



Ordinary Council Meeting (23 September 2026)

ATTACHMENTS

Number	Title
7.1.1(1)	Minutes of Ordinary Council Meeting held 26 August 2026
8.1.1(1)	Minutes of Local Emergency Management Committee Meeting held 28 July 2026
8.2.1(1)	Minutes of the Warren Blackwood Alliance of Councils Meeting held 4 August 2026
8.3.1(1)	Minutes of the Audit, Risk and Improvement Committee Meeting held 26 August 2026
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)
9.1.2(1)	Submissions
9.1.3(1)	Site Plan
9.1.4(1)	Draft Policy – Installation of Public Memorial Seat (WRKS/CP-5)
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)
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
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)
9.2.4(1)	Reviewed Policy - HR/CP-4 Temporary Employment or Appointment of CEO
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
9.3.1(1)	Donnybrook Medical Services – Request to Review Lease Terms
9.3.2(1)	Mac and Wood Pty Ltd - Further Lease Extension Request
9.3.3(1)	EM/CP-3 Legal Representation for Elected Members, Employees and Volunteers
9.3.4(1)	EXE/CP-19-Information Breach Management
9.3.5(1)	Reviewed Policy – ADM/CP-1 Records Management
9.3.5(2)	EM/CP-4 Honorary Freeman



Minutes of Ordinary Council Meeting

Held on 26 August 2026 and commenced at 5:00pm

Held at the Council Chambers in Donnybrook

(1 Bentley Street, Donnybrook)

Authorised:

Nick O'Connor, Chief Executive Officer

Prepared:

28 August 2026

TABLE 2: MEASURES OF CONSEQUENCE

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

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

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

“This meeting is being livestreamed and digitally recorded in accordance with Council Policy. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.

Whilst every endeavour has been made to only record those who are actively participating in the meeting, loud comments or noises from the gallery may be picked up on the recording.”

2. Attendance (OCM)

Councillors Present:

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

Staff Present:

Nick O’Connor, Chief Executive Officer	Ross Marshall, Director Operations
Samantha Farquhar, Administration Officer Corporate	

Other Members Present:

Public Gallery: 16 members of the public were in attendance.

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

At the start of each council meeting a resolution should be carried suspending clause 8.2 (members to rise) of the *Meeting Procedures Local Laws 2017*, as having councillors stand when debating interferes with the sound quality for livestream.

COUNCIL RESOLUTION:	131/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY:	Cr Amanda McNab

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

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

2.1. Apologies

Loren Clifford, Executive Manager Corporate
Colin Young, Director Finance and Community

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

Nil.

3. Announcements from the Presiding Member

Nil.

4. Declarations of Interest

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

Cr Leanne Wringe declared an impartiality interest in relation to item 9.3.7, Donnybrook Balingup Chamber of Commerce & Industry Inc Committee Representative, as she is a current general member of the Committee.

5. Public Question Time

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

Nil.

5.2. Public Question Time

Nil.

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

Nil.

6.3. Deputations

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

- Arthur Parsons in relation to item 9.3.1, Smashed Avo Festival Event Application (presented at the Ordinary Council Meeting).
- Jessica Gill in relation to item 9.3.1, Smashed Avo Festival Event Application (presented at the Agenda Briefing Session and Ordinary Council Meeting)
- Danielle Law in relation to item 9.3.1, Smashed Avo Festival Event Application (presented at the Ordinary Council Meeting)
- Anne Axelby in relation to item 9.3.1, Smashed Avo Festival Event Application (presented at the Ordinary Council Meeting).
- Mario Contarino in relation to item 9.3.1, Smashed Avo Festival Event Application (presented at the Ordinary Council Meeting).

6.4. Delegates' Reports

Nil.

Adoption by Exception

COUNCIL RESOLUTION:	132/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY:	Cr Amanda McNab

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

7.1.1 Ordinary Council Meeting held on 22 July 2026

9.1.2 Wi-Fi Enabled Payphones for the Townsites of Balingup and Kirup

9.2.1 Schedule of Accounts Paid as at 31 July 2026

9.3.2 Minninup Cottages and Langley Villas – Future Management Options

9.3.3 Preston Retirement Village – Expressions of Interest for Suitable Housing Provider

9.3.4 WALGA Local Government Convention and Annual General Meeting 2026

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

Carried: 9/0

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 22 July 2026

Minutes of the Ordinary Council Meeting held 22 July 2026 are attached as [Attachment 7.1.1\(1\)](#).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 22 July 2026 be confirmed as a true and accurate record.

COUNCIL RESOLUTION:	133/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY:	Cr Amanda McNab

That the Minutes from the Ordinary Council Meeting held 22 July 2026 be confirmed as a true and accurate record.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 132/08-26

8. Reports of Committees

Nil.

9. Reports of Officers

9.1. Director Operations

9.1.1. MRWA Draft Speed Zoning Policy and Application Guidelines

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):

9.1.1(1) MRWA DRAFT Speed Zoning Policy and Application Guidelines

9.1.1(2) Proposed Shire of Donnybrook Balingup Submission for MRWA Speed Zoning Policy Review

Executive Recommendation

That Council:

1. **Endorse the *Shire of Donnybrook Balingup Submission on the Draft Speed Zoning Policy and Application Guidelines* as attached to this report.**
2. **Authorises the Chief Executive Officer to submit the endorsed response to Main Roads Western Australia on behalf of Council.**
3. **Authorises the Chief Executive Officer to make minor administrative, formatting or editorial amendments to the submission prior to lodgement, provided such amendments do not alter the intent of Council's endorsed position.**

Strategic Alignment

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

Outcome: 8 - Safe, efficient and sustainable transport networks.

Objective: 8.1 - Improve road safety, connectivity and traffic flow for all users.

Executive Summary

The Shire's review of the draft policy generally supports the objectives of improving road safety and providing a consistent statewide framework for speed zoning decisions. However, the Shire considers that there is an opportunity to further strengthen the policy through greater recognition of the role of Local Governments in speed zoning decisions affecting Local Government roads and roads within designated townsite areas, together with improved consultation, transparency and review mechanisms. These matters form the basis of the officer's recommended submission to Main Roads Western Australia.

Background

Main Roads Western Australia has released its draft Speed Zoning Policy and Application Guidelines for stakeholder consultation. The draft document establishes the principles, approval framework and application processes for reviewing, setting and approving regulatory speed limits on all public roads across Western Australia. The policy adopts contemporary road safety approaches, including Safe System principles and a Movement and Place framework, with the objective of delivering more consistent, transparent and evidence-based speed zoning decisions. It also confirms that all regulatory speed limit changes on public roads remain subject to approval by Main Roads Western Australia under the provisions of the *Road Traffic Code 2000*.

The draft policy applies to roads managed by Local Governments, Main Roads Western Australia and other public road authorities and outlines the processes for introducing, amending or removing speed limits. It seeks to provide greater consistency in how speed zoning proposals are assessed while balancing road safety, transport efficiency, land use, community expectations and the needs of vulnerable road users. The accompanying Application Guidelines provide detailed guidance regarding assessment criteria, supporting information requirements, signage, stakeholder engagement and implementation processes.

The consultation presents an important opportunity for Local Governments to review how the proposed policy will influence speed zoning decisions within their communities, particularly within townsites where speed limits can significantly affect road safety, liveability, economic activity, tourism, pedestrian amenity and place-making outcomes. The consultation also allows Local Governments to provide feedback on the proposed application, consultation and decision-making processes, including the extent to which local knowledge, community expectations and strategic planning considerations are recognised within the assessment framework.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	The Shire does not comply with MRWA policy requirements for the implementation of speed zoning within the Shire		
Mitigation:	Have Council review and provide formal comment when MRWA undertakes reviews of its Speed Zoning Policy and Application Guidelines, to ensure its position is presented for consideration through this process.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Under the *Road Traffic Code 2000 (WA)*, Main Roads Western Australia is the statutory authority responsible for approving the establishment, amendment and removal of regulatory speed zones on all public roads in Western Australia. Any change to a posted speed limit must be supported by an assessment in accordance with MRWA's Speed Zoning Policy and Application Guidelines and be formally approved and signposted before it becomes enforceable.

Consultation

Main Roads Western Australia released the Draft Speed Zoning Policy and Application Guidelines for stakeholder consultation in July 2026. The Shire undertook an internal review of the draft policy, including consideration of its potential implications for Local Government managed roads, townsites, planning outcomes and community interests. Feedback was coordinated by the Operations Directorate and consolidated into a single submission for Council's consideration. The consultation period closes on the 11 September 2026, and Council endorsement is sought to enable the submission to be lodged within the prescribed timeframe.

Officer Comment

This report presents the Shire of Donnybrook Balingup's submission on the Draft Speed Zoning Policy and Application Guidelines released by Main Roads Western Australia. The Shire generally supports the intent of the draft policy, particularly its emphasis on Safe System principles, evidence-based decision-making and the Movement and Place approach. However, the Shire's submission identifies several areas where the policy should be strengthened to ensure speed zoning decisions are clearer, more transparent, locally informed and better aligned with Local Government responsibilities and planning frameworks.

The submission recommends that greater recognition be given to the role of Local Governments as responsible road authorities, particularly where speed zoning decisions relate to Local Government managed roads and designated townsites. Local Governments have detailed knowledge of road function, community expectations, local planning objectives, future development pressures, pedestrian activity, tourism, business activity and liveability outcomes. The Shire considers that this local knowledge should be formally recognised in the policy, with substantial weight given to Local Government recommendations where they remain consistent with Safe System principles and the applicable safe speed assessment framework.

A key focus of the submission is the need for the policy to recognise gazetted townsite boundaries as a primary consideration when assessing speed environments within regional communities. The Shire's position is that gazetted townsites represent legally recognised settlements supported by planning frameworks, community investment and economic activity, and that speed zoning within these areas should place appropriate emphasis on local access, community activity, pedestrian movement, tourism, economic activity and place-based outcomes.

The submission also seeks greater clarity in the policy's application and compliance processes. In particular, it recommends that the policy clearly distinguish between applications and reviews relating

to Local Government managed roads, Main Roads managed roads within designated townsites, and Main Roads managed roads outside designated townsites. For Local Government managed roads, the Shire recommends that applications for new or amended speed zones be supported by a formal Council resolution to ensure the request reflects the endorsed position of the responsible road authority.

For Main Roads managed roads within designated townsites, the Shire recommends that formal consultation with the relevant Local Government be required before any Regulatory Speed Limit is introduced, amended or removed. This consultation should occur early enough to allow the Local Government to assess the proposal's implications for planning outcomes, community expectations and local impacts, and to provide a Council-endorsed response where appropriate.

For Main Roads managed roads outside designated townsites, the Shire recommends that consultation with Local Government also be required, although a formal Council resolution should not be mandatory in all circumstances. The submission proposes that Local Governments should have the opportunity to provide a Council-endorsed submission where a proposal may have significant implications for the community, local economy, land use planning outcomes or road safety.

The report further recommends that Main Roads Western Australia provide clear written assessment summaries following speed zoning reviews. These summaries should outline the proposal considered, assessment methodology, key evidence, stakeholder or community feedback where relevant, and the reasons for the final determination. The Shire considers that these summaries should be prepared in a format that can be readily shared with elected members, stakeholders and the broader community to support transparent and informed communication.

The submission also requests the inclusion of a formal review process where a Local Government does not agree with a speed zoning determination. Such a process should allow a Local Government to seek reconsideration based on additional technical evidence, planning considerations, community feedback or changed circumstances. The review should be undertaken independently of the original assessment team, with the outcome documented in writing and the reasons for the final decision clearly explained. Overall, the Shire's submission supports the proposed policy direction but seeks amendments that improve clarity, collaboration, transparency and recognition of Local Government's role in road management and community planning. The recommended changes are intended to ensure speed zoning decisions remain safe, technically robust, locally informed and clearly understood by responsible authorities and the communities they serve.

COUNCIL RESOLUTION:	134/08-26	
MOVED BY:	Cr Alex Purich	SECONDED BY: Cr Leanne Wringe

That Council:

1. Endorse the *Shire of Donnybrook Balingup Submission on the Draft Speed Zoning Policy and Application Guidelines* as attached to this report.
2. Authorises the Chief Executive Officer to submit the endorsed response to Main Roads Western Australia on behalf of Council.
3. Authorises the Chief Executive Officer to make minor administrative, formatting or editorial amendments to the submission prior to lodgement, provided such amendments do not alter the intent of Council's endorsed position.

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

Carried: 9/0

9.1.2 Wi-Fi Enabled Payphones for the Townsites of Balingup and Kirup

Report Details:

Prepared by: Director Operations & Administration Officer Corporate

Manager: Chief Executive Officer

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

Nil.

Executive Recommendation

That Council:

1. Supports the submission of a request to Telstra for the prioritisation of Wi-Fi enabled public payphones within the townsites of Balingup and Kirup; and
2. Authorises the Chief Executive Officer to submit a formal request to Telstra seeking consideration of Wi-Fi enabled public payphones in Balingup and Kirup, to improve community access to communication services and emergency information during natural disasters, telecommunications outages and other emergency events.

Strategic Alignment

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

Outcome: 3 - Community health and wellbeing.

Objective: 3.1 - Improve access to facilities and services to support community health and wellbeing.

Outcome: 4 - Community safety and resilience.

Objective: 4.1 - Maintain community safety.

Executive Summary

The installation of Wi-Fi-enabled payphones will add a layer on connectivity during natural disaster events such as storms, floods, and bushfires. Telstra specifically identifies disaster-affected communities as a priority for Wi-Fi-enabled payphone upgrades, and Council is requested to support the submission to Telstra for the prioritisation of Wi-Fi enabled public payphones within the townsites of Balingup and Kirup.

Background

Following the severe storms experienced across the district in June 2026, concerns were raised by both the Local Emergency Management Committee (LEMC) and community members regarding the widespread communications outages that occurred during the event. The outages highlighted the critical importance of maintaining access to communication services during emergencies and the

challenges faced by community members in accessing information, contacting family and friends, and seeking assistance when contemporary communication networks are disrupted.

In response to these concerns, the Shire has considered opportunities to improve access to public communication infrastructure within the district. A Wi-Fi enabled public payphone provides all the functions of a standard public payphone, including free calls and access to emergency services. In addition, Wi-Fi enabled payphones provide free wireless internet access, allowing residents and visitors to connect devices such as mobile phones, tablets and laptops to access online services, emergency information, messaging applications and other internet-based communications.

Telstra has progressively upgraded thousands of payphones across Australia to provide public Wi-Fi and has identified disaster-affected communities as a priority for future upgrades. Wi-Fi enabled payphones are intended to improve digital connectivity, support community resilience and provide an additional means of accessing information and communication services during some emergency events and network disruptions.

The townsites of Balingup, Mullalyup, Kirup, and Lowden currently each have a public payphone, however these facilities do not presently provide public Wi-Fi services. This report seeks Council's support to approach Telstra and formally request that the townsites of Balingup and Kirup be considered for prioritisation as part of Telstra's ongoing Wi-Fi enabled payphone rollout.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Possible	Major	High (15)
Risk Description:	During emergency events or network disruptions, community members may be unable to access emergency warnings, bushfire mapping, weather updates and other critical information required to make informed decisions regarding their safety and wellbeing.		
Mitigation:	Advocate to Telstra for the installation of Wi-Fi enabled public payphones to provide free public Wi-Fi and improve community access to emergency information, online services and communication platforms during periods of disruption.		

Financial Implications

The installation, upgrade and maintenance costs to be determined by Telstra.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

At the Local Emergency Management Committee (LEMC) meeting held following the severe storms in June 2026, concerns were raised regarding the widespread communications outage experienced across the district. The outage highlighted the critical importance of maintaining access to communication services during emergency events. Community members similarly expressed concerns regarding the limited ability to access information, contact family members and seek assistance during the disruption. These concerns have contributed to the consideration of additional public communication infrastructure within the Shire.

Officer Comment

While Wi-Fi enabled payphones cannot guarantee connectivity during all emergencies or telecommunications outages, they may provide an additional means of accessing communication services and emergency information when other forms of connectivity are disrupted. As Wi-Fi enabled payphones retain all the functions of a standard public payphone, they offer enhanced community connectivity and resilience through both voice and internet-based communications.

COUNCIL RESOLUTION:	135/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY:	Cr Amanda McNab

That Council:

1. **Supports the submission of a request to Telstra for the prioritisation of Wi-Fi enabled public payphones within the townsites of Balingup and Kirup; and**
2. **Authorises the Chief Executive Officer to submit a formal request to Telstra seeking consideration of Wi-Fi enabled public payphones in Balingup and Kirup, to improve community access to communication services and emergency information during natural disasters, telecommunications outages and other emergency events.**

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 132/08-26

9.2. Director Finance and Community

9.2.1. Schedule of Accounts Paid as at 31 July 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 July 2026.

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 receive the Schedule of Accounts Paid for the period 1 to 31 July 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 \$2,178,100.60.

Background

In accordance with Delegation 1.2.23 – *Payments from the Municipal or Trust Funds* adopted by Council on 26 June 2024, the Chief Executive Officer is authorised to incur expenditure in line with the provisions of the adopted Annual Budget, including limited over-expenditure subject to subsequent budget amendments. Pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of account paid under this delegation is to be prepared and presented to Council on a monthly basis.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Minor	Low (2)
Risk Description:	Additional checks and balances of accounts paid by the Shire.		

Mitigation:	Monthly reporting on accounts paid.		
Compliance	Unlikely	Minor	Low (2)
Risk Description:	Meeting legislative requirement of financial reporting to the Council.		
Mitigation:	Monthly reporting on accounts paid.		

Financial Implications

All liabilities settled have been in accordance with the annual budget provisions.

Policy Compliance

All payments have been made in line with Shire policies:

- FIN/CP-4 Purchasing
- FIN/CP-5 Regional Price Preference
- FIN/CP-7 Credit Card

Statutory Compliance

Local Government (Financial Management) Regulations 1996

Where the local government has delegated the CEO the exercise of its power to make payments from the municipal fund or the trust funds, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

- The payee's name; and
- The amount of the payment; and
- The date of the payment; and
- Sufficient information to identify the transaction.

This list of accounts is to be:

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

Consultation

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

Officer Comment

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

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	01/06/2026	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	129.85
	08/06/2026	CAFÉ 48	ESL - DRIVER TRAINING - CATERING FOR VOLUNTEERS	54.50
	09/06/2026	MICROSOFT	AZURE USAGE CHARGES	268.37
	10/06/2026	DEPARTMENT OF TRANSPORT	VEHICLE PLATE TRANSFERS	19.40
	12/06/2026	HARVEY NORMAN	TV REMOTE - NOTICE BOARD	138.95
	14/06/2026	AUTO ONE	WIPER BLADES	85.40
	15/06/2026	DEPARTMENT OF TRANSPORT	VEHICLE PLATE TRANSFERS	38.80
	15/06/2026	DONNYBROOK IGA	GROCERIES	2.75
	17/06/2026	BREVILLE	MACHINE REPAIR	541.36
	18/06/2026	WESTERN POWER	APPLICATION FOR REMOVAL OF STREET LIGHT	498.91
	18/06/2026	CHUBB FIRE & SECURITY	FIRE WARDEN ONLINE TRAINING	38.50
	22/06/2026	DEPARTMENT OF TRANSPORT	VEHICLE PLATE TRANSFERS	19.40
	24/06/2026	SIPS & TREATS	STAFF RECOGNITION - VOUCHERS	111.76
	24/06/2026	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	38.57
	25/06/2026	CPP	CAR PARKING	21.20
	25/06/2026	DEPARTMENT OF TRANSPORT	VEHICLE PLATE TRANSFERS	19.40
	29/06/2026	BENDIGO BANK	CARD FEES	20.00
DD29261.1	14/07/2026		TOTAL: CREDIT CARD PAYMENTS	2,047.12
EFT PAYMENTS				
EFT33317	02/07/2026	HARMONIC IT	FORTINET RENEWALS	12,372.80
EFT33318	02/07/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT33319	02/07/2026	ARGYLE/IRISHTOWN BUSH FIRE BRIGADE	PROVISION OF PERSONNEL & EQUIPMENT FOR MITIGATION WORKS	720.00
EFT33320	02/07/2026	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIES	340.97
EFT33321	02/07/2026	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER TRAINING	1,732.00
EFT33322	02/07/2026	AUSPIRE - THE AUSTRALIA DAY COUNCIL (WA)	AUSTRALIA DAY COUNCIL WA 2026-27	836.00
EFT33323	02/07/2026	ARM SECURITY	BEELERUP BFB - SECURITY MONITORING	142.78
EFT33324	02/07/2026	AGTRAC MACHINERY	TRANSMISSION FLUID, OIL FILTER	212.00
EFT33325	02/07/2026	AUSTRALASIAN RESPONSE GROUP	BFB'S - ON ROAD DRIVER TRAINING	3,280.64
EFT33326	02/07/2026	BUNNINGS GROUP LIMITED	DBK SES - WINTER STORM CONSUMABLES	1,979.43
EFT33327	02/07/2026	BALINGUP BUSH FIRE BRIGADE	PROVISION OF PERSONNEL & EQUIPMENT FOR MITIGATION WORKS	1,080.00
EFT33328	02/07/2026	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	1,893.27
EFT33329	02/07/2026	DONNYBROOK CAPEL DISTRICTS COMMUNITY FINANCIAL SERVICES LTD	REFUND OVERPAYMENT OF LEASE	3,300.07
EFT33330	02/07/2026	BEELERUP BUSH FIRE BRIGADE - SECRETARY	PROVISION OF PERSONNEL & EQUIPMENT FOR MITIGATION WORKS	575.00
EFT33331	02/07/2026	BVA METAL FABRICATIONS	SUPPLY & FABRICATE DOG CAGE	6,314.00
EFT33332	02/07/2026	SOUTHWEST FIRE MITIGATION SERVICES	YABBERUP MITIGATION - EQUIPMENT HIRE, DBK REC CTR - EXCAVATOR HIRE	6,077.26

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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EFT33333	02/07/2026	BRIGHTMARK GROUP PTY LTD	CLEANING - JUN 26	17,524.22
EFT33334	02/07/2026	THE BIG COFFEE VAN	MTG REFRESHMENTS	400.00
EFT33335	02/07/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT33336	02/07/2026	WESTERN AUSTRALIA POLICE	BFB VOLUNTEERS - POLICE CLEARANCES	35.20
EFT33337	02/07/2026	COATES CIVIL CONSULTING PTY LTD	BROOKHAMPTON RD - DESIGN WORKS	13,750.00
EFT33338	02/07/2026	CLEANAWAY	KERBSIDE & STREET BIN COLLECTION	49,597.67
EFT33339	02/07/2026	CORSIGN WA	SIGNS	236.50
EFT33340	02/07/2026	CHG-MERIDIAN AUSTRALIA PTY LTD	DBK REC CTR - MATRIX FITNESS LEASE	5,587.99
EFT33341	02/07/2026	CHOOKY'S LAWNS & MORE	COMMUNITY HOUSING - GROUNDS MAINTENANCE	1,452.00
EFT33342	02/07/2026	D CRIBB	REFUND OF STANDPIPE CREDIT	46.63
EFT33343	02/07/2026	DONNYBROOK TENNIS CLUB	VCMP - PAVILLION 2 SPACETOCO BOOKINGS - COLLECTED ON BEHALF OF CLUB - APR 26	375.25
EFT33344	02/07/2026	TYRES AND MORE DONNYBROOK	REPLACEMENT TYRES	1,695.00
EFT33345	02/07/2026	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	VCMP - PAVILLION 1 SPACETOCO BOOKINGS - COLLECTED ON BEHALF OF THE CLUB - MAY 26	538.38
EFT33346	02/07/2026	DONNYBROOK VOLUNTEER FIRE & RESCUE	PROVISION OF PERSONNEL & EQUIPMENT FOR MITIGATION WORKS	1,665.00
EFT33347	02/07/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT33348	02/07/2026	DOOR HARDWARE SOLUTIONS	DBK TRANSIT PARK - SHOWER CURTAIN TRACK & SHOWER CURTAINS	847.11
EFT33349	02/07/2026	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS	4,160.01
EFT33350	02/07/2026	ELLIOTT'S	SERVICE CHAINSAWS	210.25
EFT33351	02/07/2026	GROWISE PTY LTD	TREE STAKES	700.04
EFT33352	02/07/2026	HASTIE WASTE PTY LTD	DBK WMF - PROCESS GREENWASTE	12,630.78
EFT33353	02/07/2026	HYDRAULINK SOUTH WEST	HOSES & FITTINGS	650.63
EFT33354	02/07/2026	L HOBBS	REFUND - GYM & SWIM DIRECT DEBIT TAKEN IN ERROR	111.55
EFT33355	02/07/2026	IT VISION	IT VISION ANNUAL SUBSCRIPTION	74,925.86
EFT33356	02/07/2026	INFIELD SERVICES PTY LTD	VEHICLE MAINTENANCE & REPAIRS	3,308.34
EFT33357	02/07/2026	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	ATTAIN SUBSCRIPTION ANNUAL SUBSCRIPTION	11,550.00
EFT33358	02/07/2026	W IRVINE	REIMBURSE 50% OF INVOICE FOR BLACKBERRY CONTROL	969.70
EFT33359	02/07/2026	JB HI FI	CUSTOMER ACCESS TABLET	413.90
EFT33360	02/07/2026	JONAS LEISURE PTY LTD	DBK REC CTR - ENVIBE LEISURE CENTRE MANAGEMENT SOFTWARE - ANNUAL LICENCE & HOSTING FEES	21,194.25
EFT33361	02/07/2026	KONE ELEVATORS PTY LTD	VCMP - PAVILION 1 - ELEVATOR SERVICING FEE	1,512.49
EFT33362	02/07/2026	LESCHENAULT BIOSECURITY GROUP INC.	BLACKBERRY SPRAYING, ROADSIDE BANNERS, MATERIALS & LABOUR	2,090.33
EFT33363	02/07/2026	D LAW	REFUND OVERPAYMENT OF RATES	49.36

SHIRE OF DONNYBROOK BALINGUP
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EFT33364	02/07/2026	LGIS BROKING - JLT RISK SOLUTIONS PTY LTD	LGISWA REGIONAL RISK COORDINATOR PROGRAM	8,642.70
EFT33365	02/07/2026	MULLALYUP BUSH FIRE BRIGADE	PROVISION OF PERSONNEL & EQUIPMENT FOR MITIGATION WORKS	1,770.00
EFT33366	02/07/2026	MUMBALLUP BUSH FIRE BRIGADE	PROVISION OF PERSONNEL & EQUIPMENT FOR MITIGATION WORKS	2,107.50
EFT33367	02/07/2026	MPM CONCRETING	VC MITCHELL - RETAINING WALL	25,740.00
EFT33368	02/07/2026	MB TRAFFIC PLANNING & MANAGEMENT PTY LTD	TRAFFIC MANAGEMENT - GENERIC ROAD WORKS	506.00
EFT33369	02/07/2026	NOLAN DRAFTING	PALMER ST ROAD UPGRADE - DESIGN WORKS	6,899.82
EFT33370	02/07/2026	N NEWPORT	TABLET HOLDER WITH DESK CLAMP FOR CUSTOMER SERVICE SELF SERVE KIOSK	15.01
EFT33371	02/07/2026	OPTEON PROPERTY GROUP PTY LTD	PROPERTY VALUATION FOR LEASE ADMINISTRATION	2,750.00
EFT33372	02/07/2026	OCS BUILDING MAINTENANCE PTY LTD	REFUND OF BUILDING APPLICATION	171.65
EFT33373	02/07/2026	PRESTON VALLEY MAINTENANCE	VCMP - FABRICATE & INSTALL ALUMINIUM CHECKER PLATE LIDS, REMOVE CHAINLINK MESH, LANGLEY VILLAS - INSPECT GUTTERS, UNBLOCK DOWNPIPES, MINN COTTS - REPAIR DOOR, APPLE FUN PARK - FIX BOLT TO POST, REINSTALL SHADE SAIL, INSTALL SIGNS, BLN AVE OF HONOUR - INSTALL PLAQUE, DBK REC CTR - REPAIR LEAKING ROOF, INSTALL SIGN	5,601.00
EFT33374	02/07/2026	RANTAM PTY LTD	VBFB STATION - ENGINEERING & CDC FOR ARGYLE IRISHTOWN BFB SHED	26,042.89
EFT33375	02/07/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	6,233.53
EFT33376	02/07/2026	SOUTH REGIONAL TAFE	TREE FELLING & POLE SAW COURSE	486.00
EFT33377	02/07/2026	SOUTHWEST SURFACING PTY LTD	BRIDGE REINSTATEMENTS	29,590.00
EFT33378	02/07/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	353.37
EFT33379	02/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	141.84
EFT33380	02/07/2026	TINT CITY	VCMP - INSTALL PRIVACY FILM	625.00
EFT33381	02/07/2026	S VISSER	REFUND OVERPAYMENT OF RATES	138.00
EFT33382	02/07/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	5,454.93
EFT33383	02/07/2026	SYNERGY	ELECTRICITY CHARGES	10,040.59
EFT33384	02/07/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	EMERGENCY WASTE MANAGEMENT MASTERCLASS 2026	150.00
EFT33385	02/07/2026	K WATSON	REIMBURSE POOL LIFEGUARD LICENCE RENEWAL	179.00
EFT33385A	09/07/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 08.07.26	151,203.93
EFT33386	10/07/2026	RYNAT INDUSTRIES AUSTRALIA PTY LTD	DBK TRANSIT PARK - HEAVY DUTY SHOWER PARTITIONS	3,751.00
EFT33387	16/07/2026	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	380.49
EFT33388	16/07/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	82.50

SHIRE OF DONNYBROOK BALINGUP
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EFT33389	16/07/2026	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT & TRAFFIC CONTROLLER	496.00
EFT33390	16/07/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	ENGINE FILTER, TRANSMISSIN FILTER, GAUGE WHEEL KIT	150.82
EFT33391	16/07/2026	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	559.24
EFT33392	16/07/2026	BOC LIMITED	ANNUAL CONTAINER SERVICE CHARGE	686.52
EFT33393	16/07/2026	BALINGUP BUSH FIRE BRIGADE	REIMBURSEMENT FOR BART EXPENSE	255.00
EFT33394	16/07/2026	BELL FIRE EQUIPMENT COMPANY PTY LTD	FIRE EQUIPMENT SERVICE	4,740.45
EFT33395	16/07/2026	BDA TREE LOPPING	TREE PRUNING	10,120.00
EFT33396	16/07/2026	BUNBURY & BUSSELTON AIR	DBK REC CTR - AIR CONDITIONER SERVICE	625.63
EFT33397	16/07/2026	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY EMERGENCY HELP MONITORING	420.75
EFT33398	16/07/2026	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	MONTHLY ACCESS FEE & SIP CHARGES	927.70
EFT33399	16/07/2026	BRIGHTMARK GROUP PTY LTD	ADDITIONAL CLEANING	52.25
EFT33400	16/07/2026	BRECKEN HEALTH CARE / MEDILOSS AUSTRALIA	PRE-EMPLOYMENT MEDICALS	1,373.90
EFT33401	16/07/2026	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	HIRE OF ROLLER	6,391.69
EFT33402	16/07/2026	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - JUN 26	20,147.24
EFT33403	16/07/2026	CLIFFORD AUTO REPAIRS	VEHICLE SERVICES	856.06
EFT33404	16/07/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	293.40
EFT33405	16/07/2026	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING	1,053.50
EFT33406	16/07/2026	CLEANAWAY	KERBSIDE & STREET COLLECTION	49,172.98
EFT33407	16/07/2026	CROSS SECURITY SERVICES	LOWDEN BFB - QUARTERLY SECURITY MONITORING	135.00
EFT33408	16/07/2026	CATALYSE PTY LTD	2026 FUTYR COUNCIL PLAN	4,400.00
EFT33409	16/07/2026	CORSIGN WA	CUNDINUP-KIRUP RD - GUIDEPOSTS	9,878.00
EFT33410	16/07/2026	CLEANAWAY PTY LTD	DBK WMF - RECYCLING BIN TRANSFER/PROCESSING	1,227.02
EFT33411	16/07/2026	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE COLLECTION & TRANSPORTATION	3,786.45
EFT33412	16/07/2026	CLARK RUBBER BUNBURY	ANTI SLIP MAT	413.10
EFT33413	16/07/2026	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICALS	340.00
EFT33414	16/07/2026	DONNYBROOK HARDWARE & GARDEN	HOOKS, SECATEURS RATCHET, KWIKSET, HOOKS, BOLTS, PINS, NUTS, WASHERS, FERTILISER, TREE TIES & STAKES	313.58
EFT33415	16/07/2026	DONNYBROOK FRUIT BARN PTY LTD	BFB - DIESEL - JUN 26	215.96
EFT33416	16/07/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	AYRES GARDEN - UNBLOCK TOILET, APPLE FUN PARK - REPAIR LEAKING TOILET	396.00
EFT33417	16/07/2026	TYRES AND MORE DONNYBROOK	REPLACEMENT TYRES, HIRE OF EXCAVATOR	1,717.50
EFT33418	16/07/2026	DONNYBROOK FARM SERVICE	FERTILISER, RETIC COMPONENTS, POOL CHEMICALS	1,555.81
EFT33419	16/07/2026	DONNYBROOK FRESH SUPA IGA	ADMIN, W&S, DBK REC CTR - GROCERIES	572.04
EFT33420	16/07/2026	DATA#3 LIMITED	ADOBE EDITOR LICENCE	31.74

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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EFT33421	16/07/2026	DBCEC (WA) PTY LTD	DBK OLD TRANSIT PARK - WET PLANT HIRE	2,860.00
EFT33422	16/07/2026	DONNYBROOK BALINGUP CHAMBER OF COMMERCE INC.	STAFF RECOGNITION AWARDS	300.00
EFT33423	16/07/2026	DOOR HARDWARE SOLUTIONS	TRANSIT PARK - HEAVY DUTY PRIVACY INDICATION LOCKS	782.54
EFT33424	16/07/2026	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS	1,957.20
EFT33425	16/07/2026	EMERG SOLUTIONS PTY LTD	MULLALYUP BFB - BART SETUP FEES	170.00
EFT33426	16/07/2026	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	159.97
EFT33427	16/07/2026	THE GOOD GUYS DISCOUNT WAREHOUSE (AUSTRALIA) PTY LTD	TV BRACKET	55.25
EFT33428	16/07/2026	HASTIE WASTE PTY LTD	DBK WMF, BLN TRANS STATION - MANAGEMENT, SERVICING OF FRONTLINE BINS, PROCESSING OF MATTRESSES, SUPPLY OF HAZIBAG	41,537.50
EFT33429	16/07/2026	HART SPORT	DBK REC CTRE - STORAGE ITEMS, ITEMS FOR CRECHE, PICKLEBALL COURT MARKING SET	1,631.38
EFT33430	16/07/2026	HARDY SPICER	HYDRAULIC ADAPTOR	111.83
EFT33431	16/07/2026	JACKSON MCDONALD	LEASE & CONTRACT REVIEW, LEGAL ADVICE	27,860.70
EFT33432	16/07/2026	JDSI CONSULTING ENGINEERS PTY LTD	REMEDIAL WORK STUDY	3,011.25
EFT33433	16/07/2026	KMART SOUTH BUNBURY	DBK REC CTR - CRECHE - SUPPLIES	286.00
EFT33434	16/07/2026	J KING	REFUND OF OVERPAYMENT OF DOG REGISTRATION	12.50
EFT33435	16/07/2026	LESCHENAULT BIOSECURITY GROUP INC.	SPRAYING DBK RESERVES	1,254.33
EFT33436	16/07/2026	LIVING SPRINGS WATER PTY LTD	BOTTLED WATER	28.00
EFT33437	16/07/2026	LEISURE INSTITUTE OF WA AQUATIC (INC.)	LIWA CONFERENCE, MEMBERSHIP FEES	2,158.28
EFT33438	16/07/2026	LAND INSIGHTS	DONNYBROOK BALINGUP LOCAL PLANNING STRATEGY	12,540.00
EFT33439	16/07/2026	LUCID ECONOMICS PTY LTD	DONNYBROOK BALINGUP ECONOMIC DEVELOPMENT & TOURSIM	10,353.20
EFT33440	16/07/2026	LINDSAY TRANSPORT PTY LTD	FREIGHT CHARGES	672.84
EFT33441	16/07/2026	LGIS BROKING - JLT RISK SOLUTIONS PTY LTD	ANNUAL MARINE CARGO INSURANCE	346.50
EFT33442	16/07/2026	SHIRE OF MANJIMUP	LONG SERVICE LEAVE REIMBURSEMENT	5,623.01
EFT33443	16/07/2026	METRO COUNT	USB COMMS CABLE	247.50
EFT33444	16/07/2026	MULLALYUP FOREST FARM NURSERY	PRESTON RIVER - PLANTING	550.00
EFT33445	16/07/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE	2,939.86
EFT33446	16/07/2026	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE ONLINE PLANS	2,589.29
EFT33447	16/07/2026	C MELDRUM	REFUND OF STANDPIPE WATER CREDIT & BOND	196.01
EFT33448	16/07/2026	NORM HART SETTLEMENTS	PURCHASE OF LOT 351 VICTORIA PARADE	11,054.32

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EFT33449	16/07/2026	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - TREE PRUNING CONTRACT	773.71
EFT33450	16/07/2026	B O'BRIEN	REIMBURSEMENT - WORKING WITH CHILDREN CHECK	87.00
EFT33451	16/07/2026	PRESTON PRESS	SHIRE CONNECT	500.00
EFT33452	16/07/2026	FULTON HOGAN INDUSTRIES PTY LTD	COLD MIX POTHOLE REPAIR	2,006.40
EFT33453	16/07/2026	PRESTON POWER EQUIPMENT	REPLACE POLE SAW & CHAINSAW, SERVICE/REPAIR CHAINSAWS	1,621.70
EFT33454	16/07/2026	PROGRAMMED PROPERTY SERVICES	YABBERUP HALL - SCHEDULED PAINTING MAINTENANCE	33,000.00
EFT33455	16/07/2026	THINKPROJECT AUSTRALIA PTY LTD	DIGITAL ASSET REGISTER - ANNUAL ENTERPRISE LICENSE SUPPORT & MAINTENANCE FEE	10,259.30
EFT33456	16/07/2026	REPCO - DONNYBROOK	METAL PLUG	12.38
EFT33457	16/07/2026	RAY TINK ROOFING	EGAN PARK - CRICKET PAVILION - REPAIRS TO ROOFING, GUTTERS/FACIA	781.00
EFT33458	16/07/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	5,057.10
EFT33459	16/07/2026	SPENCER SIGNS	ROAD SIGN REPLACEMENTS	1,718.20
EFT33460	16/07/2026	SOUTH WEST RUBBER STAMPS	ACCOUNTS PAYABLE STAMPS	299.00
EFT33461	16/07/2026	SOUTHERN LOCK & SECURITY	PADLOCK & MASTER KEY, LOCK CYLINDERS, QRTLY ALARM MONITORING	2,428.39
EFT33462	16/07/2026	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS	585.15
EFT33463	16/07/2026	SUNNY INDUSTRIAL BRUSHWARE	SEGMENT WIRE & POLY	2,352.90
EFT33464	16/07/2026	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURE BIN PICK UP & DISPOSAL	337.97
EFT33465	16/07/2026	SCOPE BUSINESS IMAGING	DBK SES - PREVENTATIVE SERVICE PLAN FOR PRINTER/COPIER	20.87
EFT33466	16/07/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	DBK SOUTHWEST HIGHWAY - REPAIR FAULTY STREET LIGHT	1,413.89
EFT33467	16/07/2026	SUPAGAS	GAS SUPPLY	149.60
EFT33468	16/07/2026	SPORTSWORLD OF WA	PICKLEBALL PADDLES & PICKLEBALLS	258.50
EFT33469	16/07/2026	D STANBOROUGH	REMIMBURSE POLICE CLEARANCE EXPENSES	64.90
EFT33470	16/07/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	2,242.33
EFT33471	16/07/2026	JTAGZ PTY LTD	DOG AND CAT REGISTRATION TAGS	275.00
EFT33472	16/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	558.50
EFT33473	16/07/2026	TENDERLINK	ADVERTISEMENT - TREE PRUNING CONTRACT	180.40
EFT33474	16/07/2026	TELAIR PTY LTD	NBN SERVICES	687.90
EFT33475	16/07/2026	TANGO INFORMATION TECHNOLOGY PTY LTD	ICT STRATEGY DEVELOPMENT	5,500.00
EFT33476	16/07/2026	TELAIR PTY LTD.	MOBILE DEVICE PLANS	79.99
EFT33477	16/07/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	893.74
EFT33478	16/07/2026	VASSE AUTOMOTIVE PTY LTD	VEHICLE SERVICE	390.00
EFT33479	16/07/2026	VOCUS	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT33480	16/07/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	128.83

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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EFT33481	16/07/2026	SYNERGY	ELECTRICITY CHARGES	18,088.92
EFT33482	16/07/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	4,064.57
EFT33483	16/07/2026	WESTRAC EQUIPMENT PTY LTD	EQUIPMENT PARTS	413.80
EFT33484	16/07/2026	WML CONSULTANTS PTY LTD	PRESTON RIVER STAIRCASE DESIGN, INCLUDING BIKE RAMP	2,953.50
EFT33485	16/07/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	24,703.98
EFT33486	16/07/2026	ZIPFORM	RATES NOTICE ARTWORK	873.30
EFT33487	21/07/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	DBK TRANSIT PARK - REPLACE PIPEWORK, JIM MCDONALD OVAL - REPLACE TAPS	18,502.00
EFT33487A	23/07/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 22.07.26	163,499.17
EFT33487B	28/07/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 22.07.26	1,087.41
EFT33488	30/07/2026	HARMONIC IT	MONTHLY MANAGED SERVICES AGREEMENT, N-ABLE MDR SUBSCRIPTION & LOG RETENTION, THREATLOCKER SUBSCRIPTION, USB-C DOCK, MODEM/ROUTER	17,650.60
EFT33489	30/07/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	55.00
EFT33490	30/07/2026	AMITY SIGNS	ROAD & STREET SIGNS	946.00
EFT33491	30/07/2026	ALL TECH PLUMBING	DBK REC CTR - FIX LEAKING TAP IN PLANT ROOM	310.20
EFT33492	30/07/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	244.04
EFT33493	30/07/2026	ARC INFRASTRUCTURE PTY LTD	DBK APPLE FUN PARK - LICENCE TO USE AND OCCUPY CORRIDOR LAND	1,699.87
EFT33494	30/07/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	MOWER REPLACEMENT AS PER ASSET MANAGEMENT PLAN, BLADES, BELTS	63,599.88
EFT33495	30/07/2026	AGTRAC MACHINERY	MOWER BLADE	192.00
EFT33496	30/07/2026	AUSTRALIAN NATIONAL CHARACTER CHECK PTY LTD	POLICE CHECKS	318.00
EFT33497	30/07/2026	BOYANUP BOTANICAL	PLANTS	295.68
EFT33498	30/07/2026	BVA METAL FABRICATIONS	DOG CAGE RAMP & MODIFICATIONS	1,242.12
EFT33499	30/07/2026	BUSSELTON BITUMEN SERVICE	VCMP - HARDSTAND TENNIS/HOCKEY SHED	23,599.14
EFT33500	30/07/2026	CLIFFORD AUTO REPAIRS	VEHICLE SERVICE	458.12
EFT33501	30/07/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	277.89
EFT33502	30/07/2026	COMBINED TEAM SERVICES	HSR TRAINING	60.00
EFT33503	30/07/2026	CRS ELECTRICAL	LANGLEY VILLAS - REPLACE OVEN	422.75
EFT33504	30/07/2026	CLEANAWAY	FUEL RECOVERY SURCHARGE	3,560.08
EFT33505	30/07/2026	CORSIGN WA	ROAD SIGNS6	1,379.40
EFT33506	30/07/2026	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE W&S, P&G, RANGERS	203.12
EFT33507	30/07/2026	CHOOKY'S LAWNS & MORE	COMMUNITY HOUSING - GROUND MAINTENANCE	1,320.00

SHIRE OF DONNYBROOK BALINGUP
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EFT33508	30/07/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	WAR MEMORIAL DBK - REPAIR WATER FOUNTAIN TAP LEAVER, LANGLEY VILLAS - REPAIR HWS, REPAIR LEAKING TAPS, MINN COTTS - REPLACE MIXER TAP, APEX PARK - REPAIR SINK TAP	1,914.00
EFT33509	30/07/2026	TYRES AND MORE DONNYBROOK	HIRE OF MINI-EXCAVATOR	302.50
EFT33510	30/07/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT33511	30/07/2026	DOOR HARDWARE SOLUTIONS	DBK TRANSIT PARK - SIGNS	548.76
EFT33512	30/07/2026	WESTERN AUSTRALIAN ELECTORAL COMMISSION	LOCAL GOVERNMENT EXTRAORDINARY ELECTION - MARCH 2026	38,131.39
EFT33513	30/07/2026	ELECTSALES	LANGLEY VILLAS - REPLACEMENT OVEN	632.50
EFT33514	30/07/2026	IPS MANAGEMENT CONSULTANTS	CEO PERFORMANCE REVIEW - 2026	4,911.50
EFT33515	30/07/2026	ITR PACIFIC PTY LTD	GRADER BLADES	2,101.00
EFT33516	30/07/2026	KIRUP CONSTRUCTIONS	FIXING CARPENTER	2,359.85
EFT33517	30/07/2026	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LHAAC SAMPLING SCHEME ANNUAL FEE 2026-27	1,620.33
EFT33518	30/07/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT SUBSCRIPTIONS - 2026/27	3,200.00
EFT33519	30/07/2026	LGISWA	ANNUAL INSURANCE FEES - 2026/27 - 1ST INSTALMENT	469,352.81
EFT33520	30/07/2026	LG SOLUTIONS PTY LTD	CLOUD FEES AND CHARGES - ANNUAL LICENCE FEE 2026-27	6,655.00
EFT33521	30/07/2026	METAL ARTWORK BADGES	NAME BADGE	26.95
EFT33522	30/07/2026	MARKET CREATIONS AGENCY PTY LTD	COUNCIL CONNECT HOSTING & SUBSCRIPTION - 2026/27	16,654.00
EFT33523	30/07/2026	MPM CONCRETING	VC MITCHELL - ACCESS RAMP BLOCK WALL	5,720.00
EFT33524	30/07/2026	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	FREIGHT CHARGES	23.26
EFT33525	30/07/2026	MONARCH360 PTY LTD	ANNUAL LICENCE & SUPPORT, MONARCH E-SIGNATURE, MICROSOFT365 COPILOT	60,093.00
EFT33526	30/07/2026	OFFICEWORKS	STATIONERY SUPPLIES & CLEANING CONSUMABLES	1,659.60
EFT33527	30/07/2026	ONE MUSIC AUSTRALIA	COUNCILS MUSIC RURAL LICENCE FEES	1,065.11
EFT33528	30/07/2026	D O'CALLAGHAN	REFUND STANDPIPE BOND & WATER CREDIT	67.38
EFT33529	30/07/2026	PRESTON VALLEY MAINTENANCE	DBK TRANSIT PARK - ABLUTION BLOCK REFURBISHMENT - DEMOLITION & RECONSTRUCTION, REPAIR TOILET LOCK, ADMIN - REPLACE BROKEN HINGE & CHECK PUSHBAR	38,491.57
EFT33530	30/07/2026	DEPARTMENT OF THE PREMIER AND CABINET	PUBLICATION OF AMENDMENT LOCAL LAWS	463.71
EFT33531	30/07/2026	PFD FOOD SERVICE PTY LTD	KIOSK STOCK	436.00
EFT33532	30/07/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	2,508.01
EFT33533	30/07/2026	SLEE ANDERSON & PIDGEON	LEGAL EXPENSES	2,574.83
EFT33534	30/07/2026	SPENCER SIGNS	VEHICLE SIGNAGE	897.60
EFT33535	30/07/2026	SOUTHERN LOCK & SECURITY	VCMP PAVILION - RESTRICTED KEY CUT	66.00
EFT33536	30/07/2026	SEEK LIMITED	ADVERTISEMENT - STAFF VACANCY	544.50
EFT33537	30/07/2026	SAPIO PTY LTD	APPLE FUN PARK - REPAIR CCTV CAMERAS	324.02

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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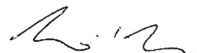
EFT33538	30/07/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	237.86
EFT33539	30/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	216.00
EFT33540	30/07/2026	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORMS	195.11
EFT33541	30/07/2026	SYNERGY	ELECTRICITY CHARGES	6,207.98
EFT33542	30/07/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	2026 WALGA CONVENTION & TRAINING COURSES	2,759.90
EFT33543	30/07/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	2,460.06
EFT33544	30/07/2026	WESTRAC EQUIPMENT PTY LTD	FITFLEET SUBSCRIPTION - RENEWAL	884.40
EFT33545	30/07/2026	WESTERN POWER - ELECTRICITY NETWORKS	DESIGN FEES ASSOCIATED WITH STREET LIGHT REMOVAL	1,320.00
			TOTAL: EFT PAYMENTS	1,924,958.62
CHEQUES				
53855	01/07/2026	DEPARTMENT OF TRANSPORT	ANNUAL VEHICLE REGISTRATION FEES	18,261.40
53856	13/07/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATES	450.00
53857	21/07/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	225.00
53858	28/07/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	225.00
			TOTAL: CHEQUES	19,161.40
BANK FEES				
	31/07/2026	BENDIGO	BANK FEES	392.36
	31/07/2026	COMMOWEALTH	BANK FEES	80.07
	31/07/2026	TYRO	BANK FEES	771.23
	31/07/2026	PAYPAL	TRANSACTION FEES	4.69
	31/07/2026	EZIDEBIT	TRANSACTION FEES	52.55
	31/07/2026	SPACETOCO	TRANSACTION FEES	1,664.46
			TOTAL: BANK FEES	2,965.36
DIRECT DEBITS				
DD29226.1	08/07/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,868.37
DD29226.2	08/07/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	36.20
DD29226.3	08/07/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	305.42
DD29226.4	08/07/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	348.36
DD29226.5	08/07/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	266.45
DD29226.6	08/07/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	132.00
DD29226.7	08/07/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	367.82
DD29226.8	08/07/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	371.02
DD29226.9	08/07/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	396.92
DD29226.10	08/07/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	876.79
DD29226.11	08/07/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,635.18
DD29226.12	08/07/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,522.87
DD29226.13	08/07/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	552.98
DD29226.14	08/07/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	769.97
DD29226.15	08/07/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29226.16	08/07/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	300.20
DD29226.17	08/07/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD29229.1	08/07/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	564.23
DD29230.1	08/07/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	448.85

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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DD29236.1	08/07/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	325.99
DD29237.1	08/07/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	266.45
DD29255.1	10/07/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 08.07.26	42,400.00
DD29256.1	15/07/2026	SUMMIT FLEET LEASING AND MANAGEMENT	CESM - VEHICLE LEASE PAYMENT	4,772.20
DD29257.1	15/07/2026	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	1,099.80
DD29266.1	22/07/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	21,173.26
DD29266.2	22/07/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	419.08
DD29266.3	22/07/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	367.62
DD29266.4	22/07/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	571.76
DD29266.5	22/07/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	330.85
DD29266.6	22/07/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	359.73
DD29266.7	22/07/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	368.42
DD29266.8	22/07/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	396.92
DD29266.9	22/07/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	114.32
DD29266.10	22/07/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	904.13
DD29266.11	22/07/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,847.77
DD29266.12	22/07/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,145.97
DD29266.13	22/07/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	521.54
DD29266.14	22/07/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	772.15
DD29266.15	22/07/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	482.51
DD29266.16	22/07/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29266.17	22/07/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD29273.1	22/07/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	185.33
DD29281.1	23/07/2026	AUSTRALIAN TAX OFFICE	GST LIABILITY - JUN 26	69,598.00
DD29283.1	23/07/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 22.07.26	43,180.00
DD29273.2	28/07/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	74.13
			TOTAL: DIRECT DEBITS	228,968.10
			TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT	2,178,100.60

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 26 August 2026 in accordance with the *Local Government (Financial Management) Regulations 1996* Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.


 Chief Executive Officer

COUNCIL RESOLUTION: 136/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY: Cr Amanda McNab

That Council receive the schedule of accounts paid as detailed in the report for the period ending 31 July 2026.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 132/08-26

9.2.2. Draft Economic Development & Tourism Strategy – Endorsement for Public Comment

Report Details:

Prepared by: Manager Community Services

Manager: Director Corporate and Community

File Reference: Monarch-900180064-11

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.2.2(1) Lucid Economics – Donnybrook-Balingup Economic Development & Tourism Strategy – Draft V3

Executive Recommendation

That Council:

1. **Endorse the Draft Donnybrook-Balingup Economic Development and Tourism Strategy 2026-2036 for public comment.**
2. **Authorises the Chief Executive Officer to publicly advertise the Draft Donnybrook-Balingup Economic Development and Tourism Strategy 2026-2036 and invite public comment on the document.**
3. **Requests the Chief Executive Officer to present a report to Council following the public comment period outlining any comments received and seeking Council's consideration of the final Strategy.**

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 to seek Council endorsement of the Draft Donnybrook-Balingup Economic Development and Tourism Strategy 2026-2036 for public comment.

Prepared by Lucid Economics, the Strategy establishes a long-term framework to support economic growth, investment attraction and tourism development across the Shire. The Strategy identifies opportunities and actions to build on the district's existing strengths while addressing challenges relating to housing, workforce attraction and economic diversification.

Council endorsement will enable the draft Strategy to be released for public comment before being presented back to Council for consideration of adoption.

Background

The Shire engaged Lucid Economics to prepare an Economic Development and Tourism Strategy to establish a coordinated and evidence-based approach to supporting economic development and tourism outcomes across the district.

The project included economic analysis, stakeholder engagement and preparation of an Action Plan. The Strategy identifies the Shire's economic strengths, opportunities and challenges and provides a long-term vision supported by a series of practical actions to be delivered through future operational planning processes.

Administration is now seeking Council endorsement to release the draft Strategy for public comment prior to consideration of the final Strategy.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Failure to provide an opportunity for public comment on the draft Strategy prior to adoption may impact stakeholder confidence in the process and expose Council to reputational risk.		
Mitigation:	Releasing the draft Strategy for public comment provides the community and stakeholders with an opportunity to review the document before Council considers the final Strategy.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

The Strategy was prepared by Lucid Economics and informed through a structured stakeholder engagement process involving local businesses, tourism operators, community organisations and other key stakeholders across the Shire. The project also included detailed economic research and analysis of local demographic, tourism and economic trends.

Stakeholder feedback identified strong support for economic development initiatives that leverage the Shire's lifestyle advantages, agricultural strengths and tourism assets while addressing constraints such as housing availability and accommodation supply.

Subject to Council endorsement, the draft Strategy will be released for public comment prior to being presented back to Council for consideration of adoption.

Officer Comment

The Draft Economic Development and Tourism Strategy provides Council with a clear framework for supporting economic growth and tourism development over the next decade.

The Strategy has been informed by research, economic analysis and stakeholder engagement, and identifies a range of opportunities to strengthen the local economy, support business growth and enhance the Shire's appeal as a place to live, work and visit.

Providing an opportunity for public comment will enable the broader community to review the Strategy before a final version is presented to Council for consideration.

COUNCIL RESOLUTION: 137/08-26	
MOVED BY: Cr Grant Patrick	SECONDED BY: Cr Tyler Hall

That Council:

1. **Endorse the Draft Donnybrook-Balingup Economic Development and Tourism Strategy 2026-2036 for public comment.**
2. **Authorises the Chief Executive Officer to publicly advertise the Draft Donnybrook-Balingup Economic Development and Tourism Strategy 2026-2036 and invite public comment on the document.**
3. **Requests the Chief Executive Officer to present a report to Council following the public comment period outlining any comments received and seeking Council's consideration of the final Strategy.**

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

9.3. Chief Executive Officer

9.3.1 Smashed Avo Festival 2026 – Event Application

Report Details:

Prepared by: Chief Executive Officer

Manager: Chief Executive Officer

Applicant: Illumiparti Pty Ltd

Location: 13 (L199) Newlands East Road, Newlands

Monarch: Monarch-843948268-32

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: Manager Development Services

Type: Impartiality

Attachment(s):

9.3.1(1) Site Plan

9.3.1(2) Year 2 Improvement Briefing (Confidential Attachment)

9.3.1(3) Event Policy Variation – Stage construction (Confidential Attachment)

Executive Recommendation

That Council:

1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Smashed Avo 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* provided the proposed sea containers and associated shelters are moved off site during the pack down period.
2. Approves the event, Smashed Avo Festival, proposed to be held at 13 (L199) Newlands East Road, Newlands from 3:00 pm 30 December 2026 until 3:00 pm 3 January 2027 with setup, excluding the Main Stage, from 21 December 2026 and pack down completed by 6 January 2027 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 prevails to the extent of the inconsistency;
- b) An extended “setup” duration of 11 days i.e. from 10 December 2026 as proposed within the “Event Policy Variation – Early Access for the Main Stage construction” is supported;
- c) Subject to review by the Chief Health Officer of the Department of Health, a maximum accommodation number of 2,900 people on site at any one time applies for this event;

Access and Traffic Management:

- d) Private access roads external to the event grounds to be re-sheeted with gravel and/or graded to ensure a trafficable standard is achieved both prior to the event commencement and after the event pack down;
- e) Stormwater from the right of carriageway and private driveway must be disposed of on site in a manner so as not to cause a nuisance;
- f) A certificate of structural suitability being provided by a practicing structural engineer certifying that the bridge within the right of carriageway is suitable for the intended use;
- g) The fence abutting the right of carriageway providing access to the event grounds to be maintained to a suitable standard capable to prevent the passage of cattle and sheep;
- h) Applicant to provide evidence of suitable public liability insurance indemnifying the relevant landowners whose land is being used for access to the event grounds. In addition to the event duration, the period of insurance is to include when upgrades, set up and pack down is occurring. Evidence of insurance to be provided at least 14 days prior to any works commencing;
- i) Written confirmation of permission to use, upgrade and maintain the private driveway providing access to the event grounds is to be supplied at least 14 days prior to upgrades commencing;
- j) The proposed Traffic Management Plan is to be updated to include the proposed location of additional static directional signage as referenced in the "Smashed Avo Year 2 Improvements Briefing";
- k) Written evidence of Main Roads WA approval for the proposed Traffic Management Plan is required to be submitted at least 14 days prior to the event;
- l) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the Traffic Management Plan must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;

Risk Management:

- m) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
- n) Applicant to provide evidence of minimum \$50 million public liability insurance for all proposed event activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 14 days prior to the event date;
- o) Bacteriological water sampling must be conducted of the dam by a competent person in the lead up to the event and analysed by a laboratory accredited by the National Association of Testing Authorities (NATA) as follows:
 - A minimum of one sample must be collected four weeks prior to the scheduled event date. If the initial sample returns unsatisfactory results, a follow up sample must be collected two weeks prior to the event.
 - If the second sample also returns unsatisfactory results, swimming will not be permitted at the event.
- p) The maximum number of people permitted to occupy the dam at any one time is 200;

- q) A minimum lifeguard to occupant ration of 1:100 must be maintained, meaning at least two lifeguards must be present whenever the dam is in use for recreational purposes. Lifeguards must be appropriately qualified and experienced to respond to water emergencies.
- r) All electrical equipment is to be tested and tagged by an appropriately qualified person;
- s) All temporary generator and lighting tower 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;
- t) A minimum of sixty (60) temporary toilets comprising twenty-nine (29) male toilets, thirty (30) 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;
- u) 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;
- v) Event organiser to provide evidence of a suitable potable water supply for patron use and water misting systems for the duration of the event to the satisfaction of the Shire;
- w) Event and camp grounds are to have adequate lighting after dark;
- x) Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;
- y) 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;
- z) For the stages and any tent or marquee greater than 55m² and any supplied glamping/camping tents 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;
- aa) Camping for event attendees is permitted for four nights and subject to separate written approval from the Shire;
- bb) Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval at least 14 days prior to the event date. The following information, for each food vendor, is also required to be submitted:
 - 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;
 - A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- cc) A first aid post with a minimum of six qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
- dd) 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;
- ee) No waste generated from the event is permitted to be disposed of on site;

- ff) Water used within stage misting systems is to be from a potable source and is not to be used where the water temperature exceeds 25 degrees Celsius;
- gg) A copy of the registration obtained for the use of the proposed Class 4 lasers is required to be supplied to the Shire at least 28 days prior to the event date;

Noise:

- hh) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire Chief Executive Officer;
- ii) The stage performance times/music windows are limited to the following:
 - Thursday 31 December 2026 12:00 pm – 3:00 am Friday 1 January 2027
 - Friday 1 January 2027 12:00 pm – 1:30am Saturday 2 January 2027
 - Saturday 2 January 2027 12:00 pm – 1:30am Sunday 3 January 2027
- jj) The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include:
 - A Noise Prediction Modelling report completed by a suitably qualified Acoustic Consultant whose qualifications/experience qualifies them for membership to the Australian Acoustical Society;
 - A Noise Management Plan committing to monitoring of sound levels, by a suitably qualified/experienced Acoustic Consultant at the mixing desk and three locations external to the venue for the duration of the event; and;
 - Notification to residents within 6km of the main stage and those identified as likely to experience noise at levels exceeding the assigned levels through the noise modelling is to be undertaken by the Shire, at the applicant's cost. This notification is to include contact details for the applicant for management of complaints throughout the event period;

Debrief:

- kk) 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 notes:

- i. Applicant to note that any condition should not constitute an authorisation for the use of the right of carriageway or the carrying out of works within the right of carriageway area in a manner which is inconsistent with the terms of the right of carriageway. Applicant to continue to take its own legal advice in relation to the use of the right of carriageway and ensure that appropriate measures have been implemented with the owners of the land used to access the event grounds.
- ii. Applicant to note that the removal of any rock stockpile from the site will require prior development approval.
- iii. Applicant to note that events during the established high bushfire threat period, particularly over long weekends when volunteer numbers are low, are at greater risk of being impacted by total fire bans and harvest vehicle movement bans.
- iv. Applicant to note that the capacity of firefighting resources in the Shire is responsive to other incidents in the Region. Applicant to consider their insurance coverage and

communication plans should the event need to be cancelled at short notice due to a bushfire in the Region.

- v. Applicant to satisfy themselves that they have the appropriate agency approvals for use of the dam water for wide scale irrigation and clearing works as proposed.
- vi. Due to crowds, food safety and animal welfare concerns, the Shire's Ranger Services recommend that dogs are not permitted within the event grounds.
- vii. Water sample results of the dam will be assessed against the Department of Health's *Microbial Quality of Recreational Water – Guidance Note* to determine the dam's suitability for recreational use.

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 Smashed Avo Festival 2026 (the event) to be held at 13 Newlands East Road, Newlands over New Year's 2026-2027. The applicant describes the event as "a multi-day camping festival celebrating music, art and community." It is a similar event to last year. 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

The event is proposed to be held at 13 (L199) Newlands East Road, Newlands (the site) in Newlands from 31 December 2026 until 3 January 2027, with limited early entry available for patrons on 30 December 2026. The majority of the set-up is proposed to commence 21 December 2026 with pack down to be completed by 6 January 2027. It has been requested that the set-up for the main stage be permitted to commence from 10 December 2026.

It will be a public, ticketed event with a cap of 2,900 patrons, with up to 400 comprising volunteers and contributors. It is proposed that music will play over four distinct stages as during what the applicant has described as a 'music window' as follows:

Date	Day	Music Window
30 December 2026	Wednesday	Limited early entry – No music (movie night only)
31 December 2026	Thursday	12:00 pm – 4:00 am
1 January 2027	Friday	11:30 am – 3:30 am
2 January 2027	Saturday	11:30 am – 3:00 am
3 January 2027	Sunday	Exit day – No music after 3:00 am

The final production schedule is still to be finalised, with the timing of stage opening and closing times influenced by the type of music proposed.

As with last year's event, there will be a market village highlighting local food vendors and artisan producers, as well as a precinct to offer yoga, ceremony and healing practices. The dam will be available for swimming with a family and inclusive zone intended to incorporate relevant activities and appropriate access. It is proposed to be a BYO alcohol event. Camping will be available on site, with the public camping area designated within a central cleared space, while crew will be in an area closer to the treed perimeter zones. A laser display is also proposed.

