



Notice of Ordinary Council Meeting

To be held on 25 September 2025 and to commence at 5:00pm

To be held at the Council Chambers in Donnybrook

(1 Bentley Street, Donnybrook)

Authorised:

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

Nick O'Connor, Chief Executive Officer

Prepared:

19 September 2025

Disclaimer:

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

TABLE 2: MEASURES OF CONSEQUENCE

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

Contents

1.	Declaration of Opening / Announcement of Visitors.....	6
2.	Attendance (OCM)	6
2.1.	Apologies.....	6
2.2.	Approved Leave of Absence.....	6
2.3.	Application for Leave of Absence.....	7
3.	Announcements from the Presiding Member	7
4.	Declarations of Interest	7
5.	Public Question Time	7
5.1.	Responses to previous public questions that were taken on notice.....	7
5.2.	Public Question Time	7
6.	Presentations	8
6.1.	Petitions	8
6.2.	Presentations	9
6.3.	Deputations.....	9
6.4.	Delegates' Reports	9
7.	Confirmation of Minutes.....	9
7.1	Ordinary Council Meeting Minutes.....	9
7.1.1	Ordinary Council Meeting held on 27 August 2025	9
8.	Reports of Committees	10
8.1.	Bunbury Geographe Group of Councils Meeting	10
8.1.1	Bunbury Geographe Group of Councils Meeting held on 21 August 2025	10
8.2	South West Country Zone Meeting	10
8.2.1	South West Country Zone Meeting held on 22 August 2025.....	10
9.	Reports of Officers	11
9.1.	Director Operations	11
9.1.1.	Temporary Accommodation Request – 199 (Lot 100) Irishtown Road, Donnybrook	11
9.1.2	Smashed Avo Festival – Event Application	17
9.2.	Director Finance and Corporate.....	29
9.2.1	Schedule of Accounts Paid as at 31 August 2025.....	29
9.2.2.	Statement of Financial Activity report for the period ending 31 st of July 2025...39	
9.2.3.	Council Plan - Biannual Progress Report January - June 2025.....	42

9.2.4. Adoption of EM/CP-7 Agenda Briefing Sessions Policy	45
9.3. Chief Executive Officer	48
10 Elected Member Motions	48
10.1 Cr John Bailey	48
10.1.1. Audit and Risk Committee Compliance Review	48
11. New Business of an urgent nature introduced by Decision of the Meeting	49
12. Meeting Closed to the Public	49
12.1. Matters for which the Meeting may be closed	49
12.2. Public reading of Resolutions that may be made public	49
13. Closure	49

1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

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

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

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

2. Attendance (OCM)

Councillors Present:

Cr Vivienne MacCarthy	Cr Lisa Glover	Cr John Bailey
Cr Alexis Davy	Cr Peter Gubler	Cr Anita Lindemann
Cr Anne Mitchell	Cr Grant Patrick	

Staff Present:

Nick O’Connor, Chief Executive Officer	Michelle Dennis, Acting Director Operations
Meta Hazeldine, Manager Financial Services	Samantha Farquhar, Administration Officer Corporate Services

Other Members Present:

Public Gallery:

2.1. Apologies

Ross Marshall, Director Operations

Loren Clifford, Acting Director Finance and Corporate

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

3. Announcements from the Presiding Member

4. Declarations of Interest

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

5. Public Question Time

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

Question: Mr David Tuia

What can we do about all the problems on Gairdner Road i.e. road encroachments?

Response:

Council will be writing to other landowners on Gairdner Road seeking their co-operation to identify any other encroachments into the road reserve and, if required, develop a plan for their removal.

5.2. Public Question Time

Question: Adrian Dixon

These questions are in relation to the Smashed Avo event application.

If a rate payer has a complaint I assume it should be heard and responded to by council?

Response:

Complaints are responded to by the Shire administration, on behalf of Council. While the Smashed Avo Festival is being proposed to be held at the same venue as the Meliora event, it is a different operator.

Following the 2023 event, reports were provided to Council with a FAQ developed (refer Attachment 9.1.1(2), which was presented to Council at the Ordinary Council Meeting held March 20 2024). Feedback and complaints from the 2023 event were addressed during the 2024 event assessment process, including a much-improved neighbour notification process. For the 2024 event, Meliora included a commitment within their application that they would "... offer neighbours who logged in complaints last year and live close by an accommodation via Airbnb or Booking.com". They also offered neighbours free tickets to attend the event. That was a separate voluntary undertaking by the applicant and is considered outside the event application assessment process.

Neither the Shire, nor the event organiser, obtained any complaints regarding the 2024 Meliora event.

Question: Adrian Dixon

Do the indemnity documents being provided include all surrounding properties?

Response:

No. Proposed condition 13 as contained in the officer recommendation addresses the land being used to access the event grounds.

Question: Adrian Dixon

Fire is again as expressed to council and DFES for previous events the primary risk that we are concerned about. I believe there is another event already approved by council that if required will stretch the emergency services capabilities further?

Response:

Fire has been considered as part of the event assessment. The Shire's Community Emergency Services Manager has provided input into the event assessment process, considering the cumulative impact on the other event occurring in the Shire over the same weekend.

Question: Adrian Dixon

Some issues from the prior two events have still not been rectified/compensated for. When are these to be addressed?

Response:

The Shire is not privy to these items.

Question: Adrian Dixon

I believe a large sum of money for services provided has still not been paid from the previous event. Please correct me if I have this wrong.

Response:

The Shire is not aware of this, however this would be a commercial matter for resolution between the relevant parties. As noted above, the applicant for the Smashed Avo Festival is different from previous event organisers/applicants at this property.

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

Nil.

6.3. Deputations

Arthur Parson in relation to the Smashed Avo event application.

Jessica Gill in relation to the Smashed Avo event application.

6.4. Delegates' Reports

Nil.

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 27 August 2025

Minutes of the Ordinary Council Meeting held 27 August 2025 are attached as [Attachment 7.1.1\(1\)](#).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 27 August 2025 be confirmed as a true and accurate record.

8. Reports of Committees

8.1. Bunbury Geographe Group of Councils Meeting

8.1.1 Bunbury Geographe Group of Councils Meeting held on 21 August 2025

Minutes of the Bunbury Geographe Group of Councils Meeting held 21 August 2025 are attached at Attachment 8.1.1(1).

Committee Recommendation:

That the CEO Working Group engage with all relevant stakeholders to:

1. Develop a draft governance model
2. Fund the development of the draft governance model from the existing surplus funds up to \$20,000
3. Develop a contributions proposal to fund the governance model
4. Recommend the most effective member group for the region
5. Complete the above by 31 March 2026

Executive Recommendation:

That Council:

1. **Receive the Minutes from Bunbury Geographe Group of Councils Meeting held on 21 August 2025 be received.**
2. **Adopt the recommendation as detailed above and in the minutes summarised in item 4.1 (1.1) of Attachment 8.1.1(1)**

8.2 South West Country Zone Meeting

8.2.1 South West Country Zone Meeting held on 22 August 2025

Minutes of the South West Country Zone Meeting held 22 August 2025 are attached at Attachment 8.1.2(1).

Executive Recommendation:

That the Minutes from South West Country Zone Meeting held on 22 August 2025 be received.

9. Reports of Officers

9.1. Director Operations

9.1.1. Temporary Accommodation Request – 199 (Lot 100) Irishtown Road, Donnybrook

Report Details:

Prepared by:	Manager Development Services		
Manager:	Damien Morgan, Acting Director Operations		
Applicant:	Landowner		
Location:	199 (Lot 100) Irishtown Road, Donnybrook		
File Reference:	A5377	Voting Requirement:	Simple Majority
Attachment(s):	Nil.		

Executive Recommendation

That Council:

1. Considers the use of the transportable unit, tents and outdoor shower room at 199 (Lot 100) Irishtown Road, Donnybrook as temporary works and use and therefore exempt from development approval under clauses 61(1)(a)(17) and 61(2)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a 12-month period from the date of this approval.
2. Approves temporary accommodation at 199 (Lot 100) Irishtown Road Donnybrook in one caravan for a maximum of twelve (12) months by the applicant and their immediate family subject to the following conditions:
 - 2.1 The caravan is to be maintained in good condition;
 - 2.2 All wastewater generated is to be collected and disposed of in fit for purpose receptacles or an approved onsite effluent disposal system, subject to separate written approval to the satisfaction of the Shire;
 - 2.3 The sleeping compartment of the caravan is to be fitted with a suitable smoke detector and carbon monoxide detector;
 - 2.4 Hard annexures/patios/car ports are not permitted to be attached to the caravan;
 - 2.5 The use of a generator on site for the running of the caravan is permitted for up to a maximum of two (2) hours per day between the hours of 7:00 am and 7:00 pm Monday to Saturday inclusive and 9:00 am and 7:00 pm on a Sunday or public holiday;
 - 2.6 The power connection to the caravan is to be protected by a suitable residual current device (RCD); and;
 - 2.7 Within three months of this decision, applicant to obtain a time limited building approval certificate for all structures that do not meet the prescribed circumstances where a building permit is not required under Regulation 41(3) of the *Building Regulations 2012*.
3. All temporary works associated with the approved temporary accommodation shall be removed, and the site reinstated to its original condition, to the satisfaction of the local government, within 14 days upon the expiry of the approval period, unless separate

development approval or relevant approvals for the retention of the structures have been obtained prior to that date.

Advice notes:

1. Should the use of the lot (the tent (t-pee) and other structures) by persons other than the landowner(s) exceed the occupancy and frequency as contained within Council Policy COMD/CP-6 Events further Shire approvals will be required.
2. Under the Shire of Donnybrook Local Planning Scheme No. 7 use classes such as caravan park and camping area are not permitted in the Rural Residential zone. It is to be noted that if a person is charging money so that caravans may be used on their property, they are operating the business of a caravan park or camping area.

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

Council is requested to determine an application for the occupation of temporary accommodation on a rural residential zoned lot for a period of 12 months. While the Shire has several authorised persons appointed under the provisions of the *Caravan Parks and Camping Grounds Act 1995* in the absence of an adopted Policy and that this proposal may be considered contentious, this matter is being referred to Council for determination.

Conditional approval is recommended.

Background

The Shire has been informed that the owners are residing on the property using a caravan with associated temporary structures comprising:

- A 6 x 3 m transportable unit
- A 6 x 4 m tent
- An outdoor shower room
- A composting toilet room
- A teepee
- A 3 x 3m storage shed
- A timber framed camp kitchen space

The land is zoned Rural Residential within the Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (LPS7). As illustrated in Figure 1, the lot, outlined in blue, is designated as bushfire prone. The lot is 12.2875 hectares in area.

