



## 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)*

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**Authorised:**

Nick O'Connor, Chief Executive Officer

**Prepared:**

28 August 2026

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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<br>Or < 5% variance in cost of project                            | \$20,001 - \$100,000<br>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.

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

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

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

#### 2.1. Apologies

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

#### 2.2. Approved Leave of Absence

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Nil.

#### 2.3. Application for Leave of Absence

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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

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Nil.

5.2. Public Question Time

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Nil.

6. Presentations

6.1. Petitions

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Nil.

6.2. Presentations

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Nil.

6.3. Deputations

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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

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Nil.

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Adoption by Exception

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|                            |                       |                     |                 |
|----------------------------|-----------------------|---------------------|-----------------|
| <b>COUNCIL RESOLUTION:</b> | 132/08-26             |                     |                 |
| <b>MOVED BY:</b>           | Cr Vivienne MacCarthy | <b>SECONDED BY:</b> | 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**

|                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|
| <b>For:</b> Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe |
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|----------------------|
| <b>Against:</b> Nil. |
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| <b>Carried: 9/0</b> |
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## 7. Confirmation of Minutes

### 7.1 Ordinary Council Meeting Minutes

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#### 7.1.1 Ordinary Council Meeting held on 22 July 2026

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

#### Executive Recommendation:

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

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

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

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

## 8. Reports of Committees

Nil.

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## 9. Reports of Officers

### 9.1. Director Operations

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#### 9.1.1. MRWA Draft Speed Zoning Policy and Application Guidelines

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##### 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

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##### 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

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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

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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.

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|                                      |                |                                      |
|--------------------------------------|----------------|--------------------------------------|
| <b>COUNCIL RESOLUTION:</b> 134/08-26 |                |                                      |
| <b>MOVED BY:</b>                     | Cr Alex Purich | <b>SECONDED BY:</b> 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.

|                                                                                                                  |
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| <b>For:</b> Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe |
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| <b>Against:</b> Nil. |
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| <b>Carried: 9/0</b> |
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### 9.1.2 Wi-Fi Enabled Payphones for the Townsites of Balingup and Kirup

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#### 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.

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#### 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.

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#### 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.

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#### 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.

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#### 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.

|                            |                       |                     |                 |
|----------------------------|-----------------------|---------------------|-----------------|
| <b>COUNCIL RESOLUTION:</b> | 135/08-26             |                     |                 |
| <b>MOVED BY:</b>           | Cr Vivienne MacCarthy | <b>SECONDED BY:</b> | 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.**

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

## 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          |
|---------------------|------------|-------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------|
| <b>CREDIT CARD</b>  |            |                                                                   |                                                                       |                 |
|                     | 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 |                                                                   | <b>TOTAL: CREDIT CARD PAYMENTS</b>                                    | <b>2,047.12</b> |
| <b>EFT PAYMENTS</b> |            |                                                                   |                                                                       |                 |
| EFT33317            | 02/07/2026 | HARMONIC IT                                                       | FORTINET RENEWALS                                                     | 12,372.80       |
| EFT33318            | 02/07/2026 | AUSTRALIAN SERVICES UNION<br>WESTERN AUSTRALIAN BRANCH            | EMPLOYEE UNION DEDUCTIONS                                             | 79.50           |
| EFT33319            | 02/07/2026 | ARGYLE/IRISHTOWN BUSH FIRE<br>BRIGADE                             | PROVISION OF PERSONNEL & EQUIPMENT<br>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<br>& TRAFFIC CONTROLLER TRAINING    | 1,732.00        |
| EFT33322            | 02/07/2026 | AUSPIRE - THE AUSTRALIA DAY<br>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<br>FOR MITIGATION WORKS            | 1,080.00        |
| EFT33328            | 02/07/2026 | BUILDING AND CONSTRUCTION<br>INDUSTRY TRAINING BOARD              | BCTIF LEVY COLLECTIONS                                                | 1,893.27        |
| EFT33329            | 02/07/2026 | DONNYBROOK CAPEL DISTRICTS<br>COMMUNITY FINANCIAL SERVICES<br>LTD | REFUND OVERPAYMENT OF LEASE                                           | 3,300.07        |
| EFT33330            | 02/07/2026 | BEELERUP BUSH FIRE BRIGADE -<br>SECRETARY                         | PROVISION OF PERSONNEL & EQUIPMENT<br>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<br>SERVICES                             | YABBERUP MITIGATION - EQUIPMENT<br>HIRE, DBK REC CTR - EXCAVATOR HIRE | 6,077.26        |

