



Ordinary Council Meeting (28 May 2025)

ATTACHMENTS

| Number | Title |
|-----------|---|
| 7.1.1(1) | Ordinary Council Meeting held on 23 April 2025 |
| 8.1.1(1) | SWRRG Elected Members - Minutes of Meeting 31 March 2025 |
| 8.2.1(1) | Warren Blackwood Alliance of Councils - 1 April 2025 |
| 8.3.1(1) | Bushfire Advisory Committee Annual General Meeting Minutes - 10 April 2025 |
| 8.4.1(1) | South West Country Zone Meeting - 28 April |
| 9.1.1(1) | Draft 2025/2026 Fire Prevention Order |
| 9.1.4(1) | SoDB – Regional Road Group 6-Year Forward Roadworks Program |
| 9.1.4(2) | SoDB – R2R and Own Source 6-Year Forward Roadworks Program |
| 9.1.5(1) | Plans |
| 9.1.5(2) | WAPC Fact Sheet – Tiny Houses |
| 9.1.5(3) | Draft LPP-1 Temporary Residential Accommodation |
| 9.2.2(1) | Statement of Financial Activity April 2025 |
| 9.2.3(1) | Draft 2025/26 Schedule of Fees and Charges |
| 9.2.6(1) | Long Term Financial Plan 2025/26 – 2039/40 |
| 9.2.8(1) | Current policy COMD/CP-1- Community Grants and Donations with tracked changes |
| 9.2.8(2) | Draft policy - COMD/CP-1- Community Grants and Donations |
| 9.2.9(1) | Current policy - EM/CP – Elected Members Allowances and entitlements with tracked changes |
| 9.2.9(2) | Draft policy - EM/CP – Elected Members Allowances and Entitlements |
| 9.3.1(1) | Workforce Plan Review 2025 |
| 9.3.1(2) | Workforce Plan 2025/26 |
| 10.1.1(1) | Informal Petition Submission Dated March 2025 |
| 10.1.1(2) | Map – Approved Balingup Speed Zoning |



Minutes of Ordinary Council Meeting

Held on 23 April 2025 and commenced at 5:00pm

Held at the Council Chambers in Donnybrook

(1 Bentley Street, Donnybrook)

Authorised:

Nicholas O'Connor, Chief Executive Officer

Prepared:

6 May 2025

MEASURES OF CONSEQUENCE

| LEVEL | RATING | HEALTH & SAFETY | FINANCIAL | SERVICE INTERRUPTION | COMPLIANCE | REPUTATION | PROPERTY | ENVIRONMENT |
|-------|---------------|--------------------------------|---|---|--|--|--|---|
| 1 | Insignificant | Negligible injuries | Less than \$5,000 | No material service interruption | No noticeable regulatory or statutory impact | Unsubstantiated, localised low impact on community trust, low profile or no media item | Inconsequential or no damage. | Contained, reversible impact managed by on site response |
| 2 | Minor | First aid injuries | \$5,000 - \$20,000 Or < 5% variance in cost of project | Temporary interruption to an activity – backlog cleared with existing resources | Some temporary non compliances | Substantiated, localised impact on community trust or low media item | Localised damage rectified by routine internal procedures | Contained, reversible impact managed by internal response |
| 3 | Moderate | Medical type injuries | \$20,001 - \$100,000 Or > 5% variance in cost of project | Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources | Short term non-compliance but with significant regulatory requirements imposed | Substantiated, public embarrassment, moderate impact on community trust or moderate media profile | Localised damage requiring external resources to rectify | Contained, reversible impact managed by external agencies |
| 4 | Major | Lost time injury | \$100,001 - \$1M | Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected | Non-compliance results in termination of services or imposed penalties | Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions | Significant damage requiring internal & external resources to rectify | Uncontained, reversible impact managed by a coordinated response from external agencies |
| 5 | Catastrophic | Fatality, permanent disability | More than \$1M | Indeterminate prolonged interruption of Service Unit core service deliverables | Non-compliance results in criminal charges or significant damages or penalties | Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions | Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building | Uncontained, irreversible impact |

MEASURES OF LIKELIHOOD

| LEVEL | RATING | DESCRIPTION | FREQUENCY |
|-------|----------------|---|----------------------------|
| 5 | Almost Certain | The event is expected to occur in most circumstances | More than once per year |
| 4 | Likely | The event will probably occur in most circumstances | At least once per year |
| 3 | Possible | The event should occur at some time | At least once in 3 years |
| 2 | Unlikely | The event could occur at some time | At least once in 10 years |
| 1 | Rare | The event may only occur in exceptional circumstances | Less than once in 15 years |

RISK MATRIX

| Consequence Likelihood | | Insignificant | Minor | Moderate | Major | Catastrophic |
|---------------------------|---|---------------|--------------|--------------|--------------|--------------|
| | | 1 | 2 | 3 | 4 | 5 |
| 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) |

RISK ACCEPTANCE CRITERIA

| RISK RANK | DESCRIPTION | CRITERIA FOR RISK ACCEPTANCE | RESPONSIBILITY |
|-----------|---------------------------|--|---------------------|
| LOW | Acceptable | Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring | Operational Manager |
| MODERATE | Monitor | Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring | Operational Manager |
| HIGH | Urgent Attention Required | Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring | Director / CEO |
| EXTREME | Unacceptable | Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring | CEO / Council |

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

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

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

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

2. Attendance (OCM)

Councillors Present:

| | | |
|-----------------------|--------------------|------------------|
| Cr Vivienne MacCarthy | Cr John Bailey | Cr Alexis Davy |
| Cr Peter Gubler | Cr Anita Lindemann | Cr Anne Mitchell |
| Cr Grant Patrick | Cr Deanna Shand | |

Staff Present:

| | |
|---|--|
| Loren Clifford, Acting Director Finance and Corporate | Ross Marshall, Acting Chief Executive Officer |
| Michelle Dennis, Manager Development Services | Meta Hazeldine, Manager Financial Services |
| Cecilia Muller, Principal Planner | Samantha Farquhar, Administration Officer Corporate Services |
| Stuart Eaton, Finance Project Manager | |

Other Members Present:

Public Gallery: 5 members of the public were in attendance.

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

- At the start of each council meeting a resolution should be carried suspending clause 8.2 (members to rise) of the Standing Orders as having councillors stand when debating interferes with the sound quality for livestream.

| | | |
|-------------------------------------|-----------------|--|
| COUNCIL RESOLUTION: 52/04-25 | | |
| MOVED BY: | Cr Deanna Shand | SECONDED BY: Cr Anita Lindemann |

That Council Suspend clause 8.2 (members to rise) of the Standing Orders

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

2.1. Apologies

Nicholas O'Connor, Chief Executive Officer

2.2. Approved Leave of Absence

At its Ordinary Council Meeting held 26 February 2025 Council resolved the following:

"COUNCIL RESOLUTION 13/02-25

That Council approve Cr Lisa Glover's request for a leave of absence for the April 2025 Agenda Briefing Session and Ordinary Council Meeting.

2.3. Application for Leave of Absence

Cr Alexis Davy requested a leave of absence for the June 2025 Agenda Briefing Session and Ordinary Council Meeting.

| | | |
|-------------------------------------|------------------|-------------------------------------|
| COUNCIL RESOLUTION: 53/04-25 | | |
| MOVED BY: | Cr Anne Mitchell | SECONDED BY: Cr Deanna Shand |

That Council approve Cr Alexis Davy's request for a leave of absence for the June 2025 Agenda Briefing and Ordinary Council Meeting.

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

3. Announcements from the Presiding Member

We are currently in a restricted burning period which ends on Sunday, 27th of April. This brings us into an unrestricted burning period which will last until the 31st of October. During this period you may burn without a permit but there are still some requirements for landowners such as registering your burn with DFES. Burning is still prohibited on land under 2000 square meters. If there are any questions regarding burns, please refer to the Shire website.

On Friday the 25th of April we have a number of Anzac Day ceremonies occurring throughout the Shire.

- Donnybrook: 6:00am dawn service at the War Memorial followed by a gunfire breakfast at the Donnybrook RSL Hall. The parade starts at 9:30am.
- Balingup: 10:45am march followed by a ceremony at the War Memorial.
- Kirup: 9:30am Ceremony at the War Memorial.
- Mullalyup: 11:00am ceremony held at the War Memorial.

Forrest Rally will be held in our Shire on the 24th of May, and more details can be found online.

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.

Nil.

5. Public Question Time

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

Nil.

5.2. Public Question Time

Nil.

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

Nil.

6.3. Deputations

John Fry presented a deputation to Council on group valuations.

Michael Willicombe presented a deputation to Council regarding item 9.1.2 and 9.1.3.

6.4. Delegates' Reports

Cr Alexis Davy provided a delegate's report on the WALGA Aboriginal Engagement Forum held on Wednesday 9 April 2025.

Adoption by Exception

| | | |
|-------------------------------------|------------------|--------------------------------------|
| COUNCIL RESOLUTION: 54/04-25 | | |
| MOVED BY: | Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

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

- 7.1 Ordinary Council Meeting held on 26 March 2025
- 8.1 Warren Blackwood Alliance of Councils Meeting held on 28 January 2025
- 8.2 District Emergency Management Committee Meeting held on 18 March 2025
- 9.1.1 Application for Subdivision – Lot 142 Bridge Street, Donnybrook
- 9.2.1 Schedule of Accounts Paid as at 31 March 2025
- 9.2.2 Statement of Financial Activity report as at 31st March 2025
- 9.2.3 Adopt Council Policy ASS/CP-2-Asset Management
- 9.2.4 Rescind Council Policy WRKS/CP-4 Road Use Approval for Restricted Access Vehicles (RAVS) on Council's Road Network and Adopt Council Policy WRKS/CP-1 Land Resumption Compensation

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

7. Confirmation of Minutes

7.1. Ordinary Council Meeting held on 26 March 2025

Minutes of the Ordinary Council Meeting held 26 March 2025 are attached as [Attachment 7.1\(1\)](#).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 26 March 2025 be confirmed as a true and accurate record.

| | |
|-------------------------------------|--------------------------------------|
| COUNCIL RESOLUTION: 55/04-25 | |
| MOVED BY: Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

That the Minutes from the Ordinary Council Meeting held 26 March 2025 be confirmed as a true and accurate record.

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 by en-bloc resolution 54/04-25 |

8. Reports of Committees

8.1. Warren Blackwood Alliance of Councils Meeting held on 28 January 2025

Minutes of the Warren Blackwood Alliance of Councils Meeting held 28 January 2025 are attached at Attachment 8.1(1).

Executive Recommendation:

That the Minutes from the Warren Blackwood Alliance of Councils Meeting held on 28 January 2025 be received.

| | | |
|-------------------------------------|------------------|--------------------------------------|
| COUNCIL RESOLUTION: 56/04-25 | | |
| MOVED BY: | Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

That the Minutes from the Warren Blackwood Alliance of Councils Meeting held on 28 January 2025 be received.

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 by en-bloc resolution 54/04-25 |

8.2. District Emergency Management Committee Meeting held on 18 March 2025

Minutes of the District Emergency Management Committee Meeting held 18 March 2025 are attached at Attachment 8.2(1).

Executive Recommendation:

That the Minutes from the District Emergency Management Committee Meeting held on 18 March 2025 be received.

| | | |
|-------------------------------------|------------------|--------------------------------------|
| COUNCIL RESOLUTION: 57/04-25 | | |
| MOVED BY: | Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

That the Minutes from the District Emergency Management Committee Meeting held on 18 March 2025 be received.

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 by en-bloc resolution 54/04-25 |

9. Reports of Officers

9.1. Director Operations

9.1.1. Application for Subdivision – Lot 142 Bridge Street, Donnybrook

Report Details:

| | | | |
|------------------------|---|----------------------------|-----------------|
| Prepared by: | Manager Development Services | | |
| Manager: | Ross Marshall, Director Operations | | |
| Applicant: | Harley Dykstra Pty Ltd on behalf of Bunbury Housing Association Inc trading as Alliance Housing | | |
| Location: | Lot 142 Bridge Street, Donnybrook | | |
| File Reference: | A3849 | Voting Requirement: | Simple Majority |
| Attachment(s): | | | |
| 9.1.1(1) | Deed of Novation | | |
| 9.1.1(2) | Development Approval P19022 | | |
| 9.1.1(3) | Proposed Strata Plan 84589 | | |

Executive Recommendation

That Council:

A. Informs the Western Australian Planning Commission that it supports the strata subdivision of Lot 142 Bridge Street, Donnybrook, subject to the following standard conditions and Shire specific advice notes:

- 1. Written confirmation from the local government that all necessary local government approvals have been issued and that the whole of the project has been completed in accordance with those approvals.**
- 2. Scheme by-laws being prepared and submitted for the Western Australian Planning Commission's consideration and written confirmation in accordance with Section 39 of the *Strata Titles Act 1985* (as amended), to include the following additions to the by-laws contained in Schedules 1 and 2 of that Act:**
 - (a) Development or redevelopment on the [strata] lots is to comply with a development approval issued by the local government.**
 - (b) Amendment to or repeal of the above provision cannot be effected without the Western Australian Planning Commission's agreement.**
- 3. Common walls being shown on the survey strata plan as prescribed "party wall easements", pursuant to Regulation 33 of the *Strata Titles (General) Regulations 2019* and Section 61 of the *Strata Titles Act 1985*.**
- 4. A restriction in accordance with Section 32 (2) of the *Strata Titles Act 1985* is to be placed on the certificates of title of the proposed lots confirming that use of lots is restricted to aged and dependant development. The restriction is to be included on the deposited plan. The restriction is to state as follows:**

"At least one occupant per site shall be 55 years or older, a dependent person, or is the surviving spouse of such a person".

5. The existing access easement over the parent lot, registered 2002, to be maintained. Easement in accordance with Sections 195 and 196 of the *Land Administration Act 1997* for the benefit of the Shire of Donnybrook Balingup are to be placed on the certificates of title of the proposed lots specifying access rights. Notice of this easement is to be included on the diagram or plan of survey (deposited plan).
6. That cash in lieu of public open space be provided given there is sufficient existing public open space areas available within the locality as well as significant future public open space proposed within the nearby Kelly Street Structure Plan area. Upon receipt of the funds by the Shire, approval shall be sought from the Minister for Planning for the improvement of open spaces within the locality, with the objective of enhancing their use and accessibility for aged or dependent persons.

Advice Notes:

1. Applicant to note that the development of the common area has not been carried out/completed in accordance with the existing development approval.
2. The proposed notification on use is consistent with the existing restrictive covenant on the parent lot.

- B. Informs the applicant that it no longer holds an interest in Lot 142 Bridge Street Donnybrook and authorises the Chief Executive Officer to relinquish the caveat on the subsequent strata lots.**

Strategic Alignment

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

Outcome: 1 - A diverse and growing population.

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

Item: Nil.

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

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

Item: Nil.

Executive Summary

The Western Australian Planning Commission (WAPC) have referred subdivision application 205-25 to the Shire for comment. Application 205-25 is for the strata titling of 12 lots over Lot 142 Bridge Street, Donnybrook. While Shire officers have delegated authority to review and respond to referrals for strata applications from the Western Australian Planning Commission, in the opinion of the delegated officer, the application is considered potentially contentious as Shire transactions regarding this land in the past have garnered significant community interest. Determination by Council is therefore requested.

Background

In 2015 Council agreed in principle to a joint venture affordable housing project to be developed at Lot 142 Bridge Street, Donnybrook. Project funding was secured in 2018 via Royalties for Regions and then subsequently reallocated to Bunbury Housing Association Inc. in full via a Deed of Novation ([Attachment 9.1.1\(1\)](#)).

As part of the project negotiations, Council, at its Ordinary Meeting held 22 April 2020, resolved to transfer title of Lot 142 Bridge Street, Donnybrook to Bunbury Housing Association (Inc) for the Bridge Street Affordable Housing Project as follows:

"COUNCIL RESOLUTION 59/20

That Council reaffirm its position on the Bridge Street Affordable Housing Project as per Resolution 145/19 from the September 2019 Ordinary Meeting of Council, subject to an arrangement being put in place to ensure that the land is only transferred once the development has reached practical completion".

