Minutes of Ordinary Council Meeting

Held on 22 July 2026 and commenced at 5:00pm
Held at the Council Chambers in Donnybrook
(1 Bentley Street, Donnybrook)

Authorised:

Nick O'Connor, Chief Executive Officer

Prepared: 28 July 2026

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

Contents

1. Declaration of Opening / Announcement of Visitors

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

Staff Present:

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

Other Members Present:

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

2.1. Apologies

Nil.

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

Nil.

3. Announcements from the Presiding Member

Nominations are now open for the 2027 Community Citizen of the Year Awards, supported by Auspire – Australia Day Council WA. The awards seek to recognise outstanding individuals and organisations that have made significant contributions to their local communities during the past year, or those who have given exceptional service over a sustained period. These contributions can take many forms, including but not limited to education, health, fundraising, voluntary services, business, employment, sport, arts, environment, social inclusion, or any other area that contributes to the betterment of the community.

If you know someone who makes a real difference in the community, you can nominate them for one of the four categories:

- Community Citizen of the Year Award,
- Senior Community Citizen of the Year Award
- Young Community Citizen of the Year Award
- Active Citizenship Award (group or event)

The criteria for each category can be found on the Community Citizen of the Year website where you can also nominate your chosen person or group. (link here).
These awards will be presented on Australia Day 2027, and nominations close 31 October 2026.

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 Wringe declared an impartiality interest in relation to item 8.1.1; Bush Fire Advisory Committee Meeting held 30 April 2026.

Nick O'Connor declared an impartiality and financial interest in item 12.1.1; CEO's Annual Performance Review October 2025-May 2026.

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 *Meeting Procedures Local Laws 2017*, as having councillors stand when debating interferes with the sound quality for livestream.

COUNCIL RESOLUTION:	112/07-26		
MOVED BY:	Cr Vivienne MacCarthy	**SECONDED BY:**	Cr Anita Lindemann

That Council Suspend clause 8.2 (members to rise) of the *Meeting Procedures Local Law 2017.*

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

5. Public Question Time

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

Nil.

5.2. Public Question Time

Nil.

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

Nil.

6.3. Deputations

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

Nil.

6.4. Delegates' Reports

Nil.

Adoption by Exception

COUNCIL RESOLUTION:	113/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Anita Lindemann

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 24 June 2026
7.2.1 Special Council Meeting held on 15 July 2026
8.2.1 Local Emergency Management Committee Meeting held on 19 May 2026
8.3.1 South West Country Zone Committee Meeting held on 19 June 2026
8.4.1 Audit, Risk and Improvement Committee Meeting held on 24 June 2026
9.2.1 Schedule of Accounts Paid as at 30 June 2026
9.3.1 Policy Rescindment – EXE/CP-7 Work Health and Safety
9.3.3 Adopt New Policy – EXE/CP-18-Privacy and Responsible Information Sharing

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 24 June 2026

Minutes of the Ordinary Council Meeting held 24 June 2026 are attached as Attachment 7.1.1(1).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 24 June 2026 be confirmed as a true and accurate record.

COUNCIL RESOLUTION:	114/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Anita Lindemann

That the Minutes from the Ordinary Council Meeting held 24 June 2026 be confirmed as a true and accurate record.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 113/07-26

7.2 Special Council Meeting Minutes

7.2.1 Special Council Meeting held on 15 July 2026

Minutes of the Special Council Meeting held 15 July 2026 are attached as Attachment 7.2.1(1).

Executive Recommendation:

That the Minutes from the Special Council Meeting held 15 July 2026 be confirmed as a true and accurate record.

COUNCIL RESOLUTION:	115/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Anita Lindemann

That the Minutes from the Special Council Meeting held 15 July 2026 be confirmed as a true and accurate record.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 113/07-26

8. Reports of Committees

8.1 Bush Fire Advisory Annual General Meeting Minutes

8.1.1 Bush Fire Advisory Committee Meeting held on 30 April 2026

Minutes of the Bush Fire Advisory Committee Meeting held 30 April 2026 are attached as Attachment 8.1.1(1).

Executive Recommendation:

That Council:

1. **Receive the minutes of the 2026 Bush Fire Advisory Committee Annual General Meeting held 30 April 2026, and support all recommendations contained within; and**
2. **Note that Items 9, 10 and 12.5 below were previously endorsed at the Ordinary Council Meeting held 27 May 2026.**

4.1. Bush Fire Advisory Committee Annual General Meeting held 13 October 2025.
That the Minutes from the Bush Fire Advisory Meeting held on 13 October 2025 be confirmed as a true and accurate record.

5. Confirmation of Minutes – Bush Fire Brigade Annual General Meetings
That the Bush Fire Advisory Committee receives the minutes of each of the Shire of Donnybrook Balingup Bish Fire Brigade's 2026 Annual General Meetings

8. Ferndale Stirling Park Bush Fire Brigade
That the Bush Fire Advisory Committee consider the following motions as moved by Stirling Park FCO Max Walker:

1. **That Ferndale Stirling Park Bush Fire Brigade name be amended to Ferndale Bush Fire Brigade**
2. **That the Stirling Park Fire Control Officer position be discontinued**
3. **That the Stirling Park Brigade area be absorbed by Ferndale Bush Fire Brigade**
4. **Acknowledge that a Shire-owned trailer/slip on unit remains at the Mader property**

9. Endorsement of Nominated Fire Control Officers
That BFAC endorse the nominated Fire Control Officers listed for authorisation by the Shire of Donnybrook Balingup for the 2026/27 financial year.
That Council:

1. **Endorse the following persons as Fire Control Officers for the period 30/06/2026 until 01/07/2027 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:**

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 1954* delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer*.

Brigade Area	Officer
Argyle Irishtown	Mr Jayden Hitchcock
Balingup Town	Mr Paul Davis
Beelerup	Mr Stuart Simmonds
Donnybrook Town	Mr David Tooke
Ferndale	Mr Jamie Thomson
Kirup	Mr Chris Wringe
Lowden	Mr Michael Anderson
Mullalyup	TBC
Mumballup / Noggerup	Mr Garth Fitzpartick Mr Brendon Giudici
Thomson Brook	Mr Graham Foan (Thomson Brook) Mr Tim McNab (Brookhampton)
Munro	Mr Tas Thamo
Upper Capel	Mr Bevan Dix

10. Election of BFAC Office Bearers

That BFAC recommend to Council the nominated office bearers for the Shire of Donnybrook Balingup Bush Fire Advisory Committee.

That Council:

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

12.5 Fire Prevention Order

That BFAC recommends Council:

1. Endorse the 2026/27 Shire of Donnybrook Balingup Fire Prevention Order as drafted by Ranger Services.

2. Requests that the Chief Executive Officer facilitate the production and distribution of the 2026/27 Shire of Donnybrook Balingup Fire Prevention Order in accordance with Section 33 of the *Bush Fires Act 1954*.

12.6 Shire of Donnybrook Balingup Bush Fire Brigade Local Law and Operational Procedure Update

That BFAC recommends Council:

1. Endorse the proposed updates to the Shire of Donnybrook Balingup Bush Fire Brigade Local Law as per attachment 12.6.1 including the correction of any formatting or grammatical errors.

2. Does not support the proposed change of Brigade AGM month and requests it remain in March annually

3. Request that the CEO facilitate the proposed updates to the Shire of Donnybrook Balingup Bush Fire Brigade Local Law.

4. Endorse the proposed updates to the Shire of Donnybrook Balingup Bush Fire Brigade Operational Procedures as per attachment 12.6.2
5. Request that the CEO facilitate the proposed updates to the Shire of Donnybrook Balingup Bush Fire Brigade Operational procedures.

COUNCIL RESOLUTION:	116/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Tyler Hall

Executive Recommendation:

That Council:

1. **Receive the minutes of the 2026 Bush Fire Advisory Committee Annual General Meeting held 30 April 2026, and support all recommendations contained within; and**
2. **Note that Items 9, 10 and 12.5 below were previously endorsed at the Ordinary Council Meeting held 27 May 2026.**

4.1. Bush Fire Advisory Committee Annual General Meeting held 13 October 2025.
That the Minutes from the Bush Fire Advisory Meeting held on 13 October 2025 be confirmed as a true and accurate record.

5. Confirmation of Minutes – Bush Fire Brigade Annual General Meetings
That the Bush Fire Advisory Committee receives the minutes of each of the Shire of Donnybrook Balingup Bish Fire Brigade's 2026 Annual General Meetings

8. Ferndale Stirling Park Bush Fire Brigade
That the Bush Fire Advisory Committee consider the following motions as moved by Stirling Park FCO Max Walker:

1. That Ferndale Stirling Park Bush Fire Brigade name be amended to Ferndale Bush Fire Brigade
2. That the Stirling Park Fire Control Officer position be discontinued
3. That the Stirling Park Brigade area be absorbed by Ferndale Bush Fire Brigade
4. Acknowledge that a Shire-owned trailer/slip on unit remains at the Mader property

9. Endorsement of Nominated Fire Control Officers
That BFAC endorse the nominated Fire Control Officers listed for authorisation by the Shire of Donnybrook Balingup for the 2026/27 financial year.
That Council:

1. Endorse the following persons as Fire Control Officers for the period 30/06/2026 until 01/07/2027 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:

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 1954* delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer*.

Brigade Area	Officer
Argyle Irishtown	Mr Jayden Hitchcock
Balingup Town	Mr Paul Davis
Beelerup	Mr Stuart Simmonds
Donnybrook Town	Mr David Tooke
Ferndale	Mr Jamie Thomson
Kirup	Mr Chris Wringe
Lowden	Mr Michael Anderson
Mullalyup	TBC
Mumballup / Noggerup	Mr Garth Fitzpartick Mr Brendon Giudici
Thomson Brook	Mr Graham Foan (Thomson Brook) Mr Tim McNab (Brookhampton)
Munro	Mr Tas Thamo
Upper Capel	Mr Bevan Dix

10. Election of BFAC Office Bearers

That BFAC recommend to Council the nominated office bearers for the Shire of Donnybrook Balingup Bush Fire Advisory Committee.

That Council:

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

12.5 Fire Prevention Order

That BFAC recommends Council:

3. Endorse the 2026/27 Shire of Donnybrook Balingup Fire Prevention Order as drafted by Ranger Services.

4. Requests that the Chief Executive Officer facilitate the production and distribution of the 2026/27 Shire of Donnybrook Balingup Fire Prevention Order in accordance with Section 33 of the *Bush Fires Act 1954*.

12.6 Shire of Donnybrook Balingup Bush Fire Brigade Local Law and Operational Procedure Update

That BFAC recommends Council:

1. Endorse the proposed updates to the Shire of Donnybrook Balingup Bush Fire Brigade Local Law as per attachment 12.6.1 including the correction of any formatting or grammatical errors.

2. Does not support the proposed change of Brigade AGM month and requests it remain in March annually

3. Request that the CEO facilitate the proposed updates to the Shire of Donnybrook Balingup Bush Fire Brigade Local Law.

4. Endorse the proposed updates to the Shire of Donnybrook Balingup Bush Fire Brigade Operational Procedures as per attachment 12.6.2
5. Request that the CEO facilitate the proposed updates to the Shire of Donnybrook Balingup Bush Fire Brigade Operational procedures.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

8.2 Local Emergency Management Committee Meeting Minutes

8.2.1 Local Emergency Management Committee Meeting held on 19 May 2026

Minutes of the Local Emergency Management Committee Meeting held 19 May 2026 are attached as Attachment 8.2.1(1).

Executive Recommendation:

That the Minutes from the Local Emergency Management Committee Meeting held 19 May 2026 be received.

COUNCIL RESOLUTION:	117/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Anita Lindemann

That the Minutes from the Local Emergency Management Committee Meeting held 19 May 2026 be received.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 113/07-26

8.3 South West Country Zone Committee Meeting Minutes

8.3.1 South West Country Zone Committee Meeting held on 19 June 2026

Minutes of the South West Country Zone Committee Meeting held 19 June 2026 are attached as Attachment 8.3.1(1).

Executive Recommendation:

That the Minutes from the South West Country Zone Committee Meeting held 19 June 2026 be received.

COUNCIL RESOLUTION:	118/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Anita Lindemann

That the Minutes from the South West Country Zone Committee Meeting held 19 June 2026 be received.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 113/07-26

8.4 Audit, Risk and Improvement Committee Meeting Minutes

8.4.1 Audit, Risk and Improvement Committee held on 24 June 2026

This report provides the Minutes of the Audit, Risk and Improvement Committee Meeting held 24 June 2026 (Attachment 8.4.1(1)). It is noted that, the Audit, Risk and Improvement Committee members confirmed the accuracy of the Minutes via a flying minute process conducted by email.

