



## Notice of Ordinary Council Meeting

To be held on 27 August 2025 and to commence at 5:00pm

To be held at the Council Chambers in Donnybrook

*(1 Bentley Street, Donnybrook)*

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**Authorised:**

A handwritten signature in black ink, appearing to read "Nick O'Connor".

Nick O'Connor, Chief Executive Officer

**Prepared:**

22 August 2025

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**Disclaimer:**

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

TABLE 2: MEASURES OF CONSEQUENCE

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

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## 1. Declaration of Opening / Announcement of Visitors

### **Acknowledgement of Country:**

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

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

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

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

## 2. Attendance (OCM)

### **Councillors Present:**

Cr Vivienne MacCarthy

Cr Lisa Glover

Cr John Bailey

Cr Alexis Davy

Cr Anita Lindemann

Cr Anne Mitchell

Cr Grant Patrick

### **Staff Present:**

Nick O'Connor, Chief Executive Officer

Ross Marshall, Director Operations

Loren Clifford, Acting Director Finance and Corporate

Samantha Farquhar, Administration Officer Corporate Services

### **Other Members Present:**

Public Gallery:

2.1. Apologies

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Nil.

2.2. Approved Leave of Absence

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

*"COUNCIL RESOLUTION 131/07-25*

*That Council approve Cr Peter Gubler's request for a leave of absence for the 20th to the 28th of August 2025.*

2.3. Application for Leave of Absence

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3. Announcements from the Presiding Member

4. Declarations of Interest

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

Cr Anita Lindemann declared a proximity interest regarding item 12.1.2.

Cr Anne Mitchell declared an impartiality interest regarding item 9.3.1.

5. Public Question Time

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

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Question: Mr David Tuia

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

Response:

*The encroachments have been addressed by the SAT and orders issued. The Shire will be responsible for the enforcement of the orders.*

Further to the response previously provided to Mr Tuia on 14 August and following Council's Agenda Briefing Session held on 20 August 2025, additional clarification will be provided after further consultation between Shire staff and Councillors has taken place.

Question: Mr David Tuia

Has the Shire been in communication with Mr Antonino Compagnone about the latest orders from the State Administrative Tribunal?

Response:

*Yes, a copy of the orders have been provided to Mr Compagnone, as the land owner.*

Question: Mr Lui Tuia

At the State Administrative Tribunal, surveyor general from Landgate quoted issues regarding Gairdner Road to be a matter between Mr Antonino Compagnone and the Shire, to be corrected where the roads are wrong. Have you as a Shire been out to Gairdner Road to look at the problems as a Committee?

Response:

*Yes the Shire has conducted a site visit to review the encroachments. The encroachments were documented by a licenced surveyor and provided to the State Administrative Tribunal (SAT). The encroachments have been addressed by the SAT and orders issued.*

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5.2. Public Question Time

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6. Presentations

6.1. Petitions

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Nil.

6.2. Presentations

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Nil.

6.3. Deputations

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Please note that no new information is to be raised during the deputation.

Rachel Atkinson and Iain Massey on behalf of the Donnybrook Balingup Chamber of Commerce and Industry.

6.4. Delegates' Reports

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Nil.

7. Confirmation of Minutes

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## 7.1 Ordinary Council Meeting Minutes

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### 7.1.1 Ordinary Council Meeting held on 23 July 2025

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Minutes of the Ordinary Council Meeting held 23 July 2025 are attached as [Attachment 7.1.1\(1\)](#).

#### **Executive Recommendation:**

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**That the Minutes from the Ordinary Council Meeting held 23 July 2025 be confirmed as a true and accurate record.**

### 7.1.2 Special Council Meeting held on 6 August 2025

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Minutes of the Special Council Meeting held 6 August 2025 are attached as [Attachment 7.1.2\(1\)](#).

#### **Executive Recommendation:**

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**That the Minutes from the Special Council Meeting held 6 August 2025 be confirmed as a true and accurate record.**

### 7.1.3 Special Council Meeting held on 13 August 2025

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Minutes of the Special Council Meeting held 13 August 2025 are attached as [Attachment 7.1.3\(1\)](#).

#### **Executive Recommendation:**

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**That the Minutes from the Special Council Meeting held 13 August 2025 be confirmed as a true and accurate record.**

## 8. Reports of Committees

### 8.1.1 South West Regional Road Group Meeting

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#### **8.1.1 South West Regional Road Group Committee Meeting held on 28 July 2025**

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Minutes of the South West Regional Road Group Committee Meeting held 28 July 2025 are attached at Attachment 8.1.1(1).

#### **Executive Recommendation:**

**That the Minutes from South West Regional Road Group Committee Meeting held on 28 July 2025 be received.**

### 8.1.2 Local Emergency Management Committee Meeting

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#### **8.1.2 Local Emergency Management Committee Meeting held on 29 July 2025**

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Minutes of the Local Emergency Management Committee Meeting held 29 July 2025 are attached at Attachment 8.1.2(1).

#### **Executive Recommendation:**

**That the Minutes from Local Emergency Management Committee Meeting held on 29 July 2025 be received.**

### 8.1.3 Audit and Risk Management Committee Meeting

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#### **Executive Summary**

This report provides the Minutes of the Audit and Risk Management Committee Meeting held 31 July 2025 and they are attached at Attachment 8.1.3(1).

#### **Recommendation:**

##### **Item 6.1 Audit and Risk Management Committee Meeting held on 14 May 2025**

That the Minutes from the Audit and Risk Management Committee Meeting held 14 May 2025 be confirmed as a true and accurate record.

##### **Item 7.1.1 Audit Findings Progress Report (May 25 – July 25)**

That the Audit and Risk Management Committee:

1. Notes the update provided in Audit Findings Progress Report for the period covering 1 May 2025 – 31 July 2025 Attachment 7.1.1(1).

##### **Item 7.1.2 Risk Management Report/Update**

That the Audit and Risk Management Committee:

1. Notes the Risk Management Framework Update Attachment 7.1.2(1).
2. Chief Executive Officer facilitate a joint Audit and Risk Management Committee and Councillor workshop to identify strategic risks.

##### **Item 7.1.3 Investment Policy – Item deferred**

##### **Item 7.1.4 Interim Audit for the Year Ending 30 June 2025**

That the Audit and Risk Management Committee recommend to Council to:

1. Receive the Interim Audit Management Letter and attached Findings Report for the year ending 30 June 2025 in Attachments 7.1.4(1); and
2. Notes the Management Comments provided, stating the actions the Chief Executive Officer intends to take with respect to the four matters identified in the attachment to the Interim Audit Management Letter.

##### **7.1.5 Chief Executive Officer Briefing**

That the Audit and Risk Management Committee Meeting note the update provided to the Committee.

#### **That Council:**

1. Receive the minutes from the Audit and Risk Management Committee Meeting held on 31 July 2025; and
2. Adopt the recommendations as detailed in the minutes and summarised in items 6.1-7.1.5 above be adopted.

## 9. Reports of Officers

### 9.1. Director Operations

#### 9.1.1 Donnybrook Clock Tower Proposal

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##### Report Details:

**Prepared by:** Ross Marshall, Director Operations

**Manager:** Nick O'Connor, Chief Executive Officer

**Location:** Donnybrook Ayres Gardens

**File Reference:** CNL 33

**Voting Requirement:** Simple Majority

**Attachment(s):**

9.1.1(1) Donnybrook Clock Tower Proposal / Business Plan

##### Executive Recommendation

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**That Council:**

1. **Receives the attached “Donnybrook Clock Tower Proposal / Business Plan”.**
2. **Acknowledges in principle support for the Donnybrook Clock Tower initiative.**
3. **Requests the Chief Executive Officer to;**
  - 3.1. **Issue the “Donnybrook Clock Tower Proposal / Business Plan” for Public Comment, and**
  - 3.2. **Provide a report back to Council with a record of comments and further recommendations for Council’s consideration.**

##### Strategic Alignment

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

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

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

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

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

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

**Objective:** 10.2 - Improve visitor infrastructure and services.

##### Background

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The Donnybrook Clock Tower project plan is to provide a landmark structure intended to be constructed using Donnybrook stone, that recognises the early pioneers that developed quarries and worked with Donnybrook stone to construct numerous buildings in Donnybrook, and around Western Australia – refer to [Attachment 9.1.1\(1\)](#), Donnybrook Clock Tower Proposal / Business Plan.

The project was initially presented to the Acting CEO, Mr Tim Clynych, in August 2024. The applicants committee provided a concept sketch and verbalized a number of preferred sites, with first preference as Ayres Gardens in the location of the “Quercus Palustris” tree that was planted by the Donnybrook Community in recognition of the redevelopment of the central business district.

Shire Officers have consulted the relevant agencies and Ayres Gardens stakeholders (ARC Infrastructure) to confirm the validity of the preferred site – no objections were received.

In June 2025, the applicants provided an updated proposal to the CEO, Mr Nick O’Connor, with considerations for design and construction costs, and costs for on-going maintenance. The applicants attended a Council Workshop on 2 July 2025 to present the same to Council.

The applicants advised at this stage sufficient funding for the project has not been secured however they are poised ready to seek additional funding pending the decision of the Council. The applicants are prepared to fully fund the project and provide a contribution for ongoing maintenance.

The proposed location for the clock tower is under license to the Council from ARC Infrastructure, for this reason the proposed clock tower will be a Council asset if progressed. Considerations need to include insurance costs and long-term asset maintenance / renewal costs.

The proposed location will require removal of the “Quercus Palustris” tree and plaque that commemorates the redevelopment of the central business district in 2000.

Prior to further progress, and to allow for Community consultation - at this point in time, Shire Officer’s recommend the project is issued for public comment with responses provided back to Council for further consideration.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	The ongoing maintenance and long-term asset renewal liability will be a burden for ratepayers.		
Mitigation:	Ensure design is efficient and considers maintenance issues, bank maintenance contribution into Reserves.		
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Failure to consult the Community.		
Mitigation:	Issue proposal for public comment and provide feedback to Council for consideration.		
Environment	Possible	Minor	Moderate (6)
Risk Description:	Removal of the “Quercus Palustris” tree may be fatal.		
Mitigation:	Timing of works and experienced personnel to be engaged for removal and relocation of the tree. Alternatively additional trees to be planted for offset.		

### Financial Implications

Insurance cover and Asset Management Plans to be updated to include for insurance events, maintenance and renewal of proposed clock tower with estimated value of \$50,000. Shire Officer time for administration and construction oversight would also need to be considered.

### **Policy Compliance**

Council Policy FIN/CP-4 Purchasing procurement guidelines would not be followed due to the project being delivered by applicant at nil cost to the Shire. The Shire Officers will need to provide oversight and carryout administrative tasks.

### **Statutory Compliance**

Nil.

### **Consultation**

12 February 2025 – Presentation from applicants and workshop with Council.

2 July 2025 – Presentation from applicants and workshop with Council.

### **Officer Comment**

The Donnybrook Clock Tower project aims to recognise the early pioneers that developed quarries and worked with Donnybrook stone to construct numerous buildings in Donnybrook, and around Western Australia. The preferred location is prominent and will require relocation or disposal of the “Quercus Palustris” tree that was planted by the Donnybrook Community in recognition of the redevelopment of the central business district.

The Community should have the opportunity to have their say, for this reason Community consultation is recommended via issue of the proposal for Public Comment with a report to Council for further consideration.

## 9.2. Director Finance and Corporate

### 9.2.1 Schedule of Accounts Paid as at 31 July 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 July 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 July 2025, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to \$2,273,290.99.

