



Notice of Ordinary Council Meeting

To be held on 27 May 2026 and to commence at 5:00pm
To be held at the Council Chambers in Donnybrook
(1 Bentley Street, Donnybrook)

Authorised:

A handwritten signature in black ink, appearing to read "Nick O'Connor", is positioned to the right of the "Authorised:" label.

Nick O'Connor, Chief Executive Officer

Prepared:

22 May 2026

Disclaimer:

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

TABLE 2: MEASURES OF CONSEQUENCE

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

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

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

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

2. Attendance (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 Alex Purich	

Staff Present:

Nick O’Connor, Chief Executive Officer	Colin Young, Director Finance and Community
Loren Clifford, Executive Manager Corporate	Damien Morgan, Acting Director Operations
Samantha Farquhar, Administration Officer Corporate Services	

Other Members Present:

Public Gallery:

2.1. Apologies

Ross Marshall, Director Operations

2.2. Approved Leave of Absence

At the Ordinary Council Meeting held 22 April 2026, Council resolved the following:

"COUNCIL RESOLUTION 50/04-26

That Council approve Cr Leanne Wringe's request for a leave of absence for the May 2026 Ordinary Council Meeting.

2.3. Application for Leave of Absence

3. Announcements from the Presiding Member

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 Purich declared a proximity interest in relation to item 9.1.1, as his family own property on Brookhampton Road.

Cr Purich declared an impartiality interest in relation to items 9.1.2 and 9.1.3, as he is a member of the Thomson Brook Bush Fire Brigade (Brookhampton).

Cr McNab declared a proximity interest in relation to item 9.1.1, as she has property on Thomson Brook Road.

5. Public Question Time

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

Nil.

5.2. Public Question Time

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

Nil.

6.3. Deputations

Nil.

6.4. Delegates' Reports

Nil.

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 22 April 2026

Minutes of the Ordinary Council Meeting held 22 April 2026 are attached as Attachment 7.1.1(1).

Executive Recommendation:

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

8. Reports of Committees

8.1 Warren Blackwood Alliance of Councils Committee Meeting

8.1.1 Warren Blackwood Alliance of Councils Committee Meeting held on 21 April 2026

Minutes of the Warren Blackwood Alliance of Councils Committee Meeting held 21 April 2026 are attached as Attachment 8.1.1(1).

Executive Recommendation:

That the Minutes from the Warren Blackwood Alliance of Councils Committee Meeting held 21 April 2026 be received.

8.2 South West Country Zone Meeting

8.2.1 South West Country Zone Meeting held on 24 April 2026

Minutes of the South West Country Zone Meeting held 24 April 2026 are attached as Attachment 8.2.1(1).

Executive Recommendation:

That the Minutes from the South West Country Zone Meeting held 24 April 2026 be received.

8.3 Bush Fire Advisory Committee Meeting

8.3.1 Bush Fire Advisory Committee Meeting held on 30 April 2026

Minutes of the Bush Fire Advisory Committee Meeting held 30 April 2026 are attached as Attachment 8.3.1(1).

Executive Recommendation:

That the Minutes from the Bush Fire Advisory Committee Meeting held 30 April 2026 be received.

9. Reports of Officers

9.1. Director Operations

9.1.1 5-Year Capital Forward Roadworks Program

Report Details:

Prepared by: Manager Works and Services

Manager: Director Operations

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

Attachment(s):

9.1.1(1) SoDB – Regional Road Group 5-Year Forward Roadworks Program

9.1.1(2) SoDB – R2R and Own Source 5-Year Forward Roadworks Program

Executive Recommendation

That Council:

- 1. Notes and endorses the Shire of Donnybrook Balingup – Regional Road Group 5 – Year Forward Roadworks Program**
- 2. Notes and endorses the Shire of Donnybrook Balingup – R2R, Other and Own Source 5 – Year Forward Roadworks Program**
- 3. Notes and endorses the Chief Executive Officer to submit applications for funding for the projects within the forward roadworks programs outlined in points 1 and 2, from the funding sources outlined.**
- 4. Notes and endorses the Chief Executive Officer to submit projects from the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements.**
- 5. Notes and endorses the Chief Executive Officer to submit projects not within the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements and subject to Council being able to deliberate the inclusion of the project through its annual budget process.**

Strategic Alignment

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

Outcome: 8 - Safe and convenient movement of people into and around the district.

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

Item: 8.1.1 - Advocate for the State Government to upgrade and improve key regional transport infrastructure.

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: 12.1.1 - Prepare grant applications to secure funds needed to address community priorities and implement major projects.

Executive Summary

A "Capital Forward Roadworks Program" is implemented to provide a structured plan for future projects, allowing for better resource and budget allocation, efficient project timelines, stakeholder engagement, and proactive mitigation of potential issues.

This report presents to Council the Shires intended Roadworks Program from 2026/27 through to 2030/31 (5 financial years). The program has been structured on our 3 main ongoing funding sources, that are annually available to deliver road projects, being:

1. South West Regional Road Group (SWRRG) Project Funding for preservation, improvement, State Blackspot and Commodity Route projects.
2. Roads to Recovery (RTR or R2R); and
3. Own Source (Shire funds)

Background

There are many factors that need to be considered in the development of the Shire's annual capital forward roadworks program, including:

- The existing assets condition and priority against other road projects
- Remaining useful life of the asset
- Traffic volumes and speed
- Road safety concerns
- Site constraints and issues (i.e stormwater management, environmental, aboriginal heritage etc).
- Operational efficiencies
- Type of works required – renewal, upgrade and/or expansion; and
- Available funding sources for the delivery of the works

The Shire's road assets are independently assessed every five years through a visual condition assessment and valuation undertaken by external consultants. Inspection data is entered into the Shire's Asset & Work Manager system (formerly RAMM), which calculates an overall condition score and ranks roads for renewal priority only, relative to other Shire roads. Officers then apply the additional criteria outlined above to develop the forward capital roadworks program.

As a relatively small Local Government in terms of rate base, the Shire needs to maximise the external funds that it can attract for the delivery of renewal, upgrades and expansion works.

The State and Federal Governments are our biggest external funding providers for works on our Shire roads, with most of the State funding administered by the State Road Funds to Local Government Advisory Committee. The SWRRG co-ordinates an annual application process to determine the

distribution of these funds amongst member local governments of the region. Currently, there are four sources of road funding available through this process, being:

- **SWRRG Project Grants** – these are only for roads that have been approved for inclusion in Roads of Regional Significance (Roads 2040). Further details of this program available from the following links:

[https://walga.asn.au/awcontent/Web/Documents/Infrastructure/Roads-2040-Guidelines-and-Criteria-SLGR-with-Regional-Importance-\(ID-693947\).pdf](https://walga.asn.au/awcontent/Web/Documents/Infrastructure/Roads-2040-Guidelines-and-Criteria-SLGR-with-Regional-Importance-(ID-693947).pdf)

[https://walga.asn.au/getmedia/cab98deb-1fcd-4da8-8606-0c9efe61b7bd/Regional-Strategies-for-Significant-Local-Government-Roads-\(Roads-2040\)-South-West-with-appendix-May-2024.pdf](https://walga.asn.au/getmedia/cab98deb-1fcd-4da8-8606-0c9efe61b7bd/Regional-Strategies-for-Significant-Local-Government-Roads-(Roads-2040)-South-West-with-appendix-May-2024.pdf)

The funding provides two thirds (67%) of total project costs with the other third coming from Council's own resources. The funding is split into two categories being:

- Preservation Projects; and
- Improvement Projects

Local Governments of the SWRRG annually submit for this funding and can have road projects identified as “ongoing projects” meaning that it will have staged delivery across several years. This provides surety of funding and is why the SWRRG requires submission of 5 yearly programs as part of their annual submission process.

State and Federal Black Spot Programs – are road safety funding initiatives that focus on high-risk roads. Their purpose is to improve road safety and reduce serious injuries and fatalities by treating locations where crashes are occurring, or where there is a clear risk of crashes occurring.

Under the State Black Spot Program, funding covers 67% of total project costs, while the National Black Spot Program funds 100% of project costs.

To be eligible:

- National Black Spot projects must demonstrate a Benefit Cost Ratio (BCR) greater than 2, based on crash history.
- State Black Spot projects must demonstrate either a BCR or be supported by a road safety audit.

As the program operates on an annual basis and relies heavily on crash history, a local government can generally only determine eligibility each year. Earlier identification is only possible for State Black Spot projects where a road safety audit can demonstrate risk without sufficient crash history.

Further details on these funding programs are available from the following links:

<https://investment.infrastructure.gov.au/sites/default/files/documents/black-spot-program-guidelines.pdf>

<https://www.mainroads.wa.gov.au/globalassets/technical-commercial/road-safety/black-spot-program/development-and-management-guidelines.pdf?v=49701f>

- **Commodity Routes Funding (CRF)** - Commodity Routes are roads used for high-priority transport tasks associated with moving commodities such as grain, timber, agricultural lime and iron ore. Funding is provided to upgrade or maintain these roads so they can safely and effectively support this transport role.

Most of this funding is typically allocated to the Great Southern and Wheatbelt regions. Despite this, our Shire has been successful in securing funding from this relatively small pool in the past. The funding covers two-thirds (67%) of the total project cost, with the remaining one-third funded by Council. Projects may receive higher priority where the relevant industry also contributes towards the cost. Further details on the CRF is available from the following link:

<https://www.mainroads.wa.gov.au/49d4df/globalassets/technical-commercial/local-government-funding/local-government-commodity-freight-routes-fund-application-guidelines.pdf>

The Federal Government also provides Roads to Recovery (R2R) funding through its Infrastructure Investment Program. The R2R Program supports the construction and maintenance of local road infrastructure across Australia, improving accessibility, safety, and economic and social outcomes for communities.

R2R is an ongoing program delivered in five-year funding periods, providing councils with a stable and predictable source of funding. The program is flexible, allowing local governments to determine which road projects best meet local priorities during each funding period.

The current five-year funding period commenced in 2024/25. Over the life of the program, the Shire of Donnybrook Balingup will receive a total of \$3,726,166, which equates to approximately \$745,233 per annum. No matching contribution is required for this funding.

There are also other Federal funding programs available from time to time; however, these are generally not ongoing and do not provide the same level of funding certainty. Examples include:

- Local Roads and Community Infrastructure Program (LRCI)
- Safer Local Roads and Infrastructure Program (SLRIP)
- Regional Road Safety Program (RRSP)
- Heavy Vehicle Rest Area Program (HVRA)

On occasion, the Shire also receives small private contributions toward roadworks. These contributions are typically minor and relate to works that directly benefit an individual landowner.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Likely	Major	High (16)
Risk Description:	There is inherent risk associated with budget planning relating to project costs, as cost is typically only estimates based on understanding of works prior to detailed investigation and planning.		
Mitigation:	Obtaining better understanding of major project costs and risks by undertaking detail designs of major works prior to setting annual budget allocations		

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Public concern with the process of determining which works are of highest priority to be funded within annual capital budgets		
Mitigation:	Development of a capital forward roadworks program that is reviewed annually.		

Financial Implications

To enable the preparation of the Capital Forward Roadworks Program, the Shire has assumed an annual contribution of \$982,000 from its own-source funding. This figure was established through internal reviews of the previous year's contribution.

It is important for elected members to note that last year's Council resolution for the "Forward Works Program" included a requirement to increase its own source allocation by 3% each year.

At the Ordinary Council Meeting held 28 May 2025, Council resolved the following:

"COUNCIL RESOLUTION 87/05-25

1. *Notes and endorses the Shire of Donnybrook Balingup – Regional Road Group 6 – Year Forward Roadworks Program.*
2. *Notes and endorses the Shire of Donnybrook Balingup – R2R and Own Source 6 – Year Forward Roadworks Program.*
3. *Notes and endorses the Chief Executive Officer to submit applications for funding for the projects within the forward roadworks programs outlined in points 1 and 2, from the funding sources outlined.*
4. *Notes and endorses the Chief Executive Officer to submit projects from the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements.*
5. *Notes and endorses the Chief Executive Officer to submit projects not within the forward roadworks programs outlined in points 1 and 2, from alternate funding sources, if it is deemed to be of advantage to the Shire in satisfying our asset management requirements*

and subject to Council being able to deliberate the inclusion of the project through its Annual Budget process.

6. *Increase the contribution by 3% per year and increase the 25/26 budget own source funding by 3%.*

While this resolution provides for annual growth in the Shire's own-source contribution to capital roadworks, it reduces flexibility during the annual budget process to rebalance funding between maintenance and capital programs.

Maintaining flexibility for staff to recommend adjustments between capital and maintenance budgets is important, particularly in response to significant cost increases for materials and contractor services in recent years.

These cost pressures have affected several key operational contracts, including:

- Traffic Management Services – which has had a 41% per cent increase in hourly contractor rates following the establishment of the new Shire contract in 2025.
- Road Sweeping Services – which has had a 94% increase from when the new Shire contract was awarded in 2024.
- Wet Plant Hire – which had a 5 to 10% increase of rate costs under the new Shire contract awarded in 2025 and prior to further recent significant increases in fuel costs.
- Tree Pruning Services – the current contract expires in late 2026, with significant cost escalation anticipated through the upcoming tender process

Accordingly, retaining budget flexibility is critical to ensure the Shire can respond to escalating costs and maintain an appropriate balance between capital investment and essential road maintenance outcomes.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Typically, this occurs through our technical staff and elected member representative attendance at the SWRRG technical and elected member meetings. These meetings are held 3 times per year.

Officer Comment

A "forward capital roadworks program" refers to a comprehensive plan outlining the road construction and improvement projects that a Local Government intends to undertake over a period of time, detailing the specific sections of roads to be worked on annually, the type of improvements planned (like resurfacing, widening, or new intersections), and the projected funding allocation for each year within that timeframe.

Key points about a forward capital roadworks program are:

Long-term vision - It provides a long-term perspective on infrastructure needs, allowing for strategic planning and prioritization of projects based on their urgency and impact.

Phased approach - The program is usually divided into phases, with projects allocated to specific years based on funding availability and project complexity.

Community engagement – Advanced notification to the community on when works are planned for.

Funding considerations - The program outlines the estimated budget required for each project over the 5 years, taking into account potential funding sources like government grants or private contributions.

Regular review and updates - As priorities change or new issues arise, the program is typically reviewed and updated periodically to reflect current needs.

These 5-Year forward capital roadworks programs have been prepared for Council consideration based on the points above and is considered to reflect an approach that our Shire can sustain in the renewal, upgrade and expansion of Shire roads.

9.1.2 Election of Office Bearers – Bush Fire Advisory Committee

Report Details:

Prepared by: Community Emergency Services Manager

Manager: Director Operations

File Reference: FRC 01

Voting Requirement: Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That Bush Fire Advisory Committee (BFAC) recommends Council:

1. Endorse the recommended office bearers of the Bush Fire Advisory Committee:
 - 1.1. Chief Bush Fire Control Officer: Mr Max Walker
 - 1.2. 1st Deputy Chief Bush Fire Officer: Mr Bevan Dix
 - 1.3. 2nd Chief Bush Fire Control Officer: Mr Tim McNab
 - 1.4. Communications Officer: Mr Murray Webb
 - 1.5. Fire Weather Officer: Mr Murray Webb

2. Request that the Chief Executive Officer facilitate authorisation of the endorsed Bush Fire Advisory Committee Office Bearers.

Strategic Alignment

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

- Outcome:** 3 - The natural environment is well managed for the benefit of current and future generations.
- Objective:** 3.2 - Develop community readiness to cope with natural disasters and emergencies.
- Item:** 3.2.4 - Provide support for emergency services volunteers.

Executive Summary

The election of BFAC Office Bearers is a process that is undertaken annually. The Shire of Donnybrook Balingup Bush Fire Advisory Committee (BFAC) has considered and endorsed appropriately qualified and experienced officers for the positions of Chief Bush Fire Control Officer, 1st Deputy Chief Bush Fire Control Officer, 2nd Deputy Chief Bush Fire Control Officer, Communications Officer, and Fire Weather Officer.

Background

Pursuant to section 38 of the *Bush Fires Act 1954*, a Local Government is required to appoint a Chief Bush Fire Control Officer and a Deputy Chief Bush Fire Control Officer.

In addition to this, the Shire generally nominates a second Deputy Chief Bush Fire Control Officer, a Communications Officer and a Fire Weather Officer, to enable the delegation of responsibilities and succession planning to take place.

Each April, at The Shire's BFAC Annual General Meeting, nominees for these positions are considered for endorsement to Council.

