



Notice of Agenda Briefing Session

To be held on 15 September 2026 and to commence at 5:00pm
To be held at the Council Chambers in Donnybrook
(1 Bentley Street, Donnybrook)

Authorised:

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

Nick O'Connor, Chief Executive Officer

Prepared:

10 September 2026

Disclaimer:

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

TABLE 2: MEASURES OF CONSEQUENCE

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

Information on Agenda Briefing Sessions and Ordinary Council Meetings

Agenda Briefing Sessions

All Agenda Briefing Sessions are held in the Council Chamber at 5:00pm on the third Wednesday of the month (except for the month of December when it is held on the first Wednesday).

Agenda Briefings are open to the public to attend and observe however; any questions or petitions are to be presented to the Ordinary Council Meeting.

Ordinary Council Meetings

All Ordinary Council Meetings are held in the Council Chamber at 5:00pm on the fourth Wednesday of the month (except for the month of December when it is held on the second Wednesday).

Agendas

The Agenda for the upcoming Agenda Briefing Session and Ordinary Council Meeting is available on the Shire's website www.donnybrook-balingup.wa.gov.au from the Friday prior to the Agenda Briefing Session or Ordinary Council Meeting.

Agenda Briefing Guidelines

The objectives of Councillor Agenda Briefing Sessions are:

1. For the Executive to brief Councillors on Agenda items; and
2. For Councillors to ask questions of the Executive, to better inform themselves in relation to Agenda items.

The following guidelines aim to ensure proper standards of probity and accountability at Councillor Agenda Briefing Sessions:

2. There is to be no decision-making during Agenda Briefing Sessions.
3. Agenda Briefing Sessions are to be held in the Council Chamber (or other nominated venue) and are open to the general public, unless discussing confidential items.
4. Agenda Briefing papers will endeavour to be distributed to all Councillors at least three days (72 hours) prior to the meeting.
5. Agenda Briefing documents will be uploaded to the Shire's website 2 days (48 hours) prior to the briefing session.

6. The Agenda Briefing Session Chair is to be the Shire President. If the Shire President is unavailable, the Deputy Shire President shall be the Chair. If the Deputy Shire President is unavailable, the attending Councillors shall select a Chair.
7. Relevant Managers, staff and other parties, as required by the Chief Executive Officer for the provision of information to Councillors, shall attend Agenda Briefing Sessions.
8. Councillors, employees, consultants and other participants shall disclose their financial and conflicting interests in matters to be discussed.
9. Interests are to be disclosed in accordance with the provisions of the Act as they apply to Ordinary Council Meetings. Persons disclosing a financial interest will not participate in that part of the briefing relating to their interest and will leave the meeting room.
10. There is to be no opportunity for a person with an interest to request that they continue in the briefing.
11. As no decisions will be made during the Agenda Briefing Session, there is no requirement to keep a formal record (minutes) for each meeting.
12. Items to be addressed will be limited to matters listed on the forthcoming agenda or completed and scheduled to be listed within the next two meetings.
13. Briefings will only be given by staff or consultants for the purpose of ensuring that Councillors are more fully informed; and
14. There will be no debate-style discussion as this needs to take place in the Ordinary Meeting of Council when the issue is set for decision. This is particularly important when Shire planning matters are discussed. Councillors are to avoid expressing their opinions for or against a proposal. Under the provisions of the Town Planning Scheme and other relevant State Acts, decision-makers are required to maintain a high degree of independence from the process leading up to the decision being made.

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

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

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

“This Briefing Session 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.”

Agenda Briefing Sessions are open to the public for attendance and observation. Please note that questions and petitions are to be formally presented at the Ordinary Council Meeting. Deputations may be received during Agenda Briefing Sessions, in accordance with Council procedures.

There will be no debate-style discussion as this needs to take place in the Ordinary Meeting of Council when the issue is set for decision.

2. Attendance (OCM)

Councillors Present:

Cr John Bailey

Cr Tyler Hall

Cr Reggie Keown

Cr Anita Lindemann

Cr Vivienne MacCarthy

Cr Amanda McNab

Cr Leanne Wringe

Cr Alex Purich

Staff Present:

Nick O'Connor, Chief Executive Officer

Colin Young, Director Finance and Community

Loren Clifford, Executive Manager Corporate

Samantha Farquhar, Administration Officer
Corporate

Other Members Present:

Public Gallery:

2.1. Apologies

Not applicable for Agenda Briefing Sessions.

2.2. Approved Leave of Absence

Not applicable for Agenda Briefing Sessions.

At the Ordinary Council Meeting held 24 June 2026, Council resolved the following:

"COUNCIL RESOLUTION 98/06-26

That Council approve Cr Grant Patrick's request for a leave of absence for the September 2026 Ordinary Council Meeting.

2.3. Application for Leave of Absence

Not applicable for Agenda Briefing Sessions.

3. Announcements from the Presiding Member

Not applicable for Agenda Briefing Sessions.

4. Declarations of Interest

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

5. Public Question Time

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

Nil.

5.2. Public Question Time

Not applicable - Agenda Briefings are open to the public to attend and observe however, any questions or petitions are to be presented to the Council Meeting.

6. Presentations

6.1. Petitions

Not applicable - Agenda Briefings are open to the public to attend and observe however, any questions or petitions are to be presented to the Council Meeting.

6.2. Presentations

Not applicable - Agenda Briefings are open to the public to attend and observe however, any questions or petitions are to be presented to the Council Meeting.

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.

6.4. Delegates' Reports

Not applicable for Agenda Briefing Sessions.

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 26 August 2026

Minutes of the Ordinary Council Meeting held 26 August 2026 are attached as [Attachment 7.1.1\(1\)](#).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 26 August 2026 be confirmed as a true and accurate record.

8. Reports of Committees

8.1 Local Emergency Management Committee Meeting Minutes

8.1.1 Local Emergency Management Committee Meeting held on 28 July 2026

Minutes of the Local Emergency Management Committee Meeting held 28 July 2026 are attached as [Attachment 8.1.1\(1\)](#).

Executive Recommendation:

That the Minutes from the Local Emergency Management Committee Meeting held 28 July 2026 be received.

8.2 Warren Blackwood Alliance of Councils Meeting Minutes

8.2.1 Warren Blackwood Alliance of Councils Meeting held on 4 August 2026

Minutes of the Warren Blackwood Alliance of Councils Committee Meeting held 4 August 2026 are attached as [Attachment 8.2.1\(1\)](#).

Executive Recommendation:

That the Minutes from the Warren Blackwood Alliance of Councils Committee Meeting held 4 August 2026 be received.

AGENDA BRIEFING

8.3 Audit, Risk & Improvement Committee Meeting Minutes

8.3.1 Audit, Risk & Improvement Committee Meeting held on 26 August 2026

This report provides the minutes of the Audit, Risk and Improvement Committee Meeting held 26 August 2026 (Attachment 8.3.1(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 26 August 2026; and
2. Adopt the recommendations as detailed in the minutes and summarised in items 7.1-8.1.5.

7.1 Audit, Risk and Improvement Committee Meeting held on 24 June 2026

That the Minutes from the Audit, Risk and Improvement Committee Meeting held 24 June 2026 be received.

8.1.1 Audit Findings Report

That the Audit, Risk and Improvement Committee notes the update provided on Audit Findings as outlined in Attachments 8.1.1(1) Annual Audit Findings August 2026 status and 8.1.1(2) Outstanding Financial Management Review/Audit Regulation 17 Review Findings.

8.1.2 Compliance Audit Report 2025

1. Endorse the adoption of the 2025 Compliance Audit Return for the period 1 January 2025 to 31 December 2025 (Attachment 8.1.2(1) Compliance Audit Report 2025 Summary of Responses); and
2. Endorse the certification of the 2025 Compliance Audit Return by the Shire President and Chief Executive Officer prior to submission to the Local Government Inspector by 30 September 2025.

8.1.3 Strategic Risk Register Review and Risk Treatment Plan Update

That the Audit, Risk and Improvement Committee:

1. Notes the updated Risk Register - Strategic Updated 18-08-2026 (Attachment 8.1.3(1)); and
2. Notes that control effectiveness assessments have now been completed for all identified strategic risks and residual risk ratings have been reviewed accordingly; and
3. Notes that strategic risk treatment plans have been developed for all strategic risks with residual risk ratings above the Shire's risk tolerance level of 9, as detailed in Strategic Risk Treatment Plan - Updated 18 August 2026 (Attachment 8.1.3(2)); and

- 4. Notes that implementation and monitoring of the identified treatment actions will be reported to future meetings of the Audit, Risk and Improvement Committee as part of the Shire's ongoing risk management and governance framework.**

8.1.4 Privacy and Responsible Information Sharing – Implementation Progress

That the Audit, Risk and Improvement Committee Meeting note the update provided on the Privacy and Responsible Information Sharing Implementation Progress.

8.1.5 Chief Executive Officer Briefing

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

AGENDA BRIEFING

9. Reports of Officers

9.1. Director Operations

9.1.1 Reconsideration of conditions P25070 - Pine Plantation, Mumballup

Report Details:

Prepared by: Principal Planner

Manager: Manager Development Services

Applicant: Delta Forestry Pty Ltd for Cultura Australia Pty Ltd

Location: Lot 212 Hearle Road, Mumballup

File Reference: A4020 (P25070)

Voting Requirement: Simple Majority

Attachment(s):

9.1.1(1) Minutes of Council Meeting held on 25 March 2026

9.1.1(2) Development Application Plan dated July 2026

9.1.1(3) Fire Management Plan dated August 2026

9.1.1(4) (Attachment 9.1.1(2) approved under Council Resolution 35/03-26)

Executive Recommendation

That Council:

A. In accordance with section 31 of the *State Administrative Tribunal Act 2004*, and pursuant to clause 68(2)(b) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the Shire of Donnybrook-Balingup Local Planning Scheme No. 7, resolves to amend Conditions 1, 2, 3, 5, 7, 8 and 9 of Development Approval P25070 for a Pine Plantation on Lot 212 Hearle Road, Mumballup, approved under Council Resolution 35/03-26 on 25 March 2026, as follows:

- 1. The layout of the lot, firebreaks, exclusion, and planting areas to be in accordance with the Forest Management Plan (Attachment 9.1.1(2)) and Development Application Plan dated July 2026 and the conditions of approval and must not be altered or modified without the further written consent of the Shire. Where specific or more detailed requirements are imposed under any other condition of this approval the condition(s) shall prevail.**
- 2. The Fire Management Plan dated August 2026 shall form part of this development approval and must be implemented and maintained to the reasonable satisfaction of the Shire.**
- 3. The applicant shall ensure that a copy of the single page Fire and Emergency Plan is:**
 - a) Stored at all property entrances in secure, weatherproof, and clearly labelled containers at all times; and**
 - b) Provided to the Department of Biodiversity, Conservation and Attractions, the Department of Fire and Emergency Services Regional Office, and the relevant local bushfire control brigades.**

The provision, storage, and accessibility of this map must be maintained to the reasonable satisfaction of the Shire.

5. Setbacks:

- a) A minimum setback of 6 metres shall be maintained from all native vegetation and from both sides of the watercourse. The setback from native vegetation is to be measured from the outer edge of the tree canopy dripline, where applicable, as it exists at the date of this approval. Unless otherwise required by a Bushfire Notice under the Bush Fires Act 1954 or other written law, firebreaks and vehicle accessways may encroach up to 3 metres into the required 6-metre setback provided a minimum separation distance of 3 metres is always maintained from the tree canopy dripline or watercourse.
- b) The plantation shall maintain a minimum setback of 15 metres from all lot boundaries. The applicant/landowner shall undertake regular monitoring and control of pine wildlings within the setback areas inside the lot, at a frequency consistent with weed and pest monitoring activities, to minimise the spread of pine wildlings onto adjoining properties and road reserves.

7. At least eighteen (18) months prior to the commencement of any harvesting activities, a Harvesting Plan shall be submitted to and approved by the Shire. The Plan shall be referred to relevant authorities, including Main Roads Western Australia, the Public Transport Authority (PTA), and the Department of Biodiversity, Conservation and Attractions (DBCA), and shall detail the proposed traffic management arrangements associated with the harvesting operation. This includes any required gravel resheeting, or road upgrades or other works necessary to accommodate haulage vehicles if Restricted Access Vehicle (RAV) approval is required. No harvesting activities shall commence until the Harvesting Plan has been approved to the reasonable satisfaction of the Shire. All harvesting activities shall thereafter be undertaken in accordance with the approved Harvesting Plan.

8. Prior to the commencement of any planting works, the applicant shall to the reasonable satisfaction of the Shire:

- i. construct and thereafter maintain, to the reasonable satisfaction of the Shire, a gravel crossover from Lot 212 to the unconstructed road fronting Lot 212;
- ii. construct and thereafter maintain, to the reasonable satisfaction of the Shire, the unconstructed road reserve from the crossover to the Hearle Road intersection, including any drainage culverts, to a gravel standard;
- iii. install and maintain an access gate across the constructed road at a location that is as close as reasonably practicable to the Hearle Road intersection while enabling all vehicles to be fully contained within the constructed road before access to or after egress from Hearle Road; and
- iv. install reflective signage on the access gate and near the Hearle Road intersection to clearly delineate to those travelling south that the constructed road is not the continuation of Hearle Road.

- 9. The two dams within compartments 4 and 7 be decommissioned to the reasonable satisfaction of the Shire within eight (8) months of the date of this approval. Any future recommissioning of these dams shall require engineering drawings and certification by a suitably qualified engineer to the reasonable satisfaction of the Shire.**

Strategic Alignment

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

Outcome: 9 - A thriving economy.

Objective: 9.1 - Attract and retain a diverse mix of businesses, investment and employment opportunities.

Executive Summary

The purpose of this report is for Council to reconsider several conditions attached to Development Approval P25070, granted by Council at its 25 March 2026 meeting, for a pine plantation on Lot 212 Hearle Road, Mumballup.

Following the State Administrative Tribunal (SAT) process a revised set of conditions has been negotiated and agreed in principle. Officers consider the amended conditions appropriately address the matters raised in the SAT application while continuing to protect environmental, fire management and road safety interests.

As the approval was granted by Council resolution, officers do not have delegated authority to determine amendments to the approval. Accordingly, Council is required to consider whether it wishes to reconsider and amend the approval conditions pursuant to section 31(1) of the *State Administrative Tribunal Act 2004*.

Background

Council approved Development Application P25070 for a pine plantation on Lot 212 Hearle Road, Mumballup at its meeting held on 25 March 2026 (Council Resolution 35/03-26), subject to conditions ([Attachment 9.1.1\(1\)](#)). Subsequently, the applicant's legal representatives, HWLE Lawyers, lodged an application for review with the State Administrative Tribunal pursuant to section 252(1) of the *Planning and Development Act 2005*. The application sought review of several conditions of approval, principally relating to setbacks, road infrastructure requirements and harvesting operations.

Grounds of Review

1. Setback requirements

The applicant submitted that setback requirements are already prescribed within the approved Forest Management Plan (FMP), compliance with which is required under Condition 1. It was argued that Condition 5 duplicates those requirements and, in addition, prevents firebreaks and access tracks from being located within designated setback areas. The applicant contended that there is no planning justification for this additional restriction.

2. Road upgrades

Condition 8 required works to the unconstructed road reserve and intersection with Hearle Road prior to the commencement of planting. The applicant submitted that these works are only necessary to facilitate future harvesting and haulage operations, which are not expected to occur for approximately 20 years. It was argued that there is insufficient planning justification to require the works prior to planting. The applicant further submitted that Hearle Road and the proposed gravel road are capable of accommodating future harvesting activities and that nearby plantations have historically utilised the same road network.

3. Requirement for a further development approval in respect of harvesting plan

The applicant submitted that harvesting operations are an integral component of plantation forestry and should not require a separate future development approval. It was argued that Condition 7 lacks certainty and effectively requires an additional approval for the same land use. The applicant proposed that, instead, the condition require preparation and endorsement of a Harvest Management Plan consistent with the *Code of Practice for Timber Plantations in Western Australia 2014*, focused on operational matters and management of road network impacts.

Orders sought

The applicant sought orders varying the decision to:

- a) amend Condition 5 to permit firebreaks within setback areas;
- b) amend Condition 7 to require a Harvest Management Plan endorsed by the local government with clearly defined content requirements; and
- c) delete Condition 8 in its entirety.

Following mediation and subsequent discussions between the parties, revised conditions were drafted and refined. As Council originally determined the application, officers are seeking Council endorsement of the amended conditions before the matter returns to the Tribunal. A directions hearing is scheduled with the Tribunal for 9 October 2026.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Insignificant	Low (3)
Risk Description:	Potential environmental impacts may arise if required setbacks to native vegetation and watercourses are not appropriately managed. There is also a risk of adverse impacts on the environment and the local community if effects on the local road network are not adequately addressed and managed.		
Mitigation:	The risk would be managed through the imposition of conditions on the development approval, requiring compliance with environmental and infrastructure management requirements. Council would have the ability to undertake compliance and enforcement action in the event of any breach of approval conditions or future non-compliance.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Moderate	High (15)
Risk Description:	Continued participation through the SAT process is resource intensive.		
Mitigation:	The approval of the amended conditions as per the Executive Recommendation will likely lead to a resolution of the SAT proceeding.		

Financial Implications

The applicant exercised its statutory right to seek a review of the conditions of approval through the State Administrative Tribunal. All applicable application and Tribunal-related fees are the responsibility of the applicant. The reconsideration of the approval conditions has no direct financial implications for the Shire, other than staff time associated with the assessment, participation in mediation, preparation of reports, and attendance at Tribunal proceedings. There is no provision for the recovery of these officer costs.

Policy Compliance

Council previously considered this matter under the original item. Refer to [Attachment 9.1.2\(1\)](#).

Statutory Compliance

State Administrative Tribunal Act 2004

31. Tribunal may invite decision-maker to reconsider decision

- (1) At any stage of a proceeding for the review of a reviewable decision, the Tribunal may invite the decision-maker to reconsider the decision.
- (2) Upon being invited by the Tribunal to reconsider the reviewable decision, the decision-maker may:
 - (a) affirm the decision; or
 - (b) vary the decision; or
 - (c) set aside the decision and substitute its new decision.

