	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS & EXCHANGE ONLINE PLANS	2,353.90
EFT33887	08/10/2026	R MARSHALL	REIMBURSE AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS, FUEL	852.26
EFT33888	08/10/2026	NATURALISTE TURF	EGAN PARK OVAL - LAWN RENOVATION, VCMP - HERBICIDE	15,816.44
EFT33889	08/10/2026	NOLAN DRAFTING	SANDHILLS RD RESEAL & DRAINAGE DESIGN WORKS	3,981.00
EFT33890	08/10/2026	OFFICEWORKS	DESKTOP ADAPTOR, STATIONERY SUPPLIES	532.90
EFT33891	08/10/2026	OBAN GROUP PTY LTD	DBK REC CTR - CHANGING ROOM UPGRADES	62,058.04
EFT33892	08/10/2026	PRESTON PRESS	SHIRE CONNECT	500.00
EFT33893	08/10/2026	PRESTON VALLEY MAINTENANCE	INVESTIGATE WATER DAMAGE, INSTALL HAND TOWEL, REPLACE BROKEN TOILET SEAT, REINSTALL SOAP CONTAINER	3,184.50
EFT33894	08/10/2026	ROYAL LIFE SAVING SOCIETY WA INC.	POOL LIFEGUARD RENEWAL	187.00
EFT33895	08/10/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HOURS	5,090.89
EFT33896	08/10/2026	SHIRE OF BRIDGETOWN-GREENBUSHES	BUSHFIRE MITIGATION COORDINATOR CLAIM	11,987.58
EFT33897	08/10/2026	SPENCER SIGNS	BORE IDENTIFICATION PLAQUES	561.00
EFT33898	08/10/2026	STEWART & HEATON CLOTHING CO. P/L	BFB - UNIFORMS	2,504.62
EFT33899	08/10/2026	SOUTHERN LOCK & SECURITY	VCMP - LONG SHANK LOCKS, DBK DEPOT - KEYS, TOILET ROLL HOLDER KEYS, ALARM MONITORING	1,659.60
EFT33900	08/10/2026	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS	1,089.54
EFT33901	08/10/2026	SEEK LIMITED	ADVERTISEMENT - VACANCIES	1,534.50
EFT33902	08/10/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	ADVANCED RESUSCITATION COURSE	185.00
EFT33903	08/10/2026	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURE BIN PICK UP & DISPOSAL	239.45
EFT33904	08/10/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	DBK TRANSIT PARK - REPAIR DAMAGED TOILET LIGHT SWITCH	661.26
EFT33905	08/10/2026	SOUTH WEST SEPTICS	BLN VILLAGE GREEN - EMPTY SEPTICS TANK	652.50
EFT33906	08/10/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,740.23
EFT33907	08/10/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	78.19
EFT33908	08/10/2026	TELAIR PTY LTD	NBN SERVICES	687.90
EFT33909	08/10/2026	TELAIR PTY LTD.	MOBILE DEVICE PLANS	129.99
EFT33910	08/10/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	49.80
EFT33911	08/10/2026	SYNERGY	ELECTRICITY CHARGES	16,954.10

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EFT33912	08/10/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA TRAINING	3,080.00
EFT33913	08/10/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	13,487.62
EFT33914	08/10/2026	WORK CLOBBER	W&S PPE	758.60
EFT33915	08/10/2026	MACHINERY WEST	CHAINS TO REMOVE BRANCH	137.28
EFT33916	08/10/2026	WESTSPAN SHEDS	SUPPLY & INSTALL STORAGE SHED	3,054.41
EFT33916A	15/10/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 14.10.26	165,896.14
EFT33917	22/10/2026	HARMONIC IT	ANNUAL MANAGED SERVICES AGREEMENT	10,367.50
EFT33918	22/10/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	55.00
EFT33919	22/10/2026	AMITY SIGNS	REPLACEMENT SIGN	125.40
EFT33920	22/10/2026	ALL TECH PLUMBING	BACKFLOW VALVE TESTING	1,584.00
EFT33921	22/10/2026	ALLEN'S TRAFFIC MANAGEMENT PTY LTD	TRAFFIC MANAGEMENT	10,356.50
EFT33922	22/10/2026	ALL LIFT LIFTING SERVICES	SERVICE & INSPECTION OF VEHICLE HOIST	975.01
EFT33923	22/10/2026	AQUAMONIX	RAINMAN CLOUD SUBSCRIPTION	6,692.40
EFT33924	22/10/2026	ADAMS WINDOW CLEANING	MINN COTTS - GUTTER CLEANING	3,718.00
EFT33925	22/10/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	BLADES & BELT, WHEEL KIT & BRACKET	1,179.20
EFT33926	22/10/2026	AUSTRALIAN INSTITUTE OF MANAGEMENT	TRAINING	944.00
EFT33927	22/10/2026	BUNBURY & BUSSELTON AIR	DBK REC CTR - SERVICE - HVAC SYSTEMS, ADMIN - AC SCHEDULED MAINTENANCE	1,311.28
EFT33928	22/10/2026	BRECKEN HEALTH CARE / MEDILOSS AUSTRALIA	PRE EMPLOYMENT MEDICALS	353.10
EFT33929	22/10/2026	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	HIRE OF DRY ROLLER	4,380.48
EFT33930	22/10/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	425.23
EFT33931	22/10/2026	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING	882.96
EFT33932	22/10/2026	CRS ELECTRICAL	RENEW POOLSIDE DOWNLIGHTS, LED LIGHT PANEL REPLACEMENT	3,403.57
EFT33933	22/10/2026	CLEANAWAY	KERBSIDE BIN COLLECTION	61,445.55
EFT33934	22/10/2026	CROSS SECURITY SERVICES	BLN TRANSIT PARK - SUPPLY & INSTALL TOILET & SHOWER ACCESS CONTROL	8,030.00
EFT33935	22/10/2026	CAFE 48	MEETING - REFRESHMENTS	326.90
EFT33936	22/10/2026	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, P&G, RANGERS	217.91
EFT33937	22/10/2026	CLEANAWAY PTY LTD	DBK WMF - RECYCLING BIN TRANSFER/PROCESSING	954.42
EFT33938	22/10/2026	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE	4,067.60
EFT33939	22/10/2026	CLARK RUBBER BUNBURY	DBK REC CTR - NON-SLIP MATTING	896.00
EFT33940	22/10/2026	DONNYBROOK NEWSAGENCY	DIARIES	254.95
EFT33941	22/10/2026	DONNYBROOK HARDWARE & GARDEN	TAP TIMER, KWIKSET, WASHERS, BOLTS, KEY CUT, PAIL & LID, KEROSENE, FERTILISER, PRESSURE SPRAYER, LUBRICANT, RAKE, SILICON, GLOVES, RIVETS, WATERING CAN	600.83

AGENDA BRIEFING

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EFT33942	22/10/2026	DONNYBROOK TENNIS CLUB	VCMP - PAVILION 2 SPACETOCO BOOKINGS - COLLECTED ON BEHALF OF THE CLUB - AUG 26	349.12
EFT33943	22/10/2026	DONNYBROOK DISTRICT HIGH SCHOOL	YARNING CIRCLE - CATERING	480.00
EFT33944	22/10/2026	DONNYBROOK FARM SERVICE	CEMENT, RETIC SUPPLIES, POOL CHEMICALS, CONTROL CABLE, VALVE BOX, ADJUSTABLE SPRAY SPIKE, PLIERS	9,039.97
EFT33945	22/10/2026	DONNYBROOK FRESH SUPA IGA	ADMIN, W&S, DBK REC CTR, BFB & COUNCIL - GROCERIES & REFRESHMENTS, POUND - FOOD	1,269.37
EFT33946	22/10/2026	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	VCMP - PAVILION 1 SPACETOCO BOOKINGS - COLLECTED ON BEHALF OF THE CLUB - AUG 26	553.97
EFT33947	22/10/2026	STATE LIBRARY OF WESTERN AUSTRALIA	DBK LIBRARY - BETTER BEGINNINGS SUBSCRIPTION	357.41
EFT33948	22/10/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS DELL PCS	3,106.38
EFT33949	22/10/2026	DBCEC (WA) PTY LTD	WET PLANT HIRE, LOW LOADER FLOAT MOVE OF ROLLER	47,557.13
EFT33950	22/10/2026	M DENNIS	REIMBURSE PARKING & TRAVEL - WALGA COURSE	9.00
EFT33951	22/10/2026	DONNYBROOK PANEL BEATERS	INS CLAIM VEHICLE REPAIRS	500.00
EFT33952	22/10/2026	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS - SEP 26	6,773.75
EFT33953	22/10/2026	EMERG SOLUTIONS PTY LTD	BFB - BART SUBSCRIPTION FEES	495.00
EFT33954	22/10/2026	ELGAS	GAS SUPPLY	174.90
EFT33955	22/10/2026	LINK-EM	PREPARATION OF AWARE GRANT SUBMISSION.	1,080.00
EFT33956	22/10/2026	EARTH AND DIRT	RANGERS - HAY FOR WANDERING STOCK	49.50
EFT33957	22/10/2026	TOTAL GREEN RECYCLING	PROCESSING OF E WASTE	1,104.11
EFT33958	22/10/2026	GIBBONS PLUMBING PTY LTD	VBFB STATION - HYDRAULIC SERVICES - DESIGN & CONSTRUCT	36,858.00
EFT33959	22/10/2026	MOORE AUSTRALIA (WA) PTY LTD	FINANCE WORKSHOP	1,485.00
EFT33960	22/10/2026	W HOLMES	REFUND OVERPAYMENT OF RATES	806.50
EFT33961	22/10/2026	SKIPPERS PLUMBING SERVICES	DBK CRICKET PAVILION - REPLACE CISTERN	360.80
EFT33962	22/10/2026	INFIELD SERVICES PTY LTD	BFB VEHICLE WINTER MAINTENANCE & SERVICE	2,781.29
EFT33963	22/10/2026	ITR PACIFIC PTY LTD	GRADER BLADE	2,750.00
EFT33964	22/10/2026	JOMAR (WA) PTY LTD	BRIDGE MINOR SPECIFIC WORKS	2,750.00
EFT33965	22/10/2026	LGISWA	INSURANCE - 2ND INSTALMENT	451,093.64
EFT33966	22/10/2026	S LONG	REFUND OVERPAYMENT OF RATES	806.50
EFT33967	22/10/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	2,115.07
EFT33968	22/10/2026	MJB INDUSTRIES PTY LTD	BLN VILLAGE GREEN - SEPTIC TANK LID	235.19
EFT33969	22/10/2026	MPM CONCRETING	RESERVE ST FOOTPATH	27,387.80
EFT33970	22/10/2026	R MARSHALL	REIMBURSE - STATIONERY	74.00
EFT33971	22/10/2026	NATURALISTE TURF	VCMP OVAL - LAWN RENOVATION	9,372.77
EFT33972	22/10/2026	NESPRESSO AUSTRALIA	ADMIN - COFFEE	440.00
EFT33973	22/10/2026	OFFICEWORKS	STATIONERY SUPPLIES	145.37