Along with their completed event application form IllumiParti have provided:

- Event Management Plan
- Risk Management Plan
- Traffic Management Plan
- Fire Prevention Management Plan
- Weather Management Plan
- Water Management Plan
- Site Plan and Emergency Evacuation Plan
- Year 2 Improvements Briefing ([Attachment 9.3.1\(2\)](#))
- Sustainability and Community Integration Plan
- Shire setup pack down variation ([Attachment 9.3.1\(3\)](#))
- Noise Management Plan

In their event application they have committed to providing:

- Laser Management Plan
- Crowd Control Management Plan
- Medical Plan
- Maintenance of all access ways (including the easement)
- Trained, accredited security personnel at a ratio of 1 security person/200 patrons with an additional 70 rangers
- Temporary toilets to cater for the audience, including provision of accessible facilities
- Structural certification of temporary stages and structures
- Irrigation across the event grounds in the lead up to and during the event to reduce dust and fire risk
- Limit occupancy of the dam to 200 patrons at one time
- Lifeguard provision during water activities with no activities permitted in the dam after dark or during the limited entry period
- A perimeter fire break
- On site water truck
- On site potable water stations
- Fire suppression equipment
- Lighting towers and portable generators

- Noise modelling with a responsive noise management plan

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Negative community experience; risk to attendants; frustration from nearby residents.		
Mitigation:	Applications are assessed on a case-by-case basis, through an internal, multi-disciplinary approach. The application outcome is considered with resultant recommendation determined using a risk based approach.		
Health	Unlikely	Catastrophic	High (10)
Risk Description:	The proposal presents several health and safety risks due to its rural location, timing during the summer bushfire season, use of mobile/temporary food premises, and the inclusion of swimming activities within a dam. Key concerns include bushfire exposure, heat stress, dehydration, emergency access, and crowd management issues associated with a large outdoor gathering. The use of the dam for recreational swimming introduces additional risks including water-related injuries, alcohol-related incidents, and potential exposure to poor water quality. Temporary stage structures also present safety risks and must be appropriately designed, constructed, inspected and certified to withstand loads and adverse weather conditions, particularly high winds which may lead to structural failure.		
Mitigation:	The need for an extended construction period for the Main Stage may indicate that the scale and nature of the proposed stage and associated infrastructure exceed that of a temporary structure ancillary to a rural use. The applicant has provided several management plans and undertakings such as structural certification of temporary structures, crowd control, harm minimisation officers ("rangers"), first aiders and lifeguards.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Minor	Low (3)
Risk Description:	The applicant has undertaken several modest land improvements, including the pruning and removal of hazardous trees within camping areas, widening of access tracks, removal of rocks from paddocks, and the establishment of approximately 12 hectares of Kikuyu and Corsican grass. While these works may provide benefits for the ongoing agricultural use of the property, they also indicate a level of preparation consistent with facilitating events and associated patron access. As such, the potential environmental impacts should not be considered solely in the context of agricultural operations, but also in relation to the proposed use of the land as an event venue. Consideration should be given to whether the cumulative effect of these works supports and enhances the primary agricultural function of the land, or whether they are contributing to a gradual transition towards an events-based use that may be inconsistent with the intent of the Priority Agriculture zone. Potential impacts include the incremental loss or modification of		

	native vegetation, changes to the rural landscape character, increased soil disturbance, and the introduction or expansion of pasture species associated with event use requirements rather than agricultural production.
Mitigation:	Environmental impacts can be managed through limiting future vegetation clearing to that which is necessary for legitimate agricultural purposes, ensuring any removal of native vegetation is appropriately justified and approved, and maintaining compliance with relevant environmental requirements. Any future works associated with event activities should be carefully assessed to ensure they do not result in the incremental intensification of non-agricultural land uses or compromise the long-term agricultural capability and rural character of the property. Ongoing monitoring of vegetation management, access track upgrades and site improvements should be undertaken to ensure that the primary use of the land remains consistent with the objectives of the Priority Agriculture zone.

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 largely prescribed by State Regulation so do not 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	\$552
Application fee Temporary Camping	\$100
Water sampling fee (per sample)	\$208
Application fee Regulation 18	\$1,000
Consultation letters	To be determined as per Council's Fees & Charges schedule
Public building assessment (hourly rate/min charge 2 hours)	\$106

Policy Compliance

Council Policy COMD/CP-6 Events

As this event is a multi-day event, involves more than one stage and requires consideration of a non-complying noise event, this event application requires Council determination.

Under Council Policy COMD/CP-6, events that meet the criteria in bold are considered temporary works and uses and do not require Development Approval under the Shire's Local Planning Scheme. Such events must, however, still comply with the requirements of the policy.

1. The use of land is approved through an events approval process.

The applicant has lodged an event application as required under the policy. The application is similar to last year's event as outlined in the Background section above.

2. The activity does not involve alterations to the land or construction of permanent structures.

The applicant has outlined a number of operational improvements that have been implemented or are proposed for the site (refer [Attachment 9.3.1\(2\)](#)). Officers have considered these measures and note that several constitute works or infrastructure that are not temporary in nature, but rather represent ongoing or permanent site or management improvements. These include:

Fire Mitigation and Land Preparation

- Establishment of approximately 12ha (30 acres) of kikuyu turf and associated irrigation infrastructure to provide stable, low-dust and fire-resistant ground cover.
- Installation of a 25,000 L gravity-fed water tank to support the irrigation system.
- Surface rock removal across high-traffic areas, resulting in a permanent improvement to site accessibility and usability.

Tree Safety and Camping Areas

- Tree limbing, removal and propping, where these result in permanent modifications to vegetation on the site.
- Tree clearing and preparation works within treed camping areas.
- Reconfiguration of camping areas to utilise the central paddock for public camping and designated perimeter locations for crew, contractor and performer camping.

Traffic, Access and Wayfinding

- Widening of the main internal access road from approximately 5 metres to between 6 and 8 metres.
- Ongoing road upgrades and maintenance, including gravel and limestone resurfacing, rolling and washout repairs to access roads and easements.
- Installation of highway Variable Message Signs (VMS) and associated wayfinding signage.

Operations, Waste Management and Site Infrastructure

- Placement of two sea containers within the Waste Management Facility.
- Construction or installation of a dome storage/work area.
- Provision of dedicated equipment storage areas for operational plant and machinery.

While many of the applicant's proposed measures are operational and event-specific, officers consider that the above works have an enduring physical presence on the land and could therefore be regarded as permanent or ongoing site improvements rather than temporary event infrastructure.

When not used as an event ground, the property is used for the grazing of stock, which is a permitted use in the Priority Agriculture zoned area. Aside from the structures listed under the heading "operations, waste management and site infrastructure" all others could be considered as farm management measures e.g. while the turf has been proposed to provide a stable, low dust and fire resistant ground cover it isn't uncommon to be used in paddocks that support cattle and sheep grazing and therefore exempt from requiring development approval.

The applicant has also identified ongoing site preparation activities, including the removal of rocks from paddock areas. It has been stated that rocks will be collected using a bobcat and/or tractor and relocated to another area of the property rather than removed from the site. As the material collected

is to be stockpiled on site, it is not deemed to be an extractive industry, and therefore exempt from development approval.

Officers also note that vegetation on the property is identified as native vegetation. Accordingly, any clearing of native vegetation may require a clearing permit issued by the Department of Water and Environmental Regulation (DWER) prior to works being undertaken. Clearing native vegetation without a valid exemption or permit is an offence under the *Environmental Protection Act 1986*.

With respect to the proposed sea containers, officers note that sea containers on a Priority Agriculture-zoned property may generally be used without development approval where they are solely associated with agricultural activities, used for the storage of farm equipment or machinery, and are not visible from a road or other public realm. However, the applicant has advised that the containers will be used for the storage of event-related equipment. Furthermore, the inclusion of a dome shelter or similar structure over, between or attached to the containers may require a building permit and must comply with applicable setback requirements. In these circumstances, officers consider that development approval is likely to be required.

Accordingly, the proposal does not satisfy Criterion 2 of the policy, unless the sea containers are removed as part of the pack down, or alternatively, development approval obtained.

3. Each event is in existence for less than 96 hours (four days).

The event is proposed to be open to the public from 3:00pm on 30 December 2026 and conclude by 3:00 pm on 3 January 2027. This event duration is 96 hours across four nights and five days.

4. The event does not require more than 10 days for the setup and breakdown of event infrastructure.

The applicant contends that the policy provision relating to setup and breakdown time is open to interpretation. However, officers consider that the intention of the policy is clear, namely that temporary events should require no more than 10 days collectively for setup and pack-down activities. In practical terms, this equates to a maximum combined setup and breakdown period of 10 days. The proposal does not comply with this criterion.

The applicant seeks a variation to this criterion to facilitate the safe installation of the Main Stage only as outlined in [Attachment 9.3.1\(3\)](#), with site access to commence from 10 December 2026. Final site departure is to occur on 6 January 2027. This results in an overall site occupation period of approximately 28 days.

5. The cumulative total number of events at the property does not exceed five events within a 12-month period.

The proposal complies with this criterion, as only one event is proposed to be held on the property annually.

Statutory Compliance

Under clause 61(1)(a)(17) 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 regarding events with the proposed event seeking a variation to the policy regarding the setup period.

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).

The water quality of the dam for swimming will be assessed for suitability for recreation use against the National Health and Medical Research Council (NHMRC) *Guidelines for Managing Risks in Recreational Waters* using the Department of Health’s *Microbial Quality of Recreation Water – Guidance Note*.

Water misting systems have the potential to aerosolise naturally occurring bacteria (e.g. Legionella, Acanthamoeba, Pseudomonas) that can be a significant health risk to those exposed. While there are no regulations prescribing operating requirements, studies suggest that the risk is significantly reduced when the water is sourced from a potable source and the water temperature remains below 25 degrees Celsius. A condition is therefore recommended.

Due to the proximity of the event to a declared road, Traffic Management will need to be referred to Main Roads for their approval under the provisions of the *Main Roads Act 1930*.

The use of Class 4 laser displays requires consideration of a temporary permit (registration) by a Licensed Operator- CASA Approved under the provisions of the *Radiation Safety Act 1975* administered by the Department of Health. A condition is therefore recommended.

Consultation

Due to the temporary nature of an event, community engagement regarding events is limited to informing the community rather than seeking their feedback for consideration prior to approving an event. However, the neighbouring properties that contain the proposed access to the event grounds have been informed of Council’s intention to consider an event application at this location.

A condition is recommended to include a mailout, at the applicant’s cost, to residents within 6 km for the main stage. This notification will include start and finish times as well as key contact information to assist with any complaint management.

Officer Comment

Easement/Access

As with last year's event, the event organiser proposes to utilise a portion of the Western adjoining private property's land as well as an existing access easement to their property as illustrated in Figure 1. The existing access easement is the pink dotted rectangles shown with the private property immediately to the south of the event ground.

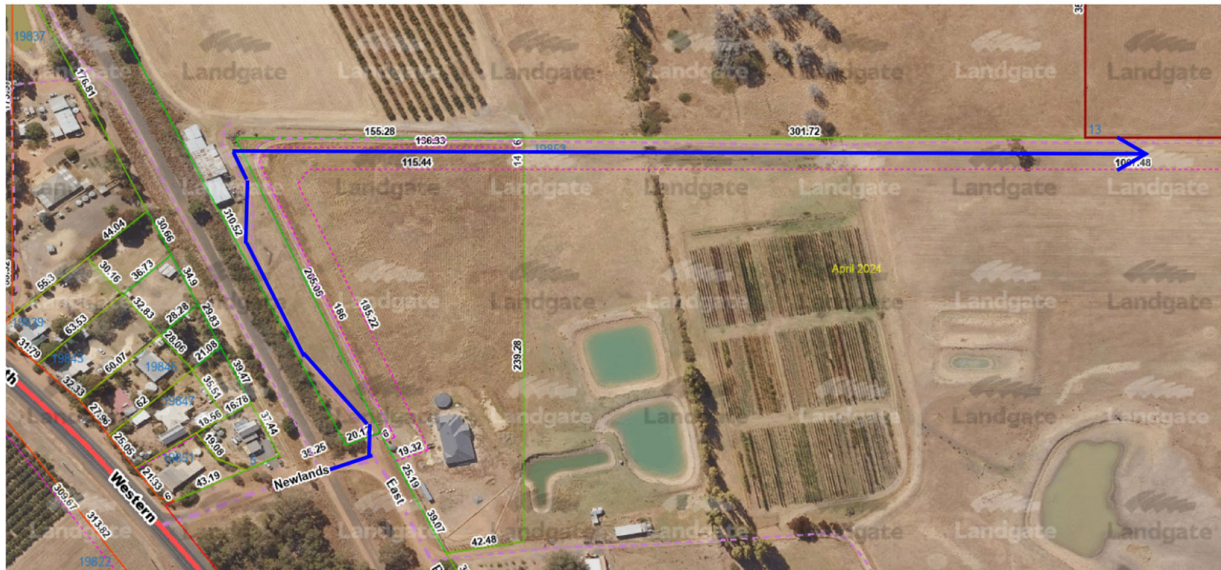


Figure 1 – Proposed Smashed Avo Access Arrangements

The event organiser, through their traffic management plan have committed to the following works associated with the easement into the property:

To ensure safe and consistent access to the site regardless of weather conditions, it is proposed to reinforce the main access road into the site with a protective re-seal of the gravel road.

While all access roads within the festival boundaries frequently support heavy farming machinery, ensuring road capacity is maintained will allow significantly better preparedness and response capability in any emergency situation. The gravel re-seal rolling will be established by local contractors prior to event commencement to provide full capacity for the expected vehicle traffic and emergency access requirements.

As with last year, it is considered that the Shire cannot prevent the event organiser from utilising the existing easement for access. While the event organiser has committed to maintaining the access road prior to the event, it is recommended that additional conditions be included to minimise the impact to the landowner whose property is burdened by this easement, as well as the private landowner whose land is being utilised outside of the existing easement as follows:

- Access roads external to the event grounds to be re-sheeted with gravel and/or graded to ensure a trafficable standard is achieved both prior to the event commencement and after the event pack down
- Access easement fencing is to be maintained
- Burdened landowners to be indemnified
- Bridge suitability to be assessed by a practicing structural engineer

Noise

Music events are unlikely to achieve the assigned levels as contained within the *Environmental Protection (Noise) Regulations 1997*, particularly where music is proposed after 7:00 pm at night in a rural setting such as Newlands. For this reason a Regulation 18 application is recommended. A Regulation 18 application can be considered where the CEO is satisfied that:

- The emissions would exceed the assigned levels; and;
- The event would lose its character and usefulness if it had to meet the assigned levels

The applicant has submitted a noise management plan and modelling that could be used to support the Regulation 18 application.

This property has hosted three Shire authorised festival events over the past four years. The first two events were a different applicant, with last year's event being the first event for this applicant. Last year the Shire received one formal noise complaint from a property located approximately 6 km away. This has been acknowledged in the submitted noise management plan, with the modelling suggesting a predicted noise level at that location of less than 20dB, which would generally be considered inaudible. It may have been that low frequency noise was heard last year. To improve community awareness of the event, it is recommended that, if approved, the required mail out be extended to incorporate a radius of 6 km from the main stage. This would allow for any adverse weather conditions that may affect the way noise travels.

The applicant proposes the following possible music duration (with last year's duration shown for comparison):

Last Year's Event		Current Proposal (New Year's 2026)	
Time	Duration	Time/Music Window	Duration
Tuesday – 10:00 am – 1:30 am (Wednesday)	15.5 Hours	Thursday – 12:00 pm – 4:00 am (Friday) New Year's Eve/Morning	16 Hours
Wednesday – 10:00 am - 3:00 am (Thursday) New Year's Eve	17 Hours	Friday – 11:30 am - 3:30 am (Saturday)	16 Hours
Thursday – 10:00 am – 1:00 am (Friday)	15 Hours	Saturday – 11:30 am – 3:00 am (Sunday)	15.5 Hours

The "Guide to management of noise from sporting, cultural and entertainment venues" published by the then Department of Environment Regulation in support of amendments to the *Environmental Protection (Noise) Regulations 1997* encourage consideration of the level of noise exceedance with reference to the "character and usefulness of the event, while minimising noise impacts through effective noise management".

While the total number of hours for music is similar to last year's event, there are more hours within the traditional "quiet times" of 10:00 pm until 9:00 am; particularly given there is an intention to recommence music before lunch on each of the following days. Officers recommend that Council specify the music windows for the event so that these can be incorporated into the Regulation 18 consideration to minimise noise impacts to the surrounding rural environment.

Laser Show

This year's event proposes the use of Class 4 laser displays at three of the four stages. The use of lasers is regulated via the Department of Health's Radiation Health Branch. For the use of Class 4 lasers, the property will need to be registered, with the installation overseen by Licensed Operator as well as Laser Safety Officer. The applicant has indicated that additional information will be provided once the final performance schedule has been finalised. A condition is recommended.

Water Activities

There are water safety risks associated with the use of farm dams such as:

- The bacteriological quality of the water. Poor water quality can cause ailments such as skin rashes, gastroenteritis (diarrhoea and abdominal pain), fever, respiratory infections. High water temperature increases the risk of amoebic meningitis which is of greater risk where activities cause water to go up the nose.
- The ability for a person to be retrieved, in the case of an incident where they become submerged, where vision is impeded due to dam turbidity/discolouration.
- Thermal shock from the cold layer of water that is often present near the bottom of a dam if a person jumps into the water
- Potential for injuries from submerged objects not clearly visible from the dam surface

The applicant has acknowledged these risks in their risk management plan and also propose to mitigate risks by providing signage, lifeguards and security guards and will facilitate water sampling, While water quality fluctuates significantly, sampling undertaken for previous events have not identified that the water has been unacceptable for recreation use. Standard conditions are recommended for recreational water sampling to enable an assessment of the water suitability in the lead up to the event.

Fire

Figure 3 illustrates Bushfire Prone Areas, as designated by the Fire and Emergency Services Commissioner, with radiant heat likely to impact areas shaded in pink.

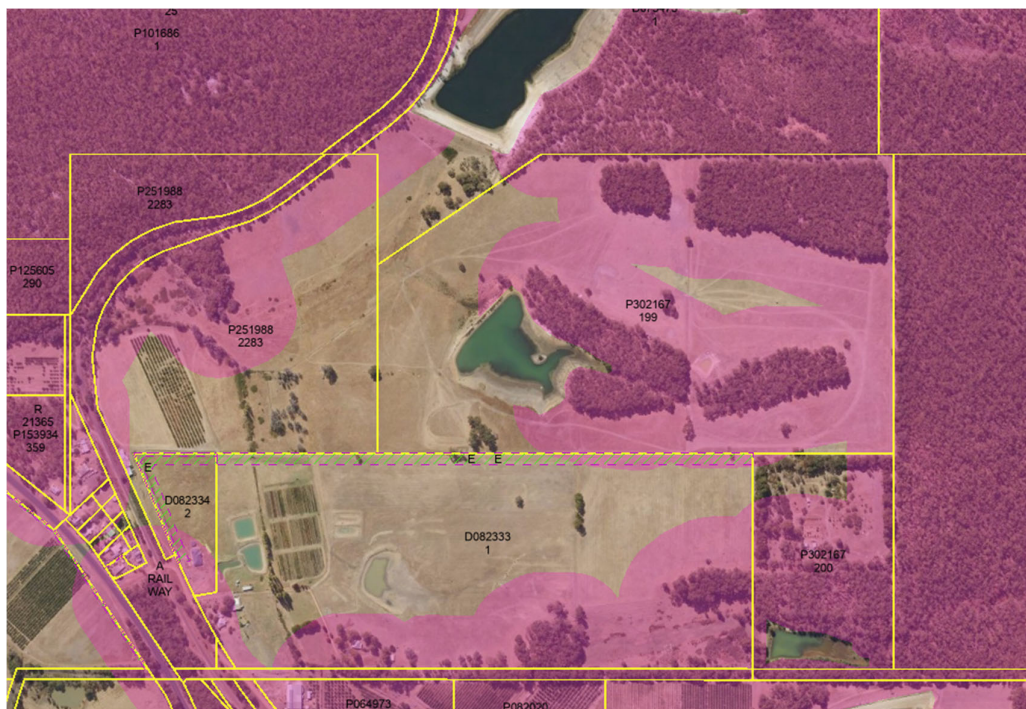


Figure 2 – Excerpt DFES Bushfire Prone Mapping

The Fire Management Plans have been updated from last year's feedback as part of this year's submission for consideration. While there a number of factors that will influence the emergency response capabilities locally such as:

- Significant emergency event within the State that impact resources
- Multiple fire events within the Shire or neighbouring local government areas
- Forecast weather closer to the event (e.g. wind, storms, lightning)

based on the open space within the event grounds, it is considered that there is sufficient safe area for attendees to muster, should an emergency from bushfire arise.

MOVED BY:	Cr Grant Patrick	SECONDED BY:	Cr Anita Lindemann
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That Council:

1. In accordance with Council Policy COMD/CP-6 Events considers the event application, **Smashed Avo 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* provided the proposed sea containers and associated shelters are moved off site during the pack down period.
2. Approves the event, **Smashed Avo Festival**, proposed to be held at 13 (L199) Newlands East Road, Newlands from 3:00 pm 30 December 2026 until 3:00 pm 3 January 2027 with setup, excluding the Main Stage, from 21 December 2026 and pack down completed by 6 January 2027 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 prevails to the extent of the inconsistency;
- b) An extended “setup” duration of 11 days i.e. from 10 December 2026 as proposed within the “Event Policy Variation – Early Access for the Main Stage construction” is supported;
- c) Subject to review by the Chief Health Officer of the Department of Health, a maximum accommodation number of 2,900 people on site at any one time applies for this event;

Access and Traffic Management:

- d) Private access roads external to the event grounds to be re-sheeted with gravel and/or graded to ensure a trafficable standard is achieved both prior to the event commencement and after the event pack down;
- e) Stormwater from the right of carriageway and private driveway must be disposed of on site in a manner so as not to cause a nuisance;
- f) A certificate of structural suitability being provided by a practicing structural engineer certifying that the bridge within the right of carriageway is suitable for the intended use;
- g) The fence abutting the right of carriageway providing access to the event grounds to be maintained to a suitable standard capable to prevent the passage of cattle and sheep;
- h) Applicant to provide evidence of suitable public liability insurance indemnifying the relevant landowners whose land is being used for access to the event grounds. In addition to the event duration, the period of insurance is to include when upgrades, set up and pack down is occurring. Evidence of insurance to be provided at least 14 days prior to any works commencing;
- i) Written confirmation of permission to use, upgrade and maintain the private driveway providing access to the event grounds is to be supplied at least 14 days prior to upgrades commencing;
- j) The proposed Traffic Management Plan is to be updated to include the proposed location of additional static directional signage as referenced in the “Smashed Avo Year 2 Improvements Briefing”;
- k) Written evidence of Main Roads WA approval for the proposed Traffic Management Plan is required to be submitted at least 14 days prior to the event;
- l) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the Traffic Management Plan must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;

Risk Management:

- m) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
- n) Applicant to provide evidence of minimum \$50 million public liability insurance for all proposed event activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 14 days prior to the event date;

- o) Bacteriological water sampling must be conducted of the dam by a competent person in the lead up to the event and analysed by a laboratory accredited by the National Association of Testing Authorities (NATA) as follows:

 - A minimum of one sample must be collected four weeks prior to the scheduled event date. If the initial sample returns unsatisfactory results, a follow up sample must be collected two weeks prior to the event.
 - If the second sample also returns unsatisfactory results, swimming will not be permitted at the event.
- p) The maximum number of people permitted to occupy the dam at any one time is 200;
- q) A minimum lifeguard to occupant ratio of 1:100 must be maintained, meaning at least two lifeguards must be present whenever the dam is in use for recreational purposes. Lifeguards must be appropriately qualified and experienced to respond to water emergencies.
- r) All electrical equipment is to be tested and tagged by an appropriately qualified person;
- s) All temporary generator and lighting tower 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;
- t) A minimum of sixty (60) temporary toilets comprising twenty-nine (29) male toilets, thirty (30) 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;
- u) 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;
- v) Event organiser to provide evidence of a suitable potable water supply for patron use and water misting systems for the duration of the event to the satisfaction of the Shire;
- w) Event and camp grounds are to have adequate lighting after dark;
- x) Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;
- y) 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;
- z) For the stages and any tent or marquee greater than 55m² and any supplied glamping/camping tents 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;
- aa) Camping for event attendees is permitted for four nights and subject to separate written approval from the Shire;
- bb) Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval at least 14 days prior to the event date. The following information, for each food vendor, is also required to be submitted:

- 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;
 - A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- cc) A first aid post with a minimum of six qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
- dd) 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;
- ee) No waste generated from the event is permitted to be disposed of on site;
- ff) Water used within stage misting systems is to be from a potable source and is not to be used where the water temperature exceeds 25 degrees Celsius;
- gg) A copy of the registration obtained for the use of the proposed Class 4 lasers is required to be supplied to the Shire at least 28 days prior to the event date;

Noise:

- hh) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire Chief Executive Officer;
- ii) The stage performance times/music windows are limited to the following:
- Thursday 31 December 2026 12:00 pm – 3:00 am Friday 1 January 2027
 - Friday 1 January 2027 12:00 pm – 1:30am Saturday 2 January 2027
 - Saturday 2 January 2027 12:00 pm – 1:30am Sunday 3 January 2027
- jj) The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include:
- A Noise Prediction Modelling report completed by a suitably qualified Acoustic Consultant whose qualifications/experience qualifies them for membership to the Australian Acoustical Society;
 - A Noise Management Plan committing to monitoring of sound levels, by a suitably qualified/experienced Acoustic Consultant at the mixing desk and three locations external to the venue for the duration of the event; and;
 - Notification to residents within 6km of the main stage and those identified as likely to experience noise at levels exceeding the assigned levels through the noise modelling is to be undertaken by the Shire, at the applicant's cost. This notification is to include contact details for the applicant for management of complaints throughout the event period;

Debrief:

- kk) 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 notes:

- i. Applicant to note that any condition should not constitute an authorisation for the use of the right of carriageway or the carrying out of works within the right of carriageway area in a manner which is inconsistent with the terms of the right of carriageway. Applicant to

- continue to take its own legal advice in relation to the use of the right of carriageway and ensure that appropriate measures have been implemented with the owners of the land used to access the event grounds.
- ii. Applicant to note that the removal of any rock stockpile from the site will require prior development approval.
 - iii. Applicant to note that events during the established high bushfire threat period, particularly over long weekends when volunteer numbers are low, are at greater risk of being impacted by total fire bans and harvest vehicle movement bans.
 - iv. Applicant to note that the capacity of firefighting resources in the Shire is responsive to other incidents in the Region. Applicant to consider their insurance coverage and communication plans should the event need to be cancelled at short notice due to a bushfire in the Region.
 - v. Applicant to satisfy themselves that they have the appropriate agency approvals for use of the dam water for wide scale irrigation and clearing works as proposed.
 - vi. Due to crowds, food safety and animal welfare concerns, the Shire's Ranger Services recommend that dogs are not permitted within the event grounds.
 - vii. Water sample results of the dam will be assessed against the Department of Health's *Microbial Quality of Recreational Water – Guidance Note* to determine the dam's suitability for recreational use.

The following amendment was put to the Council:

MOVED BY:	Cr Leanne Wringe	SECONDED BY:	Cr John Bailey
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That point 2 under JJ be amended to state:

- A Noise Management Plan committing to monitoring of sound levels, by a suitably qualified/experienced Acoustic Consultant at the mixing desk and three locations external to the venue but not within private property without express prior consent for the duration of the event including peak times.

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

Substantive Motion:

MOVED BY:	Cr Grant Patrick	SECONDED BY:	Cr Anita Lindemann
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That Council:

1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Smashed Avo 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* provided the proposed sea containers and associated shelters are moved off site during the pack down period.
2. Approves the event, Smashed Avo Festival, proposed to be held at 13 (L199) Newlands East Road, Newlands from 3:00 pm 30 December 2026 until 3:00 pm 3 January 2027 with setup, excluding the Main Stage, from 21 December 2026 and pack down completed by 6 January 2027 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 prevails to the extent of the inconsistency;
- b) An extended “setup” duration of 11 days i.e. from 10 December 2026 as proposed within the “Event Policy Variation – Early Access for the Main Stage construction” is supported;
- c) Subject to review by the Chief Health Officer of the Department of Health, a maximum accommodation number of 2,900 people on site at any one time applies for this event;

Access and Traffic Management:

- d) Private access roads external to the event grounds to be re-sheeted with gravel and/or graded to ensure a trafficable standard is achieved both prior to the event commencement and after the event pack down;
- e) Stormwater from the right of carriageway and private driveway must be disposed of on site in a manner so as not to cause a nuisance;
- f) A certificate of structural suitability being provided by a practicing structural engineer certifying that the bridge within the right of carriageway is suitable for the intended use;
- g) The fence abutting the right of carriageway providing access to the event grounds to be maintained to a suitable standard capable to prevent the passage of cattle and sheep;
- h) Applicant to provide evidence of suitable public liability insurance indemnifying the relevant landowners whose land is being used for access to the event grounds. In addition to the event duration, the period of insurance is to include when upgrades, set up and pack down is occurring. Evidence of insurance to be provided at least 14 days prior to any works commencing;
- i) Written confirmation of permission to use, upgrade and maintain the private driveway providing access to the event grounds is to be supplied at least 14 days prior to upgrades commencing;

- j) The proposed Traffic Management Plan is to be updated to include the proposed location of additional static directional signage as referenced in the “Smashed Avo Year 2 Improvements Briefing”;
- k) Written evidence of Main Roads WA approval for the proposed Traffic Management Plan is required to be submitted at least 14 days prior to the event;
- l) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the Traffic Management Plan must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;

Risk Management:

- m) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
- n) Applicant to provide evidence of minimum \$50 million public liability insurance for all proposed event activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 14 days prior to the event date;
- o) Bacteriological water sampling must be conducted of the dam by a competent person in the lead up to the event and analysed by a laboratory accredited by the National Association of Testing Authorities (NATA) as follows:
 - A minimum of one sample must be collected four weeks prior to the scheduled event date. If the initial sample returns unsatisfactory results, a follow up sample must be collected two weeks prior to the event.
 - If the second sample also returns unsatisfactory results, swimming will not be permitted at the event.
- p) The maximum number of people permitted to occupy the dam at any one time is 200;
- q) A minimum lifeguard to occupant ratio of 1:100 must be maintained, meaning at least two lifeguards must be present whenever the dam is in use for recreational purposes. Lifeguards must be appropriately qualified and experienced to respond to water emergencies.
- r) All electrical equipment is to be tested and tagged by an appropriately qualified person;
- s) All temporary generator and lighting tower 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;
- t) A minimum of sixty (60) temporary toilets comprising twenty-nine (29) male toilets, thirty (30) 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;
- u) 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;
- v) Event organiser to provide evidence of a suitable potable water supply for patron use and water misting systems for the duration of the event to the satisfaction of the Shire;
- w) Event and camp grounds are to have adequate lighting after dark;
- x) Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;

- y) 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;
- z) For the stages and any tent or marquee greater than 55m² and any supplied glamping/camping tents 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;
- aa) Camping for event attendees is permitted for four nights and subject to separate written approval from the Shire;
- bb) Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval at least 14 days prior to the event date. The following information, for each food vendor, is also required to be submitted:
 - 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;
 - A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- cc) A first aid post with a minimum of six qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
- dd) 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;
- ee) No waste generated from the event is permitted to be disposed of on site;
- ff) Water used within stage misting systems is to be from a potable source and is not to be used where the water temperature exceeds 25 degrees Celsius;
- gg) A copy of the registration obtained for the use of the proposed Class 4 lasers is required to be supplied to the Shire at least 28 days prior to the event date;

Noise:

- hh) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire Chief Executive Officer;
- ii) The stage performance times/music windows are limited to the following:
 - Thursday 31 December 2026 12:00 pm – 3:00 am Friday 1 January 2027
 - Friday 1 January 2027 12:00 pm – 1:30am Saturday 2 January 2027
 - Saturday 2 January 2027 12:00 pm – 1:30am Sunday 3 January 2027
- jj) The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include:
 - A Noise Prediction Modelling report completed by a suitably qualified Acoustic Consultant whose qualifications/experience qualifies them for membership to the Australian Acoustical Society;
 - A Noise Management Plan committing to monitoring of sound levels, by a suitably qualified/experienced Acoustic Consultant at the mixing desk and three

locations external to the venue but not within private property without express prior consent for the duration of the event including peak times and;

- Notification to residents within 6km of the main stage and those identified as likely to experience noise at levels exceeding the assigned levels through the noise modelling is to be undertaken by the Shire, at the applicant's cost. This notification is to include contact details for the applicant for management of complaints throughout the event period;

Debrief:

kk) 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 notes:

- i. Applicant to note that any condition should not constitute an authorisation for the use of the right of carriageway or the carrying out of works within the right of carriageway area in a manner which is inconsistent with the terms of the right of carriageway. Applicant to continue to take its own legal advice in relation to the use of the right of carriageway and ensure that appropriate measures have been implemented with the owners of the land used to access the event grounds.
- ii. Applicant to note that the removal of any rock stockpile from the site will require prior development approval.
- iii. Applicant to note that events during the established high bushfire threat period, particularly over long weekends when volunteer numbers are low, are at greater risk of being impacted by total fire bans and harvest vehicle movement bans.
- iv. Applicant to note that the capacity of firefighting resources in the Shire is responsive to other incidents in the Region. Applicant to consider their insurance coverage and communication plans should the event need to be cancelled at short notice due to a bushfire in the Region.
- v. Applicant to satisfy themselves that they have the appropriate agency approvals for use of the dam water for wide scale irrigation and clearing works as proposed.
- vi. Due to crowds, food safety and animal welfare concerns, the Shire's Ranger Services recommend that dogs are not permitted within the event grounds.
- vii. Water sample results of the dam will be assessed against the Department of Health's *Microbial Quality of Recreational Water – Guidance Note* to determine the dam's suitability for recreational use.

The following foreshadowed motion was put to Council by Cr Bailey, in the case that the substantive motion is lost:

1. That Council defers consideration of the Smashed Avo Festival event application until the September 2026 Ordinary Council Meeting.

The following amendment was put to the Council:

MOVED BY:	Cr Tyler Hall	SECONDED BY:	Cr John Bailey
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That hh be added to the motion:

hh) Event organiser to ensure security station at entry gate of joint access at all times for the duration of the event.

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

Substantive Motion:

MOVED BY:	Cr Grant Patrick	SECONDED BY:	Cr Anita Lindemann
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That Council:

1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Smashed Avo 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* provided the proposed sea containers and associated shelters are moved off site during the pack down period.
2. Approves the event, Smashed Avo Festival, proposed to be held at 13 (L199) Newlands East Road, Newlands from 3:00 pm 30 December 2026 until 3:00 pm 3 January 2027 with setup, excluding the Main Stage, from 21 December 2026 and pack down completed by 6 January 2027 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 prevails to the extent of the inconsistency;
- b) An extended “setup” duration of 11 days i.e. from 10 December 2026 as proposed within the “Event Policy Variation – Early Access for the Main Stage construction” is supported;
- c) Subject to review by the Chief Health Officer of the Department of Health, a maximum accommodation number of 2,900 people on site at any one time applies for this event;

Access and Traffic Management:

- d) Private access roads external to the event grounds to be re-sheeted with gravel and/or graded to ensure a trafficable standard is achieved both prior to the event commencement and after the event pack down;
- e) Stormwater from the right of carriageway and private driveway must be disposed of on site in a manner so as not to cause a nuisance;
- f) A certificate of structural suitability being provided by a practicing structural engineer certifying that the bridge within the right of carriageway is suitable for the intended use;
- g) The fence abutting the right of carriageway providing access to the event grounds to be maintained to a suitable standard capable to prevent the passage of cattle and sheep;
- h) Applicant to provide evidence of suitable public liability insurance indemnifying the relevant landowners whose land is being used for access to the event grounds. In addition to the event duration, the period of insurance is to include when upgrades, set up and pack down is occurring. Evidence of insurance to be provided at least 14 days prior to any works commencing;
- i) Written confirmation of permission to use, upgrade and maintain the private driveway providing access to the event grounds is to be supplied at least 14 days prior to upgrades commencing;

- j) The proposed Traffic Management Plan is to be updated to include the proposed location of additional static directional signage as referenced in the “Smashed Avo Year 2 Improvements Briefing”;
- k) Written evidence of Main Roads WA approval for the proposed Traffic Management Plan is required to be submitted at least 14 days prior to the event;
- l) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the Traffic Management Plan must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;

Risk Management:

- m) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
- n) Applicant to provide evidence of minimum \$50 million public liability insurance for all proposed event activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 14 days prior to the event date;
- o) Bacteriological water sampling must be conducted of the dam by a competent person in the lead up to the event and analysed by a laboratory accredited by the National Association of Testing Authorities (NATA) as follows:
 - A minimum of one sample must be collected four weeks prior to the scheduled event date. If the initial sample returns unsatisfactory results, a follow up sample must be collected two weeks prior to the event.
 - If the second sample also returns unsatisfactory results, swimming will not be permitted at the event.
- p) The maximum number of people permitted to occupy the dam at any one time is 200;
- q) A minimum lifeguard to occupant ratio of 1:100 must be maintained, meaning at least two lifeguards must be present whenever the dam is in use for recreational purposes. Lifeguards must be appropriately qualified and experienced to respond to water emergencies.
- r) All electrical equipment is to be tested and tagged by an appropriately qualified person;
- s) All temporary generator and lighting tower 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;
- t) A minimum of sixty (60) temporary toilets comprising twenty-nine (29) male toilets, thirty (30) 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;
- u) 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;
- v) Event organiser to provide evidence of a suitable potable water supply for patron use and water misting systems for the duration of the event to the satisfaction of the Shire;
- w) Event and camp grounds are to have adequate lighting after dark;
- x) Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;

- y) 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;
- z) For the stages and any tent or marquee greater than 55m² and any supplied glamping/camping tents 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;
- aa) Camping for event attendees is permitted for four nights and subject to separate written approval from the Shire;
- bb) Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval at least 14 days prior to the event date. The following information, for each food vendor, is also required to be submitted:
 - 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;
 - A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- cc) A first aid post with a minimum of six qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
- dd) 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;
- ee) No waste generated from the event is permitted to be disposed of on site;
- ff) Water used within stage misting systems is to be from a potable source and is not to be used where the water temperature exceeds 25 degrees Celsius;
- gg) A copy of the registration obtained for the use of the proposed Class 4 lasers is required to be supplied to the Shire at least 28 days prior to the event date;
- hh) Event organiser to ensure security station at entry gate of joint access at all times for the duration of the event.

Noise:

- ii) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire Chief Executive Officer;
- jj) The stage performance times/music windows are limited to the following:
 - Thursday 31 December 2026 12:00 pm – 3:00 am Friday 1 January 2027
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 - Saturday 2 January 2027 12:00 pm – 1:30am Sunday 3 January 2027
- kk) The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include:
 - A Noise Prediction Modelling report completed by a suitably qualified Acoustic Consultant whose qualifications/experience qualifies them for membership to the Australian Acoustical Society;
 - A Noise Management Plan committing to Noise Management Plan committing to monitoring of sound levels, by a suitably qualified/experienced Acoustic

Consultant at the mixing desk and three locations external to the venue but not within private property without expressed prior consent for the duration of the event including peak times; and;

- Notification to residents within 6km of the main stage and those identified as likely to experience noise at levels exceeding the assigned levels through the noise modelling is to be undertaken by the Shire, at the applicant's cost. This notification is to include contact details for the applicant for management of complaints throughout the event period;

Debrief:

- II) 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 notes:

- i. Applicant to note that any condition should not constitute an authorisation for the use of the right of carriageway or the carrying out of works within the right of carriageway area in a manner which is inconsistent with the terms of the right of carriageway. Applicant to continue to take its own legal advice in relation to the use of the right of carriageway and ensure that appropriate measures have been implemented with the owners of the land used to access the event grounds.
- ii. Applicant to note that the removal of any rock stockpile from the site will require prior development approval.
- iii. Applicant to note that events during the established high bushfire threat period, particularly over long weekends when volunteer numbers are low, are at greater risk of being impacted by total fire bans and harvest vehicle movement bans.
- iv. Applicant to note that the capacity of firefighting resources in the Shire is responsive to other incidents in the Region. Applicant to consider their insurance coverage and communication plans should the event need to be cancelled at short notice due to a bushfire in the Region.
- v. Applicant to satisfy themselves that they have the appropriate agency approvals for use of the dam water for wide scale irrigation and clearing works as proposed.
- vi. Due to crowds, food safety and animal welfare concerns, the Shire's Ranger Services recommend that dogs are not permitted within the event grounds.
- vii. Water sample results of the dam will be assessed against the Department of Health's *Microbial Quality of Recreational Water – Guidance Note* to determine the dam's suitability for recreational use.

The following amendment was put to the Council, however failed for the want of a seconder:

MOVED BY:	Cr John Bailey	SECONDED BY:	Nil.
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Amend h to state:

h) Applicant to provide evidence of suitable public liability insurance indemnifying the relevant landowners whose land is being used for access to the event grounds. In addition to the event duration, the period of insurance is to include when upgrades, set up and pack down is occurring. Evidence of insurances including Commercial indemnity insurance to be taken out in the name of individual persons as opposed to the applicant company (as far as this is legally enforceable), in favour of the adjoining property owners to be provided at least 45 days prior to any works commencing;

Substantive Motion:

COUNCIL RESOLUTION: 138/08-26		
MOVED BY:	Cr Grant Patrick	SECONDED BY: Cr Anita Lindemann

That Council:

1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Smashed Avo 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* provided the proposed sea containers and associated shelters are moved off site during the pack down period.
2. Approves the event, Smashed Avo Festival, proposed to be held at 13 (L199) Newlands East Road, Newlands from 3:00 pm 30 December 2026 until 3:00 pm 3 January 2027 with setup, excluding the Main Stage, from 21 December 2026 and pack down completed by 6 January 2027 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 prevails to the extent of the inconsistency;
- b) An extended “setup” duration of 11 days i.e. from 10 December 2026 as proposed within the “Event Policy Variation – Early Access for the Main Stage construction” is supported;
- c) Subject to review by the Chief Health Officer of the Department of Health, a maximum accommodation number of 2,900 people on site at any one time applies for this event;

Access and Traffic Management:

- d) Private access roads external to the event grounds to be re-sheeted with gravel and/or graded to ensure a trafficable standard is achieved both prior to the event commencement and after the event pack down;
- e) Stormwater from the right of carriageway and private driveway must be disposed of on site in a manner so as not to cause a nuisance;
- f) A certificate of structural suitability being provided by a practicing structural engineer certifying that the bridge within the right of carriageway is suitable for the intended use;
- g) The fence abutting the right of carriageway providing access to the event grounds to be maintained to a suitable standard capable to prevent the passage of cattle and sheep;
- h) Applicant to provide evidence of suitable public liability insurance indemnifying the relevant landowners whose land is being used for access to the event grounds. In addition to the event duration, the period of insurance is to include when upgrades, set up and pack down is occurring. Evidence of insurance to be provided at least 14 days prior to any works commencing;

- i) Written confirmation of permission to use, upgrade and maintain the private driveway providing access to the event grounds is to be supplied at least 14 days prior to upgrades commencing;
- j) The proposed Traffic Management Plan is to be updated to include the proposed location of additional static directional signage as referenced in the “Smashed Avo Year 2 Improvements Briefing”;
- k) Written evidence of Main Roads WA approval for the proposed Traffic Management Plan is required to be submitted at least 14 days prior to the event;
- l) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the Traffic Management Plan must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;

Risk Management:

- m) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
- n) Applicant to provide evidence of minimum \$50 million public liability insurance for all proposed event activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 14 days prior to the event date;
- o) Bacteriological water sampling must be conducted of the dam by a competent person in the lead up to the event and analysed by a laboratory accredited by the National Association of Testing Authorities (NATA) as follows:
 - A minimum of one sample must be collected four weeks prior to the scheduled event date. If the initial sample returns unsatisfactory results, a follow up sample must be collected two weeks prior to the event.
 - If the second sample also returns unsatisfactory results, swimming will not be permitted at the event.
- p) The maximum number of people permitted to occupy the dam at any one time is 200;
- q) A minimum lifeguard to occupant ratio of 1:100 must be maintained, meaning at least two lifeguards must be present whenever the dam is in use for recreational purposes. Lifeguards must be appropriately qualified and experienced to respond to water emergencies.
- r) All electrical equipment is to be tested and tagged by an appropriately qualified person;
- s) All temporary generator and lighting tower 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;
- t) A minimum of sixty (60) temporary toilets comprising twenty-nine (29) male toilets, thirty (30) 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;
- u) 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;
- v) Event organiser to provide evidence of a suitable potable water supply for patron use and water misting systems for the duration of the event to the satisfaction of the Shire;

- w) Event and camp grounds are to have adequate lighting after dark;
- x) Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;
- y) 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;
- z) For the stages and any tent or marquee greater than 55m² and any supplied glamping/camping tents 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;
- aa) Camping for event attendees is permitted for four nights and subject to separate written approval from the Shire;
- bb) Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval at least 14 days prior to the event date. The following information, for each food vendor, is also required to be submitted:
 - 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;
 - A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- cc) A first aid post with a minimum of six qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
- dd) 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;
- ee) No waste generated from the event is permitted to be disposed of on site;
- ff) Water used within stage misting systems is to be from a potable source and is not to be used where the water temperature exceeds 25 degrees Celsius;
- gg) A copy of the registration obtained for the use of the proposed Class 4 lasers is required to be supplied to the Shire at least 28 days prior to the event date;
- hh) Event organiser to ensure security station at entry gate of joint access at all times for the duration of the event.

Noise:

- ii) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire Chief Executive Officer;
- jj) The stage performance times/music windows are limited to the following:
 - Thursday 31 December 2026 12:00 pm – 3:00 am Friday 1 January 2027
 - Friday 1 January 2027 12:00 pm – 1:30am Saturday 2 January 2027
 - Saturday 2 January 2027 12:00 pm – 1:30am Sunday 3 January 2027
- kk) The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include:

- A Noise Prediction Modelling report completed by a suitably qualified Acoustic Consultant whose qualifications/experience qualifies them for membership to the Australian Acoustical Society;
- A Noise Management Plan committing to monitoring of sound levels, by a suitably qualified/experienced Acoustic Consultant at the mixing desk and three locations external to the venue but not within private property without express prior consent for the duration of the event including peak times and;
- Notification to residents within 6km of the main stage and those identified as likely to experience noise at levels exceeding the assigned levels through the noise modelling is to be undertaken by the Shire, at the applicant's cost. This notification is to include contact details for the applicant for management of complaints throughout the event period;

Debrief:

- ii) 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 notes:

- i. Applicant to note that any condition should not constitute an authorisation for the use of the right of carriageway or the carrying out of works within the right of carriageway area in a manner which is inconsistent with the terms of the right of carriageway. Applicant to continue to take its own legal advice in relation to the use of the right of carriageway and ensure that appropriate measures have been implemented with the owners of the land used to access the event grounds.
- ii. Applicant to note that the removal of any rock stockpile from the site will require prior development approval.
- iii. Applicant to note that events during the established high bushfire threat period, particularly over long weekends when volunteer numbers are low, are at greater risk of being impacted by total fire bans and harvest vehicle movement bans.
- iv. Applicant to note that the capacity of firefighting resources in the Shire is responsive to other incidents in the Region. Applicant to consider their insurance coverage and communication plans should the event need to be cancelled at short notice due to a bushfire in the Region.
- v. Applicant to satisfy themselves that they have the appropriate agency approvals for use of the dam water for wide scale irrigation and clearing works as proposed.
- vi. Due to crowds, food safety and animal welfare concerns, the Shire's Ranger Services recommend that dogs are not permitted within the event grounds.
- vii. Water sample results of the dam will be assessed against the Department of Health's *Microbial Quality of Recreational Water – Guidance Note* to determine the dam's suitability for recreational use.

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

9.3.2 Minninup Cottages and Langley Villas – Future Management Options

Report Details:

Prepared by: Community Housing Officer

Manager: Executive Manager Corporate

Location: Lot 100, 479, 486,487 South Western Highway, Donnybrook WA 6239

File Reference: MONARCH-857934545-1958 **Voting Requirement:** Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That Council:

1. **Authorises the Chief Executive Officer to enter into discussions with the Department of Housing regarding Minninup and Langley housing assets to explore future management and ownership options;**
2. **Requests a further report to Council on the outcomes of discussions.**

Strategic Alignment

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

Outcome: 1 - A diverse and growing population.

Objective: 1.2 - Support older people in the community to positively age in place.

Executive Summary

This report seeks Council authorisation for the Chief Executive Officer to enter into discussions with the Department of Housing to explore options for the future ownership, management and operational arrangements for Minninup Cottages and Langley Villas housing assets.

Given the properties are subject to historical joint venture arrangements, asserted Housing Authority interests, SHERP obligations and ongoing community housing considerations, engagement with the Department is necessary to clarify its position and identify potential future options.

The report does not seek approval for any sale, transfer, lease, disposal or other transaction. Any future proposal arising from these discussions will be presented to Council for consideration and decision through a separate report.

Background

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

"COUNCIL RESOLUTION 103/05-25

That Council:

5. Instructs the Chief Executive Officer to undertake a review of the Shire's current service delivery model for managing its community housing portfolio and present an options report to a future Ordinary Council Meeting for consideration."

In accordance with this resolution, the Shire has commenced the review to assess the long-term sustainability of its involvement in the ownership, management and operation of community housing assets.

As part of the broader Asset Optimisation program of works and the associated service delivery reviews, the Shire is seeking to identify the most appropriate long-term arrangements for these assets, with a focus on ensuring community housing services remain available within the district while reducing the financial, operational and governance risks associated with direct local government ownership and management.

The review recognises that housing provision and tenancy management are specialised functions typically undertaken by dedicated housing providers and government agencies with access to broader resources, expertise and funding opportunities. Accordingly, Council is exploring opportunities to transition ownership, management or operational responsibility to an organisation better placed to deliver these services over the long term, while maintaining the community benefit that the assets currently provide.

Minninup and Langley properties have been identified as priority assets for engagement with the Department of Housing due to:

- a) Alignment with State housing objectives;
- b) Potential to secure a sustainable long-term management model;
- c) Opportunities to reduce the Shire's financial and operational and compliance risks; and
- d) The ability to support the continued provision of community housing within the Shire.

For the purposes of this report, references to the Department of Housing include the Housing Authority where relevant to historical agreements, equitable interests and SHERP obligations.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Major	High (10)
Risk Description:	Community perception of responsibility shifting.		
Mitigation:	Transparent communication and benefits articulation.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Likely	Major	High (10)
Risk Description:	Perception of potential changes to tenancy arrangements impacting residents.		
Mitigation:	Engagement with tenants and Department alignment		

Financial Implications

There is no immediate financial commitment associated with this report.

Future financial implications may include:

- a) Recognition and resolution of equitable interests;
- b) Valuation outcomes;
- c) Treatment of surplus and reserve funds;
- d) Transaction and legal costs;
- e) Conditions associated with any transfer or management arrangement.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Consultation undertaken to date includes:

Internal Consultation

1. A Council workshop was conducted, supported by a presentation and background documentation, to present an overview of the existing service and associated background documentation. The workshop provided Councillors with an overview of the current housing portfolio, key financial, legislative and operational considerations, potential future management pathways, and associated risks.
2. Resident engagement and historical interactions have identified concerns regarding tenure, affordability, maintenance, and future management; and
3. Internal consultation with relevant officers.

External Consultation

1. Residents of Minninup Cottages and Langley Villas attended a meeting with the CEO, Shire President and relevant staff to discuss the review.
2. Legal advice was obtained regarding ownership arrangements, Housing Authority interests, statutory obligations and divestment pathways.
3. Preliminary investigations and review of historical agreements were undertaken to understand Housing Authority and SHERP obligations affecting the properties.
4. Initial discussions and information gathering has occurred with relevant stakeholders to identify potential long-term housing outcomes and transition options.

Future Consultation

Should Council endorse this recommendation, future consultation and engagement activities may include:

1. Establishment of a dedicated project page on the Shire website providing updates, key documents and frequently asked questions.
2. Sustained stakeholder engagement with residents following key project milestones and prior to Council decisions.

3. Resident information sessions and meetings to discuss proposed arrangements and obtain feedback.
4. Updates through noticeboards and other communication channels within the housing facilities.
5. Ongoing engagement with the Department of Housing regarding ownership, management and transition arrangements.
6. Further consultation with any proposed Community Housing Organisation involved in future housing delivery.

The future consultation program will seek to ensure residents receive clear, accurate and timely information throughout the process and maintain confidence in the continuity of housing services.

Officer Comment

Given the historical joint venture arrangements, asserted Housing Authority interests, SHERP obligations and ongoing community housing considerations associated with these properties, the recommended approach is to pursue discussions with the Department of Housing rather than an open market process. This approach enables Council to fully consider the Department's interests, explore sustainable long-term management options, and support the continued provision of community housing outcomes within the community.

Executive recommends that Council authorise the Chief Executive Officer to commence discussions with the Department of Housing as the preferred next step in progressing the Minninup Cottages and Langley Villas review.

This option is recommended because the Department has a long-standing historical involvement in the assets through joint venture arrangements, asserted equitable interests and SHERP funding obligations. Early engagement provides an opportunity to clearly establish the Department's position, understand any constraints affecting future ownership and management arrangements, and identify potential pathways that maintain the community housing purpose of the facilities.

Proceeding in this manner provides Council with a structured and informed basis for future decision-making. Any proposed transaction, transfer or management arrangement would be subject to a separate report and Council decision.

COUNCIL RESOLUTION:	139/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY:	Cr Amanda McNab

That Council:

1. **Authorises the Chief Executive Officer to enter into discussions with the Department of Housing regarding Minninup and Langley housing assets to explore future management and ownership options;**
2. **Requests a further report to Council on the outcomes of discussions.**

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

Carried: 9/0 by en-bloc resolution 132/08-26

9.3.3 Preston Retirement Village – Expressions of Interest for Suitable Housing Provider

Report Details:

Prepared by: Community Housing Officer

Manager: Executive Manager Corporate

Location: Lot 501, 10 Sharp Street, Donnybrook WA 6239

File Reference: MONARCH-857934545-1957 **Voting Requirement:** Simple Majority

Attachment(s):

9.3.3(1) Information Memorandum (IM) - Preston Retirement Village

Executive Recommendation

That Council:

1. Notes that Preston Retirement Village operates as a retirement village and is subject to the requirements of the *Retirement Villages Act 1992* and relevant obligations under the *Local Government Act 1995*.
2. Notes the Shire has the freehold title for Lot 501, and that there are no other known restrictions on the Shire divesting Preston Retirement Village, subject to compliance with sections 3.59 and 3.58 of the *Local Government Act 1995* where applicable.
3. Endorses the Chief Executive Officer to commence the Expression of Interest (EOI) process for Preston Retirement Village to test the market interest from suitably qualified retirement village, aged housing, or community housing providers.
4. Notes that the Expression of Interest process is a market testing process only and does not commit Council to proceed with any sale, lease, transfer, or other transaction.
5. Requires that any Expression of Interest documentation include key resident protection principles, including security of tenure, continuity of existing contractual arrangements, affordability considerations, clear communication obligations, and demonstrated provider capability.
6. Requests that a further report be presented to Council following completion of the Expression of Interest process, including details of submissions received, shortlisted proponents if applicable, proposed transaction structures, financial implications, risk implications, and any statutory consultation requirements prior to any final decision.

Strategic Alignment

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

Outcome: 1 - A diverse and growing population.

Objective: 1.2 - Support older people in the community to positively age in place.

Executive Summary

The purpose of this report is to seek Council approval to progress Preston Retirement Village to an Expression of Interest process as part of the Shire's aged and senior housing service review project.

The Information Memorandum identifies that Preston Retirement Village is proposed to progress through market testing, including an Expression of Interest process, to identify suitably qualified retirement living or housing providers capable of assuming ownership and management responsibilities.

Legal advice confirms that the Shire may divest Preston Retirement Village as a retirement village business and the freehold title of Lot 501, noting that Lot 501 is subject to a memorial under the *Retirement Villages Act 1992* and that compliance with sections 3.59 and 3.58 of the *Local Government Act 1995* will be required where applicable.

This report does not seek approval to sell or transfer the facility. It seeks approval to test the market through an EOI process to ensure Council receives informed options before making any future decisions.

Background

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

"COUNCIL RESOLUTION 103/05-25

That Council: 5. Instructs the Chief Executive Officer to undertake a review of the Shire's current service delivery model for managing its community housing portfolio and present an options report to a future Ordinary Council Meeting for consideration."

As part of the broader service review program, the Shire is exploring options to transition ownership, management, or operational responsibility of housing assets.

An Information Memorandum ([Attachment 9.3.3\(1\)](#)) has been prepared by the Shire to support the Expression of Interest process for the future ownership, lease or management of Preston Retirement Village. The document outlines the strategic context for reviewing the Shire's current operating model, provides an overview of the village's assets, residents, occupancy arrangements, legislative framework, financial position and due diligence information, and identifies potential transaction options for suitably qualified providers. It also highlights key considerations for Council and prospective respondents, including resident protections, lease-for-life obligations, reserve funds, liability exposure, future development opportunities, and the need for any proposal to support the long-term sustainability of the village and continuity of housing outcomes for existing residents.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Major	High (10)
Risk Description:	Residents may experience concern regarding tenure, affordability, and future management.		
Mitigation:	Include resident protection requirements in EOI and maintain clear communication.		
Risk:	Likelihood:	Consequence:	Risk Rating:

Financial Impact	Almost Certain	Major	High (12)
Risk Description:	Existing liabilities, valuation outcomes, and transaction structure may affect financial result.		
Mitigation:	Obtain updated valuation and require proponents to identify liability treatment.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Major	High (12)
Risk Description:	Ongoing maintenance and capital renewal costs create long-term financial pressure for the Shire if the Village is retained.		
Mitigation:	Divest the Village to transfer future maintenance and asset management responsibilities to an experienced provider.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Moderate	Moderate (8)
Risk Description:	Any future disposal may require compliance with sections 3.59 and 3.58 of the <i>Local Government Act 1995</i> .		
Mitigation:	Continue staged legal review and ensure no transaction proceeds before statutory steps are completed.		

Financial Implications

At this stage, there is no immediate financial commitment to divest Preston Retirement Village. The EOI process is intended to identify market interest, potential transaction structures, future financial implications, and treatment of liabilities.

Any final financial implication will depend on market response, valuation outcomes, treatment of liabilities and reserves, and the negotiated transaction structure.

Policy Compliance

COMD/CP-7 Community Engagement

All consultation will be conducted in accordance with the Community Engagement Framework.

Statutory Compliance

The relevant statutory framework includes:

Retirement Villages Act 1992 — ongoing retirement village obligations and resident protections.

Consultation

Consultation undertaken to date includes:

1. A Council workshop was conducted, supported by a presentation and background documentation, to present the preliminary review and associated background documentation. The workshop provided Councillors with an overview of the current housing portfolio, key financial, legislative and operational considerations, potential divestment pathways, and associated risks.

2. Historical resident engagement identifying concerns regarding tenure, affordability, maintenance, and future management;
3. Internal consultation with relevant officers.
4. The Shire President, CEO and relevant staff met with residents to discuss the service review process.

Future consultation:

- a) EOI proponents;
- b) Ensure residents receive clear, accurate, and timely information;
- c) Focus on maintaining housing continuity and supporting tenant stability.

Officer Comment

The proposed EOI process is the next step to enable Council to test the market interest. It allows Council to assess whether there are suitably qualified providers with the capability, experience, financial capacity, and regulatory understanding required to assume future responsibility for Preston Retirement Village.

The EOI has been framed carefully so that proponents understand that resident protections are central to any future decisions made by Council. Consultation to date has identified resident concerns about security of tenancy, affordability, change in ownership or management, maintenance, and communication. Future Council decision making on this matter should ensure resident concerns are adequately addressed.

The EOI has requested that proponents address, at minimum:

EOI Requirement	Purpose
Retirement village or aged/community housing experience	To ensure the provider understands regulated housing operations.
Treatment of existing resident contracts	To protect continuity of existing arrangements.
Security of tenure approach	To respond directly to resident concerns.
Affordability position	To address concerns about future fees, charges, or financial impact.
Maintenance and asset management capability	To demonstrate capacity to manage long-term building obligations.
Proposed transaction model	To allow Council to compare sale, lease, transfer, or hybrid options.
Financial capacity and liability treatment	To understand implications for Council and residents.
Communication and transition plan	To ensure residents are supported through any future change.

The EOI process does not bind Council to proceed. Rather, it provides evidence for the next decision point and allows Council to compare realistic market options against the Shire's strategic, financial, legal, and community objectives.

COUNCIL RESOLUTION:	140/08-26	
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY: Cr Amanda McNab

That Council:

1. Notes that Preston Retirement Village operates as a retirement village and is subject to the requirements of the *Retirement Villages Act 1992* and relevant obligations under the *Local Government Act 1995*.
2. Notes the Shire has the freehold title for Lot 501, and that there are no other known restrictions on the Shire divesting Preston Retirement Village, subject to compliance with sections 3.59 and 3.58 of the *Local Government Act 1995* where applicable.
3. Endorses the Chief Executive Officer to commence the Expression of Interest (EOI) process for Preston Retirement Village to test the market interest from suitably qualified retirement village, aged housing, or community housing providers.
4. Notes that the Expression of Interest process is a market testing process only and does not commit Council to proceed with any sale, lease, transfer, or other transaction.
5. Requires that any Expression of Interest documentation include key resident protection principles, including security of tenure, continuity of existing contractual arrangements, affordability considerations, clear communication obligations, and demonstrated provider capability.
6. Requests that a further report be presented to Council following completion of the Expression of Interest process, including details of submissions received, shortlisted proponents if applicable, proposed transaction structures, financial implications, risk implications, and any statutory consultation requirements prior to any final decision.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 132/08-26

9.3.4 WALGA Local Government Convention and Annual General Meeting 2026

Report Details:

Prepared by: Administration Officer Corporate

Manager: Executive Manager Corporate

Monarch: Monarch-1488459077-48

Voting Requirement: Simple Majority

Disclosures of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.3.4(1) WALGA AGM Agenda

Executive Recommendation

That Council:

1. Authorise the attendance for the following Elected Members to attend the Local Government Convention to be held in Perth from Wednesday 16 September to Friday 18 September 2026, inclusive of the Annual General Meeting held on 17 September 2026.
 - 1.1. Shire President (voting delegate)
 - 1.2. Elected Member 1: Cr Alex Purich (voting delegate)
2. Requests the Chief Executive Officer to advise the WA Local Government Association (WALGA) of Council's nominees.
3. Voting delegates are authorised to vote on motions or amendments in the best interests of the Shire of Donnybrook Balingup.

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

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

Executive Summary

The WALGA Local Government Convention will be held in Perth from 16 to 18 September 2026, with the AGM on 17 September. The AGM allows members to review reports and vote on motions. Voting delegates will need to consider motions independently and act in the Shire's best interests. Council is asked to nominate attendees for both events.

Background

Elected Members and Chief Executive Officers from Local Governments have been invited to attend the annual Local Government Convention, which will be held at the Perth Convention and Exhibition Centre from Wednesday, 16 September to Friday, 18 September 2026. As part of Local Government Week, the WALGA Annual General Meeting (AGM) will take place on Thursday, 17 September 2026. A program for the Convention is available on the WALGA website.

Historically, the Chief Executive Officer, Shire President, and three Elected Members have attended this event. In 2025, President MacCarthy and Councillor Glover represented the Shire at the Convention.

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

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Rare	Minor	Low (2)
Risk Description:	All Elected Members want to attend the 2026 Convention.		
Mitigation:	Council limits the number of Elected Members to attend the event.		

Financial Implications

Attendance at the AGM is free for all Elected Members and officers from Local Governments, however Convention fees are as follows:

Convention Registration Fees	Estimated cost
Full Delegate – Local Government	\$1,300.00 (exc. GST)
Single Day Delegate	\$650.00 (exc. GST)
Accommodation* (Parmelia Hilton Perth, Quest Mounts Bay, Quest Kings Park, Adina Apartment Hotel, Duxton, Citadines St Georges Terrace)	Starting from \$250.00 pp/per night
Optional Extras	
Welcome Drinks	\$130.00 (exc. GST)
The Kingsman soirée	\$200.00 (exc. GST)
Icons Breakfast	\$120.00 (exc. GST)
12 hour parking	\$28.00 (exc. GST)
24 hour Parking	\$38.00 (exc. GST)

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

Expenditure for this purpose will be incurred from the 2026/27 Elected Member Conferences budget allocation.

Policy Compliance

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

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

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

- who is providing the invitation or ticket to the event?
- the location of the event in relation to the Shire of Donnybrook Balingup (within the district or out of the district).

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

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

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

Statutory Compliance

Nil.

Consultation

Nil.

Officer Comment

The theme for the 2026 Local Government Convention is 'Tomorrow's World', which reflects the rapidly changing environment Local Governments come across in Western Australia. From emerging technologies and shifting community expectations to economic pressures and global uncertainty, the challenges and opportunities facing the sector are evolving faster than ever before.

It also highlights that no two Local Governments, Councils or communities are the same. From remote and regional communities to metropolitan, every Member faces unique pressures, ambitions and priorities. Elected Member attendance at the Convention will support professional growth, help with solving local issues, and discovering new approaches and hearing what's working for other Local Governments. The program is available on WALGA'S website.

In addition to the formal sessions, the event provides valuable networking opportunities with other Local Governments. Held in conjunction with Local Government Week, the WALGA Annual General Meeting (AGM) will take place on Thursday, 17 September 2026. Those wishing to discuss proposed motions or provide input on voting preferences are encouraged to engage directly with the nominated voting delegates prior to the AGM. Council's representation at the AGM will contribute to policy development and strategic planning, enhancing the Shire's capacity to deliver good governance, services, and facilities to the community.

COUNCIL RESOLUTION: 141/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY: Cr Amanda McNab

That Council:

1. Authorise the attendance for the following Elected Members to attend the Local Government Convention to be held in Perth from Wednesday 16 September to Friday 18 September 2026, inclusive of the Annual General Meeting held on 17 September 2026.
 - 1.1. Shire President (voting delegate)
 - 1.2. Elected Member 1: Cr Alex Purich (voting delegate)
2. Requests the Chief Executive Officer to advise the WA Local Government Association (WALGA) of Council's nominees.
3. Voting delegates are authorised to vote on motions or amendments in the best interests of the Shire of Donnybrook Balingup.

For: Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 9/0 by en-bloc resolution 132/08-26

9.3.5 Adoption of the ICT Strategy and Strategic Roadmap

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

Monarch: MONARCH-1278560804-93

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts

Name: Nil.

Type: Nil.