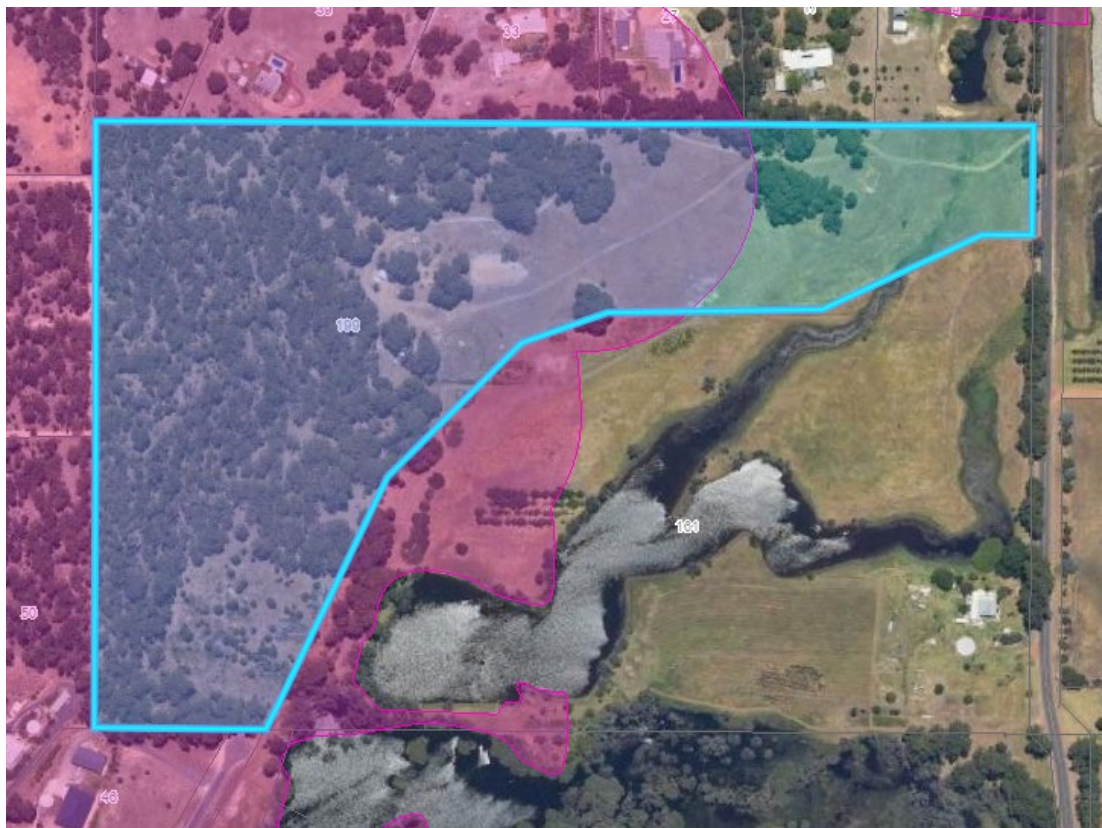


Figure 1 – Excerpt of DFES Map of Bushfire Prone Areas

The current housing crisis has resulted in the Minister for Local Government effecting changes to the *Caravan Parks and Camping Grounds Regulations 1997* enabling local governments to consider requests for the occupation of caravans and camps for up to 24 months. In considering such applications, the local government is to be satisfied that both the land and the caravan/camp are suitable for camping especially with respect to safety and health and access to services.

Conditions can be imposed on any approval.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Not seen to be responding to community needs.		
Mitigation:	Consideration of an application on its merits.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Insignificant	Low (3)
Risk Description:	Impacts from use of temporary facilities.		
Mitigation:	Conditions requiring appropriate approvals for onsite effluent disposal.		

Financial Implications

The applicant has made payment of the application fee.

Policy Compliance

Local Planning Policy 9.16 Transportable Structures

LPP 9.16 outlines the development standards when considering an application for development approval for a transportable structure. If the Council agree that the use and works are temporary (refer “statutory compliance”), then the structures will be exempt from development approval and LPP 9.16 will not apply.

Draft LPP-1 Temporary Residential Accommodation

Council advertised the draft policy for public and agency submissions. Following workshops with Council further information has been requested from LGIS regarding risks associated with approving this type of accommodation.

The proposal meets the draft policy standards with respect to lot size, setback distances, access to water and power with parking available onsite and pets capable of being contained. The proposal does not meet the draft policy standards with respect to the existence of a building permit for the permanent dwelling, a bushfire attack level assessment has not been provided and existing onsite effluent disposal systems do not have statutory approvals.

Council Policy COMD/CP-6 Events

The Shire is in receipt of complaints alleging that the property is being used as an event space. The Shire has confirmed that the teepee is occasionally being used by a Men’s Group as a meeting point. The numbers involved do not meet the threshold necessitating an event application under item 3 of this Policy (i.e. less than 75 people) and the frequency of use currently meets the criteria for an exemption from Development Approval under item 4 of this Policy (i.e. does not involve permanent structures and less than 5 events in any 12 month period).

Council Policy EM/CP-6 Caretaker Provisions and Local Government Elections

The consideration of a temporary accommodation application is not a “Significant Act” within the context of the *Local Government Act 1995* and Council is therefore not precluded from determining this application, despite consideration occurring within the Caretaker Period.

Statutory Compliance

Regulation 11A of the *Caravan Parks and Camping Grounds Regulations 1997* Camping on private land with local government approval states the following:

- (1) *A person may apply in writing to a local government for approval to camp on land the person owns or has a legal right to occupy if the land is in the local government’s district.*
- (2) *The local government may approve the person camping on the land for a period specified in the approval not exceeding 24 consecutive months.*
- (3) *The approval is subject to the following conditions —*
 - (a) *that any caravan or camp in which the person is camping on the land is maintained in such a condition that it is not a hazard to safety or health;*
 - (b) *that the land is maintained in such a condition that it is suitable for camping, particularly in relation to —*

- (i) *safety and health; and*
 - (ii) *access to services;*
 - (c) *any other conditions specified by the local government in the approval.*
- (4) *The local government is taken to have refused the application if the local government does not give the approval within 63 days of the application.*
- (5) *The local government may revoke an approval given by the local government, by written notice to the holder of the approval, if the local government is satisfied that a condition of the approval has been breached.*
- (6) *Before revoking the approval, the local government must —*
 - (a) *give written notice to the holder of the local government's intention to revoke the approval unless, within 35 days after the notice is given, the holder shows cause why the approval should not be revoked; and*
 - (b) *consider any written response to the notice received from the holder during that period.*

Any decision of a local government with respect to these applications may be reviewed upon request by the Minister for Local Government.

In accordance with clause 61(1)(a)(17) and clause 61(2)(f) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, both temporary works and temporary uses are exempt from development approval if they exist for less than 48 hours, or for a longer period as agreed by the local government within any 12-month period. Should Council resolve to approve the proposed temporary accommodation, this exemption can be extended to cover the associated temporary works for the same 12-month period. A condition of approval will be included requiring the removal of the temporary works and the reinstatement of the site to its original condition once the approval period has expired, unless the applicant obtains separate approval for the structures under the relevant legislation prior to the expiry date.

Regulation 41(3) of the *Building Regulations 2012* prescribes the circumstances where a building permit is not required to include:

- Construction, erection, assembly or placement of a freestanding Class 10a building that —*
 - (a) *has a floor area not exceeding 10 m²; and*
 - (b) *is no more than 2.4 m in height;*

The Regulations also enable permit authorities to issue time limited building approval certificates. A condition is proposed to require retrospective building approvals for those structures not exempt under Regulation 41(3), with the intention that the approval be time limited.

Clause 2.1 of the *Shire of Donnybrook-Balingup Waste Local Law 2017* Supply of receptacles states:

- (1) *The local government is to supply, for the use of each premises situated with the area covered by the kerbside collection service, receptacles that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.*
- (2) *The owner of premises to which subclause (1) applies must —*
 - (a) *ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and*

(b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

Given the location of this property is within an existing kerbside collection service area, it is considered that should temporary accommodation be approved, the property would be eligible for a kerbside bin collection service.

Consultation

The Shire is in receipt of a customer complaint alleging the use of the property for business purposes to hold events as well as the presence of a number of structures within a designated bushfire prone area. Investigations to date suggest that the nature and frequency of the activities are currently exempt from requiring any formal approval.

The Executive Recommendation provides an approval pathway for the temporary structures associated with the applicant's request to reside on the property.

Officer Comment

In relation to the suitability of the site for camping in relation to safety, health and access to services, the applicant has indicated that the caravan and tent are cooled by shade and air conditioning units, with heated water provided by a gas hot water unit. A composting toilet is located on site with all greywater currently discharging to a leach drain. Washing water is pumped from a site bore by a solar panel powered pump into a storage tank. Rainwater is filtered for all cooking and drinking. Greywater is piped to a leach drain and rubbish is taken to the Donnybrook Landfill site via trailer.

The applicant employed a tree surgeon to assess and remove potentially dangerous tree limbs within the accommodation area and have acknowledged that they are located in a bushfire prone area. The applicant indicate that their bushfire plan necessitates them to leave at the earliest opportunity and not defend. They request that fire fighting resources are not deployed to defend any of the temporary structures.

For the safety of the occupants, it is recommended that the sleeping compartment of the caravan be fitted with a suitable smoke detector and carbon monoxide detector and that any power connection be protected by an RCD.

The property is large and there is minimal visibility from the road. Noise concerns from generators can be considered under the existing measures within the *Environmental Protection (Noise) Regulations 1997* regarding specified equipment and it is suggested that for the purpose of this application the generator be considered specified equipment. This restricts the use to a maximum of 2 hours per day between the hours of 7:00 am and 7:00 pm Monday to Saturday inclusive and 9:00 am and 7:00 pm on a Sunday or public holiday.

Conditional approval is therefore recommended.