The applicant, if they do not agree with the outcome of the reviewed decision, may have the Council reconsideration decision reviewed by the State Administrative Tribunal.

Consultation

Both DWER and DBCA provided input into the revised conditions regarding setbacks/firebreaks etc.

Officer Comment

On 7 August 2026, the State Administrative Tribunal issued orders requiring that:

1. By 14 August 2026, the respondent confirm to the applicant whether Conditions 2 and 8 of the development approval had been satisfied;

2. Pursuant to section 31(1) of the *State Administrative Tribunal Act 2004*, the respondent reconsider its decision on or before 1 October 2026; and
3. The matter be listed for a directions hearing on 9 October 2026.

In response, officers undertook an assessment of compliance with Conditions 2 and 8 and advised all parties accordingly.

Condition 2

Condition 2 of the March decision required amendment of the Fire Management Plan prior to commencement of planting works. Specifically, the amended plan was required to include:

- relevant local fire agency contact details;
- a georeferenced emergency response map identifying access points, water supplies, assembly areas and critical infrastructure; and
- a minimum 50,000-litre firefighting water tank.

Officers reviewed the Fire Management Plan dated August 2026 and confirmed that these requirements had been incorporated. Accordingly, officers recommend that condition 2 be simplified as presented and that condition 3 be reworded to reflect the changes to condition 2.

Condition 8

Condition 8 required the construction of:

- a gravel-standard intersection from Hearle Road to the unconstructed road reserve; and
- the unconstructed road reserve up to and including the crossover to Lot 212.

Site inspections and engineering assessment confirmed that the required works have been completed to the satisfaction of the Shire. Access gates have also been installed by the applicant and will be maintained by the applicant as sole user of the road. Accordingly, officers determined that Condition 8 has been satisfied, however propose additional components to recognise the applicant's responsibilities with reference to the unconstructed road reserve that forms part of the access to their lot.

Amended Conditions

As part of the SAT proceedings, the parties negotiated amendments to Conditions 1, 2, 3, 5, 7, 8 and 9. The amendments provide greater clarity regarding plantation setbacks, access arrangements, fire management obligations and future harvesting requirements.

Officers consider the revised conditions to be reasonable, enforceable and consistent with orderly and proper planning principles while addressing the concerns raised by the applicant through the SAT process. Changes to setback distances have been discussed with DWER and DBCA and are considered to maintain protection for native vegetation and waterways.

Conclusion

In reconsidering the approval, officers have reviewed the issues raised through the SAT proceedings, submissions from relevant stakeholders and advice from referral agencies and internal service areas. The proposed amended conditions reflect the outcomes of mediation and provide a balanced approach to managing environmental, fire management and transport-related impacts associated with the plantation.

Officers are satisfied that the revised conditions remain consistent with the principles of orderly and proper planning and continue to protect the interests of the wider community. It is therefore recommended that Council reconsider its previous decision and amend the conditions of approval as set out in the Executive Recommendation.

AGENDA BRIEFING

9.1.2 Request to Close Unconstructed Road Parcels ID 3627482 and ID 3627483, Balingup

Report Details:

Prepared by: Principal Planner

Manager: Manager Development Services

Location: Unconstructed road parcels ID 3627482 and ID 3627483

File Reference: A1496 (Lot 7)

Voting Requirement: Simple Majority

Attachment(s):

9.1.2(1) Submissions

Executive Recommendation

That Council:

1. Pursuant to *Section 58 of the Land Administration Act 1997* and *regulation 9A. Modified requirements for certain requests by local government for closure of road*, resolves to:
 - a. Authorise the Chief Executive Officer to request the Minister for Planning and Lands to close the subject road reserves as depicted on the location plan, figure 1 (IDs 3627482 (A) and 3627483 (B)), subject to the following comments and conditions:
 - i. **Compliance with Regulation 9A**
The proposal satisfies the requirements of regulation 9A, as:
 1. The road reserves have been reserved, declared or dedicated as roads and are shown as “No Zone” under Local Planning Scheme No. 7; and
 2. The road reserves are currently unconstructed and are not identified for future construction within the Shire’s Works and Services Program.
 - ii. **Environmental Approvals**
Any future works associated with the construction of an access driveway, clearing of vegetation (including portions of the Melaleuca plantation within road reserve (B)), construction of a watercourse crossing within road reserve (A), installation of drainage infrastructure, or any other improvements within the closed road reserve shall be the responsibility of the new landowner and undertaken at the new landowner's expense and be subject to all relevant approvals and permits from the Department of Water and Environmental Regulation (DWER).
 - iii. **Watercourse Crossing Design**
Prior to the construction of any access crossing over the watercourse, the new landowner shall ensure that the crossing is designed by a suitably qualified professional and addresses all relevant environmental, hydraulic, drainage and engineering considerations, in consultation with Department of Water and Environmental Regulation (DWER).

iv. Ongoing Maintenance Responsibility

The new landowner shall be responsible for all costs associated with the construction and maintenance of the access driveway or other improvements located within the former road reserve.

v. Protection of Existing Services

Any existing utility infrastructure and associated access rights benefiting service authorities shall be protected to the satisfaction of the relevant service provider. Ongoing access shall be maintained for the purposes of inspection, maintenance, repair and replacement of infrastructure.

vi. Costs of Closure and Disposal

All costs associated with the road closure and disposal process, including surveying, valuation, plan preparation, Landgate fees and any other associated costs, shall be met by the new landowner.

vii. Access Arrangements

Prior to the transfer of any portion of the closed road reserve to adjoining landowners, satisfactory legal access shall be maintained for all affected lots. The owners of Lot 2367 have expressed an interest in purchasing the northern half of the road reserve should the road closure proceed. This arrangement would retain a 10-metre-wide battleaxe leg that would be able to provide legal access to Lot 7 and another legal access arrangement would be required to benefit Lot 2366. This would be able to be established by the affected landowners through the appropriate process or legal mechanism prior to the completion of any land transfer arising from the road closure.

2. Authorise the Chief Executive Officer to advise the Department of Planning, Lands and Heritage that Council supports the closure of the subject road reserves as per the application received from the owner of Lot 7 subject to the above comments and conditions and any other requirements deemed necessary by the Minister for Planning and Lands.

Strategic Alignment

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

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

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

Item: Nil.

Executive Summary

The purpose of this report is for Council to consider a request to close two portions of unconstructed road to facilitate private acquisition by an adjoining landowner.

Road closure requests are administered by local governments in accordance with the *Land Administration Act 1997* (LAA) and *Land Administration Regulations 1998* (LAR), and are subsequently referred to the Minister for Planning and Lands for determination.

The Shire has undertaken a preliminary assessment of the proposal and has not identified any significant issues that would prevent the request from progressing.

It is recommended that the request proceed in accordance with the provisions of the LAA and LAR and, be forwarded to the Minister for Planning and Lands for approval.

Background

Proposal

The Shire has received a request from the landowner of Lot 7 (129) Grimwade Road, Balingup to close two portions of unconstructed road reserve to enable their private acquisition. The proposal would provide legal access to Lot 7 and Lot 2366, owned by a relative.

The subject road reserves extend from Russells Road, Balingup, and are depicted on the location plan, figure 1 (IDs 3627482 (A) and 3627483 (B)).

The road reserves are currently unconstructed and are not identified within the Shire's Works and Services Program for future construction. Historically, Lot 7 benefited from a legal easement over Lot 2258; however, that easement has since been extinguished. As a result, the owner of Lot 7 is seeking to secure legal access through acquisition of the road reserve.

Should the applicant successfully acquire the road reserve, they are proposing to allow an easement to be granted over the land in favour of Lot 2366 to provide ongoing legal access. Lot 2366 does not currently have independent legal access and, consequently, is unable to support future residential development until legal access is established.



Figure 1 – Location Plan

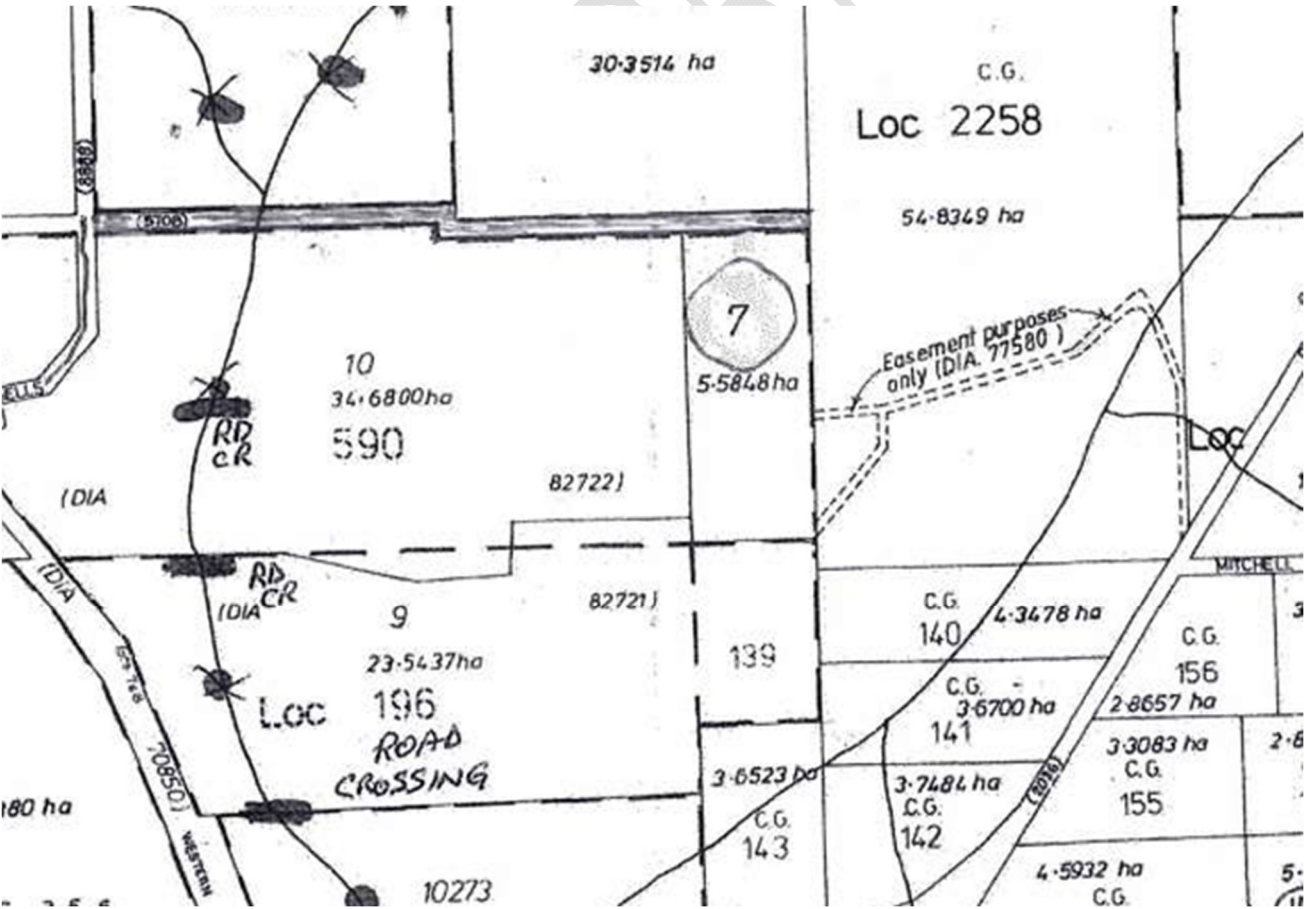


Figure 2 – Shows the now extinguished easement access to Lot 7

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Insignificant	Low (3)
Risk Description:	Construction of a driveway in the unconstructed road reserve would require a crossing over a creek line. Earthworks and heavy machinery operations associated with the construction of the crossing may result in soil disturbance, erosion, and sediment mobilisation, particularly during periods of heavy rainfall. This could lead to sediment or other contaminants entering the watercourse, adversely affecting water quality, aquatic habitat, and downstream environmental values.		
Mitigation:	The risk can be effectively managed by scheduling construction works during the drier months to minimise the potential for runoff, sediment transport, and erosion. The detailed design and construction of the creek crossing should be undertaken with input from suitably qualified engineering and environmental specialists to ensure appropriate sediment and erosion control measures are incorporated and implemented. All works should comply with relevant environmental and waterway management requirements, with disturbance limited to the minimum extent necessary. As Shire approval is not required for the construction of a driveway, it is the responsibility of the landowner to ensure that all necessary permits and licences, including any approvals required from the Department of Water and Environmental Regulation (DWER) for clearing activities or creek crossings, are obtained prior to the commencement of works.		

Financial Implications

There are no financial implications for the Shire arising from this proposal. The applicant has paid the applicable fee associated with the road closure application.

The applicant has also been advised that, should Council support the proposal, the Shire's recommendation will be forwarded to the Department of Planning, Lands and Heritage (DPLH) for further assessment and determination by the Minister for Planning and Lands. The applicant will be responsible for all costs associated with the road closure and land acquisition process, including (but not limited to) advertising, surveying, plan and document preparation, valuation fees, Landgate fees, and the purchase price of the land.

Policy Compliance

Local Planning Policy 9.9 Road Closure (LPP 9.9) outlines the following parameters relevant to a request of this nature:

1. Council will not support the closure of any gazetted public road which has any possibility whatsoever of being utilised. There is a general presumption against the closing of roads.
2. Council will however consider the closure of a gazetted road where it will have no impact upon legal practical access to any property and will result primarily in the rationalisation of land and roads within the Shire.

3. *In the event that Council supports the closure of a road the proponent will be liable for all costs involved with the road closure.*

A review of the proposal confirms that the request meets the requirements of LPP 9.9 and can be considered by Council.

Statutory Compliance

Requests to permanently close a road are made under section 58 of the *Land Administration Act 1997* (LAA). Local governments are required to comply with the relevant provisions of the LAA and the *Land Administration Regulations 1998* (LAR) when preparing and submitting a road closure request to the Minister for Planning and Lands.

Regulation 9A of the *Land Administration Regulations 1998* provides a modified process for certain road closure requests made under section 58 of the LAA. Regulation 9A applies where the land:

- Has been reserved, declared, or dedicated as a road; and
- Has never been used as a road or had a road constructed upon it.

The subject road reserves have been dedicated as road reserve with “No Zone” on the Scheme Maps under LPS7 and have never been constructed or used as public roads. Accordingly, the proposal is considered to satisfy the criteria of Regulation 9A.

As Regulation 9A applies, the Shire is not required to undertake the public advertising and submission process prescribed by Regulation 9 prior to requesting the closure of the road. Instead, the request to the Minister must include:

- Written confirmation that the subject land is of the type described in Regulation 9A and that the requirements of Regulation 9 have not been undertaken because Regulation 9A applies;
- Confirmation of the Council resolution requesting the road closure;
- Sketch plans showing the location of the road reserve and the proposed future disposition of the land; and
- Any other information considered relevant to the Minister's consideration of the request.

Regulation 9A was introduced in 2024 to provide a streamlined process for the closure of road reserves that have never been constructed or used as roads. The proposal is consistent with the intent and requirements of this provision.

Consultation

As the proposal relates to the closure of an unconstructed road reserve that has never been used as a public road, the modified requirements under Regulation 9A of the *Land Administration Regulations 1998* apply. Accordingly, public advertising is not required.

Notwithstanding, Department of Planning Lands and Heritage (DPLH) was consulted to ensure that the Council report addressed all relevant matters prior to finalisation. In response, Department of Planning Lands and Heritage advised that it has no in-principle objection to the proposal provided that the road

closure does not adversely affect surrounding landowners and that adjoining properties retain legal access.

Although the Shire may be exempt from undertaking the standard advertising process under Regulation 9A of the *Land Administration Regulations*, Department of Planning Lands and Heritage advised that the owners of Lots 2367 and 11 should be consulted before the proposal progresses further.

Subsequently, the Shire contacted the owners of the affected lots. The owners of Lot 11 advised that they support the proposed road closure, as it would facilitate the creation of a private access road. The owners of Lot 2367 indicated that they would be interested in purchasing the northern half of the road reserve should the closure proceed. This arrangement would leave the owners of Lots 7 and 2366 with a 10-metre-wide battleaxe leg to provide legal access to their properties.

DPLH also provided the following comments:

Topic	Officer Comment
Environmental Approvals and Water Crossing Design DPLH agreed that environmental approvals and a suitable water crossing design would be necessary. However, it noted that these requirements may place a significant burden on the landowner. DPLH recommended that the Shire and/or landowner undertake further consultation with the Department of Water and Environmental Regulation (DWER) regarding the proposed access route, including the design plans, scope of works, potential impacts on the waterway, and any clearing required before progressing the road closure. DPLH further noted that there is a high likelihood that the underlying site conditions may not support a primary access route capable of providing reliable year-round access. Should year-round access not be achievable,	During the site inspection, the applicant identified a number of existing creek crossings located to the south of the subject site. These crossings are man-made structures that provide access across the waterway. It is considered that it is the new landowner's responsibility to obtain any approvals, licences, permits, and clearances required for the construction of the proposed access driveway, including any approvals associated with creek crossings and native vegetation clearing, where applicable. Any necessary consultation with the Department of Water and Environmental Regulation (DWER) and other relevant agencies should be undertaken by the new landowner prior to commencing works. It is also acknowledged that the preparation of detailed engineering plans and supporting documentation for DWER assessment may

Topic	Officer Comment
consideration would need to be given to whether the proposal complies with applicable State and local bushfire planning requirements.	involve considerable cost. In this regard, it would be unreasonable to expect the new landowner to incur these costs before there is certainty that the road reserve closure will proceed and that the underlying land can be acquired. Accordingly, it is considered appropriate that the applicant first establish whether the land acquisition can be achieved before investing in the preparation of detailed designs and obtaining the necessary approvals.
Access Arrangements DPLH advised that once the road reserve is closed and transferred to private ownership, it becomes freehold land. Accordingly, any easement or alternative access arrangement required to benefit Lot 2366 would need to be established under the <i>Transfer of Land Act 1893</i>. DPLH confirmed that it would have no further requirements or comments regarding such private access arrangements.	The intention of the owner of Lot 7 to establish and register an easement to provide access to Lot 2366 is noted. While DPLH's comments regarding future access arrangements are acknowledged, any easement or other access right benefiting Lot 2366 would be a private matter between the owners of Lots 7 and 2366. Should the road closure proceed and the land be transferred into private ownership, the creation of an easement could be facilitated through the relevant process.