Executive Recommendation:

That Council:

1. **Receive the confirmed Minutes from the Audit, Risk and Improvement Committee Meeting held on 24 June 2026; and**
2. **Adopt the recommendations as detailed in the Minutes and summarised in items 7.1-8.1.7.**

7.1 Audit and Risk Management Committee Meeting held 5 March 2026

1. **That the Minutes from the Audit and Risk Management Committee Meeting held 5 March 2026 be received.**

8.1 Audit Findings Progress

1. **That the Audit, Risk and Improvement Committee notes the update provided on Audit Findings as outlined in Attachments 8.1.1(1) and 8.1.1(2).**

8.2 Interim Audit for the Year Ending 30 June 2026

That the Audit, Risk and Improvement Committee recommends Council to:

1. **Receive the Interim Audit Management Letter and Findings Report for the year ending 30 June 2026 in Attachment 8.1.2(1); and**
2. **Note the Management Comments provided, stating the actions the Chief Executive Officer intends to take with respect to the six matters identified in the attachment to the Interim Audit Management Letter.**

8.3 ICT Strategy and Strategic Roadmap

That the Audit and Improvement Committee:

1. **Notes the ICT Strategy and Strategic Roadmap prepared by Tango IT; and**
2. **Recommends that Council:**
   - **2.1 Acknowledge the significant financial, resourcing and organisational implications associated with implementation of the strategy;**
   - **2.2 Request confirmation of alignment with the Long Term Financial Plan prior to committing to major initiatives, including the ERP replacement project;**
   - **2.3 Adopt a staged and prioritised implementation approach, focusing initially on governance, cyber security and risk management improvements;**
   - **2.4 Request further detail regarding delivery capability, including internal resourcing requirements and reliance on external providers; and**
   - **2.5 Require regular reporting to the Audit, Risk and Improvement Committee on implementation progress, risks and financial impacts.**

8.4 Office of the Auditor General – Report 11: Local Government Management of Gifts and Benefits

That the Audit, Risk and Improvement Committee:

1. **Notes the Office of the Auditor General's Report 11: *Local Government Management of Gifts and Benefits* (March 2026) and the associated sector-wide findings;**
2. **Notes the Shire's current practices, policies and procedures relating to gifts and benefits, including EXE/CP-5 Attendance at Events and Functions, the Code of Conduct for Employees, Contractors and Volunteers, and the Code of Conduct for Council Members, Committee Members and Candidates.**
3. **Notes the proposed process improvements to embed gifts and benefits disclosures within Council reporting and procurement processes; and**
4. **Recommends that Council support the implementation of the proposed control improvements to strengthen the integration of gifts and benefits disclosures into Council decision-making and procurement processes, consistent with better practice identified by the OAG.**

8.5 Office of the Auditor General – Report 12: Information Systems Audit Results (Local Government 2025)

That the Audit, Risk and Improvement Committee:

1. **Notes the Office of the Auditor General's Report 12: *Local Government 2025 – Information Systems Audit Results* (March 2026); and**
2. **Notes the Shire's current information systems governance framework and ongoing improvements identified through the Financial Management Regulation 17 review and audit processes.**

8.6 Office of the Auditor General – Report 13: Financial Audit Results (Local Government 2025)

That the Audit, Risk and Improvement Committee:

1. **Notes the Office of the Auditor General's Report 13: Local Government 2025 – Financial Audit Results (April 2026);**
2. **Notes the inclusion of the Shire of Donnybrook Balingup as a Top 20 best practice entity (Band 3 and 4 category); and**
3. **Recommends to Council to Council that it acknowledges that this outcome reflects strong financial management, audit readiness and governance practices, while supporting continued focus on maintaining these standards and addressing emerging sector-wide risks.**

8.7 Chief Executive Officer Briefing

1. **That the Audit, Risk and Improvement Committee note the update provided to the Committee.**

COUNCIL RESOLUTION:	119/07-26		
MOVED BY:	Cr Alex Purich	SECONDED BY:	Cr Anita Lindemann

That Council:

1. **Receive the confirmed Minutes from the Audit, Risk and Improvement Committee Meeting held on 24 June 2026; and**
2. **Adopt the recommendations as detailed in the Minutes and summarised in items 7.1-8.1.7.**

7.1 Audit and Risk Management Committee Meeting held 5 March 2026

1. **That the Minutes from the Audit and Risk Management Committee Meeting held 5 March 2026 be received.**

8.1 Audit Findings Progress

1. **That the Audit, Risk and Improvement Committee notes the update provided on Audit Findings as outlined in Attachments 8.1.1(1) and 8.1.1(2).**

8.2 Interim Audit for the Year Ending 30 June 2026

That the Audit, Risk and Improvement Committee recommends Council to:

1. **Receive the Interim Audit Management Letter and Findings Report for the year ending 30 June 2026 in Attachment 8.1.2(1); and**
2. **Note the Management Comments provided, stating the actions the Chief Executive Officer intends to take with respect to the six matters identified in the attachment to the Interim Audit Management Letter.**

8.3 ICT Strategy and Strategic Roadmap

That the Audit and Improvement Committee:

1. **Notes the ICT Strategy and Strategic Roadmap prepared by Tango IT; and**
2. **Recommends that Council:**
   - **2.1 Acknowledge the significant financial, resourcing and organisational implications associated with implementation of the strategy;**
   - **2.2 Request confirmation of alignment with the Long Term Financial Plan prior to committing to major initiatives, including the ERP replacement project;**
   - **2.3 Adopt a staged and prioritised implementation approach, focusing initially on governance, cyber security and risk management improvements;**
   - **2.4 Request further detail regarding delivery capability, including internal resourcing requirements and reliance on external providers; and**
   - **2.5 Require regular reporting to the Audit, Risk and Improvement Committee on implementation progress, risks and financial impacts.**

8.4 Office of the Auditor General – Report 11: Local Government Management of Gifts and Benefits

That the Audit, Risk and Improvement Committee:

1. **Notes the Office of the Auditor General's Report 11: *Local Government Management of Gifts and Benefits* (March 2026) and the associated sector-wide findings;**
    2. **Notes the Shire's current practices, policies and procedures relating to gifts and benefits, including EXE/CP-5 Attendance at Events and Functions, the Code of Conduct for Employees, Contractors and Volunteers, and the Code of Conduct for Council Members, Committee Members and Candidates.**
    3. **Notes the proposed process improvements to embed gifts and benefits disclosures within Council reporting and procurement processes; and**
    4. **Recommends that Council support the implementation of the proposed control improvements to strengthen the integration of gifts and benefits disclosures into Council decision-making and procurement processes, consistent with better practice identified by the OAG.**

8.5 Office of the Auditor General – Report 12: Information Systems Audit Results (Local Government 2025)

That the Audit, Risk and Improvement Committee:

1. **Notes the Office of the Auditor General's Report 12: *Local Government 2025 – Information Systems Audit Results* (March 2026); and**
2. **Notes the Shire's current information systems governance framework and ongoing improvements identified through the Financial Management Regulation 17 review and audit processes.**

8.6 Office of the Auditor General – Report 13: Financial Audit Results (Local Government 2025)

That the Audit, Risk and Improvement Committee:

1. **Notes the Office of the Auditor General's Report 13: Local Government 2025 – Financial Audit Results (April 2026);**
2. **Notes the inclusion of the Shire of Donnybrook Balingup as a Top 20 best practice entity (Band 3 and 4 category); and**
3. **Recommends to Council to Council that it acknowledges that this outcome reflects strong financial management, audit readiness and governance practices, while supporting continued focus on maintaining these standards and addressing emerging sector-wide risks.**

8.7 Chief Executive Officer Briefing

1. **That the Audit, Risk and Improvement Committee note the update provided to the Committee.**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 113/07-26

9. Reports of Officers

9.1. Director Operations

Nil.

9.2. Director Finance and Community

9.2.1 Schedule of Accounts Paid as at 30 June 2026

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 June 2026.

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 June 2026, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to $1,755,423.49.

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:

(a) The payee's name; and
(b) The amount of the payment; and
(c) The date of the payment; and
(d) Sufficient information to identify the transaction.

This list of accounts is to be:

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

Consultation

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

Officer Comment

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

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 JUNE TO 30 JUNE 2026

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	29/04/2026	HUMANITIX	SOUTH WEST STATE BUDGET LUNCH	82.50
	01/05/2026	DFES	FOI REQUEST	30.00
	01/05/2026	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	129.38
	05/05/2026	KEENS DRIVER TRAINING	DRIVER TRAINING	891.00
	08/05/2026	DEPT OF TRANSPORT	VEHICLE PLATE TRANSFERS	252.30
	09/05/2026	MICROSOFT	AZURE USAGE CHARGES	270.09
	09/05/2026	DONNYBROOK FRESH IGA	MITIGATION BURN - LUNCHES FOR VOLUNTEERS	170.48
	14/05/2026	PLANNING INSTITUTE AUSTRALIA	REGIONAL CONFERENCE REGISTRATION	650.00
	19/05/2026	HUMANITIX	RETHINKING BUSINESS AS USUAL	165.00
	19/05/2026	TRIP SAFE AUSTRALIA	CABLE COVER	234.30
	24/05/2026	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	37.43
	24/05/2026	DONNYBROOK FRESH IGA	MITIGATION BURN - MEALS FOR VOLUNTEERS	146.98
	25/05/2026	ONE STOP ROADHOUSE	MITIGATION BURN - MEALS FOR VOLUNTEERS	21.00
	25/05/2026	ONE STOP ROADHOUSE	MITIGATION BURN - MEALS FOR VOLUNTEERS	148.24
	27/05/2026	JB HIFI	DBK WMF REPLACEMENT TABLET	618.94
	28/05/2026	HUMANITIX	RETHINKING BUSINESS AS USUAL	82.50
	30/05/2026	BENDIGO BANK	CARD FEES	20.00
DD29214.1	14/06/2026		**TOTAL: CREDIT CARD PAYMENTS**	**3,950.14**
EFT PAYMENTS				
EFT33203	04/06/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT33204	04/06/2026	BDA TREE LOPPING	TREE PRUNING	12,980.00
EFT33205	04/06/2026	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	MONTHLY ACCESS FEE & SIP CHARGES	931.94
EFT33206	04/06/2026	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - MAY 26	17,785.37
EFT33207	04/06/2026	DUG CROSS ELECTRICS	REPLACE POWER POLE, METER BOX, RCD & EXIT LIGHT TESTING	9,282.00
EFT33208	04/06/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT33209	04/06/2026	MANJIMUP AUTOS PTY LTD	VEHICLE REPLACEMENT AS PER ASSET MANAGEMENT PLAN	16,093.35
EFT33210	04/06/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	5,573.87
EFT33211	04/06/2026	S HANSHAW	WORKING WITH CHILDREN & AUSTSWIM TEACHERS LICENCE RENEWALS	462.00
EFT33212	04/06/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	266.72
EFT33213	04/06/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	MEETING PROCEDURES TRAINING	407.00
EFT33213A	11/06/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 10.06.26	157,235.92

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 JUNE TO 30 JUNE 2026

EFT33214	18/06/2026	HARMONIC IT	MANAGED MONTHLY SERVICES	10,367.50
EFT33215	18/06/2026	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	351.98
EFT33216	18/06/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT33217	18/06/2026	ALL TECH PLUMBING	SUPPLY & INSTALL NEW FILL LINE FOR BALANCE TANK	817.30
EFT33218	18/06/2026	WINC AUSTRALIA PTY LTD – ACCOUNTS	STATIONERY SUPPLIES	32.99
EFT33219	18/06/2026	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	2,854.00
EFT33220	18/06/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	FUEL LINE	194.71
EFT33221	18/06/2026	AGTRAC MACHINERY	MULTI BELT, SEAL & OIL	312.00
EFT33222	18/06/2026	AUSTRALIAN NATIONAL CHARACTER CHECK PTY LTD	AUSTRALIAN NATIONAL CHARACTER CHECK	69.39
EFT33223	18/06/2026	ABLE TRAILERS	PURCHASE OF FLAT TOP TIPPER CAGE & RAMP SINGLE TRACK SET	2,198.00
EFT33224	18/06/2026	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	93.61
EFT33225	18/06/2026	BUNBURY & BUSSELTON AIR	SUPPLY & FIT AIR CON FILTER	165.00
EFT33226	18/06/2026	BANKS PEST AND WEED CONTROL	PEST INSPECTION	284.90
EFT33227	18/06/2026	BOYANUP BOTANICAL	TREES & PLANTS	638.45
EFT33228	18/06/2026	BUNBURY TELECOM SERVICE PTY LTD	SUPPLY & INSTALL COPPER CABLE	890.56
EFT33229	18/06/2026	BLUE FORCE PTY LTD	MONTHLY EMERGENCY HELP MONITORING	420.75
EFT33230	18/06/2026	BALINGUP WELDING & CIVIL PTY LTD	MITIGATION TREATMENT - UTE, EQUIPMENT HIRE, DIESEL EXPENSES	2,703.28
EFT33231	18/06/2026	B & B CABINETS	VCMP - OFFICE & HALLWAY CABINETRY, ADMIN - SUPPLY STORAGE CUPBOARD	21,245.40
EFT33232	18/06/2026	BRIGHTMARK GROUP PTY LTD	CLEANING - MAY 26	18,401.78
EFT33233	18/06/2026	BLUE STEEL ROOFING	DBK MUSEUM SHED - ROOF REPAIR	927.85
EFT33234	18/06/2026	V BLACK	REFUND OVERPAYMENT OF RATES	187.24
EFT33235	18/06/2026	CARBONE BROS. PTY LTD	LIMESTONE & BASALT FOR ROAD CONSTRUCTION	5,715.33
EFT33236	18/06/2026	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	HIRE OF ROLLER	4,826.25
EFT33237	18/06/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT33238	18/06/2026	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING	842.80
EFT33239	18/06/2026	CAPEL CRANE HIRE	HIRE OF CRANE AND RIGGER	4,180.45
EFT33240	18/06/2026	CORSIGN WA	TRAFFIC SIGNS & ROAD SIGNS	909.15
EFT33241	18/06/2026	CAFE 48	TRAINING & COUNCIL MTG REFRESHMENTS	1,102.50
EFT33242	18/06/2026	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, P&G, RANGERS	311.80
EFT33243	18/06/2026	CS LEGAL	DEBT RECOVERY RATES	352.00
EFT33244	18/06/2026	CLEANAWAY PTY LTD	DBK WMF - RECYCLING BIN TRANSFER/PROCESSING	3,628.23
EFT33245	18/06/2026	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE COLLECTION & TRANSPORTATION	5,311.54