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EFT33974	22/10/2026	BLACKWOODS	PROSAFE DRUM SPILL CONTAINMENT PALLET	400.00
EFT33975	22/10/2026	PRESTON VALLEY MAINTENANCE	RESECURE LIGHT WIRES	110.00
EFT33976	22/10/2026	PRESTON POWER EQUIPMENT	FILTERS, CHAPS, HARNESS, MOWING HEAD, OIL	895.00
EFT33977	22/10/2026	WA DISTRIBUTORS PTY LTD	DBK REC CTR - CLEANING CONSUMABLES	416.55
EFT33978	22/10/2026	HOLCIM (AUSTRALIA) PTY LTD	SANDHILLS RD - DRAINAGE CONSTRUCTION - SHOT/BLAST ROCK	14,497.02
EFT33979	22/10/2026	REPCO - DONNYBROOK	CAR SEAT COVERS, LICENCE PLATE LIGHT & PIN, WORKLIGHT, HEAT SHRINK BAG, SNATCH STRAP, WHEEL CYLINDER ASSEMBLY, MICROCHIP SCANNER, BOW SHACKLE, MIRROR	1,234.22
EFT33980	22/10/2026	RANTAM PTY LTD	VBFB STATION - ARGYLE/IRISHTOWN - PROGRESS PAYMENT	208,343.08
EFT33981	22/10/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HOURS	4,417.10
EFT33982	22/10/2026	ROBERT'S TRANSPORT SOLUTIONS	DBK WMF - COLLECTION & RETURN OF E WASTE SEA CONTAINER	1,540.00
EFT33983	22/10/2026	STEWART & HEATON CLOTHING CO. P/L	BFB - PPC	1,157.54
EFT33984	22/10/2026	SOUTHERN LOCK & SECURITY	BLN REC CTR - CREATE NEW KEY HIERARCHY, SUPPLY KEYS	1,283.95
EFT33985	22/10/2026	CITY OF BUSSELTON	RECOUP OF LONG SERVICE LEAVE	2,996.22
EFT33986	22/10/2026	SPECIALTY TIMBER FLOORING WA	DBK REC CTR - STADIUM FLOORING RECOAT	7,238.00
EFT33987	22/10/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	REPLACEMENT OF DAMAGED POWER POLE	1,839.57
EFT33988	22/10/2026	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILDCARE WORKER	869.05
EFT33989	22/10/2026	SUPAGAS	GAS SUPPLY	50.60
EFT33990	22/10/2026	SPORTSWORLD OF WA	DBK REC CTR - STOCK	603.13
EFT33991	22/10/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	861.88
EFT33992	22/10/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	132.15
EFT33993	22/10/2026	THE PRINT SHOP BUNBURY	TIMESHEETS	1,225.40
EFT33994	22/10/2026	TOTALLY WORKWEAR BUNBURY	BUSH FIRE MITIGATION - PPC	903.00
EFT33995	22/10/2026	VOCUS	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT33996	22/10/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	3,363.31
EFT33997	22/10/2026	SYNERGY	ELECTRICITY CHARGS	20,450.60
EFT33998	22/10/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA ELEARNING	539.00
EFT33999	22/10/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	586.42
EFT34000	22/10/2026	WORKFORCE ROAD SERVICES PTY LTD	CUNDINUP-KIRUP RD - ROAD MARKING	21,838.96
EFT34001	22/10/2026	WOODLANDS DISTRIBUTORS PTY LTD	COMPOSTABLE DOG WASTE BAGS	924.00
EFT34002	22/10/2026	F WILSON	REFUND OVERPAYMENT OF RATES	806.50
EFT34003	22/10/2026	ZIPFORM	RATES NOTICES	5,623.21

AGENDA BRIEFING

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EFT34003A	29/10/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 28.10.26	171,955.79
			TOTAL: EFT PAYMENTS	**2,097,031.08**
BANK FEES				
	31/10/2026	BENDIGO	BANK FEES	1,333.81
	31/10/2026	COMMONWEALTH	BANK FEES	3,120.29
	31/10/2026	TYRO	BANK FEES	3,860.77
	31/10/2026	PAYPAL	TRANSACTION FEES	8.17
	31/10/2026	EZIDEBIT	TRANSACTION FEES	152.64
	31/10/2026	SPACETOCO	TRANSACTION FEES	2,520.02
			TOTAL: BANK FEES	**10,995.70**
DIRECT DEBITS				
DD29394.1	30/09/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	21,908.28
DD29394.2	30/09/2026	HUB24 SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	463.60
DD29394.3	30/09/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	357.70
DD29394.4	30/09/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	434.91
DD29394.5	30/09/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	365.89
DD29394.6	30/09/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	536.33
DD29394.7	30/09/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	337.43
DD29394.8	30/09/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	444.50
DD29394.9	30/09/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	350.00
DD29394.10	30/09/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	399.32
DD29394.11	30/09/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	52.40
DD29394.12	30/09/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	861.52
DD29394.13	30/09/2026	VANGUARD SUPER	EMPLOYEE SUPER DEDUCTIONS	425.64
DD29394.14	30/09/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,630.97
DD29394.15	30/09/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,259.09
DD29394.16	30/09/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	903.30
DD29394.17	30/09/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	873.72
DD29394.18	30/09/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	468.06
DD29394.19	30/09/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29424.1	14/10/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	22,399.73
DD29424.2	14/10/2026	HUB24 SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	450.21
DD29424.3	14/10/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	357.70
DD29424.4	14/10/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	443.33
DD29424.5	14/10/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	308.96
DD29424.6	14/10/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	518.65
DD29424.7	14/10/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	335.21
DD29424.8	14/10/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	127.30
DD29424.9	14/10/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	343.12
DD29424.10	14/10/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	399.32
DD29424.11	14/10/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	52.40
DD29424.12	14/10/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	843.32
DD29424.13	14/10/2026	VANGUARD SUPER	EMPLOYEE SUPER DEDUCTIONS	382.10
DD29424.14	14/10/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,641.01
DD29424.15	14/10/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,336.97

AGENDA BRIEFING

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

DD29424.16	14/10/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	552.54
DD29424.17	14/10/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	769.15
DD29424.18	14/10/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	771.40
DD29424.19	14/10/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29426.1	01/10/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 30.09.26	46,766.00
DD29432.1	15/10/2026	SG FLEET AUSTRALIA PTY LIMITED	CESM LEASE VEHICLE	3,275.06
DD29435.1	15/10/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 14.10.26	45,926.00
DD29436.1	26/10/2026	WA TREASURY CORPORATION	LOANS NO. 90 & 93 INTEREST PAYMENTS	21,206.50
DD29438.1	15/10/2026	SUMMIT FLEET LEASING AND MANAGEMENT	CESM - VEHICLE LEASE PAYMENT - OCT 26	2,386.10
DD29442.1	29/10/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 28.10.26	46,844.00
DD29443.1	28/10/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	22,832.32
DD29443.2	28/10/2026	HUB24 SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	456.49
DD29443.3	28/10/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	357.70
DD29443.4	28/10/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	451.12
DD29443.5	28/10/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	281.01
DD29443.6	28/10/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	546.44
DD29443.7	28/10/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	337.43
DD29443.8	28/10/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	322.85
DD29443.9	28/10/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	317.05
DD29443.10	28/10/2026	THE TRUSTEE FOR LILLY SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	40.70
DD29443.11	28/10/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	399.32
DD29443.12	28/10/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	857.46
DD29443.13	28/10/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	52.40
DD29443.14	28/10/2026	VANGUARD SUPER	EMPLOYEE SUPER DEDUCTIONS	436.45
DD29443.15	28/10/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,668.71
DD29443.16	28/10/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,320.43
DD29443.17	28/10/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	599.84
DD29443.18	28/10/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	995.90
DD29443.19	28/10/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	826.19
DD29443.20	28/10/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
			TOTAL: DIRECT DEBITS	273,861.56
			TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT	2,385,512.88

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 25 November 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

AGENDA BRIEFING

9.2.2 Monthly Financial Report – October 2026

AGENDA BRIEFING

9.2.3. Annual Review of Asset Management Plans and Financial Informing Plans 2027/28

Report Details:

Prepared by: Manager Finance Projects

Manager: Director Finance and Community

Monarch: MONARCH-1167242110-75
MONARCH-1952824744-267

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

9.2.3(1)	Asset Management Plan (Consolidated) – 2027
9.2.3(2)	Asset Management Plan - Parks & Reserves 2027/28
9.2.3(3)	Asset Management Plan – Buildings 2027/28
9.2.3(4)	Asset Management Plan – Vehicles 2027/28
9.2.3(5)	Asset Management Plan – Roads and Transport 2027/28
9.2.3(6)	Asset Management Plan – Bridges 2027/28
9.2.3(7)	Reserve Fund Plan 2027/28
9.2.3(8)	Borrowings Plan 2027/28
9.2.3(9)	Rating Objectives Strategy

Executive Recommendation

That Council

1. **Endorse the annual review of the following financial informing plans**
    a. **Asset Management Plan (Consolidated) - 2027/28**
    b. **Asset Management Plan - Parks & Reserves 2027/28**
    c. **Asset Management Plan – Buildings 2027/28**
    d. **Asset Management Plan – Vehicles 2027/28**
    e. **Asset Management Plan – Roads and Transport 2027/28**
    f. **Asset Management Plan – Bridges 2027/28**
    g. **Reserve Fund Plan 2027/28**
    h. **Borrowings Plan 2027/28**
    i. **Rating Objectives Strategy**
2. **Request 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 2027/28 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: 10 Effective governance and partnerships

Objective: 10.1 Provide strategically focused, open and accountable governance.

AGENDA BRIEFING

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.