A Dial Before You Dig enquiry identified the presence of infrastructure assets within the vicinity of the subject road reserve. The proposal was subsequently referred to relevant service authorities and government agencies, including:

- Western Power;
- Telstra;
- Water Corporation; and
- Department of Water and Environmental Regulation (DWER).

No objections to the proposed road closure were received, refer ([Attachment 9.1.1\(1\)](#))

Western Power requested that ongoing access to its network infrastructure be maintained. It is not anticipated that the future construction of a private access driveway within the former road reserve would impede Western Power's ability to access, operate, or maintain its assets.

DWER advised that, should the proposal be modified in a manner that may affect environmental values, water resources, or waterway management, the Department should be notified to allow further assessment.

The Shire's Works and Services team supports the proposal on the basis that the land will become privately owned and that any access road or associated infrastructure constructed on the land will be the sole responsibility of the new landowner. It is noted that any future access driveway is likely to cross a watercourse and areas of seasonally wet land. Accordingly, the new landowner will need to ensure that the design and construction of the crossing appropriately addresses environmental, drainage, and engineering considerations.

The matters raised by the referral agencies and the Shire's Works and Services team are not considered to preclude the proposed road closure. However, these matters should be brought to the attention of the new landowners, as it will be their responsibility to address and consider any relevant requirements, approvals, or constraints prior to the commencement of works.

Officer Comment

Road reserves are Crown land and are generally vested in the care, control and management of the relevant local government, except for roads under the care and control of Main Roads Western Australia.

Where an adjoining landowner seeks to acquire a portion of road reserve, the road must first be formally closed. This process is administered by the local government in accordance with the *Land Administration Act 1997* and the *Land Administration Regulations 1998*, following which a request is submitted to the Minister for Planning and Lands for determination.

The assessment of the proposal has identified the following:

- The subject road reserves are unconstructed and have never been formed or used as public roads.
- The Shire's Works and Services team has advised that there are no current or foreseeable plans to construct roads within these road reserves.
- The proposed road closure is consistent with the objectives and requirements of Local Planning Policy 9.9.
- Lot 7 and Lot 2366 currently do not have legal access to a constructed public road.
- The acquisition of the road reserve by the owner of Lot 7 would provide an opportunity to establish legal access to both Lot 7 and Lot 2366.
- The owner of Lot 7 has indicated a willingness to grant an easement over the land in favour of Lot 2366 to facilitate ongoing legal access.
- Any future access driveway constructed within the former road reserve is likely to require a crossing of a watercourse and areas of seasonally wet land.
- Referral agencies, including Western Power, Telstra, Water Corporation and the Department of Water and Environmental Regulation (DWER), have not raised any objections to the proposed road

closure.

Below are photographs of the road reserve taken on 15 July 2026. The western section of the road reserve is identified as **(A)** and the eastern section is identified as **(B)**.



Figure 3 – Photograph taken from Russells Road looking towards the creek within the western section of the road reserve **(A)**.



Figure 4 – Photograph showing the location within road reserve **(A)** where a creek crossing would need to be constructed.



Figure 5 – Melaleuca plantation within road reserve **(B)** that would need to be removed to facilitate construction of an access driveway.



Figure 6 – Eastern part of reserve (A)

While the proposed road closure raises some environmental and engineering considerations associated with the future construction of a private access driveway, these matters are not considered to warrant refusal of the proposal. Any future works would be subject to all relevant approvals and would be the responsibility of the new landowner.

Accordingly, should Council resolve to support the proposed road closure, it is recommended that the following conditions be recommended to be imposed by the Minister for Planning and Lands:

Environmental Approvals

Any future works associated with the construction of an access driveway, clearing of vegetation such as some of the Melaleuca plantation within road reserve **(B)**, construction of a watercourse crossing

within road reserve (A), installation of drainage infrastructure, or any other improvements within the closed road reserve shall be undertaken at the new landowner's expense and be subject to all relevant approvals, permits and statutory requirements.

Watercourse Crossing Design

Prior to the construction of any access crossing over the watercourse, the new landowner shall ensure that the crossing is designed by a suitably qualified professional and addresses all relevant environmental, hydraulic, drainage and engineering considerations, to the satisfaction and in consultation with the Department of Water and Environmental Regulation (DWER).

Ongoing Maintenance Responsibility

The new landowner shall be responsible for all costs associated with the construction and maintenance of the access driveway or other improvements located within the former road reserve.

Protection of Existing Services

Any existing utility infrastructure and associated access rights benefiting service authorities shall be protected to the satisfaction of the relevant service provider. Ongoing access shall be maintained for the purposes of inspection, maintenance, repair and replacement of infrastructure.

Costs of Closure and Disposal

All costs associated with the road closure and land acquisition process, including surveying, valuation, plan preparation, Landgate fees and any other associated costs, shall be met by the new landowner.

Access Arrangements

The owners of Lot 2367 have expressed an interest in purchasing the northern portion of the road reserve should the proposed road closure proceed. This arrangement would retain a 10-metre-wide battleaxe leg capable of providing legal access to Lot 7. A separate legal access arrangement would be required to benefit Lot 2366.

Such an arrangement could be established by the affected landowners through the appropriate statutory process or legal mechanism prior to the completion of any land transfer resulting from the road closure. Consequently, the proposed road closure is not considered to adversely affect access to the adjoining lots, provided the necessary access arrangements are secured before transfer of the land.

These conditions align with the advice received from referral agencies and the Shire's Works and Services team and will assist in ensuring that environmental, engineering infrastructure and access considerations are appropriately addressed.

The proposal is considered to be reasonable, supported, and it is therefore recommended that Council endorse the request and refer the matter to the Minister for Planning and Lands for consideration under section 58 of the *Land Administration Act 1997*.

9.1.3 Dark Down South Open Air Festival – Event Application

Report Details:

Prepared by: Manager Development Services

Manager: Director Operations

Applicant: Music on Murray Street

Location: Jim McDonald Oval, Kirup

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

9.1.3(1) Site plan

Executive Recommendation

That Council:

1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Dark Down South Open Air Festival, as temporary works and use and therefore exempt from development approval under clause 61(1)(a)(17) and 61(2)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Approves the event, Dark Down South Open Air Festival, proposed to be held at Jim McDonald Oval Kirup on 20 and 21 November 2026, with setup from 16 November 2026 and pack down completed by 24 November 2026 and authorises the Chief Executive Officer to issue a certificate of approval under section 178(1) of the *Health (Miscellaneous Provisions) Act 1911* subject to the following:

Management Plans:

- a. All commitments and undertakings provided for in the application to be complied with. Should there be any discrepancies between the documents and these conditions, the condition prevail to the extent of the inconsistency;
- b. Subject to review by the Chief Executive Officer of the Department of Health, a maximum accommodation of 500 people on site at any one time (that includes event staff, vendors and volunteers) applies to this event;

Access and Traffic Management:

- c. Applicant to submit a Traffic Management Plan (TMP) prepared by an appropriately qualified person, showing temporary warning signs and method of traffic management to control traffic integration with South West Highway;
- d. TMP and any proposed event signage will require separate approval from Main Roads WA, prior to commencement of the event. Written evidence of Main Roads WA approval required to be submitted at least 14 days prior to the event;

- e. An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the TMP must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;

Risk Management:

- f. Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
- g. Event organiser to provide evidence of minimum \$20 million public liability insurance for any one event for all proposed activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 14 days prior to the event date;
- h. All electrical equipment is to be tested and tagged by an appropriately qualified person;
- i. All temporary generator installations must be earthed in accordance with Australian Standards, as appropriate. A Form 5 "Certificate of Electrical Compliance" is required to be submitted by a licensed electrical contractor for all temporary power installations prior to commencement of the event;
- j. A minimum of ten (10) temporary toilets comprising four (4) male toilets, five (5) female toilets and one (1) unisex accessible toilet and associated hand basins are to be provided for the event use. They are to be placed so that they are within 90 metres of any camp site;
- k. All toilets are to be serviceable for the duration of the event and located in a manner to facilitate servicing/replenishment for the duration of the event;
- l. Event and camp grounds are to have adequate lighting after dark;
- m. Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;
- n. All temporary structures (including gazebos, tents and camping structures) must be suitably secured to prevent movement in wind gusts and must not be used if winds will exceed manufacturer specified rating;
- o. For the stage and any tent or marquee greater than 55m² the event organiser is to provide a Certificate of Structural Adequacy from a practising structural engineer or authorised installer, confirming structural adequacy of temporary structures installed. Certificate of Structural Adequacy is required to be completed by an authorised installer or structural engineer and submitted prior to commencement of the event;
- p. Camping for event attendees is permitted for two (2) nights and for event organisers a total of eight (8) nights and subject to separate written approval from the Shire;
- q. Event organiser to submit a list of all food vendors to the Shire for separate approval. The following information, for each food vendor, is also required to be submitted:
 - a. A copy of the vendors 'Food Business Registration Certificate (Food Act 2008)' from their "home" Shire (if not from the Shire of Donnybrook Balingup); and;
 - b. A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- r. A first aid post with a minimum of two qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;

- s. The event organiser is to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully without any rubbish or debris being deposited on neighbouring properties or left on site following the event;

Noise

- t. Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire Chief Executive Officer;
- u. The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include:
 - a. A Noise Management Plan;
 - b. Notification to residents within 2km of the oval grounds is to be undertaken by the Shire, at the applicant's cost

Debrief

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

Advice note:

Due to crowds, including children, food safety and animal welfare concerns, the Shire's Ranger Services recommends that dogs are not permitted within the event grounds.

Strategic Alignment

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

- Outcome:** 2 - A sense of identity and belonging through culture, heritage and the arts.
- Objective:** 2.2 - Facilitate, encourage and support a diverse range of festivals, community events, arts and cultural activities.
- Outcome:** 9 - A thriving economy.
- Objective:** 9.2 - Encourage more people to stop, shop and experience the Shire of Donnybrook Balingup.

Executive Summary

The Shire is in receipt of an event application for Dark Down South Open Air Festival (the event) to be held at Jim McDonald Oval in Kirup on 20 and 21 November 2026. The applicant describes this event as "family friendly, camp on site 2-day heavy metal music festival". The applicant held this event at this venue over the weekends of 22 and 23 November 2024 and 21 and 22 November 2025 under their former business name of "JamArt Sound Lounge".

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

Background

A two-day music festival "Dark Down South Open Air Festival" has been proposed to be held at Jim McDonald Oval on the 20 and 21 of November 2026, with stage and marquee set up to commence

from 16 November and pack down to be completed by 24 November. It will be a public, ticketed event with a cap of 400 audience members. There is anticipated to be 75 band members and 25 support/vendor staff. It is proposed that live music will play from 2:00pm until 11:00pm on both days of the festival in 45 minute intervals. There will be recorded music between live performances with sound checks from 12:30pm each day. Food will be provided via food trucks. It is proposed to be a BYO alcohol event with camping available on site.

Along with their completed event application form the applicant has provided:

- A site plan (refer Attachment 9.1.3(1))
- Application for approval of non-complying event (including a noise management plan and example neighbour notification letter)
- Risk Management Plan
- Fire Management Plan
- Application to consume liquor on a park/reserve (BYO only)
- A temporary camping application with camping management plan
- Police notification

In their event application they have committed to providing:

- Temporary toilets to cater for their audience;
- Provision for disability access, including the opportunity to install a hearing loop if required
- First aid with two senior first aiders
- Cleaning and waste removal
- Temporary fencing
- Lighting towers
- Provision of professional security for the duration of the event
- A traffic management plan and accredited traffic controllers

The proposed event is outside the Shire's established high bushfire threat period.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Negative community experience; risk to attendants.		
Mitigation:	Applications are assessed on a case-by-case basis, through an internal, multi-disciplinary approach. The application outcome is considered with a resultant recommendation determined using a risk based approach. Feedback from the two previous events held at this venue by the same applicant was positive.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Catastrophic	High (15)
Risk Description:	Injury to participant on Shire land leads to insurance claim for financial damage.		

Mitigation:	The applicant is required to hold appropriate insurance to mitigate this risk to the Shire.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Property	Possible	Moderate	Moderate (9)
Risk Description:	Negative community experience; risk to attendants.		
Mitigation:	The building infrastructure at the Jim McDonald Oval is not fit for purpose and is not being made available to the applicant for this event. The applicant will need to bring in temporary facilities including toilets, structures, lighting towers and generators to facilitate their event.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Unlikely	Catastrophic	High (10)
Risk Description:	Injury to attendees from fire risks, crowd behaviour and temporary facilities.		
Mitigation:	The event is occurring outside of the established high threat period, fires will not be permitted, mobile/temporary food businesses are required to be registered and the applicant has committed to crowd control, first aiders and bringing in appropriate facilities.		

Financial Implications

The event assessment process is a collaborative effort between Shire staff across the Operations Directorate, who each provide recommendations specific to their area of expertise. Application fees are not intended to fully recover the costs associated with the event assessment process.

This event attracts the following fees (as per Council's adopted fees and charges):

Item	Rate
Event application fee	\$277
Application Fee Temporary Camping	\$100
Oval Hire 16-24/11/2026	\$126/day (\$1008)
Application fee Regulation 18	\$1,000
Notification letters	To be determined as per Council's Fees & Charges schedule

Policy Compliance

As this event is a multi day event and requires consideration of approval of a non-complying noise event, under Policy COMD/CP-6 Events, this event application requires Council determination. The duration of the event and set up/pack down dates meets the criteria for an exemption from Development Approval under item 4 of Policy COMD/CP-6 Events.

Statutory Compliance

Under clause 61(1)(a)(17) and 61(2)(f) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, events can be considered as exempted development where they meet the definition of "temporary works". Temporary works are defined as "the works are

in existence for less than 48 hours, or a longer period agreed by the local government, in any 12-month period”.

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

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

The proposed event meets the exempted development criteria.

Events in Western Australia are assessed under the following legislation:

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

Due to the premises being accessed from a declared road, Traffic Management will need to be referred to Main Roads for their specific approval under the provisions of the *Main Roads Act 1930*.

Consultation

Due to the temporary nature of an event, community engagement regarding events is routinely limited to informing the community rather than seeking their feedback for consideration prior to approving an event. As with last year, it is proposed that a mailout is conducted, at the applicant’s cost, to residents within a 2 kilometre radius, notifying them of this event. This notification will include start and finish times as well as 24 hour contact information to assist with any complaint management.

There are currently 131 properties located within 2 kilometres of the oval. If Council wanted to increase the notification to a 5 kilometre radius, this would be a total of 218 properties.

The applicant intends to promote the event using social media, radio, newspapers, posters and flyers. Last year, in the lead up to the event, a complaint was received during the sound check. With the resident’s permission, their contact information was provided to the applicant. As with the 2024 event all feedback after the 2025 event was positive and no formal incidents or complaints were received.

Officer Comment

Noise

Noise emitted from any premises must comply with the provisions of the *Environmental Protection (Noise) Regulations 1997*. The Regulations reference assigned levels, when received at a receiving premises. Regulation 18 allows the Chief Executive Officer of the local government to approve an event

if satisfied that “its noise emissions would exceed the assigned noise levels but would lose its character or usefulness if it had to meet the assigned levels”.

It is widely accepted that music festivals would lose its character if it had to meet the assigned levels. Similar to the last two events, the applicant has committed to the following within their proposed Noise Management Plan:

- Placing a dB meter at the boundary line of closest adjacent residential properties so that noise levels can be monitored in real time.
- Setting the stage up in front of the existing building on site to provide additional barrier between the stage and the main residential area of town.
- Directing speakers away from nearby residential properties.
- Monitoring the level at the oval entrance during sound check and at least 3 times during the event to understand any impacts from weather conditions on how the sound is travelling
- Changeover/interval music between sets will be quieter than the live bands.
- Each band playing for a maximum of 45 minutes
- Campers will be provided with clear guidelines and etiquette regarding noise after the bands end for the night.
- Key personnel/event organisers will be on site to monitor camper’s activities after the bands end for the night and take corrective actions if necessary.
- Publication of an onsite contact number for residents to contact regarding any aspect of the event. Enables adjustment of noise levels if necessary.

In relation to noise, the Department of Health’s “Guidelines for concerts, events and organised gatherings” includes the following:

Noise management plans should consider measures that will reduce the event’s noise impact on the community, such as maximum sound levels at the mixing desk and noise sensitive premises. Outdoor music concerts and festivals need to operate at sound levels of at least 95 dB(A) at the mixing desk to achieve an acceptable atmosphere. The sound mixing operators for many of the artists may wish to operate at higher levels, typically up to 105 dB(A) at the mixing desk. In most cases, this is unnecessary and a limit of 100 dB(A) at the desk is acceptable. Noise levels are measured as 1-minute LAeq (average) sound levels.

Time and duration of the event

Control over the start and finish times and duration of the event will reduce the noise impact on noise sensitive occupiers. Events should generally be held at reasonable hours of the day such as from 9.00 am to 11.00 pm. Event duration should not exceed 6 hours. Sound check, or practice times should also be limited to no more than 1 to 2 hours and not before 9.00 am or after 10.00 pm. Longer event duration and later hours may be acceptable if it is demonstrated the community does not object or specific noise amelioration measures are implemented.

The applicant proposes 95 dB(A) at the mixing desk. While each day’s live music element exceeds the recommended 6 hour duration (i.e. 9 hours), there will be breaks between each live performance with live music to finish at 11:00pm. The event is proposed for a Friday and Saturday night which are

generally more socially acceptable nights for later events. Sufficient advance notice of the event enables those residents with sensitivities to be aware of the event and its intended duration.

Fire

The event is located within a bushfire prone area as illustrated in Figure 1. The event date is proposed to occur within the Shire's restricted burning period (1 November – 14 December) and outside of the Standardised "High Threat Period" (HTP) for the Lower Southwest being, the second Thursday in December until the last Thursday in March.



