



## Minutes of Ordinary Council Meeting

Held on 28 May 2025 and commenced at 5:00pm

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 'N. O'Connor', is positioned to the right of the 'Authorised:' label.

Nicholas O'Connor, Chief Executive Officer

**Prepared:**

10 June 2025

## MEASURES OF CONSEQUENCE

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

## MEASURES OF LIKELIHOOD

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

## RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
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)

## RISK ACCEPTANCE CRITERIA

RISK RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent 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 acknowledged the continuing connection of Aboriginal people to Country, culture and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Presiding Member declared the meeting open at 5:00pm and welcomed the public gallery.

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

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

## 2. Attendance (OCM)

### **Councillors Present:**

Cr Vivienne MacCarthy	Cr Lisa Glover	Cr Anita Lindemann
Cr Alexis Davy	Cr Peter Gubler	Cr Deanna Shand
Cr Anne Mitchell	Cr John Bailey	

Cr Gubler entered the Chamber at 5:01pm.

### **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
Michelle Dennis, Manager Development Services	Stuart Eaton, Finance Project Manager

### **Other Members Present:**

Public Gallery: No members of the public were in attendance.

Suspension of clause 8.2 (members to rise) of *Meeting Procedures Local Law 2017*.

- At the start of each council meeting a resolution should be carried suspending clause 8.2 (members to rise) of the Standing Orders as having councillors stand when debating interferes with the sound quality for livestream.

<b>COUNCIL RESOLUTION:</b> 75/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b> Cr Anne Mitchell

**That Council Suspend clause 8.2 (members to rise) of the Standing Orders**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

That Council suspend standing order 5.2 order of the *Meeting Procedures Local Law 2017*.

<b>COUNCIL RESOLUTION:</b> 76/05-25		
<b>MOVED BY:</b>	Cr Anne Mitchell	<b>SECONDED BY:</b> Cr Peter Gubler

**That Council suspend standing order 5.2 Order of Business to address item 9.2.6 after item 9.3.2.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

## 2.1. Apologies

Cr Grant Patrick (From 5:00pm to 5:05pm).

## 2.2. Approved Leave of Absence

Cr Grant Patrick (From 5:05pm) – see 2.3.

### 2.3. Application for Leave of Absence

Cr Grant Patrick submitted a request for a leave of absence to the Chief Executive Officer on 20 May 2025, pertaining to the May Ordinary Council Meeting.

<b>COUNCIL RESOLUTION:</b> 77/05-25		
<b>MOVED BY:</b>	Cr Deanna Shand	<b>SECONDED BY:</b> Cr Lisa Glover

**That Council approve Cr Grant Patrick's request for a leave of absence for the May 2025 Ordinary Council Meeting.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

### 3. Announcements from the Presiding Member

On the 8<sup>th</sup> of June, cross country runners will be running through town while they run the Bunbury to Preston River loop. Spectators are welcome.

The WA light car clubs, Safari from Grimwade Rally is on the 21<sup>st</sup> of June. Participants will be staying at VC Mitchell Park from the 20<sup>th</sup> to the 21<sup>st</sup> of June.

The BACH Mid Winter Ball is on again at the Balingup Hall, on the night of the 21<sup>st</sup> of June. To access your tickets, follow the link in the reports section on the Shire's website.

The Bike Rescue Program is being held again from the 25<sup>th</sup> to the 27<sup>th</sup> of June. The program teaches young people how to refurbish and repair old bicycles and this year a mentoring component is included with past participants being invited to refresh their skills on the 24<sup>th</sup> of June. The program is being held at the Donnybrook District High School, however there are also places for young people from outside the school to participate. Contact the Shire Administration to express your interest in participating.

### 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 has declared an impartiality interest in relation to item 9.2.8. Council Policy Review - COMD/CP- 1- Community Grants and Donations, as she is a member of the Donnybrook Balingup Chamber of Commerce.



Cr Mitchell declared an impartiality interest on items 9.1.4, as she lives on a gravel road not included in the six year plan.

Cr Mitchell declared an impartiality interest on item 9.3.2, as she has a long term friendship with the person who provided the blocks on Trigwell Street as part of the subdivision.

## 5. Public Question Time

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

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Nil.

### 5.2. Public Question Time

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Nil.

## 6. Presentations

### 6.1. Petitions

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A petition regarding a request to reduce the speed limit on Grimwade Road Balingup for the rural residential area. The petition has been received by the Shire and signed by 46 individuals. Whilst the petition does not comply with the requirements of the Shire of Donnybrook Balingup *Meeting Procedures Local Law 2017*, as set out in clause 6.10(1)(a), (c) or (d), the petition matter is be addressed at Item 10.1.1.

### 6.2. Presentations

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Nil.

### 6.3. Deputations

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Nil.

### 6.4. Delegates' Reports

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Nil.

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Adoption by Exception

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<b>COUNCIL RESOLUTION:</b> 78/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b> Cr Peter Gubler

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

- 7.1.1 Ordinary Council Meeting held on 23 April 2025**
- 8.2.1 Warren Blackwood Alliance of Councils Committee Meeting held on 1 April 2025**
- 8.3.1 Bushfire Advisory Committee Meeting held on 10 April 2025**
- 8.4.1 South West Country Zone Meeting held on 28 April 2025**
- 9.1.1 Fire Prevention Order - 2025/2026 - Annual Review**
- 9.1.3 Election of Office Bearers - Bush Fire Advisory Committee**
- 9.2.1 Schedule of Accounts Paid as at 30 April 2025**
- 9.2.2 Statement of Financial Activity report for the period ending 30th of April 2025**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

## 7. Confirmation of Minutes

### 7.1 Ordinary Council Meeting Minutes

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

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

#### **Executive Recommendation:**

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

<b>COUNCIL RESOLUTION:</b>	79/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b>	Cr Peter Gubler

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

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by en-bloc resolution 78/05-25</b>

## 8. Reports of Committees

### 8.1 South West Regional Road Group

#### 8.1.1 South West Regional Road Group Committee Meeting held on 31 March 2025

Minutes of the South West Regional Road Group Committee Meeting held 31 March 2025 are attached at Attachment 8.1.1(1).

#### Executive Recommendation:

##### That Council:

1. Receive the Minutes from the South West Regional Road Group Committee Meeting held on 31 March 2025; and
2. Instructs the Chief Executive Officer to formally write to WALGA to address the following issues with the State Road Funds to Local Government Advisory Committee (SAC);
  - 2.1 Timing of funding for Councils to undertake bridgeworks, with the preferred model to replicate the Regional Road Group road project funding (40% up front for planning and approvals, 40% and 20% construction progress), and
  - 2.2 Clarification in detail for costs that will be applicable for reimbursement under the funding including outsourcing of project management throughout all phases of the project, and
  - 2.3 Confirmation that funding will be preserved for multiple year projects; and
3. Instructs the Chief Executive Officer to formally write to the Member for Collie Preston, Jodie Hanns MLA, to request assistance with the issues included in Item 2.

<b>COUNCIL RESOLUTION:</b>	80/05-25		
<b>MOVED BY:</b>	Cr Anne Mitchell	<b>SECONDED BY:</b>	Cr Deanna Shand

##### That Council:

1. Receive the Minutes from the South West Regional Road Group Committee Meeting held on 31 March 2025; and
2. Instructs the Chief Executive Officer to formally write to WALGA to address the following issues with the State Road Funds to Local Government Advisory Committee (SAC);
  - 2.1 Timing of funding for Councils to undertake bridgeworks, with the preferred model to replicate the Regional Road Group road project funding (40% up front for planning and approvals, 40% and 20% construction progress), and
  - 2.2 Clarification in detail for costs that will be applicable for reimbursement under the funding including outsourcing of project management throughout all phases of the project, and
  - 2.3 Confirmation that funding will be preserved for multiple year projects; and
3. Instructs the Chief Executive Officer to formally write to the Member for Collie Preston, Jodie Hanns MLA, to request assistance with the issues included in Item 2.

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Cr Gubler
<b>Carried: 7/1</b>

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## 8.2. Warren Blackwood Alliance of Councils Committee

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### 8.2.1 Warren Blackwood Alliance of Councils Committee Meeting held on 1 April 2025

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Minutes of the Warren Blackwood Alliance of Councils Committee Meeting held 1 April 2025 are attached at Attachment 8.2.1(1).

#### **Executive Recommendation:**

**That the Minutes from the Warren Blackwood Alliance of Councils Committee Meeting held on 1 April 2025 be received.**

<b>COUNCIL RESOLUTION:</b>	81/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b>	Cr Peter Gubler

**That the Minutes from the Warren Blackwood Alliance of Councils Committee Meeting held on 1 April 2025 be received.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by en-bloc resolution 78/05-25</b>

### 8.3. Bushfire Advisory Committee

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#### 8.3.1. Bushfire Advisory Committee Meeting held on 10 April 2025

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Minutes of the Bushfire Advisory Committee Meeting held 10 April 2025 are attached at Attachment 8.3.1(1).

#### Executive Recommendation:

**That the Minutes from the Bushfire Advisory Committee Meeting held on 10 April 2025 be received.**

<b>COUNCIL RESOLUTION:</b>	82/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b>	Cr Peter Gubler

**That the Minutes from the Bushfire Advisory Committee Meeting held on 10 April 2025 be received.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by en-bloc resolution 78/05-25</b>

#### 8.4. South West Country Zone

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##### 8.4.1 South West Country Zone Meeting held on 28 April 2025

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Minutes of the South West Country Zone Meeting held 28 April 2025 are attached at [Attachment 8.4.1\(1\)](#).

##### **Executive Recommendation:**

**That the Minutes from the South West Country Zone Meeting held on 28 April 2025 be received.**

<b>COUNCIL RESOLUTION:</b>	83/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b>	Cr Peter Gubler

**That the Minutes from the South West Country Zone Meeting held on 28 April 2025 be received.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by en-bloc resolution 78/05-25</b>



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## 9. Reports of Officers

### 9.1. Director Operations

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#### 9.1.1 Fire Prevention Order - 2025/2026 - Annual Review

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##### Report Details:

**Prepared by:** Community Emergency Services Manager

**Manager:** Ross Marshall, Director of Operations

**File Reference:** FRC 01, FRC 04

**Voting Requirement:** Simple Majority

**Attachment(s):**

9.1.1(1) Draft 2025/2026 Fire Prevention Order

##### Committee Recommendation

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**That Bush Fire Advisory Committee (BFAC) recommends Council:**

- 1. Endorse the Draft 2025/2026 Firebreak Order as per Attachment 9.1.1(1); and**
- 2. Requests the Chief Executive Officer implement the production and distribution of the 2025/2026 Fire Prevention Order in accordance with Section 33 of the *Bush Fires Act 1954*.**

##### Strategic Alignment

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

- Outcome:** 3 - The natural environment is well managed for the benefit of current and future generations.
- Objective:** 3.2 - Develop community readiness to cope with natural disasters and emergencies.
- Item:** 3.2.4 - Provide support for emergency services volunteers.

##### Executive Summary

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The Shire's Fire Prevention Order (Order) is a notice that is produced and distributed in accordance with Section 33 of the *Bush Fires Act 1954 (the Act)* and is presented to Council for endorsement annually, following a review by Bush Fire Advisory Committee (BFAC).

##### Background

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The Shire's Fire Prevention Order determines the fire prevention requirements of owners or occupiers within the Shire of Donnybrook Balingup, such as the installation of firebreaks or the removal of flammable materials that may contribute to the spread of fire.

The Fire Prevention Order is included with the annual rates notice, which is distributed via post to all ratepayers within the Shire. This notice is also available to all residents via advertising in the Preston Press and is published on the Shire website.

Each year, the Shire's BFAC is provided an opportunity to review the requirements contained within the Order. Other updates such as dates and contact names are performed by the Shire's Community Emergency Services Manager and Ranger Services.

During the 2025 review conducted by the Community Emergency Services Manager minor grammar and wording changes are recommended these are highlighted in [Attachment 9.1.1\(1\)](#).

### Financial Implications

The total cost of the production and distribution for the 2024/2025 Order was \$3,668.50. The 2025/2026 costs for the production and distribution of these Orders are anticipated to remain in line with the 2024/2025 costs.

### Policy Compliance

Nil.

### Statutory Compliance

*Section 33, Bush Fires Act 1954 Section 67 Bush Fires Act 1954*

### Consultation

Shire of Donnybrook Balingup Bush Fire Advisory Committee and Ranger Services.

### Officer Comment

It is recommended that section 2b. the Shire's Fire Prevention Order is updated as follows:

#### Section 2. Eucalyptus and Pine Plantations

- b. *Not less than 10m in width along those portions of plantation which adjoin ~~enjoy a common boundary with~~ a road reserve.*

<b>COUNCIL RESOLUTION:</b>	84/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b>	Cr Peter Gubler

### That Bush Fire Advisory Committee (BFAC) recommends Council:

- 1. Endorse the Draft 2025/2026 Firebreak Order as per Attachment 9.1.1(1); and**
- 2. Requests the Chief Executive Officer implement the production and distribution of the 2025/2026 Fire Prevention Order in accordance with Section 33 of the *Bush Fires Act 1954*.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by en-bloc resolution 78/05-25</b>

### 9.1.2 Endorsement of Nominated Fire Control Officers

#### Report Details:

**Prepared by:** Community Emergency Services Manager

**Manager:** Ross Marshall, Director of Operations

**File Reference:** FRC 01, FRC 10A-FRC10L **Voting Requirement:** Simple Majority

#### Attachment(s):

Nil.

#### Committee Recommendation

That the Bush Fire Advisory Committee (BFAC) recommends Council:

1. Endorse the following persons as Fire Control Officers for the period of 30 June 2025 to 1 July 2026 pursuant to section 38 of the *Bush Fires Act 1954*, and the persons to be advertised in accordance with the *Bush Fires Act 1954* subject to the following:
  - 1.1 Each endorsed Fire Control Officer having completed the Department Fire Emergency Services, Fire Control Officers training prior to the October BFAC Meeting; and
  - 1.2 In the event that a Fire Control Officer has not completed the training by the October BFAC Meeting, the Brigade shall be requested to nominate an alternative member who has completed the Fire Control Officers training for the remainder of the applicable period; and
2. Request that the Chief Executive Officer authorise the following persons as Fire Control Officers for their respective brigade areas under Section 38 of *The Bush Fires Act 1956*.

2.1	BRIGADE AREA	OFFICER
	Argyle Irishtown	Mr Jayden Hitchcock
	Balingup Town	Mr Paul Davis
	Beelerup	Mr Stuart Simmonds
	Donnybrook Town	Mr David Tooke
	Ferndale/Stirling Park	Mr Jamie Thomson (Ferndale) Mr Max Walker (Stirling Park)
	Kirup	Mr Chris Wringe
	Lowden	Mr Michael Anderson Mr Andrew Rohrbach
	Mullalyup	Mr Andrew Scott
	Mumballup / Noggerup	Mr Garth Fitzpatrick Mr Brendon Giudici
	Thomson Brook	Mr Graham Foan (Thomson Brook) Mr Tim McNab (Brookhampton)
	Munro	Mr Tas Thamo
	Upper Capel	Mr Bevan Dix

## Strategic Alignment

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

- Outcome:** 3 - The natural environment is well managed for the benefit of current and future generations.
- Objective:** 3.2 - Develop community readiness to cope with natural disasters and emergencies.
- Item:** 3.2.4 - Provide support for emergency services volunteers.

## Executive Summary

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Council is requested to endorse the Fire Control Officers as per the BFAC's Resolution.

## Background

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In Accordance with Sections 3.6 and 3.7 of the Shire's *Bushfire Brigades Local Law 2000 (consolidated 2017)*, Shire's Bush Fire Brigades are to hold an Annual General Meeting (AGM) during the month of March, where a person is to be nominated to the Bush Fire Advisory Committee (BFAC) for the position of Fire Control Officer (FCO) until the next AGM.

Endorsed nominations for FCO by the BFAC are then submitted to Council for consideration and further endorsement. Upon endorsement from Council, the Chief Executive Officer is then requested to authorise the nominee for FCO under delegation.

At its committee meeting held on 10 April 2025, the committee resolved:

*"That BFAC recommends Council:*

1. *Endorse the following persons as Fire Control Officers for the period 30/06/2025 until 01/07/2026 pursuant to section 38 of the Bush Fires Act 1954, and the persons to be advertised in accordance with the Bush Fires Act 1954 subject to the following:*
  - 1.1 *Each endorsed FCO having completed the DFES FCO training prior to the October BFAC Meeting;*
  - 1.2 *In the event that an FCO has not completed the training by the October BFAC Meeting the Brigade shall be requested to nominate an alternative member who has completed the FCO training for the remainder of the applicable period.*
2. *Request that the Chief Executive Officer authorise the following persons as Fire Control Officers for their respective brigade areas under Section 38 of The Bush Fires Act 1956 delegation 3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer."*

## Financial Implications

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Nil.

## Policy Compliance

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Nil.

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## Statutory Compliance

Section 38, *Bush Fires Act 1954*

Sections 3.6, 3.7 and 3.11 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law 2000 (consolidated 2017)*,

## Consultation

Shire of Donnybrook Balingup Bush Fire Advisory Committee

Shire of Donnybrook Balingup Bush Fire Brigades

## Officer Comment

It is recommended that Council endorse the nominations for the positions of FCO for each Bush Fire Brigade within the Shire and request that the Chief Executive Officer facilitate relevant authorisations in accordance with the *Bush Fires Act 1954*.

<b>COUNCIL RESOLUTION:</b>	85/05-25	
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b> Cr Deanna Shand

**That the Bush Fire Advisory Committee (BFAC) recommends Council:**

1. Endorse the following persons as Fire Control Officers for the period of 30 June 2025 to 1 July 2026 pursuant to section 38 of the *Bush Fires Act 1954*, and the persons to be advertised in accordance with the *Bush Fires Act 1954* subject to the following:
  - 1.1 Each endorsed Fire Control Officer having completed the Department Fire Emergency Services, Fire Control Officers training prior to the October BFAC Meeting; and
  - 1.2 In the event that a Fire Control Officer has not completed the training by the October BFAC Meeting, the Brigade shall be requested to nominate an alternative member who has completed the Fire Control Officers training for the remainder of the applicable period; and
2. Request that the Chief Executive Officer authorise the following persons as Fire Control Officers for their respective brigade areas under Section 38 of *The Bush Fires Act 1956*.

2.1	BRIGADE AREA	OFFICER
	Argyle Irishtown	Mr Jayden Hitchcock
	Balingup Town	Mr Paul Davis
	Beelerup	Mr Stuart Simmonds
	Donnybrook Town	Mr David Tooke
	Ferndale/Stirling Park	Mr Jamie Thomson (Ferndale) Mr Max Walker (Stirling Park)
	Kirup	Mr Chris Wringe
	Lowden	Mr Michael Anderson Mr Andrew Rohrbach
	Mullalyup	Mr Andrew Scott
	Mumballup / Noggerup	Mr Garth Fitzpatrick Mr Brendon Giudici
	Thomson Brook	Mr Graham Foan (Thomson Brook)

**Munro**  
**Upper Capel**

**Mr Tim McNab (Brookhampton)**  
**Mr Tas Thamo**  
**Mr Bevan Dix**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

### 9.1.3. Election of Office Bearers - Bush Fire Advisory Committee

#### Report Details:

**Prepared by:** Community Emergency Services Manager

**Manager:** Ross Marshall, Director of Operations

**File Reference:** FRC 01

**Voting Requirement:** Simple Majority

#### Attachment(s):

Nil.

#### Committee Recommendation

That Bush Fire Advisory Committee (BFAC) recommends Council:

#### 1. Endorse the recommended office bearers of the Bush Fire Advisory Committee:

1.1	POSITION	OFFICER
	Chief Bush Fire Control Officer	Mr Max Walker
	1st Deputy Chief Bush Fire Control Officer	Mr Bevan Dix
	2nd Deputy Chief Bush Fire Control Officer	Mr Tim McNab
	Communications Officer	Mr Murray Webb
	Fire Weather Officer	Mr Murray Webb

#### 2. Request that the Chief Executive Officer facilitate authorisation of the endorsed Bush Fire Advisory Committee Office Bearers.

#### Strategic Alignment

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

**Outcome:** 3 - The natural environment is well managed for the benefit of current and future generations.

**Objective:** 3.2 - Develop community readiness to cope with natural disasters and emergencies.

**Item:** 3.2.4 - Provide support for emergency services volunteers.

#### Executive Summary

The election of BFAC office bearers is a process that is undertaken annually.

The Shire's BFAC has considered and endorsed appropriately qualified and experienced officers for the positions of Chief Bush Fire Control Officer, 1<sup>st</sup> Deputy Chief Bush Fire Control Officer, 2<sup>nd</sup> Deputy Chief Bush Fire Control Officer, Communications Officer, and Fire Weather Officer.

#### Background

Pursuant to section 38 of the *Bush Fires Act 1954*, a Local Government is required to appoint a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer.

In addition to this, the Shire generally nominates a second Deputy Chief Bush Fire Control Officer, a Communications Officer and a Fire Weather Officer, to enable the delegation of responsibilities and succession planning to take place.

Each April, at The Shire's BFAC Annual General Meeting, nominees for these positions are considered for endorsement to Council.

*"That BFAC recommends Council:*

- 1. Endorse the recommended office bearers of the Bush Fire Advisory Committee:  
Chief Bush Fire Control Officer: Mr Max Walker  
1<sup>st</sup> Deputy Chief Bush Fire Control Officer: Mr Bevan Dix  
2<sup>nd</sup> Deputy Chief Bush Fire Control Officer: Mr Tim McNab  
Communications Officer: Mr Murray Webb  
Fire Weather Officer: Mr Murray Webb*
- 2. Request that the CEO facilitate authorisation of the endorsed Bush Fire Advisory Committee Office Bearers."*

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#### **Financial Implications**

Nil.

