



Notice of Annual General Meeting of Electors

To be held on 4 February 2026 and to commence at 3:00pm

To be held in the Council Chambers

(1 Bentley Street Donnybrook)

Pursuant to Section 5.27 of the *Local Government Act 1995*, a General Meeting of Electors is to be held within a local government district once every financial year.

Authorised:

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

Nicholas O'Connor, Chief Executive Officer

Prepared: 29 January 2026

Disclaimer:

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

Procedures for Electors' Meetings

Shire of Donnybrook Balingup Annual General Meeting of Electors & Special Electors Meetings

In accordance with regulation 18 of the *Local Government (Administration) Regulations 1996*, the procedures to be followed at electors' meetings are to be determined by the person presiding over the meeting, being the President.

The following procedures have been approved by the President for electors' meetings (both for the Annual General Meeting of Electors and Special Electors Meetings):

1. Only electors of the Shire of Donnybrook Balingup are entitled to ask questions and vote.
2. Any motions are to be moved and seconded before any discussion is to occur.
3. A mover for a motion has two minutes in which to speak on the motion.
4. The seconder for a motion has two minutes in which to speak on the motion.
5. Debate may ensue.
6. The mover of a motion has the right of reply, for up to two minutes.
7. All motions are determined by a majority vote of electors present.
8. Each elector present at the meeting is entitled to one vote on each matter to be decided but does not have to vote.
9. All decisions are to be made by a simple majority vote.
10. Voting is to be conducted so that no voter's vote is secret.
11. There will be no adverse reflection on Elected Members or Shire employees and should this occur, the question or motion will be ruled out of order and the elector will be asked to resume their seat.
12. Any other rules or procedures not defined are to be determined by the President, as the person presiding over the meeting.

Questions from Electors

1. Only Shire of Donnybrook Balingup electors may submit questions to the Shire. All questions must be submitted in writing.
2. Questions asked at the Annual General Meeting of Electors must relate to a matter within the remit of the Shire of Donnybrook Balingup.
3. The President shall decide to accept or reject any written question and the President's decision is final. Where there is any concern about a question being offensive, defamatory or the like, the President will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.
4. The Shire will accept a maximum of three (3) questions per elector. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.
5. Written questions lodged by 4pm, Monday 27 January 2026*, prior to the scheduled Annual General Meeting of Electors will be responded to, where possible, at the Annual General Meeting of Electors. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.
6. Questions must be sent via email to Shire@donnybrook.wa.gov.au

7. Questions unable to be responded to at the Annual General Meeting of Electors will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting, or if that is not possible, the agenda for the following Council meeting.
8. Questions and any responses will be summarised and included in the minutes of the Annual General Meeting of Electors.

Motions from Electors

1. Any motions to be moved at the Annual General Meeting of Electors should be received in writing by the Shire by 4pm, Monday 27 January 2026*. Motions must be submitted via email to shire@donnybrook.wa.gov.au
2. Preference will be given to those electors that submit motions in writing by the required time. Time permitting, the President may consider further motions from the floor.
3. To give fair opportunity to all electors in attendance, an elector can only move one motion at a time.

** This date applies to the Annual General Meeting of Electors taking place on Monday 4 February 2026. Further details regarding this particular meeting are available on the Shire website.*

TABLE 2: MEASURES OF CONSEQUENCE

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

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

The Presiding Member to give a brief overview of evacuation and safety exits.

The Presiding Member to outline the meeting procedures.

The Presiding Member to advise that the meeting is being audio recorded and livestreamed in accordance with Council Policy EM/CP-2. The President to further state the following:

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

2. Attendance

Councillors Present:

Cr Vivienne MacCarthy

Cr Alex Purich

Cr John Bailey

Cr Tyler Hall

Cr Anita Lindemann

Cr Amanda McNab

Cr Grant Patrick

Staff Present:

Nick O'Connor, Chief Executive Officer

Ross Marshall, Director Operations

Colin Young, Director Finance and Community

Loren Clifford, Executive Manager Corporate

Stuart Eaton, Finance Project Manager

Samantha Farquhar, Administration Officer Corporate

Other Members Present:

Public Gallery:

2.1. Apologies

3. 2024/25 Annual Report

3.1 Shire of Donnybrook Balingup Annual Report 2024/25

The 2024/25 Annual Report, including 2024-25 Annual Financial Report and Independent Auditors Report (Opinion) as presented.

3.2 Questions received in writing from Electors regarding the Annual Report

Nil.

4. General Business

4.1 Questions received in writing from Electors

4.2 Motions received in writing from Electors

Motions made by electors at an Annual General Meeting of Electors are presented to a meeting of Council for consideration per Section 5.33 of the *Local Government Act 1995*, which reads:

'All decisions made at an Electors' Meeting are to be considered at the next Ordinary Council Meeting, or if that is not practicable, at the first Ordinary Council Meeting after that meeting or at a Special Meeting called for that purpose, whichever happens first.'

5. Closure

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