#### 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 JULY TO 31 JULY 2025**

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
<b>CREDIT CARD</b>				
	03/06/2025	SCORPTEC	HDD - NAS BACKUP STORAGE	313.10
	09/06/2025	REDDY EXPRESS	STAFF FUEL	129.52
	06/06/2025	IGA DONNYBROOK	VOLUNTEER TRAINING - BUSH FIRE SAFETY AWARENESS - REFRESHMENTS	62.74
	10/06/2025	REPCO	W&S - PPE	53.20
	10/06/2025	BUNNINGS	W&S - PPE	534.00
	15/06/2025	IGA DONNYBROOK	IRS TRAINING - REFRESHMENTS	12.22
	20/06/2025	DEPARTMENT OF TRANSPORT	CHANGE OF PLATE	31.10
	21/06/2025	AMPOL	STAFF FUEL	120.00
	21/06/2025	ENEABBA ROADHOUSE	STAFF FUEL	122.83
	21/06/2025	CALTEX	STAFF FUEL, ADBLUE	73.15
	22/06/2025	BILLABONG ROADHOUSE	STAFF FUEL	66.64
	03/06/2025	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	143.76
	22/06/2025	AMPOL	STAFF FUEL	88.93
	24/06/2025	EXMOUTH FUEL SUPPLIES	STAFF FUEL	114.91
	27/06/2025	BETTER CHOICE	STAFF FUEL	74.64
	27/06/2025	AMPOL	STAFF FUEL	97.29
	29/06/2025	CERVANTES SERVICE ST	STAFF FUEL	137.22
	18/06/2025	HUMANTIX	REFUND OF STATE BUDGET LUNCH	-150.00
	24/06/2025	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	41.81
	25/06/2025	MAGISTRATES COURT OF WA	DISPOSAL OF BOND APPLICATION	82.00
	03/06/2025	DONNYBROOK HOTEL	WBAC BOARD MEETING - REFRESHMENTS	467.50
	26/06/2025	BRIDGETOWN COMPUTERS	AC ADAPTOR	65.00
	28/06/2025	PDQ	DEPLOY & INVENTORY LICENCE - 28.06.25 TO 28.06.26	2,488.11
	29/06/2025	BENDIGO BANK	BENDIGO CARD FEES	16.00
	06/06/2025	BIG APPLE BAKERY	VOLUNTEER TRAINING - BUSH FIRE SAFETY AWARENESS - REFRESHMENTS	27.39
	06/06/2025	SECURE PARKING	TRAVEL - CAR PARKING	13.00
	05/06/2025	FINIAN'S PUB	TRAVEL - MEAL	35.49
	05/06/2025	NOVOTEL	TRAVEL - ACCOMMODATION	267.49
	07/06/2025	BIG APPLE BAKERY	VOLUNTEER TRAINING - BUSH FIRE SAFETY AWARENESS - REFRESHMENTS	39.57
	08/06/2025	COLES	STATIONERY	17.10
DD28577.1	14/07/2025	BENDIGO BANK	<b>TOTAL: CREDIT CARD PAYMENTS</b>	<b>5,585.71</b>
<b>EFT PAYMENTS</b>				
EFT31219	03/07/2025	HARMONIC IT	CREATION OF IT DR PLAN, NETWORK CABLING	11,295.90
EFT31220	03/07/2025	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	388.89

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

EFT31221	03/07/2025	AMITY SIGNS	CUSTOM SIGNAGE - UPPER PRESTON CEMETERY, NEW STREET NUMBER	444.40
EFT31222	03/07/2025	ARC INFRASTRUCTURE PTY LTD	DBK APPLE FUNPARK - KL110 LICENCE TO USE AND OCCUPY CORRIDOR LAND	1,645.97
EFT31223	03/07/2025	ARM SECURITY	BEELEUP BFB - ALARM MONITORING	142.78
EFT31224	03/07/2025	AQUATIC SERVICES WA PTY LTD	DBK REC CTR - CHLORINE DOSING PUMP MAINTENANCE	1,632.62
EFT31225	03/07/2025	A1 SIGN SHOP	BLN TRANSFER STATION - OPENING HOURS SIGN	137.50
EFT31226	03/07/2025	BUNBURY & BUSSELTON AIR	DBK REC CTR - QRT SERVICING OF HVAC EQUIP, DBK LIBRARY - INSPECT & REPAIR AC UNIT	795.62
EFT31227	03/07/2025	BANKS PEST AND WEED CONTROL	VC MITCHELL - RODENT BAIT STATIONS, LANGLEY VILLAS - TREAT FOR RODENT	946.00
EFT31228	03/07/2025	BOYANUP BOTANICAL	DBK CEMETERY - PLANTS	35.00
EFT31229	03/07/2025	BESAFE BUILDING INSPECTIONS	COMMUNITY CENTRE & INFANT HEALTH CLINIC - REROOF	590.00
EFT31230	03/07/2025	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	ADMIN - MONTHLY PHONE/SIP ACCOUNT	930.01
EFT31231	03/07/2025	BURNS CONSTRUCTIONS & RENOVATIONS	YABBERUP HALL - ABLUTIONS	21,395.00
EFT31232	03/07/2025	BRIGHTMARK GROUP PTY LTD	CLEANING - JUN 25	15,932.78
EFT31233	03/07/2025	BUNBURY REFRIGERATION PTY LTD	DBK REC CTR - REPAIR TO UPRIGHT REFRIGERATOR	858.00
EFT31234	03/07/2025	BLUE STEEL ROOFING	KIRUP PUBLIC HALL & DBK REC CTR - ROOF COVER REPLACEMENT PROJECTS	55,935.00
EFT31235	03/07/2025	BUNBURY CITY GLASS	DBK REC CTR - LRCI FUNDING - SUPPLY & INSTALL COMMERCIAL ALUMINIUM DOORS	36,257.79
EFT31236	03/07/2025	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK STOCK	369.29
EFT31237	03/07/2025	CARBONE BROS. PTY LTD	BALINGUP NANNUP RD - ROAD UPGRADE	346,427.46
EFT31238	03/07/2025	GEOGRAPHE FORD	VEHICLE SERVICE	405.00
EFT31239	03/07/2025	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	INS CLAIM - IRISHTOWN RD BRIDGE - FINAL HIRE & TRANSPORT CHARGE - CRASH BARRIERS	1,663.20
EFT31240	03/07/2025	DUG CROSS ELECTRICS	VARIOUS ELECTRICAL SERVICES FOR THE SHIRE & BROOKHAMPTON HALL - REFURBISHMENT PROJECT	18,688.00
EFT31241	03/07/2025	WESTERN AUSTRALIA POLICE	ESL - VOLUNTEER POLICE CHECKS	36.00
EFT31242	03/07/2025	BIDFOOD BUNBURY	DBK REC CTR - KIOSK STOCK	190.91
EFT31243	03/07/2025	CORSIGN WA	UPPER PRESTON CEMETERY & PARKING SIGNAGE	329.34
EFT31244	03/07/2025	CHG-MERIDIAN AUSTRALIA PTY LTD	DBK REC CTR - MATRIX FITNESS	5,587.99

SHIRE OF DONNYBROOK BALINGUP

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EFT31245	03/07/2025	CHG-MERIDIAN AUSTRALIA PTY LIMITED	W&S PRINTER	341.70
EFT31246	03/07/2025	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICALS	480.00
EFT31247	03/07/2025	DONNYBROOK TENNIS CLUB	VC MITCHELL PARK PAVILLION 2 - BOOKINGS	500.01
EFT31248	03/07/2025	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - STATIONERY, ELECTRICITY, WATER, POSTAGE & STOCK	2,482.77
EFT31249	03/07/2025	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	VENUE HIRE - VC MITCHELL	324.01
EFT31250	03/07/2025	DONNYBROOK MENS SHED (INC)	DBK ARBORETUMN - PICNIC SHELTERS & STRUCTURE MAINTENANCE	3,000.00
EFT31251	03/07/2025	DISMANTLE INC	BIKE RESCUE PROGRAM - TERM 2	7,985.00
EFT31252	03/07/2025	FAIRTEL PTY LTD	DBK SES - PHONE AND NBN SERVICE	154.00
EFT31253	03/07/2025	GEOGRAPHE UNDERGROUND SERVICES	EGAN PARK - WATER LINE UNDER RESERVE ST FOR TANK & BORE	6,270.00
EFT31254	03/07/2025	GO DOORS PTY LTD	DBK REC CTR, ADMIN, GOODS SHED - SCHEDULED MAINT AUTOMATIC DOORS	1,066.05
EFT31255	03/07/2025	HEATLEYS SAFETY & INDUSTRIAL	PPE	214.28
EFT31256	03/07/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDNING, MINOR BUILDING REPAIRS & MAINT - CHAMBERS, LOWDEN BFB	1,706.37
EFT31257	03/07/2025	JONAS LEISURE PTY LTD	DBK REC CTRE - ANNUAL ENVIBE LEISURE CENTRE MANAGEMENT SOFTWARE - LICENCE & HOSTING FEES	26,943.55
EFT31258	03/07/2025	LIVING SPRINGS WATER PTY LTD	ADMIN - WATER	39.00
EFT31259	03/07/2025	LANDMARK ENGINEERING & DESIGN	BLN CEMETERY - WALTER BIN SURROUND	3,122.90
EFT31260	03/07/2025	THE LIGHT CAR CLUB OF WA (INC)	REFUND BOND FOR VC MITCHELL PARK PAVILLION 1 - BOOKING	500.00
EFT31261	03/07/2025	METAL ARTWORK BADGES	NAME BADGE	15.24
EFT31262	03/07/2025	MAINLINE PLUMBING	YABBERUP HALL - UNBLOCK STORMWATER SYSTEM	288.64
EFT31263	03/07/2025	OFFICEWORKS	STATIONERY SUPPLIES	619.06
EFT31264	03/07/2025	PRESTON PRESS	ADVERTISING - SHIRE CONNECT	500.00
EFT31265	03/07/2025	PRESTON VALLEY MAINTENANCE	GENERAL MAINT - NOTICE BOARD, PLAYGROUND REPAIRS, FURNITURE RELOCATION, REMOVAL OF DOORS	7,110.40
EFT31266	03/07/2025	PRIME INDUSTRIAL PRODUCTS	APPLE FUN PARK - BOLTS AND WASHERS	116.64
EFT31267	03/07/2025	PROGRAMMED PROPERTY SERVICES	APEX PARK PUBLIC TOILETS & DBK REC CTR - PAINTING	14,245.00
EFT31268	03/07/2025	REWARD SUPPLY CO PTY LTD	VC MITCHELL - CATERING EQUIPMENT	25.56
EFT31269	03/07/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	2,275.12
EFT31270	03/07/2025	SPENCER SIGNS	RANGER RESERVED PARKING SIGN	60.50

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EFT31271	03/07/2025	SOUTHERN LOCK & SECURITY	QUARTERLY ALARM MONITORING	745.00
EFT31272	03/07/2025	CIVIL & STRUCTURAL ENGINEERS	VC MITCHELL DISABLED ACCESS RAMP	8,778.00
EFT31273	03/07/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	175.11
EFT31274	03/07/2025	TREVORS CARPETS	DBK CRC & CHAMBERS - SUPPLY AND INSTALL NEW CARPET AND VINYL PLANKS	14,817.00
EFT31275	03/07/2025	TEAM GLOBAL EXPRESS PTY LTD	WATER SAMPLES - FREIGHT	40.14
EFT31276	03/07/2025	LANDGATE - VALUATION SERVICES	RATING VALUATION REQUESTS	235.90
EFT31277	03/07/2025	EARTH 2 OCEAN COMMUNICATIONS	REPLACE BROKEN TWO WAY RADIO ANTENNA	45.00
EFT31278	03/07/2025	SYNERGY	ELECTRICITY CHARGES	10,687.10
EFT31279	03/07/2025	A WALL	RATES REFUND	500.00
EFT31279A	10/07/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 09.07.25	178,177.93
EFT31279B	11/07/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 09.07.25	55,330.00
EFT31280	17/07/2025	SG ATHERTON	REFUND OF STANDPIPE BOND & WATER CREDIT	54.54
EFT31281	17/07/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT31282	17/07/2025	ARGYLE/IRISHTOWN BUSH FIRE BRIGADE	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00
EFT31283	17/07/2025	ALLENS TRAFFIC MANAGEMENT	SOUTHAMPTON RD - TRAFFIC MANAGEMENT - ROAD CONSTRUCTION, GRADING, DRAINAGE & PRUNING	40,722.55
EFT31284	17/07/2025	AUSPIRE - THE AUSTRALIA DAY COUNCIL (WA)	AUSPIRE GOLD MEMBERSHIP SUBSCRIPTION	800.00
EFT31285	17/07/2025	AGTRAC MACHINERY	DBK CEMETERY - PINS & CLIPS	41.50
EFT31286	17/07/2025	ADVANCED HEARING WA	BASLINE HEARING TEST	140.00
EFT31287	17/07/2025	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	1,414.01
EFT31288	17/07/2025	BOC LIMITED	ANNUAL CONTAINER SERVICE CHARGES	688.50
EFT31289	17/07/2025	BALINGUP BUSH FIRE BRIGADE	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00
EFT31290	17/07/2025	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	1,706.50
EFT31291	17/07/2025	BDA TREE LOPPING	TREE PRUNING	9,680.00
EFT31292	17/07/2025	BALINGUP LIQUOR & GENERAL STORE	BFB - DIESEL - JUN 25	163.98
EFT31293	17/07/2025	BCE SURVEYING PTY LTD	UUS & ASCON LOCATION OF BALINGUP RETICULATED AREAS	10,835.00
EFT31294	17/07/2025	BUNBURY TELECOM SERVICE PTY LTD	LOCATION OF UNDERGROUND SERVICES EGAN PARK	962.50
EFT31295	17/07/2025	BROOKS HIRE SERVICE PTY LTD	DRY HIRE FRONT END LOADER	6,879.31
EFT31296	17/07/2025	BLACKWOOD TANKS	SUPPLY AND INSTALL INLET TO TANK AT EGAN PARK	500.50