Figure 1 - Map of Bush Fire Prone Areas (marked pink)

The event grounds are flat with multiple emergency egress points available if required. In addition, the proximity to an established townsite further reduces the risk of fire, as well as affording areas of refuge, should a fire occur. On balance, the site is considered suitable for an event at this time of year. Conditional approval is therefore recommended.

9.1.4 New Policy - Installation of Public Memorial Seat

Report Details:

Prepared by: Manager Works and Services

Manager: Director Operations

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

9.1.4(1) Draft Policy - Installation of Public Memorial Seat (WRKS/CP-5)

Executive Recommendation

That Council:

1. **Adopt Council Policy WRKS/CP-5 Installation of Public Memorial Seat** (Attachment 9.1.4(1))

Strategic Alignment

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

Outcome: 7 - Attractive and welcoming public places.

Objective: 7.1 - Create vibrant, attractive and welcoming towns and public places.

Executive Summary

The purpose of this report is to present the draft Council Policy, Installation of Public Memorial Seat, for Council's consideration and adoption.

The policy establishes a consistent framework for assessing requests from community members wishing to commemorate deceased persons through the installation of memorial seats and plaques within public open spaces owned or managed by the Shire. The policy outlines eligibility requirements, approval processes, design standards, cost responsibilities, maintenance arrangements, and asset life expectations.

The adoption of the policy will improve transparency and consistency in decision-making, ensure equitable treatment of applications, support effective asset management practices, and protect the amenity and long-term functionality of public open spaces.

Background

The Shire periodically receives requests from community members seeking to install memorial seats and plaques within parks, reserves, trails, and other public open spaces to commemorate deceased family members, friends, or notable local residents.

Historically, requests have been assessed on a case-by-case basis. While this approach has provided flexibility, it has also highlighted the need for a formal policy to provide clear guidance for applicants and officers and to ensure consistent decision-making.

The draft policy has been developed to establish eligibility criteria and standards for the installation and management of public memorial seats. It recognises the community value of memorialisation while balancing the Shire's responsibilities in relation to public asset management, maintenance obligations, safety, accessibility, and the preservation of public space character.

The policy applies to all applications for memorial seats and associated plaques on land owned or managed by the Shire and provides delegated authority for compliant applications to be determined administratively by the Chief Executive Officer or their authorised delegate.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (8)
Risk Description:	Members of the public being upset due to a lack of process for them to formally recognize or honor another person		
Mitigation:	Development of a Shire policy providing guidance to staff as to how these requests are to be processed		

Financial Implications

The policy itself does not create a direct financial impact on the Shire. Applicants are responsible for the costs associated with the purchase, installation, and plaque inscription of memorial seats. Any routine maintenance undertaken by the Shire will be accommodated within existing operational maintenance activities.

Policy Compliance

In accordance with the Shire's Policy Framework (EXE/CP-8).

Statutory Compliance

Local Government Act 1995

Consultation

Internal consultation was undertaken during the development of the draft policy with officers from Works and Services and Corporate Services.

Officer Comment

The draft policy establishes a balanced approach to memorialisation within public open spaces. It recognises the importance of providing community members with opportunities to commemorate deceased persons while ensuring that public spaces remain functional, accessible, visually appropriate, and manageable from an asset maintenance perspective.

The policy introduces clear assessment criteria, defines applicant responsibilities, and provides certainty regarding the lifespan, maintenance, renewal, and removal of memorial seats. Adoption of the policy will improve transparency, consistency, and administrative efficiency in the management of future requests. Accordingly, officers recommend that Council adopt the policy as presented.

AGENDA BRIEFING

9.1.5 Rescindment of Council Policies EMERG/CP-1 and EMERG/CP-2

Report Details:

Prepared by: Community Emergency Services Manager

Manager: Director Operations

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: MONARCH-1594159990-202, 1594159990-201 **Type:** Nil.

Attachment(s):

9.1.5(1) Council Policy - Fireworks Events (EMERG/CP-1)

9.1.5(2) Council Policy - Permits for Road Verge Burning (EMERG/CP-2)

Executive Recommendation

That Council:

1. Rescinds Council Policy EMERG/CP-1 Fireworks Events; and
2. Rescinds Council Policy EMERG/CP-2 Permits for Road Verge Burning; and
3. Notes 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: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

The purpose of this report is to seek Council approval to rescind policy EMERG/CP-1 Fireworks Events and policy EMERG/CP-2 Permits for Road Verge Burning.

As part of the Shire's policy review process, it was identified that both documents contain predominantly operational and administrative requirements rather than matters requiring Council policy direction. To ensure a clear distinction between governance and operational functions, the requirements currently contained within these policies will be incorporated into internal Operational Procedures. This will allow administration to efficiently manage legislative and operational requirements while maintaining appropriate controls and consistency in decision making.

The rescission of these policies will streamline the Shire's policy register and align with contemporary local government governance practices.

Background

The Shire currently maintains policy EMERG/CP-1 Fireworks Events and policy EMERG/CP-2 Permits for Road Verge Burning.

Policy EMERG/CP-1 Fireworks Events was originally adopted by Council on 23 May 2001 and was most recently revised on 21 December 2021 (Resolution 213/21).

Policy EMERG/CP-2 Permits for Road Verge Burning was originally adopted by Council on 23 January 2008 and was subsequently reviewed on 21 December 2021 (Resolution 213/21) and 9 January 2024 (Resolution 148/23).

As part of an ongoing review of Council policies, these documents have been assessed to determine whether they provide strategic direction requiring Council endorsement or whether they are operational in nature.

The review determined that both policies primarily prescribe administrative processes, assessment requirements and operational actions undertaken by staff in the management of fireworks events and road verge burning activities. As such, they do not establish strategic positions, principles or governance direction requiring ongoing Council policy status.

To ensure operational requirements continue to be applied consistently, the content of both policies will be transitioned into internal Operational Procedures. This approach will maintain effective operational management while reducing unnecessary policies within the Council policy register.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Likely	Moderate	High (12)
Risk Description:	The public undertaking the outlined activities on Shire or private land with no control mechanisms for staff to apply consistency in the assessment and or approval of requests		
Mitigation:	Development of operational procedures to guide staff in the assessment and approval of these types of requests		

Financial Implications

There are no direct financial implications associated with the rescission of these policies. Any operational requirements will continue to be managed within existing budget allocations and staff resources.

Policy Compliance

In accordance with Council Policy EXE/CP-8 Policy Framework (cl 4.10) the policy provides Council with clarity and consistency in decision making in this area.

The recommendation supports the Shire's commitment to maintaining a contemporary and effective policy framework by ensuring Council policies focus on strategic governance matters, while operational matters are managed through administrative procedures.

Statutory Compliance

There are no statutory requirements mandating that the matters addressed in Policy EMERG/CP-1 Fireworks Events or Policy EMERG/CP-2 Permits for Road Verge Burning be maintained as Council

policies. Relevant legislative obligations and regulatory requirements will continue to be administered through operational procedures and applicable legislation.

Consultation

Consultation has been undertaken internally with relevant officers:

- Director Operations.
- Community Emergency Services Manager.

Officer Comment

Rescinding these policies will simplify the Shire's policy framework, reduce unnecessary policy maintenance and reinforce the distinction between Council's strategic governance role and Administration's operational responsibilities.

Accordingly, officers recommend that Council rescind Policy EMERG/CP-1 Fireworks Events and Policy EMERG/CP-2 Permits for Road Verge Burning.

AGENDA BRIEFING

9.2. Director Finance and Community

9.2.1 Schedule of Accounts Paid as at 31 August 2026

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

Nil.

Executive Recommendation

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

Executive Summary

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 31 August 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 \$1,196,397.90.

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. Included in this month's schedule is a direct debit payment of \$10,008.76 for WA Treasury Corporation Loan Guarantee Fees (Loans 90, 93 and 94), relating to July 2026 and reported in August due to timing.

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENT FROM 1 AUGUST TO 31 AUGUST 2026

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	29/06/2026	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	RENEWAL OF BUILDING SURVEYOR PRACTITIONER REGISTRATION	1,200.00
	01/07/2026	SYNERGY	ELECTRICITY PAYMENT FOR VACANT UNIT 10 SHARP STREET	95.93
	03/07/2026	AUSTRALIA POST	VERIFICATION OF IDENTITY	49.00
	03/07/2026	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	134.14
	09/07/2026	MICROSOFT	AZURE USAGE CHARGES	261.22
	24/07/2026	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	38.27
	30/07/2026	BENDIGO BANK	CARD FEES	20.00
DD29306.1	14/08/2026		TOTAL: CREDIT CARD PAYMENTS	1,798.56
EFT PAYMENTS				
EFT33545A	06/08/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 08.08.26	170,146.85
EFT33546	13/08/2026	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	5,683.45
EFT33547	13/08/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	55.00
EFT33548	13/08/2026	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	DBK FIXED POINT TO POINT 26/27	376.00
EFT33549	13/08/2026	ANIMAL HEALTH CENTRE	DBK POUND - CONSULTATION	305.90
EFT33550	13/08/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	90.98
EFT33551	13/08/2026	ABLE SALES	VCMP - LATCH DOOR KEYS	35.00
EFT33552	13/08/2026	AQUA COOLER PTY LTD	WATER COOLERS PARTS	417.00
EFT33553	13/08/2026	ABLE TRAILERS	FLAT TOP TIPPER	8,792.00
EFT33554	13/08/2026	ALCHERINGA FARM	REIMBURSEMENT 50% OF INVOICE FOR BLACKBERRY CONTROL	2,804.30
EFT33555	13/08/2026	J ALBERTS	REFUND OVERPAYMENT ON SUNDRY DEBTOR	1,269.60
EFT33556	13/08/2026	BOC LIMITED	FORKLIFT GAS BOTTLES	186.44
EFT33557	13/08/2026	BDA TREE LOPPING	TREE PRUNING	18,227.00
EFT33558	13/08/2026	BUNBURY & BUSSELTON AIR	ADMIN - REPAIR AIRCON UNIT, DBK REC CTR - REPAIR POOL HEATER	360.00
EFT33559	13/08/2026	BALINGUP LIQUOR & GENERAL STORE	BFB - BATTERIES	61.00
EFT33560	13/08/2026	BOYANUP BOTANICAL	DBK TOWNSITE - PLANTS	96.36
EFT33561	13/08/2026	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	MONTHLY ACCESS FEE & SIP CHARGES	935.40
EFT33562	13/08/2026	BRIGHTMARK GROUP PTY LTD	CLEANING - JUL 26, TRANSIT PARK - AMENITY CLEANING, DBK REC CTR - CARPET CLEANING	18,958.63
EFT33563	13/08/2026	A BANNISTER	REIMBURSE - FIRE EXTINGUISHER - RANGER UTE	33.25
EFT33564	13/08/2026	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - JUL 26	16,565.10
EFT33565	13/08/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	277.89

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EFT33566	13/08/2026	BIDFOOD BUNBURY	DBK REC CTR - KIOSK STOCK	99.26
EFT33567	13/08/2026	COMBINED TEAM SERVICES	HSR COURSE - CATERING FEE	60.00
EFT33568	13/08/2026	CRS ELECTRICAL	BLN PUBLIC HALL - ATTEND TO LIGHTING ISSUES	148.00
EFT33569	13/08/2026	CORSIGN WA	GALVANISED POST FOR SIGNAGE	2,238.50
EFT33570	13/08/2026	DONNYBROOK TENNIS CLUB	VCMP - PAVILION 2 - SPACETOCO BOOKINGS - COLLECTED ON BEHALF OF CLUB - JUN 26	262.67
EFT33571	13/08/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	REPLACE URINAL, UNBLOCK TOILETS, REPAIR TAP, REPLACE BROKEN TOILET SEAT	1,342.00
EFT33572	13/08/2026	TYRES AND MORE DONNYBROOK	REPLACEMENT TYRES, PUNCTURE REPAIR	1,670.00
EFT33573	13/08/2026	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - ELECTRICITY, WATER, POSTAGE, STATIONERY, GROCERIES, CLEANING CONSUMABLES, GRANT FUNDED PURCHASES	3,675.38
EFT33574	13/08/2026	DONNYBROOK FARM SERVICE	POOL CHEMICALS. CEMENT, RETIC COMPONENTS, TREE TIES, STAKES, WIRE CONNECTOR	1,600.27
EFT33575	13/08/2026	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	VCMP - PAVILION 1 SPACETOCO BOOKINGS - COLLECTED ON BEHALF OF THE CLUB - JUN 26	1,083.32
EFT33576	13/08/2026	DATA#3 LIMITED	ADOBE RENEWAL	9,882.05
EFT33577	13/08/2026	DONNYBROOK FAMILY DOCTORS	PRE-EMPLOYMENT MEDICALS	350.00
EFT33578	13/08/2026	DONNYBROOK ACCIDENT REPAIR CENTRE	VEHICLE DENT REPAIR	250.00
EFT33579	13/08/2026	ERGOLINK	OFFICE CHAIR	616.35
EFT33580	13/08/2026	ESAFETY SUPPLIES	BOOT CLEANERS	922.68
EFT33581	13/08/2026	FAIRTEL PTY LTD	DBK SES - PHONE AND NBN SERVICE	159.97
EFT33582	13/08/2026	HARLEY DYKSTRA	EGAN PARK DONNYBROOK - FEATURE & CONTOUR SURVEY	7,579.00
EFT33583	13/08/2026	HASTIE WASTE PTY LTD	DBK WMF, BLN TRANS STATION - MANAGEMENT, SERVICING OF FRONTLINE BINS, PROCESSING OF MATTRESSES	43,387.46
EFT33584	13/08/2026	IT VISION	SYNERGYSOFT FRONT COUNTER - ONLINE TRAINING SESSION	495.00
EFT33585	13/08/2026	INDUSTRIAL AUTOMATION GROUP PTY LTD	REMOTE ACCESS OPERATIONAL CHARGES 2026/27	2,329.80
EFT33586	13/08/2026	JACKSON MCDONALD	LEGAL ADVICE	3,709.20
EFT33587	13/08/2026	LIVING SPRINGS WATER PTY LTD	BOTTLED WATER	28.00
EFT33588	13/08/2026	MCDONALD FENCING	DBK OLD DEPOT - FENCING REPAIR	7,326.00
EFT33589	13/08/2026	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT BUSINESS PREMIUM & EXCHANGE ONLINE PLANS	2,589.29
EFT33590	13/08/2026	T MCCOSKER	REFUND OF OVERPAYMENT OF SWIMMING LESSONS	137.52
EFT33591	13/08/2026	NESPRESSO AUSTRALIA	COFFEE	440.00
EFT33592	13/08/2026	A NIETRZEB	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	359.50
EFT33593	13/08/2026	OFFICEWORKS	STATIONERY SUPPLIES	157.99
EFT33594	13/08/2026	N O'CONNOR	REIMBURSE - PROFESSIONAL DEVELOPMENT	4,246.68

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EFT33595	13/08/2026	PRESTON VALLEY MAINTENANCE	DBK CEMETERY - REPAIR & PAINT DAMAGED WALLS TO TOILET BLOCK	537.90
EFT33596	13/08/2026	PRESTON POWER EQUIPMENT	CHAINS & CHAIN SHARPEN FILE SET, MOWING HEAD AUTOCUT	230.00
EFT33597	13/08/2026	PROGRAMMED PROPERTY SERVICES	PRESTON VILLAGE - UNIT - REFURBISHMENT	27,500.00
EFT33598	13/08/2026	D PISCIONERI	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	421.60
EFT33599	13/08/2026	QUANTIFIED TREE RISK ASSESSMENT	QTRA TRAINING & ANNUAL USER LICENCE	1,078.00
EFT33600	13/08/2026	ROYAL LIFE SAVING SOCIETY WA INC.	POOL LIFEGUARD LICENCE RENEWAL	187.00
EFT33601	13/08/2026	WREN OIL	DBK WMF - EMPTYING OF WASTE OIL RECEPTACLE	1,038.95
EFT33602	13/08/2026	REDFISH TECHNOLOGIES PTY LTD	COUNCIL CHAMBER - AV SERVICE & SUPPORT AGREEMENT - 2026/27	5,025.64
EFT33603	13/08/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	2,545.45
EFT33604	13/08/2026	SPENCER SIGNS	DBK TRANSIT PARK - CCTV SIGNAGE, AUTHORISED ACCESS SIGN	984.50
EFT33605	13/08/2026	SOUTHERN LOCK & SECURITY	DBK REC CTR - INVESTIGATE ALARM SIREN & REPAIR EVACUATION BUTTON	325.00
EFT33606	13/08/2026	SURVCON PTY LTD	SURVEYING OF CLAY & GRAVEL STOCKPILES	3,410.00
EFT33607	13/08/2026	SEEK LIMITED	ADVERTISEMENT - STAFF VACANCY	500.50
EFT33608	13/08/2026	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURE BIN PICK UP & DISPOSAL	220.02
EFT33609	13/08/2026	SCOPE BUSINESS IMAGING	DBK SES - PREVENTATIVE SERVICE PLAN FOR PRINTER/COPIER	11.78
EFT33610	13/08/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	LANGLEY VILLAS - CALLOUT POWER OUTTAGE, PRESTON RIVER - REPAIR BBQ, SUPPLY & INSTALL CABLE FOR VEHICLE CHARGER	2,157.10
EFT33611	13/08/2026	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILDCARE WORKER	869.05
EFT33612	13/08/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,622.25
EFT33613	13/08/2026	TREEHOUSE CHILDCARE CENTRE INC.	CHILDCARE WORKER - REIMBURSE FIRST AID TRAINING	2,145.00
EFT33614	13/08/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	245.81
EFT33615	13/08/2026	TELAIR PTY LTD	NBN SERVICES	687.90
EFT33616	13/08/2026	TELAIR PTY LTD	MOBILE DEVICE PLANS	79.99
EFT33617	13/08/2026	UNIVERSAL COFFEE TECH	REPAIRS TO COFFEE MACHINE	308.00
EFT33618	13/08/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	590.98
EFT33619	13/08/2026	VOLUNTEERS SOUTH WEST	EVENTS TRAILER	2,200.00
EFT33620	13/08/2026	VOCUS	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT33621	13/08/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	3,408.99
EFT33622	13/08/2026	SYNERGY	ELECTRICITY CHARGES	25,316.55