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 JUNE TO 30 JUNE 2026

EFT33246	18/06/2026	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICALS	510.00
EFT33247	18/06/2026	DONNYBROOK HARDWARE & GARDEN	SHOWER HEAD, FLOAT FOR BALANCE TANK, KWIKSET	100.77
EFT33248	18/06/2026	DONNYBROOK FRUIT BARN PTY LTD	BFB - DIESEL - MAY 26	84.54
EFT33249	18/06/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	UNBLOCK & FIX LEAKING TOILETS, REPLACE TAP, UNBLOCK DRAIN	1,474.00
EFT33250	18/06/2026	TYRES AND MORE DONNYBROOK	SUPPLY & FIT TYRES, HIRE OF MINI EXCAVATOR	3,493.30
EFT33251	18/06/2026	DONNYBROOK FARM SERVICE	STORMWATER PIPE, CEMENT, RETIC COMPONENTS, SECATEURS, POOL CHEMICALS, SOLVENT, PRIMER & BALL VALVE	4,622.08
EFT33252	18/06/2026	DONNYBROOK FRESH SUPA IGA	COUNCIL, ADMIN, W&S & DBK REC CTR - GROCERIES, MTG & TRAINING REFRESHMENTS, COMMUNITY VOLUNTEER GROCERIES	663.79
EFT33253	18/06/2026	DUTCHFIELD DOG TRAINING	ANIMAL HANDLING TRAINING	437.50
EFT33254	18/06/2026	DONNYBROOK MENS SHED (INC)	POSSUM DREYS	600.00
EFT33255	18/06/2026	DONNYBROOK MOBILE WELDING	DBK REC CTR - FABRICATE & INSTALL NEW FRAME - CHEMICAL MIXING AREA	4,345.00
EFT33256	18/06/2026	ERGOLINK	OFFICE DESKS	1,133.00
EFT33257	18/06/2026	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	159.97
EFT33258	18/06/2026	GO DOORS PTY LTD	AUTOMATIC - DOOR SERVICING	932.09
EFT33259	18/06/2026	HERSEY'S SAFETY PTY LTD	DEPOT SUPPLIES & CONSUMABLES	434.39
EFT33260	18/06/2026	HASTIE WASTE PTY LTD	DBK WMF, BLN TRANS STATION - MANAGEMENT, SERVICING OF FRONTLINE BINS, PROCESSING OF MATTRESSES	42,290.70
EFT33261	18/06/2026	HARVEY NORMAN AV/IT BUNBURY (ELECTRICAL)	CHEST FREEZER	554.00
EFT33262	18/06/2026	C HARRIS	REFUND OVERPAYMENT OF RATES	808.15
EFT33263	18/06/2026	A HENKE	COUNCIL CROSSOVER CONTRIBUTION	242.50
EFT33264	18/06/2026	IPS MANAGEMENT CONSULTANTS	CEO PERFORMANCE REVIEW 2026	4,911.50
EFT33265	18/06/2026	JACKSON MCDONALD	SALE OF 70 SOUTH WESTERN HWY DONNYBROOK – LEGAL SERVICE FEES	2,183.30
EFT33266	18/06/2026	LIVING SPRINGS WATER PTY LTD	BOTTLED SPRING WATER	14.00
EFT33267	18/06/2026	MALATESTA ROAD PAVING & HOTMIX	HOT BITUMEN SEAL & ROAD REPAIR WORKS	39,664.97
EFT33268	18/06/2026	METAL ARTWORK BADGES	NAME BADGE	15.95
EFT33269	18/06/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	3,724.60
EFT33270	18/06/2026	MONARCH360 PTY LTD	MONARCH EDRMS	5,169.12
EFT33271	18/06/2026	MANJIMUP AUTOS PTY LTD	VEHICLE REPLACEMENT AS PER ASSET MANAGEMENT PLAN	26,496.55
EFT33272	18/06/2026	NATURALISTE HYGIENE SERVICES	MONTHLY SERVICE	3,746.25
EFT33273	18/06/2026	NESPRESSO AUSTRALIA	COFFEE	480.00
EFT33274	18/06/2026	OFFICEWORKS	OFFICE CHAIR & STATIONERY SUPPLIES	516.82
EFT33275	18/06/2026	OBAN GROUP PTY LTD	DBK REC CTR - DESIGN & DELIVER CHANGING ROOM UPGRADES	287,235.42

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 JUNE TO 30 JUNE 2026

EFT33276	18/06/2026	PRESTON PRESS	PRESTON PRESS	500.00
EFT33277	18/06/2026	PRESTON VALLEY MAINTENANCE	STORMWATER DRAINAGE REMEDIAL WORKS, REPAIRS TO SHED GUTTER, ROOF TILES & FOOTPATH STEPS SAFETY TAPE, REPLACE ROOF SHEET, INSTALLATION OF LOCK BOX, REPLACE DOOR, REMOVE & REPLACE POST & SIGN, REPLACE BENCH SEAT & TIMBER CHAIR	4,444.00
EFT33278	18/06/2026	PRESTON POWER EQUIPMENT	FILE HOLDER, WRENCH, CHAIN, EDGER BLADES	501.00
EFT33279	18/06/2026	PICTON CIVIL PTY LTD	DRY HIRE WATER CART	4,554.00
EFT33280	18/06/2026	WA DISTRIBUTORS PTY LTD	CLEANING CONSUMABLES	493.10
EFT33281	18/06/2026	J PRITCHARD	REMIBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	373.40
EFT33282	18/06/2026	J PHILLIPS	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	789.20
EFT33283	18/06/2026	PRO-ACTIVE HEALTH	REFUND OVERPAYMENT ON SUNDRY DEBTOR	46.89
EFT33284	18/06/2026	ROYAL LIFE SAVING SOCIETY WA INC.	DBK REC CTR - SWIMMING CERTIFICATES	284.70
EFT33285	18/06/2026	REPCO - DONNYBROOK	AIR FILTER, BATTERY, GAS TORCHES, BRAKE FLUID, CONNECTORS, OIL FILTERS, WHEEL CLAMP, DASH MAT	1,247.16
EFT33286	18/06/2026	RHYTHM CIVIL AND CONTRACTING	UPPER CAPEL RD BRIDGE - EMERGENCY REPAIR WORKS	53,047.50
EFT33287	18/06/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	14,891.81
EFT33288	18/06/2026	SHIRE OF COLLIE	REIMBURSE 50% INVOICE FOR BLACKBERRY CONTROL	1,100.00
EFT33289	18/06/2026	STEWART & HEATON CLOTHING CO. P/L	BFB - PPE	277.71
EFT33290	18/06/2026	SOUTHERN LOCK & SECURITY	VCMP SHEDS - KEY LOCKS & KEYS, DBK DEPOT - ALARM CALL OUT	660.00
EFT33291	18/06/2026	SURVCON PTY LTD	DBK OLD CARAVAN PARK - KERB & ROAD SETOUT	2,375.45
EFT33292	18/06/2026	SEEK LIMITED	ADVERTISEMENTS - STAFF VACANCIES	2,068.00
EFT33293	18/06/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	RELOCATE POWER ELECTRICAL CABLE, CHECK & REPAIR SWITCHBOARD	2,580.60
EFT33294	18/06/2026	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILDCARE WORKER	869.05
EFT33295	18/06/2026	SUPAGAS	GAS SUPPLY	50.60
EFT33296	18/06/2026	SMALL TREE FARM	REIMBUSE 50% OF INVOICE FOR BLACKBERRY CONTROL	424.70
EFT33297	18/06/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,188.83
EFT33298	18/06/2026	TREEHOUSE CHILDCARE CENTRE INC.	CHILDCARE WORKER - REIMBURSE FUEL COSTS (GRANT FUNDED)	2,154.47
EFT33299	18/06/2026	TRANS TANK INTERNATIONAL	SLIP ON WATER CART - FREIGHT	3,410.00
EFT33300	18/06/2026	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORM	184.35

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 JUNE TO 30 JUNE 2026

EFT33301	18/06/2026	TELAIR PTY LTD	NBN SERVICES	678.90
EFT33302	18/06/2026	THINK WATER CAPES REGION	POP UP SPRINKLERS	525.50
EFT33303	18/06/2026	TUDOR HOUSE (WA) PTY LTD	FLAGS	1,460.00
EFT33304	18/06/2026	TELAIR PTY LTD.	MOBILE DEVICE PLANS 2	79.99
EFT33305	18/06/2026	TOWIE TIMBER TRAINING	BFM - TRAINING & ASSESSMENT	2,600.00
EFT33306	18/06/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	25,496.02
EFT33307	18/06/2026	EARTH 2 OCEAN COMMUNICATIONS	HANDHELD RADIOS, MICROPHONES, CHARGERS	2,590.50
EFT33308	18/06/2026	VOCUS	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT33309	18/06/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	13,860.20
EFT33310	18/06/2026	SYNERGY	ELECTRICITY CHARGES	20,382.06
EFT33311	18/06/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	2,242.51
EFT33312	18/06/2026	WESTRAC EQUIPMENT PTY LTD	GRADER REPLACEMENT AS PER ASSET MANAGEMENT PLAN	483,648.00
EFT33313	18/06/2026	WORK CLOBBER	PPE	4,193.50
EFT33314	18/06/2026	THE WARREN BLACKWOOD ALLIANCE OF COUNCILS (INC)	CONTRIBUTION WARREN BLACKWOOD ALLIANCE – SUPERANNUATION	16,382.82
EFT33315	18/06/2026	ZONE 50 ENGINEERING SURVEYS PTY LTD	BARRIER ASSESSMENT & REPORT	2,225.30
EFT33315A	25/06/2026	SHIRE OF DONNYBROOK BALLINGUP	PAYROLL FOR THE PERIOD ENDING 24.06.26	162,946.43
EFT33316	30/06/2026	DUG CROSS ELECTRICS	DBK TRANSIT PARK REMEDIAL WORKS	3,509.00
			TOTAL: EFT PAYMENTS	**1,591,828.18**
CHEQUES				
53854	24/06/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	225.00
			TOTAL: CHEQUES	**225.00**
BANK FEES				
	30/06/2026	BENDIGO	BANK FEES	378.67
	30/06/2026	COMMONWEALTH	BANK FEES	237.13
	30/06/2026	TYRO	BANK FEES	762.21
	30/06/2026	PAYPAL	TRANSACTION FEES	21.23
	30/06/2026	EZIDEBIT	TRANSACTION FEES	5.95
	30/06/2026	SPACETOCO	TRANSACTION FEES	2,621.80
			TOTAL: BANK FEES	**4,026.99**
DIRECT DEBITS				
DD29186.1	10/06/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,453.49
DD29186.2	10/06/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	10.17
DD29186.3	10/06/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	152.01
DD29186.4	10/06/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	225.54
DD29186.5	10/06/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	339.31
DD29186.6	10/06/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	305.52
DD29186.7	10/06/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	143.55
DD29186.8	10/06/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	338.59
DD29186.9	10/06/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	340.63
DD29186.10	10/06/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	396.92

SHIRE OF DONNYBROOK BALINGUP
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PAYMENTS FROM 1 JUNE TO 30 JUNE 2026

DD29186.11	10/06/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	863.90
DD29186.12	10/06/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,091.98
DD29186.13	10/06/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,581.91
DD29186.14	10/06/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	471.19
DD29186.15	10/06/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	312.19
DD29186.16	10/06/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	767.92
DD29186.17	10/06/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29186.18	10/06/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD29195.1	03/06/2026	MAGISTRATES COURT OF WESTERN AUSTRALIA	LODGEMENT FEE	194.30
DD29195.2	10/06/2026	SHERIFF'S OFFICE	LODGEMENT FEE	88.50
DD29195.3	11/06/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 10.06.26	45,374.00
DD29195.4	15/06/2026	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	1,140.35
DD29205.1	24/06/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,510.20
DD29205.2	24/06/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	48.00
DD29205.3	24/06/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	282.31
DD29205.4	24/06/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	560.21
DD29205.5	24/06/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	320.12
DD29205.6	24/06/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	132.00
DD29205.7	24/06/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	354.42
DD29205.8	24/06/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	339.43
DD29205.9	24/06/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	396.92
DD29205.10	24/06/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	110.45
DD29205.11	24/06/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	863.90
DD29205.12	24/06/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,504.96
DD29205.13	24/06/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,653.21
DD29205.14	24/06/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	380.04
DD29205.15	24/06/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	677.44
DD29205.16	24/06/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29205.17	24/06/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	311.06
DD29205.18	24/06/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD29213.1	25/06/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 24.06.26	43,830.00
			TOTAL: DIRECT DEBITS	**155,393.18**
		TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT		**1,755,423.49**

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 22 July 2026 in accordance with the *Local Government (Financial Management) Regulations 1996* Section 13.These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.

Chief Executive Officer

COUNCIL RESOLUTION:	120/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Anita Lindemann

That Council receive the schedule of accounts paid as detailed in the report for the period ending 30 June 2026.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 113/07-26

9.2.2 Monthly Financial Report for the period ending 30 June 2026

Report Details:

Prepared by:	Manager Financial Services		
Manager:	Director Finance & Community		
File Reference:	Nil.	**Voting Requirement:**	Simple Majority

Attachment(s):

9.2.2(1) Monthly Financial Report for period ending 30 June 2026

Executive Recommendation

That Council receive the Monthly Financial Report for the period ending 30th of June 2026 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 Re*gulation 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 June 2026.