That BFAC recommends Council:

1. *Endorse the recommended office bearers of the Bush Fire Advisory Committee:*
Chief Bush Fire Control Officer: Mr Max Walker
1st Deputy Chief Bush Fire Control Officer: Mr Bevan Dix
2nd Deputy Chief Bush Fire Control Officer: Mr Tim McNab
Communications Officer: Mr Murray Webb
Fire Weather Officer: Mr Murray Webb
2. *Request that the CEO facilitate authorisation of the endorsed Bush Fire Advisory Committee Office Bearers.*

Each nominee possesses the appropriate experience and qualifications to perform their respective nominated position.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Catastrophic	Extreme (25)
Risk Description:	Non-compliance with the requirements of the <i>Bush Fires Act 1954</i> , resulting in the inability to effectively manage fire within the Local Government's tenure, which could result in major service disruption, loss of assets, loss of critical infrastructure and loss of lives		
Mitigation:	Endorse the appointments as per the committee's recommendation.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Section 38 (1) Bush Fires Act 1954

Section 67 Bush Fires Act 1954

Consultation

Internal Consultation

Shire of Donnybrook Balingup Bush Fire Advisory Committee.

Officer Comment

Each nominee possesses the appropriate experience and qualifications to perform their respective nominated position. It is recommended that Council endorse the Bush Fire Advisory Committee Office Bearers as per BFAC's recommendation.

9.1.3 Authorisation of Nominated Fire Control Officers

Report Details:

Prepared by: Community Emergency Services Manager
Manager: Ross Marshall, Director Operations
File Reference: FRC 01, FRC 10A-FRC10L **Voting Requirement:** Simple Majority
Attachment(s): Nil.

Executive Recommendation

That the Bush Fire Advisory Committee (BFAC) recommends that Council:

1. **Endorse the following persons as Fire Control Officers for the period 30 June 2026 until 1 July 2027 pursuant to section 38 of the *Bush Fires Act 1954*, and the persons to be advertised in accordance with the *Bush Fires Act 1954*.**
2. **Request that the Chief Executive Officer authorise the following persons as Fire Control Officers for their respective brigade areas under Section 38 of the *Bush Fires Act 1954*.**
 - 2.1. **Argyle Irishtown: Mr Jayden Hitchcock**
 - 2.2. **Balingup Town: Mr Paul Davis**
 - 2.3. **Beelerup: Mr Stuart Simmonds**
 - 2.4. **Donnybrook Town: Mr David Tooke**
 - 2.5. **Ferndale: Mr Jamie Thomson**
 - 2.6. **Kirup: Mr Chris Wringe**
 - 2.7. **Lowden: Mr Michael Anderson**
 - 2.8. **Mullalyup: To be confirmed**
 - 2.9. **Mumballup / Noggerup: Mr Garth Fitzpatrick and Mr Brendon Giudici**
 - 2.10. **Thomson Brook: Mr Graham Foan (Thomson Brook) and Mr Tim McNab (Brookhampton)**
 - 2.11. **Munro: Mr Tas Thamo**
 - 2.12. **Upper Capel: Mr Bevan Dix**
3. **Endorses the Chief Executive Officer to appoint a Fire Control Officer for Mullalyup at a later date.**

Strategic Alignment

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

- Outcome:** 3 - The natural environment is well managed for the benefit of current and future generations.
- Objective:** 3.2 - Develop community readiness to cope with natural disasters and emergencies.
- Item:** 3.2.4 - Provide support for emergency services volunteers.

Executive Summary

Council is requested to endorse the Fire Control Officers as per the BFAC's Resolution.

Background

In Accordance with Sections 3.6 and 3.7 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*, Shire of Donnybrook Balingup Bush Fire Brigades are to hold an Annual General Meeting (AGM) during the month of March, where a person is to be nominated to the Bush Fire Advisory Committee (BFAC) for the position of Fire Control Officer (FCO) until the next AGM.

Endorsed nominations for FCO by the BFAC are then submitted to Council for consideration and further endorsement. Upon endorsement from Council, the Chief Executive Officer is then requested to authorise the nominee for FCO under delegation.

The following nominations for FCO have been recommended to Council by BFAC:

BRIGADE AREA	OFFICER
Argyle Irishtown	Mr Jayden Hitchcock
Balingup Town	Mr Paul Davis
Beelerup	Mr Stuart Simmonds
Donnybrook Town	Mr David Tooke
Ferndale	Mr Jamie Thomson
Kirup	Mr Chris Wringe
Lowden	Mr Michael Anderson
Mullalyup	To be confirmed
Mumballup / Noggerup	Mr Garth Fitzpatrick Mr Brendon Giudici
Thomson Brook	Mr Graham Foan (Thomson Brook) Mr Tim McNab (Brookhampton)
Munro	Mr Tas Thamo
Upper Capel	Mr Bevan Dix

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Likely	Major	High (12)
Risk Description:	The inability to effectively address legislative responsibility and manage fire on private property within the local government area through the issuing of permits to burn and the overall management of wildfire situations.		
Mitigation:	Fire Control Officers are authorized to act on behalf of the local government for the purpose of managing wildfire situations, issue permits to burn whilst providing leadership and advice to the community.		

Financial Implications

Nil.

Policy Compliance

Fire Control Policy 8.2 – Bush Fire Advisory Committee Meetings

Statutory Compliance

Section 38, *Bush Fires Act 1954*

Section 3.6, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

Section 3.7, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

Section 3.11, *Shire of Donnybrook Balingup Bushfire Brigades Local Law*

Consultation

Internal Consultation

Shire of Donnybrook Balingup Bush Fire Advisory Committee.

External Consultation

Local public notice will be undertaken to advertise the FCO appointments in accordance with the *Bush Fires Act 1954*. The proposed consultation will include:

- Advertisement in the Preston Press,
- Publication on the Shire’s website consultation page,
- Promotion via social media platforms, and
- Notification through the e-Connect newsletter.

Officer Comment

It is recommended that Council endorse the nominations for the positions of FCO for each Bush Fire Brigade within the Shire and request that the Chief Executive Officer facilitate relevant authorisations in accordance with the *Bush Fires Act 1954*.

9.1.4. 2026-2027 Fire Prevention Order

Report Details:

Prepared by: Community Emergency Services Manager/Manager Development Services

Manager: Director Operations

File Reference: FRC 01; FRC 04

Voting Requirement: Simple Majority

Attachment(s):

9.1.4(1) Draft Fire Prevention Order (Print ready text)

9.1.4(2) Visual Sample

Executive Recommendation

That Council:

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

Strategic Alignment

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

- Outcome:** 3 - The natural environment is well managed for the benefit of current and future generations.
- Objective:** 3.2 - Develop community readiness to cope with natural disasters and emergencies.
- Item:** 3.2.4 - Provide support for emergency services volunteers.

Executive Summary

The Shire of Donnybrook Balingup Fire Prevention Order is a notice that is produced and distributed in accordance with Section 33 of the *Bush Fires Act 1954* and is presented for Council endorsement (Attachment 9.1.4(1)). Officers do not have delegated authority to undertake this task.

Background

The Shire of Donnybrook Balingup Fire Prevention Order determines the fire prevention requirements of owners or occupiers within the Shire of Donnybrook Balingup, such as the installation of firebreaks or the removal of flammable materials that may contribute to the spread of fire.

The Shire of Donnybrook Balingup Fire Prevention Order is included with the annual rates notice, which is distributed via post to all ratepayers within the Shire of Donnybrook Balingup. This notice is also available to all residents via advertising in the Preston Press and is published on the Shire website.

Each year, the Shire of Donnybrook Balingup Bush Fire Advisory Committee is provided an opportunity to review the requirements contained within the Shire of Donnybrook Balingup Fire Prevention Order. Other updates such as dates and contact names are performed by Shire staff.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Health; Financial; Service Interruption; Compliance; Community; Property; Environment	Likely	Catastrophic	Extreme (20)
Risk Description:	The uncontrolled spread of bush fire across the Shire, without the ability to adequately defend has the potential to cause significant damage to property, the environment, interrupt services and death.		
Mitigation:	The Fire Prevention Order shares the responsibility for bush fire across all landowners. It is the minimum standard to which annual inspections are considered.		

Financial Implications

The total cost of the production and distribution for the 2025/26 Fire Prevention Order was \$3,498. The change to the presentation of the Fire Prevention Order may result in savings in printing/publishing.

Policy Compliance

Nil.

Statutory Compliance

Section 33 of the *Bush Fires Act 1954* enables a local government to specify and give notice of “a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur”. The establishment of a Fire Prevention Order, that is issued at the same time as the annual rates notice each year, achieves this requirement.

The Bush Fire Advisory Committee has been established under section 67 of the *Bush Fires Act 1954* with their purpose to advise “the local government regarding all matters relating to the preventing, controlling and extinguishing of bus fires, the planning of the layout of fire-breaks in the district”.

Consultation

Following this year’s fire season, a workshop was held in March 2026 with Fire Control Officers and the Shire Rangers. This identified opportunities for improvement in the way that the Fire Prevention Order is published, including staggered inspection and compliance dates. These improvements were endorsed by the Bush Fire Advisory Committee at their meeting in April 2026.

Officer Comment

The Fire Prevention Order has historically prescribed a compliance date of 1 December. Inspections that identify non-compliance necessitating works often result in work being required during the higher

threat period or over the Christmas period when contractor availability is reduced and weather conditions and Fire Danger Rates are less favourable to undertake mitigation works.

To strengthen compliance outcomes and support a more managed, risk-based approach, it is proposed to stagger inspection and compliance dates, reflecting differing risk profiles across the Shire as well as recognizing managed land. This aligns the Shire with our neighbours in Collie and Bridgetown-Greenbushes.

This results in the following updates to compliance dates:

- Townsites: Compliance required from 1 November; aligning with the restricted burning period
- All other properties: Compliance required from 15 November

Work orders for non-compliant properties would be issued by mid-November. Follow up inspections would be completed prior to Christmas. This approach is intended to reduce late-season noncompliance, improve community preparedness and ensure that the Shire's compliance framework remains consistent, fair and regionally aligned.

As noted in the consultation section above, this approach was presented and supported by the Bush Fire Advisory Committee. Therefore, it is recommended that the draft Shire of Donnybrook Balingup Fire Prevention Order be adopted by Council.

9.1.5 Development Application P25071 – Pine Plantation, Noggerup

Report Details:

Prepared by: Manager Development Services
Manager: Director Operations
Applicant: Delta Forestry Pty Ltd for Cultura Australia Pty Ltd
Location: Lot 3711 and Lot 3734 (3543) Donnybrook-Boyup Brook Road, Noggerup
File Reference: A2205 (P25071) **Voting Requirement:** Simple Majority
Attachment(s):

9.1.5(1) March OCM Agenda Item and Attachments

Executive Recommendation

That Council:

A. Pursuant to Schedule 2, Part 9, Clause 68(2)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015 and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), approves the Development Application P25071 for a Tree Plantation (Pine) on Lot 3711 and Lot 3734 (3543) Donnybrook-Boyup Brook Road, Noggerup, subject to the following conditions and advice:

- 1. The layout of the lots, firebreaks, exclusion, and planting areas to be in accordance with the Forest Management Plan and Development Application Plan (Attachment 9.1.2(8)) and the conditions of approval and must not be altered or modified without the further written consent of the Shire. Where specific or more detailed requirements are imposed under any other condition of this approval the condition(s) shall prevail.**

- 2. Prior to the commencement of any planting works, the Fire Management Plan prepared by Delta Forestry shall be amended to the satisfaction of the Shire. The amended Fire Management Plan shall include:**
 - a) Inclusion of the relevant local fire agency contact details at the beginning of the Fire Management Plan;**

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

- 3. The applicant shall ensure that a single-page plantation map, containing the information required under condition 2. above and including details of fire management, is:**
 - a) Stored at all property entrances in secure, weatherproof, and clearly labelled containers at all times; and**
 - b) Provided to the Department of Biodiversity, Conservation and Attractions,**

the Department of Fire and Emergency Services Regional Office, and the relevant local bushfire control brigades.

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

4. Prior to the first restricted burning period following planting, access tracks, firebreaks, and turnaround areas for emergency fire vehicles, as depicted in the approved plans, must be adequately installed with a trafficable surface. These areas must include appropriate surface water engineering structures to control and capture surface water, minimizing the risk of soil erosion. The access tracks, firebreaks, and turnaround areas must thereafter be maintained to the satisfaction of the Shire.
5. The applicant shall, within 3 months of this approval, prepare and submit a Pest/Weed and Dieback Management Plan to the Shire. The plan must address the mitigation of dieback spread from the plantation into the adjacent Department of Biodiversity, Conservation, and Attractions managed land. The plan will be reviewed and approved by the Shire in consultation with the Department of Biodiversity, Conservation, and Attractions. Once approved, the Pest/Weed and Dieback Management Plan shall form part of this approval and must be adhered to at all times for the duration of the approval.
6. Setbacks:
 - a) A minimum 6-metre setback must be maintained on either side of the watercourse and/or any drains, and a minimum 6-meter setback must be provided between all proposed plantation operation areas (this includes planting areas, access tracks and fire breaks) and existing native vegetation areas, with the setback located on the outside of the tree crown drip line if this line is further than 6m. The applicant must ensure that vehicles and planting works remain outside of these areas, to the satisfaction of the Shire.
 - b) The plantation shall maintain a minimum 20-metre setback from all State Forest land; 15m from all other boundaries (excluding the front boundary), and 100m from the front boundary, to minimise the spread of pine wildlings and provide an appropriate fire management buffer.
7. Any erosion and/or sedimentation issues that occur due to insufficient drainage and/or stormwater management from the proposed development, including any firebreak or accessway, is to be rectified, so as not to impact any surrounding waterways and/or properties, including any road infrastructure, to the satisfaction of the Shire.
8. At least eighteen (18) months prior to any harvesting activities a Harvesting Plan is to be submitted to the Shire for assessment and written approval. The Plan shall be

- referred to relevant authorities, including Main Roads WA and the Public Transport Authority (PTA). No harvesting activities shall occur until the Harvesting Plan has been approved to the satisfaction of the Shire.
9. Prior to the commencement of any plantation planting, the proponent shall submit a revised access/crossover location and design to the specifications of Main Roads WA and to the satisfaction of the Shire. No planting shall commence until the revised access design has been approved and the crossover has been constructed in accordance with Main Roads WA specifications to the satisfaction of the Shire.
10. Prior to the commencement of any plantation planting the exiting dwelling on Lot 3711 is to be demolished.

ADVICE NOTES

- a. It is recommended that the applicant undertake public consultation, including to surrounding residences as well as the Noggerup townsite and affected agencies prior to:
- i. Planned/Prescribed burns;
 - ii. Boundary fencing;
 - iii. Use of herbicides/insecticides; and
 - iv. Any other activity that the applicant considers may impact surrounding residences.
- b. The Department of Water and Environmental Regulation has advised:
- i. Clearing of native vegetation is subject to the *Environmental Protection Act 1986 (EP Act)*, and in the event any clearing of native vegetation is proposed, the applicant must contact the Department's Native Vegetation Regulation section by email admin.nvp@dwer.wa.gov.au or by telephone 6364 7098 to determine if a clearing permit is required under the *EP Act*.
 - ii. All operations must comply with the *Code of Practice for Timber Plantations in Western Australia (FIFWA 2014)*, with the following commitments:
 - Machinery shall not enter the waterway or its foreshore areas.
 - Maintain a minimum 6-metre non-planted buffer from the edge of the waterway, measured separately for each bank of the waterway. The buffer should be measured from the farthest of:
 - the outer edge of wetland vegetation, or
 - the two- to three-year average recurrence interval floodway, or
 - the high-water mark / bankfull level if no riparian vegetation exists.
 - Detailed measures must be implemented to protect the waterway during operations and harvesting, including the design and construction of creek crossings, in accordance with Sections 4.3 and 4.5.1.7 of the Code of Practice.
 - Pine wildlings must be managed within remnant vegetation areas over the life of the plantation.
 - The use of herbicides, pesticides, and other pest control methods shall comply with all relevant State policies, procedures, and approved usage.
 - Contact DWER's Bunbury Water Licensing Branch (9726 4111) to obtain a 'bed and banks' permit under the *RIWI Act* where any interference with the watercourse bed

and banks occurs (e.g., for creek crossings).