9.1.2 Smashed Avo Festival – Event Application

Report Details:

Prepared by: Manager Development Services
Manager: Damien Morgan, Acting Director Operations
Applicant: Illumiparti Pty Ltd
Location: 13 (L199) Newlands East Road, Newlands
File Reference: A2420 **Voting Requirement:** Simple Majority

Attachment(s):

- 9.1.2(1) Overall site plan
- 9.1.2(2) Appendix 2B – Emergency Evacuation Site Plan
- 9.1.2(3) Council Policy – COMD/CP-6 - Events

Executive Recommendation

That Council:

1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Smashed Avo Festival, as temporary works and use and therefore exempt from development approval under clause 61(1)(a)(17) and 61(2)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Approves the event, Smashed Avo Festival, proposed to be held at 13 (L199) Newlands East Road, Newlands from 1:00 pm 29 December 2025 until 11:00am 2 January 2026 with setup from 9:00am 26 December 2025 and pack down completed by 7:00 pm 4 January 2026 and authorises the Chief Executive Officer to issue a certificate of approval under section 178(1) of the *Health (Miscellaneous Provisions) Act 1911* subject to the following:

Management Plans:

1. All commitments and undertakings provided for in the application to be complied with. Should there be any discrepancies between the documents and these conditions, the condition prevail to the extent of the inconsistency;
2. A detailed site plan is to be submitted with clear dimensions (or provided to scale) clearly demonstrating the space available within the event and camping grounds and the number and location of sites, parking bays and toilets. Site plan to be provided by no later than 1 November 2025;
3. Designated smoking areas are to be marked on the submitted site plan and clearly marked for the duration of the event;
4. Provided sufficient space is demonstrated, and subject to review by the Chief Health Officer of the Department of Health, a maximum accommodation number of 2,500 patrons, 2,900 people on site at any one time applies for this event;
5. The risk management plan is to be finalised and submitted to the Shire at least six weeks prior to the event date;
6. The emergency management plan is to be updated to reference the emergency contact number to “000” and submitted to the Shire at least six weeks prior to the event date;

7. All plans containing the proposed emergency access route to the north to be modified to remove reference to this access and submitted to the Shire at least six weeks prior to the event date;

Access and Traffic Management:

8. The right of carriageway and private driveway providing access to the event grounds being upgraded and maintained to an all-weather surface, minimum trafficable width of 6m;
9. Stormwater from the right of carriageway and private driveway must be disposed of on site in a manner so as not to cause a nuisance;
10. A certificate of structural suitability being provided by a practicing structural engineer certifying that the bridge within the right of carriageway is suitable for the intended use;
11. The right of carriageway providing access to the event grounds to be fenced with a substantial fence on the sides that abut land not containing the event grounds;
12. Written confirmation of permission to use, upgrade and maintain the private driveway providing access to the event grounds is to be supplied at least 14 days prior to upgrades commencing;
13. Applicant to provide evidence of suitable insurance indemnifying the relevant landowners whose land is being used for access to the event grounds. In addition to the event duration, the period of insurance is to include when upgrades, fencing, set up and pack down is occurring. Evidence of insurance to be provided at least 14 days prior to the upgrades commencing;
14. Written evidence of Main Roads WA approval for the proposed Traffic Management Plan (TMP) is required to be submitted at least 14 days prior to the event;
15. An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the TMP must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;

Risk Management:

16. Demonstrated implementation of the Irrigation Plan to the satisfaction of the Shire;
17. Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
18. Applicant to provide evidence of minimum \$50 million public liability insurance for all proposed event activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 14 days prior to the event date;
19. Bacteriological water sampling of the dam must be conducted by a competent person in the lead-up to the event and analysed by a laboratory accredited by the National Association of Testing Authorities (NATA) as follows:
 - a. A minimum of one sample must be collected four weeks prior to the scheduled event date. If the initial sample returns unsatisfactory results, a follow-up sample must be collected two weeks prior to the event.
 - b. If the second sample also returns unsatisfactory results, swimming will not be permitted at the event.
20. The maximum number of people permitted to occupy the dam at any one time is 200.

21. A minimum lifeguard-to-occupant ratio of 1:100 must be maintained, meaning at least two lifeguards must be present whenever the dam is in use for recreational purposes. Lifeguards must be appropriately qualified and experienced to respond to water emergencies.
22. All electrical equipment is to be tested and tagged by an appropriately qualified person;
23. All temporary generator and lighting tower installations must be earthed in accordance with Australian Standards, as appropriate. A Form 5 "Certificate of Electrical Compliance" is required to be submitted by a licensed electrical contractor for all temporary power installations prior to commencement of the event;
24. A minimum of sixty (60) temporary toilets comprising twenty-nine (29) male toilets, thirty (30) female toilets and one (1) unisex accessible toilet and associated hand basins are to be provided for the event use. They are to be placed so that they are within 90 metres of any camp site;
25. All toilets are to be serviceable for the duration of the event and located in a manner to facilitate servicing/replenishment for the duration of the event;
26. Event and camp grounds are to have adequate lighting after dark;
27. Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;
28. All temporary structures (including gazebos, tents and camping structures) must be suitably secured to prevent movement in wind gusts and must not be used if winds will exceed manufacturer specified rating;
29. For the stages and any tent or marquee greater than 55m² and supplied glamping tents the event organiser is to provide a Certificate of Structural Adequacy from a practising structural engineer or authorised installer, confirming structural adequacy of temporary structures installed. Certificate of Structural Adequacy is required to be completed by an authorised installer or structural engineer and submitted prior to commencement of the event;
30. Camping for event attendees is permitted for four nights and subject to separate written approval from the Shire;
31. A first aid post with a minimum of six qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
32. The event organiser is to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully without any rubbish or debris being deposited on neighbouring properties;

Noise:

33. Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire Chief Executive Officer;
34. The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include:
 - a. A Noise Prediction Modelling report completed by a suitably qualified Acoustic Consultant whose qualifications/experience qualifies them for membership to the Australian Acoustical Society;

- b. A Noise Management Plan committing to monitoring of sound levels, by a suitably qualified/experienced Acoustic Consultant at the mixing desk and three locations external to the venue for the duration of the event; and;
- c. Notification to residents identified as likely to experience noise at levels exceeding the assigned levels through the noise modelling is to be undertaken by the Shire, at the applicant's cost. This notification is to include contact details for the applicant for management of complaints throughout the event period;

Food Safety:

- 35. Event organiser to provide evidence of a suitable potable water supply for patron use for the duration of the event to the satisfaction of the Shire;
- 36. Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval. The following information, for each food vendor, is also required to be submitted:
 - a. A copy of the vendors 'Food Business Registration Certificate (*Food Act 2008*)' from their "home" Shire (if not from the Shire of Donnybrook Balingup); and;
 - b. A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;

Debrief:

- 37. An event debrief meeting is to be arranged with the Shire within two months of the event date, with relevant festival staff to be available to contribute. A list of complaints, issues and successes to be available for discussion.

Advice notes:

- 1. Applicant to note that any condition should not constitute an authorisation for the use of the right of carriageway or the carrying out of works within the right of carriageway area in a manner which is inconsistent with the terms of the right of carriageway. Applicant to continue to take its own legal advice in relation to the use of the right of carriageway and ensure that appropriate measures have been implemented with the owners of the land used to access the event grounds.
- 2. Applicant to note that the term "substantial fence" is taken to be as per the *Dividing Fencing Act 1961* i.e. capable of normally resisting the trespass of cattle and sheep.
- 3. Applicant to note that events during the established high bushfire threat period, particularly over long weekends when volunteer numbers are low, are at greater risk of being impacted by total fire bans and harvest vehicle movement bans.
- 4. Applicant to note that the capacity of firefighting resources in the Shire is responsive to other incidents in the Region. Applicant to consider their insurance coverage and communication plans should the event need to be cancelled at short notice due to a bushfire in the Region.
- 5. Applicant to satisfy themselves that they have the appropriate agency approvals for use of the dam water for wide scale irrigation as proposed.
- 6. Due to crowds, food safety and animal welfare concerns, the Shire's Ranger Services recommend that dogs are not permitted within the event grounds.

7. Water sample results of the dam will be assessed against the Department of Health's *Microbial Quality of Recreational Water – Guidance Note* to determine the dam's suitability for recreational use.

Strategic Alignment

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

- Outcome:** 2 - A safe and healthy community.
- Objective:** 2.2 - Facilitate, encourage and support a diverse range of festivals, community events, arts and cultural activities.
- Outcome:** 9 - A thriving economy.
- Objective:** 9.2 - Attract and retain a diverse mix of businesses and investment opportunities.
- Outcome:** 10 - A popular destination for visitors and tourists.
- Objective:** 10.1 - Encourage more people to stop, shop and experience the Shire of Donnybrook Balingup.

Executive Summary

The Shire is in receipt of an event application for Smashed Avo Festival (the event) to be held at 13 Newlands East Road, Newlands over New Year's 2025-2026. The applicant describes the event as "a multi-day camping festival celebrating music, art and community."

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

Background

Smashed Avo Festival is proposed to be held at the former Meliora site in Newlands from 30 December 2025 until 2 January 2026, with early entry available for patrons on 29 December 2025. Set up is proposed to commence 26 December 2025 with pack down to be completed by 4 January 2026. It will be a public, ticketed event with a cap of 2,900 patrons, with up to 400 comprising volunteers and contributors. It is proposed that music will play over four distinct stages as follows:

Stage Name	Proposed Operating Hours	Music Source
Main Stage	Tues 30 Dec: 10:00 am to 1:30 am Wed 31 Dec: 11:00 am to 3:00 am Thurs 1 Dec: 10:00 am to 1:00 am	DJ
Second Stage	Tues 30 Dec: 2:00 pm to 1:00 am Wed 31 Dec: 12:00 pm to 1:00 am Thurs 1 Dec: 12:00 pm to 10:00 pm	DJ
Combi Stretch Tent Stage	Tues 30 Dec: 11:00 am to 12:00 am Wed 31 Dec: 10:00 am to 3:00 am Thurs 1 Dec: 10:00 am to 1:00 am	Live bands and fusion acts DJ
Camp Stage	Tues 30 Dec: 10:00 am to 1:30 am Wed 31 Dec: 10:00 am to 2:00 am Thurs 1 Dec: 10:00 am to 1:00 am	DJ

There will be a market village highlighting local food vendors and artisan producers, as well as a precinct to offer yoga, ceremony and healing practices. The dam will be available for swimming with a family and inclusive zone intended to incorporate relevant activities and appropriate access. It is proposed to be a BYO alcohol event. Camping will be available on site; both BYO as well as a number of “glamping” tents to be provided.