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EFT31297	17/07/2025	BOLINDA PUBLISHING PTY LTD	DBK LIBRARY - BOOK STOCK	857.34
EFT31298	17/07/2025	BUNBURY REFRIGERATION PTY LTD	DBK WMF - DEGASSING OF FRIDGES	1,275.00
EFT31299	17/07/2025	BADGERS EMBROIDERY (WA) PTY LTD	DIGITISED SHIRE LOGO FOR HI VIS PPE UNIFORMS	77.00
EFT31300	17/07/2025	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - JUN 25	20,173.27
EFT31301	17/07/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	350.80
EFT31302	17/07/2025	CLEANAWAY OPERATIONS PTY LTD.	BLN WTS - RECYCLING BIN TRANSFER/PROCESSING - JUN 25	833.36
EFT31303	17/07/2025	CIVIC LEGAL	MINN COTTS - PROVIDE ADVICE - ACCESS UNIT, DISPOSE OF BELONGINGS - DECEASED TENANT	7,425.00
EFT31304	17/07/2025	CRS ELECTRICAL	EGAN PARK - TRANSIT PARK BBQ - INVESTIGATE ELECTRICAL FAULT	131.00
EFT31305	17/07/2025	CLEANAWAY	REFUSE COLLECTION & DISPOSAL - JUN 25	46,226.97
EFT31306	17/07/2025	CB TRAFFIC SOLUTIONS PTY LTD	SUPPLY TRAFFIC CONTROLLERS - DRAINAGE & MAINTENANCE WORKS	15,493.51
EFT31307	17/07/2025	CORSIGN WA	STEEL FLEX GUIDEPOSTS & PHOTO PERMISSION SIGNS FOR EVENTS	10,106.80
EFT31308	17/07/2025	CAFE 48	CATERING & REFRESHMENTS - DISMANTLE BIKE RESCUE PROGRAM, COUNCILLORS, W&S	590.00
EFT31309	17/07/2025	CLEANAWAY PTY LTD	WASTE PROCESSING - DBK WMF - RECYCLING BIN TRANSFER/PROCESSING - JUN 25	1,262.36
EFT31310	17/07/2025	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STN - GENERAL WASTE BINS - JUN 25	3,791.46
EFT31311	17/07/2025	T CARROLL	RATES REFUND	386.73
EFT31312	17/07/2025	DONNYBROOK HARDWARE & GARDEN	HARDWARE SUPPLIES - RETIC COMPONENTS, POTTING MIX, KWIKSET, ADAPTORS, SPRAY & MARK	357.75
EFT31313	17/07/2025	DONNYBROOK BUTCHERS	W&S - REFRESHMENTS	112.50
EFT31314	17/07/2025	DONNYBROOK & DISTRICTS PLUMBING SERVICE	PLUMBING SERVICES - BROOKHAMPTON PUBLIC HALL REFURBISHMENT PROJECT, LANGLEY VILLAS, EGAN PARK, MAIN STREET, VILLAGE GREEN BLN, DBK CEMETERY, APPLE FUN PARK, AYRES GARDEN	5,500.00
EFT31315	17/07/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	TYRE REPLACEMENT & REPAIRS	1,755.00
EFT31316	17/07/2025	DONNYBROOK FARM SERVICE	RETIC COMPONENTS, POOL CHEMICALS, FERTILISER & HERBICIDE	7,300.03
EFT31317	17/07/2025	DONNYBROOK FRESH SUPA IGA	GROCERY SUPPLIES	1,033.36

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EFT31318	17/07/2025	DONNYBROOK VOLUNTEER FIRE & RESCUE	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00
EFT31319	17/07/2025	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY - BUILDING COMMISSION	BSL LEVY COLLECTIONS - JUNE 2025	3,301.24
EFT31320	17/07/2025	DE LAGE LANDEN PTY LTD	CISCO CATALYST SUPPORT & LICENSES	670.12
EFT31321	17/07/2025	DBCEC (WA) PTY LTD	BLN TRANSFER STATION - SITEWORKS FOR SHED CONSTRUCTION, FOREST RD, DBK CEMETERY - HIRE OF PLANT, NONEYCUP CREEK - CLEAN UP	21,897.70
EFT31322	17/07/2025	DISASTER RELIEF AUSTRALIA	REFUND BOND VC MITCHELL PARK PAVILLION 2 - BOOKING	500.00
EFT31323	17/07/2025	PA FOX	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	1,323.81
EFT31324	17/07/2025	GREAT AUSSIE LAWNS/ADVANCED SEED	SPREADER WITH SIDE SPRED CONTROL	923.66
EFT31325	17/07/2025	N GOODBAN	REMIBURSE - POLICE CHECK	56.56
EFT31326	17/07/2025	HASTIE WASTE PTY LTD	DBK & BLN WMF - MANAGEMENT, DBK & BLN - PROCESSING OF MATTRESSES, DBK REC CTR & CHAMBERS - HIRE OF SKIP BINS, SERVICES OF WASTE BINS	41,996.50
EFT31327	17/07/2025	INDUSTRIAL AUTOMATION GROUP PTY LTD	STANDPIPE REMOTE ACCESS ANNUAL CHARGE & CLOUD SERVER ACCESS FEE	2,250.60
EFT31328	17/07/2025	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	ATTAIN COMPLIANCE SOFTWARE	11,550.00
EFT31329	17/07/2025	SOUTH WEST ISUZU	LOWDEN BFB - CLEAR FAULT CODES & TEST DRIVE	52.45
EFT31330	17/07/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - GENERAL MAINT & GARDENING, VC MITCHELL - UNBOXING OF FURNITURE, HANGING OF FRAMES	429.00
EFT31331	17/07/2025	KM & BJ GIUDICI	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	1,501.11
EFT31332	17/07/2025	LANDGATE CUSTOMER ACCOUNT	PROPERTY SEARCHES	757.20
EFT31333	17/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA	2025-2026 GOLD LOCAL GOVERNMENT SUBSCRIPTION	3,960.00
EFT31334	17/07/2025	LINDSAY TRANSPORT	VC MITCHELL - WATER FOUNTAINS - FREIGHT	99.00
EFT31335	17/07/2025	MALATESTA ROAD PAVING & HOTMIX	CUNDINUP - KIRUP RD - EMULSION	720.00
EFT31336	17/07/2025	LGIS BROKING - JLT RISK SOLUTIONS PTY LTD	MARINE CARGO INSURANCE - 2025/26	346.50
EFT31337	17/07/2025	MULLALYUP BUSH FIRE BRIGADE	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00

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EFT31338	17/07/2025	MUMBALLUP BUSH FIRE BRIGADE - SECRETARY	PERSONNEL & EQUIP - MITIGATION BURN - BLN RACECOURSE/RUSSELLS RD	540.00
EFT31339	17/07/2025	METAL ARTWORK BADGES	NAME BADGE	15.24
EFT31340	17/07/2025	MULLALYUP FOREST FARM NURSERY	INSTALLATION AND SUPPLY OF SOLENOID CABLES FOR EGAN PARK TANK AND BORE	18,743.56
EFT31341	17/07/2025	MCLEODS BARRISTERS & SOLICITORS	ASSIGNMENT OF LEASE LEGAL PREPARATIONS & REVIEW OF JURISDICTIONAL RELEVANCE	4,246.44
EFT31342	17/07/2025	MARKET CREATIONS AGENCY PTY LTD	COUNCILCONNECT HOSTING & SUBSCRIPTION 2025/26	15,059.00
EFT31343	17/07/2025	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE PLAN	2,122.23
EFT31344	17/07/2025	MB TRAFFIC PLANNING & MANAGEMENT PTY LTD	GENERIC WORKS ON ROADS TMP - 2025/6 RENEWAL	435.60
EFT31345	17/07/2025	NILFISK PTY LTD	DBK REC CTR - FLOAT CAGE, VIPER SCRUBBER, VACUUM MOTOR - FREIGHT	206.80
EFT31346	17/07/2025	NOLAN DRAFTING	VC MITCHELL - STEERE ST CARPARK - AMENDED DRAWINGS	525.00
EFT31347	17/07/2025	NOVUS AUTO GLASS SOUTH WEST	REPLACEMENT FRONT WINDSCREEN	1,200.00
EFT31348	17/07/2025	NESPRESSO AUSTRALIA	NESPRESSO PODS	360.00
EFT31349	17/07/2025	AJ NIETRZEBA	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	330.49
EFT31350	17/07/2025	OFFICEWORKS	STATIONERY SUPPLIES	320.75
EFT31351	17/07/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING - BALINGUP BOWLING GREEN	478.01
EFT31352	17/07/2025	NG O'CONNOR	FUEL REIMBURSEMENT	937.88
EFT31353	17/07/2025	PRESTON PRESS	ADVERTISING - SHIRE CONNECT	500.00
EFT31354	17/07/2025	PRESTON VALLEY MAINTENANCE	GENERAL MAINTENANCE - INSTALL POSTS, INSTALL BIN, REPAIR CULVERT, INSTALL SIGN	2,376.00
EFT31355	17/07/2025	PRESTON POWER EQUIPMENT	SMALL TOOLS, OIL, AUTOCUT, EDGER	4,549.05
EFT31356	17/07/2025	PRIME INDUSTRIAL PRODUCTS	BROOKHAMPTON HALL - REFURBISHMENT PROJECT - MINERAL TURPENTINE	530.02
EFT31357	17/07/2025	PROGRAMMED PROPERTY SERVICES	DBK INFANT HEALTH CLINIC/PLAYGROUP - EXTERIOR PAINTING	9,999.00
EFT31358	17/07/2025	G POPE	REFUND OVERPAYMENT - WATER	47.02
EFT31359	17/07/2025	THINKPROJECT AUSTRALIA PTY LTD	THINKPROJECT DIGITAL ASSET REGISTER - INCLUDING SUPPORT & MAINTENANCE 2025/26	9,761.44
EFT31360	17/07/2025	REPCO - DONNYBROOK	LED MINBAR AMBER LENS, SOLDER, FILETER OIL, ROCKER SWITCH	249.55
EFT31361	17/07/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	5,811.43