Development approval for the construction of 12 aged/dependent living grouped dwelling units was issued in March 2020 ([Attachment 9.1.1\(2\)](#)) with practical completion subsequently achieved April 2024.

The Deed of Novation includes the Shire having the first right of purchase of this land, should the current owner need/choose to sell.

The applicant has indicated that the purpose of the strata title application is to "gain additional borrowing capacity to finance additional housing initiatives". They have also indicated that it "... is not for the purpose of creating separate lots for sale".

Notwithstanding the above, should Council wish to retain the option to purchase, the existing caveat (that references the Deed of Novation) will need to be lifted from the parent lot and then a new caveat placed on the strata titles for all dwellings.

An access easement was registered in 2002 to provide Shire access to the unallocated Crown Land adjacent to the bridge on Bridge Street. It is proposed that this be maintained and included on the new strata plan.

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|-------------------|--|--------------|--------------|
| Reputational | Possible | Moderate | Moderate (9) |
| Risk Description: | Failure to fulfill statutory, regulatory or compliance requirements - Housing is not used for aged persons. | | |
| Mitigation: | While the Deed of Novation provides an opportunity for the Shire to purchase the land, should the current service provider wish to sell, the use of the land is tied to a development approval. The land use would need to comply with the development approval, regardless of the landowner. The additional condition requested through the strata process further reinforces this expectation for the use of the dwellings for aged persons accommodation. | | |

Financial Implications

While local government has an existing WAPC delegation to determine strata applications, given the Deed of Novation, officers considered that there was a conflict in the Shire being a determining authority, given its interest in the land. Therefore the prescribed application fee (\$1,285.50) was payable to the WAPC.

It is recommended that should Council wish to retain the first right to purchase the land, that the existing restrictive covenant be maintained at the cost of the applicant.

While the formulae within the Deed of Novation suggests that there may be financial opportunities to retaining this interest, Council may consider that the current landowner's strong position within the Community Housing sector makes it unlikely that the trigger event will occur. Or it may occur at a time in the future where the condition of the asset (due to its age) may represent a liability to the Council for taking over the property. The development approval runs with the land, meaning that to change the occupancy from aged persons would require a future development application, so even if the ownership were to change, the use of the land would remain for aged persons use, unless otherwise approved. Relinquishment of the first right to purchase the land is therefore recommended.

Where cash in lieu is requested this is required to be paid into a nominated account for reporting purposes (e.g. separate Reserve). The Shire has an established Reserve for cash in lieu of public open space. Prior to use, approval must be obtained from the Minister for Planning.

Policy Compliance

Table 1 of Clause 5.4 of Council Policy *EXE/CP-2 Document Execution and Application* of the Common Seal provides authorisation to the Chief Executive Officer for land transaction documents, such as the lifting of a caveat.

Statutory Compliance

Subdivision of land is generally considered under the provisions of the *Planning and Development Act 2005* by the WAPC, with sections 152 and 155 of the Act providing for public open space/cash in lieu payment provisions. In addition, for built strata applications (i.e. where a development has already occurred), these are determined under the provisions of the *Strata Titles Act 1985*.

In providing response to referrals, the WAPC encourage the use of model conditions, as published by the WAPC Chairman, with any deviations from the model conditions to be appropriately justified by the referral agency. In this case the conditions proposed are model conditions, with the addition of Shire specific advice notes to reflect the current status of the development approval and the presence of the existing access easement. The works required to meet the current development approval relate to landscaping elements within the common property areas, specifically the construction of the covered community hub, deck and access to the lower level common property (adjacent to the river).

Consultation

This application was referred to internal Shire departments which alerted the Planning Officers of the additional history regarding this site; necessitating referral to Council for determination.

Officer Comment

The Shire currently holds an access easement across the parent lot (Lot 142) that provides access to Reserved land adjacent to the Preston River. The Shire has a pumping station (two pumps and associated irrigation pipelines) on the Preston River that supplies water for irrigation to all the reserves on the main street, Collins Street, Egan Park precinct, Salvarosa subdivision and Dawson Place.

The access easement also enables access to the back of Preston Village and the foreshore area adjacent to Dawson Place for maintenance (i.e. mowing, tree pruning). This access easement from Bridge Street provides the only access into this area for larger tandem trucks and loaders and it is recommended that this access be retained. While it has been shown on the proposed strata plan, it is recommended that it be included in the feedback to the WAPC.

While the Deed of Novation was initially a confidential item when first considered by Council, it is linked to a caveat that is available to anyone wanting to access details of it via Landgate. As outlined in the financial implications section of this report, should Council wish to retain the first right to purchase this land, then new caveats would be required. Given Council's work towards asset rationalisation and the significant number of aged person's units it currently manages, as well as the current landowner's position within the Community Housing sector and protections within the development approval for these dwellings to be used for aged housing, it is recommended that Council relinquish its option over this land.

Where a subdivision of 5 lots or more is proposed there is generally a requirement to provide Public Open Space within the subdivision. This is generally a standard contribution of 10 percent of the gross subdividable area for public open space. Rather than a contribution of land, it is instead recommended that cash in lieu of public open space be requested in this instance to recognise that there is sufficient

existing public open space areas available within the locality as well as significant future public open space proposed within the nearby Kelly Street Structure Plan area.

The Strata subdivision proposal is therefore recommended for conditional approval.

| | | |
|-------------------------------------|------------------|--------------------------------------|
| COUNCIL RESOLUTION: 58/04-25 | | |
| MOVED BY: | Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

That Council:

A. Informs the Western Australian Planning Commission that it supports the strata subdivision of Lot 142 Bridge Street, Donnybrook, subject to the following standard conditions and Shire specific advice notes:

1. Written confirmation from the local government that all necessary local government approvals have been issued and that the whole of the project has been completed in accordance with those approvals.
2. Scheme by-laws being prepared and submitted for the Western Australian Planning Commission's consideration and written confirmation in accordance with Section 39 of the *Strata Titles Act 1985* (as amended), to include the following additions to the by-laws contained in Schedules 1 and 2 of that Act:
 - (a) Development or redevelopment on the [strata] lots is to comply with a development approval issued by the local government.
 - (b) Amendment to or repeal of the above provision cannot be effected without the Western Australian Planning Commission's agreement.
3. Common walls being shown on the survey strata plan as prescribed "party wall easements", pursuant to Regulation 33 of the *Strata Titles (General) Regulations 2019* and Section 61 of the *Strata Titles Act 1985*.
4. A restriction in accordance with Section 32 (2) of the *Strata Titles Act 1985* is to be placed on the certificates of title of the proposed lots confirming that use of lots is restricted to aged and dependant development. The restriction is to be included on the deposited plan. The restriction is to state as follows:

"At least one occupant per site shall be 55 years or older, a dependent person, or is the surviving spouse of such a person".
5. The existing access easement over the parent lot, registered 2002, to be maintained. Easement in accordance with Sections 195 and 196 of the *Land Administration Act 1997* for the benefit of the Shire of Donnybrook Balingup are to be placed on the certificates of title of the proposed lots specifying access rights. Notice of this easement is to be included on the diagram or plan of survey (deposited plan).
6. That cash in lieu of public open space be provided given there is sufficient existing public open space areas available within the locality as well as significant future public open space proposed within the nearby Kelly Street Structure Plan area. Upon receipt of the funds by the Shire, approval shall be sought from the Minister for Planning for the improvement of

open spaces within the locality, with the objective of enhancing their use and accessibility for aged or dependent persons.

Advice Notes:

1. Applicant to note that the development of the common area has not been carried out/completed in accordance with the existing development approval.
2. The proposed notification on use is consistent with the existing restrictive covenant on the parent lot.

- B. Informs the applicant that it no longer holds an interest in Lot 142 Bridge Street Donnybrook and authorises the Chief Executive Officer to relinquish the caveat on the subsequent strata lots.**

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 by en-bloc resolution 54/04-25 |

9.1.2. Development Application – Grouped Dwelling (3 Units) Lot 93 (No. 39) Roberts Street, Balingup

Report Details:

| | | | |
|------------------------|--|----------------------------|-----------------|
| Prepared by: | Principal Planner Planning Officer | | |
| Manager: | Manager Development Services | | |
| Applicant: | Michael Willicombe | | |
| Location: | Lot 93 (No. 39) Roberts Street, Balingup | | |
| File Reference: | A5395 (P24082) | Voting Requirement: | Simple Majority |

Attachment(s):

- 9.1.2(1) Roberts Street Plans/Survey and Application Letter.
- 9.1.2(2) Public Submission.
- 9.1.2(3) Agency submissions.
- 9.1.2(4) Assessment under Clause 67.

Executive Recommendation

That Council 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 P24082 for 3 Grouped Dwellings on Lot 93 (No. 39) Roberts Street, Balingup subject to the following conditions and advice:

1. Prior to the endorsement of any plans, amended plans to the satisfaction of the Shire must be submitted to and approved by the Shire. When approved, the plans will be endorsed and will then form part of this approval. The plans must be generally in accordance with the plans in Attachment 9.1.2(1), but modified to show the following:
 - a. The front lot sizes to be enlarged to ensure that a minimum lot size of 1000m² per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements.
2. The finished floor level of the approved dwellings shall not be more than 103m AHD for the front unit, 103.5m AHD for the middle unit and 104.5m AHD for the rear units shown on the approved plans.
3. Prior to the lodgement of a building application, a schedule of colours and materials for the external walls and roofs for the three (3) grouped dwelling units is to be submitted to and approved by the Shire. The development is to be constructed and maintained in accordance with the approved schedule.
4. All external fixtures are to be designed, located and installed in accordance with Clause 5.4.4 of State Planning Policy 7.3 Residential Design Codes so as not to be visible from the primary street or visually obtrusive to the satisfaction of the Shire.

5. Prior to the occupation of any of the grouped dwellings, an enclosed lockable storage area of at least 4m² in area shall be provided for the each of the dwellings in accordance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes.
6. Bin storage areas shall be conveniently located and screened from view to the satisfaction of the Shire.
7. Prior to the lodgement of a building application, an application for a vehicular crossover is to be submitted to and approved by the Shire in accordance with the Shire's crossovers standards. Prior to the occupation of the development, the crossover is to be installed in accordance with the crossover approval and continuously maintained thereafter to the satisfaction of the Shire.
8. No vehicle access is permitted to or from De Lisle Street.
9. Prior to occupation of any of the grouped dwellings, the driveway, parking spaces and all vehicle manoeuvring areas, generally in the locations identified on the approved plans, are to be constructed to a sealed standard, drained and clearly designated to the satisfaction of the Shire and thereafter maintained.
10. Prior to the lodgement of a building application, a Stormwater Management Plan is to be submitted to, and approved by the Shire demonstrating compliance with the Shire's stormwater management standards and the *Animals, Environment and Nuisance Local Law 2017*. Stormwater is to be managed thereafter by the landowner in accordance with the approved Stormwater Management Plan the satisfaction of the Shire.
11. All construction materials, including any associated waste/rubbish, is to be contained on-site at all times. Prior to the occupation of the development, all waste/rubbish is to be removed from the subject site and left in a tidy state to the satisfaction of the Shire.
12. Prior to the occupation of the development, the dwellings being connected to the reticulated potable water supply network.
13. Prior to the occupation of the development, the dwellings must be connected to approved effluent disposal system(s) to the satisfaction on the Shire in consultation with Department of Health. *Note that composting toilets are not supported at this location.*
14. The dwelling located closest to Roberts Street must be constructed to a Bushfire Attack Level (BAL) of 12.5, as determined by Bushfire Smart (report date: 10 December 2024), and in accordance with Australian Standard 3959 – Construction of Buildings in Bushfire Prone Areas (or any superseding standard).

15. The erection of a 1.8m-high solid fence (such as coloured metal sheeting) along the southern lot boundary to the satisfaction of the Shire.

Advice

- a. The Shire Environmental Health Services advises that:
- i. An approved secondary or alternative on-site effluent disposal system adequate to the proposed use of the premises is required to fully comply with the 'Government Sewerage Policy 2019' and *Health (Miscellaneous Provisions) Act 1911* and *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*. Prior to the lodgement of a building application, an 'Application to Construct or Install an Apparatus for the Treatment of Sewage' is required to be lodged with the Shire's Environmental Health Services for referral to the Department of Health for approval. A building permit is not able to be issued for this development until the onsite effluent disposal application has been determined.
 - ii. If the applicant intends to lodge a strata proposal in future it is likely that the Shire would then require a notification, pursuant to Section 70A of the *Transfer of Land Act 1893* to be placed on the certificates of title of the proposed lots. The notification is to state as follows:
The sewage treatment and disposal system for development must service each dwelling/unit and be owned and operated by a single person or entity contracted to provide the service or the strata company for the strata scheme. An acceptable maintenance program must be in place for the sewage treatment system and disposal area to the satisfaction of the Shire.
- b. Compliance with the Building Code of Australia is required. A Building Application must be submitted to, and approved by, the Shire prior to the commencement of any development. The building plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent revisions to the plans may require prior Development Approval.
- c. With regards to the condition referring to compliance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes, 'external fixtures' is to have the same meaning as within the Residential Design Codes and includes clothes drying structures, solar collectors, communication and television aerials, water heaters, meter boxes etc.
- d. With regards to the condition relating to stormwater, written approval must first be obtained from the Shire when a landowner proposes to directly discharge the stormwater to the Shire's open and piped drainage infrastructure.
- e. Any front fencing shall comply with Clause 5.2.4 of the State Planning Policy 7.3 Residential Design Codes and be visually permeable when 1.2m above natural ground level.

- f. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**
- g. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.**
- 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:** 6 - The built environment is responsibly planned and well maintained.
- Objective:** 6.1 - Ensure sufficient land is available for residential, industrial and commercial uses.
- Item:** Nil.

Executive Summary

The purpose of this report is for Council to consider an application for development approval for the development of three (3) Grouped Dwelling units on the property.

Officers do not have delegation to determine applications for development approval where objections are received. Officers note the comments and concerns in the submissions received and consider that the proposal is consistent with the local planning framework and should be granted approval subject to conditions. The conditions/advice address the matters raised in the public/government agency submissions.

Background

The Shire received a development application for three grouped dwellings on Lot 93 (No. 39) Roberts Street, Balingup. The development application details and plans are contained in [Attachment 9.1.2\(1\)](#). Lot 93 (No. 39) is 4145m² in area and cleared land as shown in Figure 1 below.



Figure 1 - Aerial image of 39 Roberts Street, Balingup bordered in red

The proposal was referred to the Department of Water and Environmental Regulation, Department of Health and adjoining/nearby neighbours for comment. One public submission objecting and expressing concerns with the proposed development was received.

Location Plan

Lot 93 (No. 39) Roberts Street, Balingup is located within the low-density (Residential zone with R10 density coding) area along the eastern side of Balingup. The Site Survey plan shows the site slopes from 104m AHD on the southern boundary down to 101m AHD on the northern boundary (see street image below).



Figure 2 - Street view image of 39 Roberts Street, Balingup

The surrounding land is occupied by residential uses (mainly single dwellings) with some vacant land (see image below). St Therese's church and a private residence adjoins the site to the south.