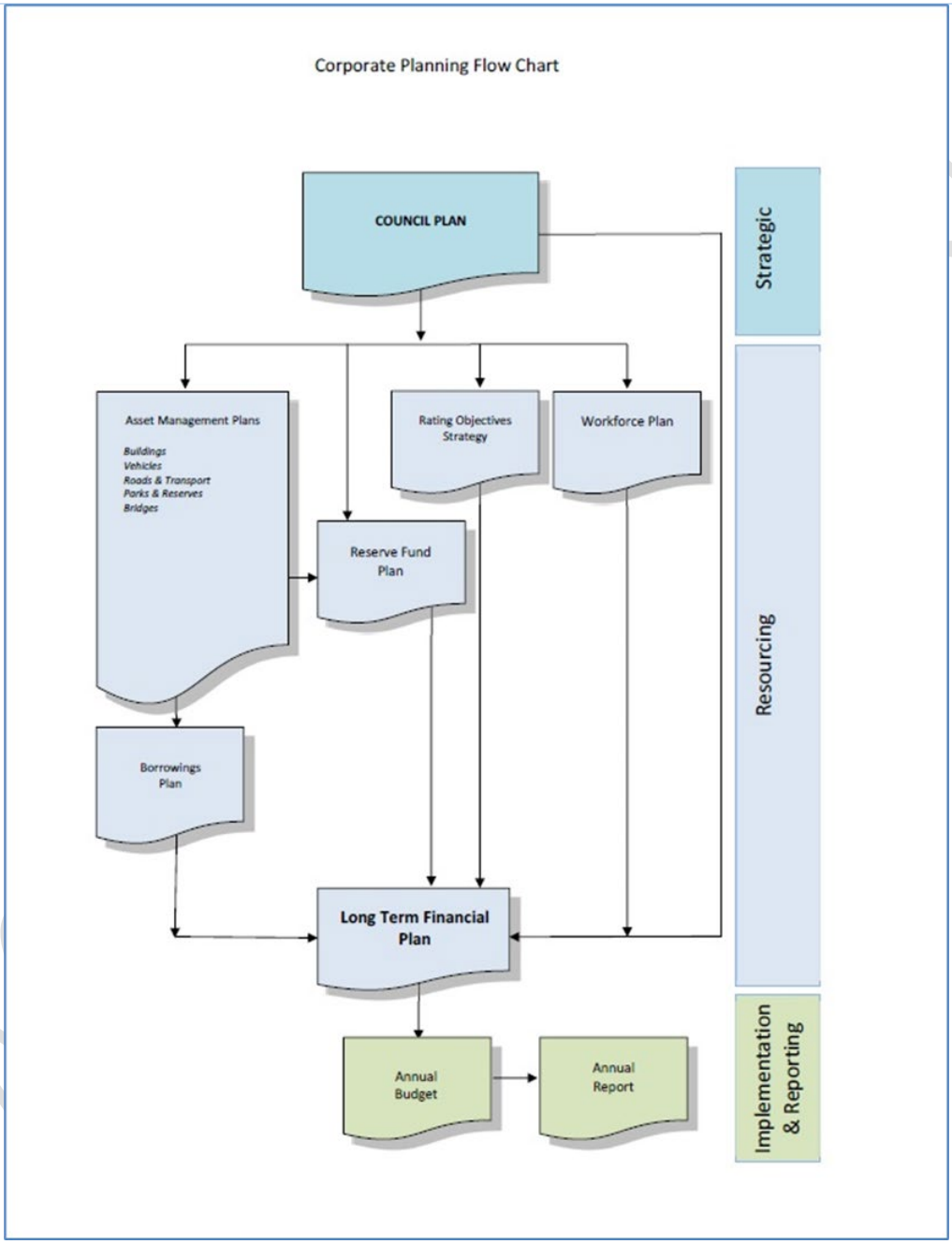


Figure 1

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.

<u>Asset Management Plans</u>

Asset Management Plan (*Consolidated) (Attachment 9.2.3(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 9.2.3(2))

AGENDA BRIEFING

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. Independent revaluations and condition assessments will be undertaken during 2026/27. This will result in changes to costs and expected renewal periods which will be updated in the 2027/28 asset planning review.

This plans for the timing and financing of
a) Development works
b) Replacement of aged infrastructure
c) Major maintenance of infrastructure

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

Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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	2039/40	2040/41
335,000	400,000	450,000	525,000	600,000	675,000	750,000	825,000	900,000	900,000	900,000	900,000	900,000	900,000	625,000	625,000

TABLE 1

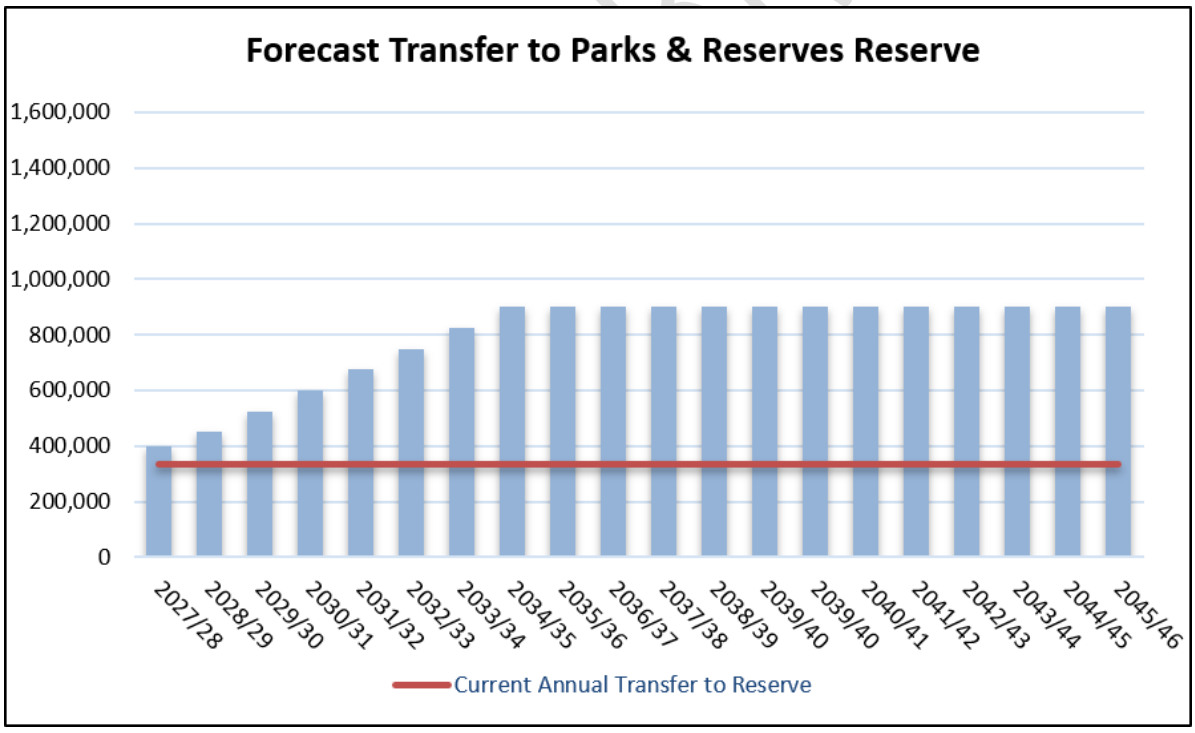


FIGURE 2

BRIEFING

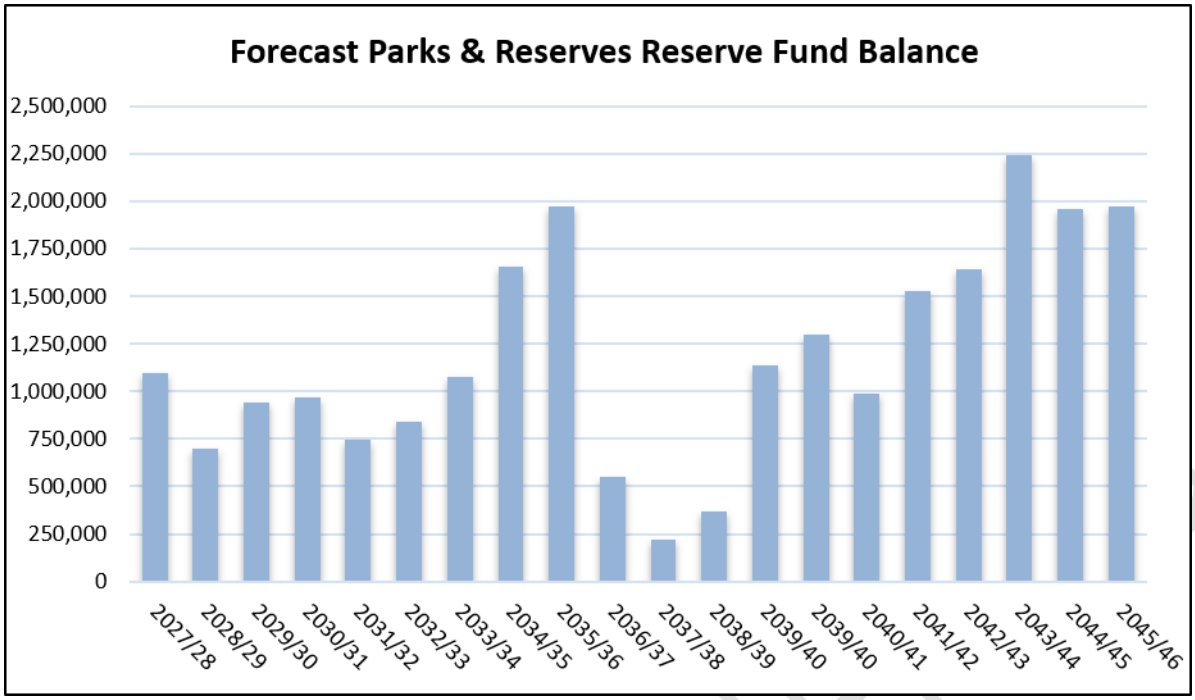


Figure 3

Asset Management Plan – Buildings (Attachment 9.2.3(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
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	2039/40	2040/41
440,000	475,000	500,000	550,000	600,000	650,000	700,000	700,000	700,000	700,000	700,000	700,000	625,000	625,000	625,000	625,000