- c. The applicant is advised that the approved development is located within/nearby Place ID No. 19795 contained on the Department of Planning, Lands and Heritage Aboriginal Cultural Heritage Inquiry System mapping. Approval may be required under the *Aboriginal Heritage Act 1972* prior to the development commencing. The *Aboriginal Heritage Act 1972* requires that any proposed activities that may impact Aboriginal sites must undergo an approval process. This includes notifying the Aboriginal Cultural Heritage Committee, which assesses the significance of the sites and recommends whether consent should be granted. The applicant is advised to contact the Department of Planning, Lands and Heritage (DPLH) at 08 6551 8002 or at AboriginalHeritage@dplh.wa.gov.au.
- d. The Department of Biodiversity, Conservation and Attractions have advised:
- i. Prior to undertaking any fencing, the proponent should liaise with the DBCA Wellington District Manager at wellington@dbca.wa.gov.au to confirm any requirements or approvals that may apply.
 - ii. The proponent is advised to update the Forest Management Plan (FMP) to:
 - Remove references to Blackwood district contact details, ensuring only DBCA Wellington District contacts are listed.
 - Include liaison with DBCA Wellington District prior to undertaking any prescribed burning program to minimise potential fire spread to the adjacent national park.
 - Any harvest debris, including heaping or burning of vegetated material, shall be located a sufficient distance from the Preston National Park to minimise the risk of weed spread, fire, or scorch. The location and management of debris must be confirmed with DBCA Wellington District prior to any works.
 - iii. The proponent should ensure that wildling pine monitoring and control is undertaken along the boundary with the national park at the same frequency as weed and pest monitoring, in accordance with the Forest Management Plan, to minimise the spread of pine wildlings into the park.
- e. In relation to the existing dwelling proposed to be demolished, the applicant is advised that a Demolition Permit approval must be obtained from the Shire prior to the commencement of any demolition works. Any demolition, removal, or relocation of structures containing asbestos must be undertaken in accordance with the requirements of the *Health (Asbestos) Regulations 1992* by an appropriately licensed contractor.
- f. The applicant is advised that Donnybrook–Boyup Brook Road is under the control of Main Roads WA. In relation to the proposed new crossover, Main Roads WA advises that vehicle sight lines must be considered in accordance with the relevant Restricted Access Vehicle (RAV) Guidelines. This includes providing a minimum sight distance of 250 metres to the west to ensure safe vehicle movements.

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

Strategic Alignment

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

- Outcome:** 3 - The natural environment is well managed for the benefit of current and future generations.
6 - The built environment is responsibly planned and well maintained.
- Objective:** 3.1 - Care for the natural environment, including weed and pest management.
6.1 - Ensure sufficient land is available for residential, industrial and commercial uses.
- Item:** Nil.

Executive Summary

At its meeting held on 25 March 2026 (Council Resolution 36/03-26), Council resolved to defer consideration of Item 9.1.2 to obtain further advice regarding the potential impact of the proposed plantation on the groundwater resource relied upon by the Noggerup townsite.

The reason for deferral was that insufficient information had been provided to enable a determination of the application, and that additional opportunity should be given to address this matter. Council also requested that the Chief Executive Officer present a further report for consideration at the May Ordinary Council Meeting.

The applicant was advised of this outcome. On 8 May 2026, correspondence was received by all Councillors from HWLE Lawyers outlining reasons why no further information would be provided and requesting that Council determine the application based on the information currently available.

Officers recommend that Council consider the submission provided by HWLE Lawyers and grant approval, subject to conditions and advice.

Background

Proposal

An item was presented to Council at the March 2026 Ordinary Council Meeting (OCM) (refer Attachment 9.1.X(1)). At the Ordinary Council Meeting held on 25 March 2026 (Council Resolution 36/03-26), Council resolved to:

1. *Defer determination of Item 9.1.2 in order to obtain further advice for the Shire of Donnybrook Balingup regarding:*

- a) *The potential impact of the proposed plantation on the groundwater resource relied upon by the Noggerup townsite.*
2. *Note the reason for deferral being that insufficient information had been provided to enable determination of the application, and that further opportunity should be given to address the matters outlined above.*
3. *Request that the Chief Executive Officer present a further report to Council for consideration at the May OCM.*

The applicant subsequently responded via correspondence from HWLE Lawyers (refer Attachment 9.1.5(2)), advising as follows:

“The Applicant does not propose providing information on groundwater resources and we:
 (a) *request the Council finally determine the Application at its Ordinary Council Meeting on 27 May 2026;and*
 (b) *consider there is no proper basis for further deferral (as to do so will, in our view, constitute a failure to genuinely attempt to decide the Application on its merits).”*

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	High	High (10)
Risk Description:	If the proposal is not approved, it is likely that the applicant will lodge an appeal to the State Administrative Tribunal (SAT), which may require Council to engage legal representation.		
Mitigation:	The Shire has an allocated legal budget to manage such matters. This potential cost should not deter Council from refusing the application if it considers refusal to be warranted on planning grounds.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Possible	Moderate	Moderate (5)
Risk Description:	If access to groundwater is impacted, this could have a significant effect on the health and wellbeing of residents within the Noggerup townsite.		
Mitigation:	Given the size of the lots in Noggerup and the required separation from onsite effluent disposal systems, it is unlikely that groundwater is being used as a primary drinking supply. Aerial photography suggests a prevalence of rainwater tanks in Noggerup, which reduces the likelihood of direct health impact.		

Financial Implications

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

Policy Compliance

Information relating to Shire policy was contained in the previous Agenda item (refer Attachment 9.1.5(1))

Statutory Compliance

The application has been assessed against the relevant provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7) and in accordance with Schedule 2, Part 9, Clause 67(2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is provided in Attachment 9.1.5(1).

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

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

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

Provided the development is not exempt, as is in this case, it is open to Council to refuse a P use if its impacts are considered to be unacceptable,

Consultation

Information relating to public submissions, a petition and agency submissions was contained in the Agenda Item refer Attachment 9.1.5(1).

Officer Comment

Concerns were raised during public consultation regarding potential groundwater depletion. Submitters noted that *Pinus radiata* plantations can have relatively high-water uptake and may act as “biological pumps,” potentially lowering the water table. Given the site’s location within the headwaters of the Preston River, concerns were also expressed regarding potential impacts on aquifers and water availability for domestic, agricultural, and firefighting purposes.

Clause 67 of the deemed provisions sets out a list of potentially relevant planning considerations. If a consideration is relevant to a particular application, the Council is required to give it due regard. “Due regard” means to give the matter active, positive consideration. Among the potentially relevant matters listed in clause 67 is “the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource”. It therefore follows that the potential impact of the proposal on groundwater resources can be characterised as a *potentially relevant* consideration.

As outlined in the Officer Comment under the Consultation section, the regulation and management of groundwater resources, including aquifer allocation and water licensing, falls under the jurisdiction of the Department of Water and Environmental Regulation (DWER) pursuant to the *Rights in Water and Irrigation Act 1914* (RIWI Act). Groundwater abstraction (e.g. from licensed bores) requires

approval under this legislation, and DWER is responsible for managing water resources at a catchment scale to ensure sustainable allocation.

DWER have informed that it does not have any data on the aquifer(s) makeup, extent and potential volumes. DWER did confirm that based on the slides provided directly to Council in March by the applicant, that slide three indicates that the geology under the plantation and the Noggerup townsites may be similar so that groundwater system under both the plantation and the townsite *may* be connected. However, the area for this proposal is within a “non-proclaimed” area for ground water under the RIWI Act, therefore DWER does not have any regulatory role in the take and use of the resource. This may suggest that access to groundwater is not a matter of priority from a water resource perspective in this area.

In relation to the site’s location within the Preston River catchment, DWER has provided advice focused on waterway protection measures, including maintaining appropriate buffer distances to waterways, managing erosion and sediment during establishment and harvesting, and ensuring suitable design and approval of any creek crossings. DWER did not identify concerns regarding groundwater depletion impacts on the Noggerup townsite.

It is also noted that concerns regarding groundwater quantity impacts were not supported by specific evidence identifying affected bore users within Noggerup. Review of aerial imagery suggests that many dwellings utilise rainwater tanks, typically located adjacent to buildings, indicating that roof catchment may be the primary source of potable water for a significant proportion of residents. If the groundwater is not relied upon for drinking water, it tends to suggest that the risk of an impact to groundwater in Noggerup is to some extent reduced. As domestic rainwater collection is not regulated, and domestic bores (where present) are generally exempt from licensing under certain thresholds, there is limited available data confirming the extent of groundwater reliance within the locality. This factors into the reasonableness of requiring additional information regarding groundwater impacts.



Figure 1 – Location of water tanks in Noggerup, with identified tanks indicated by red circles.

With respect to water quality, available guidance indicates that bore water should not be used for potable purposes without appropriate testing. This is particularly relevant in localities such as Noggerup, where smaller lot sizes and the presence of onsite wastewater systems may increase the risk of contamination.

The applicant's legal representative has advised that the preparation of detailed hydrogeological investigations would be disproportionate to the scale and nature of the proposal, noting the significant cost and time implications. Officers acknowledge that such investigations typically require assessment during peak groundwater periods (generally winter months, between August and October) to provide meaningful data. Given the statutory 90-day timeframe for determination, which has already elapsed, the application may be considered at risk of deemed refusal, thereby providing the applicant with the right to appeal to the State Administrative Tribunal.

Overall, based on the information available, relevant agency advice, and the absence of direct groundwater abstraction associated with the proposal, the potential impacts on groundwater resources are not considered sufficient to warrant refusal of the application. It is therefore considered that Council can discharge its obligation to give due regard to the relevant consideration of the "likely effect of the development on the natural environment or water resources" and may therefore lawfully determine the application.

Conclusion

While the correspondence from the applicant's legal representative does not provide any additional technical information with respect to the potential groundwater impacts, the proposal has been assessed against the provisions of Local Planning Scheme No. 7, the objectives of the General Agriculture zone, relevant State and local planning policies, and advice from government agencies and internal Shire service areas. Public submissions, including concerns relating to bushfire risk, water resources, visual amenity, and community safety, have been considered.

The amended proposal incorporates increased setbacks, including 100 m from Donnybrook–Boyup Brook Road, 20 m from State Forest (DBCA-managed land), and 15 m from all other boundaries, which appropriately mitigate potential impacts.

On balance, and subject to recommended conditions, the proposal is considered consistent with the orderly and proper planning of the locality and the intent of the zone. Approval is therefore recommended.

9.2. Director Finance and Community

9.2.1 Schedule of Accounts Paid as at 30 April 2026

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

File Reference: FNC 10/2

Voting Requirement: Simple Majority

Attachment(s):

Nil.

Executive Recommendation

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

Strategic Alignment

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

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 30 April 2026, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to \$1,447,537.42.

Background

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

Risk Management

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

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

Financial Implications

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

Policy Compliance

All payments have been made in line with Shire policies:

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

Statutory Compliance

Local Government (Financial Management) Regulations 1996

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

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

This list of accounts is to be:

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

Consultation

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

Officer Comment

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

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	01/03/2026	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	133.19
	09/03/2026	MICROSOFT	AZURE USAGE CHARGES	248.41
	12/03/2026	DEPT OF TRANSPORT	VEHICLE REGISTRATIONS	33.30
	12/03/2026	AUSTRALIA POST	BLN BFB PO BOX RENEWAL	53.00
	12/03/2026	DEPT OF TRANSPORT	VEHICLE PLATE TRANSFER	32.00
	16/03/2026	MANJIMUP GATEWAY HOTEL	ACCOMMODATION - LGIS RISK FORUM	171.00
	16/03/2026	MANJIMUP GATEWAY HOTEL	ACCOMMODATION - LGIS RISK FORUM	169.00
	17/03/2026	EMERG SOLUTIONS	EMERGENCY RESPONSE SUBSCRIPTION	425.00
	18/03/2026	DEPT OF TRANSPORT	VEHICLE PLATE TRANSFER	19.40
	24/03/2026	CANVA	ANNUAL RENEWAL	209.90
	24/03/2026	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	38.55
	24/03/2026	EMERG SOLUTIONS	BART SUBSCRIPTION RENEWAL	612.00
	30/03/2026	BENDIGO BANK	CARD FEES	20.00
DD29101.1	14/04/2026		TOTAL: CREDIT CARD PAYMENTS	2,164.75
EFT PAYMENTS				
EFT32837	02/04/2026	G JOLLIFFE	REFUND OVERPAYMENT OF RENT	103.29
EFT32838	02/04/2026	LUCID ECONOMICS PTY LTD	ECONOMIC DEVELOPMENT/TOURISM STRATEGY - PROJECT START UP	10,353.20
EFT32828A	02/04/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 01.04.26	151,448.28
EFT32838B	02/04/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 01.04.26	43,048.00
EFT32839	09/04/2026	ALFS MACHINERY PTY LTD	BOLTS, NUTS, WASHERS	71.40
EFT32840	09/04/2026	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	285.85
EFT32841	09/04/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	53.00
EFT32842	09/04/2026	AMITY SIGNS	REPLACEMENT STREET SIGNS, RURAL STREET NUMBER PLATE	362.45
EFT32843	09/04/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	260.41
EFT32844	09/04/2026	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT	3,949.00
EFT32845	09/04/2026	ASK WASTE MANAGEMENT PTY LTD	REVIEW AND UPDATE LCMP WITH BIOWINDOW LFG SYSTEM	893.75
EFT32846	09/04/2026	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	1,085.54
EFT32847	09/04/2026	APG PLUS	DBK ADMIN - REPAIR ZIP	558.25
EFT32848	09/04/2026	BUNBURY MACHINERY	PRESSURE WASHER, REAL, HOSE, GUN SWIVEL, FREIGHT	7,537.00
EFT32849	09/04/2026	BOC LIMITED	GAS SUPPLY	121.63
EFT32850	09/04/2026	BANKS PEST AND WEED CONTROL	PEST CONTROL	1,151.15
EFT32851	09/04/2026	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	MONTHLY ACCESS FEE & SIP CHARGES	929.24
EFT32852	09/04/2026	BRIGHTMARK GROUP PTY LTD	CLEANING - MAR 26	18,401.78
EFT32853	09/04/2026	BRECKEN HEALTH CARE / MEDILOSS AUSTRALIA	PRE-EMPLOYMENT MEDICAL	173.80
EFT32854	09/04/2026	GEOGRAPHE FORD	VEHICLE REPLACEMENTS AS PER ASSET MANAGEMENT PLAN	55,532.50
EFT32855	09/04/2026	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - MAR 26	26,224.70

SHIRE OF DONNYBROOK BALINGUP
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EFT32856	09/04/2026	DUG CROSS ELECTRICS	SUPPLY & REPLACE LED LIGHTS	1,163.00
EFT32857	09/04/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32858	09/04/2026	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICALS	340.00
EFT32859	09/04/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	SUPPLY & INSTALL NEW WALL BASIN & MIXER, REPAIR BROKEN TOILET SEAT, REPAIR LEAKING SHOWER	1,848.00
EFT32860	09/04/2026	DBCEC (WA) PTY LTD	DOZER & EXCAVATOR HIRE	15,862.00
EFT32861	09/04/2026	ELECTSALES	PRESTON VILLAGE - REPLACEMENT OVEN	809.60
EFT32862	09/04/2026	FAIRTEL PTY LTD	DBK SES - PHONE & NBN SERVICE	159.97
EFT32863	09/04/2026	HASTIE WASTE PTY LTD	DBK WMF, BLN TRANS STATION - MANAGEMENT, SERVICING OF FRONTLINE BINS, PROCESSING OF MATTRESSES	40,753.50
EFT32864	09/04/2026	M HAZELDINE	REIMBURSE - STAFF TRAINING - PARKING & MEAL	85.54
EFT32865	09/04/2026	J HOLLETT	REFUND OVERPAYMENT OF RATES	493.85
EFT32866	09/04/2026	INFIELD SERVICES PTY LTD	INVESTIGATE & REPAIR FOAM SYSTEM	1,525.70
EFT32867	09/04/2026	ITR PACIFIC PTY LTD	CHOCKY BARS FOR LOADER DB1250	1,442.72
EFT32868	09/04/2026	JDSI CONSULTING ENGINEERS PTY LTD	REMEDIAL WORK STUDY FOR FLOOD REDUCTION	1,947.00
EFT32869	09/04/2026	SOUTH WEST LOCKSMITHS	SUPPLY & INSTALL SHIRE KEY LOCKS, DEADLOCK & REPAIR/REPLACE LOCK	1,133.70
EFT32870	09/04/2026	LAND INSIGHTS	LAND PLANNING STRATEGY	6,567.00
EFT32871	09/04/2026	NOLAN DRAFTING	DESIGN WORKS	4,200.00
EFT32872	09/04/2026	OFFICEWORKS	STATIONERY SUPPLIES	224.95
EFT32873	09/04/2026	OTIUM PLANNING GROUP PTY LTD	BALINGUP RECREATIONAL & SPORTING MASTER PLAN	12,056.00
EFT32874	09/04/2026	PRESTON VALLEY MAINTENANCE	INSTALL SHIRE SUPPLIED POSTS & TREE IDENTIFICATION SIGNS, REMOVE GRAFFITI, REPAIR DOOR LOCKS, CHANGES TO AWNINGS, INSTALL LOCK ON TOILET DOOR, INSTALL LAYFLAT HOSE TO STANDPIPE	3,943.50
EFT32875	09/04/2026	ROYAL LIFE SAVING SOCIETY WA INC.	COMMUNITY FIRST AID & POOL LIFEGUARD COURSE	2,565.00
EFT32876	09/04/2026	T RAYMENT	REFUND OVERPAYMENT OF RATES	1,500.00
EFT32877	09/04/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	11,399.97
EFT32878	09/04/2026	RANGE HIRE	HIRE OF EARTHWORKS TRACTOR & BOWL	11,304.70
EFT32879	09/04/2026	RESIDENCE ON LANGLEY PARK PTY LTD	ACCOMMODATION - STAFF TRAINING	944.00
EFT32880	09/04/2026	SPENCER SIGNS	EMERGENCY MUSTER SIGNS, BLN TRANSIT PARK SIGNAGE	218.57
EFT32881	09/04/2026	SOUTHERN LOCK & SECURITY	SECURITY ACCESS CARDS & MONTHLY/QRT ALARM MONITORING	1,340.00
EFT32882	09/04/2026	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS	903.65
EFT32883	09/04/2026	SURVCON PTY LTD	SUBDIVISION/ROAD WIDENING SURVEY	4,950.00
EFT32884	09/04/2026	SEEK LIMITED	ADVERTISEMENTS - EXPRESSION OF INTEREST - INDEPENDENT ARIC MEMBERS & STAFF VACANCIES	1,501.50