Background

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

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

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

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

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

b) Reporting of variances only applies for amounts greater than $25,000.

Risk Management

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

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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

Policy Compliance

Nil.

Statutory Compliance

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

Consultation

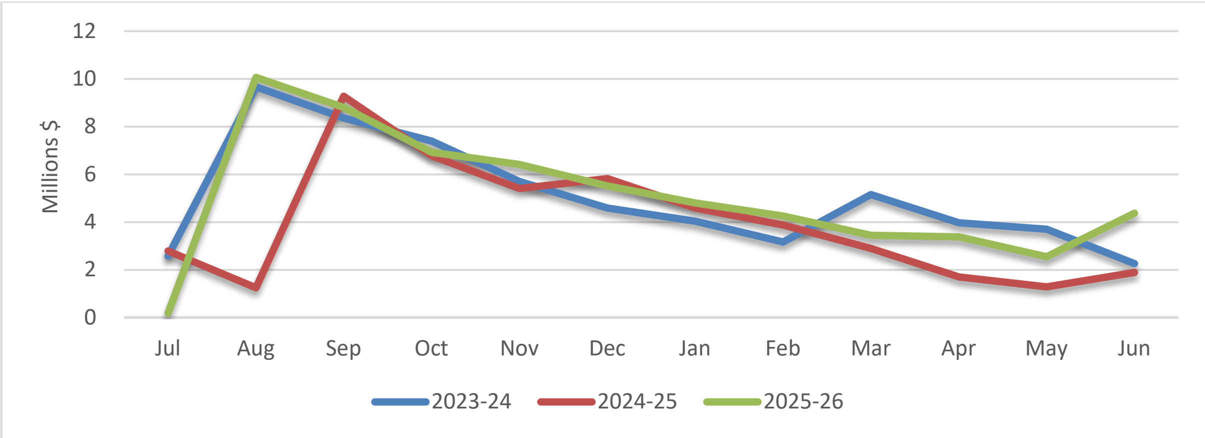
The Shire's Executive Team, Department Managers and Finance staff monitor the Shire's monthly revenue and expenditure.

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

Officer Comment

These statements compare year-to-date expenditure and revenue against the 2025/26 Adopted Original Budget which includes further amendments and the Budget review adopted by Council. They are provided in an interim state, as several transactions are still being processed for the financial year. These include but are not limited to committed expenditure relating to outstanding creditor invoices, journal adjustments for employee provisions, accrued income and amortisation entries, stock survey results, finalisation of reserve transfers, and additions to the asset register. These adjustments are necessary to ensure accurate representation of the Shire's financial position prior to audit and final adoption of the Annual Financial Statements.

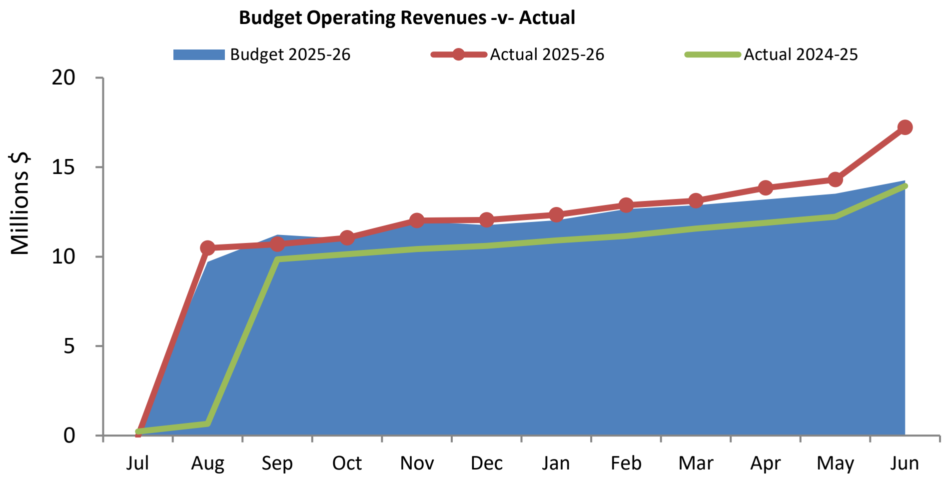
The Shire's surplus after imposition of rates was $4,366,014.



Operating Activities

Revenue was $17,214,004 which is greater than the budget estimate of $14,265,549. Key areas include:

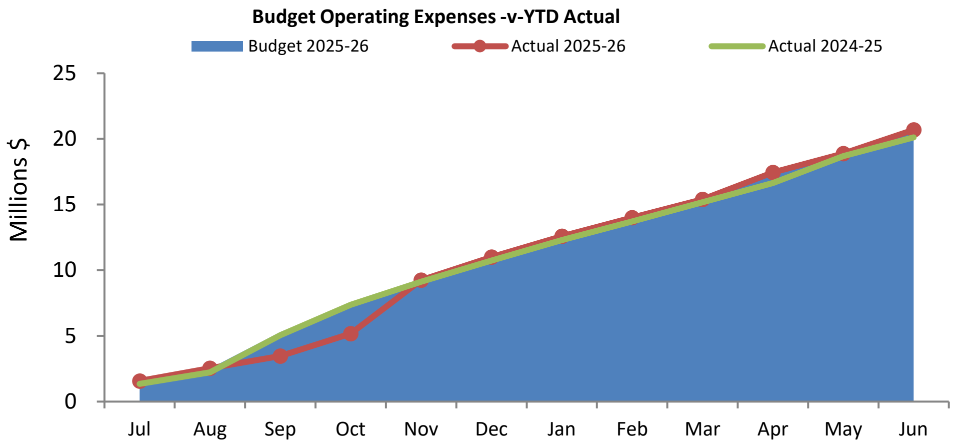
- Operating grants, subsidies, and contributions is 87% above budget estimates, mainly due to the advance payment of the Financial Assistance Grant being $1,955,432 which was received in June for the 2026/27 financial year. Reimbursements received from insurance claims were greater than budget by $168,487.
- Non cash profit on asset disposals is higher than budget estimates and is largely due to the sale of the Bendigo bank building.



Expenditure was $20,692,635 being 0.3% below budget estimates. Key areas include:

- Materials and contracts 9.2% under budget, driven mostly by the following favourable variances
    - Consultant expenses — $215,860 below budget due to the landfill closure management plan yet to be completed and carried over into 2026/27.
    - Bushfire mitigation — $163,503 under budget and offset by an operating grant.
    - Council election - $50,866 under budget due to charges for extraordinary election yet to be received.

- Finance costs 27.6% below budget due to accrual of interest charges yet to completed as part of year end processing.
- Non cash loss on asset disposals 169.04% above budget due to the disposal of vehicle involved in accident and bridge being moved on to private ownership.



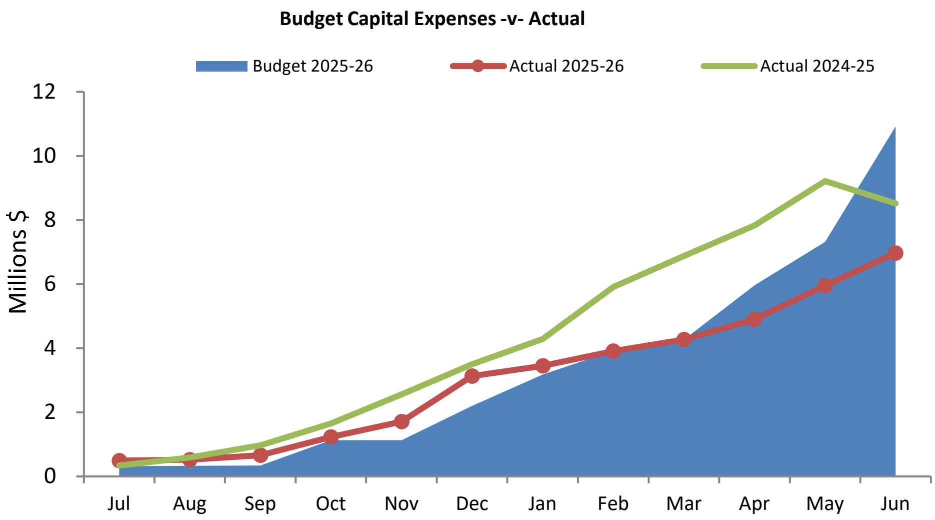
Investing Activities

Inflows from investing activities was $5,222,229 and is 31.1% below the YTD budget estimates. Key areas include:

- Proceeds from capital grants, subsidies, and contributions: $4,127,482 being 35.33% below budget, driven mostly by a variance in the recognition of grant income for the Argyle Bushfire Station $1,033,119 which is carried over into 2026.27. Recognition of grant income for VC Mitchell park is $555,735 under budget and carried over into 2026.27. Grant income from LGGC for Bridges is below budget by $335,999 and will be recognised as part of year end adjustments along with relevant expenditure incurred. Grant income for Preston Loop Pathway is $71,283 below budget and is carried over into 2026.27.

Outflows from investing activities was $6,972,823 and is 36.1% below the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment $2,924,647 and is 51.4% below budget - refer to note 3 for explanation in the attached monthly financial report.
- Payments for construction of infrastructure was $3,955,825 and is 19.2% below budget - refer to note 3 for explanation in the attached monthly financial report.



Financing Activities

Reserve fund transfers are yet to be processed and will be completed as part of year-end finalisation.

COUNCIL RESOLUTION:	121/07-26		
MOVED BY:	Cr Leanne Wringe	**SECONDED BY:**	Cr Reggie Keown

That Council receive the Monthly Financial Report for the period ending 30th of June 2026 as per Attachment 9.2.2(1).

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

9.2.3 Use of the Donnybrook Soldiers Memorial Hall for ANZAC Day Commemorations

Report Details:			
Prepared by:	Senior Community and Economic Development Officer		
Manager:	Manager Community Services		
Applicant:	Returned & Services League (RSL), Donnybrook Sub-Branch		
Location:	Donnybrook Soldiers Memorial Hall, 1 Bentley Street, Donnybrook		
Monarch:	Monarch-175587964-20	**Voting Requirement:**	Absolute Majority
Attachment(s):			

Nil.

Executive Recommendation

That Council:

1. **Approves the ongoing use of the Donnybrook Soldiers Memorial Hall by the Donnybrook RSL Sub-Branch for ANZAC Day commemorative activities in perpetuity.**
2. **Grants the Donnybrook RSL Sub-Branch priority access to the Hall for ANZAC Day each year.**
3. **Waives all facility hire fees associated with this annual booking in perpetuity.**
4. **Requires the Donnybrook RSL Sub-Branch to comply with standard facility booking conditions, including insurance and safety requirements; and**
5. **Authorises the Chief Executive Officer to implement administrative arrangements necessary to give effect to this decision.**

Strategic Alignment

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

Outcome:	13 - Increased community capacity.
Objective:	2.1 - Improve access to facilities and services to support community health and wellbeing.
Item:	13.1.1 - Support community initiatives through community grants, donations, and in-kind support via Shire Support Initiatives (SSI).

Outcome:	7 - Heritage assets are valued and respected.
Objective:	7.1 - Identify, preserve and showcase local heritage.
Item:	7.1.1 - Review the Local Heritage Survey, the Shire Heritage List and continue to promote sensitive heritage adaption projects and initiatives.

Executive Summary

The purpose of this report is to seek Council approval to grant the Donnybrook RSL Sub-Branch ongoing use of the Donnybrook Soldiers Memorial Hall for ANZAC Day commemorative activities in perpetuity, including the waiver of all associated hire fees.

Background

The Donnybrook Soldiers Memorial Hall (the hall) was originally proposed during World War One, however, due to the financial pressures present at the time, building the hall was postponed until after the war. In 1919 it was decided that the hall should be a memorial to soldiers lost in the war. When the hall was finally completed in 1921 a room was added for returned servicemen. (Frost, A.C. *Green Gold: A History of Donnybrook WA 1842 to 1974* Donnybrook Balingup Shire Council, 1976, pp 128-129).

On 5 October 1946, there was a “welcome-home dinner” for returned servicemen from World War Two hosted at the hall. Since then, what became the Donnybrook RSL Sub Branch has advocated fundraised and lobbied for returned service members in Donnybrook and beyond including the Donnybrook War Memorial completed in 1953. (Frost, A.C. *Green Gold: A History of Donnybrook WA 1842 to 1974* Donnybrook Balingup Shire Council, 1976, pp 160-161).

The Donnybrook RSL Sub-Branch organises all commemorations for ANZAC Day. This includes the “Gunfire Breakfast” which has been hosted at the Donnybrook Soldiers Memorial Hall for decades. In recent years, the Gunfire Breakfast has been well attended with approximately two hundred people at the 2026 breakfast.

Currently the “Gunfire Breakfast” is subject to annual bookings and applicable fees and/or waiver processes which adds to the organisational burden for the Donnybrook RSL Sub-Branch office bearers.

The Donnybrook RSL Sub-Branch has requested formal recognition of its ongoing use of the Donnybrook Soldiers Memorial Hall for ANZAC Day each year.

The proposal includes:
- Ongoing use of the Hall in perpetuity for ANZAC Day commemorations.
- Priority access to ensure certainty of availability; and
- A waiver of all associated hire fees.

Risk Management

Risk is considered low, as:
- The RSL is experienced in delivering the event.
- Events are well established.
- Standard safety and insurance requirements will continue to apply.
- The numbers that attend do not exceed the hall’s capacity under its public building approval.