**SHIRE OF DONNYBROOK BALINGUP**  
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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     |

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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<br>CHAMBER OF COMMERCE INC.                     | STAFF RECOGNITION AWARDS                                                                                                   | 300.00    |
| EFT33423 | 16/07/2026 | DOOR HARDWARE SOLUTIONS                                             | TRANSIT PARK - HEAVY DUTY PRIVACY<br>INDICATION LOCKS                                                                      | 782.54    |
| EFT33424 | 16/07/2026 | DEPARTMENT OF LOCAL<br>GOVERNMENT INDUSTRY<br>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<br>SERVICE                                                                                  | 159.97    |
| EFT33427 | 16/07/2026 | THE GOOD GUYS DISCOUNT<br>WAREHOUSE (AUSTRALIA) PTY LTD             | TV BRACKET                                                                                                                 | 55.25     |
| EFT33428 | 16/07/2026 | HASTIE WASTE PTY LTD                                                | DBK WMF, BLN TRANS STATION -<br>MANAGEMENT, SERVICING OF FRONTLINE<br>BINS, PROCESSING OF MATTRESSES,<br>SUPPLY OF HAZIBAG | 41,537.50 |
| EFT33429 | 16/07/2026 | HART SPORT                                                          | DBK REC CTRE - STORAGE ITEMS, ITEMS<br>FOR CRECHE, PICKLEBALL COURT<br>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<br>ADVICE                                                                                   | 27,860.70 |
| EFT33432 | 16/07/2026 | JDSI CONSULTING ENGINEERS PTY<br>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<br>REGISTRATION                                                                               | 12.50     |
| EFT33435 | 16/07/2026 | LESCHENAULT BIOSECURITY GROUP<br>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<br>(INC.)                           | LIWA CONFERENCE, MEMBERSHIP FEES                                                                                           | 2,158.28  |
| EFT33438 | 16/07/2026 | LAND INSIGHTS                                                       | DONNYBROOK BALINGUP LOCAL<br>PLANNING STRATEGY                                                                             | 12,540.00 |
| EFT33439 | 16/07/2026 | LUCID ECONOMICS PTY LTD                                             | DONNYBROOK BALINGUP ECONOMIC<br>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<br>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<br>NURSERY                                    | PRESTON RIVER - PLANTING                                                                                                   | 550.00    |
| EFT33445 | 16/07/2026 | MCLEODS BARRISTERS &<br>SOLICITORS                                  | LEGAL ADVICE                                                                                                               | 2,939.86  |
| EFT33446 | 16/07/2026 | MICROSOFT REGIONAL SALES<br>CORPORATION                             | MICROSOFT 365 BUSINESS PREMIUM &<br>EXCHANGE ONLINE PLANS                                                                  | 2,589.29  |
| EFT33447 | 16/07/2026 | C MELDRUM                                                           | REFUND OF STANDPIPE WATER CREDIT &<br>BOND                                                                                 | 196.01    |
| EFT33448 | 16/07/2026 | NORM HART SETTLEMENTS                                               | PURCHASE OF LOT 351 VICTORIA PARADE                                                                                        | 11,054.32 |