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EFT32885	09/04/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	INSTALL SHIRE SUPPLIED LED STREETLIGHT HEADS & REMOVE REPAIR & REINSTALL DAMAGED STREETLIGHT POLE	7,202.25
EFT32886	09/04/2026	SOUTHWEST SURFACING PTY LTD	MAINTENANCE PATCHING	11,550.00
EFT32887	09/04/2026	SUPAGAS	GAS SUPPLY	50.60
EFT32888	09/04/2026	SOUTHERN STAR BUILDING COMPANY & MAINTENANCE	CONSTRUCT & SUPPLY STEEL FRAMES FOR TREE IDENTIFICATION SIGNS. SUPPLY & INSTALL WINDOW AWNINGS	8,043.20
EFT32889	09/04/2026	SCAVENGER SUPPLIES PTY LTD	DEFIBRILLATOR BATTERIES	280.00
EFT32890	09/04/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	139.99
EFT32891	09/04/2026	THOMPSON SURVEYING CONSULTANTS	ARGYLE IRISHTOWN FIRE STATION CLEARING SURVEY	825.00
EFT32892	09/04/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	84.18
EFT32893	09/04/2026	THE PRINT SHOP BUNBURY	TIMESHEETS	1,225.40
EFT32894	09/04/2026	TOTALLY WORKWEAR BUNBURY	PPC	255.42
EFT32895	09/04/2026	TELAIR PTY LTD.	MOBILE DEVICE PLANS	79.99
EFT32896	09/04/2026	P THOMPSON	REFUND HIRE OF CAT TRAP BOND	100.00
EFT32897	09/04/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	48.48
EFT32898	09/04/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	21.08
EFT32899	09/04/2026	SYNERGY	ELECTRICITY CHARGES	9,944.63
EFT32900	09/04/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	560.63
EFT32901	09/04/2026	WORK CLOBBER	STAFF UNIFORMS	2,643.00
EFT32902	09/04/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	23,059.05
EFT32903	09/04/2026	L WORSFOLD	REIMBURSEMENT - FUEL	119.70
EFT32903A	16/04/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 15.04.26	150,700.99
EFT32903B	16/04/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 15.04.26	45,099.00
EFT32904	23/04/2026	HARMONIC IT	MANAGED MONTHLY SERVICES	10,367.50
EFT32905	23/04/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	79.50
EFT32906	23/04/2026	AMITY SIGNS	RURAL STREET NUMBER PLATES	96.80
EFT32907	23/04/2026	ABCO PRODUCTS PTY LTD	CLEANING CONSUMABLES	4,067.74
EFT32908	23/04/2026	A & M MEDICAL SERVICES PTY LTD	ANNUAL DEFIB & OXYGEN UNIT SERVICE	373.34
EFT32909	23/04/2026	BUNNINGS GROUP LIMITED	PLANTS, RETIC COMPONENTS	708.37
EFT32910	23/04/2026	BDA TREE LOPPING	FENCELINE CLEARANCE AND TREE REMOVAL	2,200.00
EFT32911	23/04/2026	BLUE FORCE PTY LTD	MONTHLY EMERGENCY HELP MONITORING	420.75
EFT32912	23/04/2026	BLACKWOOD HEAVY TILT	TILT TRANSPORT FOR SEA CONTAINER	420.75
EFT32913	23/04/2026	DUG CROSS ELECTRICS	REMOVE/REPLACE OVEN, REPLACE - DOWN LIGHTS, LIGHTS, SOCKETS, FAN, EXHAUST FAN, RCD TESTING, NEW LIGHT FITTINGS IN OUTSIDE TOILET, REPLACE FLOURESCENT TUBE	5,618.00
EFT32914	23/04/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	314.08
EFT32915	23/04/2026	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING	1,053.50

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EFT32916	23/04/2026	CLEANAWAY	KERBSIDE BIN COLLECTION - GENERAL WASTE, PUBLIC STREET BIN COLLECTIONS	49,674.96
EFT32917	23/04/2026	CORSIGN WA	SUPPLY & INSTALL SIGNPOSTS	2,971.10
EFT32918	23/04/2026	CAFE 48	TRAINING REFRESHMENTS	775.00
EFT32919	23/04/2026	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE - W&S, P&G, RANGERS	188.38
EFT32920	23/04/2026	CLEANAWAY PTY LTD	DBK WMF - RECYCLING BIN TRANSFER/PROCESSING	1,183.64
EFT32921	23/04/2026	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE COLLECTION & TRANSPORTATION	4,182.03
EFT32922	23/04/2026	CHOOKY'S LAWNS & MORE	COMMUNITY HOUSING - GROUNDS MAINTENANCE	1,386.00
EFT32923	23/04/2026	DONNYBROOK HARDWARE & GARDEN	DOG LEADS, ANIMAL FOOD, PEST CONTROL, WATER TAP TIMBER, SPRAY PAINT, SCREWS/WASHERS/BOLTS & NUTS, KWIKSET, GAS	535.45
EFT32924	23/04/2026	DONNYBROOK FRUIT BARN PTY LTD	BFB - DIESEL - FEB/MAR 26	663.40
EFT32925	23/04/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	INVESTIGATE PLUMBING BLOCKAGE, TOILET/SHOWER INSPECTION/MAINTENANCE	979.00
EFT32926	23/04/2026	TYRES AND MORE DONNYBROOK	SUPPLY & FIT TYRES	490.00
EFT32927	23/04/2026	DONNYBROOK FARM SERVICE	VCMP - TICKET BOOTH, RETIC COMPONENTS, POOL CHEMICALS, PLANTS, PEST CONTROL	6,730.85
EFT32928	23/04/2026	DONNYBROOK FRESH SUPA IGA	ESL, ADMIN, W&S, DBK REC CTR & COUNCILLOR GROCERIES & MTG REFRESHMENTS	920.18
EFT32929	23/04/2026	DONNYBROOK BUILDING COMPANY	DELIVERY AND COLLECTION OF TOILET	330.00
EFT32930	23/04/2026	DELL FINANCIAL SERVICES PTY LTD	LEASE PAYMENTS FOR DELL PCS	3,106.38
EFT32931	23/04/2026	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS	4,684.25
EFT32932	23/04/2026	ELECTSALES	PRESTON VILLAGE - REPLACEMENT OVEN	809.60
EFT32933	23/04/2026	FOOD TECHNOLOGY SERVICES PTY LTD	ON SITE ENVIRONMENTAL HEALTH OFFICER ASSESSMENT SERVICES PLUS TRAVEL	6,208.18
EFT32934	23/04/2026	GUARDIAN FIRST AID AND FIRE	VCMP - PLANNED SERVICE & MAINTENANCE OF FIRE EQUIPMENT	470.80
EFT32935	23/04/2026	HASTIE WASTE PTY LTD	SERVICING OF FRONTLINE WASTE BINS	201.60
EFT32936	23/04/2026	SKIPPERS PLUMBING SERVICES	REPAIR LEAKING TAP & FILTER	309.32
EFT32937	23/04/2026	HYDRAULINK SOUTH WEST	HYDRAULIC HOSE BUCKET GRAB	270.81
EFT32938	23/04/2026	JACKSON MCDONALD	CONTRACT OF SALE, TEMPLATE LICENCE	13,371.33
EFT32939	23/04/2026	JAMBOP MUSIC AND DANCE	MUSIC & DANCE CLASSES	150.00
EFT32940	23/04/2026	P JACKSON	REIMBURSE - POLICE CHECK	99.00
EFT32941	23/04/2026	D JOHNSON	REFUND DOUBLE BOOKING	130.95
EFT32942	23/04/2026	KMART SOUTH BUNBURY - 1187	DBK REC CTR - ITEMS & PRIZES FOR SCHOOL HOLIDAYS	102.00
EFT32943	23/04/2026	P KEOWN	REFUND OF CANDIDATE DEPOSIT	100.00

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EFT32944	23/04/2026	LIVING SPRINGS WATER PTY LTD	BOTTLED SPRING WATER & ANNUAL RENTAL	221.00
EFT32945	23/04/2026	LINDSAY TRANSPORT PTY LTD	FREIGHT CHARGES	269.86
EFT32946	23/04/2026	MAIN ROADS WA - EAST PERTH	CONTRIBUTION FOR BRIDGE SUBSTRUCTURE REPAIRS	21,998.34
EFT32947	23/04/2026	METAL ARTWORK BADGES	NAME BADGES	43.67
EFT32948	23/04/2026	MCLEODS BARRISTERS & SOLICITORS	PREPARATION & LODGEMENT OF NOTIFICATIONS ON TITLES	2,260.36
EFT32949	23/04/2026	A MITCHELL	REFUND OF CANDIDATE DEPOSIT	100.00
EFT32950	23/04/2026	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS PREMIUM & EXCHANGE ONLINE PLANS	2,589.29
EFT32951	23/04/2026	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	FREIGHT CHARGES	46.71
EFT32952	23/04/2026	NESPRESSO AUSTRALIA	COFFEE	320.00
EFT32953	23/04/2026	PRESTON PRESS	SHIRE CONNECT	500.00
EFT32954	23/04/2026	PRESTON VALLEY MAINTENANCE	CONCRETE PAD FOR BATTERY STORAGE, INVESTIGATE REPAIR/REPLACE BROKEN TILE TO ROOF	3,025.00
EFT32955	23/04/2026	PFD FOOD SERVICE PTY LTD	KIOSK STOCK	337.90
EFT32956	23/04/2026	PRESTON POWER EQUIPMENT	MOWING HEAD AUTOCUT, REPLACE BROKEN WHEEL ARM	365.00
EFT32957	23/04/2026	PICTON CIVIL PTY LTD	WATER CART DRY HIRE	10,395.00
EFT32958	23/04/2026	PROGRAMMED PROPERTY SERVICES	PRESTON VILLAGE - EXTERIOR PAINTING	12,089.00
EFT32959	23/04/2026	REPCO - DONNYBROOK	GEAR OIL, UHF MOUNT, GLOBES & CONDUIT TUBING	223.50
EFT32960	23/04/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	7,143.89
EFT32961	23/04/2026	STEWART & HEATON CLOTHING CO. P/L	BFB PPC	1,545.91
EFT32962	23/04/2026	SOUTHERN LOCK & SECURITY	RESTRICTED KEY CUT	132.00
EFT32963	23/04/2026	SURVCON PTY LTD	FEATURE SURVEY OF CLEARED AREA & RE-ESTABLISHING OFFSET PEGS	1,586.20
EFT32964	23/04/2026	SEEK LIMITED	ADVERTISEMENTS - STAFF VACANCIES	2,167.00
EFT32965	23/04/2026	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURE BIN PICK UP & DISPOSAL	110.51
EFT32966	23/04/2026	SMARTSHEET AUSTRALIA PTY LTD	ENTERPRISE PLAN PLUS ADDITIONAL LICENCES	1,546.44
EFT32967	23/04/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	DBK REC CTR - SOLAR PV & BATTERY ENERGY STORAGE SYSTEM, CARPARK METER BOX - INVESTIGATE FAULT TO POWER PANEL, DBK TRANSIT PARK - INVESTIGATE/REPAIR FAULT TO BBQ, EXTEND TRICKLE CHARGER TO DMAX	100,933.27
EFT32968	23/04/2026	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILDCARE WORKER	869.05
EFT32969	23/04/2026	SOUTH WEST SEPTICS	EMPTY SEPTICS AT BLN VILLAGE GREEN & TRANSIT PARK	2,266.00
EFT32970	23/04/2026	J STASSE	REFUND OVERPAYMENT OF RATES	84.66
EFT32971	23/04/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,287.08

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EFT32972	23/04/2026	TREEHOUSE CHILDCARE CENTRE INC	CHILDCARE WORKER - REIMBURSE FUEL COSTS	716.51
EFT32973	23/04/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	114.33
EFT32974	23/04/2026	TOTAL TOOLS BUNBURY	LITHIUM FLOOD LIGHT KIT, IMPACT WRENCH, LITHIUM BATTERIES	1,145.00
EFT32975	23/04/2026	TPG NETWORK PTY LTD	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT32976	23/04/2026	TOTALLY WORKWEAR BUNBURY	STAFF UNIFORM	471.28
EFT32977	23/04/2026	TELAIR PTY LTD	NBN SERVICES	678.90
EFT32978	23/04/2026	TANGO INFORMATION TECHNOLOGY PTY LTD	ICT STRATEGY DEVELOPMENT	22,000.00
EFT32979	23/04/2026	ABUNDANT ENTERPRISES	EVENT COVERAGE - AUSTRALIA DAY 2026	500.00
EFT32980	23/04/2026	H THORNE	REFUND OVERPAYMENT OF RATES	110.90
EFT32981	23/04/2026	EARTH 2 OCEAN COMMUNICATIONS	VHF RADIO & ANTENNA	2,338.90
EFT32982	23/04/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	28,763.83
EFT32983	23/04/2026	SYNERGY	ELECTRICITY CHARGES	25,934.69
EFT32984	23/04/2026	WESTERN POWER - ELECTRICITY NETWORKS	APPLICATION COST FOR SOLAR & BATTERY INSTALL.	275.00
EFT32985	23/04/2026	WORKFORCE ROAD SERVICES PTY LTD	TRAFFIC MANAGEMENT	15,500.39
EFT32986	23/04/2026	L WRINGE	REFUND OF CANDIDATE DEPOSIT	100.00
EFT32987	23/04/2026	WA LASER ENGRAVING	COUNCILLOR NAME PLAQUE LABELS FOR CHAMBER	74.80
EFT32988	23/04/2026	WOODY'S MECHANICAL SERVICES PTY LTD	VEHICLE SERVICE	1,093.30
EFT32988A	30/04/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 29.04.26	162,058.63
EFT32988B	30/04/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 29.04.26	44,000.00
			TOTAL: EFT PAYMENTS	1,324,456.55
BANK FEES				
	30/04/2026	BENDIGO	BANK FEES	706.92
	30/04/2026	COMMONWEALTH	BANK FEES	205.50
	30/04/2026	TYRO	BANK FEES	1,083.63
	30/04/2026	PAYPAL	TRANSACTION FEES	7.64
	30/04/2026	EZIDEBIT	TRANSACTION FEES	49.50
	30/04/2026	SPACETOCO	TRANSACTION FEES	3,470.44
			TOTAL: BANK FEES	5,523.63
DIRECT DEBITS				
DD29053.1	01/04/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20,433.31
DD29053.2	01/04/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	20.34
DD29053.3	01/04/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	383.22
DD29053.4	01/04/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	339.81
DD29053.5	01/04/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	339.31
DD29053.6	01/04/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	321.71
DD29053.7	01/04/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	167.48
DD29053.8	01/04/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	343.05
DD29053.9	01/04/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	339.31

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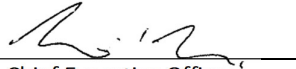
DD29053.10	01/04/2026	THE TRUSTEE FOR LILLY SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	41.78
DD29053.11	01/04/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,272.30
DD29053.12	01/04/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,271.34
DD29053.13	01/04/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,512.15
DD29053.14	01/04/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	445.72
DD29053.15	01/04/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	524.08
DD29053.16	01/04/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	591.05
DD29053.17	01/04/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	433.74
DD29053.18	01/04/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	345.60
DD29055.1	01/04/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	-530.77
DD29084.1	02/04/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	20.27
DD29085.1	02/04/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	87.15
DD29080.1	15/04/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	18,994.45
DD29080.2	15/04/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	48.81
DD29080.3	15/04/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	238.87
DD29080.4	15/04/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	339.31
DD29080.5	15/04/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	352.20
DD29080.6	15/04/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	296.37
DD29080.7	15/04/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	145.20
DD29080.8	15/04/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	292.46
DD29080.9	15/04/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	346.26
DD29080.10	15/04/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	1,197.13
DD29080.11	15/04/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,508.50
DD29080.12	15/04/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,447.62
DD29080.13	15/04/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	464.00
DD29080.14	15/04/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	440.13
DD29080.15	15/04/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	719.51
DD29080.16	15/04/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29080.17	15/04/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	363.70
DD29086.1	15/04/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	-69.72
DD29099.1	16/04/2026	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE PAYMENT	1,018.60
DD29105.1	24/04/2026	WA TREASURY CORPORATION	LOANS NO. 90 & 93	21,206.55
DD29104.1	29/04/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	19,057.79
DD29104.2	29/04/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	15.25
DD29104.3	29/04/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	163.51
DD29104.4	29/04/2026	COMMONWEALTH BANK GROUP SUPER	EMPLOYEE SUPER DEDUCTIONS	339.31
DD29104.5	29/04/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	560.21
DD29104.6	29/04/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	319.53
DD29104.7	29/04/2026	RAIZ SUPER	EMPLOYEE SUPER DEDUCTIONS	153.12
DD29104.8	29/04/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	294.63
DD29104.9	29/04/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	301.38
DD29104.10	29/04/2026	TELSTRA SUPERANNUATION SCHEME	EMPLOYEE SUPER DEDUCTIONS	110.45

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

DD29104.11	29/04/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	110.45
DD29104.12	29/04/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	830.59
DD29104.13	29/04/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,506.77
DD29104.14	29/04/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,620.05
DD29104.15	29/04/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	518.60
DD29104.16	29/04/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	521.48
DD29104.17	29/04/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	716.24
DD29104.18	29/04/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29104.19	29/04/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	365.89
			TOTAL: DIRECT DEBITS	115,392.49
			TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT	1,447,537.42

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 27 May 2026 in accordance with the *Local Government (Financial Management) Regulations 1996* Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.