TABLE 1

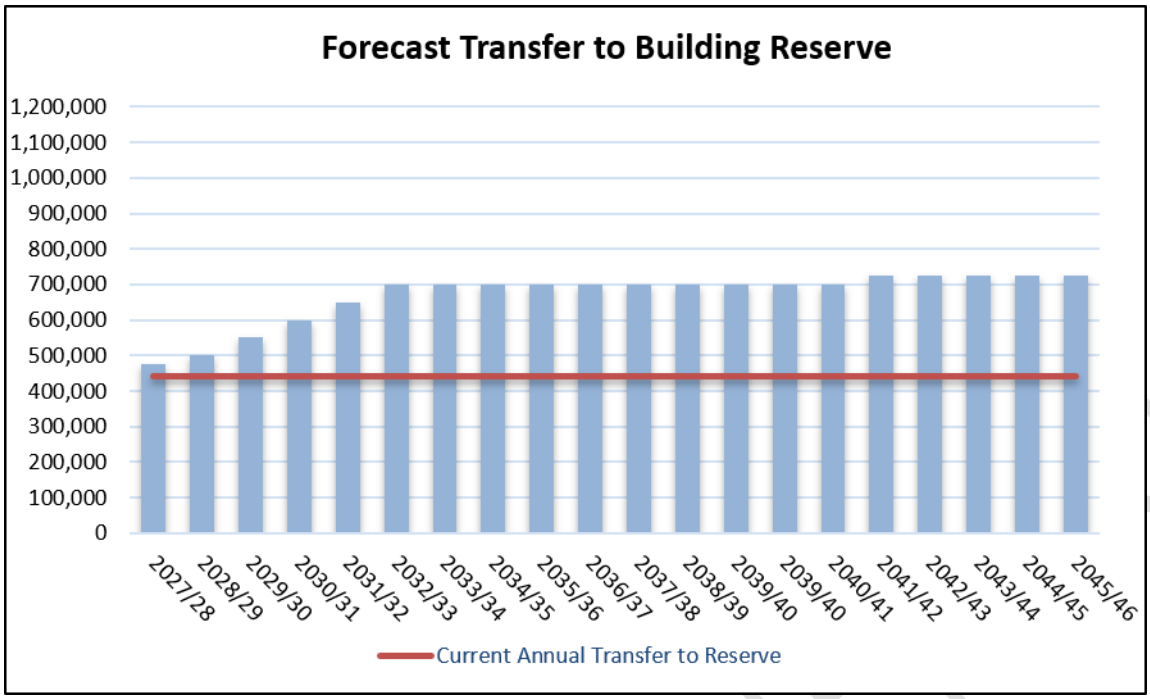


FIGURE 4

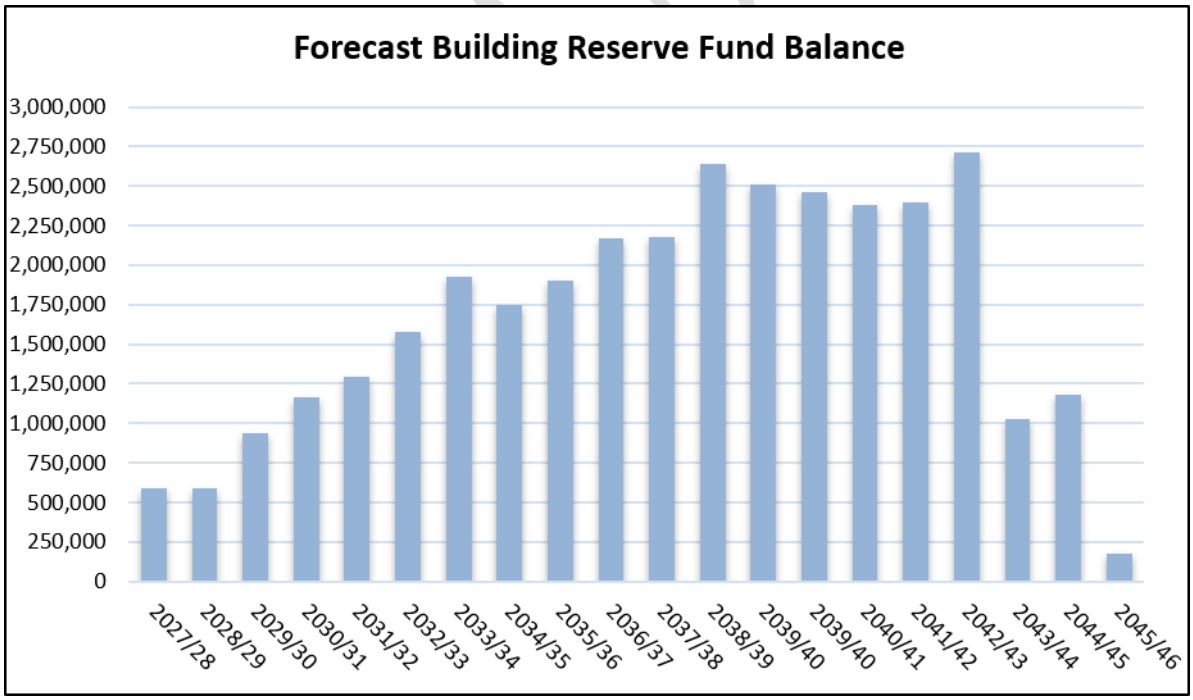


FIGURE 5

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 2

Asset Management Plan – Vehicles (Attachment 9.2.3(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
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	2039/40	2040/41
510,000	550,000	575,000	600,000	625,000	650,000	675,000	700,000	700,000	700,000	700,000	700,000	725,000	725,000	725,000	725,000

TABLE 3

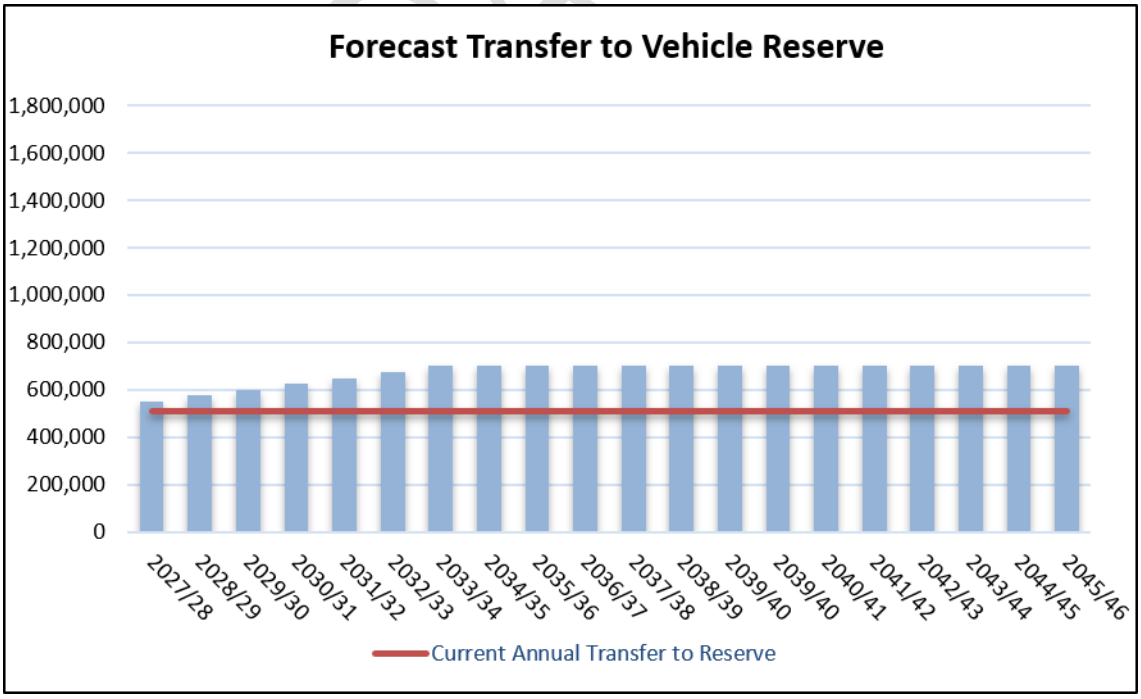


FIGURE 6

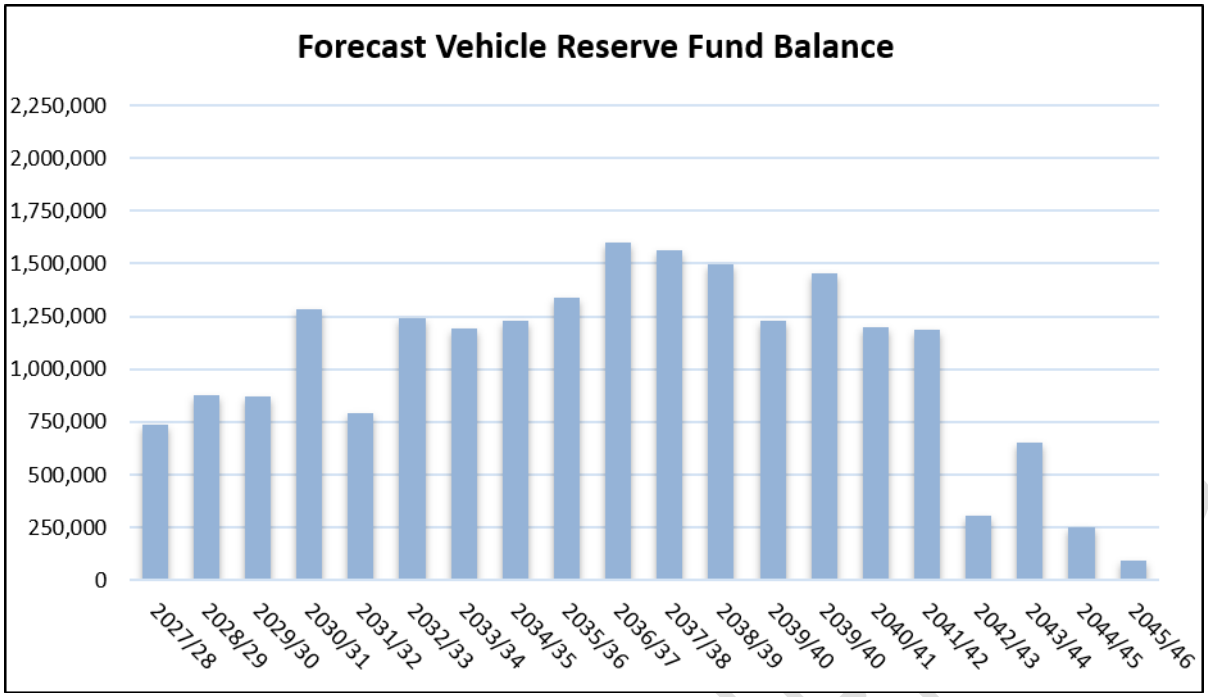


FIGURE 7

Asset Management Plan – Roads and Transport (Attachment 9.2.3(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 $4.3m pa (indexed annually).

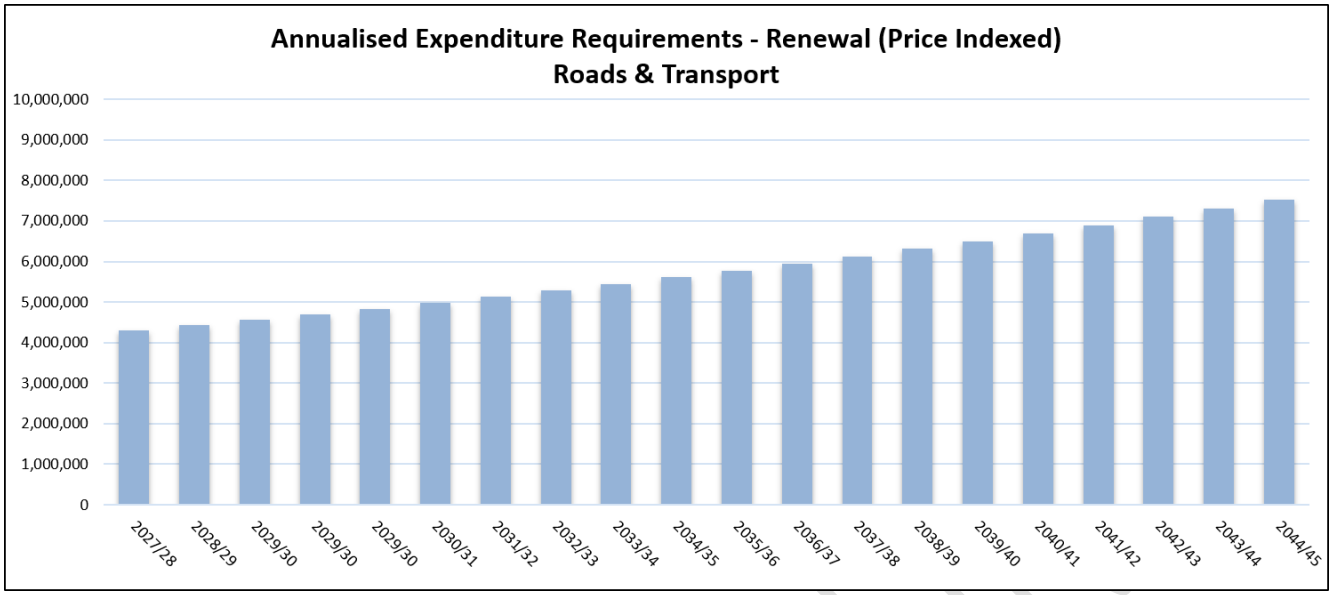


FIGURE 8

Asset Management Plan – Bridges (Attachment 9.2.3(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
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	2039/40	2040/41
200,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	220,000	200,000