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Insignificant	Low (1)
Risk Description:	The loss of fees associated with hiring the hall.		
Mitigation:	The financial loss will be insignificant, and it is highly unlikely that there will be another group seeking hall hire on ANZAC Day.		
Risk:	Likelihood:	Consequence:	Risk Rating:

Reputational	Unlikely	Insignificant	Low (1)
Risk Description:	Perceived unfairness at a special arrangement for the Donnybrook RSL Sub-Branch on ANZAC Day.		
Mitigation:	This is unlikely due to wider community sentiment concerning the importance of ANZAC Day.		

Financial Implications

The waiver of fees will result in a minor loss of revenue. The Donnybrook RSL Sub-Branch will require the hall for approximately five hours for setup on 24 April and five hours for the gunfire breakfast on the 25 April. For these two dates (according to the fees and charges for 2025/2026), the cost would be $335. This is considered acceptable given the significant cultural and community benefit of ANZAC Day and the associated commemorations.

Policy Compliance

The arrangement will reduce administrative processes by removing the need for annual booking approvals while maintaining compliance with standard conditions. This proposal is consistent with community facility use and community support practices. No conflicts with existing Council policies have been identified.

Statutory Compliance

Nil.

Consultation

On the 8 April 2026, a meeting was held to discuss a formal letter that had been sent by the Donnybrook RSL Sub-Branch to the Shire offices in February. Attendees included the Donnybrook RSL Sub-Branch office bearers and Shire officers, the Senior Community and Economic Development Officer and Manager of Community Services. The proposal is supported.

Officer Comment

Formalising the Donnybrook RSL Sub-Branch's ongoing use of the Soldiers Memorial Hall for ANZAC Day, together with a waiver of associated fees, recognises the significance of the day and reinforces the commemorative purpose of the facility.

COUNCIL RESOLUTION:	122/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Vivienne MacCarthy

That Council:

1. **Approves the ongoing use of the Donnybrook Soldiers Memorial Hall by the Donnybrook RSL Sub-Branch for ANZAC Day commemorative activities in perpetuity.**
2. **Grants the Donnybrook RSL Sub-Branch priority access to the Hall for ANZAC Day each year.**
3. **Waives all facility hire fees associated with this annual booking in perpetuity.**
4. **Requires the Donnybrook RSL Sub-Branch to comply with standard facility booking conditions, including insurance and safety requirements; and**

5. Authorises the Chief Executive Officer to implement administrative arrangements necessary to give effect to this decision.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by absolute majority vote

9.2.4 Community Engagement Framework

Report Details:

Prepared by: Manager Recreation Centre

Manager: Director Finance and Community

File Reference: MONARCH-1278560804-140 **Voting Requirement:** Simple Majority

Attachment(s):

9.2.4(1)	Community Engagement Framework Consultation – Council Report
9.2.4(2)	Community Engagement Framework (final draft V2) June 2026
9.2.4(3)	COMP/CP-7 Community Engagement Framework (new)
9.2.4(4)	COMP/CP-3 Community Engagement Framework (Rescind)

Executive Recommendation

That Council:

1. **Rescind Council Policy COMD/CP-3 Community Engagement Framework** (Attachment 9.2.4(4))
2. **Adopt the new Council Policy COMD/CP-7 Community Engagement** (Attachment 9.2.4(3))
3. **Endorse the Community Engagement Framework** Attachment 9.2.4(2) **as the Shire's formal approach to community engagement; and**
4. **Adopt the Framework as a mandatory, organisation-wide standard to guide engagement planning, delivery, and reporting across all projects and services.**

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.2 - Improve community consultation and engagement.

Item: 11.2.1 - Develop a Community Engagement Plan.

Executive Summary

This report seeks Council endorsement of the Community Engagement Framework as the Shire's formal, organisation-wide approach to community engagement. The Framework has been developed to provide a clear, consistent and structured approach to engaging with the community across all projects and services. It outlines the principles, processes and responsibilities that will guide how engagement is planned, delivered, and reported, with a focus on inclusiveness, transparency and accountability.

Following Council's endorsement of the draft Framework for public consultation in February 2026, feedback was sought from the community to inform its finalisation. Consultation results indicate general support for the Framework's intent and principles; however, feedback emphasised that community confidence is dependent on consistent implementation, effective communication, and clear reporting of outcomes. The final Framework has been refined in response to this feedback, including strengthening requirements for reporting back to the community ("closing the loop"),

clarifying roles and responsibilities, and broadening accessibility to include both digital and non-digital participation.
Endorsing the Framework will establish a consistent standard for engagement across the organisation, supporting improved decision-making, stronger community relationships, and increased trust over time. The report also recommends rescinding the existing Community Engagement Policy and replacing it with a new policy aligned to the updated Framework.

Background

At the Ordinary Council Meeting held on 24 February 2026, Council considered a report seeking endorsement of the Draft Community Engagement Framework for the purpose of public consultation prior to adoption.

> *"COUNCIL RESOLUTION 16/02-26*
> *That Council endorses the Draft Community Engagement Framework for the purpose of public consultation and invites community feedback to inform the final version prior to adoption."*

Following this resolution, the draft Framework was released for public comment from 11 March to 8 April 2026. Consultation was undertaken to test the clarity, accessibility, and suitability of the Framework, and to identify any improvements required before final adoption.
The Framework establishes a consistent, organisation-wide approach to community engagement, outlining principles, roles and responsibilities, and a structured process to guide engagement across all Shire activities.

Consultation results indicate general support for the Framework's intent; however, feedback was clear that community confidence depends on consistent implementation, improved communication, and stronger "closing the loop" practices. Key themes also highlighted the need to broaden accessibility and strengthen accountability across the organisation.

The Framework has been refined in response to this feedback to improve clarity, strengthen reporting expectations, and ensure it is practical for application across the organisation. This report is presented to Council to seek endorsement of the final Community Engagement Framework following completion of the consultation process.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (8)
Risk Description:	There is a risk that the Community Engagement Framework is not applied consistently across departments and projects. This may result in variability in engagement quality, reduced transparency, and continued community perceptions of inconsistent or ineffective consultation practices.		
Mitigation:	The Framework has been structured to clearly define roles, responsibilities and minimum expectations for engagement across the organisation. Implementation will be supported through:		

	• Communication of the Framework as a mandatory organisational standard • Integration of the Framework into project planning and reporting processes • Use of the Community Engagement Toolkit to support consistent application • Ongoing monitoring and evaluation, including reporting of engagement outcomes to Council • Periodic review of the Framework to ensure it remains effective and aligned with community expectations		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (6)
Risk Description:	There is a risk that adoption of the Community Engagement Framework does not lead to an improvement in community trust or confidence in the Shire's engagement practices. This may occur if the Framework is applied inconsistently, or if engagement outcomes are not clearly communicated, reinforcing existing perceptions that consultation does not influence decision-making.		
Mitigation:	The Framework includes strengthened requirements for transparency and accountability, with a specific focus on improving how engagement outcomes are communicated. This includes: Clear expectations for "closing the loop" with both Council and the community • Improved reporting on how feedback has influenced decisions • Consistent application of the Framework across all departments and projects • Ongoing evaluation of engagement practices to identify gaps and drive improvement • Reinforcement of leadership accountability in supporting genuine and visible engagement outcomes • Periodic review of the Framework to ensure it remains effective and aligned with community expectations		

Financial Implications

Nil.

Policy Compliance

The Framework aligns with and supports the Shire's existing policy and governance framework, including:

- Strategic Community Plan
- Code of Conduct
- Customer Service Charter
- Risk Management Framework

- Disability Access and Inclusion Plan
- Corporate communication and branding standards

In conjunction with adoption of the Framework, it is also proposed that the existing Community Engagement Policy (COMD/CP-3) be rescinded and replaced with a new policy (COMD/CP-7) aligned to the updated Framework. The current policy relates to a previous engagement approach and no longer reflects the Shire's contemporary engagement principles, processes and governance requirements.

Endorsing the Framework and associated policy changes will establish a consistent standard for engagement across the organisation, supporting improved decision-making, stronger community relationships, and increased trust over time.

Statutory Compliance

Nil.

Consultation

Public consultation was undertaken following Council's resolution at the Ordinary Council Meeting on 24 February 2026 to release the Draft Community Engagement Framework for feedback prior to adoption. Consultation was conducted from 11 March to 8 April 2026. An online survey was the primary feedback mechanism, supported by printable surveys and hard copy submissions to allow non-digital participation. The draft Framework and supporting materials were made available via the Shire website and at key Shire facilities.

The consultation was promoted through the Shire website, social media, E-Connect email distribution, printed notices, and the Preston Press to maximise awareness across the community. A total of 13 submissions were received (10 online and 3 printed). Participation was low; however, overall awareness of the consultation was considered high based on engagement metrics. Feedback was generally high-level and reflected broader perceptions of engagement rather than detailed commentary on the document.

Feedback indicated general support for the Framework's intent and principles. However, responses were consistent in identifying that confidence in the Framework depends on implementation. Key issues raised included inconsistent application of engagement practices, limited visibility of outcomes, and a lack of clarity on how feedback influences decisions.

"Closing the loop" was identified as a critical gap, with respondents expecting clearer and more consistent communication on outcomes. Accessibility was also raised, with feedback indicating that engagement should extend beyond digital platforms and better accommodate different locations, timeframes, and participation preferences.

The Framework has been updated in response to this feedback, including strengthening reporting expectations, clarifying roles and accountability, and broadening accessibility provisions. These changes are intended to support consistent application across the organisation and improve transparency and community confidence.

Officer Comment

The Community Engagement Framework represents a significant step forward in improving how the Shire engages with its community. Consultation findings indicate that while the principles of the Framework are supported, community confidence is closely tied to how consistently and transparently engagement is carried out in practice. The final Framework responds directly to this feedback by strengthening accountability, clarifying expectations, and embedding processes that ensure engagement outcomes are communicated effectively to both Council and the community.

Adoption of the Framework will provide a clear, consistent and organisation-wide approach to engagement, supporting improved decision-making, stronger community relationships, and increased trust over time.

MOVED BY:	Cr Vivienne MacCarthy	**SECONDED BY:**	Cr Alex Purich

That Council:

1. **Rescind Council Policy COMD/CP-3 Community Engagement Framework** (Attachment 9.2.4(4))
2. **Adopt the new Council Policy COMD/CP-7 Community Engagement** (Attachment 9.2.4(3))
3. **Endorse the Community Engagement Framework** Attachment 9.2.4(2) **as the Shire's formal approach to community engagement; and**
4. **Adopt the Framework as a mandatory, organisation-wide standard to guide engagement planning, delivery, and reporting across all projects and services.**

Cr Purich put the following amendment to Council:

MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Anita Lindemann

Amend point 3 of the motion to read as follows:

3. Update Community Engagement Framework (final draft V2) June 2026 to include "Empower" (and a suitable description), on page 10, step 2 Design, Determine the Level of Engagement.

For: Cr Purich
Against: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Wringe
Lost: 1/8

The amendment was defeated and the substantive motion was put to Council:

COUNCIL RESOLUTION:	123/07-26		
MOVED BY:	Cr Vivienne MacCarthy	**SECONDED BY:**	Cr Alex Purich

That Council:

1. **Rescind Council Policy COMD/CP-3 Community Engagement Framework** (Attachment 9.2.4(4))
2. **Adopt the new Council Policy COMD/CP-7 Community Engagement** (Attachment 9.2.4(3))
3. **Endorse the Community Engagement Framework** Attachment 9.2.4(2) **as the Shire's formal approach to community engagement; and**
4. **Adopt the Framework as a mandatory, organisation-wide standard to guide engagement planning, delivery, and reporting across all projects and services.**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Wringe
Against: Cr Purich
Carried: 8/1

9.3. Chief Executive Officer

9.3.1 Policy Rescindment – EXE/CP-7 Work Health and Safety

Report Details:			
Prepared by:	Work Health and Safety Officer		
Manager:	Executive Manager Corporate		
File Reference:	MONARCH-853412802-98	Voting Requirement:	Simple Majority

Attachment(s):

9.3.1(1) EXE/CP-7 Work Health and Safety
9.3.1(2) EXE/OP-27 Health and Safety Responsibilities
9.3.1(3) LGIS 2024 Work Health & Safety Assessment 2024

Executive Recommendation

That Council:

1. Rescinds policy EXE/CP-7 Work Health and Safety, noting its intent and content are now fully addressed in the Shire's operational procedures.

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:	12.1.5 - Review plans for appropriate Shire administration facilities to meet Council, employee and customer needs.

Executive Summary

Council is requested to rescind Council Policy EXE/CP-7 – Work Health and Safety on the basis that it has been superseded by Operational Procedure EXE/OP-27 – Health and Safety Responsibilities.

Background

Council Policy EXE/CP-7 – Work Health and Safety was adopted to provide a high-level statement of the Shire's commitment to workplace health and safety and compliance with relevant legislation. Since its adoption, the legislative and governance framework for work health and safety has evolved, including the introduction of the *Work Health and Safety Act 2020 (WA)* and the strengthening of operational WHS management systems within the Shire.

In November 2023, Operational Procedure EXE/OP-27 – Health and Safety Responsibilities was approved by the CEO. This procedure provides a comprehensive, contemporary and legislatively aligned framework that clearly articulates work health and safety responsibilities across all levels of the organisation, including councillors, executive officers, managers, workers, Health and Safety Representatives and Health and Safety Committees. EXE/OP-27 sets out detailed, role-specific duties and due diligence obligations, consistent with the requirements of the *Work Health and Safety Act 2020*.