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EFT31362	17/07/2025	SOS OFFICE EQUIPMENT	MONTHLY PRINTER MFD METER READS & PRINTER REPAIR	1,424.37
EFT31363	17/07/2025	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SHREDDING BIN PICKUP	286.37
EFT31364	17/07/2025	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	VC MITCHELL PARK - TENNIS COURT LIGHTING, AYRES GARDEN - LIGHT FITTING TO ROTUNDA, DBK REC CTR - REMOVAL JUNCTION BOX	28,384.05
EFT31365	17/07/2025	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILD CARE WORKER	869.05
EFT31366	17/07/2025	SUPAGAS	GAS FACILITY FEE	149.60
EFT31367	17/07/2025	CHANNEL 10 - SOUTHERN CROSS AUSTERO PTY LTD	DBK REC CTRE - TV ADVERTISING	220.00
EFT31368	17/07/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	2,466.91
EFT31369	17/07/2025	TEAM GLOBAL EXPRESS PTY LTD	TRAFFIC SIGNS, WATER SAMPLES - FREIGHT	325.48
EFT31370	17/07/2025	TENDERLINK	ADVERTISING - BLN BOWLING GREEN SERVICE	180.40
EFT31371	17/07/2025	THE PRINT SHOP BUNBURY	DBK REC CTR - DL BROCHURE	429.00
EFT31372	17/07/2025	TPG NETWORK PTY LTD	MONTHLY FAST FIBRE INTERNET	1,304.60
EFT31373	17/07/2025	TELAIR PTY LTD	BLN BFB, DBK LIBRARY/SCHOOL, DBK DEPOT - NBN, VC MITCHELL - NBN INSTALLATION	33,036.85
EFT31374	17/07/2025	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	553.59
EFT31375	17/07/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	125.38
EFT31376	17/07/2025	SYNERGY	ELECTRICITY CHARGES	17,461.18
EFT31377	17/07/2025	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	UNDERSPEND - LOCAL BIODIVERSITY & NATIVE VEGETATION MANAGEMENT PROJECT, WALGA - PLANNING PRACTICES ADVANCED COURSE	8,384.51
EFT31378	17/07/2025	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING	4,635.59
EFT31379	17/07/2025	WORK CLOBBER	W&S - PPE	800.18
EFT31380	17/07/2025	WA COUNTRY HEALTH SERVICE	MEDICAL CTR QRTLY ELECTRICAL CHARGES	3,548.58
EFT31381	17/07/2025	WESTSPAN SHEDS	REFUND - UNCERTIFIED BUILDING PERMIT FEE	312.42
EFT31382	17/07/2025	WIN TELEVISION NETWORK PTY LTD	DBK REC CTR - TV ADVERTISING	478.50
EFT31382A	24/07/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 23.07.25	169,417.43
EFT31382B	24/07/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 24.07.25	46,966.00
EFT31383	31/07/2025	HARMONIC IT	MANAGED DETECTION & RESPONSE SERVICE - 12 MTH, ANNUAL MANAGED SERVICES, IT SUPPORT - MONARCH	18,736.96
EFT31384	31/07/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT31385	31/07/2025	AMITY SIGNS	RURAL ROAD SIGNS	131.45



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EFT31386	31/07/2025	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT - IRISHTOWN RD, UPPER CAPEL RD, CHARLEY CREEK RD, BALINGUP/NANNUP RD, CUNDINUP KIRUP RD	19,547.55
EFT31387	31/07/2025	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT - TRAINING	2,848.00
EFT31388	31/07/2025	BCE SURVEYING PTY LTD	CUNDINUP KIRUP RD - PROVISION OF SURVEYING SERVICES	13,585.00
EFT31389	31/07/2025	BANKS PEST AND WEED CONTROL	PEST CONTROL SPRAYING/RODENT EXTERMINATION	495.00
EFT31390	31/07/2025	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING	495.00
EFT31391	31/07/2025	BROOKLANDS COMMUNITY INCORPORATED	STANDPIPE CARD REFUND	50.00
EFT31392	31/07/2025	A BAMFORD	REFUND OVERPAYMENT - SWIMMING LESSONS	15.00
EFT31393	31/07/2025	CLIFFORD AUTO REPAIRS	VEHICLE SERVICES	1,263.94
EFT31394	31/07/2025	DUG CROSS ELECTRICS	DBK REC CTR TEST & TAGGING ELEC EQUIP, REPLACE LIGHTS, PRESETON VILLAGE - REMOVE/REPLACE OVEN	1,210.00
EFT31395	31/07/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	350.80
EFT31396	31/07/2025	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, P&G, RANGERS	157.14
EFT31397	31/07/2025	COOLPRO REFRIGERATION AND AIR CONDITIONING	DBK ADMIN CENTRE - SUPPLY & INSTALL REVERSE CYCLE SPLIT AC UNIT	2,376.00
EFT31398	31/07/2025	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	DBK WMF - ANNUAL LICENCE	1,266.46
EFT31399	31/07/2025	DONNYBROOK NEWSAGENCY	STATIONERY	14.99
EFT31400	31/07/2025	DONNYBROOK MOTEL	ACCOMODATION - YOUTH WEEK FESTIVAL	270.00
EFT31401	31/07/2025	DONNYBROOK PANEL BEATERS	INSURANCE CLAIM - WINDSCREEN	1,320.00
EFT31402	31/07/2025	ELECTSALES	PRESTON VILLAGE - OVEN	761.00
EFT31403	31/07/2025	FIRE RESCUE SAFETY AUSTRALIA	SES KIT BAGS, REPLACEMENT SLINGS	2,041.15
EFT31404	31/07/2025	N GENEFINI	REFUND OF OVERPAYMENT - SWIMMING LESSONS	15.00
EFT31405	31/07/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSING - MINOR REPAIRS, GARDEN MAINTENANCE	884.40
EFT31406	31/07/2025	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LHAAC - SAMPLING SCHEME ANNUAL FEE 2025/26	1,535.25
EFT31407	31/07/2025	LGISWA	INSURANCE - 2025/26 - 1ST INSTALMENT	482,629.19
EFT31408	31/07/2025	LETHLEAN FIRE AND ENVIRONMENT PTY LTD	DBK WMF - FACILITY FIRE & EMERGENCY MNG PLAN	7,590.00
EFT31409	31/07/2025	METAL ARTWORK BADGES	NAME BADGES	32.78

SHIRE OF DONNYBROOK BALINGUP

SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION

PAYMENTS FROM 1 JULY TO 31 JULY 2025

EFT31410	31/07/2025	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	MOWER PARTS FREIGHT	18.50
EFT31411	31/07/2025	CR VIVIENNE FRANCES MACCARTHY	CR TRAVEL REIMBURSEMENT	86.51
EFT31412	31/07/2025	MONARCH360 PTY LTD	MONARCH360 SUBSCRIPTION	4,786.47
EFT31413	31/07/2025	AJ NIETRZEBA	REIMB - BLACKBERRY CONTROL	4,988.80
EFT31414	31/07/2025	ONE MUSIC AUSTRALIA	COUNCILS MUSIC RURAL LICENCE FEES - 2025/26	1,020.54
EFT31415	31/07/2025	N PEMBERTON-OVENS	STANDPIPE BOND & WATER CREDIT REFUND	70.95
EFT31416	31/07/2025	PRESTON VALLEY MAINTENANCE	INSTALL COVER OVER BORE TO TANK EGAN PARK, APPLE FUN PARK - REMOVE DAMAGED SALES, ADMIN - INSTALL BOARDS, CABLE PORTS O DESKS, DBK HALL - RELOCATE CLEANING EQUIP, DISPOSE OF RUBISH TO TIP	1,353.00
EFT31417	31/07/2025	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	3,115.16
EFT31418	31/07/2025	SOUTHWEST SURFACING PTY LTD	POT HOLE REPAIRS	15,180.00
EFT31419	31/07/2025	SAPIO PTY LTD	IT MAINTENANCE - CCTV SERVER	234.30
EFT31420	31/07/2025	CR DEANNA RUTH SHAND	CR TRAVEL REIMBURSEMENT	480.57
EFT31421	31/07/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,159.66
EFT31422	31/07/2025	TELLING TALES IN BALINGUP	TELLING TALES BALINGUP EVENT - GRANT FROM LBW TRUST	1,167.00
EFT31423	31/07/2025	TOTAL HYGIENE SERVICES	VC MITCHELL PAV 1 - SANITARY BINS	506.00
EFT31424	31/07/2025	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	465.28
EFT31425	31/07/2025	SYNERGY	ELECTRICITY CHARGES	3,585.17
			<b>TOTAL: EFT PAYMENTS</b>	<b>2,166,204.53</b>
<b>CHEQUE PAYMENTS</b>				
53835	01/07/2025	DEPARTMENT OF TRANSPORT	ANNUAL VEHICLE REGISTRATIONS	16,561.15
53836	14/07/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE - 1964DB	225.00
53837	14/07/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE - 1688DB	225.00
53838	30/07/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE - 050DB	225.00
			<b>TOTAL: CHEQUE PAYMENTS</b>	<b>17,236.15</b>
<b>BANK FEES</b>				
	31/07/2025	BENDIGO BANK	BANK FEES	431.60
		COMMONWEALTH BANK	BANK FEES	138.34
		TYRO	BANK FEES	1,059.11
		PAYPAL	TRANSACTION FEES	2.03
		WA TREASURY	BANK FEES	2.00
		RMS PAY	TRANSACTION FEES	2.78
		EZIDEBIT	TRANSACTION FEES	37.44
		SPACETOCO	TRANSACTION FEES	36.18
			<b>TOTAL: BANK FEES</b>	<b>1,709.48</b>
<b>DIRECT DEBITS</b>				

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


DD28526.1	09/07/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	22,506.95
DD28526.2	09/07/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	835.20
DD28526.3	09/07/2025	TATE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	326.64
DD28526.4	09/07/2025	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	288.65
DD28526.5	09/07/2025	BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	332.31
DD28526.6	09/07/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	764.02
DD28526.7	09/07/2025	GESB SUPER SCHEME	SUPERANNUATION CONTRIBUTIONS	428.33
DD28526.8	09/07/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	5,649.47
DD28526.9	09/07/2025	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	223.34
DD28526.10	09/07/2025	MLC PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	1,026.05
DD28526.11	09/07/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	956.43
DD28526.12	09/07/2025	UNISUPER	SUPERANNUATION CONTRIBUTIONS	642.72
DD28526.13	09/07/2025	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	408.30
DD28533.1	07/07/2025	RMS (AUST) PTY LTD	RMS CLOUD AND SUPPORT - DBK TRANSIT PARK	214.50
DD28557.1	15/07/2025	SG FLEET AUSTRALIA PTY LIMITED	CESM VEHICLE LEASE PAYMENT	1,018.60
DD28559.1	23/07/2025	WA TREASURY CORPORATION	LOAN 94, 74, 90, 93 - GUARANTEE FEES	10,520.35
DD28562.1	23/07/2025	SPECTRUM SUPER	SUPERANNUATION CONTRIBUTIONS	35.71
DD28562.2	23/07/2025	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	431.63
DD28562.3	23/07/2025	TATE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	326.64
DD28562.4	23/07/2025	AMP LIFE LIMITED	SUPERANNUATION CONTRIBUTIONS	288.65
DD28562.5	23/07/2025	BRIGHTER SUPER	SUPERANNUATION CONTRIBUTIONS	332.31
DD28562.6	23/07/2025	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	138.48
DD28562.7	23/07/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	220.90
DD28562.8	23/07/2025	TELSTRA SUPERANNUATION SCHEME	SUPERANNUATION CONTRIBUTIONS	110.45
DD28562.9	23/07/2025	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	23,143.54
DD28562.10	23/07/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	1,428.64

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

DD28562.11	23/07/2025	GESB SUPER SCHEME	SUPERANNUATION CONTRIBUTIONS	1,032.08
DD28562.12	23/07/2025	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	6,189.70
DD28562.13	23/07/2025	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	225.87
DD28562.14	23/07/2025	MLC PLUM SUPER	SUPERANNUATION CONTRIBUTIONS	931.20
DD28562.15	23/07/2025	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	934.74
DD28562.16	23/07/2025	UNISUPER	SUPERANNUATION CONTRIBUTIONS	642.72
			<b>TOTAL: DIRECT DEBITS</b>	<b>82,555.12</b>
		<b>TOTAL: PAYMENTS FROM MUNICIPAL ACCOUNT</b>		<b>2,273,290.99</b>

**CERTIFICATION BY CHIEF EXECUTIVE OFFICER**

This Schedule of Accounts Paid is submitted to the Council Meeting on 27 August 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. Council Policy FIN/CP-2 Investments

### Report Details:

**Prepared by:** Manager Financial Services

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

**File Reference:** FNC 02A

**Voting Requirement:** Simple Majority

### Attachment(s):

9.2.2(1) Draft – Council policy FIN/CP-2 Investments – tracked changes

### Executive Recommendation

#### That Council:

**1. Adopt the amendments to Council Policy FIN/CP-2 Investments as per** Attachment 9.2.2(1).

### Strategic Alignment

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

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

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

**Item:** Nil.

### Executive Summary

This report presents the outcome of a review of Council policy FIN/CP-2 Investments. It seeks Council resolution to adopt the revised policy, incorporating the amendments at [Attachment 9.2.2\(1\)](#).

### Background

The Investments policy was initially adopted by Council in 2001, it was further amended in 2021, as outlined in the Synopsis in the Revision Requirements and Version Control table at the bottom of [Attachment 9.2.2\(1\)](#).