Attachment(s):

9.3.5(1) ICT Strategy

Executive Recommendation

That Council:

1. Adopts the ICT Strategy and Strategic Roadmap prepared by Tango IT as a guiding document for the Shire's ICT planning and improvement program; and
2. Acknowledges the significant financial, resourcing and organisational implications associated with implementation of the Strategy; and
3. Requests the Chief Executive Officer align the Strategy with the Long Term Financial Plan prior to committing to major initiatives, including the ERP replacement project; and
4. Requests the Chief Executive Officer plan a staged and prioritised implementation, focusing initially on governance, cyber security and risk management improvements; and
5. Requests the Chief Executive Officer align the Strategy with the next Work Force Plan Review regarding delivery capability, including internal resourcing requirements and reliance on external providers; and
6. Requires regular reporting to the Audit, Risk and Improvement Committee on implementation progress, risks and financial impacts.

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 ICT Strategy prepared by Tango IT provides a comprehensive roadmap to modernise the Shire's technology environment and address critical risks, including system obsolescence, lack of governance, and cyber security vulnerabilities.

The Strategy identifies that the Shire's current ICT environment is fragmented, lacks formal oversight, and is reliant on an end-of-life core system, with inconsistent cyber security controls and limited internal ICT capability.

To address these issues, the Strategy proposes a multi-year transformation program over approximately four years, including replacement of the core ERP system, implementation of an ICT governance framework, and delivery of supporting technology systems and digital services.

The proposed roadmap represents a significant organisational transformation program, with estimated investment in the order of \$1.4 million to \$2.43 million, in addition to ongoing operational costs.

Given the scale of the proposed program, this report focuses on the governance, risk, financial and implementation considerations for the Audit, Risk and Improvement Committee.

Background

An initial budget allocation had been identified for an internal audit to be undertaken within the same year as both the Financial Management Review (FMR) and the Regulation 17 review. Given the overlap in scope between these review processes, and the presence of outstanding audit findings requiring action—specifically the need to develop a formal ICT strategy and supporting policy framework—it was determined that the proposed internal audit would provide limited additional value at that time. At the same time, it was recognised that the Shire’s ICT environment had evolved without a coordinated or strategic approach, resulting in an ad hoc and unplanned operating model that is not well aligned to the rapidly changing technology landscape.

Accordingly, a decision was made to redirect the allocated funds towards addressing the underlying audit findings through the development of a formal ICT Strategy and governance framework.

Tango IT was engaged to undertake this work, with the scope of the engagement to:

- Provide a comprehensive current state assessment of the Shire’s ICT environment;
- Develop a clearly defined future state vision aligned to the Shire’s ICT objectives; and
- Deliver a structured implementation roadmap outlining how the Shire can transition from its current environment to the desired future state.

The ICT Strategy was developed to respond to long-standing challenges within the Shire’s technology environment, including:

- A fragmented ICT environment with limited integration
- An end-of-life core financial system (SynergySoft)
- Limited ICT governance and decentralised decision-making
- Reliance on manual processes and duplicated data
- Limited internal ICT capability and reliance on a Managed Service Provider (MSP)

The Strategy proposes a transition to a modern, integrated, cloud-based ICT environment supported by formal governance frameworks, improved cyber security controls, and enhanced digital services for the community.

Implementation is proposed over four phases, commencing with governance establishment and ERP procurement, followed by system implementation, consolidation, and review.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Catastrophic	Extreme (20)
Risk Description:	ICT strategy costs are not aligned to the LTFP, resulting in unplanned financial pressure.		
Mitigation:	Align LTFP, stage investment, require business cases prior to commitment		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Major	High (12)
Risk Description:	ICT program costs exceed estimates due to scope creep or delays.		
Mitigation:	Implement project governance framework, staged procurement, contingency planning.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Major ICT investment is undertaken prior to establishment of governance frameworks		
Mitigation:	Prioritise ICT governance framework in Phase 1 before major procurement.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Inadequate oversight and reporting of ICT program results in poor decision-making		
Mitigation:	Establish ARIC reporting, project governance, and defined decision-making structures		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Catastrophic	High (15)
Risk Description:	Failure of end-of-life ERP system results in disruption to critical business systems and Council service delivery (finance, rates, payroll and customer services).		
Mitigation:	Prioritise ERP replacement, implement interim support and monitoring controls, maintain backups and disaster recovery capability.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Likely	Major	High (16)
Risk Description:	Limited internal ICT capability impacts ability to deliver the roadmap.		
Mitigation:	Secure project resources, define roles, supplement with external expertise.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Failure to implement ICT governance and systems results in non-compliance with PRIS and State Records obligations.		
Mitigation:	Implement data governance, records management, and privacy controls early.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Likely	Moderate	High (12)
Risk Description:	Overlapping ICT initiatives result in change fatigue and reduced delivery success.		
Mitigation:	Stage implementation, prioritise high-risk initiatives, apply change management.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	ICT procurement and implementation not aligned with legislation or policy		
Mitigation:	Update procurement policy, apply governance controls and compliance checks.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Catastrophic	High (15)
Risk Description:	Existing ICT environment exposes the Shire to cyber security risks prior to full implementation.		
Mitigation:	Continue uplift of cyber controls (EDR, MFA, monitoring, backups) and prioritise Essential Eight.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Major	High (12)
Risk Description:	Failure or delay in ERP implementation impacts multiple dependent projects.		
Mitigation:	Strong project governance, staged implementation and risk-managed delivery approach.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Major	High (12)
Risk Description:	Data loss, corruption or poor data quality during ICT transition.		
Mitigation:	Data migration planning, backup/restore processes, governance controls.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Major	High (12)
Risk Description:	Failure of ICT transformation results in service disruption and reduced community confidence.		
Mitigation:	Stage delivery, maintain service continuity, communicate changes clearly		

Financial Implications

The ICT Strategy presents significant financial implications for Council, including:

Capital Investment

1. Estimated program investment:
 - a. \$1.4M – \$2.43M (indicative)
2. ERP replacement alone:

- a. \$1.345M – \$2.31M

Ongoing Operational Costs

1. Estimated annual ERP costs:
 - a. \$60,000 – \$230,000 per annum

Additional Financial Considerations

1. Internal staff resourcing and backfill
2. Consultant and specialist support costs
3. Potential cost escalation if timelines extend
4. Increased MSP costs where service scope expands

At the time of reporting, the financial implications associated with the ICT Strategy are not reflected in the Shire's Long Term Financial Plan, as the Strategy was received following Council's endorsement of the 2026–2027 annual review of the Plan. This represents a governance and financial risk, as Council cannot reasonably commit to the proposed ICT program without a clearly aligned and funded financial framework.

Alignment of the Long-Term Financial Plan is therefore required as a matter of priority to ensure informed decision-making, financial sustainability, and appropriate oversight of the proposed investment.

Policy Compliance

Based on the Strategy and proposed initiatives, the following Shire policies/procedures are likely to require review, development or alignment:

- ICT Governance Policy - new
- Cyber Security Policy - new
- Records Management Policy - Update
- Procurement Policy (ICT procurement provisions) – amendment to current policy
- Privacy Policy (including PRIS requirements) - new
- ICT Asset Management Policy – Pending Approval
- Business Continuity and Disaster Recovery Plans - Updates

The Strategy identifies that many of these policy frameworks are either not in place or require further development.

Statutory Compliance

There are no direct statutory requirements under the *Local Government Act 1995* mandating adoption of an ICT Strategy. However, Council must ensure that:

- Appropriate systems and procedures are in place for financial management, risk management and internal control,
- Compliance with the *Local Government (Audit) Regulations 1996* – Regulation 17 (review of systems and procedures) is maintained, and
- Risks associated with information systems, including cyber security, are appropriately managed.

Privacy and Responsible Information Sharing Act 2024 (WA)

Requires local governments to manage personal information in accordance with defined privacy principles, including lawful collection, secure storage, controlled use and disclosure, and responsible information sharing, as well as mandatory reporting of serious data breaches.

State Records Act 2000 (WA)

Requires local governments to create, capture and maintain State records as evidence of business activities, implement an approved Recordkeeping Plan, and ensure records are securely stored, retained and disposed of in accordance with authorised standards.

The ICT Strategy directly addresses these legislative requirements by establishing appropriate governance frameworks, systems and controls to support compliance with privacy, information management, and recordkeeping obligations.

Consultation

Internal Consultation

The Strategy has been developed with input from:

- Executive Leadership Team,
- All business units, and
- The Shire's Managed Service Provider (MSP).

The ICT Strategy includes stakeholder engagement documentation and current state analysis.

Tango IT presented the ICT strategy to the Council Workshop 1 July 2026.

The ICT strategy has been endorsed by the Audit, Risk and Improvement Committee at its meeting held 24 June 2026.

External / Community Consultation

No direct community consultation has been undertaken in relation to the ICT Strategy. Relevant feedback from the recent Community Scorecard has been taken into consideration, the Strategy also identifies improved digital services and customer experience as key outcomes, indicating an anticipated benefit to the community.

Officer Comment

The ICT Strategy prepared by Tango IT provides a comprehensive and structured roadmap to address historical gaps in the Shire's ICT environment, including system obsolescence, limited governance and fragmented systems.

It is acknowledged, however, that since the completion of the current state assessment underpinning the Strategy, the Shire has already made material progress in reducing its cyber security risk exposure, particularly in strengthening core technical controls.

The improvements (as outlined in confidential report *9.1.1 Cyber Security Review & Management Action Plan* at the ARMC meeting 5 March 2026) demonstrate that the Shire has already commenced

addressing a number of the risks identified in the Strategy, particularly in relation to cyber security and operational resilience and is on track to meet the level 1, Essential Eight requirements by December 2026.

Notwithstanding this progress, the Strategy identifies broader structural issues, including the absence of a formal ICT governance framework, limited internal capability, and reliance on legacy systems and manual processes, which remain relevant and require strategic consideration.

It is important for the Committee to recognise that while early risk reduction measures have been implemented, the Strategy represents a significant transformation program beyond cyber uplift alone, encompassing governance reform, system replacement and organisational change.

Accordingly, the Strategy should be considered not as a discrete project, but as a multi-year program of work requiring careful staging, prioritisation and alignment with the Shire's financial and organisational capacity.

COUNCIL RESOLUTION: 142/08-26	
MOVED BY: Cr Tyler Hall	SECONDED BY: Cr Leanne Wringe

That Council:

1. **Adopts the ICT Strategy and Strategic Roadmap prepared by Tango IT as a guiding document for the Shire's ICT planning and improvement program; and**
2. **Acknowledges the significant financial, resourcing and organisational implications associated with implementation of the Strategy; and**
3. **Requests the Chief Executive Officer align the Strategy with the Long Term Financial Plan prior to committing to major initiatives, including the ERP replacement project; and**
4. **Requests the Chief Executive Officer plan a staged and prioritised implementation, focusing initially on governance, cyber security and risk management improvements; and**
5. **Requests the Chief Executive Officer align the Strategy with the next Work Force Plan Review regarding delivery capability, including internal resourcing requirements and reliance on external providers; and**
6. **Requires regular reporting to the Audit, Risk and Improvement Committee on implementation progress, risks and financial impacts.**

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

9.3.6 Representation Review – Determination of Preferred Representation Structure

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

Monarch: MONARCH-108089137-33

Voting Requirement: Absolute Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.3.6(1) Council Representation – Community Feedback

Executive Recommendation

That Council:

1. Notes the outcomes of the community consultation undertaken as part of the Shire's Representation Review.
2. Notes that a total of sixty-four (64) submissions were received during the consultation period (Attachment 9.3.6(1)).
3. Considers all submissions received and the relevant representation factors, including community preference, representation across the district, councillor workload and participation, decision-making effectiveness, financial implications, governance considerations and the long-term representation needs of the Shire.
4. Determines that the preferred representation structure for the Shire of Donnybrook Balingup is to retain the current structure of nine (9) Councillors.
5. Notes that retaining nine (9) Councillors received the highest level of community support, representing 50.0% of submissions received.
6. Authorises the Chief Executive Officer to prepare and submit the final Representation Review Report to the Local Government Advisory Board supporting the retention of nine (9) Councillors.

Alternative Recommendation

Should Council wish to support a reduction in the number of Councillors, the following alternative recommendation is provided for Council consideration:

That Council:

1. Notes the outcomes of the community consultation undertaken as part of the Shire's Representation Review.
2. Notes that a total of sixty-four (64) submissions were received during the consultation period.
3. Notes that retaining the current structure of nine (9) Councillors received the highest level of community support, representing 50.0% of submissions received.

4. Having considered the submissions received and the relevant representation factors, determines that the preferred representation structure for the Shire of Donnybrook-Balingup is to reduce the number of offices on Council from nine (9) Councillors to seven (7) Councillors.
5. Determines that a reduction to seven (7) Councillors is preferred on the basis that Council considers it will better:
 - 5.1. support effective and efficient decision-making;
 - 5.2. maintain fair and effective representation of the district;
 - 5.3. provide an appropriate balance between representation and governance efficiency;
 - 5.4. support the long-term sustainability of the Council structure;
 - 5.5. reduce the administrative and financial costs associated with Council representation; and/or
 - 5.6. other reasons as determined by Council and recorded in the minutes.
6. Recommends to the Local Government Advisory Board that an order be made under section 2.18(3) of the *Local Government Act 1995* to reduce the number of offices on the Council from nine (9) to seven (7).
7. Authorises the Chief Executive Officer to prepare and submit the final Representation Review Report to the Local Government Advisory Board, incorporating Council's reasons for preferring a reduction to seven (7) Councillors.

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 Shire is undertaking a Representation Review in accordance with the requirements of the *Local Government Act 1995* and the process outlined by the Local Government Advisory Board (LGAB) for representation reviews.

Community consultation was undertaken through a public discussion paper seeking feedback on five representation scenarios ranging from maintaining the current nine (9) Councillor structure through to reducing Council to five (5) Councillors.

A total of sixty-four (64) submissions were received. Consultation outcomes indicate the highest level of support was for maintaining the current structure of nine (9) Councillors, followed by reducing Council to seven (7) Councillors. Together these two options accounted for 78.1% of all submissions received.

This report presents an Executive Recommendation to retain the current structure of nine (9) Councillors and an Alternative Recommendation to reduce the number of Councillors to seven (7). This enables Council to determine its preferred representation structure at the meeting, having regard to

the consultation outcomes, the statutory representation factors and the Local Government Advisory Board review process.

Council is required to consider all submissions received and determine its preferred representation structure. Community feedback is a significant consideration but is not, of itself, determinative. If Council resolves to support an option other than the most supported consultation option, the reasons for that decision should be clearly recorded and included in the final Representation Review Report submitted to the Local Government Advisory Board.

Background

The *Local Government Act 1995* enables local governments to undertake reviews of their representation arrangements to ensure Elected Member representation remains fair and effective. At its May 2026 Ordinary Council Meeting, Council resolved to undertake a review of Council representation. The review was initiated by Council and was not the result of a request from the Department of Local Government, Industry Regulation and Safety or the Local Government Advisory Board.

As part of the Representation Review process, Council endorsed community consultation and invited submissions on the following five options:

- Maintain the current structure of nine (9) Councillors.
- Reduce to eight (8) Councillors.
- Reduce to seven (7) Councillors.
- Reduce to six (6) Councillors.
- Reduce to five (5) Councillors.

The purpose of the consultation was to obtain community feedback regarding the most appropriate representation structure for the future governance of the Shire. The results of the consultation are summarised within this report and will inform Council's preferred position for submission to the Local Government Advisory Board.

Options Available to Council

Council may resolve to support either of the recommendations presented in this report, or another lawful option arising from its consideration of the review. The two options presented for Council consideration are summarised below.

Option	Consultation outcome	Key considerations	LGAB submission implication
Retain nine (9) Councillors	Highest supported option: 32 submissions / 50.0%.	Maintains broad representation, geographic diversity, councillor availability and community access to Elected Members.	Final report submitted to LGAB confirming Council's preference to retain the current representation structure.

Option	Consultation outcome	Key considerations	LGAB submission implication
Reduce to seven (7) Councillors	Most supported reduction option: 18 submissions / 28.1%.	May support streamlined decision-making and modest cost savings, while retaining an odd number of Councillors. - Requires clear reasoning because it departs from the most supported consultation option.	Final report submitted to LGAB as a proposal to alter representation arrangements, including Council's reasons and recommendation for an order under section 2.18(3) of the <i>Local Government Act 1995</i> .

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Council may resolve to support an option that differs from the highest supported consultation outcome. This may create community concern if the reasons for the decision are not clearly documented.		
Mitigation:	The report presents both the consultation outcome and the broader representation factors for Council consideration. If Council supports a reduction to seven (7), the final review report to the Local Government Advisory Board should clearly state the reasons for that preference and demonstrate how submissions and the relevant factors were considered.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Moderate	Moderate (9)
Risk Description:	Council may resolve to support an option that differs from the highest supported consultation outcome.		
Mitigation:	The final LGAB submission should include Council resolutions, minutes recording consideration of submissions, assessment of options, consultation materials and supporting officer reports in accordance with the LGAB review guide checklist.		

Financial Implications

There are no direct financial implications arising from Council determining its preferred representation structure.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

The Representation Review process is undertaken pursuant to the *Local Government Act 1995*, including the provisions relating to local government representation reviews and proposals affecting representation.

Council is required to consider submissions received during the review process and determine its preferred representation model for referral to the Local Government Advisory Board.

If Council resolves to retain nine (9) Councillors, the Shire will submit a final review report to the Local Government Advisory Board confirming that Council has completed the review and resolved not to propose a change to the current number of Councillors.

If Council resolves to reduce the number of Councillors to seven (7), the Shire will submit a final review report to the Local Government Advisory Board requesting consideration of a proposal to alter the number of offices on Council. The report should include Council's reasons for supporting the reduction, particularly because the option differs from the highest supported consultation outcome.

The voting requirement for the item is listed as Absolute Majority.

Local Government Advisory Board Submission Requirements

The Local Government Advisory Board guide requires a review report to outline the process used and the outcome of the review. The officer report to Council forms the basis of the submission to the Board. To support compliance with the guide, the final submission should include, or be supported by, the following:

- a. A Representation Review Report, including an executive summary.
- b. Council minutes recording the decision to undertake the review.
- c. Council minutes recording the consideration of public submissions received.
- d. Council minutes recording the assessment of options against the relevant representation matters.
- e. Council minutes recording the final decision of Council, including whether Council supports retaining nine (9) Councillors or reducing to seven (7) Councillors.
- f. A copy of the public notice / advertisement and evidence of publication.
- g. A copy of the discussion paper and any other materials circulated to the community.
- h. A copy of the officer report to Council.
- i. A summary of submissions and key themes raised during consultation.
- j. If Council supports reducing to seven (7), a clear statement of Council's reasons for preferring that option notwithstanding that retaining nine (9) Councillors received the highest number of submissions.

The Local Government Regulations Amendment Regulations (No. 2) 2023 prescribe local governments into Classes 1 to 4. Class 3 and Class 4 local governments cannot be divided into wards. The Shire of Donnybrook Balingup is a Class 3 (Band 3) local government and therefore cannot establish or retain a ward structure under the current legislative framework.

Consultation

Community consultation was undertaken through a publicly advertised discussion paper seeking feedback on potential changes to Council representation.

Consultation methods included website consultation material, social media, E-Connect subscriber emails, library and recreation centre display information, the Shire President's recap and Shire Connect / Preston Press coverage.

A total of sixty-four (64) submissions were received. Analysis of submissions identified the following preferred options:

Preferred Option	Number of Submissions	Percentage
Maintain 9 Councillors	32	50.0%
Reduce to 8 Councillors	3	4.7%
Reduce to 7 Councillors	18	28.1%
Reduce to 6 Councillors	2	3.1%
Reduce to 5 Councillors	9	14.1%
Total	64	100.0%

The consultation results demonstrate that the greatest level of support was for maintaining the existing structure of nine Councillors, with the second highest level of support being for a reduction to seven Councillors. Together, these options represented 78.1% of all submissions received.

Key Themes

Broad and Diverse Representation

The strongest theme raised by respondents was the importance of maintaining broad representation across the district. Many respondents considered that a larger Council provides a wider range of views, experiences, skills and local knowledge and assists in representing smaller communities and outlying areas.

Geographic Representation

A significant number of submissions referred to representation of localities including Balingup, Kirup, Mullalyup, Mumballup, Noggerup, Argyle, Brookhampton and Upper Capel. Concerns were expressed that reducing Councillor numbers may increase the likelihood of representation becoming concentrated within larger population centres. Several respondents suggested ward, zone or locality-based representation models.

While these comments have been considered as feedback regarding representation outcomes, the establishment of wards is not available under the current legislative framework applicable to Band 3 local governments. Accordingly, ward-based representation does not form part of the options available for Council's determination as part of this review

Councillor Workload

Many submissions noted that Councillor responsibilities are significant and that reducing member numbers may increase workload and reduce the attractiveness of the role for future candidates.

Respondents also raised concerns regarding Councillor availability, succession planning and volunteer sustainability.

Efficiency and Cost

Supporters of reducing Councillor numbers generally referred to improved efficiency, streamlined decision-making and potential cost savings. Some submitters questioned whether savings would be significant if remuneration and allowances for remaining Elected Members increased as a consequence of increased workload.

Odd Number Representation

Several respondents expressed a preference for retaining an odd number of Councillors to minimise tie votes and reliance on a casting vote. This was particularly evident amongst submitters favouring seven or five Councillors.

Governance and Community Trust

A smaller number of submissions raised governance considerations including transparency, independent decision-making, factional voting, conflicts of interest and community confidence in decision-making processes. These comments extend beyond the numerical size of Council but remain relevant to broader representation considerations.

Officers note that a number of submissions supported the introduction of wards or locality-based representation. While this feedback demonstrates the importance the community places on geographic representation, wards are not an available option for the Shire under the current legislative framework applying to Band 3 local governments. As a result, those submissions have been considered as commentary regarding representation outcomes rather than as a representation option capable of being recommended by Council.

The consultation results indicate that the community places considerable value on broad representation, geographic diversity and maintaining access to elected members.

While support exists for reducing the number of Councillors, particularly to seven, the dominant themes raised through consultation identify potential risks associated with a reduction, including increased workload, reduced diversity of views and potential under-representation of smaller communities.

The consultation outcomes support two conclusions: first, the most supported option is to retain the current structure of nine Councillors; and second, if Council considers a reduction appropriate, seven Councillors is the community's preferred reduction option and is generally viewed as a balanced approach that maintains an odd number for decision-making while retaining reasonable representation across the district.

Officers consider that the consultation should not be interpreted solely as a numerical vote. Consideration should also be given to the themes consistently raised through submissions, particularly

representation of smaller communities, Councillor workload, long-term governance effectiveness and accessibility of elected members.

Council must ultimately determine which representation structure best balances effective governance, representation, financial sustainability and community expectations.

The purpose of the Representation Review is not solely to identify the option receiving the greatest number of submissions. Rather, Council must consider the submissions received alongside broader factors including governance effectiveness, equitable representation, future growth, community expectations and long-term sustainability.

The final recommendation submitted to the Local Government Advisory Board should clearly articulate the reasons supporting Council's preferred structure and demonstrate consideration of the views expressed through the consultation process.

Officer Comment

The consultation results indicate that the community places considerable value on broad representation, geographic diversity and maintaining access to Elected Members.

While support exists for reducing the number of Councillors, particularly to seven, the dominant themes raised through consultation identify potential risks associated with a reduction, including increased workload, reduced diversity of views and potential under-representation of smaller communities.

The consultation outcomes support two conclusions: first, the most supported option is to retain the current structure of nine Councillors; and second, if Council considers a reduction appropriate, seven Councillors is the community's preferred reduction option and is generally viewed as a balanced approach that maintains an odd number for decision-making while retaining reasonable representation across the district.

Officers consider that the consultation should not be interpreted solely as a numerical vote. Consideration should also be given to the themes consistently raised through submissions, particularly representation of smaller communities, Councillor workload, long-term governance effectiveness and accessibility of Elected Members.

Council must ultimately determine which representation structure best balances effective governance, representation, financial sustainability and community expectations.

The purpose of the Representation Review is not solely to identify the option receiving the greatest number of submissions. Rather, Council must consider the submissions received alongside broader factors including governance effectiveness, equitable representation, future growth, community expectations and long-term sustainability.

The final recommendation submitted to the Local Government Advisory Board should clearly articulate the reasons supporting Council's preferred structure and demonstrate consideration of the views expressed through the consultation process.

Assessment of Options

Matter	Retain 9 Councillors	Reduce to 7 Councillors
Community preference	Highest supported consultation option.	Most supported reduction option, but not the highest supported option overall.
Representation across district	Stronger ability to support broad representation across localities and smaller communities.	May still provide reasonable representation but fewer Councillors may increase concerns about geographic diversity.
Ward Representation	In assessing the consultation outcomes, officers have excluded ward-based representation as a potential recommendation. While a number of submissions supported wards, Council's options through the current review are limited to determining the preferred number of Councillors.	
Councillor workload	Maintains current distribution of workload across nine Elected Members.	May increase workload for remaining Councillors and affect availability and participation.
Decision-making effectiveness	Maintains current decision-making model and an odd number of Councillors.	Maintains an odd number of Councillors and may streamline discussion and decision-making.
Financial implications	No reduction in Elected Member costs.	Potential minor savings, subject to allowance settings and workload implications.
Governance considerations	Aligns with dominant consultation themes regarding access, diversity and representation.	Could be supported if Council considers governance efficiency and long-term sustainability outweigh the community preference for nine.
LGAB reporting	Submit review report confirming no change proposed.	Submit review report and proposal to alter representation arrangements, with clear reasons for departing from the most supported consultation option.

If Council resolves to retain nine (9) Councillors, the final review report should state that this option received the highest level of community support and is supported by the key consultation themes relating to broad representation, geographic diversity, councillor workload and accessibility of Elected Members.

If Council resolves to reduce to seven (7) Councillors, the final review report should expressly record that Council considered the consultation outcome but gave greater weight to one or more other representation factors, such as decision-making effectiveness, governance efficiency, potential financial savings, long-term sustainability or the view that seven Councillors provides an appropriate balance between representation and efficiency. The reasons should be recorded in Council's resolution or reflected in the officer report and minutes to assist the Local Government Advisory Board in assessing the review.

Recommendation Options

Officers consider the consultation results provide a sound basis for Council to retain the current structure of nine Councillors. This option received the highest level of community support and was most consistently associated with maintaining broad representation, supporting smaller communities, managing Councillor workload and preserving access to Elected Members.

An alternative recommendation to reduce to seven Councillors has also been included to allow Council to determine whether it considers that a reduction better balances governance effectiveness, financial sustainability and long-term representation needs. If Council supports the alternative recommendation, the final Representation Review Report should include the reasons for that position and demonstrate how Council considered the consultation outcomes and other relevant representation factors.

COUNCIL RESOLUTION:	143/08-26	
MOVED BY:	Cr Amanda McNab	SECONDED BY: Cr Grant Patrick

That Council:

- 1. Notes the outcomes of the community consultation undertaken as part of the Shire's Representation Review.**
- 2. Notes that a total of sixty-four (64) submissions were received during the consultation period (Attachment 9.3.6(1)).**
- 3. Considers all submissions received and the relevant representation factors, including community preference, representation across the district, councillor workload and participation, decision-making effectiveness, financial implications, governance considerations and the long-term representation needs of the Shire.**
- 4. Determines that the preferred representation structure for the Shire of Donnybrook Balingup is to retain the current structure of nine (9) Councillors.**
- 5. Notes that retaining nine (9) Councillors received the highest level of community support, representing 50.0% of submissions received.**

- 6. Authorises the Chief Executive Officer to prepare and submit the final Representation Review Report to the Local Government Advisory Board supporting the retention of nine (9) Councillors.**

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

Carried: 9/0 by absolute majority vote

9.3.7 Donnybrook Balingup Chamber of Commerce & Industry Inc Committee Representative

Report Details:

Prepared by: Administration Officer Corporate

Manager: Executive Manager Corporate

Monarch: Monarch-1018360867-40

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: Cr Leanne Wringe

Type: Impartiality

Attachment(s):

Nil.

Executive Recommendation

That Council:

1. Appoint Cr Leanne Wringe as a Shire representative to the Donnybrook Balingup Chamber of Commerce and Industry Inc Committee.

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 appoint Councillor Leanne Wringe as the Shire's representative on the Donnybrook Balingup Chamber of Commerce and Industry (DBCCI) Committee.

Background

The Donnybrook Balingup Chamber of Commerce and Industry (DBCCI) is a not-for-profit organisation that supports and advocates for local businesses and promotes economic development within the Shire. Councillor Leanne Wringe has served on the DBCCI Committee in a personal capacity since 2017 and has expressed a desire to continue her involvement as the Shire's appointed representative.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Insignificant	Low (4)
Risk Description:	The Shire may miss opportunities to engage with and contribute to discussions affecting the local business community if it is not represented on the DBCCI Committee.		
Mitigation:	Appoint an Elected Member to the Committee.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

Consultation

Nil.

Officer Comment

The DBCCI provides a forum for engagement with the local business community and contributes to initiatives that support economic development within the Shire.

Councillor Wringe has been involved with the DBCCI Committee since 2017 and has indicated her willingness to continue serving on the Committee as the Shire's representative. Formalising this appointment will ensure Council maintains representation and a direct connection with matters affecting local businesses and economic development.

It is therefore recommended that Council appoint Councillor Leanne Wringe as the Shire's representative on the DBCCI Committee.

COUNCIL RESOLUTION: 144/08-26	
MOVED BY: Cr Reggie Keown	SECONDED BY: Cr Tyler Hall

That Council:

- 1. Appoint Cr Leanne Wringe as a Shire representative to the Donnybrook Balingup Chamber of Commerce and Industry Inc Committee.**

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

10. Elected Member Motions

10.1 Cr Anita Lindemann

10.1.1. Review of Local Firewood Collection Management Practices and Future Options for the Shire of Donnybrook Balingup

Report Details:

Prepared by: Councillor Lindemann

Manager: Nick O'Connor, Chief Executive Officer

File Reference: **Voting Requirement:** Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

Nil.

Elected Member Recommendation

That Council requests the CEO to investigate what other Shires in the South West, Greater Southern and particularly the Perth Hills are doing to manage local firewood collection. A report to be delivered to Council.

Strategic Alignment

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

Outcome: 5 - A healthy and sustainable natural outcome.

Objective: 5.1 - Care for the natural environment.

Elected Member Summary

Council is asked to consider seeking information that will assist in forming a strategy for our Shire into the future, ensuring the preservation of our surrounding forests and conservations areas whilst managing the growing demand for wood collection.

Elected Member Background

On the 1st of August 2026, I wrote an email to Council outlining my observations whilst out in the bush daily. There appeared to be a noticeable increase in firewood collection in non designated areas, and less than 5kms from town.

Noted in the email were the following points:

- Dead trees that are standing and possible habitat, have been cut down in summer, in preparation for a return in the winter for firewood.
- There was at one point 3 chainsaws that could be heard all in close proximity and near the Munda biddi trail, again not in a designated fire wood collection area.
- Cars are making their own tracks through the bush.

- Cars are going onto the single tracks of the Munda biddi and in die back areas.
- Collection of firewood is happening in areas not marked for firewood collection by DBCA
- There was an article from a resident in Argyle near Boyanup speaking of trees been cut down, in the most recent August edition of the Preston Press
- The cost of purchasing legal firewood from reputable commercial dealers is approx \$1200 for 4 Tonne, and increasing each year.
- There appears to be little management of illegal collection and sale of wood on Marketplace and other Social Media groups.
- There is no way to verify if wood is coming from private property or our forests.
- There is collection happening of more than the allowable one tonne (6 x 4 trailer 30cm deep) per 60 days.
- All wood must be strictly fallen trees, cutting down dead or live trees including breaking parts off is illegal yet the photos I took were all trees which had been cut at the base.
- Wood must only be collected in official DBCA mapped areas, none of these areas are within the 5km radius in which I took the attached photos in the original email.
- Since my email, two more posts have been on the Donnybrook Community page, one post was looking for a lost chainsaw in an area not designated for wood collection, another mentioning a number of felled trees in Mullalyup.
- You require a permit to sell wood off private property. You can not sell wood gathered from public bushland or state forest unless you hold a commercial license or contract.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Likely	Moderate	Moderate (6)
Risk Description:	Not forward planning when the risks of environmental vandalism are apparent		
Mitigation:	Anticipating possible increased demand on our surrounding natural bush and plan for workable, sustainable changes to ensure fair and equitable use whilst balancing the preservation of our natural resources.		

Financial Implications

As this is a directive for an initial enquiry, there would be the cost of officer's time.

Policy Compliance

Council Policy COMD/CP5 Tourism in Donnybrook Balingup

In accordance with Section 2.15 Council will, where practicable, support the establishment of sustainable and viable National parks, enhancements of specific natural features, conservation areas, of outstanding beauty and recognise items of heritage significance

Statutory Compliance

Nil.

Consultation

Nil.

Elected Member Comment

There is no way to truly monitor or police these infringements, particularly if they happen mostly out of usual business hours.

Western Australians love collecting firewood. Many need it as the homes built are often old fibro chalets or other energy inefficient, uninsulated abodes.

Finger pointing, complaining or ending wood collection in our Shire is not the purpose of this motion but flagging that many collecting firewood are doing it wrong, taking this “free” wood, maybe profiting, maybe taking more than allowable, driving in the wrong areas, causing damage, loss of habitat, not respecting the natural resource and of course people may be visiting from outside of the area, as they have few areas close by to obtain firewood and the lack of publicised information leading to ignorance. As there is no native logging, population increases, cost of living increases including fuel and electricity, the tradition of getting your own wood continues. How might we manage this into the future?

If we have 3000 homes, guessing 2000 have fires as again there are no records but it has been noted that as firewood is readily available in the South West, wood fires are often included in homes. Homes need 2 tonne a winter min, that’s 4000 tonne. That’s equivalent to a min 130 fully loaded logging trucks as they typically carry between 20 and 30 tonne. Of course some residents will purchase loads of wood from licensed wood suppliers, but due to online sellers and cost of living pressures it has been noted licenced commercial sales have fallen. If you then add in the gathering of wood from people visiting from the surrounding areas outside of the Shire, how much is being taken?

There are no kept records and none specific recorded volumes for our Shire.

Anything that’s free to take, represents little value.

I would like this to be part of a broader environmental discussion and eventual plan that some may argue is a DBCA problem and not a Shire problem.

But I would consider, just like mining or water conservation and use, it becomes our problem as it effects our community and the environment they love and requires management.

In the words of a living legend “Nature can do without us, but we can’t do without it”.

Officer Comment

Officers acknowledge that the unlawful collection of firewood is an issue of community interest. It is acknowledged that the regulation of this activity is not a local government matter. However, it is understood other local government areas have taken steps to address unlawful firewood collections in their jurisdictions and officers are willing to investigate regulatory practices in other local government areas and report back to Council.

COUNCIL RESOLUTION:	145/08-26	
MOVED BY:	Cr Anita Lindemann	SECONDED BY: Cr Grant Patrick

That Council requests the CEO to investigate what other Shires in the South West, Greater Southern and particularly the Perth Hills are doing to manage local firewood collection. A report to be delivered to Council (for the October Ordinary Council Meeting 2026).

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

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 RFT 2627-370 - Tree Pruning Services

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;

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

COUNCIL RESOLUTION: 146/08-26	
MOVED BY: Cr Vivienne MacCarthy	SECONDED BY: Cr Amanda McNab

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

12.1.1 RFT 2627-370 - Tree Pruning Services

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

The meeting was closed to the public at 7:04pm.

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

COUNCIL RESOLUTION:	148/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY:	Cr Amanda McNab

That Council re-open the meeting to the public.

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

The meeting re-opened to the public at 7:06pm.

12.2. Public reading of Resolutions that may be made public

COUNCIL RESOLUTION:	147/08-26		
MOVED BY:	Cr Leanne Wringe	SECONDED BY:	Cr Grant Patrick

That Council:

- 1. Accepts the tender submitted by BDA Tree Services Pty Ltd for Contract Number 2627-370, Tree Pruning Services.**
- 2. Authorises the Chief Executive Officer to enter into a contract with BDA Tree Services Pty Ltd for the provision of Tree Pruning Services for a period of three (3) years, in accordance with the tender submission and contract conditions.**
- 3. Authorises the Chief Executive Officer to execute all documentation necessary to give effect to the contract.**

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

13. Closure

The Presiding Member advised that the next Agenda Briefing Session will be held on 15 September 2026 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

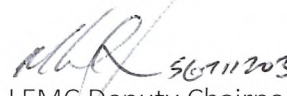
The Presiding Member declared the meeting closed at 7:07pm.



Minutes of Local Emergency Management Committee Meeting

Held on 28 July 2026 and at 10:00am
at the Donnybrook SES
(80 Bentley Street, Donnybrook)

Authorised:


56.11.203
LEMC Deputy Chairperson
Officer in Charge – Donnybrook Police Mick Fleay

Prepared:

5 August 2026

Disclaimer:

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

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

The Deputy Chairperson declared the meeting open at 10:03am.

2. Attendance

Committee Members:

WA Police - Deputy Chairperson	Mick Fleay
Shire of Donnybrook Balingup – CESM	Jess Cooper
Shire of Donnybrook Balingup - Chief Executive Officer	Nicholas O'Connor
Shire of Donnybrook Balingup - Director Operations	Ross Marshall
Shire of Donnybrook Balingup – Senior Ranger	Ange Browne
Donnybrook SES	Julie Carrick
Donnybrook District Hospital	Barry Moroney
Donnybrook District Hospital	Sally Shaw
St John Ambulance	Garry Davis for Amy Paddon
Water Corporation	Steve Collins
Telstra	Andy Boutell
Balingup Progress Association	Wendy Trow
Dept Fire and Emergency Services	Chris Sousa
DEMC	Melissa Howard
NBN Co	Justine Esmonde

2.1. Apologies

Shire of Donnybrook Balingup Chairperson	Cr Vivienne MacCarthy
Shire of Donnybrook Balingup - Local Recovery Coordinator, SCEO	Susie Delaporte
Shire of Donnybrook Balingup – Manager Development Services	Michelle Dennis
Shire of Donnybrook Balingup Bush Fire Brigades	Max Walker
Shire of Donnybrook Balingup Bush Fire Brigades	Mick Zwart
Volunteer Fire & Rescue Service	Ben Anderson
DBCA – Blackwood	Steve Ward/Ed Hatherley
DBCA - Wellington	

St John Ambulance	Dianne Langford Fisher/William Hogan
Water Corporation	Dave Stanik
Dept. Communities	Renee Flaxman
Dept. Communities	Mark Schorer
Community Home Care	Deb Lloyd
Dept Primary Industries & Regional Development	Jennifer Garlinge
Main Roads WA	Bruce Hancock
Red Cross	Patricia Martin
Tuia Lodge	Iona Dix
Western Power	Colin Jones
Western Power	Scott Fitzgerald

3. Declarations from the Presiding Member

The Chairperson to deliver the Committee's functions as per S.39 of the *Emergency Management Act 2005*:

- a) *To advise and assist the local government in ensuring that local emergency management arrangements are established for its district*
- b) *To liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
- c) *To carry out other emergency management activities as directed by SEMC or prescribed by the regulations.*

4. Declarations of Interest

Nil.

5. Confirmation of Minutes

5.1. Local Emergency Committee Meeting held on 19th May 2026

Minutes from the previous meeting of the Local Emergency Management Committee held on 19th May 2026 are attached [Attachment 5.1](#).

That the Minutes from the Local Emergency Management Committee Meeting held on 19th May 2026 be confirmed as a true and accurate record.

MOVED BY:	Ange Browne	SECONDED BY:	Ross Marshall
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6. Contact List Review

A current copy of the Shire of Donnybrook Balingup Local Emergency Management Committee Contact List was circulated for review.

7. Business Arising from Previous Meetings

Nil

8. Committee Member Reports

Committee members are invited to provide an update on their organisation, regarding issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the Committee in relation to Local Emergency Management Arrangements.

Written reports

8.1 – Ranger Services

8.2 – Department of Communities

8.3 – District Emergency Management Advisor

Verbal reports

Shire of Donnybrook Balingup, Director Operations, Ross Marshall

- Provided outline of Debrief Masterclass training
- Provided update to construction of Argyle Irishtown Bush Fire Brigade Station and expected completion date

Donnybrook SES, Julie Carrick

- Provided summary of storm event on June Long Weekend

Donnybrook VFRS, Jess Cooper

- Ongoing training with St John Ambulance, Casualty Handling being the main focus
- Successful recruitment drive, 4 new members
- Annual Dinner and Awards night was well attended

9. Business Arising from Committee Member Reports

Organisation	Business Arising	Action
St John Ambulance	Helicopter landing zones – issues identified during Easter Long Weekend	CESM to meet with SJA chairperson to discuss possible landing zones and improve communication methods with associated communication centres.
Shire of Donnybrook Balingup	Telstra outage June Long weekend storm, issues around inability to rectify issue, despite notifying DFES Regional Duty Coordinator	DFES to raise matter regionally to ensure processes are followed to enable Telstra to mobilise generators and contractors
Shire of Donnybrook Balingup	Storm Survey results and actions	Requested that the results and associated actions be communicated. CESM, Director Operations & Shire President to address
Shire of Donnybrook Balingup	Perform audit of each agencies assets and update LEMA accordingly	CESM

10. Correspondence

10.1. Correspondence In

Hon. Kristy McBain MP – Letter to President MacCarthy advising proposed reforms of Australia's disaster management system ([Attachment 9.1](#))

10.2. Correspondence Out

LEMC Community Survey

11. Information Tabled

Shire Community Survey following June Storm event – Attachment 10.1

Future Shire of Donnybrook Balingup LEMC dates are as follows:

Donnybrook Balingup LEMC	Tuesday, 28 July 2026	Tuesday 3 November 2026	Tuesday 19 January 2027	Tuesday 13 April 2027
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12. Post Incident Reports

Nil

13. Post Exercise Reports

Evacuation Exercise conducted on 19 May 2026 – review to be performed by LEMC as outlined in the LEMA.

14. Funding Nominations and Application Progress

Nil

15. Emergency Risk Management / Treatment Strategies Progress

Upcoming Events:

Date	Event	Venue	Expected Attendance
4/8/26	Yarning Circle	DDHS	100
21/8/26	Balingup Medieval Carnivale	Balingup Medieval Grounds	10,000
28/8/26	WA State Rally Championships	Jim McDonald Oval	300
1/10/26	True Grit	Linga Longa	3,000
1/10/26	Kirup Camino	Kirup - Balingup	120
16/11/26	Dark Down South	Jim McDonald Oval	350

16. LEMA Updates / Review

Animal Welfare in emergencies – First Draft 80% complete.

17. Key Achievements

Nil

18. Future Exercises

Nil.

19. Emerging Issues

Detection of H5 high pathogenicity avian influenza

20. Information for Public Distribution

LEMC Committee Members are invited to provide information that the Shire of Donnybrook Balingup can share on their behalf, via social media or the Shire's Website.

21. Closure

The Chairperson to advise that the next Local Emergency Management Committee Meeting will be held on Tuesday 3 November 2026 at 10:00AM, at the Donnybrook SES.

The Chairperson to declare the meeting closed at 11:14AM.



DRAFT MINUTES

**WARREN BLACKWOOD ALLIANCE OF COUNCILS BOARD MEETING
TUESDAY 4TH AUGUST 2026, 9AM | HOST: SHIRE OF NANNUP**

Meeting opened: 9.02am

1) Welcome

Cr Vivienne MacCarthy welcomed everyone to the Warren Blackwood Alliance of Councils (WBAC) Board meeting and invited Cr Hansen to give an acknowledgement of country.

Attendance

Voting:

Cr Vivienne MacCarthy SODB
Cr Tyler Hall SODB
Cr Stephen Carstairs SOBG
CEO Garry Adam SOBG
Cr Vicki Hansen SON
Cr Cheryle Browne SON
Cr Donelle Buegge SOM
Cr Steve Miolin SOM

Non-voting:

CEO Ben Rose SOM
CEO Nick O'Connor SODB
CEO David Taylor SON
Katie McDonnell, Executive Officer
Christopher McGimpsey, SWDC

Apologies for absence:

Billy Wellstead SWDC
Cr Helen O'Connell SOBB
CEO Leonard Long SOBB
Cr David Inglis SOBB
Cr Andrew McRae SOBG

2) Minutes of last meeting & matters arising

a) Minutes of meeting 02.06.2026

Minutes of WBAC Board meeting on 02.06.2026 are confirmed as true and correct.

**Moved: Cr Donelle Buegge
Seconded: Cr Vicki Hansen**

Carried 8/0

b) Out of session motions: Budget

That the Warren Blackwood Alliance of Councils Board adopt the Warren Blackwood Alliance of Councils 2026/27 Budget.

Carried out of session 7/0

c) Actions arising from Board Meetings

2025/2026 Board actions were circulated with the Board agenda.

- Board received an update that the CEOs forum has been scheduled for Thursday 13th August 2026.

Actions arising noted by the Board

Action: Executive Officer to send outstanding actions that have been delegated to the CEOs forum to Nick for inclusion on the agenda.

3) Correspondence

- a) Sent: WBAC to Ms Joann Wilkie
- b) Sent: WBAC to FPC
- c) Received: Ms Joann Wilkie 03.07.2026 (WBAC cc'd into letter to Bevan Eatts)
- d) Sent: SWDC re FPC
- e) Cr Andrew McRae 09.07.2026

Cr McRae resigned as a Board member representative for the Shire of Bridgetown-Greenbushes on 7 June 2026. On 9 July 2026, Cr McRae withdrew his resignation and confirmed that he would continue as a Shire of Bridgetown-Greenbushes representative on the Board.

Correspondence was noted by the Board

4) Finance

- a) 2025 – 2026 Financial Report

The 2025-2026 end of finance report is confirmed as true and correct.

Moved: Cr Donelle Buegge
Seconded: Cr Vicki Hansen

Carried 8/0

- b) 2026 – 2027 Budget

The year-to-date finance report is confirmed as true and correct.

Moved: Cr Vivienne MacCarthy
Seconded: Cr Tyler Hall

Carried 8/0

5) Southern Forests & Valleys update

- a) SF&V Project reports** were circulated with the Board papers including social media & website stats
 - i. Heritage Festival
 - 1. 2028 Festival: Tourism WA RES Grant
 - 2. Marketing & Communications Plan
 - ii. Busselton Airport Marketing Report

b) UCI Rainbow Rides

i. Rides overview

Additional to the circulated report, two regional planning meetings were held on 30 July: the first with Cycling Eventures and WestCycle, and the second with WestCycle and representatives from the three Shires delivering Rainbow Rides.

UCI Gravel World Championships

- Cycling Eventures advised that preparations for the Championships are progressing well, with growing international interest and strong support from businesses and the community.
- Approximately 400 competitors have registered so far, with capacity for up to 2,000. The calibre of elite and high-profile riders is reportedly exceeding expectations.
- Around 180 volunteers have registered against a target of 200, and more than 540 spectators have registered to receive event, parking and spectator-zone information.
- Cycling Eventures is forecasting approximately 6,000 to 8,000 attendees across the weekend.
- International visitors are expected to begin arriving from the Sunday before the event, with most competitors arriving by Tuesday. Some riders and teams will arrive up to two weeks earlier, creating opportunities to encourage regional dispersal and expenditure before the Championships.
- The event village will operate from Friday to Sunday, and Southern Forests & Valleys will participate in a shared tourism display alongside Tourism WA, Australia's South West and the Shire of Nannup.
- SBS will provide approximately two hours of live coverage on both Saturday and Sunday. WBAC and the Shires will investigate local watch parties between approximately 12.00pm and 3.00pm.

Southern Forests & Valleys Rainbow Rides

- Planning for the three community Rainbow Rides is progressing well:
 - Balingup: Sunday, 4 October at 10.00am, starting and finishing at the Balingup Medieval Site.
 - Bridgetown: Monday, 5 October at 10.00am, starting and finishing at Bridgetown Primary School.
 - Pemberton: Tuesday, 6 October at 3.00pm, starting and finishing at Pemberton District High School Oval.
- Each event will feature a 15km recreational ride, supported by family activities and a community event village. Bridgetown is also proposing a shorter eight-kilometre option for children and families.
- WestCycle is responsible for route development, registrations, risk management, event applications, first aid, volunteer coordination and operational delivery.
- WBAC is coordinating funding, regional marketing, visitor information, media, stakeholder engagement and cross-regional promotion.

- The participating Shires are coordinating local community activities, volunteers, businesses, community groups and local promotion.
- WestCycle is progressing the necessary approvals with ARC Infrastructure, the Public Transport Authority, DBCA, the Department of Education, the Forest Products Commission and the participating Shires.

ii. Marketing Plan

The circulated report detailed how the three Rainbow Rides will be promoted collectively as the Southern Forests & Valleys Rainbow Rides series.

iii. UCI: Shire of Nannup Emergency Management Meeting

- Shires are attending.
- Nannup Local Emergency Management Meeting
- Wednesday, emergency centre
- Last one was 6th May – had someone from each shire
- Shire of Nannup emergency management meeting this week,

Action: David Taylor to request SON staff member Geoffrey Allan to follow up if all Shires received an invitation

Southern Forests & Valleys update was noted by the Board

c) Total Trails website

- WBAC has identified a website operating through the former Total Trails domain that appears to have reproduced information, imagery and elements of the Southern Forests & Valleys branding from our website.
- A report was circulated outlining the background and timeline of the Total Trails website.
- The Shire of Bridgetown Greenbushes is assisting WBAC to investigate who is running the website.

Action: WBAC will continue seeking contact with the current website operator to request the removal or correction of Southern Forests & Valleys content, imagery and branding and to ensure the website clearly states that it is not affiliated with WBAC.

d) Proposed Tourism & Trails Advisory Group

WBAC has previously used regional advisory groups to support regional tourism initiatives. With WBAC's expanded role across destination marketing, visitor servicing, regional events and trails, the Board considered establishing a Tourism & Trails Advisory Group to strengthen collaboration and coordination between member Shires and regional stakeholders.

The Group would meet approximately twice per year and provide advice on regional tourism and trails priorities, projects, funding opportunities and emerging issues. It would operate as an advisory subcommittee with no delegated financial or decision-making authority, with recommendations reported to the Board.

One meeting would focus primarily on local government staff, with the second bringing together relevant regional stakeholders.

i. Terms of Reference

Draft Terms of Reference were circulated with the Board papers for consideration.

The WBAC:

- a) Establishes the Tourism & Trails Advisory Group as an advisory subcommittee of the Board.**
- b) Adopts the Tourism & Trails Advisory Group Terms of Reference.**
- c) Appoints Cr Donelle Buegge and Cr Vicki Hasen to the Group, with the Chair to be determined by the appointed members.**
- d) Authorises the Executive Officer to seek nominations from member Shires and relevant organisations and invite identified stakeholders to participate in the Group.**

Moved: Cr Vivienne MacCarthy

Seconded: Cr Tyler Hall

Carried 8/0

6) Executive Officer Report

The Executive Officer work report was circulated with the Board papers.

Executive Officer report was accepted by the Board

7) WBAC Regional Trails Strategy

a) Strategy update

Development of the Warren Blackwood Regional Trails Strategy is progressing well, with the main consultation phase nearing completion. Around 150 people participated in workshops and drop-in sessions across ten regional towns, and 512 responses were received through the Regional Trails Survey.

TRC Tourism is completing the remaining stakeholder discussions and has commenced drafting the regional context, consultation findings, gaps, opportunities and priorities. Work will now focus on developing the Strategy's strategic directions, priority projects and implementation framework, with the project remaining on schedule.

WBAC Regional Trails Master Plan report was noted by the Board

b) Trails Spend

To support development of the Warren Blackwood Regional Trails Strategy, member Shires are asked to provide details of their expenditure on trails over the previous five financial years, broken down by year.

- The information should focus on expenditure for physical trail development, construction and upgrades, rather than strategy preparation, planning or design work.
- Where possible, expenditure should identify the trail or project, funding source and amount contributed by the Shire and external grants.

Action: Executive Officer to email CEOs to request the trails spend information.

8) Warren Blackwood Stock Route

a) Project update

- WBAC continued to promote and improve the Warren Blackwood Stock Route, with a targeted social media campaign generating 49,400 views, 339 interactions and 316 website click-throughs.
- Strong interest was identified in guided, all-inclusive riding experiences. WBAC also responded to rider enquiries and progressed updates to visitor maps and heritage storytelling.
- Work continued with the Shire of Manjimup to map and plan the proposed Kimber Road realignment, including revised signage and trail marker locations.

Warren Blackwood Stock Route report was noted by the Board

b) Synergy Grant Application

WBAC developed the proposed Friends of the Warren Blackwood Stock Route volunteer network and submitted a \$10,000 Synergy Community Giving Fund application to support volunteer recruitment, training, equipment and coordinated trail stewardship.

Action: WBAC to request data from DBCA counters at WBSR campsites.

Synergy Grant application was noted by the Board

9) WBAC Climate Alliance

a) Climate Action for Warren Blackwood region

The wording agreed at the previous meeting has now been incorporated into the completed Climate Action for the Warren Blackwood Region booklet, included in the Board papers. The booklet provides a clear public-facing overview of WBAC's regional climate commitments, priorities and actions.

Climate Action for Warren Blackwood booklet was noted by the Board

b) Climate Risk Management: Local Government Application Guide

The Board considered the Australian Government's Climate Risk Management Guide: Local Government Application Guide. An initial review indicates that the Warren Blackwood Climate Alliance's existing Regional Climate Change Policy and Action Plan is broadly aligned with the Guide.

The Board noted that WBAC's climate-related documents should be reviewed during 2026/27 to strengthen climate risk and opportunity management, governance, integration with member Shire planning and monitoring and evaluation.

Action: Executive Officer to circulate the suggested amendments to the WBAC documents to member Shire sustainability officers for feedback, with CEOs copied in.

c) Waste Management Plan

i. Beyond Waste: Waste & Resource Recovery Conference

The Beyond Waste: Waste & Resource Recovery Conference will be held on 9–10 September 2026 at Crown Perth. The conference is relevant to WBAC's priority to investigate and develop a Regional Waste Strategy.

Member Shire representatives attending the conference will be asked to identify information relevant to the development of the Strategy and report back to WBAC.

Action: CEOs to advise the Executive Officer whether a representative from their Local Government will be attending the conference.

Action: Staff members attending the conference to be invited to the October WBAC meeting to provide an update on matters relevant to the development of a Regional Waste Strategy.

d) WBAC Climate Alliance Group

The role and future function of the WBAC Climate Alliance Group will be discussed at the upcoming CEO Forum, with recommendations to be brought back to the October Board meeting.

Action: CEOs to consider the role and future function of the Climate Alliance Group at the CEO Forum and report back to the October Board meeting with a recommendation.

Action: Executive Officer to email Climate Alliance Group members a copy of the Climate Action for the Warren Blackwood Region booklet and provide an update on the status of the Group.

10) General Business

a) Contracts update

CEO Nick O'Connor and the Executive Officer are finalising superannuation arrangements with the ATO, with draft contracts also being finalised.

Actions: Nick O'Connor and the Executive Officer to continue progressing the contracts and associated superannuation arrangements.

b) Forest Products Commission

The Board discussed the ongoing impacts of Forest Products Commission (FPC) plantations on local government, including the loss of rates revenue and broader impacts on member Shires.

The Board noted the need for continued advocacy with relevant State Government representatives, Treasury and FPC, including further consideration of the basis for rates equivalent payments and the broader financial impacts of FPC land acquisitions and plantation development.

The Board agreed to continue advocating for appropriate rates revenue to be returned to local government and to investigate the potential impacts on Local Government Grants Commission funding.

Action: WBAC to write to Minister Jarvis summarising previous correspondence, outlining the lack of response regarding the broader impacts and seeking support for future legislative changes.

Action WBAC to write to Minister Punch seeking support for the issue and advocacy for rates to be returned to local government.

Action WBAC to write to Libby Mettam as Opposition representative, outlining the issue and seeking support.

Action WBAC to follow up with FPC to request a meeting, noting the Minister's request that WBAC engage with FPC directly, and seek to arrange a meeting with FPC representatives when they are in the region for the UCI.

Action WBAC CEOs to collate relevant data, including expenditure to date, acreage purchased and mapping of new plantation areas, to support ongoing advocacy.

Action Shire representatives attending the Heads of Agencies lunch to raise the issue with relevant agencies, including DFES, DPHL, DPIRD and DWA.

Action WBAC to develop a funding application for WBAC addressing the loss of rates revenue and broader impacts for consideration by the Local Government Grants Commission.

Action FPC matters to be a standing agenda item for WBAC Board meetings until resolved.

11) Date of future meetings at 9am:

- a) Tuesday 13th Oct, Shire of Boyup Brook & AGM
- b) Tuesday 1st December, Shire of Manjimup
- c) Tuesday 2nd February 2027, Shire of Donnybrook Balingup
- d) Tuesday 6th April 2027, Shire of Bridgetown Greenbushes

Meeting Close: 10.33am



Minutes of the Audit, Risk and Improvement Committee

held on 26 August 2026 and commenced at 3:00pm
at the Council Chambers in Donnybrook
(1 Bentley Street, Donnybrook)

Authorised:

Mr Nick O'Connor, Chief Executive Officer

Prepared:

26 August 2026

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

The Chairperson declared the meeting open at 3pm.

2. Attendance

Members Present:

Cr Vivienne MacCarthy	Mr Phillip Anastasakis, Presiding Member (Independent)
Cr Tyler Hall	Mr Alan Lamb, Deputy of the Presiding Member (Independent, Online attendance)

Staff Present:

Nick O'Connor, Chief Executive Officer	Meta Hazeldine, Manager Financial Services
Robert Kennedy, Governance Coordinator Corporate Services	Samantha Farquhar, Administration Officer Corporate

Other Members Present:

Public Gallery: No members of the public in attendance.

Guests:

2.1. Apologies

Colin Young, Director Finance and Community
Ross Marshall, Director Operations
Loren Clifford, Executive Manager Corporate

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

3. Announcements from the Chairperson

Nil

4. Declarations of Interest

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors 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.

Nil

5. Public Question Time

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

Nil.

5.2. Public Question Time

Nil

6. Presentations

Nil.

7. Confirmation of Minutes

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

Minutes of the Audit, Risk and Improvement Committee Meeting held 24 June 2026 are attached as [Attachment 7.1\(1\)](#). At the Ordinary Council Meeting held on 22 July 2026, Council resolved to receive the minutes and adopt the recommendations as detailed in the 24 June 2026 Audit, Risk and Improvement Committee minutes. It is noted that, prior to presentation at the Council meeting, the Audit, Risk and Improvement Committee members confirmed the accuracy of the minutes via a flying minute process conducted by email.

EXECUTIVE RECOMMENDATION

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

COMMITTEE RESOLUTION: ARI 17/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY: Cr Tyler Hall

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

For: Cr Vivienne MacCarthy, Cr Tyler Hall, Mr Phillip Anastasaki
Against:
Carried: 3/0

8. Reports of Officers

8.1. Chief Executive Officer

8.1.1 Audit Findings Progress

Report Details:

Prepared by: Governance Coordinator

Manager: Executive Manager Corporate

Monarch: MONARCH-540448882-19 **Voting Requirement:** Simple Majority

Attachment(s):

8.1.1(1) Annual Audit Findings August 2026 status

8.1.1(2) Outstanding FMR/Reg17 Findings

Executive Recommendation

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.

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.

Item: Nil.

Executive Summary

It is requested that the Audit, Risk and Improvement Committee (ARIC) notes the latest update provided on the Audit Findings outlined in this report and [Attachment 8.1.1\(1\)](#) and [Attachment 8.1.1\(2\)](#).

Background

Under the *Local Government Act 1995* and associated regulations, the Shire is required to undertake several types of audits to ensure accountability and transparency. These Audit's consist of:

1. Financial Audits – The Shire must have their financial statements audited annually. This is mandated under Section 7.9 of the *Local Government Act 1995*.
2. Financial Management Review - is governed by Regulation 5(2) of the *Local Government (Financial Management) Regulations 1996*. This regulation requires the CEO to regularly review the appropriateness and effectiveness of the financial management systems and procedures of the local government, with a minimum frequency of once every three financial years.
3. Compliance Audits – The Shire must complete a compliance audit return (CAR) annually, which is reviewed by the ARMC, and Council then submitted to the Department of Local Government,

Sport and Cultural Industries. This requirement is outlined in Regulation 14 of the *Local Government (Audit) Regulations 1996*.

4. Audit Regulation 17 Review - is a requirement under the *Local Government (Audit) Regulations 1996*. It requires the Chief Executive Officer (CEO) of a local government to review the appropriateness and effectiveness of the local government's systems and procedures in relation to:
 - Risk Management
 - Internal Control
 - Legislative Compliance
5. Internal Audits - While not explicitly mandated, internal audits are recommended as part of good governance practices. They help the Shire identify and mitigate risks proactively.

Regular reporting on progress and actions taken in response to audit findings to the Audit, Risk and Improvement Committee should be undertaken to ensure transparency and accountability, demonstrating a commitment to addressing identified issues and improving governance.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Likely	Minor	Moderate (8)
Risk Description:	Not reporting updates on audit findings to the audit committee on a regular basis can lead to a lack of oversight, delayed corrective actions, and potential non-compliance with regulatory requirements.		
Mitigation:	Establish a reporting schedule and process as outlined in this report.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

An internal review of the findings by key responsible officers has been undertaken.

Officer Comment

A total of four audit actions remain outstanding since June 2026 from the 2025-26 interim audit letter ([Attachment 8.1.1\(1\)](#)). Two remain unresolved. The first relates to the introduction of an IT strategy and relevant policies. The second involves updating the Shire's policy suite. Adoption of the Shire ICT Strategy at the August 2026 Ordinary Council Meeting will represent a significant advance in

addressing the first of these findings, noting that the future dedication of resources will ultimately ensure successful implementation. Work on the Shire's suite of policies continues with a risk and resources-based approach to updating policies currently outside their scheduled review date. The approach also includes a thorough assessment of policy rationale to ensure Council is only required to consider policies of a strategic nature, consistent with the established Policy Framework adopted by Council.

Two items were closed out, concerning termination payments and purchase orders. An independent review of termination payments was conducted which identified no irregularities. Issues concerning purchase order process were resolved with reinforcement of appropriate processes with staff including the publication of a flow chart explaining purchase order processes. The flow chart was included in the Procurement and Contract Management Manual to ensure ongoing availability and exposure for new staff as part of the induction process.

The Financial Management Review (FMR) and the Audit Regulation 17 (Reg 17) Reviews were undertaken in December 2024, the findings from these reviews were presented to the committee at its March 2025 meeting. Subsequently presented in June 2025 to Council. The information below outlines the status/progress made in addressing the 102 findings.

A total of 102 audit actions were identified across the Regulation 17 and FMR reviews. Progress to date demonstrates that the majority of foundational governance, financial management, and compliance actions have been completed or substantially embedded.

- Completed: 89 actions
- Substantially progressed ($\frac{3}{4}$): 11 actions
- Partially progressed ($\frac{1}{2}$): 2 actions
- Early stage ($\frac{1}{4}$): 0 actions
- Not yet commenced: 0 actions

The Outstanding FMR and Reg17 audit findings are contained in [Attachment 8.1.1\(2\)](#).

Key Progress Since June 2026 and future activities

Governance, Policy and Compliance Framework

Significant progress has been made in strengthening the Shire's governance framework. A number of key policies have been reviewed, adopted, or updated, including the Legal Representation Policy (to be considered by Council at September Ordinary Council Meeting), Complaints Policy, Information Security, Working from Home and Purchasing Policy, and the structured, risk-based policy review program is now active. Other Council policies identified by auditors as focussed on operational functions and not of a strategic nature are currently under review or have been rescinded or transitioned to an Administration Policy. This includes:

- EMERG/CP-1 Fireworks Events (review underway)
- EMERG/CP-2 Permits for road verge burning (review underway)
- EXE/CP- 2 Document execution and Application of the Common Seal (review underway)

- FIN/CP-8 Building Insurance (rescinded)
- WRKS/CP-4 Road Use Approval for Restricted Access Vehicles (RAVs) on Council Road Network (rescinded)
- EXE/CP-1 Commercial Lease (rescinded with sunset clause for specific leases)
- HR/CP-3 Employee Recreation Centre Subsidy (transitioned to Administrative Policy)

Risk Management and Internal Controls

The Risk Management Framework has been implemented and is informing operational decision-making; however, practical application remains constrained by resourcing and reporting complexity. Controls relating to conflicts of interest, risk reporting, and facility operations have been strengthened, with ongoing refinement required to embed consistent practices and align service levels with risk exposure.

Financial Management and Procurement

Substantial improvements have been delivered in procurement, financial controls, and reporting. A revised Purchasing Policy has been adopted, supported by a Draft Procurement and Contract Management Manual now in use. The manual has been amended to include the Purchase Order flow chart process. Monthly management reporting has been introduced, stock control procedures implemented, and overhead allocation methodologies reviewed to ensure compliance with accounting standards. Procurement and contract management controls are partially implemented. While the Manual has been developed, full implementation, training and integration into practice remains ongoing, along with broader improvements to contract governance and oversight such as the development of a contracts register.

ICT Governance and Cyber Security

Material progress has been made in ICT governance, with a draft ICT Strategy developed and scheduled for Council adoption at the August 2026 ordinary council meeting. The Shire has adopted an ICT User Access Policy in order to:

- Establish a consistent framework for managing user access to the Shire's ICT systems
- Ensure access to systems and data is appropriate, authorised and aligned to organisational needs
- Reduce the risk of unauthorised access, data breaches and misuse of information resources

The Executive Leadership Team will now develop treatment plans for each of the ICT risks identified outside of the tolerance rating of 10+.