TABLE 4

AGENDA BRIEFING

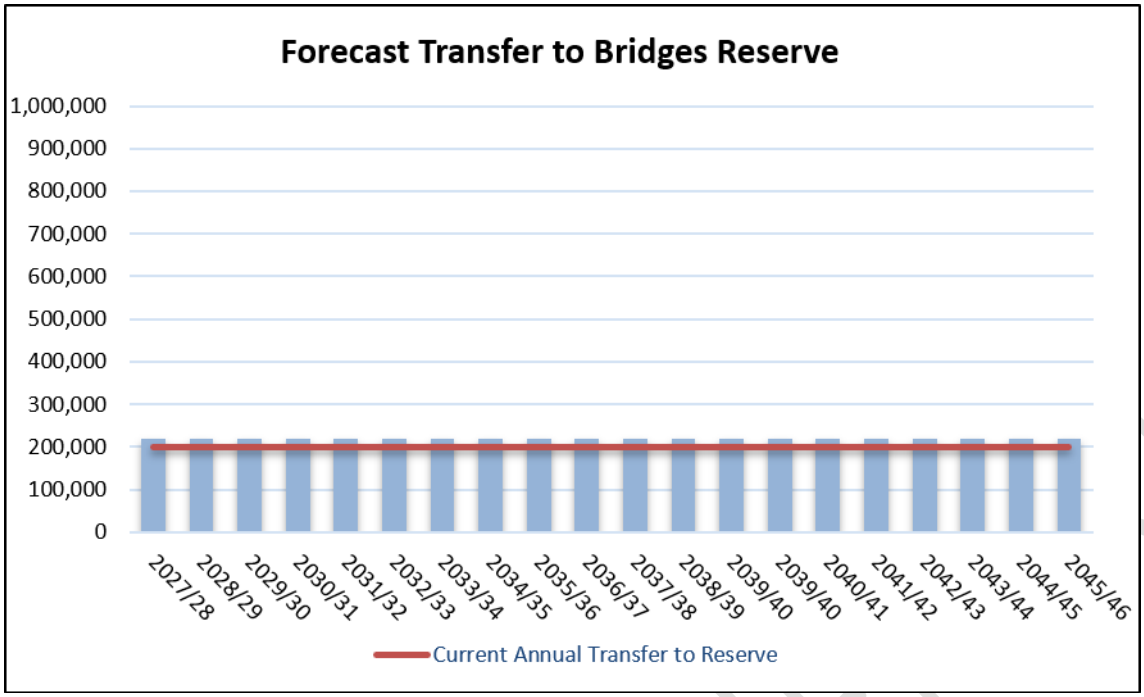


FIGURE 9

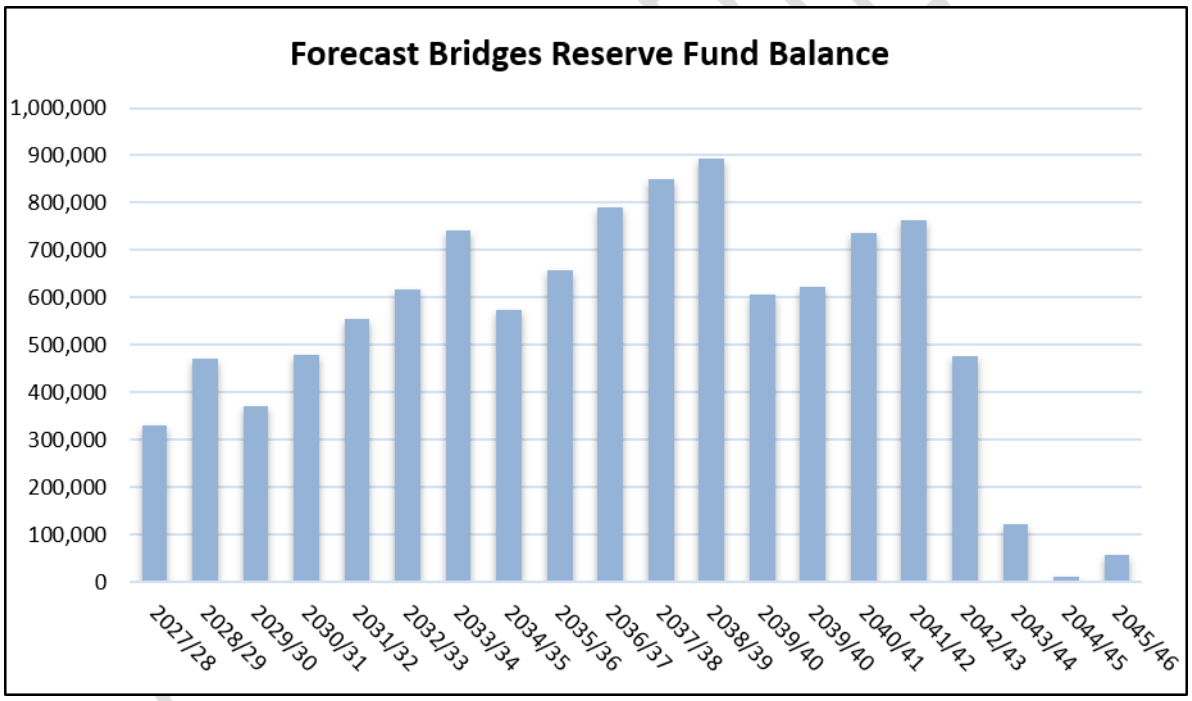


FIGURE 10

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 5

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.

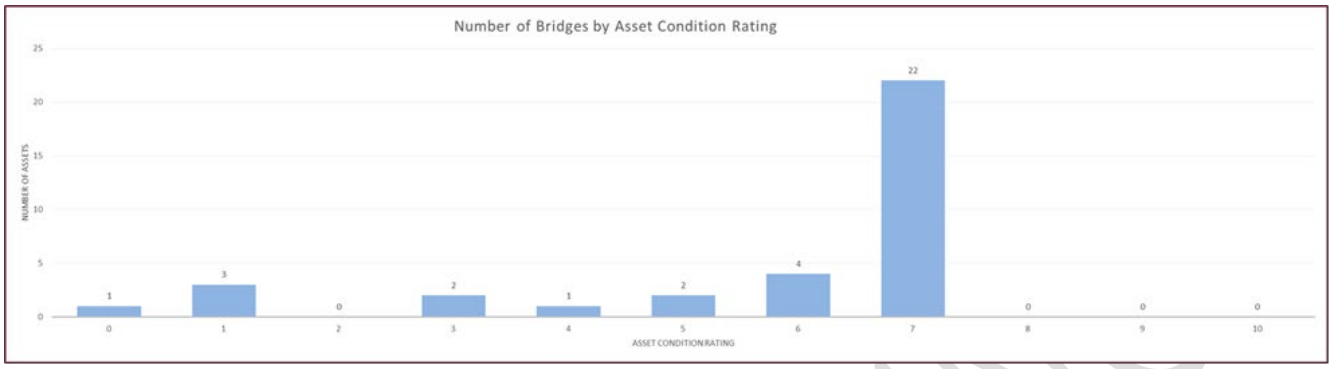


FIGURE 11

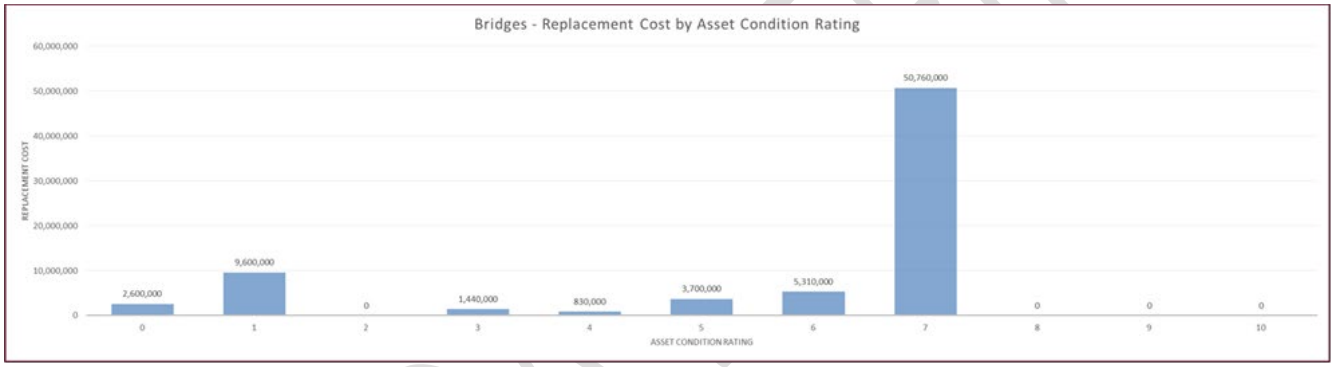


FIGURE 12

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 6

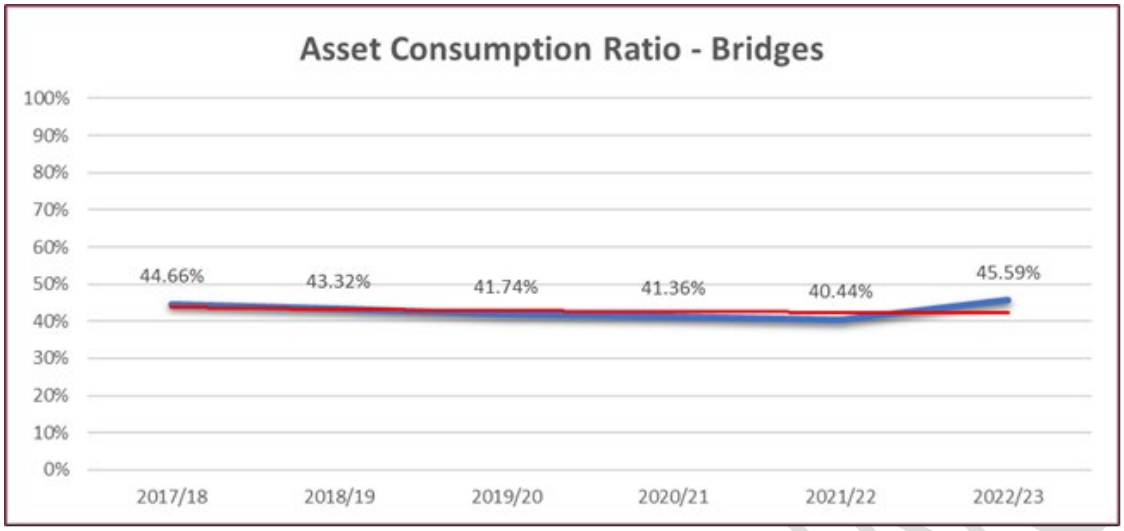


FIGURE 13

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 funded by MRWA bridge grants.