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EFT33623	13/08/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA SUBSCRIPTIONS 2026-27 - ASSOCIATION, EMPLOYEE RELATIONS, TAX SERVICES, PROCUREMENT SERVICES, GOVERNANCE, LOCAL LAWS, SOUTH WEST COUNTRY ZONE - ANNUAL SUBSCRIPTION	31,562.30
EFT33624	13/08/2026	WORK CLOBBER	W&S - PPC	1,038.55
EFT33625	13/08/2026	WML CONSULTANTS PTY LTD	PRESTON RIVER STAIRCASE DESIGN	6,891.50
EFT33626	13/08/2026	WURTH AUSTRALIA PTY LTD	PROTECTIVE CLOTHING - GLOVES, EARPLUGS, SIGNAGE	317.98
EFT33627	13/08/2026	THE WARREN BLACKWOOD ALLIANCE OF COUNCILS (INC)	WBAC PROJECTS COSTS, WBAC TRAILS DEVELOPMENT, SOUTHERN FORESTS & VALLEYS TOURISM PROJECT, WBAC REGIONAL TRAIL MASTER PLAN	35,540.52
EFT33628	13/08/2026	WA COUNTRY HEALTH SERVICE	MEDICAL CTR QRTLY ELECTRICAL CHARGES	2,631.84
EFT33629	13/08/2026	L WORSFOLD	REMIBURSE - WORK BOOTS & JACKET	248.99
EFT33629A	20/08/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 19.08.26	166,448.47
EFT33630	27/08/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	55.00
EFT33631	27/08/2026	AMITY SIGNS	REPLACEMENT ROAD SIGN & RURAL ROAD NUMBER PLATES	256.85
EFT33632	27/08/2026	ALL TECH PLUMBING	DBK REC CTR - INVESTIGATE AND FIX BLOCKED TOILETS	913.00
EFT33633	27/08/2026	AUSRECORD PTY LTD	FOLDER FILES	224.40
EFT33634	27/08/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	TRANSPORT GRADER - FILTERS	291.97
EFT33635	27/08/2026	P ANASTASAKIS	ARIC MEETING ATTENDANCE FEE	2,430.00
EFT33636	27/08/2026	BUNBURY & BUSSELTON AIR	DBK REC CTR - SUPPLY & INSTALL NEW IO BOARD ON POOL HEATER	1,815.00
EFT33637	27/08/2026	BOYANUP BOTANICAL	DBK TOWNSITE & PRESTON RIVER FORESHORE - PLANTS	4,000.49
EFT33638	27/08/2026	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY EMERGENCY HELP MONITORING	433.29
EFT33639	27/08/2026	BRIGHTMARK GROUP PTY LTD	CLEANING CONSUMABLES, DBK & BLN HALL CLEANS	1,627.21
EFT33640	27/08/2026	BLUE STEEL ROOFING	NEWLANDS HALL - ROOF COVER REPLACEMENT PROJECT, BLN REC CTR - RECTIFY CEILING WATER DAMAGE	32,413.85
EFT33641	27/08/2026	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	HIRE OF MULTI TYRE ROLLER	6,973.32
EFT33642	27/08/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	323.20
EFT33643	27/08/2026	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING	882.96
EFT33644	27/08/2026	CRS ELECTRICAL	EGAN PARK - PHNEUMATIC TIMER	398.50
EFT33645	27/08/2026	CLEANAWAY	KERBSIDE BIN COLLECTION	64,692.47
EFT33646	27/08/2026	CROSS SECURITY SERVICES	DBK TRANSIT PARK - SUPPLY & INSTALL TOILET & SHOWER ACCESS CONTROL, WMS SOFTWARE MAINTENANCE AGREEMENT	15,290.00

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENT FROM 1 AUGUST TO 31 AUGUST 2026

EFT33647	27/08/2026	CAFE 48	BEERLERUP FIRE STATION - CATERING	1,030.00
EFT33648	27/08/2026	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, P&G, RANGERS	97.90
EFT33649	27/08/2026	CLEANAWAY PTY LTD	DBK WMF - RECYCLING BIN TRANSFER/PROCESSING - JUL 26	1,272.57
EFT33650	27/08/2026	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE	5,549.15
EFT33651	27/08/2026	CHOOKY'S LAWNS & MORE	COMMUNITY HOUSING - GROUND MAINTENANCE	858.00
EFT33652	27/08/2026	D CRIBB	REIMBURSEMENT POLICE CLEARANCE	64.90
EFT33653	27/08/2026	DONNYBROOK HARDWARE & GARDEN	HEATERS, EAR PLUGS, DEFENDERS, BOLTS, NUTS, WASHERS, FERTILISER, PLANTS, SPRAY PAINT, TREE STAKES, POTTING MIX, GALVANISED CHAIN, SPRAYER, KWIKSET, BIN SWING TOP	900.80
EFT33654	27/08/2026	TYRES AND MORE DONNYBROOK	REPLACEMENT TYRES	3,697.00
EFT33655	27/08/2026	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - CLEANING, SUBSCRIPTIONS, STATIONERY, CRAFT ITEMS, GRANT FUNDED PURCHASES, ELECTRICITY, WATER	8,313.50
EFT33656	27/08/2026	DONNYBROOK FRESH SUPA IGA	ADMIN, DBK REC CTR, W&S - GROCERIES, COUNCIL WORKSHOP - REFRESHMENTS, CITIZENSHIP CEREMONY - PLANTS, BFB PRESENTATION REFRESHMENTS, DBK POUND - DOG FOOD	780.11
EFT33657	27/08/2026	DATA#3 LIMITED	ADOBE EDITOR LICENCES	1,135.83
EFT33658	27/08/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT33659	27/08/2026	DBCEC (WA) PTY LTD	INSTALL JUNCTION PIT	6,607.26
EFT33660	27/08/2026	DONNYBROOK FAMILY DOCTORS	PRE-EMPLOYMENT MEDICAL	175.00
EFT33661	27/08/2026	DE ROSA FARM MACHINERY PTY LTD	COMPRESSOR BELT	27.60
EFT33662	27/08/2026	ENVIRONMENTAL AND AGRICULTURAL TESTING SERVICES	VC MITCHELL - WATER LEVEL MONITORING SUPPORT	180.00
EFT33663	27/08/2026	HERSEY'S SAFETY PTY LTD	AIR FRESHENERS, HYDRALITE STICKS, CLEANING CLOTHS	836.55
EFT33664	27/08/2026	INFIELD SERVICES PTY LTD	BFB - SERVICE & REPAIR GENERATOR	603.24
EFT33665	27/08/2026	SOUTH WEST ISUZU	BRAKE LIGHT LENS COVER	37.16
EFT33666	27/08/2026	R KENNEDY	REIMBURSE - CAR PARKING	20.26
EFT33667	27/08/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2026-27 ANNUAL MEMBERSHIP FEES	560.00
EFT33668	27/08/2026	LGISWA	LGIS EMPLOYEE ASSISTANCE PROGRAM	6,352.50
EFT33669	27/08/2026	LIGHTBASE BATTERIES PTY LTD	BFB - BATTERIES	150.00
EFT33670	27/08/2026	MALATESTA ROAD PAVING & HOTMIX	EMULSION	720.00
EFT33671	27/08/2026	CEMETERIES & CREMATORIA ASSOCIATION OF WESTERN AUSTRALIA	CEMETERIES & CREMATORIA ASSOC - ORDINARY MEMBERSHIP 2026-27	130.00
EFT33672	27/08/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE & REPRESENTATION	1,207.80
EFT33673	27/08/2026	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	FREIGHT CHARGES	30.86

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENT FROM 1 AUGUST TO 31 AUGUST 2026

EFT33674	27/08/2026	C MCQUADE	REFUND STANDPIPE WATER CREDIT & CARD	53.65
EFT33675	27/08/2026	NOLAN DRAFTING	DESIGN WORKS - ROAD UPGRADE	1,094.92
EFT33676	27/08/2026	OBAN GROUP PTY LTD	DBK REC CTR - CHANGING ROOM UPGRADES, RESOLVE BLOCKED DRAIN, REPAIR WIRING IN CHANGING ROOM	53,768.50
EFT33677	27/08/2026	OTIUM PLANNING GROUP PTY LTD	BALINGUP RECREATIONAL AND SPORTING MASTER PLAN	24,112.00
EFT33678	27/08/2026	PRESTON PRESS	FIRE PREVENTION, BUSH FIRE CONTROL OFFICERS - 2026-27, PRESTON PRESS - AUG 26	1,750.00
EFT33679	27/08/2026	PARKS & LEISURE AUSTRALIA	CORPORATE ANNUAL SUBSCRIPTION	869.00
EFT33680	27/08/2026	PRESTON VALLEY MAINTENANCE	BLN TRANSIT PARK - REPAIR & PAINT ABLUTION BLOCK DOORS, APEX PARK TOILETS - PAINT OVER GRAFFITI, DBK REC CTR - REMOVE FOOT PATH HANDRAIL, BLN PUBLIC TOILETS - LOCATE SEPTIC TANKS, DBK COMMUNITY CTR - ASSESS WATER INGRESS	1,441.00
EFT33681	27/08/2026	PRIME INDUSTRIAL PRODUCTS	DBK DEPOT - BENCH WIRE & STONE WHEELS, BLOWPIPE CUTTING HANDLE	120.63
EFT33682	27/08/2026	G PATRICK	COUNCILLOR TRAVEL ALLOWANCE	722.28
EFT33683	27/08/2026	ROYAL LIFE SAVING SOCIETY WA INC.	POOL LIFEGUARD LICENCE RENEWAL	1,309.00
EFT33684	27/08/2026	REPCO - DONNYBROOK	P&G MOWER - IMPACT SOCKET	17.11
EFT33685	27/08/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	5,626.24
EFT33686	27/08/2026	SOUTHERN LOCK & SECURITY	BLN TRANSIT PARK - SUPPLY LOCK & BARRELS	162.73
EFT33687	27/08/2026	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS	920.67
EFT33688	27/08/2026	J SCHUIJLING	REIMBURSE - FIRST AID COURSE	180.00
EFT33689	27/08/2026	SIGMA TELFORD GROUP	DBK REC CTR - POOL CHEMICAL TESTING TABLETS	1,087.13
EFT33690	27/08/2026	SOUTHWEST SURFACING PTY LTD	BALINGUP - NANNUP RD - ASPHALT FOOTPATH REINSTATEMENT	5,060.00
EFT33691	27/08/2026	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY CHILDCARE WORKER	869.05
EFT33692	27/08/2026	SUPAGAS	DBK LIBRARY - GAS SUPPLY	50.60
EFT33693	27/08/2026	S&D NELSON AUTOMOTIVE	VEHICLE SERVICE	392.50
EFT33694	27/08/2026	SOUTH WEST SEPTICS	EMPTY SEPTIC TANKS	3,768.50
EFT33695	27/08/2026	J SOUTHCOTT	REFUND OVERPAYMENT OF RATES	806.50
EFT33696	27/08/2026	SOUTH WEST AUTISM NETWORK INC	SENSORY TENT FOR BALINGUP MEDIEVAL CARNIVALE	1,200.00
EFT33697	27/08/2026	K SCALLY-CHADWICK	REFUND SWIMMING LESSONS	153.27
EFT33698	27/08/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,419.52
EFT33699	27/08/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	40.90
EFT33700	27/08/2026	TENDERLINK	ADVERTISING - TENDERS	541.20
EFT33701	27/08/2026	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORMS	1,225.47
EFT33702	27/08/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	11,603.13
EFT33703	27/08/2026	SYNERGY	ELECTRICITY CHARGES	18,104.68

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENT FROM 1 AUGUST TO 31 AUGUST 2026

EFT33704	27/08/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	2026 WALGA CONVENTION, WALGA TRAINING - STRATEGIC DECISION MAKING, POLICY DEVELOPMENT	4,785.00
EFT33705	27/08/2026	WA LASER ENGRAVING	NAME PLAQUES FOR COUNCIL CHAMBERS	1,099.56
EFT33706	27/08/2026	EVENTS WEST WA	MEDIEVAL FESTIVAL - TOILET, LIGHTING & GENERATOR HIRE	1,534.50
EFT33707	27/08/2026	ZIPFORM	PRINT & SUPPLY FIRE PREVENTATION BROCHURES & DL FIRE PREVENTION FLYER	3,164.32
			TOTAL: EFT PAYMENTS	998,975.19
CHEQUES				
53859	04/08/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATES	450.00
53860	05/08/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	225.00
53861	05/08/2026	SHIRE OF DONNYBROOK BALINGUP	2026-27 - SHIRE RATES	12,228.00
53862	19/08/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	225.00
			TOTAL: CHEQUES	13,128.00
BANK FEES				
	31/08/2026	BENDIGO	BANK FEES	436.31
	31/08/2026	COMMONWEALTH	BANK FEES	275.21
	31/08/2026	TYRO	BANK FEES	924.18
	31/08/2026	PAYPAL	TRANSACTION FEES	0.71
	31/08/2026	EZIDEBIT	TRANSACTION FEES	4.27
	31/08/2026	SPACETOCO	TRANSACTION FEES	1,313.18
			TOTAL: BANK FEES	2,953.86
DIRECT DEBITS				
DD29312.1	23/07/2026	WA TREASURY CORPORATION	LOAN 90, 93, 94 - GUARANTEE FEES - JUL 26	10,008.76
DD29293.1	05/08/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	23,680.25
DD29293.2	05/08/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	437.87
DD29293.3	05/08/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	411.55
DD29293.4	05/08/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	447.92
DD29293.5	05/08/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	355.95
DD29293.6	05/08/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	335.23
DD29293.7	05/08/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	344.65
DD29293.8	05/08/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	396.92
DD29293.9	05/08/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	52.40
DD29293.10	05/08/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,040.17
DD29293.11	05/08/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	5,476.30
DD29293.12	05/08/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,192.35
DD29293.13	05/08/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	956.41
DD29293.14	05/08/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	778.20
DD29293.15	05/08/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	473.73
DD29293.16	05/08/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29293.17	05/08/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	381.89
DD29308.1	15/08/2026	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	1,018.60
DD29315.1	19/08/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	22,373.77

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENT FROM 1 AUGUST TO 31 AUGUST 2026

DD29315.2	19/08/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	357.70
DD29315.3	19/08/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	451.75
DD29315.4	19/08/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	338.40
DD29315.5	19/08/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	487.92
DD29315.6	19/08/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	343.23
DD29315.7	19/08/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	412.01
DD29315.8	19/08/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	366.24
DD29315.9	19/08/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	399.32
DD29315.10	19/08/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	52.40
DD29315.11	19/08/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	982.95
DD29315.12	19/08/2026	VANGUARD SUPER	EMPLOYEE SUPER DEDUCTIONS	464.54
DD29315.13	19/08/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,565.76
DD29315.14	19/08/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,321.97
DD29315.15	19/08/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	465.93
DD29315.16	19/08/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	796.44
DD29315.17	19/08/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	857.27
DD29315.18	19/08/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29329.1	17/08/2026	SUMMIT FLEET LEASING AND MANAGEMENT	CESM - VEHICLE LEASE PAYMENT	2,386.10
DD29330.1	06/08/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 05.08.26	48,529.00
DD29330.2	20/08/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 19.08.26	44,766.00
DD29333.1	28/08/2026	MAGISTRATES COURT OF WESTERN AUSTRALIA	COURT HEARING NOTICE LODGEMENT	199.10
			TOTAL: DIRECT DEBITS	179,542.29
			TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT	1,196,397.90

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 23 September 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

9.2.2 Monthly Financial Report for the period ending 31 July and 31 August 2026

Report Details:

Prepared by: Manager Financial Services

Manager: Director Finance & Community

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

9.2.2(1) Monthly Financial Report for the period ending 31 July 2026

9.2.2(2) Monthly Financial Report for the period ending 31 August 2026

Executive Recommendation

That Council receive the Monthly Financial Report for the period ending 31 of July and 31 August 2026 as per Attachment 9.2.2(1) and Attachment 9.2.2(2).

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance for the period ending 31 July and 31 August 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 the 15 July 2026, it was recommended Council adopt the following material variance reporting thresholds for the 2026/27 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:	Failure to adhere to adopted budget.		
Mitigation:	Prepare and review Monthly Financial Report.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Not complying with legislative requirements		
Mitigation:	Monthly reporting that aligns with legislative requirements.		

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

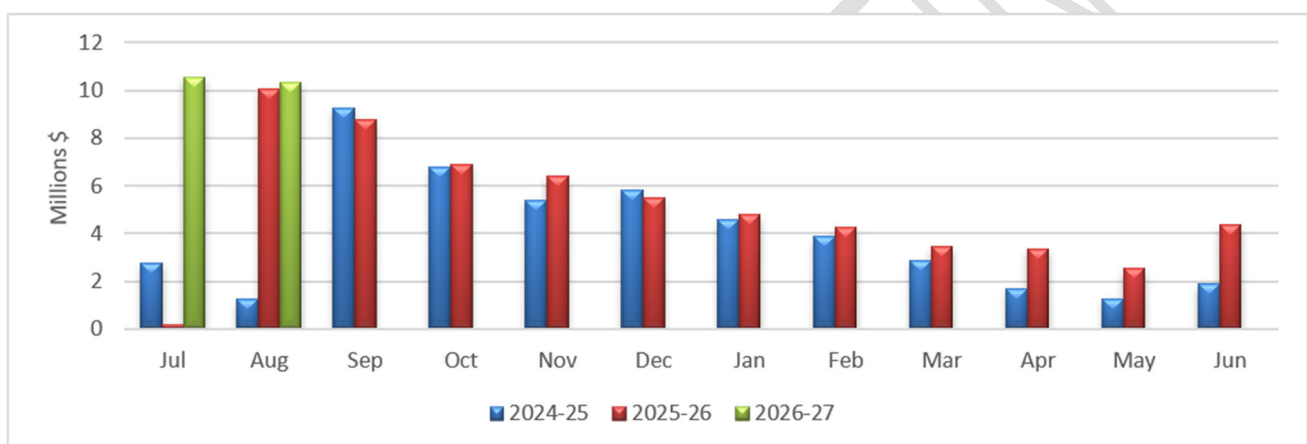
The Shire's Executive Team, Department Managers and Finance staff monitor the Shire's monthly revenue and expenditure.