**SHIRE OF DONNYBROOK BALINGUP**  
**SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION**  
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|          |            |                                                                                 |                                                                                    |           |
|----------|------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------|
| EFT33449 | 16/07/2026 | OMNICOM MEDIA GROUP<br>AUSTRALIA PTY LTD                                        | ADVERTISEMENT - TREE PRUNING<br>CONTRACT                                           | 773.71    |
| EFT33450 | 16/07/2026 | B O'BRIEN                                                                       | REIMBURSEMENT - WORKING WITH<br>CHILDREN CHECK                                     | 87.00     |
| EFT33451 | 16/07/2026 | PRESTON PRESS                                                                   | SHIRE CONNECT                                                                      | 500.00    |
| EFT33452 | 16/07/2026 | FULTON HOGAN INDUSTRIES PTY<br>LTD                                              | COLD MIX POTHOLE REPAIR                                                            | 2,006.40  |
| EFT33453 | 16/07/2026 | PRESTON POWER EQUIPMENT                                                         | REPLACE POLE SAW & CHAINSAW,<br>SERVICE/REPAIR CHAINSAWS                           | 1,621.70  |
| EFT33454 | 16/07/2026 | PROGRAMMED PROPERTY<br>SERVICES                                                 | YABBERUP HALL - SCHEDULED PAINTING<br>MAINTENANCE                                  | 33,000.00 |
| EFT33455 | 16/07/2026 | THINKPROJECT AUSTRALIA PTY LTD                                                  | DIGITAL ASSET REGISTER - ANNUAL<br>ENTERPRISE LICENSE SUPPORT &<br>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<br>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<br>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<br>PAPER RECYCLING                                 | SECURE BIN PICK UP & DISPOSAL                                                      | 337.97    |
| EFT33465 | 16/07/2026 | SCOPE BUSINESS IMAGING                                                          | DBK SES - PREVENTATIVE SERVICE PLAN<br>FOR PRINTER/COPIER                          | 20.87     |
| EFT33466 | 16/07/2026 | SYKES ENGINEERING PTY LTD<br>TRADING AS SOUTHWEST<br>ELECTRICAL & COMMUNICATION | DBK SOUTHWEST HIGHWAY - REPAIR<br>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<br>EXPENSES                                            | 64.90     |
| EFT33470 | 16/07/2026 | TELSTRA - MELBOURNE ACCOUNTS                                                    | TELEPHONE, MOBILE & INTERNET<br>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<br>CONTRACT                                           | 180.40    |
| EFT33474 | 16/07/2026 | TELAIR PTY LTD                                                                  | NBN SERVICES                                                                       | 687.90    |
| EFT33475 | 16/07/2026 | TANGO INFORMATION<br>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 &<br>FAST FIBRE                                   | 1,304.60  |
| EFT33480 | 16/07/2026 | WATER CORPORATION - ACCOUNTS                                                    | WATER & SEWERAGE CHARGES                                                           | 128.83    |

**SHIRE OF DONNYBROOK BALINGUP**  
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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     |

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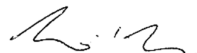
|                      |            |                                               |                                                  |                     |
|----------------------|------------|-----------------------------------------------|--------------------------------------------------|---------------------|
| 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            |
|                      |            |                                               | <b>TOTAL: EFT PAYMENTS</b>                       | <b>1,924,958.62</b> |
| <b>CHEQUES</b>       |            |                                               |                                                  |                     |
| 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              |
|                      |            |                                               | <b>TOTAL: CHEQUES</b>                            | <b>19,161.40</b>    |
| <b>BANK FEES</b>     |            |                                               |                                                  |                     |
|                      | 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            |
|                      |            |                                               | <b>TOTAL: BANK FEES</b>                          | <b>2,965.36</b>     |
| <b>DIRECT DEBITS</b> |            |                                               |                                                  |                     |
| 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**  
**PAYMENTS FROM 1 JULY TO 31 JULY 2026**

|            |            |                                               |                                                    |                     |
|------------|------------|-----------------------------------------------|----------------------------------------------------|---------------------|
| 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               |
|            |            |                                               | <b>TOTAL: DIRECT DEBITS</b>                        | <b>228,968.10</b>   |
|            |            |                                               | <b>TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT</b> | <b>2,178,100.60</b> |

**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

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

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

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

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

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#### 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

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#### 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.**

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#### 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.

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| <b>COUNCIL RESOLUTION:</b> 137/08-26 |                                   |
| <b>MOVED BY:</b> Cr Grant Patrick    | <b>SECONDED BY:</b> 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.**

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

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 55m<sup>2</sup> 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.

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**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

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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

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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.