	0 Backlog	1 2027/28	2 2028/29	3 2029/30	4 2030/31	5 2031/32	6 2032/33	7 2033/34	8 2034/35	9 2035/36	10 2036/37	11 2037/38	12 2038/39	13 2039/40	14 2040/41	15 2041/42
GRANTS																
Bridge 0873 - Balingup - Nannup Road (Wrights	0	0	540,800	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3625 - Charley Creek Road	0	0	216,320	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3629 - Beelerup Road	0	0	1,645,114	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3632A - Brookhampton Road	0	0	54,080	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3633A - Brookhampton Road	0	0	54,080	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3634 - Sandhills Road	0	0	0	112,486	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3635 - Arygle Road	0	0	108,160	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3643A - Trevena Road	0	0	54,080	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 4474 - Upper Capel Road	0	0	305,011	0	970,983	0	0	0	0	0	0	0	0	0	0	0
Bridge 4855 - Kingspring Road	0	1,508,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 0875 - Balingup - Nannup Road	0	0	216,320	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 5224 - Asset Disposed	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 08072A - Balingup - Nannup Road	0	0	162,240	562,432	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3621A - Brookhampton Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3622A - Brookhampton Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 4841 - Ferguson Road	0	0	270,400	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 4928A - Preston Park Road	0	0	270,400	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3639 - Bendall Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3301A - Walter Road	0	0	21,632	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 0876 - Balingup Nannup Road	0	0	0	224,973	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 5185 - Merrifield View	0	0	0	0	116,986	0	0	0	0	0	0	0	0	0	0	0
Bridge 5260 - Mauger Road	0	0	314,746	0	935,887	0	0	0	0	0	0	0	0	0	0	0
Bridge 5251A - Nioka Drive	0	0	0	56,243	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3651A - Yabberup Road	0	0	216,320	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 5258A - Fisher Road	0	0	0	56,243	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3291B - Southampton Road	0	0	0	112,486	0	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 3275A - 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	324,480	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3299 - Ewarts Road	0	0	223,891	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3302A - Birdwood Park Road	0	0	1,081,600	0	0	0	0	0	0	0	0	0	0	0	0	0
Bridge 3616 - Irishtown Road	0	0	432,640	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**	**1,508,000**	**6,512,314**	**1,124,864**	**2,023,855**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

FIGURE 14

MRWA's 10-year bridge strategy identifies 26 of Shire's bridges requiring renewal works in the next 4 years. This corroborates the condition analysis of the 2022 asset revaluations.

Although the works are identified in the MRWA 10-year bridge strategy, given the limited level of State funding for bridge maintenance programme, the backlog of local government bridgeworks in the South West region continues to increase.

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 9.2.3(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 9.2.3(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.

AGENDA BRIEFING

The following future borrowings are identified.

Year		Amount
2030/31	Administration Centre Extension	$2,375,067
2031/32	Transfer Station Development – Donnybrook Waste Management Facility	$1,331,418
2043/44	Bridge 9315 - Preston River Suspension Bridge	$1,345,751

TABLE 7

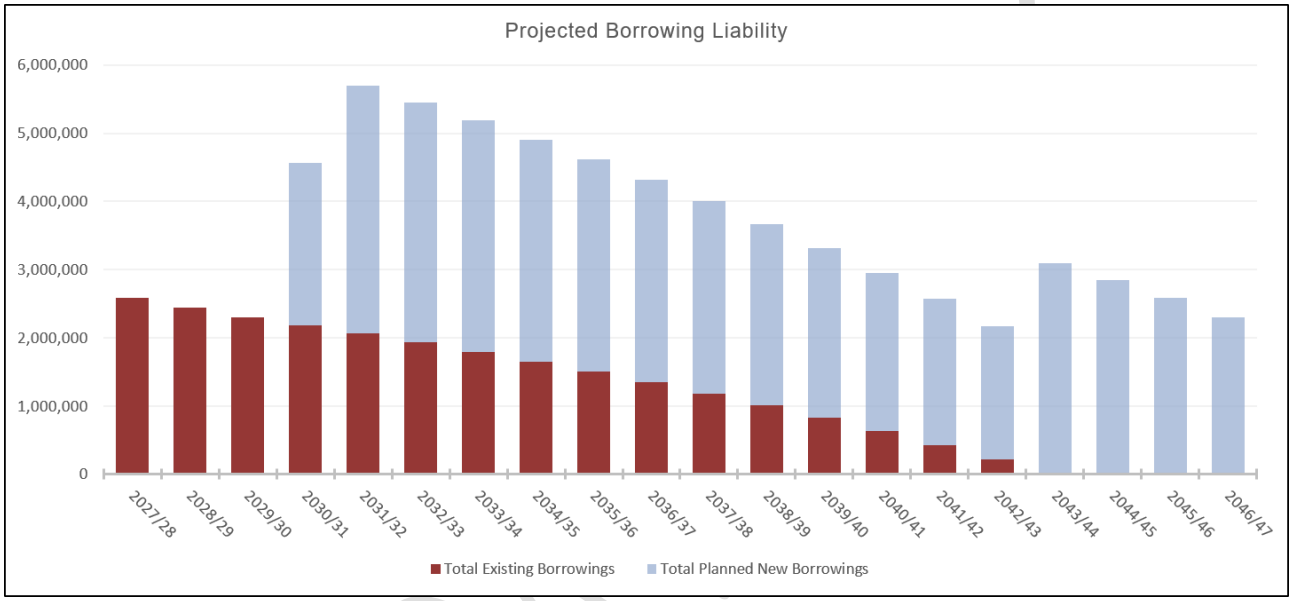


FIGURE 15

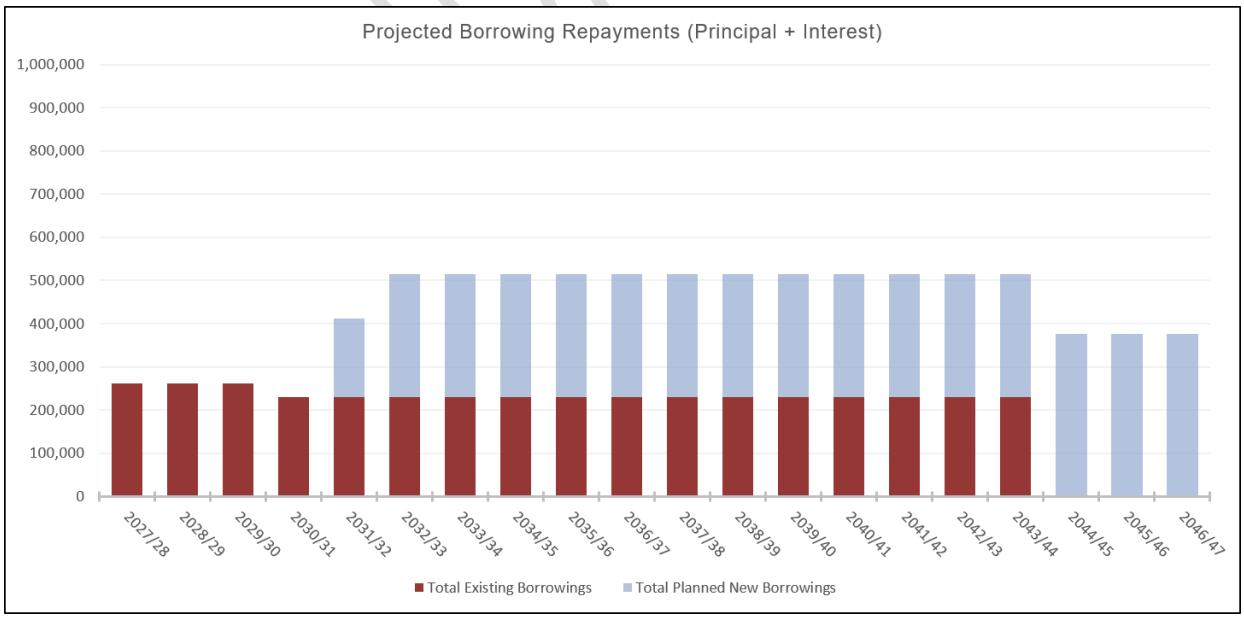


FIGURE 16

Rating Objectives Strategy (Attachment 9.2.3(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.

AGENDA BRIEFING

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Major	Extreme (20)
Risk Description:	Future Financial Sustainability 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:	Financial Forecasts used 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 sustainably. Based on current knowledge, 2027/28 will require a modest increase in transfer to cash reserves.

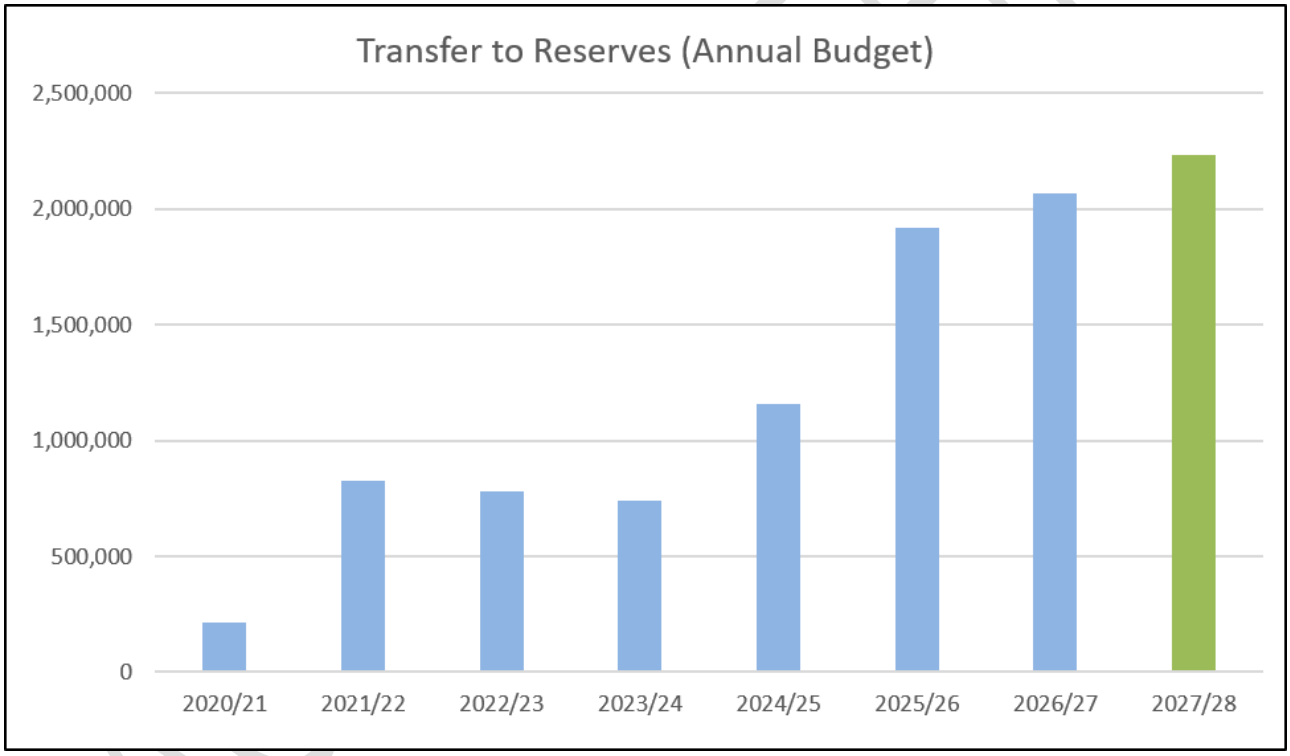


FIGURE 17

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Transfer to Reserves - Annual Budget	212,000	824,638	779,400	739,961	1,155,865	1,921,200	2,069,563	2,234,400

TABLE 8

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.