In May 2024, the Shire participated in the LGIS 2024 Work Health and Safety Assessment, which identified an overall maturity score of 86 %. As part of that assessment, LGIS recommended that the Shire:

> *"Review procedures EXE/OP-7 and EXE/OP-27 to eliminate duplication and potential confusion. Once documentation has been updated, the contents should be communicated to all relevant stakeholders."*

As part of responding to this recommendation, the Shire has consolidated and clarified WHS documentation. Operational Procedure EXE/OP-27 has replaced earlier responsibility-based documentation and now functions as the single, authoritative source for defining WHS roles and duties. In this context, Council Policy EXE/CP-7 no longer provides additional governance value and duplicates principles and obligations that are already comprehensively addressed in EXE/OP-27.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	Confusion among internal stakeholders if the transition from Council Policy to Operational Procedure is not clearly communicated.		
Mitigation:	Planned internal communication to confirm that WHS obligations continue uninterrupted and are governed operationally through EXE/OP-27.		

Financial Implications

Nil.

Policy Compliance

This recommendation has been assessed against the Shire of Donnybrook Balingup Policy Framework (EXE/CP-8).

The proposed rescindment is consistent with the Policy Framework, which requires:

- Council Policies to remain high-level and strategic in nature; and
- Operational detail, procedures and responsibilities to be contained in Operational Procedures where appropriate.

EXE/OP-27 appropriately fulfils this role by setting out detailed health and safety responsibilities, making EXE/CP-7 redundant within the current framework. No other Council policies are adversely affected by this recommendation.

Statutory Compliance

There is no statutory requirement for a local government to maintain a standalone Council policy specifically addressing work health and safety under the:

- *Local Government Act 1995*; or
- *Work Health and Safety Act 2020*

Compliance with the *Work Health, Safety Act 2020* is achieved through effective management systems, procedures and due diligence, all of which are supported by EXE/OP-27.

Consultation

The following consultation has been undertaken or is proposed:

Internal consultation undertaken:

- Executive Manager Corporate
- Work Health and Safety Officer
- Human Resources Officer
- Review of LGIS audit recommendations

Internal consultation to be undertaken:

- Notification to Executive and Managers following Council resolution

Communication to workers, Health and Safety Representatives and Health and Safety Committee members confirming rescindment of EXE/CP-7; and continued governance of WHS responsibilities under EXE/OP-27. No external consultation is required for this recommendation.

Officer Comment

EXE/CP-7 – Work Health and Safety is a high-level policy that broadly commits the Shire to maintaining health and safety. While appropriate historically, its intent and content are now fully addressed and exceeded by Operational Procedure EXE/OP-27 – Health and Safety Responsibilities, which was approved by the CEO in 2023.

EXE/OP-27 provides:

- Clear, role-specific articulation of WHS responsibilities;
- Alignment with the Work Health and Safety Act 2020;
- Improved clarity for officers, managers, workers and councillors; and
- A single source of truth for WHS responsibilities.

Retaining both documents introduces duplication and the potential for confusion regarding statutory and organisational responsibilities. Rescinding EXE/CP-7 simplifies the Shire's governance framework and reflects contemporary best practice, audit expectations and legislative alignment.

COUNCIL RESOLUTION:	124/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Anita Lindemann

That Council:

1. **Rescinds policy EXE/CP-7 Work Health and Safety, noting its intent and content are now fully addressed in the Shire's operational procedures.**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 113/07-26

9.3.2 Council Plan 2026-2036 - Major Review and Adoption

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

File Reference: MONARCH-1278560804-82 **Voting Requirement:** Absolute Majority

Attachment(s):

9.3.2(1)	Council Plan 2026-2036 (semi-final)
9.3.2(2)	DRAFT Council Plan 2636 - consultation markup
9.3.2(3)	CP 2636 - Detailed consultation Notes
9.3.2(4)	Community Submissions

Executive Recommendation

That Council:

1. **Adopts the Council Plan 2026–2036, following completion of the major review;**
   1.1. **Endorses the strategic vision, objectives and priorities contained within the Plan** Attachment 9.3.2(1)**; and**
   1.2. **Notes that the Council Plan reflects community priorities identified through consultation undertaken as part of the major review process;**
2. **Notes that the adoption of the Council Plan 2026–2036 establishes the Shire's long-term strategic direction and informs future corporate planning, resourcing and service delivery decisions;**
3. **Authorises the Chief Executive Officer to make minor administrative amendments to the Council Plan 2026–2036** Attachment 9.3.2(1) **where required.**

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

This report presents the Council Plan 2026–2036 for adoption following the completion of a comprehensive major review.

The Council Plan is the Shire's primary long-term strategic document, outlining the community's vision, priorities and desired outcomes over a 10-year period. The major review process has ensured that the Plan remains contemporary, aligned with community expectations and responsive to the evolving operating environment.

Council is requested to adopt the updated Council Plan to enable implementation through the integrated planning and reporting framework, including corporate business planning and financial planning processes.

Background

At its Ordinary Council Meeting held on 27 May 2026, Council considered the draft Council Plan 2026–2036, presented as a single integrated document combining the Strategic Community Plan, Corporate Business Plan and Public Health Plan. The draft Plan provides the Shire's long-term strategic direction through a 10-year vision, supported by strategic objectives, priorities and delivery actions. Council was advised that the Plan had been developed through an extensive program of community engagement, elected member workshops and internal staff collaboration, representing a comprehensive major review of the Shire's strategic planning framework. This report represented the first formal decision point in the process leading to adoption of the Plan.

At the same meeting, Council resolved to endorse the draft Council Plan 2026–2036 for public consultation and invited community submissions prior to final adoption. Following Council's endorsement, the draft Plan was released for public exhibition from 29 May to 19 June 2026. The consultation process sought feedback on the proposed priorities, projects, overall direction and readability of the Plan, with submissions accepted through an online survey and written responses.
This consultation phase built upon the significant engagement already undertaken during the development of the Plan, including the MARKYT® Community Scorecard survey, community workshops held in Donnybrook and Balingup, Elected Member workshops and internal planning sessions.

The purpose of the consultation was to ensure the final Council Plan reflects community aspirations, priorities and expectations while supporting informed decision-making by Council prior to adoption.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Major	Moderate (8)
Risk Description:	Non-compliance with statutory planning requirements.		
Mitigation:	Comprehensive consultation undertaken; ongoing monitoring and review.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Possible	Major	High (12)
Risk Description:	Council Plan does not align with community expectations.		
Mitigation:	Plan developed in accordance with legislative requirements and governance oversight.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Community dissatisfaction with adopted direction.		

Mitigation:	Transparent engagement and communication of outcomes.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Major	High (12)
Risk Description:	Strategic priorities not financially sustainable.		
Mitigation:	Alignment with long-term financial planning and staged implementation.		

Financial Implications

The adoption of the Council Plan does not directly commit the Shire to specific expenditure. However, the Plan will:

- Guide future budget development and capital works programming;
- Influence long-term financial planning decisions; and
- Require ongoing alignment of priorities with available financial resources.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

Section 5.56 requires local governments to plan for the future in accordance with the *Local Government (Administration) Regulations 1996*.

Local Government (Administration) Regulations 1996

Regulation 19C requires a local government to maintain a Strategic Community Plan covering at least 10 years, setting out the vision, aspirations and objectives of the community. The Plan must be reviewed at least once every four years and developed in consultation with electors and ratepayers. Council is required to consider and adopt the Plan by absolute majority.

The Council Plan 2026–2036 has been prepared and reviewed in accordance with these requirements and incorporates the Strategic Community Plan component of the Shire's Integrated Planning and Reporting Framework.

Consultation

Public consultation on the latest draft of the Council Plan 2026-2036 was conducted over a three-week period from 29 May to 19 June 2026. This final consultation phase built on earlier engagement, including the 2025 MARKYT Community Scorecard, which provides the foundational evidence base for the Plan's overall direction and priorities. The purpose of this process was to gather targeted community feedback to refine the draft document and ensure it reflects local expectations, priorities, and lived experiences.

Changes and recommendations have been informed by the submissions received through this survey, focusing on identifying consistent themes, strengthening clarity, and aligning the Plan with both the strategic insights captured in the Scorecard and the community's most recent feedback. See Attachment 9.3.2(3) for detailed consultation analysis.

The mark-up of the Draft Council Plan Attachment 9.3.2(2) that was advertised for feedback has been included alongside this analysis. The nature of the edits made have been highlighted as follows:

- **Yellow** = Technical edits (general corrections, visual/layout adjustments for accessibility, etc.)
- **Blue** = Clarification (additional supporting information added, descriptions updated, language improvements, etc.)
- **Pink** = Critical changes (significant updates informed by community feedback, further adjustments may be required, etc.)
- **Green** = Strategic adjustments (new items, key description/timing/resource updates, or other changes made directly per community feedback)

Officer Comment

The public feedback received Attachment 9.3.2(4) generally supported the strategic direction of the Draft Council Plan and did not identify any issues requiring a fundamental change in intent or purpose. Feedback highlighted opportunities to improve the Plan's clarity, prioritisation, transparency, and alignment with community expectations.

In response, a range of refinements were made throughout the document, particularly where feedback was consistent with the findings of the 2025 Community Scorecard. These changes focused on improving readability and understanding by strengthening links between activities and outcomes, refining the document structure, providing additional explanatory content where required, and reviewing the alignment between activities, projects and supporting strategies. These changes have been detailed in Attachment 9.3.2(3) and marked up in Attachment 9.3.2(2).

<u>New Projects Added in Response to Community Feedback</u>

Following consideration of public submissions, two additional projects have been incorporated into the Draft Council Plan. Both initiatives align with community feedback and can be delivered within existing operational resources and budgets, as confirmed by the Executive Leadership Team, no Council decision required.

Project 1 – Containers for Change Expansion (Location: Page 38 – Outcome 5, Objective 5.3)

A new initiative has been added to continue implementing Containers for Change exchange points throughout the Shire.

This addition responds to community feedback requesting expansion of the program beyond Donnybrook following the positive reception of the existing exchange point. The initiative was included in the previous Council Plan and remains supported by the community.

Project 2 – Communications Plan: 5-Year Forward Roadworks Program (Location: Page 40 – Outcome 8, Objective 8.1)

A new initiative has been added to develop and implement a communications plan for the 5-Year Forward Roadworks Program, providing clear information and regular community updates through the Shire website and other communication channels.

This addition responds to community feedback seeking greater visibility of roadwork priorities, delivery timeframes and project progress. Roads continue to be one of the community's highest priorities, however the technical nature of existing planning and budgeting documents can make it difficult for community members to easily understand planned works and delivery timelines. Staff consider that a dedicated communications approach will improve transparency, accessibility of information and community understanding of the Shire's road investment program.

Community Suggestions Requiring Strategic Direction

Attachment 9.3.2(1) has been amended to reflect the changes recommended by the Executive Leadership Team following public consultation. Community suggestions requiring a strategic decision by Council (Items A–E below) have not yet been incorporated into the document. Subject to Council's resolution at the Ordinary Council Meeting, the Council Plan will be finalised and updated to reflect any approved changes prior to publication.

A. Heritage Reference Group and Donnybrook Museum Relocation Project (Location: Page 26 – Outcome 2, Objective 2.1)

Consultation feedback identified a need for greater clarity regarding community involvement in heritage-related initiatives and the role of volunteers and community champions. In response, it is recommended that the existing strategic initiative be separated into two distinct projects to provide clearer purpose and accountability.

Current Initiative (As published in the draft Council Plan)

Form a Donnybrook Museum working group to provide advice on required projects and volunteer training to recognise historical artefacts, people and places across the Shire, and to relocate the museum contents to an appropriate venue.

Recommended CP Update

1. Form a working group to support the relocation of the Donnybrook Museum contents to an appropriate venue.
2. Establish a heritage reference group to provide advice on heritage projects and volunteer training to recognise historical artefacts, people and places across the Shire.

The proposed amendment reflects community feedback seeking broader community participation in heritage initiatives and recognises the value of an ongoing heritage reference group to support future projects, planning and decision-making across the Shire, beyond the Donnybrook Museum relocation project. There are no changes to project timing or resourcing proposed.

Council Plan Update One (1) – DECISION REQUIRED
Council's decision is limited to whether the current initiative remains as a single project or is separated into the two recommended initiatives to improve clarity and community focus.

B. Mining Activity Risk Register (Location: Page 38 – Outcome 5, Objective 5.2)
The consultation process identified support for the development of a risk register to identify and manage potential conflicts associated with mining activities, with several submissions requesting that the initiative be brought forward given the current relevance of the issue.

The feedback is consistent with broader community priorities identified through the Community Scorecard and demonstrates support for proactive planning that balances land use considerations with environmental sustainability outcomes.

Current Initiative (As published in the draft Council Plan)

Planned for 2029/2030.
Recommended CP Update

Following review, it is recommended that no change be made to the Council Plan at this time. The proposed timing and resourcing of the initiative can be further investigated and considered as part of future annual Council Plan reviews and budget deliberations.

Council Plan Update Two (2) – DECISION REQUIRED
Council's decision is limited to whether the current initiative remains in 2029/2030 or is brought forward.

C. Natural Resources Management Officer (Location: Page 38 – Outcome 5, Objective 5.2)
Consultation feedback demonstrated strong support for the recruitment of a Natural Resources Management Officer and requested that the initiative be brought forward to accelerate delivery of environmental and biodiversity-related projects. Several submissions also sought greater clarity regarding the proposed timeframe, noting that the position would ideally be established prior to the development and implementation of the Biodiversity Strategy.