Records Management and Information Governance

The implementation of the Monarch EDRMS represents a major uplift in record keeping practices, with system rollout, training, and governance controls improving compliance and reducing risks associated with fragmented record storage and management. While the system has been implemented, organisational adoption is positive noting that some business units are staging their transition over the coming 12 months. Supporting procedures, and consistent staff training are ongoing to ensure compliance with recordkeeping requirements.

Operational Procedures and Service Delivery

Progress has been made in formalising operational procedures, with business units developing procedures and controls using a risk- and resource-based approach. Improvements have been made in key areas including revenue controls, cash handling, and facility operations; however, ongoing work is required to ensure consistency across all service areas.

Asset and Facility Operations / Workforce Alignment

A review of the Workforce Plan has confirmed that resources support core service delivery; however, staff feedback has identified some gaps in resourcing at certain facilities. The Shire is responding by applying a risk-based approach to service levels and continuing to refine resource allocation in line with risk exposure and operational requirements. Recruitment remains challenging for operations roles due to a tight local labour market.

Human Resources and Workforce Capability

Enhancements have been made to workforce management practices, including a focus on improved induction processes. Outside workforce are now using an induction passport to ensure full compliance while a revised internal induction process is being trialled with office-based staff.

Revised performance review processes have been introduced including the trial of structured rating scales and improved follow-up mechanisms based on the Chief Executive Officer's key performance indicators.

Registers and Control Frameworks

Key governance registers (including contracts, risk and asset registers) remain incomplete or under development. These are being progressed alongside system improvements and broader governance reforms but are not yet fully established or consistently maintained.

Complex Operational Reviews

A significant review of aged accommodation operations has commenced with resident consultation occurring in early August.

Significant progress has been made in addressing the Regulation 17 and FMR audit findings, particularly in foundational governance, financial controls, and compliance systems. Remaining actions are predominantly higher-complexity, multi-year reforms that are being progressed in a staged and risk-based manner. No critical or systemic control failures remain unaddressed, with residual risks identified and actively managed.

COMMITTEE RESOLUTION: ARI 18/08-26		
MOVED BY:	Cr Tyler Hall	SECONDED BY: Cr Vivienne MacCarthy

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.

For: Cr Vivienne MacCarthy, Cr Tyler Hall, Mr Phillip Anastasaki
Against:
Carried: 3/0

8.1.2 Compliance Audit Report 2025

Report Details:

Prepared by: Governance Coordinator

Manager: Executive Manager Corporate

Monarch: MONARCH-15366141-19

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Choose an item.

Attachment(s):

8.1.2(1) Compliance Audit Report 2025 Summary of Responses

Executive Recommendation

That the Audit, Risk and Improvement Committee:

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.

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 2025 Compliance Audit Return (CAR) has been completed for the period 1 January to 31 December 2025 and is presented to the Audit, Risk and Improvement Committee for review and endorsement prior to submission to the Office of the Local Government Inspector. The audit identified compliance with 116 of the 119 legislative requirements assessed, representing an overall compliance rate of 97.5%, with three items (2.5%) recorded as non-compliant. This reflects a significant improvement from the 2024 CAR, which reported a compliance rate of 92.5%.

Background

Local governments are required to complete an annual Compliance Audit Return in accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996*. The audit assesses compliance with a range of legislative requirements applicable to local government operations during the period 1 January to 31 December each year.

The 2025 CAR was undertaken by Shire staff using the prescribed format and scope issued by the Local Government Inspector. Responsibility for administering the CAR process has transitioned from the Department of Local Government, Industry Regulation and Safety (DLGIRS) to the Office of the Local

Government Inspector. Due to delays associated with establishing the Inspectorate, the statutory submission deadline has been extended from 31 March to 30 September 2026 for this reporting period.

The detailed compliance questions and responses are provided in [Attachment 8.1.2\(1\)](#).

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Moderate	Moderate (6)
Risk Description:	Failure to complete the 2025 CAR legislative process by the due date.		
Mitigation:	Adopt the Executive Recommendation to this report.		

Financial Implications

Nil

Policy Compliance

Nil

Statutory Compliance

The *Local Government (Audit) Regulations 1996* detail the compliance audit requirements for local governments.

Regulations 14 and 15 require the CAR to be reviewed by the Shire's Audit, Risk and Improvement Committee, with the results reported and presented to Council for adoption. Following this, the CAR requires certification by the Shire President and Chief Executive Officer and lodgment along with relevant documentation to the Local Government Inspector by 30 September 2026.

The meeting Minutes and recommendation to Council from the Audit, Risk and Improvement Committee is considered to constitute the report referred to in the legislation. Following presentation to Council, a certified copy of the 2025 CAR, along with an extract of the minutes of the meeting at which the CAR was adopted by Council, will be submitted to the Inspector as required by 30 September 2026.

Consultation

An internal review of the requirements for the 2025 CAR was assessed by key Shire Officers. The combined responses are detailed in [Attachment 8.1.2\(1\)](#).

Officer Comment

The 2025 CAR contained 119 questions (including sub-questions) grouped according to items of compliance legislation.

The result of the 2025 CAR was a positive compliance response (or not applicable response) to 116 of these requirements, with 3 non-compliance responses. The responses for each non-compliance question are detailed below and contained in [Attachment 8.1.2\(1\)](#).

Legislative provision	Compliance Requirement	Detail of Shire non-compliance	Remedial activity undertaken
<i>s5.75 Local Government Act 1995</i>	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	One councillor did not return a primary return within the prescribed period	The Shire has introduced online compliance system to make it easier for Elected Members and employees to complete these requirements. This includes an automated tracking and reminder system to ensure the relevant person is reminded of their obligation several times prior to the deadline.
<i>s5.76 Local Government Act 1995</i>	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?	Two councillors did not return an annual return within the prescribed period.	The Shire has introduced online compliance system to make it easier for Elected Members and employees to complete these requirements. This includes an automated tracking and reminder system to ensure the relevant person is reminded of their obligation several times prior to the deadline.
<i>Reg 35 Local Government (Administration) Regulations 1996</i>	Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?	One Councillor did not complete the course within 12 months of being elected.	Councillors have been reminded of the importance of completing training within the required period.

COMMITTEE RESOLUTION: ARI 19/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY: Cr Tyler Hall

That the Audit, Risk and Improvement Committee:

- 3. 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**
- 4. 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.**

For: Cr Vivienne MacCarthy, Cr Tyler Hall, Mr Phillip Anastasaki
Against:
Carried: 3/0

8.1.3 Strategic Risk Register Review and Risk Treatment Plan Update

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

Monarch: MONARCH-907132295-86

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Choose an item.

Attachment(s):

8.1.3(1) Risk Register - Strategic Updated 18-08-2026

8.1.3(2) Strategic Risk Treatment Plan - Updated 18 August 2026

Executive Recommendation

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.**

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 provides the Audit, Risk and Improvement Committee (ARIC) with an update on the Shire's Strategic Risk Register and associated treatment planning process.

Following a comprehensive review of the Strategic Risk Register, all strategic risks have now been assessed for control effectiveness and residual risk exposure. Strategic risks with residual risk ratings exceeding the Shire's adopted risk tolerance level of 9 have been subject to detailed treatment planning. These treatment plans identify risk ownership, existing controls, proposed treatment actions, success measures and monitoring requirements to support Executive and ARIC oversight.

The updated Strategic Risk Register identifies sixteen strategic risks across the organisation. Seven risks currently have residual risk ratings above the tolerance threshold and are subject to active treatment plans. These risks relate to pandemic preparedness, work health and safety, emergency management,

compliance, records and information management, asset sustainability, and ICT governance and cyber security.

The update represents a significant advancement in the maturity of the Shire's risk management framework and provides a mechanism for ongoing monitoring and continuous improvement.

Background

The Shire's Strategic Risk Register is a key component of its risk management framework and supports informed decision-making, governance oversight and organisational resilience.

A strategic review of the register has recently been completed. The review included:

- Reassessment of strategic risks;
- Review and documentation of existing controls;
- Assessment of overall control effectiveness;
- Recalculation of residual risk ratings; and
- Development of treatment plans for risks exceeding the Shire's tolerance threshold.

The updated register now incorporates documented controls and control effectiveness ratings for all strategic risks. Residual risk assessments indicate that a number of strategic risks remain above the organisation's tolerance level and accordingly require active management and monitoring.

The accompanying Strategic Risk Treatment Plans document has been developed to convert the Strategic Risk Register into a practical implementation and monitoring tool. The document identifies risk ownership, treatment actions, performance indicators and reporting requirements to support Executive Leadership Team and ARIC oversight.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Moderate	Moderate (6)
Risk Description:	Risks are not effectively monitored and treated		
Mitigation:	Ongoing ARIC oversight and treatment plan monitoring		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Moderate	High (12)
Risk Description:	Stakeholder confidence is reduced if significant risks are unmanaged		
Mitigation:	Regular reporting and implementation of treatment actions		

Financial Implications

There are no direct financial implications arising from the recommendation contained within this report.

Some treatment actions identified within the Strategic Risk Treatment Plans may require future budget allocation, resource reprioritisation or project funding. Any significant financial commitment arising from implementation of treatment actions will be considered through the normal budget and business planning processes and reported separately where required.

Policy Compliance

Nil

Statutory Compliance

The *Local Government Act 1995* requires local governments to establish and maintain appropriate systems and processes for governance, risk management and internal control.

Consultation

Internal consultation has been undertaken with:

- Chief Executive Officer;
- Executive Leadership Team;
- Strategic Risk Owners; and
- Relevant Officers responsible for implementation of control activities and treatment actions.

The Strategic Risk Register and treatment plans will continue to be reviewed through Executive Leadership Team processes and reported to ARIC as implementation progresses.

Officer Comment

The updated Strategic Risk Register demonstrates a significant increase in the maturity of the Shire's risk management processes.

The completion of control effectiveness assessments and development of treatment plans for all risks above the Shire's tolerance level provides a stronger framework for monitoring, accountability and continuous improvement. Future ARIC reports will focus on implementation progress, effectiveness of treatment actions and reassessment of residual risk ratings.

COMMITTEE RESOLUTION: ARI 20/08-26		
MOVED BY:	Cr Tyler Hall	SECONDED BY: Cr Vivienne MacCarthy

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.

For: Cr Vivienne MacCarthy, Cr Tyler Hall, Mr Phillip Anastasaki
Against:
Carried: 3/0

8.1.4 Privacy and Responsible Information Sharing – Implementation Progress

Report Details:

Prepared by: Community Housing Officer
Manager: Executive Manager Corporate
Monarch: MONARCH-1222330857-97 **Voting Requirement:** Simple Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

Nil.

Executive Recommendation

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

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 Shire continues to progress implementation of the *Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act)*, which introduced new privacy obligations for local governments from 1 July 2026 and mandatory data breach reporting requirements from 1 January 2027.

Significant progress has been achieved in establishing the governance framework necessary to support compliance. Key initiatives completed include adoption of the Privacy and Responsible Information Sharing Policy, establishment of an implementation plan, development of an Information Asset Register, and preparation of supporting operational procedures.

Implementation efforts are now focused on embedding privacy requirements into business processes, completing operational controls, delivering staff training, and establishing ongoing monitoring and reporting arrangements.

While implementation remains in progress, the Shire has established the foundational governance framework required to support compliance and reduce organisational privacy risks.

Background

The *Privacy and Responsible Information Sharing Act 2024 (WA)* establishes a new privacy framework governing the collection, use, disclosure and management of personal information by local governments and other public sector agencies.

In response to the legislation, Council adopted the Shire's Privacy and Responsible Information Sharing Policy (EXE/CP-18), establishing the organisation's commitment to protecting personal information and providing a framework for implementation of the new legislative requirements.

The Shire has adopted a staged implementation approach, recognising that compliance requires the development of governance arrangements, operational procedures, staff capability, monitoring systems and reporting mechanisms.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Failure to comply with PRIS Act requirements		
Mitigation:	Adoption of Policy, staged implementation, development of procedures and governance frameworks.		

Financial Implications

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

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

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

Policy Compliance

EXE/CP-18-Privacy and Responsible Information Sharing

Statutory Compliance

Privacy and Responsible Information Sharing Act 2024 (WA) Requires the local government to implement lawful, transparent systems for the collection, use, disclosure and sharing of personal information, including compliance with Information Privacy Principles and the establishment of governance frameworks.

Local Government Act 1995 Requires the local government to ensure proper governance, accountability and administration of its operations, including adopting policies that guide responsible decision-making and organisational practices. Section 2.7(2)(b) provides Council with the function of determining policies for the local government, and Section 5.41(g) requires the Chief Executive Officer to implement Council decisions, including adopted policies.

Consultation

Extensive internal consultation has occurred with relevant business units involved in information management, governance, records management and operational service delivery to inform development of the implementation framework and supporting procedures.

Officer Comment

Current Implementation Status

The implementation program is progressing in accordance with the adopted framework and includes the following key achievements:

Completed

- Adoption of the Privacy and Responsible Information Sharing Policy.
- Appointment of PRIS Champion arrangements.
- Establishment of the PRIS Implementation Plan.
- Development and rollout of the Information Asset Register framework.

In Progress

- Completion of the Information Asset Register.
- Development and implementation of collection notices.
- Development of the Information Breach Policy, Register and Response Framework.
- Legislative mapping and compliance assessment.
- Integration of privacy requirements into procurement and contract management processes.

Key Priorities Remaining

- Staff training and awareness.
- Access and correction processes.
- Privacy impact assessment processes.
- Information sharing procedures.
- Contract reviews.
- Ongoing compliance monitoring and reporting arrangements.

The current readiness assessment indicates that several implementation areas remain under development and require further work to achieve the maturity level recommended by the WA Government.

The implementation program remains on track and has established the key governance structures necessary to support compliance with the PRIS Act. The focus over the next implementation phase will be embedding operational controls, improving organisational capability through training, finalising compliance processes and establishing ongoing monitoring and reporting mechanisms.

The Committee will continue to receive periodic updates on implementation progress, emerging risks and organisational readiness.

COMMITTEE RESOLUTION: ARI 21/08-26		
MOVED BY:	Cr Vivienne MacCarthy	SECONDED BY: Cr Tyler Hall

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

For: Cr Vivienne MacCarthy, Cr Tyler Hall, Mr Phillip Anastasaki
Against:
Carried: 3/0

8.1.5 Chief Executive Officer Briefing

Executive Recommendation

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

COMMITTEE RESOLUTION: ARI 22/08-26		
MOVED BY:	Cr Tyler Hall	SECONDED BY: Cr Vivienne MacCarthy

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

For: Cr Vivienne MacCarthy, Cr Tyler Hall, Mr Phillip Anastasaki
Against:
Carried: 3/0

9. Meetings Closed to the Public

9.1. Matters for which the Meeting may be closed

Nil.

9.2. Public reading of Resolutions that may be made public

Nil.

10. Closure

The Chairperson advised that the next Audit Risk and Improvement Committee Meeting is scheduled for December 2026.

The Chairperson declared the meeting closed at 3.45pm

9. Reports of Officers

9.1. Director Operations

9.1.1 Development Application 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) Application letter
- 9.1.1(2) Forest Management Plan
- 9.1.1(3) Fire Management Plan
- 9.1.1(4) Agency submissions
- 9.1.1(5) Public submissions
- 9.1.1(6) Assessment under Clause 67
- 9.1.1(7) Applicant's reply to submissions

Executive Recommendation

That Council:

A. Pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P25070 for a Tree Plantation (Pine) and two dams on Lot 212 Hearle Road, Mumballup, subject to the following conditions and advice:

- 1. The layout of the lot, firebreaks, exclusion, and planting areas to be in accordance with the Forest Management Plan and Development Application Plan (Attachment 9.1.1(2)) 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. Prior to the commencement of any planting works, the Fire Management Plan prepared by Delta Forestry shall be amended to the satisfaction of the Shire. The amended Fire Management Plan shall include:**
 - a) Inclusion of the relevant local fire agency contact details at the beginning of the Fire Management Plan;**
 - b) A georeferenced map clearly identifying the precise location of the**
-

property, access points, water supply points, assembly areas and other critical infrastructure; and

- c) Provision of a minimum 50,000 litre firefighting water tank to provide a permanently available water supply for initial use during fire response.

Once approved, the amended Fire Management Plan shall form part of this development approval and must thereafter be implemented and maintained to the satisfaction of the Shire.

- 3. The applicant shall ensure that a single-page plantation map, containing the information required under condition 2. above and including details of fire management, 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 satisfaction of the Shire.

- 4. Prior to the first restricted burning period following planting, access tracks, firebreaks, and turnaround areas for emergency fire vehicles, as depicted in the approved plans, must be adequately installed with a trafficable surface. These areas must include appropriate surface water engineering structures to control and capture surface water, minimizing the risk of soil erosion. The access tracks, firebreaks, and turnaround areas must thereafter be maintained to the satisfaction of the Shire.

- 5. Setbacks:

- i. A minimum 6-metre setback must be maintained on either side of the watercourse and/or any drains, and a minimum 6-meter setback must be provided between all proposed plantation operation areas (this includes planting areas, access tracks and fire breaks) and existing native vegetation areas, with the setback located on the outside of the tree crown drip line if this line is further than 6m. The applicant must ensure that vehicles and planting works remain outside of these areas, to the satisfaction of the Shire

- ii. 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.

- 6. Any erosion and/or sedimentation issues that occur due to insufficient drainage

and/or stormwater management from the proposed development, including any firebreak or accessway, is to be rectified, so as not to impact any surrounding waterways and/or properties, including any road infrastructure, to the satisfaction of the Shire.

7. At least eighteen (18) months prior to any harvesting activities a Harvesting Plan is to be submitted to the Shire for assessment and approval under a separate development application. The Plan shall be referred to relevant authorities, including Main Roads WA, the Public Transport Authority (PTA), and the Department of Biodiversity, Conservation and Attractions (DBCA) and is to detail the proposed traffic management arrangements. No harvesting activities shall occur until the Timber Harvesting Plan has been approved to the satisfaction of the Shire.
8. Prior to the commencement of any planting works, the applicant shall construct to a gravel standard the:
 - i. new intersection on Hearle Road at the commencement of the unconstructed road; and
 - ii. currently unconstructed road from the new intersection up to and including the crossover to Lot 212.
9. Prior to the commencement of planting works, Hearle Road is to be designed, constructed, sealed, and drained for a distance of 50m from the intersection with Donnybrook-Boyup Brook Road, to the satisfaction of the Shire in consultation with Main Roads Western Australia, the Public Transport Authority and ARC Infrastructure.
10. Within three months of this approval, engineered drawings and certification by a suitably qualified engineer must be submitted to the Shire to confirm structural stability of the dams located within 20m of the setback area of Lot 212 (two in total).

ADVICE NOTES

- a. It is recommended that the applicant undertake consultation with surrounding residences/landowners prior to:
 - Planned/Prescribed burns;
 - Boundary fencing;
 - Use of herbicides/insecticides; and
 - Any other activity that the applicant considers may impact surrounding residences.
- b. The Department of Water and Environmental Regulation has advised:
 - i. Clearing of native vegetation is subject to the *Environmental Protection Act 1986 (EP Act)*, and in the event any clearing of native vegetation is proposed, the applicant must contact the Department's Native Vegetation Regulation section by email

admin.nvp@dwer.wa.gov.au or by telephone 6364 7098 to determine if a clearing permit is required under the *EP Act*.

- ii. All operations must comply with the *Code of Practice for Timber Plantations in Western Australia (FIFWA 2014)*, with the following commitments:
 - To maintain a minimum 6 metre non-planted buffer to the edge of the waterway
 - Risk mitigation measures to protect the waterway be detailed for the operations/harvesting, and design – to ensure ground disturbing activities do not result in erosion, and the mobilisation of sediment into the watercourse
 - Pine wildlings are controlled within remnant vegetation areas over the life of the plantation
 - Use of chemicals, such as herbicides and pesticides, and other pest control methods in plantation operations will be in accordance with State policies, procedures and approved usage.
- c. The applicant is advised that the approved development is located within/nearby Place ID No. 19795 contained on the Department of Planning, Lands and Heritage Aboriginal Cultural Heritage Inquiry System mapping. Approval may be required under the *Aboriginal Heritage Act 1972* prior to the development commencing. The *Aboriginal Heritage Act 1972* requires that any proposed activities that may impact Aboriginal sites must undergo an approval process. This includes notifying the Aboriginal Cultural Heritage Committee, which assesses the significance of the sites and recommends whether consent should be granted. The applicant is advised to contact the Department of Planning, Lands and Heritage (DPLH) at 08 6551 8002 or at AboriginalHeritage@dplh.wa.gov.au.
- d. Regarding the timber harvesting plan:
 - i. Main Roads Western Australia, Heavy Vehicle Services has advised that any extension of the existing RAV 3 network to service Lot 212 will require a separate application.
 - ii. The Bibbulmun Track, managed by the Department of Biodiversity, Conservation and Attractions (DBCA), runs along part of the proposed haulage route on Hearle Road. While the proposal does not result in the permanent loss of the Track, timber haulage operations may temporarily affect the safety and amenity of trail users. DBCA has recommended that the following measures be implemented:
 - Traffic management measures along haulage routes
 - Dust control strategies
 - Clear demarcation of haulage routes
 - Installation of appropriate hiker warning signage
 - iii. The Timber Harvesting Plan should also include measures for traffic management in the event of the re-opening of the Donnybrook-Katanning Railway, ensuring safe coordination between timber haulage operations and rail activities.

- iv. The Timber Harvesting Plan should address the upgrading of certain sections of the local road network, at the applicant's cost. This will include the construction of a new bitumen seal at the intersection on Hearle Road at the commencement of the unconstructed road (Road A); the upgrading of a 100 m section of Hearle Road between Donnybrook–Boyup Brook Road and the intersection with the unconstructed road (Road A) to a bitumen seal; the upgrading of a section of Hearle Road south of the intersection with the unconstructed road (Road A); and the upgrading of the gravel section of the access road (Road A) to a bitumen sealed standard up to, and including, the crossover to Lot 212 (refer Figure 4).

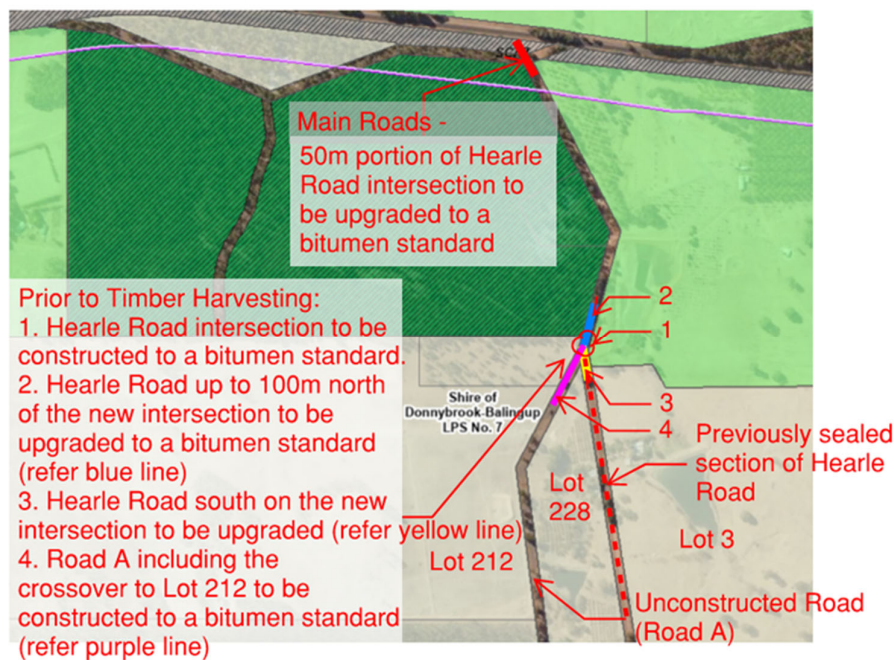


Figure 4 – Road upgrades

- v. The Timber Harvesting Plan, is to include the following, but not be limited to:
- Name of the plantation, location, lot numbers, and property boundaries.
 - Name and contact information of the harvesting operator.
 - Purpose of harvesting (e.g., commercial timber, thinning, fire risk reduction).
 - Expected volume of timber to be harvested.
 - Proposed harvesting schedule, including dates or seasons.
 - Existing infrastructure, including roads, tracks, firebreaks, and water points.
 - Type of harvesting to be undertaken (clearfell, selective, thinning).
 - Equipment to be used.
 - Techniques for minimising environmental impact.
 - Soil and water protection measures (erosion control, sediment barriers).
 - Vegetation protection, including control of invasive species.
 - Waste management and debris disposal procedures.
 - Rehabilitation of harvested areas.

- **Integration with the approved Fire Management Plan (FMP).**
- **Firefighting resources and water supply locations.**
- **Emergency response procedures.**
- **Emergency contacts and communication protocols.**
- **Reference to relevant legislation and guidelines.**
- **Notification of neighbours, local fire authorities, and relevant government agencies.**
- **Mechanisms for responding to complaints or concerns.**

This advice is provided to assist the applicant in preparing a comprehensive Harvesting Plan that meets the Shire's expectations.

- e. Applicant is advised that all rainwater tanks with a capacity greater than 5,000 L, including firefighting water tanks, require prior approval from the Shire through the issue of a Building Permit. Such tanks must also comply with the setback requirements specified under Local Planning Scheme No. 7 (LPS7).**
- f. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.**

Strategic Alignment

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

- Outcome:** 3 - The natural environment is well managed for the benefit of current and future generations.
6 - The built environment is responsibly planned and well maintained.
- Objective:** 3.1 - Care for the natural environment, including weed and pest management.
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 an application for development approval for a Pine Plantation on Lot 212, as detailed in the application letter, Forest Management Plan, and Fire Management Plan ([Attachments 9.1.1\(1\)–\(3\)](#)).

Officers do not have delegation to determine applications where public comments or concerns cannot be addressed through conditions. One public submission was received, raising suggestions for the consolidation of native vegetation, creation of a north–south vegetation corridor, and additional native planting to enhance biodiversity. These measures were not identified as necessary by the relevant technical agencies consulted. Accordingly, there are no planning or environmental grounds to impose conditions requiring the proposed consolidation or corridor planting. Additional submissions were received from various agencies regarding operational and safety considerations, which have been addressed through recommended conditions.

The use of the land for a Plantation is a permitted 'P' use within the General Agriculture zone and, as such, cannot be refused. However, the Shire may impose conditions to ensure compliance with Local Planning Scheme No. 7 (LPS7) development standards and requirements. Officers recommend that the application be granted approval subject to conditions and advice consistent with previous plantation approvals and LPS7 requirements.

Background

Proposal

The applicant advises the proposal would establish plantings of *Pinus radiata* trees (softwood) for future supply to domestic/international markets mainly for timber house frames and associated products.

Lot 212 (refer Figure 1) has an area of 65 hectares, with the proposed plantation covering 51 hectares. The remaining land will be retained as native vegetation (5 hectares) and used for buffers and watercourses (1 hectare) and firebreaks/tracks (8 hectares). The plantation will be divided into 8 cells, ranging from 3.2 to 16.3 hectares, as shown in Figure 2 (Development Application Plan). Plantation development activities, including mounding, spraying, planting, establishment of buffer areas, and ongoing maintenance, are detailed in the Forest Management Plan ([Attachment 9.1.1\(2\)](#)). The property has been previously used for grazing, and there are no existing buildings on the lot.

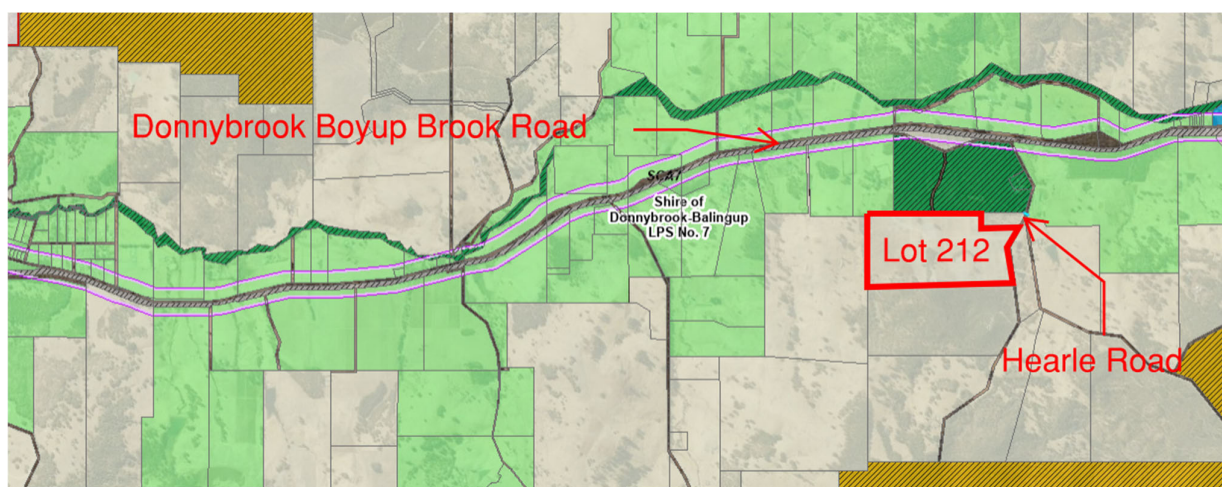


Figure 1 – Location Plan

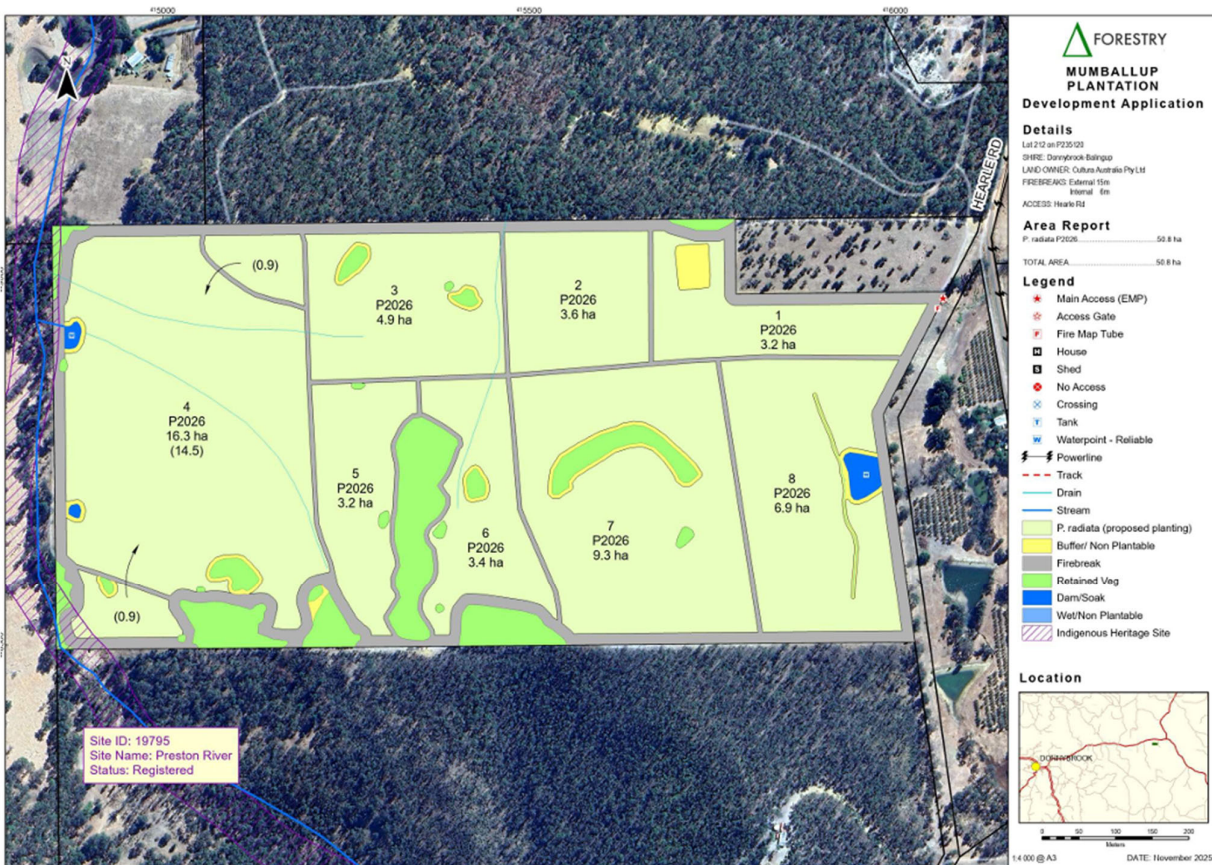


Figure 2 – Development Application Plan

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Insignificant	Low (3)
Risk Description:	Sloped areas and drainage channels on the site are at risk of erosion and sediment mobilisation during heavy machinery operations, particularly during storm events, which could result in contaminants or sediment runoff entering the Preston River tributary on the adjoining Lot 10, potentially impacting water quality and downstream ecosystems.		
Mitigation:	This risk can be mitigated by maintaining a strict 6-metre buffer from waterways and scheduling machinery operations during dry months.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Low	Low (1)
Risk Description:	The development requires an extension of RAV 3 approval for heavy vehicles through a separate Main Roads WA application and haulage operations may create safety hazards due to gravel drag, intersection geometry, and travel along sealed and unsealed roads. Additionally, timber transport could temporarily impact Bibbulmun Track users through reduced visibility, dust, and increased traffic, potentially affecting public safety and amenity.		

Mitigation:	This risk can be mitigated by requesting as a condition of approval a timber harvesting application and implementing traffic management, signage, and dust control measures along haulage routes.
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Financial Implications

The applicant has paid all relevant application fees. If Council refuses the application the applicant may exercise the right to have the decision reviewed by the State Administrative Tribunal. If that is the case, then it may be likely that there will be additional resourcing required (staff time and/or the cost of appointing a consultant to represent the Shire).

Policy Compliance

See details in Cl.67 assessment ([Attachment 9.1.1\(6\)](#)).

Statutory Compliance

The application has been assessed against the relevant and applicable statutory Shire of Donnybrook Balingup Local Planning Scheme No.7 (LPS7) provisions, and the proposal has also been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in ([Attachment 9.1.1\(6\)](#)).

The proposal is considered compatible with the purpose and relevant objectives for the General Agriculture zone and is compatible with the surrounding developments and the amenity and rural character of the area.

The subject land does not have legal and constructed access, and this require consideration under clause 4.34 and 4.37 of LPS7 that reads as follows:

4.34 Development of land without constructed/dedicated road frontage or access

Notwithstanding any other provision of the Scheme, development approval is required for any development on land abutting an unconstructed road or a lot or location which does not have frontage to a dedicated road. In considering such an application, the local government may –

- (i) refuse the application until the road has been constructed and/or access by means of a dedicated and constructed road is provided; or*
- (ii) require other legal arrangements to be made for permanent legal access to the satisfaction of the local government; or*
- (iii) where dedicated road access is available, grant approval to the application subject to a condition requiring the applicant to pay a sum of money for the cost of constructing the road or part thereof or construct the road to the local government's road construction standards.*

4.37 Services to all development

The local government shall not grant development approval to the carrying out of any development on any land unless –

- (i) a water supply and facilities for the removal or disposal of sewerage and drainage are available to that land (unless the proponent can demonstrate that the use does not require these services to the satisfaction of the local government);*
- (ii) appropriate legal and practical vehicular access are in place to the satisfaction of the local government;*
- (iii) and satisfactory arrangements have been made for the provision of that supply and those facilities.*

Officers have considered the road upgrades to be made to the unconstructed road in the allocated road reserve and further detail is provided in the Officer Comment section of the report.

Further consideration has also been given to the development of the dams within the boundary setback area, one of which is abutting a road (although unconstructed at this stage) under LPS7. Under LPS7 Schedule A Supplemental Provisions, development approval is not required where the external foot of the dam wall and associated water storage are located more than 20 m from the lot boundary. Two of the dams do not meet this standard and further detail regarding these are provided in the Officer Comment section of the report.

The Shire sought legal advice that confirms that due to this plantation relying upon access from an unconstructed road and requires considerations of variations to development standards within LPS7, development approval is required. As development approval is required, the application then becomes the subject of a full assessment, including all considerations identified within clause 67 of the Deemed Provisions ([Attachment 9.1.1\(6\)](#)).

Consultation

Public Submissions

As plantation is a permitted use within the zone, officers exercised discretion under Clause 64(1)(c) of the Deemed Provisions to refer the application to owners of nearby properties who, in the opinion of the local government, may be affected by the granting of development approval. The proposal was not advertised by way of on-site signage, local newspaper notice, or publication on the Shire website. One public submission was received. A copy of the submission is included in [Attachment 9.1.1\(5\)](#).

Below is a summary of the submission with officer comment:

Objection	Comment
The submitter does not object to the plantation use itself, acknowledging that a <i>Pinus radiata</i> plantation is a permitted use within the General Agriculture zone. However, they object to the current design and layout of the proposal. The primary concern is the retention, protection and enhancement of native vegetation on the site. The submission argues that the	The application was referred to the Department of Water and Environmental Regulation (DWER) and the Department of Biodiversity, Conservation and Attractions

Objection	Comment
current proposal retains only small, isolated pockets of native vegetation, which are considered insufficient to ensure long-term ecological protection due to potential hydrological impacts and disturbance from surrounding plantation operations. The key requests are: • Consolidation of existing native vegetation into larger, more viable patches capable of surviving long term. • Creation of a continuous north–south vegetation corridor across the site to improve habitat connectivity between substantial areas of native vegetation located to the north and south of the property. • Additional native planting within the consolidated corridor to enhance biodiversity and ecological resilience. The submission contends that these modifications would better align the proposal with the objectives of LPS7, including: • Protecting and enhancing environmental values and natural resources (Section 1.7). • Retention and protection of native vegetation within the General Agriculture zone (Section 3.5). • Provisions under Section 4.7 relating to tree planting and vegetation corridors. In summary, the objection is not to the plantation use itself, but to the layout and environmental design, with the submitter seeking reasonable modifications to improve biodiversity outcomes and habitat connectivity across the site.	(DBCA), both of which are the relevant technical experts in environmental and biodiversity matters. Neither agency recommended the modifications suggested by the submitter. On this basis, there are no planning or environmental grounds for the Shire to impose conditions requiring the proposed consolidation of native vegetation, creation of a north–south vegetation corridor, or additional native planting to enhance biodiversity.

Consultation with Government/Service Agencies

The proposal was referred to the Department of Primary Industries and Regional Development, Department of Biodiversity, Conservation and Attractions, Department of Fire and Emergency Services, Public Transport Authority, Main Roads WA, Department of Planning Lands and Heritage, and Department of Water and Environmental Regulation for comment. Not all agencies responded. Submissions received are contained in [\(Attachment 9.1.1\(4\)\)](#) and summarized below:

Submission	Comment
Department of Primary Industries and Regional Development (DPIRD)	
The Department of Primary Industries and Regional Development (DPIRD) does not object to the proposed Pine Plantation at the abovementioned lots.	No objection noted.
Department of Water and Environmental Regulation (DWER)	

Submission	Comment
The Department has identified that the proposal has the potential for impact on the environment and water resource values management. Key issues and recommendations are provided below, and these matters should be addressed: <u>Issue 1: Native vegetation</u> Advice 1: An advice note be included that the clearing of native vegetation is subject to the <i>Environmental Protection Act 1986</i> (EP Act), and in the unlikely event any clearing of native vegetation is proposed, to contact the Department's Native Vegetation Regulation section by email admin.nvp@dwer.wa.gov.au or by telephone 6364 7098 to determine if a clearing permit is required under the EP Act Discussion 1: The Department notes that based on the information provided, this proposal avoids the clearing of native vegetation by locating the plantation outside of the remnant stands. In the unlikely event there is to be any clearing of native vegetation, the following is advised: • Under section 51C of the <i>Environmental Protection Act 1986</i> (EP Act), clearing of native vegetation is an offence unless: • it is undertaken under the authority of a clearing permit, • it is done after the person has received notice under Section 51DA (5) that a clearing permit is not required, • the clearing is subject to an exemption. Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes, are contained in Schedule 6 of the <i>EP Act</i>. Exemptions for low impact routine land management practices outside of environmentally sensitive areas (ESAs) are contained in the '<i>Environmental Protection (Clearing of Native Vegetation) Regulations 2004</i>' (the Clearing Regulations).	An advice note is included in the Executive Recommendation.
<u>Issue 2: Waterway protection</u> Advice 2: The applicant is advised to abide by the Code of Practice for Timber Plantations in Western Australia (FIFWA 2014) to the satisfaction of the Shire with the following commitments as appropriate: • To maintain a minimum 6 metre non-planted buffer to the edge of the waterway • Risk mitigation measures to protect the waterway be detailed for the operations/harvesting, and design – to ensure ground	An advice note is included in the Executive Recommendation.

Submission	Comment
disturbing activities do not result in erosion, and the mobilisation of sediment into the watercourse • Pine wildlings are controlled within remnant vegetation areas over the life of the plantation • Use of chemicals, such as herbicides and pesticides, and other pest control methods in plantation operations will be in accordance with State policies, procedures and approved usage. Discussion 2: The applicant has committed to ensuring a minimum 6 metre setback to the watercourse. Our GIS topographical contours and hydrography dataset shows there are watercourses on the subject property, which have been identified as 'Drain' by the applicant. While these watercourses are fully cleared, and appear only likely to perform a drainage function, care should be taken to ensure that the plantation activities on-site do not result in the mobilisation of contaminants into the Preston River tributary located to the west on neighbouring Lot 10. Ground disturbing activities in this sloping area, such as by heavy machinery can result in the erosion, and the mobilisation of sediment into the watercourse at the subject site into Lot 10, causing turbidity – particularly during major storm events. This risk can be minimised by conducting harvesting operations in the dry months and committing to a 6-metre buffer as appropriate.	
<u>Issue 3: Aboriginal heritage site</u> Advice 3: The applicant is advised to consult the Department of Planning, Lands and Heritage (DPLH) in regards to the Aboriginal heritage site. Discussion 3: DWER notes there is an aboriginal heritage site over the waterway at the extreme south west of the lot.	An advice note is included in the Executive Recommendation.
Public Transport Authority (PTA)	
Condition 1. Six months prior to harvesting activities, a Timber Harvesting Plan is to be submitted and reviewed by the Public Transport Authority. Advice The Timber Harvesting Plan should include information regarding traffic management measures in the event of the re-opening of the Donnybrook-Katanning Railway.	A condition is included in the Executive Recommendation.
Department of Biodiversity, Conservation and Attractions (DBCA)	

Submission	Comment
<u>Vegetation clearing</u> Lot 212 contains vegetation considered suitable habitat for black cockatoos which are listed as a threatened species under the <i>BC Act</i>. Other species of conservation significance likely to be within the area include the quenda and south-western brush-tailed phascogale. If clearing of native vegetation is required, the applicant should be aware of their obligations and approval requirements under section 40 of the <i>BC Act</i>, which requires Ministerial authorisation to take or disturb threatened species. DBCA recommends that when vegetation clearing or pruning is required, the applicant should seek advice from DBCA's Species and Communities branch at speciesandcommunities@dbca.wa.gov.au prior to clearing works, in relation of section 40 authorisation requirements. If vegetation clearing is required, the applicant should seek advice from the Department of Water and Environmental Regulation in relation to clearing permit requirements.	DWER is the determining authority for native vegetation clearing permits. An advice note consistent with DWER's requirements has been included in the Executive Recommendation.
<u>Retained vegetation</u> The Delta Forestry <i>Forest Management Plan</i> (undated) (FMP) - Development Application plan (Plan) depicts areas of retained vegetation and FMP Section 6 refers to minimum 6 metre buffers to remnant vegetation. DBCA recommends that firebreaks, and buffers to retained native vegetation, be located and measured from outside the tree crown drip zone, consisting of suitable demarcation materials to protect the retained native vegetation and tree roots, from accidental vehicle damage and soil compaction.	A condition has been included in the Executive Recommendation that require plantation buffers to extend beyond the tree crown drip line rather than the 6-metre setback proposed in the FMP, protecting retained vegetation from vehicle damage and soil compaction.
<u>Haulage route</u> FMP Section 9 refers to the haulage route being along the unnamed road from Lot 212, connecting to the unsealed Hearle Road, then along the sealed Donnybrook-Balingup Road. The mapping indicates this is Donnybrook-Boyup Brook Road. The DBCA-managed Bibbulmun track is located to the east of Lot 211 along the haulage route portion of Hearle Road. Track users may have restricted visibility, particularly along the Hearle Road section, adjacent to the vegetated Lot 211 south-eastern boundary. DBCA recommends the applicant consider appropriate traffic and dust management measures to protect trail walkers from haulage truck	A condition and advice note have been included in the Executive Recommendation.

Submission	Comment
impacts during extraction operations, including demarcation of the Hearle Road haulage route section immediately east of Lot 211 to provide a buffer between walkers and trucks at this location. DBCA recommends that standard road traffic signage be installed to alert vehicles/haulage trucks of hikers (yellow diamond, hiker symbol) near the entrance of proposed haulage route crossings at the Hearle Road/unnamed road and Donnybrook-Boyup Brook Road/Hearle Road entrances.	
Main Roads WA (Main Roads WA)	
Hearle Road is sealed for approx. 20m approaching Donnybrook Kojonup Road but there is a significant amount of gravel being dragged onto the state road network due to the geometry approaching the intersection. In line with MRWA policy, it is requested that the first 50m of Hearle Road (measured from the edge line) is sealed on the approach to Donnybrook Kojonup Road. Existing sight distances to the west are approx. 250m and complies with RAV Assessment Guidelines. The submitted documentation does not state vehicle size used for haulage. It is presumed that the current RAV 3 with conditions will be sought to be extended from its current end point at 300m from Donnybrook Kojonup Road. This will need to be submitted through Main Roads Heavy Vehicle Services approx. 12 months prior to harvesting.	A condition has been included in the Executive Recommendation requiring that the first 50 metres of Hearle Road, measured from the edge line of Donnybrook–Boyup Brook Road, be sealed. An advice note has also been included advising the applicant to submit an application to Main Roads Heavy Vehicle Services for the extension of the existing RAV 3 approval prior to the commencement of harvesting operations.
Department of Fire and Emergency Services (DFES)	
Fire Management Plan - 3(b) - Local Fire Agency contact It is recommended that this section be placed at the beginning of the FMP to ensure quick and easy access in the event of an emergency.	A condition has been included in the Executive Recommendation.
Fire Management Plan - 3(g), (h), (i) – Maps Where feasible, a georeferenced map of the site should be included in the FMP to enable emergency services to readily identify the precise location of the property, access points, water supply points, assembly areas and other critical infrastructure. The inclusion of a QR code linking to the map is also recommended.	A condition has been included in the Executive Recommendation.
Plantation Fire Protection Specifications - 4.2 - Fire Breaks and Access	A condition has been included in the Executive Recommendation

Submission	Comment
There appears to be an opportunity to provide more than one access and egress point to a public road. As the development site is located partially within a bushfire prone area, DFES recommends that an additional access and egress point to the public road be provided to support bushfire management and emergency evacuation and response.	requiring the construction of the existing unconstructed road to a sealed standard to provide formalised access to Lot 212. This represents a significant improvement to the current access arrangements and ensures that at least one properly constructed access is available to support emergency response and fire management for the development. Officers consider that this matter is adequately addressed through the recommended conditions. As no dwelling is proposed on the lot, officers consider that an additional access point is not required, and that this matter is adequately addressed through the recommended conditions.
Plantation Fire Protection Specifications - 4.3 - Water Supplies The FMP states that the property has a reliable water point with a combined estimated capacity of 750 kilolitres, which is labelled with 'W' on the plantation map. The FMP further states that in the event the water point becomes unreliable, a 50,000 litre tank with a 50 millimetre camlock fitting will be installed for firefighting purpose. It is noted that the definition of 'reliable' has not been provided. The use of a dam as a water source would not be supported as 'reliable' unless the proposal is accompanied by a hydrology report which demonstrates that the water level would be maintained above the highest fire brigade suction points in perpetuity. In the absence of such a hydrology report, DFES recommends that the proposed 50,000 litre firefighting water tank be required to provide a permanently available water supply for initial use during fire response.	A condition has been included in the Executive Recommendation.

Officer Comment

1. Requirement for a DA

While a plantation use class is a permitted 'P' use in the General Agriculture zone under LPS 7 and planting typically does not require development approval, a formal Development Application is necessary where there are substantial works beyond essential plantation activities. Planting and general property maintenance, and firebreak compliance are generally exempt, but the Shire has identified that Lot 212 require consideration and construction of a public road access and consideration of existing dams constructed without prior approval in the property setback areas meaning that exemption would not apply. The DA process is required to ensure proper assessment, compliance with planning policy, and any referral obligations under LPS 7. Regarding the setbacks specified under Clause 4.5.4.8 of LPS7, the management plans (Forest and Fire) submitted with this development application are considered to adequately address potential land use conflicts to support variations to scheme standards. When considered alongside the recommended conditions and advice included in the Executive Recommendation, the proposed development demonstrates satisfactory compliance, and the relaxation of the scheme standard relating to setbacks is recommended to be approved.

2. Dams

The proposed development includes three dams on the lot, with the largest dam located approximately 13.8 m from the eastern boundary, an off-stream dam near the northern boundary at approximately 17 m, and a smaller dam near the southern boundary likely meeting the 20 m setback. Under LPS7, development approval is not required where the external foot of the dam wall and associated water storage are located more than 20 m from the lot boundary. Therefore, two of the dams do not meet this standard. To prevent potential damage any dam overflows or spillways must not discharge across roadways or public access ways. The dams will require submission of engineered drawings and certification by a suitably qualified professional to ensure structural stability, and any erosion, sedimentation, or stormwater management issues arising from dam construction or overflow must be addressed to prevent impacts on surrounding properties and the adjacent road reserve.

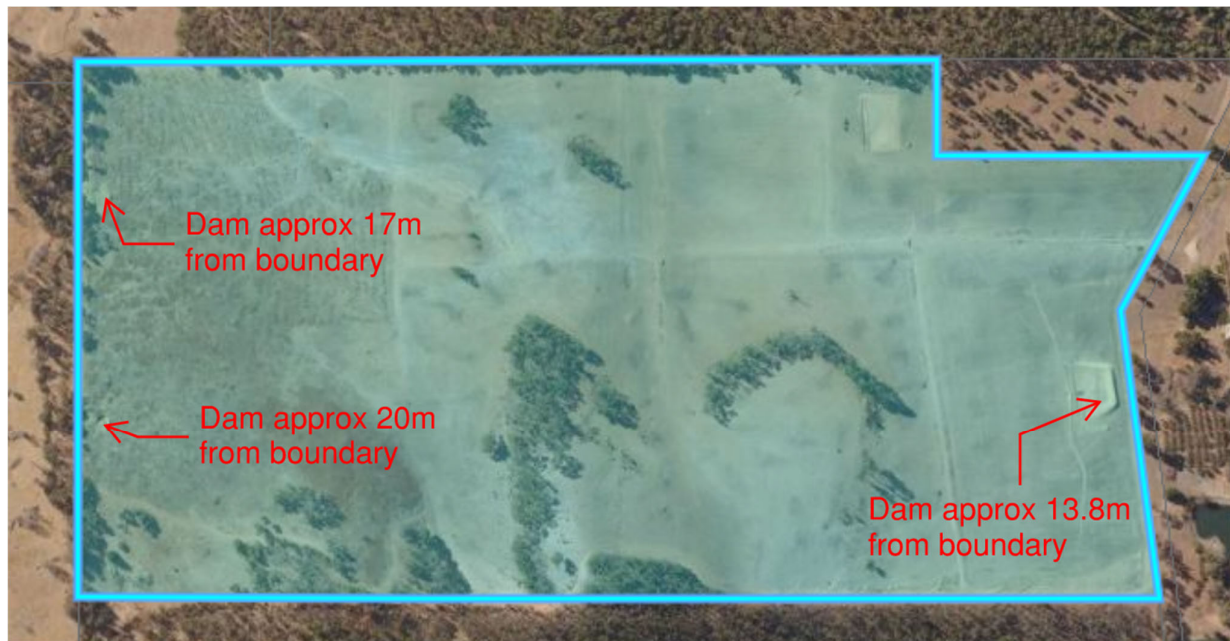


Figure 3 – location of dams

3. Access

Hearle Road is currently constructed from the intersection with Donnybrook-Boyup Brook road and then passes between Lots 3 and 228 as illustrated in Figure 4. Where the road passes between Lots 3 and 228, it is a sealed standard. Shire records suggest that the landowners in this area contributed to the sealing of this portion of Hearle Road due to dust concerns. Lot 212 is not currently served by a constructed road.

In addition to the intersection upgrades required by Main Roads WA, the Shire's Works and Services Department has identified several road access requirements to support safe and efficient access to the proposed plantation. These include the construction of a new intersection on Hearle Road and the provision of road access to Lot 212 to an initial gravel standard.

Prior to harvesting, the Shire will require a Timber Harvesting Plan to be submitted under a separate Development Application. This plan will need to address the upgrading of certain sections of the local road network to a bitumen seal standard, at the applicant's cost. These upgrades include:

- Construction of a new bitumen seal at the intersection on Hearle Road at the commencement of the unconstructed road (Road A);
- Upgrading a 100 m section of Hearle Road between Donnybrook-Boyup Brook Road and the intersection with the unconstructed road (Road A);
- Upgrading a section of Hearle Road south of the intersection with the unconstructed road (Road A); and
- Upgrading the gravel section of the access road (Road A) to a bitumen sealed standard up to, and including, the crossover to Lot 212.

Roadworks will be staged, with roads initially constructed to a gravel standard. Upgrades to a bitumen seal will be required prior to harvesting to ensure safe and efficient access to the plantation.

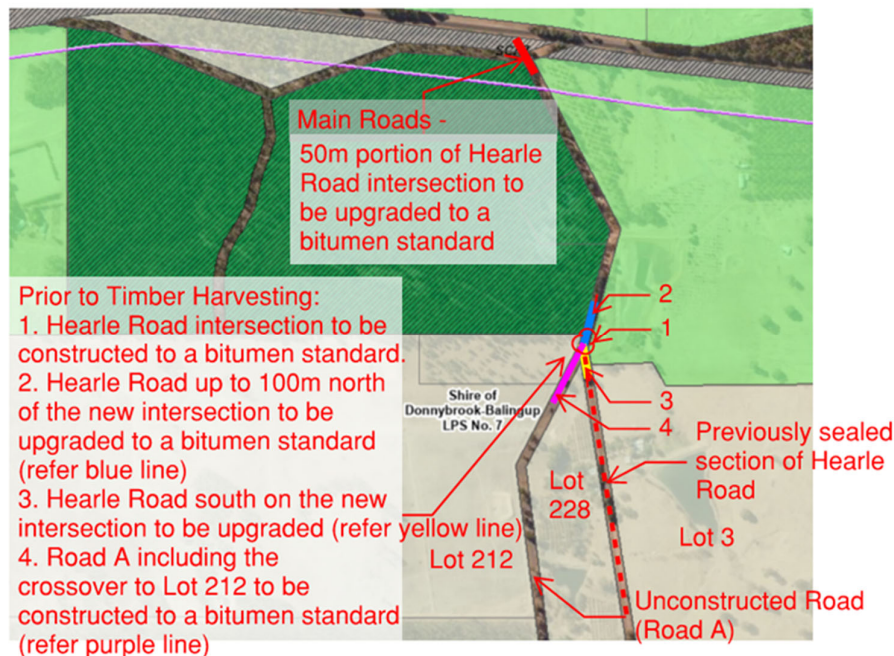


Figure 4 – Road upgrades

4. Potential offsite impacts

To minimise the spread of pine wildlings into adjoining land and road reserves the applicant is required to undertake monitoring and control of wildling pines within the 15 m boundary setback areas inside the lot, at the same frequency as weed and pest monitoring. Appropriate measures must also be implemented to mitigate any potential impacts on the site and surrounding areas by managing stormwater and erosion on the property.

Development considerations

When considering a development application, clause 68 (2) of the Deemed Provisions outlines the following options for determination:

The local government may determine an application for development approval by -

- a) Granting development approval without conditions; or*
- b) Granting development approval with conditions; or*
- c) Refusing to grant development approval.*

Officers consider the proposal capable of being approved with conditions and advice.

Conclusion

The proposal has been assessed in accordance with the relevant State Planning Policy 2.5, 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.

Officers have considered public submissions and advice from relevant agencies and Shire service divisions. The application is consistent with the principles of orderly and proper planning. The proposal is therefore considered capable of approval, including retrospective approval for two existing dams, subject to the recommended conditions and advice to manage environmental, heritage, fire, and road safety considerations.

Cr Purich moved that the Executive recommendation with condition 9 removed be tabled.

COUNCIL RESOLUTION: 35/03-26		
MOVED BY:	Cr Alex Purich	SECONDED BY: Cr Grant Patrick

That Council:

A. Pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P25070 for a Tree Plantation (Pine) and two dams on Lot 212 Hearle Road, Mumballup, subject to the following conditions and advice:

- 1. The layout of the lot, firebreaks, exclusion, and planting areas to be in accordance with the Forest Management Plan and Development Application Plan (Attachment 9.1.1(2)) 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. Prior to the commencement of any planting works, the Fire Management Plan prepared by Delta Forestry shall be amended to the satisfaction of the Shire. The amended Fire Management Plan shall include:**
 - a) Inclusion of the relevant local fire agency contact details at the beginning of the Fire Management Plan;**
 - b) A georeferenced map clearly identifying the precise location of the property, access points, water supply points, assembly areas and other critical infrastructure; and**
 - c) Provision of a minimum 50,000 litre firefighting water tank to provide a permanently available water supply for initial use during fire response.**

Once approved, the amended Fire Management Plan shall form part of this development approval and must thereafter be implemented and maintained to the satisfaction of the Shire.
- 3. The applicant shall ensure that a single-page plantation map, containing the information required under condition 2. above and including details of fire management, 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 satisfaction of the Shire.

4. Prior to the first restricted burning period following planting, access tracks, firebreaks, and turnaround areas for emergency fire vehicles, as depicted in the approved plans, must be adequately installed with a trafficable surface. These areas must include appropriate surface water engineering structures to control and capture surface water, minimizing the risk of soil erosion. The access tracks, firebreaks, and turnaround areas must thereafter be maintained to the satisfaction of the Shire.
5. Setbacks:
 - A minimum 6-metre setback must be maintained on either side of the watercourse and/or any drains, and a minimum 6-meter setback must be provided between all proposed plantation operation areas (this includes planting areas, access tracks and fire breaks) and existing native vegetation areas, with the setback located on the outside of the tree crown drip line if this line is further than 6m. The applicant must ensure that vehicles and planting works remain outside of these areas, to the satisfaction of the Shire
 - 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.
6. Any erosion and/or sedimentation issues that occur due to insufficient drainage and/or stormwater management from the proposed development, including any firebreak or accessway, is to be rectified, so as not to impact any surrounding waterways and/or properties, including any road infrastructure, to the satisfaction of the Shire.
7. At least eighteen (18) months prior to any harvesting activities a Harvesting Plan is to be submitted to the Shire for assessment and approval under a separate development application. The Plan shall be referred to relevant authorities, including Main Roads WA, the Public Transport Authority (PTA), and the Department of Biodiversity, Conservation and Attractions (DBCA) and is to detail the proposed traffic management arrangements. No harvesting activities shall occur until the Timber Harvesting Plan has been approved to the satisfaction of the Shire.

8. Prior to the commencement of any planting works, the applicant shall construct to a gravel standard the:
 - i. new intersection on Hearle Road at the commencement of the unconstructed road; and
 - ii. currently unconstructed road from the new intersection up to and including the crossover to Lot 212.
9. Within three months of this approval, engineered drawings and certification by a suitably qualified engineer must be submitted to the Shire to confirm structural stability of the dams located within 20m of the setback area of Lot 212 (two in total).

ADVICE NOTES

- a. It is recommended that the applicant undertake consultation with surrounding residences/landowners prior to:
 - Planned/Prescribed burns;
 - Boundary fencing;
 - Use of herbicides/insecticides; and
 - Any other activity that the applicant considers may impact surrounding residences.
- b. The Department of Water and Environmental Regulation has advised:
 1. Clearing of native vegetation is subject to the *Environmental Protection Act 1986 (EP Act)*, and in the event any clearing of native vegetation is proposed, the applicant must contact the Department's Native Vegetation Regulation section by email admin.nvp@dwer.wa.gov.au or by telephone 6364 7098 to determine if a clearing permit is required under the *EP Act*.
 2. All operations must comply with the *Code of Practice for Timber Plantations in Western Australia (FIFWA 2014)*, with the following commitments:
 - To maintain a minimum 6 metre non-planted buffer to the edge of the waterway
 - Risk mitigation measures to protect the waterway be detailed for the operations/harvesting, and design – to ensure ground disturbing activities do not result in erosion, and the mobilisation of sediment into the watercourse
 - Pine wildlings are controlled within remnant vegetation areas over the life of the plantation
 - Use of chemicals, such as herbicides and pesticides, and other pest control methods in plantation operations will be in accordance with State policies, procedures and approved usage.
- c. The applicant is advised that the approved development is located within/nearby Place ID No. 19795 contained on the Department of Planning, Lands and Heritage Aboriginal Cultural

Heritage Inquiry System mapping. Approval may be required under the *Aboriginal Heritage Act 1972* prior to the development commencing. The *Aboriginal Heritage Act 1972* requires that any proposed activities that may impact Aboriginal sites must undergo an approval process. This includes notifying the Aboriginal Cultural Heritage Committee, which assesses the significance of the sites and recommends whether consent should be granted. The applicant is advised to contact the Department of Planning, Lands and Heritage (DPLH) at 08 6551 8002 or at AboriginalHeritage@dplh.wa.gov.au.

- d. Regarding the timber harvesting plan:
- i. Main Roads Western Australia, Heavy Vehicle Services has advised that any extension of the existing RAV 3 network to service Lot 212 will require a separate application.
 - ii. The Bibbulmun Track, managed by the Department of Biodiversity, Conservation and Attractions (DBCA), runs along part of the proposed haulage route on Hearle Road. While the proposal does not result in the permanent loss of the Track, timber haulage operations may temporarily affect the safety and amenity of trail users. DBCA has recommended that the following measures be implemented:
 - Traffic management measures along haulage routes
 - Dust control strategies
 - Clear demarcation of haulage routes
 - Installation of appropriate hiker warning signage
 - iii. The Timber Harvesting Plan should also include measures for traffic management in the event of the re-opening of the Donnybrook-Katanning Railway, ensuring safe coordination between timber haulage operations and rail activities.
 - iv. The Timber Harvesting Plan should address the upgrading of certain sections of the local road network, at the applicant's cost. This will include the construction of a new bitumen seal at the intersection on Hearle Road at the commencement of the unconstructed road (Road A); the upgrading of a 100 m section of Hearle Road between Donnybrook–Boyup Brook Road and the intersection with the unconstructed road (Road A) to a bitumen seal; the upgrading of a section of Hearle Road south of the intersection with the unconstructed road (Road A); and the upgrading of the gravel section of the access road (Road A) to a bitumen sealed standard up to, and including, the crossover to Lot 212 (refer Figure 4).

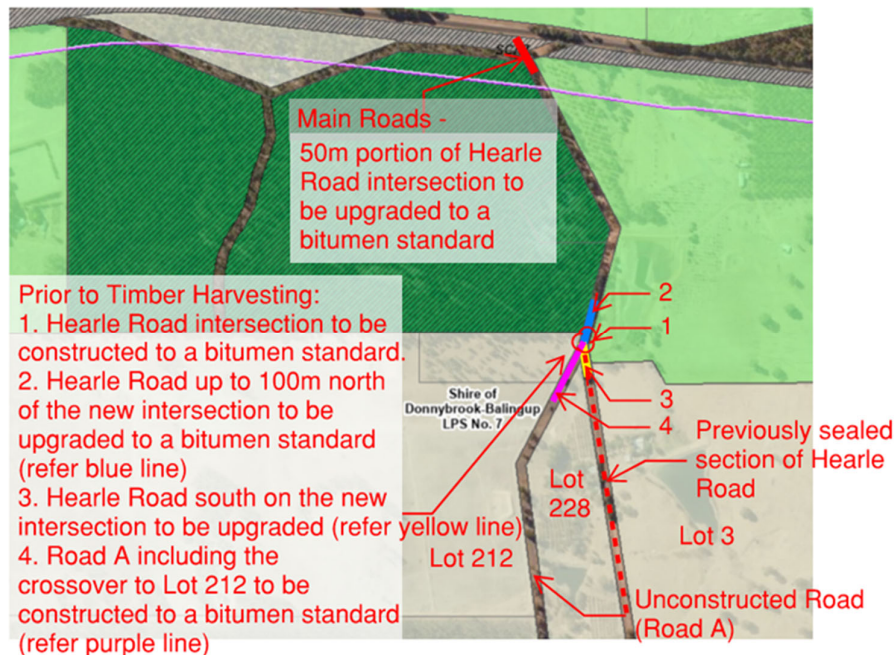


Figure 4 – Road upgrades

v. The Timber Harvesting Plan, is to include the following, but not be limited to:

- Name of the plantation, location, lot numbers, and property boundaries.
- Name and contact information of the harvesting operator.
- Purpose of harvesting (e.g., commercial timber, thinning, fire risk reduction).
- Expected volume of timber to be harvested.
- Proposed harvesting schedule, including dates or seasons.
- Existing infrastructure, including roads, tracks, firebreaks, and water points.
- Type of harvesting to be undertaken (clearfell, selective, thinning).
- Equipment to be used.
- Techniques for minimising environmental impact.
- Soil and water protection measures (erosion control, sediment barriers).
- Vegetation protection, including control of invasive species.
- Waste management and debris disposal procedures.
- Rehabilitation of harvested areas.
- Integration with the approved Fire Management Plan (FMP).
- Firefighting resources and water supply locations.
- Emergency response procedures.
- Emergency contacts and communication protocols.
- Reference to relevant legislation and guidelines.
- Notification of neighbours, local fire authorities, and relevant government agencies.
- Mechanisms for responding to complaints or concerns.