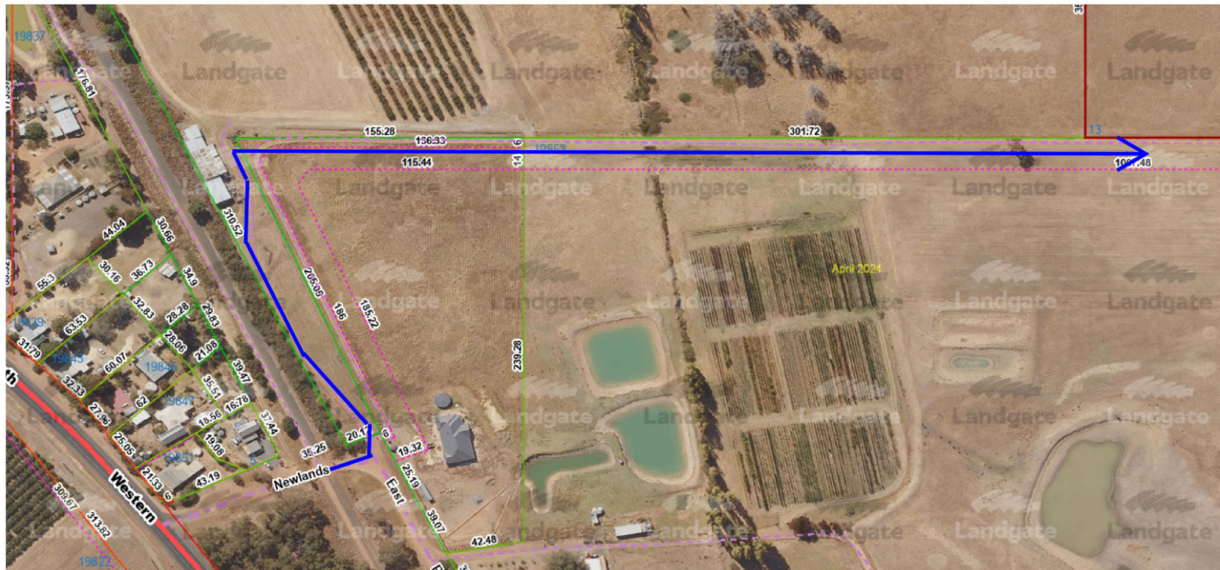
### Officer Comment

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Easement/Access

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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<br>(Wednesday)                 | 15.5 Hours | Thursday – 12:00 pm – 4:00 am<br>(Friday) New Year's Eve/Morning | 16 Hours   |
| Wednesday – 10:00 am - 3:00 am<br>(Thursday) New Year's Eve | 17 Hours   | Friday – 11:30 am - 3:30 am<br>(Saturday)                        | 16 Hours   |
| Thursday – 10:00 am – 1:00 am<br>(Friday)                   | 15 Hours   | Saturday – 11:30 am – 3:00 am<br>(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.