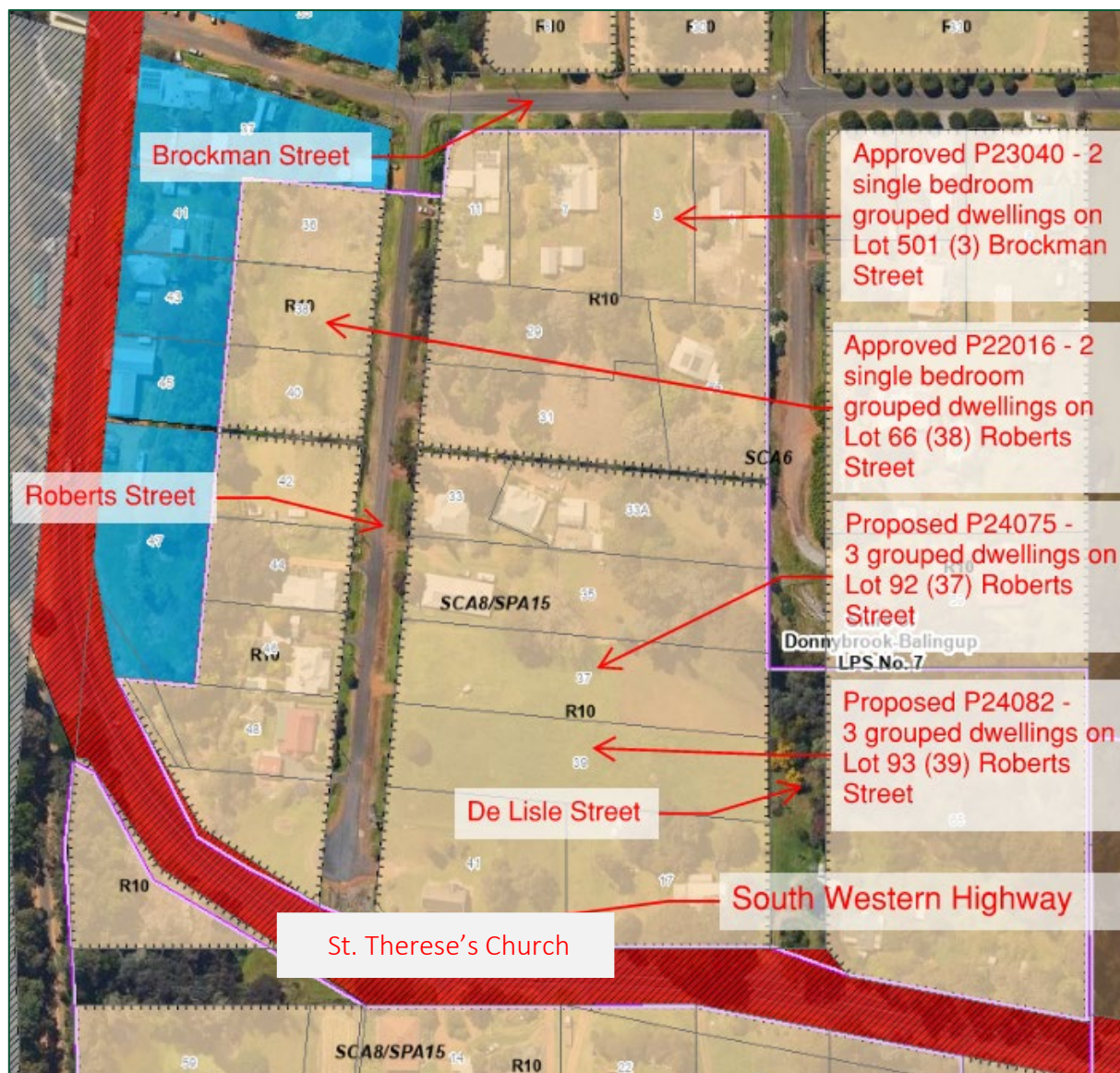


Figure 3 - Aerial image of 39 Roberts Street, with surrounding uses

Proposal

The proposal involves the construction of three 2 bedroom 2 bathroom dwellings on the property. The dwellings are 102m² each in floor area, single storey in height with a skillion roof design, wall height (varying from 4.5m – 6m to the top of the skillion roof pitch including sub-floor stumping below the dwelling) and deck areas along the front of the dwellings (see Figure 4). The dwellings will be constructed on stumps using the natural ground contours with no cutting or filling of the site required.

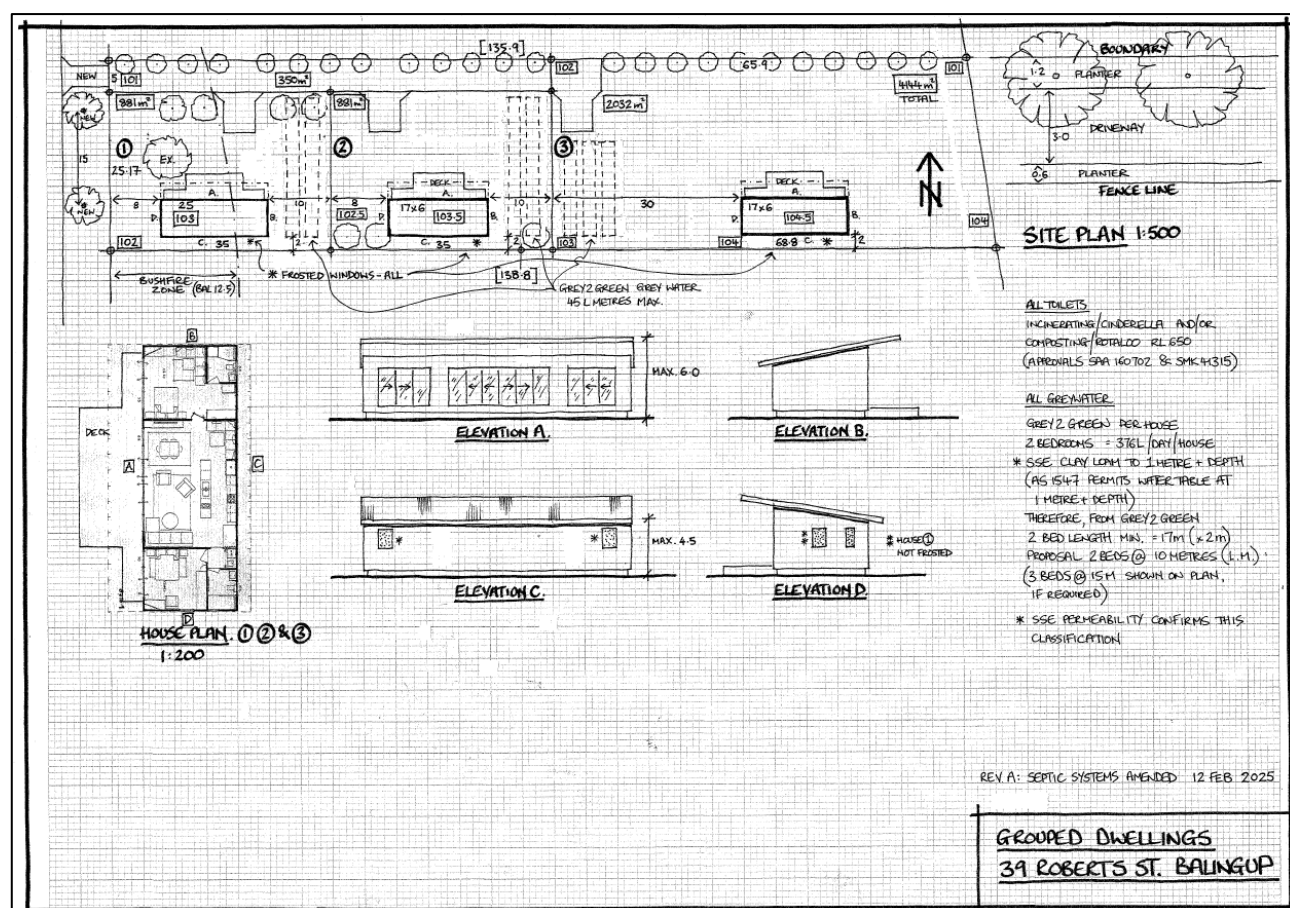


Figure 4 – 39 Roberts Street Plans dated 12 February 2025

The dwellings will be constructed using timber frames and clad with unspecified materials for the walls and roofs. Solar panels will be placed on the roofs and the dwellings will be battery ready with no (bottled) gas appliances to be used.

A shared 5m-wide driveway will be constructed along the northern boundary with adjoining on-site parking for 2 vehicles for each dwelling and a new crossover onto Roberts Street.

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|-------------------|--|---------------|--------------|
| Reputational | Possible | Insignificant | Low (3) |
| Risk Description: | Failure to fulfill statutory, regulatory or compliance requirements – There is concern regarding the visual impact of the proposed units, as their small size and modular appearance differ significantly from the traditional single-house developments commonly found in Balingup. This deviation in design may affect the aesthetic character of the area and potentially impact the local community's perception of the development. | | |
| Mitigation: | The proposal complies with the applicable planning framework. | | |

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|-------------------|--|--------------|--------------|
| Health | Unlikely | Minor | Low (4) |
| Risk Description: | Inadequate Environmental Management – Effluent disposal system not designed and constructed with sufficient capacity/redundancy and in compliance with relevant legislation and standards. | | |
| Mitigation: | Local government does not have legislative authority to consider onsite effluent disposal associated with more than the development of a single dwelling. Approval must be obtained from the Department of Health under separate legislation. The applicant will be required to install the system in accordance with the Department of Health's approval minimising health risks associated with the development. | | |

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

Nil.

Statutory Compliance

The application has been assessed against the relevant and applicable statutory Shire of Donnybrook Balingup Local Planning Scheme No.7 (LPS7) provisions, and the proposal has also been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in [\(Attachment 9.1.2\(4\)\)](#).

Although the proposal achieves the requirements of the Residential Design Codes for the low-density R10 coded area for the land that permits 1 dwelling per 875m² (minimum site area per dwelling) and 1 dwelling per 1000m² (average site area per dwelling) the minimum lot area the front lot sizes would need to be enlarged to ensure that a minimum lot size of 1000m² per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements for lots that are not connected to reticulated sewerage.

The proposed development of the three grouped dwellings complies with the purpose of the Residential zone and the relevant objectives to provide for the development of a variety of household types including grouped dwellings where adequate servicing is available, and the proposal does not adversely affect the amenity of the locality as follows:

4.1.3 Purpose

The purpose of the Residential zone is to cater for the adequate provision of suitably located land in a varied urban residential environment to meet the needs of the community and to promote the amenity of residential areas. In particular, to provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes.

4.1.3 Objectives

The local government's objectives in managing and guiding land use, development and subdivision within the Residential zone are to –

- (4) Provide for a range of housing choice with a high level of amenity in residential areas and which reflect the area's rural character;*
- (ii) Provide for the adequate supply of suitably located land to meet the ongoing residential needs of the community consistent with the Residential Design Codes;*
- (iii) Allow aged or dependent persons' dwellings and grouped dwellings if proper servicing is present and the amenity of the locality is not eroded;*
- (iv) Limit non-residential uses to those of which create self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity;*
- (v) Promote and safeguard the health, safety, convenience, general welfare, and the amenity of residents and the residential area;*
- (vi) Require development and use to be appropriately serviced;*
- (vii) Encourage residential development that will achieve efficient use of existing physical and social infrastructure and is economically serviced and affordable;*
- (viii) Require that the density of development takes account of the availability of reticulated sewerage, the effluent disposal capabilities of the land and other servicing and environmental factors; and*
- (ix) Identify, and where appropriate, protect areas of environmental significance including areas of native vegetation and wetlands.*

The proposed development is consistent with the land use definition of 'Grouped Dwelling' defined in the R-Codes as 'A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of landscape or topography dictate otherwise and includes a dwelling on a survey strata with common property'.

Under LPS7, a Grouped Dwelling land use is a 'D' use in the Residential zone which means that 'the use is not permitted unless the local government has exercised its discretion by granting development approval'.

Consultation

Public Submissions

The application was referred to adjoining/nearby landowners along Roberts and De Lisle Streets for comment (9 January 2025 – 23 January 2025) and included a written notice and copy of the plans. In response to the advertising, one submission was received which objects to the proposal. The Public Submission is contained in ([Attachment 9.1.2\(2\)](#)).

The key issues raised in the submission are summarised below along with Officer comments in response.

| Issue Raised | Officer Comment |
|--|--|
| Zoning permissibility for multiple dwellings | As noted in the Statutory Compliance part of the report above, the site is 4145m ² in area and under the R10 density code, this would allow for a maximum of 4 units to be developed at an average of 1000m ² per dwelling. |
| Vehicle access and parking | Vehicle access is via a common 5m-wide driveway to be constructed along the northern boundary and 2 car parking bays are to be provided to each unit which complies with the R-Codes requirements. |
| Visitor parking | The R-Codes do not require any visitor parking to be provided for grouped dwellings developments of between 1-3 units. The R-Codes would require 1 visitor bay for a development of 4 units. |
| Building design and appearance | <p>The objection is noted and is similar in content to the objection lodged for the adjoining grouped dwelling development on Lot 92 (No. 37) Roberts Street.</p> <p>It is accepted that the proposed grouped dwelling unit buildings are smaller in size and modular in appearance as with the proposed development on the adjoining lot to the north (Lot 92 (No. 37) Roberts Street) when compared to the existing and more traditional single dwellings that exist in the area.</p> <p>There is limited power available under LPS7 for the Shire to control building aesthetics and the advent of modern more denser forms of housing allowed under the R-Codes such as aged and dependent persons', single bedroom, accessible and small dwellings which stipulate maximum internal floor area of 70-100m² and which will produce a different housing form/product than has been traditionally the norm in rural settlements such as Balingup.</p> <p>The proposal is consistent with the Shire's intent in the Local Planning Strategy, Townsite Expansion Strategy and LPS7 to encourage a variety of dwelling type in the Shire including Balingup.</p> <p>The grouped dwellings units comply with all the requirements of the R-Codes.</p> <p>Officers recommend that a 1.8m high fence be erected along the southern boundary and a cohesive colour scheme for the development be considered and approved to improve the overall appearance of the site from outside the lot.</p> |
| Potential fire hazard | There is a 20m-wide area at the front of the lot that is identified as bushfire prone under Department of Fire and Emergency Services mapping which will contain part of the front unit. The applicant has submitted a BAL Report and |

| Issue Raised | Officer Comment |
|----------------|---|
| | Certificate (Bushfire Smart 10 December 2024) that determines the unit will need to satisfy the bushfire requirements for BAL-12.5. |
| Traffic safety | <p>As noted in P24075 Council Report for the 3 grouped dwelling units on the adjoining lot to the north, there are 18 lots (and 10 existing dwellings) currently using Roberts Street. The new units will add 3 more dwellings and will not substantially increase the amount of traffic on the local streets.</p> <p>The Shire's Works and Services in considering both proposals for grouped dwellings on Lots 92 and 93 have not recommended that any upgrading of Roberts Street is required.</p> <p>Roberts Street is a cul-de-sac/access place (defined in the WA Planning Commission Policy DC2.6 Residential Road Planning) and would be expected to generate a maximum of 200 vehicles per day at any point and operating speeds are expected to be 20km/h or less along them.</p> <p>Given that Roberts Street is a cul-de-sac with no through connection to South Western Highway, this effectively restricts the amount of traffic using Roberts Street to local residents along the street only as opposed to if it was a thoroughfare from South Western Highway to Brockman Street that would be expected to encourage more traffic.</p> |

Consultation with Government/Service Agencies

The proposal which will utilise alternative treatment systems incinerating or composting toilets with grey water system dispersed by subsoil irrigation for effluent disposal (rather than traditional septic tank/leach drain effluent disposal systems) was referred to the Department of Health and Department of Water and Environmental Regulation for comment. The Departments have no objection to the use of the alternative treatment systems.

The Government/Services Agencies Submissions are contained in [\(Attachment 9.1.2\(3\)\)](#).

Officer Comment

The proposal has been assessed in accordance with the relevant State Planning Policy 3.7 Bushfire and State Planning Policy 7.3 Residential Design Codes and the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7.

Key considerations identified:

4.3 Special Application of Residential Design Codes

Under the provisions of the Scheme, the Shire has the authority to restrict the density of residential development, notwithstanding the applicable density code to align with the Department of Health's

“Government Sewerage Policy 2019.” Additionally, residential development must comply with the requirements outlined in Clause 4.39 of LPS7 concerning sewerage connection and effluent disposal. In this instance, the applicant has proposed the use of incinerating or composting toilets, in combination with a greywater system dispersed through subsoil irrigation for effluent disposal. This method has been reviewed and supported by both the Department of Health and the Department of Water and Environmental Regulation. It is also important to note that this applicant has previously employed this same effluent disposal method in other similar developments in Balingup:

1. Development Approval P22016, approved under delegation, Lot 66 (38) Roberts Street, Balingup.
2. Development Approval P23040, approved on 24 April 2024, under Council Resolution 60/24 for Lot 501 (3) Brockman Street, Balingup.