This advice is provided to assist the applicant in preparing a comprehensive Harvesting Plan that meets the Shire's expectations.

- e. Applicant is advised that all rainwater tanks with a capacity greater than 5,000 L, including firefighting water tanks, require prior approval from the Shire through the issue of a Building Permit. Such tanks must also comply with the setback requirements specified under Local Planning Scheme No. 7 (LPS7).**
- f. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.**

For: Cr Bailey, Cr Hall, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich
Against: Nil.
Carried: 7/0

**MUMBALLUP
PLANTATION**

Development Application

Details

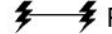
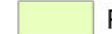
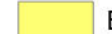
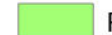
Lot 212 on P235120
SHIRE: Donnybrook-Balingup
LAND OWNER: Cultura Australia Pty Ltd
FIREBREAKS: External 15m
 Internal 6m
ACCESS: Hearle Rd

Area Report

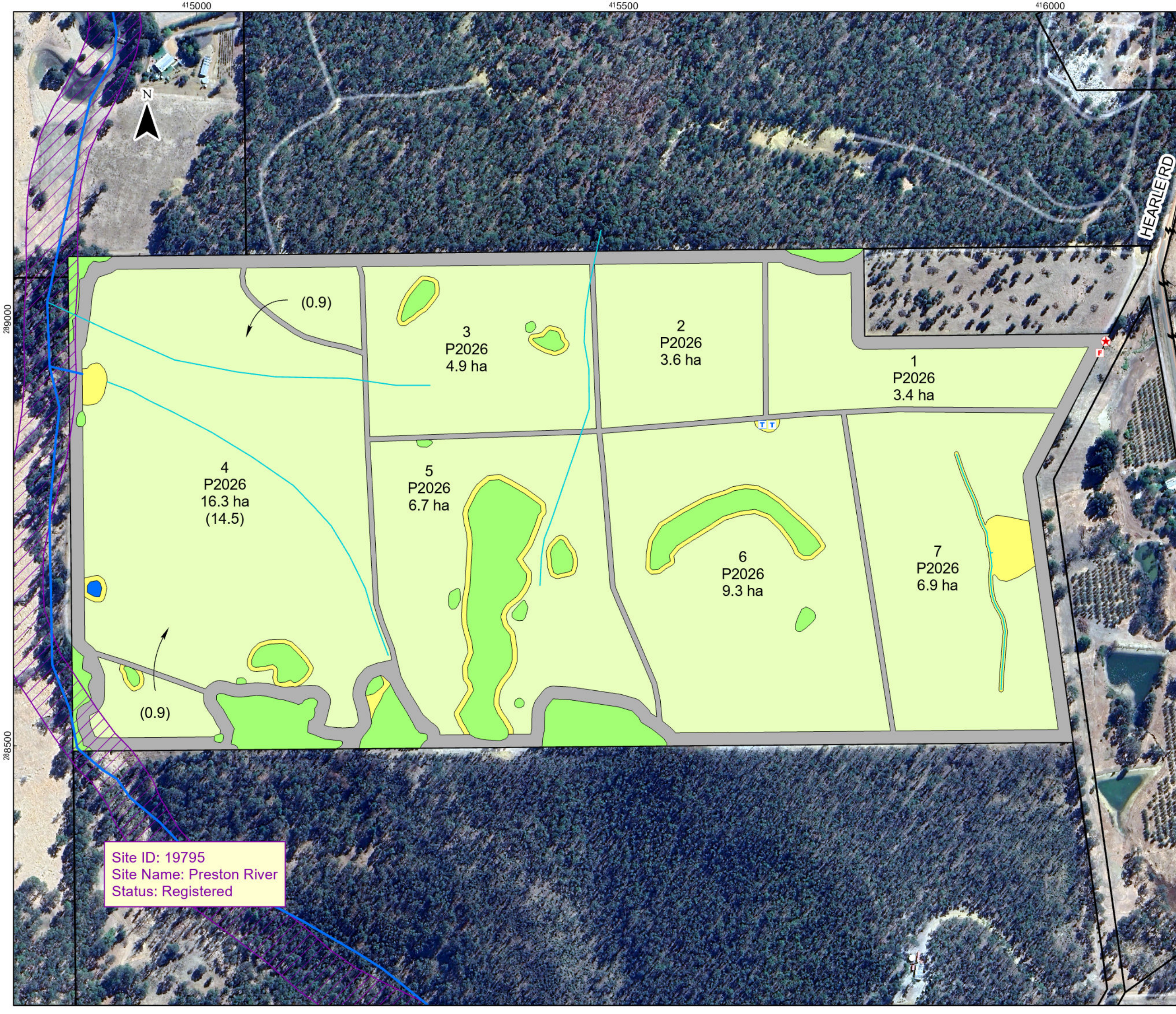
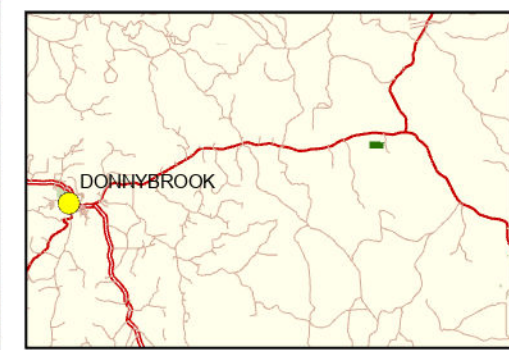
P. radiata P2026.....51.1 ha

TOTAL AREA.....51.1c ha

Legend

-  Main Access (EMP)
-  Access Gate
-  Fire Map Tube
-  House
-  Shed
-  No Access
-  Crossing
-  Waterpoint - Tank 25 000L
-  Powerline
-  Track
-  Drain
-  Stream
-  P. radiata (proposed planting)
-  Buffer/ Non Plantable
-  Firebreak
-  Retained Veg
-  Dam/Soak
-  Wet/Non Plantable
-  Indigenous Heritage Site

Location



Site ID: 19795
Site Name: Preston River
Status: Registered

1. DETAILS

August 2026

Fire Management Plan Details

Plantation:	Mumballup		
Address	Lot 212 Hearle Road		
Locality:	Mumballup	Nearest town (distance):	Donnybrook (28 km)
Species:	<i>Pinus radiata</i>	Area:	51 ha
Fire Emergency Number	000		
DFES Region	Lower South West		
DFES Region Contact Number	(08) 9771 6800		
DFES Duty Officer Number	1800 512 111		
Fire Weather District	Blackwood		
Local Government Authority:	Shire of Donnybrook-Balingup		
Local Fire Brigade:	Mumballup		

Owner's Details

Name:	Cultura Australia Pty Ltd		
Primary Contact Number:	0493 166 159		
Email:	b.donaldson@greshamhouse.com		
Address:	East 13, Federal Mills Park, 33 Mackey Street, North Geelong		
Postcode:	3215	Country:	Australia

Forest Manager's Details

Organisation:	Delta Forestry Pty Ltd		
24 Hour Contact Number:	08 9778 9995		
Email:	admin@deltaforestry.com.au		
Address:	33 Headstay Cove, Geographe		
Postcode:	6280	Country:	Australia

Author's Details

Name:	Glen Samsa		
Title	Managing Director		
Mobile Number:	0427 126 164		
Email:	gsamsa@deltaforestry.com.au		

2. PREAMBLE

The Mumballup property, is subject to a conditional purchase agreement between the current proprietor and Cultura Australia Pty Ltd, to be managed by Delta Forestry. The Purchase Agreement is conditional upon obtaining development approval for the establishment of a *Pinus radiata* plantation on the property. This fire management plan (**Plan**) is provided in support of this, as part of the separate Forest Management Plan.

The farm has been planned by experienced foresters and with specific regard to the Code of Practice for Timber Plantations in WA (Code) which sets out goals and guidelines for good plantation management, and particularly the Department of Fire and Emergency Services Guidelines for Plantation Fire Protection (DFES Guidelines). The DFES Guidelines establish industry best practice fire risk management protocol for Tree Farms in WA.

3. GUIDELINES FOR PLANTATION FIRE PROTECTION COMPLIANCE¹

Criteria	Check
Landowner and/or occupier information such as identification of the plantation company and all relevant contact details, including 24 hour fire contact phone number:	Complies.
A firefighting equipment register and details of any cooperative arrangements:	Complies.
Plantation species, area, layout including compartment size:	Complies.
Fire protection measures such as: • Fire detection and reporting mechanisms. • Initial response and attack of fires, including resource dispatch and communication with relevant authorities. • Identification of potential ignition sources. • Access in and around the plantation. • Access roads in and around the plantation. • Access roads must be clearly signed. • Methods of firebreak maintenance. • Measures to protect services (e.g., power lines and gas pipelines). • Water supplies and approximate capacities of these	Complies.

¹ Department of Fire and Emergency Services Guidelines for Plantation Fire Protection 2011.

supplies. - Surrounding vegetation type, age since last burn and the site is being effectively managed, if available. - Sites fire history, where available. - Harvesting procedures and other measures used to reduce hazards (e.g., slashing and thinning programs). - Fuel reduction program, if applicable, including herbicide weed control and controlled grazing.	
Surrounding local features including: - Existing plantations. - Proximity to towns/settlements. - Remnant vegetation. - Significant values relevant to site.	Complies.
Provision of a map at a suitable scale: - Plantation maps must be provided to local government and to DFES, and provide additional maps if requested by DFES or the local government. - These maps are to held in suitable containers and sign posted at the main property entrances or other local government approved locations for use by personnel attending a fire. - Plantations managers must check and update these maps annually to ensure their quality and accuracy, dates on the maps may assist with this.	Complies.
Fire management maps will include: - Compartment boundaries and size. - Water supplies including irrigation channels and dams. - Emergency access/egress (fire breaks). - Structures houses, sheds etc. - Significant features e.g., creek crossings, dead end access tracks, areas of remnant vegetation.	Complies.
Standardised map legends are to be applied across the plantation industry:	Does not comply. Standard has not been developed.

4. PURPOSE

The purpose of this fire management plan is to outline the response and protection measures to be implemented at the property to respond to fire and minimise the fire risk to the plantation whilst protecting human life and local community assets.

5. SCOPE

The Owner and Forest Manager are obligated under the *Bush Fires Act 1954* to, upon becoming aware of a bushfire, to take all possible measures to extinguish the fire. The Plan has been developed in accordance with the Code of Practice for Timber Plantations in Western Australia (**Code**) and the Department of Fire and Emergency services (DFES) Guidelines for Plantation Fire Protection ("Guidelines"). The Plan is specific for the property and any surrounding areas detailed within. The scope of use shall include but not limited to fire risk management, plantation design and access, fuel and firebreak management, fire identification and response, water resources and availability, firefighting resources and availability, stakeholder communication, emergency contacts, and cooperative fire management measures.

6. PROPERTY DESCRIPTION

Particulars	
Title Information:	P235120 212
Planning Scheme:	Shire of Donnybrook-Balingup Scheme no. 7
Planning Zone:	General Agriculture
Planning Overlays:	Bushfire Prone
Existing Land Use:	Grazing livestock
Land Units:	Balingup moderate slopes, Queenwood low slopes, Balingup low slopes, Lowden Hester subsystem
Topography:	Gentle to moderate slopes (5-35%) (See Appendix 1 – Topographical Information)
Soil Types:	Loams, loamy or sandy gravels, gravels

7. ACCESS DESCRIPTION

The Mumballup property is situated 28 km from the Donnybrook townsite and is accessed via the Donnybrook-Boyup Brook Road and Hearle Road. (See Appendix 2).

Main Access

The main access point is located on the Unnamed Road and is accessed by

travelling 26 km along the sealed Donnybrook-Boyup Brook Road to the unsealed Hearle Road. The Unnamed Road is found 700 m along Hearle Rd and the main access is located 100 m down the Unnamed Road.

Secondary Access

There is no secondary access.

Internal Access

The plantation is well serviced by an internal road network and firebreak systems that has been strategically incorporated into the landscape to reduce navigation uncertainty, provide ease of access for light vehicles and heavy fire equipment. All firebreaks can exceed a 15 tonne load limit during the restricted and prohibited burning periods.

Where a firebreak crosses a gully or stream, piping and/or hard surfacing material will be applied to the crossover point to ensure these areas are trafficable during the restricted and prohibited burning periods and shall be compliant with minimum 15 tonne load limits (See Attachment 3 - Fire and Emergency Plan).

Emergency access and egress roads and tracks are shown on the Fire and Emergency Plan and direct internal plantation traffic to designated Access Gateways on the Unnamed Road.

All internal fencing will be removed as part of the plantation development to allow for unimpeded fire access. External boundary fencing will be maintained for security purposes.

8. PLANTATION SPECIES AND DESIGN

The plantation will be established to *P. radiata* (softwood pine) at 1,100 stems per hectare. The site will be prepared using two different establishment methods. These being:

- Rip and mounding
- Ripping only

Both establishment methods will be at 4 metre intervals and the spacing of tree seedlings will be at approximately 2.0 metres along the rows to achieve an 1,100 stems per hectare standing stocking level. (See Attachment 4 – Plantation Design Plan)

Access within the confines of the planted compartment area will be limited by the establishment method. The very nature of rip/mounding creates barriers for fire appliance vehicles traversing internally through the compartment. In a fire event, Fire Controllers should be made aware of the rip/mounding impediments and use nominated firebreak accessways as primary traffic ways through and around the plantation area.

Plantation setbacks are designed to minimise the risk of any adverse bushfire impact to surrounding land uses and conversely protect the plantation from external risk factors. In determining the setbacks in this Plan, we have considered the risk of bushfire from internal and external sources of ignition including the DBCA managed crown land and state forest.

Plantation Design Setbacks	
Public Roads:	15 m
Title Boundary:	15 m
Compartment Boundary:	6 m
Remnant Vegetation:	6 m minimum (including firebreak)
Watercourses:	6 m minimum
Dwellings	100 m
Buildings	50 m
Powerlines	20 m minimum

Biodiversity and Conservation Values

There are several degraded watercourses running through the property, isolated stands of medium marri, and jarrah forest in various states of condition. These areas can be managed for their conservation and biodiversity values with the exclusion of grazing animals and potential of reintroduction of controlled burning to stimulate recruitment and germination of native species. Appropriate plantation design and fire management will enhance the biodiversity and conservation values of the property.

Biodiversity and Conservation Features	
Vegetation Types:	Medium jarrah and marri
Threatened Species ² (CR ³ , VU ⁴ , EN ⁵):	Western Ring-tail Possum, Forest Red-tailed Black Cockatoo, Carnaby's Cockatoo, Baudin's Cockatoo
TEC ⁶ :	Nil
Vegetation Condition:	Good to poor

9. STAKEHOLDERS, LAND USE AND FIRE HISTORY

Neighbouring stakeholders are listed below. Delta Forestry maintains a database of neighbours which will be used for the communication and management of sensitive operations (e.g., fire, spraying, vermin control, harvesting). For privacy reasons, names and contact details of private residences have been omitted. The Preston fire impacted the property and surrounding areas in 2023.

Stakeholders			
Property identification	Contact	Land use	Last Fire
Lot 213 Hearle Road		Lot 213 Hearle Road	Unknown
92 Hearle Road		92 Hearle Road	2023
Lot 10 Donnybrook-Boyup Road		Lot 10 Donnybrook-Boyup Road	2023
2492 Donnybrook-Boyup Brook Road		2492 Donnybrook-Boyup Brook Road	Unknown
Lot 302 Hearle Road		Lot 302 Hearle Road	2023
Reserve 11149	Shire of Donnybrook-Balingup (08) 9780 4200	Reserve 11149	Unknown

² May or may not be found on or near the property (5km radius from property).

³ Critical

⁴ Vulnerable

⁵ Endangered

⁶ Threatened ecological community.

10. FOREST DESCRIPTION

Forest Area Statement (ha)

Plantation:	51
Native Vegetation:	5
Buffers and Water Courses:	1
Firebreaks and Tracks:	8
Dams:	0
Total:	65

11. SURROUNDING FEATURES

Direction	Feature
South	Adjoining – Native forest vegetation types Beyond – Pasture and native forest vegetation types
West	Adjoining – Pasture Beyond – Pasture
North	Adjoining- Native forest vegetation types Beyond – Pasture and native forest vegetation types
East	Adjoining – Pasture Beyond – Pasture, native forest vegetation types, plantations

12. RISK TO WIDER COMMUNITY

The establishment of the plantation will not increase the level of risk to the wider community to that of the past when the area was established to a softwood plantation (circa 1990 – 2018). The landscape in the Mumballup area is generally pastured valleys including plantations, surrounded by extensive native forest. The risk levels associated with the rural landscape in the Mumballup locality are recognised by the local community and land management agencies.

In the immediate surrounds adjoining the plantation, the risk is managed by identification, compliance and regulation. There are significant areas of defensible space between the plantation boundary the 15 metre external firebreak network around the plantation edge.

13. FIRE CONTACT INFORMATION

Key Contact Information

Fire Emergency:	000
Delta Forestry (24 hr):	08 9778 9995

Entity	Name	Contact number
DFES	Lower South West	(08) 9771 6800
DFES Duty Officer		1800 512 111
CBFCO	Max Walker	0428 641 021
DCBFCO	Ian Ralph	0407 959 325
DCBFCO	Bevan Dix	0429 579 571
Mumballup	Brad Kettle	0414 533 355
DBCA Wellington		08 9735 1988
DBCA Blackwood		08 9752 5555
Shire of Donnybrook-Balingup		08 9780 4200
WAPOL		000

14. FIRE DETECTION AND INITIAL RESPONSE

Protecting the plantation from fire is critical given *P. radiata* is not tolerant of severe fire. An overarching annual fire management plan will be prepared for the fire control activities within plantations and activities undertaken will comply with:

- The Guidelines;
- Shire of Donnybrook-Balingup Firebreak and Fuel Hazard Reduction Notice; and
- The Code.

Fire events within the plantation area are likely to be detected by Department of Biodiversity, Conservation and Attraction's (DBCA) aerial fire surveillance, neighbouring landowners, Delta Forestry surveillance patrols, and members of the public passing by the property. Delta Forestry also monitors the Bureau of Meteorology, Digital Earth Australia Hotspots and Emergency WA Warnings and

Incidents for fire weather, lightning, and fire activity.

Plantation GIS data sets will be supplied to DFES and DBCA for inclusion in emergency service directories and for fire co-ordination centres. Maps and our overarching annual fire management plan will be provided to local government when requested. In addition, plantation signposting will have relevant fire contact information and location details for efficient fire notifications.

In the event of a wildfire within the plantation area, the following suppression methods will be considered by the Forest Manager along with fire suppression priority values.

Fire Response Matrix		
Fire danger index	Suppression type	Management unit
No Rating:	Direct attack on head fire and flank fire – earthmoving	Small fire area confined within a compartment cell
Moderate:	Flank fire attack – earthmoving machine and aerial water bombing assisted	Fire area confined to a single compartment cell
High:	Tail fire suppression – earthmoving machine and, aerial water bombing assisted	Fire area confined to multiple compartment cells or perimeter breaks
Extreme or Catastrophic:	Aerial water bombing and machine assisted suppression	Fire area confined to low fuel areas within or outside the plantation area

Should a plantation fire occur, the Forest Manager will respond to suppress the fire on behalf of the Owner and will be responsible for mop up and ongoing monitoring within the property boundaries once the wildfire has been brought under control and running fire is contained with mineral earth firebreaks.

15. FIRE FIGHTING RESOURCES AND REGISTER

The Forest Manager will have the following resources available to respond to fire.

Resource	Location
500 litre slip on	Manjimup
400 litre slip on	Dardanup
2,300 litre Heavy Tanker	Glenoran
2,300 litre Heavy Tanker	Manjimup
2,300 litre Heavy Tanker	Collie

The Forest Manager will review its resourcing requirements from time to time and will include the services of third-party providers to increase the number and availability of resources during the fire season. Future resourcing will be detailed in our annual fire management plan.

16. FIRE REPOSE

There will be a 30-minute response time from the closest available Forest Manager deployed resource from the property.

17. FIREBREAK AND FUEL MANAGEMENT

Firebreaks will be inspected annually and maintained in a trafficable condition cleared of all flammable material in line with the annual the Shire's annual compliance notice. Firebreaks at a minimum shall have a clearance of 15 metres in width for external breaks and 6 metres in width internal breaks and 6 metres in vertical height, allowing the safe passing of fire-fighting appliances. Firebreaks will be maintained by either herbicide application preceding the onset of the fire season and/or firebreak grading to remove flammable material.

Annual grass inspections will be carried out prior to the commencement of the Restricted Fire Season to ascertain whether controls are needed to reduce potential fire spread risk. As the plantation achieves tree canopy closure, grasses will be shaded out of the plantation area. Grasses will therefore predominately frequent areas outside of the tree crop area along firebreaks and within non plant areas where they are able to be managed effectively using herbicides and/or mechanical treatments.

Building setbacks will be observed for outbuildings. There is no habitable dwelling on the Mumballup property. Building setbacks will be implemented where

neighbouring infrastructure is within proximity to cadastral boundaries.

No flammable hydrocarbons are to be stored on the property.

18. FUEL REDUCTION CONSIDERATIONS

Remnant vegetation areas will be closely monitored and measured and should fuel levels exceed 8 tonnes/hectare, some means of fuel reduction will be contemplated. This could be in the form of prescribed burning however, where prescribed burning is a “fire risk” (potential destruction or damage that would deem the plantation to be unmerchantable) to the plantation then herbicide treatments or mechanical fuel mitigation will be used as an alternative.

19. OTHER MEASURES TO REDUCE FUEL LOADS

Plantation firebreak edge trees will be assessed annually to determine whether there is limb intrusion into the firebreak accessway. Tree limbs encroaching into the firebreak will be pruned to maintain vertical height specifications as detailed in the Local Authority’s Firebreak Orders.

Where there is a potential ignition point fire risk, Fuel Reduced Buffers (FRB’s) may be installed. FRB’s may be in the form of

- Low pruning pine trees at 5 years to 10 years of age to 2.1 metres in height to a depth of 20.0 metres from the plantation edge.
- Low pruning pine trees at 5 years to 10 years of age to 2.1 metres in height to a depth of 20.0 metres at road and firebreak intersections and internal strategic firebreaks.

20. POTENTIAL IGNITION SOURCES

Ignition Point	Likelihood	Controls
1. Within Plantation – normal operations	Unlikely	Access via firebreaks and roads only.
2. Within Plantation – harvest - powerline	Unlikely Possible	Implement harvest bans on high fire danger index. Harvest equipment fitted with suppression systems. One fire unit for each harvester onsite during operational hours. Powerline easements to be treated with herbicides or by mechanical means to limit fire spread in the event of a downed powerline or pole fire.
2. Roadside fire	Possible	Firebreaks well managed.
3. Neighbouring property activity or fire escape	Possible	Firebreaks well managed. Consider fuel loads along connected forest corridors. Participate in interagency prescribed burning activities in high fuel loads outside the plantation area on DBCA, local government or local government land tenures
4. Fire escape DBCA managed land (Forest, Reserves or National Park)	Possible	Be aware of fuel reduction burning in the general vicinity. Assist with prescribed burning where land unit adjoins property boundary.
6. Lightning Strike	Unlikely	Monitor weather. Strategic positioning of Plantation Management staff and contractors for fire monitoring.
7. Arson and illegal activities	Possible	Firebreaks well managed. Security, surveillance and monitoring. Liaison with government agencies, neighbours and local police.

Likelihood

Very Unlikely - Rare / not expected but remotely possible

Unlikely - Improbable but could happen / not expected

Possible - Could happen or plausible

Likely - Will probably happen / is likely to happen

Certain - 100% likely / almost 100% likely

21. WATER SUPPLIES

Two interconnected 25,000L tanks (50,000L in total) will be installed on the at the junction of the breaks separating compartment 1,2 and 6. These have 50 mm and 80 mm camlock fittings and are shown on the Fire and Emergency Plan (Attachment 3). /.

22. FIRE DANGER PERIODS

Alertness will be increased as required during bushfire season, particularly on extreme and catastrophic fire danger rating days. Our response to increased risk may include standby of additional fire suppression resources (Asset Land Management Pty Ltd), fire detection patrols and stand down of contractors operating within the plantation area. The landowner, Plantation Manager and Contractors will comply with Total Fire Bans or Movement Bans. (See Attachment 6 – Fire Danger Rating Operation Restrictions).

23. FIRE MAPS

Fire management maps will be prepared and reviewed annually to reflect the current forest condition and the latest contact information. Fire maps will be made available to DFES, DBCA, Forest Industries Federation of Western Australia (FIFWA) Fire Co- operative Group through map revisions and GIS sharing and local volunteer fire brigades. Fire maps will also be held at the property's main entrance point in red coloured waterproof fire tubes at the property access points.

24. SIGNPOSTING

Plantation management signage will be placed at plantation entry points and will provide relevant plantation details and contact numbers for fire control purposes.

Reliable water points will also be signposted from major access routes.

25. FIRE FIGHTING TRAINING

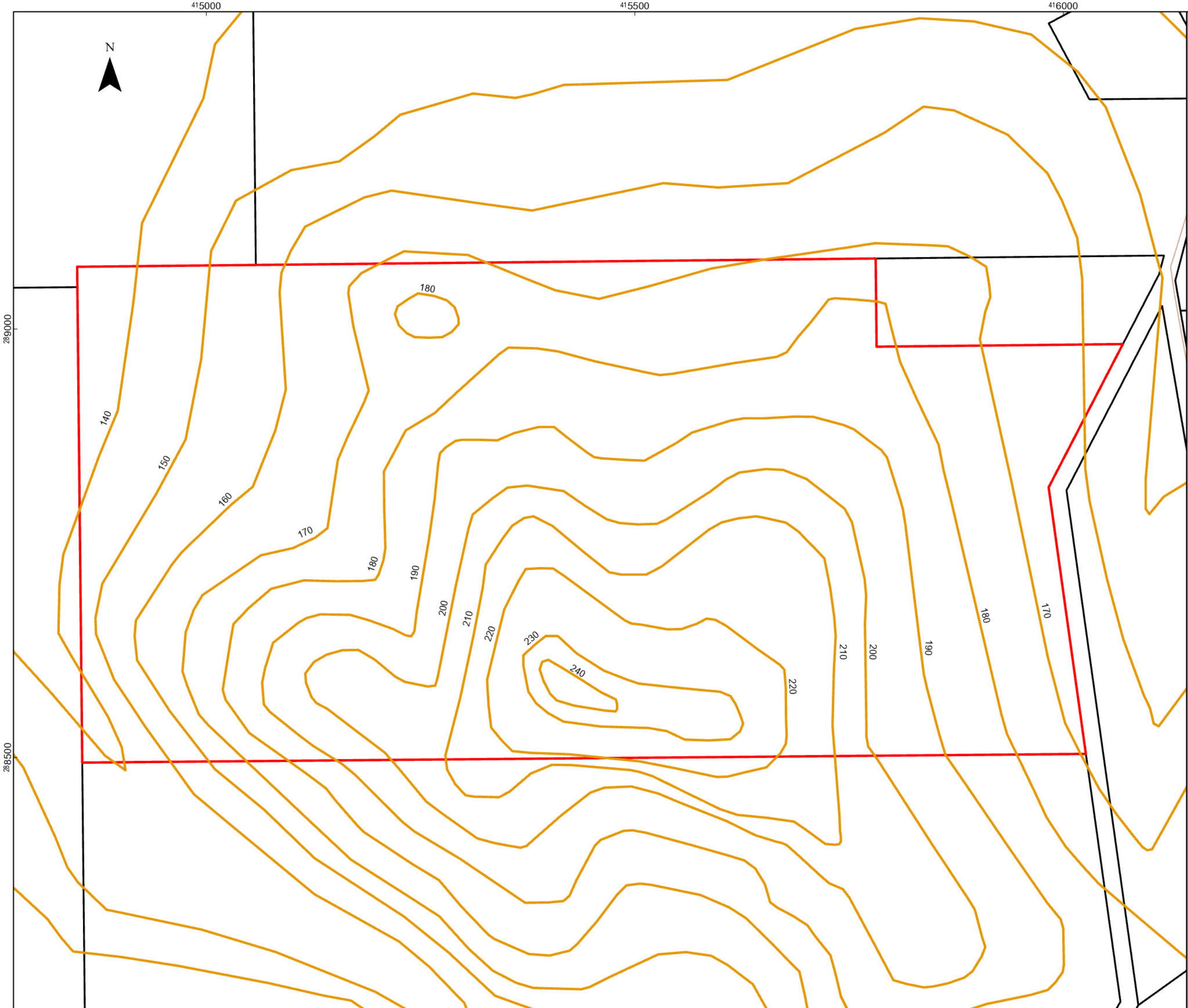
Plantation operational field staff and contractors used for fire control activities will have attained a Basic Fire Fighter training level or better.

26. HARVEST

The intent is to deploy a cut-to-length harvest system to produce logs for delivery to local and export markets. Prior to any harvest operations a harvest management plan will be developed for endorsement by the local government authority and communication to stakeholders. The harvest management plan shall include a section on harvest residue management to adequately manage fire risk, include additional resources to managed heightened risk of fire from machinery, and all operations will comply with harvest and vehicle movement bans. A decision to continue with the plantation use or otherwise will be made after the clearfell harvest noting the management of stump residues will need to be incorporated into any plans if an alternative land use is contemplated.

Attachments:

1. Topographical Information
2. District Context Plan.
3. Fire and Emergency Plan
4. Plantation Design Plan
5. Surrounding Land Use
6. Fire Danger Rating Operation Restrictions



**MUMBALLUP
PLANTATION
Contour Map**

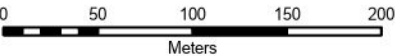
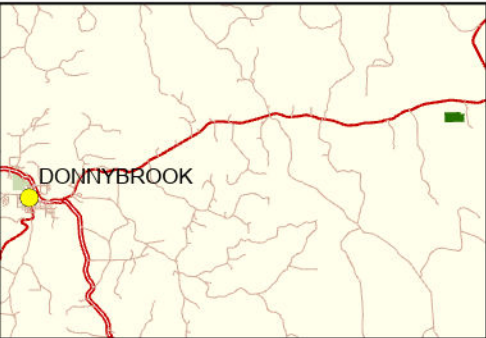
Details

Lot 212 on P235120
SHIRE: Donnybrook Balingup
LAND OWNER: Cultura Australia Pty Ltd
ACCESS: Hearle Rd

Legend

- Contour Line (10m interval)
- Mumballup Boundary
- Surrounding Cadastre

Location



Details

Lot 212 on P235120

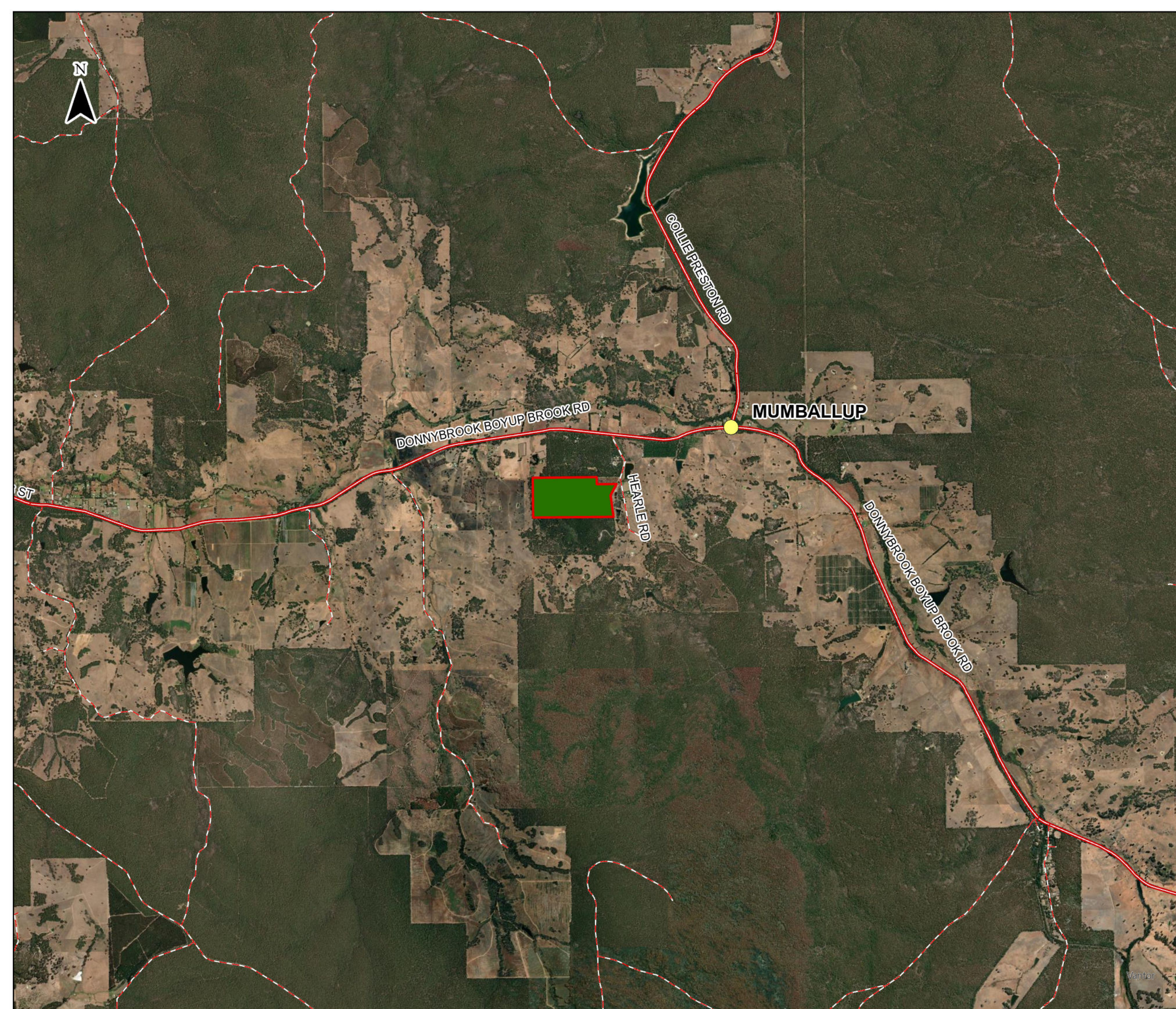
SHIRE: Donnybrook-Balingup

LAND OWNER: Cultura Australia Pty Ltd

ACCESS: Hearle Rd

Legend

-  Major Town
-  Highway/Main Road - Sealed
-  Minor Road - Sealed
-  Minor Road - Unsealed
-  Mumballup Plantation



DFES Regional Contact Number 08 9771 6800
DFES Duty Officer Contact Number 1800 512 111

MAIN ACCESS
Hearle Rd
Google Maps Link



DELTA FORESTRY
Mumballup Plantation
FIRE AND EMERGENCY PLAN

Fire and Emergency call:000

Delta Forestry (Forest Manager)
24 hr Fireline: (08) 9778 9995

Details

Lot 212 on P235120
SHIRE: Donnybrook-Balingup
LAND OWNER: Cultura Australia Pty Ltd
FIREBREAKS: External 15m
Internal 6m
ACCESS: Hearle Rd

Area Report

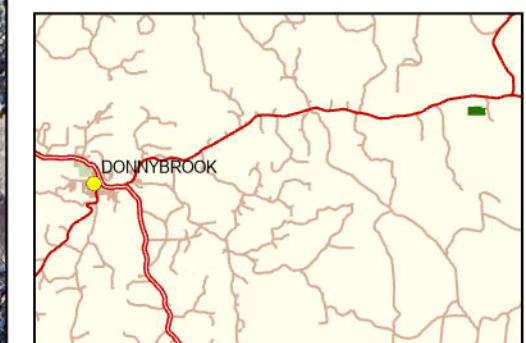
P. radiata P2026.....51.1 ha

TOTAL AREA.....51.1 ha

Legend

- ★ Main Access (EMP)
- ☆ Access Gate
- F Fire Map Tube
- ⊗ No Access
- ⊗ Crossing
- H House
- S Shed
- T Turnaround
- T Waterpoint - Tank 25 000L
- W Waterpoint
- Emergency Access and Egress
- Powerline
- × × Fence
- - - Track
- Drain
- Stream
- P. radiata
- Buffer/ Non Plantable
- Firebreak
- Retained Veg
- Dam/Soak
- Wet/Non Plantable
- Indigenous Heritage Site

Location

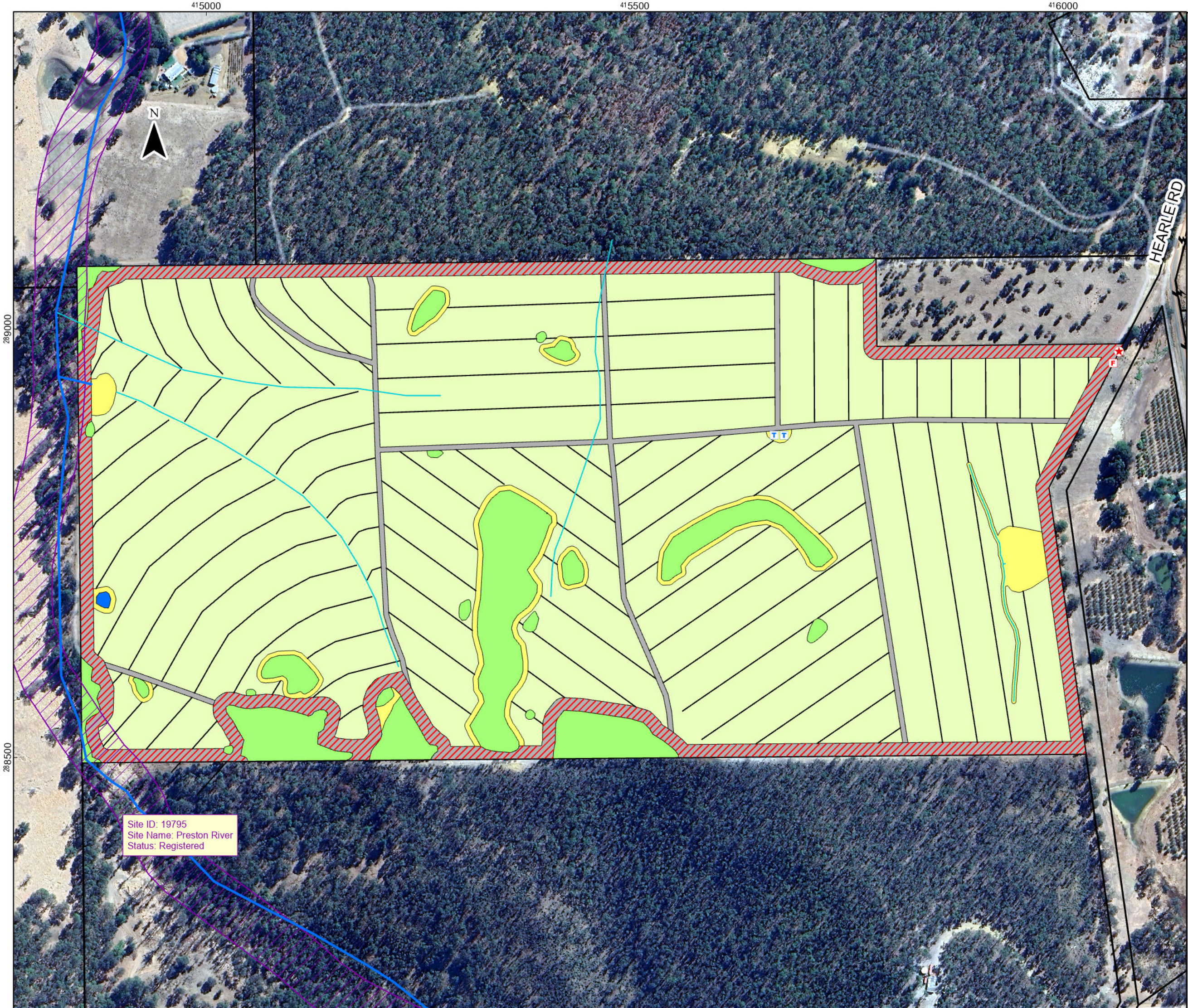


0 50 100 150 200
Meters

1:4 000 @ A3

DATE: July 2026

Site ID: 19795
Site Name: Preston River
Status: Registered



Site ID: 19795
Site Name: Preston River
Status: Registered



MUMBALLUP PLANTATION Plantation Design Plan

Details

Lot 212 on P235120
SHIRE: Donnybrook-Balingup
LAND OWNER: Cultura Australia Pty Ltd
FIREBREAKS: External 15m
Internal 6m

ACCESS: Hearle Rd

Area Report

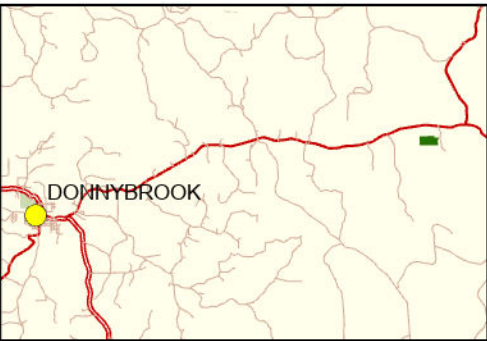
P. radiata P2026.....51.1 ha

TOTAL AREA.....51.1 ha

Legend

- ★ Main Access (EMP)
- ★ Access Gate
- F Fire Map Tube
- H House
- S Shed
- ⊗ No Access
- ⊗ Crossing
- T Waterpoint - Tank 25 000L
- Row Direction (4.0m spacing)
- ⚡ Powerline
- - - Track
- Drain
- Stream
- P. radiata (proposed planting)
- Buffer/ Non Plantable
- ▨ Firebreak 15m External
- ▨ Firebreak Powerline 20m offset
- ▨ Firebreak 6m Internal
- ▨ Retained Veg
- ▨ Dam/Soak
- ▨ Wet/Non Plantable
- ▨ Indigenous Heritage Site

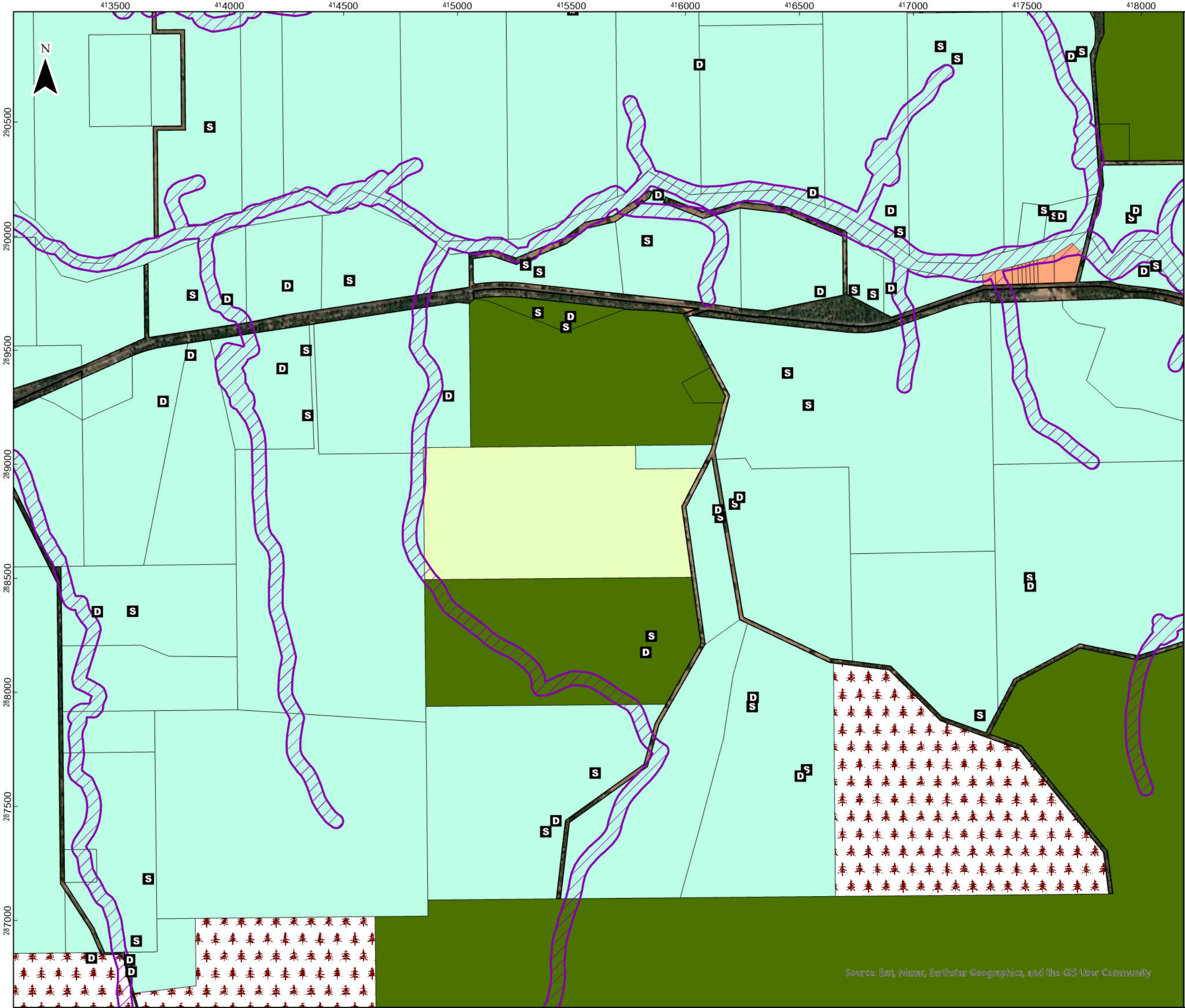
Location



0 50 100 150 200
Meters

1:4 000 @ A3

DATE: July 2026



MUMBALLUP PLANTATION Land Use

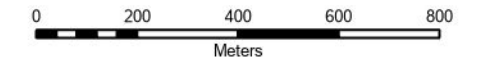
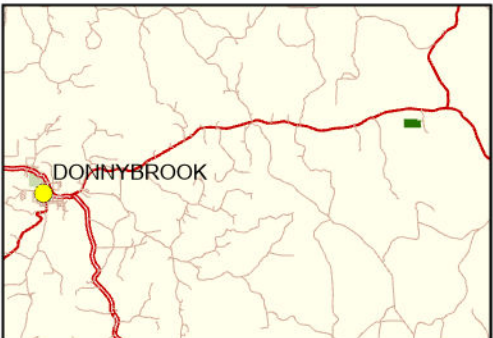
Details

Lot 212 on P235120
SHIRE: Donnybrook-Balingup
LAND OWNER: Cultura Australia Pty Ltd

Legend

- D** Dwelling
- S** Shed
- Mumballup
- General Grazing
- Town Site
- Forested
- Softwood Plantation
- Softwood Plantation
- Cadastre
- Indigenous Heritage Site

Location



1:15 000 @ A3 DATE: December 2025

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Delta Forestry Operation Restrictions during Fire Danger Period

Region	Operation	Forecast Fire Danger Ratings (Fire Behaviour Index)				
		<12 No rating	12-23 Moderate	24-49 High	50-99 Extreme	>=100 Catastrophic
Blackwood	All operations within the managed estate.	No restrictions required.		The fire risk of all operations should be considered in the regions. Managers should consider ceasing operations by 1500 hours or earlier if the Fire Behaviour Index is expected to be >=40. Operations can continue beyond 1200 hrs where local weather conditions are recorded and considered satisfactory.	No Total Fire Ban in place, operations cease 1200 hours. Operations suspended for all 24hrs of the Total Fire Ban. No approval will be given to return to work until after the Total Fire Ban is over. Operations can continue beyond 1200 hrs where local weather conditions are recorded and considered satisfactory by the Forest Manager in consultation with the Duty Officer.	No operations will be authorised the day of the Total Fire Ban without the direct approval of the Forest Manager in consultation with the Duty Officer. This includes patrolling activities. The location of fire crews and control equipment to be given careful consideration.
Capes						
Southern Forests						
Stirling West						

All operations subject to declared harvest and vehicle movement bans.



FOREST MANAGEMENT PLAN

1. DETAILS

Forest Management Plan Details

Name:	Mumballup		
Address	Lot 212 Hearle Road		
Locality:	Mumballup	Nearest town:	Donnybrook
Local Government Authority:	Shire of Donnybrook-Balingup		
Local Fire Brigade:	Mumballup		

Owner's Details

Name:	Cultura Australia Pty Ltd		
Primary Contact Number:	0493 166 159		
Email:	b.donaldson@greshamhouse.com		
Address:	East 13, Federal Mills Park, 33 Mackey Street, North Geelong		
Postcode:	3215	Country:	Australia

Agent's Details

Organisation:	Delta Forestry Pty Ltd		
Primary Contact Number:	08 9778 9995		
Email:	admin@deltaforestry.com.au		
Address:	33 Headstay Cove, Geographe		
Postcode:	6280	Country:	Australia

Development Approval P25070
Determination Date 25/03/2026
Document Approval Date 7/04/2026
Shire of Donnybrook - Balingup



2. CODE OF PRACTICE PROTOCOL COMPLIANCE¹

Protocol Criteria	Recommended Content	Check
Plantation Map:	A map of the plantation should provide the following: • plantation manager details; • an area statement showing plantation categories and areas; • a locality plan and access roads; • cadastral information; • known environmental and OHS hazards; • improvements: • buildings; • roads, tracks, firebreaks, bridges, creek crossings; • fences, gates, utilities, water points; • natural features: • watercourses and wetlands; • areas of native vegetation; and • significant values.	Complies.
Establishment Plan:	This should outline the following topics and how they are to be managed: • areas of native vegetation and significant values; • setback distances to watercourses, wetlands, reservoirs and significant values; • statutory setback distances to dwellings and gazetted infrastructure; • management of harvest residue; • control of declared animals, declared plants and other pest plants; • areas to be planted, compartment sizes; • species to be planted;	Complies.

¹ The Code states “A plantation management plan is prepared to provide relevant information in respect of the way in which plantations are developed and managed, and to demonstrate the means by which the principles of environmental care, cultural, heritage social and economical management objectives are achieved. Plantation management plans are dynamic documents and may change from time to time as a result of new information, new or revised laws, or for strategic or operational imperatives. Plantation management plans are recommended content; however land managers/owners and/or plantation owners may have other requirements.”



	• direction of planting lines in relation to contours and natural drainage; • description of soil preparation methods; • pest and weed control prescription; • planting prescription; • access and firebreaks • fertilising prescription; • sensitive neighbours; • sensitive property; and • security management	
Maintenance Plan:	This should outline the following management activities to be conducted during the rotation of the plantation and how they intend to be managed: • native vegetation management; • pruning and thinning regimes; • control of declared animals, declared plants and other pest plants; • weed and pest control prescription; • fertilising prescription; • access and firebreak maintenance; • grazing strategy; • inventory; • bio-security issues; • infrastructure maintenance; and • significant feature management.	Complies.
Fire Management Plan:	The fire management plan should contain the following details: • Plantation manager's telephone numbers; • names and addresses of local fire control agencies; • locality plans showing access roads, firebreaks, water points etc.; • methods of access and firebreak maintenance; • specific measures to protect services (e.g. power lines and gas pipelines); • a fire fighting equipment register for the locality and details of cooperative arrangements; • direction indicators to water points, road signs and other features; • details of coordination and cooperation between plantation managers, local	Provided separately.

	government authorities, local volunteer fire brigades, State agency in fire prevention, detection and suppression activities.; and • a fuel reduction program, if applicable.	
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3. PURPOSE

The purpose of this forest management plan (**Plan**) is to outline the key features and characteristics of the property and document the sustainable forest management practices to be utilised in undertaking the development and ongoing management.

4. SCOPE

The Plan has been developed in accordance with the Code of Practice for Timber Plantations in Western Australia (**Code**) and the Department of Fire and Emergency services (DFES) Guidelines for Plantation Fire Protection (**Guidelines**). The Plan is specific for the property and any surrounding areas detailed within. The scope of use shall include but not limited to site preparation, plantation establishment, ongoing management, thinning and clear fell harvest of a softwood *Pinus radiata* pine plantation.

5. PROPOSED DEVELOPMENT

The establishment and harvesting of a *P. radiata* softwood plantation to supply forest products to domestic and international markets. The Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES) reported in its 'Australian plantation statistics 2023 update', that Australia's total plantation area had decreased by 15% (304,200 hectares) between 2008–09 and 2021–22. Over the same period, Western Australia's plantation estate decreased by 134,469 hectares (contributing to 44% of the national decrease).

As a result of the reduction in plantation area and the under investment in plantation development reported by ABARES, the Australian Forest Products Association (AFPA) and Master Builders Australia (MBA) are predicting a 250,000

timber house frame supply gap by 2035². Furthermore, in Western Australia, AFPA and MBA are expecting a supply gap of 40,855 timber house frames - the number of house frames to build a city the size of Bunbury. AFPA and MBA predict Australia will need to increase the area of plantations by 400,000 ha to meet the looming national supply deficit. The 400,000 ha represents one tenth of one percent of the land used for agriculture in Australia and is essentially replacing the plantation area which has been recently lost during the period between 2008–09 and 2021–22 reported by ABARES. The development will also contribute to Australia reducing greenhouse gas emissions by 43% below 2005 levels by 2030 and achieving net zero emissions by 2050 by sequestering carbon in trees, soil, and forest products.

6. PROPERTY DESCRIPTION

Planning	
Title Information:	P235120 212
Address:	Hearle Road, Mumballup
Planning Scheme:	Shire of Donnybrook-Balingup Scheme no. 7
Planning Zone:	General Agriculture
Planning Overlays:	Nil
Existing Land Use:	Converted plantation
Proposed Use:	Plantation

The plantation is located in the General Agriculture zone in the Shire of Donnybrook-Balingup and is surrounded by other primary production land uses, general grazing, plantations and vegetated holdings (see Attachment 1&6). The plantation setbacks are designed to minimise the risk of any adverse impact to surrounding land uses. In determining the setbacks in this Plan, we have considered the risk of bushfire, off-site movement in the use of chemicals/fertilisers, and encroachment of machinery into sensitive areas (refer Attachment 2).

Furthermore, there are additional measures which can be taken to minimise the

² https://ausfpa.com.au/wp-content/uploads/2022/08/220804_250000_house_frames_short_by_2035_new_report_confirms_cliff_without_new_plantings_.pdf



risk of bushfire and any adverse impacts to surrounding land uses such as operational planning, standard operating procedures, training and competency assessments, supervision, and buffers.

Plantation Design Setbacks	
Public Roads:	15 m minimum
Title Boundary:	15 m minimum
Compartment Boundary:	6 m minimum
Remnant Vegetation:	6 m minimum
Watercourses:	6 m minimum
Dwellings	100 m minimum
Buildings	50 m minimum
Powerlines	20 m minimum

7. SITE DESCRIPTION

The property lies within a high rainfall area which combined with the gentle to moderate slopes and soils found on the property gives the property a moderate erosion risk rating³. There are at a minimum 6 m setback of watercourses (measured from top of bank) and planting and cultivation will be aligned off contour to slow the rate of fall and accumulation of water where required (refer Attachment 7a&b).

Site Features	
Mean Annual Rainfall:	803 mm
Geology:	Granite and gneiss
Land Units:	Balingup moderate slopes, Queenwood low slopes, Balingup low slopes, Lowden Hester subsystem
Soils:	Loams, loamy or sandy gravels, gravels
Topography:	Gentle to moderate slopes (5-35%)
Catchment	Preston

Biodiversity and Conservation Values

The property has been extensively cleared, and areas with biodiversity and

³ 1A Method of Assessing Water Erosion Risk in Land Capability Studies – Swan Coastal Plain and Darling Range. Resource Management Technical Report No.73: 1998. Department of Agriculture Western Australia.

conservation value occur generally along natural drainage lines and an area of remnant vegetation located on the norther boundary (refer Attachment 3).

The property resides in the Preston River River catchment which has been altered via river straitening near Bunbury and the Glen Mervyn dam. The Preston River has had reducing salinity in recent years potentially due to increased plantation establishment in the catchment reversing the effects of clearing deep-rooted vegetation for agriculture. The establishment of a plantation will continue to improve the water quality of the Preston River.

Biodiversity and Conservation Features	
Vegetation Types:	Medium marri and jarrah forests
Potential Occurrence of Threatened Species ⁴ (CR ⁵ , VU ⁶ , EN ⁷):	Western Ring-tail Possum, Forest Red-tailed Black Cockatoo, Carnaby's Cockatoo, Baudin's Cockatoo
TEC ⁸ :	Nil
Vegetation Condition:	Good to poor

Water Management

The property resides in the Preston River catchment. Surface water interception and water usage by a deep-rooted, multi-rotation plantation forest (including firebreaks, buffers and setbacks) will be commensurate with the native vegetation which previously occupied the site. The clearing of the land for agriculture has increased the level of surface water that reaches the waterways. While there are some benefits of increased flow rates with land clearing, it comes with trade-offs such as elevation of water tables, salinisation, erosion and the runoff of sediment, nutrients and other pollutants into waterways and rivers. Carefully prepared and managed, the plantation will moderate surface water flow towards waterway systems via drainage or cultivation which will fall at 1:100 or 1% (refer Attachment 4).

⁴ May or may not be found on or near the property (5km radius from property).

⁵ Critical

⁶ Vulnerable

⁷ Endangered

⁸ Threatened ecological community.

Water Management

The use of chemicals on the property are regulated by the Australian Pesticides and Veterinary Medicines Authority. Chemical use is in accordance with the label rates and applied by licenced and appropriately qualified contractors.

Our chemical use within the plantation is generally limited to the first 18 months of the plantation and targeted to the planting strip. For example, for commonly used chemicals in forestry plantations and canola cropping, the plantation use is less than 1% when compared to canola over a full rotation. The setbacks and buffers in the Plan take into consideration the low level of chemical input and the ground-based, targeted nature of their application.

The short rooted annual pasture species on the property are subject to annual inputs of phosphorus and nitrogenous fertilisers. Trees have developed mechanisms quite different to short-rooted annuals to deal with pulses of nutrient availability (e.g., deep roots, internal storage processes for nutrient uptake over and above their requirements, mycorrhizal associations) and nutrient cycling in plantation forests is highly conserved unlike short-rooted annual species found in cropping and pasture systems (i.e., limited export of nutrients off site).

Soil and foliar tests will be undertaken to determine the requirement for any fertiliser applications to remediate any nutrient deficiencies or imbalances. The plantation industry in conjunction with leading forest scientists have developed novel decision support tools to guide nutrition management in plantations. Given the property's most recent history, it is expected there will be limited requirement to use any fertiliser at establishment or during maintenance of the plantation. Nonetheless, the buffers and setbacks set out in in our Plan are designed to minimise the risk of any potential offsite movement, especially to the local waterways. No chemicals or fertilisers will be stored at the property other than for their immediate use.

Cultural Heritage

Cultural Heritage Features

Representatives:	South West Aboriginal Land and Sea Council
ILUA ⁹ :	Gnaala Karla Booja Indigenous Land Use Agreement
Regional Corporation:	Gnaala Karla Booja Aboriginal Corporation

Cultural Heritage Sites

Site ID 19795	Preston River
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Site 19795 overlays the watercourse in the southwest corner of the property, and the Owner is aware of their obligations under the *Aboriginal Heritage Act 1972*.

Stakeholders and Land Use

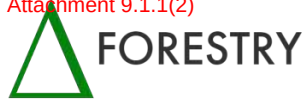
Neighbouring stakeholders are listed below. Delta Forestry maintains a database of neighbours which will be used for the communication and management of sensitive operations (e.g., aerial spraying, vermin control, harvesting). For privacy reasons, names and contact details of private residence have been omitted.

Stakeholders

Property identification	Contact	Land use
Lot 213 Hearle Road		Forest
92 Hearle Road		Grazing
Lot 10 Donnybrook-Boyup Road		Grazing
2492 Donnybrook-Boyup Brook Road		Grazing
Lot 302 Hearle Road		Grazing
Reserve 11149	Shire of Donnybrook-Balingup (08) 9780 4200	Forest and extraction

Forest Description

⁹ Indigenous Land Use Agreement



FOREST MANAGEMENT PLAN

Forest Area Statement (ha)	
Plantation:	51
Native Vegetation:	5
Buffers and Water Courses:	1
Firebreaks and Tracks:	8
Dams:	0
Total:	65

8. SILVICULTURE AND MANAGEMENT REGIME

Regime		
Measure	Un-thinned	Thinned
Type:	Pulp/house frame	House frame
Species:	<i>P. radiata</i>	<i>P. radiata</i>
Initial Stocking:	800 stems/ha	1,250 stems/ha
Thinning Year:	None.	10-14
Clear Fell Year:	25-30	20-30

Many management activities are reactive and therefore not determined by a prescriptive schedule in a long-term forest management plan (as described in the following management plan). To cope with the reactive nature of operations, planning is broken down into the following categories:

- long-term or strategic plans (20+ years horizon);
- tactical plans (3-5 year horizon); and
- operational plans (1 year horizon).

The level of detail in operational planning increases as the planning horizon becomes less. The Plan is considered a long-term or strategic plan and does not have the specificity of an operational plan.

Management schedule		
Activity	Year	Description
Road Infrastructure:	<1	Where possible, existing access points and roads will be used to minimise disturbance. Where required, new access points and roads will be established to allow for the safe access and egress through the plantation.
Weed Management:	<2	Generally, occurs in the first 18 months of plantation establishment, weeds will be managed to minimise competition within the tree crop using appropriately qualified organisations and operators and will comply with the Australian Pesticides and Veterinary Medicines Authority regulations. Firebreaks may be sprayed annually using the same techniques.
Site Preparation:	<1	Planting lines will be designed to follow closely to the contour at 4 m intervals using either rip/mound or straight rip soil amelioration techniques. Site preparation is required to optimise tree growth.
Planting:	<1	Seedlings will be planted by hand using spades or planting tubes during the winter period.
Pest Management:	As required	Undertaken where plantation damage is occurring that will lead to economic loss. Applications will be ground based.
Monitoring:	<6 months weekly and at least quarterly thereafter	Access, hazards, weeds, pests and diseases, survival, firebreaks, and water points.
Nutrition:	As required	Based on precision forestry principles the nutrition status will be monitored and any economic imbalances remedied by the application of fertiliser.
Plant Health:	As required	Roads will be inspected and maintained to ensure access and to minimise any adverse impacts (e.g., erosion, poor drainage).
Road Maintenance:	As required	Roads will be inspected and maintained to ensure access and to minimise any adverse impacts (e.g., erosion, poor drainage).
Firebreak Maintenance:	Annual	Firebreaks will be maintained in accordance with this Plan and the relevant firebreak and fuel reduction notice published by the



FOREST MANAGEMENT PLAN

		Local Government Authority.
Declared Plants and Animals:	As required	Declared plants and animals will be identified through monitoring and declarations and control will be in accordance with the Biosecurity and Agricultural Management Act 2007 and our Biosecurity Management Plan.
Wildling Control:	As required	Volunteer pine seedlings will be monitored and controlled outside of the plantation area.
Inventory:	>10	Undertaken to monitor plantation performance and forward planning.

Standard Prescriptions

Standard Prescriptions	
Pre-Plant Broad Spray:	2-5 L/ha biactive glyphosate (Roundup), 5-15 g/ha metsulfuron methyl (Brush Off) plus suitable wetting agent. Applied to pasture after autumn break.
Site Preparation:	Rip-mound to 1 m, rip only to 1 m, no mound or rip. Prescription tailored to soil and topography. Mounds usually orientated along contour with a 1:100 fall to minimise risk of erosion.
Pre-Plant Strip Spray:	2-5 L/ha biactive glyphosate, 20 g/ha metsulfuron methyl (Brush Off) and/or 3 – 5 kg/ha Atrazine plus suitable wetting agent. Applied to planting strip at least three weeks prior to planting.
Post-Plant Spray:	11-15 L/ha hexazinone (Velpar). Applied to planting strip or broad sprayed one month after planting. Only applied if there is a spring flush of competitive weeds along the strip spray lines.
Establishment Fertiliser:	100-150 g/seedling diammonium phosphate granules or compound blend depending on foliar or soil analysis buried within 10 cm of planted seedling. Generally, not required on fertile ex-pastured sites.
Maintenance Fertiliser:	100-300 kg/ha diammonium phosphate or urea or compound blend depending on foliar or soil analysis. Can occur at anytime not less than 10 years prior to harvest. Generally, not required on fertile ex-pastured sites.
Firebreaks:	2-5 L/ha biactive glyphosate (Roundup), 5-15 g/ha metsulfuron methyl (Brush Off) plus suitable wetting agent. Applied to pasture after autumn break. Mechanical grading.
Pest Control	160 mL/ha alpha-cypermethrin (Dominex)
Vermin Control	Trapping, baiting and professional shooting.
Grazing:	None after establishment.
Fencing:	Internal fencing removed and external fences maintained. Expenses shared with neighbours.
Access and Security:	Permits or licences. Locked gates. Cameras.



Water Supplies and Use

The property is in a proclaimed area under the *Rights and Water Irrigation Act 1914*. The property has two water points. These water points have a combined estimated capacity of 750 kilolitres. The Owner's use of the water supply will be restricted to limited quantities for ordinary and domestic purposes (<5,000 L/annum over the life of the plantation), and fire-fighting.

There is no requirement for a water licence for the planned sources and uses of water. There is no requirement for a bed and banks permit to undertake the development.