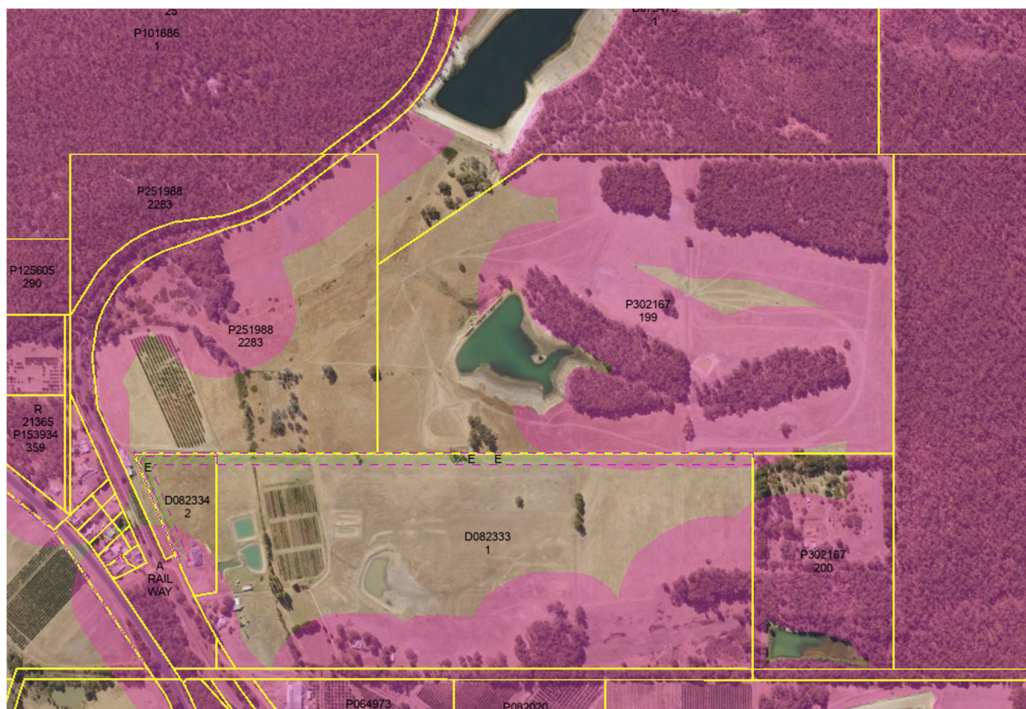


Figure 2 – Excerpt DFES Bushfire Prone Mapping

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.

|                  |                  |                     |                    |
|------------------|------------------|---------------------|--------------------|
| <b>MOVED BY:</b> | Cr Grant Patrick | <b>SECONDED BY:</b> | 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 55m<sup>2</sup> 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:

|                  |                  |                     |                |
|------------------|------------------|---------------------|----------------|
| <b>MOVED BY:</b> | Cr Leanne Wringe | <b>SECONDED BY:</b> | Cr John Bailey |
|------------------|------------------|---------------------|----------------|

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.

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

Substantive Motion:

|                  |                  |                     |                    |
|------------------|------------------|---------------------|--------------------|
| <b>MOVED BY:</b> | Cr Grant Patrick | <b>SECONDED BY:</b> | 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 55m<sup>2</sup> 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:

|                  |               |                     |                |
|------------------|---------------|---------------------|----------------|
| <b>MOVED BY:</b> | Cr Tyler Hall | <b>SECONDED BY:</b> | Cr John Bailey |
|------------------|---------------|---------------------|----------------|

**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.**

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

**Substantive Motion:**

|                  |                  |                     |                    |
|------------------|------------------|---------------------|--------------------|
| <b>MOVED BY:</b> | Cr Grant Patrick | <b>SECONDED BY:</b> | 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 55m<sup>2</sup> 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 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:

|                  |                |                     |      |
|------------------|----------------|---------------------|------|
| <b>MOVED BY:</b> | Cr John Bailey | <b>SECONDED BY:</b> | Nil. |
|------------------|----------------|---------------------|------|

**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:**

|                                      |                  |                                        |
|--------------------------------------|------------------|----------------------------------------|
| <b>COUNCIL RESOLUTION:</b> 138/08-26 |                  |                                        |
| <b>MOVED BY:</b>                     | Cr Grant Patrick | <b>SECONDED BY:</b> 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:**

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- 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;
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- 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”;
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- 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;

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- 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 55m<sup>2</sup> 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;
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Noise:

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- 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.

|                                                                                            |
|--------------------------------------------------------------------------------------------|
| <b>For:</b> Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Wringe |
| <b>Against:</b> Cr Bailey, Cr Purich                                                       |
| <b>Carried: 7/2</b>                                                                        |

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### 9.3.2 Minninup Cottages and Langley Villas – Future Management Options

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#### 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**

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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**

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Nil.

### **Statutory Compliance**

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Nil.

### **Consultation**

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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.

|                            |                       |                     |                 |
|----------------------------|-----------------------|---------------------|-----------------|
| <b>COUNCIL RESOLUTION:</b> | 139/08-26             |                     |                 |
| <b>MOVED BY:</b>           | Cr Vivienne MacCarthy | <b>SECONDED BY:</b> | 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.**

|                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|
| <b>For:</b> Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe |
|------------------------------------------------------------------------------------------------------------------|

|                      |
|----------------------|
| <b>Against:</b> Nil. |
|----------------------|

|                                                     |
|-----------------------------------------------------|
| <b>Carried: 9/0 by en-bloc resolution 132/08-26</b> |
|-----------------------------------------------------|

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

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#### 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

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##### 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

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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

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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.