Along with their completed event application form Illumiparti have provided:

- Traffic Management Plan (internal)
- Traffic Management Plan (external)
- Risk Management Plan (preliminary)
- Event Management Plan
- Sound Management Plan
- Irrigation Plan
- Sustainability and Community Integration Plan

In their event application they have committed to providing:

- An updated Risk Management Plan
- Water Management Plan
- Weather Management Plan
- Trained, accredited security personnel at a ratio of 1 security person/100 patrons
- Temporary toilets to cater for the audience, including provision of accessible facilities
- Structural certification of temporary stages
- Irrigation across the event grounds in the lead up to and during the event to reduce dust and fire risk
- Limit occupancy of the dam to 200 patrons at one time
- Lifeguard provision during water activities with no activities permitted in the dam after dark
- A perimeter fire break
- On site water truck
- On site potable water stations
- Fire suppression equipment
- Lighting towers and portable generators
- Noise modelling with a responsive noise management plan

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Negative community experience; risk to attendants.		
Mitigation:	Applications are assessed on a case-by-case basis, through an internal, multi-disciplinary approach. The application outcome is considered with a resultant recommendation determined using a risk based approach.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Property	Possible	Moderate	Moderate (9)

Risk Description:	Negative community experience; risk to attendants.		
Mitigation:	The event is occurring on private property, accessed through easements. The establishment of a traffic management plan for the components on public roads minimises the risk to the Shire.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Unlikely	Catastrophic	High (10)
Risk Description:	Injury to attendees from fire risks, crowd behaviour and temporary facilities.		
Mitigation:	The event is proposed to be held within the established high threat period and the applicant has acknowledged this through additional preparatory measures. Fires will not be permitted, mobile/temporary food businesses are required to be registered and the applicant has committed to crowd control, first aiders and bringing in appropriate facilities.		

Financial Implications

The event assessment process is a collaborative effort between Shire staff across the Operations Directorate, who each provide recommendations specific to their area of expertise. Application fees are not intended to fully recover the costs associated with the event assessment process. This event attracts the following fees (as per Council's adopted fees and charges):

Item	Rate
Event application fee	\$525
Application fee Temporary Camping	\$100
Water sampling fee (per sample)	\$197.40
Application fee Regulation 18	\$1,000
Consultation letters	To be determined as per Council's Fees & Charges schedule
Public building assessment (hourly rate/min charge 2 hours)	\$100.10

After last year's feedback from neighbours concerning use of an easement across their land, the Shire has also sought legal advice regarding the use of the easement and the conditions that could be imposed to address neighbour concerns. A title search has also been conducted.

Policy Compliance

Council Policy COMD/CP-6 Events

As this event is a multi-day event, involves more than one stage and requires consideration of a non-complying noise event, this event application requires Council determination.

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

Council Policy EM/CP-6 Caretaker Provisions and Local Government Elections

The consideration of an event application is not a "Significant Act" within the context of the *Local Government Act 1995* and Council is therefore not precluded from determining this application, despite consideration occurring within the Caretaker Period.

Statutory Compliance

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

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

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

The proposed event therefore meets the exempted development criteria.

Events in Western Australia are assessed under the following legislation:

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

The water quality of the dam for swimming will be assessed against the National Health and Medical Research Council (NHMRC) *Guidelines for Managing Risks in Recreational Waters*.

Due to the proximity of the event to a declared road, Traffic Management will need to be referred to Main Roads for their approval under the provisions of the *Main Roads Act 1930*.

Consultation

Due to the temporary nature of an event, community engagement regarding events is limited to informing the community rather than seeking their feedback for consideration prior to approving an event. Notwithstanding this, the Director Operations encouraged discussions between the proponent and immediate neighbour. Given the correspondence received from the neighbour following last year’s Council decision, the neighbour was also directly contacted to discuss access and measures to minimise risk.

A condition is recommended to include a mailout, at the applicant’s cost, to residents identified within the noise model as likely to experience noise levels exceeding the assigned levels. This notification will include start and finish times as well as key contact information to assist with any complaint management.

Officer Comment

Easement/Access

The Certificate of Title for the event grounds includes an easement benefit for right of carriageway purposes. The right of carriageway is shown as 20m wide. Section 65(1) of the *Transfer of Land Act 1893* stipulates that the following words “shall be deemed to have effect” with respect the creation of a right of carriage-way:

Together with full and free right and liberty to and for the transferee hereunder and to and for the registered proprietor or proprietors for the time being of the land hereby transferred or any part thereof and his her and their tenants servants agents workmen and visitors to go pass and repass at all times hereafter and for all purposes and either with or without animals or vehicles into and out of and from the said land or any part thereof through over and along the road or way or several roads or ways delineated and indicated by a symbol on the said map.

For the two previous Meliora events, patrons and contractors accessed the event grounds via private property and then accessed the easement as shown below (easement defined by purple dotted line):



Figure 1 – Meliora Access Arrangements

The Shire understands that these access arrangements are no longer available and the event organiser proposes to utilise a greater extent of the easement as shown below:

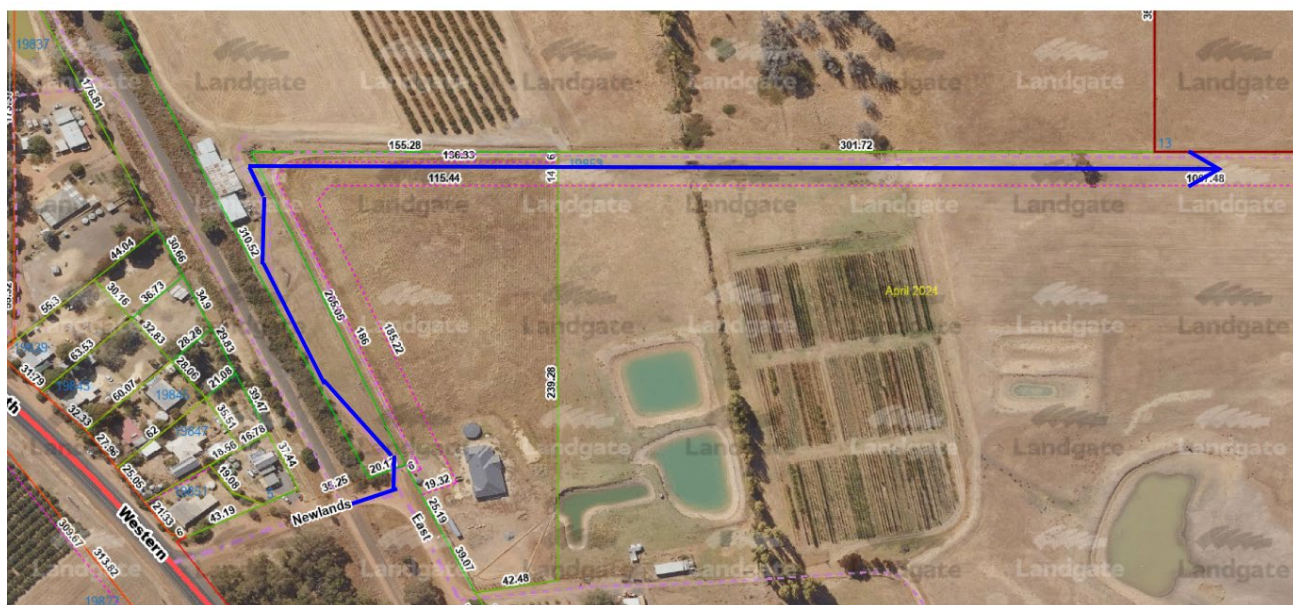


Figure 2 – Proposed Smashed Avo Access Arrangements

It is considered that the Shire cannot prevent the event organiser from utilising the existing easement for access. However, before the event is permitted to be undertaken, it is recommended that conditions be included to minimise the impact to the landowner whose property is burdened by this easement as follows, particularly given the time of year that the event is proposed to occur:

- Access easement is to be fenced
- Access easement to be upgraded to enable two-way traffic (i.e. 6m trafficable width)
- Burdened landowners to be indemnified
- Bridge suitability to be assessed by a practicing structural engineer

Noise

While this is a new applicant, similar events have occurred at this property over the last two years. A number of noise complaints were received during the New Year Period from the 2023 event, however the Shire did not receive any noise complaints following the November 2024 Event. The applicant has committed to engaging an acoustic consultant to prepare noise modelling and a noise management plan to substantiate the proposed music duration and timeframes. They have also committed to being responsive to noise complaints raised throughout the festival. The applicant proposes the following music duration (with last year's duration shown for comparison):

November 2024 Event		Current Proposal (New Year's 2025)	
Time	Duration	Time	Duration
Friday – 2:00 pm until 2:00 am (Saturday)	12 Hours	Tuesday – 10:00 am – 1:30 am (Wednesday)	15.5 Hours
Saturday – 10:00 am until 3:00 am (Sunday)	17 Hours	Wednesday – 10:00 am - 3:00 am (Thursday) New Year's Eve	17 Hours
Sunday – 9:00 am until 10:00 pm	13 Hours	Thursday – 10:00 am – 1:00 am (Friday)	15 Hours

Music events are unlikely to achieve the assigned levels as contained within the *Environmental Protection (Noise) Regulations 1997*, particularly where music is proposed after 7:00 pm at night in a rural setting such as Newlands. For this reason a Regulation 18 application is recommended, with the requirement for noise modelling, as a condition, if approved.

Water Activities

There are water safety risks associated with the use of farm dams such as:

- The bacteriological quality of the water. Poor water quality can cause ailments such as skin rashes, gastroenteritis (diarrhoea and abdominal pain), fever, respiratory infections. High water temperature increases the risk of amoebic meningitis which is of greater risk where activities cause water to go up the nose.
- The ability for a person to be retrieved, in the case of an incident where they become submerged, where vision is impeded due to dam turbidity/discolouration.
- Thermal shock from the cold layer of water that is often present near the bottom of a dam if a person jumps into the water
- Potential for injuries from submerged objects not clearly visible from the dam surface

The applicant has acknowledged these risks in their risk management plan and also propose to mitigate risks by providing signage, lifeguards and security guards and will facilitate water sampling,

While water quality fluctuates significantly, sampling undertaken for previous events have not identified that the water has been unacceptable for recreation use. Standard conditions are recommended for recreational water sampling to enable an assessment of the water suitability in the lead up to the event.

Fire

Figure 3 illustrates Bushfire Prone Areas, as designated by the Fire and Emergency Services Commissioner, with radiant heat likely to impact areas shaded in pink.