Given the increased density of this development and the requirement to bury composted toilet waste onsite, it is recommended that only incinerating toilets be supported when the number of dwellings on the site exceeds 2. It is recommended that an advice note be included to inform the applicant of their obligations, as well as the requirements for any future proposed strata title development.

Clause 4.17 General Appearance of Buildings and Preservation of Amenity

The Scheme requires that the development be in harmony with surrounding developments and allows the Shire to place conditions on approvals to ensure that the development will not have an adverse impact on the character of the area or the amenity and landscape quality of the locality. The proposal achieves the deemed-to-comply requirements under the R-Codes and the dwellings will be setback over 33m to St Therese’s church and 24m to the private residence on the adjoining land to the south. With the proposed fencing along the southern boundary, it is not likely to have an adverse impact on the character, amenity, or landscape of the locality.

4.39 Sewerage Connection for Residential Development

As noted in Cl.4.3 above, the Scheme requires all residential development in the Residential zone to connect to the deep sewerage system unless the Department of Health are satisfied that on-site effluent disposal systems can adequately treat domestic effluent. The property does not have access to deep sewer infrastructure and will use separate alternative treatment systems for on-site effluent disposal systems for each dwelling.

The Department of Health have supported the proposed on-site effluent disposal systems for the adjacent development on Lot 92 (No. 37) Roberts Street subject to the following conditions:

- Approval is required for any on-site wastewater treatment process (by the Department of Health or local government) with such proposals being in accordance with the following publications. These may be referenced and downloaded from:
https://ww2.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system
- Setback distances based on current health sewage legislation are required from the effluent treatment area(s) and/or land application area(s) to any subsoil drainage system, open drainage channel.

- The above subject to planning/local government signing off that the development meets the minimum lot sizes of the GSP as per Table 5.2.1.

Based on the above submission received from the Department of Health relating to the adjacent development the applicant also updated the plans for this proposal on 12 Feb 2025, these plans are contained in ([Attachment 9.1.2\(1\)](#)).

Conditions and advice notes are recommended to ensure the above can be achieved.

4.51 Residential Zone

The Shire's policies in controlling development within the Residential zone include:

- (4) Ensure that subdivision and development comply with a Structure Plan where applicable, the Local Planning Strategy and the principles of any Local Planning Policy adopted by the local government.
- (ii) Apply the Residential Design Codes to all residential development provided for in this Scheme.

The property is within the Structure Plan Area 15 which requires the land to be consolidated and developed with an R10 land use expectation. The proposal achieves the R10 requirements, and the site is considered capable of treating the expected domestic effluent loads produced by the grouped dwellings to the satisfaction of Department of Health.

Local Planning Strategy

The property is identified as Residential under the Local Planning Strategy; and Existing Urban Footprint under the draft Local Planning Strategy 2024. The proposal is considered consistent with the future intention of the area in the strategies to be used for residential developments.

Townsite Expansion Strategy (2008)

The property is identified within the Central Highway Precinct of the Strategy and complies with the following strategies for the area:

- BS3 Provide timely, co-ordinated and sustainable residential development and infill development within the established townsite settlement boundary.*
- BS10 Investigate alternative and innovative effluent systems to service the townsite.*
- BS11 Identify Development Investigation Areas and provide direction on nature and density of uses for the areas.*

Development considerations

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

- The local government may determine an application for development approval by –*
 - (a) Granting development approval without conditions; or*
 - (b) Granting development approval with conditions; or*
 - (c) Refusing to grant development approval.*

Officers have assessed the application, including the public submission and advice from the Department of Health and Department of Water and Environmental Regulation and other Shire service divisions. Officers consider the proposal suitable for conditional approval.

Conclusion

The proposal complies with the requirement of orderly and proper planning for the following reasons:

- Grouped dwellings are a 'D' discretionary land use in the zone which means that the use can be permitted;
- It complies with all of the R-Code requirements for R10 density coded land;
- Is consistent with LPS7 development standards and the objectives for the Residential zone;
- It complies with the recommendations in the existing and draft Local Planning Strategies;
- Can be made to comply with the Government Sewerage Policy 2019 requirements and has been supported by the Department of Health and Department of Water in respect to on-site effluent disposal;
- The matters raised in the public submission from the adjoining/nearby landowner can be addressed through the imposition of conditions.

Whilst Officers note the concerns/objection in the submission that reflects an obvious change to the traditional single house developments in this area, it is considered that the application complies with the requirement of orderly and proper planning. Conditional approval of the application is recommended.

| | | | |
|------------------|------------------|---------------------|--------------------|
| MOVED BY: | Cr Grant Patrick | SECONDED BY: | Cr Anita Lindemann |
|------------------|------------------|---------------------|--------------------|

That Council 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 P24082 for 3 Grouped Dwellings on Lot 93 (No. 39) Roberts Street, Balingup subject to the following conditions and advice:

- 1. Prior to the endorsement of any plans, amended plans to the satisfaction of the Shire must be submitted to and approved by the Shire. When approved, the plans will be endorsed and will then form part of this approval. The plans must be generally in accordance with the plans in Attachment 9.1.2(1), but modified to show the following:**
 - a. The front lot sizes to be enlarged to ensure that a minimum lot size of 1000m² per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements.**
- 2. The finished floor level of the approved dwellings shall not be more than 103m AHD for the front unit, 103.5m AHD for the middle unit and 104.5m AHD for the rear units shown on the approved plans.**
- 3. Prior to the lodgement of a building application, a schedule of colours and materials for the external walls and roofs for the three (3) grouped dwelling units is to be submitted to and**

approved by the Shire. The development is to be constructed and maintained in accordance with the approved schedule.

4. All external fixtures are to be designed, located and installed in accordance with Clause 5.4.4 of State Planning Policy 7.3 Residential Design Codes so as not to be visible from the primary street or visually obtrusive to the satisfaction of the Shire.
5. Prior to the occupation of any of the grouped dwellings, an enclosed lockable storage area of at least 4m² in area shall be provided for the each of the dwellings in accordance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes.
6. Bin storage areas shall be conveniently located and screened from view to the satisfaction of the Shire.
7. Prior to the lodgement of a building application, an application for a vehicular crossover is to be submitted to and approved by the Shire in accordance with the Shire's crossovers standards. Prior to the occupation of the development, the crossover is to be installed in accordance with the crossover approval and continuously maintained thereafter to the satisfaction of the Shire.
8. No vehicle access is permitted to or from De Lisle Street.
9. Prior to occupation of any of the grouped dwellings, the driveway, parking spaces and all vehicle manoeuvring areas, generally in the locations identified on the approved plans, are to be constructed to a sealed standard, drained and clearly designated to the satisfaction of the Shire and thereafter maintained.
10. Prior to the lodgement of a building application, a Stormwater Management Plan is to be submitted to, and approved by the Shire demonstrating compliance with the Shire's stormwater management standards and the *Animals, Environment and Nuisance Local Law 2017*. Stormwater is to be managed thereafter by the landowner in accordance with the approved Stormwater Management Plan the satisfaction of the Shire.
11. All construction materials, including any associated waste/rubbish, is to be contained on-site at all times. Prior to the occupation of the development, all waste/rubbish is to be removed from the subject site and left in a tidy state to the satisfaction of the Shire.
12. Prior to the occupation of the development, the dwellings being connected to the reticulated potable water supply network.
13. Prior to the occupation of the development, the dwellings must be connected to approved effluent disposal system(s) to the satisfaction on the Shire in consultation with Department of Health. *Note that composting toilets are not supported at this location.*

14. The dwelling located closest to Roberts Street must be constructed to a Bushfire Attack Level (BAL) of 12.5, as determined by Bushfire Smart (report date: 10 December 2024), and in accordance with Australian Standard 3959 – Construction of Buildings in Bushfire Prone Areas (or any superseding standard).
15. The erection of a 1.8m-high solid fence (such as coloured metal sheeting) along the southern lot boundary to the satisfaction of the Shire.

Advice

- a. The Shire Environmental Health Services advises that:
 - i. An approved secondary or alternative on-site effluent disposal system adequate to the proposed use of the premises is required to fully comply with the 'Government Sewerage Policy 2019' and *Health (Miscellaneous Provisions) Act 1911* and *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*. Prior to the lodgement of a building application, an 'Application to Construct or Install an Apparatus for the Treatment of Sewage' is required to be lodged with the Shire's Environmental Health Services for referral to the Department of Health for approval. A building permit is not able to be issued for this development until the onsite effluent disposal application has been determined.
 - ii. If the applicant intends to lodge a strata proposal in future it is likely that the Shire would then require a notification, pursuant to Section 70A of the *Transfer of Land Act 1893* to be placed on the certificates of title of the proposed lots. The notification is to state as follows:

The sewage treatment and disposal system for development must service each dwelling/unit and be owned and operated by a single person or entity contracted to provide the service or the strata company for the strata scheme. An acceptable maintenance program must be in place for the sewage treatment system and disposal area to the satisfaction of the Shire.
- b. Compliance with the Building Code of Australia is required. A Building Application must be submitted to, and approved by, the Shire prior to the commencement of any development. The building plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent revisions to the plans may require prior Development Approval.
- c. With regards to the condition referring to compliance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes, 'external fixtures' is to have the same meaning as within the Residential Design Codes and includes clothes drying structures, solar collectors, communication and television aerials, water heaters, meter boxes etc.

- d. With regards to the condition relating to stormwater, written approval must first be obtained from the Shire when a landowner proposes to directly discharge the stormwater to the Shire's open and piped drainage infrastructure.
- e. Any front fencing shall comply with Clause 5.2.4 of the State Planning Policy 7.3 Residential Design Codes and be visually permeable when 1.2m above natural ground level.
- f. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- g. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.
- 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.

Cr Patrick moved the following amendment:

| | | |
|------------------------------|------------------|---------------------------------|
| COUNCIL RESOLUTION: 59/04-25 | | |
| MOVED BY: | Cr Grant Patrick | SECONDED BY: Cr Anita Lindemann |

That Council 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 P24082 for 3 Grouped Dwellings on Lot 93 (No. 39) Roberts Street, Balingup subject to the following conditions and advice:

1. Prior to the endorsement of any plans, amended plans to the satisfaction of the Shire must be submitted to and approved by the Shire. When approved, the plans will be endorsed and will then form part of this approval. The plans must be generally in accordance with the plans in Attachment 9.1.2(1), but modified to show the following:
 - a. The front lot sizes to be enlarged to ensure that a minimum lot size of 1000m² per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements.
2. The finished floor level of the approved dwellings shall not be more than 103m AHD for the front unit, 103.5m AHD for the middle unit and 104.5m AHD for the rear units shown on the approved plans.
3. ~~Prior to the lodgement of a building application, a schedule of colours and materials for the external walls and roofs for the three (3) grouped dwelling units is to be submitted to and~~

~~approved by the Shire. The development is to be constructed and maintained in accordance with the approved schedule.~~

4. All external fixtures are to be designed, located and installed in accordance with Clause 5.4.4 of State Planning Policy 7.3 Residential Design Codes so as not to be visible from the primary street or visually obtrusive to the satisfaction of the Shire.
5. Prior to the occupation of any of the grouped dwellings, an enclosed lockable storage area of at least 4m² in area shall be provided for the each of the dwellings in accordance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes.
6. Bin storage areas shall be conveniently located and screened from view to the satisfaction of the Shire.
7. Prior to the lodgement of a building application, an application for a vehicular crossover is to be submitted to and approved by the Shire in accordance with the Shire's crossovers standards. Prior to the occupation of the development, the crossover is to be installed in accordance with the crossover approval and continuously maintained thereafter to the satisfaction of the Shire.
8. No vehicle access is permitted to or from De Lisle Street.
9. Prior to occupation of any of the grouped dwellings, the driveway, parking spaces and all vehicle manoeuvring areas, generally in the locations identified on the approved plans, are to be constructed to a sealed standard, drained and clearly designated to the satisfaction of the Shire and thereafter maintained.
10. Prior to the lodgement of a building application, a Stormwater Management Plan is to be submitted to, and approved by the Shire demonstrating compliance with the Shire's stormwater management standards and the *Animals, Environment and Nuisance Local Law 2017*. Stormwater is to be managed thereafter by the landowner in accordance with the approved Stormwater Management Plan the satisfaction of the Shire.
11. All construction materials, including any associated waste/rubbish, is to be contained on-site at all times. Prior to the occupation of the development, all waste/rubbish is to be removed from the subject site and left in a tidy state to the satisfaction of the Shire.
12. Prior to the occupation of the development, the dwellings being connected to the reticulated potable water supply network.
13. Prior to the occupation of the development, the dwellings must be connected to approved effluent disposal system(s) to the satisfaction on the Shire in consultation with Department of Health. ~~Note that composting toilets are not supported at this location.~~

14. The dwelling located closest to Roberts Street must be constructed to a Bushfire Attack Level (BAL) of 12.5, as determined by Bushfire Smart (report date: 10 December 2024), and in accordance with Australian Standard 3959 – Construction of Buildings in Bushfire Prone Areas (or any superseding standard).
- ~~15. The erection of a 1.8m high solid fence (such as coloured metal sheeting) along the southern lot boundary to the satisfaction of the Shire.~~

Advice

- a. The Shire Environmental Health Services advises that:
 - i. An approved secondary or alternative on-site effluent disposal system adequate to the proposed use of the premises is required to fully comply with the 'Government Sewerage Policy 2019' and *Health (Miscellaneous Provisions) Act 1911* and *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*. Prior to the lodgement of a building application, an 'Application to Construct or Install an Apparatus for the Treatment of Sewage' is required to be lodged with the Shire's Environmental Health Services for referral to the Department of Health for approval. A building permit is not able to be issued for this development until the onsite effluent disposal application has been determined.
 - ii. If the applicant intends to lodge a strata proposal in future it is likely that the Shire would then require a notification, pursuant to Section 70A of the *Transfer of Land Act 1893* to be placed on the certificates of title of the proposed lots. The notification is to state as follows:

The sewage treatment and disposal system for development must service each dwelling/unit and be owned and operated by a single person or entity contracted to provide the service or the strata company for the strata scheme. An acceptable maintenance program must be in place for the sewage treatment system and disposal area to the satisfaction of the Shire.
- b. Compliance with the Building Code of Australia is required. A Building Application must be submitted to, and approved by, the Shire prior to the commencement of any development. The building plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent revisions to the plans may require prior Development Approval.
- c. With regards to the condition referring to compliance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes, 'external fixtures' is to have the same meaning as within the Residential Design Codes and includes clothes drying structures, solar collectors, communication and television aerials, water heaters, meter boxes etc.

- d. With regards to the condition relating to stormwater, written approval must first be obtained from the Shire when a landowner proposes to directly discharge the stormwater to the Shire's open and piped drainage infrastructure.**
- e. Any front fencing shall comply with Clause 5.2.4 of the State Planning Policy 7.3 Residential Design Codes and be visually permeable when 1.2m above natural ground level.**
- f. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**
- g. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.**
- 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.**

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| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

Substantive motion as amended by Cr Patrick:

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|-------------------------------------|------------------|--|
| COUNCIL RESOLUTION: 60/04-25 | | |
| MOVED BY: | Cr Grant Patrick | SECONDED BY: Cr Anita Lindemann |

That Council 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 P24082 for 3 Grouped Dwellings on Lot 93 (No. 39) Roberts Street, Balingup subject to the following conditions and advice:

1. Prior to the endorsement of any plans, amended plans to the satisfaction of the Shire must be submitted to and approved by the Shire. When approved, the plans will be endorsed and will then form part of this approval. The plans must be generally in accordance with the plans in Attachment 9.1.2(1), but modified to show the following:
 - a. The front lot sizes to be enlarged to ensure that a minimum lot size of 1000m² per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements.
2. The finished floor level of the approved dwellings shall not be more than 103m AHD for the front unit, 103.5m AHD for the middle unit and 104.5m AHD for the rear units shown on the approved plans.
3. All external fixtures are to be designed, located and installed in accordance with Clause 5.4.4 of State Planning Policy 7.3 Residential Design Codes so as not to be visible from the primary street or visually obtrusive to the satisfaction of the Shire.
4. Prior to the occupation of any of the grouped dwellings, an enclosed lockable storage area of at least 4m² in area shall be provided for the each of the dwellings in accordance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes.
5. Bin storage areas shall be conveniently located and screened from view to the satisfaction of the Shire.
6. Prior to the lodgement of a building application, an application for a vehicular crossover is to be submitted to and approved by the Shire in accordance with the Shire's crossovers standards. Prior to the occupation of the development, the crossover is to be installed in accordance with the crossover approval and continuously maintained thereafter to the satisfaction of the Shire.
7. No vehicle access is permitted to or from De Lisle Street.
8. Prior to occupation of any of the grouped dwellings, the driveway, parking spaces and all vehicle manoeuvring areas, generally in the locations identified on the approved plans, are

to be constructed to a sealed standard, drained and clearly designated to the satisfaction of the Shire and thereafter maintained.