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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.

|                                        |                                     |
|----------------------------------------|-------------------------------------|
| <b>COUNCIL RESOLUTION:</b> 140/08-26   |                                     |
| <b>MOVED BY:</b> Cr Vivienne MacCarthy | <b>SECONDED BY:</b> 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 soiree                                                                                                                     | \$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:

- a. who is providing the invitation or ticket to the event?
- b. 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.

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### **Statutory Compliance**

Nil.

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### **Consultation**

Nil.

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### **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.

|                                      |                       |                                     |
|--------------------------------------|-----------------------|-------------------------------------|
| <b>COUNCIL RESOLUTION:</b> 141/08-26 |                       |                                     |
| <b>MOVED BY:</b>                     | Cr Vivienne MacCarthy | <b>SECONDED BY:</b> 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.

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

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### 9.3.5 Adoption of the ICT Strategy and Strategic Roadmap

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#### 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

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#### 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.

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#### 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.

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#### 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

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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

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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

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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**

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### 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**

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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.

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| <b>COUNCIL RESOLUTION:</b> 142/08-26 |                                      |
| <b>MOVED BY:</b> Cr Tyler Hall       | <b>SECONDED BY:</b> 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.**

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

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### 9.3.6 Representation Review – Determination of Preferred Representation Structure

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#### 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

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#### 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.

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#### 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.

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### 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.

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### 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%         |
| <b>Total</b>            | <b>64</b>             | <b>100.0%</b> |

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**

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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.

|                            |                 |                                      |
|----------------------------|-----------------|--------------------------------------|
| <b>COUNCIL RESOLUTION:</b> | 143/08-26       |                                      |
| <b>MOVED BY:</b>           | Cr Amanda McNab | <b>SECONDED BY:</b> 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.**

|                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|
| <b>For:</b> Cr Bailey, Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr McNab, Cr Patrick, Cr Purich, Cr Wringe |
|------------------------------------------------------------------------------------------------------------------|

|                      |
|----------------------|
| <b>Against:</b> Nil. |
|----------------------|

|                                               |
|-----------------------------------------------|
| <b>Carried: 9/0 by absolute majority vote</b> |
|-----------------------------------------------|

### 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.                                                                                                                           |               |              |

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### Financial Implications

Nil.

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### Policy Compliance

Nil.

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### Statutory Compliance

*Local Government Act 1995*

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### Consultation

Nil.

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### 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.

|                            |                 |                                   |
|----------------------------|-----------------|-----------------------------------|
| <b>COUNCIL RESOLUTION:</b> | 144/08-26       |                                   |
| <b>MOVED BY:</b>           | Cr Reggie Keown | <b>SECONDED BY:</b> 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.**

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

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## 10. Elected Member Motions

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### 10.1 Cr Anita Lindemann

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

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##### 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 1<sup>st</sup> 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

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Nil.

## Elected Member Comment

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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

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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.

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|                                      |                                      |
|--------------------------------------|--------------------------------------|
| <b>COUNCIL RESOLUTION:</b> 145/08-26 |                                      |
| <b>MOVED BY:</b> Cr Anita Lindemann  | <b>SECONDED BY:</b> 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).**

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

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.

|                                        |                                     |
|----------------------------------------|-------------------------------------|
| <b>COUNCIL RESOLUTION:</b> 146/08-26   |                                     |
| <b>MOVED BY:</b> Cr Vivienne MacCarthy | <b>SECONDED BY:</b> 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**

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

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.

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

**That Council re-open the meeting to the public.**

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

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

#### 12.2. Public reading of Resolutions that may be made public

|                            |                  |                     |                  |
|----------------------------|------------------|---------------------|------------------|
| <b>COUNCIL RESOLUTION:</b> | <b>147/08-26</b> |                     |                  |
| <b>MOVED BY:</b>           | Cr Leanne Wringe | <b>SECONDED BY:</b> | 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.**

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

### 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.