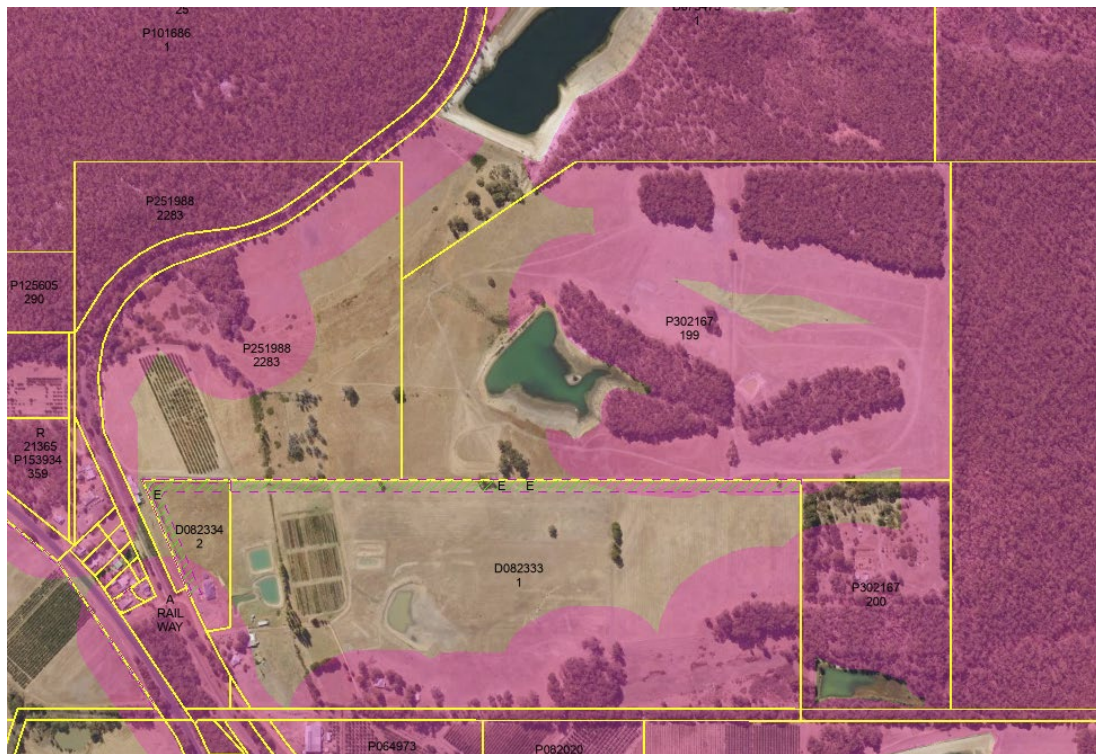


Figure 3 – Excerpt DFES Bushfire Prone Mapping

As illustrated in [Attachment 9.1.2\(2\)](#) the event organiser has proposed an emergency evacuation route to the north. This has been reviewed by the Shire and is not supported and is considered that it would complicate any evacuation efforts made for the following reasons:

The intended route crosses multiple land tenure (comprises private, railway and State Government tenure);

Is surrounded by bushland, most of which that is identified as bushfire prone; and;

Accessibility, maintenance and suitability of the track for the likely vehicles attending the event is undetermined.

It is recommended that the applicant update their supporting documentation to remove the proposed emergency evacuation route.

Notwithstanding this it is considered that there is sufficient open space within the event grounds, particularly with the irrigation plans and grassland to be kept to below 10cm high, that will provide a safe area for attendees to muster, should an emergency situation from bushfire arise.

Given the event is proposed during the established high bushfire threat period the Shire's Bushfire Service anticipates a High Season heavy tanker will be provided by the State during this period. Considering the cumulative impacts of the proposed Bliss Fest event 3km to the North, the Shire would consider strategically positioning this appliance to provide a more rapid response for these events. However, it is important to note that the Shires Bushfire Service is manned by volunteers and over the New Year period many of our volunteers may travel and therefore not readily available to provide an immediate response.

9.2. Director Finance and Corporate

9.2.1 Schedule of Accounts Paid as at 31 August 2025

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

File Reference: FNC 10/2

Voting Requirement: Simple Majority

Attachment(s):

Nil.

Executive Recommendation

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

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 31 August 2025, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to \$1,581,770.15.

Background

In accordance with Delegation 1.2.23 – *Payments from the Municipal or Trust Funds* adopted by Council on 26 June 2024, the Chief Executive Officer is authorised to incur expenditure in line with the provisions of the adopted Annual Budget, including limited over-expenditure subject to subsequent budget amendments. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of account paid under this delegation is to be prepared and presented to Council on a monthly basis.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Minor	Low (2)
Risk Description:	Additional checks and balances of accounts paid by the Shire.		
Mitigation:	Monthly reporting on accounts paid.		

Compliance	Unlikely	Minor	Low (2)
Risk Description:	Meeting legislative requirement of financial reporting to the Council		
Mitigation:	Monthly reporting on accounts paid.		

Financial Implications

All liabilities settled have been in accordance with the annual budget provisions.

Policy Compliance

All payments have been made in line with Shire policies:

- FIN/CP-4 Purchasing
- FIN/CP-5 Regional Price Preference
- FIN/CP-7 Credit Card

Statutory Compliance

Local Government (Financial Management) Regulations 1996

Where the local government has delegated the CEO the exercise of its power to make payments from the municipal fund or the trust funds, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

- The payee's name; and
- The amount of the payment; and
- The date of the payment; and
- Sufficient information to identify the transaction.

This list of accounts is to be:

- Presented to Council at the next ordinary meeting of the Council after the list is prepared; and
- Recorded in the minutes of that meeting.

Consultation

Relevant staff have been consulted and have confirmed that all payments were authorised in accordance with their delegated authority.

Officer Comment

A detailed listing of payments has been provided below for Council's formal receipt. Elected Members are encouraged to raise any queries prior to the Ordinary Council Meeting to allow sufficient time for investigation and preparation of a response.

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	28/06/2025	BP	STAFF FUEL	106.23
	29/06/2025	AMPOL	STAFF FUEL	97.28
	01/07/2025	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	141.77
	03/07/2025	WALGA	TRANSPORT & ROADS FORUM	100.00
	10/07/2025	DEPARTMENT OF TRANSPORT	TRANSFER OF VEHICLE LICENCE PLATE	39.90
	10/07/2025	RIMPA	SKYFALL TO SECURE FILES ROADSHOW	255.50
	16/07/2025	PLE COMPUTERS	CLOUDKEY VCMP PAVILLION 1	598.00
	24/07/2025	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	40.72
	28/07/2025	JB HIFI	WATER FILTER COFFEE MACHINE	96.00
	29/07/2025	4U CAFÉ	MEETING REFRESHMENTS	37.10
	30/07/2025	BENDIGO BANK	CARD FEES	16.00
DD28627.1	14/08/2025	BENDIGO BANK	TOTAL: CREDIT CARD PAYMENTS	1,528.50
EFT PAYMENTS				
EFT31425A	07/08/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 07.08.25	167,332.86
EFT31425B	07/08/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 06.08.25	48,571.00
EFT31426	14/08/2025	HARMONIC IT	ANNUAL OFFSITE HOSTING, MANAGED FORTIANALYZER	12,908.50
EFT31427	14/08/2025	ALFS MACHINERY PTY LTD	PINS, FOLDING SAW	93.50
EFT31428	14/08/2025	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	396.43
EFT31429	14/08/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT31430	14/08/2025	AMITY SIGNS	STREET SIGNS	273.90
EFT31431	14/08/2025	WINC AUSTRALIA PTY LTD	STATIONARY SUPPLIES	674.54
EFT31432	14/08/2025	ALLENS TRAFFIC MANAGEMENT	TRAFFIC CONTROL - SITE WORKS - UPPER CAPEL RD, RYALLS RD, THOMAS RD, YABBERUP RD, CARMICHAEL RD, BENDALL RD	12,694.00
EFT31433	14/08/2025	AGTRAC MACHINERY	COVER. BLADE, FILTERS	256.18
EFT31434	14/08/2025	ALL WOOD WA	VC MITCHELL - SUPPLY AND INSTALLATION AV CABINET	2,370.38
EFT31435	14/08/2025	ANIMAL PEST MANAGEMENT SERVICES	CALL OUT	330.00
EFT31436	14/08/2025	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	2,293.45
EFT31437	14/08/2025	BDA TREE LOPPING	TREE PRUNING	31,548.00
EFT31438	14/08/2025	BALINGUP LIQUOR & GENERAL STORE	BFB - DIESEL EXPENSES JUL	73.91
EFT31439	14/08/2025	BOYANUP BOTANICAL	PLANTS BLN CEMETERY NICHE WALL GARDEN	429.65
EFT31440	14/08/2025	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY EMERGENCY HELP MONITORING	504.90
EFT31441	14/08/2025	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	ADMIN - MONTHLY PHONE/SIP ACCOUNT	929.24
EFT31442	14/08/2025	BRIGHTMARK GROUP PTY LTD	CLEANING - JUL 25	16,775.96
EFT31443	14/08/2025	J & M BALLANTYNE	RATES REFUND	2,202.64
EFT31444	14/08/2025	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK STOCK	185.11