9. Prior to the lodgement of a building application, a Stormwater Management Plan is to be submitted to, and approved by the Shire demonstrating compliance with the Shire's stormwater management standards and the *Animals, Environment and Nuisance Local Law 2017*. Stormwater is to be managed thereafter by the landowner in accordance with the approved Stormwater Management Plan the satisfaction of the Shire.
10. All construction materials, including any associated waste/rubbish, is to be contained on-site at all times. Prior to the occupation of the development, all waste/rubbish is to be removed from the subject site and left in a tidy state to the satisfaction of the Shire.
11. Prior to the occupation of the development, the dwellings being connected to the reticulated potable water supply network.
12. Prior to the occupation of the development, the dwellings must be connected to approved effluent disposal system(s) to the satisfaction on the Shire in consultation with Department of Health.
13. The dwelling located closest to Roberts Street must be constructed to a Bushfire Attack Level (BAL) of 12.5, as determined by Bushfire Smart (report date: 10 December 2024), and in accordance with Australian Standard 3959 – Construction of Buildings in Bushfire Prone Areas (or any superseding standard).

Advice

- a. The Shire Environmental Health Services advises that:
 - i. An approved secondary or alternative on-site effluent disposal system adequate to the proposed use of the premises is required to fully comply with the 'Government Sewerage Policy 2019' and *Health (Miscellaneous Provisions) Act 1911* and *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*. Prior to the lodgement of a building application, an 'Application to Construct or Install an Apparatus for the Treatment of Sewage' is required to be lodged with the Shire's Environmental Health Services for referral to the Department of Health for approval. A building permit is not able to be issued for this development until the onsite effluent disposal application has been determined.
 - ii. If the applicant intends to lodge a strata proposal in future it is likely that the Shire would then require a notification, pursuant to Section 70A of the *Transfer of Land Act 1893* to be placed on the certificates of title of the proposed lots. The notification is to state as follows:

The sewage treatment and disposal system for development must service each dwelling/unit and be owned and operated by a single person or entity contracted to provide the service or the strata company for the strata scheme. An acceptable

maintenance program must be in place for the sewage treatment system and disposal area to the satisfaction of the Shire.

- b. Compliance with the Building Code of Australia is required. A Building Application must be submitted to, and approved by, the Shire prior to the commencement of any development. The building plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent revisions to the plans may require prior Development Approval.
- c. With regards to the condition referring to compliance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes, 'external fixtures' is to have the same meaning as within the Residential Design Codes and includes clothes drying structures, solar collectors, communication and television aerials, water heaters, meter boxes etc.
- d. With regards to the condition relating to stormwater, written approval must first be obtained from the Shire when a landowner proposes to directly discharge the stormwater to the Shire's open and piped drainage infrastructure.
- e. Any front fencing shall comply with Clause 5.2.4 of the State Planning Policy 7.3 Residential Design Codes and be visually permeable when 1.2m above natural ground level.
- f. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- g. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.
- 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.

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| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

9.1.3. Development Application – Grouped Dwelling (3 Units) Lot 92 (No. 37) Roberts Street, Balingup

Report Details:

Prepared by: Principal Planner and Planning Officer

Manager: Manager Development Services

Applicant: M Willicombe

Location: Lot 92 (No. 37) Roberts Street, Balingup

File Reference: A808 (P24075)

Voting Requirement: Simple Majority

Attachment(s):

9.1.3(1) Roberts Street Plans/Survey and Application Letter.

9.1.3(2) Public Submissions.

9.1.3(3) Agency submissions.

9.1.3(4) Assessment under Clause 67.

Executive Recommendation

That Council 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 P24075 for 3 Grouped Dwellings on Lot 92 (No. 37) Roberts Street, Balingup subject to the following conditions and advice:

1. Prior to the endorsement of any plans, amended plans to the satisfaction of the Shire must be submitted to and approved by the Shire. When approved, the plans will be endorsed and will then form part of this approval. The plans must be generally in accordance with the plans in Attachment 9.1.3(1), but modified to show the following:
 - a. The front lot sizes to be enlarged to ensure that a minimum lot size of 1000m² per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements.
2. The finished floor level of the approved dwellings shall not be more than 102m AHD for the front unit and 103m AHD for the rear units shown on the approved plans.
3. The effluent disposal area on the rear lot to achieve a minimum 30m setback to the minor ephemeral creekline at the rear of the property to the satisfaction of the Shire.
4. Prior to the lodgement of a building application, a schedule of colours and materials for the external walls and roofs for the three (3) grouped dwellings is to be submitted to and approved by the Shire. The development is to be constructed and maintained in accordance with the approved schedule.

5. All external fixtures are to be designed, located and installed in accordance with Clause 5.4.4 of State Planning Policy 7.3 Residential Design Codes so as not to be visible from the primary street or visually obtrusive to the satisfaction of the Shire.
6. Prior to the occupation of any of the grouped dwellings, an enclosed lockable storage area of at least 4m² in area shall be provided for each of the dwellings in accordance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes.
7. Bin storage areas shall be conveniently located and screened from view to the satisfaction of the Shire.
8. Prior to the lodgement of a building application, an application for a vehicular crossover is to be submitted to and approved by the Shire in accordance with the Shire's crossovers standards. Prior to the occupation of the development, the crossover is to be installed in accordance with the crossover approval and continuously maintained thereafter to the satisfaction of the Shire.
9. No vehicle access is permitted to or from De Lisle Street.
10. Prior to occupation of any of the grouped dwellings, the driveway, parking spaces and all vehicle manoeuvring areas, generally in the locations identified on the approved plans, are to be constructed to a sealed standard, drained and clearly designated to the satisfaction of the Shire and thereafter maintained.
11. Prior to the lodgement of a building application, a Stormwater Management Plan is to be submitted to, and approved by the Shire demonstrating compliance with the Shire's stormwater management standards and the *Animals, Environment and Nuisance Local Law 2017*. Stormwater is to be managed thereafter by the landowner in accordance with the approved Stormwater Management Plan the satisfaction of the Shire.
12. All construction materials, including any associated waste/rubbish, is to be contained on-site at all times. Prior to the occupation of the development, all waste/rubbish is to be removed from the subject site and left in a tidy state to the satisfaction of the Shire.
13. Prior to the occupation of the development, the dwellings being connected to the reticulated potable water supply network.
14. Prior to the occupation of the development, the dwellings must be connected to approved effluent disposal system(s) to the satisfaction on the Shire in consultation with Department of Health. Note that composting toilets are not supported at this location.
15. The dwelling located closest to Roberts Street must be constructed to a Bushfire Attack Level

(BAL) of 12.5, as determined by Bushfire Smart (report date: 10 December 2024), and in accordance with Australian Standard 3959 – Construction of Buildings in Bushfire Prone Areas (or any superseding standard).

Advice:

- a. The Shire Environmental Health Services advises that:
 - i. An approved secondary or alternative on-site effluent disposal system adequate to the proposed use of the premises is required to fully comply with the 'Government Sewerage Policy 2019', Health (Miscellaneous Provisions) Act 1911 and Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.
 - ii. Prior to the lodgement of a building application an 'Application to Construct or Install an Apparatus for the Treatment of Sewage' is required to be lodged with the Shire's Environmental Health Services for referral to the Department of Health for approval. A building permit is not able to be issued for this development until the onsite effluent disposal application has been determined.
 - iii. If the applicant intends to lodge a strata proposal in future it is likely that the Shire would then require a notification, pursuant to Section 70A of the Transfer of Land Act 1893 to be placed on the certificates of title of the proposed lots. The notification is to state as follows:

The sewage treatment and disposal system for development must service each dwelling/unit and be owned and operated by a single person or entity contracted to provide the service or the strata company for the strata scheme. An acceptable maintenance program must be in place for the sewage treatment system and disposal area to the satisfaction of the Shire.
- b. Compliance with the Building Code of Australia is required. A Building Application must be submitted to, and approved by, the Shire prior to the commencement of any development. The building plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent revisions to the plans may require prior Development Approval.
- c. With regards to the condition referring to compliance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes, 'external fixtures' is to have the same meaning as within the Residential Design Codes and includes clothes drying structures, solar collectors, communication and television aerials, water heaters, meter boxes etc.
- d. With regards to the condition relating to stormwater, written approval must first be obtained from the Shire when a landowner proposes to directly discharge the stormwater to the Shire's open and piped drainage infrastructure.
- e. Any front fencing shall comply with Clause 5.2.4 of the State Planning Policy 7.3 Residential Design Codes and be visually permeable when 1.2m above natural ground level.

- f. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**
- g. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.**
- 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: 6 - The built environment is responsibly planned and well maintained.

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

Item: Nil.

Executive Summary

The purpose of this report is for Council to consider an application for development approval for the development of three (3) Grouped Dwelling units on the property.

Officers do not have delegation to determine applications for development approval where objections are received. Officers note the comments and concerns in the submissions received and consider that the proposal is consistent with the local planning framework and should be granted approval subject to conditions. The conditions/advice address the matters raised in the public/government agency submissions.

Background

The Shire received a development application for three grouped dwellings on Lot 92 (No. 37) Roberts Street, Balingup. The development application details and plans are contained in [Attachment 9.1.3\(1\)](#). Lot 92 (No. 37) is 4059m² in area and cleared land as shown in Figure 1 below.



Figure 1 – Aerial image of 37 Roberts Street, Balingup bordered in red

The proposal was referred to The Department of Water and Environmental Regulation, Department of Health and adjoining/nearby neighbours for comment. Two public submissions objecting and expressing concerns with the proposed development were received.

Location Plan

Lot 92 (No. 37) Roberts Street, Balingup is located within the low-density (Residential zone with R10 density coding) area along the eastern side of Balingup. The Site Survey plan shows the site slopes from 102m AHD on the southern boundary down to 100m AHD on the northern boundary with a winter creek area to the rear of the property (see street image below).



Figure 2 – Street view image of 37 Roberts Street, Balingup

The surrounding land is occupied by residential uses (mainly single dwellings) with some vacant land (see image in Figure 3 below).

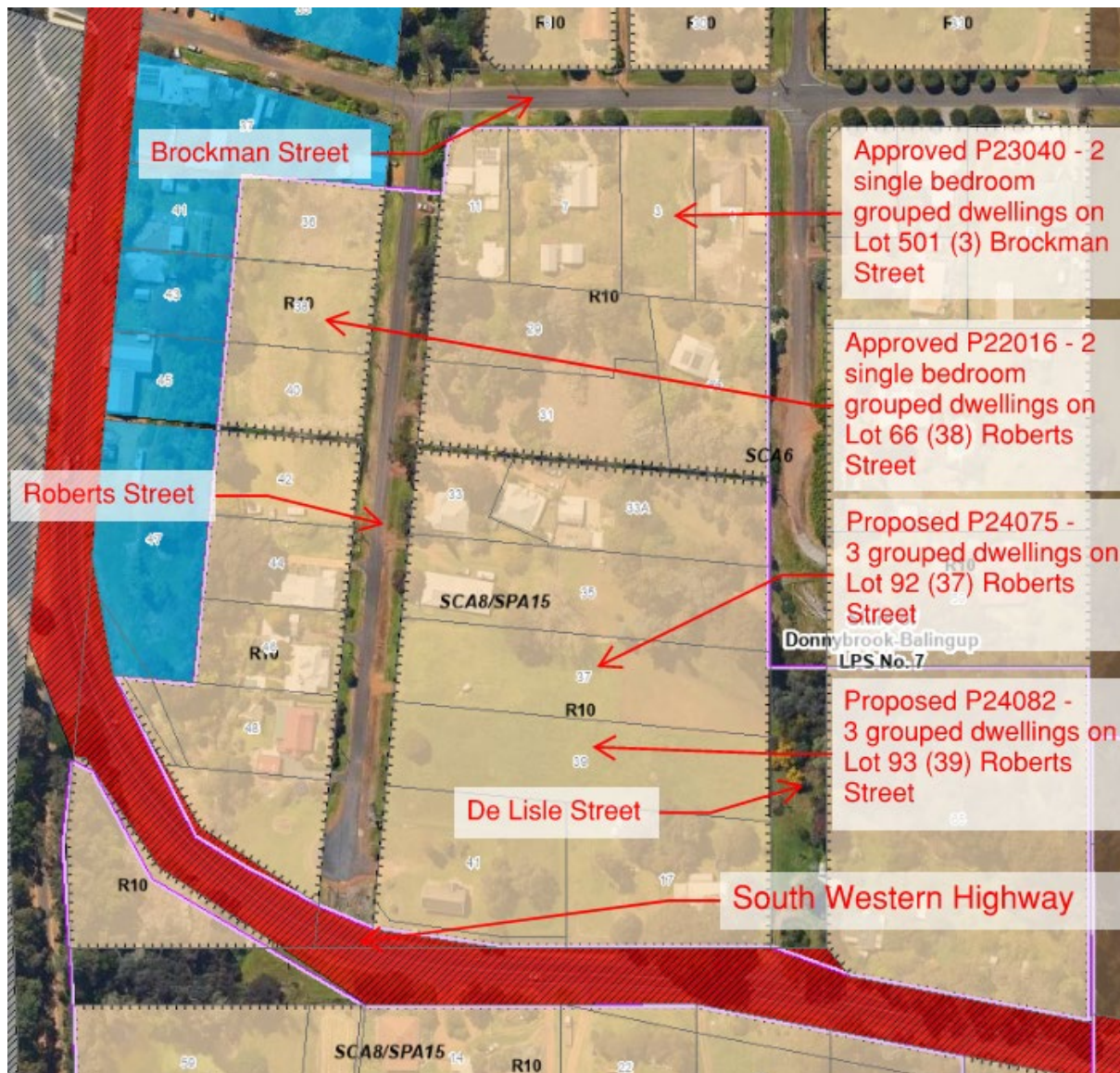


Figure 3 – Aerial image of 37 Roberts Street, with surrounding uses

Proposal

The proposal involves the construction of three 2 bedroom 2 bathroom dwellings on the property. The dwellings are 102m² each in floor area, single storey in height with a skillion roof design, wall height (varying from 2.4m – 3.2m) and deck areas along the front of the dwellings (see Figure 4 below). The dwellings will be constructed on stilts using the natural ground contours with no cutting or filling of the site required.