The feedback aligns with priorities identified through the Community Scorecard and reflects a desire for earlier investment in environmental planning and project delivery.

Current Initiative (As published in the draft Council Plan)

Planned for 2029/2030.
Recommended CP Update

Following review, it is recommended that no change be made to the Council Plan at this time. The timing, funding and resourcing requirements associated with the position can be further considered through future annual Council Plan reviews and budget deliberations.

No amendment to the Council Plan is proposed. Should Council wish to bring forward the initiative, minor amendments to the project delivery schedule would be required. However, further consideration may be necessary where any changes impact the sequencing, funding or resourcing of related projects within Outcome 5.2

Council Plan Update Three (3) – DECISION REQUIRED
Council's decision is limited to whether the current initiative remains in 2029/2030 or is brought forward.

D. Biodiversity Strategy / Environmental Sustainability Planning (Location: Page 38 – Outcome 5, Objective 5.2)
Consultation feedback demonstrated strong support for environmental sustainability initiatives and generally aligned with priorities identified through the Community Scorecard. While there was broad support for the development of a Biodiversity Strategy, respondents raised concerns regarding the proposed timing, resourcing and overall strategic approach.

Feedback indicated a desire for greater clarity regarding the long-term direction and implementation of environmental initiatives. Suggestions received included bringing the Biodiversity Strategy forward for earlier delivery, subject to appropriate resourcing, and considering a broader Environmental Sustainability Strategy to provide an overarching framework for future environmental, biodiversity and natural resource management initiatives.

Council may wish to consider whether the current Biodiversity Strategy initiative remains the preferred standalone project or whether a broader Environmental Sustainability Strategy would provide greater strategic direction, with biodiversity forming a key component of that work. Council has the following options:

- Option 1 – Change the strategic approach - Replace the Biodiversity Strategy with an Environmental Sustainability Strategy as the primary deliverable; or
- Option 2 – Change the strategic approach - Introduce an Environmental Sustainability Strategy as the overarching project, with biodiversity-related actions or a Biodiversity Strategy delivered as a subsequent initiative.

Recommended CP Update
Retain the current Council Plan wording and address timing, sequencing and resourcing through future annual reviews and budget deliberations.

Council Plan Update Four (4) – DECISION REQUIRED
Council's decision is limited to whether the current initiative remains or is changed to Option 1 or Option 2.

E. Sustainable Landscaping Program (Location: Page 47 – Outcome 7, Objective 7.2)

Consultation feedback demonstrated support for the development of a sustainable landscaping program and reinforced broader environmental priorities identified through the Community Scorecard. Feedback also highlighted opportunities to strengthen alignment between this initiative and other environmental and sustainability projects across the Council Plan.

Several submissions suggested related initiatives and potential synergies with projects in Outcome 5, noting that a coordinated approach may assist in achieving multiple strategic objectives and maximise the value of future investment in environmental outcomes.

Current Initiative (As published in the draft Council Plan)

Planned for 2027/2028.

Recommended CP Update

Following review, it is recommended that no change be made to the Council Plan at this time. The sequencing, scope and resourcing requirements of related environmental projects will be considered through future annual reviews.

Council Plan Update Five (5) – DECISION REQUIRED

Council's decision is limited to whether the current initiative remains in 2027/2028 or reschedule to a later date.

General Community Feedback – Project Deliver and Timing

A common theme arising from the consultation was concern regarding the number of projects proposed for delivery in the early years of the Council Plan. While respondents generally supported the strategic priorities, outcomes and objectives contained within the Plan, many questioned the timing and sequencing of initiatives, noting that delivering too many projects simultaneously may impact organisational capacity and the quality of outcomes achieved.

This feedback is acknowledged and will be considered as part of the Plan's ongoing implementation and review process. The Council Plan is intended to be a living document and is subject to annual review, providing Council with the opportunity to reassess project timing, priorities and delivery schedules as funding opportunities, resource availability and competing strategic commitments become clearer. While no broad changes to project timelines are proposed at this stage, future reviews may consider re-sequencing initiatives to ensure resources are focused on delivering the community's highest priorities in a sustainable and effective manner.

General Community Feedback – Values and Vision

A number of submissions commented on the Draft Council Plan's vision, values and broader community identity. While these perspectives are valuable, they sit outside the primary purpose of this consultation, which was focused on reviewing the draft document, refining strategic initiatives and activities, and identifying any final technical or structural amendments prior to adoption.

The vision and values included within the Draft Council Plan were informed through an extensive consultation process undertaken during the development of the Plan, facilitated by an external consultant. The adopted vision statement, "Discover the Magic", was selected following community engagement and reflects the themes and aspirations identified through that process. Notably, this vision differs from the alternative wording originally proposed by Council, demonstrating the influence of community feedback in shaping the final direction.

The feedback received as part of this consultation reinforces the ongoing challenge of balancing local community identity with a broader Shire-wide identity. While the comments provide useful insights, they largely reflect the views of particular individuals or groups and did not identify a clear alternative approach that represented the Shire as a whole. Accordingly, no changes to the vision or values are recommended as part of this adoption process. The feedback will instead be considered separately to inform future communications, branding and community engagement activities.

The adoption of the Council Plan 2026–2036 represents a significant governance milestone following completion of the major review.

The Plan will provide a clear and structured framework for guiding Council's strategic direction, decision-making and service delivery over the next decade. Ongoing monitoring and periodic review will ensure the Plan remains responsive to changing community needs and external factors.

MOVED BY:	Cr Vivienne MacCarthy	**SECONDED BY:**	Cr Tyler Hall

That Council:

1. **Adopts the Council Plan 2026–2036, following completion of the major review;**
   - 1.1. **Endorses the strategic vision, objectives and priorities contained within the Plan** Attachment 9.3.2(1)**; and**
   - 1.2. **Notes that the Council Plan reflects community priorities identified through consultation undertaken as part of the major review process;**
2. **Notes that the adoption of the Council Plan 2026–2036 establishes the Shire's long-term strategic direction and informs future corporate planning, resourcing and service delivery decisions;**
3. **Authorises the Chief Executive Officer to make minor administrative amendments to the Council Plan 2026–2036** Attachment 9.3.2(1) **where required.**

Cr Hall put the following amendment to Council, and Cr Lindemann advised the President that she foreshadowed an amendment:

MOVED BY: Cr Tyler Hall	**SECONDED BY:** Cr John Bailey

Amend the motion to add point 4 as follows:

4.Requests the Chief Executive Officer to undertake an internal desktop review of the Council Plan no later than two months following the release of the Australian Bureau of Statistics 2026 Census data, or the July 2027 Ordinary Council Meeting, whichever occurs first, and present a report to Council that:

4.1 updates the demographic, population and community profile information contained within the Council Plan;

4.2 recommends any amendments to improve the clarity, readability and accessibility of the document;

4.3 assesses whether the Council Plan clearly communicates Council's long-term strategic direction and the distinct governance responsibilities of the elected Council and the Chief Executive Officer;

4.4 provides options to more clearly distinguish within the integrated Council Plan the components that establish Council's long-term strategic direction from those that communicate the organisation's planning, resourcing and delivery responsibilities, recognising the distinct governance purposes formerly served by the Strategic Community Plan and Corporate Business Plan;

4.5 recommends any legislative, governance or best-practice improvements identified since the adoption of the Council Plan.

For: Cr Bailey, Cr Hall, Cr Keown, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Cr Lindemann, Cr MacCarthy,
Carried: 7/2 by absolute majority vote

Cr McNab left the Council Chamber at 6:09pm.

The substantive motion, inclusive of the amendment was put to Council.

MOVED BY:	Cr Tyler Hall	**SECONDED BY:**	Cr John Bailey

That Council:

1. **Adopts the Council Plan 2026–2036, following completion of the major review;**
   1.1. **Endorses the strategic vision, objectives and priorities contained within the Plan** Attachment 9.3.2(1)**; and**
   1.2. **Notes that the Council Plan reflects community priorities identified through consultation undertaken as part of the major review process;**
2. **Notes that the adoption of the Council Plan 2026–2036 establishes the Shire's long-term strategic direction and informs future corporate planning, resourcing and service delivery decisions;**
3. **Authorises the Chief Executive Officer to make minor administrative amendments to the Council Plan 2026–2036** Attachment 9.3.2(1) **where required.**
4. **Requests the Chief Executive Officer to undertake an internal desktop review of the Council Plan no later than two months following the release of the Australian Bureau of Statistics 2026 Census data, or the July 2027 Ordinary Council Meeting, whichever occurs first, and present a report to Council that:**
   4.1 updates the demographic, population and community profile information contained within the Council Plan;
   4.2 recommends any amendments to improve the clarity, readability and accessibility of the document;
   4.3 assesses whether the Council Plan clearly communicates Council's long-term strategic direction and the distinct governance responsibilities of the elected Council and the Chief Executive Officer;
   4.4 provides options to more clearly distinguish within the integrated Council Plan the components that establish Council's long-term strategic direction from those that communicate the organisation's planning, resourcing and delivery responsibilities, recognising the distinct governance purposes formerly served by the Strategic Community Plan and Corporate Business Plan;
   4.5 recommends any legislative, governance or best-practice improvements identified since the adoption of the Council Plan.

Cr McNab re-entered the Council Chamber at 6:10pm

Cr Lindemann put the following amendment to Council:

MOVED BY:	Cr Anita Lindemann	**SECONDED BY:**	Cr Alex Purich

Amend the motion to add point 5: On page 38 of the Council Plan, rename; Natural Resource Management Officer to read the Natural Resource and Climate Resilience Officer and bring forward the initiative to 27/28; and
Note that this would need to be considered as part of the workforce plan review and 2027/28 budget deliberations.

For: Cr Lindemann, Cr MacCarthy, Cr McNab
Against: Cr Bailey, Cr Hall, Cr Keown, Cr Patrick, Cr Purich, Cr Wringe
Lost: 3/6

Cr Bailey left the Council Chamber at 6:31pm
Cr Bailey re-entered at 6:32pm

The amended to the motion was defeated, and the substantive motion was put to Council:

COUNCIL RESOLUTION:	125/07-26		
MOVED BY:	Cr Tyler Hall	**SECONDED BY:**	Cr John Bailey

That Council:

1. **Adopts the Council Plan 2026–2036, following completion of the major review;**
   1.1. **Endorses the strategic vision, objectives and priorities contained within the Plan** Attachment 9.3.2(1)**; and**
   1.2. **Notes that the Council Plan reflects community priorities identified through consultation undertaken as part of the major review process;**
2. **Notes that the adoption of the Council Plan 2026–2036 establishes the Shire's long-term strategic direction and informs future corporate planning, resourcing and service delivery decisions;**
3. **Authorises the Chief Executive Officer to make minor administrative amendments to the Council Plan 2026–2036** Attachment 9.3.2(1) **where required.**
4. **Requests the Chief Executive Officer to undertake an internal desktop review of the Council Plan no later than two months following the release of the Australian Bureau of Statistics 2026 Census data, or the July 2027 Ordinary Council Meeting, whichever occurs first, and present a report to Council that:**

4.1 updates the demographic, population and community profile information contained within the Council Plan;
4.2 recommends any amendments to improve the clarity, readability and accessibility of the document;
4.3 assesses whether the Council Plan clearly communicates Council's long-term strategic direction and the distinct governance responsibilities of the elected Council and the Chief Executive Officer;
4.4 provides options to more clearly distinguish within the integrated Council Plan the components that establish Council's long-term strategic direction from those that communicate the organisation's planning, resourcing and delivery responsibilities, recognising the distinct governance purposes formerly served by the Strategic Community Plan and Corporate Business Plan;
4.5 recommends any legislative, governance or best-practice improvements identified since the adoption of the Council Plan.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by absolute majority vote

9.3.3 Adopt New Policy – EXE/CP-18-Privacy and Responsible Information Sharing

Report Details:

Prepared by: Community Housing Officer

Manager: Executive Manager Corporate

File Reference: MONARCH-1222330857-123 **Voting Requirement:** Simple Majority

Attachment(s):

9.3.3(1) EXE-CP-18-Privacy and Responsible Information Sharing

Executive Recommendation

That Council:

1. **Adopts the Privacy and Responsible Information Sharing Policy (EXE/CP-18) (Attachment 1);**
   1.1. **In accordance with the requirements of the *Privacy and Responsible Information Sharing Act 2024 (WA)*;**
   1.2. **To establish the Shire's governance framework for the collection, use, disclosure and management of personal information;**
2. **Authorises the Chief Executive Officer to:**
   2.1. **Implement the Policy and supporting operational frameworks;**
   2.2. **Develop and amend procedures, systems and administrative processes required to support compliance with the Policy and relevant legislation.**

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

This report presents the Privacy and Responsible Information Sharing Policy (EXE/CP-18) for Council's consideration and adoption.

The policy formalises the Shire's commitment to protecting personal information and complying with the *Privacy and Responsible Information Sharing Act 2024 (WA)* (PRIS Act).

The policy establishes a governance framework to:

- Ensure lawful and appropriate information sharing;
- Promote transparency in information handling practices;
- Support the progressive implementation of privacy and information management systems.

Adoption of the new policy will support improved governance, compliance, and risk management across all Shire operations.

Background

The PRIS Act introduces significant new obligations for local governments in relation to privacy protection and responsible information sharing.