During the interim audit, auditors noted the policy was three (3) years past it's stated review date and therefore not kept in line with Regulation 19 of the *Local Government (Financial Management) Regulations 1996*. The rating received was minor.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Major	High (12)
Risk Description:	Maintaining a 75% investment exposure with Bendigo Bank increases the Shire's concentration risk and vulnerability to credit rating changes, which could impact liquidity and compliance with internal risk thresholds.		
Mitigation:	Reduce the Bendigo Bank portfolio limit to 50%.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Maintaining a 75% investment exposure with Bendigo Bank poses compliance risks by exceeding internal counterparty limits, increasing vulnerability to credit rating changes, and potentially conflicting with statutory obligations and governance expectations.		
Mitigation:	Reduce the Bendigo Bank portfolio limit to 50%.		

### Financial Implications

Nil.

### Policy Compliance

#### *Council Policy EXE/CP-8- Policy Framework*

Draft – Council policy FIN/CP-2 Investments ([Attachment 9.2.2\(1\)](#)) has been amended in accordance with the requirement of the Policy framework.

### Statutory Compliance

Although there is no requirement for local governments to have an Investments policy, it is considered best practice in providing good governance.

### Consultation

Senior Finance staff were consulted during the review of this policy. The draft policy was presented to the Audit and Risk Management Committee for endorsement, however due to quorum requirements not being met voting did not take place. Given the policy is now three years overdue for review, it would be prudent to present to Council without further delay to ensure compliance with the *Local Government (Financial Management) Regulations 1996*.

### Officer Comment

A review of the current Investments policy has been undertaken, the current policy sets a 20% exposure limit for institutions rated A/A-2, which includes Bendigo Bank. The current 75% allocation is a formal policy exception and may be viewed as inconsistent with the policy's risk control framework, it's recommended that the exception investment with Bendigo Bank is amended to reduce the potential risk to the Shire.

Amendments have been made to the policy to reduce this risk, the draft policy ([Attachment 9.2.2\(1\)](#)) reflects a reduction to Bendigo Bank portfolio limit capping it at 50%. It's not recommended to lower the limit to 20%, as Bendigo serves as the Shire's primary operating account. Imposing a 20% cap would introduce significant administrative complexity and resource demand to manage day-to-day transactions across multiple institutions.

It's worth noting that Bendigo's credit rating was upgraded in 2024 and does now ordinarily fit within the lowest risk ratings. However, rating can change, and a downgrade could result in non-compliance with the policy's minimum credit rating requirements, necessitating divestment.

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### 9.2.3 Report of review of Local Laws under section 3.16 of the *Local Government Act 1995*

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#### Report Details:

**Prepared by:** Acting Manager Corporate Services  
**Manager:** Loren Clifford, Acting Director Finance and Corporate  
**File Reference:** CNL 25 **Voting Requirement:** Absolute Majority  
**Attachment(s):**  
Nil.

#### Executive Recommendation

##### That Council:

1. In accordance with sections 3.16(3) and 3.16(4) of the *Local Government Act 1995*, receive the review of the following Shire of Donnybrook Balingup Local Laws and resolve, by Absolute Majority, the following determinations:
  - 1.1. Remain Unchanged: *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000*;
  - 1.2. Remain Unchanged: *Animals, Environment and Nuisance Local Law 2017*;
  - 1.3. Amend: *Bush Fire Brigades Local Law 2000*;
  - 1.4. Remain Unchanged: *Cat Local Law 2016*;
  - 1.5. Remain Unchanged: *Cemeteries Local Law 2008*;
  - 1.6. Amend: *Dog Local Law 2000*;
  - 1.7. Amend: *Extractive Industries Local Law 1998*;
  - 1.8. Remain Unchanged: *Local Laws Relating to Fencing 1999*;
  - 1.9. Remain Unchanged: *Health Local Laws 1999*;
  - 1.10. Amend: *Local Government Property Local Law 2000*;
  - 1.11. Remain Unchanged: *Meeting Procedures Local Law 2017*;
  - 1.12. Remain Unchanged: *Outdoor Eating Areas Local Law 2013*;
  - 1.13. Amend: *Parking and Parking Facilities Local Law 2000*; and
  - 1.14. Remain Unchanged: *Waste Local Law 2017*.
2. In accordance with section 3.12 of the *Local Government Act 1995*, request the Chief Executive Officer to begin preparations for making (amending) the following Shire of Donnybrook Balingup Local Laws, with a further report to be presented at a later meeting of Council to commence the legislative process:
  - 2.1. *Bush Fire Brigades Local Law 2000*;
  - 2.2. *Dog Local Law 2000*;
  - 2.3. *Extractive Industries Local Law 1998*;
  - 2.4. *Local Government Property Local Law 2000*; and
  - 2.5. *Parking and Parking Facilities Local Law 2000*.

## Strategic Alignment

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

- Outcome:** 11 - Strong, visionary leadership.
- Objective:** 11.1 - Provide strategically focused, open and accountable governance.
- Item:** 11.1.2 - Provide a review of local laws.

## Executive Summary

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A review of the Shire's current Local Laws has been undertaken in accordance with section 3.16 of the *Local Government Act 1995* (the Act). The purpose of this report is to present the findings of the review, including public submissions, for Council's consideration and seek resolution to finalise the review process in accordance with statutory requirements.

## Background

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At the Ordinary Council Meeting on 23 October 2024, Council resolved the following:

### *"COUNCIL RESOLUTION 186/10-24*

*"That Council:*

- 1. In accordance with section 3.16 of the Local Government Act 1995, gives local public notice stating that:*
  - 1.1. The Shire of Donnybrook Balingup proposes to review its local laws;*
  - 1.2. Copies of the Shire's local laws may be inspected at, or obtained from, the Shire's Administration Office and the Shire's website; and*
  - 1.3. Submissions on the Shire's local laws may be made to the Shire within a period of not less than 6 weeks after the notice is given.*
- 2. Notes that in accordance with section 3.16 of the Local Government Act 1995, the results of the public consultation will be presented to Council for consideration of any submissions received."*

The Shire has fourteen current Local Laws, each of which have been adopted by Council. Section 3.16 the Act requires that Local Laws are reviewed within a period of 15 years and specifies a mandatory review process. This includes the requirement for local governments to consider any submissions received as part of the review and for a report to be submitted to Council to make a determination on whether it considers that a local law should be repealed, amended or remain unchanged. If no determination is made within the applicable 15-year period Local Laws are considered repealed at the end of that period.

Subsequent to the Council resolution to commence the review of all the Shire's current Local Laws concurrently, the relevant procedural steps have been completed. This report presents a summary of the findings of the review and the submissions received for Council's consideration. To complete the review process a determination on each of the Shire's Local Laws is required as detailed above.



## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Moderate	High (15)
Risk Description:	Non-compliance of the Shire's Local Laws with statutory requirements.		
Mitigation:	Ensure review of the Shire's Local Laws is undertaken in compliance with legislation.		

## Financial Implications

The following costs were incurred as part of giving local public notice inviting submissions for the review of the Local Laws:

- Advertising: \$464.37 ex. GST (South Western Times newspaper).

## Policy Compliance

Nil.

## Statutory Compliance

Section 3.5 of the *Local Government Act 1995* (the Act) enables local governments to make local laws. Section 3.12 of the Act sets out the process for making a local law.

Section 3.12(8) of the Act further defines making in relation to a local law, including making a local law to amend the text of, or repeal, a local law.

Section 3.16 of the Act details the requirements for the periodic review of local laws.

Section 3.16(4) of the Act specifies that local governments must determine, by Absolute Majority, whether a local law should be repealed, amended or remain unchanged as part of a periodic review.

## Consultation

Section 3.16 of the Act requires local public notice of the review of the Local Laws and the invitation of submissions from the public for a minimum of six weeks (42 days). The six-week (42-day) period must be 'clear' days – s. 61 of the *Interpretation Act 1984* prescribes this to mean that the day on which it is published and the day on which submissions close cannot be counted in the 42-day period. In addition, the final day for submissions must not fall on a Saturday, Sunday or public holiday. If it does, the final day is taken to be the next normal working day.

The public submissions period opened on 1 November 2024 and closed on 10 January 2025. Local public notice encompassed the following communication methods in compliance with legislative requirements:

- Shire website, 1 November 2024;
- Shire Social Media pages (Facebook and Instagram), 1 November 2024;
- Shire Administration Office, Donnybrook and Balingup Library noticeboards, from November 2024;
- South Western Times newspaper, 7 November 2024; and
- Preston Press community newsletter, December 2024 edition.

Three (3) submissions were received as part of the public submissions period for the review. These are summarised and presented in Table 1 of this report below.

A consultant specialising in local government local laws was initially engaged to assist with reviewing the Shire's Local Laws, however this did not eventuate due to availability of the consultant. Governance staff undertook the review process in consultation and collaboration with Shire staff across relevant departments. Aspects of each Local Law were considered in terms of currency, application and changes to legislation to determine whether any of the Local Laws require amendment or repeal.

### Officer Comment

The table below sets out the titles of the Shire's current Local Laws, along with publishing information in the *WA Government Gazette*, a summary of findings and staff comments from the review, details of public submissions received and the recommended determination for each of the Local Laws. It has been identified as part of the review that ten (10) of the fourteen (14) Local Laws require possible amendment. No Local Laws have been found to require repealing.

Table 1 – Shire of Donnybrook Balingup Local Laws Review Summary

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
<i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i>	Original: 17 Oct 2000, No. 215 Amendment: 31 Oct 2008, No. 186 19 Apr 2016, No. 63 3 Mar 2017, No. 50	Potential to merge with <i>Local Government Property Local Law 2000</i> to avoid duplication and improve effectiveness in application.  Local Law contains elements derived from Health Local Laws and may require amendment when the repeal of provisions enabled by the <i>Health (Miscellaneous Provisions) Act 1911</i> are effected, proposed by the end of 2026. Recommend await legislative changes.	Nil	Remain Unchanged
<i>Animals, Environment and Nuisance Local Law 2017</i>	Original: 14 Jun 2017, No. 114 Amendment: 12 Aug 2025, No. 94	<i>Animals, Environment and Nuisance Amendment Local Law 2024</i> commencement 27 Aug 2025.	Nil	Remain Unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		Local Law contains elements derived from Health Local Laws and may require amendment when the repeal of provisions enabled by the <i>Health (Miscellaneous Provisions) Act 1911</i> are effected, proposed by the end of 2026. Recommend await legislative changes.		
<i>Bush Fire Brigades Local Law 2000</i>	Original: 17 Oct 2000, No. 215 Amendment: 13 Apr 2017, No. 79	Requires review to ensure compliance with legislative changes.  Recommend review of forms contained within the Local Law to ensure reflective of current practices that align with current DFES procedures.  Recommend review of provisions relating to Bush Fire Brigade administrative matters including membership fees, committee constitution, banking and audits to ensure appropriate and relevant.	Nil	Amend
<i>Cat Local Law 2016</i>	Original: 27 May 2016, No. 85 Amendment: 3 Mar 2017, No. 50	WALGA updated Advocacy Positions Manual in December 2024 relating to proposed changes to the <i>Cat Act 2011</i> , recommending allowing local laws to enforce cat containment, prohibit nuisance behaviour, and restrict	Nil	Remain Unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		<p>access to ecologically sensitive areas.</p> <p>No legislative amendments announced to date. Recommend await advice on possible forthcoming legislative changes.</p>		
<i>Cemeteries Local Law 2008</i>	<p>Original: 30 Dec 2008, No. 230</p> <p>Amendment: 6 Jan 2015, No. 1</p>	<p>Requires review to ensure compliance with legislation, specifically Grant of Right of Burial definitions and limitations under the provisions of <i>Cemeteries Act 1986</i>.</p> <p>Recommend changes to provisions relating to times of burial and circumstances requiring certificates with applications for burial, to reflect current industry practice and Shire resourcing.</p> <p>Discussion paper released by Department of Local Government in November 2023 on <i>Cemeteries Act 1986</i> and <i>Cremation Act 1929</i>. Consultation period closed 15 March 2024. Proposed reforms to consolidate both Acts into single legislative framework. No legislative amendments announced to date.</p>	<p><b>1 received:</b> Shire email <b>Date:</b> 6 January 2025 <b>Details:</b> Requests Shire consider inclusion of options for increased environmentally friendly burial options, such as natural burials which are offered by numerous local governments across Australia, including in WA. Lowden Cemetery stated as possible option.</p> <p>Requests Shire to provide clear and easy to understand information to the public to raise awareness, improve death literacy and facilitate community led approaches. Shire of Augusta Margaret River information referenced as an example.</p> <p><b>Staff Comment:</b> Recommend consideration for possible inclusion as part of the Local Law</p>	Remain unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		Recommend await outcome of State legislative review process.	amendment (making) process to reflect changes in community needs, expectations and environmental impacts.	
<i>Dog Local Law 2000</i>	Original: 17 Oct 2000, No 215 Amendment: 3 Jun 2008, No. 84 13 Apr 2017, No. 79	Requires review and amendment to align with the new legislative framework, specifically the <i>Dog Amendment (Stop Puppy Farming) Act 2021</i> and changes to the <i>Dog Act 1976</i> .	Nil	Amend
<i>Extractive Industries Local Law 1998</i>	Original: 9 Jun 1998, No 115 Amendment: 31 Oct 2008, No. 186 19 Apr 2016, No. 63	Recommend comprehensive review and incorporating public consultation to ensure appropriate and relevant provisions that align with community expectations, industry best practice, legislative requirements and Shire resourcing.	<b>1 received:</b> via Shire email <b>Date:</b> 19 February 2025 <b>Details:</b> States not advised that the review was taking place until 18 February 2025, states disappointing as currently going through the DA process for a renewal, has been an Extractive Industries licence holder for more than 15 years and states there are definite improvements that can be made. Detailed list of suggested changes provided with submission.  <b>Staff Comment:</b> Submission was received outside of public submissions period, however has	Amend