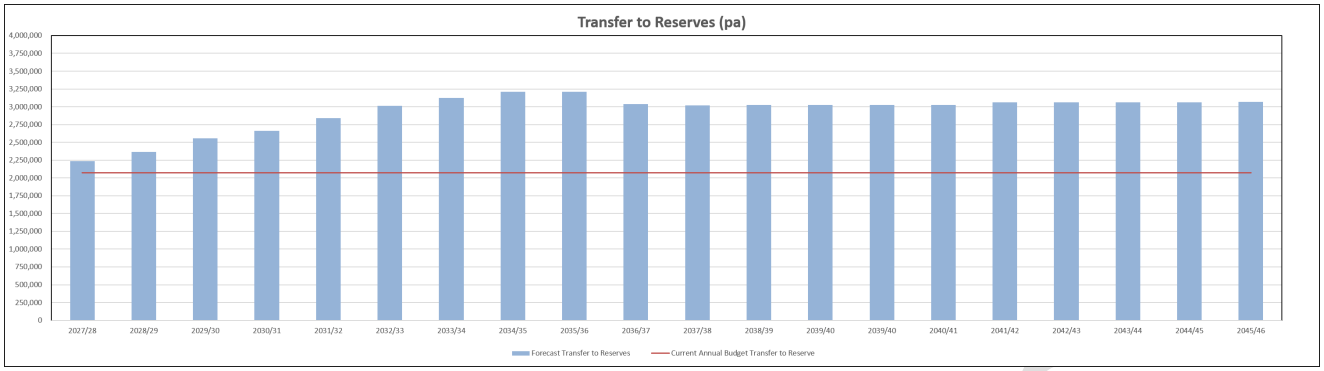


FIGURE 18

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.

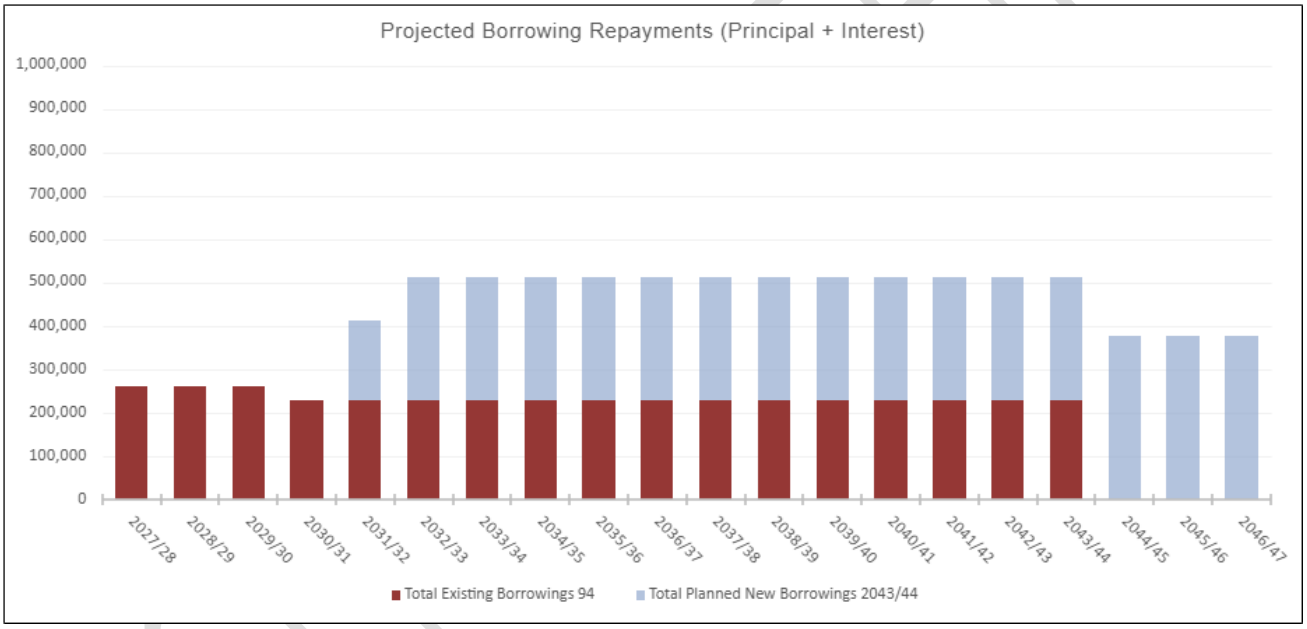


FIGURE 19

The identified long term future annual transfer to reserves + identified future annual borrowings repayments are estimated at a level of circa $3.5m annually.

The 2026/27 budget funded a combined = $2.33m 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

Local Government Act 1995

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

Internal Consultation

Executive staff have been consulted on the review of these plans. Council Workshopped these plans on 11 November 2026.

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.

AGENDA BRIEFING

9.3. Chief Executive Officer

9.3.1 Policy Review - EXE/CP-5 Attendance at Events

Report Details:

Prepared by: Governance Coordinator

Manager: Executive Manager Corporate

Monarch: 857934545-4275 **Voting Requirement:** Absolute Majority

Disclosure of Interests and Gifts:

Name: **Type:** Choose an item.

Attachment(s):

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

Executive Recommendation

That Council notes the policy review; and adopts Council Policy EXE/CP-5 Attendance at Events inclusive of the amendments as per (Attachment 9.3.1(1).

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

Council policy EXE/CP-5 Attendance at Events originally created based on a WALGA policy template and used by many councils to explain the process for dealing with disclosure of interests at Council meetings for Elected Members and Chief Executive Officers where the interest arose from accepting an invitation to an event.

The policy evolved over time to also include guidance on accepting invitations and the conditions where Council will meet the costs of attending events on Council business. A recent periodic review of the policy identified confusion over its application and purpose and consequently it has been comprehensively re-written.

Background

Council adopted Policy EXE/CP-5 Attendance at Events and Functions in 2021 . It was reviewed in both 2024 and in February 2026 with minor modifications in both cases. A further review in August 2026 identified some confusion over the application and purpose of the policy and it has been revised and simplified for ease of application.

AGENDA BRIEFING

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (1)
Risk Description:	Failure to periodically review Council policies may result in governance documents becoming outdated, inconsistent with current legislative requirements, organisational practices or Council's policy frameworkInsert here.		
Mitigation:	Undertake scheduled policy reviews to ensure Council policies remain current, relevant and aligned with legislative, operational and governance requirements. Insert here.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Unclear policy wording is likely to result in inconsistent application of the policy and could lead to incorrect disclosures from Elected Members and the CEO.		
Mitigation:	Ensure the policy is reworded in a manner that is easy and practical to comprehend and apply.		

Financial Implications

Nil.

Policy Compliance

EXE/CP-8 – Policy Management

The review of this policy is in accordance with EXE/CP-8. The amendments 'policy response' is in line with Cl.23(a) which says changes can be made to ensure Improved clarity, transparency and consistency in decision making.

Statutory Compliance

Local Government Act 1995

S5.90A of the Act requires local governments to prepare and adopt a formal Attendance at Events Policy. This policy has been amended to ensure the correct disclosures are continued to be made and compliance with the legislation. These amendments shall be adopted by absolute majority.

Consultation

Internal consultation was undertaken with relevant officers.

Officer Comment

The revised policy seeks to simplify and clarify the intent and application of the previous policy. Previously the policy required Council approval for attendance at many events, but this proved impractical for invitations issued between Council meetings, many of which were for community or

AGENDA BRIEFING

sporting events within the Shire. The list of pre-approved events has been expanded in line with those used by other Councils.

Amendments will simplify the approval process for the many community events where invitations are issued to Elected Members and the CEO. Approval for costs associated with attending events outside the Shire including travel and accommodation remains with the Council. Delegation to the CEO for approval processes have been introduced allowing the CEO to approve items where costs are in accordance with annual budget allocations and the event is within Western Australia.

AGENDA BRIEFING

9.3.2 Policy Review –EM/CP-2 Livestreaming and Recording of Council Meetings

Report Details:

Prepared by: Administration Officer Corporate

Manager: Executive Manager Corporate

Monarch: MONARCH-1594159990-208 **Voting Requirement:** Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.3.2(1) Reviewed Policy – EM/CP-2 Livestreaming and Recording of Council Meetings

Executive Recommendation

That Council notes the policy review; and adopts of Council Policy EM/CP-2 Livestreaming and Recording of Council Meetings; inclusive of the amendments as per Attachment 9.3.3(1).

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

Council is requested to note and adopt Council Policy EM/CP-2 – Live Streaming and Recording of Council Meetings following its recent review. This review was conducted in accordance the *Privacy and Responsible Information Sharing Act 2024.*

Background

Council policy EM/CP-2 has undertaken many reviews since its initial adoption in March 2016 with the most recent amendments in December 2025 to add a Technology Failure Protocol. The policy is now being reviewed to consider the requirements of the *Privacy and Responsible Information Sharing Act 2024.*

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	Not meeting the requirements of the Privacy and *Responsible Information Sharing Act (PRIS) 2024.*		
Mitigation:	Comply with the PRIS Act by updating the policy to include a collection notice to be read aloud by the presiding member.		

Financial Implications

AGENDA BRIEFING

Nil.

Policy Compliance

EXE/CP-8 – Policy Management

The review of this policy is in accordance with the EXE/CP-8. The amendments 'policy response' is in line with Cl.22(a) which says changes can be made to ensure compliance with Legislative or regulatory requirements.

Statutory Compliance

Privacy and Responsible Information Sharing Act 2024

The Acts IPP1.9 sets out the requirement for a collection notice. A collection notice should be given before or at the time the personal information is collected. If this is not practicable, the collection notice should be given as soon as practicable after collection. The policy now reflects this change.

Consultation

Internal consultation

Relevant Shire officers were consulted on the correct application of the collection notice.

External Consultation

Nil.

Future Consultation

The policy will be published on the Shires website to inform the public.

Officer Comment

The recent review of the policy ensures compliance of the *Privacy and Responsible Information Sharing Act 2024*.

Cl.19 of the policy sets out the public notification provisions relating to the recording of Council meetings, amendments were made to include a collection notice. The wording of the advice will be as follows:

"This meeting is being livestreamed and digitally recorded, by entering the Council Chamber, you acknowledge that your image, voice and comments may be recorded and made publicly available as part of the meeting proceedings. For information about how your personal information is handled, to request access to your information, or to make a privacy enquiry, please contact the Shire administration. 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".

Council is requested to acknowledge the completion of the review and formally adopt the revised Policy.

AGENDA BRIEFING

9.3.3. Illegal Firewood Collection Management – Submission to WALGA South West Country Zone

Report Details:

Prepared by: Chief Executive Officer

Manager: Chief Executive Officer

Monarch: **Voting Requirement:** Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.3.3(1) Report for submission to the WALGA South West Country Zone

Executive Recommendation

That Council endorses the report contained in Attachment 9.3.3(1) **and requests the Chief Executive Officer to submit the report to the next WALGA South West Country Zone meeting, seeking support for a coordinated regional approach to improving the management of lawful and unlawful firewood collection.**

Strategic Alignment

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

Outcome: 5 - A healthy and sustainable natural outcome.

Objective: 5.1 - Care for the natural enviroment.

Executive Summary

At its Ordinary Council Meeting held on 28 October 2026, Council considered the findings of an investigation into how local governments across the South West, Great Southern and Perth Hills regions manage lawful and unlawful firewood collection.