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#### **Policy Compliance**

Nil.

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#### **Statutory Compliance**

Section 38 (1) and 67 of the *Bush Fires Act 1954*

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#### **Consultation**

Shire of Donnybrook Balingup Bush Fire Advisory Committee.

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#### **Officer Comment**

Each nominee possesses the appropriate experience and qualifications to perform their respective nominated position. It is recommended that Council endorse the Bush Fire Advisory Committee Office Bearers as per BFAC's recommendation.



<b>COUNCIL RESOLUTION:</b> 86/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b> Cr Peter Gubler

**That Bush Fire Advisory Committee (BFAC) recommends Council:**

**1. Endorse the recommended office bearers of the Bush Fire Advisory Committee:**

<b>1.1</b>	<b>POSITION</b>	<b>OFFICER</b>
	Chief Bush Fire Control Officer	Mr Max Walker
	1st Deputy Chief Bush Fire Control Officer	Mr Bevan Dix
	2nd Deputy Chief Bush Fire Control Officer	Mr Tim McNab
	Communications Officer	Mr Murray Webb
	Fire Weather Officer	Mr Murray Webb

**2. Request that the Chief Executive Officer facilitate authorisation of the endorsed Bush Fire Advisory Committee Office Bearers.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by en-bloc resolution 78/05-25</b>

#### 9.1.4. 6-Year Capital Forward Roadworks Program

##### Report Details:

<b>Prepared by:</b>	Manager Works and Services		
<b>Manager:</b>	Ross Marshall, Director Operations		
<b>Location:</b>	Shire of Donnybrook Balingup		
<b>File Reference:</b>	WRK 19	<b>Voting Requirement:</b>	Simple Majority
<b>Attachment(s):</b>			
9.1.4(1)	SoDB – Regional Road Group 6-Year Forward Roadworks Program		
9.1.4(2)	SoDB – R2R and Own Source 6-Year Forward Roadworks Program		

##### Executive Recommendation

##### That Council:

1. Notes and endorses the Shire of Donnybrook Balingup – Regional Road Group 6 – Year Forward Roadworks Program.
2. Notes and endorses the Shire of Donnybrook Balingup – R2R and Own Source 6 – Year Forward Roadworks Program.
3. Notes and endorses the Chief Executive Officer to submit applications for funding for the projects within the forward roadworks programs outlined in points 1 and 2, from the funding sources outlined.
4. Notes and endorses the Chief Executive Officer to submit projects from the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements.
5. Notes and endorses the Chief Executive Officer to submit projects not within the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements and subject to Council being able to deliberate the inclusion of the project through its Annual Budget process.

##### Strategic Alignment

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

<b>Outcome:</b>	8 - Safe and convenient movement of people into and around the district.
<b>Objective:</b>	8.1 - Improve road safety, connectivity and traffic flow for all users.
<b>Item:</b>	8.1.1 - Advocate for the State Government to upgrade and improve key regional transport infrastructure.
<b>Outcome:</b>	12 - A well respected, professionally run organisation.
<b>Objective:</b>	12.1 - Deliver effective and efficient operations and service provision.
<b>Item:</b>	12.1.1 - Prepare grant applications to secure funds needed to address community priorities and implement major projects.

## Executive Summary

A "Capital Forward Roadworks Program" is implemented to provide a structured plan for future projects, allowing for better resource and budget allocation, efficient project timelines, stakeholder engagement, and proactive mitigation of potential issues.

This report presents to Council the Shires intended Roadworks Program from 2025/26 through to 2030/31 (6 financial years). The program has been structured on our 3 main ongoing funding sources that are annually available to deliver road projects, being:

1. South West Regional Road Group (SWRRG) Project Funding for preservation and improvement projects,
2. Roads to Recovery (RTR or R2R), and
3. Own Source (Shire funds).

The 6-year forward capital roadworks program has been presented, as it aligns with the Shire's annual reporting requirements to the SWRRG.

## Background

There are many factors that need to be considered in the development of the Shire's annual capital forward roadworks program, including:

- The existing assets condition and priority against other road projects,
- Remaining useful life of the asset,
- Traffic volumes and speed,
- Road safety concerns,
- Site constraints and existing issues (i.e stormwater management, environmental, aboriginal heritage etc),
- Type of works required – renewal, upgrade and/or expansion, and
- Available funding sources for the delivery of the works.

Our existing road asset condition is assessed independently every 5-years, when the Shire engages consultants to undertake a visual road asset condition assessment and valuation. The data captured through the inspections process is entered into the Shire's software database known as Asset & Work Manager (formally known as RAMM). The software then computes an overall score for the condition of the road asset and can rank its priority for renewal works only, against other Shire roads. Based on this data, officers then consider the other criteria outlined above to determine capital forward roadworks programs.

As a relatively small local government in terms of rate base, the Shire needs to maximise the external funds that it can attract for the delivery of renewal, upgrades and expansion roadwork projects.

The state and federal governments are the Shire's biggest external funding providers for works on Shire roads, with the majority of funding administered by the State Road Funds to Local Government Advisory Committee. The SWRRG co-ordinates an annual application process to determine the

distribution of these funds amongst member local governments. Currently, there are four sources of road funding available through this process, being:

- SWRRG Project Grants – these are for roads that must have been approved for inclusion in Roads of Regional Significance (Roads 2040), with further details on this program available from the following links:
  - [https://walga.asn.au/awcontent/Web/Documents/Infrastructure/Roads-2040-Guidelines-and-Criteria-SLGR-with-Regional-Importance-\(ID-693947\).pdf](https://walga.asn.au/awcontent/Web/Documents/Infrastructure/Roads-2040-Guidelines-and-Criteria-SLGR-with-Regional-Importance-(ID-693947).pdf)
  - [https://walga.asn.au/getmedia/cab98deb-1fcd-4da8-8606-0c9efe61b7bd/Regional-Strategies-for-Significant-Local-Government-Roads-\(Roads-2040\)-South-West-with-appendix-May-2024.pdf](https://walga.asn.au/getmedia/cab98deb-1fcd-4da8-8606-0c9efe61b7bd/Regional-Strategies-for-Significant-Local-Government-Roads-(Roads-2040)-South-West-with-appendix-May-2024.pdf)

The funding provides two thirds (67%) of total project costs with the other third coming from Council's own resources. The funding is split into two categories being:

- Preservation Projects; and
- Improvement Projects.

Local governments of the SWRRG annually submit for this funding and can have road projects identified as “ongoing projects” meaning that it will have staged delivery across several years. This provides surety of funding and is why the SWRRG requires submission of 5 yearly programs as part of their annual submission process.

- State and Federal Black Spot Programs – are road safety funding initiatives that target high-risk roads. The Black Spot programs aim is to improve road safety and helps prevent serious injuries and deaths on our roads. Black Spot projects target dangerous road locations where crashes are occurring or are at risk of occurring.

The State Program funding covers two thirds (67%) and the National Program covers all (100%) of total project costs. For the national program, crash criteria is required to demonstrate a benefit cost ratio (BCR) of over two to comply. For the state program, either a BCR or a road safety audit is required to comply.

As this is an annual process and is reliant on crash history, you generally can only determine annually if a local government has eligible projects, unless you can demonstrate via a road safety audit (State Black Spot Projects only). Further details on these funding programs are available from the following links:

- <https://investment.infrastructure.gov.au/sites/default/files/documents/black-spot-program-guidelines.pdf>
- <https://www.mainroads.wa.gov.au/globalassets/technical-commercial/road-safety/black-spot-program/development-and-management-guidelines.pdf?v=49701f>
- Commodity Routes Funding (CRF) - Commodity Routes are defined as routes where there is a significant high priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. The funding is intended for roads that require upgrading or maintenance to accommodate the commodity transport function. Typically, the majority of this funding goes to the great southern or wheatbelt region, however our Shire has been very successful in attracting this funding in recent years, from its relatively small pool total.

The funding provides two thirds (67%) of total project costs with the other third coming from Council's own resources, with projects able to receive higher priority if they also receive a funding contribution from the industry that they are servicing. Further details on the CRF is available from the following link:

- <https://www.mainroads.wa.gov.au/49d4df/globalassets/technical-commercial/local-government-funding/local-government-commodity-freight-routes-fund-application-guidelines.pdf>

The Federal Government also provides via its Infrastructure Investment Program, Roads to Recovery (RTR or R2R) Funding. The R2R Program supports the construction and maintenance of the nation's local road infrastructure assets, which facilitates greater accessibility and improves safety, economic and social outcomes for Australians. R2R is an ongoing program that operates on a five-year funding period, providing a stable and predictable source of funding. Flexibility is built into the program, with funding recipients able to decide on the roads projects that deliver on local priorities throughout the funding period. The latest five year funding period only commenced in 2024/25, with the Shire set to receive \$3,726,166 over the life of the program, which equates to \$745,233 per annum. No matching contribution is required to this funding.

There are other federal funding sources, however typically there is no surety that they will be on going funding sources, for example:

- Local Roads and Community Infrastructure Program (LRCI),
- Safe Local Roads and Infrastructure Program (SLRIP), and
- Heavy Vehicle Rest Area Program (HVRA).

The Shire on occasions also receives very minor private contributions towards roadworks, however generally these are for works that may benefit an individual landowner.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Major	High (16)
Risk Description:	There is inherent risk associated with budget planning relating to project costs, as cost is typically only estimates based on understanding of works prior to detailed investigation and planning.		
Mitigation:	Obtaining better understanding of major project costs and risks by undertaking detail designs of major works prior to setting annual budget allocations		

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Public concern with the process of determining which works are of highest priority to be funded within annual capital budgets		
Mitigation:	Development of a capital forward roadworks program that is reviewed annually.		

### Financial Implications

To enable the preparation of the Capital Forward Roadworks Program, it has been based on the Shire contributing from its own source \$900,000 for the 2025/26 financial year and with it increasing by 1% per year. Within the 2024/25 budget the Shire funded \$954,535 from its own source towards capital roadworks.

### Policy Compliance

Typically, the various funding programs have many rules and requirements in relation to their funding. These details are outlined in the links provided under background.

### Statutory Compliance

Nil.

### Consultation

Typically, this occurs through our technical staff and Elected Member representative attendance at SWRRG technical and Elected Member meetings. Each is held 3 times per year.

### Officer Comment

A "forward capital roadworks program" refers to a comprehensive plan outlining the road construction and improvement projects that a local government intends to undertake over a period of time, detailing the specific sections of roads to be worked on annually, the type of improvements planned (like resurfacing, widening, or new intersections), and the projected funding allocation for each year within that timeframe.

Key points about a forward capital roadworks program are:

- Long-term vision - It provides a long-term perspective on infrastructure needs, allowing for strategic planning and prioritization of projects based on their urgency and impact.
- Phased approach - The program is usually divided into phases, with projects allocated to specific years based on funding availability and project complexity.
- Community engagement – Advanced notification to the community on when works are planned for.
- Funding considerations - The program outlines the estimated budget required for each project over the ten years, taking into account potential funding sources like government grants or private contributions.
- Regular review and updates - As priorities change or new issues arise, the program is typically reviewed and updated periodically to reflect current needs.

These 6-Year forward capital roadworks programs have been prepared for Council consideration based on the points above and is considered to reflect an approach that our Shire can sustain in the renewal, upgrade and expansion of Shire roads.

<b>MOVED BY:</b>	Cr Lisa Glover	<b>SECONDED BY:</b>	Cr Anita Lindemann
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**That Council:**

- 1. Notes and endorses the Shire of Donnybrook Balingup – Regional Road Group 6 – Year Forward Roadworks Program.**
- 2. Notes and endorses the Shire of Donnybrook Balingup – R2R and Own Source 6 – Year Forward Roadworks Program.**
- 3. Notes and endorses the Chief Executive Officer to submit applications for funding for the projects within the forward roadworks programs outlined in points 1 and 2, from the funding sources outlined.**
- 4. Notes and endorses the Chief Executive Officer to submit projects from the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements.**
- 5. Notes and endorses the Chief Executive Officer to submit projects not within the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements and subject to Council being able to deliberate the inclusion of the project through its Annual Budget process.**

**Cr Mitchell moved the following amendment to the original motion:**

<b>COUNCIL RESOLUTION:</b> 87/05-25	
<b>MOVED BY:</b> Cr Anne Mitchell	<b>SECONDED BY:</b> Cr Lisa Glover

1. Notes and endorses the Shire of Donnybrook Balingup – Regional Road Group 6 – Year Forward Roadworks Program.
2. Notes and endorses the Shire of Donnybrook Balingup – R2R and Own Source 6 – Year Forward Roadworks Program.
3. Notes and endorses the Chief Executive Officer to submit applications for funding for the projects within the forward roadworks programs outlined in points 1 and 2, from the funding sources outlined.
4. Notes and endorses the Chief Executive Officer to submit projects from the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements.
5. Notes and endorses the Chief Executive Officer to submit projects not within the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements and subject to Council being able to deliberate the inclusion of the project through its Annual Budget process.
6. Increase the contribution by 3% per year and increase the 25/26 budget own source funding by 3%.

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>



**Substantive motion as amended was put to the meeting:**

<b>COUNCIL RESOLUTION:</b> 88/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b> Cr Anne Mitchell

1. Notes and endorses the Shire of Donnybrook Balingup – Regional Road Group 6 – Year Forward Roadworks Program.
2. Notes and endorses the Shire of Donnybrook Balingup – R2R and Own Source 6 – Year Forward Roadworks Program.
3. Notes and endorses the Chief Executive Officer to submit applications for funding for the projects within the forward roadworks programs outlined in points 1 and 2, from the funding sources outlined.
4. Notes and endorses the Chief Executive Officer to submit projects from the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements.
5. Notes and endorses the Chief Executive Officer to submit projects not within the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements and subject to Council being able to deliberate the inclusion of the project through its Annual Budget process.
6. Increase the contribution by 3% per year and increase the 25/26 budget own source funding by 3%.

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

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### 9.1.5. Temporary Accommodation Request – 8 (L27) South Western Highway, Donnybrook

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#### Report Details:

**Prepared by:** Manager Development Services  
**Manager:** Director Operations  
**Applicant:** Landowner  
**Location:** 8 (L27) South Western Highway, Donnybrook  
**File Reference:** A233 **Voting Requirement:** Simple Majority

#### Attachment(s):

9.1.5(1) Plans  
9.1.5(2) WAPC Fact Sheet – Tiny Houses  
9.1.5(3) Draft LPP-1 Temporary Residential Accommodation

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### Executive Recommendation

#### That Council:

1. Approves temporary accommodation at 8 (L27) South Western Highway Donnybrook in up to two (2) caravans for a maximum of twenty four (24) months subject to the following conditions:
  - 1.1. All wastewater generated is to be collected and disposed of via a sewer connection provided by a licensed plumber. The method of connection is to ensure no surface ponding of wastewater and limit potential for odour generation.
  - 1.2. Each caravan is to be connected to the Water Corporation's reticulated water supply.
  - 1.3. The sleeping compartment of each caravan is to be fitted with a suitable smoke detector and carbon monoxide detector.
  - 1.4. The power connection to each caravan is to be protected by a suitable residual current device (RCD).
  - 1.5. Tenants to be informed:
    - 1.5.1. That they are residing in a bushfire prone area;
    - 1.5.2. That their accommodation is not suitable for sheltering in place and;
    - 1.5.3. To evacuate promptly in the event of a bushfire.
  - 1.6. A durable notice outlining the statements contained in condition 1.5 is to be fixed in a clearly visible location on the inside of the caravan.
  - 1.7. Tenant parking is to be provided in addition to and independent of the existing commercial business parking and behind the existing internal fence.
  - 1.8. Evidence of Ministerial approval for the second caravan to be provided to the Shire within 3 months of the second caravan being placed on site.

#### Advice Note:

- 1.9. Applicant to note that the introduction of fill and site works required to facilitate this activity will require prior development approval from the Shire.

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## Strategic Alignment

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

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

---

## Executive Summary

Council is requested to determine an application for the occupation of up to two caravans on a commercial zoned lot for a period of 24 months. While the Shire has several authorised persons appointed under the provisions of the *Caravan Parks and Camping Grounds Act 1995* in the absence of an adopted Policy this matter is being referred to Council for determination. Conditional approval is recommended.

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## Background

The Shire is in receipt of a request from a landowner to place two tiny homes on wheels at the rear of their existing commercial premises as illustrated in [Attachment 9.1.5\(1\)](#) for use by regional workers. The applicant has confirmed that these “tiny homes” meet the definition of a vehicle and are therefore capable of being considered as a caravan for temporary accommodation.

The land is zoned commercial within the Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (LPS7). As illustrated in Figure 1, the lot, outlined in blue, is designated as bushfire prone, with the Bushfire Attack Level assessment provided returning a BAL-19 rating. The lot is 1,012m<sup>2</sup> in area.



Figure 1 – Excerpt of DFES Map of Bushfire Prone Areas

The current housing crisis has resulted in the Minister for Local Government effecting changes to the *Caravan Parks and Camping Grounds Regulations 1997* enabling local governments to consider requests for the occupation of caravans for up to 24 months. In considering such applications, the local

government is to be satisfied that both the land and the caravan/camp are suitable for camping especially with respect to safety and health and access to services.

Conditions are able to be imposed on any approval.

The WAPC have recently published a fact sheet ([Attachment 9.1.5\(2\)](#)) that outlines where the use is temporary within a vehicle, planning approval is not required.

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Not seen to be responding to community needs.		
Mitigation:	Consideration of an application on its merits.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Insignificant	Low (3)
Risk Description:	Impacts from use of temporary facilities.		
Mitigation:	The applicant proposes to connect the vehicles to sewer.		

### Financial Implications

The applicant has made payment of the \$350 application fee.

### Policy Compliance

#### *Local Planning Policy 9.16 Transportable Structures*

It is considered that this policy doesn't apply to vehicles such as caravans.

#### *Draft LPP-1 Temporary Residential Accommodation*

Council advertised the draft policy for public and agency submissions (refer [Attachment 9.1.5\(3\)](#)). Following workshops with Council further information is being sought from LGIS regarding risks associated with approving this type of accommodation. This proposal does not meet many of the draft policy standards. Notwithstanding, the application needs to be considered on its merits.

### Statutory Compliance

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

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

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

Regulation 12 restricts the number of caravans on a lot as follows:

- (1) A person who owns or has a legal right to occupy a lot, as defined in the Planning and Development Act 2005 section 4(1), is to ensure that —
  - (a) not more than one caravan is being used to camp on the lot at any one time; or*
  - (b) where more than one caravan is being used to camp on the lot at any one time, he or she has written approval under subregulation (2) and is complying with that approval.**
- (2) Written approval may be given to a person for more than one caravan, as specified in the approval, to be used to camp on a lot for a period of time specified in the approval —
  - (a) by the local government of the district where the lot is situated, if the period of time does not exceed 3 months; or*
  - (b) by the Minister, if the period of time exceeds 3 months**

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

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## Consultation

Nil.

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## Officer Comment

In relation to the suitability of the site for camping in relation to safety, health and access to services, the applicant has indicated that it is their intention to connect the caravans to scheme water, main sewer and power. They have also indicated that there are suitable rubbish services available.

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

As summarised by the Department of Energy, Mines, Industry Regulation and Safety (Building and Energy) a Bushfire Attack Level of BAL-19 rating has the following description of risk and level of exposure:

*Risk is considered moderate. Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux between 12.5 and 19 kW m<sup>2</sup>.*

While caravans do not have to meet any construction standards, they are able to be moved. It is recommended that prospective tenants be informed of the risk of bushfire and the need to act promptly in response.

The caravans will be placed behind an existing commercial building (drive through coffee shop) and internal fence and are unlikely to be visible from South Western Highway. It is considered that there is ample space outside of the existing commercial car parking area, behind the fencing for future tenant parking.

Conditional approval is therefore recommended.