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT31445	14/08/2025	DUG CROSS ELECTRICS	ELECTRICAL SERVICES - BLN TRANSIT PARK, DBK DEPOT, BLN LIBRARY, DBK ADMIN, DBK HALL	7,805.00
EFT31446	14/08/2025	SHIRE OF CAPEL	LONG SERVICE LEAVE CONTRIBUTIONS	12,601.83
EFT31447	14/08/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	350.80
EFT31448	14/08/2025	WESTERN AUSTRALIA POLICE	ESL - VOLUNTEER POLICE CHECK	54.00
EFT31449	14/08/2025	COATES CIVIL CONSULTING PTY LTD	BALINGUP-NANNUP RD - MRWA DESIGN AUDIT	3,300.00
EFT31450	14/08/2025	CIVIC LEGAL	MINN COTTS - PROVIDE ADVICE - DECEASED TENANT	10,450.00
EFT31451	14/08/2025	CROSS SECURITY SERVICES	LOWDEN BFB - SECURITY MONITORING	135.00
EFT31452	14/08/2025	CORSIGN WA	TRAFFIC SIGNS	250.80
EFT31453	14/08/2025	CAFE 48	CESM LEMC MEETING - CATERING, COUNCIL WORKSHOP - REFRESHMENTS	309.00
EFT31454	14/08/2025	CS LEGAL	DEBT RECOVERY FOR RATES	60.50
EFT31455	14/08/2025	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICALS	1,135.00
EFT31456	14/08/2025	DONNYBROOK HARDWARE & GARDEN	HARDWARE SUPPLIES - PLANTS, KWIKSET, KEY, BATTERIES, TAPE, SHOWER HEAD, BOLTS, NUTS, WASHERS, METHYLATED SPIRITS, COUPLING, SPRAYER	401.48
EFT31457	14/08/2025	DONNYBROOK BUTCHERS	FIREFIGHTING SKILLS - CATERING	75.00
EFT31458	14/08/2025	DONNYBROOK FAMILY BAKERY	FIREFIGHTING SKILLS - CATERING	131.00
EFT31459	14/08/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	TYRE REPLACEMENT & REPAIRS	485.00
EFT31460	14/08/2025	DONNYBROOK FARM SERVICE	POOL CHEMICALS, RETIC COMPONENTS, FERTILISER & HERBICIDE	696.74
EFT31461	14/08/2025	DONNYBROOK FRESH SUPA IGA	GROCERY SUPPLIES	748.00
EFT31462	14/08/2025	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	PAVILLION 1- COMMUNITY ROOM HIRE - COMMUNITY PREPAREDNESS WORKSHOP	760.00
EFT31463	14/08/2025	DE LAGE LANDEN PTY LTD	CISCI CATALYST SWITCHES X 3	670.12
EFT31464	14/08/2025	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT	BLN FLORA RESERVE - PERMIT FOX CONTROL	90.13
EFT31465	14/08/2025	DONNYBROOK ACCIDENT REPAIR CENTRE	EXCESS INS CLAIM	500.00
EFT31466	14/08/2025	FAIRTEL PTY LTD	DBK SES - PHONE & NBN SERVICE	159.97
EFT31467	14/08/2025	D FIGLIOMENI	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	2,601.50
EFT31468	14/08/2025	N GOODBAN	REIMBURE TRAVEL EXPENSES	8.32
EFT31469	14/08/2025	HERSEY'S SAFETY PTY LTD	VARIOUS WORKSHOP CONSUMABLES	1,782.50
EFT31470	14/08/2025	HASTIE WASTE PTY LTD	DBK & BLN WMF - MANAGEMENT, SERVICING OF WASTE BINS	40,483.50
EFT31471	14/08/2025	HEATLEYS SAFETY & INDUSTRIAL	SPARY AND MARK PAINT	214.10
EFT31472	14/08/2025	SKIPPERS PLUMBING SERVICES	LANGLEY VILLAS - REPAIR KITCHEN SINK TAP	121.00
EFT31473	14/08/2025	HERE 2 HEAR AUDIOLOGY	AUDIOLOGICAL TEST	275.00
EFT31474	14/08/2025	INFIELD SERVICES PTY LTD	VEHICLE SERVICE	1,102.48

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT31475	14/08/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDENING, COUNCIL CHAMBERS - FLOOR MAT, REPLACE WINDOW, DBK TRANSIT PARK - REPAIR DAMAGED DOOR, INSTALL SOAP DISPENSER	2,659.69
EFT31476	14/08/2025	KMART SOUTH BUNBURY - 1187	DBK REC CTR - SCHOOL HOLIDAY PROGRAMS EQUIPMENT	29.00
EFT31477	14/08/2025	J KING	REFUND CAT TRAP BOND	100.00
EFT31478	14/08/2025	LIVING SPRINGS WATER PTY LTD	BOTTLED SPRING WATER	65.00
EFT31479	14/08/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	MEMERSHIPS 2025-26, LIFT OFF MENTORING PROGRAM	1,410.00
EFT31480	14/08/2025	MCDONALD FENCING	EGAN PARK - SUPPLY AND INSTALL CHAINMESH FENCING	5,857.50
EFT31481	14/08/2025	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE PLAN	2,122.23
EFT31482	14/08/2025	MONARCH360 PTY LTD	MONARCH - ANNUAL SUBSCRIPTION & SUPPORT	52,629.45
EFT31483	14/08/2025	M NICKOLAKIS	REIMBURSE POLICE CHECK	64.80
EFT31484	14/08/2025	OFFICEWORKS	STATIONERY SUPPLIES	285.91
EFT31485	14/08/2025	PRESTON PRESS	ADVERTISING SHIRE CONNECT	500.00
EFT31486	14/08/2025	PRESTON VALLEY MAINTENANCE	GENERAL MAINTENANCE -SUPPLY & INSTALL GALVANISED MESH ENCLOSURE, SUPPLY FOOTRESTS, REMOVE GRAFFITI & REPAINT TUNNEL, INTALL GUIDEPOSTS/NUMBERS, ADJUST DOWNPIPE	4,009.50
EFT31487	14/08/2025	PRESTON POWER EQUIPMENT	MOWER PARTS, A/CUT HEADS	224.00
EFT31488	14/08/2025	CR GRANT PATRICK	TRAVEL REIMBURSEMENT APR TO JUL 25	662.09
EFT31489	14/08/2025	WREN OIL	DBK WMF - PUMP OUT WASTE OIL	418.00
EFT31490	14/08/2025	REDFISH TECHNOLOGIES PTY LTD	REDFISH GOLD SLA & SHIELD SUPPORT	4,725.60
EFT31491	14/08/2025	RANTAM PTY LTD	BTS - SHED CONSTRUCTION	27,700.00
EFT31492	14/08/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE – P&G GENERAL HAND & PLANT OPERATOR	3,379.79
EFT31493	14/08/2025	SHIRE OF BRIDGETOWN-GREENBUSHES	BUSHFIRE MITIGATION CO-ORDINATOR CLAIM - APR TO JUN 25	6,464.47
EFT31494	14/08/2025	CITY OF BUSSELTON	MARKETING CONTRIBUTION 2025/26 - BUSSELTON MARGARET RIVER AIRPORT	2,200.00
EFT31495	14/08/2025	SURVCON PTY LTD	VC MITCHELL - ENGINEERING SURVEY	444.68
EFT31496	14/08/2025	SEEK LIMITED	ADVERTISEMENT - RECRUITMENT - MOBILE PLANT OPERATOR, WORKS ADMIN OFFICER	1,424.50
EFT31497	14/08/2025	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	VC MITCHELL PARK TENNIS COURT LIGHTING - PROGRESS CLAIM 2 & 3	44,850.08
EFT31498	14/08/2025	SOUTHWEST SURFACING PTY LTD	POTHOLE REPAIRS	13,860.00
EFT31499	14/08/2025	SUPAGAS	GAS FACILITY FEE	50.60
EFT31500	14/08/2025	SOUTHERN STAR BUILDING COMPANY & MAINTENANCE	BROOKHAMPTON PUBLIC HALL - REFURBISHMENT PROJECT	12,000.00

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT31501	14/08/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,805.62
EFT31502	14/08/2025	JTAGZ PTY LTD	DOG & CAT TAGS	354.48
EFT31503	14/08/2025	TRUCKLINE	SEAT SENSOR	103.83
EFT31504	14/08/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	187.36
EFT31505	14/08/2025	THE PRINT SHOP BUNBURY	PRODUCTION OF FIRE PREVENTION ORDER 2025/26 SEASON	3,498.00
EFT31506	14/08/2025	TOTALLY WORKWEAR BUNBURY	UNIFORM	573.49
EFT31507	14/08/2025	TELAIR PTY LTD	NBN SERVICE	678.90
EFT31508	14/08/2025	THINK WATER CAPES REGION	VC MITCHELL PARK - SUPPLY & INSTALL RETIC	23,217.00
EFT31509	14/08/2025	VALVOLINE AUSTRALIA PTY LTD	FUEL & OIL	3,289.25
EFT31510	14/08/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	1,431.56
EFT31511	14/08/2025	SYNERGY	ELECTRICITY CHARGES	33,371.55
EFT31512	14/08/2025	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING	3,712.13
EFT31513	14/08/2025	WESTRAC EQUIPMENT PTY LTD	PURCHASE OF LOADER	350,350.00
EFT31514	14/08/2025	MACHINERY WEST	CHAINSAW - REPLACEMENT CHAIN	63.36
EFT31515	14/08/2025	THE WARREN BLACKWOOD ALLIANCE OF COUNCILS (INC)	WARREN BLACKWOOD ALLIANCE 2025/26 CONTRIBUTIONS	47,629.38
EFT31516	14/08/2025	WESTSPAN SHEDS	VC MITCHELL PARK - STORAGE SHED & ASSOCIATE WORKS	10,664.82
EFT31517	14/08/2025	YABBERUP COMMUNITY ASSOCIATION INC.	GRANT - WATER TANKS	8,390.00
EFT31517A	21/08/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 20.08.25	169,806.05
EFT31517B	21/08/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 20.08.25	45,449.00
EFT31518	28/08/2025	HARMONIC IT	ANNUAL MANAGED SERVICES AGREEMENT	10,367.50
EFT31519	28/08/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT31520	28/08/2025	AUSTRALIAN COMMUNICATIONS	DBK FIXED POINT TO POINT 25/26	369.00
EFT31521	28/08/2025	ALL TECH PLUMBING	DBK REC CTR - INVESTIGATE & FIX WATER HAMMER	754.60
EFT31522	28/08/2025	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	452.51
EFT31523	28/08/2025	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	5,147.04
EFT31524	28/08/2025	ADDELEC POWER SERVICES	INSPECTION OF EV CHARGING STATION - STORM DAMAGE	1,241.63
EFT31525	28/08/2025	BUNBURY & BUSSELTON AIR	SERVICE OF HAVAC SYSTEM, AIR-CON PREVENTATIVE MAINTENANCE, INVESTIGATE POOL HEATER	2,027.60
EFT31526	28/08/2025	AGRI SPARK AUTO ELECTRICS	BATTERY	350.00
EFT31527	28/08/2025	BRAD BROOKSBY CONSULTING	ROAD OPENING SAFETY AUDIT - BALINGUP-NANNUP RD	3,300.00
EFT31528	28/08/2025	BALINGUP TOURISM COMMITTEE	SERVICE LEVEL AGREEMENT 2025/26	10,000.00
EFT31529	28/08/2025	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - JUL 25	19,055.40