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 2026/27 Adopted Original Budget. They are provided in an interim state, as several transactions are still being processed for the current financial year and the 2025/26 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 2025/26 Annual Financial Statements.

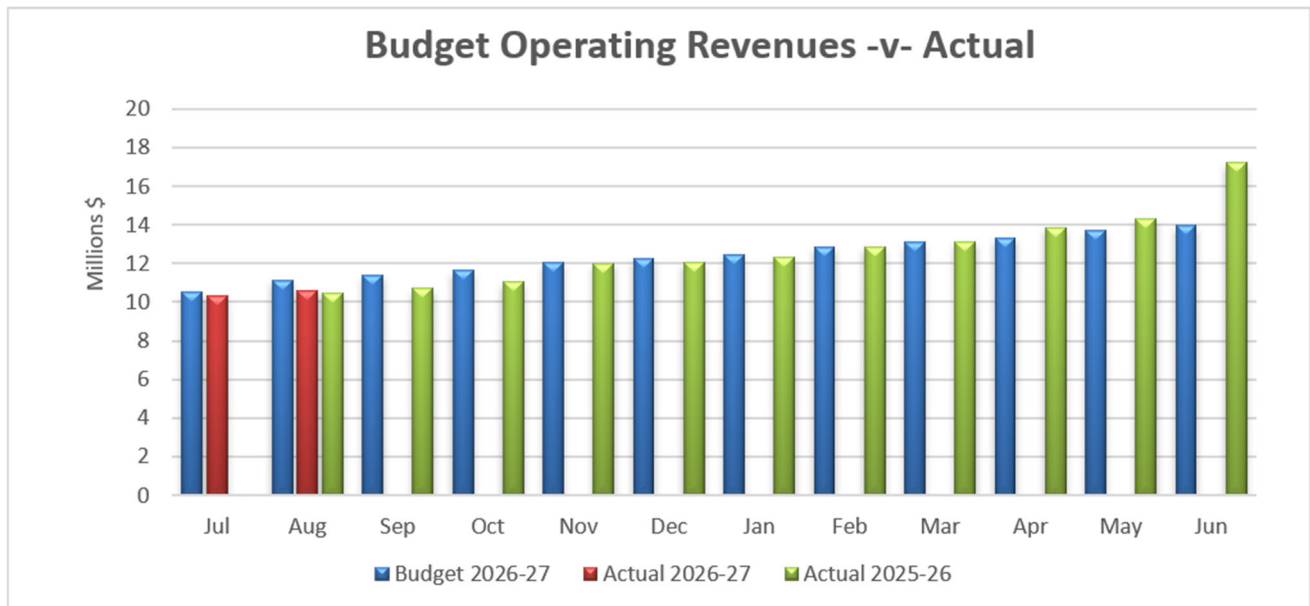
The Shire's surplus after imposition of rates was \$10,348,959, with July showing it was substantially greater than 2024/25 & 2025/26 due directly to the earlier raising of rates.



Operating Activities

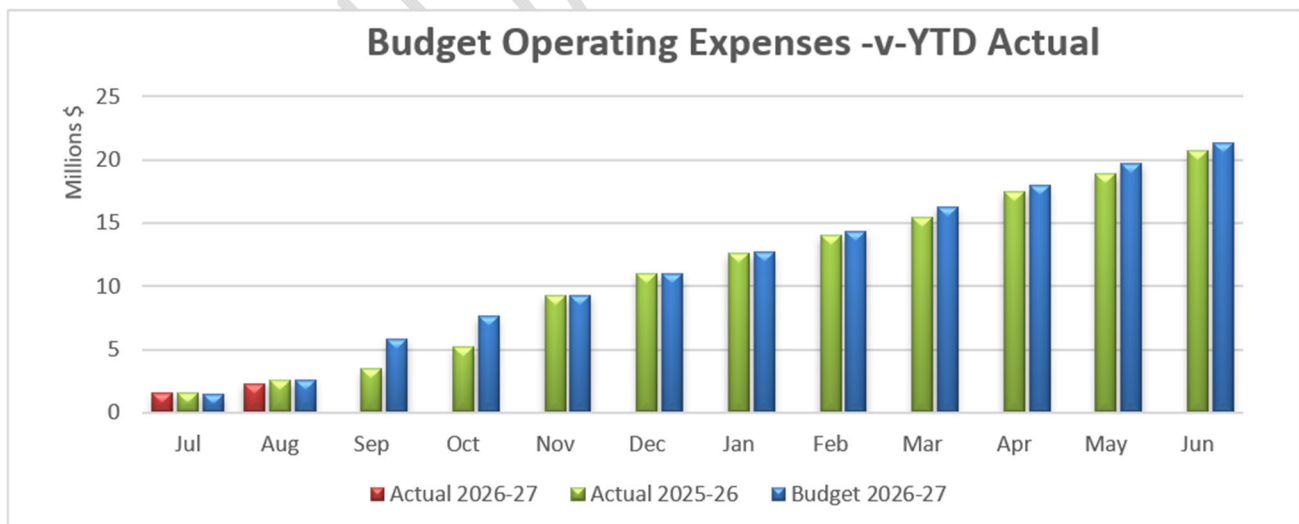
Revenue was \$10,602,856 which is less than the budget estimate of \$11,130,365. Key areas include:

- Operating grants, subsidies, and contributions is 73% under budget estimates, predominantly due to the timing of;
 - Mainroads Direct Grant, \$247,000
 - ESL Operating Grants, \$68,260
- Interest is under budget, \$73,395 due to not being brought to account as yet for the 2026/27 financial year.
- Profit on Disposal of assets is under budget, \$106,232 due to the timing of assets disposal.



Expenditure was \$2,305,451 being 10.44% below budget estimates. Key areas include:

- Materials and contracts 19.82% under budget, driven predominantly by the following favourable variances, that are all relating to timing;
 - Regional Alliances, \$30,000
 - Consultant Expenditure, \$84,000
 - ICT Expenditure, \$26,000
- Finance costs above budget due to accrual of interest charges that were completed as part of year end processing, \$57,961.
- Profit on Sale of Assets under budget by \$106,232 due to the timing of asset disposals.

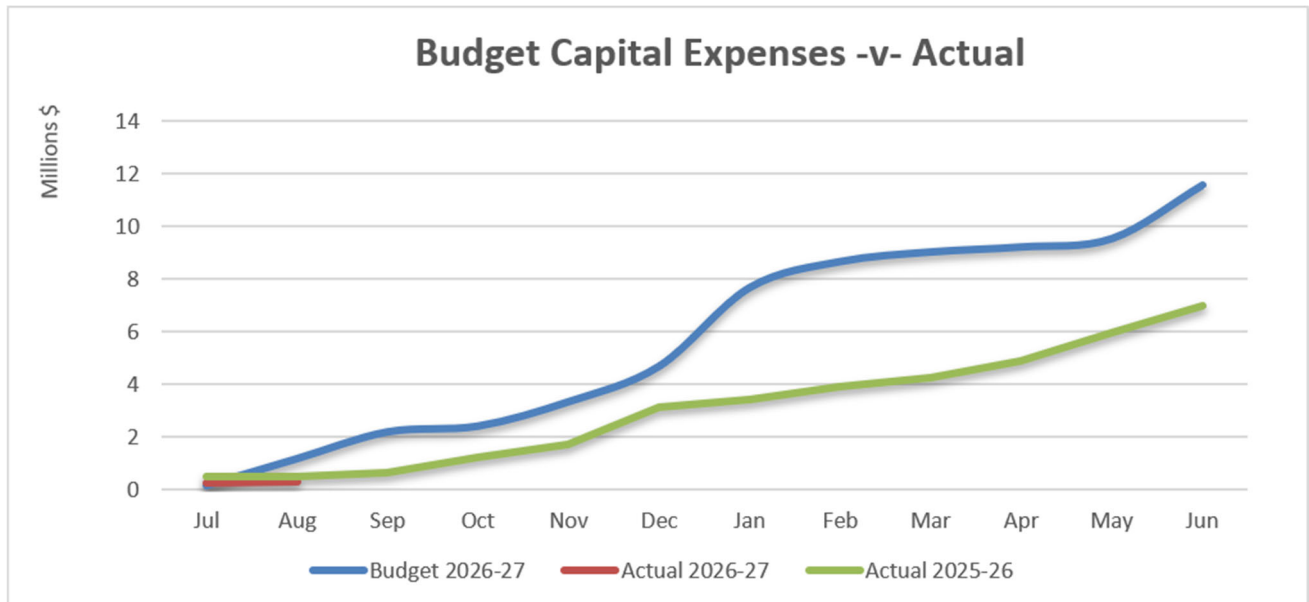


Acquisition of Assets

Capital expenditure on assets is below budget predominantly due to the items disclosed below;

- Argle/Irishtown BFB Building, \$508,000 due to the timing of payments associated with the earthworks.

- Donnybrook Recreation Centre, \$109,000, delays to the construction have resulted in delayed payment compared to budgeted payment.
- MC Mitchell Park, \$158,000, (timing)
- Roads construction under budget \$210,000, (timing).



9.2.3 Rescindment of Council Policy COMD/CP-4- Community Townscape Activities and COMD/CP-5- Tourism in Donnybrook Balingup

Report Details:

Prepared by: Director Finance and Community

Manager: Chief Executive Officer

Monarch: MONARCH-1594159990-145,
1594159990-142

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.2.3(1) Council Policy - Community Townscape Activities (COMD/CP-4)

9.2.3(2) Council Policy - Tourism in Donnybrook Balingup (COMD/CP-5)

Executive Recommendation

That Council:

1. Rescinds Council Policy COMD/CP-4 Community Townscape Activities;
2. Rescinds Council Policy COMD/CP-5 Tourism in Donnybrook Balingup; and
3. Notes the Shire's Economic Development and Tourism Strategy will provide Council's strategic direction.

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

The purpose of this report is to seek Council approval to rescind Council policies COMD/CP-4 Community Townscape Activities and COMD/CP-5 Tourism in Donnybrook Balingup.

As part of the Shire's policy review process, the policies have been assessed for relevance, effectiveness and alignment with current governance practices.

It was identified that COMD/CP-4 no longer reflects the Shire's current practices and does not provide strategic guidance or governance value to Council. Similarly, COMD/CP-5 has outlived its usefulness and is no longer relevant to the current operating environment. Strategic direction for tourism is now more appropriately provided through the Shire's Economic Development and Tourism Strategy.

Background

Council Policy COMD/CP-4 Community Townscape Activities was initially adopted by Council on 28 April 2021 (Resolution 59/21). The policy was developed to provide governance and coordination arrangements for community-led townscape projects undertaken within Donnybrook, Balingup and Kirup. A review of the policy has determined that it no longer reflects the Shire's current practices for delivering and supporting townscape activities and provides limited benefit as a strategic Council policy. The matters addressed by the policy are operational in nature and are managed through existing administrative processes, asset management planning and budget considerations.

Council Policy COMD/CP-5 Tourism in Donnybrook Balingup was inherited from an earlier policy framework and was renumbered as COMD/CP-5 on 21 December 2021 (Resolution 213/21), with the policy noting that no substantive review was undertaken at that time. The policy established broad objectives for tourism development and promotion within the Shire. However, the policy no longer reflects the current strategic environment and has outlived its usefulness as a Council policy. Strategic direction for tourism is now provided through the Shire's to be adopted Economic Development and Tourism Strategy, which will provide a more contemporary and targeted framework for supporting tourism and economic development initiatives. Some items to note are;

- a) Section 2.1, these tourism associations have changed over time.
- b) Section 2.3, is restrictive on Council to support organisations and events after the first year.
- c) Section 2.14, currently not being carried out.
- d) It also suggests Council looks at developing additional policies, none of which have been developed.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Moderate	Moderate (5)
Risk Description:	Policies are not adhered to as they are too Restrictive.		
Mitigation:	Rescind the Policy.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (5)
Risk Description:	Poor financial decisions are made to align with the policy.		
Mitigation:	Rescind the Policy.		

Financial Implications

There are no direct financial implications associated with the rescindment of these policies.

Policy Compliance

In accordance with Council Policy EXE/CP-8 Policy Framework.

Statutory Compliance

Section 2.7(2)(b) of the *Local Government Act 1995* provides that the role of Council includes determining the policies of the local government.

The Act also enables Council to amend or rescind policies where they are no longer required or considered appropriate.

Consultation

Consultation has been undertaken internally with relevant officers:

- Senior Community Development Officer
- Manager Community Services
- Chief Executive Officer
- Senior Management

Officer Comment

Following review, it has been determined that:

COMD/CP-4 Community Townscape Activities

The policy no longer reflects the manner in which community townscape activities are managed and delivered by the Shire. The policy does not provide meaningful guidance to Council and has limited practical application within current operations.

COMD/CP-5 Tourism in Donnybrook Balingup

The policy has outlived its usefulness and no longer reflects the Shire's approach to tourism development. The policy was developed in a different context and has since been overtaken by more contemporary strategic planning documents. The Economic Development and Tourism Strategy provides a clear and current framework for guiding tourism priorities, initiatives and investment decisions.

9.2.4. Policy Review – HR/CP-4 Temporary Employment or Appointment of CEO

Report Details:

Prepared by: Director Finance and Community

Manager: Chief Executive Officer

Monarch: MONARCH-1594159990-131

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.2.4(1) Reviewed Policy - HR/CP-4 Temporary Employment or Appointment of CEO

Executive Recommendation

That Council:

- Notes the review and adopts the revised Council Policy HR/CP-4 Temporary Employment or Appointment of CEO, as contained in Attachment 9.2.4(1).**

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

Council Policy HR/CP-4 Temporary Employment or Appointment of CEO has been reviewed and is presented to Council for consideration and adoption.

The policy establishes the framework for the appointment of Acting and Temporary Chief Executive Officers during periods of planned or unplanned absence of the substantive CEO and during any vacancy in the position.

No substantive changes to the intent of the policy are proposed.

Background

Council adopted HR/CP-4 Temporary Employment or Appointment of CEO on 24 November 2021. The review considered the requirements of the *Local Government Act 1995*, current administrative practices, and organisational structure.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)

Risk Description:	Appointment does not meet statutory requirements.
Mitigation:	Comply with the presented policy.

Financial Implications

Nil.

Policy Compliance

In accordance with Council Policy EXE/CP-8 Policy Framework the policy provides Council with clarity and consistency in decision making in this area.

Statutory Compliance

The policy reviews have been undertaken with consideration of the *Local Government Act 1995*, associated regulations and relevant governance and auditing best practice requirements.

Consultation

Consultation has been undertaken internally with relevant officers:

- Chief Executive Officer
- Executive Manager Corporate
- Governance Coordinator

Officer Comment

Proposed changes include:

- Transfer to the current Council policy template.
- Updating references to legislative requirements.
- Clarifying appointment processes for Acting and Temporary CEOs.
- Updating position titles and administrative responsibilities where required.
- Minor formatting and wording amendments to improve readability and interpretation.

The objective and intent of the policy remain unchanged.

The proposed amendments are considered minor and administrative in nature. The changes improve the accuracy and usability of the policies while ensuring alignment with current practices and audit recommendations. Adoption of the reviewed policies will support the Shire's commitment to sound governance and continuous improvement.

9.2.5 Review of Council Policies – FIN/CP-3-Debt, FIN/CP-5- Regional Price Preference and FIN/CP-7 – Purchasing Card

Report Details:

Prepared by: Director Finance and Community

Manager: Chief Executive Officer

Monarch: MONARCH-1594159990-153,
1594159990-155, 1594159990-160

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

- 9.2.5(1) Current Council Policy – Debt (FIN/CP-3)
- 9.2.5(2) Reviewed Council Policy – Debt (FIN/CP-3)
- 9.2.5(3) Reviewed Council Policy – Regional Price Preference (FIN/CP-5) – Tracked Changes
- 9.2.5(4) Reviewed Council Policy – Purchasing Card (FIN/CP-7) – Tracked Changes

Executive Recommendation

That Council:

1. **Notes the review and adopts the revised FIN/CP-3 Debt Policy** (Attachment 9.2.5(2);
2. **Notes the review and adopts the revised FIN/CP-5 Regional Price Preference Policy** (Attachment 9.2.5(3);
3. **Notes the review and adopts the revised FIN/CP-7 Purchasing Card Policy** (Attachment 9.2.5(4)).

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

As part of the ongoing policy review program, three finance-related Council Policies have been reviewed to ensure they remain relevant, current and aligned with applicable legislation, auditing recommendations and operational practices.

The proposed amendments are primarily administrative and do not materially alter the intent of the policies. The review has identified opportunities to remove obsolete provisions, update terminology and improve policy clarity.

Background

FIN/CP-3 Debt Policy

The Debt Policy was initially adopted by Council on 26 June 2013 and was subsequently renumbered and reaffirmed on 21 December 2021 (Resolution 213/21) as part of a broader policy review process.

FIN/CP-5 Regional Price Preference Policy

The Regional Price Preference Policy was originally adopted on 9 August 2006 and was last reviewed by Council on 21 December 2021 (Resolution 213/21).

FIN/CP-7 Credit Card Policy

The Credit Card Policy was initially adopted on 26 June 2013 and was renumbered on 21 December 2021 (Resolution 213/21) from former Policy 3.7 Use of Corporate Credit Cards. A comprehensive review was subsequently undertaken on 27 November 2024 (Resolution 214/11-24).

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Outdated policy settings may result in ineffective debt recovery, procurement practices or purchasing card controls, increasing the risk of financial loss or inefficiencies.		
Mitigation:	Implement the revised policies, provide staff guidance, and monitor compliance through periodic audits and reporting.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Major	High (10)
Risk Description:	Poor decisions are made when seeking to Borrow Funds.		
Mitigation:	Ensure Policy FIN/CP-3 Debt Policy is applied to all borrowings.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Moderate	Moderate (6)
Risk Description:	Delayed adoption may result in policies not reflecting current legislative, regulatory or best practice requirements.		
Mitigation:	Adopt the revised policies and undertake periodic reviews to ensure ongoing compliance.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Minor	Low (4)
Risk Description:	Delays in adopting updated policies may create uncertainty in operational processes, resulting in inconsistent decision-making and service delivery.		
Mitigation:	Communicate policy changes to relevant staff and ensure procedures and delegations align with the adopted policies.		