<b>COUNCIL RESOLUTION:</b> 89/05-25	
<b>MOVED BY:</b> Cr Deanna Shand	<b>SECONDED BY:</b> Cr Anita Lindemann

**That Council:**

- 1. Approves temporary accommodation at 8 (L27) South Western Highway Donnybrook in up to two (2) caravans for a maximum of twenty four (24) months subject to the following conditions:**
  - 1.1. All wastewater generated is to be collected and disposed of via a sewer connection provided by a licensed plumber. The method of connection is to ensure no surface ponding of wastewater and limit potential for odour generation.**
  - 1.2. Each caravan is to be connected to the Water Corporation's reticulated water supply.**
  - 1.3. The sleeping compartment of each caravan is to be fitted with a suitable smoke detector and carbon monoxide detector.**
  - 1.4. The power connection to each caravan is to be protected by a suitable residual current device (RCD).**
  - 1.5. Tenants to be informed:**
    - 1.5.1. That they are residing in a bushfire prone area;**
    - 1.5.2. That their accommodation is not suitable for sheltering in place and;**
    - 1.5.3. To evacuate promptly in the event of a bushfire.**
  - 1.6. A durable notice outlining the statements contained in condition 1.5 is to be fixed in a clearly visible location on the inside of the caravan.**
  - 1.7. Tenant parking is to be provided in addition to and independent of the existing commercial business parking and behind the existing internal fence.**
  - 1.8. Evidence of Ministerial approval for the second caravan to be provided to the Shire within 3 months of the second caravan being placed on site.**

**Advice Note:**

- 1.9. Applicant to note that the introduction of fill and site works required to facilitate this activity will require prior development approval from the Shire.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

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## 9.2. Director Finance and Corporate

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### 9.2.1 Schedule of Accounts Paid as at 30 April 2025

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#### 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 30 April 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 30 April 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 \$2,041,936.65

#### 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 DONNYBROOK BALINGUP**  
**SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION**  
**PAYMENTS FROM 1 APRIL TO 30 APRIL 2025**

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD PAYMENTS				
DD28363.1	14/04/2025	BENDIGO BANK		
		02/03/25 - KMART	USB CHARGING CABLE	9.00
		04/03/25 - SENDGRID	DBK REC CTR - MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE - MAR 25	149.79
		06/03/25 - BUDGET CAR HIRE	INS CLAIM - BUDGET CAR HIRE	1,235.32
		06/03/25 - COLES	TRAVEL & ACCOMMODATION - GROCERIES - CEO	18.70
		06/03/25 - VEED	ANNUAL SUBSCRIPTION RENEWAL - SOFTWARE USED FOR COUNCIL MEETING AUDIO EDITING	197.76
		06/03/25 - BUDGET CAR HIRE	INS CLAIM - BUDGET CAR HIRE	2,125.11
		07/03/25 - HYLIN	TRAVEL & ACCOMMODATION - GROCERIES - CEO	17.70
		07/03/25 - SP RAILWAY PARADE	TRAVEL & ACCOMMODTION - CAR PARKING - CEO	15.00
		20/03/25 - BUSSELTON BUILDING	VC MITCHELL - TILT PANEL SHIMS	108.00
		21/03/25 - LAWNS OF LOVE	LIBRARY - HIRE OF LAWN GAMES FOR 25TH ANNIVERSARY	420.00
		24/03/25 - CANVA	ANNUAL SUBSCRIPTION RENEWAL FOR CANVA SOFTWARE - TEAMS PLAN	209.90
		24/03/25 - MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION - MAR 25	42.14
		26/03/25 - BUNNINGS GROUP LIMITED	VC MITCHELL - KEY SAFE MASTERLOCKS, VACUUM FLASKS	312.69
		30/03/25 - BENDIGO BANK	BENDIGO CARD FEES - APR 25	20.00
TOTAL: CREDIT CARD PAYMENTS				4,881.11

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
<b>EFT PAYMENTS</b>				
EFT30621A	03/04/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 02.04.25	176,736.83
EFT30621B	03/04/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 02.04.25	54,153.00
EFT30622	10/04/2025	HARMONIC IT	MONTHLY MANAGED SERVICES - MAR 25	6,160.00
EFT30623	10/04/2025	AUSTRALIA POST - ACCOUNTS	SHIRE & LIBRARY POSTAGE - MAR 25	344.19
EFT30624	10/04/2025	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	132.50
EFT30625	10/04/2025	AMD	ROADS TO RECOVERY - PROGRAM AUDIT	2,178.00
EFT30626	10/04/2025	A & R ENGINEERING	FREIGHT COSTS - MILLED TIMBER - BROOKHAMPTON HALL REFURBISHMENT PROJECT	825.00
EFT30627	10/04/2025	AMITY SIGNS	STREET SIGNS, RURAL NUMBER PLATE	573.65
EFT30628	10/04/2025	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	158.53
EFT30629	10/04/2025	AUSRECORD PTY LTD	ARCHIVE FILES	213.40
EFT30630	10/04/2025	A & M MEDICAL SERVICES PTY LTD	SERVICE OF DEFIB AND OXYGEN EQUIPMENT	307.34
EFT30631	10/04/2025	BUNNINGS GROUP LIMITED	DBK REC CTR - HARDWARE	49.26
EFT30632	10/04/2025	BDA TREE LOPPING	SOUTHAMPTON RD TREE PRUNING AND TREE REMOVALS	12,936.00
			TREE PRUNING - MAR 25	17,820.00
EFT30633	10/04/2025	BUNBURY & BUSSELTON AIR	MAINTENANCE OF AIR-CONDITIONING EQUIPMENT	355.66
EFT30634	10/04/2025	BALINGUP LIQUOR & GENERAL STORE	DIESEL	220.26
EFT30635	10/04/2025	BEELERUP BUSH FIRE BRIGADE - SECRETARY	BUILDING ALARM BATTERY REPLACEMENT, MEALS FOR INCIDENT	86.95
EFT30636	10/04/2025	BANKS PEST AND WEED CONTROL	TREATMENT FOR WHITE ANT INFESTATION	275.00
EFT30637	10/04/2025	NORMAN KEITH BEDFORD	SIGNAGE IN DONNYBROOK ARBORETUM, BROOKHAMPTON HALL - MILLING OF ROUGH SAWN WEATHERBOARDS	8,690.00
EFT30638	10/04/2025	BETTER TELCO SOLUTIONS PTY LTD	ADMIN - MONTHLY PHONE/SIP ACCOUNT - MAR 25	926.93
EFT30639	10/04/2025	BRIGHTMARK GROUP PTY LTD	PUBLIC TOILET, BBQ & OFFICE CLEANING - MAR 25, VC MITCHELL HANDOVER CLEAN, BLN HALL ADDITIONAL CLEAN FOR EVENT	17,870.46
EFT30640	10/04/2025	BLUE STEEL ROOFING	VC MITCHELL - CUSTOM CLADDING AND FLASHING TO PLAYERS/OFFICIALS DUGOUTS	6,215.00
EFT30641	10/04/2025	BENNY MAYHEM	TWO WORKSHOPS AND COMMUNITY CONCERT	2,395.00
EFT30642	10/04/2025	BOORDIYA BOODJA	YOUTH WEEK EVENT - ART WORKSHOP - BROOK FEST	500.00

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30643	10/04/2025	ANGELA MARGARET BROWNE	REIMBURSEMENT FOR MEALS - TRAINING	340.23
EFT30644	10/04/2025	GEOGRAPHE FORD	SHIRE VEHICLE SERVICE	405.00
EFT30645	10/04/2025	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTION	350.80
EFT30646	10/04/2025	CARPET COURT BUNBURY	SUPPLY AND INSTALL CURTAINS	2,106.50
EFT30647	10/04/2025	CENTRAL REGIONAL TAFE	TRAINING - RANGER	1,322.12
EFT30648	10/04/2025	CATERLINK	VC MITCHELL - CATERING EQUIPMENT	6,578.00
EFT30649	10/04/2025	CRS ELECTRICAL	LIGHTING & ELECTRICAL REPAIRS - APPLE FUN PARK, DBK DEPOT	262.00
EFT30650	10/04/2025	CORSIGN WA	TRAFFIC SIGN	57.20
EFT30651	10/04/2025	CAFE 48	REFRESHMENTS - COUNCILLOR AND WHS STRATEGIC WORKSHOPS	329.00
EFT30652	10/04/2025	CS LEGAL	LEGAL EXPENSES - RATES DEBT RECOVERY	8,434.50
EFT30653	10/04/2025	CHG-MERIDIAN AUSTRALIA PTY LIMITED	DBK REC CTR - MATRIX FITNESS - LEASE PAYMENT	5,587.99
EFT30654	10/04/2025	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICAL X 2	330.00
EFT30655	10/04/2025	DONNYBROOK & DISTRICTS PLUMBING SERVICE	UNBLOCK SINK/TOILETS - APPLE FUN PARK, MALLALYUP, EGAN PARK & PLUMBING REPAIRS - DBK TRANSIT PARK, BLN COMMUNITY CENTRE, DBK LIONS CLUB, LANGLEY VILLAS, AYRES GARDEN, KIRUP HALL	2,079.00
EFT30656	10/04/2025	DONNYBROOK FAMILY BAKERY	GROCERY SUPPLIES	170.00
EFT30657	10/04/2025	DONNYBROOK FRESH SUPA IGA	GROCERY SUPPLIES	747.07
EFT30658	10/04/2025	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES	40.90
EFT30659	10/04/2025	DAVID GRAY & CO PTY LTD PERTH	NEW REFUSE BINS	1,081.85
EFT30660	10/04/2025	DE LAGE LANDEN PTY LTD	CISCO CATALYST SUPPORT & LICENSES	670.12
EFT30661	10/04/2025	DBCEC (WA) PTY LTD	JAYES RD - DRY HIRE EXCAVATOR	440.00
EFT30662	10/04/2025	DONNYBROOK PANEL BEATERS	PICK UP AND TOW ABANDONED VEHICLE TO IMPOUND YARD	242.00
EFT30663	10/04/2025	DONNYBROOK TOWING	INS CLAIM - TOWING OF VEHICLE	558.25
EFT30664	10/04/2025	ELECTSALES	DBK LIONS CLUB - COOKER DELIVERY CHARGE	71.50
EFT30665	10/04/2025	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	154.00
EFT30666	10/04/2025	MOORE AUSTRALIA (WA) PTY LTD	STATUTORY BUDGET & ANNUAL FINANCIAL REPORT TEMPLATES	2,860.00
EFT30667	10/04/2025	HERSEY'S SAFETY PTY LTD	DEPOT CONSUMABLES	449.90

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30668	10/04/2025	HASTIE WASTE PTY LTD	DBK WASTE MANAGEMENT FACILITY - MANAGEMENT - MAR 25	26,107.57
			VC MITCHELL - EMPTY REFUSE BINS	100.00
			SERVICING OF FRONTLIFT WASTE BINS - MAR 25	180.00
			BLN WTS - MANAGEMENT - MAR 25	13,807.93
			DBK WMF - PROCESSING OF MATTRESSES FOR RECYCLING	440.00
EFT30669	10/04/2025	HOST CORPORATION PTY LTD	VC MITCHELL - CATERING EQUIPMENT	9,603.61
EFT30670	10/04/2025	BUNBURY HYUNDAI	SHIRE VEHICLE SERVICE	395.00
EFT30671	10/04/2025	THOMAS ANDREW HENNING	REMIBURSE - BLACKBERRY CONTROL	356.00
EFT30672	10/04/2025	ITALIA STONE GROUP PTY LTD	BLN CEMETERY - DBK STONE FOR CEMETERY NICHE WALL	1,485.00
EFT30673	10/04/2025	INFIELD SERVICES PTY LTD	DB7324 - THOMSON BROOK BFB - INVESTIGATE & REPAIR VALVE FAULT, DB334 - ARGYLE BFB - REMOVE & REPLACE DAMAGED STEP	6,218.15
EFT30674	10/04/2025	SOUTH WEST ISUZU	ISUZU UTE	31,593.20
			DB137 - FERNDAL BFB - WHEEL ALIGNMENT	495.00
EFT30675	10/04/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	SHERP - MINN COTTS - REPLACE BENCHTOP	900.00
			COMMUNITY HOUSING - GENERAL MAINTENANCE & GARDENING	1,036.75
			MINOR BUILDING REPAIRS - BLN LIBRARY, EGAN PARK PUMP TRACK CLUBROOMS	698.50
EFT30676	10/04/2025	LESCHENAULT BIOSECURITY GROUP INC.	CONTROL ARUM LILY, ARUNDO GRASS, CLEAVERS, MONTELIAR BROOM & WATSONIA - PRESTON RIVER, TREVENA RD, PUGSLEY RD & BLN RACECOURSE RESERVE	2,586.56
EFT30677	10/04/2025	METAL ARTWORK BADGES	NAME BADGES	26.84
EFT30678	10/04/2025	MCDONALD FENCING	VC MITCHELL PARK - FENCING	15,823.50
EFT30679	10/04/2025	KATIE LOUISE MCINTYRE	REIMBURSE - BLACKBERRY CONTROL	2,810.48
EFT30680	10/04/2025	ROSS MARSHALL	REIMBURSE FLU VACCINE	39.95
EFT30681	10/04/2025	MONSTERBALL AMUSEMENTS	YOUTH WEEK EVENT - BUCKING BULL	990.00
EFT30682	10/04/2025	NATURALISTE TURF	VC MITCHELL - TURF RENOVATIONS, APPLICATION OF FERTILISERS & COMPOST	22,588.50
EFT30683	10/04/2025	NESPRESSO AUSTRALIA	COFFEE PODS	360.00
EFT30684	10/04/2025	PERKINS BUILDERS	VC MITCHELL - PROGRESS CLAIM 22	47,182.22
EFT30685	10/04/2025	PRESTON VALLEY MAINTENANCE	MINOR BUILDING MAINTENANCE - DBK REC CTR & APPLE FUN PARK	319.00
			VC MITCHELL - SHELTERS - INSTALLATION AND FIXINGS	1,039.50
EFT30686	10/04/2025	PFD FOOD SERVICE PTY LTD	DBK REC CTR - KIOSK STOCK	570.75

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30687	10/04/2025	PRO TIMBER SOLUTIONS	BROOKHAMPTON HALL - KILN DRY & MACHINE JARRAH ROUGH WEATHERBOARDS & CORNER TRIMS	4,604.06
EFT30688	10/04/2025	DANUTA MARIA PAXTON	REIMBURSE - BLACKBERRY CONTROL	303.10
EFT30689	10/04/2025	JOHN EDWARD PRITCHARD	REIMBURSE - BLACKBERRY CONTROL	485.49
EFT30690	10/04/2025	WREN OIL	DBK WASTE MANAGEMENT FACILITY - OIL WASTE DISPOSAL	341.00
EFT30691	10/04/2025	ROSE & CROWN HOTEL	ACCOMMODATION - RANGER - TRAINING	920.00
EFT30692	10/04/2025	RHYTHM CIVIL AND CONTRACTING	REPAIR DAMAGED GUARD RAIL AT BRIDGE 3629	1,342.00
EFT30693	10/04/2025	RAY TINK ROOFING	COMMUNITY CENTRE & INFANT HEALT CLINIC - ROOF COVER REPLACEMENT	11,000.00
EFT30694	10/04/2025	RJ STRUCTURAL PTY LTD	COMMUNITY CENTRE & INFANT HEALT CLINIC - ROOF TIE DOWN ENGINEERING DETAIL	451.00
EFT30695	10/04/2025	R & R SHEDS PTY LTD	REFUND OF BUILDING PERMIT FEE	274.20
EFT30696	10/04/2025	STEWART & HEATON CLOTHING CO. P/L	MUMBALLUP & KIRUP BFB - PPC	820.46
EFT30697	10/04/2025	ST JOHN AMBULANCE DONNYBROOK SUB CENTRE	PPE - SNAKE BITE KITS, OFF ROAD KITS	596.07
EFT30698	10/04/2025	SOUTHERN LOCK & SECURITY	W&S ADMIN, DBK ADMIN, DBK DEPOT, DBK SES & DBK REC CTR - ALARM MONITORING	745.00
EFT30699	10/04/2025	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS - MAR 25	857.11
EFT30700	10/04/2025	SURVCON PTY LTD	SOUTH WEST HWY DBK - FEATURE SURVEY - OLD TRANSIT PARK DBK	1,870.00
			SOUTHAMPTON RD - PEG OFF SET CENTRE LINE	1,677.50
EFT30701	10/04/2025	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SHREDDING BIN PICKUP	113.22
EFT30702	10/04/2025	SCOPE BUSINESS IMAGING	DBK SES - PREVENTATIVE SERVICE PLAN FOR PRINTER/COPIER	105.20
EFT30703	10/04/2025	SAPIO PTY LTD	APPLE FUN PARK - ADJUST ONSITE CCTV CAMERAS	832.15
EFT30704	10/04/2025	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILD CARE WORKER	869.05
EFT30705	10/04/2025	SUPAGAS	BLN & DBK HALLS - GAS FACILITY FEE - MAR 25	50.60
EFT30706	10/04/2025	FJ AND NM SHEEHAN AND SONS	REIMBURSE - BLACKBERRY CONTROL	628.78
EFT30707	10/04/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES - MAR 25	1,696.58
EFT30708	10/04/2025	TRUCKLINE	EQUALIZER BUSHES, SAFETY FLAGS & TRIANGLES	340.53
EFT30709	10/04/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	508.35

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30710	10/04/2025	TIMBER INSIGHT PTY LTD	WRIGHTS BRIDGE ROUTINE/PREVENTATIVE MAINTENANCE WORKS	22,053.59
EFT30711	10/04/2025	THE PRINT SHOP BUNBURY	WHEELIE BIN STICKERS	499.40
EFT30712	10/04/2025	THEATRE 180 INC	CREATIVE ROYALTY PAYMENT	432.00
EFT30713	10/04/2025	TELAIR PTY LTD	BLN BFB, DBK LIBRARY/SCHOOL, DBK DEPOT - NBN - MAR 25	287.00
EFT30714	10/04/2025	T & R CONTRACTING PTY LTD	BUSHFIRE - BULLDOZER, OPERATOR, FLOAT HIRE	2,117.50
EFT30715	10/04/2025	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	18.10
EFT30716	10/04/2025	VINCENT BULK ROAD HAULAGE PTY LTD	EXTRACTIVE INDUSTRY BOND	5,000.00
EFT30717	10/04/2025	SYNERGY	ELECTRICITY CHARGES	14,239.60
EFT30718	10/04/2025	VEOLIA ENVIRONMENTAL SERVICES	STREET SWEEPING - MAR 25	2,045.13
EFT30719	10/04/2025	YABBERUP COMMUNITY ASSOCIATION INC.	COMMUNITY GRANTS AND DONATIONS - 2024/25	2,000.00
EFT30720	10/04/2025	ABEL YEMANE	REFUND OF GYM MEMBERSHIP	192.70
EFT30720A	17/04/2025	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 16.04.25	162,203.61
EFT30720B	17/04/2025	AUSTRALIAN TAX OFFICE	PAYG PE: 16.04.25	46,347.00
EFT30721	24/04/2025	HARMONIC IT	MANAGED SERVICES AGREEMENT - APR 25	6,160.00
			MANAGED FORTANALYZER SITE LICENCE	385.00
			FORTISWITCH SWITCHES	14,038.20
EFT30722	24/04/2025	AMITY SIGNS	RURAL ROAD SIGN NUMBER	51.15
EFT30723	24/04/2025	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	119.14
EFT30724	24/04/2025	ALLENS TRAFFIC MANAGEMENT	GREENBUSHES GRIMWADE RD - TRAFFIC MANAGEMENT	20,344.50
			INS CLAIM - IRISHTOWN RD BRIDGE - TRAFFIC MANAGEMENT	6,155.60
EFT30725	24/04/2025	ABCO PRODUCTS PTY LTD	HAND TOWELS, TOILET TISSUE & BIN LINERS	5,528.94
EFT30726	24/04/2025	AGTRAC MACHINERY	MOWER - COOLANT, BLADE & COVER	402.18
EFT30727	24/04/2025	ALLEGIANCE SECURITY PERSONNEL	ALARM CALL OUTS	330.00
EFT30728	24/04/2025	BUNBURY MACHINERY	BLN OVAL - HIRE OF TURF CUTTER	200.00
EFT30729	24/04/2025	BUNNINGS GROUP LIMITED	PETROL WASHER WITH HOSE REEL	759.05
EFT30730	24/04/2025	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCITF LEVY COLLECTIONS	2,223.07

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30731	24/04/2025	WALTER JOHN BAILEY	MONTHLY COUNCILLOR ALLOWANCES - MAR 25	973.15
EFT30732	24/04/2025	BUNBURY & BUSSELTON AIR	DBK REC CTR - CHECK POOL HEATERS, PRESTON VILLAGE - CHECK 2 X AIR CONDITIONERS, PROVIDE REMOTE	622.65
EFT30733	24/04/2025	BANKS PEST AND WEED CONTROL	PEST TREATMENT - BROOKHAMPTON HALL & VC MITCHELL	814.00
EFT30734	24/04/2025	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - MAR 25	440.00
EFT30735	24/04/2025	BRIDGETOWN WILDLIFE RESCUE INCORPORATED	BOND REFUND	150.00
EFT30736	24/04/2025	BENNY MAYHEM	TWO WORKSHOPS & COMMUNITY CONCERTS	2,395.00
EFT30737	24/04/2025	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK STOCK	334.03
EFT30738	24/04/2025	CARBONE BROS. PTY LTD	CUNDINUP KIRUP ROAD UPGRADE - RFT 01-2425 - CLAIM 2	496,177.09
			BLN NANNUP RD - RFT 01-2425 - ROAD UPGRADE - CLAIM 01	286,595.19
EFT30739	24/04/2025	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	INS CLAIM - HIRE OF CRASH BARRIERS FOR IRISHTOWN BRIDGE CLOSURE	1,114.05
EFT30740	24/04/2025	CITY & REGIONAL FUELS	DB4384 PURCHASES ON FUEL CARD - MAR 25	81.29
			DB463 PURCHASES ON FUEL CARD - MAR 25	214.99
			DB15 PURCHASES ON FUEL CARD - MAR 25	513.39
			BULK FUEL - MAR 25	17,719.53
			DB5 PURCHASES ON FUEL CARD - MAR 25	393.29
			DB009 PURCHASES ON FUEL CARD - MAR 25	399.99
			DB2222 PURCHASES ON FUEL CARD - MAR 25	82.00
			DB8891 PURCHASES ON FUEL CARD - MAR 25	303.14
			DB8887 PURCHASES ON FUEL CARD - MAR 25	367.54
			DB8894 PURCHASES ON FUEL CARD - MAR 25	169.13
			DB8893 PURCHASES ON FUEL CARD - MAR 25	574.06
			DB252 PURCHASES ON FUEL CARD - MAR 25	406.67
EFT30741	24/04/2025	DUG CROSS ELECTRICS	MINOR ELECTRICAL REPAIRS - ADMIN, APPLE FUN PARK, EGAN PARK, APEX PARK TOILETS & PRESTON VILLAGE	1,730.00
EFT30742	24/04/2025	CLEANAWAY OPERATIONS PTY LTD.	BLN WTS - RECYCLING BIN TRANSFER/PROCESSING - MAR 25	833.36
EFT30743	24/04/2025	WESTERN AUSTRALIA POLICE	ESL - VOLUNTEER POLICE CHECKS - MAR 25	108.00
EFT30744	24/04/2025	CLEANAWAY	REFUSE COLLECTION - WASTE - MAR 25	42,244.58
			FOOD ORGANIC & GARDEN ORGANICS WASTE DISPOSAL TO LANDFILL - MAR 25	4,701.55
EFT30745	24/04/2025	CB TRAFFIC SOLUTIONS PTY LTD	TRAFFIC MANAGEMENT FOR LINE MARKING - P&R, CLIFFORD RD & HAMILTON ST	5,571.23
EFT30746	24/04/2025	CORSIGN WA	GREENBUSHES GRIMWADE & SOUTHAMPTON RDS - STEEL FLEX GUIDEPOSTS	9,900.00
EFT30747	24/04/2025	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, PARKS & GARDENS, RANGERS	136.46



REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30748	24/04/2025	CLEANAWAY PTY LTD	DBK WASTE MANAGEMENT FACILITY - WASTE PROCESSING - MAR 25	1,415.59
EFT30749	24/04/2025	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STN - CLEAR 4.5M & 9M GENERAL WASTE BINS - MAR 25	3,838.84
EFT30750	24/04/2025	CHG-MERIDIAN AUSTRALIA PTY LIMITED	W&S PRINTER, DBK REC CTR GYM EQUIPMENT-LEASE PAYMENTS	1,728.39
EFT30751	24/04/2025	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICAL X 2	330.00
EFT30752	24/04/2025	DONNYBROOK HARDWARE & GARDEN	HARDWARE SUPPLIES - BOLTS, WASHERS, SCREWS, KWIKSET, FERTILISER, BATTERIES, ANIMAL FOOD, RAKE, SCEPTERS, SAFETY HASP, CABLE TIES, SHARPNER & PONDMAX - MAR 25	512.00
EFT30753	24/04/2025	DONNYBROOK BUTCHERS	BROOK FEST - GROCERY SUPPLIES	92.25
EFT30754	24/04/2025	DONNYBROOK BRIDGESTONE TYRE SERVICE	SHIRE VEHICLES - NEW TYRES AND WHEEL ALIGNMENTS	2,340.00
EFT30755	24/04/2025	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - ELECTRICITY, BOOK STOCK, STATIONERY, CRAFT ITEMS	1,756.48
EFT30756	24/04/2025	DONNYBROOK FARM SERVICE	RETIC COMPONENTS, POOL CHEMICALS, CEMENT, WETTING AGENT, BATTERIES, HERBICIDE - MAR 25	1,709.62
EFT30757	24/04/2025	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY - BUILDING COMMISSION	BSL LEVY COLLECTIONS	5,739.70
EFT30758	24/04/2025	DONNYBROOK FAMILY DOCTORS	MEDICAL SERVICES	108.00
EFT30759	24/04/2025	CR ALEXIS LOUISE DAVY	MONTHLY COUNCILLOR ALLOWANCES - MAR 25	973.15
EFT30760	24/04/2025	ELECTSALES	DONNYBROOK LIONS CLUB - COOKER	841.50
EFT30761	24/04/2025	GJ FREIGHT	VC MITCHELL - CATERING EQUIPMENT - FREIGHT	861.30
			STREET BINS - FREIGHT	82.50
EFT30762	24/04/2025	CR LISA KATHLEEN GLOVER	MONTHLY COUNCILLOR ALLOWANCES - MAR 25	1,198.81
EFT30763	24/04/2025	GREENACRES TURF FARM	BLN OVAL -TURF	652.50
EFT30764	24/04/2025	PETER GEORGE GUBLER	MONTHLY COUNCILLOR ALLOWANCES - MAR 25	973.15
EFT30765	24/04/2025	MOORE AUSTRALIA (WA) PTY LTD	2025 WALGA TAX COUNCILL MEMBER & EMPLOYEE TAX OBLIGATION WORKSHOP	1,045.00
EFT30766	24/04/2025	HOST CORPORATION PTY LTD	VC MITCHELL - CATERING & CLEANING EQUIPMENT	682.39
EFT30767	24/04/2025	INTERFIRE AGENCIES PTY LTD	ARGYLE BFB - PPE	223.08
EFT30768	24/04/2025	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	ATTAIN COMPLIANCE SOFTWARE - SUBSCRIPTION	2,887.50

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30769	24/04/2025	JONNO'S HANDYMAN AND CARPENTRY SERVICES	COMMUNITY HOUSE - GENERAL MAINTENANCE & GARDENING	412.50
			MINOR BUILDING REPAIRS - INFANT HEALT CLINIC, EGAN PARK, AYRES GARDEN PUBLIC TOILETS	750.20
EFT30770	24/04/2025	LIVING SPRINGS WATER PTY LTD	BOTTLED WATER - APR 25	191.00
EFT30771	24/04/2025	LOWDEN BUSH FIRE BRIGADE - SECRETARY	LOWDEN BFB - BART SUBSCRIPTION	512.00
EFT30772	24/04/2025	LED SIGNS	DBK REC CTR - SERVICE CHARGE FOR LED SCOREBOARD	55.00
EFT30773	24/04/2025	CR ANITA MAREE LINDEMANN	MONTHLY COUNCILLOR ALLOWANCES - MAR 25	973.15
EFT30774	24/04/2025	LEHLEAN FIRE AND ENVIRONMENT PTY LTD	DBK WASTE MANAGEMENT - EMERGENCY MANAGEMENT PLAN - PROJECT COMMENCEMENT	4,554.00
EFT30775	24/04/2025	MALATESTA ROAD PAVING & HOTMIX	SOUTHAMPTON RD - EMULSION	720.00
EFT30776	24/04/2025	MCLEODS BARRISTERS & SOLICITORS	VC MITCHELL PARK COMMUNITY CLUB - PREPARATION OF MANAGEMENT AGREEMENT	445.28
			GOODS SHED - ASSIGNMENT OF LEASE LEGAL PREPARATIONS	2,091.76
EFT30777	24/04/2025	CR ANNE BEATRICE MITCHELL	MONTHLY COUNCILLOR ALLOWANCES - MAR 25	973.15
EFT30778	24/04/2025	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM LICENSE & EXCHANGE ONLINE - MAR 25	2,122.23
EFT30779	24/04/2025	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	DBK DEPOT - CONSUMABLES - FREIGHT	18.50
EFT30780	24/04/2025	CR VIVIENNE FRANCES MACCARTHY	MONTHLY COUNCILLOR ALLOWANCES - MAR 25, TRAVEL REIMBURSEMENT	1,189.33
EFT30781	24/04/2025	MONSTERBALL AMUSEMENTS	YOUTH WEEK EVENT - BUCKING BULL	990.00
EFT30782	24/04/2025	DONNYBROOK NETBALL ASSOCIATION	UMPIRE FEES - MIXED NETBALL COMPETITION	880.00
EFT30783	24/04/2025	NOLAN DRAFTING	SMITH PALMER TIMMS ST - ROAD UPGRADE - DESIGN	4,300.00
EFT30784	24/04/2025	OFFICEWORKS	STATIONERY SUPPLIES	276.66
EFT30785	24/04/2025	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT X 2 - DISPOSAL OF PROPERTY - LOADER	1,098.31
EFT30786	24/04/2025	OCEAN BEACH HOTEL	ACCOMMODATION - CEO - WALGA TRAINING	150.00
EFT30787	24/04/2025	BLACKWOODS	SUNDRY PLANT OTHER - JOINTING COMPOUND	51.82
EFT30788	24/04/2025	PRESTON PRESS	SHIRE CONNECT - APR 25	500.00
EFT30789	24/04/2025	PRESTON VALLEY MAINTENANCE	SOUTHWEST HWY VERGE - REPLACE & INSTALL NEW PAVERS - INSTALL FOOTINGS & BOLLARDS	836.00

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
			VC MITCHELL - SUPPLY & INSTALL WIRE CABLE, TURNBUCKLES, AND EYELETS TO PAVILION 1 BALUSTRADE	4,323.00
			VC MITCHELL - SUPPLY & INSTALL ECO DECKING, DOWN PIPE FLANGES, INSTALL KITCHEN & CANTEEN DRAWER UNITS & REMOVABLE KEYLOCK BOLLARDS	2,761.00
EFT30790	24/04/2025	PRESTON POWER EQUIPMENT	SUNDRY PLANT - NYLON LINE, SPRINGS & ROPE	171.00
			INS CLAIM - DBK DEPOT - SAW CART W.MOUNT	1,326.60
EFT30791	24/04/2025	PRIME INDUSTRIAL PRODUCTS	HOSE FITTINGS	138.82
EFT30792	24/04/2025	PROGRAMMED PROPERTY SERVICES	VC MITCHELL - PAVILION 1 - PAINTING OF WALLS	2,090.00
EFT30793	24/04/2025	PRACTICAL PRODUCTS PTY LTD	VC MITCHELL - GAS FRYER	4,984.82
			VC MITCHELL - FRYER COVER & DUAL FRYER JOINER	407.12
			VC MITCHELL - CHIP WARMER	1,084.34
EFT30794	24/04/2025	CR GRANT PATRICK	MONTHLY COUNCILLOR ALLOWANCES - MAR 25	973.15
EFT30795	24/04/2025	GRACE RECORDS MANAGEMENT	DESTRUCTION OF ARCHIVE BOXES	943.80
EFT30796	24/04/2025	TINA MARIE RALPH	YOUTH EVENT WEEK - BROOKFEST - GAMES HIRE	220.00
EFT30797	24/04/2025	REDFISH TECHNOLOGIES PTY LTD	SCREENS FOR COUNCIL CHAMBER	999.39
EFT30798	24/04/2025	REPCO - DONNYBROOK	FUNNEL, ROCKER SWITCH, FILTER OIL, ANTENNA, STEEL SEAL, BATTERY	121.74
EFT30799	24/04/2025	SPRINT EXPRESS	VEHICLE PARTS - FREIGHT	27.50
EFT30800	24/04/2025	RAY TINK ROOFING	COMMUNITY CENTRE & INFANT HEALT CLINIC - ROOF COVER REPLACEMENT	40,819.90
EFT30801	24/04/2025	SHIRE OF BRIDGETOWN-GREENBUSHES	BUSHFIRE MITIGATION CO-ORDINATOR CLAIM - JAN TO MAR 25	6,439.34
EFT30802	24/04/2025	STEWART & HEATON CLOTHING CO. P/L	ARGYLE / IRISHTOWN, LOWDEN BFB - PPE	1,834.56
EFT30803	24/04/2025	BUNBURY TRUCKS	ENGINE OIL FILTER	103.45
EFT30804	24/04/2025	SOUTH WEST SEPTICS	PUMP OUT SEPTIC TANKS - BLN VILLAGE GREEN, COMMUNITY CENTRE & OVAL	2,126.70
EFT30805	24/04/2025	SIGMA TELFORD GROUP	DBK REC CTR - POOL CHEMICAL TESTING TABLETS	1,142.35
EFT30806	24/04/2025	SMARTSHEET AUSTRALIA PTY LTD	SMARTSHEET ADDITIONAL LICENCES	4,512.88
EFT30807	24/04/2025	SOUTH WEST CLEANING	LANGLEY VILLAS - U2 - PRE TENANCY CLEAN	357.50
EFT30808	24/04/2025	SAPIO PTY LTD	CCTV MAINTENANCE PROPOSAL 2024-25	2,989.69
EFT30809	24/04/2025	CR DEANNA RUTH SHAND	MONTHLY COUNCILLOUR ALLOWANCES - MAR 25	973.15
EFT30810	24/04/2025	SHELLE'S FANCY FACE PAINTING AND ARTISTRY	YOUTH WEEK FESTIVAL - BROOK FEST - FACE PAINTING	300.00

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
EFT30811	24/04/2025	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES - MAR 25	820.63
EFT30812	24/04/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT - WATER SAMPLES, BFB PPE, TONER & TRAFFIC SIGNS	527.44
EFT30813	24/04/2025	TPG NETWORK PTY LTD	MONTHLY FAST FIBRE INTERNET	1,304.60
EFT30814	24/04/2025	T & R CONTRACTING PTY LTD	BUSH FIRE MITIGATION - FLOAT TRAILER & DOZER HIRE	7,122.50
EFT30815	24/04/2025	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	80.93
EFT30816	24/04/2025	EARTH 2 OCEAN COMMUNICATIONS	INSTALL RADIOS, INVESTIGATE REPEATER FAULT ON LOWDEN/GRIMWADE TOWER	1,779.07
EFT30817	24/04/2025	WATER CORPORATION - ACCOUNTS	WATER/SEWERAGE CHARGES	24,707.26
EFT30818	24/04/2025	SYNERGY	ELECTRICITY CHARGES	19,261.93
EFT30819	24/04/2025	VEOLIA ENVIRONMENTAL SERVICES	STREET SWEEPING - MAR 25	818.04
<b>TOTAL: EFT PAYMENTS</b>				<b>1,947,851.01</b>

CHEQUE PAYMENTS				
53826	30/04/2025	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO PLATES	400.00
<b>TOTAL: CHEQUE PAYMENTS</b>				<b>400.00</b>

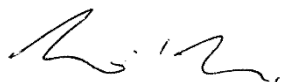
BANK FEES				
	30/04/2025	BENDIGO BANK	BANK FEES	643.49
	30/04/2025	COMMONWEALTH BANK	BANK FEES	221.69
	30/04/2025	TYRO BANK	BANK FEES	1,260.73
	30/04/2025	PAYPAL	TRANSACTION FEES	22.29
	30/04/2025	RMS PAY	TRANSACTION FEES	306.43
	30/04/2025	EZIDEBIT	TRANSACTION FEES	44.80
<b>TOTAL: BANK FEES</b>				<b>2,499.43</b>

DIRECT DEBITS				
DD28320.1	02/04/2025	SPECTRUM SUPER	EMPLOYEE SUPER DEDUCTIONS	34.19
DD28320.2	02/04/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	400.20
DD28320.3	02/04/2025	TATE SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	295.27
DD28320.4	02/04/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	82.99
DD28320.5	02/04/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	22,967.24
DD28320.6	02/04/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,712.84
DD28320.7	02/04/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	38.98

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
DD28320.8	02/04/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	941.55
DD28320.9	02/04/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	256.41
DD28320.10	02/04/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	991.85
DD28320.11	02/04/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	621.29
DD28320.12	02/04/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	295.27
DD28362.1	04/04/2025	RMS (AUST) PTY LTD	RMS CLOUD & SUPPORT - DONNYBROOK TRANSIT PARK	214.50
DD28364.1	16/04/2025	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	1,018.60
DD28365.1	16/04/2025	SPECTRUM SUPER	EMPLOYEE SUPER DEDUCTIONS	34.19
DD28365.2	16/04/2025	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	295.27
DD28365.3	16/04/2025	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	400.20
DD28365.4	16/04/2025	TATE SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	295.27
DD28365.5	16/04/2025	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,856.63
DD28365.6	16/04/2025	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,996.00
DD28365.7	16/04/2025	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	103.27
DD28365.8	16/04/2025	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,025.26
DD28365.9	16/04/2025	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	405.56
DD28365.10	16/04/2025	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	202.58
DD28365.11	16/04/2025	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	991.85
DD28365.12	16/04/2025	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	621.29
DD28388.1	24/04/2025	WA TREASURY CORPORATION	LOAN NO. 90 PRINCIPAL & INTEREST PAYMENT - SYNTHETIC GREENS	5,419.57
DD28388.1A	24/04/2025	WA TREASURY CORPORATION	LOAN NO. 93 PRINCIPAL & INTEREST PAYMENT - FIRE SUPPRESSION SYSTEM	15,786.98
TOTAL: DIRECT DEBITS				86,305.10
TOTAL: PAYMENTS FROM MUNICIPAL ACCOUNT				2,041,936.65

#### CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 28 May 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

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<b>COUNCIL RESOLUTION:</b>	90/05-25	
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b> Cr Peter Gubler

**That Council receive the schedule of accounts paid as detailed in the report for the period ending 30 April 2025.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by en-bloc resolution 78/05-25</b>

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## 9.2.2 Statement of Financial Activity report for the period ending 30<sup>th</sup> of April 2025

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### Report Details:

**Prepared by:** Manager Financial Services

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

**File Reference:** FNC 10/2

**Voting Requirement:** Simple Majority

### Attachment(s):

9.2.2(1) Statement of Financial Activity April 2025

### Executive Recommendation

**That Council receive the Statement of Financial Activity report for the period ending 30<sup>th</sup> of April 2025 as per Attachment 9.2.2(1).**

### Strategic Alignment

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

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

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

**Item:** Nil.

### Executive Summary

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance for the period ending 30<sup>th</sup> of April 2025.

### Background

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

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

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

At its Special Meeting of Council on 18<sup>th</sup> September 2024 Council adopted the following material variance reporting thresholds for the 2024/25 financial year:

*“A material variance for reporting of \$10,000, for 2024/2025, pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.”*

## Risk Management

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

## Financial Implications

### Budget

There are no financial implications relevant to this proposal.

### Long Term

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

## Policy Compliance

Nil.

## Statutory Compliance

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

## Consultation

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

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



## Officer Comment

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The April Financial Statements are compared to year-to-date expenditure and revenue against the 2024-25 Amended Budget.

### April 2025 Financial Analysis Summary

The issuing of rates for 2024/25 was completed in September 2024. Payment options were as follow:

- First instalment and due date for single full payment occurred 11th November 2024,
- Second rates instalment due date occurred 10<sup>th</sup> January 2025,
- Third rates instalment due occurred 11<sup>th</sup> March 2025, and
- Fourth and final instalment due date is 12<sup>th</sup> May 2025.

88.3% of the rates and service charges has been collected as of 30<sup>th</sup> April 2025, which is slightly lower than previous year due to the third instalment being a later date.

The Shire's surplus after imposition of rates was \$1,698,308, which is 226.14% higher than the year-to-date budgeted deficit of (\$1,346,326) at the end of April 2025.

Explanation of current material variances is included in Note 3 of the attached financial report, with additional commentary below noting the reason for variances in some main cost centres/work.

### Operating Activities

Revenue: The total inflow from revenue activities was \$11,887,643, which is on track with budget estimates. Key areas include:

- Fees and charges are slightly higher than budget estimates due to budget timing splits,
- Interest revenue is higher than budget estimates (permanent change), and
- Operating grants, subsidies and contributions are slightly greater than budget estimates due to timing of expenditure.

Expenditure: The total outflow from expenditure activities was \$16,634,487, which is 2.35% lower than budget estimates. Key areas include:

- Materials and contracts 9.52% lower than budget estimates due to budget timing splits, and
- Utility charges are 3.21% lower than budget estimates due to billing cycles.

### Investing Activities

Inflows: The total inflows from investing activities were \$3,470,553, which is \$135,267 (4.14%) below the YTD budget estimates. Key contributors include:

- Proceeds from capital grants, subsidies, and contributions: \$3,240,550 (4.01% below budget).

Outflows: The total outflows from investing activities were \$8,942,368, which is \$2,444,377 (21.47%) below the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment: \$6,591,154 (18.2% below budget), and
- Payments for construction of infrastructure: \$2,351,215 (29.37% below budget).

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<b>COUNCIL RESOLUTION:</b>	91/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b>	Cr Peter Gubler

**That Council receive the Statement of Financial Activity report for the period ending 30<sup>th</sup> of April 2025 as per Attachment 9.2.2(1).**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by en-bloc resolution 78/05-25</b>

### 9.2.3. Adoption of 2025/26 Fees and Charges

#### Report Details:

**Prepared by:** Senior Finance Officer

**Manager:** Manager Financial Services

**File Reference:** FNC 04/3

**Voting Requirement:** Absolute Majority

#### Attachment(s):

9.2.3(1) Draft 2025/26 Schedule of Fees and Charges

#### Executive Recommendation

##### That Council:

1. Adopt the 2025/26 Schedule of Fees and Charges; and
2. Notes that it will determines the kerbside waste collection services charges at the time of adoption of the 2025/26 Annual Budget.

#### Strategic Alignment

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

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

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

**Item:** Nil.

#### Executive Summary

Council is invited to consider and adopt the Schedule of Fees and Charges for 2025/26. Adopting the fees and charges ahead of the annual budget adoption will allow them to take effect earlier.

#### Background

Council adopts its schedule of fees and charges annually. The process for reviewing fees and charges commenced in March with relevant managers assessing the 2024/25 fees against the estimated costs of providing the service the subject of the fee. Via this process a generic increase of 5% to the majority of fees and charges (subject to appropriate rounding) was identified and is represented in the draft 2025/26 Schedule of Fees and Charges as per [Attachment 9.2.3\(1\)](#).

#### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Minor	Low (4)
Risk Description:	Delaying the adoption of fees and charges until budget adoption may have an impact on the Shire's forecast revenue for 2025/26.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	Non-compliance with the Local Government Act 1995.		
Mitigation:	That Council adopts the fees and charges in May, to allow for advertising period and to take effect 1 July 2025.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Inadequate stakeholder engagement can lead to perceptions of exclusion or disregard for community input.		
Mitigation:	Ensure transparency by effectively communicating the proposed 2025–26 fees and charges, including detailed explanations of any changes and the rationale behind them.		

### Financial Implications

The draft 2025/26 Annual Budget will contain several income streams that will be estimated using the Schedule of Fees & Charges.

In 2024/25 fees and charges accounted for 17.7% of operating revenue (which excludes capital grant income).