 Chief Executive Officer

9.2.2 Monthly Financial Report for the period ending 30th of April 2026

Report Details:

Prepared by: Manager Financial Services

Manager: Director Finance & Community

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

Attachment(s):

9.2.2(1) Monthly Financial Report for period ending 30th of April 2026

Executive Recommendation

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

Strategic Alignment

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

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

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

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance for the period ending 30th of April 2026.

Background

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

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

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

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

- a) Variances equal to or greater than 10% of the year-to-date budget amounts detailed in the Statement of Financial Activity, however variances due to timing differences are to be reported only if not to do so would present an incomplete picture of the financial performance for a particular period; and
- b) Reporting of variances only applies for amounts greater than \$25,000.

Risk Management

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

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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

Policy Compliance

Nil.

Statutory Compliance

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

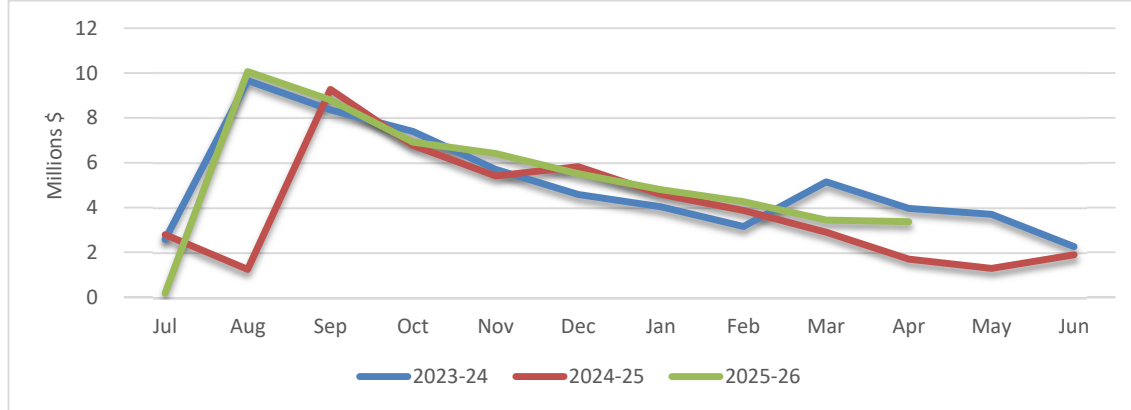
Consultation

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

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

Officer Comment

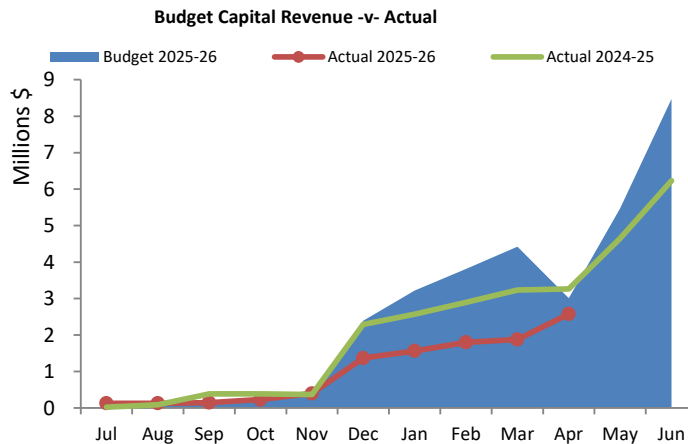
These statements compare year-to-date expenditure and revenue against the 2025/26 Adopted Original Budget which now includes further amendments and the Budget review adopted by Council. The Shire’s surplus after imposition of rates was \$3,007,324 which is higher than the year-to-date budgeted surplus of \$1,145,400.



Operating Activities

Revenue was \$13,128,478 which is greater than budget estimates. Key areas include:

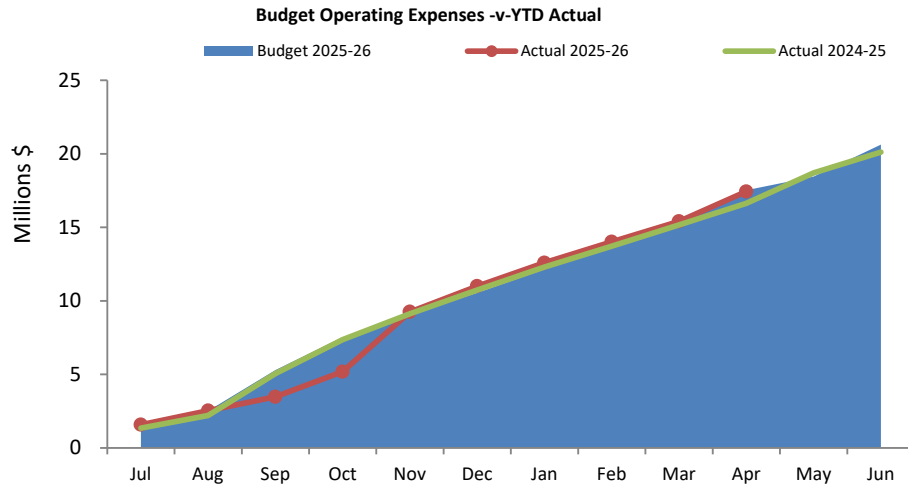
- Operating grants, subsidies, and contributions is 23.93% above budget estimates, mainly due to the General Purpose and Bushfire mitigation grant and reimbursements from workers compensation and leave entitlements.
- Fees and charges is slightly higher by 3.32% than budget estimates.
- Interest Revenue is 2.42% more than budget estimates.



Expenditure was \$17,439,906 being 0.46% below budget estimates. Key areas include:

- Materials and contracts 10.67% below budget.
- Utility charges 2.12% below budget.
- Finance costs 27.17% below budget.

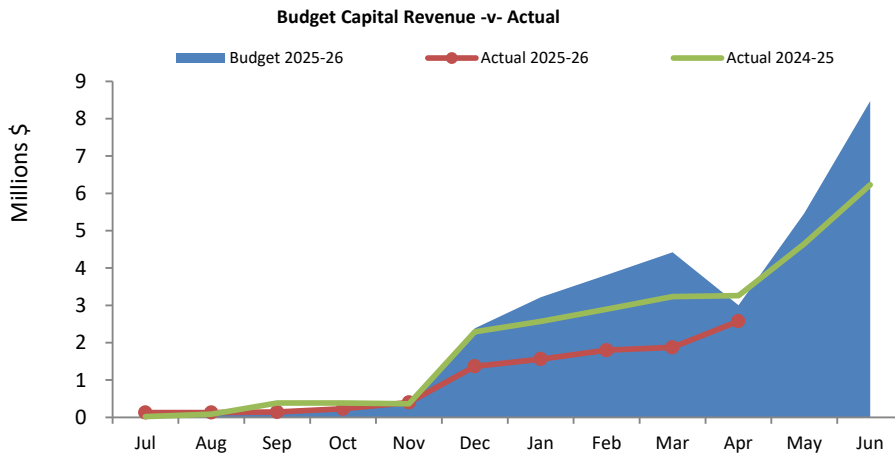
- Loss on asset disposals 169.04% above budget due to the disposal of vehicle involved in accident and bridge being moved on to private ownership.



Investing Activities

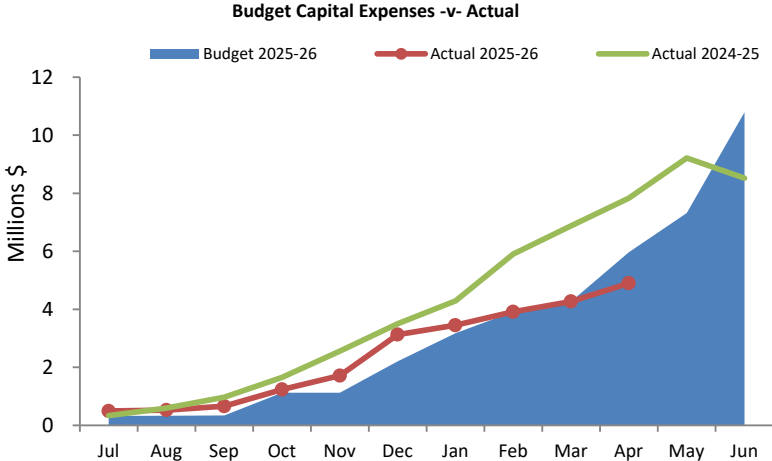
Inflows from investing activities was \$2,888,713 and is 8.55% below the YTD budget estimates. Key areas include:

- Proceeds from capital grants, subsidies, and contributions: \$2,612,435 being 13.73% below budget - refer to note 3 for explanation in the attached monthly financial report.
- Proceeds from disposal of assets \$250,090 being 139.54% above budget - refer to note 3 for explanation in the attached monthly financial report.



Outflows from investing activities was \$5,000,198 and is 16.15% below the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment \$1,440,973 and is 22.23% below budget - refer to note 3 for explanation in the attached monthly financial report.
- Payments for construction of infrastructure was \$3,466,873 and is 15.65% below budget - refer to note 3 for explanation in the attached monthly financial report.



9.2.3 Adoption of the Schedule of Fees and Charges 2026/27

Report Details:

Prepared by: Finance Coordinator

Manager: Manager Financial Services

File Reference: FNC 04/3

Voting Requirement: Absolute Majority

Attachment(s):

9.2.3(1) Draft Schedule of Fees and Charges 2026/27

9.2.3(2) Discontinued Fees and Charges 2026/27

Executive Recommendation

That Council:

1. Adopt the 2026/27 Schedule of Fees and Charges; and
2. Notes that it will determine the kerbside waste collection service charges at the time of adoption of the 2026/27 Annual Budget.

Strategic Alignment

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

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

Council is invited to consider and adopt the Schedule of Fees and Charges for 2026/27. Adopting the fees and charges ahead of the annual budget adoption will allow them to take effect earlier and spread the workload.

Background

Council adopts its schedule of fees and charges annually. The process for reviewing fees and charges commenced in March with relevant managers assessing the 2025/26 fees against the estimated costs of providing the service the subject of the fee. Staff have applied an average increase of 5% to the majority of fees and charges (subject to appropriate rounding) and is represented in the draft 2026/27 Schedule of Fees and Charges as per [Attachment 9.2.3\(1\)](#).

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Minor	Low (4)
Risk Description:	Delaying the adoption of fees and charges until budget adoption may have an impact on the Shire's forecast revenue for 2026/27.		
Compliance	Possible	Moderate	Moderate (9)

Risk Description:	Non-compliance with the <i>Local Government Act 1995</i> .		
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Inadequate stakeholder engagement can lead to perceptions of exclusion or disregard for community input.		
Mitigation:	Ensure transparency by effectively communicating the proposed 2026/27 fees and charges, including detailed explanations of any changes and the rationale behind them.		

Financial Implications

The draft 2026/27 Annual Budget will contain several income categories that will be estimated using the Schedule of Fees and Charges and previous actual revenue over past financial years. In 2025/26, fees and charges accounted for approximately 19% of operating revenue (which excludes capital grant income), it is expected that 2026/27 will be in the vicinity.

Policy Compliance

COMD/CP-3 – Community Engagement Framework

Statutory Compliance

Under section 6.16 of the *Local Government Act 1995* a local government may impose (by absolute majority) and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and charges are to be imposed when adopting the annual budget but may be imposed during a financial year and/or amended from time to time during a financial year (by absolute majority).

Local Government Act 1995

Section 6.16(1) states:

- (1) *A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*
- (2) *A fee or charge may be imposed for the following —*
 - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*

Section 6.17(1) states:

In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —

- (a) *the cost to the local government of providing the service or goods;*
- (b) *the importance of the service or goods to the community; and*
- (c) *the price at which the service or goods could be provided by an alternative provider.*

Section 6.19 states:

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of—

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

Waste Avoidance and Resource Recovery Act 2007

Section 67 and 68 provide the power to levy Rubbish and Waste Charges.

Consultation

Internal consultation was conducted with staff responsible for delivering various services as part of the preparation of the 2026/27 Fees and Charges, with a particular focus on the actual officer time required for certain services to ensure cost recovery where applicable.

At the earliest opportunity, Officers will arrange for a Local Public Notice to be issued to the community following the adoption of the 2026/27 Fees and Charges, which will be published on the Shire's website, Shire social media, Shire Newsletter/Email and Shire Notice Boards.

Officer Comment

Several new fees are proposed for introduction in 2026/27, and these are marked accordingly in the attached Schedule. There are several non-regulatory fees proposed for an increase or decrease outside of the default 5% to more accurately reflect the actual cost of delivering the associated services.

Statutory Fees and Charges

Fees such as development application fees, building fees, swimming pool inspection fees, and dog/cat registration fees—are regulatory, meaning Council does not have the discretion to set them above the limits established by applicable legislation. The regulatory fees listed in the Schedule reflect the rates current at the time of adoption and remain subject to change. Should legislative amendments change these fees during the year the revised fee automatically replaces the fee referenced in Council's Schedule of Fees and Charges without the need for Council to formally adopt the schedule. This is noted in the first page of the Schedule [Attachment 9.2.3\(1\)](#).

Waste and Recycling Charges

Historically, Council sets its rubbish and recycling collection charges and waste rate at the time of budget adoption. These items are imposed on a cost recovery basis and cannot be estimated until all income and expenditure estimates are finalised.

Effective Date and Adoption

The Schedule of Fees and Charges [Attachment 9.2.3\(1\)](#) outlines the fees that were applicable in 2025/26 alongside the recommended charges for 2026/27. Subject to Council adoption, the proposed 2026/27 fees and charges will take effect from 1 July 2026.

Increases

Health

- Retrieval and copying of health plans increased 12.16% this now aligns with similar Planning and Building fees and ensures actual cost recovery.

Housing

- Minninup Cottages and Langley Villas fortnightly rent increased in line with the maximum Centrelink rent assistance limit. The increased fee is offset by the rent assistance increase by 75%, equating to actual increases in dollar terms for couples \$25.84 and singles \$19.43 per fortnight. Based on this increase residents on full aged care benefits contribute 18% of their income towards rent. This increase is being applied in accordance with Section 5.1.7.10RA – Current Rates of the *Social Security Guide*.
- Preston Village rental amounts will be determined by the residents at their annual residents meeting scheduled in May 2026 and any adjustment to the fee will be included in the Schedule presented to Council with the annual budget.

Community Amenities

- Interment fees increased 231% for cemetery work done outside normal hours and 69% for works carried on Saturday, Sundays and Public Holidays, they now align with the actual cost of the service.
- Cemetery Administration fees increased 17% after benchmarking with other local governments and ensuring the fee reflects the service provided.

Transport

- Initial supply and installation of a rural street number plate is increasing by 127%, after a full assessment of internal officer time, coordination with external agencies, and actual material costs was carried out.
- Replacement of an existing rural street number plate is increasing by 80%, with the lower percentage recognising the reduced administrative time compared with a first-time installation.

Economic Services

- Swimming pool inspection fee increased 50% to reflect actual annual inspection costs.

Reductions and fees with no change

Recreation and Culture

- Annual Grounds Rental charged to Blackwood United Football Club for the use of Balingup Oval has been reduced based on a service level review which also aligns with similar club rental charges.