To meet these legislative requirements, the Shire has developed the Privacy and Responsible Information Sharing Policy (EXE/CP-18), which:

- Establishes the Shire's commitment to protecting personal information;
- Applies to all Elected Members, employees, contractors, volunteers and operational functions;
- Provides guidance on the lawful collection, storage, use, disclosure and disposal of personal information.

The Policy adopts a staged and risk-based implementation approach, acknowledging that full compliance with the PRIS Act will require:

- Development of governance frameworks;
- Information breach response processes;
- Privacy impact assessment processes;
- Staff training and awareness programs;
- Reporting and monitoring mechanisms.

The Policy provides the overarching framework, with supporting procedures and operational documents to be progressively implemented under the authority of the Chief Executive Officer

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Failure to comply with PRIS Act requirements		
Mitigation:	Adoption of Policy, staged implementation, development of procedures and governance frameworks.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Possible	Major	High (12)
Risk Description:	Unauthorised access, disclosure or loss of personal information (information breach)		
Mitigation:	Implement breach response processes, staff training, secure systems and governance controls.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Major	Moderate (8)
Risk Description:	Loss of community trust due to poor handling of personal information.		
Mitigation:	Transparent practices, compliance with legislation and continuous improvement.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Moderate	High (12)

Risk Description:	Additional costs associated with implementing PRIS compliance requirements, including system upgrades and cleansing of personal information, estimated at \$50,000–\$80,000.
Mitigation:	Allocate funding through budget review process, stage implementation, prioritise high-risk data sets, and seek efficiencies through existing ICT resources.

Financial Implications

There are no immediate financial implications associated with the adoption of the Policy. However, implementation may require future resourcing for:

- System improvements,
- Staff training,
- Development of supporting frameworks and procedures.

These will be addressed through the annual budget and operational planning processes.

Policy Compliance

The Policy aligns with the Shire's existing governance framework and is supported by related policies, including:

- Records Management Policy
- ICT User Access Policy
- ICT Acceptable Use Policy
- Information Security Policy

The Policy will operate as part of the broader corporate governance and information management framework.

Statutory Compliance

Privacy and Responsible Information Sharing Act 2024 (WA)
Requires the local government to implement lawful, transparent systems for the collection, use, disclosure and sharing of personal information, including compliance with Information Privacy Principles and the establishment of governance frameworks.
Local Government Act 1995
Requires the local government to ensure proper governance, accountability and administration of its operations, including adopting policies that guide responsible decision-making and organisational practices.
Section 2.7(2)(b) provides Council with the function of determining policies for the local government, and Section 5.41(g) requires the Chief Executive Officer to implement Council decisions, including adopted policies.
The adoption of this Policy does not fall within any category requiring an absolute majority decision under the *Local Government Act 1995*
Freedom of Information Act 1992

Requires the local government to provide public access to documents while protecting personal information and ensuring access decisions are made in accordance with statutory processes.
State Records Act 2000
Requires the local government to create, maintain and manage records appropriately, including records containing personal information, in accordance with approved recordkeeping standards and practices.

Consultation

Internal Consultation:

- Executive Leadership Team
- Relevant operational staff involved in information governance

External Consultation

- Nil

The Policy has been developed internally to align with legislative requirements. External consultation is not required at the adoption stage.

Officer Comment

The policy adopts a transitional implementation approach, recognising that compliance with the PRIS Act will occur progressively over time. This approach ensures:

- Practical implementation aligned with organisational capacity;
- Ongoing refinement through continuous improvement;
- Flexibility to adapt to evolving legislative and operational requirements.

The proposed Privacy and Responsible Information Sharing (PRIS) Policy establishes the Shire's commitment to implementing the requirements of the *Privacy and Responsible Information Sharing Act 2024 (WA)* through a staged and practical implementation program. The policy acknowledges that full compliance will require the progressive development of governance frameworks, operational procedures, registers, staff capability and supporting systems over time.
The policy adopts a transitional implementation approach, recognising that compliance with the PRIS Act will occur progressively as supporting frameworks and guidance continue to be developed by the State Government and relevant statutory authorities. This approach ensures:

- Practical implementation aligned with organisational capacity;
- Ongoing refinement through continuous improvement;
- Flexibility to adapt to evolving legislative, regulatory and operational requirements; and
- Integration with existing governance, records management, information security and risk management practices.

To support the implementation of the PRIS Policy, the Shire has developed a PRIS Implementation Plan which establishes a structured roadmap for achieving compliance. The implementation program includes:

- Appointment of PRIS Champions, Privacy Officers and Information Sharing Officers;
- Completion of a PRIS Readiness Assessment and Action Plan;

- Development of an Information Asset Register to identify and manage information holdings across the organisation;
- Establishment of privacy governance frameworks, including privacy policies, collection notices and privacy complaint procedures;
- Development of information breach management processes, including breach policies, registers and response plans;
- Review of contracted service provider arrangements and information sharing practices;
- Development of procedures for access to and correction of personal information;
- Delivery of staff training and awareness programs; and
- Ongoing monitoring, compliance reporting and continuous improvement activities.

Implementation of these activities will occur progressively and be prioritised according to organisational risk, available resources and legislative commencement requirements. Regular progress reporting will be provided to Executive and Council as required.

COUNCIL RESOLUTION:	126/07-26		
MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr Anita Lindemann

That Council:

1. **Adopts the Privacy and Responsible Information Sharing Policy (EXE/CP-18) (Attachment 1);**
   1.1. **In accordance with the requirements of the *Privacy and Responsible Information Sharing Act 2024 (WA)*;**
   1.2. **To establish the Shire's governance framework for the collection, use, disclosure and management of personal information;**
2. **Authorises the Chief Executive Officer to:**
   2.1. **Implement the Policy and supporting operational frameworks;**
   2.2. **Develop and amend procedures, systems and administrative processes required to support compliance with the Policy and relevant legislation.**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 113/07-26

9.3.4 Agenda Briefing Session Date Change – September 2026

Report Details:

Prepared by: Administration Officer Corporate

Manager: Executive Manager Corporate

File Reference: MONARCH-857934545-1963 **Voting Requirement:** Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That Council:

1. **Notes that the September 2026 Agenda Briefing Session will be rescheduled from 5.00pm on Wednesday 16 September 2026, to 5.00pm on Tuesday 15 September 2026; and**
2. **Requests the Chief Executive Officer to advertise the changed date through Council's external communication channels.**

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.2 - Improve community consultation and engagement.

Item: Nil.

Executive Summary

Council is requested to note a change of date for the September 2026 Agenda Briefing Session due to coincide with the WALGA Local Government Convention being held from 16 to 18 September 2026.

Background

The usual meeting schedule places the September Agenda Briefing Session on the 3rd Wednesday of the month, which in 2026 is 16 September. However, due to the WALGA Local Government Convention occurring from 16 to 18 September 2026, a conflict arises. To avoid this conflict and ensure full attendance, it is proposed to move the meeting to 5pm, Tuesday 15 September 2026. The Ordinary Council Meeting will remain on the 4th Wednesday of the month, 23 September 2026.

Risk Management

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

Financial Implications

Nil.

Policy Compliance

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

Statutory Compliance

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

Consultation

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

Officer Comment

The proposed change supports Council's commitment to accessible governance by ensuring all Elected Members can attend the September Agenda Briefing Session. The adjustment accommodates the WALGA Local Government Convention and ensures all Councillors can attend the Agenda Briefing Session. Timely statutory advertising will ensure transparency and public awareness, and the Agenda Briefing remains unaffected.

COUNCIL RESOLUTION:	127/07-26		
MOVED BY:	Cr Grant Patrick	**SECONDED BY:**	Cr Anita Lindemann

That Council:

1. **Notes that the September 2026 Agenda Briefing Session will be rescheduled from 5.00pm on Wednesday 16 September 2026, to 5.00pm on Tuesday 15 September 2026; and**
2. **Requests the Chief Executive Officer to advertise the changed date through Council's external communication channels.**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

10. Elected Member Motions

10.1.1 Sport and Recreation Master plan for Balingup

Report Details:

Prepared by:	Councillor John Bailey		
Manager:	Chief Executive Officer		
Monarch:		**Voting Requirement:**	Simple Majority
Attachment(s):			

Nil.

Elected Member Recommendation

That Council place the Sport and Rec Master Plan on hold for 90 days.

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.

Outcome:	10 - A popular destination for visitors and tourists.
Objective:	10.2 - Improve visitor infrastructure and services.
Item:	10.1.5 - Develop a marketing campaign to promote Shire facilities and services (such as the heated pool in Donnybrook Recreation Centre) to visitors and residents in neighbouring communities.

Outcome:	1 - A diverse and growing population.
Objective:	1.1 - Attract and retain more families with children, and younger adults.
Item:	Nil.

Elected Member Summary

Nil.

Elected Member Background

The community of Balingup request council to place the sport and Rec master plan on hold for 90 days. The Balingup community appreciates the foresight and effort of the executive team and Council for the opportunity to plan for the future. There is broad support for a plan, and the community wish to get it right. 90 days will allow the community to come together and workshop a plan that truly reflects the needs of the community and how the plan will be funded. We don't envisage any further cost of consultants as we feel confident that with guidance from time to time from the executive team, we could create a truly a community driven plan. The Community representatives have advised that they have the support of the BPA, the medieval carnival, and the bib track foundation as well as numerous individuals with regards to more time for internal community engagement regarding the master plan.

Risk Management

Nil.

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Nil.

Elected Member Comment

Nil.

MOVED BY:	Cr John Bailey	**SECONDED BY:**	Cr Alex Purich

That Council place the Sport and Rec Master Plan on hold for 90 days.

Cr Purich put the following amendment to Council.

MOVED BY:	Cr Alex Purich	**SECONDED BY:**	Cr John Bailey

Amend the motion to include point 2 as follows:
2.The Balingup community is to provide monthly progress reports to the Shire on the 28th day of each month for the duration of the 90 day extension. Should a progress report fail to be submitted, the 90 day extension will be revoked and the Shire will proceed as originally planned.

For: Cr Bailey, Cr Purich
Against: Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Wringe
Lost: 2/6

The amendment to the motion was defeated, and the substantive motion was put to Council.

MOVED BY:	Cr John Bailey	**SECONDED BY:**	Cr Alex Purich

That Council place the Sport and Rec Master Plan on hold for 90 days.

For: Cr Bailey, Cr Purich,
Against: Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Wringe
Lost: 2/6

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 CEO's Annual Performance Review October 2025 – May 2026 (7 Months)

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

(a) a matter affecting an employee or employees; and

The Presiding Member put to the Council that the meeting be closed to the public to address the confidential report.

COUNCIL RESOLUTION:	128/07-26		
MOVED BY:	Cr Tyler Hall	**SECONDED BY:**	Cr Reggie Keown

That the meeting be closed in accordance with section 5.23(c) of the *Local Government Act 1995* to discuss the following confidential item:
12.1.1 CEO's Annual Performance Review October 2025 – May 2026 (7 Months)

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

Nick O'Connor, Ross Marshall, Colin Young, and Samantha Farquhar left the Council Chamber at 7:05pm.

The meeting was closed to the public at 7:05pm.

The Presiding Member put to the Council that the meeting be re-opened to the members of the public following consideration of the confidential item.

COUNCIL RESOLUTION:	130/07-26		
MOVED BY:	Cr Grant Patrick	**SECONDED BY:**	Cr Reggie Keown

That Council re-open the meeting to the public.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

The meeting was re-opened to the public at 7:17pm.

Nick O'Connor, and Samantha Farquhar re-entered the Council Chamber at 7:18pm.

12.2. Public reading of Resolutions that may be made public

COUNCIL RESOLUTION:	129/07-26		
MOVED BY:	Cr Vivienne MacCarthy	**SECONDED BY:**	Cr Anita Lindemann

That Council:

1. **Receives the Confidential CEO Performance Review Report prepared by IPS Management Consultants for the review period (October 2025 – May 2026)** Confidential Attachment 12.1.1(1).
2. **Notes that the CEO Performance Review has been conducted in accordance with:**
   - **2.1. Section 5.38 of the *Local Government Act 1995*;**
   - **2.2. Clauses 16–19 of the *Local Government (Administration) Regulations 1996*;**
   - **2.3. The Shire of Donnybrook Balingup Standard for CEO Recruitment, Performance Review and Termination;**
   - **2.4. The CEO's employment contract; and**
   - **2.5. The agreed 2026 CEO Performance Review Process.**

3. **Notes that the CEO was provided with an opportunity to respond to the draft review findings prior to finalisation of the report, and that any response received has been considered.**
4. **Endorses the CEO performance review outcome and overall rating of Competent and Effective for the review period.**
5. **Endorses the key findings, development areas and recommended performance objectives for the next review period, as set out in** Confidential Attachment 12.1.1(1)**.**
6. **Endorses the Total Benefits Package recommendation set out in Section 10 of the report** Confidential Attachment 12.1.1(1)**, effective from 1st July 2026.**
7. **Authorises the Shire President to issue the written performance review outcome letter to the CEO, incorporating:**
   - **7.1. The endorsed performance outcome;**
   - **7.2. Key strengths and development areas;**
   - **7.3. Agreed key performance indicators for the next review period; and**
   - **7.4. Any endorsed remuneration outcome.**
8. **Authorises the preparation of any required contract variation arising from the endorsed Total Benefits Package recommendation, subject to legal review and execution in accordance with the Shire's governance requirements.**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0

13. Closure

The Presiding Member advised that the next Agenda Briefing Session will be held on 19 August 2026 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

The Presiding Member declared the meeting closed at 7:21pm.