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
			been included as part of the review report given the relevancy and review finalisation timeframe. Communication and local public notice of the Shire's review of Locals Laws was undertaken in compliance with requirements. Opportunity to directly advise current Extractive Industry Licence holders when seeking public submissions as part of undertaking the making (amending) of the Local Law.	
<i>Local Laws Relating to Fencing 1999</i>	Original: 3 Sept 1999, No. 171 Amendment: 31 Oct 2008, No. 186 19 Apr 2016, No. 63	No required amendments identified.	Nil	Remain Unchanged
<i>Health Local Laws 1999</i>	Original: 14 Mar 2000, No. 45 Amendment: 18 May 2001, No. 95 14 Jun 2017, No. 114	Local Law provisions enabled by the <i>Health (Miscellaneous Provisions) Act 1911</i> planned to be repealed by the end of 2026, aligning with the Stage 5C phased implementation of the <i>Public Health Act 2016</i> . Once repealed, model local laws will be provided. New local laws will need to be made under the <i>Local</i>	Nil	Remain Unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		<p><i>Government Act 1995.</i> Recommend await legislative changes.</p> <p>Recommend changing any penalties expressing an actual dollar value are replaced with 'penalty units'. This would allow one 'penalty unit' to be quantified in the Shire's Schedule of Fees and Charges and can be indexed annually. Currently penalties in Local Laws stay fixed in value until reviewed and amended.</p>		
<i>Local Government Property Local Law 2000</i>	<p>Original: 17 Oct 2000, No 215</p> <p>Amendment: 6 Jan 2015, No. 1</p>	<p>Potential to merge with <i>Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000</i> to avoid duplication.</p> <p>Recommend review of Local Laws provisions relating to events on Shire owned and managed land, identified scope to impose additional conditions relevant to public health &amp; safety.</p>	Nil	Amend
<i>Meeting Procedures Local Law 2017</i>	<p>Original: 29 September 2017, No 189</p>	<p>State Government is proposing to replace all Meeting Procedures local laws with regulations, as part of amendments to the <i>Local Government Act 1995</i>. Recommend await legislative changes</p>	Nil	Remain Unchanged

Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
		Meeting Procedures Local Law 2018 resolved by Council 27 Jun 2018 and Gazetted 4 Jul 2018, No. 106. However, it appears the full legislative process was not followed, resulting in the <i>Meeting Procedures Local Law 2017</i> remaining the valid Local Law.		
<i>Outdoor Eating Areas Local Law 2013</i>	Original: 24 Jan 2014, No 9	Alfresco dining approvals are part of Tranche 1 local government reforms announced by the Department of Local Government, however regulations are still being developed and have not commenced. As part of this, amendments to the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> will allow for a 'deemed to comply' pathway where businesses can set up alfresco dining areas and place portable signage without needing local government approval. Recommend await legislative changes.	Nil	Remain Unchanged
<i>Parking and Parking Facilities Local Law 2000</i>	Original: 17 Oct 2000, No. 215 Amendment: 3 Jun 2008, No. 84	Recommend review and amendment to reflect increased emphasis on Disability Access & Inclusion, in accordance with the Shire's Disability Access & Inclusion Plan.	<b>1 received:</b> Shire website <b>Date:</b> 7 January 2025 <b>Details:</b> "When the Parking local law is reviewed will the Shire start to penalise those who break these laws?"	Amend



Local Law Title	Published in <i>WA Government Gazette</i> (note: Commencement Date 14 days after date of publication)	Staff Comment	Public Submission Received	Recommended Determination (Repeal, Amend, Remain Unchanged)
			<b>Staff Comment:</b> Shire staff undertake monitoring and compliance based on available resources, identified issues and complaints.	
<i>Waste Local Law 2017</i>	Original: 14 Jun 2017, No. 114 Amendment: 12 Aug 2025, No. 94	<i>Waste Amendment Local Law 2024</i> commencement 27 Aug 2025 No required amendments identified.	Nil	Remain Unchanged

The Shire's current Local Laws are considered functional, however it is apparent from the review that changes are needed to several of the Local Laws to ensure they comply with legislation, reflect current practice and enable effective application. The review has also identified that multiple Local Laws will require amendment or repeal after proposed changes to statutes are effected by State Government. As part of supporting Council in its role to ensure legislative compliance for the Shire, it is advised that Council resolve the Executive Recommendation for this report to finalise the statutory review process for the Shire's Local Laws and commence preparations to undertake the legislative process for making (amending) the identified Local Laws.

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#### 9.2.4. Code of Conduct for Council Members, Committee Members and Candidates

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##### Report Details:

**Prepared by:** Acting Manager Corporate Services

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

**File Reference:** CNL 31

**Voting Requirement:** Absolute Majority

**Attachment(s):**

9.2.4(1) Code of Conduct for Council Members, Committee Members and Candidates

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#### Executive Recommendation

##### That Council:

1. **Adopts the amendments to the Shire of Donnybrook Balingup Code of Conduct for Council Members, Committee Members and Candidates at Attachment 9.2.4(1).**

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#### 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

A review of the Shire's Code of Conduct for Council Members, Committee Members and Candidates (Code) has been undertaken. The purpose of this report is to seek Council resolution to adopt the updated Code inclusive of amendments at [Attachment 9.2.4\(1\)](#).

---

#### Background

The *Local Government (Model Code of Conduct) Regulations 2021* came into effect on 3 February 2021. These regulations were introduced under the *Local Government Act 1995* which mandated that local governments must adopt a Code of Conduct for council members, committee members, and candidates which incorporates the Model Code. The Shire adopted its current Code at the Ordinary Council Meeting held on 28 April 2021.

The Code encompasses the following elements:

- General principles to guide behaviour, including at Council and Committee meetings;
- Requirements relating to behaviour, including personal integrity, relationship with others and accountability;
- Rules of conduct, including misuse of local government resources, disclosure of information and interests, and prohibition against involvement in administration; and
- Legal compliance and enforcement encompassing a legal basis for managing breaches, including mechanisms for complaints, investigations, and sanctions.

The Code of Conduct establishes standards that reflect core governance principles. It promotes transparency by requiring council members, committee members and candidates to act with integrity and accountability in their decision-making and interactions.

A review of the Code has been undertaken. No legislative changes requiring amendment of the Code have been identified. The review has identified minor amendments, including changes to format of the Code to reflect updates to the Shire's administrative templates. These changes do not impact on the application of the Code.

New sections pertaining to an introduction for the Code and Shire values have been included as part of the review. These additions provide background and context for the Code and reflect the importance of the Shire's values. The proposed sections are shown in red text at [Attachment 9.2.4\(1\)](#). The defined terms supplementary page of the Code has also been removed. This section is not part of the mandatory Model Code and is included as guidance material in the *Local Government (Model Code of Conduct) Regulations 2021* for ease of reference within the legislation. Its removal does not impact the application of the Code. This proposed change is shown in red at [Attachment 9.2.4\(1\)](#).

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	Non-compliance of the Shire's Code of Conduct with statutory requirements.		
Mitigation:	Periodically review, and formally adopt amendments where required, to the Code of Conduct to ensure legislative compliance.		

### Financial Implications

Nil.

### Policy Compliance

Nil.

### Statutory Compliance

Part 5, Division 9 of the *Local Government Act 1995* regulates the conduct for council members, committee members and candidates.

Section 5.104 of the *Local Government Act 1995* requires adoption of a Code of Conduct by local governments which incorporates the Model Code of Conduct.

The *Local Government (Model Code of Conduct) Regulations 2021* prescribes the content of the Model Code of Conduct.

### Consultation

A mandatory review frequency of the Code is not prescribed. The Model Code of Conduct Guidelines issued by the Department of Local Government encourages local governments to periodically review their Code to ensure alignment with the Model Code and governance expectations.

The Code is published on the Shire's website in compliance with legislative requirements.

### **Officer Comment**

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As part of supporting Council in its role to ensure legislative compliance and good governance for the Shire, it is advised that Council resolve the Executive Recommendation to this report and adopt the amendments to the Code of Conduct for Council Members, Committee Members and Candidates at [Attachment 9.2.4\(1\)](#).

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### 9.2.5. Talison Stakeholder Reference Committee

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#### Report Details:

**Prepared by:** Administration Officer Corporate Services

**Manager:** Acting Manager Corporate Services

**File Reference:** Monarch-2055293383-1040 **Voting Requirement:** Absolute Majority

**Attachment(s):**

9.2.5(1) Stakeholder Reference Committee Terms of Reference.

#### Executive Recommendation

**That Council appoint the following Elected Member as a Talison Stakeholder Reference Committee Member:**

1. Cr \_\_\_\_\_; and
2. Cr \_\_\_\_\_ (Proxy).

#### Strategic Alignment

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

**Outcome:** 4 - Shared responsibility for sustainability.

**Objective:** 4.1 - Encourage the adoption of sustainable practices.

**Item:** Nil.

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

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

**Item:** Nil.

#### Executive Summary

Talison Lithium Pty Ltd is expanding its Greenbushes Lithium Operation and has established a Stakeholder Reference Committee (SRC) to facilitate structured engagement with local communities. Talison has invited the Shire of Donnybrook Balingup to nominate a Councillor to join the SRC. This report recommends the appointment of two Elected Members to represent the Shire on the Committee.

#### Background

The Stakeholder Reference Committee (SRC) provides a regular forum for Talison to inform, consult, and engage with community representatives. Members include local government councillors, residents, Talison staff, and an independent Chairperson. The Reference Committee meets every second month (six times per year) to promote mutual understanding and transparency between Talison and its neighbouring communities.

The Bridgetown-Greenbushes and Donnybrook Balingup Shire are invited to nominate one (1) Elected Member, and a proxy to represent their community.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Insignificant	Low (4)
Risk Description:	Non-representation may result in missed opportunities to influence decisions and provide feedback on activities that impact the community.		
Mitigation:	Appointing an Elected Member and proxy.		

### Financial Implications

Pursuant to Section 5.98(2) of the Act and Administration Regulation 31, Elected Members have a statutory entitlement to be reimbursed for travel expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a Committee of which they are a member. Talison will cover logistical costs associated with meetings, including venue, materials, and catering.

### Policy Compliance

Nil.

### Statutory Compliance

Under the *Local Government Act 1995*, Each council member is entitled to be a member of at least one Committee referred to in section 5.9(2)(a) or (b).

### Consultation

Nil.

### Officer Comment

The SRC is not a decision-making body but serves an advisory and consultative role. Members are expected to actively participate, share community perspectives, and communicate relevant information back to Council. The appointment of two Councillors will ensure continuity and coverage in case of absence.