Harvest

The intent is to deploy a cut-to-length harvest system to produce logs for delivery to local and export markets. Prior to any harvest operations a harvest management plan will be developed for endorsement by the local government authority and communication to stakeholders. The harvest management plan shall include appropriate water, dust and noise management plans to adequately manage potential adverse impacts to the environment and stakeholders.

Around the final clear-felling of the plantation an assessment will be made on the future use of the property including the appropriate management of harvest residue.

9. HAULAGE AND MARKET INFORMATION

The unnamed road with access to Hearle Rd has been used for access and the hauling logs harvested from the previous plantation on the property. This section of the unnamed road will require re-sheeting with gravel prior to harvest. Hearle Road has direct access to Donnybrook-Balingup Road allowing for the efficient haulage of logs to key markets via the preferred haulage route found in Attachment 8. Prior to any haulage operations and upgrade of the unnamed road, a haulage and traffic management plan will be provided to the Local Government Authority and communicated to stakeholders.

Forest Products	Destination
Environmental Credits:	ACCU Scheme, voluntary markets
Fence Posts:	Timber Treaters Bridgetown
Pulplogs:	Laminex Dardanup, Bunbury Port
Sawlogs:	Wespine Dardanup, Local Sawmillers
Power Poles:	Koppers Dardanup

Attachments:

1. District Context Map
2. Plantation Map
3. Native Veg Map
4. Waterways Map
5. Landuse Map
6. Contour Maps
 - a. With photo
 - b. No photo
7. Haulage Route Map
8. Cultural Heritage Extract



MUMBALLUP PLANTATION

District Context Plan

Details

Lot 212 on P235120

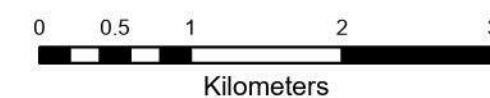
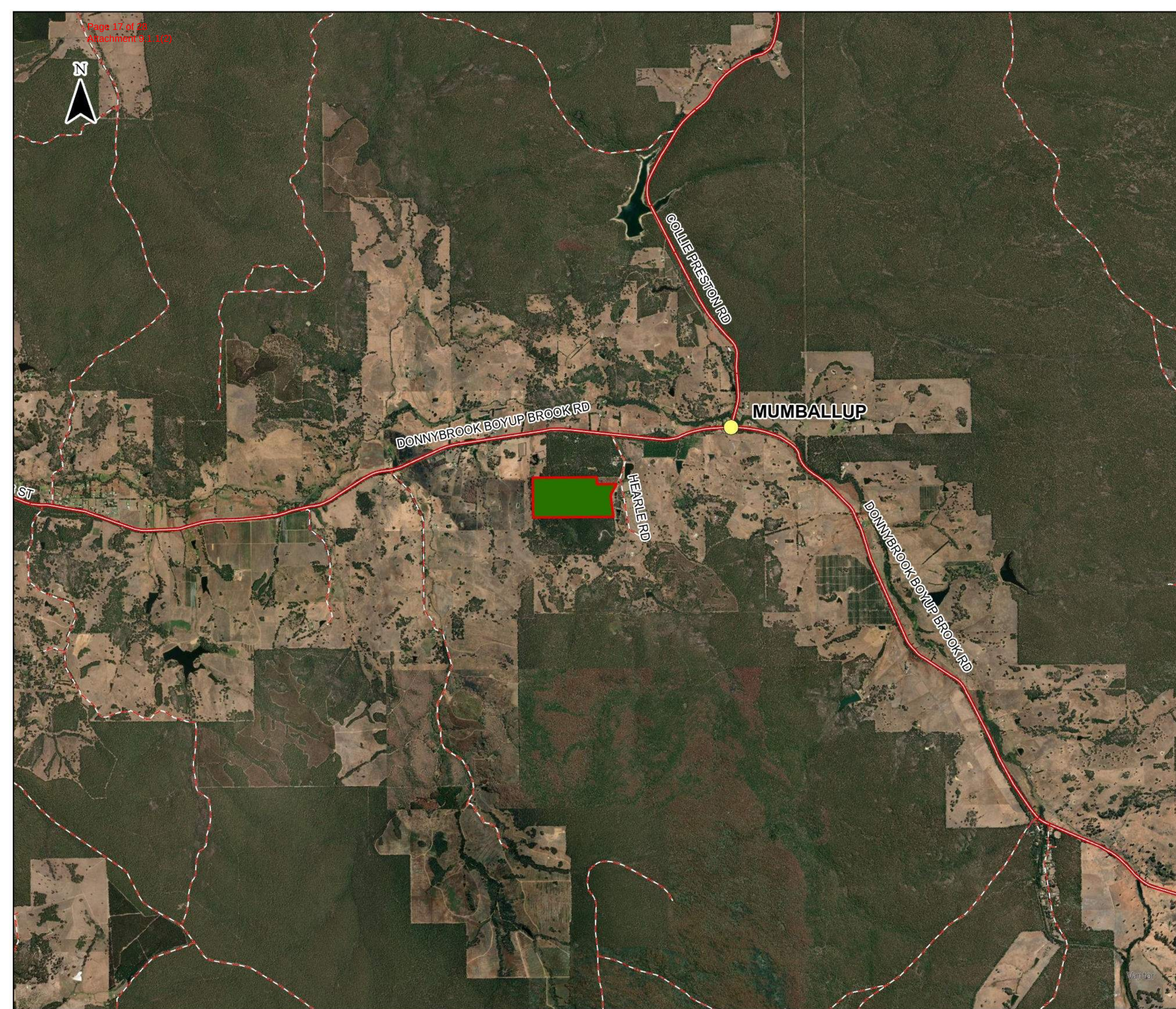
SHIRE: Donnybrook-Balingup

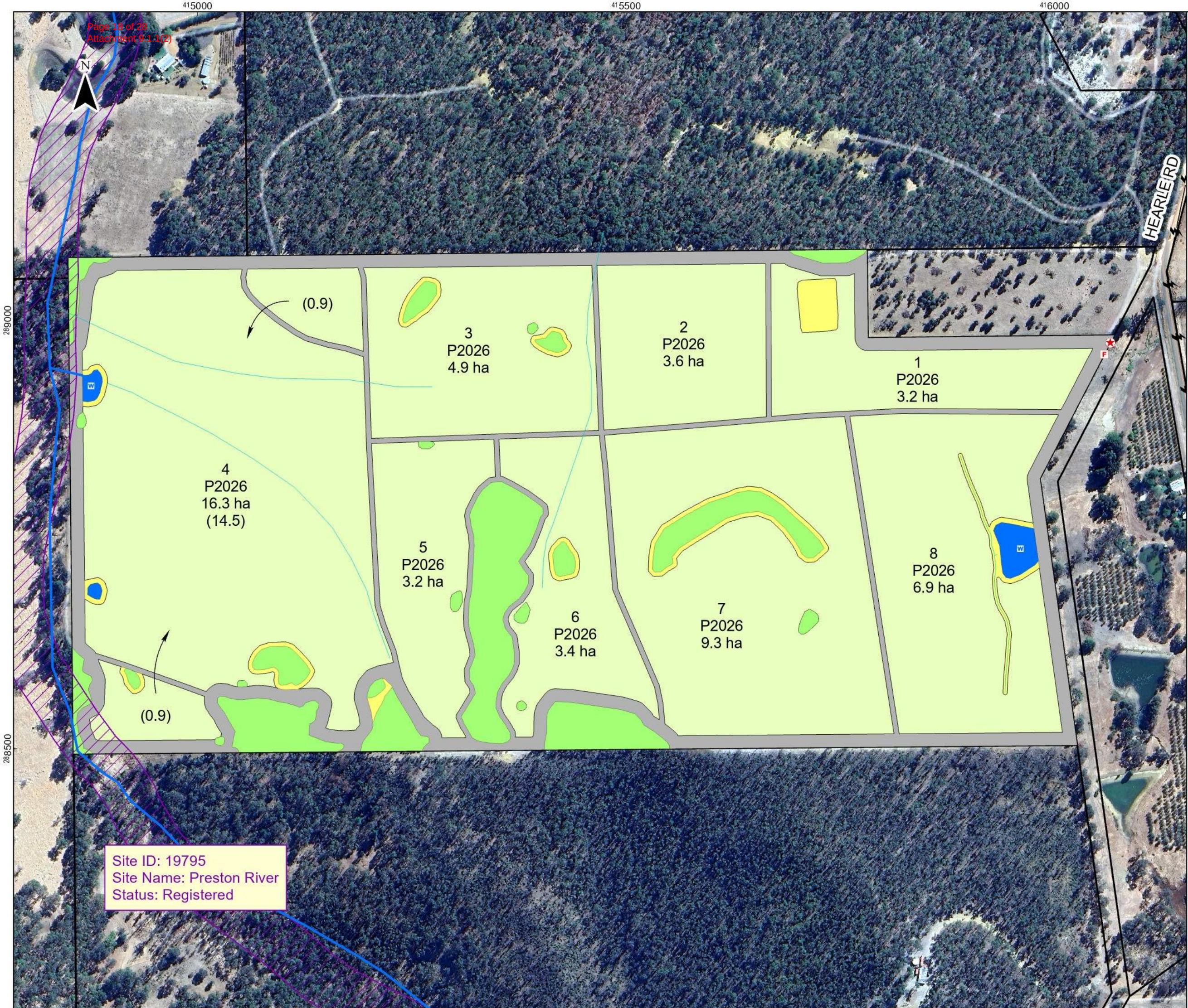
LAND OWNER: Cultura Australia Pty Ltd

ACCESS: Hearle Rd

Legend

-  Major Town
-  Highway/Main Road - Sealed
-  Minor Road - Sealed
-  Minor Road - Unsealed
-  Mumballup Plantation





Site ID: 19795
Site Name: Preston River
Status: Registered



MUMBALLUP PLANTATION

Development Application

Details

Lot 212 on P235120
SHIRE: Donnybrook-Balingup
LAND OWNER: Cultura Australia Pty Ltd
FIREBREAKS: External 15m
Internal 6m
ACCESS: Hearle Rd

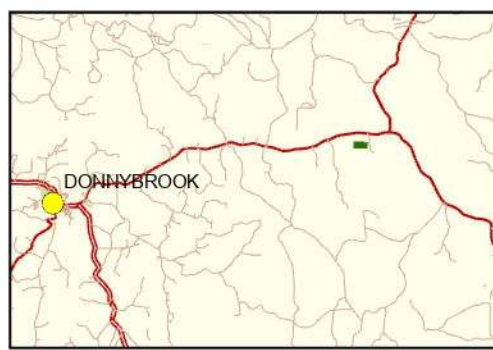
Area Report

P. radiata P2026.....50.8 ha
TOTAL AREA.....50.8 ha

Legend

- ★ Main Access (EMP)
- ☆ Access Gate
- F Fire Map Tube
- H House
- S Shed
- ⊗ No Access
- ⊗ Crossing
- T Tank
- W Waterpoint - Reliable
- ⚡ Powerline
- - - Track
- Drain
- Stream
- P. radiata (proposed planting)
- Buffer/ Non Plantable
- Firebreak
- Retained Veg
- Dam/Soak
- Wet/Non Plantable
- ▨ Indigenous Heritage Site

Location





FORESTRY
MUMBALLUP
PLANTATION
Native Vegetation

Details

Lot 212 on P235120

SHIRE: Donnybrook-Balingup

LAND OWNER: Cultura Australia Pty Ltd

Area Statement

Remnant Vegetation.....4.7 ha

Legend

-  Declared Rare Flora
-  Remnant Vegetation
-  Mumballup Property

Sources

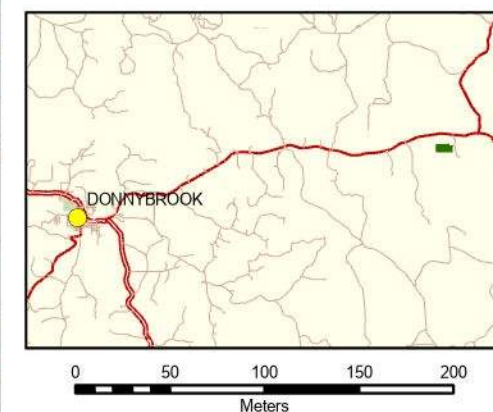
Declared Rare Flora

<https://dandjoo.bio.wa.gov.au/>

Remnant Vegetation

Digitised from Google Earth imagery dated Apr 2024

Location





MUMBALLUP
PLANTATION
Waterways

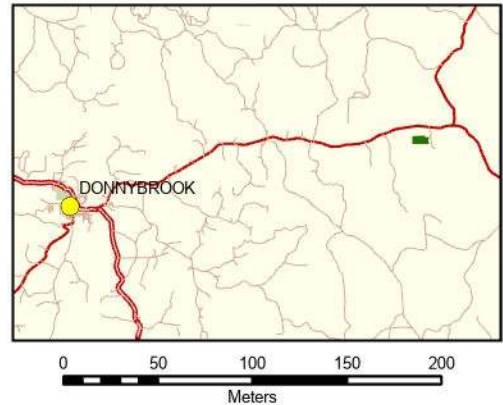
Details

Lot 212 on P235120
SHIRE: Donnybrook-Balingup
LAND OWNER: Cultura Australia Pty Ltd

Legend

- Drain
- Waterway
- Dams/Soaks
- Wet Area
- Cadastre

Location





FORESTRY
MUMBALLUP
PLANTATION
Land Use

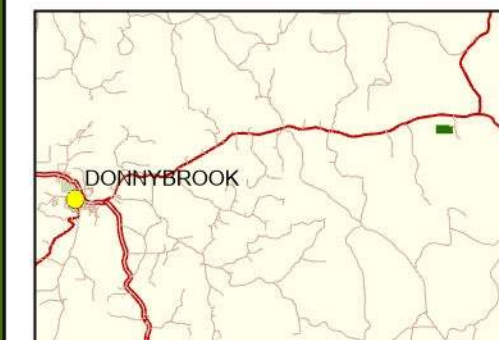
Details

Lot 212 on P235120
SHIRE: Donnybrook-Balingup
LAND OWNER: Cultura Australia Pty Ltd

Legend

- D** Dwelling
- S** Shed
- Mumballup
- General Grazing
- Orchard
- Forested
- Softwood Plantation
- Softwood Plantation
- Cadastre
- Indigenous Heritage Site

Location



0 200 400 600 800
Meters

1:15 000 @ A3

DATE: November 2025

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



FORESTRY
MUMBALLUP
PLANTATION
Contour Map

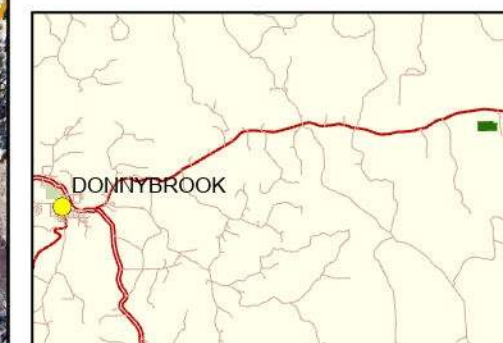
Details

Lot 212 on P235120
SHIRE: Donnybrook Balingup
LAND OWNER: Cultura Australia Pty Ltd
ACCESS: Hearle Rd

Legend

- Contour Line (10m interval)
- Mumballup Boundary
- Surrounding Cadastre

Location



0 50 100 150 200
Meters



 FORESTRY
MUMBALLUP
PLANTATION
Contour Map

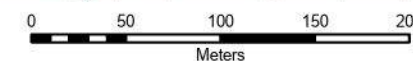
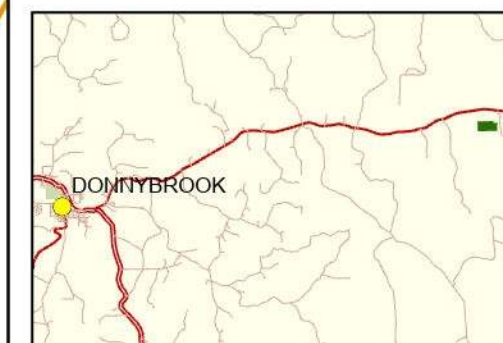
Details

Lot 212 on P235120
SHIRE: Donnybrook Balingup
LAND OWNER: Cultura Australia Pty Ltd
ACCESS: Hearle Rd

Legend

-  Contour Line (10m interval)
-  Mumballup Boundary
-  Surrounding Cadastre

Location





MUMBALLUP PLANTATION

Proposed Haulage Route

Details

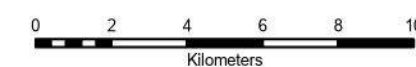
Lot 212 on P235120
SHIRE: Donnybrook-Balingup
LAND OWNER: Cultura Australia Pty Ltd
ACCESS: Hearle Rd

Destination

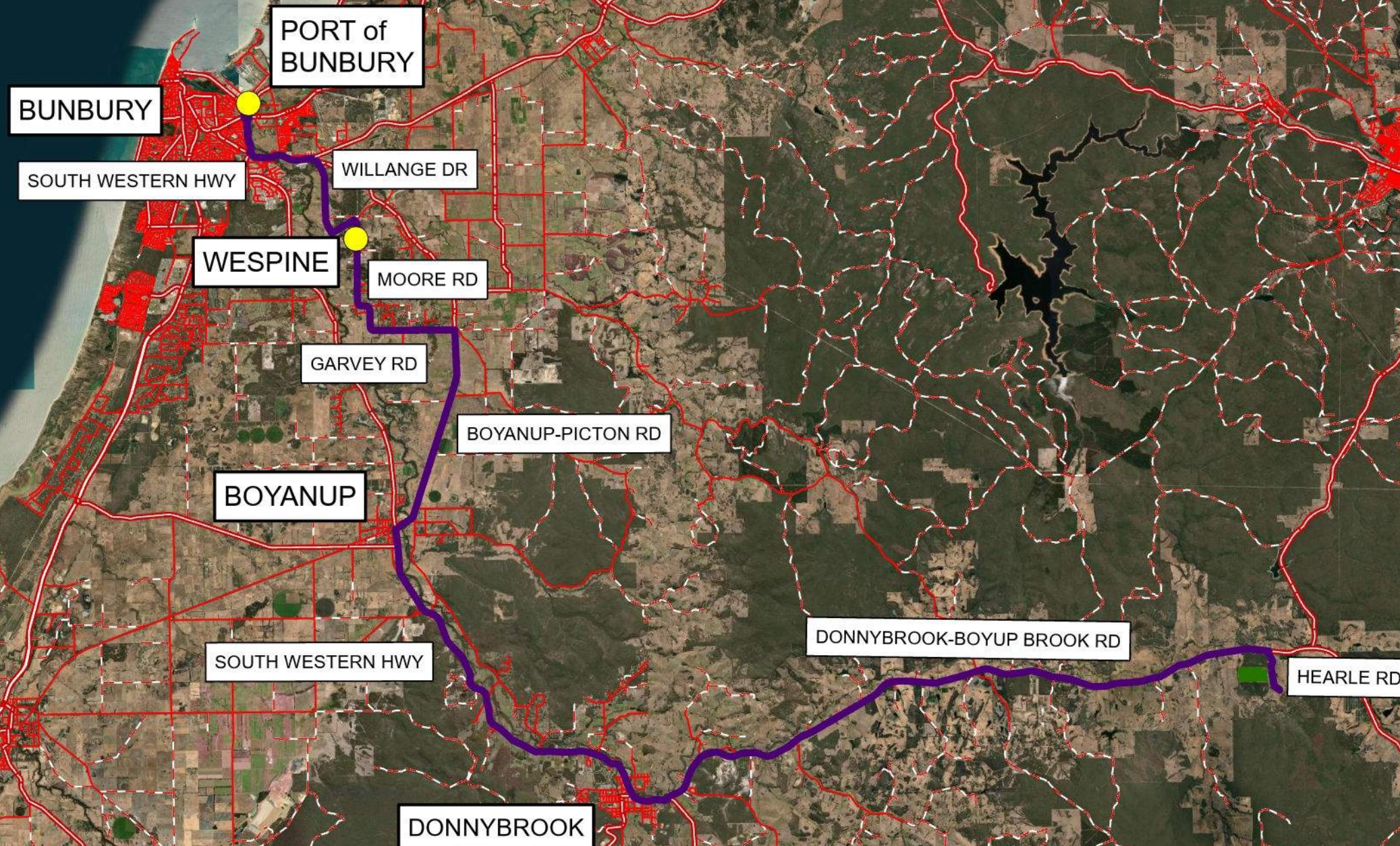
1. WESPINE INDUSTRIES
241 Moore Rd, Dardanup
2. PORT OF BUNBURY
54 Casuarina Dr, Bunbury

Legend

- Destination
- Haulage Route
- Highway/Main Road - Sealed
- Minor Road - Sealed
- Minor Road - Unsealed
- Mumballup Plantation



DATE: November 2025



Earthstar Geographics



Aboriginal Cultural Heritage Inquiry System

List of Aboriginal Cultural Heritage (ACH) Register

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Search Criteria

Aboriginal Cultural Heritage (ACH) Register ID 19795

Disclaimer

Aboriginal heritage holds significant value to Aboriginal people for their social, spiritual, historical, scientific, or aesthetic importance within Aboriginal traditions, and provides an essential link for Aboriginal people to their past, present and future. In Western Australia Aboriginal heritage is protected under the *Aboriginal Heritage Act 1972*.

All Aboriginal cultural heritage in Western Australia is protected, whether or not the ACH has been reported or exists on the Register.

The information provided is made available in good faith and is predominately based on the information provided to the Department of Planning, Lands and Heritage by third parties. The information is provided solely on the basis that readers will be responsible for making their own assessment as to the accuracy of the information. If you find any errors or omissions in our records, including our maps, it would be appreciated if you provide the details to the Department via <https://achknowledge.dplh.wa.gov.au/ach-enquiry-form> and we will make every effort to rectify it as soon as possible.

South West Settlement ILUA Disclaimer

Your heritage enquiry is on land **within or adjacent to** the following Indigenous Land Use Agreement(s): Gnaala Karla Booja Indigenous Land Use Agreement.

On 8 June 2015, six identical Indigenous Land Use Agreements (ILUAs) were executed across the South West by the Western Australian Government and, respectively, the Yued, Whadjuk People, Gnaala Karla Booja, Ballardong People, South West Boojarah #2 and Wagyl Kaip & Southern Noongar groups, and the South West Aboriginal Land and Sea Council (SWALSC).

The ILUAs bind the parties (including 'the State', which encompasses all State Government Departments and certain State Government agencies) to enter into a Noongar Standard Heritage Agreement (NSHA) when conducting Aboriginal Heritage Surveys in the ILUA areas, unless they have an existing heritage agreement. It is also intended that other State agencies and instrumentalities enter into the NSHA when conducting Aboriginal Heritage Surveys in the ILUA areas. It is recommended a NSHA is entered into, and an 'Activity Notice' issued under the NSHA, if there is a risk that an activity will 'impact' (i.e. by excavating, damaging, destroying or altering in any way) an Aboriginal heritage site. The Aboriginal Heritage Due Diligence Guidelines, which are referenced by the NSHA, provide guidance on how to assess the potential risk to Aboriginal heritage.

Likewise, from 8 June 2015 the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) in granting Mineral, Petroleum and related Access Authority tenures within the South West Settlement ILUA areas, will place a condition on these tenures requiring a heritage agreement or a NSHA before any rights can be exercised.

If you are a State Government Department, Agency or Instrumentality, or have a heritage condition placed on your mineral or petroleum title by DEMIRS, you should seek advice as to the requirement to use the NSHA for your proposed activity. The full ILUA documents, maps of the ILUA areas and the NSHA template can be found at <https://www.wa.gov.au/organisation/departments/departments-of-the-premier-and-cabinet/south-west-native-title-settlement>.

Further advice can also be sought from the Department of Planning, Lands and Heritage via <https://achknowledge.dplh.wa.gov.au/ach-enquiry-form>.

Copyright

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Aboriginal Cultural Heritage Inquiry System

List of Aboriginal Cultural Heritage (ACH) Register

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Terminology

ID: ACH on the Register is assigned a unique ID by the Department of Planning, Lands and Heritage using the format: ACH-00000001. For ACH on the former Register the ID numbers remain unchanged and use the new format. For example the ACH ID of the place Swan River was previously '3536' and is now 'ACH-00003536'.

Access and Restrictions:

- **Boundary Reliable (Yes/No):** Indicates whether to the best knowledge of the Department, the location and extent of the ACH boundary is considered reliable.
- **Boundary Restricted = No:** Represents the actual location of the ACH as understood by the Department.
- **Boundary Restricted = Yes:** To preserve confidentiality the exact location and extent of the place is not displayed on the map. However, the shaded region (generally with an area of at least 4km²) provides a general indication of where the ACH is located. If you are a landowner and wish to find out more about the exact location of the place, please contact the Department of Planning, Lands and Heritage.
- **Culturally Sensitive = No:** Availability of information that the Department of Planning, Lands and Heritage holds in relation to the ACH is not restricted in any way.
- **Culturally Sensitive = Yes:** Some of the information that the Department of Planning, Lands and Heritage holds in relation to the ACH is restricted if it is considered culturally sensitive information. This information will only be made available if the Department of Planning, Lands and Heritage receives written approval from the people who provided the information. To request access please contact via <https://achknowledge.dplh.wa.gov.au/ach-enquiry-form>.
- **Culturally Sensitive Nature:**
 - **No Gender / Initiation Restrictions:** *Anyone* can view the information.
 - **Men only:** Only *males* can view restricted information.
 - **Women only:** Only *females* can view restricted information.

Status:

- **Register:** Aboriginal cultural heritage places that are assessed as meeting Section 5 of the *Aboriginal Heritage Act 1972*.
- **Lodged:** Information which has been received in relation to an Aboriginal cultural heritage place, but is yet to be assessed under Section 5 of the *Aboriginal Heritage Act 1972*.
- **Historic:** Aboriginal heritage places assessed as not meeting the criteria of Section 5 of the *Aboriginal Heritage Act 1972*. Includes places that no longer exist as a result of land use activities with existing approvals.

Place Type: The type of Aboriginal cultural heritage place. For example an artefact scatter place or engravings place.

Legacy ID: This is the former unique number that the former Department of Aboriginal Sites assigned to the place.

Coordinates

Map coordinates are based on the GDA 2020 Datum.

Basemap Copyright

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Satellite, Hybrid, Road basemap sources: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, HERE, DeLorme, Intermap, INCREMENT P, NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User Community.

Topographic basemap sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community.



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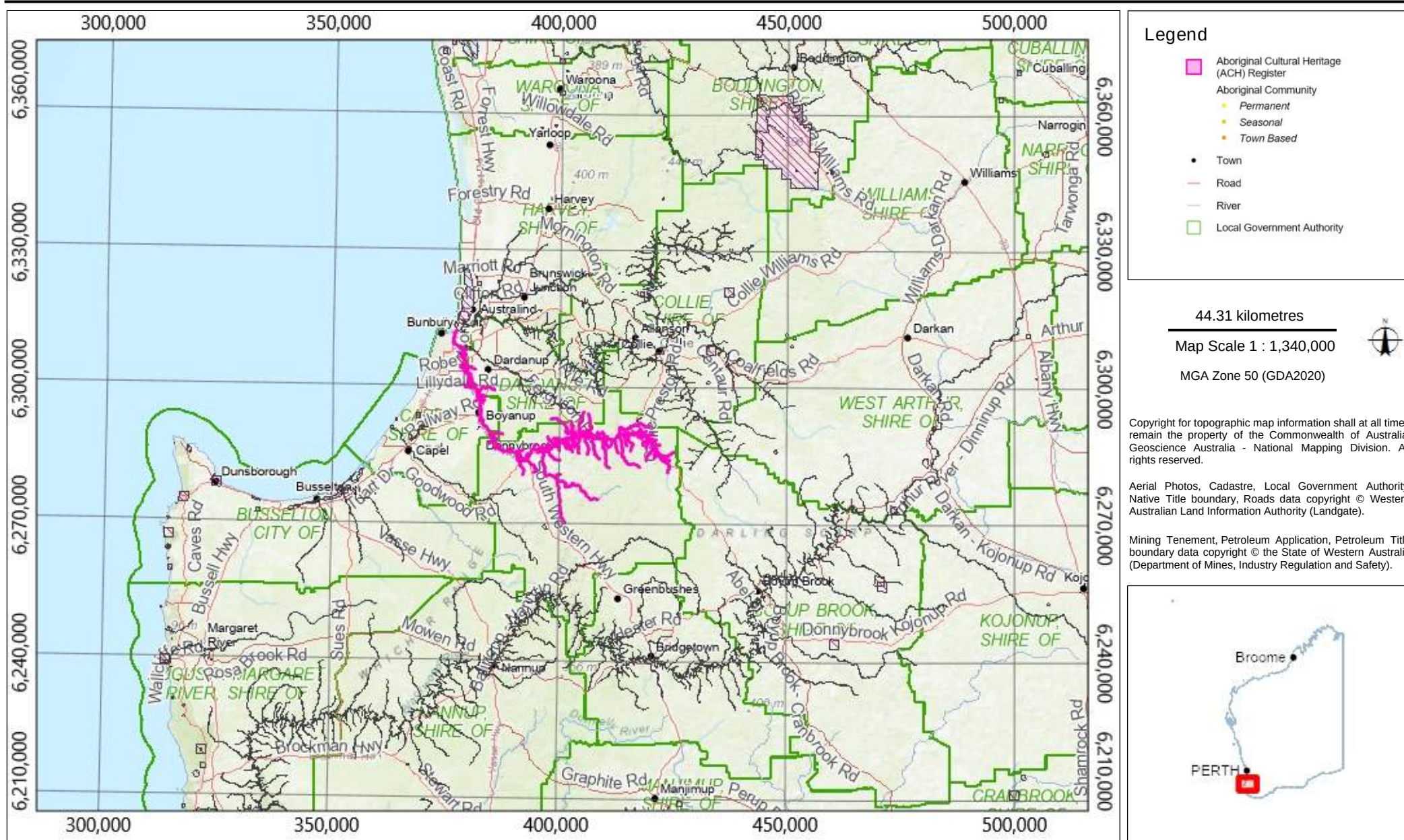
ID	Name	Boundary Restricted	Boundary Reliable	Culturally Sensitive	Culturally Sensitive Nature	Status	Place Type	Knowledge Holders	Legacy ID
19795	Preston River	No	Yes	No	No Gender / Initiation Restrictions	Register	Creation / Dreaming Narrative	*Registered Knowledge Holder names available from DPLH	



Aboriginal Cultural Heritage Inquiry System

Map of Aboriginal Cultural Heritage (ACH) Register

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To: Shire of Donnybrook – Balingup
From: Department of Water and Environmental Regulation

Att: Gabriella Hayward

A1496-Rd – Proposed Closure of two unconstructed Road Reserves – DWER Ref: REQ-0003506 – DWER Response

Dear Gabriella,

Thank you for referring the above-mentioned proposal to the Department of Water and Environmental Regulation for consideration.

The Department understands the Shire has received a request(s) to sell two portions of unconstructed road reserve that extend off Russells Rd. The requests have been made to enable access to Lot 2366 and Lot 7 from Lot 2367.

The Department does not objection to the proposal, nor does it have any comments.

In the event there are modifications to the proposal that may have implications on environment and/or water values and management, the Department should be notified to enable assessment.

Should you require any further information on the comments, please contact me.

Kind Regards,



Telstra Plan Services

Date **16/07/2026**

Your Ref: IPA112129

Our Ref: **PF637547-1**

Gabriella Hayward

gabriella.hayward@donnybrook.wa.gov.au

Level 1, 275 George Street
Brisbane, QLD 4000

Postal Address:
275 George Street
Brisbane, QLD 4000

Email: F0501488@team.telstra.com

Dear Gabriella,

Re: Proposed Road Closure - Russells Road (A1496)

Thank you for your communication dated in relation to the location specified above.

Telstra's plant records indicate that there are no Telstra assets within the area of the proposal. Subject to your compliance with the below conditions, **Telstra has NO OBJECTIONS** to the **Road Closure**.

We note that our plant records merely indicate the approximate location of the Telstra assets and should not be relied upon as depicting a true and accurate reflection of the exact location of the assets. Accordingly, we note that all individuals have a legal "Duty of Care" that must be observed when working in the vicinity of Telstra's communication plant. It is the constructor's/land owner's responsibility to anticipate and request the nominal location of Telstra plant via the **Before You Dig Australia web site www.BYDA.com.au** in advance of any construction activities in the vicinity of Telstra's assets.

On receipt of plans, notwithstanding the recorded location of Telstra's plant, the constructor/land owner is responsible for engaging a Certified Locating Organization (CLO) to perform cable location, potholing and physical exposure to confirm the actual location of the plant prior to the commencement of site civil work. Telstra reserves all rights to recover compensation for loss or damage caused by interference to its cable network or other property.

Telstra would also appreciate due confirmation when this proposed acquisition proceeds so as to update its Cadastre records. Information regarding acquisition of the land would be of benefit to us and should be directed to the following location:

Telstra - Cadastre Updates

PO Box 102

Tonrmina NSW 2452

F1103453@team.telstra.com

Please pass all information contained in this communication to all parties involved in this proposed process. If you have any difficulties in meeting the above conditions or if you have any questions relating to them, please do not hesitate to contact us at F0501488@team.telstra.com.

Yours sincerely,

I can confirm that Water Corporation has no objections to the proposed road closure off Russels Road, Balingup as there are no Water Corporation assets in the marked areas.

Kind Regards

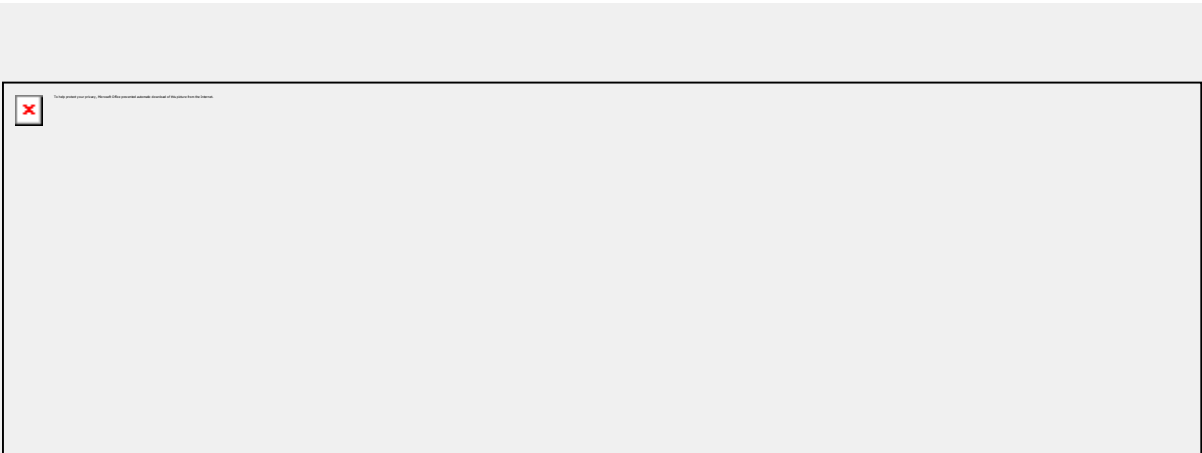
Land Servicing Advisor
Infill Developments
Development Services



In the spirit of reconciliation, Water Corporation acknowledges the Traditional Custodians of Country throughout WA and their enduring connections to land, sea and community. We pay our respects to Elders past and present, and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Cecilia Muller

From: Western Power (No Reply) <noreply@westernpower.com.au>
Sent: Tuesday, 16 June 2026 7:15 PM
To: Gabriella Hayward
Subject: Enquiry Case L8Q9V1087567



Hi Gabriella

Thank you for your enquiry.

I have spoken to our Public Impact team, who have advised that the following:

The closure of the section of land will have no impact on the network as currently there is no road.

Access to the network is through the land by virtue that we have the rights to enter the land to maintain the network etc.

Our only request is that whatever land change occurs that the access to the network remains unhindered, especially as this will immediately impact the supply of power to the two lots.

Regards

Need to contact us?

t: [13 13 51](tel:131351) Emergencies and outages | [13 10 87](tel:131087) General Enquiries

w westernpower.com.au



This email is automatically generated. Please do not respond to this address.

363 Wellington Street, Perth WA 6000

Cecilia Muller

From:

Sent:

To:

Cc:

Subject: RE: PROPOSED ROAD CLOSURE - (Land ID 3627482 and 3627483)

You don't often get email from c

Hi Cecilia,

Thank you so much for calling me yesterday.

would like to purchase the half of the road reserve below if its closure proceeds. As discussed, I have made then aware of the process and the costs associated with such an outcome.

This would leave the Owners of Lots 7 and 2366 a 10m wide battleaxe/legal access, as discussed.

How would you recommend moving forward, so they can preserve the rights to purchase half, and not hold up the process eg meet with proponents and agree to be joint proponents or otherwise?

NB: The cc email above is email.



Regards

Cecilia Muller

From:

Sent:

To:

Subject: Re: PROPOSED ROAD CLOSURE - (Land ID 3627482 and 3627483)

Follow Up Flag: Follow up

Flag Status: Flagged

I support the proposed road closure to achieve a private access road.

On Mon, Aug 17, 2026 at 11:29 AM Cecilia Muller <cecilia.muller@donnybrook.wa.gov.au> wrote:

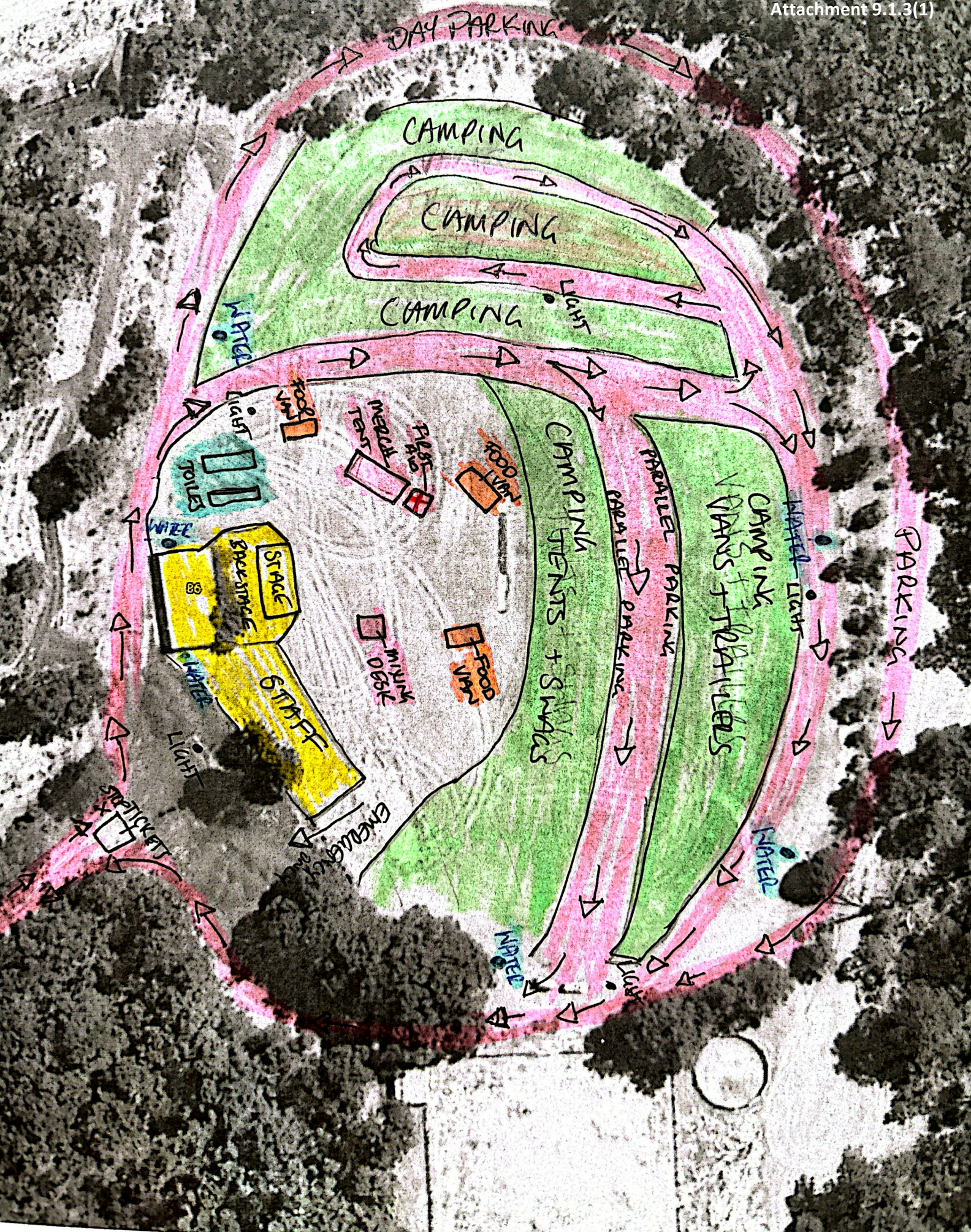
From:
Sent:
To:
Subject: Your planning advice request response REQ-0003506.
Attachments: A1496-Rd.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Response to your planning advice request.

Entity	SHIRE OF DONNYBROOK BALINGUP
Planning advice request	Land use change - Other
Reference number	REQ-0003506
Response	Assessed - No Advice Given
Status	Responded

For further details, [login or signup to Environment Online](#).



Installation of Public Space Memorial Seat

Shire of Donnybrook Balingup Council Policy WRKS/CP-5



Strategic Outcome Supported: 7 – Attractive and welcoming public spaces.

OBJECTIVE

1. This policy seeks to provide guidance by which the Shire can govern and consistently assess community and residents' requests to memorialise family, friends, and local community members within public open spaces.

SCOPE

2. This policy applies to all applications for memorial seats and associated plaques within land owned or managed by the Shire.

DEFINITIONS

3. **Applicant** means the person(s)/organisation, or association submitting an application for commemorative plaque or memorial.
4. **Commemorative Memorial** means a plaque, seat or other park furniture placed within public open space or community buildings for the purpose of commemorating an event, organisation or deceased person, who lived within the Shire of Donnybrook Balingup.
5. **Fully Allocated Area** means a designated area where all available sites or spaces have been allocated, leaving no capacity for additional memorials.
6. **Memorial** means a structure or statue established in memory of a person or event; intended to commemorate someone or something.
7. **Plaque** means a flat metal or stainless-steel plate that includes text commemorating an individual, organisation or significant event. Plaques will be supplied by the Shire of Donnybrook Balingup at the cost to the Applicant.
8. **Public Open Space** means land that is available to the public for recreation or sport or has a conservation or aesthetic purpose. Open space includes reserves, parks, trails, sportsgrounds, civic area and play spaces.
9. **Shire** means Shire of Donnybrook Balingup.

POLICY STATEMENTS

General Memorials and Plaques

10. The Shire of Donnybrook Balingup recognises that members of the community may wish to use public open spaces to commemorate a deceased person through a memorial. For the Shire to ensure its public open spaces continue to serve their intended purpose and that its asset management practices are not impacted negatively, plaques and memorials in public open spaces are limited to the criteria and requirements outlined in this policy.

Installation of Public Space Memorial Seat

Shire of Donnybrook Balingup Council Policy WRKS/CP-5



Eligibility Criteria

11. The person to be commemorated must be deceased. A copy of the individuals' death certificate must be sighted upon application.
12. The community member must have been a longstanding resident in the Shire or a worker within the town for a minimum of ten (10) years.
13. Only one memorial per person will be considered.

Approval Process

14. All requests must be submitted in writing using the Shire's approved application form.
15. Approval is at the discretion of the Shire and subject to site suitability, availability and compliance with this policy.
16. The Shire reserves the right to refuse applications or determine alternative locations for areas that are fully allocated or deemed unsuitable due to landscape, safety, or maintenance access.

Design and Installation

17. The Shire will coordinate the selection, purchase, and installation of all plaques and memorial seating to ensure consistency with existing infrastructure.
18. All furniture to be installed, and/or on which memorial plaques are to be placed, must comply with Shire approved designs and specifications.
19. Installations must align with the Shire's safety requirements and strategic objectives for public spaces.
20. The number, location, and style of memorial seats will be controlled to prevent oversupply and preserve the character of the environment.
21. Seats will generally be installed on a concrete pad or other approved footing, including any required structural supports.

Plaque Design

22. The memorial plate is to meet the following specifications:
 - a. Maximum 150mm x 150mm;
 - b. Minimum 100mm x 100mm;
 - c. Constructed from corrosion resistant metal;
 - d. A minimum of two holes at the extremities for the plaque to be attached to the memorial.

Plaque Inscription

23. Plaque wording must be submitted for approval by Shire officers during application and comply with the Shire's guidelines.
24. Content must be respectful, concise, and non-commercial.

Installation of Public Space Memorial Seat

Shire of Donnybrook Balingup Council Policy WRKS/CP-5



25. The inscription on the plaque shall include a minimum of the person's name, including first and surname.
26. The Shire reserves the right to reject or request amendments to wording.

Costs

27. Costs are to be determined on a case-by-case basis. Applicants will be advised of the costs prior to the application being presented for approval/refusal purposes.
28. Applicants are responsible for all costs associated with:
 - a. Purchase of the memorial seat;
 - b. Supply, inscription and installation of the plaque;
 - c. Installation of the concrete pad and memorial seat and any required supports.
29. An invoice will be issued by the Shire and must be paid in full prior to procurement and installation.

Maintenance and Responsibility

30. The Shire will undertake routine maintenance, including cleaning, general upkeep, and repairs arising from normal wear and tear.
31. Maintenance is provided for the serviceable life of the seat, as determined by the Shire.
32. The Shire is not responsible for replacement in the event of damage caused by vandalism or unforeseen events.

Lifespan

33. Memorial Park outdoor seats and plaques have a finite lifespan.
34. The expected life of a memorial seat is approximately **10 years** from the date of installation, this may change depending on the local environmental conditions.

Vandalism and Damage

35. If a memorial seat is vandalised or damaged beyond repair, it will be considered to have reached the end of its serviceable life.
36. Unsafe or significantly damaged seating may be removed without prior notice.

Removal

37. The Shire reserves the right to remove a memorial seat:
 - a. If it becomes unsafe or falls into disrepair;
 - b. After the expiry of the ten (10) year period;
 - c. If required for operational, safety, or redevelopment purposes.
38. If it is necessary for the Shire to remove the memorial seat or plaque, the Shire gives no undertaking that it will be replaced.

Installation of Public Space Memorial Seat

Shire of Donnybrook Balingup Council Policy WRKS/CP-5



39. The Shire will make reasonable efforts to contact the applicant should the memorial need to be removed.
40. The applicant is responsible for ensuring that their contact details are up to date with the Shire.
41. Renewal of the memorial can be applied for at the end of the asset life, as per the schedule of fees and charges at the time.
42. Any existing plaque, memorial or monument cannot be taken as a precedence for future approvals. Once the asset reaches its end of life due to age, vandalism or other unforeseen damage the application process will need to be undertaken again.
43. Should for any reason, the applicant or family of the deceased seek the removal of the plaque or memorial, a written request from the family must be submitted to the Shire officers to remove the memorial and return to the family.

Disclaimer

44. Installation of a memorial seat does not grant ownership or exclusive rights to the applicant.
45. The Shire retains full control over all public infrastructure and reserves.
46. Alternative memorial options may be considered at the discretion of management and assessed on a case-by-case basis.

Review

47. This policy will be reviewed periodically to ensure it remains relevant and aligned with community expectations and asset management practices.

DELEGATION AND AUTHORISATION

48. Applications for memorial seats and plaques that comply with this policy may be approved or refused by the Chief Executive Officer or their authorised delegate.
49. Requests that do not comply with this policy, or where an applicant seeks an exemption from the policy requirements, may be referred to Council for determination.

LEGISLATION

- *Local Government Act 1995*

Installation of Public Space Memorial Seat

Shire of Donnybrook Balingup Council Policy WRKS/CP-5



APPENDIX

Appendix A – Form: Application for Public Space Memorial Seating

Application for Public Space Memorial Seating

Shire of Donnybrook Balingup / Cemeteries Act 1986



This form is used to apply for a Memorial Bench/plaque for a deceased individual.

APPLICANT DETAILS

Full Name:		
Postal Address:		
	Suburb:	Postcode:
Contact Phone:		
Contact Email:		

DECEASED DETAILS

Name of person being memorialised:		
Date of passing: <i>(please provide death certificate)</i>		
Relationship to Applicant:		
Has resided/worked in Donnybrook Balingup Shire for more than 10 years:	☐	
Any additional information you wish to share about the individual:		

MEMORIAL DETAILS

Preferred memorial option, please choose one only:

1. A new memorial park bench with memorial plaque:	☐
2. An individual memorial plaque attached to an existing memorial park bench:	☐

Preferred location of Memorial and its approx. location: (please attach a map)

Plaques will be a minimum of 100mm x 100mm to a maximum of 150mm x 150mm, constructed from corrosion resistant metal and have a minimum of two holes at the extremities for attachment to memorial.

Installation of Public Space Memorial Seat

Shire of Donnybrook Balingup Council Policy WRKS/CP-5



Application for Public Space Memorial Seating

Shire of Donnybrook Balingup / Cemeteries Act 1986



This form is used to apply for a Memorial Bench/plaque for a deceased individual.

BENCH PLAQUE INSCRIPTION

The wording of the memorial must be respectful, concise and non-commercial. It shall include a minimum of the person's first and surname.

Example:

<i>In Loving Memory</i>
Joe Smith
(DOB-DOD)
<i>Forever in our hearts</i>

DECLARATION & SUBMISSION

When lodging this form, please ensure that all required information and attachments have been provided. Failing to do so may result in delays to your application.

- I hereby request a memorial bench/plaque to be purchased and installed to the details above and in support of such application.
- I declare I have read, understood and agree to the terms of the Council Policy – Public Space Memorial Seat.
- I am responsible for all costs associated with purchase, supply, inscription and installation of the memorial and/plaque.
- I accept that the Shire retains full control over public infrastructure and reserves.
- I agree to update the Shire should my contact details change, and by not doing so, may result in not being notified of the memorial's removal and disposal.

APPLICANT SIGNATURE

Signature:		Date:	
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LOCAL GOVERNMENT USE ONLY

Application Approved?	☐ Yes ☐ No	Approved By:	
Date Received:		Recorded:	☐ Yes ☐ No
Synergy Reference:			
Signature:			

Page 2 of 2

Installation of Public Space Memorial Seat

Shire of Donnybrook Balingup Council Policy WRKS/CP-5



GOVERNANCE

Related Policy(s):

- Council Policy: Records Management (ADM/CP-1)

Related Procedure(s):

- Operational Procedure: Installation of Public Space Memorial Seat (WRKS/OP-4)

Revision Requirements and Version Control:

Responsible Department(s):		Operations		
Review to be conducted by:		Manager Works and Services		
Revision Frequency:		☐ Annual (1yr)	☐ Triennial (3yr)	☒ Quinquennially (5yr)
Current Version Date:		23/09/2026		Next Due: 09/2031
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of Council Policy.	23/09/2026	TBA	MONARCH-1594159990-206

COUNCIL POLICY EMERG/CP-1 FIREWORKS EVENTS



STRATEGIC OUTCOME SUPPORTED: 2 - A safe and healthy community.

1. OBJECTIVE

- 1.1. To provide guidance on the manner in which The Shire of Donnybrook will consider applications for permission to conduct a fireworks event to minimise fire risks.

2. SCOPE

- 2.1. This policy applies to all fireworks events held within the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. **Prohibited Burning Times** means 15 December to 14 March, subject to change.
- 3.2. **Restricted Burning Times** means 1 November to 14 December and 15 March to 26 April, subject to change.

4. POLICY STATEMENT

- 4.1. Written approval by the Chief Executive Officer is required to conduct fireworks events at any time.
- 4.2. No approvals will be granted during the Prohibited Burning Times for a fireworks display.
- 4.3. During the bush fire restricted burning times a Permit may be granted subject to the following:
 - a. Fire risk levels including weather and fuel loads;
 - b. Availability of firefighting personnel and equipment;
 - c. Consultation with the Captain of the Donnybrook Fire & Rescue Service and the Donnybrook Chief Fire Control Officer;
 - d. Consideration of any other issue as deemed necessary by the Shire Chief Executive Officer (ie. location, nature of event etc).
- 4.4. Any approval issued by the Chief Executive Officer for a fireworks event are to include the following conditions:
 - a. Compliance with the 'Safe Use of Outdoor Fireworks in Western Australia' Code of Practice, produced by the Department of Mines and Petroleum Resources Safety;
 - b. Provision of suitable portable fire extinguishers at the fireworks firing point;
 - c. Provision of additional adequate firefighting equipment and personnel in accordance with any such Permit for the fireworks event

COUNCIL POLICY EMERG/CP-1 FIREWORKS EVENTS



granted by the Department of Mines & Petroleum Resources Safety, or as directed by the local fire emergency services agency;

- d. Details of the above arrangements must be notified to the Shire in writing prior to the event.
- e. The authorised fireworks operator must contact the Department of Fire & Emergency Services Communications Centre ten minutes prior to firing time.
- f. If an Extreme Weather Warning has been issued by the Bureau of Meteorology prior to or during the time of firing the display must be cancelled.

5. DELEGATION AND AUTHORISATION

- 5.1. Delegation 3.1.5 Control of Operations Likely to Create Bush Fire Danger
- 5.2. In the event of a change to the Prohibited Burning Times that impacts on a pre-approved fireworks event application, the Chief Executive Officer in liaison with the Captain of the Donnybrook Fire & Rescue Service and the Donnybrook Chief Fire Control Officer is authorised to permit the fireworks event to proceed subject to any conditions deemed necessary.

6. LEGISLATION

- 6.1. *Bush Fire Regulations 1954*
- 6.2. *Dangerous Goods Safety Act 2004*
- 6.3. *Dangerous Goods Safety (Explosives) Regulations 2007*

7. POLICY VERSION

Related Policies:	N/A		
Related Procedure:	N/A		
Responsible Department:	Emergency Services		
Reviewer:	Community Emergency Services Manager		
Review Frequency:	Triennial	Next Due:	March 2024
Version Date:	16/03/21	Synergy #:	NPP7991
Policy Version Details			
Initial Adoption Date:	23/05/01	Decision Reference:	N/A
Version Date:	21/12/21	Decision Reference:	213/21
Version Synopsis:	- Removed policy number 8.5 and added new policy ID; and - Added scope, legislation, moved definitions and delegation and authorisation; and - Updated departmental name		

Permits for Road Verge Burning

Shire of Donnybrook Balingup Council Policy EMERG/CP-2



4 – Shared responsibility for sustainability.

1. Policy Objective

- 1.1. To provide clear guidelines for the burning of road verges throughout the Shire of Donnybrook Balingup.

2. Policy Scope

- 2.1. This applies to all burning permits being issued by the Shire of Donnybrook Balingup for the burning of any road verge within the Shire of Donnybrook Balingup.
- 2.2. This is a discretionary Council Policy.

3. Policy Definitions

- 3.1. Nil.

4. Policy Statements

- 4.1. A Permit is to be issued prior to any road verge burn in accordance with this policy.
- 4.2. Burns are to be conducted by the relevant Bush Fire Brigade or authorised Shire staff. No road verge burning may be carried out by individuals unless authorised.
- 4.3. No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council unless written approval has been received from the controlling body.
- 4.4. Site inspections will take into consideration the environmental impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecasts for that time of year.
- 4.5. Permits to burn road verges will only be issued to Brigade Fire Control Officers and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines:
 - a. Prevent damage to infrastructure (i.e., Telstra infrastructure, culverts and fencing).
 - b. Minimise damage to native vegetation by completing a desktop assessment during the planning phase.
 - c. Ensure acceptable weather conditions have been considered.
 - d. Comply with normal permit requirements.
 - e. Only one side of a road to be burnt in any one year.

Permits for Road Verge Burning

Shire of Donnybrook Balingup Council Policy EMERG/CP-2



- f. No single hazard reduction burn to exceed 500 metres within 3kms along a single road verge subject to environmental approval;
 - g. Adjoining strips may not be burnt within three years.
- 4.6. The use of fire to abate fire hazards and to clear roadside drains should be confined to areas where distinct hazards, high ignition risks and high values can be identified. In general, these relate to road verges where native plant species have been replaced by annual weeds and grasses. Where possible, mowing and approved herbicide treatment is to be used as opposed to road verge burns.
- 4.7. On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary by Shire staff or its appointed contractors.

5. Delegation and Authorisation

- 5.1. Delegation 3.1.2 Prohibited Burning Times – Vary.
- 5.2. The Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges, and only after a site inspection has been carried out by authorised Shire staff.

6. Legislation

- 6.1. *Bush Fire Act 1954*
- 6.2. *Bush Fire Regulations 1954*

Permits for Road Verge Burning

Shire of Donnybrook Balingup Council Policy EMERG/CP-2



7. Version Control – Governance

Related Policy(s):	Nil			
Related Procedure(s):	Nil			
Responsible Department(s):	Emergency			
Review to be conducted by:	Community Emergency Services Manager			
Review frequency:	☐ Annual (1 year) ☒ Biennial (2 years) ☐ Triennial (3 years)			
Version Date:	09/01/2024	Next Due:	2026	
Policy Version Details:				
Ver. #:	Synopsis:	Ver. Date:	Ref.:	Synergy:
1	Initial adoption of procedure	23/01/2008		
2	Removed policy 8.3 and added new policy ID; Renamed; Added scope and legislation; Moved delegation and authorisation under the heading	21/12/2021	213/21	NPP7992
2	Updated to new template	09/01/2021	148/23	NPP11530

SHIRE OF DONNYBROOK BALINGUP

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the Period Ended 31 July 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2026

	Estimated Actual 30 June 2026	Actual as at 31 July 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	12,278,714	11,395,638
Trade and other receivables	520,759	10,416,644
Other financial assets	15,677	(1,111)
Inventories	173,606	157,142
Contract assets	0	183,472
TOTAL CURRENT ASSETS	12,988,756	22,151,785
NON-CURRENT ASSETS		
Trade and other receivables	226,467	226,467
Other financial assets	863,224	847,945
Inventories	1,950,644	1,956,285
Investment in associate	0	0
Property, plant and equipment	58,442,536	58,690,514
Infrastructure	148,875,361	148,656,349
Right-of-use assets	0	0
Investment property	0	0
Intangible assets	350,447	350,447
TOTAL NON-CURRENT ASSETS	210,708,679	210,728,007
TOTAL ASSETS	223,697,435	232,879,792
CURRENT LIABILITIES		
Trade and other payables	722,851	933,948
Contract liabilities	0	0
Capital grant/contributions liabilities	1,875,394	1,964,654
Other liabilities	0	190,306
Lease liabilities	75,500	(10,015)
Borrowings	126,073	0
Employee related provisions	755,176	846,757
TOTAL CURRENT LIABILITIES	3,554,994	3,925,650
NON-CURRENT LIABILITIES		
Other liabilities	3,932,500	3,932,500
Lease liabilities	97,804	97,804
Borrowings	2,848,308	2,848,308
Employee related provisions	244,524	175,554
Other provisions	2,149,239	2,149,239
TOTAL NON-CURRENT LIABILITIES	9,272,375	9,203,405
TOTAL LIABILITIES	12,827,369	13,129,055
NET ASSETS	210,870,066	219,750,737
EQUITY		
Retained surplus	32,505,286	41,385,957
Reserve accounts	5,440,888	5,440,888
Revaluation surplus	172,923,892	172,923,892
TOTAL EQUITY	210,870,066	219,750,737

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	9,034,326	9,044,125	9,040,808	(3,317)	(0.04%)	
Grants, subsidies and contributions	1,365,956	29,828	(290)	(30,118)	(100.97%)	▼
Fees and charges	2,924,039	1,279,001	1,313,802	34,801	2.72%	
Interest revenue	450,800	36,999	(8,101)	(45,100)	(121.90%)	▼
Profit on asset disposals	171,342	106,232	0	(106,232)	(100.00%)	▼
	13,946,464	10,496,186	10,346,219	(149,967)	(1.43%)	
Expenditure from operating activities						
Employee costs	(7,280,300)	(589,622)	(689,870)	(100,248)	(17.00%)	▼
Materials and contracts	(4,896,883)	(693,072)	(607,450)	85,622	12.35%	▲
Utility charges	(517,549)	(43,089)	(27,918)	15,171	35.21%	
Depreciation	(7,740,767)	(1,151)	0	1,151	100.00%	
Finance costs	(145,156)	(11,938)	(710)	11,228	94.05%	
Insurance	(545,139)	(111,706)	(238,345)	(126,639)	(113.37%)	▼
Other expenditure	(156,708)	(13,054)	(23,470)	(10,416)	(79.79%)	
Loss on asset disposals	(15,636)	(339)	0	339	100.00%	
	(21,298,138)	(1,463,971)	(1,587,763)	(123,792)	(8.46%)	
Non cash amounts excluded from operating activities	1(c) 7,585,061	(104,741)	68,970	173,711	165.85%	▲
Amount attributable to operating activities	233,387	8,927,474	8,827,426	(100,048)	(1.12%)	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	7,503,632	281,451	0	(281,451)	(100.00%)	▼
Proceeds from disposal of assets	409,343	16,500	16,500	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	5,346	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - commercial loans	13,333	1,111	1,111	0	0.00%	
Proceeds from financial assets at amortised cost - other	5,200	400	400	0	0.00%	
	7,936,854	299,462	18,011	(281,451)	(93.99%)	
Outflows from investing activities						
Right of use assets recognised	0	0	0	0	0.00%	
Acquisition of property, plant and equipment	(4,449,144)	(158,396)	(206,388)	(47,992)	(30.30%)	▼
Acquisition of infrastructure	(7,151,909)	0	(41,494)	(41,494)	0.00%	
	(11,601,053)	(158,396)	(253,524)	(95,128)	(60.06%)	
Non-cash amounts excluded from investing activities	1(c) 0	0	0	0	0.00%	
Amount attributable to investing activities	(3,664,199)	141,066	(235,513)	(376,579)	(266.95%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Leases liabilities recognised	220,000	0	0	0	0.00%	
Transfer from reserves	3,917,781	0	0	0	0.00%	
	4,137,781	0	0	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(75,500)	(51,538)	(10,018)	41,520	80.56%	▲
Repayment of borrowings	(131,419)	0	0	0	0.00%	
Transfer to reserves	(2,270,563)	0	0	0	0.00%	
	(2,477,482)	(51,538)	(10,018)	41,520	80.56%	
Non-cash amounts excluded from financing activities	1(d) (220,000)	(100,000)	0	100,000	100.00%	▲
Amount attributable to financing activities	1,440,299	(151,538)	(10,018)	141,520	93.39%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	1(a) 1,990,513	1,990,513	1,990,513	0	0.00%	
Amount attributable to operating activities	233,387	8,927,474	8,827,426	(100,048)	(1.12%)	
Amount attributable to investing activities	(3,664,199)	141,066	(235,513)	(376,579)	(266.95%)	▼
Amount attributable to financing activities	1,440,299	(151,538)	(10,018)	141,520	93.39%	▲
Surplus or deficit after imposition of general rates	(0)	10,907,515	10,572,409	(335,106)	(3.07%)	

KEY INFORMATION

- ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
- ▲ Indicates a variance with a positive impact on the financial position.
- ▼ Indicates a variance with a negative impact on the financial position.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DONNYBROOK BALINGUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

1 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Current assets

	Adopted Budget 1 July 2026	Actual as at 30 June 2026	Actual as at 31 July 2026
	\$	\$	\$
Cash and cash equivalents	5,997,604	12,278,714	11,395,638
Trade and other receivables	565,411	520,759	10,416,644
Other financial assets	15,677	15,677	(1,111)
Inventories	250,000	173,606	157,142
Contract assets	0	0	183,472
	6,828,692	12,988,756	22,151,785

Less: current liabilities

Trade and other payables	(331,088)	(722,851)	(933,948)
Other liabilities	0	(1,875,394)	(2,154,960)
Lease liabilities	(75,500)	(75,500)	10,015
Borrowings	(131,404)	(126,073)	0
Employee related provisions	(500,000)	(755,176)	(846,757)
	(1,037,992)	(3,554,994)	(3,925,650)
Net current assets	5,790,700	9,433,762	18,226,135

Less: Total adjustments to net current assets

1(b)	(5,790,700)	(7,443,249)	(7,653,726)
Closing funding surplus / (deficit)	0	1,990,513	10,572,409

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts	(5,997,604)	(7,644,822)	(7,644,822)
Less: Financial assets at amortised cost - self supporting loans	0	0	1,111
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	75,500	75,500	(10,015)
- Current portion of borrowings	131,404	126,073	0
Total adjustments to net current assets	(5,790,700)	(7,443,249)	(7,653,726)

1(a)	(5,790,700)	(7,443,249)	(7,653,726)
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Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 July 2026	YTD Actual 31 July 2026
\$	\$	\$

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals	(171,342)	(106,232)	0
Add: Loss on asset disposals	15,636	339	0
Add: Depreciation	7,740,767	1,152	0
Total non-cash amounts excluded from operating activities	7,585,061	(104,741)	68,970

(d) Non-cash amounts excluded from financing activities

Adjustments to financing activities

Non cash proceeds from new leases	(220,000)	(100,000)	0
Total non-cash amounts excluded from financing activities	(220,000)	(100,000)	0

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

2 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted \$	Reserve Accounts \$	Total \$	Trust \$	Interest Rate	Maturity Date
Cash on hand							
Floats/Petty Cash on Hand	Cash and cash equivalents	630	0	630	0	NIL	On hand
Municipal Bank Account	Cash and cash equivalents	1,560,196	0	1,560,196	0	Variable	Cheque Acc
WA Treasury Term Deposit	Cash and cash equivalents	2,200,000	0	2,200,000	0	4.43%	08/2026
ANZ Bank Term Deposit	Cash and cash equivalents	0	0	0	0	0.00%	00/00/0000
Bendigo Bank Term Deposit	Cash and cash equivalents	0	2,740,219	2,740,219	0	5.15%	Cheque Acc
ANZ Bank Term Deposit	Cash and cash equivalents	0	2,469,052	2,469,052	0	5.12%	10/2026
WA Treasury Term Deposit	Cash and cash equivalents	0	2,435,550	2,435,550	0	4.54%	10/2026
Trust Fund Cash at Bank	Cash and cash equivalents	0	0	0	56,967	Variable	Cheque Acc
Total		3,760,826	7,644,821	11,405,647	56,967		
Comprising							
Cash and cash equivalents		3,760,826	7,644,821	11,405,647	56,967		
		3,760,826	7,644,821	11,405,647	56,967		

KEY INFORMATION

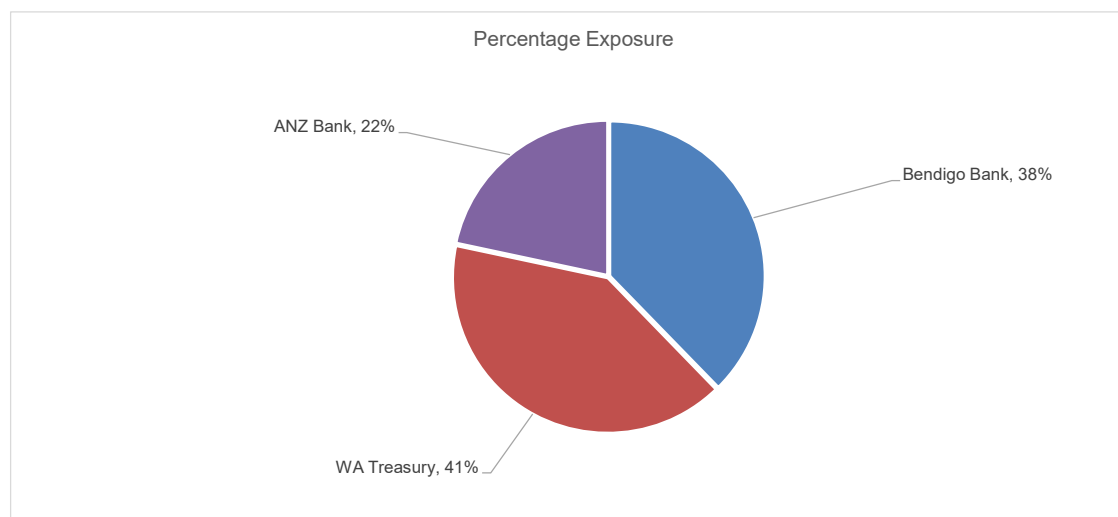
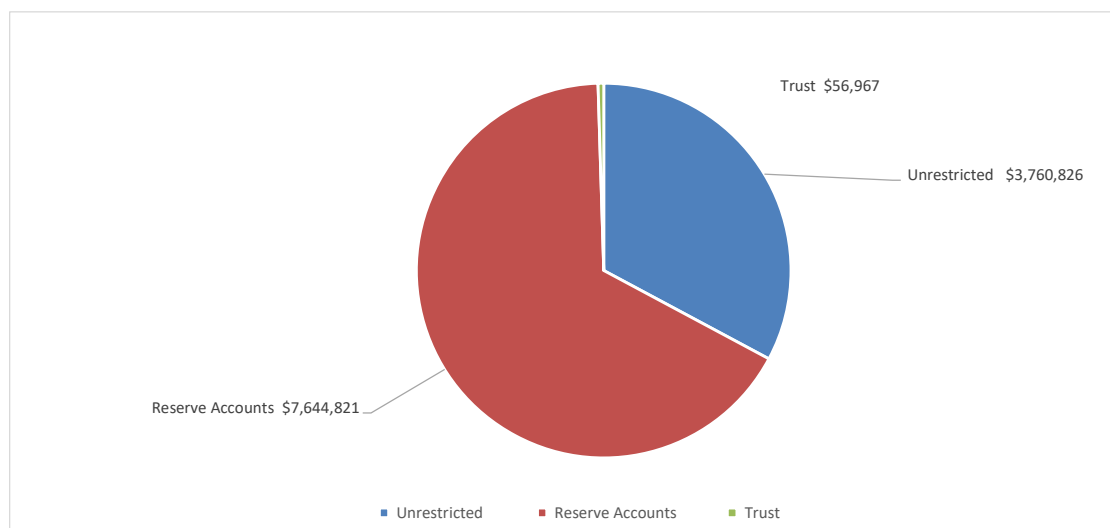
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 7 - Other assets.