- In Term Swimming entry fee at the Donnybrook Recreation Centre has been reduced by 22%. Recent industry trends have noted that some parents are unable to afford in-term swimming costs, and as a result the child is unable to undertake learning an important skill. Lowering the cost provides greater accessibility to more children. In addition, it was benchmarked against other centres to ensure it aligned with industry averages.
- No increase has been applied to the Donnybrook Recreation Centre court and equipment hire for squash, volleyball, badminton and pickleball – these fees increased significantly last financial year.

Economic Services

- Donnybrook and Balingup Transit Park fees remain unchanged due to an assessment confirming they are already at the higher end of industry averages.

New Fees

Law, Order and Public Safety

- Abandoned Vehicle Towing Administration Fee introduced to recover officer time for arranging towing and storage \$145.00.

Housing

- Preston Village Kitchen hire fee separated from hall hire to allow optional add-on and streamline online bookings \$10.00 per hour.
- Preston Village Exit Administration Fee introduced to recover officer time involved in calculating outgoing resident transactions, \$1,650.00.

Community Amenities

- Town Planning R Code assessment fee introduced to enable cost recovery for consideration of pre-lodgement applications and applications lodged without a self-assessment, \$145.00.

Recreation and Culture

- Donnybrook Recreation Centre Events & Activities fees (e.g., birthday parties, inflatable hire) and School Holiday Program fees - introduction of new programs and costs to provide flexibility for costing events and school holidays \$96.35 for 2 hours.
- Three Phase power at various ovals and reserves \$13.00 per hour.

Other Property and Services

- Officer time fees added to the schedule for cost recovery when processing applications and request outside of the normal scope. Administration Officer, \$75.00, Senior Administration Officer, \$85.00, Professional Officer \$150.00 and travel time at \$1.50 per km.

Discontinued Fees

Property

- Property listing fee removed due to privacy restrictions preventing listings for several years.

Governance

- Green Gold History Books removed from the schedule (book no longer in stock; available to borrow in both libraries).

Law, Order and Public Safety

- Cat Refuge Fees removed due to Local Law interpretation preventing the fee.

- Animal control trap bond and fees removed to encourage community participation in feral animal management and reduce administrative burden.

Housing

- Preston Village Hall and Kitchen combined hire fee removed; now separated for individual hire options.

Recreation and Culture

- Venue cancellation policies and bonds consolidated to avoid duplication.
- Rec Centre In-Term Swimming bulk ticketing removed; fee not used historically.
- Rec Centre Homeschool Sport entry removed; discontinued program.

Economic

- EV charging station fee removed as an external provider now manages the service.

9.2.4. Policy Review - Investments (FIN/CP-2)

Report Details:

Prepared by: Director Finance & Community

Manager: Chief Executive Officer

File Reference: [MONARCH-1594159990-152](#)

Voting Requirement: Simple Majority

Attachment(s):

9.2.4(1) Council Policy FIN/CP-2 – Investments (Current Adopted Version)

9.2.4(2) Council Policy FIN/CP-2 – Investments (Reviewed Version)

Executive Recommendation

That Council notes the review and adopts Council Policy FIN/CP-2 – Investments.

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Item: Nil.

Executive Summary

Council is requested to adopt the reviewed Council Policy FIN/CP-2 – Investments, following a scheduled policy review.

The review ensures the policy continues to support prudent financial management, capital preservation, liquidity and legislative compliance, while ensuring the policy remains clear, contemporary and fit-for-purpose. The updated version retains the intent and investment philosophy of the existing policy, with amendments focused on clarification, formatting consistency and strengthening governance alignment.

Background

Council Policy FIN/CP-2 – Investments was last reviewed and adopted by Council in August 2025. In accordance with the policy's review cycle and the Shire's Policy Framework, a further review has been undertaken to ensure the policy remains current, clearly articulated and aligned with operational practice.

The reviewed version of the policy:

- Retains the existing investment objectives and risk principles;
- Confirms permitted investment types under the *Local Government (Financial Management) Regulations 1996*;
- Maintains limits relating to credit ratings, counterparties and maturity profiles; and
- Clarifies reporting, diversification and liquidity requirements.

No substantive change is proposed to the Shire’s investment approach. The review primarily improves clarity, consistency and governance presentation, supporting Council’s oversight role while enabling effective operational management of investments under delegated authority.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Insignificant	Moderate (9)
Risk Description:	Council Resources are Invested in high-risk investment that result in financial loss to Council.		
Mitigation:	Adopt Council Policy FIN/CP-2 that clearly sets out the guidelines for investing Council resources.		

Financial Implications

Nil.

Policy Compliance

The reviewed policy has been assessed against the Shire of Donnybrook Balingup Policy Framework (EXE/CP-8) and continues to meet the criteria for a Council Policy, as it sets strategic direction for investment governance and risk tolerance.

Statutory Compliance

The policy supports compliance with the:

- *Local Government Act 1995*;
- *Local Government (Financial Management) Regulations 1996*; and
- *Trustees Act 1962*.

Adoption of an investment policy is a legislative requirement under the *Local Government (Financial Management) Regulations 1996*.

Consultation

Consultation was carried out with the Finance Manager and the Executive Leadership Team. The adopted policy will be published on the Shire’s website.

Officer Comment

Council Policy FIN/CP-2 – Investments remains a critical governance instrument supporting prudent financial stewardship of Shire funds.

The reviewed policy strengthens clarity and usability while maintaining the existing investment philosophy and risk controls. Adoption of the reviewed policy ensures Council continues to meet its legislative obligations and reflects best-practice investment governance.

Clear Guidelines have been introduced limiting the investments to;

- State/Commonwealth Government Bonds.
- Interest Bearing Accounts.

- Bank Accepted/Endorsed Bank Bills.

Due to the clear instructions as to where investments can be made the option to appoint an investment adviser was removed from the policy and due to administrative efficiency, the requirement for revision has been moved from annual to biennial.

9.2.5 Policy Review – Community Grants and Donations (COMD/CP-1)

Report Details:

Prepared by: Director Finance and Community

Manager: Chief Executive Officer

File Reference: [MONARCH-1594159990-143](#)

Voting Requirement: Simple Majority

Attachment(s):

9.2.5(1) Council Policy COMD/CP-1 – Community Grants and Donations (Current Adopted Version)

9.2.5(2) Council Policy COMD/CP-1 – Community Grants and Donations (Reviewed Version)

Executive Recommendation

That Council:

1. Notes the review and adopts Council Policy COMD/CP-1 – Community Grants and Donations.

Strategic Alignment

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

Outcome: 13 - Increased community capacity.

Objective: 13.1 - Enable community organisations and community champions to deliver services and projects to meet local needs.

Item: 13.1.1 - Support community initiatives through community grants, donations, and in-kind support via Shire Support Initiatives (SSI).

Executive Summary

Council is requested to adopt the reviewed Council Policy COMD/CP-1 – Community Grants and Donations, following a scheduled review of the policy.

The review ensures the policy remains contemporary, clearly articulated and aligned with Council's strategic objectives, funding priorities and administrative practices. The updated policy continues to support community capacity building through grants, donations and in-kind assistance, while clarifying eligibility, funding categories, timeframes and governance arrangements.

Background

Council Policy COMD/CP-1 – Community Grants and Donations was last reviewed and adopted by Council in May 2025. In accordance with the policy's review cycle and Council's Policy Framework, a further review has been undertaken to ensure the policy remains fit-for-purpose, administratively efficient and aligned with changing community needs.

The reviewed version of the policy:

- Clarifies definitions and eligibility requirements for Community Grants, Minor Cash Donations and Shire Support Initiatives;
- Refines application timelines to align with Council's budget adoption process;

- Updates funding categories and removes outdated references to Service Level Agreements;
- Improves clarity around assessment criteria, acquittal requirements and funding conditions; and
- Streamlines delegation and reporting arrangements.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Minor	Low (4)
Risk Description:	Reputational damage due to Community Members Request not being met.		
Mitigation:	Adopt the recommended policy that sets out clear requirements to apply for grants and donations.		

Financial Implications

For an allocation of up to \$69,500 to be included in the Draft Budget annually.

Policy Compliance

The reviewed policy has been assessed against the Shire of Donnybrook Balingup Policy Framework (EXE/CP-8) and continues to meet the criteria for a Council Policy, as it establishes strategic principles and governance oversight for community funding.

Statutory Compliance

The policy supports compliance with the:

- *Local Government Act 1995*; and
- *Local Government (Financial Management) Regulations 1996*.

There is no statutory requirement for a local government to provide grants or donations; however, where such assistance is provided, it must be governed by transparent and accountable policy arrangements.

Consultation

Internal Consultation

Consultation was carried out with the executive leadership team, the Manager Community Services and the Senior Community Development Officer.

External Consultation

The adopted policy will be published on the Shire's website.

Officer Comment

Council Policy COMD/CP-1 plays an important role in supporting community capacity, participation and wellbeing across the Shire. The reviewed version strengthens governance clarity, removes outdated provisions and ensures the policy remains aligned with contemporary community

development practice and Council planning processes. Adoption of the reviewed policy supports transparent, equitable and strategic allocation of community funding.

9.2.6 Rescind - Group Valuation of Land Policy (Option 1 – Identical Ownership) (FIN/CP-10)

Report Details:

Prepared by: Rates Officer

Manager: Manager of Financial Services

File Reference: Monarch-875934545-1738 **Voting Requirement:** Simple Majority

Attachment(s):

9.2.6(1) Council Policy FIN/CP-10 – Group Valuation of Land Policy (Option 1 – Identical Ownership)

Executive Recommendation

That Council:

1. Rescinds Council Policy FIN/CP-10 – Group Valuation of Land Policy (Option 1 – Identical Ownership).

Strategic Alignment

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

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

This report recommends the rescission of Council Policy FIN/CP-10 – Group Valuation of Land Policy (Option 1 – Identical Ownership).

Council is requested to rescind the policy and continue to manage group valuation applications in accordance with Landgate’s statutory framework and established administrative practices.

Background

In October 2023, Council received a request from a property owner to consider a group valuation, for rating purposes, of multiple adjoining rural lots that were part of one farming operation but in different ownership names as per the certificate title. As a result of this request, Council requested the Chief Executive Officer to develop a Group Rating Policy to be presented to the Council at the June 2024 Ordinary Council Meeting.

Council adopted the Group Valuation of Land Policy (Option 1 – Identical Ownership) in June 2024 to provide guidance on when Council would support applications for group valuation of contiguous land holdings for rating purposes.

This policy stated that ownership criteria for group valuing contiguous land must be identical ownership as per the Certificate of Title, this in contrast to Landgate’s Policy 4.310 that also stipulates they accept common ownership.

Recently a request was received to group value two lots that were in common ownership and used for the same purpose. The common ownership related to a couple where one owner appeared on both property titles and the other on only one. However, the current Group Valuation of Land Policy does not allow staff to forward their request to Landgate for consideration in accordance with Landgate’s policy.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Insignificant	Low (3)
Risk Description:	Lack of criteria or direction on what land can be considered for group rating		
Mitigation:	Adopt a policy containing sufficient criteria for applicants to understand and for staff to use when determining support for applications for group rating		

Financial Implications

Group valuation requests that if the policy meets the guidelines and are approved by Landgate, it will result in a reduction to their valuation in the majority of cases. This will lead to a reduction to Council’s rate income, unless the new valuation is implemented as at 1 July on the next financial year. If the group valuation is implemented on 1 July, then it will not impact Council’s rate income.

Policy Compliance

This report recommends the rescission of an existing Council policy. No replacement policy is proposed, as group valuation matters are governed by State legislation and Landgate policy.

Statutory Compliance

Local Government Act 1995

Section 6.28(4) of the Local Government Act 1995 sets the requirement for Council to use the valuation in force as determined by the Landgate (Valuer General):

6.28. Basis of rates

(4) Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as at 1 July in each financial year.

Landgate Policy

Landgate Policy 4.310 outlines the key principles used by Landgate (Valuer General) when determining if a group valuation can be applied to multiple rural lots.

“Rural land is to be valued as a single valuation entity if it can be demonstrated that:

- The lots are contiguous and in common ownership;
- The lots are used and occupied as one holding and would normally be expected to sell as one holding;
- The current conjoint use will continue into the foreseeable future;
- The basis of valuation is supported by sales evidence.”

Contiguous has been defined as where land is physically abutting or is touching, however in context of valuation, a wider interpretation of the term is given that acknowledges the practical aspects of land utilisation and farming operations. Under the wider definition, land may be deemed contiguous if:

- Survey boundaries abut or adjoin.
- Locations or lots are separated by a road, drain or watercourse reserve.
- A property is actively used as one and would reasonably be expected to sell as one landholding, even though boundaries do not strictly adjoin.

To satisfy the same ownership requirements, one of the following conditions must be met:

- Locations or lots must have identical names as per Certificates of Title.
- Common ownership or occupied as per the definitions under section 1.4 of *Local Government Act 1995*.
- Where the names on the Certificates of Title for contiguous lots have common but not identical parties, the local governmental authority may endorse specific family names as being the “owner” for entry in the rate record and these will apply for entries on the valuation roll.

Consultation

Executive Leadership Team, Rates Officers and Manager Financial Services.

Officer Comment

The Valuer General, through Landgate, is the independent authority responsible for determining property valuations across Western Australia, including the approval or refusal of group valuation requests under Policy 4.310 – Group Valuations – Rural Unimproved Values.

When group valuation requests meet Landgate’s Policy 4.310, Landgate is recommending the Shire support rate assessments that have identical or common names as per the certificate of title. Applications for group valuation are lodged through the relevant local government authority; however, Council’s role is administrative in nature. Council may indicate support or no support for an application, but this does not bind or influence the Valuer General’s determination.

The current Council Group Valuation of Land Policy delegates the Director of Finance and Community to approve group valuation of land requests, that meet the policy, to be forwarded to Landgate. However, as the group valuation of land approval is the responsibility of Landgate, all group valuation of land requests should be forwarded to Landgate for their consideration.

Rescinding the Group Valuation of Land Policy removes duplication with State policy, clarifies Council’s limited role in the process, and ensures applicants are directed to the correct statutory framework governing group valuations.

9.3. Chief Executive Officer

9.3.1 Review of Council Policy – Elected Members Allowances and Entitlements (EM/CP-5)

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

File Reference: [MONARCH-1594159990-89](#) **Voting Requirement:** Absolute Majority

Attachment(s):

9.3.1(1) Council Policy EM/CP-5 Elected Members Allowances and Entitlements (Current Adopted Version)

9.3.1(2) Council Policy EM/CP-5 Elected Members Allowances and Entitlements (Reviewed Version)

Executive Recommendation

That Council notes the review and adopts Council Policy EM/CP-5 Elected Members Allowances and Entitlements.

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Executive Summary

This report presents the review of Council Policy EM/CP-5 Elected Members Allowances and Entitlements. The review incorporates amendments to formally recognise the Audit, Risk and Improvement Committee (ARIC) within the policy framework and to provide clear provisions for the payment of meeting attendance fees and reimbursement of reasonable travel and associated expenses for Independent ARIC Members, in accordance with State Administrative Tribunal (SAT) parameters.

Council is requested to note the review and adopt the revised policy.

Background

Council Policy EM/CP – Elected Members Allowances and Entitlements has been reviewed twice since its initial adoption in June 2019. The most recent review was in May 2025, where amendments were made to allow for Superannuation contributions.

The Salaries and Allowances Tribunal issued its latest determination on 7 April 2026, pursuant to sections 7A and 7B of the *Salaries and Allowances Act 1975*. This determination outlines the

remuneration, fees, allowances, and reimbursements applicable to Local Government Chief Executive Officers (CEOs) and Elected Council Members across Western Australia.

The Tribunal continues to apply a four-band model to classify local governments. This model considers both measurable and non-measurable factors such as population, budget size, and service complexity. Band classifications are reviewed only when a local government demonstrates a substantial and sustained change in scope or function.

Meeting Attendance Fees

Minimum and maximum fees are prescribed for attendance at council and committee meetings.

Annual Allowances

Presidents, and their Deputies may receive annual allowances in addition to meeting fees. Minimum and maximum fees are prescribed as per the determination.

Reimbursements and Allowances

Provisions are made for reimbursement of expenses and optional annual allowances in lieu of reimbursement.

Superannuation Contributions

Council opted in to allow Superannuation payments to be made to all Elected Members.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Insignificant	Low (3)
Risk Description:	Providing Inaccurate Advice/Information - Regulatory Changes: Changes in regulations not being promptly communicated or understood.		
Mitigation:	<ul style="list-style-type: none"> Ensure internal policies are reviewed and revised as soon as regulatory changes are identified. Subscribe to regulatory news feeds. 		

Financial Implications

The Salaries and Allowances Tribunal has issued the Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2026, which comes into effect from 1 July 2026.

Based on this determination and Council’s adopted Elected Members Allowances and Entitlements Policy (EM/CP-5), the expected Band 3 fees and allowances have now been calculated. These amounts have been derived by applying the percentiles and rules specified in the policy to the SAT minimum and maximum ranges.