The investigation found that responsibility for managing public firewood collection generally rests with the relevant land manager, particularly the Department of Biodiversity, Conservation and Attractions on DBCA-managed land. Local government involvement is generally limited to providing community information, referring reports to the appropriate agency and investigating unauthorised collection from local government-managed land.

Council subsequently requested that a report be prepared for its endorsement before submission to the WALGA South West Country Zone, seeking a coordinated regional approach to improving the management of firewood collection.

This report presents the proposed submission for Council's consideration and endorsement.

AGENDA BRIEFING

Background

At its Ordinary Council Meeting held on 26 August 2026, Council considered an Elected Member Motion regarding the management of local firewood collection. The motion followed observations and community concerns relating to firewood collection in non-designated areas, the cutting of standing trees, informal vehicle access, damage to habitat and collection from environmentally sensitive areas.

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

> *"COUNCIL RESOLUTION 145/08-26*
>
> *That Council requests the CEO to investigate what other Shires in the South West, Greater Southern and particularly the Perth Hills are doing to manage local firewood collection. A report to be delivered to Council (for the October Ordinary Council Meeting 2026).*

To respond to Council's resolution, information was sought from local governments across the South West, Great Southern and Perth Hills regions regarding their involvement in managing lawful and unlawful firewood collection.

Correspondence was sent to 26 local governments and 13 responses were received. The responses indicated that local government involvement is generally limited to referring enquiries and reports to the relevant State Government agency, providing community information and investigating unauthorised collection where it occurs on local government-managed land.

The consultation did not identify any respondent local governments that operate their own public firewood collection areas, issue collection permits or undertake dedicated proactive patrol programs. More proactive approaches included community education and sharing information about designated collection areas, lawful collection requirements and reporting processes

On 28 October 2026, at the Ordinary Council Meeting, a report was taken to Council on the findings, and Council resolved the following:

> *"COUNCIL RESOLUTION 190/10-26*
>
> *That Council:*
>
> 1. *Receives the report on the approaches by local governments in the South West, Great Southern and Perth Hills regions to managing local firewood collection; and*
> 2. *Requests the Chief Executive Officer to liaise with the Department of Biodiversity, Conservation and Attractions in the lead-up to winter 2027 to promote responsible and lawful firewood collection in designated collection areas and provide guidance for the reporting of suspected illegal firewood collection.*
> 3. *Requests the Chief Executive Officer prepare a report for endorsement by Council at the November 2026 Ordinary Council Meeting prior to submission to WALGA South West Country Zone, seeking a co-ordinated regional approach to improved management of*

In accordance with Council Resolution 190/10-26, the proposed report to the WALGA South West Country Zone is included as Attachment 9.3.3(1).

AGENDA BRIEFING

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Moderate	Moderate (9)
Risk Description:	Unauthorised firewood collection may cause damage to native vegetation, wildlife habitat and environmentally sensitive areas. A lack of clear and consistent information regarding lawful collection areas and reporting responsibilities may also contribute to continued unlawful activity and community confusion.		
Mitigation:	Submission of the attached report to the WALGA South West Country Zone will seek support for a coordinated regional approach, including clearer community information, improved reporting pathways and collaboration between local governments and relevant State Government agencies.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Consultation was previously undertaken with 26 local governments across the South West, Great Southern and Perth Hills regions, with 13 responses received. No additional external consultation has been undertaken in preparing this report. Further consultation with DBCA will occur in accordance with Council Resolution 190/10-26.

Officer Comment

The previous investigation demonstrated that unlawful firewood collection is not limited to a single local government area and that responsibility for responding to incidents often depends on land tenure. This can make it difficult for community members to determine where firewood may lawfully be collected and which agency should receive reports of suspected unlawful activity.

Submission of the attached report to the WALGA South West Country Zone provides an opportunity for affected local governments to consider a coordinated regional approach. This could include:

- consistent public information about designated firewood collection areas and lawful collection requirements;
- clearer reporting pathways based on the ownership and management of the land;
- improved communication between local governments, DBCA and other relevant State Government agencies;

AGENDA BRIEFING

- coordinated community education before the winter firewood collection period; and
- consideration of practical measures to discourage vehicle access and unauthorised collection in known problem areas.

A regional approach would not alter the responsibilities of individual land managers. It would, however, support clearer communication, more consistent reporting arrangements and stronger collaboration across local government boundaries.

It is therefore recommended that Council endorse the attached report and authorise the Chief Executive Officer to submit it to the next WALGA South West Country Zone meeting.

AGENDA BRIEFING

9.3.4 Appointment of Proxy to the South West Regional Road Group (RRG)

Report Details:

Prepared by: Administration Officer Corporate

Manager: Executive Manager Corporate

Monarch: Monarch-1018360867-48 **Voting Requirement:** Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.3.4(1) Regional Road Group – Information for Elected Members

Executive Recommendation

That Council appoint Councillor _____, as a proxy to the Regional Road Group (RRG) Committee.

Strategic Alignment

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

Outcome: 8 - Safe, efficient and sustainable transport networks.

Objective: 8.1 - Improve road safety, connectivity and traffic flow for all users.

Executive Summary

The purpose of this report is for Council to consider appointing an Elected Member as a proxy to the South West Regional Road Group (RRG), to ensure the Shire maintains representation at meetings when its appointed representative is unavailable.

Background

The South West Regional Road Group comprises Elected Member representatives from local governments within the region and plays an important role in the allocation and prioritisation of road funding. Regional Road Groups are responsible for assessing road funding submissions from member local governments, recommending the annual distribution of funding for local government roads, and monitoring the effectiveness of road funding across their respective regions.

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

"COUNCIL RESOLUTION 203/10-25

10. Appoint the following Elected Member as a Regional Road Group (RRG) member:

- *Cr Purich*

It is proposed that Council appoint an Elected Member as a proxy to attend meetings when Cr Purich is unavailable, ensuring the Shire maintains representation in regional road funding discussions and decision-making processes.

AGENDA BRIEFING

The Regional Road Group Terms of Reference provide for an appointed representative to delegate their authority, including voting rights, to another Elected Member from the same Local Government. Further information regarding the Regional Road Group, including its Terms of Reference, is provided in Attachment 9.3.4(1).

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Minor	Moderate (6)
Risk Description:	In the absence of an appointed proxy, the Shire may not be represented at Regional Road Group meetings when Cr Purich is unavailable. This may result in missed opportunities to contribute to discussions, participate in decision-making and receive important information relating to regional road funding priorities.		
Mitigation:	Appoint an Elected Member as a proxy to ensure continued representation at Regional Road Group meetings.		

Financial Implications

Any costs associated with the appointed proxy attending Regional Road Group meetings will be accommodated within the existing Elected Member travel budget.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

The appointment of an Elected Member to an external committee not formed under section 5.8 of the Act only requires a simple majority decision, not an absolute majority.

Because the Act and its regulations do not specify a special voting threshold for nominating or appointing council delegates to external bodies, standard meeting procedures apply and the decision is made by a simple majority of members present and voting.

Consultation

Nil.

Officer Comment

The appointment of a proxy to the South West Regional Road Group will ensure the Shire maintains representation at meetings when its appointed representative is unavailable.

Given the Regional Road Group's role in assessing and prioritising road funding across the region, continued representation is important to ensure the Shire remains informed and has the opportunity to contribute to discussions and decisions affecting local road infrastructure.

AGENDA BRIEFING

It is therefore recommended that Council appoint an Elected Member as a proxy to the South West Regional Road Group.

AGENDA BRIEFING

9.3.5. Policy Review - HR/CP-4 Temporary Employment or Appointment of CEO

Report Details:

Prepared by: Administration Officer Corporate

Manager: Chief Executive Officer

Monarch: MONARCH-1594159990-137 **Voting Requirement:** Absolute Majority

Disclosure of Interests and Gifts:

Name: Loren Clifford, Executive Manager Corporate **Type:** Financial

Attachment(s):

9.3.5(1) HR/CP-4 Temporary Employment or Appointment of CEO – Tracked Changes

Executive Recommendation

That Council notes the policy review and adopts the revised Council Policy HR/CP-4 Temporary Employment or Appointment of CEO, as contained in Attachment 9.3.5(1).

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

Council Policy HR/CP-4 Temporary Employment or Appointment of CEO has been reviewed and is presented to Council for consideration and adoption.

The policy establishes a framework for the appointment of an Acting or Temporary Chief Executive Officer (CEO) during periods of planned or unplanned absence of the substantive CEO, or when the position becomes vacant.

The review has identified opportunities to improve the clarity and application of the policy, including expanding the positions eligible for appointment to include Executive Managers. This amendment is intended to provide greater operational flexibility and ensure continuity of leadership during periods when the CEO is unavailable. The proposed amendments do not alter the overall intent of the policy.

Background

The most recent amendments to the policy HR/CP-4 were on 23 September 2026 and included minor administrative updates.

The amended policy proposes changes to provide additional flexibility and subsequently would also provide professional development opportunities for Executive Managers through exposure to higher-level leadership responsibilities.

AGENDA BRIEFING

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Moderate	Moderate (6)
Risk Description:	There is a risk of disruption to the Shire's operations if both Directors are unavailable to undertake the role of Acting or Temporary CEO during a period of absence of the substantive CEO.		
Mitigation:	Amend the policy to include Executive Managers as eligible officers for appointment as Acting or Temporary CEO, providing greater flexibility and ensuring continuity of leadership and operations.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Appointment does not meet statutory requirements.		
Mitigation:	Ensure all appointments are undertaken in accordance with the adopted Council Policy and relevant legislative requirements.		

Financial Implications

Nil.

Policy Compliance

EXE/CP-8 – Policy Management

The review of this policy is in accordance with the EXE/CP-8. The amendments 'policy response' is in line with Cl.23(c) which says changes can be made to Improved efficiency and effectiveness of service delivery or operations.

Statutory Compliance

Local Government Act 1995

Section 5.39C of the Act sets out the provisions for the appointment of a Chief Executive Officer (CEO) for acting or temporary roles and the requirement for local governments to adopt a policy and any amendments by absolute majority.

Consultation

Internal consultation

Relevant officers, including the Chief Executive Officer, Directors and Executive Managers have been consulted on this policy change.

External Consultation

Nil.

Future Consultation

The policy will be published on the Shires website to inform the public.

AGENDA BRIEFING

Officer Comment

A key amendment to the policy is the inclusion of Executive Managers as officers eligible for appointment as an Acting or Temporary CEO, in addition to Directors.

This amendment is intended to provide greater operational flexibility, particularly in circumstances where both Directors are unavailable to undertake the role. Expanding the pool of eligible officers will assist in maintaining continuity of leadership and ensuring the effective operation of the Shire during periods of absence of the substantive CEO.

The inclusion of Executive Managers also provides an opportunity for professional development by allowing suitably qualified and experienced officers to undertake higher-level leadership responsibilities.

AGENDA BRIEFING

10. Elected Member Motions

Nil.

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

Nil.

12. Meeting Closed to the Public

12.1. Matters for which the Meeting may be closed

Nil.

12.2. Public reading of Resolutions that may be made public

Nil.

13. Closure

The Presiding Member to advise that the next Ordinary Council Meeting will be held on 25 November 2026 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

AGENDA BRIEFING