SHIRE OF DONNYBROOK BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

3 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	137,734	75,000	0	212,734	137,734	0	0	137,734
Waste Management Reserve	1,413,620	200,000	(189,600)	1,424,020	1,413,620	0	0	1,413,620
Arbuthnott Memorial Scholarship Reserve	2,684	0	(300)	2,384	2,684	0	0	2,684
Strategic Planning Studies Reserve	51,246	25,000	(25,000)	51,246	51,246	0	0	51,246
Land Development Reserve	21,259	0	0	21,259	21,259	0	0	21,259
Vehicle Reserve	263,244	510,000	(418,780)	354,464	263,244	0	0	263,244
Roadworks Reserve	394,616	15,000	(256,000)	153,616	394,616	0	0	394,616
Revaluation Reserve	100,000	40,000	(124,000)	16,000	100,000	0	0	100,000
Buildings Reserve	480,194	440,000	(396,451)	523,743	480,194	0	0	480,194
Council Elections Reserve	5,500	22,000	0	27,500	5,500	0	0	5,500
Information Technology Reserve	68,178	110,000	(119,000)	59,178	68,178	0	0	68,178
Parks and Reserves Reserve	701,166	335,000	(192,282)	843,884	701,166	0	0	701,166
Pathways Reserve	0	50,000	(50,000)	0	0	0	0	0
Bridges Reserve	157,436	200,000	(117,834)	239,602	157,436	0	0	157,436
Carried Forward Projects Reserve	1,984,121	0	(1,984,121)	0	1,984,121	0	0	1,984,121
Minninup Cottages 1-4 Surplus Reserve	82,722	0	0	82,722	82,722	0	0	82,722
Minninup Cottages 9-12 Surplus Reserve	179,776	0	0	179,776	179,776	0	0	179,776
Langley Villas 1-6 Surplus Reserve	243,439	13,163	(4,413)	252,189	243,439	0	0	243,439
Langley Villas 7-9 Surplus Reserve	146,755	0	0	146,755	146,755	0	0	146,755
Minninup Cottages 5-8 Lt Maintenance Reserve	11,669	0	0	11,669	11,669	0	0	11,669
Minninup Cottages 9-12 Lt Maintenance Reserve	10,628	0	0	10,628	10,628	0	0	10,628
Langley Villas 1-6 Lt Maintenance Reserve	21,023	0	0	21,023	21,023	0	0	21,023
Langley Villas 7-9 Lt Maintenance Reserve	7,200	0	0	7,200	7,200	0	0	7,200
Preston Village Exit Deferred Management Reserve	431,353	0	0	431,353	431,353	0	0	431,353
Preston Village Reserve Fund Contribution Reserve	69,532	0	0	69,532	69,532	0	0	69,532
Langley Villas 1-9 Surplus Reserve	15,032	0	0	15,032	15,032	0	0	15,032
Langley Villas 1-9 Long Term Maintenance Reserve	12,181	5,400	0	17,581	12,181	0	0	12,181
Minninup Cottages 5 12 Long Term Maintenance Reserve	8,000	4,000	0	12,000	8,000	0	0	8,000
Minninup Cottages 5-12 Surplus Reserve	19,514	0	0	19,514	19,514	0	0	19,514
27 Pay Periods Reserve	0	25,000	0	25,000	0	0	0	0
Strategic Project Reserve	605,000	201,000	(40,000)	766,000	605,000	0	0	605,000
	7,644,822	2,270,563	(3,917,781)	5,997,604	7,644,822	0	0	7,644,822

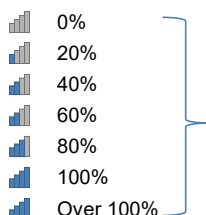
4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	3,244,544	158,396	125,095	(33,301)
Plant and equipment	1,204,600	0	81,293	81,293
Acquisition of property, plant and equipment	4,449,144	158,396	206,388	47,992
Infrastructure - roads	4,506,091	0	11,397	11,397
Infrastructure - other	256,667	0	23,832	23,832
Infrastructure - footpaths	137,567	0	6,265	6,265
Infrastructure - bridges	2,226,584	0	0	0
Acquisition of infrastructure	7,126,909	0	41,494	41,494
Total capital acquisitions	11,576,053	158,396	247,883	89,487

4 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



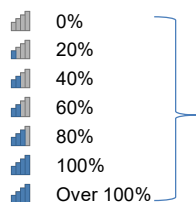
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted		YTD Actual	Variance (Under)/Over
Account Description		Budget	YTD Budget		
Capital Expenditure		\$	\$	\$	\$
Buildings					
B160	Public Toilets - Balingup Oval	16,550	0	0	0
B087	Public Hall (+ Supper Hall) - Noggerup	42,958	0	0	0
B402	Egan Park - Pump Track Clubrooms	100,000	0	0	0
B162	Public Hall - Donnybrook	11,034	0	0	0
B163	Public Hall - Balingup (and Library)	31,934	0	0	0
B164	Public Hall - Kirup	20,000	0	0	0
B165	Public Hall - Newlands	53,684	0	0	0
B369	Public Hall - Yabberup (and tennis shed)	2,445	2,445	0	2,445
B161	Ablutions - Egan Park Transit Park	95,187	0	71,890	(71,890)
B376	Mens Shed workshop and ablutions - Egan Park	51,500	0	0	0
B300	Public Toilets - Ayres Gardens Precinct	25,000	0	0	0
B106	VBFB Station - Argyle / Irishtown	1,543,917	155,951	872	155,079
B388	SES Depot - Donnybrook	3,105	0	0	0
B397	Balingup Recreation Centre	109,310	0	0	0
B078	Donnybrook Recreation Centre	420,842	0	47,950	(47,950)
B379	Ablutions - Balingup Transit Park	20,646	0	0	0
B375	B375 Community Infant Health Clinic - Donnybrook	10,350	0	0	0
B385	Minninup Cottages (Units 1-4)	2,207	0	0	0
B386	Minninup Cottages (Units 5-12)	4,413	0	0	0
B392	Depot - Donnybrook	24,894	0	0	0
B398	VC Mitchell - Park Pavillion	654,568	0	4,383	(4,383)
		3,244,544	158,396	125,095	33,301
Plant and Equipment					
2746	Plant & Equipment - Parks & Reserves	0	0	0	0
0884	Vehicles - Ranger	0	0	0	0
4194	Vehicles - Town Planner	36,225	0	0	0
0434	Vehicles - Parks & Reserves	439,320	0	81,293	(81,293)
3554	Vehicles - Transport	513,105	0	0	0
4214	Vehicles - Public Works	122,800	0	0	0
0554	Vehicles - Administration	93,150	0	0	0
		1,204,600	0	81,293	(81,293)

4 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
Capital Expenditure		\$	\$	\$	\$
Infrastructure - Other					
R144	VC Mitchell - Design & Development	0	0	23,832	(23,832)
R220	VC Mitchell Park - Oval	31,050	0	0	0
R191	Apple Fun Park	73,602	0	0	0
R194	Donnybrook Arboretum	13,997	0	0	0
R189	Donnybrook Townsite (General)	112,268	0	0	0
R201	Yabberup Townsite	25,750	0	0	0
		256,667	0	23,832	(23,832)
Infrastructure - Bridges					
B4474	Bridge 4474 - Upper Capel Road	37,493	0	0	0
B4855	Bridge 4855 - Kingspring Road	155,250	0	0	0
B3617	Bridge 3617 - Bridge St	42,849	0	0	0
B3621	Bridge 3621A - Brookhampton Road	853,875	0	0	0
B3622	Bridge 3622A - Brookhampton Road	493,695	0	0	0
B3639	Bridge 3639- Bendall Road	570,498	0	0	0
B3301	Bridge 3301A - Walter Road	10,712	0	0	0
B3651	Bridge 3651A - Yabberup Road	10,712	0	0	0
B9315	Bridge 9315- Donnybrook Pedestrian Suspension Bridge	51,500	0	0	0
		2,226,584	0	0	0
Infrastructure - Footpaths					
C2409	Preston River Path Loop	137,567	0	6,265	(6,265)
		162,567	0	6,265	(6,265)
Infrastructure - Roads					
C2601	Palmer St - DBK	550,000	0	164	(164)
C2602	Cullity Road	49,866	0	0	0
C2603	Brookhampton Road	1,036,900	0	164	(164)
C2604	Brockman and Bailey Heights Intersection	92,000	0	0	0
C2605	Cundinup Kirup Road	599,330	0	0	0
C2606	Balingup Nannup Road	674,130	0	0	0
C2607	Upper Capel Road	524,129	0	0	0
C2608	Southampton Road	149,665	0	0	0
C2609	Sandhills Road	300,000	0	0	0
C2610	Victoria Lane, Purchase Land	15,000	0	0	0
4314				10,905	
C2501	Cundinup Kirup Road	137,949	0	0	0
C2502	Southampton Road	117,495	0	0	0
C2510	Brockman Road - Balingup	197,928	0	164	(164)
C2511	Upper Capel Road Gravel Pit Rehabilitation	35,000	0	0	0
C2515	Bailey Heights Balingup	10,000	0	0	0
C2516	Sandhills Road Donnybrook	7,900	0	0	0
C2517	Allnut Street Donnybrook	8,800	0	0	0
		4,506,091	0	11,397	(11,397)
Total Capital Acquisitions		11,601,053	158,396	247,883	(89,487)

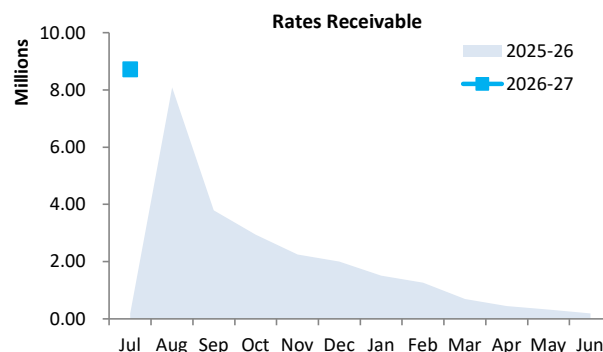
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
61285	Tractor - DB1027	19,238	35,000	15,762	0	0	0	0	0
61300	Ute Balingup - DB8329	10,125	20,700	10,575	0	0	0	0	0
61260	Low Loader Float Trailer - DB18228	17,829	45,000	27,171	0	0	0	0	0
61318	Ute - DB646	15,171	20,700	5,529	0	0	0	0	0
61315	Vehicle PBS - DB631	20,700	20,700	0	0	0	0	0	0
61334	Ride on Mower 60" - DB606	20,579	16,500	0	(4,079)	21,997	16,500	0	(5,497)
61281	Ride on Sweeper - DB271	3,038	5,768	2,730	0	0	0	0	0
61342	Vehicle CEO - DB5	52,957	41,400	0	(11,557)	0	0	0	0
P6292	Tandem Wheel Trailer - DB6292	0	2,575	2,575	0	0	0	0	0
	Land								
20219	Lot 21 Reserve St	94,000	201,000	107,000	0	0	0	0	0
		253,637	409,343	171,342	(15,636)	21,997	16,500	0	(5,497)

6 RECEIVABLES

Rates receivable

	30 Jun 2026	31 Jul 2026
	\$	\$
Opening arrears previous year	256,577	183,435
Levied this year	8,473,187	9,040,808
Less - collections to date	(8,546,329)	(501,998)
Gross rates collectable	183,435	8,722,245
Allowance for impairment of rates receivable	0	0
Net rates collectable	183,435	8,722,245
% Collected	97.9%	5.4%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(7,160)	454,485	21,282	3,255	803	472,665
Percentage	(1.5%)	96.2%	4.5%	0.7%	0.2%	
Balance per trial balance						
Trade receivables						472,665
Other receivables						(400)
GST receivable						70,739
Total receivables general outstanding						543,004

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

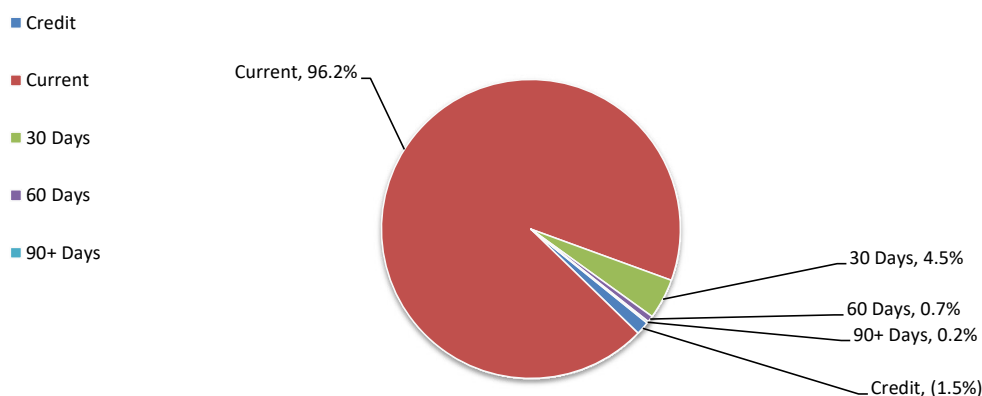
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Accounts Receivable (non-rates)

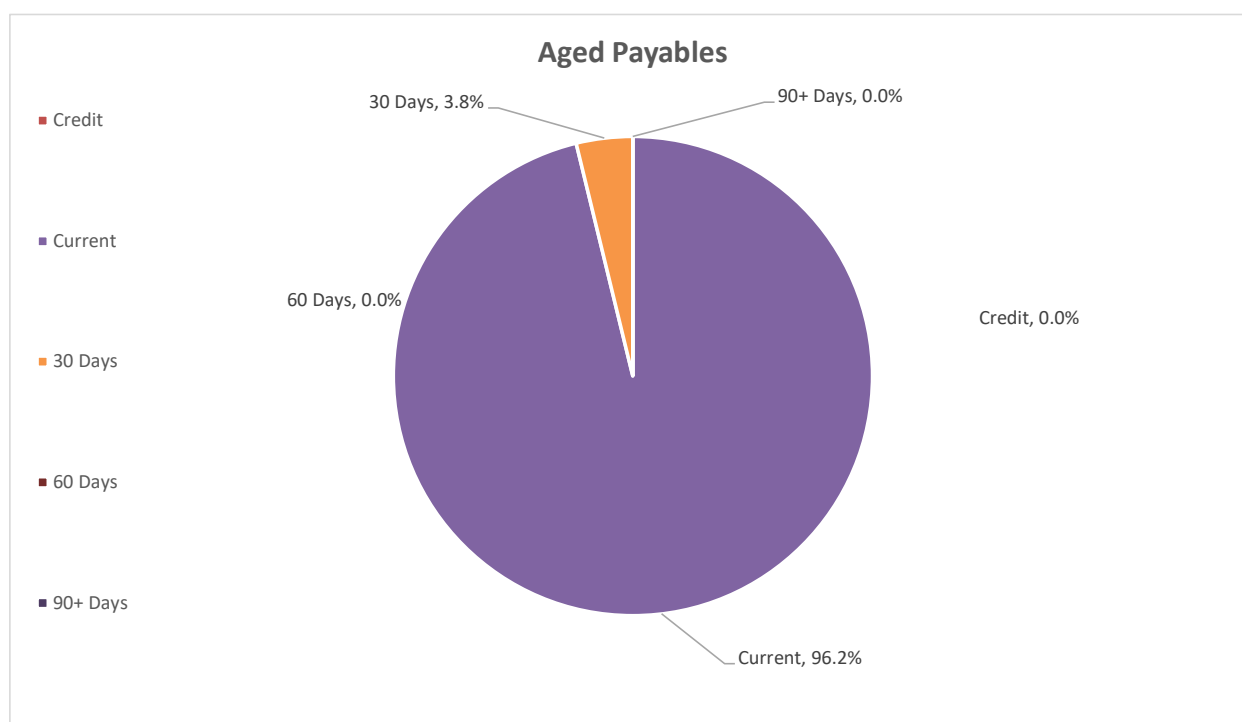


7 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	334,832	13,393	0	0	348,225
Percentage	0.0%	96.2%	3.8%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						484,537
ATO liabilities						(126)
Other payables						804
Prepaid rates						47,529
Bonds and deposits held						401,204
Accrued expenses						0
Total payables general outstanding						933,948
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF DONNYBROOK BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

FINANCING ACTIVITIES

8 BORROWINGS

Repayments - borrowings

Information on borrowings		Loan No.	1 July 2026	Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars				Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$
Tuia Lodge Fire Supression System	93		121,921	0	(29,765)	121,921	92,156	0	(1,809)
VC Mitchell Park	94		2,721,040	0	(96,308)	2,721,040	2,624,732	0	(134,429)
			2,842,961	0	(126,073)	2,842,961	2,716,888	0	(136,238)
Self supporting loans									
Donnybrook Country Club	90		5,346	0	(5,346)	5,346	0	0	(73)
			5,346	0	(5,346)	5,346	0	0	(73)
Total			2,848,307	0	(131,419)	2,848,307	2,716,888	0	(136,311)
Current borrowings			131,419			0			
Non-current borrowings			2,716,888			2,848,307			
			2,848,307			2,848,307			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

SHIRE OF DONNYBROOK BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

FINANCING ACTIVITIES

9 LEASE LIABILITIES

Movement in carrying amounts

Information on leases		New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Matrix Fitness Equipment	A6ZBG64105	19,872	0	120,000	(4,890)	(45,000)	14,982	94,872	(190)	(1,845)
IT Equipment - Desktops / Laptops	009-0147653-004	77,933	0	100,000	(5,128)	(30,500)	72,805	147,433	(520)	(7,000)
Total		97,805	0	220,000	(10,018)	(75,500)	87,787	242,305	(710)	(8,845)
Current lease liabilities		20,281					-10,015			
Non-current lease liabilities		19,872					97,804			
		40,153					87,789			

All lease repayments were financed by general purpose revenue.

SHIRE OF DONNYBROOK BALINGUP

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the Period Ended 31 July 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2026

	Estimated Actual 30 June 2026	Actual as at 31 July 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	12,278,714	11,395,638
Trade and other receivables	520,759	10,416,644
Other financial assets	15,677	(1,111)
Inventories	173,606	157,142
Contract assets	0	183,472
TOTAL CURRENT ASSETS	12,988,756	22,151,785
NON-CURRENT ASSETS		
Trade and other receivables	226,467	226,467
Other financial assets	863,224	847,945
Inventories	1,950,644	1,956,285
Investment in associate	0	0
Property, plant and equipment	58,442,536	58,690,514
Infrastructure	148,875,361	148,656,349
Right-of-use assets	0	0
Investment property	0	0
Intangible assets	350,447	350,447
TOTAL NON-CURRENT ASSETS	210,708,679	210,728,007
TOTAL ASSETS	223,697,435	232,879,792
CURRENT LIABILITIES		
Trade and other payables	722,851	933,948
Contract liabilities	0	0
Capital grant/contributions liabilities	1,875,394	1,964,654
Other liabilities	0	190,306
Lease liabilities	75,500	(10,015)
Borrowings	126,073	0
Employee related provisions	755,176	846,757
TOTAL CURRENT LIABILITIES	3,554,994	3,925,650
NON-CURRENT LIABILITIES		
Other liabilities	3,932,500	3,932,500
Lease liabilities	97,804	97,804
Borrowings	2,848,308	2,848,308
Employee related provisions	244,524	175,554
Other provisions	2,149,239	2,149,239
TOTAL NON-CURRENT LIABILITIES	9,272,375	9,203,405
TOTAL LIABILITIES	12,827,369	13,129,055
NET ASSETS	210,870,066	219,750,737
EQUITY		
Retained surplus	32,505,286	41,385,957
Reserve accounts	5,440,888	5,440,888
Revaluation surplus	172,923,892	172,923,892
TOTAL EQUITY	210,870,066	219,750,737

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	9,034,326	9,044,125	9,040,808	(3,317)	(0.04%)	
Grants, subsidies and contributions	1,365,956	29,828	(290)	(30,118)	(100.97%)	▼
Fees and charges	2,924,039	1,279,001	1,313,802	34,801	2.72%	
Interest revenue	450,800	36,999	(8,101)	(45,100)	(121.90%)	▼
Profit on asset disposals	171,342	106,232	0	(106,232)	(100.00%)	▼
	13,946,464	10,496,186	10,346,219	(149,967)	(1.43%)	
Expenditure from operating activities						
Employee costs	(7,280,300)	(589,622)	(689,870)	(100,248)	(17.00%)	▼
Materials and contracts	(4,896,883)	(693,072)	(607,450)	85,622	12.35%	▲
Utility charges	(517,549)	(43,089)	(27,918)	15,171	35.21%	
Depreciation	(7,740,767)	(1,151)	0	1,151	100.00%	
Finance costs	(145,156)	(11,938)	(710)	11,228	94.05%	
Insurance	(545,139)	(111,706)	(238,345)	(126,639)	(113.37%)	▼
Other expenditure	(156,708)	(13,054)	(23,470)	(10,416)	(79.79%)	
Loss on asset disposals	(15,636)	(339)	0	339	100.00%	
	(21,298,138)	(1,463,971)	(1,587,763)	(123,792)	(8.46%)	
Non cash amounts excluded from operating activities	1(c) 7,585,061	(104,741)	68,970	173,711	165.85%	▲
Amount attributable to operating activities	233,387	8,927,474	8,827,426	(100,048)	(1.12%)	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	7,503,632	281,451	0	(281,451)	(100.00%)	▼
Proceeds from disposal of assets	409,343	16,500	16,500	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	5,346	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - commercial loans	13,333	1,111	1,111	0	0.00%	
Proceeds from financial assets at amortised cost - other	5,200	400	400	0	0.00%	
	7,936,854	299,462	18,011	(281,451)	(93.99%)	
Outflows from investing activities						
Right of use assets recognised	0	0	0	0	0.00%	
Acquisition of property, plant and equipment	(4,449,144)	(158,396)	(206,388)	(47,992)	(30.30%)	▼
Acquisition of infrastructure	(7,151,909)	0	(41,494)	(41,494)	0.00%	
	(11,601,053)	(158,396)	(253,524)	(95,128)	(60.06%)	
Non-cash amounts excluded from investing activities	1(c) 0	0	0	0	0.00%	
Amount attributable to investing activities	(3,664,199)	141,066	(235,513)	(376,579)	(266.95%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Leases liabilities recognised	220,000	0	0	0	0.00%	
Transfer from reserves	3,917,781	0	0	0	0.00%	
	4,137,781	0	0	0	0.00%	
Outflows from financing activities						
Payments for principal portion of lease liabilities	(75,500)	(51,538)	(10,018)	41,520	80.56%	▲
Repayment of borrowings	(131,419)	0	0	0	0.00%	
Transfer to reserves	(2,270,563)	0	0	0	0.00%	
	(2,477,482)	(51,538)	(10,018)	41,520	80.56%	
Non-cash amounts excluded from financing activities	1(d) (220,000)	(100,000)	0	100,000	100.00%	▲
Amount attributable to financing activities	1,440,299	(151,538)	(10,018)	141,520	93.39%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	1(a) 1,990,513	1,990,513	1,990,513	0	0.00%	
Amount attributable to operating activities	233,387	8,927,474	8,827,426	(100,048)	(1.12%)	
Amount attributable to investing activities	(3,664,199)	141,066	(235,513)	(376,579)	(266.95%)	▼
Amount attributable to financing activities	1,440,299	(151,538)	(10,018)	141,520	93.39%	▲
Surplus or deficit after imposition of general rates	(0)	10,907,515	10,572,409	(335,106)	(3.07%)	

KEY INFORMATION

- ▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
- ▲ Indicates a variance with a positive impact on the financial position.
- ▼ Indicates a variance with a negative impact on the financial position.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DONNYBROOK BALINGUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2026

1 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Note	Adopted Budget 1 July 2026	Actual as at 30 June 2026	Actual as at 31 July 2026
	\$	\$	\$
Current assets			
Cash and cash equivalents	5,997,604	12,278,714	11,395,638
Trade and other receivables	565,411	520,759	10,416,644
Other financial assets	15,677	15,677	(1,111)
Inventories	250,000	173,606	157,142
Contract assets	0	0	183,472
	6,828,692	12,988,756	22,151,785
Less: current liabilities			
Trade and other payables	(331,088)	(722,851)	(933,948)
Other liabilities	0	(1,875,394)	(2,154,960)
Lease liabilities	(75,500)	(75,500)	10,015
Borrowings	(131,404)	(126,073)	0
Employee related provisions	(500,000)	(755,176)	(846,757)
	(1,037,992)	(3,554,994)	(3,925,650)
Net current assets	5,790,700	9,433,762	18,226,135
Less: Total adjustments to net current assets	1(b) (5,790,700)	(7,443,249)	(7,653,726)
Closing funding surplus / (deficit)	0	1,990,513	10,572,409

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(5,997,604)	(7,644,822)	(7,644,822)
Less: Financial assets at amortised cost - self supporting loans	0	0	1,111
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	75,500	75,500	(10,015)
- Current portion of borrowings	131,404	126,073	0
Total adjustments to net current assets	1(a) (5,790,700)	(7,443,249)	(7,653,726)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 July 2026	YTD Actual 31 July 2026
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(171,342)	(106,232)	0
Add: Loss on asset disposals	15,636	339	0
Add: Depreciation	7,740,767	1,152	0
Total non-cash amounts excluded from operating activities	7,585,061	(104,741)	68,970

(d) Non-cash amounts excluded from financing activities

Adjustments to financing activities			
Non cash proceeds from new leases	(220,000)	(100,000)	0
Total non-cash amounts excluded from financing activities	(220,000)	(100,000)	0

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

2 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Interest Rate	Maturity Date
		\$	\$	\$	\$		
Cash on hand							
Floats/Petty Cash on Hand	Cash and cash equivalents	630	0	630	0	NIL	On hand
Municipal Bank Account	Cash and cash equivalents	1,560,196	0	1,560,196	0	Variable	Cheque Acc
WA Treasury Term Deposit	Cash and cash equivalents	2,200,000	0	2,200,000	0	4.43%	08/2026
ANZ Bank Term Deposit	Cash and cash equivalents	0	0	0	0	0.00%	00/00/0000
Bendigo Bank Term Deposit	Cash and cash equivalents	0	2,740,219	2,740,219	0	5.15%	Cheque Acc
ANZ Bank Term Deposit	Cash and cash equivalents	0	2,469,052	2,469,052	0	5.12%	10/2026
WA Treasury Term Deposit	Cash and cash equivalents	0	2,435,550	2,435,550	0	4.54%	10/2026
Trust Fund Cash at Bank	Cash and cash equivalents	0	0	0	56,967	Variable	Cheque Acc
Total		3,760,826	7,644,821	11,405,647	56,967		
Comprising							
Cash and cash equivalents		3,760,826	7,644,821	11,405,647	56,967		
		3,760,826	7,644,821	11,405,647	56,967		

KEY INFORMATION

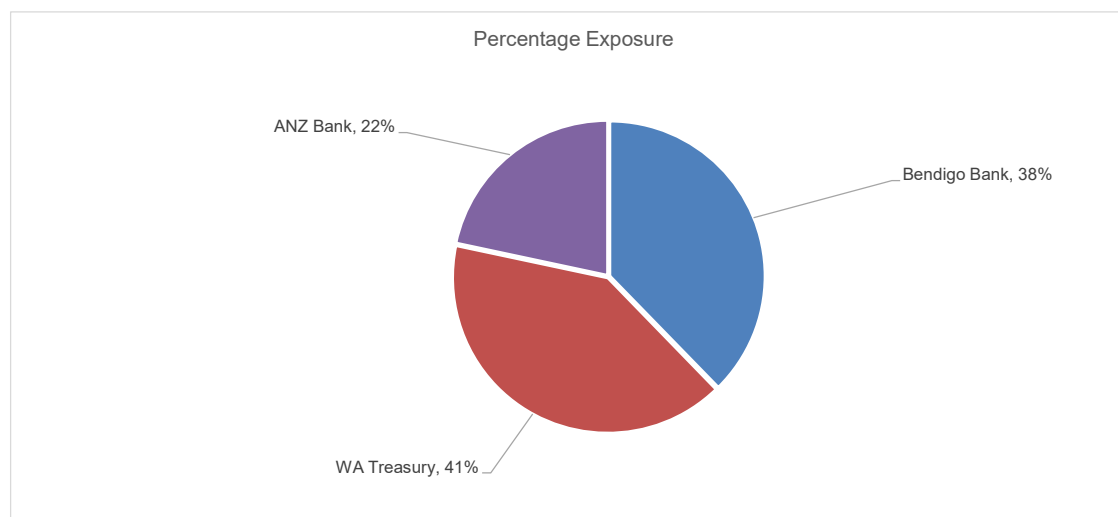
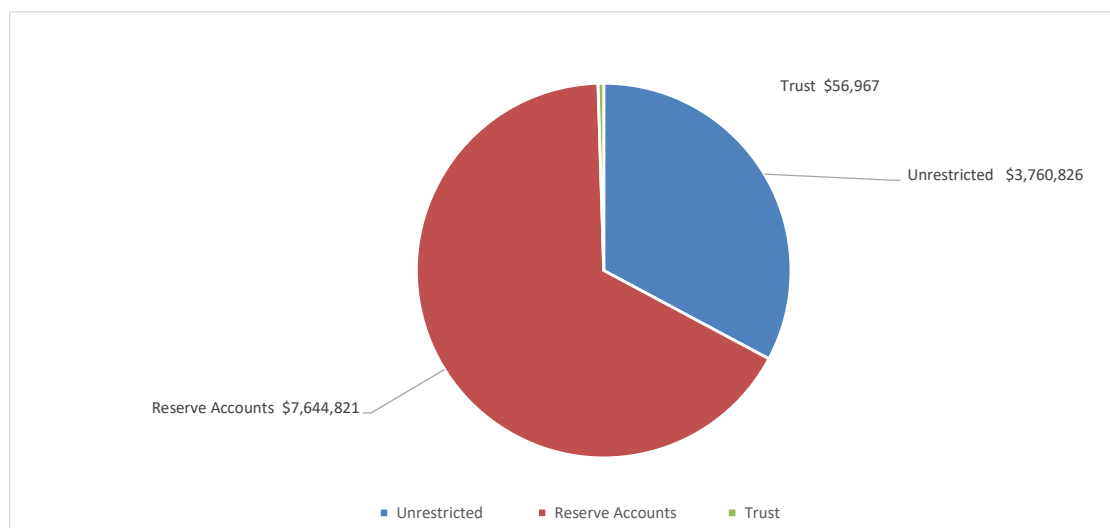
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 7 - Other assets.



SHIRE OF DONNYBROOK BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

3 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	137,734	75,000	0	212,734	137,734	0	0	137,734
Waste Management Reserve	1,413,620	200,000	(189,600)	1,424,020	1,413,620	0	0	1,413,620
Arbuthnott Memorial Scholarship Reserve	2,684	0	(300)	2,384	2,684	0	0	2,684
Strategic Planning Studies Reserve	51,246	25,000	(25,000)	51,246	51,246	0	0	51,246
Land Development Reserve	21,259	0	0	21,259	21,259	0	0	21,259
Vehicle Reserve	263,244	510,000	(418,780)	354,464	263,244	0	0	263,244
Roadworks Reserve	394,616	15,000	(256,000)	153,616	394,616	0	0	394,616
Revaluation Reserve	100,000	40,000	(124,000)	16,000	100,000	0	0	100,000
Buildings Reserve	480,194	440,000	(396,451)	523,743	480,194	0	0	480,194
Council Elections Reserve	5,500	22,000	0	27,500	5,500	0	0	5,500
Information Technology Reserve	68,178	110,000	(119,000)	59,178	68,178	0	0	68,178
Parks and Reserves Reserve	701,166	335,000	(192,282)	843,884	701,166	0	0	701,166
Pathways Reserve	0	50,000	(50,000)	0	0	0	0	0
Bridges Reserve	157,436	200,000	(117,834)	239,602	157,436	0	0	157,436
Carried Forward Projects Reserve	1,984,121	0	(1,984,121)	0	1,984,121	0	0	1,984,121
Minninup Cottages 1-4 Surplus Reserve	82,722	0	0	82,722	82,722	0	0	82,722
Minninup Cottages 9-12 Surplus Reserve	179,776	0	0	179,776	179,776	0	0	179,776
Langley Villas 1-6 Surplus Reserve	243,439	13,163	(4,413)	252,189	243,439	0	0	243,439
Langley Villas 7-9 Surplus Reserve	146,755	0	0	146,755	146,755	0	0	146,755
Minninup Cottages 5-8 Lt Maintenance Reserve	11,669	0	0	11,669	11,669	0	0	11,669
Minninup Cottages 9-12 Lt Maintenance Reserve	10,628	0	0	10,628	10,628	0	0	10,628
Langley Villas 1-6 Lt Maintenance Reserve	21,023	0	0	21,023	21,023	0	0	21,023
Langley Villas 7-9 Lt Maintenance Reserve	7,200	0	0	7,200	7,200	0	0	7,200
Preston Village Exit Deferred Management Reserve	431,353	0	0	431,353	431,353	0	0	431,353
Preston Village Reserve Fund Contribution Reserve	69,532	0	0	69,532	69,532	0	0	69,532
Langley Villas 1-9 Surplus Reserve	15,032	0	0	15,032	15,032	0	0	15,032
Langley Villas 1-9 Long Term Maintenance Reserve	12,181	5,400	0	17,581	12,181	0	0	12,181
Minninup Cottages 5 12 Long Term Maintenance Reserve	8,000	4,000	0	12,000	8,000	0	0	8,000
Minninup Cottages 5-12 Surplus Reserve	19,514	0	0	19,514	19,514	0	0	19,514
27 Pay Periods Reserve	0	25,000	0	25,000	0	0	0	0
Strategic Project Reserve	605,000	201,000	(40,000)	766,000	605,000	0	0	605,000
	7,644,822	2,270,563	(3,917,781)	5,997,604	7,644,822	0	0	7,644,822

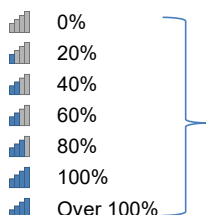
4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	0	0	0	0
Buildings	3,244,544	158,396	125,095	(33,301)
Plant and equipment	1,204,600	0	81,293	81,293
Acquisition of property, plant and equipment	4,449,144	158,396	206,388	47,992
Infrastructure - roads	4,506,091	0	11,397	11,397
Infrastructure - other	256,667	0	23,832	23,832
Infrastructure - footpaths	137,567	0	6,265	6,265
Infrastructure - bridges	2,226,584	0	0	0
Acquisition of infrastructure	7,126,909	0	41,494	41,494
Total capital acquisitions	11,576,053	158,396	247,883	89,487

4 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



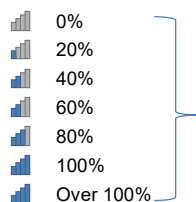
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted		YTD Actual	Variance (Under)/Over
Account Description		Budget	YTD Budget		
Capital Expenditure		\$	\$	\$	\$
Buildings					
B160	Public Toilets - Balingup Oval	16,550	0	0	0
B087	Public Hall (+ Supper Hall) - Noggerup	42,958	0	0	0
B402	Egan Park - Pump Track Clubrooms	100,000	0	0	0
B162	Public Hall - Donnybrook	11,034	0	0	0
B163	Public Hall - Balingup (and Library)	31,934	0	0	0
B164	Public Hall - Kirup	20,000	0	0	0
B165	Public Hall - Newlands	53,684	0	0	0
B369	Public Hall - Yabberup (and tennis shed)	2,445	2,445	0	2,445
B161	Ablutions - Egan Park Transit Park	95,187	0	71,890	(71,890)
B376	Mens Shed workshop and ablutions - Egan Park	51,500	0	0	0
B300	Public Toilets - Ayres Gardens Precinct	25,000	0	0	0
B106	VBFB Station - Argyle / Irishtown	1,543,917	155,951	872	155,079
B388	SES Depot - Donnybrook	3,105	0	0	0
B397	Balingup Recreation Centre	109,310	0	0	0
B078	Donnybrook Recreation Centre	420,842	0	47,950	(47,950)
B379	Ablutions - Balingup Transit Park	20,646	0	0	0
B375	B375 Community Infant Health Clinic - Donnybrook	10,350	0	0	0
B385	Minninup Cottages (Units 1-4)	2,207	0	0	0
B386	Minninup Cottages (Units 5-12)	4,413	0	0	0
B392	Depot - Donnybrook	24,894	0	0	0
B398	VC Mitchell - Park Pavillion	654,568	0	4,383	(4,383)
		3,244,544	158,396	125,095	33,301
Plant and Equipment					
2746	Plant & Equipment - Parks & Reserves	0	0	0	0
0884	Vehicles - Ranger	0	0	0	0
4194	Vehicles - Town Planner	36,225	0	0	0
0434	Vehicles - Parks & Reserves	439,320	0	81,293	(81,293)
3554	Vehicles - Transport	513,105	0	0	0
4214	Vehicles - Public Works	122,800	0	0	0
0554	Vehicles - Administration	93,150	0	0	0
		1,204,600	0	81,293	(81,293)

4 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
Capital Expenditure		\$	\$	\$	\$
Infrastructure - Other					
R144	VC Mitchell - Design & Development	0	0	23,832	(23,832)
R220	VC Mitchell Park - Oval	31,050	0	0	0
R191	Apple Fun Park	73,602	0	0	0
R194	Donnybrook Arboretum	13,997	0	0	0
R189	Donnybrook Townsite (General)	112,268	0	0	0
R201	Yabberup Townsite	25,750	0	0	0
		256,667	0	23,832	(23,832)
Infrastructure - Bridges					
B4474	Bridge 4474 - Upper Capel Road	37,493	0	0	0
B4855	Bridge 4855 - Kingspring Road	155,250	0	0	0
B3617	Bridge 3617 - Bridge St	42,849	0	0	0
B3621	Bridge 3621A - Brookhampton Road	853,875	0	0	0
B3622	Bridge 3622A - Brookhampton Road	493,695	0	0	0
B3639	Bridge 3639- Bendall Road	570,498	0	0	0
B3301	Bridge 3301A - Walter Road	10,712	0	0	0
B3651	Bridge 3651A - Yabberup Road	10,712	0	0	0
B9315	Bridge 9315- Donnybrook Pedestrian Suspension Bridge	51,500	0	0	0
		2,226,584	0	0	0
Infrastructure - Footpaths					
C2409	Preston River Path Loop	137,567	0	6,265	(6,265)
		162,567	0	6,265	(6,265)
Infrastructure - Roads					
C2601	Palmer St - DBK	550,000	0	164	(164)
C2602	Cullity Road	49,866	0	0	0
C2603	Brookhampton Road	1,036,900	0	164	(164)
C2604	Brockman and Bailey Heights Intersection	92,000	0	0	0
C2605	Cundinup Kirup Road	599,330	0	0	0
C2606	Balingup Nannup Road	674,130	0	0	0
C2607	Upper Capel Road	524,129	0	0	0
C2608	Southampton Road	149,665	0	0	0
C2609	Sandhills Road	300,000	0	0	0
C2610	Victoria Lane, Purchase Land	15,000	0	0	0
4314				10,905	
C2501	Cundinup Kirup Road	137,949	0	0	0
C2502	Southampton Road	117,495	0	0	0
C2510	Brockman Road - Balingup	197,928	0	164	(164)
C2511	Upper Capel Road Gravel Pit Rehabilitation	35,000	0	0	0
C2515	Bailey Heights Balingup	10,000	0	0	0
C2516	Sandhills Road Donnybrook	7,900	0	0	0
C2517	Allnut Street Donnybrook	8,800	0	0	0
		4,506,091	0	11,397	(11,397)
Total Capital Acquisitions		11,601,053	158,396	247,883	(89,487)

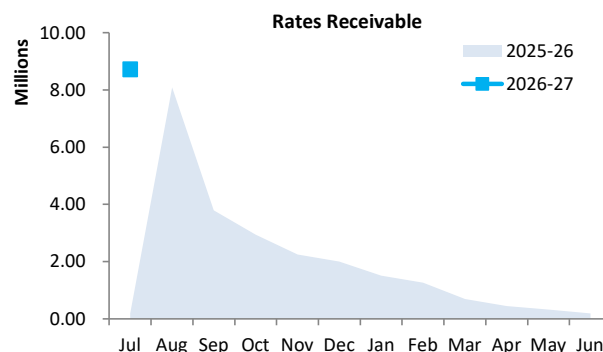
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
61285	Tractor - DB1027	19,238	35,000	15,762	0	0	0	0	0
61300	Ute Balingup - DB8329	10,125	20,700	10,575	0	0	0	0	0
61260	Low Loader Float Trailer - DB18228	17,829	45,000	27,171	0	0	0	0	0
61318	Ute - DB646	15,171	20,700	5,529	0	0	0	0	0
61315	Vehicle PBS - DB631	20,700	20,700	0	0	0	0	0	0
61334	Ride on Mower 60" - DB606	20,579	16,500	0	(4,079)	21,997	16,500	0	(5,497)
61281	Ride on Sweeper - DB271	3,038	5,768	2,730	0	0	0	0	0
61342	Vehicle CEO - DB5	52,957	41,400	0	(11,557)	0	0	0	0
P6292	Tandem Wheel Trailer - DB6292	0	2,575	2,575	0	0	0	0	0
	Land								
20219	Lot 21 Reserve St	94,000	201,000	107,000	0	0	0	0	0
		253,637	409,343	171,342	(15,636)	21,997	16,500	0	(5,497)

6 RECEIVABLES

Rates receivable

	30 Jun 2026	31 Jul 2026
	\$	\$
Opening arrears previous year	256,577	183,435
Levied this year	8,473,187	9,040,808
Less - collections to date	(8,546,329)	(501,998)
Gross rates collectable	183,435	8,722,245
Allowance for impairment of rates receivable	0	0
Net rates collectable	183,435	8,722,245
% Collected	97.9%	5.4%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(7,160)	454,485	21,282	3,255	803	472,665
Percentage	(1.5%)	96.2%	4.5%	0.7%	0.2%	
Balance per trial balance						
Trade receivables						472,665
Other receivables						(400)
GST receivable						70,739
Total receivables general outstanding						543,004

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

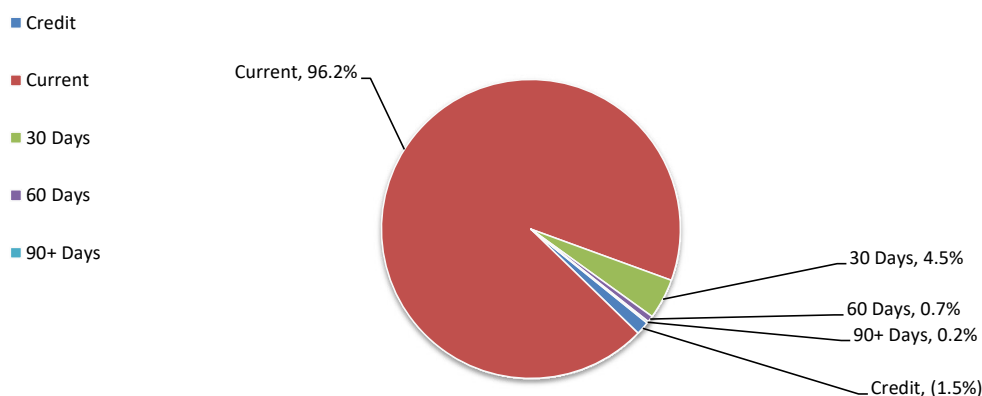
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Accounts Receivable (non-rates)

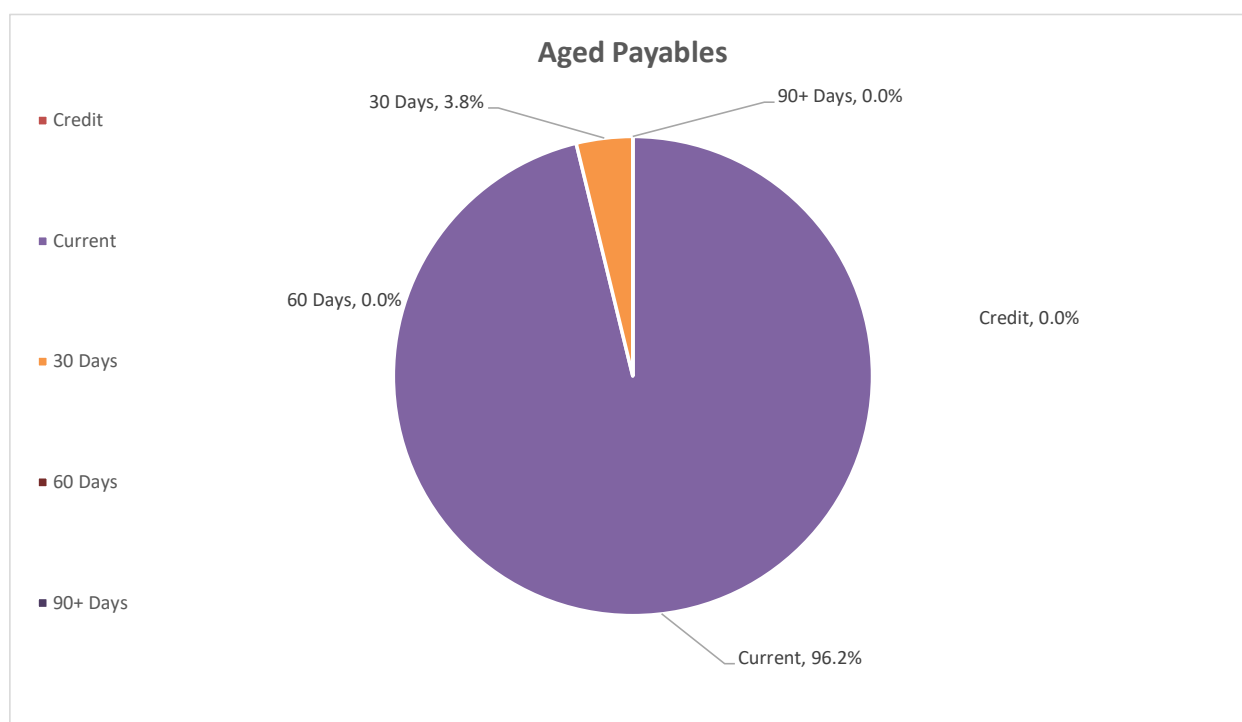


7 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	334,832	13,393	0	0	348,225
Percentage	0.0%	96.2%	3.8%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						484,537
ATO liabilities						(126)
Other payables						804
Prepaid rates						47,529
Bonds and deposits held						401,204
Accrued expenses						0
Total payables general outstanding						933,948
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



FINANCING ACTIVITIES

Repayments - borrowings

All debenture repayments were financed by general purpose revenue. Self supporting loans are financed by repayments from third parties.

SHIRE OF DONNYBROOK BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2026

FINANCING ACTIVITIES

9 LEASE LIABILITIES

Movement in carrying amounts

Information on leases		New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Matrix Fitness Equipment	A6ZBG64105	19,872	0	120,000	(4,890)	(45,000)	14,982	94,872	(190)	(1,845)
IT Equipment - Desktops / Laptops	009-0147653-004	77,933	0	100,000	(5,128)	(30,500)	72,805	147,433	(520)	(7,000)
Total		97,805	0	220,000	(10,018)	(75,500)	87,787	242,305	(710)	(8,845)
Current lease liabilities		20,281					-10,015			
Non-current lease liabilities		19,872					97,804			
		40,153					87,789			

All lease repayments were financed by general purpose revenue.



COUNCIL POLICY COMD/CP-4 COMMUNITY TOWNSCAPE ACTIVITIES

1. OBJECTIVE

- 1.1. The objective of this Policy is to provide appropriate financial governance and efficient coordination of projects undertaken by incorporated community groups and the Shire for townscape related activities in Donnybrook, Balingup and Kirup.
- 1.2. This includes activities undertaken by the Balingup Townscape Committee (BTC), (a sub-committee of the Balingup Progress Association (BPA)) and the Kirup Progress Association (KPA).
- 1.3. This Policy provides guidance regarding the following:
 - a. Allocation of townscape funds in Donnybrook, Balingup and Kirup;
 - b. Eligible activities for community group volunteers;
 - c. Activities that will remain the responsibility of the Shire;
 - d. Qualifications and Insurance.
- 1.4. This Policy should be read in conjunction with Operational Procedure COMD/OP-2-Townscape Funds and Activities.

2. SCOPE

- 2.1. This Policy is applicable to all townscape works undertaken by incorporated community groups including the Balingup Townscape Committee (BTC) and the Kirup Progress Association (KPA), as well as the Shire (in the absence of an appropriate community group for this purpose).

3. DEFINITIONS

- 3.1. **BTC** means Balingup Townscape Committee
- 3.2. **BPA** means Balingup Progress Association
- 3.3. **KPA** means Kirup Progress Association

4. POLICY STATEMENT

Allocation of Funds

- 4.1. Council will confirm the annual allocation to townscape works in Donnybrook, Balingup and Kirup through its Annual Budget for each locality for the relevant financial year.
- 4.2. The final amounts allocated will be determined by Council which will be informed by the assessment of proposed projects from incorporated community groups in accordance with this Policy.
- 4.3. In the case that there is not an active incorporated community group in a particular town for this purpose, Council will apply discretion in determining an appropriate

allocation for the financial year which will be administered by the Shire for appropriate townscape works.

- 4.4. Council will endeavour to achieve a balanced approach to allocating funds between Balingup and Donnybrook, with Kirup to receive an amount equivalent to 50% of the amount allocated to the two larger towns, however all final allocations are at the absolute discretion of Council.
- 4.5. Regardless of the projects applied for by a community group, Council reserves the right to limit the number and/or scope of approved projects in order to address budgetary constraints.
- 4.6. All proposals will require the approval of Council prior to commencement and the Shire will not retrospectively fund any activities undertaken by a community group that have not obtained prior approval in accordance with this Policy.

Eligible townscape activities for community groups

- 4.7. With regard to townscape works, Council generally takes the position that the role of the community groups is to undertake low risk activities and to provide recommendations to Council on larger infrastructure projects.

Townscape activities that will remain the responsibility of the Shire

- 4.8. The Shire will be responsible for undertaking larger infrastructure projects including the construction of roads, footpaths, bridgeworks, pedestrian crossings, statutory signage, water bores, and any other projects it deems appropriate.
- 4.9. The Shire may determine that a particular project contained within a community group application should preferably be undertaken by the Shire if it:
 - a. involves a high level of complexity (e.g. requires approvals from multiple agencies);
 - b. warrants significant community consultation;
 - c. requires engineering or design compliance;
 - d. poses a potential risk to public safety;
 - e. is of a scale or nature that warrants it being a Shire project.
- 4.10. Where appropriate the Shire will liaise with community groups on larger infrastructure projects to provide the opportunity for community input.

Qualifications and Insurance

- 4.11. It is the responsibility of the incorporated community group to ensure that its volunteers have the necessary skills, training and experience and are provided with the appropriate Personal Protective Equipment (PPE) and clothing to safely undertake any tasks.
- 4.12. It is the responsibility of the incorporated community group to ensure that any equipment or machinery used by volunteers is fit for purpose and in safe operating condition.

COUNCIL POLICY COMD/CP-4 COMMUNITY TOWNSCAPE ACTIVITIES



- 4.13. It is the responsibility of the incorporated community group to ensure it has adequate public liability and volunteer insurance for its volunteers and all works undertaken by the community group with current copies of all insurances to be provided to the Shire for its records.

Administration of Townscape Activities

- 4.14. The administration of all townscape related activities will need to comply with Operational Procedure COMD/OP-2-Townscape Funds and Activities, with any variation from the adopted procedure to require prior Council approval.

5. DELEGATION AND AUTHORISATION

- 5.1. NIL

6. LEGISLATION

- 6.1. A range of legislation is applicable to works in public places which includes (but is not limited to):
- a. *Local Government Act 1995*
 - b. *Planning and Development Act 2005*
 - c. *Rights in Water and Irrigation Act 1914*
 - d. *Public Works Act 1902*
 - e. *Aboriginal Heritage Act 1972*

7. POLICY VERSION

Related Policies:	NIL		
Related Procedure:	COMD/OP-2-Townscape Funds and Activities		
Responsible Department:	Community Development		
Reviewer:	Manager Community Development		
Review Frequency:	Biennial	Next Due:	28 April 2024
Version Date:	6/05/2021	Synergy #:	NPP7000
Policy Version Details			
Initial Adoption Date:	28/04/21	Decision Reference:	59/21
Version Decision Date:	N/A	Decision Reference:	N/A
Version Synopsis:	Creation of new policy		



COUNCIL POLICY COMD/CP-5 TOURISM IN DONNYBROOK BALINGUP

STRATEGIC OUTCOME SUPPORTED: 10 - A popular destination for visitors and tourists.

1. Objective

In establishing a tourism policy, Council has as its major objectives:

- 1.1** To recognise tourism as a social and economic force and as a major or potential major employer within the Council area.
- 1.2** To foster and create a community awareness of the benefits of tourism in the Council's area.
- 1.3** To ensure that Council will guide and influence the development of tourism in the Council area.
- 1.4** To provide the basic facilities and infrastructure sufficient to encourage development.
- 1.5** To ensure that facilities within the area cater for both visitors and residents.

2. Policy Document Guidelines

The following guidelines provide a basis for consideration and adoption by Council to guide and direct the development of tourism throughout the Council area, and to ensure a consistent approach to this development.

- 2.1** Council will work closely with the Donnybrook Regional Tourism Association and Balingup & District Tourist Association, the Bunbury Geographe Tourism Partnership, Australia's SouthWest, WA Tourism Association, and other relevant Tourism and Government Departments, in all aspects of tourism development.
- 2.2** Council will provide an adequate budget allocation for tourism expenditure and ensure that all grants issued are properly acquitted.
- 2.3** Council will endeavour to assist (financially and by other means) tourist organisations or events which have the potential to develop tourism in the Donnybrook Balingup region. Upon Council approval, community events may be assisted in the first year, but are expected to be financially independent thereafter.
- 2.4** Council will, as required, provide representation on local tourist associations.
- 2.5** In the formulation and review of its planning instruments, Council take into consideration policies on tourism and other leisure related issues, and requirements of tourism development.
- 2.6.** In the preparation of local laws and regulations, Council will have regard to their impact on tourism and the balanced development of the Council's area.
- 2.7** Council will encourage tourism product development and investment throughout the area and will assist the development application process through other agencies as required.

COUNCIL POLICY COMD/CP-5 TOURISM IN DONNYBROOK BALINGUP



- 2.8** Council will encourage a high standard of design and aesthetics in all forms of tourist development.
- 2.9** Council will ensure the welfare of the whole community when supporting tourism development and the provision of facilities.
- 2.10** When considering tourism developments, Council will consider the social, cultural, economic and environmental impact of the proposal within the area and will consult with the community where tourism plans have the potential to impact upon the wider community.
- 2.11** Council will ensure that where sensitive environmental, historic or cultural areas exist on Council managed land these areas will be adequately protected in relation to development or usage.
- 2.12** Council will assist with the provision of facilities to encourage destination and day trip visitors.
- 2.13** Council will seek financial involvement from other sources wherever possible in the provision of tourist facilities.
- 2.14** Council will encourage the landscaping of residential and commercial centres within Council's area (through garden competitions etc).
- 2.15** Council will, where practicable, support the establishment of sustainable and viable National Parks; enhancement of specific natural features; conservation areas of outstanding beauty; and recognise items of heritage significance.

In addition, more specific policies may relate to such issues as:

- a) Tourist information services and distribution
- b) Major regional events
- c) Licensing of seasonal entertainment and attractions
- d) Scenic routes and lookouts
- e) Use of old buildings for tourism purposes
- f) Proposals for specific areas of land
- g) Traffic flows and generation
- h) Levels of environmental impact
- i) Protection of areas of outstanding scenic beauty

3. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Community Development		
Reviewer:	Manager Community Development		
Review Frequency:		Next Due:	June 2022

COUNCIL POLICY COMD/CP-5 TOURISM IN DONNYBROOK BALINGUP



Version Date:	23 July 2021	Synergy #:	NPP7983
Policy Version Details			
Initial Adoption Date:	N/A	Decision Reference:	N/A
Version Decision Date:	21/12/2021	Decision Reference:	213/21
Version Synopsis:	No review done - Only renumbered from 7.1 Donnybrook Balingup Tourism		

Temporary Employment or Appointment of CEO

Shire of Donnybrook Balingup Council Policy HR/CP-4



Strategic Outcome Supported: 10.1 – Provide strategically focused and accountable governance.

OBJECTIVE

1. To establish policy, in accordance with ~~Section 5.39~~ the requirements of the *Local Government Act 1995*, that details the Shire of Donnybrook Balingup's processes for appointing an Acting or Temporary Chief Executive Officer for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

SCOPE

2. The policy applies to the statutory position of Chief Executive Officer of the Shire of Donnybrook Balingup.

DEFINITIONS

3. **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.
4. **CEO** means Chief Executive Officer.
5. **Shire** means Shire of Donnybrook Balingup.
- ~~5.6.~~ **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.
- ~~6.7.~~ **The Act** mean the *Local Government Act 1995*.

POLICY STATEMENTS

Acting and Temporary CEO Requirements and Qualification

- ~~7.8.~~ When the CEO is on planned or unplanned leave, or the CEO's employment with the Shire of Donnybrook Balingup has ended, an Acting or Temporary CEO is to be appointed in accordance with this policy to fulfil the functions of CEO as detailed in ~~Section 5.41~~ of the Act, and other duties as set out in the Act and associated Regulations.
- ~~8.9.~~ Through this policy and in accordance with ~~section 5.36(2)(a)~~ of the Act, the Council determines that employees appointed to the substantive position of Director are considered suitably qualified to perform the role of Acting or Temporary CEO.

Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

- ~~9.10.~~ The CEO is authorised to appoint a Director in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Director's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.

Temporary Employment or Appointment of CEO

Shire of Donnybrook Balingup Council Policy HR/CP-4



~~10.11.~~ The CEO must appoint an Acting CEO for any leave periods greater than 7 Business days and less than 6 weeks.

~~11.12.~~ The CEO is to advise all Elected Members when and for what period of time an Acting CEO has been appointed.

~~12.13.~~ If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with clause ~~10.11~~, then the following line of succession shall apply:

- a. The Director Operations will be appointed as Acting CEO; or
- b. If the Director Operations is unable to act, the Director Finance and **Corporate Community** will be appointed as Acting CEO.

~~13.14.~~ Council may, by Absolute Majority, extend an Acting CEO period under clause ~~9-10~~ beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months

~~14.15.~~ This clause applies to the following periods of extended leave:

- a. Substantive CEO's extended planned leave which may include accumulated annual leave, long service leave or personal leave; and
- b. Substantive CEO's extended unplanned leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.

~~15.16.~~ The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:

- a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
- b. Conduct an external recruitment process in accordance with clause ~~198~~ b.

~~16.17.~~ The President will liaise with the CEO, or in their unplanned absence, a Director to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.

~~17.18.~~ Subject to Council's resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from a Director.

Appoint Temporary CEO – Substantive Vacancy

~~18.19.~~ In the event that the substantive CEO's employment with the Shire of Donnybrook Balingup is ending, the Council, when determining to appoint a Temporary CEO may either:

- a. by resolution, appoint a Director as the Temporary CEO for the period until the substantive CEO has been recruited and commences their employment with the Local Government; or
- b. by resolution, appoint a Director as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or

Temporary Employment or Appointment of CEO

Shire of Donnybrook Balingup Council Policy HR/CP-4



- c. following an external recruitment process in accordance with the principles of merit and equity prescribed in ~~section 5.40 of~~ the Act, appoint a Temporary CEO for the period until the substantive CEO has been recruited and commences employment with the Local Government.

~~19.20.~~ The President will liaise with a Director to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.

~~20.21.~~ The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Council's resolution/s, with administrative assistance from a Director.

Remuneration and conditions of Acting or Temporary CEO

~~21.22.~~ Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 90% of the cash component only of the substantive CEO's total reward package.

~~22.23.~~ Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of ~~Sections 5.39(1) and (2)(a) of~~ the Act.

~~23.24.~~ Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

DELEGATION AND AUTHORISATION

~~24.25.~~ The CEO is authorised to appoint ~~of an Temporary Acting~~ CEO in accordance with clause ~~9.10.~~

~~25.26.~~ The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with clause ~~20.21.~~

LEGISLATION

- *Local Government Act 1995*

APPENDIX

~~26.27.~~ Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- Nil.

Temporary Employment or Appointment of CEO

Shire of Donnybrook Balingup Council Policy HR/CP-4



Revision Requirements and Version Control:

Responsible Department(s):	Finance & Corporate Community
Review to be conducted by:	Director Finance & Corporate Community
Revision Frequency:	☐ Annual (1yr) ☐ Triennial (3yr) ☒ Quinquennially (5yr)
Current Version Date:	23/09/2026
Next Due:	2029

Policy Version Details and Information:

#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of policy	24/11/2021	191/21	NPP7795
2	Transferred to new template, Minor-minor changes/amendments throughout.	23/09/2026	TBA	MONARCH-159415999-137



COUNCIL POLICY FIN/CP-3 DEBT

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1 Objective

This Debt Policy document sets out the manner in which the Shire of Donnybrook Balingup (the "Shire") may establish and manage a debt portfolio. The objective of this Debt Policy is to ensure the sound management of the Shire's existing and future debt.