President	Annual cost	
- President's allowance		\$11,604.00
- President's Meeting attendance fees		\$14,033.00
- President's allowance for ICT expenses		\$2,750.00
- President's 12% Superannuation		\$1,683.96
Deputy President		
- Deputy President's allowance		\$2,901.00
- Deputy President's Meeting attendance fees		\$11,432.00
- Deputy President's allowance for ICT expenses		\$1,010.00
- Deputy Presidents' 12% Superannuation		\$1,371.84
Elected Member (x7)	Per member	7 x Elected Members
- Meeting attendance fees	\$11,432.00	\$80,024.00
- Allowance for ICT expenses	\$1,010.00	\$7,070.00
- 12% Superannuation	\$1,371.84	\$9,602.88
	Total	\$143,482.68

NEW

Independent Audit, Risk and Improvement Committee Members

- Allowance of \$1,215 per meeting (paid per meeting, not monthly)

Policy Compliance

Clause 4.9 of the Council policy *EXE/CP-8 Policy Framework* provides direction on when policy amendments shall be made. The amendments to EM/CP – Elected Members Allowances and Entitlements are a response to legislative changes.

Statutory Compliance

Local Government Act 1995

Section 2.7(2)(b) of the Act prescribes one of the roles of Council as being to determine the local government's policies.

Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented, and this includes giving effect to Council's adopted policies.

Section 5.99B(2) of the Act states that a local government may decide (by absolute majority) to pay superannuation contribution payments for its council members under this section.

The requirement to make superannuation contribution payments in respect of these fees and allowances is to be determined in accordance with *Commonwealth Superannuation Guarantee (Administration) Act 1992* (SG Act) and the further guidance provided in Superannuation Guarantee Ruling SGR 2009/2.

Consultation

Internal Consultation

Internal consultation was undertaken with the Executive Leadership Team.

Officer Comment

Council Policy EM/CP-5 outlines the allowances, entitlements, and reimbursement framework applicable to Elected Members. As part of this review, the policy has been updated to include:

- A definition for the Audit, Risk and Improvement Committee (ARIC); and
- Provisions relating to Independent ARIC Members, including meeting attendance fees and reimbursement of reasonable travel and associated expenses.

These amendments reflect current governance arrangements and ensure the policy appropriately supports the operation of an independent ARIC in line with legislative intent and good governance practice.

The proposed amendments are shown in [Attachment 9.3.1\(1\)](#), with tracked changes provided for reference. The percentile-based approach remains unchanged, as it incorporates the prescribed minimum and maximum amounts outlined in the determination.

9.3.2 Strategic Risk Register and Endorsement

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

File Reference: MONARCH-907132295-85 **Voting Requirement:** Simple Majority

Attachment(s):

9.3.2(1) Draft Strategic Risk Register

Executive Recommendation

That Council adopts the Strategic Risk Register.

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Item: Nil.

Executive Summary

This report presents a proposed set of strategic risks for the Council's consideration and endorsement. While the Shire has an established Organisational Risk Management Framework and Policy, neither currently provides clear recognition or articulation of strategic risk at a whole-of-organisation level.

The identification of strategic risks is a necessary step in supporting effective governance, informed decision-making and alignment with Council's long-term objectives. The intent of this report is to seek Council's endorsement of the strategic risks as endorsed by the Audit and Risk Management Committee.

Background

The Shire has an established Organisational Risk Management Framework and supporting policy, which were endorsed by the Audit and Risk Management Committee and subsequently adopted by Council in December 2024 to guide the identification, assessment and management of organisational risk.

The current framework and policy do not explicitly recognise or articulate strategic risk, resulting in a gap between operational risk activity and Council's broader governance and oversight responsibilities. The identification of strategic risks is intended to address this gap and provide a clearer and more effective basis for Council's oversight.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
All Areas	Likely	Catastrophic	Extreme (20)
Risk Description:	Not addressing strategic risk exposes the organisation to unanticipated harm by allowing foreseeable threats to escalate into service failures, financial loss, regulatory breaches, and erosion of community trust, ultimately undermining Council's ability to achieve its objectives.		
Mitigation:	The mitigation is to actively identify, assess and manage strategic risks through an endorsed risk framework, with clear ownership, defined controls, regular monitoring, and timely reporting to Council to ensure risks remain within Council's risk appetite.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Internal

Internal consultation has been undertaken with the Executive and Management Team through ongoing risk assessment and decision-making processes.

The Audit and Risk Management Committee endorsed the Strategic Risk Register at its meeting on 5 March 2026.

Officer Comment

The draft Strategic Risk Register ([Attachment 9.3.2\(1\)](#)) identifies the Shire's most significant risks that may impact achievement of the Council Plan and long-term sustainability. The register groups risk across key strategic themes to support governance oversight, prioritisation and accountability.

At a high level, the strategic risks relate to:

- Organisational capacity and capability — including workforce attraction, retention, capability, culture, and the Shire's ability to deliver planned services and outcomes with available resources.
- Growth, planning and place management — including variability in development, planning framework pressures, and the implications of growth on service delivery, revenue and community expectations.

- Financial sustainability and delivery confidence — including changes in financial capacity, grant dependence, cost escalation, and the ability to deliver major initiatives and capital programs within agreed timeframes and compliance frameworks.
- Governance and stakeholder confidence — including the effectiveness of governance and decision-making, and changes in political/stakeholder relationships that may impact partnerships, advocacy and funding outcomes.
- Climate, environment and emergency management — including climate impacts on natural areas and community liveability, as well as high-consequence events such as natural disasters and other emergency scenarios.
- Compliance, records and ICT resilience — including non-compliance with applicable legislative and regulatory obligations, protection of records and information, and the Shire's ability to keep pace with a rapidly evolving ICT environment and cyber threats.
- Workplace health and safety — including the risk of ineffective WHS management and associated impacts on employee safety, operational continuity, cost and reputational confidence.

Following Council's review and endorsement, work will commence on the development of treatment plans, including mitigation actions, control improvements and (where required) control redesign to ensure the strategic risks are managed to an acceptable level and monitored through routine governance reporting.

9.3.3 Review of Council Representation – Advertising of Discussion Paper for Comment

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

File Reference: [MONARCH-108089137-33](#) **Voting Requirement:** Simple Majority

Attachment(s):

9.3.3(1) Draft Discussion Paper 2026 – Council Representation

Executive Recommendation

That Council:

- 1. Endorses the Discussion Paper 2026 – Council Representation, to be advertised for a period of six (6) weeks and invites submissions from the community.**

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Item: Nil.

Executive Summary

Council is undertaking a statutory review of its current representation arrangements to ensure they remain appropriate, effective and reflective of the Shire’s community. A Discussion Paper – Council Representation has been prepared to outline the current arrangements, relevant considerations, and potential options for Council’s future representation structure.

This report seeks Council endorsement to publicly advertise the Discussion Paper for a six-week period and invite submissions from the community, in accordance with the prescribed representation review process. Following the close of the submission period, a further report will be presented to Council outlining the outcomes of the consultation and any recommended next steps.

Background

An Elected Member Motion presented by former Councillor Lisa Glover, at its Ordinary Council meeting held 26 March 2025 Council resolved the following:

“COUNCIL RESOLUTION 51/03-25

“That Council:

- 1. Request the Chief Executive Officer to investigate the process and timeline for the Shire of Donnybrook Balingup to reduce the number of Elected Members from nine to seven for the 2027 Elections and bring a report back to Council for consideration at its May Ordinary Council Meeting”*

At its meeting held 28 May 2025, Council considered a further report prepared in response to the March 2025 resolution. That report outlined the legislative framework and process requirements for undertaking a review of council representation, including the requirement to undertake a period of public consultation and the preparation of appropriate supporting information for the community. Council resolved the following by absolute majority:

“COUNCIL RESOLUTION 94/05-25

That Council requests the Chief Executive Officer to commence the process to conduct a review of its system of representation.”

The draft Discussion Paper has been prepared in accordance with the process outlined in the May 2025 report

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Moderate	Moderate (6)
Risk Description:	Failure to undertake an open and transparent consultation process may reduce community confidence in Council decision-making relating to governance and representation.		
Mitigation:	Endorsing a structured consultation process, providing clear information through the draft Discussion Paper, and committing to transparent consideration of submissions received.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	If the consultation period is not undertaken in accordance with prescribed requirements (including duration and accessibility of information), there is a risk that any subsequent decisions may be challenged or require rework.		
Mitigation:	Ensure the consultation is conducted in accordance with legislative requirements by confirming the prescribed timeframe, issuing a compliant local public notice, and making information readily accessible to the community.		

Financial Implications

There are no significant direct financial implications associated with endorsing the advertising of the Discussion Paper.

Minor costs will be incurred in relation to:

- Advertising in the Preston Press, and
- Staff time associated with preparing, administering and reporting on submissions.

Any potential financial implications associated with implementing changes to Council representation would only arise at a later stage and would be considered separately by Council should changes be proposed.

Policy Compliance

The following policies are relevant to this recommendation:

- Community Engagement Framework – supports transparent decision-making and meaningful community consultation.
- Official Communications Policy – guides how information is communicated to the public, including use of digital and print channels.
- Social Media Policy – informs appropriate use of social media platforms for public notices and engagement.

The proposed consultation approach is consistent with the intent of these policies and does not require any policy variations or exemptions.

Statutory Compliance

Local Government Act 1995

The Act provides for the review of Council representation arrangements and establishes the framework for considering changes to councillor numbers, wards and related matters.

Guidance issued by Local Government Advisory Board (LGSB) confirms that:

- Council must formally resolve to undertake a review
- A minimum six-week public submission period must be provided
- Relevant information, including a discussion paper, must be made available to the community
- Council must consider submissions received before determining its preferred position

This report satisfies the requirement to endorse the commencement of the community consultation phase of the review.

Consultation

Internal Consultation

Preliminary consultation has been undertaken internally with senior staff to ensure the Discussion Paper is accurate, balanced, and reflective of Council's current arrangements. The review process and timeline have also been discussed with Elected Members through previous Council reports and briefings.

Community Consultation

To date, no formal community consultation has been undertaken on the specific options outlined in the Discussion Paper. This report seeks Council endorsement to commence that process.

The proposed consultation will include:

- Advertisement in the Preston Press
- Publication on the Shire's website consultation page
- Promotion via social media platforms
- Notification through the e-Connect newsletter

The consultation period will remain open for six weeks from the date of first advertisement.

Officer Comment

Discussion Paper

The draft Discussion Paper ([Attachment 9.3.3\(1\)](#)) has been prepared to present a range of unbiased alternatives to the current representation structure; it ensures all options can be objectively considered by the community. The paper does not promote a preferred outcome but rather provide balanced information to support informed community feedback. It includes background context, a summary of the advantages and disadvantages of each option, an overview of the review process, the key factors to be considered, and a range of representation scenarios. The paper also invites public submissions and encourages open and unrestricted community input to support a transparent and inclusive consultation process.

Process and Timeline

To ensure the change is implemented in time for the October 2027 Local Government Elections, the following process and timeline will be followed:

Process	Proposed Timeline	Completed
1. The council formally resolves (by absolute majority) to undertake a review.	28 May 2025	✓
2. The CEO undertakes an internal review of representation, including preparation of Discussion paper.	Mid-Late 2025 (<i>Delayed due to Extraordinary Elections</i>)	✓
3. The 6-week public submission period opens.	29 May 2026	
4. Information is provided to the community, including an unbiased discussion paper which should include a number of options for consideration.	29 May 2026	
5. The public submission period closes.	10 July 2026	
6. Council considers all submissions and relevant factors and makes a formal decision on the preferred representation structure.	22 July 2026	
7. Council submits a comprehensive review report to the Advisory Board for its consideration.	Late 2026	
8. The Advisory Board considers the council's review report, and if a change is proposed, a recommendation is submitted to the Minister for Local Government (the Minister).	Early 2027	
9. The Minister either accepts or rejects the Advisory Board's recommendation.	Early 2027	

Process	Proposed Timeline	Completed
10. Following completion of the required statutory paperwork by DLGSC, a final decision is made by the Governor in Executive Council.	Early 2027	
11. The process is formally concluded by the publication of any changes in the Government Gazette.	Early 2027	
12. Any approved changes will be in place for the next ordinary election where possible.	Early 2027	

The above timeline ensures that Council has adequate opportunity to undertake meaningful community engagement while meeting statutory deadlines. The process also allows for LGAB consideration and Ministerial decision-making without risking delays that could defer the implementation beyond the 2027 elections.

Next Steps

In accordance with the process outlined above, following the close of the submission period:

1. All community submissions will be reviewed and analysed
2. A further report will be prepared and presented to Council at its July 2026 meeting.
3. Council will consider the submissions and determine whether any changes to representation arrangements should be progressed
4. If applicable, Council's preferred position will be reported to the Advisory Board for its consideration.

Endorsing this recommendation does not pre-determine any future change to Council representation; it enables the next consultation stage to proceed in a transparent and structured manner.

9.3.4 New Policy - Complaints Handling (EXE/CP-15)

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

File Reference: [MONARCH-1594159990-91](#) **Voting Requirement:** Simple Majority

Attachment(s):

9.3.4(1) Draft Council Policy EXE/CP-15 – Complaints Handling

Executive Recommendation

That Council:

1. Adopts New Council Policy EXE/CP-15 – Complaints Handling.

Strategic Alignment

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

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

Council is requested to adopt the new Council Policy EXE/CP-15 – Complaints Handling, to provide a clear, consistent and contemporary framework for managing general administrative and service-related complaints received by the Shire. The policy establishes clear principles, pathways and responsibilities to support fair, timely and transparent complaint resolution.

The proposed policy aligns with current governance best practice, supports community confidence in Shire processes, and clearly distinguishes general complaints from matters that are subject to statutory processes, integrity frameworks or Codes of Conduct. Adoption of the policy will strengthen organisational accountability and ensure a consistent Shire wide approach to complaint management.

Background

The Shire regularly receives feedback, enquiries and complaints from community members regarding its services, decisions and interactions. While many matters are resolved informally, the absence of a single, contemporary complaints handling policy increases the risk of inconsistent treatment and unclear escalation pathways.

Recent local government reforms have reinforced the importance of clearly separating:

- general administrative and service complaints;
- conduct and integrity matters under Codes of Conduct; and
- statutory review or appeal processes.

Council Policy EXE/CP-15 – Complaints Handling has been developed to address this need and to replace previous arrangements with a modern, clearly scoped policy that reflects current sector expectations, Ombudsman guidance and organisational practice. The policy supports the Shire’s Customer Service Charter and complements existing policies relating to records management, information access, misconduct and social media.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Almost Certain	Insignificant	Moderate (5)
Risk Description:	Ineffective complaint handling can undermine public confidence and escalate relatively minor issues into formal external complaints.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Almost Certain	Insignificant	Moderate (5)
Risk Description:	Staff may be unclear about how to manage or escalate complaints, leading to delays, duplication of effort or inappropriate handling of matters that should be referred through other statutory pathways.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Minor	High (10)
Risk Description:	Without an adopted complaints handling policy, the Shire may manage complaints inconsistently, increasing the risk of perceived unfairness or reputational damage.		
Mitigation:	Adoption of the Complaints Handling Policy provides a clear, consistent and transparent framework for managing complaints, ensuring procedural fairness, supporting staff decision-making, and maintaining community confidence in the Shire’s governance and service delivery.		

Financial Implications

There are no direct financial implications arising from the adoption of this policy. The policy will be implemented using existing resources and processes.

Policy Compliance

The proposed policy aligns with and is supported by the following Shire policies and documents:

- EXE/CP-8 – Policy Framework
- ADM/CP-1 – Records Management
- EXE/CP-13 – Social Media
- EXE/CP-14 – Official Communications
- EXE/CP-6 – Organisational Risk Management
- Code of Conduct for Employees, Contractors and Volunteers
- Customer Service Charter

- Information Statement

The policy has been drafted to operate consistently with these instruments and does not duplicate or conflict with existing misconduct, integrity or statutory complaint processes.

Statutory Compliance

While there is no statutory requirement under the *Local Government Act 1995* to adopt a complaint handling policy, the policy supports Council's broader obligations under the Act, including:

- Section 1.3 – General principles of local government, particularly accountability and transparency in decision-making;
- Section 2.7 – Role of Council, in setting policies that govern the conduct of the local government; and
- Section 5.41 – Functions of the Chief Executive Officer, in managing the day-to-day administration of the Shire.

The policy also aligns with requirements and expectations under the following legislation:

- *Freedom of Information Act 1992* – access to documents and review rights;
- *Public Interest Disclosure Act 2003* – reporting of disclosable conduct;
- *Corruption, Crime and Misconduct Act 2003* – handling of misconduct matters;
- *State Records Act 2000* – creation and management of complaint records; and
- *Work Health and Safety Act 2020* – managing unreasonable or unsafe conduct directed towards workers.