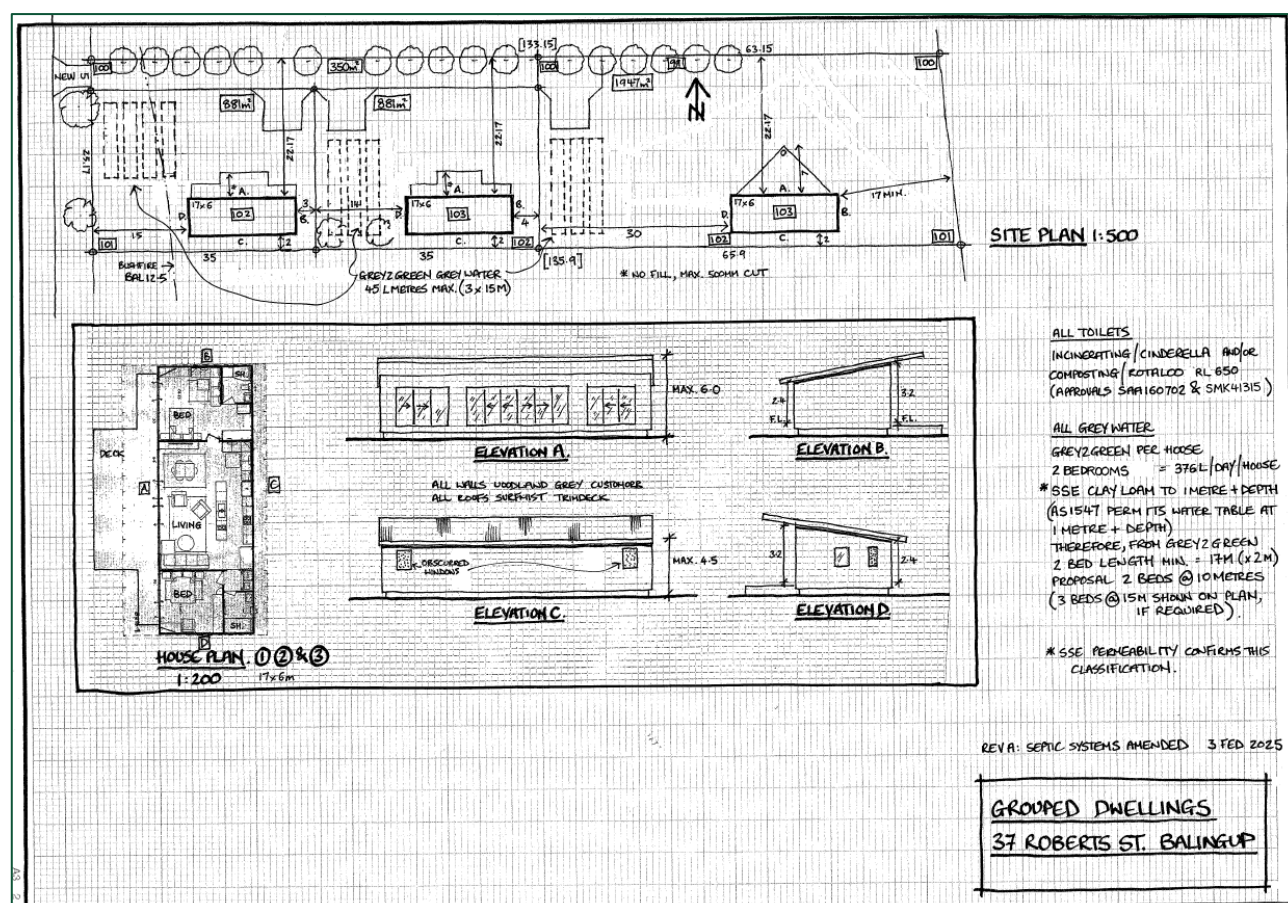


Figure 4 – 37 Roberts Street Plans dated 3 February 2025

The dwellings will be constructed using timber frames and clad with ‘Woodland Grey’ (dark grey) coloured metal sheeting for the walls and ‘Surfmist’ (white) coloured metal sheeting for the roofs. Solar panels will be placed on the roofs and the dwellings will be battery ready with no (bottled) gas appliances to be used.

A shared 5m-side driveway will be constructed along the northern boundary with adjoining on-site parking for 2 vehicles for each dwelling and a new crossover onto Roberts Street.

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|-------------------|--|---------------|--------------|
| Reputational | Possible | Insignificant | Low (3) |
| Risk Description: | Failure to fulfill statutory, regulatory or compliance requirements - There is concern regarding the visual impact of the proposed units, as their small size and modular appearance differ significantly from the traditional single-house developments commonly found in Balingup. This deviation in design may affect the aesthetic character of the area and potentially impact the local community’s perception of the development. | | |
| Mitigation: | The proposal complies with the applicable planning framework. | | |

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|-------------------|--|--------------|--------------|
| Health | Unlikely | Minor | Low (4) |
| Risk Description: | Inadequate Environmental Management - Effluent disposal system not designed and constructed with sufficient capacity/redundancy and in compliance with relevant legislation and standards. | | |
| Mitigation: | Local government does not have legislative authority to consider onsite effluent disposal associated with more than the development of a single dwelling. Approval must be obtained from the Department of Health under separate legislation. The applicant will be required to install the system in accordance with the Department of Health's approval minimising health risks associated with the development. | | |

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

Nil.

Statutory Compliance

The application has been assessed against the relevant and applicable statutory Shire of Donnybrook Balingup Local Planning Scheme No.7 (LPS7) provisions, and the proposal has also been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in [\(Attachment 9.1.3\(4\)\)](#).

Although the proposal achieves the requirements of the Residential Design Codes for the low-density R10 coded area for the land that permits 1 dwelling per 875m² (minimum site area per dwelling) and 1 dwelling per 1000m² (average site area per dwelling) the minimum lot area the front lot sizes would need to be enlarged to ensure that a minimum lot size of 1000m² per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements for lots that are not connected to reticulated sewerage.

The proposed development of the three grouped dwellings complies with the purpose of the Residential zone and the relevant objectives to provide for the development of a variety of household types including grouped dwellings where adequate servicing is available, and the proposal does not adversely effect the amenity of the locality as follows:

3.2.1 Purpose

The purpose of the Residential zone is to cater for the adequate provision of suitably located land in a varied urban residential environment to meet the needs of the community and to promote the amenity of residential areas. In particular, to provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes.

3.7.2 Objectives

The local government's objectives in managing and guiding land use, development and subdivision within the Residential zone are to –

- (i) Provide for a range of housing choice with a high level of amenity in residential areas and which reflect the area's rural character;*
- (ii) Provide for the adequate supply of suitably located land to meet the ongoing residential needs of the community consistent with the Residential Design Codes;*
- (iii) Allow aged or dependent persons' dwellings and grouped dwellings if proper servicing is present and the amenity of the locality is not eroded;*
- (iv) Limit non-residential uses to those of which create self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity;*
- (v) Promote and safeguard the health, safety, convenience, general welfare, and the amenity of residents and the residential area;*
- (vi) Require development and use to be appropriately serviced;*
- (vii) Encourage residential development that will achieve efficient use of existing physical and social infrastructure and is economically serviced and affordable;*
- (viii) Require that the density of development takes account of the availability of reticulated sewerage, the effluent disposal capabilities of the land and other servicing and environmental factors; and*
- (ix) Identify, and where appropriate, protect areas of environmental significance including areas of native vegetation and wetlands.*

The proposed development is consistent with the land use definition of 'Grouped Dwelling' defined in the R-Codes as 'A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of landscape or topography dictate otherwise and includes a dwelling on a survey strata with common property'.

Under LPS7, a Grouped Dwelling land use is a 'D' use in the Residential zone which means that 'the use is not permitted unless the local government has exercised its discretion by granting development approval'.

The inclusion of conditions/advice to ensure adequate serving is available (to deal with effluent disposal given Balingup does not have access to the Water Corporation deep sewer infrastructure).

Consultation

Public Submissions

The application was referred to adjoining/nearby landowners along Roberts and De Lisle Streets for comment (12 December 2024 – 14 January 2025) and included a written notice and copy of the plans. In response to the advertising, two submissions were received which contained concerns/objections with the proposal. The Public Submissions are contained in ([Attachment 9.1.3\(2\)](#)).

The key issues raised in the submission are summarised below along with Officer comments in response.

| Issue Raised | Officer Comment |
|--|--|
| Building design and appearance/lessen the attractiveness of the street | <p>The objection is noted.</p> <p>It is accepted that the proposed grouped dwelling unit buildings are smaller in size and modular in appearance when compared to the existing and more traditional single dwellings that exist in the area.</p> <p>There is limited power available under LPS7 for the Shire to control building aesthetics and the advent of modern more denser forms of housing allowed under the R-Codes such as aged and dependent persons', single bedroom, accessible and small dwellings which stipulate maximum internal floor area of 70-100m² and which will produce a different housing form/product than has been traditionally the norm in rural settlements such as Balingup.</p> <p>The proposal is consistent with the Shire's intent in the Local Planning Strategy, Townsite Expansion Strategy and LPS7 to encourage a variety of dwelling type in the Shire including Balingup.</p> <p>The grouped dwellings units comply with all the requirements of the R-Codes.</p> <p>Staff have recommended that a cohesive colour scheme for the development be considered and approved to improve the overall appearance of the site from outside the lot.</p> |
| Use of the residences by mine workers | <p>Whilst the comment is noted, the future occupation of the units is for the landowner to determine and is not a matter that can be controlled under the Scheme or R-Codes or conditioned as part of any approval.</p> |
| Traffic safety | <p>There are 18 lots (and 10 existing dwellings) currently using Roberts Street. The new units will add 3 dwellings and will not substantially increase the amount of traffic on the local streets. The Shire's Works and Services in considering both proposals for grouped dwellings on Lots 92 and 93 have not recommended that any upgrading of Roberts Street is required.</p> <p>Roberts Street is a cul-de-sac/access place (defined in the WA Planning Commission Policy DC2.6 Residential Road Planning) and would be expected to generate a maximum of 200 vehicles per day at any point and operating speeds are expected to be 20km/h or less along them. Given that Roberts Street is a cul-de-sac with no through connection to SW Highway, this effectively restricts the amount of traffic using Roberts Street to local residents along the street only as opposed to if</p> |

| Issue Raised | Officer Comment |
|--------------|--|
| | it was a thoroughfare from SW Highway to Brockman Street that would be expected to encourage more traffic. |

Consultation with Government/Service Agencies

The proposal, which will utilise alternative treatment systems incinerating or composting toilets with grey water system dispersed by subsoil irrigation for effluent disposal (rather than traditional septic tank/leach drain effluent disposal systems), was referred to the Department of Health and Department of Water and Environmental Regulation for comment. The Departments have no objection to the use of the alternative treatment systems.

The Government/Services Agencies Submissions are contained in [\(Attachment 9.1.3\(3\)\)](#).

Officer Comment

The proposal has been assessed in accordance with the relevant State Planning Policy 3.7 Bushfire and State Planning Policy 7.3 Residential Design Codes and the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7.

Key considerations identified:

4.3 Special Application of Residential Design Codes

Under the provisions of the Scheme, the Shire has the authority to restrict the density of residential development, notwithstanding the applicable density code to align with the Department of Health's "Government Sewerage Policy 2019." Additionally, residential development must comply with the requirements outlined in Clause 4.39 of LPS7 concerning sewerage connection and effluent disposal. In this instance, the applicant has proposed the use of incinerating or composting toilets, in combination with a greywater system dispersed through subsoil irrigation for effluent disposal. This method has been reviewed and supported by both the Department of Health and the Department of Water and Environmental Regulation. It is also important to note that this applicant has previously employed this same effluent disposal method in other similar developments in Balingup:

1. Development Approval P23040, approved on 24 April 2024, under Council Resolution 60/24 for Lot 501 (3) Brockman Street, Balingup.
2. Development Approval P22016, approved under delegation, Lot 66 (38) Roberts Street, Balingup.

Given the increased density of this development and the requirement to bury composted toilet waste onsite, it is recommended that only incinerating toilets be supported when the number of dwellings on the site exceeds 2. It is recommended that an advice note be included to inform the applicant of their obligations, as well as the requirements for any future proposed strata title development.

Clause 4.17 General Appearance of Buildings and Preservation of Amenity

The Scheme requires that the development be in harmony with surrounding developments and allows the Shire to place conditions on approvals to ensure that the development will not have an adverse impact on the character of the area or the amenity and landscape quality of the locality. The proposal achieves the deemed-to-comply requirements under the R-Codes and the dwellings will be setback over 20m to the adjoining dwelling to the north and with proposed landscaping throughout the site will provide an attractive appearance and will not be expected to have an adverse impact on the character, amenity, or landscape of the locality.

4.39 Sewerage Connection for Residential Development

As noted in Cl.4.3 above, the Scheme requires all residential development in the Residential zone to connect to the deep sewerage system unless the Department of Health are satisfied that on-site effluent disposal systems can adequately treat domestic effluent. The property does not have access to deep sewer infrastructure and will use separate alternative treatment systems for on-site effluent disposal systems for each dwelling. The Department of Health have supported the proposed on-site effluent disposal systems subject to the following conditions:

- Greywater disposal as per the updated plans (3 Feb 2025).
- Approval is required for any on-site waste water treatment process (by the Department of Health or local government) with such proposals being in accordance with the following publications. These may be referenced and downloaded from:
https://ww2.health.wa.gov.au/Articles/A_E/Apply-to-install-a-wastewater-system
- Setback distances based on current health sewage legislation are required from the effluent treatment area(s) and/or land application area(s) to any subsoil drainage system, open drainage channel.
- The above subject to planning/local government signing off that the development meets the minimum lot sizes of the Government Sewerage Policy as per Table 5.2.1.

An updated site plan is recommended as a condition of approval, to demonstrate compliance with the Government Sewerage Policy.

4.51 Residential Zone

The Shire's policies in controlling development within the Residential zone include:

- (i) Ensure that subdivision and development comply with a Structure Plan where applicable, the Local Planning Strategy and the principles of any Local Planning Policy adopted by the local government;
- (ii) Apply the Residential Design Codes to all residential development provided for in this Scheme. The property is within the Structure Plan Area 15 which requires the land to be consolidated and developed with an R10 land use expectation. The proposal achieves the R10 requirements, and the site is considered capable of treating the expected domestic effluent loads produced by the grouped dwellings to the satisfaction of Department of Health.

Local Planning Strategy

The property is identified as Residential under the Local Planning Strategy; and Existing Urban Footprint under the draft Local Planning Strategy 2024. The proposal is considered consistent with the future intention of the area in the strategies to be used for residential developments.

Townsite Expansion Strategy (2008)

The property is identified within the Central Highway Precinct of the Strategy and complies with the following strategies for the area:

BS3 Provide timely, co-ordinated and sustainable residential development and infill development within the established townsite settlement boundary.

BS10 Investigate alternative and innovative effluent systems to service the townsite.

BS11 Identify Development Investigation Areas and provide direction on nature and density of uses for the areas.

Development considerations

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

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

- (d) Granting development approval without conditions; or*
- (e) Granting development approval with conditions; or*
- (f) Refusing to grant development approval.*

Officers have assessed the application, including the public submissions and advice from the Department of Health and Department of Water and Environmental Regulation and other Shire service divisions.

Conclusion

The proposal complies with the requirement of orderly and proper planning for the following reasons:

- Grouped dwellings are a 'D' discretionary land use in the zone which means that the use can be permitted;
- It complies with all of the R-Code requirements for R10 density coded land;
- Is consistent with LPS7 development standards and the objectives for the Residential zone;
- It complies with the recommendations in the existing and draft Local Planning Strategies;
- Can be made to comply with the Government Sewerage Policy 2019 requirements and has been supported by the Department of Health and Department of Water in respect to on-site effluent disposal;
- The planning matters raised in the public submissions from adjoining/nearby landowners can be addressed through the imposition of conditions.

Whilst Officers note the concerns/objection in the submissions that reflects an obvious change to the traditional single house developments in this area, it is considered that the application complies with the requirement of orderly and proper planning. Conditional approval of the application is recommended.