### Policy Compliance

- COMD/CP-3 – Community Engagement Framework

### Statutory Compliance

Under section 6.16 of the *Local Government Act 1995* a local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and charges are to be imposed when adopting the Annual Budget but may be imposed during a financial year and/or amended from time to time during a financial year (by absolute majority).

#### Local Government Act 1995

Section 6.16(1) and (2) states:

- (1) *A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*
- (2) *A fee or charge may be imposed for the following —*
  - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - (b) *supplying a service or carrying out work at the request of a person;*
  - (c) *subject to section 5.94, providing information from local government records;*
  - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
  - (e) *supplying goods;*

(f) *such other service as may be prescribed.*

Section 6.17(1) states:

*In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) the cost to the local government of providing the service or goods;*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

Section 6.19 states:

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

#### Waste Avoidance and Resource Recovery Act 2007

Sections 67 and 68 provide the power to levy Rubbish and Waste Charges.

### **Consultation**

Internal consultation was conducted with staff responsible for delivering various services as part of the preparation of the 2025/26 Fees and Charges, with a particular focus on the actual officer time required for certain services.

In setting the Shire's fees and charges for the upcoming period, consideration has been given to aligning these with the proposed changes to the Community Grants Policy. As part of this review, several fees have been identified for reduction or complete removal.

At the earliest opportunity, Officers will arrange for Local Public Notice to be issued to the community following the adoption of the 2025/26 Fees and Charges, notices will be published on the Shire's website, Shire's social media, Shire's E-connect, and Notice Boards.

### **Officer Comment**

Several new fees are proposed for introduction in 2025/26, and these are marked accordingly in the attached Schedule.

There are several non-regulatory fees proposed for an increase or decrease outside of the default 5% to more accurately reflect the actual cost of delivering the associated services. These are highlighted within the attached Schedule [Attachment 9.2.3\(1\)](#).

#### Statutory Fees and Audit Considerations

Fees such as development application fees, building fees, swimming pool inspection fees, and dog/cat registration fees—are regulatory, meaning Council does not have the discretion to set them above the limits established by applicable legislation. The regulatory fees listed in the Schedule reflect the rates current at the time of adoption and remain subject to change. Should legislative amendments change these fees during the year the revised fee automatically replaces the fee referenced in Council's Schedule of Fees & Charges without the need for Council to formally adopt the schedule. This is noted in the first page of the Schedule [Attachment 9.2.3\(1\)](#).

This was identified as an improvement in the recent Audit Reg 17, and Financial Management Review, currently being reviewed by staff.

#### Venue, Park, and Reserve Hire Fees

The hire fees for venues, parks, and reserves have been subject to a 20% increase. During the 2025/26 financial year, these spaces will become available for hire through an online booking platform (SpacetoCo), which will charge the Shire a commission on each transaction. The revised fees and charges reflect both the increased maintenance costs associated with these spaces and the recovery of commission fees.

Sporting clubs will continue to be charged an annual ground hire fee, which will be collected separately from the online booking platform. It is anticipated that club reserve hire will transition to the online booking platform in preparation for implementation in the 2026/27 Fees and Charges. Processes have been established for the 2025/26 financial year, enabling officers to capture more precise data on maintenance costs, service levels and reserve usage. This data will support the accurate alignment of fees for each venue in future budgets.

#### Streamlining and Reconfiguration of Hire Spaces

Venue hire fees have been streamlined and hire spaces have been reconfigured to facilitate a more seamless online booking experience. Officers have proposed the removal of concessions previously granted to regular users, replacing them with a 'Reduced Rate' for eligible users. Local; not for profit groups, community groups and sporting clubs will be encouraged to apply for the reduced rate listed in the Schedule [Attachment 9.2.3\(1\)](#).

#### Transitional Arrangements

Recognising the financial impact on those who previously benefited from the concession structure, and who are not eligible for the reduced rate as outlined above, a Phase-In Period Rate has been included in the Schedule. The Phase-In Rate will only be applied to bookings held within the period 1 July 2025 to 31 December 2025 and is only to be applied to hirers who benefited from the concession during 2024/25. New Hirers must pay the full Standard Rate.

#### Waste and Recycling Charges

Historically, the Shire has set its rubbish and recycling collection charges, and waste rate at the time of budget adoption. These items are imposed on a cost recovery basis and cannot be estimated until all income and expenditure estimates are finalised.

#### Effective Date and Adoption

The Schedule of Fees and Charges [Attachment 9.2.3\(1\)](#) outlines the fees that were applicable in 2024/25 alongside the recommended charges for 2025/26. Subject to Council adoption, the proposed 2025/26 fees and charges will take effect from 1 July 2025.

<b>COUNCIL RESOLUTION:</b> 92/05-25	
<b>MOVED BY:</b> Cr Anita Lindemann	<b>SECONDED BY:</b> Cr Vivienne MacCarthy

**That Council:**

1. **Adopt the 2025/26 Schedule of Fees and Charges; and**
2. **Notes that it will determines the kerbside waste collection services charges at the time of adoption of the 2025/26 Annual Budget.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by absolute majority vote</b>

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## 9.2.4 Appointment to the Warren Blackwood Alliance of Councils Climate Alliance Reference Group (CARG)

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### Report Details:

**Prepared by:** Administration Officer Corporate Services

**Manager:** Acting Manager Corporate Services

**File Reference:** CNL 16

**Voting Requirement:** Simple Majority

**Attachment(s):**

Nil.

### Executive Recommendation

1. **Note Councillor Lindemann's resignation from the Warren Blackwood Alliance of Councils Climate Alliance Reference Group; and**
2. **Appoint Cr \_\_\_\_\_ to the Warren Blackwood Alliance of Councils Climate Alliance Reference Group.**

### 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

The council is requested to appoint an Elected Member as a representative to the Warren Blackwood Alliance of Councils Climate Alliance Reference Group following the resignation of Councillor Lindemann.

### Background

At its Ordinary Council meeting held 22 November 2023 Council resolved the following:

**"COUNCIL RESOLUTION 139/23**

*That Council:*

1. *Appoint the following three Elected Members as Audit and Risk Management Committee members:*
  - Cr McCarthy
  - Cr Davy
  - Cr Bailey



2. *Appoint previous external member Ian Telfer to the Audit and Risk Management Committee as an external member for the December 2023 meeting.*
3. *Appoint the following four Elected Members as Development Assessment Panels (DAP) members:*
  - *Cr Lindemann*
  - *Cr Davy*
  - *Cr Glover \* Alternate Member*
  - *Cr Shand \* Alternate Member*
4. *Appoint the following two Elected Members as delegates to the South West Country Zone of WALGA:*
  - *Shire President Cr MacCarthy*
  - *Deputy Shire President Cr Lisa Glover \*Proxy*
5. *Appoint the following Elected Member as a Bush Fire Advisory Committee member:*
  - *Cr Patrick*
6. *Appoint the following two Elected Members as delegates to The Donnybrook School Community Resource Library Management Committee members:*
  - *Deputy Shire President Cr Glover*
  - *Cr MacCarthy*
7. *Appoint the following three Elected Members as delegates to the Warren Blackwood Alliance of Council members:*
  - *Shire President Cr MacCarthy*
  - *Cr Davy*
  - *Deputy Shire President Cr Glover \*Proxy*
8. *Appoint the following two Elected Members as Warren Blackwood Climate Change Impact Reference Group members:*
  - *Cr Lindemann*
  - *Cr Davy*
9. *Appoint the following Elected Member as a Local Emergency Management Committee (LEMC) member:*
  - *Shire President Cr MacCarthy*
10. *Appoint the following Elected Member as a Regional Road Group (RRG) member:*
  - *Cr Mitchell*

## Risk Management

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

## Financial Implications

Nil.

## Policy Compliance

Nil.

## Statutory Compliance

Nil.

## Consultation

An email was received from Councillor Lindemann outlining her resignation from the Warren Blackwood Alliance of Councils Climate Alliance Reference Group.

## Officer Comment

It's recommended that the Council appoints an Elected Member to the Warren Blackwood Alliance of Councils Climate Alliance Reference Group to ensure continued representation for the Shire.

<b>COUNCIL RESOLUTION:</b>	93/05-25		
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b>	Cr Deanna Shand

1. **Note Councillor Lindemann's resignation from the Warren Blackwood Alliance of Councils Climate Alliance Reference Group; and**
2. **Appoint Cr Lisa Glover to the Warren Blackwood Alliance of Councils Climate Alliance Reference Group.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

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### 9.2.5. Review of Council Representation

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#### Report Details:

**Prepared by:** Loren Clifford, Acting Director Finance and Corporate  
**Manager:** Loren Clifford, Acting Director Finance and Corporate  
**File Reference:** CNL 16 **Voting Requirement:** Absolute Majority  
**Attachment(s):**  
Nil.

#### Executive Recommendation

**That Council requests the Chief Executive Officer to commence the process to conduct a review of its system of representation.**

#### Strategic Alignment

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

- Outcome:** 11 - Strong, visionary leadership.
- Objective:** 11.1 - Provide strategically focused, open and accountable governance.
- Item:** 11.1.1 - Provide an annual review of key informing strategies to the Integrated Planning and Reporting Framework to inform the Annual Budget.

#### Executive Summary

In recent years, there have been significant reforms to the *Local Government Act 1995*, including changes to Councillor numbers based on population, which for the Shire of Donnybrook Balingup suggests reducing the number of Elected Members. This report recommends that Council initiate the process to review its system of representation. Any changes as a result will be scheduled for implementation at the 2027 Local Government Elections.

#### Background

The Minister for Local Government introduced reforms to the *Local Government Act 1995* (the Act) in 2023. As part of the reforms to strengthen democracy and increase community engagement, new requirements were introduced to provide for:

- the introduction of optional preferential voting;
- elector Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- the removal of wards for band 3 and 4 local governments.

Local governments will have a maximum and minimum number of council members based upon their population.

- local governments with a population of less than 5000 will have between 5 and 7 members.
- local governments with a population between 5000 and 75,000 members will have between 5 and 9 members.
- local governments with a population above 75,000 will have between 9 and 15 members.

Based on the three bands outlined below the Shire of Donnybrook Balingup should have between 5 and 9 Elected Members.

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

***"COUNCIL RESOLUTION 51/03-25***

*That Council:*

- 1. Request the Chief Executive Officer to investigate the process and timeline for the Shire of Donnybrook Balingup to reduce the number of Elected Members from nine to seven for the 2027 Elections and bring a report back to Council for consideration at its May Ordinary Council Meeting."*

The Department of Local Government, Sports and Cultural Industries (DLGSC) has advised that the Local Government Advisory Board (LGAB) requires valid representation proposals to have been received by 31 January to provide sufficient time to complete the administrative processes. Therefore, these changes could not be implemented before the 2025 local government election cycle.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Minor	Moderate (6)
Risk Description:	Business and Community Disruption: If the review process causes operational delays or community unrest.		
Mitigation:	<ul style="list-style-type: none"> <li>Implement a clear and proactive communication plan to keep the community informed and reduce uncertainty.</li> <li>Engage key stakeholders early to identify concerns and collaboratively address potential disruptions.</li> <li>Phase the review process strategically to minimise operational impacts and avoid peak community activity periods.</li> </ul>		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	<ul style="list-style-type: none"> <li>Failure to Fulfil Statutory, Regulatory or Compliance Requirements: Non-compliance with the Local Government Act or electoral regulations.</li> <li>Misconduct: If the process is perceived as biased or improperly influenced.</li> <li>Providing Inaccurate Advice/Information: Legal risk if incorrect information is shared with the public.</li> </ul>		
Mitigation:	<ul style="list-style-type: none"> <li>Ensure alignment with the Local Government Act and relevant regulations.</li> <li>Conduct legal reviews and compliance checks throughout the process.</li> <li>Ensure all public information is reviewed and fact-checked.</li> <li>Provide clear, consistent messaging across all platforms.</li> </ul>		
Risk:	Likelihood:	Consequence:	Risk Rating:

Reputational	Possible	Minor	Moderate (6)
Risk Description:	<ul style="list-style-type: none"> <li>Inadequate Engagement Practices: Poor communication or perceived bias could damage public trust.</li> <li>Community and Stakeholder Expectations: Failure to meet expectations could lead to reputational harm.</li> <li>External Influences: Media or political pressure could affect public perception.</li> </ul>		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Possible	Moderate	Moderate (9)
Risk Description:	<ul style="list-style-type: none"> <li>Inadequate Engagement Practices: Lack of genuine consultation could alienate community members.</li> <li>Community and Stakeholder Expectations: Diverse views must be acknowledged to avoid community division.</li> <li>Errors, Omissions and Delays: Mistakes in the process could reduce community confidence.</li> </ul>		
Mitigation:	<ul style="list-style-type: none"> <li>Develop a clear and inclusive community engagement strategy.</li> <li>Use diverse communication methods to reach all demographics.</li> <li>Publish consultation outcomes and demonstrate how feedback is used.</li> <li>Maintain transparency and document all decisions.</li> <li>Establish a media and communications protocol.</li> <li>Brief elected members regularly to ensure consistent messaging.</li> </ul>		

### Financial Implications

No budget amendment is required at this stage. Detailed financial implications will be presented upon preparation of the final report to the LGAB. If Council decides to review its system of representation, they will incur Advertising and community consultation.

### Policy Compliance

#### *Council Policy COMD/CP-3- Community Engagement Framework*

The community consultation should align with the Shire's approach to community engagement as outlined in the policy.

### Statutory Compliance

#### Local Government Act 1995

Sections 2.2, 2.3 and 2.18

The decision to review its system of representation requires an absolute majority resolution from the Council. This is because the resolution ultimately leads to a proposal under section 2.18(3) of the *Local Government Act 1995*.

#### *Schedule 2.2 — Provisions about names, wards and representation.*

The review process is governed by the following clauses under:

- *Clause 5. Local government may propose ward changes or make minor proposals,*
- *Clause 6. Local government with wards to review periodically,*

- *Clause 7. Reviews, and*
- *Clause 8. Matters to be considered in respect of wards.*

## Consultation

External community consultation engagement plan will include, giving public notices, social media campaigns, and a submission period of no less than six weeks, as per statutory requirements. It recommended that the timing of the consultation should consider the upcoming 2025 elections.

The purpose of the public notice is to inform the community that the Council intends to conduct a review the notice must also advise that submissions may be made to the local government six weeks from the date of the first notice.

## Officer Comment

While the resolution seeks to explore the reduction of Elected Members from nine to seven for the 2027 Elections, it is essential that the accompanying discussion paper and community consultation process remain impartial. The materials presented to the community must outline a range of governance structure options, ensuring that residents are fully informed and able to consider all viable alternatives. This approach will support a transparent and inclusive decision-making process that reflects the diverse views and interests of the Shire's community.

## Process and Timeline

To ensure the change is implemented in time for the October 2027 Local Government Elections, the following process and timeline is suggested:

Process	Timeline
1. The council formally resolves (by absolute majority) to undertake a review.	May 2025
2. The CEO undertakes an internal review of representation, including preparation of Discussion paper.	Mid–Late 2025
3. The 6-week public submission period opens.	Late 2025–Early 2026
4. Information is provided to the community, including an unbiased discussion paper which should include a number of options for consideration.	Late 2025–Early 2026
5. The public submission period closes.	Late 2025–Early 2026
6. Council considers all submissions and relevant factors and makes a formal decision on the preferred representation structure.	Late 2026
7. Council submits a comprehensive review report to the Advisory Board for its consideration.	Late 2026
8. The Advisory Board considers the council's review report, and if a change is proposed, a recommendation is submitted to the Minister for Local Government (the Minister).	Early 2027
9. The Minister either accepts or rejects the Advisory Board's recommendation.	Early 2027

Process	Timeline
10. Following completion of the required statutory paperwork by DLGSC, a final decision is made by the Governor in Executive Council.	Early 2027
11. The process is formally concluded by the publication of any changes in the Government Gazette.	Early 2027
12. Any approved changes will be in place for the next ordinary election where possible.	Early 2027

The above timeline ensures that Council has adequate opportunity to undertake meaningful community engagement while meeting statutory deadlines. The process also allows for LGAB consideration and Ministerial decision-making without risking delays that could defer the implementation beyond the 2027 elections.

#### Discussion Paper

A discussion paper will be prepared to present a range of unbiased alternatives to the current representation structure, ensuring that all options can be objectively considered by the community. The paper will not promote a preferred outcome but rather provide balanced information to support informed community feedback. It will include background context, a summary of the advantages and disadvantages of each option, an overview of the review process, the key factors to be considered, and a range of representation scenarios. The paper will also invite public submissions and encourage open and unrestricted community input to support a transparent and inclusive consultation process.

<b>COUNCIL RESOLUTION:</b> 94/05-25	
<b>MOVED BY:</b> Cr Deanna Shand	<b>SECONDED BY:</b> Cr Alexis Davy

**That Council requests the Chief Executive Officer to commence the process to conduct a review of its system of representation.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by absolute majority vote</b>

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## 9.2.6 Annual Review of the Long Term Financial Plan for the 15 year period 2025/26 – 2039/40

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### Report Details:

**Prepared by:** Manager Finance Projects

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

**File Reference:** FNC 10/2

**Voting Requirement:** Simple Majority

### Attachment(s):

9.2.6(1) Long Term Financial Plan 2025/26 – 2039/40

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### Executive Recommendation

#### That Council:

1. Receives the annual review of the Long Term Financial Plan 2025/26 – 2039/40; and
2. To address progress towards closing the financial sustainability gap, a rate increase of 10.0% be used in developing the 2025/26 Annual Budget with the following criteria:
  - 2.1. No greater than 5.00% of the rate increase to be allocated to meeting operational cost increases in 2025/26; and
  - 2.2. No less than 5.00% of the rate increase to be allocated to Cash Reserves in the 2025/26 Annual Budget to meet the future financial obligations of the Shire as identified in the Financial Informing Plans and Long Term Financial Plan.

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### 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.

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### Executive Summary

Council is requested to consider and receive the annual review of Council's Long Term Financial Plan for the 15 year period 2025/26 – 2039/40.

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### Background

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

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

- Strategic planning systems that did not deliver accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.



- Financial planning systems that failed to accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future.
- Asset management systems lacking the rigour of process and integrity of data to accurately reflect true asset management costs.
- General lack of a formal approach to workforce planning across the sector.

IFPR addresses these concerns with processes to:

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

As part of the IFPR, all local governments in Western Australia are required to plan for future of the district, comprising at a minimum of a Strategic Community Plan and Corporate Business Plan (now combined by the Shire under the Council Plan).

Supporting these plans are several informing documents required under Regulation 19DA (3)(c) of the *Local Government (Administration) Regulation 1996* which include:

- a. Workforce Plan.
- b. Asset Management Plans.
- c. Long Term Financial Plan.

The LTFP is particularly important in Local Government where there is responsibility for a significant amount of long-lived assets and substantial asset management responsibilities. There are long periods with modest levels of asset renewal requirements, and then other periods when very significant outlays are necessary.

This requires planning to ensure the necessary generation of revenue in a sustainable manner over time to ensure that there is capacity to finance peaks in asset management and other outlays when necessary.

The LTFP reflects changes in economic conditions and to ensure its alignment to the Shire's recently reviewed asset management plans and financial informing plans.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Major	Extreme (20)
Risk Description:	<p><u>Future Financial Sustainability</u></p> <p>Identifying necessary funding for Council services and the maintenance and renewal of assets is an essential part of the LTFP. Historical levels of financial allocations have not been sufficient to achieve this, which leaves the Shire with a material shortfall in funding. This position cannot be rectified quickly. The LTFP identifies necessary increases from own source funds into asset management reserves to ensure future identified works can be sustainably funded.</p> <p>If this does not occur, the Shire will be faced with future financial challenges. The LTFP enables Council to understand its future financial obligations beyond immediate budget considerations. The LTFP helps Council assess the need for early intervention to reduce future risks and associated future revenue raising requirements.</p>		
Mitigation:	<p>a) Rationalising assets to reduce future asset renewal obligations.</p> <p>b) Reducing existing service levels.</p> <p>c) Increasing cost recovery from user fees</p>		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	<p><u>Financial Forecasts used in the LTFP</u></p> <p>Although the LTFP is based upon the latest available information, it is a future projection and is therefore subject to risk. It cannot anticipate inherent risks such as unforeseen economic, political, environmental and market changes. On this basis should be considered as a guide for Council to assess the long-term financial sustainability.</p> <p>Consideration has been given to the economic drivers that will influence the estimated future cost of providing assets, facilities, and services for the period of the LTFP. This plan is set against future periods of economic uncertainty with the values reported representing estimated future prices and costs.</p>		
Mitigation:	<p>a) The LTFP and other financial informing plans will be reviewed every 12 months to reflect the prevailing economic conditions, together with changing community services and service levels.</p> <p>b) Assumptions of forward estimates used in preparing the LTFP are disclosed within the LTFP document.</p>		

## Financial Implications

It is recommended that Council endeavours to achieve identified sustainable asset funding levels through increases in the annual budget allocation to reserves. A material funding gap exists between the identified levels of transfer to reserves and the level currently funded in the annual budget.

Based on existing service standards to the community, the shire's current recurring revenue is materially below the level required to meet the identified future expenditure, (including future asset renewal obligations). Based on current knowledge, it is identified that approximately \$2.4m annually is required to be transferred to reserves on a sustainable basis. The 2024/25 budget provided for \$1.16m.