The policy has been drafted to clearly exclude matters that must be dealt with under these statutory frameworks.

Consultation

Internal Consultation

The policy has been developed in consultation with relevant internal stakeholders, including Executive and governance staff, to ensure it reflects operational realities and aligns with existing policies and procedures.

External Consultation

No formal external consultation has been undertaken, as the policy relates to internal administrative processes rather than changes to service delivery standards or regulatory functions.

Future Consultation

Upon adoption, the policy will be published on the Shire's website and communicated to staff. The Customer Service Charter and website information will continue to provide the primary interface for community awareness of how to raise complaints or enquiries with the Shire.

Officer Comment

The adoption of Council Policy EXE/CP-15 – Complaints Handling will provide Council, staff and the community with a clear and well-defined framework for managing general complaints in a consistent, fair and transparent manner. The policy strengthens governance arrangements, supports continuous improvement and reinforces the Shire’s commitment to professional and respectful engagement with the community.

Council is therefore requested to consider and approve the Executive Recommendation contained in this report.

9.3.5 Council Plan 2026-2036 – Endorsement to Advertise for Public Comment

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

File Reference: [MONARCH-1278560804-82](#)

Voting Requirement: Simple Majority

Attachment(s):

9.3.5(1) Draft Council Plan 2026 -2036

Executive Recommendation

That Council endorses the Council Plan 2026-2036, incorporating the Local Public Health Plan, as attached, to be advertised and invites submissions from the community.

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.2 - Improve community consultation and engagement.

Item: Nil.

Executive Summary

The draft Council Plan 2026-2036 ([Attachment 9.3.5\(1\)](#)) has been prepared to provide an integrated strategic framework for the Shire's future direction, aligning community aspirations with service delivery, resourcing and outcomes.

The purpose of this report is to seek Council endorsement to release the draft Council Plan 2026-2036 for public comment. Consultation will ensure the community has the opportunity to review the priority projects and provide feedback prior to final adoption, supporting transparency and alignment with community expectations.

Background

The Shire has prepared a draft Council Plan 2026-2036 that integrates the Strategic Community Plan, Corporate Business Plan and Public Health Plan into a single document, consistent with the Integrated Planning and Reporting Framework.

The Council Plan provides:

- A long-term (10+ year) vision for the community;
- Strategic objectives and priorities; and
- A medium-term plan for delivery of services and projects

The draft has been informed through:

- Community workshops and engagement activities (including the FUTYR® Community workshops - Council plan held in Balingup and Donnybrook on 19 February 2026);

- Elected Member workshops (including the Draft Council Plan Workshop held 14 April 2026); and
- Several internal staff collaboration sessions.

The next stage in the process is to release the draft document for broader community consultation prior to consideration for adoption by Council.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Reduced community confidence if consultation is perceived as insufficient.		
Mitigation:	Provide transparent, accessible consultation process and clearly communicate opportunities to participate.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Minor	Moderate (6)
Risk Description:	Risk of non-compliance with Integrated Planning requirements if consultation is not undertaken.		
Mitigation:	Consultation process aligns with legislative and guideline requirements.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Community	Possible	Insignificant	Low (3)
Risk Description:	The Council Plan does not reflect community priorities.		
Mitigation:	Undertake formal public consultation prior to adoption, as per the executive recommendation.		

Financial Implications

There are no significant direct financial implications associated with endorsing the advertising of the draft Council Plan.

Minor costs will be incurred in relation to:

- Advertising, and
- Staff time associated with preparing, administering and reporting on submissions.

Policy Compliance

The following policies are relevant to this recommendation:

- Community Engagement Framework – supports transparent decision-making and meaningful community consultation.
- Official Communications Policy – guides how information is communicated to the public, including use of digital and print channels.
- Social Media Policy – informs appropriate use of social media platforms for public notices and engagement.

The proposed consultation approach is consistent with the intent of these policies and does not require any policy variations or exemptions.

Statutory Compliance

Local Government (Administration) Regulations 1996

Regulation 19C outlines the following:

- Local governments must prepare a Strategic Community Plan covering at least 10 years.
- The plan must set out the vision, aspirations and objectives of the community.
- The plan must be reviewed at least every four years.
- Community consultation is required in the development or modification of the plan.
- Council must consider and adopt the plan by absolute majority.

While the “Council Plan” model is part of ongoing State Government reforms, it is intended to replace the Strategic Community Plan requirement and maintain similar consultation and planning principles.

Public Health Act 2016

Section 45 requires local governments to prepare a local public health plan for their district, which must be consistent with the State Public Health Plan and include, among other matters, an assessment of local public health needs and determinants, the establishment of objectives and policy priorities for the promotion and protection of public health, a framework for managing public health risks, and a report on the performance of the local government’s functions under the Act. Endorsing the draft Plan for public comment supports compliance with these requirements.

Consultation

Internal Consultation

- Leadership Team involved in development and review.
- Cross-functional staff input provided to ensure alignment with service delivery and resourcing.

Elected Member Consultation

- Workshops held with Councillors to receive the feedback from the Community Scorecard and to review outcomes, priorities and structure of the draft Council Plan.

Community Consultation (Undertaken to Date)

The development of the draft Council Plan has been informed by a comprehensive community engagement program, including:

- Community benchmarking survey (MARKYT® Community Scorecard):
- The survey was distributed to the community in September 2025 and received 774 responses. This survey provided statistically valid insights into community satisfaction, priorities and service expectations.

Use of survey results:

The results of the benchmarking survey directly informed the identification of priority areas and projects within the Council Plan.

In particular, the survey:

- Identified key service areas of importance to the community;
- Highlighted gaps between community expectations and perceived performance; and
- Guided the prioritisation of projects and initiatives included in the Plan.
- Community workshops: Workshops were undertaken (including FUTYR® Community workshops - Council plan) to further explore community aspirations and validate survey findings.
- Engagement approach: Consultation activities were structured around understanding:
 - Where the Shire is now;
 - Where the community wants to be; and
 - How Council can achieve those outcomes.

Proposed Community Consultation

- Public advertising of the draft Council Plan;
- Availability via the Shire website and administration office;
- Opportunity for written submissions over a two-week consultation period.

Officer Comment

Following the consultation period:

1. Submissions will be reviewed and analysed by Administration.
2. Any proposed amendments to the priority projects outlined in the draft Council Plan will be incorporated as appropriate.
3. A further report will be presented to Council at its June OCM summarising submissions and recommending whether to adopt the Council Plan (with or without modifications).

9.3.6 Appointment to the South West Development Commission Board

Report Details:

Prepared by: Administration Officer Corporate Services

Manager: Executive Manager Corporate

File Reference: [Monarch-857934545-1768](#)

Voting Requirement: Simple Majority

Attachment(s):

9.3.6(1) Letter from Hon Stephen Dawson MLC, Minister for Regional Development

9.3.6(2) Letter Seeking Local Government Nominations

Executive Recommendation

That Council:

1. **Notes the advice from the Hon Stephen Dawson MLC, Minister for Regional Development, confirming the appointment of Councillor Anita Lindemann to the South West Development Commission (SWDC) Board for a term expiring 30 April 2029; and**
2. **Supports and endorses the appointment of Cr Anita Lindemann as the Shire's representative on the SWDC Board.**

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Executive Summary

This report seeks Council's endorsement of the appointment of an Elected Member as a local government representative on the South West Development Commission (SWDC) Board.

The SWDC had two vacancies for Local Government representatives and sought nominations from South West local governments, with one nomination permitted per local government authority. By letter dated 30 April 2026, Hon Stephen Dawson MLC, Minister for Regional Development, advised that Cabinet had endorsed the appointment of Councillor Anita Lindemann to the SWDC Board pursuant to sections 15(1)(b), 15(3) and 16(c) of the *Regional Development Commissions Act 1993*, for a term expiring on 30 April 2029. Council endorsement is now sought to formally acknowledge and support this appointment.

Background

On 3 November 2025, the South West Development Commission wrote to local governments advising of vacancies for Local Government representatives on its Board. On 30 April 2026, the Minister for Regional Development, wrote to Cr Lindemann advising of her appointment to the Board.

The role of the South West Development Commission is to coordinate and promote economic and regional development within the South West region. Its objectives include supporting job creation, economic diversification, enabling infrastructure and services, and fostering vibrant and liveable communities.

The six-member Board comprises an independent Chair and representatives from local government and the broader community. The Board meets bi-monthly to set strategic direction and make decisions in relation to regional and economic development initiatives.

Board members are expected to have an interest in, and knowledge of regional issues. Relevant experience may include involvement in industry and business, employment, education and training, or tourism and recreation.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Insignificant	Low (4)
Risk Description:	No representation on the Board.		
Mitigation:	Appoint an Elected Member to the Board.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

A merit-based selection process was undertaken by the South West Development Commission. Applicants were assessed on their capacity to make a meaningful contribution to the Board, including demonstrated involvement in the economic or social development of the South West region.

Officer Comment

It is noted that Board members are required to represent the interests of the South West region as a whole, rather than those of an individual local government or locality.

9.3.7 Appointment of Independent Members - Audit and Risk Improvement Committee

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

File Reference: [MONARCH-99592669-196](#) **Voting Requirement:** Absolute Majority

Attachment(s):

9.3.7(1) Expression of Interest Mr Phillip Anastasakis- Confidential

9.3.7(2) Expression of Interest Mr Alan Lamb- Confidential

Executive Recommendation

That Council:

1. **Appoints Mr Phillip Anastasakis as the Independent Presiding Member of the Audit, Risk and Improvement Committee (ARIC);**
2. **Appoints Mr Alan Lamb as the Independent Deputy of the Presiding Member of the ARIC; and**
3. **Acknowledges and thanks former independent committee members Mr Ian Telfer and Mr Angelo Logiudice for their time, expertise and dedication to the Shire.**

Strategic Alignment

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

Outcome: 12 - A well respected, professionally run organisation.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Executive Summary

This report seeks Council approval to appoint an Independent Presiding Member and Independent Deputy of the Presiding Member to the Audit, Risk and Improvement Committee (ARIC), following the completion of an Expression of Interest (EOI) process and review of the WALGA panel of pre-qualified independent ARIC members.

The recommendation is made in accordance with Council's previous resolution to establish the ARIC and recruit independent members. The proposed appointments will enable the Shire to meet legislative requirements and formally transition from the Audit and Risk Management Committee (ARMC) to the ARIC.

Background

At its March 2026 Ordinary Council Meeting, Council resolved to establish an Audit, Risk and Improvement Committee (ARIC) and authorise the Chief Executive Officer to undertake an Expression of Interest (EOI) process to recruit independent members, including the Presiding Member and Deputy Presiding Member. This decision was made as part of the Shire's response to governance reforms introduced under the *Local Government Amendment Act 2024*, which require the establishment of an ARIC with independent leadership.

Following this resolution:

- An EOI process was undertaken; and
- A review of the WALGA panel of pre-qualified independent ARIC members; and
- Suitable candidates were identified for appointment based on merit and alignment with the selection criteria.

This report seeks Council’s appointment of the recommended candidates to satisfy legislative requirements and complete the transition to the ARIC.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Moderate	Moderate (9)
Risk Description:	Risk of non-compliance with legislative requirements if independent members are not appointed.		
Mitigation:	Appointment of qualified independent members consistent with legislative requirements.		

Financial Implications

Costs associated with independent committee members (e.g. sitting fees and reimbursements) will apply. These costs are expected to be accommodated within existing budget allocations or considered through normal budget processes. No immediate budget amendment is required as a result of this recommendation.

Policy Compliance

Nil.

Statutory Compliance

This decision is governed by:

Local Government Act 1995

- Section 7.1A – Requires the establishment of an Audit, Risk and Improvement Committee and prescribes independence requirements for the Presiding Member and Deputy Presiding Member.
- Sections 5.12 and 5.13 – Govern the appointment of committee members and presiding members.

Local Government (Audit) Regulations 1996 (as amended)

- Prescribe the functions of the ARIC, including oversight of audit, risk management and compliance.

The appointment of independent members is required to meet these legislative obligations and enable the ARIC to operate formally.

Consultation

Internal Consultation

- Executive staff involved in developing the recruitment process and assessing applications.

Elected Member Consultation

- Council previously considered and endorsed the establishment of the ARIC and recruitment approach through the March 2026 resolution.
- Applications reviewed by President

External Consultation

- An Expression of Interest (EOI) process was undertaken and publicly advertised to attract suitably qualified candidates.

No direct community consultation is required for this appointment process.

Officer Comment

Recruitment Process

- The positions were advertised on SEEK from 31 March 2026 to 15 April 2026.
- WALGA has prepared a panel of pre-qualified independent ARIC members
- Applications received were assessed against the advertised selection criteria, including relevant governance, audit, risk and local government experience.

Mr Phillip Anastasakis – Presiding Member

- Mr Anastasakis brings extensive experience in local government governance, audit and risk management, with a demonstrated ability to provide independent oversight and strategic advice. His background aligns strongly with the legislative intent of the ARIC and positions him well to lead the committee.

Mr Allan Lamb – Deputy of the Presiding Member

- Mr Lamb brings complementary skills and experience, supporting strong local government governance outcomes and providing depth to the committee's independent oversight function.

Council acknowledges and thanks Ian and Angelo for their valuable contributions to the Audit and Risk Management Committee. Their expertise and commitment have supported strong governance outcomes for the Shire.

Next Steps

Following appointment, the ARIC will be formally constituted.

The first meeting of the committee will be scheduled, noting that timing may need to be adjusted to accommodate member availability.

Upon commencement, the ARIC will assume responsibility for strategic audit, risk and improvement oversight, with Council holding ultimate responsibility for these functions.

9.3.8 Professional Development Event – Re-thinking Business as Usual

Report Details:

Prepared by: Administration Officer Corporate

Manager: Executive Manager Corporate

File Reference: Monarch-1233734878-48 **Voting Requirement:** Simple Majority

Attachment(s):

9.3.8(1) Re-thinking business as usual flyer

Executive Recommendation

That Council authorise Cr Lindemann’s attendance at the Rethinking Business as Usual professional development event, to be held on 17 June 2026 at Capel Marron Farm.

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Item: Nil.

Executive Summary

This report seeks Council approval for Councillor Lindemann to attend the “Rethinking Business as Usual” (RBAU) professional development event. The event is a full day program designed to challenge traditional thinking, promote innovation, and showcase alternative approaches to business and industry. Attendance will provide valuable insights relevant to local government operations and strategic decision-making, particularly in areas such as economic development, sustainability, and regional collaboration.

Background

The “Rethinking Business as Usual” event is a professionally facilitated development day aimed at encouraging participants to think beyond conventional approaches and explore innovative practices across a range of industries.

The event will be held on Wednesday 17 June, at Capel Marron Farm from 8:30am to 4:00pm. It brings together speakers and case studies focusing on areas including tourism, circular economy, waste management, food and agritech, advanced manufacturing, construction, and wastewater. The event is supported by the South West Development Commission and Innovative Industries of the Future, with ticket costs subsidised to encourage participation. Attendance by Elected Members provides an opportunity to gain insight into emerging trends and innovative practices that may be applicable to Council’s strategic priorities and service delivery.

All Councillors were extended the invitation to attend the event. Cr Lindemann expressed her interest in attending.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Insignificant	Low (3)
Risk Description:	Non-compliance with Council Policy EM/CP-1		
Mitigation:	Approval and documentation to ensure alignment with EM/CP-1, including relevance to role, inclusion in the training framework, and appropriate reporting and recording of attendance.		

Financial Implications

The ticket cost for the event is \$82.50, which has been subsidised by the event partners. Additional costs may include travel expenses.

Policy Compliance

EM/CP-1 – Elected Member Induction, Training and Professional Development

This policy establishes a formal and mandatory framework for the planning, approval and reporting of Elected Member training and professional development activities. The policy emphasises that professional development must directly support the performance and discharge of an Elected Member’s statutory functions and align with the Shire’s Training and Development Plan.

Statutory Compliance

Nil.

Consultation

External

Consultation was undertaken, with all Councillors invited to attend the event and Cr Lindemann expressing interest.

Officer Comment

Participation will enable Councillor Lindemann to gain knowledge and insights to inform Council initiatives, particularly in areas of sustainability, industry diversification, and future focused planning.

The subsidised cost represents good value for a full day professional development opportunity with diverse industry perspectives.

10 Elected Member Motions

Nil.

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

Nil.

12. Meeting Closed to the Public

12.1. Matters for which the Meeting may be closed

Nil.

12.1.1 RFT-366-AIVBFB Civils (Confidential)

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

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

12.1.2 RFT 04-2526 – AIVBFB New Shed (Confidential)

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

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

12.2. Public reading of Resolutions that may be made public

Nil.

13. Closure

The Presiding Member to advise that the next Agenda Briefing Session will be held on 17 June 2026 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.