SHIRE OF DONNYBROOK BALINGUP
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REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT31530	28/08/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	350.80
EFT31531	28/08/2025	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANS STATION - RECYCLING - JUL 25	1,053.50
EFT31532	28/08/2025	CLEANAWAY	REFUSE COLLECTION & DISPOSAL - JUL 25	58,101.53
EFT31533	28/08/2025	CAFE TIFFANY'S	ESL - SES TRAINING - CATERING	247.50
EFT31534	28/08/2025	CONNECT CALL CENTRE SERVICES	AFTER HOURS CALL CENTRE	195.14
EFT31535	28/08/2025	CLEANAWAY PTY LTD	DBK WMF - RECYCLING TRANS/PROCESS	979.19
EFT31536	28/08/2025	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STN - GENERAL WASTE BINS - JUL 25	3,738.52
EFT31537	28/08/2025	CHARGEFOX PTY LTD	EV CHARGING STATION - MANAGEMENT FEES	108.44
EFT31538	28/08/2025	DONNYBROOK & DISTRICTS PLUMBING SERVICE	BLN TRANSIT PARK - SUPPLY & INSTALL NEW PLUMBING FIXTURES, APEX PARK - BLOCKED TOILET, BLN TRANSIT PARK - REPAIR BROKEN SHOWER RAILS/HEADS, BLN HALL - REPAIR GAS OUTLETS KITCHEN STOVE	4,510.00
EFT31539	28/08/2025	DONNYBROOK FAMILY BAKERY	CATERING	24.00
EFT31540	28/08/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	TYRE REPLACEMENT & REPAIR, DRY HIRE OF DIGGER	396.00
EFT31541	28/08/2025	DONNYBROOK DISTRICT HIGH SCHOOL	MURAL FOR YARNING CIRCLE & LIBRARY POSTAGE, STATIONERY & ELECTRICITY REIMBURSEMENT	6,632.20
EFT31542	28/08/2025	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	COMMUNITY ROOM HIRE – LSWR- REGIONAL OPERATIONAL ADVISORY COMMITTEE MEETING	510.00
EFT31543	28/08/2025	DATA#3 LIMITED	ADOBE ACROBAT PRO & INDESIGN SOFTWARE LICENCE 25/26	9,482.65
EFT31544	28/08/2025	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY - BUILDING COMMISSION	BSL COLLECTIONS - JUL 25	3,199.94
EFT31545	28/08/2025	D MORGAN	INSURANCE CLAIM - REIMBURSE CAR WINDOW REPLACEMENT	536.71
EFT31546	28/08/2025	ENVIRONMENTAL HEALTH AUSTRALIA	ENVIRONMENTAL HEALTH AUSTRALIA MEMBERSHIP RENEWAL 2025/26	435.00
EFT31547	28/08/2025	CR LISA KATHLEEN GLOVER	TRAVEL REIMBURSEMENT MAY TO AUG 25	245.12
EFT31548	28/08/2025	HASTIE WASTE PTY LTD	DBK & BLN WMF - PROCESSING OF MATTRESSES FOR RECYCLING - JUL 25	520.00
EFT31549	28/08/2025	HIP POCKET WORK WEAR	UNIFORMS	513.58
EFT31550	28/08/2025	SKIPPERS PLUMBING SERVICES	DBK REC CTR - NEW SHOWER HANDLE & INSTALL	272.47
EFT31551	28/08/2025	HARDY SPICER	HYDRAULIC HOSE	130.86
EFT31552	28/08/2025	INFIELD SERVICES PTY LTD	BLN BFB - FUEL DRAIN & FLUSH	286.00
EFT31553	28/08/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDENING	816.75
EFT31554	28/08/2025	JB HI FI	MOBILE PHONE, SCREEN PROTECTOR & CASE	636.63
EFT31555	28/08/2025	LANDGATE CUSTOMER ACCOUNT	COPY OF CERTIFICATE OF TITLE	32.60

SHIRE OF DONNYBROOK BALINGUP
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REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT31556	28/08/2025	LEISURE INSTITUTE OF WA AQUATIC (INC.)	LIWA ANNUAL MEMBERSHIP	148.50
EFT31557	28/08/2025	LETHLEAN FIRE AND ENVIRONMENT PTY LTD	DBK WMF - FIRE & EMERGENCY MANAGEMENT PLAN	3,036.00
EFT31558	28/08/2025	METAL ARTWORK BADGES	STAFF NAME BADGE	15.84
EFT31559	28/08/2025	CEMETERIES & CREMATORIA ASSOCIATION OF WESTERN AUSTRALIA	DBK CEMETRY - ORDINARY MEMBERSHIP CCAWA ANNUAL FEE 25-26	130.00
EFT31560	28/08/2025	MCLEODS BARRISTERS & SOLICITORS	LEASE ASSIGNMENT, PREPARATION OF LEGAL AGREEMENT & LEGAL ADVICE	4,685.78
EFT31561	28/08/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING - LPS SCHEME AMENDMENT & STREET UPGRADE	1,743.33
EFT31562	28/08/2025	PRESTON VALLEY MAINTENANCE	GENERAL MAINTENANCE - SUPPLY OF ROCK FOR RETAINING WALL, REPLACE TILE ON ROOF, REPAIR FENCE DAMAGE, REPAIR LOCK ON DOORS, REPAIR BLACKBOARDS, REPLACE SKYLIGHT	1,545.00
EFT31563	28/08/2025	REPCO - DONNYBROOK	DISC BRAKE, UHF BASE, DRILL SOCKET, FUSE	145.54
EFT31564	28/08/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	6,145.92
EFT31565	28/08/2025	STEWART & HEATON CLOTHING CO. P/L	BFB - PPE	334.75
EFT31566	28/08/2025	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS & BLACK & WHITE PRINTER WITH SCANNER	2,093.46
EFT31567	28/08/2025	SEEK LIMITED	ADVERTISEMENT - COORDINATOR WORKS AND SERVICES	434.50
EFT31568	28/08/2025	A VAN STADEN	REIMBURSEMENT OF 50% COSTS FOR BLACKBERRY WORKS	168.53
EFT31569	28/08/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	407.45
EFT31570	28/08/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	132.67
EFT31571	28/08/2025	TENDERLINK	SMITH & TIMMS ST ROAD UPGRADE RFT	180.40
EFT31572	28/08/2025	TPG NETWORK PTY LTD	IP LINE - MONTHLY FEE	1,304.60
EFT31573	28/08/2025	TRANSTAGE	VC MITCHELL PAVILLION - MOBILE FOLDING STAGE	4,631.00
EFT31574	28/08/2025	VALVOLINE AUSTRALIA PTY LTD	DEPOT SUPPLIES - MOTOR OIL	485.38
EFT31575	28/08/2025	VISIMAX	TRACEMAX MICROCHIP STICK READER	1,233.50
EFT31576	28/08/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	8,423.54
EFT31577	28/08/2025	SYNERGY	ELECTRICITY CHARGES	8,244.48
EFT31578	28/08/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA - ASSOC, EMPLOYEE, PROCUREMENT, TAX SVCE, LOCAL LAWS LG COMPLETE SUBSCRIPTIONS	29,764.17
EFT31579	28/08/2025	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING	2,382.67
EFT31580	28/08/2025	WESTRAC EQUIPMENT PTY LTD	WATER PUMP, COOLANT & FREIGHT	1,149.48
			TOTAL: EFT PAYMENTS	1,507,460.49
CHEQUE PAYMENTS				

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
53840	21/08/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	225.00
			TOTAL: CHEQUE PAYMENTS	225.00
BANK FEES				
	31/08/2025	BENDIGO BANK	BANK FEES	364.23
		COMMONWEALTH	BANK FEES	68.42
		TYRO	BANK FEES	651.09
		PAYPAL	TRANSACTION FEES	2.84
		WA TREASURY	BANK FEES	2.00
		EZIDEBIT	TRANSACTION FEES	5.75
		SPACETOCO	TRANSACTION FEES	1,220.16
			TOTAL: BANK FEES	2,314.49
DIRECT DEBITS				
DD28596.1	06/08/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	23,419.74
DD28596.2	06/08/2025	TATE SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	327.01
DD28596.3	06/08/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	288.65
DD28596.4	06/08/2025	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	332.31
DD28596.5	06/08/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,223.37
DD28596.6	06/08/2025	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	1,275.10
DD28596.7	06/08/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,951.09
DD28596.8	06/08/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	344.73
DD28596.9	06/08/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	943.15
DD28596.10	06/08/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	934.74
DD28596.11	06/08/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	642.72
DD28596.12	06/08/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	408.30
DD28624.1	20/08/2025	SPECTRUM SUPER	EMPLOYEE SUPER DEDUCTIONS	71.43
DD28624.2	20/08/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	408.61
DD28624.3	20/08/2025	TATE SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	329.08
DD28624.4	20/08/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	288.65
DD28624.5	20/08/2025	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	332.31
DD28624.6	20/08/2025	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	196.70
DD28624.7	20/08/2025	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	EMPLOYEE SUPER DEDUCTIONS	138.48
DD28624.8	20/08/2025	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	220.90
DD28624.9	20/08/2025	TELSTRA SUPERANNUATION SCHEME	EMPLOYEE SUPER DEDUCTIONS	110.45
DD28624.10	20/08/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	21,306.22
DD28624.11	20/08/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,223.37
DD28624.12	20/08/2025	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	910.64
DD28624.13	20/08/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,984.93
DD28624.14	20/08/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	962.97
DD28624.15	20/08/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	285.30
DD28624.16	20/08/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	726.16
DD28624.17	20/08/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	654.56
			TOTAL: DIRECT DEBITS	70,241.67

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
			TOTAL: PAYMENTS FROM MUNICIPAL ACCOUNT	1,581,770.15

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 24 September 2025 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.



Chief Executive Officer

9.2.2. Statement of Financial Activity report for the period ending 31st of July 2025

Report Details:

Prepared by: Manager Financial Services

Manager: Acting Director Finance & Corporate

File Reference: Nil

Voting Requirement: Simple Majority

Attachment(s):

9.2.2(1) Statement of Financial Activity July 2025

Executive Recommendation

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

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

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

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

Background

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

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

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

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

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

Risk Management

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

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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

Policy Compliance

Nil

Statutory Compliance

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

Consultation

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

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

Officer Comment

Due to end-of-financial-year processing requirements, the presentation of the July 2025 Financial Statements to Council was postponed to the ordinary meeting in September 2025. These statements compare year-to-date expenditure and revenue against the 2025/26 Adopted Budget. The opening surplus for the financial year reflects figures from the draft Annual Financial Statements, which remains subject to audit.

Please note that material variance reporting may contain anomalies, as certain budget timing data, budget amendments and carried over projects from 2024/25 has not been included when this Agenda Report was prepared. These discrepancies will be addressed in future Financial Reports presented to Council. Explanation of current material variances is included in Note 3 of the attached financial report.