FIGURE 1

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
Transfer to Reserves - Recommended	1,894,937	2,040,281	2,170,501	2,281,491	2,378,111	2,365,240	2,448,899	2,483,530	2,535,023	2,504,996	2,332,634	2,371,168	2,411,063	2,392,897	2,400,860
Transfer to Reserves - Current Budget	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865	1,155,865
Reserve Funding Gap	(739,072)	(884,416)	(1,014,636)	(1,125,626)	(1,222,246)	(1,209,375)	(1,293,034)	(1,327,665)	(1,379,158)	(1,349,131)	(1,176,769)	(1,215,303)	(1,255,198)	(1,237,032)	(1,244,995)

TABLE 1

In addition to identified future reserve transfers, the Borrowings Plan identifies three new borrowings over the life of the LTFP to meet identified asset management/development requirements.

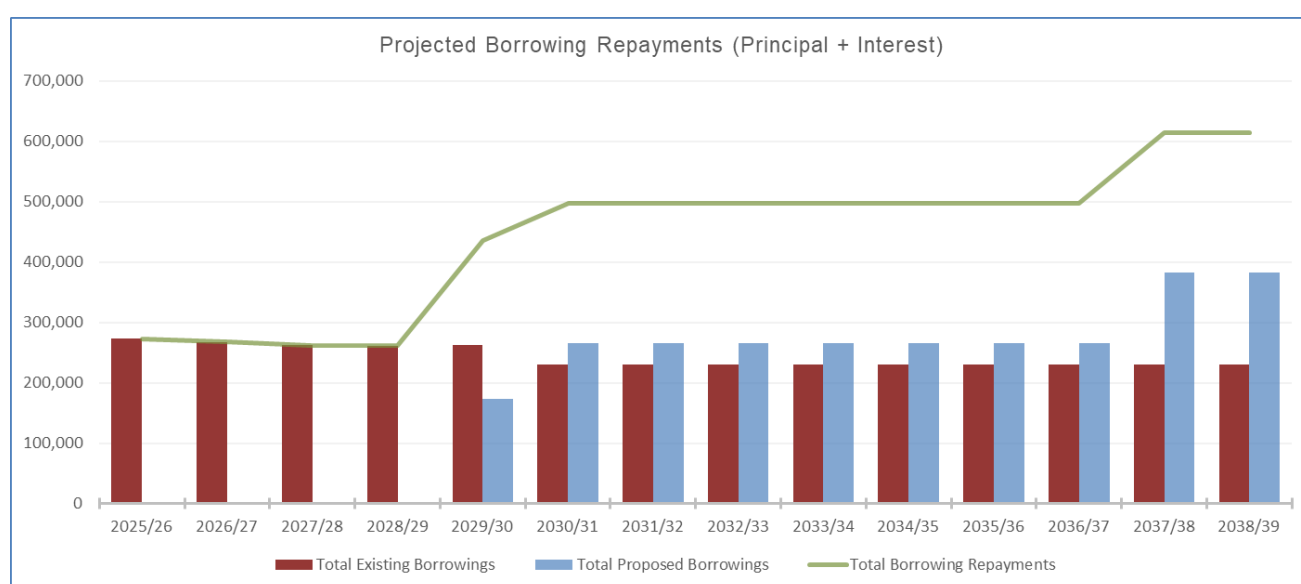


FIGURE 2

	Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
Transfer to Reserves	1,155,865	1,894,937	2,040,281	2,170,501	2,281,491	2,378,111	2,385,240	2,448,899	2,483,530	2,535,023	2,504,996	2,332,634	2,371,168	2,411,063	2,392,897	2,400,860
Borrowing Repayments																
Borrowing Repayments (net of SSs)	279,668	262,311	262,311	262,311	261,831	434,999	403,425	496,550	496,550	496,550	496,550	496,550	496,550	613,873	613,873	613,873
Total Borrowings	279,668	262,311	262,311	262,311	261,831	434,999	403,425	496,550	496,550	496,550	496,550	496,550	496,550	613,873	613,873	613,873
Total	1,435,533	2,157,248	2,302,592	2,432,812	2,543,322	2,813,111	2,788,665	2,945,449	2,980,080	3,031,573	3,001,546	2,829,184	2,867,718	3,024,936	3,006,770	3,014,734
Change from previous year		721,715	145,345	130,219	119,511	269,788	(44,446)	176,784	34,631	51,493	(30,027)	(172,362)	38,534	157,218	(18,166)	7,963

TABLE 2

The identified long term sustainable annual transfer to reserves and future annual borrowings repayments are estimated at a level of circa \$3m annually.

The 2024/25 budget funded a combined amount of \$1.4m.

Based on the stated assumptions, objectives, known revenue sources and future expenditure, the LTFP identifies that existing rating yield is approximately 17% below sustainable levels for 2025/26.

Rates has been used as the metric to measure the sustainable funding gap. The identified rate yields can be mitigated with measures such as (but not limited to).

- Rationalising assets to reduce future asset renewal obligations.
- Reducing existing service levels.
- Increasing cost recovery from user fees.
- Continued efforts to source grants and contributions for capital projects.

The LTFP comprises underlying assumptions and forecast estimates. These do not commit the Shire to the financial details of the LTFP rather it is intended to act as a guide towards structurally steering the Annual Budget towards the financially sustainable foundation necessary to meet identified community service levels and future obligations of the Shire.

## Policy Compliance

Nil.

## Statutory Compliance

### Local Government Act 1995

S5.56(1) requires local governments produce a plan for the future. Regulation 19DA (3)(c) of the *Local Government (Administration) Regulation 1996* further requires the development of supporting plans which include:

- Workforce Plan.
- Asset Management Plans.
- Long Term Financial Plan.

## Consultation

A presentation and discussion of the 2025/26 LTFP review was held with Executive staff, and Elected Members at its Council workshop held on 7 May 2025.

## Officer Comment

The LTFP is a planning tool to project a financially sustainable course to meet the Shire's future objectives and obligations. It presents a financial analysis of strategic objectives and goals set out in the IFPR documents over a 15-year period and has not been designed to have either a pessimistic or optimistic bias.

This LTFP forecasts the operating and capital requirements of the Shire over the next 15 years. It enhances the transparency and responsibility of the Shire towards the community by articulating the future sustainable financial requirements necessary for delivering desired community service levels while also meeting future obligations.

The LTFP identifies that the budget does not structurally support and reflect the real cost of the Shire's long term financial obligations, particularly towards meeting asset future asset renewal obligations. This is not a recent issue, however development of the Shire's IFPR framework is providing increasingly improved information to enable better informed decision making relating to financial sustainability.

<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b>	Cr Alexis Davy
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## That Council:

- 1. Receives the annual review of the Long Term Financial Plan 2025/26 – 2039/40; and**
- 2. To address progress towards closing the financial sustainability gap, a rate increase of 10.0% be used in developing the 2025/26 Annual Budget with the following criteria:**
  - 2.1. No greater than 5.00% of the rate increase to be allocated to meeting operational cost increases in 2025/26; and**
  - 2.2. No less than 5.00% of the rate increase to be allocated to Cash Reserves in the 2025/26 Annual Budget to meet the future financial obligations of the Shire as identified in the Financial Informing Plans and Long Term Financial Plan.**

**Cr Mitchell moved the following amendment to the original motion:**

<b>COUNCIL RESOLUTION:</b> 95/05-25		
<b>MOVED BY:</b>	Cr Anne Mitchell	<b>SECONDED BY:</b> Cr Deanna Shand

**That Council:**

1. **Receives the annual review of the Long Term Financial Plan 2025/26 – 2039/40; and**
2. **To address progress towards closing the financial sustainability gap, a rate increase of 8.0% be used in developing the 2025/26 Annual Budget with the following criteria:**
  - 2.1. **No greater than 4.00% of the rate increase to be allocated to meeting operational cost increases in 2025/26; and**
  - 2.2. **No less than 4.00% of the rate increase to be allocated to Cash Reserves in the 2025/26 Annual Budget to meet the future financial obligations of the Shire as identified in the Financial Informing Plans and Long Term Financial Plan.**

<b>For:</b> Cr Bailey, Cr Gubler, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Cr MacCarthy, Cr Davy, Cr Lindemann,
<b>Carried: 5/3</b>

**The substantive motion as amended was put to the meeting:**

<b>COUNCIL RESOLUTION:</b> 96/05-25		
<b>MOVED BY:</b>	Cr Deanna Shand	<b>SECONDED BY:</b> Cr Anne Mitchell

**That Council:**

1. **Receives the annual review of the Long Term Financial Plan 2025/26 – 2039/40; and**
2. **To address progress towards closing the financial sustainability gap, a rate increase of 8.0% be used in developing the 2025/26 Annual Budget with the following criteria:**
  - 2.1. **No greater than 4.00% of the rate increase to be allocated to meeting operational cost increases in 2025/26; and**
  - 2.2. **No less than 4.00% of the rate increase to be allocated to Cash Reserves in the 2025/26 Annual Budget to meet the future financial obligations of the Shire as identified in the Financial Informing Plans and Long Term Financial Plan.**

<b>For:</b> Cr Bailey, Cr Gubler, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Cr MacCarthy, Cr Davy, Cr Lindemann
<b>Carried: 5/3</b>

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### 9.2.7 Appointment of Committee Presiding Member and Deputy Presiding Member

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#### Report Details:

**Prepared by:** Acting Manager Corporate Services  
**Manager:** Loren Clifford, Acting Director Finance and Corporate  
**File Reference:** CNL 28; CNL 06/3      **Voting Requirement:** Absolute Majority  
**Attachment(s):**  
Nil.

#### Executive Recommendation

##### That Council:

1. **Appoint, by absolute majority, President MacCarthy as the Presiding Member of the Audit and Risk Management Committee; and**
2. **Appoint, by absolute majority, Councillor Patrick as the Presiding Member and President MacCarthy as the Deputy Presiding Member, of the Chief Executive Officer Recruitment and Performance Review Committee.**

#### Strategic Alignment

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

**Outcome:** 11 - Strong, visionary leadership.  
**Objective:** 11.1 - Provide strategically focused, open and accountable governance.

**Outcome:** 12 - A well respected, professionally run organisation.  
**Objective:** 12.1 - Deliver effective and efficient operations and service provision.

#### Executive Summary

Recent amendments to the *Local Government Act 1995* (the Act) require Local Governments to appoint a Presiding Member, and optionally appoint a Deputy Presiding Member, to Committees established under section 5.8 of the Act. Appointments require an absolute majority decision from the Council by no later than 1 July 2025.

The council is requested to consider appointments to the Shire's Audit and Risk Management Committee (ARMC) and Chief Executive Officer Recruitment and Performance Review Committee (CRPRC) to meet legislative requirements.

#### Background

State legislative reforms proclaimed during 2024 amended the Act. The changes require Local Governments to obtain a formal Council decision, by absolute majority, to appoint a Presiding Member, and optionally appoint a Deputy Presiding Member, to Committees by no later than 1 July 2025. This requirement applies to current Audit Committees and any other Committee established under s.5.8 of the Act. The relevant Committees for the Shire are the ARMC and the CRPRC.

The amended provisions to the Act also mean that Committees that are re-established following the 2025 Local Government Elections, as well as any new Committees, will no longer elect their Presiding Member and Deputy Presiding Member. Council is instead required to appoint, by absolute majority, these positions for each committee, which may occur at the time Council appoints the Committee Membership.

The role of Presiding Member of a Committee of a Local Government is to enable the organised and efficient conduct of the Committee's business, including to ensure that the rules and procedures are upheld in a fair and consistent manner. The Deputy Presiding Member's role is to support the Presiding Member in the execution of their duties, as well as to undertake the Presiding Member's role should they be absent.

#### Audit and Risk Management Committee (ARMC)

The ARMC is established pursuant to the Act and *Local Government (Audit) Regulations 1996*. The ARMC currently comprises three (3) Elected Members, being President MacCarthy, Councillor Bailey and Councillor Davy; and two (2) external members, being Mr Ian Telfer and Mr Angelo Logiudice.

At the ARMC meeting held on 20 December 2023, President MacCarthy nominated and was confirmed as the Presiding Member of the Committee for a two (2) year term, until the next Local Government Elections in 2025. This term was valid until the recent Committee appointment amendments to the Act. As detailed in the meeting Minutes, no nominations were received for Deputy Presiding Member, with Committee members present indicating that an appointment was unnecessary at that time. This position is currently vacant.

Further reforms replacing Local Government 'Audit Committees' with 'Audit, Risk and Improvement Committees' have not yet taken effect. There is no current requirement to appoint an independent person as the Presiding Member of an Audit Committee.

#### Chief Executive Officer Recruitment and Performance Review Committee (CRPRC)

The CRPRC is established pursuant to the Act. The CRPRC currently comprises all nine (9) Elected Members, with no external members.

At the CRPRC meeting held on 28 February 2024, Councillor Patrick nominated and was confirmed via vote as the Presiding Member of the Committee. President MacCarthy nominated and was confirmed via vote as the Deputy Presiding Member of the Committee. Prior to the recent changes to appointments in the Act, these positions were for a two (2) year term, valid until the next Local Government Elections in 2025.



## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	Non-compliance with legislation due to failure to appoint Committee Presiding Member, and optional Deputy Presiding Member, by the due date in accordance with the Act.		
Mitigation:	Resolve the Committee appointments as per the Executive Recommendation to this report.		

## Financial Implications

Nil.

## Policy Compliance

Nil.

## Statutory Compliance

*Local Government Act 1995*; and  
*Local Government (Audit) Regulations 1996*.

## Consultation

Guidance and information have been received from the Department of Local Government and Western Australian Local Government Association (WALGA) in regards to legislative changes to the *Local Government Act 1995* and the resultant implications for Local Governments. The Shire's Chief Executive Officer has discussed the Committee Presiding Member and Deputy Presiding Member appointments with Councillors at its workshop on 7 May 2024.

## Officer Comment

When Committees of Council, including the ARMC and the CRPRC, are re-established following the 2025 Local Government Elections in October, a report will be presented to Council to consider Committee Presiding Member and Deputy Presiding Member appointments in accordance with the new legislative requirements.

Given the timeframe to the upcoming election, it is recommended that Council appoint the Presiding Member and Deputy Presiding Member to the ARMC and CRPRC as per the current appointments to these positions on the respective Committees. These appointments are reflected in the Executive Recommendation to this report.

The ARMC Charter and CRPRC Terms of Reference will be updated to reflect the new requirements and presented to Council for consideration as part of the Shire's process following the 2025 Local Government Elections.

<b>COUNCIL RESOLUTION:</b> 97/05-25		
<b>MOVED BY:</b>	Cr Alexis Davy	<b>SECONDED BY:</b> Cr Anita Lindemann

**That Council:**

1. **Appoint, by absolute majority, President MacCarthy as the Presiding Member of the Audit and Risk Management Committee; and**
2. **Appoint, by absolute majority, Councillor Patrick as the Presiding Member and President MacCarthy as the Deputy Presiding Member, of the Chief Executive Officer Recruitment and Performance Review Committee.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0 by absolute majority vote</b>

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## 9.2.8 Council Policy Review - COMD/CP -1 -Community Grants and Donations

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### Report Details:

**Prepared by:** Loren Clifford, Acting Director Finance and Corporate

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

**File Reference:** ADM 11/4

**Voting Requirement:** Absolute Majority

### Attachment(s):

9.2.8(1) Current policy COMD/CP-1- Community Grants and Donations with tracked changes

9.2.8(2) Draft policy - COMD/CP-1- Community Grants and Donations

### Executive Recommendation

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#### That Council:

**1. Adopts the COMD/CP-1- Community Grants and Donations as amended** Attachment 9.2.8(2).

### 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:** 11.1.1 - Provide an annual review of key informing strategies to the Integrated Planning and Reporting Framework to inform the Annual Budget.

### Executive Summary

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Council is requested to adopt the amended Council Policy COMD/CP-1- Community Grants and Donations as per Attachment 9.2.8(2), in line with recent reform changes and workshop discussions.

### Background

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Council first adopted a Community Grant Funding Scheme at Ordinary Council meeting held 26 April 2016, with further amendments made in 2020, as outlined below.

At its Ordinary Council meeting held 28 October 2020 Council resolved the following:

#### *"COUNCIL RESOLUTION 150/20*

*That Council:*

- 1. Adopt the amended Community Grants Funding Scheme (CGFS) policy as attached, and which:*
  - a. Introduces an annual funding allocation to the scheme tied at 2.5% of rates;*
  - b. Renames the Budget/Recurrent funding category to Service Level Agreements to enable three-year funding agreements to be created; and*
  - c. Changes the funding process timeline to position the major grant round to be implemented in August to September of each financial year.*

2. Consider in the 2021/22 draft budget an allocation of up to \$100,000 (or a phased implementation approach over successive financial years) to support a proposed Interest Free Loans to Clubs and Organisations policy. “

At its Ordinary Council meeting held 28 August 2024 Council resolved the following:

**“COUNCIL RESOLUTION 146/08-24**

*That Council:*

1. Adopts the draft Council policy COMD/CP-1- Community Grants and Donations (Attachment 9.3.1(1)), subject to amendments to remove any reference to a Reference Group and to ensure that SLA and community grant funding applications are reviewed and assessed by the Council via a Council workshop.
2. Determines to allocate \$128,000 in the 2024/2025 budget for community grants as follows:
  - 2.1 \$97,000 Service Level Agreements
  - 2.2 \$22,000 Community Grants
  - 2.3 \$4,000 Facility Hire Donations
  - 2.4 \$2,500 Minor Donations
  - 2.5 \$2,500 Community Rubbish Collection Service
3. Directs the Chief Executive Officer to advertise the 2024/2025 Community Grants Program, calling for applications from interested community groups/organisations for grants up to a maximum of \$2,000. The application period is to be a minimum of 5 weeks.”

### Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Insignificant	Low (4)
Risk Description:	Misalignment with Community Expectations		
Mitigation:	Provide clear communication to the community on the changes made to the policy and reasons behind these changes.		

### Financial Implications

If the Council adopts Council Policy COMD/CP-1- Community Grants and Donations ([Attachment 9.2.8\(2\)](#)), the required budget allocation for Community Grants and Donations for 2025/2026 will be \$89,500.

Description	2024/2025 Budget	2025/2026 Budget
Community Grants (up to \$2,000 per grant)	\$ 22,000	\$ 12,000
Event in-kind Support	\$ 18,000	\$ 0
Shire Support Initiative	\$ 0	\$ 35,500
Facility Hire Donations	\$ 4,000	\$ 0
Community Rubbish Collection Service	\$ 2,500	\$ 0
Minor Donations (up to \$350 per donation)	\$ 2,500	\$ 2,500
Service Level Agreements	\$ 79,000	\$ 39,500
<b>Total Budget Allocation</b>	<b>\$ 128,000</b>	<b>\$ 89,500</b>

### Policy Compliance

Clause 4.10 of the Council policy *EXE/CP-8 Policy Framework* provides direction on when further policy amendments shall be made. The amendments to COMD/CP – Community Grants and Donations are a response to clarity and consistency in decision making as well as improved efficiency and effectiveness surrounding the budget process.

### Statutory Compliance

#### Local Government Act 1995

The Executive Recommendation is for Council to approve the allocations in 2025/2026 for its community grants and donations ahead of adoption of the 2025/2026 budget. This will allow recipients of grants to plan for their funded activities in 2025/2026 without the uncertainty of having to wait for adoption of the budget.

As the expenditure is being approved by Council ahead of adoption of the budget it is classified as unbudgeted expenditure in accordance with section 6.8 of the *Local Government Act 1995*.

### Consultation

Councillor workshops were held with Elected Members and relevant staff to discuss the policy direction and funding allocations. In addition, affected community groups currently receiving Service Level Agreement (SLA) funding were engaged as part of the transition process, ensuring they were informed of the changes and provided with an opportunity to discuss future support options under the revised policy framework.

### Officer Comment

The updated Community Grants and Donations Policy [Attachment 9.2.8\(2\)](#) now formally includes Shire Support Initiatives (SSI) as a defined category. While this form of in-kind support such as fee waivers, event services, and logistical assistance has been provided historically, its inclusion in the policy is not a new practice but rather a formal recognition of existing support mechanisms.

This change is intended to:

- Enhance transparency by clearly accounting for the value and scope of non-financial support provided by the Shire; and
- Promote equity by ensuring all community groups have fair and consistent access to these resources; and
- Support service reviews by enabling better tracking and evaluation of the Shire's contributions to community development.

By formally documenting and tracking the SSI, the Shire strengthens its commitment to inclusive community engagement and responsible governance.

In determining the total funding allocation for community grants, donations, and in-kind support, Council considered a range of factors, including the anticipated community benefit, alignment with the Shire's strategic objectives, and the need to support inclusive and high-impact initiatives. Consideration was also given to the eligibility and capacity of applicants, as well as the strength of proposals—particularly those demonstrating innovation, collaboration, or a financial or in-kind contribution.

These matters were discussed by Council across several workshops, with a strong emphasis on transparency, equity, and accountability. The inclusion of Shire Support Initiatives (SSI) in the policy formalises long-standing in-kind support practices to ensure consistency and fairness. Council also resolved to phase out Service Level Agreements (SLAs), which will not be offered beyond the 2025–2026 financial year. This transition reflects a shift towards more flexible and responsive funding models and will support improved service planning and a clearer understanding of the Shire's overall community investment. Organisations currently receiving SLA funding will be notified and supported through this transition, with future opportunities available through the Community Grants Program and SSI.

The policy has been amended to reflect that applications which support climate change initiatives or promote Wastewise practices will be viewed more favourably than those that do not.