Cr Patrick moved the following:

| | | |
|-------------------------------------|------------------|-------------------------------------|
| COUNCIL RESOLUTION: 61/04-25 | | |
| MOVED BY: | Cr Grant Patrick | SECONDED BY: Cr Deanna Shand |

That Council 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 P24075 for 3 Grouped Dwellings on Lot 92 (No. 37) Roberts Street, Balingup subject to the following conditions and advice:

1. Prior to the endorsement of any plans, amended plans to the satisfaction of the Shire must be submitted to and approved by the Shire. When approved, the plans will be endorsed and will then form part of this approval. The plans must be generally in accordance with the plans in Attachment 9.1.3(1), but modified to show the following:
 - a. The front lot sizes to be enlarged to ensure that a minimum lot size of 1000m² per dwelling unit is achieved to comply with the Government Sewerage Policy 2019 requirements.
2. The finished floor level of the approved dwellings shall not be more than 102m AHD for the front unit and 103m AHD for the rear units shown on the approved plans.
3. The effluent disposal area on the rear lot to achieve a minimum 30m setback to the minor ephemeral creekline at the rear of the property to the satisfaction of the Shire.
4. All external fixtures are to be designed, located and installed in accordance with Clause 5.4.4 of State Planning Policy 7.3 Residential Design Codes so as not to be visible from the primary street or visually obtrusive to the satisfaction of the Shire.
5. Prior to the occupation of any of the grouped dwellings, an enclosed lockable storage area of at least 4m² in area shall be provided for each of the dwellings in accordance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes.
6. Bin storage areas shall be conveniently located and screened from view to the satisfaction of the Shire.
7. Prior to the lodgement of a building application, an application for a vehicular crossover is to be submitted to and approved by the Shire in accordance with the Shire's crossovers standards. Prior to the occupation of the development, the crossover is to be installed in accordance with the crossover approval and continuously maintained thereafter to the satisfaction of the Shire.

8. No vehicle access is permitted to or from De Lisle Street.
9. Prior to occupation of any of the grouped dwellings, the driveway, parking spaces and all vehicle manoeuvring areas, generally in the locations identified on the approved plans, are to be constructed to a sealed standard, drained and clearly designated to the satisfaction of the Shire and thereafter maintained.
10. Prior to the lodgement of a building application, a Stormwater Management Plan is to be submitted to, and approved by the Shire demonstrating compliance with the Shire's stormwater management standards and the *Animals, Environment and Nuisance Local Law 2017*. Stormwater is to be managed thereafter by the landowner in accordance with the approved Stormwater Management Plan the satisfaction of the Shire.
11. All construction materials, including any associated waste/rubbish, is to be contained on-site at all times. Prior to the occupation of the development, all waste/rubbish is to be removed from the subject site and left in a tidy state to the satisfaction of the Shire.
12. Prior to the occupation of the development, the dwellings being connected to the reticulated potable water supply network.
13. Prior to the occupation of the development, the dwellings must be connected to approved effluent disposal system(s) to the satisfaction on the Shire in consultation with Department of Health.
14. The dwelling located closest to Roberts Street must be constructed to a Bushfire Attack Level (BAL) of 12.5, as determined by Bushfire Smart (report date: 10 December 2024), and in accordance with Australian Standard 3959 – Construction of Buildings in Bushfire Prone Areas (or any superseding standard).

Advice:

- a. The Shire Environmental Health Services advises that:
 - i. An approved secondary or alternative on-site effluent disposal system adequate to the proposed use of the premises is required to fully comply with the 'Government Sewerage Policy 2019', Health (Miscellaneous Provisions) Act 1911 and Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.
 - ii. Prior to the lodgement of a building application an 'Application to Construct or Install an Apparatus for the Treatment of Sewage' is required to be lodged with the Shire's Environmental Health Services for referral to the Department of Health for approval. A building permit is not able to be issued for this development until the onsite effluent disposal application has been determined.
 - iii. If the applicant intends to lodge a strata proposal in future it is likely that the Shire would then require a notification, pursuant to Section 70A of the Transfer of Land

Act 1893 to be placed on the certificates of title of the proposed lots. The notification is to state as follows:

The sewage treatment and disposal system for development must service each dwelling/unit and be owned and operated by a single person or entity contracted to provide the service or the strata company for the strata scheme. An acceptable maintenance program must be in place for the sewage treatment system and disposal area to the satisfaction of the Shire.

- b. Compliance with the Building Code of Australia is required. A Building Application must be submitted to, and approved by, the Shire prior to the commencement of any development. The building plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent revisions to the plans may require prior Development Approval.
- c. With regards to the condition referring to compliance with Clause 5.4.4 of the State Planning Policy 7.3 Residential Design Codes, 'external fixtures' is to have the same meaning as within the Residential Design Codes and includes clothes drying structures, solar collectors, communication and television aerials, water heaters, meter boxes etc.
- d. With regards to the condition relating to stormwater, written approval must first be obtained from the Shire when a landowner proposes to directly discharge the stormwater to the Shire's open and piped drainage infrastructure.
- e. Any front fencing shall comply with Clause 5.2.4 of the State Planning Policy 7.3 Residential Design Codes and be visually permeable when 1.2m above natural ground level.
- f. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- g. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.
- 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.

| |
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| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

9.1.4 Development Application P25018 – Yabberup Hall Universal Access Toilet Addition – 5 Yabberup Road, Yabberup

Report Details:

Prepared by: Manager Development Services/Planning Officer

Manager: Ross Marshall, Director Operations

Applicant: Shire of Donnybrook Balingup

Location: 5 (Reserve 2883) Yabberup Road, Yabberup

File Reference: A2994 (P25018) **Voting Requirement:** Simple Majority

Attachment(s):

9.1.4(1) Floor plans and elevations

9.1.4(2) Assessment under Clause 67

Executive Recommendation

That Council 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 P25018 for the Yabberup Hall Universal Access Toilet upgrade at 5 (Reserve 2883) Yabberup Road, Yabberup, subject to the following condition and advice:

1. The layout of the site and the size, design and location of the buildings and works permitted must always accord with the approved plans, including any notations, and must not be altered or modified without the further written consent of the Shire.

Approved plans:

- i. Site plan (Sheet 1 of 4)
- ii. Floor plan (Sheet 2 of 4)
- iii. Elevation (Sheet 3 of 4)
- iv. Section (Sheet 4 of 4)

Advice notes:

- a) Compliance with the Building Code of Australia is required. A Building Application must be submitted to, and approved, by the Shire prior to the commencement of any development. The building plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent revisions to the plans may require prior Development Approval.
- b) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- c) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.

Strategic Alignment

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

- Outcome:** 2 - A safe and healthy community.
- Objective:** 2.1 - Improve access to facilities and services to support community health and wellbeing.
- Item:** Nil.

Executive Summary

The purpose of this report is for Council to consider an application for development approval for the works involved with the addition of a universal access toilet at the Yabberup Hall as outlined in [Attachment 9.1.4\(1\)](#). Development approval is required due to a setback relaxation being required, the premises being on the Municipal Inventory and the land being located within a special control area.

The cost of the works to the Yabberup Hall exceeds the delegated authority available to Staff to approve development applications received for land owned or managed by the Shire of Donnybrook Balingup up to the value of \$20,000 (the budget for the works is \$35,000) and the proposal is required to be submitted to Council for consideration.

Officers recommend the development application be granted approval subject to conditions.

Background

The Yabberup Hall is listed within the Shire's Municipal Heritage Survey (Inherit Place No. 00736) with a category 1 classification meaning that the Shire considers the highest level of protection appropriate, with maximum encouragement to conserve the significance of the place. The entry identifies the building condition as "good" and contains the following information:

Statement of significance:

Yabberup Hall is a rare hall of red Flemish bond brickwork with contrasting blue and dark red half bricks. It was constructed with local volunteer labour and has been the focus of social activities in the area since its completion in 1896.

Physical description:

Yabberup Hall is a medium sized hall constructed of Flemish bond brickwork with a moderate to steeply pitched gable roof of corrugated iron. A skillion addition at the rear (west) side is constructed of matching brickwork. A verandah runs along the south (front) wall which butts into the skillion and a tall chimney protrudes from the centre of the same wall. The bricks are red with a blue or dark red brick providing a contrast in the half bricks of the bond work.

The current toilet block was constructed in 1973/1974, prior to the advent of the premises standards and prescribed consideration of universal access for patrons with mobility aids/parents with prams.

For the hall to continue to be successfully used for social activities in the District it has been recognised that a universal access toilet is needed.

The site, while zoned Priority Agriculture within the Shire of Donnybrook Balingup Local Planning Scheme No. 7 (LPS7), is relatively small in area (2,024m²) (refer Figure 1). The proposed location has been selected to provide access to existing plumbing (both water and waste water, while being clear of the existing onsite effluent disposal system) as well as to be largely screened behind the existing building, when viewed from the road (refer Figure 2). This location requires consideration of a relaxation of a scheme standard, specifically with regards to side setbacks i.e. from 20 m to 1 m.



Figure 1 – Yabberup Hall Reserve 2883 bordered in red

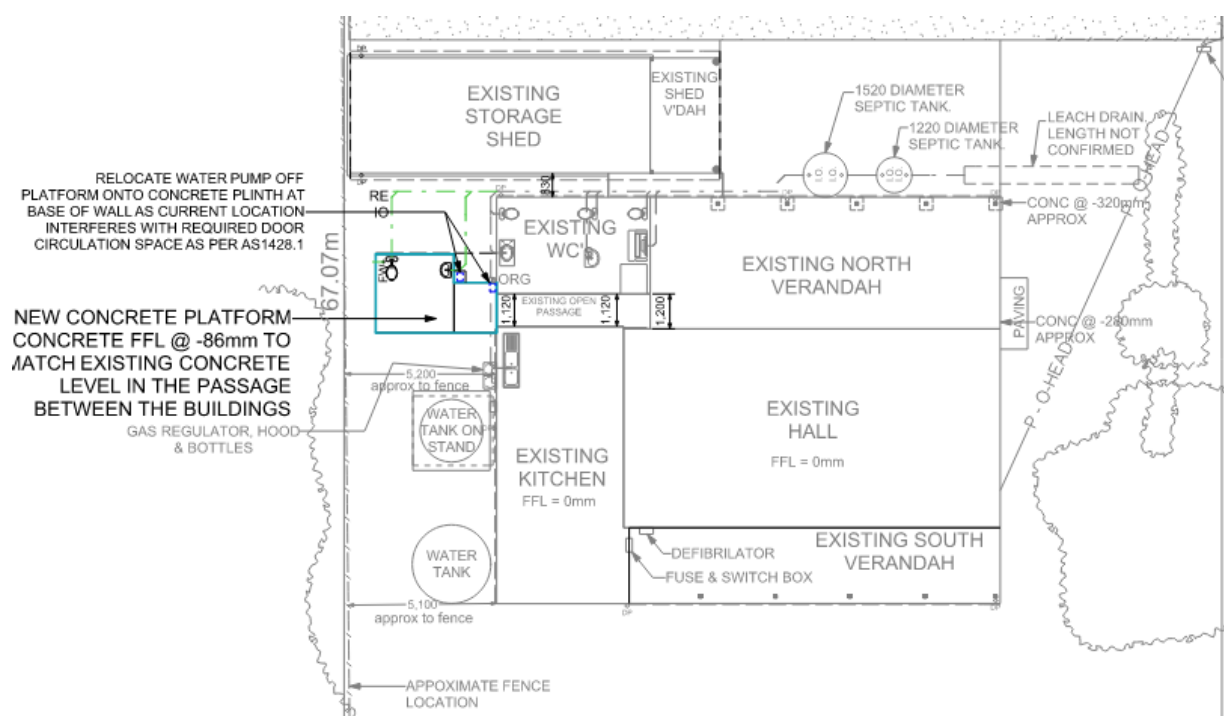


Figure 2 – Site plan showing extent of proposed works with reference to existing features

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|-------------------|---|--------------|--------------|
| Reputational | Possible | Moderate | Moderate (9) |
| Risk Description: | Inadequate asset sustainability practices i.e. buildings are not adapted to meet the needs of the community. | | |
| Mitigation: | The provision of a UAT goes some way to assist members of the community to continue to participate in activities at the Hall. | | |

Financial Implications

The project is a current project funded through Job No. B369 and the budget for the works is \$35,000.

Policy Compliance

Nil.

Statutory Compliance

The application has been assessed against the relevant and applicable statutory Shire of Donnybrook Balingup Local Planning Scheme No.7 (LPS7) provisions as follows:

Part 3 – Zones and the Use of Land

The lot is zoned Priority Agriculture under LPS7. As the proposal involves works only and will not affect the historic and existing land use as a hall, the current zoning does not affect the application.

Part 4 – General Development Requirements

Clause 4.17 General Appearance of Buildings and Preservation of Amenity

The Scheme requires the Shire ensure the development is in harmony with surrounding developments and allows the Shire to place conditions on approvals to ensure the development will not have an adverse impact on the character of the area or the amenity and landscape quality of the locality.

The proposal will be screened from the road and improve the amenity for users of the building.

Clause 4.42 Bush Fire Hazard and Fire Management Plans

The Scheme requires the Shire assess applications for development approval where the land is a bushfire risk and ensure that development complies with relevant State and local government policy on bushfire protection.

The property is designated as bushfire prone by Department of Fire and Emergency Services mapping. The proposal is considered exempt from the requirements of State Planning Policy 3.7 as it involves works only and will not increase the capacity of the building.

4.55 Priority Agriculture Zone

The Shire's policies in controlling development and influencing subdivision within the Priority Agriculture zone are to:

- a. Seek to protect the economic viability of land for rural use given its importance to the economy of the district;*
- b. Seek to protect the area from uses which will reduce the amount of land available for rural purposes; and*
- c. Recognise the aesthetic and tourism importance of the scenic landscape, realise the need to retain the rural scenic character of a site and of the district and by ensuring, through siting and landscaping provisions, that any development does not detrimentally change the scenic rural character.*

The proposal is considered to comply with subclause c. above on the basis that the proposal will not change the appearance of Yabberup Hall from the front and will improve the use of the building by all members of the community.

Under Cl.4.55.2 of LPS7, there are setbacks required for development within the Priority Agriculture zone. The proposal proposes to vary the side setback from 20 m to 1 m. Please refer to the consultation section of this report regarding this relaxation.

Under Cl.4.54.8.8 of LPS7, in assessing applications for development approval within the Priority Agriculture zone, the Shire will consider the following:

- a. The availability of services required to support the proposed development and the economic impact of the provision of, extension or upgrading of those services that may be required;*
- b. The adequacy of the roads, existing or proposed in the area which may be needed to support the amount of road traffic expected to be generated by the development; and*

- c. *The need to enforce such conditions as the local government deems appropriate, in order to minimise any adverse effect, the development may have on the general environment of the area.*

The proposal is considered to comply with these requirements on the basis that:

- There are no changes required to servicing and the existing services are adequate.
- It will not generate additional traffic.

Cl.4.54.10 of LPS7, enables the Shire to refuse an application for development approval, where in its opinion, the proposed development will:

- (i) Adversely affect the rural landscape;*
- (ii) Adversely impact upon the agricultural use of the land and adjacent/nearby areas;*
- (iii) Cause detrimental environmental impacts;*
- (iv) Result in unacceptable fire management risk;*
- (v) Place unacceptable servicing requirements which have not been appropriately addressed by the applicant;*
- (vi) Result in the impacts of the proposed use/development not being adequately contained on the application site;*
- (vii) In the opinion of the local government, result in an undesirable planning outcome.*

The proposal is not expected to create any of the adverse impacts mentioned and is not considered to warrant a refusal.

Local Planning Strategy

The lot is identified as Rural Smallholdings under the Shire of Donnybrook-Balingup Local Planning Strategy (LPS).

Cl.5.4.2 of the LPS states:

The purpose of the Rural Smallholdings zone is to provide for rural lifestyle opportunities and associated small scale agricultural production, where appropriate, in strategic locations consistent and compatible with adjacent land use activity, landscape and environmental attributes of the land.

The proposal does not affect the existing or future use of any surrounding properties for rural purposes and is considered to comply with the LPS requirements.

Disability Services Act 1993

Within Council's adopted Disability Access and Inclusion Plan 2024-2029 the Shire has committed to reviewing community hall facilities to improve access within heritage requirements. This proposed upgrade will exceed this commitment.

Consultation

Consultation with Government/Service Agencies

Given the local heritage status of the Yabberup Hall, the proposal was referred to the Department of Planning, Lands and Heritage (Historic Heritage Conservation) for comment. As the site is not listed on

the State Register, the Department informed that the Hall *“has not been identified as a place warranting assessment by the Heritage Council”*.