This Debt Policy outlines the Shire's debt strategy and provides for the responsible financial management of loan funding by ensuring that the level of indebtedness is maintained within acceptable limits and is managed appropriately.

2 Compliance

The Shire will enter into contractual funding arrangements only where such activities and arrangements comply with the relevant legislative and non-legislative requirements.

Adherence to this Debt Policy will be reviewed annually.

2.1 Legislation

Western Australian legislation relative to the Shire includes, but is not limited to
 The Local Government Act 1995 (as amended)
 Local Government (Financial Management) Regulations 1996 (as amended)
 Trustees Act 1962 (as amended)

2.2 Non-Legislative Requirements

In addition, borrowing activities and contractual funding arrangements entered into by the Authority must also comply with the following:

- Australian Accounting Standards

2.3 Lending Agreements

Any and all borrowing activities and contractual funding arrangements entered into by the Shire with Western Australian Treasury Corporation (or another party) must be consistent with:

- The Shire's Master Lending Agreement with the Western Australian Treasury Corporation
- The particular loan repayment schedule with the Western Australian Treasury Corporation relevant to the specific loan.

3 Policy Objectives

The purpose of this Debt Policy is to establish a set of principles for the efficient management of the Shire's existing and future debt.

This includes prudent interest rate risk management so that an appropriately structured and managed portfolio of debt funding may contribute to the growth and protection of the long-term economic value of the Shire.

3.1 *Minimise Risk*

In general, the Shire is risk averse and seeks to reasonably minimise risk in all aspects of its operations.

3.2 *Minimise interest costs*

Specifically, the Shire seeks to minimise interest costs without introducing undue volatility in annual interest costs.

The Council notes that there is a trade-off between minimising risk in the portfolio and minimising the interest costs of the portfolio.

4 Policies

4.1 *Enactment*

The Debt Policy will become effective immediately after approval by Council.

As per the provision of Section 2.7(2) of the Local Government Act 1995, once enacted, the Debt Policy may not be altered, in whole or in part, except by resolution of the Council.

4.2 *Conditions for Debt Raising*

- Debt funding may be used for capital works and the purchase of development of assets and infrastructure assets.
- Debt funding may not be used to finance operating activities or recurrent expenditure.
- Before borrowing funds, the Shire would generally consider using existing surplus funds in the first instance.

4.3 *Lending Counterparties*

- In its evaluation of borrowing proposals, the Authority will consider counterparty risk, that is, the risk that the lender fails to perform in accordance with its contractual obligations under the terms of the loan.
- The Shire will seek to reasonably minimise counterparty risk from lenders.

- The Shire recognises that the Western Australian State Government has established a Central Borrowing Authority, the Western Australian Treasury Corporation (WATC) for the purpose of providing funding to government including Local Government Authorities.
- The Shire recognises the advantages of obtaining funding through a Central Borrowing Authority, such as WATC, which has very low counterparty risk and is able to provide significant benefits to its clients through its ability to access highly liquid funds in large volumes on behalf of its clients, and therefore provide lower-cost funding than is generally available from other lenders.
- Contractual lending arrangements between the Shire and WATC may be in any form recommended by WATC and approved by the Council.
- The Shire, at its discretion, may seek quotes from lenders other than WATC, and may proceed with funding in cases where another lender is able to provide lower-cost funding, and where the Shire believes that the degree of counterparty risk is acceptable.

4.4 *Borrowing Arrangements*

- When entering into borrowing arrangements, the Shire will seek to minimise interest costs over the medium and long-term without introducing undue volatility in annual interest costs, and subject to an acceptable degree of counterparty risk.
- Borrowing arrangements may be entered into on a project-by-project basis, with particular loans assigned to particular projects.
- Each project-specific loan will be entered into with the aim of obtaining the most competitive interest cost for the loan, subject to the preferred debt structure as determined by the Shire.
- Where borrowings are required and approved as per the provisions of Section 6.20 and Section 6.21 of the Local Government Act 1995, only a person or persons duly authorised by Council may give instructions in relation to drawing down loan funds.
- Furthermore, a Delegated Authority Register maintained by the Shire in accordance with the Local Government Act will contain a list of person(s) duly authorised by Council to sign documents in relation to the drawing down of loan funds.
- Documentation of each specific loan will be in accordance with a lending agreement or other appropriate loan documentation that has been approved by the Council.

4.5 *Structure of Borrowings*

The Shire's borrowings will be appropriately structured to constrain risk and will be consistent with the following parameters:

- Council will consider the appropriateness of the various types of debt products available.
- The Shire will not seek to position any of the borrowings in an attempt to gain from anticipated in the shape or level of the yield curve.
- The tenor of a loan will not be greater than the expected useful life of the asset being funded by the loan. The intention is to maintain a balance within the debt portfolio such that the value of the liabilities does not exceed the value of the assets.

- In order to eliminate currency risk, all debt will be denominated in Australian dollars and no debt will be raised in foreign currencies.

4.6 Repayments

- The Shire intends to maintain a repayment schedule consistent with 'principal and interest' repayment calculations.
- The repayment schedules for new and existing borrowings will be set on an individual basis as determined by the nature of the project, and other considerations such as:
- Expected revenue streams in future year; and
- Anticipated capital works and asset acquisition programs in future years.
- Loan repayments will be made in a regular schedule, such as quarterly, semi-annually or otherwise as determined by the Shire.

4.7 Breaches

- Where any breach of, or divergence from the Debt Policy occurs, the CEO and Manager Finance and Administration of the Shire are to be advised immediately, and the Council is to be advised no later than the next Council Meeting, or earlier at the CEO's discretion.
- Advice to the relevant parties will outline what will be done, or what has been done, to rectify the breach or will seek approval for continuance of the breach.
- In the first instance, temporary approval may be provided by the CEO and the Manager Finance and Administration pending subsequent ratification by Council resolution.

5 CONTROLS

5.1 Review and Monitoring

- The Shire's funding requirements and funding strategy will be periodically reviewed by the Council.
- The Council agenda for each relevant Council Meeting will contain a report with advice to the Council as to the current debt position. In providing this report, the Shire will monitor the performance of the debt portfolio and periodically reassess financing options and portfolio structure to determine the relative risks and benefits and report outcomes of this activity to Council.

5.2 Schedules of Planned Debt

- The Shire's planning for anticipated borrowing requirements over future years will be consistent with the Department of Local Government's requirements for a 10-year financial plan.

COUNCIL POLICY FIN/CP-3 DEBT



- The Council will review the Authority's anticipated borrowing requirements and relevant sustainability ratios in the preparation of each financial year's budget and for the period covered by the 10-year financial plan.

6 Sustainability Ratios

The Council will, as a minimum, monitor the sustainability ratios prescribed by the *Local Government (Financial Management) Regulations 1996* as an input to its assessment of the financial management of its borrowings.

POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Finance		
Reviewer:	Director Corporate and Community		
Review Frequency:	Annual	Next Due:	2022
Version Date:	21/12/21	Synergy #:	NPP8038
Policy Version Details			
Initial Adoption Date:	26/06/2013	Decision Reference:	N/A
Version Decision Date:	21/12/21	Decision Reference:	213/21
Version Synopsis:	No review done - Only renumbered from 3.8 Debt		

Debt

Shire of Donnybrook Balingup Council Policy FIN/CP-3



Strategic Outcome Supported: 10.1 – Provide strategically focused, open and accountable governance.

OBJECTIVE

1. This Debt Policy document sets out the manner in which the Shire of Donnybrook Balingup (the “Shire”) may establish and manage a debt portfolio. The objective of this Debt Policy is to ensure the sound management of the Shire’s existing and future debt.
2. This Debt Policy outlines the Shire’s debt strategy and provides for the responsible financial management of loan funding by ensuring that the level of indebtedness is maintained within acceptable limits and is managed appropriately.

SCOPE

3. The purpose of this Debt Policy is to establish a set of principles for the efficient management of the Shire’s existing and future debt.
4. This includes prudent interest rate risk management so that an appropriately structured and managed portfolio of debt funding may contribute to the growth and protection of the long-term economic value of the Shire.

DEFINITIONS

5. **Debt** means Borrowings.
6. **CEO** means Chief Executive Officer.
7. **Shire** means Shire of Donnybrook Balingup.
8. **WATC** means Western Australian Treasury Corporation.

POLICY STATEMENTS

Minimise Risk

9. In general, the Shire is risk averse and seeks to reasonably minimise risk in all aspects of its operations.

Minimise interest costs

10. Specifically, the Shire seeks to minimise interest costs without introducing undue volatility in annual interest costs.
11. The Council notes that there is a trade-off between minimising risk in the portfolio and minimising the interest costs of the portfolio.

Compliance

12. The Shire will enter into contractual funding arrangements only where such activities and arrangements comply with the relevant legislative and non-legislative requirements.

Lending Agreements

13. Any and all borrowing activities and contractual funding arrangements entered into by the Shire with Western Australian Treasury Corporation must be consistent with:
 - a. The Shire's Master Lending Agreement with the Western Australian Treasury Corporation.
 - b. The particular loan repayment schedule with the Western Australian Treasury Corporation/Lending Facility relevant to the specific loan.

Conditions for Debt Raising

14. Debt funding may be used for capital works associated with the development of assets and infrastructure assets.
15. Debt funding must not be used to finance operating activities or recurrent expenditure.

Lending Counterparties

16. In its evaluation of borrowing proposals, the Authority will consider counterparty risk, that is, the risk that the lender fails to perform in accordance with its contractual obligations under the terms of the loan.
17. The Shire will seek to reasonably minimise counterparty risk from lenders.
18. The Shire recognises that the Western Australian State Government has established a Central Borrowing Authority, the Western Australian Treasury Corporation for the purpose of providing funding to government including Local Government Authorities.
19. The Shire recognises the advantages of obtaining funding through a Central Borrowing Authority, such as WATC, which has very low counterparty risk and is able to provide significant benefits to its clients through its ability to access highly liquid funds in large volumes on behalf of its clients, and therefore provide lower-cost funding than is generally available from other lenders.
20. Contractual lending arrangements between the Shire and WATC may be in any form recommended by WATC and approved by the Council.
21. The Shire, at its discretion, may seek quotes from lenders other than WATC, and may proceed with funding in cases where another lender is able to provide lower-cost funding, and where the Shire believes that the degree of counterparty risk is acceptable.

Borrowing Arrangements

22. When entering into borrowing arrangements, the Shire will seek to minimise interest costs over the medium and long-term without introducing undue volatility in annual interest costs, and subject to an acceptable degree of counterparty risk.
23. Borrowing arrangements will be entered into on a project-by-project basis, with particular loans assigned to particular projects.
24. Each project-specific loan will be entered into with the aim of obtaining the most competitive interest cost for the loan, subject to the preferred debt structure as determined by the Shire.

25. Where borrowings are required and approved as per the relevant provisions within the *Local Government Act 1995*, Council Policy EXE-CP2 Document Execution and Application of Common Seal must be adhered to.
26. Documentation of each specific loan will be in accordance with a lending agreement or other appropriate loan documentation that has been approved by the Council.

Repayments

27. The Shire intends to maintain a repayment schedule consistent with 'principal and interest' repayment calculations.
28. The repayment schedules for new borrowings will be set on an individual basis as determined by the nature of the project, and other considerations such as expected revenue streams in future year.

Review and Monitoring

29. The Shire's funding requirements and funding strategy will be periodically reviewed by the Council.
30. The Council agenda for each relevant Council Meeting will contain a report with advice to the Council as to the current debt position.

Schedules of Planned Debt

31. The Shire's planning for anticipated borrowing requirements over future years will be consistent with the Department of Local Government's requirements for a 10-year financial plan.
32. The Council will review the Authority's anticipated borrowing requirements and relevant sustainability ratios in the preparation of each financial year's budget and for the period covered by the 10-year financial plan.

Sustainability Ratios

33. The Council will, as a minimum, monitor the sustainability ratios prescribed by the *Local Government (Financial Management) Regulations 1996* as an input to its assessment of the financial management of its borrowings.

DELEGATION AND AUTHORISATION

- Nil.

LEGISLATION

- Local Government Act 1995
- Local Government (Financial Management) Regulations 1996 (as amended)
- Trustees Act 1962 (as amended)

In addition, borrowing activities and contractual funding arrangements entered into by the Authority must also comply with the following:

- Australian Accounting Standards

APPENDIX

- Nil.

GOVERNANCE

Related Policy(s):

- EXE-CP2 Documentation Execution and Application of Common Seal

Related Procedure(s):

- Nil.

Revision Requirements and Version Control:

Responsible Department(s):		Finance and Community		
Review to be conducted by:		Director Finance and Community		
Revision Frequency:		☐ Annual (1yr)	☒ Triennial (3yr)	☐ Quinquennially (5yr)
Current Version Date:		23/09/2026	Next Due: 09/2029	
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of Policy.	26/06/2013	-	-
2	No review done - Only renumbered from 3.8 Debt.	21/12/2021	213/21	NPP8038
3	Reviewed and reformatted to new template, with amendments made where necessary.	23/09/2026	TBA	MONARCH-1594159990-156



Regional Price Preference

Shire of Donnybrook Balingup Council Policy FIN/CP-5

Strategic Outcome Supported: 10.1 – Provide strategically focused, open and accountable governance.

OBJECTIVE

1. To support local and regional business and industry by providing price preference to regional suppliers tendering for contracts with Council.
2. To ensure that when purchasing goods and services, Council achieves the best possible outcome for the amount of money spent, whilst where possible give preference to local suppliers.

SCOPE

3. This policy applies to all tenders invited by the Shire of Donnybrook Balingup.

DEFINITIONS

4. **Local Tender** shall be deemed to be a tenderer whose business is located within the boundary of the Shire of Donnybrook-Balingup. ~~or Boyup Brook.~~
5. **Shire** means Shire of Donnybrook Balingup.

POLICY STATEMENTS

Local Preference

6. Where possible and within reasonable limits set out herein, the Shire will support local businesses through the application of this Regional Price Preference Policy.
7. A preference may be given to a local/regional tender by assessing the tender from the supplier as if the price bids were reduced as outlined. The application of a price preference MUST be clearly outlined as to whether it will be applied or not prior to the tender process commencing.
- ~~8. When the supplier is located within the Shire of Donnybrook Balingup:~~
- ~~a.8.~~ a.8. Where the total 'net cost' of the lowest submitted tender is between \$5,000 and \$25,000 10% shall be applied to the 'net cost', up to a maximum of \$1,000. If tender relates to Building Services (Construction) 5% will apply.
- ~~b.9.~~ b.9. Where the total 'net cost' of the lowest submitted tender is between \$25,001 and \$50,000 5% shall be applied to the 'net cost'.
- ~~c.10.~~ c.10. Where the total 'net cost' of the lowest submitted tender is greater than \$50,001 5% shall be applied to the 'net cost', up to a maximum of \$100,000.
- ~~9. When the supplier is located within the Shire of Boyup Brook, 2.5% shall be applied in all cases.~~

Regional Price Preference

Shire of Donnybrook Balingup Council Policy FIN/CP-5



Local/Regional Content

~~10.11.~~ Although goods or services that form part of a tender submitted by a local/regional tenderer may be:

- Wholly supplied from regional sources; or
- Partly supplied from regional sources, and partly supplied from non-regional sources.

~~11.12.~~ Only those goods or services identified in the tender as being from local/regional sources may be included in the discounted calculations that form part of the assessments of a tender when a regional price preference policy is in operation.

~~12.13.~~ A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this part if that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted.

~~13.14.~~ Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local government is to decide which of the tenders it determines would be most advantageous to the local government to accept.

DELEGATION AND AUTHORISATION

~~14.15.~~ 1.2.19 Application of the Regional Price Preference Policy

LEGISLATION

- Local Government (functions and General) Regulations 1996

GOVERNANCE

Related Policy(s):

- Council Policy – Purchasing (FIN/CP-4)

Related Procedures(s):

- Nil.

Revision Requirements and Version Control:

Responsible Department(s):	Finance and Community		
Review to be conducted by:	Director Finance and Community		
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#:	Synopsis:	Date:	Ref.:
			Record:

Regional Price Preference

Shire of Donnybrook Balingup Council Policy FIN/CP-5



1	Initial adoption of Policy.	09/08/2006	N/A	N/A
2	– Removed policy number 2.21 and added new policy ID; and – Added new scope; and – Updated legislation	21/12/2021	213/21	NPP8066
3	Removed the inclusion of Boyup Brook and other minor governance edits.	23/09/2026	TBA	MONARCH-1594159990-199

DRAFT

Credit Purchasing Cards

Shire of Donnybrook Balingup Council Policy FIN/CP-7



Strategic Outcome Supported: 10.1 – Provide strategically focused, open and accountable governance.

OBJECTIVE

1. The Shire is committed to ensuring that ~~corporate credit~~ purchasing cards are issued and used appropriately for Shire business, in a manner that complies with legislation and the Shire's policies and procedures.

SCOPE

2. The policy applies to all cardholders and encompasses all transactions made using ~~corporate credit~~ purchasing cards.

DEFINITIONS

3. **Corporate credit card/credit card** means a credit card issued by the Shire's bank to individual employees acting on behalf of the Shire to procure goods and services for the Shire's activities.
4. **Cardholder** refers to the individual Shire employee to whom a corporate card has been issued and whose name is displayed on the front of the ~~credit~~ purchasing card along with the Shire's name.
5. **CEO** means Chief Executive Officer.
6. **Fuel Card** means a card that is specifically used to purchase fuel for corporate vehicles.
7. **Personal expenditure** refers to expenditure incurred by an employee that does not pertain to the Shire's business, activities or operations.
8. **Purchasing Card** is a general term used for the purpose of this policy to encompass fuel, transaction or corporate credit cards.
9. **Shire** means Shire of Donnybrook Balingup.
10. **Transaction Card** means any store card limiting purchases to a specific store.

POLICY STATEMENTS

11. The Shire requires that all ~~corporate credit cards~~ purchasing cards issued by the Shire be used appropriately and in accordance with the Shire's policies and procedures, and all expenditure incurred be properly approved and acquitted.
12. **Purchasing cards** ~~Corporate credit cards~~ are issued by the Shire for the procurement of goods and services on behalf of the Shire subject to the following:
 - a. ~~Corporate credit~~ Purchasing cards are issued only to permanent or fixed-term contract (full-time) employees of the Shire as outlined in Shire procedures. Council Members are not employees of the Shire and may not be issued credit cards.

- b. ~~Corporate credit~~ Purchasing cards are issued to specific positions employed at the Shire to enable efficient and effective procurement of goods and services on behalf of the organisation. A ~~corporate credit purchasing~~ card is not an employment or other benefit given to any individual employee.
~~The Shire may obtain corporate credit cards issued by the Shire's banking services provider.~~
- c. ~~Corporate credit~~ Purchasing cards will be issued and used in accordance with the Shire procedures.
- d. No cash withdrawals are ~~not~~ permitted ~~on corporate credit cards.~~
- e. Cardholders must sign an agreement outlining their responsibilities and legal obligations when using purchasing cards. ~~the credit card~~
- f. A register of all current cardholders, including card number, expiry date, and credit limit, must be maintained.
- g. New and existing cardholders must be provided with a copy of the policies and procedures related to the use of credit cards.
- h. Regular monitoring and review of ~~credit purchasing~~ card usage must be conducted to ensure compliance and identify any misuse.
- i. Misuse of ~~corporate credit~~ purchasing cards will result in disciplinary actions and recovery of funds.
- j. Expenditure incurred on ~~corporate credit~~ purchasing cards must:
 - i. be necessary to carry out the Shire's activities and functions; and
 - ii. be reasonable and appropriate; and
 - iii. not be excessive in relation to the goods or services sought; and
 - iv. not be personal expenditure.

Card issue, credit limits, and use

- 13. Purchases are limited to various expenses pertaining to Shire business, where normal procurement processes are not possible or practical.
- 14. The CEO authorises the issue of ~~credit purchasing~~ cards for other purposes and approves the credit limits on those individual ~~credit~~ cards as prescribed in Shire Procedures subject to the overall ~~corporate purchasing~~ card ~~credit~~ limit not being increased as a consequence.

~~The combined credit limits of all issued corporate credit cards at any time may not exceed the total credit limit of \$20,000.~~

~~The CEO may authorise additional credit cards, subject to the overall corporate card credit limit not being increased.~~

~~Any increase in the Shire's overall corporate card credit limit that the Shire seeks must be approved by Council prior to an application being made to the Shire's card issuer(s).~~

~~Where the overall corporate card credit limit assigned to the Shire is increased by the card issuer without application or representation from the Shire, no prior approval of Council is necessary. Where an offer of an increased overall credit limit is made to the Shire, prior Council approval is required before the Shire accepts this increase in the limit.~~

~~Where the CEO approves an increase to an individual corporate credit card, or approves additional credit cards within the overall card credit limit, this is to be reported to Council in the month following the CEO's decision, with reasons for the same.~~

15. All reward schemes (Fly Buys etc.) shall belong to the Shire.

Cardholder responsibilities

16. ~~Corporate credit~~ Purchasing cards must be used in accordance with the Shire Procedures.
17. Where a cardholder incurs personal expenditure on a ~~credit purchasing~~ card, the Shire will take appropriate measures to recover such expenditure in the shortest possible timeframe. This may include deducting the amount from the cardholder's salary or requiring immediate reimbursement. Any accidental personal expenses deducted will be reported to Council. Shire procedures will outline the process for recovery and reporting.
18. When a cardholder leaves the Shire's employment or moves to a different position at the Shire that is not authorised to be issued a corporate ~~credit purchasing~~ card, return (surrender) and cancellation of the card must be undertaken in accordance with Shire procedures.
19. A cardholder is bound by the provisions of this policy and associated procedure, as well as the Shire's Code of Conduct for Employees, in relation to the ~~corporate credit purchasing~~ card assigned to them.

Lost or stolen cards

20. The cardholder is responsible for safe custody of the card issued to them as well as the security of associated ~~credit~~ card information.
21. Loss or theft of a ~~credit purchasing~~ card must be reported by a cardholder in accordance with Shire procedures.
22. Where a card or card information has been compromised or lost, cancellation and re-issue of a card must be undertaken as prescribed in the Shire's procedures, except where cancellation of a card facility is initiated by the card issuer.
23. The Shire will engage the card issuer in accordance with Shire procedures to cancel the card and arrange for a replacement credit card.

~~Recordkeeping~~ Reconciliation and reporting

24. ~~All written information and documentation pertaining to the use of corporate credit purchasing cards, including statements issued by the card issuer is to be retained and stored in accordance with the Shire's Recordkeeping Plan.~~

25. Reconciliation of purchasing cards is to be completed on a monthly basis and acquittal of each transaction requires:
- A relevant tax invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable a GST rebate to be applied.
 - If no supporting documentation is available, the cardholder is required to provide a statutory declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'.
 - Authorisation of expenditure incurred on credit cards must be signed by both the credit cardholder and one other Director or the Chief Executive Officer.
 - A succinct explanation of why the expense was incurred and the appropriate expense account, with an annual budget allocation, for costing purposes.
 - Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access to a purchasing card in the future.
 - Each transaction will go through an individual approval process to ensure each expense is adequately validated.
 - Cards are to be surrendered to the Director Finance and Community, or to the Chief Executive Officer where the cardholder is the Director Finance and Community, upon cessation of employment or expiry of the card.
 - If the Chief Executive Officer or Director Finance and Community deny the approval of expenses, the recovery of the expense is to be met by the cardholder.
26. ~~Credit~~ Purchasing card transactions will be listed in the schedule of accounts paid, presented to Council at the next Ordinary Council meeting.

DELEGATION AND AUTHORISATION

27. ~~Council authorises the issue of a credit card to the CEO and sets the combined credit limit of \$20,000.~~ Nil.

LEGISLATION

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

APPENDIX

28. Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- Nil.

Revision Requirements and Version Control:

Responsible Department(s):		Finance and Community		
Review to be conducted by:		Director Finance and Community		
Revision Frequency:		☐ Annual (1yr)	☒ Triennial (3yr)	☐ Quinquennially (5yr)
Current Version Date:		23/09/2026		Next Due: 09/2029
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of policy	26/06/2013	-	-
2	No review done - renumbered from 3.7 Use of Corporate Credit Cards	21/12/2021	213/21	NPP8067
3	Major amendments (See council report) and reformatted to new template.	27/11/2024	214/11-24	-
4	Changed naming convention from Credit Card to Purchasing Cards to align with current best practice recommendations. Plus other minor changes.	23/09/2026	TBA	MONARCH-1594159990-216



Donnybrook Medical Services

41 Bentley St
Donnybrook WA 6239
Telephone 97311440

24 August 2026

Nick O'Connor
Shire of Donnybrook Balingup
PO Box 94
Donnybrook WA 6239

Dear Nick,

Subject: Request to Review Lease Terms for Donnybrook Medical Services (Lease Term and Rental Review)

Thank you for the opportunity to meet with me at the Councillors' workshop. As discussed, I am writing to confirm my requests in relation to the current lease arrangements for Donnybrook Medical Services.

I understand the difficulties around selling or purchasing the premises, and therefore I no longer wish to pursue buying the building. As indicated around four years ago, the lease had become unsustainable. Over the last four years, the gap between our income generation and the increasing lease costs has continued to widen, meaning we can no longer operate in a way that supports the long-term vision I outlined at the time. For that reason, something needs to change, and I am not able to realise my vision for the medical centre in its current position.

I am therefore asking Council for two key outcomes:

- A shorter lease term, specifically an annual rollover lease structure for the next five (5) years (instead of a five-year term), and
- A review of the current lease amount, to ensure the rent is fair and appropriately reflects the costs we carry, the limitations under which we operate, and the broader community value of an essential health service—not only the building value.

Our vision for Donnybrook:

Our longer-term goal is to improve the health and wellbeing of our community and support Donnybrook becoming a place known for health and longevity. In practical terms, this includes:

- Developing a Health Hub with GP and allied health under one roof, to improve access to care locally.
- Expanding GP services, as we continue to turn away people who require primary healthcare but cannot be accommodated within existing capacity.
- Increasing capacity through additional rooms/expansion, and ensuring the premises allow flexibility, including the potential to sublease to enable allied health services to be delivered from the same location.

██████████ support and community need:

Donnybrook also requires local healthcare support for Tuia Lodge residents as well as the wider community. At present, we are the only provider currently supporting Tuia Lodge, and we have been unable to secure alternative arrangements with other GP clinics or sole practitioners to share this workload.

Without our continued service, Tuia Lodge cannot operate with the same level of clinical support currently provided. This is a key point in how our lease should be understood—not solely as a commercial tenancy, but as part of an essential component of aged care support and community health outcomes.

Why I am requesting a lease review:

I am not seeking to avoid paying a commercial lease. I am asking Council to reconsider whether the current lease structure is fair in the context of:

- our restricted ability to expand income due to limitations affecting how services can be delivered and grown;
- the fact that we fund and carry a significant portion of ongoing maintenance to the building, while our ability to adjust income to match cost growth is constrained; and
- the valuation/lease amount appearing to be framed too narrowly around building value, rather than reflecting the operating context and community service value of the clinic.

The result is that the current lease framework does not allow a sustainable pathway for long-term service improvement and expansion.

Request: Change lease term and rental review

Accordingly, I respectfully request:

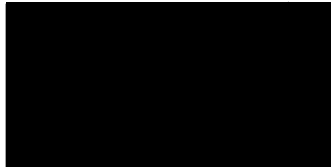
1. Lease term
 - An annual rollover lease structure for the next five (5) years (instead of a five-year term), to provide stability and allow time to work on an alternative premise while maintaining continuity of care.
2. Review of current lease amount
 - A review of the current lease/rental amount to ensure it is fair and appropriate for an essential health service providing community and Tuia Lodge support.

I appreciate Council's consideration of this request. I am committed to continuing to serve Donnybrook, including by expanding health services locally where capacity and premises allow.

Please let me know the next steps and timing for Council to consider these requests.

I would also appreciate Council's view on how it determines the appropriate level of return (profit) from this lease, compared with the community health outcomes and investment required to sustain and expand services locally? Could you please clarify on the methodology used.

Kind regards



LEASE EXTENSION REQUEST AND PROPOSED LEASE AMENDMENTS – STATION SQUARE

To: Chief Executive Officer and Councillors
Shire of Donnybrook-Balingup

RE: STATION SQUARE – Request for Lease Extension and Review of Lease Conditions

Further to your letter of 27th August 2026, we write to provide an update on the current circumstances of [REDACTED] and to formally request an extension of the current lease.

1. Current Business Circumstances

Unfortunately, due to the nature of the Family Law Court, our progress in the financial separation has been delayed.

The directors [REDACTED], separated in 2025 and are currently undertaking a formal financial settlement process. While [REDACTED] remains a director of the company, he ceased active involvement in the business at the end of 2025.

As we previously stated, [REDACTED] has solely managed and operated Park'd Café, however, the ownership structure and financial arrangements of [REDACTED] cannot be finalised until the settlement process has concluded.

Park'd Café has become an important part of the Donnybrook community, providing a valued meeting place for residents and visitors, supporting local suppliers and contributing to the vibrancy of the town centre. [REDACTED] committed to maintaining and growing the business and ensuring its continued contribution to the local community.

Our legal advice remains the same, [REDACTED] cannot commit to a long-term lease arrangement until the financial settlement has been resolved.

2. Request for Lease Extension

[REDACTED] respectfully requests an extension of the current lease until 31 December 2026 to allow sufficient time for the directors to finalise their financial settlement and determine the future ownership structure of the business.

Conclusion

As previously corresponded, the requested extension does not alter the ongoing operation of the business or create any additional risk for the Shire. Park'd Café will continue to trade, meet its obligations under the lease and pay rent as required during the extension period. The request is simply for a short transitional period to allow the directors to finalise their financial settlement and establish a clear and sustainable leasing arrangement for the future. We believe this approach provides certainty for all parties while supporting the continued success of a valued local business.

The requested lease extension is a short-term measure designed to provide certainty and continuity while the directors finalise their financial settlement.

We appreciate the Shire's consideration of this request and look forward to working collaboratively towards a positive outcome that supports both the long-term viability of the business and the interests of the Donnybrook community.

Yours faithfully,

[Redacted signature block]

[Redacted signature block]

3rd September 2026

Legal Representation for Elected Members, Employees and Volunteers

Shire of Donnybrook Balingup Council Policy EM/CP-3



Strategic Outcome Supported: 10.1 – Provide strategically focused, open and accountable governance.

OBJECTIVE

1. To set out guidelines to assist Council in determining when it is appropriate to pay legal representation costs.

SCOPE

2. The policy applies to any current or former Elected Member or employee of the Shire, subject to meeting the criteria set out in the policy.

DEFINITIONS

3. **Approved lawyer** means:
 - a. A 'certified practitioner' under the *Legal Professions Uniform Law Application Act 2022 (WA)* ~~*Practices Act 2003*~~; or
 - b. A law firm on the Shire's panel of legal service providers, unless the Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise, approved in writing by the Council or the CEO.
4. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.
5. **Shire** means the Shire of Donnybrook Balingup.
6. **Legal proceedings** may be civil, criminal or investigative.
7. **Legal representation** is the provision of legal services, to or on behalf of a relevant person, by an approved lawyer that is in respect of a matter or matters arising from the performance of the functions of the relevant person; and legal proceedings involving the relevant person that have been, or may be, commenced.
8. **Legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.
9. **Legal services** include advice, representation or documentation that is provided by an approved lawyer.
10. **Payment** by the Shire of legal representation costs may be either by:
 - a. A direct payment to the approved lawyer (or firm); or
 - b. A reimbursement to the relevant person.
11. **Relevant person** means a current or former elected member, non-elected members of a committee, ~~or~~ employee or volunteer.

12. Volunteer means a person formally engaged, authorised or recognised by the Shire to undertake unpaid duties on behalf of the Shire and does not include contractors, consultants or service providers engaged under a commercial arrangement.

POLICY STATEMENTS ~~Payment Criteria~~

13. Under the Local Government Act 1995, a local government may expend funds on legal representation for elected members, employees and volunteers where it reasonably considers the expenditure supports the good government of the district and falls within its functions.
14. Any elected member who is the applicant or who has a financial or impartiality interest in an application under this policy must disclose the interest and comply with the requirements of the Local Government Act 1995 and Local Government (Model Code of Conduct) Regulations 2021.

Payment Criteria

~~13-15.~~ There are three major criteria for determining whether the Shire will pay the legal representation costs of a relevant person. These are:

- The legal representation costs must relate to a matter that arises from the performance, by the relevant person, of ~~his or her~~their functions;
- In performing ~~his or her~~their functions, to which the legal representation relates, the relevant person must have acted in good faith, and must not have acted unlawfully or in any way that constitutes improper conduct; and
- The legal representation costs must not relate to a matter that is of a personal or private nature.

Legal Representation costs that may be approved

~~14-16.~~ If the criteria in clause 15 are satisfied, the Shire may approve the payment of legal representation costs:

- Where proceedings are brought against a relevant person in connection with ~~his or her~~their functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the relevant person;
- To enable proceedings to be commenced and/or maintained by a relevant person to permit him or her to carry out ~~his or her~~their functions – for example where a relevant person seeks to take action to obtain a restraining order against a person using threatening behaviour to the relevant person; or
- Where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the Council by publicly making adverse personal comments about a relevant person.

~~15-17.~~ Subject to clause ~~4-215~~, the Shire will not approve, other than in exceptional circumstances, the payment of legal representation costs in respect of legal proceedings instituted by a relevant person, such as a defamation action or negligence action.

Application for payment

- ~~16-18.~~ A relevant person who seeks assistance under this policy is to make written application to the Council as per the Operational Procedure (EM/OP-1 Application for Payment of Legal Representation for Elected Members and Employees).
- ~~17-19.~~ The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- ~~18-20.~~ An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by a Director.

Council's Powers

- ~~19-21.~~ Council may refuse, grant or grant subject to conditions, including a financial limit, an application for payment of legal representation costs.
- ~~20-22.~~ Before approving financial assistance under this policy, the applicant must disclose any insurance entitlement or indemnity available in respect of the matter, and Council may require such avenues to be exhausted before assistance is provided.~~In assessing an application, regard may be had to any insurance benefits that may be available to the applicant under the Shire's existing insurance policy.~~
- ~~21-23.~~ Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- ~~22-24.~~ Council may determine that a relevant person whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:
- Not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - Given false or misleading information in respect of the application.
- ~~23-25.~~ A determination under cl24 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry. Where the Council makes a determination, the legal representation costs paid by the Shire are to be repaid by the relevant person.

When an imposed limit on payment of legal representation costs is reached

- ~~26.~~ Where Council imposes a condition on an approval to pay legal representation costs that is a financial limit on the amount to be paid and that limit is reached, the relevant person may submit a further application for consideration by Council.

Repayment of Legal Representation Costs if monies received by relevant person

- ~~24-27.~~ A relevant person whose legal representation costs have been paid by the Shire is to repay the Shire:
- All or part of those costs – in accordance with a determination by the Council; or as much of those costs as are available to be paid by way of set-off – where the relevant

Legal Representation for Elected Members, Employees and Volunteers

Shire of Donnybrook Balingup Council Policy EM/CP-3



person receives monies paid for costs, damages or settlement, in respect of the matter for which the Shire paid all or part of the legal representation costs.

25-28. The Shire may act in a court of competent jurisdiction to recover any monies due it under this policy.

DELEGATION AND AUTHORISATION

26-29. The CEO is authorised to approve financial assistance for legal representation costs where, in the CEO's opinion, a delay in obtaining Council approval would materially prejudice the legal rights or interests of the applicant. Any approval made under this clause is limited to \$3,000 and must be reported to the next ordinary meeting of Council, which may confirm, vary or revoke the approval and exercise any of its powers under this policy.

~~delay in the approval of an application would be detrimental to the legal rights of the applicant, the CEO may authorise financial assistance for legal representation costs. The application is to be submitted to the next meeting of the Council which may exercise any of its powers under this policy.~~

LEGISLATION

- Local Government Act 1995
- Local Government Operational Guidelines No.14 – Legal Representation for Council Members and Employees

APPENDIX

27-30. Nil.

GOVERNANCE

Related Policy(s):

- Nil.

Related Procedure(s):

- EM/OP-1 Application for Payment of Legal Representation for Elected Members and Employees.

Legal Representation for Elected Members, Employees and Volunteers

Shire of Donnybrook Balingup Council Policy EM/CP-3



Revision Requirements and Version Control:

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Current Version Date:		26/08/2026		Next Due: 08/2031
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of procedure	24/01/2001	-	-
2	– Removed policy number 1.8 and added new policy ID; and – Added objective, scope, definitions, and delegation; and – Updated legislation and legal representation costs that may be approved; and	21/12/2021	213/21	NPP7987
	– Added information on to ensure the policy aligns with the LG Guidelines: - Payment Criteria - Application for payment - Councils Powers - Repayment of Legal Representation costs			
3	Transferred to new Council Policy template and reformatted with following amendments: – Added volunteers to policy coverage. – Updated legislative references. – Added conflict of interest and insurance disclosure requirements. – Added process for additional funding applications where limits are reached. – Clarified CEO approval delegation and Council reporting requirements. – Updated policy template, formatting and governance information.	26/08/2026	TBA	NPP11853 MONARCH-1594159990-136

Information Breach Management

Shire of Donnybrook Balingup Council Policy EXE/CP-19



Strategic Outcome Supported: 10.1 Provide strategically focused, open and accountable governance

OBJECTIVE

1. The objective of this policy is to establish the Shire's commitment to protecting information held by the Shire and to provide a framework for identifying, reporting, managing, recording and learning from information breaches.
2. The policy promotes transparency, accountability and responsible information management practices while supporting compliance with applicable legislative obligations and community expectations.

SCOPE

3. This policy applies to:
 - a. Elected Members;
 - b. The Chief Executive Officer;
 - c. Employees;
 - d. Contractors and consultants engaged by the Shire;
 - e. Volunteers acting on behalf of the Shire; and
 - f. Covers all functions, services, programs, records, systems and activities involving the collection, storage, use, disclosure or management of personal information.

DEFINITIONS

4. **Information Breach** means unauthorised access to, unauthorised disclosure, or loss of information.
5. **Information Breach Register** means the internal register maintained by the Shire to record suspected and confirmed information breaches and actions taken in response.
6. **Personal Information** includes name, date of birth, address, contact information, location information and unique identifiers that relate to someone's features or behaviours. It includes information about a deceased person and inferences made about people.
7. **PRIS Act** means the *Privacy and Responsible Information Sharing Act 2024 (WA)*.
8. **Privacy Officer** means the officer appointed by the Chief Executive Officer to coordinate privacy and information management responsibilities.
9. **Shared Information** means information shared between agencies or organisations under an authorised information sharing arrangement.
10. **Shire** means Shire of Donnybrook Balingup.

POLICY STATEMENTS

Commitment

11. The Shire is committed to the secure and responsible management of information and will take reasonable steps to:
 - a. Protect information from unauthorised access, disclosure, misuse, alteration or loss.
 - b. Promote a culture of privacy awareness and accountability.
 - c. Respond promptly and effectively to suspected or actual information breaches.
 - d. Minimise harm arising from information breaches.
 - e. Maintain records of information breaches and corrective actions.
 - f. Continuously improve information management practices.

Reporting Information Breaches

12. Any person who becomes aware of a suspected or actual information breach involving Shire information must report the matter as soon as practicable to their Manager and the Privacy Officer.

Information Breach Response

13. The Shire will manage information breaches using the principles of containment, assessment, mitigation and review and improvement.

Containment

14. Action will be taken to prevent further access, disclosure or loss of information.

Assessment

15. The Shire will assess:
 - a. what information has been affected;
 - b. how the breach occurred;
 - c. who may be affected;
 - d. the level of risk or harm; and
 - e. whether notification obligations may apply.

Mitigation

16. Reasonable steps will be taken to reduce potential harm to affected individuals, the Shire and other stakeholders.

Review and Improvement

17. Following an incident, the Shire will identify lessons learned and implement corrective actions to reduce the likelihood of future breaches.
18. The Shire will regularly review its privacy practices and governance arrangements to improve compliance with legislative requirements and recognised best practice.

Information Breach Register

19. The Shire will maintain an Information Breach Register to record:
- suspected and confirmed breaches;
 - actions taken;
 - notifications made;
 - corrective actions;
 - lessons learned; and
 - outcomes of investigations.

Training and Awareness

20. The Shire will provide training and awareness initiatives to support employees, contractors and Elected Members in preventing, identifying and responding to information breaches.

External Parties

21. Where services are provided by contractors, consultants or service providers, the Shire will seek to ensure appropriate contractual arrangements are in place regarding information security and information breach reporting.

Notifications

22. Where required, the Shire may notify:
- affected individuals;
 - regulators;
 - government agencies;
 - law enforcement authorities;
 - insurers; or
 - other relevant stakeholders.
23. Notification requirements will be determined based on the circumstances and applicable legal obligations.

DELEGATION AND AUTHORISATION

24. Council authorises the Chief Executive Officer to:
- Implement this Policy,
 - appoint a Privacy Officer,
 - establish operational procedures and maintain the Information Breach Register.

Information Breach Management

Shire of Donnybrook Balingup Council Policy EXE/CP-19



LEGISLATION

- Privacy and Responsible Information Sharing Act 2024 (WA)
- Local Government Act 1995 (WA)
- Freedom of Information Act 1992 (WA)
- State Records Act 2000 (WA)
- Criminal Code Act Compilation Act 1913 (where applicable)

APPENDIX

25. Nil.

GOVERNANCE

Related Policy(s):

- Records Management Policy (ADM/CP-1)
- Privacy and Responsible Information Sharing (EXE/CP-18)
- Cyber Security Policy (if applicable)
- Information Technology Acceptable Use Policy (if applicable)

Related Procedure(s):

- Privacy Procedure.
- Information Breach Response Procedure (In progress)
- Privacy Impact Assessment Procedure (to be developed)
- Information Sharing Procedure (to be developed)

Revision Requirements and Version Control:

Responsible Department(s):		Executive		
Review to be conducted by:		Corporate Information Officer		
Revision Frequency:		☐ Annual (1yr)	☒ Triennial (3yr)	☐ Quinquennially (5yr)
Current Version Date:		23/09/2026	Next Due:	09/2029
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of Information Breach Management Policy.	23/09/2026	TBA	MONARCH-857934545-2001



Records Management

Shire of Donnybrook Balingup Council Policy ADM/CP-1

Strategic Outcome Supported: 10.1 – Provide strategically focused, open and accountable governance.

OBJECTIVE

1. ~~The~~ The objective of this policy is to establish the Shire of Donnybrook Balingup's expectations for the creation, capture, management, security, access, retention and disposal of records in accordance with legislative requirements, the Shire's Recordkeeping Plan and approved corporate systems. The policy supports accountability, transparency, business continuity, privacy protection, evidence-based decision-making and the preservation of records as corporate information assets.
1. ~~purpose of this policy is to provide guidance and direction on the creation and management of records and to clarify responsibilities for recordkeeping within the Shire of Donnybrook.~~

SCOPE

2. ~~The~~ This policy applies to Elected Members, the Chief Executive Officer, employees, contractors, consultants, volunteers and service providers who create, receive, access, manage or use Shire records in the course of Shire business.
2. ~~policy applies to all Shire of Donnybrook Balingup Elected Members, employees and outsourced contractors.~~
3. ~~This~~ This policy applies to all records created, received or handled by the Shire, regardless of format, location, system or media type, including physical records, electronic records, emails, business system records, messages, photographs, audio-visual records, social media records, maps, plans, datasets and records held in approved corporate systems. ~~policy applies to all external and internal records, which are handled, received or generated by the Shire, regardless of their physical format or media type.~~

DEFINITIONS

4. **Custody** means the responsibility for the care of State records usually based on their physical possession. Custody does not include legal ownership, or the right to control access to the records.
5. **Control** means the responsibility for keeping a record but does not include the responsibility for creating it.
6. **Ephemeral Records** means any record that has no continuing value to the Shire and is generally only needed for a few hours or a few days. The Shire uses the guidelines contained within the General Disposal Authority for Local Government Records to determine which records are considered ephemeral.
- 6.7. **FOI means Freedom of Information.**

7.8. **General Disposal Authority (GDA)** a document designed to provide consistency throughout government organisations in disposal activities and decisions. It covers records common to all State organisations such as Human Resource Management and Financial and Accounting. The GDA for Local Government covers records common to local governments and may eliminate the necessity for each to prepare its own Schedule.

8.9. **Record** means any record of information however recorded and includes:

- a. anything on which there is writing or Braille; or
- b. a map, plan, diagram or graph; or
- c. a drawing, pictorial or graphic work, or photograph; or
- d. anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them; or
- e. anything from which images, sounds or writings can be reproduced with or without the aid of anything else; or
- f. anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

10. **Recordkeeping Plan** ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

9.11. **Shire** means Shire of Donnybrook Balingup.

POLICY STATEMENTS

10.12. Records are recognised as an important information resource within the Shire ~~of Donnybrook Balingup~~ and will ensure that appropriate practices are established to facilitate the ease of capture and management of all records which contribute to the overall efficiency and effectiveness of the organisation.

Creation of Records

11.13. Employees, Elected Members, -consultants and contractors will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the Shire ~~of Donnybrook Balingup~~'s recordkeeping system.

12.14. All records created or received during the course of business belong to the Shire ~~of Donnybrook Balingup~~ not to the individuals who created them.

Capture and Control of Records

15. All Records created or received in the course of Shire business must be captured into the Shire's approved recordkeeping system, approved business system or other authorised corporate system as soon as practicable, with sufficient metadata to support retrieval, security, retention and disposal.

16. Records must not be permanently stored in personal email folders, personal drives, unauthorised shared drives, removable media, private devices, personal cloud services or other unmanaged locations. Where approved corporate systems such as Microsoft 365, SharePoint, OneDrive, Monarch or other business systems are used for temporary drafting, collaboration or workflow purposes, records must be managed in accordance with the Shire's recordkeeping requirements and captured into the appropriate approved system.

~~13. — records created and received in the course of Shire's business will be captured at the point of creation (wherever possible), regardless of format, with required metadata into the recordkeeping system or appropriate business system.~~

~~14. — Records created when using social media applications will also be captured in the Shire of Donnybrook Balingup's recordkeeping system.~~

~~15. — Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Share Point), as these lack the necessary functionality to protect business information and records over time.~~

16. Security and Protection of Records

17. ~~Records~~ Records must be protected from unauthorised access, alteration, loss, damage, misuse or disclosure. Access to records must be managed in accordance with role requirements, security classifications, privacy obligations and approved system permissions.

18. Records containing personal information, confidential information, commercially sensitive information or information not publicly available must be handled, stored, shared and disposed of securely and in accordance with the Shire's privacy, information security, information breach and records management requirements.

19. Any suspected loss, unauthorised access, unauthorised disclosure, inappropriate disposal or compromise of Shire records must be reported in accordance with the Shire's Information Breach Management framework.

~~17. — will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.~~

~~18. — Records will not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, they are being transferred to the Shire's archive storage provider, or they are in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.~~

Access to Records

20. ~~Access~~ Access to Shire records by employees, contractors and service providers will be provided only where required for their role and in accordance with approved access controls, security classifications, privacy obligations and relevant legislation.

21. Access to Shire records by members of the public will be managed in accordance with the *Local Government Act 1995*, the *Freedom of Information Act 1992*, the *Privacy and Responsible Information Sharing Act 2024* and any other applicable statutory restriction.

22. Access to records by Elected Members will be managed through the Chief Executive Officer, where access is required for the performance of their role and subject to applicable confidentiality, privacy, legal and governance requirements.

~~19. to the Shire's records by employees and contractors will be in accordance with designated access and security classifications and in accordance with the requirements of their role.~~

~~20. Access to the Shire's records by the general public will be in accordance with the Local Government Act 1995 and the Freedom of Information Act 1992.~~

~~21. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.~~

22. Appraisal, Retention and Disposal of Records

23. All Shire records must be retained and disposed of only in accordance with the Shire's approved Recordkeeping Plan, approved disposal authorities issued by the State Records Office of Western Australia, and any internal disposal procedures approved by the Chief Executive Officer.

24. Employees and Elected Members must not personally destroy, delete or dispose of Shire records unless authorised to do so under an approved disposal process.

25. Convenience copies, duplicates and transitory records may only be destroyed where they are not required for business, legal, audit, FOI, complaint, investigation, litigation, historical or accountability purposes. Any copies containing personal, confidential or non-public information must be disposed of securely.

~~23. records kept by the Shire of Donnybrook Balingup will be disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records, published by the State Records Commission of Western Australia.~~

~~24. Employees and Elected Members must not personally undertake destruction of any records.~~

~~25. Records identified for destruction will be subject to review and approval by the Records Officer or the Manager of the business unit the records relate to, and the Chief Executive Officer.~~

~~26. Copies/duplicates may be disposed of after use by employees and Elected Members ensuring any such records that contain personally identifiable information or information that is not publicly available are placed into confidential destruction bins or given to the Records Officer to dispose of.~~

27. Roles and Responsibilities

~~28.~~ 26. Chief The Chief Executive Officer is responsible for ensuring that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law, in accordance with section 5.41(2)(e) of the Local Government Act 1995. Executive Officer will ensure that records and documents of the local government are properly kept for the purpose of the Local Government Act 1995 in accordance with section 5.41(h) and any other written law and best practice standards.

Records Management

Shire of Donnybrook Balingup Council Policy ADM/CP-1



- ~~29-27.~~ Directors are to manage the control and custody of records during the transfer of any Shire functions, organisational restructures or the creation of new business units.
- ~~30-28.~~ Managers will ensure that all employees (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the Shire's ~~of Donnybrook Balingup's~~ Recordkeeping Plan.
29. Employees are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner in accordance with legislation and the Shire's policies and procedures for record keeping.
- ~~31-30.~~ The Corporate Information Officer / Records Officer is responsible for supporting the implementation of this policy by maintaining the Shire's recordkeeping systems, providing recordkeeping advice and training, supporting the Recordkeeping Plan, coordinating authorised retention and disposal processes, assisting with access and retrieval of records, and promoting compliance with records management, privacy, FOI and information governance requirements.
31. ~~Elected~~ Elected Members must create and keep records that properly and adequately document their participation in Council and committee decision-making processes and any Shire business communications or transactions that affect the accountability of Council or the discharge of Shire business.
32. Elected Members must use their Shire-issued email account for Shire business wherever practicable. Records relating to Shire business that are created or received outside Shire systems must be provided to the Shire administration for capture into the Shire's approved recordkeeping system.

Members:

~~The State Records Commission's policy on Local Government Elected Members' Records requires that all records generated and received by Elected Members that relate to Shire business is subject to the State Records Act 2000, the Shire's Records Management Policy and Recordkeeping Plan, and as such must be retained within the Shire's recordkeeping system.~~

~~Elected Members are to refer to the Records Management Advice Local Government Elected Members' Records on www.wa.gov.au.~~

~~Each Elected Member is provided with a Shire of Donnybrook Balingup email address which is to be used for electronic correspondence between the community and the Elected Members for any Shire related business.~~

~~The Shire will copy each email received and sent by Elected Members using the Elected Member's email account to the Shire's recordkeeping system.~~

Access to the copies of the emails will be restricted to:

The Elected Member; and

The Chief Executive Officer; and

The Records Officer; and

The Freedom of Information Coordinator.

DELEGATION AND AUTHORISATION

~~32-33.~~ Nil.

LEGISLATION

~~— Local Government Act 1995~~

- Corruption and Crime Commission Act 2003
- Criminal Code Act Compilation Act 1913
- Electronic Transactions Act 2011
- Evidence Act 1906
- Freedom of Information Act 1992

~~— Interpretation Act 1984~~

- Local Government Act 1995
- Privacy and Responsible Information Sharing Act 2024
- State Records Act 2000
- State Records Commission: Principles and Standards
- General Records Disposal Authority for Local Government Records
- Australian Standard on Records Management: AS ISO 15489

APPENDIX

~~33-34.~~ Nil.

GOVERNANCE

Related Policy(s):

- ~~— Nil. Records Management (ADM/CP-1)~~
- Privacy and Responsible Information Sharing (EXE/CP-18)
- Information Breach Management (EXE/CP-19)
- Information Security
- ICT User Access Policy, if adopted or used as a controlled internal policy
- ICT Acceptable Use Policy, if adopted or used as a controlled internal policy
- Social Media, if still current
- Official Communications, if still current
- Working Remotely / Working From Home, where records are created or accessed offsite

Related Procedure(s):

- [Nil-Recordkeeping Plan](#)
- [Records Disposal Procedure / Guideline, if adopted](#)
- [Information Breach Response Procedure](#)
- [Privacy Procedure](#)
- [Privacy Impact Assessment Procedure](#)
- [Information Sharing Procedure](#)
- [Working From Home Procedure](#)
- [Any Monarch / EDRMS user guide, naming convention or capture procedure adopted by the CEO or Corporate Information Officer](#)

Revision Requirements and Version Control:

Responsible Department(s):	Executive
Review to be conducted by:	Corporate Information Officer
Revision Frequency:	☐ Annual (1yr) ☒ Triennial (3yr) ☐ Quinquennially (5yr)

Current Version Date: 23/09/2026 **Next Due:** 09/2029

Policy Version Details and Information:

#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of policy.	-	-	-
	– Removed policy number 2.10 and added new policy ID ADM/CP-1; and – Added new scope and definitions; and – Added information to:			
2	– Include the State Records Commissions Standard 2 to meet minimum requirements. – Merged information from 1.11 Council Elected Members records & 1.12 Use of Shire Specific Email Addresses by Elected Members.	21/12/2021	231/21	NPP7979
<u>34</u>	Reformatted to new template, Reviewed and updated policy to align with current legislative requirements and best practice; added privacy, information security and PRIS obligations; clarified record capture, access, retention and disposal requirements; updated CEO responsibilities and Elected Member recordkeeping provisions; added roles and responsibilities for information governance; corrected legislative references;	7/08/23 <u>23/09/2026</u>	<u>TBA</u>	<u>MONARCH-1594159990-168</u>

[and updated related policies, procedures and governance content.](#)

DRAFT

Honorary Freeman Shire of Donnybrook Balingup

Shire of Donnybrook Balingup Council Policy EM/CP-4



Strategic Outcome Supported: 11 – An engaged community with positive customer experiences.

OBJECTIVE

1. The purpose of this policy is to set guidelines for the nomination, selection and awarding of the prestigious title of 'Honorary Freeman of the Shire of Donnybrook Balingup' to an individual.

SCOPE

2. This discretionary council policy applies to all applications for the award of 'Honorary Freeman of the Shire of Donnybrook Balingup'.

DEFINITIONS

3. **Freeman** means a person who has been bestowed certain privileges by the Shire.
4. **Shire** means Shire of Donnybrook Balingup.
5. **Significant number of years** means at least 15 years.
6. **Simple majority** means more than 50% of the members present and voting.

POLICY STATEMENT

Eligibility

7. Nominees for selection must ordinarily be a resident of the Shire of Donnybrook Balingup and must have given distinguished service to the community, preferably in more than one capacity.
8. A current Elected Member cannot be nominated.

Selection Criteria

9. Nominees will be selected based on their record of service to the community on the basis of the following criteria:
 - a. Should ordinarily have lived within the Shire for a significant number of years and had a close association and identification with the Shire;
 - b. Should have provided long and distinguished service to the local or State community such that the nominee's contribution can be seen to stand above the contributions made by most other people;
 - c. Should have displayed an outstanding level of achievement in the field (or fields) of activity; and
 - d. Should have demonstrated both outstanding leadership and personal integrity.

Nomination and Acceptance Procedure

10. In bestowing the title of 'Honorary Freeman of the Shire of Donnybrook Balingup', the nomination procedure is as follows:
 - a. The nomination must be made in writing and be addressed to the Chief Executive Officer without the nominee's knowledge. The nomination should outline in chronological order the history of community service;
 - b. A nomination must be sponsored by an Elected Member and supported in writing by at least three other Elected Members; the nomination and consideration of proposals shall be dealt with in confidence;
 - c. A report will be presented by the Chief Executive Officer to an ordinary meeting of Council for a Council decision;
 - d. A Council decision to support the nomination is to be by a simple majority vote;
 - e. Once Council has accepted the nomination, the nominee shall be contacted by the Chief Executive Officer to determine whether the award will be accepted. Should a nominee decline to accept the award, all Elected Members will be informed, and the matter will lapse;
 - f. On confirmation of the acceptance all Elected Members will be informed and a suitable media statement shall be prepared for release; and
 - g. Conferral of the title shall be carried out at a Council meeting or other formal Council function.

Entitlements

11. Any individual declared an 'Honorary Freeman of the Shire of Donnybrook Balingup':
 - a. may designate themselves 'Honorary Freeman of the Shire of Donnybrook Balingup';
 - b. will be presented with a badge depicting their 'Honorary Freeman of the Shire of Donnybrook Balingup' title together with a certificate to commemorate receiving of the award;
 - c. will have their name engraved/included on the Honour Board in the Council Chambers; and
- 1.2. may be invited to all civic events and functions of the Shire and acknowledged formally.

DELEGATION AND AUTHORISATION

12. Nil.

LEGISLATION

- Local Government Act 1995
- Shire of Donnybrook Balingup Meeting Procedures Local Law 2017~~8~~

APPENDIX

13. Nil.

GOVERNANCE

Related Policy(s):

– Nil.

Related Procedure(s):

– Nil.

Revision Requirements and Version Control:

Responsible Department(s): Executive

Review to be conducted by: Executive Manager Corporate

Revision Frequency: ☐ Annual (1yr) ☒ Triennial (3yr) ☐ Quinquennially (5yr)

Current Version Date: 23/09/2026 **Next Due:** 09/2031

Policy Version Details and Information:

#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of Council Policy.	01/01/1993	-	-
	Removed policy number 1.4 and added new policy ID; and Added objective and scope; and Updated legislation; and			
2	Added information on: – Eligibility; – Selection Criteria; – Nomination and Acceptance Procedure Entitlements.	21/12/2021	213/21	NPP7988
3	The policy has been reformatted, renumbered, aligned to the new strategic framework, and the review frequency has changed from 3 years to 5 years.	23/09/2026	TBA	MONARCH-1594159990-139

Policy Management Framework

Shire of Donnybrook Balingup Council Policy EXE/CP-8



Strategic Outcome Supported: 10 – Effective governance and partnerships.

OBJECTIVE

1. To establish the principles, classifications, responsibilities and governance requirements for the development, approval, implementation, review and management of Council policies, ensuring they support the Shire's strategic objectives and statutory obligations. To provide direction on the development and implementation of its policies to reflect the Shire's strategic goals and to fulfil statutory requirements.

SCOPE

2. This policy applies to the development of new policies and the review of existing policies.
3. This does not apply to Local Planning Policies which are prepared separately under the Shire's Local Planning Scheme.

DEFINITIONS

4. The Act means the *Local Government Act 1995*.

- CEO means Chief Executive Officer.

4-5.

- 5-6. **Minor amendment** means changes to language, style, formatting, etc. that do not impact on the application of the policy.

- 6-7. **Major amendment** means changes that significantly alter the Shire's position on an issue or change the strategic intent of the policy.

8. **Policy Response** means a determination that a formal Council Policy is required to provide strategic direction, establish principles, or support consistent decision-making in relation to a specific issue or matter. to signify when Council should opt to consider a policy approach in response to an issue.

9. **Shire** means Shire of Donnybrook Balingup.

10. **Volunteer** means a person formally engaged, authorised or recognised by the Shire to undertake unpaid duties on behalf of the Shire and does not include contractors, consultants or service providers engaged under a commercial arrangement.

7.

POLICY STATEMENTS

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Policy Management Framework

Shire of Donnybrook Balingup Council Policy EXE/CP-8



~~8-11.~~ The Local Government Act 1995 recognises the role of Council in determining the local government's policies. Section 2.7(2)(b) of the Act prescribes one of the roles of Council as being to determine the local government's policies.

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~~9-12.~~ The Local Government Act 1995 recognises the role of the Chief Executive Officer in implementing Council decisions, including giving effect to Council Policies. Section 5.41(a) 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 Policies.

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~~10-13.~~ To provide a clear distinction between the role of the council and the role of the local government administration, separate document classifications shall be maintained.

Document Classifications

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~~11-14.~~ Council Policies – provides for “the rationale and guiding principles of what can be done” and:

- a. Focus on the strategic and statutory decision-making obligations of the Council; and
- b. Set governing principles and guide the direction of the organisation to align with community values and aspirations; and
- c. Apply to Council, Elected Members and ~~shire~~ Shire employees when fulfilling their decision-making responsibilities.

~~12-15.~~ Administration Policies – explains “how” the administration will implement or carry out that policy and:

- a. Are developed for administrative and operational purposes with an internal focus.
- b. The CEO is the decision-maker for the approval, amendment or rescinding of these policies.
- c. Elected Members are not bound by these policies.

~~e.d.~~ Apply to employees and volunteers of the Shire. Can apply to employees and volunteers of the Shire as well as contractors and service providers engaged by the Shire

~~13-16.~~ Operational Procedures - a series of actions conducted in a certain order or manner to give effect to policy and:

- a. Are developed for administrative and operational purposes with an internal focus.
- b. Managers and or Directors are ~~The CEO is~~ the decision-maker for the approval, amendment or rescinding of these procedures.
- c. Elected Members are not bound by these procedures.

~~e.d.~~ Can apply to employees and volunteers of the Shire as well as contractors and service providers engaged by the Shire.

Responsibilities and Authorities

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17. Council is responsible for the adoption, amendment and rescission of Council Policies.

18. The Chief Executive Officer is responsible for implementing Council Policies and ensuring they are reviewed as required.

Policy Management Framework

Shire of Donnybrook Balingup Council Policy EXE/CP-8



19. Policy Owners are responsible for drafting, monitoring and initiating reviews of assigned policies.

20. Community Members and Stakeholders may contribute to policy development through consultation processes undertaken in accordance with the Community Engagement Framework.

Guiding Principles

~~14-21.~~ Policies will be concise, clear, consistent and compliant.

- a. Concise – policies will state no more than is necessary to direct decision making and clarify expected conduct.
- b. Clear – policies will be written, in plain English, to avoid ambiguity and to be easily understood by the people affected.
- c. Consistent – policies will encompass and be consistent with the Shire’s strategic goals, values, risk appetite and template documents.
- d. Compliant – policies will comply with all relevant compliance obligations and commitments.

~~15.~~ There are three key stakeholders with differing relationships in policy development:

- a. ~~Officers develop and write policies, engage the community in the policy development process.~~
- b. ~~Community members participate in the consultation processes to inform policy development.~~
- c. ~~Elected Members set policies for the Shire by considering policies presented for adoption, review and rescindment.~~

Policy Management and Development Principles

~~16-22.~~ A policy response may be considered where one or more of the following circumstances exist and a formal policy is required to provide strategic direction, establish governing principles, support legislative compliance, or promote consistent decision-making. A policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:

- a. Legislative or regulatory requirements.
- b. New or changing industry ~~and governance~~ or organisational standards.
- c. To ~~meet need to support the achievement of~~ the Shire’s strategic objectives.
- d. Emerging or changing ~~C~~community needs, ~~or~~ expectations or priorities.
- e. Advocacy on ~~issues-matters~~ that Council considers ~~to be~~ significant.
- f. As a ~~result-resolution~~ of ~~a~~ Council ~~resolution~~.

~~17-23.~~ Further, ~~a~~ policy response will only be proposed where it can be demonstrated that the policy will ~~deliver~~ contribute to one or more of the following outcomes:

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Policy Management Framework

Shire of Donnybrook Balingup Council Policy EXE/CP-8



~~a.~~ Improved clarity, transparency and consistency in decision making.

~~a.b.~~ Effective governance and management of risk.

~~b.c.~~ Improved efficiency and effectiveness of service delivery or operations.

~~d.~~ Improved Enhanced outcomes for the customer / community, customers and stakeholders outcomes.

~~e.e.~~ Compliance with legislation or regulatory obligations.

~~18-24.~~ The level of community engagement undertaken during policy development or review will be determined in accordance with the Shire's Community Engagement Framework and will be proportionate to the significance, impact and risk of the policy. Council policies will be developed or reviewed in a manner consistent inline with the Shire's Community Engagement Framework.

~~19-25.~~ All periodic policy reviews will be based on a Risk Assessment Rating. Policies will be assigned a risk rating which may influence the review frequency. Council may review policies earlier where legislative, operational or strategic circumstances warrant.

~~20-26.~~ All Council policies are to be made available on the Shire's website.

DELEGATION AND AUTHORISATION

~~21-27.~~ Nil.

LEGISLATION

– Local Government Act 1995

– Local Government (Administration) Regulations 1996

– State Records Act 2000

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APPENDIX

~~22-28.~~ Nil.

GOVERNANCE

Related Policy(s):

– Nil.

Related Procedure(s):

– Policy Framework Nil.



Revision Requirements and Version Control:

Responsible Department(s): Executive

Review to be conducted by: [Executive](#) Manager Corporate [Services](#)

Revision Frequency: ☐ Annual (1yr) ☐ Triennial (3yr) ☐ Quinquennially (5yr)
☐ Annual (1yr) ☐ Biennial (2yr) ☒ Triennial (3yr)

Current Version Date: ~~26/11~~23/09/20256 **Next Due:** 09/202931

Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Record:
1	Initial creation and adoption of Policy.	22/09/2021	155/21	NPP7502
2	Transferred to new template and reviewed with amendments throughout.	23/09/2026	TBA	MONARCH-1594159990-94

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Commented [RK1]: this needs to be amended to new review timelines annual/5 years/7 years

Commented [LC1R2]: Yes (1, 3 or 5), and please set to 5 years