<b>MOVED BY:</b>	Cr Alexis Davy	<b>SECONDED BY:</b>	Cr Anita Lindemann
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**That Council:**

- 1. Adopts the COMD/CP-1- Community Grants and Donations as presented in Attachment 9.2.8(2) with the following amendments:**
  - 1.1. CI 4.2.2 Annual Community Grants (CG) - \$22,000; and**
  - 1.2. CI 4.2.4 Shire Support Initiatives (SSI) - \$25,500.**

**Cr Mitchell moved the following amendment to the original motion:**

**That Council:**

- 1. Adopts the COMD/CP-1- Community Grants and Donations as presented in Attachment 9.2.8(2) with the following amendments:**
  - 1.1. Council will determine an annual funding allocation for the provision of Service Level Agreements, Community Grants, Minor Cash Donations and Shire Support initiatives. The total Annual Budget allocation will be up to \$31,000. This amount is subject to an annual review.**
  - 1.2. CI 4.2.1 Service Level Agreements (SLA) - \$10,000; and**
  - ~~1.3. CI 4.2.2 Annual Community Grants (CG) - \$12,000; and~~**
  - 1.4. CI 4.2.3 Minor Cash Donations - \$1,000; and**
  - 1.5. CI 4.2.4 Shire Support Initiatives (SSI) - \$20,000.**
- 2. Noting that the \$15,000 reduction to the SSI will be moved to own source road contribution.**

**The amended motion was lost for the want of a seconder.**

**Cr Glover moved the following amendment to the original motion:**

<b>COUNCIL RESOLUTION:</b>	98/05-25		
<b>MOVED BY:</b>	Cr Lisa Glover	<b>SECONDED BY:</b>	Cr Deanna Shand

**That Council:**

1. **Adopts the COMD/CP-1- Community Grants and Donations as presented in Attachment 9.2.8(2) with the following amendments:**
  - 1.1. **CI 4.2.1 Service Level Agreements (SLA) - \$20,000; and**
  - 1.2. **CI 4.2.2 Annual Community Grants (CG) - \$32,000; and**
  - 1.3. **CI 4.2.4 Shire Support Initiatives (SSI) - \$35,000.**

<b>For:</b> Cr Bailey, Cr Gubler, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Cr MacCarthy, Cr Davy, Cr Lindemann,
<b>Carried: 5/3 by absolute majority vote</b>

**Cr MacCarthy moved the following amendment to the substantive motion as amended:**

<b>MOVED BY:</b>	Cr Vivienne MacCarthy	<b>SECONDED BY:</b>	Cr Alexis Davy
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1. **Adopts the COMD/CP-1- Community Grants and Donations as presented in Attachment 9.2.8(2) with the following amendments:**
  - 1.1. **CI 4.1 Council will determine an annual funding allocation for the provision of service level agreements, community grants, minor cash donations and Shire support initiatives. The total annual budget allocation will be up to \$99,500. This amount is subject to an annual review.**
  - 1.2. **CI 4.2.1 Service Level Agreements (SLA) - \$39,500; and**
  - 1.3. **CI 4.2.2 Annual Community Grants (CG) - \$22,000; and**
  - 1.4. **CI 4.2.4 Shire Support Initiatives (SSI) - \$35,500.**

<b>For:</b> Cr MacCarthy, Cr Davy, Cr Lindemann,
<b>Against:</b> Cr Bailey, Cr Gubler, Cr Mitchell, Cr Glover, Cr Shand
<b>Lost:3/5 by absolute majority vote</b>



**The substantive motion as amended was put to the meeting:**

<b>COUNCIL RESOLUTION:</b> 99/05-25		
<b>MOVED BY:</b>	Cr Lisa Glover	<b>SECONDED BY:</b> Cr Deanna Shand

**That Council:**

- 1. Adopts the COMD/CP-1- Community Grants and Donations as presented in Attachment 9.2.8(2) with the following amendments:**
  - 1.1. CI 4.2.1 Service Level Agreements (SLA) - \$20,000; and**
  - 1.2. CI 4.2.2 Annual Community Grants (CG) - \$32,000; and**
  - 1.3. CI 4.2.4 Shire Support Initiatives (SSI) - \$35,000.**

<b>For:</b> Cr Bailey, Cr Gubler, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Cr MacCarthy, Cr Davy, Cr Lindemann
<b>Carried: 5/3 by absolute majority vote</b>

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### 9.2.9 Council Policy Review - EM/CP – Elected Members Allowances and Entitlements

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#### Report Details:

**Prepared by:** Loren Clifford, Acting Director Finance and Corporate

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

**File Reference:** CNL 11/4

**Voting Requirement:** Absolute Majority

#### Attachment(s):

9.2.9(1) Current policy - EM/CP – Elected Members Allowances and Entitlements with tracked changes

9.2.9(2) Draft policy - EM/CP – Elected Members Allowances and Entitlements

#### Executive Recommendation

**That Council adopts Council Policy EM/CP – Elected Members Allowances and Entitlements as amended** (Attachment 9.2.9(2)).

#### Strategic Alignment

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

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

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

**Item:** 11.1.1 - Provide an annual review of key informing strategies to the Integrated Planning and Reporting Framework to inform the Annual Budget.

#### Executive Summary

Council is requested to adopt the amended Council Policy EM/CP – Elected Members Allowances and Entitlements as per [Attachment 9.2.9\(2\)](#), in line with recent reform changes and workshop discussions.

#### Background

Council Policy EM/CP – Elected Members Allowances and Entitlements has been reviewed twice since its initial adoption in June 2019. The most recent review was in September 2024 made amendments to the payment frequency.

The Salaries and Allowances Tribunal issued its latest determination on 4 April 2025, pursuant to sections 7A and 7B of the *Salaries and Allowances Act 1975*. This determination outlines the remuneration, fees, allowances, and reimbursements applicable to Local Government Chief Executive Officers (CEOs) and Elected Council Members across Western Australia.

The Tribunal continues to apply a four-band model to classify local governments. This model considers both measurable and non-measurable factors such as population, budget size, and service complexity. Band classifications are reviewed only when a local government demonstrates a substantial and sustained change in scope or function.

#### Meeting Attendance Fees

Minimum and maximum fees are prescribed for attendance at council and committee meetings.

### Annual Allowances

Presidents, and their Deputies may receive annual allowances in addition to meeting fees. Minimum and maximum fees are prescribed as per the determination.

### Reimbursements and Allowances

Provisions are made for reimbursement of expenses and optional annual allowances in lieu of reimbursement.

### Superannuation Contributions

In line with legislative changes, the determination reflects the upcoming requirement for Band 1 and 2 local governments to provide superannuation contributions to Elected Members from 19 October 2025. Band 3 and 4 local governments may opt in from 1 February 2025.

The Tribunal encourages local governments to express allowances as a specified percentage of the maximum, rather than using percentile-based language, to improve transparency and consistency.

## **Risk Management**

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Insignificant	Low (3)
Risk Description:	Providing Inaccurate Advice/Information - Regulatory Changes: Changes in regulations not being promptly communicated or understood.		
Mitigation:	<ul style="list-style-type: none"> <li>Ensure internal policies are reviewed and revised as soon as regulatory changes are identified.</li> <li>Subscribe to regulatory news feeds.</li> </ul>		

## **Financial Implications**

The 2025-2026 allowances will be as follows:

President	Annual cost	
- President's allowance		\$11,211.00
- Presidents Meeting attendance fees		\$13,557.50
- Presidents allowance for ICT expenses		\$2,750.00
- Presidents 12% Superannuation		\$2,972.22
Deputy President		
- Deputy President's allowance		\$2,802.75
- Deputy Presidents Meeting attendance fees		\$11,045.00
- Deputy Presidents allowance for ICT expenses		\$1,010.00
- Deputy Presidents 12% Superannuation		\$1,661.73
Elected Member (x7)	Per member	7 x Elected Members
- Meeting attendance fees	\$11,045.00	\$77,315.00
- Allowance for ICT expenses	\$1,010.00	\$7,070.00
- 12% Superannuation	\$1,325.40	\$9,277.80
Total		\$140,673.00

Total Annual budget by type:

Payment Type	24/25	25/26
President's allowance	\$10,832.00	\$11,211.00
Deputy President's allowance	\$2,708.00	\$2,802.75
Meeting attendance fees	\$98,438.00	\$101,917.50
Allowance for ICT expenses	\$10,830.00	\$10,830.00
12% Superannuation costs	\$0.00	\$13,911.75
<b>Total</b>	<b>\$122,808.00</b>	<b>\$140,673.00</b>

## Policy Compliance

Clause 4.9 of the Council policy *EXE/CP-8 Policy Framework* provides direction on when policy amendments shall be made. The amendments to EM/CP – Elected Members Allowances and Entitlements are a response to legislative changes.

## Statutory Compliance

### Local Government Act 1995

Section 2.7(2)(b) of the Act prescribes one of the roles of Council as being to determine the local government's policies.

Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented, and this includes giving effect to Council's adopted policies.

Section 5.99B(2) of the Act states that a local government may decide (by absolute majority) to pay superannuation contribution payments for its council members under this section.

The requirement to make superannuation contribution payments in respect of these fees and allowances is to be determined in accordance with *Commonwealth Superannuation Guarantee (Administration) Act 1992* (SG Act) and the further guidance provided in Superannuation Guarantee Ruling SGR 2009/2.

## Consultation

Councillors considered and discussed the proposed policy changes during the April 2025 Council Workshop.

## Officer Comment

In line with recent amendments to the *Local Government Act 1995*, from 19 October 2025, it will be mandatory for Band 1 and Band 2 local governments to make superannuation contributions for Council Members. For Band 3 and Band 4 local governments, including the Shire of Donnybrook Balingup, the payment of superannuation contributions remains optional. However, from 1 February 2025, Band 3 and 4 local governments may resolve by absolute majority to provide superannuation contributions to Council Members.

This reform is intended to acknowledge the significant time and commitment required of Council Members, assist in attracting and retaining skilled representatives, and support greater diversity in local government.

Following the April Council Workshop, the Council Members' Fees, Allowances and Reimbursements Policy Attachment 9.2.9(2) has been reviewed and updated. The proposed amendments are shown in Attachment 9.2.9(1), with tracked changes provided for reference. The percentile-based approach remains unchanged, as it incorporates the prescribed minimum and maximum amounts outlined in the determination. A percentage of maximum approach would require an annual review to ensure fees and allowances are within the range.

Cr Lindemann left the Council Chamber at 7:04pm and re entered at 7:06pm.

<b>MOVED BY:</b>	Cr Lisa Glover	<b>SECONDED BY:</b>	Cr Anita Lindemann
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**That Council adopts Council Policy EM/CP – Elected Members Allowances and Entitlements as amended** (Attachment 9.2.9(2)).

Cr Mitchell foreshadowed an alternate motion:

**That Council adopts Council Policy EM/CP – Elected Members Allowances and Entitlements as amended (Attachment 9.2.9(2)) with the following amendments:**

- 1. Amend to remove superannuation option from the policy.**
- 2. Amended to Cl 4.5.5 The President (only) will be allocated adequate business cards. Business cards must be used for Council business only and must not be used for electioneering purposes.**
- 3. Remove Cl 4.5.6 ~~Shire branded attire can be made available upon request from an Elected Member.~~ A name badge will be issued at the commencement of their term.**

<b>COUNCIL RESOLUTION:</b>		100/05-25	
<b>AS MOVED BY:</b>	Cr Lisa Glover	<b>AS SECONDED BY:</b>	Cr Anita Lindemann

**That Council adopts Council Policy EM/CP – Elected Members Allowances and Entitlements as amended** (Attachment 9.2.9(2)).

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Shand, Cr Glover
<b>Against:</b> Cr Mitchell
<b>Carried: 7/1 by absolute majority vote</b>

**As the original motion was carried, the foreshadowed motion lapsed and was not put to the meeting.**

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### 9.3. Chief Executive Officer

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#### 9.3.1 Workforce Plan 2025 Review

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##### Report Details:

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

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

**File Reference:** CNL 19

**Voting Requirement:** Simple Majority

**Attachment(s):**

9.3.1(1) Workforce Plan Review 2025

9.3.1(2) Workforce Plan 2025/26

##### Executive Recommendation

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**That Council:**

1. **Receives and notes the Workforce Plan 2025 Review and Workforce Plan 2025/26 as attached to this report; and**
2. **Notes the reduction in staff FTE from 64.78 to 61.85 and resulting indicative savings to staff wages of \$170,000 for the 2025/26 financial year as a result of the new temporary 25/26 staffing model as detailed in the attachment; and**
3. **Notes a review of the adequacy of staffing levels will be undertaken following the planned revision of the Shire's Community Strategic Plan and Corporate Business Plan.**

##### 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:** 12.2.1 - Review the Workforce Plan.

##### Executive Summary

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At its August 2024 Council requested the Chief Executive Officer undertake a review of the Shire's Workforce Plan 2022 – 2026. The purpose of this report is to provide Council with formal confirmation of completion of the review, thus ensuring compliance with the resolution (147/08-24).

##### Background

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At its Ordinary Council meeting held on 28 August 2024 Council resolved the following:

*"COUNCIL RESOLUTION 147/08-24*

*That Council*

1. *Instruct the Chief Executive Officer to annually review and update the Donnybrook Balingup Shire Workforce Plan and present it to the Council no later than April each year.*

*Furthermore the 2025 review is to include an assessment of the current organisational structure and is to contain recommendations to identify potential operational cost savings in order to assist with addressing the current financial deficit in the Shire of Donnybrook Balingup.*

- 2. The plan is to be reviewed and updated using existing policies and procedures and will be no additional cost for the Shire.*
- 3. The Chief Executive Officer is to provide progress of the review to councillors by November 2024.*
- 4. Completed workforce plan will become a public document and will be published on the Shire of Donnybrook Balingup website the strategic and corporate planning documents link."*

At its Ordinary Council meeting held on 18 December 2024 Council resolved the following:

**"COUNCIL RESOLUTION 243/12-24**

*That Council:*

- 1. Notes the Workforce Plan progress review provided by the Chief Executive Officer at Council Workshop 20, held 13 November 2024; and*
- 2. Notes the Workforce Plan has been uploaded to the Shires website; and*
- 3. Notes the annual review of the Workforce Plan has been added to the Shire's Governance Calendar; satisfying Council resolution 147/08-24."*

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Moderate	Moderate (9)
Risk Description:	Ineffective Employment Practices - Inadequate Workforce Planning: Poor planning for future workforce needs.		
Mitigation:	Regularly review the Workforce Plan.		

## Financial Implications

The 2025/26 temporary structure as detailed in attachments to this report will deliver an indicative staff wage saving of approximately \$170,000.

## Policy Compliance

Nil.

## Statutory Compliance

### Local Government Act 1995

All local governments are required to plan for the future of their district under Section 5.56 (1) of the *Local Government Act 1995*. Regulations under Section 5.56(2) of the Act outline the minimum

requirements to achieve this. A workforce plan is a critical element of the Shire's Integrated Planning and Performance Framework.

### Consultation

The CEO consulted internally with key staff regarding the status of the Workforce Plan Actions.

The CEO presented a preliminary review of the Shire's Workforce Plan 2022 – 2026 at a Councillor Workshop held on 13 November 2024. A subsequent report documenting the outcome of the CEO's preliminary Workforce Plan review was tabled at the August 2024 OCM.

Further, the CEO delivered a presentation on the annual Workforce Plan Review at a Councillor Workshop held on 7 May 2025. Staff were briefed on the proposed temporary structure for 2025/26 at workshops held on 13 May 2025.

### Officer Comment

Council resolution 147/08-24 from the August Ordinary Council Meeting, amongst other things, required the CEO to provide a preliminary review, then an annual review of the Workforce Plan 2022-2026. The CEO presented the findings of the preliminary review at the December 2024 OCM

In April 2025 the CEO completed the annual review of the Workforce Plan. A discussion was held with Councillors at the May 7, 2025, Councillor Workshop regarding the CEO's observations, workforce plan implementation to date, and future directions.

Of note is the proposed new organisational temporary 2025 organisational structure which delivers an indicative staff salaries savings of \$170,000 for the 2025/26 Financial Year and the temporary reduction of FTE from 64.78 to 61.85.

A full workforce plan review will be undertaken following the planned review of Council's Integrated Planning and Performance Framework Documents, namely the Community Strategic Plan and Corporate Business Plan (Council Plan).

It is likely further resourcing discussions will need to be held in future years to assess the adequacy of staff resourcing for the following services:

- Asset management
- Environmental sustainability
- Economic/tourism development
- Community development

Attached to this report is the CEO's Workforce plan Review 2025.

<b>COUNCIL RESOLUTION:</b> 101/05-25	
<b>MOVED BY:</b> Cr Lisa Glover	<b>SECONDED BY:</b> Cr Deanna Shand

### That Council:

1. **Receives and notes the Workforce Plan 2025 Review and Workforce Plan 2025/26 as attached to this report; and**



2. Notes the reduction in staff FTE from 64.78 to 61.85 and resulting indicative savings to staff wages of \$170,000 for the 2025/26 financial year as a result of the new temporary 25/26 staffing model as detailed in the attachment; and
3. Notes a review of the adequacy of staffing levels will be undertaken following the planned revision of the Shire's Community Strategic Plan and Corporate Business Plan.

Cr Mitchell moved the following amendment to the original motion:

4. Council understands this may not result in "best practices" however will accept "adequate practices".

The amended motion was lost for the want of a seconder.

The original motion was put to the meeting:

<b>COUNCIL RESOLUTION:</b>	102/05-25		
<b>MOVED BY:</b>	Cr Lisa Glover	<b>SECONDED BY:</b>	Cr Deanna Shand

That Council:

1. Receives and notes the Workforce Plan 2025 Review and Workforce Plan 2025/26 as attached to this report; and
2. Notes the reduction in staff FTE from 64.78 to 61.85 and resulting indicative savings to staff wages of \$170,000 for the 2025/26 financial year as a result of the new temporary 25/26 staffing model as detailed in the attachment; and
3. Notes a review of the adequacy of staffing levels will be undertaken following the planned revision of the Shire's Community Strategic Plan and Corporate Business Plan.

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Glover, Cr Shand
<b>Against:</b> Cr Mitchell
<b>Carried: 7/1</b>

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### 9.3.2. Financial Sustainability - Asset and Service Reviews Phase 1

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#### Report Details:

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

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

**File Reference:** ADM 27/1

**Voting Requirement:** Simple Majority

**Attachment(s):**

Nil.

#### Executive Recommendation

##### 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).
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.

## Strategic Alignment

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

- Outcome:** 12 - A well respected, professionally run organisation.
- Objective:** 12.1 - Deliver effective and efficient operations and service provision.
- Item:** 12.1.6 - Provide a Building Service Level Hierarchy Framework.

## Executive Summary

The Shire is the custodian of \$335m (approx.) of assets through which services are delivered. These include roads, buildings, parks, footpaths, commercial buildings.

Over time the Shire's ability to fund renewal and maintenance of these assets has been challenging as the asset base increases, and the cost to undertake renewal works increases forecast cost escalation indices.

To address the asset renewal funding shortfall, the Shire can:

1. increase recurrent revenue from rates,
2. review its asset base to confirm whether assets owned continue to deliver the required level of service utility,
3. review levels of services for ongoing services, and
4. review the service delivery model for existing Council delivered services.

The Shire's Long Term Financial Plan and associated rating assumptions addresses item one (1) above and is being considered at the May OCM. Further, the revised Workforce Plan and associated staffing model demonstrates the Shire's commitment to containing operational costs.

This report seeks Council's formal endorsement for staff to take agreed actions to address items two (2), three (3) and four (4).

## Background

The Shire's financial and asset sustainability funding challenges are well documented through its Asset Management and Long-Term Financial Plans.

Various briefings and workshops have been held between Elected Members and relevant staff to discuss options to address its funding challenges.

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Major	High (16)
Risk Description:	Compromised financial sustainability due to failure to adopt and implement sound asset management practices		
Mitigation:	Undertake assessment of Council assets and recommend disposal of assets that do not contrite to service delivery.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Moderate	High (12)
Risk Description:	Loss of trust and confidence in Council through the sale of Council-owned assets without appropriate stakeholder engagement		
Mitigation:	Undertaking community awareness and engagement to ensure the rationale for Council's proposed actions is fully understood		

## Financial Implications

Actions required to implement the recommendations contained in this report can be undertaken within existing staffing and budget resources through a planned approach, although this may extend delivery timeframes. To fast-track implementation, additional resources or engagement of external consultants would be required.

## Policy Compliance

- COMD/CP-3 – Community Engagement Framework
- EXE/CP-6- Organisational Risk Management

## Statutory Compliance

### Local Government Act 1995

Section 3.58 states:

- (2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) the highest bidder at public auction; or*
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) it gives local public notice of the proposed disposition —*
    - (i) describing the property concerned; and*
    - (ii) giving details of the proposed disposition; and*
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

## Consultation

- Councillor Workshops – 13 November 2024; 17 May 2025.
- Council Strategic Workshop 21 February 2025.
- Staff working group meetings – November 2024 – February 2025.
- Various Meetings with current lessee of Lot 501 (41) Bentley Street Donnybrook.

- Various communications with the current lessee of Lot 58 (70) South Western Hwy, Donnybrook.

## **Officer Comment**

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### 1.0 The Asset Sustainability Challenge

The Shire is the custodian of \$335m of assets through which services are delivered – these include:

- Land - Freehold
- Buildings
- Furniture and Equipment
- Plant and Equipment
- Vehicles
- Infrastructure
  - Roads,
  - Bridges
  - Drainage
  - Footpaths; and
  - Parks & Reserves.

Over time the Shire's ability to fund renewal and maintenance of these assets has been challenging as the asset base increases, and the cost to undertake renewals works increases at a higher rate than forecast cost escalation indices.