Financial Implications

There are no direct financial implications arising from the proposed policy amendments.

Policy Compliance

In accordance with Council Policy EXE/CP-8 Policy Framework the policy provides Council with clarity and consistency in decision making in this area.

Statutory Compliance

The policy reviews have been undertaken with consideration of the *Local Government Act 1995*, associated regulations and relevant governance and auditing best practice requirements.

Consultation

Consultation has been undertaken internally with relevant officers:

- Manager Financial Services
- Senior Finance Officer
- Chief Executive Officer
- Senior Managers

Officer Comment

FIN/CP-3 Debt Policy

The current review has identified that the sections relating to Structure of Borrowings and Breaches are either no longer required within the policy framework or are adequately addressed through legislative requirements and internal operational controls. Changes to note are;

- Made wording clearer under leading Agreements to ensure the policy covers Lending Facilities and is not Limited to Western Australian Treasury Corporation.
- Removed Reference to Delegated Authority under Borrowing Arrangements as this is now covered by Council policy EXE/CP-2- Documentation Execution and Application of Common Seal.
- Removed the entire Structure of Borrowings Section as it is unnecessary as all loans are approved and considered Council either during the budget process or as an individual motion of Council.
- Condensed sections under Repayments
- Removed the Breaches section, if the policy is followed breaches should not be possible or acceptable to occur.

FIN/CP-5 Regional Price Preference Policy

The current review proposes a single amendment, being the removal of Boyup Brook from the definition of a local/regional supplier.

FIN/CP-7 Credit Card Policy

The current review proposes changing the policy name from Credit Card Policy to Purchasing Card Policy to align with terminology recommended by the Office of the Auditor General and recognised best-practice procurement controls. Additional minor administrative amendments have also been made to improve readability, consistency and policy clarity which align with improvements recommended in the Regulation 17 audit carried out in December 2024 that sets out what documentation is required to justify and reconcile purchases.

The proposed amendments are considered minor and administrative in nature. The changes improve the accuracy and usability of the policies while ensuring alignment with current practices and audit recommendations. Adoption of the reviewed policies will support the Shire's commitment to sound governance and continuous improvement.

9.3. Chief Executive Officer

9.3.1 Donnybrook Medical Centre Lease Arrangements and Strategic Site Review

Report Details:

Prepared by:	Executive Manager Corporate		
Manager:	Chief Executive Officer		
Applicant:	Donnybrook Medical Centre Pty Ltd		
Location:	41 Bentley Street, Donnybrook		
Monarch:	MONARCH-175587964-122	Voting Requirement:	Simple Majority
Disclosure of Interests and Gifts:			
Name:		Type:	Nil.
Attachment(s):			
9.3.1(1)	Donnybrook Medical Services – Request to Review Lease Terms		

Executive Recommendation

That Council:

1. **Notes the correspondence received from Donnybrook Medical Services Pty Ltd, requesting an annual (Attachment 9.3.1(1)) rollover lease arrangement and review of the current rental amount;**
2. **Declines the request for an annual rollover lease structure over a five-year period;**
3. **Approves a twelve (12) month holdover tenancy commencing retrospectively from 1 July 2026 and expiring 30 June 2027, subject to the terms and conditions of the existing lease agreement remaining unchanged;**
4. **Determines that the annual rental for the holdover period be based on the independent market rental valuation obtained by the Shire and that the revised rental amount be applied retrospectively from 1 July 2026;**
5. **Authorises the Chief Executive Officer to execute all necessary documentation to give effect to the decision; and**
6. **Requests the Chief Executive Officer, during the holdover period, to engage with the Western Australia Country Health Service (WACHS), Hall & Prior (Tuia Lodge), the South West Development Commission (SWDC), the lessees and other relevant stakeholders to investigate and report back to Council on potential medium and long-term opportunities for the site, including options that support health, aged care, community and other strategic service outcomes for the Donnybrook community.**

Strategic Alignment

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

- Outcome:** 10 - Effective governance and partnerships.
- Objective:** 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

Further correspondence has been received from Donnybrook Medical Centre Pty Ltd regarding the future leasing arrangements for the medical centre premises at 41 Bentley Street, Donnybrook. The correspondence advises that the lessee no longer intends to pursue acquisition of the property and requests that Council consider an alternative leasing model comprising successive annual lease terms over a five-year period, together with a review of the rental amount.

The existing lease commenced on 1 July 2021 for an initial term of five years and includes a further five-year option. In accordance with the lease provisions, the Shire obtained an independent market rental valuation to determine the applicable market rent for any continued occupation of the premises. The lessee has subsequently raised concerns regarding the proposed lease structure, rental amount and responsibility for valuation costs, and has requested that Council consider an alternative approach.

This report presents three options for Council's consideration:

Option 1: Require the Lessee to Exercise the Further Five-Year Option

Request the lessee to exercise the further five-year term available under the existing lease agreement and enter into the renewed term at the reviewed market rental and on the existing lease terms and conditions. This option provides certainty for both parties and allows the tenancy to continue under the current lease framework.

Option 2: Holdover Tenancy (Executive Recommendation)

Approve a twelve-month holdover period of the existing lease, including terms and conditions, with rent based on the independent market rental valuation and applied retrospectively from 1 July 2026, providing both parties with additional flexibility while longer-term arrangements are considered.

Option 3: New Rolling One-Year Lease Arrangement

The lessee has requested consideration of an alternative arrangement comprising successive one-year lease terms over a five-year period. As this arrangement is not provided for within the existing lease, it would require Council to enter into a new lease agreement. A new lease is likely to constitute a disposal of property under section 3.58 of the Local Government Act 1995, which defines a lease as a form of property disposal and generally requires compliance with the public notice and consideration requirements of that section before the lease can be granted.

The Executive Recommendation seeks to balance continuity of service at the site with Council's strategic interests by providing a short-term leasing arrangement while broader discussions are undertaken with key stakeholders regarding the future use and long-term opportunities associated with the property.

Background

The Shire leases the premises at 41 Bentley Street, Donnybrook, to Donnybrook Medical Centre Pty Ltd for the operation of a medical practice. The lease commenced on 1 July 2021 for an initial term of

five years and includes an option for a further five-year term, with rental for the further term to be determined through a market rental review process. To facilitate the review, the Shire commissioned an independent market rental valuation.

Over recent years, Council has considered several matters relating to the future of the Medical Centre site. These discussions have included requests from the lessee to purchase the property, opportunities for future expansion of medical services from the site, and the longer-term strategic use of the asset. In February 2024, Council considered a request to purchase the property and noted that the land could not be sold in its current form due to its Crown land tenure. Council subsequently requested further investigation into the potential acquisition of the reserve from the Crown before any future disposal could be considered.

In May 2025, as part of Council's broader asset and service review process, Council again considered the future of the property and resolved that it was unable to proceed with a disposal of the site due to the land tenure constraints applying to the reserve.

The initial lease term expired on 30 June 2026. Under the existing lease, the lessee may elect to exercise the further five-year term in accordance with the lease provisions. Following completion of the independent market rental valuation process, the Shire advised the lessee that it could either exercise the further term at the assessed market rental or submit an alternative proposal for Council's consideration.

On 24 August 2026, the Shire received further correspondence from the lessee advising that it no longer wished to pursue acquisition of the property and requesting that Council consider an alternative leasing arrangement comprising annual lease terms over a five-year period, together with a review of the rental payable. The lessee has also raised concerns regarding the market rental valuation and responsibility for valuation costs.

Officers note that the current lease already provides a mechanism for continuation of the tenancy through the exercise of the further term. The alternative arrangement proposed by the lessee would require Council to consider a different leasing structure and its associated financial, administrative, legal and statutory implications. The recommendation presented in this report seeks to provide a twelve-month holding arrangement to maintain continuity of occupation while allowing the Chief Executive Officer time to engage with relevant stakeholders and investigate broader strategic opportunities for the site and surrounding health precinct.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Property	Possible	Minor	Moderate (6)
Risk Description:	Delayed decision-making may limit Council's ability to optimise the long-term use of the Medical Centre site.		

Mitigation:	Utilise the 12-month holdover period to investigate future site opportunities and report options back to Council.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Failure to investigate alternative tenancy or service delivery opportunities may result in reduced financial returns, while vacancy could result in loss of rental income and ongoing holding costs.		
Mitigation:	Retain the current tenant under a market-based rental while assessing alternative tenancy, partnership and site use opportunities.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	A new lease arrangement outside the current lease provisions may trigger compliance requirements under section 3.58 of the <i>Local Government Act 1995</i> .		
Mitigation:	Obtain legal and governance advice and ensure any future lease proposal complies with statutory requirements before implementation.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Council's decision may attract criticism from stakeholders regarding the management of a community asset or use of public funds.		
Mitigation:	Ensure decision-making is transparent, documented and supported by stakeholder engagement and independent valuation advice.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Possible	Minor	Moderate (6)
Risk Description:	Uncertainty regarding the future use of the site may create concern about the ongoing provision of health and related services.		
Mitigation:	Maintain continuity of occupation while engaging with key stakeholders to consider future service delivery opportunities.		

Financial Implications

The recommendation maintains rental income at the independently assessed market rental value for a further 12-month period while providing Council with time to investigate the future strategic and financial opportunities associated with the site. The recommendation also avoids committing Council to a longer-term leasing arrangement before alternative options have been fully explored.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Internal consultation:

- Internal discussions with executive and governance staff.

External consultation:

- Donnybrook Medical Centre Pty Ltd met with Council at its workshop to discuss the lease, and next steps.
- Market Rental Valuation sought.

Officer Comment

The current lease has reached the end of its initial term and the lessee has requested that Council consider an alternative leasing structure comprising successive annual lease terms rather than exercising the further five-year term available under the existing lease. Council is therefore required to determine the most appropriate pathway for the future occupation of the premises. The options available are to require the lessee to exercise the existing five-year option, approve a temporary holdover arrangement under the current lease, or support the negotiation of a new lease structure.

While the existing lease provides a mechanism for the tenant to continue occupation through the exercise of the further term, officers consider that approval of a 12-month holdover tenancy represents the most appropriate course of action at this time. The recommended approach maintains continuity of occupancy, retains rental income and avoids committing Council to a longer-term arrangement while broader strategic opportunities for the site are investigated.

It is noted that the Medical Centre site forms part of a broader health and aged care precinct and has been the subject of several Council discussions in recent years regarding future ownership, expansion opportunities and long-term use. Council has previously considered requests relating to the possible sale of the property and broader strategic planning for the site. As the lessee has now confirmed that it no longer wishes to pursue acquisition of the premises, officers consider that an opportunity exists for Council to undertake a broader review of potential medium and long-term uses of the site in consultation with relevant stakeholders, including the Western Australia Country Health Service, Hall & Prior (Tuia Lodge), the South West Development Commission, the current tenant's and other relevant stakeholders.

Officers also note that the lessee's preferred option of successive one-year lease terms would require ongoing lease administration and repeated Council consideration. Historically, negotiations relating to the Medical Centre lease and associated property matters have extended over several months and involved significant officer time in obtaining valuations, seeking legal and professional advice, preparing reports, negotiating lease terms, corresponding with stakeholders and facilitating Council decision-making processes. A short-term renewal structure would likely result in these processes recurring at more frequent intervals, resulting in additional administrative effort and associated costs to the Shire.

Should Council ultimately determine that a new lease arrangement is to be pursued rather than continuation under the existing lease framework, further work would be required before a lease could be executed. A new lease will need to be developed in accordance with Council's Property Management Framework, whilst considering statutory obligations under section 3.58 of the *Local Government Act 1995*, including public advertising, consultation processes and returning the matter to Council for further consideration and approval.

Officers consider it appropriate that the rental payable during the holdover period be based on the independent market rental valuation obtained by the Shire. The valuation was commissioned in accordance with the lease provisions and provides an objective assessment of market rent for the premises. Applying the independently assessed rental ensures consistency, transparency and equity in the management of a Shire-owned commercial asset, while supporting Council's responsibility to obtain an appropriate commercial return on behalf of ratepayers.

The recommendation does not prevent the current tenant from continuing to occupy the premises, nor does it predetermine any future leasing, development or asset decisions. Rather, it provides Council with a defined period to maintain occupancy and rental income while the Chief Executive Officer engages with stakeholders and investigates the long-term strategic, community and financial opportunities associated with the property.

9.3.2 Lot 597 (2) Collins St (Good Shed), Donnybrook – Further Lease Extension Request

Report Details:

Prepared by: Executive Manager Corporate
Manager: Chief Executive Officer
Applicant: Mac and Wood Pty Ltd
Location: Lot 597 (2) Collins Street (Goods Shed), Donnybrook
Monarch: MONARCH-175587964-117 **Voting Requirement:** Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.3.2(1) Mac and Wood Pty Ltd - Further Lease Extension Request

Executive Recommendation

That Council:

1. **Notes the request (Attachment 9.3.2 (1)) from Mac and Wood Pty Ltd for a further extension of the current holdover arrangement for the lease of Lot 597 (2) Collins Street, Donnybrook (Goods Shed);**
2. **Notes that Council previously approved a short-term holdover arrangement to facilitate continued occupation while outstanding matters were addressed and Council considered the long-term use and management of the facility; and**
3. **Approves a further extension of the holdover arrangement until 31 December 2026 on the existing terms and conditions.**

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

Mac and Wood Pty Ltd has requested a further extension, expiring 31 December 2026, to the current holdover arrangement relating to the Goods Shed at Lot 597 (2) Collins Street, Donnybrook.

Council previously resolved to support a short-term holdover arrangement following the expiry of the lease, recognising the existence of outstanding matters requiring resolution, the ongoing operation of the facility, and the need for Council to consider the long-term use and management of the Goods Shed. Council is now requested to determine whether a further extension should be granted.

Background

At its meeting held 24 June 2026, Council considered the status of the lease and resolved to support a short-term holdover arrangement. In doing so, Council noted:

- The expiry of the lease;
- The existence of outstanding matters requiring resolution; and
- The ongoing operation of the facility and its role within the community.

Council further resolved that the short-term arrangement would:

- Enable continued occupation of the Goods Shed on a strictly time-limited basis;
- Provide an opportunity for outstanding matters to be addressed in a structured and collaborative manner; and
- Allow Council sufficient time to consider the long-term use and management of the facility.

The Chief Executive Officer was authorised to negotiate and implement the holdover arrangement, including appropriate safeguards and conditions, with the express intention that the arrangement would be time-limited and would not create any presumption of an ongoing lease.

Subsequently, correspondence was received from Mac and Wood Pty Ltd requesting a further extension of the holdover arrangement. A copy of the request is provided ([Confidential Attachment 9.3.2\(1\)](#)).

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	Repeated extensions may be perceived as inconsistent with Council's original intention that the holdover arrangement be strictly temporary and not create an expectation of an ongoing lease.		
Mitigation:	Clearly document reasons for the extension and maintain a fixed end date with no expectation of further renewal.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Moderate	Moderate (9)
Risk Description:	Ongoing occupation may increase Council's exposure to unpaid rent, arrears or unrecovered costs if the tenant's financial position deteriorates.		
Mitigation:	Continue regular monitoring of payments, enforce existing lease obligations and pursue arrears in accordance with the lease.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Property	Unlikely	Minor	Moderate (6)
Risk Description:	Deferral of a long-term decision may delay strategic planning, maintenance and future use of the Goods Shed facility.		
Mitigation:	Progress assessment of future leasing and management options during the extension period.		
Risk:	Likelihood:	Consequence:	Risk Rating:

Reputational	Possible	Minor	Moderate (6)
Risk Description:	Extensions may create a perception of preferential treatment or indecision if Council does not demonstrate progress towards a long-term outcome.		
Mitigation:	Communicate that the extension is temporary and required to finalize outstanding matters and determine future use.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Unlikely	Moderate	Low (4)
Risk Description:	If matters remain unresolved at the end of the extension, future disruption to facility operations or community expectations may occur.		
Mitigation:	Use the extension period to work towards a sustainable long-term arrangement and contingency planning.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Continued reliance on holdover arrangements delays Council's strategic determination regarding the long-term use and management of the facility.		
Mitigation:	Establish a clear timeline and milestones for bringing a long-term recommendation back to Council.		

Financial Implications

The current holdover arrangement generates rental income of approximately \$23,541 per annum. Approval of the extension will maintain this revenue stream until 31 December 2026 while allowing Council additional time to consider the long-term use and management of the facility. The recommendation avoids potential vacancy costs and loss of rental income that may arise if the tenancy ceases before Council has determined its preferred future direction for the Goods Shed.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Internal consultation:

- Chief Executive Officer
- Executive Manager Corporate
- Governance Coordinator

External consultation:

- Mac and Wood Pty Ltd

Officer Comment

Council previously approved a short-term holdover arrangement to enable the continued operation of the Goods Shed while outstanding matters were addressed and Council considered the long-term use and management of the facility. Since that time, the directors of Mac and Wood Pty Ltd have been progressing personal and financial separation arrangements which remain unresolved and have taken longer than initially anticipated. Officers have been advised that one of the parties wishes to continue operating the business from the premises, however the future ownership and operating structure of the business has not yet been finalised.

Officers consider that, in the current circumstances, a further short-term extension provides a practical mechanism to maintain continuity of operations while these matters are resolved. The recommended extension is not intended to defer Council's decision-making indefinitely, but rather to provide a finite period for the parties to finalise their arrangements whilst allowing Council to continue assessing future options for the facility.

The risks associated with extending the arrangement are mitigated through the retention of the existing holdover terms and conditions, ongoing monitoring of the tenant's compliance with its obligations, active management of outstanding matters by officers, and the establishment of a fixed end date. The recommended extension remains temporary in nature and does not create any entitlement, expectation or presumption of a future lease. Any proposal for a new lease or longer-term occupation arrangement would be subject to a separate assessment and formal consideration by Council.

Accordingly, officers recommend that Council approve the extension of the existing holdover arrangement until 31 December 2026 on the current terms and conditions.