9.2.3. Council Plan - Biannual Progress Report January - June 2025

Report Details:

Prepared by: Loren Clifford, Acting Director Finance and Corporate

Manager: Nick O'Connor, Chief Executive Officer

File Reference: CNL 16

Voting Requirement: Simple Majority

Attachment(s):

9.2.3(1) Council Plan - Biannual Progress Report 1 January – 30 June 2025

Executive Recommendation

That Council:

1. **Receives the Council Plan - Biannual Progress Report as shown in** Attachment 9.2.3(1).
2. **Notes that the Chief Executive Officer will publish the Council Plan - Biannual Progress Report on the Shire's website.**

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

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

Item: Nil.

Executive Summary

Council adopted its Council Plan 2022-2032 on 25 May 2022 at its Ordinary Council Meeting. The Council Plan outlines the Shire's operational and capital project priorities to meet the aspirations of the community as outlined in the Strategic Community Plan 2040.

It is best practice for the Shire to report progress against the Council Plan to Council on a biannual basis.

This report relates to the period between 1 January to 30 June 2025 (second half) for the 2024/2025 financial year. Council is asked to receive the Council Plan - Biannual Progress Report as shown in Attachment 9.2.3(1).

Background

Under the state government Integrated Planning and Reporting Framework (IPRF), local governments in Western Australia must deliver reports such as Corporate Business Plans, Strategic Community Plans and Annual Reports. The aim of the Framework is to make sure local governments consult their communities, and plan responsibly and sustainably according to community directions.

To understand local needs and priorities, the Shire of Donnybrook Balingup commissioned an independent review in 2019, when 441 community members completed a MARKYT® Community Scorecard.

In 2021, the Shire embraced elements of the FUTYR® approach to strategic planning. This is a community-led, integrated and streamlined approach designed specifically for local government.

As part of this process the benefits of merging the Shire's 34-page Strategic Community Plan and 21-page Corporate Business Plan became clear. The Department of Local Government confirmed this is acceptable, provided the elements required by the *Local Government Act 1995* were included. Merging the two documents is more efficient in staff time and Shire resources, and delivers a simpler, more easily understood Council Plan to the community.

Under the Integrated Planning and Reporting Framework (IPRF), Corporate Business Plans are reviewed each year and Strategic Community Plans every four (4) years, with minor reviews every two (2) years. To make sure the new Plan stays relevant to community goals and aspirations it will have desktop reviews annually, with major reviews every four years in line with the IPRF schedule.

At its Ordinary Council meeting held 25 May 2022 Council resolved the following:

"COUNCIL RESOLUTION 70/22

That Council:

1. *Acknowledges the renaming of the Corporate Business Plan to Council Plan.*
2. *Adopts the reviewed Shire of Donnybrook Balingup Council Plan, as attached.*
3. *Requests the Chief Executive Officer to reference objectives and/or priority project numbers from the Donnybrook Balingup Council Plan in Ordinary Council Meeting Agenda items, in order to clearly articulate the Strategic Alignment, focus of each agenda item.*
4. *Instructs the Chief Executive Officer to undertake bi-annual reporting on the Council Plan to Council and the community."*

Council endorsed the annual review of the Council Plan at its June Ordinary Council meeting.

"COUNCIL RESOLUTION 123/06-25

That Council:

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

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Insignificant	Low (4)
Risk Description:	Council don't receive ongoing progress updates on Council Plan Items, which undermines transparency and accountability.		
Mitigation:	Report progress against the Council Plan to Council on a biannual basis.		

Financial Implications

The actions and projects which are detailed in the Council Plan are aligned with the Shire's Annual Budget.

Items flagged in this report as red (deferred) or yellow (monitor) will continue to be monitored and addressed through budget review and reporting.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

Section 5.56 (1) requires local governments to have in place a plan for the future of the district.

Although not legislatively required, it is considered best practice for Council to receive updates on progress against the Council Plan.

At its Ordinary Council Meeting 25 May 2022 Council resolved that the Chief Executive Officer undertake bi-annual reporting on the Council Plan to Council and the community.

Consultation

External consultation is not required as part of the biannual reporting. Internally, the Executive, Leadership Team, Business Unit Managers and Coordinators were consulted.

Officer Comment

The Shire's Council Plan expresses the community's vision for the future through five (5) focus areas of People, Planet, Place, Prosperity, and Performance.

The Council Plan details the current situation, a list of services and facilities that the Shire will strive to continuously improve, and an overview of recent achievements relevant to each focus area.

To ensure that Council allocates resources and meets the current and changing community needs overarching outcomes were developed for each focus area, then broken down into objectives with several priority projects to be prioritise between over the 10-year period of 2022 - 2032.

The Council Plan progress report includes an update against the 26 priority projects.

Of the 26 priority projects adopted in the Council Plan 2022-2032, 10 have been Achieved, 9 are in progress, 6 require monitoring, and 1 has been marked for deferment.

Details regarding the performance from, 1 January to 30 June 2025 for each strategic project can be found in [Attachment 9.2.3\(1\)](#) to this report.

9.2.4. Adoption of EM/CP-7 Agenda Briefing Sessions Policy

Report Details:

Prepared by: Loren Clifford, Acting Director Finance and Corporate

Manager: Nick O'Connor, Chief Executive Officer

File Reference: Monarch-2055293383-1164 **Voting Requirement:** Simple Majority

Attachment(s):

9.2.4(1) New Council Policy EM/CP-7 Agenda Briefing Sessions

9.2.4(2) Current 2019 Agenda Briefing Guidelines

Executive Recommendation

That Council:

1. **Revokes the 2019 Agenda Briefing Guidelines previously used to guide briefing session conduct.**
2. **Adopts Council Policy EM/CP-7 Agenda Briefing Sessions as the formal framework for briefing sessions.**

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.2 - Improve community consultation and engagement.

Item: 11.2.3 - Review best practice approaches for conducting council meetings and consider recommendations to enhance community engagement.

Executive Summary

This report recommends the formal adoption of EM/CP-7 Agenda Briefing Sessions as Council policy, replacing the 2019 Agenda Briefing Guidelines. The new policy introduces clearer governance, broader participation, and enhanced transparency. Particularly, it allows public deputations on agenda items, improving Elected Members' access to community perspectives prior to decision-making.

Background

The 2019 Guidelines focused on information-sharing between Executive staff and Councillors. However, they lack formal governance, review mechanisms, and provisions for public engagement.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Insignificant	Low (3)
Risk Description:	Failure to revoke the 2019 Guidelines could confuse stakeholders and may expose the Shire to governance scrutiny.		
Mitigation:	Revoking outdated guidelines ensures consistent expectations for all stakeholders.		

Financial Implications

Nil.

Policy Compliance

Council Policy EXE/CP-8 Policy Framework

The recommendation to adopt Council Policy EM/CP-7 Agenda Briefing Sessions aligns with the principles and procedural expectations outlined in Council Policy EXE/CP-8 Policy Framework, which provides direction on the development and implementation of policies to reflect the Shire's strategic goals and to fulfil statutory requirements.

Statutory Compliance

Local Government Act 1995

The *Local Government Act 1995* and Operational Guidelines No. 05 – Council Forums support the use of briefing sessions for information-sharing. While briefing sessions are not formal decision-making forums under the Act, EM/CP-7 complies with statutory expectations by:

- Prohibiting decision-making.
- Requiring disclosure of interests.
- Ensuring public access unless confidential matters are discussed.

Consultation

Executive staff and Elected Members reviewed the 2019 Guidelines and provided input that informed the development of the new EM/CP-7 policy. The inclusion of deputations reflects feedback from Elected Members seeking greater community engagement.

Officer Comment

The inclusion of public deputations is a significant change to the previous guidelines. It allows Elected Members to:

- Hear directly from community members or stakeholders,
- Ask clarifying questions during the briefing session, and
- Be better informed prior to formal decision-making.

Additionally, the following summary outlines the key changes and their implications:

Current Guidelines	Proposed Policy (EM/CP-7)	Change Summary
Title & Format		
Informal "Guidelines"	Formal "Council Policy EM/CP-7"	<i>Elevated to formal policy status with structured governance.</i>
Scope & Applicability		
Focused on Councillors	Applies to Elected Members, Executive staff, and other participants	<i>Broader inclusion of stakeholders.</i>
Objectives		

Current Guidelines	Proposed Policy (EM/CP-7)	Change Summary
Emphasized informed decision-making	Same objective, framed under strategic outcome “Strong Visionary Leadership”	<i>Strategic alignment added.</i>
Session Conduct		
No debate, questions via Chair	Adds prohibition on expressing positions, especially on planning matters	<i>Reinforces impartiality and procedural integrity.</i>
Attendance		
CEO-determined staff and consultants	Explicit expectation for all Elected Members to attend	<i>Stronger emphasis on participation.</i>
Transparency		
Public access unless confidential	Same, with mandated public upload of papers 48 hours prior	<i>Enhances public transparency.</i>
Disclosure of Interests		
Financial interests must leave; no exceptions	Adds “Impartiality Interests” may remain	<i>Clarifies types of interests and participation rules.</i>
Deputations		
Not permitted	Permitted with CEO approval for agenda items	<i>New provision enabling public input.</i>
Elected Member Motions		
Not addressed	Must be introduced with supporting information	<i>Formalises process for member motions.</i>
Governance & Review		
Not specified	Includes review frequency, responsible officer, version control	<i>Adds accountability and policy lifecycle management.</i>

9.3. Chief Executive Officer

Nil.

10 Elected Member Motions

10.1 Cr John Bailey

10.1.1. Audit and Risk Committee Compliance Review

Report Details:

Prepared by: Councilor John Bailey

Manager: Nick O'Connor, Chief Executive Officer

Location: Shire of Donnybrook Balingup

File Reference: CNL 33

Voting Requirement: Simple Majority

Attachment(s):

10.1.1(1) WA Public Sector Audit Committees – Better Practice Guide

10.1.1(2) Audit and Risk Management Committee Charter

10.1.1(3) Fact Sheet: Reforms to Governance and Committees

Elected Member Recommendation

That Council requests the CEO to interrogate the Local Government Act, The Western Australian Auditor General's report and any other state government regulation to ascertain whether our Audit and Risk Committee management team are Compliant with all regulations and operating in the best interest of the people of our Shire.

The report will be presented to Council within two months of the September OCM.

The Committee has a vital role to identify any risk in the operation of our Council.

The Committee must not be silent.

Elected Member Summary

Nil.

Elected Member Background

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 Agenda Briefing Session will be held on 15 October 2025 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.