The Shire has confirmed its commitment to undertake a review of its assets and work with the community to determine a sustainable way forward. Essentially, the Shire wants to ensure that into the future, sufficient funds are available to maintain to an agreed standard, infrastructure that is important in the delivery of services to the community.

A review of Shire-owned assets is required, with a focus on freeing up future funding for assets that deliver optimal community service utility – asset optimisation.

The Shire is committed to a program of meaningful and sustained communication and targeted stakeholder engagement as part of its asset optimisation program.

### 2.0 A Collaborative, Considered and Sustained Response

To address the asset renewal funding shortfall, The Shire can:

1. increase recurrent revenue from rates,
2. review its asset base to confirm whether assets owned continue to deliver the required level of service utility,
3. review levels of services for ongoing services, and
4. review the service delivery model for existing Council delivered services.

The Shire's Long Term Financial Plan and associated rating assumptions addresses item one (1) above and is being considered at the May OCM. Further, the revised Workforce Plan and associated staffing model demonstrates the Council's commitment to containing operational costs.

Staff and Councillors have discussed the potential scope of Phase One of Council's Asset Optimisation program during recent workshops and planning sessions.

Discussions centred on:

- 1 Identifying Shire-owned land and assessing its current and future utility in the delivery of services to the community. Ongoing maintenance and capital renewal costs were also considered, as well as the 'opportunity cost' of having significant capital invested in land assets that were not providing public utility.
- 2 Identifying Shire-owned buildings currently leased for commercial purposes and assessing whether retaining ownership is preferred, considering factors such as asset condition, scheduled asset renewal works, direct and indirect costs of maintenance and lease management, land tenure, legislative requirements required for a sale, associated risks, and the opportunity cost of holding significant capital in built assets.
- 3 The Shire's role in the provision of community housing (Preston Village, Langley Villas and Minninup Cottages), having regard to legislative risk, asset condition and future asset renewal expenditure timing, direct and indirect costs to deliver service, suitability of the Shire being the service provider or whether these services would be better delivered by an organisation whose core purpose is community housing.
- 4 Discussing a process for quantifying current service levels and developing a collaborative approach for determining whether service levels are fit for purpose and financially sustainable.

### 3.0 Asset Disposal Rationale

**Property:** Lot 3122 Donnybrook – Boyup Brook Rd Beelerup



- Shire-owned Freehold Land
- No current community use
- Previously leased to the Wellington Districts Pony Club
- Significant sand resource
- Abuts commercial operations
- Commercially valuable, proceeds of sale to be transferred to reserves/used to fund further studies
- 17.7269ha
- Community engagement required



Property: Lot 21 Reserve St, Donnybrook



- Shire-owned Freehold Land
- No current community use
- Residential Zone
- Could be amalgamated into neighbouring parcel
- Further investigation required re telecommunications services
- 633m2
- 149m2 footpath realignment, cost estimate \$14,900
- Community engagement required

Property: Lots 12 (102) & 13 (104) Trigwell St East, Donnybrook



- Shire-owned Freehold Land
- Currently pocket park
- 2 x 809m2 lots
- Walter Trigwell Park commemoration considerations.
- Community engagement required
- Current 24/25 asset renewal cost of \$20,187, funded from P&G Reserve
- Projected asset renewal costs of \$34,476, funded from P&G Reserve
- Park maintenance cost: Insurance, Inspections, mowing etc.

Property: Lot 58 (70) South Western Hwy, Donnybrook



- Shire-owned Freehold land and building
- Building maintenance costs
- Lease management costs and risks
- Projected asset renewal costs of \$99,375, funded from Buildings Reserve
- 24/25 Rental income \$41,087
- Lease expired, holding over pending sale
- Community engagement required
- 1126m2

Property: Lot 501 (41) Bentley Street Donnybrook



- Shire-owned building on Crown Reserve land vested in the Shire
- Triggers the need for a Business Case to proceed
- To enable building sale, land would need to be divested/purchased from the State
- Council does not have funds to fund Business Case ( $\geq \$50k$ ), or purchase land from State ( $\geq \$200k$ ).
- Building maintenance costs
- Lease management costs and risks
- 2 x current lease agreements
- 24/25 Rental income \$86,554, (DMC - \$46,384 & SHCL - \$40,170)
- 7374m2
- Community engagement required

It's advised that any funds raised through the proceeds of sales as foreshadowed above should be re-invested into addressing Shire's asset sustainability shortfall, and funding future studies/ reviews/ projects which further achieve the Shire's financial sustainability.

These could include:

- Victory Lane Master Plan,



- Balingup CBD Master Plan,
- ICT Strategic Plan investment – efficiency gains (e.g. GIS), and
- Service Reviews (e.g. Parks, Public Toilets).

Council should note that having master plans prepared positions the Shire as funding-ready, significantly increasing our chances of securing grants for projects that deliver substantial community benefit.

#### 4.0 Service Reviews

The Shire is heavily vested in Community housing in Donnybrook through the management of Preston Village, Langley Villas and Minninup Cottages. This presents a significant ongoing operational staffing cost through the management of tenancies, the sale and resale of certain units as well as the regular maintenance of the facilities. A recent significant asset renewal of these facilities has resulted in minimal short term renewal requirements. However, in the medium-term substantial building reserves funds are required to maintain the facilities. The quantum of the reserve funds required is detailed in the Asset Management Plans adopted by the Council at its April OCM.

The Shire delivers a wide range of services to the community. Over the years the scope of service delivery has increased in several service areas. Like many other local government authorities there is an opportunity for the Shire to document current services provided, understand the direct and indirect costs associated with maintaining the current levels of service and make an informed decision for future budgets on the level of service and the service delivery model.

#### 5.0 Recommendation

Based on workshop discussions and stakeholder engagement, Council is being asked to consider the Executive Recommendation, which outlines the proposed actions.

Cr Shand left the Council Chamber at 7:32pm and re entered at 7:34pm

<b>MOVED BY:</b>	Cr Anne Mitchell	<b>SECONDED BY:</b>	Cr Lisa Glover
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#### **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. 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.

Cr Davy requested a minor amendment to the original motion to include "Lots 12 (102) and 13 (104) Trigwell Street East, Donnybrook. Councillor Mitchell and Glover agreed to this minor amendment and the motion was put to the meeting.

<b>COUNCIL RESOLUTION:</b> 103/05-25	
<b>MOVED BY:</b> Cr Anne Mitchell	<b>SECONDED BY:</b> Cr Lisa Glover

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.

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

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10. Elected Member Motions of which previous notice has been given

10.1. Cr John Bailey

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**10.1.1. Grimwade Road Urban Speed Zone Request**

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**Report Details:**

**Prepared by:** Cr. John Bailey

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

**File Reference:** WRK06/CNL34/CNL16      **Voting Requirement:** Simple Majority

**Attachment(s):**

10.1.1(1) Informal Petition Submission Dated March 2025

10.1.1(2) Map – Approved Balingup Speed Zoning

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**Elected Member Recommendation**

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**That Council:**

1. Notes and receives the petition, which is seeking the installation of speed limits on Grimwade Road near the Balingup Townsite
  2. Notes that Shire officers have previously applied for the implementation of speed zoning on Grimwade Road, in May 2020 and in September 2022.
  3. Notes that MRWA informed the Shire in December 2022 that the establishment of Urban Area Speed Zone in Balingup (Attachment 10.1.1(2)) is supported, subject to:
    - 3.1. The speed zoning of the roads as shown in yellow (which includes the first 1.9km's of Grimwade Road from South Western Highway) of (Attachment 10.1.1(2)), not be implemented by MRWA until the subdivision of Lot 72 Grimwade Roads/Walter Street Balingup (WAPC 161049) has been completed.
  4. Notes that Shire officers have sought updates on several occasions from MRWA regarding their position outlined in 3.1, follow community concerns being raised with the Shire. MRWA officers have repeatedly advised that their position remains as per the response outline in 3.1, as the outlined subdivision has not yet been completed.
  5. Endorses the Urban Area Speed Zone in Balingup as shown in (Attachment 10.1.1(2)), which includes the first 1.9km's of Grimwade Road from South Western Highway, and requests MRWA to implement the full extent of the Urban Area Speed Zoning immediately, in this interest of community and road safety.
  6. Requests the Chief Executive Officer to write to the MRWA – Director South West Region, seeking his review of MRWA position as outlined in 3.1, and to request the full implementation of the Urban Area Speed Zone as shown in (Attachment 10.1.1(2)) immediately.
  7. If point 6 is not supported by the MRWA – Director South West Region, request the Chief Executive Officer to write to the Member for Collie-Preston, Jodie Hanns MLA, requesting their support for the implementation of the Urban Area Speed Zone as shown in (Attachment 10.1.1(2)) immediately and requests they seek endorsement for this from the Minister for Transport, the Honourable Rita Saffioti MLA.
-

## Strategic Alignment

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

- Outcome:** 8 - Safe and convenient movement of people into and around the district.
- Objective:** 8.1 - Improve road safety, connectivity and traffic flow for all users.
- Item:** 8.1.1 - Advocate for the State Government to upgrade and improve key regional transport infrastructure.

## Elected Member Summary

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Cr. Bailey was presented with a petition [Attachment 10.1.1\(1\)](#) from the residents of Grimwade Road in Balingup, requesting installation of speed limits on Grimwade Road. The requested speed limits are in the vicinity of the rural residential area, including the Walter Street intersection that is pending further residential development.

Specifically, Cr. Bailey has been requested to install speeds limits on Grimwade Road from the starting intersection on South Western Highway for a distance of 2.2 straight line kilometers. Refer to [\(Attachment 10.1.1\(2\)\)](#).

Technically the petition submission does not completely meet the requirements under the Shire of Donnybrook Balingup *Meeting Procedures Local Law 2017*, deficiencies in the Law are highlighted as follows with strikethrough from the applicable section of our Local Law.

*"6.10 Petitions*

*(1) A petition is to—*

*(a) be addressed to the President;*

*(b) be made by electors of the district;*

~~*(c) state the request on each page of the petition;*~~

*(d) contain the name, address and signature of each elector making the request, and the date each elector signed;*

*(e) contain a summary of the reasons for the request; and*

~~*(f) state the name of the person to whom, and an address at which, notice to the petitioners can be given."*~~

Regardless of the technicality, the context of the petition is not lost and is provided as supporting information for this report.

## Elected Member Background

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For some years the residents of Grimwade Road have been concerned regarding the unrestricted (up to 110km/h) speed zone. Greater traffic movements have been observed by the Residents, often at speed.

Traffic and homes have increased over the years, it is estimated that there are now over 20 homes plus vacant lots that will have homes in the near future. Housing density has increased and will be increased further with the conditionally approved Walter Road rural residential development.

Speed traffic count data for Grimwade Road is provided in [Attachment 10.1.1\(1\)](#), which outlines the following speed data for within the section being requested for speed zoning:

Data Recorded	85% Speed	95% Speed	Median
January 2020 (SLK1.45)	90km/hr	102km/hr	70km/hr
September 2022 (SLK0.3)	83km/hr	92km/hr	68km/hr

Grimwade Road is a recognised commodity route, which facilitates Restricted Access Vehicle (RAV) movements, with Residents having observed heavy haulage vehicles including B Double (Class 10) trucks using this road.

As outlined in the petition, travel time for the first 2.2 kms from the South Western Highway at 110 km/h is 1minute 12 seconds. Reducing the speed limit to 70 km/h for the same distance (2.2km), is estimated to extend the travel time by 41 seconds, to 1 minute 53 seconds.

Grimwade Road is a Local Government Road (Local Road) that sits marginally outside of the built-up area as defined in the *Road Traffic Code 2000*(*Road Traffic Act 1974*), see excerpt from the code as follows.

***built-up area** means the territory contiguous to and including any road —*  
*(a) on which there is provision for street lighting at intervals of not over 100 m for a distance of at least 500 m or, if the road is shorter than 500 m, for the whole road; or has a designated speed limit of 50km/h in built-up areas or 110km/h outside of built up areas.*  
*(b) which is built up with structures devoted to business, industry or dwelling houses at intervals of less than 100 m for a distance of 500 m or more;*

Noting that the area marginally sits outside the technical definition of a built-up area as defined under the *Road Traffic Code 2000*, but it meets the intent of such designation due to structure density and land use.

A comparable precedent exists nearby on Jayes Road, which has a 70 km/h speed zone under similar conditions, which was approved by MRWA in the Shire’s September 2022 application, which also included the Shire’s request for Grimwade Road

The proposed change supports the policy principle of “appropriate speed limits reflecting the road environment.”

## Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Low (4)
Risk Description:	There is inherent risk associated with higher speed zones/limits when the zones/limits do not appear to be commensurate with usage and/or adjacent property usage. Lower speed zones/limits (and compliance with them) will naturally lower levels of risk.		
Mitigation:	Implementation of reduced speed zone/limits.		

## Financial Implications

As the signage to be installed is regulatory signage, it **must** be installed by MRWA only, at their cost. Once the signage is installed, the ongoing maintenance and replacement remains the responsibility of MRWA.

## Policy Compliance

The implementation of speed zoning on all roads can only be undertaken by MRWA in accordance with their policy “*Speed Zoning – Policy and Application Guidelines*”, a full copy of this document can be obtained from MRWA website; within this policy the following is outlined for “Urban Area Speed Zones”

### 5.5 Urban Area Speed Zones

Area Speed Zones may be considered where a local area has consistent characteristics which support broad application of a consistent speed limit. Area Speed Zones apply a regulatory limit on all roads within the area through the installation of signage of all entrance points to the area.

For any urban Area Speed Zone, all roads shall be fully contained within a clearly recognisable and dedicated residential, shopping, commercial, industrial, tourist, recreation, conservation or other precinct or reserve, subject to the following:

- The traffic volume on each road shall be less than 5,000 vpd,
- The area shall have a higher than normal pedestrian activity level and significant broader Place values,
- The proposed area speed zones to be signed shall have a clearly defined boundary,
- The boundaries of the area, precinct or reserve should have a threshold treatment to clearly define the area, and
- Generally, all roads within the area shall be local access or local distributor roads in a functional road hierarchy (having generally lowest, low to medium Movement function).

There is no arbitrary restriction on the maximum or minimum size of an area to which an area speed zone may be applied. Generally, most area speed zones will naturally be restricted by the size of the relevant precinct. The adopted boundary of the zone and the associated speed limit signing should appear logical and clear to drivers.

Where a Local Government boundary passes through an area proposed for an area speed zone, close consultation and coordination will be necessary so that the zone is implemented within both municipalities simultaneously.

## Council Policy COMD/CP-3- Community Engagement Framework

This policy is to provide a framework to embed proactive stakeholder analysis, communication and engagement planning and delivery for Shire projects, services, and issues management.

### Statutory Compliance

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- *Shire of Donnybrook Balingup Meeting Procedures Local Law 2017*
- *Road Traffic Code 2000(Road Traffic Act 1974)*

### Consultation

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The Residents of Grimwade Road have raised concerns about the speed zoning for several years with the Shire and MRWA. The submitted petition to the elected member seeks the matter to be brought to an outcome that meets the communities and Councils expectations.

### Elected Member Comment

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As outlined in MRWA's policy, speed limits are an essential mechanism to ensure the safe and efficient operation of road networks. Travel speeds on Western Australian roads must address a broad range of objectives. The application of appropriate speed limits and other traffic management measures is a key mechanism in managing vehicle speeds to achieve desired safety, mobility, traffic management, local amenity, and road user expectations.

Speed limits in Western Australia take the form of:

- a. Default Speed Limits (which apply in the absence of signage).
- b. Posted Speed Limits (where a specific maximum speed limit is applied to a road, road section, defined area, either permanently or temporarily).
- c. Advisory Speed Limits (which provide the driver with a recommended travel speed at a known hazard).
- d. Specific vehicle limits (where certain kinds of vehicles, including vehicles towing, are subject to an absolute maximum speed limit even where posted regulatory speed limits may be higher).

The Elected Member considers that the proposed speed zoning changes are reflective of those outcomes that both Council and the community are seeking for increased road safety within these areas.

Shire Officers regularly receive concerns regarding speed zones throughout the Shire, however local governments are not the agency responsible for the implementation of regulatory speed zones and can only advocate to/request MRWA for a change to speed zoning in accordance with their policy "*Speed Zoning – Policy and Application Guidelines*".

It is also noted that all road users in Western Australia are responsible for driving safely in accordance with conditions, irrespective of any signage (see regulation 18 of the *Road Traffic Code 2000*)



<b>COUNCIL RESOLUTION:</b> 104/05-25		
<b>MOVED BY:</b>	Cr John Bailey	<b>SECONDED BY:</b> Cr Peter Gubler

**That Council:**

1. Notes and receives the petition, which is seeking the installation of speed limits on Grimwade Road near the Balingup Townsite
2. Notes that Shire officers have previously applied for the implementation of speed zoning on Grimwade Road, in May 2020 and in September 2022.
3. Notes that MRWA informed the Shire in December 2022 that the establishment of Urban Area Speed Zone in Balingup (Attachment 10.1.1(2)) is supported, subject to:
  - 3.1. The speed zoning of the roads as shown in yellow (which includes the first 1.9km's of Grimwade Road from South Western Highway) of (Attachment 10.1.1(2)), not be implemented by MRWA until the subdivision of Lot 72 Grimwade Roads/Walter Street Balingup (WAPC 161049) has been completed.
4. Notes that Shire officers have sought updates on several occasions from MRWA regarding their position outlined in 3.1, follow community concerns being raised with the Shire. MRWA officers have repeatedly advised that their position remains as per the response outline in 3.1, as the outlined subdivision has not yet been completed.
5. Endorses the Urban Area Speed Zone in Balingup as shown in (Attachment 10.1.1(2)), which includes the first 1.9km's of Grimwade Road from South
6. Western Highway, and requests MRWA to implement the full extent of the Urban Area Speed Zoning immediately, in this interest of community and road safety.
7. Requests the Chief Executive Officer to write to the MRWA – Director South West Region, seeking his review of MRWA position as outlined in 3.1, and to request the full implementation of the Urban Area Speed Zone as shown in (Attachment 10.1.1(2)) immediately.
8. If point 6 is not supported by the MRWA – Director South West Region, request the Chief Executive Officer to write to the Member for Collie-Preston, Jodie Hanns MLA, requesting their support for the implementation of the Urban Area Speed Zone as shown in (Attachment 10.1.1(2)) immediately and requests they seek endorsement for this from the Minister for Transport, the Honourable Rita Saffioti MLA.

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

Cr Bailey withdrew his Elected Member Motion 10.1.2 Event Fire Risk Management.

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

12. Meeting Closed to the Public

12.1. Matters for which the Meeting may be closed

12.1.1 Lease Dispute - Windy Arbor Pty Ltd

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 10/2425 Management of the Balingup Waste Transfer Station

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.

<b>COUNCIL RESOLUTION:</b>		105/05-25
<b>MOVED BY:</b>	Cr Lisa Glover	<b>SECONDED BY:</b> Cr Deanna Shand

**That the meeting be closed in accordance with section 5.23(c) of the Local Government Act 1995 to discuss the following confidential items:**

**12.1.1 Lease Dispute - Windy Arbor Pty Ltd**

**12.1.2 RFT 10/2425 Management of the Balingup Waste Transfer Station**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

The meeting was closed to the public at 8:26pm.

<b>COUNCIL RESOLUTION:</b> 108/05-25		
<b>MOVED BY:</b>	Cr Deanna Shand	<b>SECONDED BY:</b> Cr Peter Gubler

**That the meeting be re-opened to the public**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

The meeting was re-opened to the public at 9:05pm.

12.2. Public reading of Resolutions that may be made public

**12.1.1 Lease Dispute - Windy Arbor Pty Ltd**

<b>COUNCIL RESOLUTION:</b> 106/05-25		
<b>MOVED BY:</b>	Cr Alexis Davy	<b>SECONDED BY:</b> Cr Anne Mitchell

**That Council:**

- 1. Authorises the Chief Executive Officer to negotiate and finalise the matter as detailed in the report.**

<b>For:</b> Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Glover, Cr Shand
<b>Against:</b> Nil.
<b>Carried: 8/0</b>

### 12.1.2 RFT 10/2425 Management of the Balingup Waste Transfer Station

<b>COUNCIL RESOLUTION:</b>	107/05-25	
<b>MOVED BY:</b>	Cr Anita Lindemann	<b>SECONDED BY:</b> Cr Deanna Shand

#### That Council:

1. Award RFT 10/2425 Management of the Balingup Waste Transfer Station to Hastie Waste Pty Ltd, based on their offer for scenario 2 operating hours.
2. Reduce the number of tip passes currently provided to properties as follows:
  - 2.1. From 52 to 35 for properties without a kerbside collection; and
  - 2.2. From 16 to 11 for properties with a kerbside collection.
3. Requests the Chief Executive Officer communicate the resultant change to waste facility operating hours and tip pass allocations to the community, clearly articulating the rationale behind these adjustments. The communication should explain that the reduction in tip passes is intended to align service levels with sustainable financial and operational practices. It should also highlight that these changes are designed to:
  - 3.1. Promote more responsible use of waste facilities; and
  - 3.2. Generate additional revenue by reducing the number of complimentary tip passes; and
  - 3.3. Support the long-term sustainability of waste services within the Shire, particularly in the context of rising operational costs and limited contractor availability.

<b>For:</b> Cr Bailey, Cr Gubler, Cr Lindemann, Cr Glover, Cr Shand
<b>Against:</b> Cr MacCarthy, Cr Davy, Cr Mitchell,
<b>Carried: 5/3</b>

### 13. Closure

The Presiding Member advised that the next Agenda Briefing Session will be held on 18 June 2025 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

The Presiding Member declared the meeting closed at 9:07pm.