9.3.3 Policy Review - EM/CP-3 Legal Representation for Elected Members, Employees and Volunteers

Report Details:

Prepared by: Governance Coordinator

Manager: Executive Manager Corporate

Monarch: MONARCH-1594159990-101

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.3.3(1) EM/CP-3 Legal Representation for Elected Members, Employees and Volunteers

Executive Recommendation

That Council:

1. **Notes the review and adopts the revised policy EM/CP-3 Legal Representation for Elected Members, Employees and Volunteers** (Attachment 9.3.3(1)).

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

This report presents a revised version of Council Policy EM/CP-3 Legal Representation for Elected Members, Employees and Volunteers following a scheduled policy review. The proposed amendments improve clarity, reflect legislative and governance requirements, and expand the application of the policy to include Shire volunteers. Council is requested to adopt the revised policy.

Background

Council Policy EM/CP-3 Legal Representation for Elected Members and Employees has been reviewed twice since its adoption in 2021. This review was part of the regular cycle of policy review undertaken by Shire officers.

The review forms part of Council's ongoing policy review program and has identified several amendments to improve clarity, reflect legislative changes, strengthen governance requirements, and extend the application of the policy to include Shire volunteers.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Insignificant	Low (3)

Risk Description:	The current policy does not require Elected Members to declare interests when Council considers an application, creating a risk of perceived or actual conflicts of interest.		
Mitigation:	Adopt the revised policy, including the proposed disclosure requirements.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	The policy may not adequately reflect current legislative, governance and operational requirements, resulting in inconsistent application.		
Mitigation:	Adopt the revised policy and undertake periodic reviews.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Minor	Moderate (6)
Risk Description:	If urgent legal representation assistance is required and the CEO is unable to approve limited financial assistance, the Shire may need to convene an urgent Special Council Meeting to consider the request, creating administrative burden, delays and potential prejudice to the applicant's legal position.		
Mitigation:	Retain the CEO's ability to approve urgent assistance within a defined financial limit, with subsequent reporting to Council.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Minor	Low (4)
Risk Description:	Failure to extend the policy to volunteers may result in inconsistent treatment of individuals acting on behalf of the Shire and create perceptions of inequity.		
Mitigation:	Extend the policy to include Shire volunteers.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Minor	Moderate (6)
Risk Description:	Council may be required to make funding decisions without a clear framework for staged consideration of ongoing legal costs where legal proceedings are prolonged.		
Mitigation:	Clarify Council's ability to consider subsequent applications on their merits where previously approved limits are reached.		

Financial Implications

Nil.

Policy Compliance

In accordance with Council Policy EXE/CP-8 Policy Framework (cl 4.10) the policy provides Council with clarity and consistency in decision making in this area.

Statutory Compliance

Local Government Act 1995

- Section 2.7(2)(b) of the Act prescribes one of the roles of Council as being to determine the local government's policies.
- Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented, and this includes giving effect to Council's adopted policies.

Consultation

Internal:

Internal consultation with relevant Executive staff was undertaken.

External:

A review of comparable policies adopted by other local governments was undertaken as part of the policy review process and informed the development of the proposed amendments to ensure the policy reflects contemporary governance practices.

Officer Comment

Council Policy EM/CP-3 Legal Representation for Elected Members and Employees has been reviewed as part of Council's ongoing policy review program. The review identified a number of opportunities to strengthen governance provisions, improve clarity, align the policy with current legislative requirements and extend its application to Shire volunteers.

The most significant amendment is the expansion of the policy to include Shire volunteers, recognising that volunteers act on behalf of the Shire, are subject to the Shire's Code of Conduct, and are expected to meet standards of behaviour consistent with those applying to Elected Members and employees. As a result, the policy title has also been amended to reflect its broader application.

The proposed amendments further strengthen governance by requiring Elected Members to disclose any interest in an application considered under the policy. The review also clarifies that where Council approves financial assistance subject to a funding limit, an applicant may make a further application should that limit be reached. This enables Council to consider ongoing support requests on a case-by-case basis, particularly where legal proceedings are lengthy or complex, while retaining full discretion over any subsequent application.

In addition, a financial limit of \$3,000 has been introduced for urgent matters where the CEO is authorised to approve financial assistance without first referring the matter to Council. This amendment reflects good governance practice identified through benchmarking with other local governments and provides an appropriate balance between responsiveness and financial oversight. Minor administrative and legislative updates have also been incorporated to improve the readability and operation of the policy.

The proposed amendments will provide greater clarity regarding the application of the policy, strengthen governance controls and ensure Council has a contemporary framework for considering requests for legal representation assistance. Tracked changes are provided in [Attachment 9.3.3\(1\)](#) for Council's reference.

9.3.4 New Policy – EXE/CP-19 Information Breach Management

Report Details:

Prepared by: Community Housing Officer

Manager: Executive Manager Corporate

Monarch: MONARCH-1594159990-194

Voting Requirement: Simple Majority

Attachment(s):

9.3.4(1) EXE/CP-19-Information Breach Management

Executive Recommendation

That Council:

1. **Adopts the Information Breach Management Policy (EXE/CP-19) (Attachment 9.3.4(1) in accordance with the requirements of the *Privacy and Responsible Information Sharing Act 2024 (WA)*.**
2. **Notes the Information Breach Register and Information Breach Response Plan as supporting internal operational documents; and**
3. **Notes that the implementation of the policy and supporting compliance framework will be undertaken by the Shire.**

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

Council is requested to consider the adoption of a new policy EXE/CP-19-Information Breach Management, in response to the requirements of the *Privacy and Responsible Information Sharing Act 2024 (WA)* (PRIS Act).

The Policy supports the Shire's staged implementation of the *Privacy and Responsible Information Sharing Act 2024 (WA)* and is intended to operate with supporting internal documents, including the Information Breach Register and Information Breach Response Plan.

Background

The *Privacy and Responsible Information Sharing Act 2024 (WA)* introduces a new privacy and responsible information sharing framework for Western Australian public sector entities, including local governments.

The State Government's PRIS Readiness Guidance identifies the development and publication of an information breach policy as a key readiness action. The guidance describes an information breach

policy as a public-facing document that outlines how an agency identifies, responds to and manages information breaches.

An information breach is defined under the PRIS Act as unauthorised access to, unauthorised disclosure of, or loss of information. Information breaches may involve digital or physical records and may arise through human error, system failure, malicious activity, physical loss or unauthorised access.

The Shire has prepared the new policy to establish a clear governance position for suspected or actual information breaches, supported by an Information Breach Register and an Information Breach Response Plan, which will assist officers to record, assess, respond to and review incidents in a consistent manner.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Failure to establish governance arrangements for identifying, managing and recording information breaches may result in non-compliance with PRIS requirements and reduced organisational readiness.		
Mitigation:	Adopt the Policy, maintain supporting response documentation and register, and progressively implement training, reporting and review processes.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Major	High (12)
Risk Description:	Poor handling of a suspected or actual information breach may reduce public trust and confidence in the Shire's information handling practices.		
Mitigation:	Use a clear breach management framework, timely escalation, consistent record keeping, appropriate notifications and post-incident review.		

Financial Implications

Implementation of the policy will require the introduction of Microsoft Purview at an estimated cost of approximately \$12,600 per annum. Microsoft Purview will assist the Shire to manage privacy and information security obligations by providing enhanced controls to reduce the risk of information breaches, particularly those resulting from human error.

The annual subscription cost will be incorporated into future ICT operational budgets.

In addition, officer resources are currently being dedicated to broader PRIS Act implementation activities, including staff training, awareness programs, induction updates, development of supporting procedures and operational processes, and ongoing compliance activities. These implementation activities are being undertaken as part of the Shire's overall privacy and information management program and are not dependent on the adoption of the policy.

Policy Compliance

In accordance with Council Policy EXE/CP-8 Policy Framework (cl 4.10) the policy provides Council with clarity and consistency in decision making in this area.

In accordance with Council Policy EXECP-18-Privacy-and-Responsible-Information-Sharing

Statutory Compliance

Privacy and Responsible Information Sharing Act 2024 (WA)

Establishes the new privacy and responsible information sharing framework and introduces Information Privacy Principles, governance obligations and information breach requirements relevant to public sector entities, including local governments.

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*.

State Records Act 2000 (WA)

Requires appropriate creation, management, retention and disposal of State records, including records that may contain personal or sensitive information.

Freedom of Information Act 1992 (WA)

Provides for access to documents while protecting personal and exempt information in accordance with statutory processes.

Consultation

Internal Consultation:

- Executive Leadership Team
- Corporate Services / Governance

External Consultation:

State Government's PRIS readiness training and guidelines.

Officer Comment

The Information Breach Management Policy provides Council with a clear governance position on how the Shire will approach suspected or actual information breaches. It is deliberately high-level and public facing, with operational detail contained in supporting internal documents.

The policy establishes the Shire's commitment to protecting information, reporting suspected breaches promptly, containing incidents, assessing risk, mitigating harm, recording decisions and applying lessons learned. These principles are consistent with the approach recommended in the State Government's PRIS readiness material.

The Information Breach Register will provide an internal record of suspected and confirmed breaches, actions taken, notifications made, corrective actions and lessons learned. This will support accountability, trend monitoring and continuous improvement.

The Information Breach Response Plan will provide practical internal guidance for officers, including immediate reporting steps, containment actions, risk assessment, escalation, mitigation, notification assessment and post-incident review.

Adoption of this policy is recommended to support the Shire's staged and risk-based implementation of PRIS obligations and to demonstrate a proactive approach to responsible information management.

AGENDA BRIEFING

9.3.5 Review of Council Policies ADM/CP-1 Records Management, EM/CP-4 Honorary Freeman and EXE/CP-8 Policy Framework

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

Monarch: MONARCH-1594159990-138,
1594159990-140, 1594159990-93

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

- 9.3.5(1) Reviewed Policy – ADM/CP-1 Records Management
- 9.3.5(2) EM/CP-4 Honorary Freeman
- 9.3.5(3) EXE/CP-8 Policy Framework Tracked Changes

Executive Recommendation

That Council:

1. **Notes the review and adopts the revised Council Policy ADM/CP-1 Records Management, (Attachment 9.3.5(1); and**
2. **Notes the review and adopts the revised Council Policy EM/CP-4 Honorary Freeman Shire of Donnybrook Balingup (Attachment 9.3.5(2); and**
3. **Notes the review and adopts the revised Council Policy EXE/CP-8 Policy Management (Attachment 9.3.5(3).**

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.1 - Provide strategically focused, open and accountable governance.

Executive Summary

This report presents three Council policies that have been reviewed as part of the Shire's ongoing policy review program:

- ADM/CP-1 Records Management;
- EM/CP-4 Honorary Freeman Shire of Donnybrook Balingup; and
- EXE/CP-8 Policy Management.

Adoption of the revised policies will ensure the Shire's policy framework remains contemporary, clear and aligned with current legislation, governance requirements and organisational practices.

Background

The Shire undertakes periodic reviews of Council policies to ensure they remain current, relevant and consistent with applicable legislation, Council's strategic direction and the Shire's operating environment.

The three policies presented through this report have been reviewed as part of this program. While each policy addresses a separate governance area, the reviews share the common objective of improving clarity, accuracy and alignment with current Shire practices.

ADM/CP-1 Records Management

The Shire is required to create, maintain and manage records in accordance with the *State Records Act 2000* and its approved Recordkeeping Plan. Records are important corporate assets that support accountability, transparency, decision-making, service delivery and compliance with statutory obligations.

ADM/CP-1 Records Management was last substantively reviewed in December 2021. Since that time, significant changes have occurred in the Shire's information management environment, including:

- implementation of the Monarch Electronic Document and Records Management System;
- commencement of the Privacy and Responsible Information Sharing Act 2024;
- development of additional privacy and information governance frameworks; and
- increased reliance on corporate electronic systems for creating, capturing and managing records.

The policy has therefore been reviewed to ensure that it accurately reflects current legislative obligations, information governance requirements and contemporary electronic recordkeeping practices.

EM/CP-4 Honorary Freeman Shire of Donnybrook Balingup

EM/CP-4 establishes the framework for the nomination, assessment and conferral of the title of Honorary Freeman of the Shire of Donnybrook Balingup, including applicable eligibility criteria, nomination requirements and entitlements.

The policy became due for review under its existing three-year review cycle. As part of the review, the policy was assessed for currency, relevance and consistency with the Shire's current Council policy template.

The review confirmed that the policy remains relevant and appropriate. Amendments are predominantly administrative and governance-related and do not materially change the policy's objectives, eligibility requirements, nomination process or associated entitlements.

EXE/CP-8 Policy Management

EXE/CP-8 establishes Council's approach to the creation, classification, review and administration of policies. The policy was first adopted by Council in September 2021 and was due for review in 2024.

The policy identifies when Council may consider establishing a policy, outlines the application of Council policies, assigns responsibilities for policy development and administration, and describes the categories of policies used by the Shire.

The review identified opportunities to clarify the policy's objective, recognise its application to Shire volunteers where appropriate, better explain the circumstances in which a Council policy response may be warranted, and improve administrative wording and usability.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	Council policies become outdated, inconsistent or misaligned with current legislative, governance and operational requirements.		
Mitigation:	Regular policy reviews are undertaken to ensure Council policies remain current, compliant and aligned with organisational requirements. Adoption of the reviewed policies will strengthen governance, information management and policy administration practices		

Financial Implications

Nil.

Policy Compliance

In accordance with Council Policy EXE/CP-8 Policy Framework (cl 4.10) the policy provides Council with clarity and consistency in decision making in this area.

Statutory Compliance

Relevant legislation includes:

- *Local Government Act 1995*
- *State Records Act 2000*
- *Freedom of Information Act 1992*
- *Privacy and Responsible Information Sharing Act 2024*
- *Electronic Transactions Act 2011*

Consultation

Internal Consultation

Internal consultation was undertaken with officers responsible for governance, records management, information governance and policy administration. The Chief Executive Officer was also consulted in relation to the review of EM/CP-4 Honorary Freeman Shire of Donnybrook Balingup.

External Consultation

External public consultation was not undertaken. The proposed amendments primarily relate to legislative alignment, governance requirements, administrative clarification and the operation of the Shire's internal policy framework. The reviews do not propose material changes requiring broader community consultation

Officer Comment

ADM/CP-1 Records Management

ADM/CP-1 has been reviewed to support improvements in information governance associated with the implementation of the Monarch Electronic Document and Records Management System (EDRMS) and to ensure consistency with contemporary legislative and operational requirements relating to records management, privacy, information security and access to information.

The revised policy:

- updates and corrects legislative references;
- incorporates privacy and information governance considerations arising from the *Privacy and Responsible Information Sharing Act 2024*;
- strengthens requirements relating to information security, record capture, access, retention and disposal;
- clarifies the responsibilities of employees, managers, Elected Members and records management personnel;
- aligns recordkeeping requirements with current electronic records management practices and approved corporate systems; and
- updates references to related governance policies and procedures.

The proposed amendments do not substantially alter the intent of the policy. They provide clearer direction regarding the records that must be captured, the responsibilities applying to different users and the requirement to manage Shire information through approved corporate systems. Adoption of the revised policy will support consistent recordkeeping practices, strengthen information governance controls and assist the Shire to meet its statutory and organisational obligations.

EM/CP-4 Honorary Freeman Shire of Donnybrook Balingup

The review confirmed that EM/CP-4 remains relevant and continues to provide an appropriate framework for recognising individuals who have provided distinguished service to the Shire and its community.

The proposed amendments include:

- transferring the policy to the current Council policy template;
- renumbering and reorganising provisions;
- updating strategic alignment and governance information;
- refining definitions and administrative wording; and
- extending the review frequency from three years to five years.

The longer review frequency is considered appropriate given the policy's limited and specialised application and the absence of significant legislative or operational change affecting its operation. The policy can still be reviewed earlier should a legislative, governance or organisational need arise.

The policy's objectives, eligibility criteria, nomination process and entitlements remain substantially unchanged. Adoption of the revised policy will ensure it remains contemporary, consistent with the Shire's policy framework and clear to administer.

EXE/CP-8 Policy Management

EXE/CP-8 is an important governance document that establishes the basis on which the Shire's policies are developed, considered, adopted, reviewed and rescinded.

The proposed amendments:

- clarify the objective of the policy;
- clarify the circumstances in which Council may consider establishing a policy;
- recognise that Council policies may apply to Shire volunteers where appropriate;
- improve the explanation of responsibilities for developing, implementing and reviewing policies; and
- make minor administrative and wording changes to improve clarity and usability.

The revised policy supports a clear distinction between matters requiring Council's strategic or governance direction and matters that are more appropriately addressed through operational procedures or administrative processes. This assists in maintaining a focused and manageable Council policy register and reduces the risk of operational detail being unnecessarily elevated into Council policy.

The proposed amendments are minor and administrative in nature and do not materially change the purpose of the framework. Adoption of the revised policy will improve its accuracy and usability while supporting sound governance and continuous improvement.

The three policy reviews have confirmed that each policy remains required, while identifying amendments necessary to improve clarity, legislative alignment, governance consistency and administrative usability.

It is recommended that Council adopt the revised ADM/CP-1 Records Management, EM/CP-4 Honorary Freeman Shire of Donnybrook Balingup and EXE/CP-8 Policy Management policies as presented.

10. Elected Member Motions

Nil.

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

Nil.

12. Meeting Closed to the Public

12.1. Matters for which the Meeting may be closed

12.1.1 Road Upgrades and Construction Works- RFT2627-375, RFT2627-376 & RFT2627-377

This report is confidential in accordance with Section 5.23(4)(c) and (d) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

- (c) Information contained in a tender received by the local government for a contract to the extent that the information –
 - i. Is a tendered price; or
 - ii. Is a tendered methodology for calculating the price;
- (d) Information in a tender received by the local government for a contract to the extent that –
 - i. The information discloses any technology, or any manufacturing, industrial or trade process, that the tenderer proposes to use in performing the contract; and
 - ii. The information has not previously been made public; and
 - iii. The making public of the information would be likely to have an adverse effect on the tenderer's business interests;

12.2. Public reading of Resolutions that may be made public

Nil.

13. Closure

The Presiding Member to advise that the next Ordinary Council Meeting will be held on 23 September 2026 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.