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## 9.2.6 WALGA Local Government Convention and Annual General Meeting 2025

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### Report Details:

**Prepared by:** Administration Officer Corporate Services

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

**Location:** Shire of Donnybrook Balingup

**File Reference:** CNL 33

**Voting Requirement:** Simple Majority

**Attachment(s):**

9.2.6(1) WALGA Local Government Convention Program 2025

### Executive Recommendation

#### That Council:

1. Authorise the attendance for the following Elected Members to attend the Local Government Convention to be held in Perth from Monday, 22 September to Wednesday 24 September 2025, inclusive of the Annual General Meeting held on Tuesday, 23 September 2025.
  - 1.1 Shire President (voting delegate)
  - 1.2 Elected Member 1: \_\_\_\_\_ (voting delegate)
  - 1.3 Elected Member 2: \_\_\_\_\_ (observer/Proxy voting delegate)
2. Requests the Chief Executive Officer to advise the WA Local Government Association (WALGA) of Council's nominees.
3. Voting delegates are authorised to vote on motions or amendments in the best interests of the Shire of Donnybrook Balingup.

### Strategic Alignment

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

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

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

**Item:** Nil.

### Executive Summary

The WALGA Local Government Convention will be held in Perth from 22 to 24 September 2025, with the AGM on 23 September. The AGM allows members to review reports and vote on motions. As the agenda will be released after the August Council Meeting, voting delegates will need to consider motions independently and act in the Shire's best interests. Council is asked to nominate attendees for both events.

### Background

Elected Members and Chief Executive Officers from Local Governments have been invited to attend the annual Local Government Convention, which will be held at the Perth Convention and Exhibition

Centre from Monday, 22 September to Thursday, 24 September 2025. As part of Local Government Week, the WALGA Annual General Meeting (AGM) will take place on Tuesday, 23 September 2025. A program for the Convention is available on the WALGA website ([Attachment 9.2.6\(1\)](#)).

Historically, the Chief Executive Officer, Shire President, and three Elected Members have attended this event. In 2024, Cr Davy, Cr Glover, and Cr Patrick represented the Shire at the Convention.

It is standard practice for attendance at the WALGA Local Government Convention to be rotated among Elected Members to ensure fair and balanced participation over time. This rotation does not apply to the Chief Executive Officer and the Shire President, who typically attend each year.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Rare	Minor	Low (2)
Risk Description:	All Elected Members want to attend the 2024 Convention.		
Mitigation:	Council limits the number of Elected Members to attend the event.		

### Financial Implications

Attendance at the AGM is free for all Elected Members and officers from Local Governments, however Convention fees are as follows and prices are per person and are all inclusive of GST:

Convention Registration Fees	Estimated cost
Full Delegate – Local Government	\$1,250.00
Single Day Delegate	\$625.00
Accommodation* (Parmelia Hilton Perth, Quest Mounts Bay, Quest Kings Park, Quay Perth, Adina Apartment Hotel, Melbourne Hotel, Double Tree by Hilton, InterContinental Perth City Centre, QT Hotel, Citadines St Georges Terrace)	Starting from \$250.00 pp/per night
Optional Extras	
Welcome Drinks	\$125.00
Cocktail Gala	\$190.00
Icons Breakfast	\$110.00
Parking	\$37.00 per day

*\*Offer special rates for local government bookings during Local Government week.*

Expenditure for this purpose will be incurred from the 2025/26 Elected Member Conferences budget allocation.



## Policy Compliance

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Council Policy EXE/CP-5 Attendance at Events and Functions applies to this matter.

### *Council Policy EXE/CP-5 Attendance at Events and Functions*

Cl. 4.4. sets out Council's considerations when making a decision on attendance at an event:

- a. who is providing the invitation or ticket to the event?
- b. the location of the event in relation to the Shire of Donnybrook Balingup (within the district or out of the district).
- c. the role of the elected member or CEO when attending the event (participant, observer, presenter) and the value of their contribution.
- d. whether the event is sponsored by the Shire of Donnybrook Balingup.
- e. the benefit of the Shire of Donnybrook Balingup representation at the event.
- f. the number of invitations / tickets received; and
- g. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Cl. 4.7. States that decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

Cl. 4.10. States that if the Council determines that an Elected Member or CEO should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

## Statutory Compliance

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Nil.

## Consultation

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Nil.

## Officer Comment

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The theme for the 2025 Local Government Convention is "*Lean into Legacy*", which explores how the decisions made today shape the foundations of tomorrow. With a focus on reflective, current, and future legacy, the Convention aims to inspire new ideas, deepen community engagement, and foster collaboration across the Local Government sector. It also highlights the expertise available within WALGA and the collective benefits of working together across Western Australia. The program is available in [Attachment 9.2.6\(1\)](#).

Elected Member attendance at the Convention will support long-term strategic planning across economic, social, environmental, and sustainability domains. In addition to the formal sessions, the event provides valuable networking opportunities with other Local Governments.

Held in conjunction with Local Government Week, the WALGA Annual General Meeting (AGM) will take place on Tuesday, 23 September 2025. The AGM agenda is expected to be released closer to the meeting date and will be circulated to Elected Members. Those wishing to discuss proposed motions

or provide input on voting preferences are encouraged to engage directly with the nominated voting delegates prior to the AGM. Council's representation at the AGM will contribute to policy development and strategic planning, enhancing the Shire's capacity to deliver good governance, services, and facilities to the community.

### 9.2.7. Date Change - September Ordinary Council Meeting

#### Report Details:

**Prepared by:** Administration Officer Corporate Services

**Manager:** Acting Manager Corporate Services

**File Reference:** CNL 33

**Voting Requirement:** Simple Majority

#### Attachment(s):

Nil.

#### Executive Recommendation

##### That Council:

1. Amend the scheduled meeting date for the September 2025, Ordinary Meeting of Council from 5pm, 24 September 2025 to 5pm, 25 September 2025.
2. Instructs the Chief Executive Officer to undertake all statutory advertising in this regard.

#### 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 is requested to consider a change of date for the September 2025 Ordinary Council Meeting. To coincide with the WALGA Local Government Convention being held from 22 to 24 September 2025.

#### Background

The usual meeting schedule places the September Ordinary Council Meeting on the 4th Wednesday of the month, which in 2025 is 24 September. However, due to the WALGA Local Government Convention occurring from 22 to 24 September 2025, a conflict arises. To avoid this conflict and ensure full attendance, it is proposed to move the meeting to Thursday, 25 September 2025. The Agenda Briefing will remain on the 3rd Wednesday of the month, 17 September 2025.

#### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Rare	Minor	Low (2)
Risk Description:	Risk of not achieving quorum.		
Mitigation:	Change the date of the September Ordinary Council Meeting, and timely advertising/communications of the date change.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Rare	Minor	Low (2)
Risk Description:	Delayed decisions may affect service delivery, project approvals, and statutory compliance timelines.		
Mitigation:	Change the date of the September Ordinary Council Meeting, and timely advertising/communications of the date change.		

### Financial Implications

Nil.

### Policy Compliance

Council Policy EM/CP-2 – Live Streaming and Recording of Council Meetings

### Statutory Compliance

*Local Government (Administration) Regulations 1996, R.12(3)*

### Consultation

The Shire's website will be updated to reflect the change of meeting date.

### Officer Comment

The proposed change supports Council's commitment to accessible governance by ensuring all Elected Members can attend the September Ordinary Council Meeting. The adjustment accommodates the WALGA Local Government Convention and mitigates the risk of not achieving quorum. Timely statutory advertising will ensure transparency and public awareness, and the Agenda Briefing remains unaffected.

9.3. Chief Executive Officer

**9.3.1. Asset Optimisation Tranche One – Community Consultation Report and Proposed Land Sale**

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**Report Details:**

**Prepared by:** Nick O'Connor, Chief Executive Officer

**Manager:** Nick O'Connor, Chief Executive Officer

**File Reference:** CNL 33

**Voting Requirement:** Simple Majority

**Attachment(s):**

9.3.1(1) AOP community survey results

**Executive Recommendation**

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**That Council:**

1. Notes the results of the community consultation as attached and detailed in this report; and
2. Commences the sale process for Lot 3122 Donnybrook – Boyup Brook Rd, Beelerup and liaises with the Wellington District Pony Club to identify an alternate site to conduct equine activities; and
3. Commences the sale process for Lot 21 Reserve Street, Donnybrook; and
4. Commences the sale process for Lots 12 (102) & 13 (104) Trigwell Street East, Donnybrook and liaises with the Trigwell family to identify an appropriate alternative memorial to honour Walter Trigwell; and
5. Notes the feedback on the proposed sale of Lot 126 Yelverton Street & Lot 189 Union Street, Donnybrook and considers the conversion of the Crown Land to freehold land as part of the next phase of the asset optimisation project.

**Strategic Alignment**

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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**

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This report presents the outcomes of the community consultation undertaken in July 2025 regarding the proposed sale of various Shire-controlled land parcels. The consultation was part of the Asset Optimisation Project (AOP), which aims to identify underutilised assets for potential disposal to improve financial sustainability and asset management efficiency.

## Background

At its Ordinary Council meeting held 28 May 2025 Council resolved the following:

***"COUNCIL RESOLUTION 103/05-25***

*That Council:*

- 1. Authorises the Chief Executive Officer to commence stakeholder communication and consultation regarding the proposed disposal of the following Shire-owned land parcels:*
  - 1.1. Lot 3122 Donnybrook – Boyup Brook Rd, Beelerup; and*
  - 1.2. Lot 21 Reserve St Donnybrook; and*
  - 1.3. Lots 12 (102) and 13 (104) Trigwell St East, Donnybrook (Park).*
  - 1.4. Crown Reserve 19387 comprising of lots 126 Yelverton Street, and lot 189 Union St, Donnybrook).*
- 2. Directs the Chief Executive Officer to commence the necessary administrative processes for the disposal of Lot 58 (70) South Western Hwy, Donnybrook, currently held in freehold by the Shire and leased to Donnybrook Capel Districts Community Financial Services Ltd.*
- 3. Acknowledges the interest from the current lessee to purchasing Lot 501 (41) Bentley Street Donnybrook, and instruct the Chief Executive Officer to formally advise the lessee that the Shire is unable to proceed with the disposal due to the land tenure constraints as detailed in this report.*
- 4. Notes that proceeds from the proposed sale of the land parcels and freehold property as detailed items (1) and (2) above are to be constrained and allocated to:*
  - 4.1. Addressing the asset sustainability funding shortfall detailed in Shire's Asset Management and Long-Term Financial Plans; and*
  - 4.2. Supporting future studies, projects, or reviews that enhance the Shire's financial sustainability (e.g. Victory Lane Master Plan).*
- 5. Instructs the Chief Executive Officer to undertake a review of the Shire's current service delivery model for managing its community housing portfolio and present an options report to a future Ordinary Council Meeting for consideration.*
- 6. Authorises the Chief Executive Officer to initiate a multi-year service review process to:*
  - 6.1. Document current service levels and associated delivery costs; and*
  - 6.2. Establish a baseline to inform future decisions on service levels and delivery models."*

The consultation ran from 2 July to 25 July 2025 and included online surveys, social media posts, website alerts, and public notices.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Major	High (16)
Risk Description:	Missed opportunity for financial sustainability if land is not sold		
Mitigation:	Proceed with sale of underutilised parcels; reinvest proceeds into strategic priorities.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Minor	Moderate (8)
Risk Description:	Community backlash over sale of active or valued land		
Mitigation:	Engage directly with affected groups (e.g., Pony Club, Trigwell family); offer alternative sites or memorials.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Misinterpretation or underestimation of community sentiment		
Mitigation:	<ul style="list-style-type: none"> <li>Clearly communicate how feedback was considered; publish a summary of consultation outcomes and rationale for decisions.</li> <li>Engage directly with the Pony Club to identify and support relocation; communicate transition plan publicly; consider interim use arrangements.</li> <li>Liaise with the Trigwell family to establish a meaningful alternative memorial; include interpretive signage or naming rights in future developments</li> </ul>		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Major	High (16)
Risk Description:	Retaining largely unused land prevents the generation of annual rates income and forfeits potential capital proceeds from sale.		
Mitigation:	Prioritise sale of underutilised assets with low community use; reinvest proceeds into community infrastructure and services.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Failure to act on asset optimisation may be viewed as poor financial stewardship, especially in light of rising rates and operating costs.		
Mitigation:	Communicate the rationale for asset retention or sale clearly; link decisions to long-term financial planning and community benefit.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Retaining non-strategic land assets limits Council's ability to reallocate funds to priority projects or reduce reliance on reserves.		
Mitigation:	Conduct regular asset reviews; align land use decisions with strategic priorities and community needs.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Disposal of land without adhering to statutory requirements under Section 3.58 of the Local Government Act 1995.		
Mitigation:	Ensure all disposals follow statutory procedures—public auction, tender, or public notice with a submission period. Maintain transparency through Council minutes and public record		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Possible	Insignificant	Low (3)
Risk Description:	Community concern over loss of green space or infrastructure constraints.		
Mitigation:	Conduct due diligence and communicate potential benefits.		

## Financial Implications

### Capital Revenue Potential

Sale of the identified parcels could generate one-off capital income to support infrastructure investment or debt reduction.

### Rates Revenue Growth

Transitioning land to private ownership enables ongoing rates collection, reducing the overall rates burden across the community.

### Operational Efficiency

Reducing the number of Shire-managed parcels lowers maintenance costs and administrative overhead.

### Reserve Management

Proceeds from asset sales may reduce the need for transfers from reserves, preserving funds for future strategic use.

## Policy Compliance

### *ASS/CP-2- Asset Management*

While the sale of land is not directly addressed, the policy implies that any such action would need to:

- Align with the Shire's **service delivery priorities**.
- Be supported by **asset management plans** and **financial models**.
- Be consistent with the **Local Government Act 1995**, which governs asset-related decisions.

### *COMD-CP-3 - Community Engagement Framework*

This policy provides the framework for ensuring that affected stakeholders—such as community groups impacted by proposed land sales—are consulted early, inclusively, and through appropriate engagement methods before Council makes a decision.



## Statutory Compliance

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### Local Government Act 1995

#### Section 3.58 – Disposing of Property

Local governments may dispose of property by public auction or public tender, or by giving public notice describing the property, providing details of the proposed disposition, and inviting submissions for at least 2 weeks; all decisions must be recorded in Council minutes.

#### Section 1.7 – Local Public Notice

Local public notice must be published in a newspaper circulating in the district, displayed on the local government's official noticeboard, and published on the website; the notice must remain accessible for the duration of the submission period

## Consultation

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### External Consultation

The public consultation process ran from Wednesday 2 July 2025 to Friday 25 July 2025 and included multiple information and engagement channels:

- Project Information Page – Live from 2 July 2025, serving as the primary source of information for stakeholders.
- Community Engagement Survey – Available online and as a printable form from 2 July 2025 until closure on 25 July 2025.
- Pop-up Alert on Website – Live from 11 July to 25 July 2025, linking directly to the AOP Information Page.
- Search Prompt on Home Page – Displaying “Asset Optimisation Project (AOP)” as the top search item from 10 July 2025 (still active).
- “Have Your Say” Notices – Published on Shire's website, Facebook, and Instagram, shared to community pages, and posted at Shire facilities.

### Community Engagement Performance

- Social Media (Facebook)
  - Total Views: 4,424 | Estimated Reach: 1,835
  - Total Comments: 87 (none on the original post due to comments being disabled)
  - Total Interactions: 28 (13 from the Shire's post; the rest from shares)
  - From Original Post: Reactions: 6 | Shares: 6 | Saves: 1 | Link clicks: 1 (to AOP Information Page)

Note: Original post published 3 July 2025; statistics recorded 7 August 2025.

- Website Performance (AOP Information Page)
  - Views: 313 | Total Users: 224
  - Views per User: 1
  - Engagement Rate: 95.3%
  - Engaged Sessions: 284

### Community Feedback Analysis

#### Overall Response Breakdown

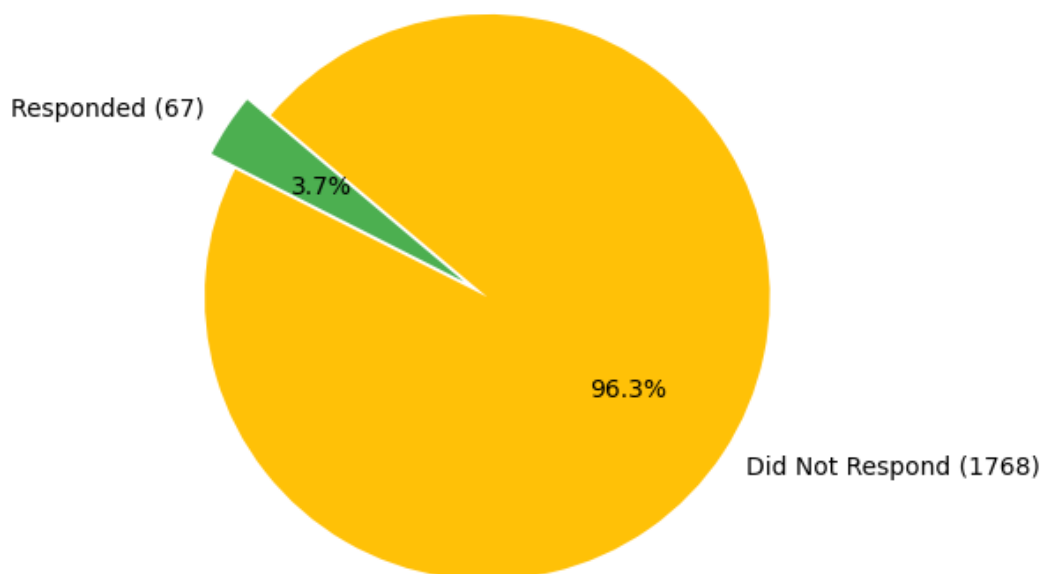
- Total Responses: 67

- Website: 64
- Email: 2
- Other: 1

#### Survey Engagement Overview

The chart below compares the number of people who saw the AOP survey versus those who responded. This visual representation highlights that while 1,835 individuals were reached, only 67 submitted responses. In community engagement terms, this represents a passive endorsement or lack of concern from the broader community.

#### **AOP Survey Engagement: Responses vs Reach**



#### Themes from Written Comments

- Opposition to selling land currently used by the Wellington District Pony Club, citing ongoing use, historical significance, and lack of consultation.
- Walter Trigwell Park is repeatedly mentioned as a cherished community space, believed to be donated for public use, with concerns about disrespecting its legacy.
- Mixed views on Lot 126 & Lot 189, with some support for housing development if land is unused, but others urging caution and strategic planning.

#### Survey Awareness Channels

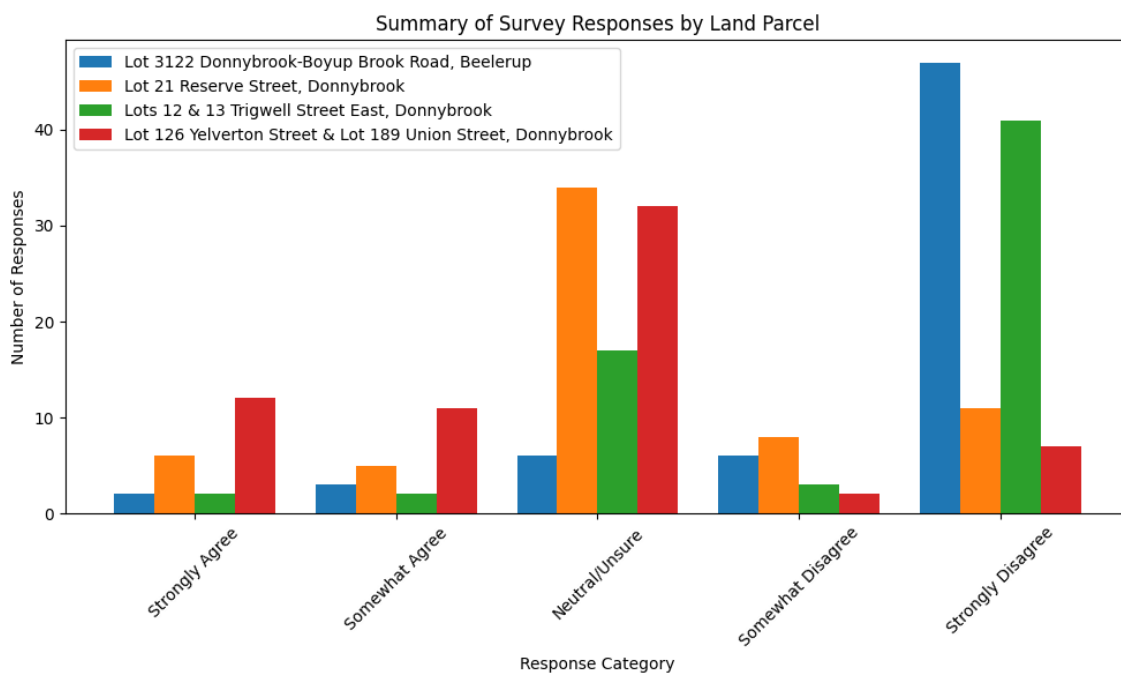
- Social media was the dominant source of awareness (46 mentions).
- Word of mouth followed (21 mentions).
- Only 9 respondents cited the Shire website directly.

## Officer Comment

Council recently sought community feedback on the proposed sale of several parcels of Council-owned land as part of the Asset Optimisation Project (AOP). The AOP aims to identify under-utilised assets for possible disposal to fund priority projects and improve asset management efficiency.

### Parcel Specific Sentiment Summary

Location	Strongly Agree	Somewhat Agree	Neutral/ Unsure	Somewhat Disagree	Strongly Disagree
Lot 3122 Donnybrook-Boyup Brook Road, Beelerup	2	3	6	6	47
Lot 21 Reserve Street, Donnybrook	6	5	34	8	11
Lots 12 (102) & 13 (104) Trigwell Street East, Donnybrook	2	2	17	3	41
Lot 126 Yelverton Street & Lot 189 Union Street, Donnybrook	12	11	32	2	7



### Officer Feedback on consultation responses

*Lot 3122 Donnybrook – Boyup Brook Rd, Beelerup:* Council does not have a formal lease with any clubs or associations for the site. The lease with the Wellington District Pony Club expired in June 2022. An annual license fee of \$55 has been charged since that period. In 2024/25 Council did not charge the license fee due the asset optimisation process commencing. Other points of note for Council consideration:

- Council's asset register recognises a 2022 fair valuation of the parcel at \$709,000. A current market valuation of the parcel, having regard to the commercial value of the sand resource would recognise a much higher value. Council should consider the significant 'opportunity cost'

of having significant capital tied up in an underutilised asset in the current financially constrained environment where there is a well-documented asset sustainability funding gap.

- Pony club activities are conducted on a small portion of the parcel. This portion is of no commercial value from a sand extraction purpose. An option could be to contractually bind a prospective purchaser to entering into a peppercorn lease with the pony club for a 10-year period.
- Council could also consider an alternate location for pony club activities eg Jim MacDonald Park.
- Council should consider the community feedback as contained in this report when determining and consider some of the alternatives provided in the preceding bullet points.
- Council has received approaches from prospective purchasers as part of the consultation process.

*Lot 21 Reserve Street, Donnybrook:* This is a slither of land with marginal community utility. Council has received an offer to purchase during the consultation period. It is recommended that Council proceed with the sale.

*Lots 12 (102) & 13 (104) Trigwell Street East, Donnybrook:* While the community feedback opposed the proposed sale the following points are provided for consideration:

- The Park can be described as a ‘pocket park’ providing limited recreation benefit and public utility.
- The limited playground infrastructure is towards the end of its asset life and will require renewal in the next 12-18 months
- The two parcels are of a standard house block size and in the current housing crisis, would be highly sought after for the construction of new dwellings
- The park is named after a revered former community member. Should Council proceed with the sale of the parcels, then there is an opportunity to make a more appropriate acknowledgement to Mr Walter Trigwell at an alternate location, commensurate with the significant legacy he made to the district.

*Lot 126 Yelverton Street & Lot 189 Union Street, Donnybrook:* These parcels are not owned by Council freehold. Proceeds from the sale of other parcels of land could be used to convert them from Crown Land to Council freehold as part of Tranche 2 of the asset optimisation program.

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

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12.1.1 RFQ 349 - Preston River Pedestrian Ramp

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

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

12.1.2 RFT 06-2425 – Smith and Timms Street Donnybrook - Road Upgrade

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

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

12.1.3 Windy Arbor Pty Ltd – Lease Dispute

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

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

12.2. Public reading of Resolutions that may be made public

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Nil.

13. Closure

The Presiding Member to advise that the next Agenda Briefing Session will be held on 17 September 2025 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.