While the land is located within Special Control Area – SCA7 – Road protection area, as there is no proposed changes to the existing access arrangements, or changes to the Hall capacity, it wasn't considered necessary to refer this proposal to Main Roads WA for comment.

Neighbour consultation

The affected neighbour was provided an opportunity to comment on the reduced side setback. At the time of writing, no comment has been received.

Officer Comment

The proposal has been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in [Attachment 9.1.4\(2\)](#).

The current purpose for Reserve 2883 is “Hall Site Agricultural”. The proposed modifications do not change the purpose for the Reserve and it is considered that they assist to enable its continued use by most members of the community.

Development considerations

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

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

- (g) Granting development approval without conditions; or*
- (h) Granting development approval with conditions; or*
- (i) Refusing to grant development approval.*

Officers have assessed the application and consider the proposal capable of being approved as proposed.

In addition, the inclusion of a universal accessible toilet exceeds Council's commitments of improved access within heritage buildings, by enabling those with additional mobility needs the ability to stay longer at the hall, with ablution facilities available.

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|-------------------------------------|-----------------|------------------------------------|
| COUNCIL RESOLUTION: 62/04-25 | | |
| MOVED BY: | Cr Deanna Shand | SECONDED BY: Cr Alexis Davy |

That Council 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 P25018 for the Yabberup Hall Universal Access Toilet upgrade at 5 (Reserve 2883) Yabberup Road, Yabberup, subject to the following condition and advice:

1. The layout of the site and the size, design and location of the buildings and works permitted must always accord with the approved plans, including any notations, and must not be altered or modified without the further written consent of the Shire.

Approved plans:

- i. Site plan (Sheet 1 of 4)
- ii. Floor plan (Sheet 2 of 4)
- iii. Elevation (Sheet 3 of 4)
- iv. Section (Sheet 4 of 4)

Advice notes:

- a) Compliance with the Building Code of Australia is required. A Building Application must be submitted to, and approved, by the Shire prior to the commencement of any development. The building plans must reflect the relevant conditions and approved plans of this Development Approval. Any subsequent revisions to the plans may require prior Development Approval.
- b) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.
- c) Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought or obtained.

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| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

Cr Patrick left the Chamber at 6:48pm.

Cr Patrick re-entered the Chamber at 6:49pm.

9.1.5. Bliss Festival 2025 – Event Application

Report Details:

Prepared by: Manager Development Services
Manager: Director Operations
Applicant: The Liberators
Location: The Berry Delightful, 19503 South Western Highway, Brookhampton
File Reference: A1975 **Voting Requirement:** Simple Majority

Attachment(s):

- 9.1.5(1) State Administrative Tribunal Order
- 9.1.5(2) Applicant's - Berry Delightful Fire Risk Assessment
- 9.1.5(3) Applicant's - Fire Emergency Management Plan
- 9.1.5(4) Applicant's - Emergency Evacuation Management and Procedure

Executive Recommendation

That Council:

1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Bliss Festival 2025, as temporary works and use and therefore exempt from development approval under clause 61(1)(a)(17) and 61(2)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Approves the event, Bliss Festival 2025, proposed to be held at The Berry Delightful, 19503 South Western Highway, Brookhampton from 30 December 2025 until 2 January 2026 subject to the following conditions:
 - a) All commitments and undertakings provided for in the application to be complied with. Should there be any discrepancies between the documents and these conditions, the condition prevail to the extent of the inconsistency;
 - b) A maximum accommodation number of 350 people on site at any one time;
 - c) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
 - d) Event organiser to provide evidence of minimum \$20 million public liability insurance for all proposed activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 7 days prior to the event date;
 - e) Written confirmation of suitability of access and egress, to be supplied by WA Fire, at least 7 days prior to the event date. This is to include that identified emergency routes, are capable of being traversed by 2WD and vehicles under towing conditions;
 - f) Prior to the inflatable water pontoon being deployed to site, the event organiser is to provide a copy of the inflatable's detailed safety inspection report, that is not more than 12 months old, carried out by a competent person;
 - g) The risk management plan to be updated to reference the current Department of Health Guidelines for concerts, events and organised gatherings and include risks associated with swimming in farm dams e.g. poor water quality, lack of visibility of submerged persons/objects, risk of cold water shock, represent the changes made to the event layout

and proposed mitigation measures as part of the fire safety measures and ensure that the risk mitigation measures are reflected in supporting safety plans. Revised plan to be provided at least 14 days prior to the event date and be to the satisfaction of the Shire;

- h) Recreational bacteriological water sampling to be conducted of the dam by a competent person and tested by a NATA accredited laboratory in the lead up to the event. Two samples four weeks ahead and then two samples two weeks ahead from the event date will be a minimum requirement. Results will be reviewed in line with the Department of Health's Microbial Quality of Recreation Water Guidance Note to demonstrate suitability for recreational use;
- i) All electrical equipment is to be tested and tagged by an appropriately qualified person;
- j) All temporary generator installations must be earthed in accordance with Australian Standards, as appropriate. A Form 5 "Certificate of Electrical Compliance" is required to be submitted by a licensed electrical contractor for all temporary power installations prior to commencement of the event;
- k) A minimum of seven (7) temporary toilets comprising three (3) male toilets, three (3) female toilets and one (1) unisex accessible toilet and associated hand basins are to be provided for the event use. They are to be placed so that they are within 90 metres of any camp site;
- l) All toilets are to be serviceable for the duration of the event and located in a manner to facilitate servicing/replenishment for the duration of the event;
- m) Event organiser to provide evidence of a suitable potable water supply for patron use for the duration of the event to the satisfaction of the Shire;
- n) Event and camp grounds are to have adequate lighting after dark;
- o) Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;
- p) All temporary structures (including gazebos, tents and camping structures) must be suitably secured to prevent movement in wind gusts and must not be used if winds will exceed manufacturer specified rating;
- q) For the stages and any tent or marquee greater than 55m² the event organiser is to provide a Certificate of Structural Adequacy from a practising structural engineer or authorised installer, confirming structural adequacy of temporary structures installed. Certificate of Structural Adequacy is required to be completed by an authorised installer or structural engineer and submitted prior to commencement of the event;
- r) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire Chief Executive Officer;
- s) The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include:
 - i. A Noise Prediction Modelling report completed by a suitably qualified Acoustic Consultant whose qualifications/experience qualifies them for membership to the Australian Acoustical Society;
 - ii. A Noise Management Plan committing to monitoring of sound levels, by a suitably qualified/experienced Acoustic Consultant at the mixing desk and three locations external to the venue for the duration of the event; and;
 - iii. Notification to residents identified as likely to experience noise at levels exceeding the assigned levels through the noise modelling is to be undertaken by the Shire, at

the applicant's cost. This notification is to include contact details for the applicant for management of complaints throughout the event period;

- t) Camping for event attendees is permitted for three nights and subject to separate written approval from the Shire;
- u) Applicant to submit a Traffic Management Plan (TMP) prepared by an appropriately qualified person, showing temporary warning signs and method of traffic management to control traffic integration with South West Highway. TMP and any proposed event signage will require separate approval from Main Roads WA, prior to commencement of the event. Written evidence of Main Roads WA approval required to be submitted at least 7 days prior to the event;
- v) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the TMP must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;
- w) Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval. The following information, for each food vendor, is also required to be submitted:
 - i. A copy of the vendors 'Food Business Registration Certificate (*Food Act 2008*)' from their "home" Shire (if not from the Shire of Donnybrook Balingup); and;
 - ii. A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- x) A first aid post with a minimum of one qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
- y) The event organiser is to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully without any rubbish or debris being deposited on neighbouring properties;
- z) An event debrief meeting is to be arranged with the Shire within two months of the event date, with relevant festival staff to be available to contribute. A list of complaints, issues and successes to be available for discussion.

Advice note:

1. Applicant to note that events during the established high bushfire threat period, particularly over long weekends when volunteer numbers are low, are at greater risk of being impacted by total fire bans and harvest vehicle movement bans.

Strategic Alignment

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

- Outcome:** 2 - A safe and healthy community.
 - Objective:** 2.2 - Facilitate, encourage and support a diverse range of festivals, community events, arts and cultural activities.
 - Outcome:** 9 - A thriving economy.
 - Objective:** 9.2 - Attract and retain a diverse mix of businesses and investment opportunities.
 - Outcome:** 10 - A popular destination for visitors and tourists.
 - Objective:** 10.1 - Encourage more people to stop, shop and experience the Shire of Donnybrook Balingup.
-

Executive Summary

The State Administrative Tribunal has invited the Shire to review the refusal of an event application, Bliss Festival 2025, to be held at 19503 South Western Highway, Brookhampton for 500 people during the established high bushfire threat period. Relevant shire staff have undertaken a site visit with the applicant's fire consultant which has resulted in a number of commitments being made by the applicant including a new event duration of 30 December 2025 until 2 January 2026. While this event duration is still within the established high-risk period, Shire staff consider that an application, with a reduced capacity of 350 people in total, may be supported, with conditions.

Background

At its Ordinary Council meeting held 27 November 2024 Council resolved the following:

"COUNCIL RESOLUTION 204/11-24

That Council:

- 1. Considers the event application, Bliss Festival 2025, as temporary works and use and therefore exempt from development approval under clause 61(1)(a)(17) and 61(2)(f) of the Planning and Development (Local Planning Schemes) Regulations 2015.*
- 2. Refuses the event, Bliss Festival 2025, proposed to be held at The Berry Delightful, 19503 South Western Highway, Brookhampton from 24 to 27 January 2025 for the following reasons:*
 - 2.1 Forest fuel loads in the immediate area to the premises are over 10 years old, contributing to a fire risk rating of "extreme".*
 - 2.2 The premises has little to no safe areas of refuge to allow for patrons to muster during a fire emergency response.*
 - 2.3 Limited access and egress to this property would impede the safe evacuation of patrons during an emergency and negatively impact access for firefighting resources.*
 - 2.4 Mobile service and emergency radio communications are limited in this area which may negatively impact emergency response to this premises.*
- 3. Encourages the applicant to consider an event at the premises outside of the Shire's high threat period i.e. outside of the period 1 December to 31 March".*

The landowner, on behalf of the event applicant, referred the matter to the State Administrative Tribunal (SAT) for review. At a mandatory confidential mediation hearing, SAT ordered a number of things to occur including:

"Pursuant to s 31(1) of the State Administrative Tribunal Act 2004 (WA) the respondent is invited to reconsider the decision on or before 3 February 2025".

The applicant resubmitted an event application with updated fire safety commitments and a change in event date of 28 February 2025 to 3 March 2025. Officers were prepared to consider an event on

this date, subject to a maximum accommodation number of 350 and a number of other conditions relevant to events of this nature. The applicant, during a further deputation to Council at the 29 January 2025 Special Council Meeting, indicated that 350 was not a viable number for an event of this nature and requested that the number be increased to 500. An amendment to the motion to increase the capacity from 350 to 500 was voted upon and lost.

At the January meeting the applicant also indicated that the February/March date was also unlikely to be achieved and that they would need to consider a new date, later in the year. A new date was not available at the time of the meeting. There were some administrative missteps made during the meeting with some confusion over the voting requirement which resulted in there effectively being no decision made on this revised application.

A further SAT mediation conference occurred on 7 February 2025 with relation to an event at this location with the new orders issued as outlined in [Attachment 9.1.5\(1\)](#).

A new completed application form was received 28 February 2025 with supporting documentation received 5 March 2025. Supporting documentation included:

- Berry Delightful Fire Risk Assessment
- Bliss Fest 2025 Main Risk Management Plan
- Waste & Hygiene Management Plan
- Noise Management Plan
- Fire Emergency Management Plan
- Parking and Traffic Management Plan
- Drug and Alcohol Assessment and Management Plan
- Water Safety Assessment and Management Plan
- Emergency Evacuation Procedure
- Proposed Runsheet and Schedule of Events

The revised date for this event is from 30 December 2025 until 2 January 2026 for 500 people, with set up to commence from 26 December 2025 and pack down concluding on 4 January 2026. The organisers describe their event as an “18+, alcohol and drug free, health focussed holistic event”. Camping is proposed, with all food to be provided for from the existing registered food business by an event participant. Swimming is proposed within the existing site dam, with an inflatable device proposed to be deployed onto the dam for the duration of the event.

There will be three activity stages on site with amplified music proposed as follows:

| Date | Start Time | Finish Time |
|------------------|------------|---|
| 30 December 2025 | 19:00 | 22:30 |
| 31 December 2025 | 15:00 | 24:00 (reduced to 55dB(A) from 22:00-24:00) |
| 1 January 2026 | 10:00 | 20:00 |

The proposed event remains within the Shire's established high bushfire threat period.

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|-------------------|---|--------------|--------------|
| Health | Likely | Catastrophic | Extreme (20) |
| Risk Description: | Business and community disruption - Fire risk to attendants; inability to adequately respond to an emergency given the nature of the site and surrounding area at the time of year proposed. | | |
| Mitigation: | Reduction in numbers of people on site to a level that is considered able to be accommodated on site should refuge from radiant heat and ember attack be required. | | |
| Risk: | Likelihood: | Consequence: | Risk Rating: |
| Reputational | Likely | Major | High (16) |
| Risk Description: | Business and community disruption/Providing inaccurate advice/information - Approval of the event during an established high threat period, when response times will be impacted upon by resource availability and an incident occurs. | | |
| Mitigation: | Applications are assessed on a case-by-case basis, through an internal, multi-disciplinary approach. The application outcome is considered with a resultant recommendation determined using a risk based approach. Staff and volunteer local knowledge, specific to this area, understanding the resources available have been consulted as part of the assessment process. | | |

Financial Implications

Should Council determine to approve the event, the following fees are applicable:

| Item | Rate |
|-----------------------------------|--------------------|
| Application Fee Temporary Camping | \$100 |
| Water sampling fee (if requested) | \$188 (per sample) |
| Application fee Regulation 18 | Up to \$1,2500 |
| Notification letters | To be determined |

There have been administrative costs and opportunity costs associated with relevant officers actively attending and participating in the SAT process.

Legal advice may be required should the matter proceed to a formal SAT hearing.

Policy Compliance

As this event involves more than one stage, is a multi day event and requires consideration of approval of a non-complying noise event, under Policy COMD/CP-6 Events, this event application requires Council determination.

The duration of the event and set up/pack down dates meets the criteria for an exemption from Development Approval under item 4 of Policy COMD/CP-6 Events.

Statutory Compliance

Section 31(2) of the *State Administrative Tribunal Act 2004* states:

Upon being invited by the Tribunal to reconsider the reviewable decision, the decision-maker may:

- (a) affirm the decision; or*
- (b) vary the decision; or*
- (c) set aside the decision and substitute its new decision.*

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

Under clause 61(1)(a)(17) and 61(2)(f) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, events can be considered as exempted development where they meet the definition of “temporary works”. Temporary works are defined as “the works are in existence for less than 48 hours, or a longer period agreed by the local government, in any 12-month period”.

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

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

The proposed event meets the exempted development criteria.

Events in Western Australia are assessed under the following legislation:

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

The water quality of the dam for swimming will need to be assessed against the National Health and Medical Research Council (NHMRC) *Guidelines for Managing Risks in Recreational Waters*.

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

Consultation

Following a SAT Directions Hearing on 12 December 2024, a site visit occurred on 19 December 2024 by the Shire's Community Emergency Services Manager, Manager Development Services, Chief Executive Officer and DFES District Officer in the company of the landowners. The purpose of the site visit was to inform a mediation hearing that was conducted on 20 December 2024.

Following the mediation, a further site visit was conducted on 27 December 2024 between the event organiser's independent fire consultant (WA Fire), the Shire's Community Emergency Services Manager and Chief Executive Officer in the company of the landowners.

Water samples were collected by the Shire's Principal Environmental Health Officer in the company of the Manager Development Services on 15 January 2025 in an effort to establish baseline information and inform potential event conditions. The landowners were present during this sampling.

Main Roads WA were requested to provide comment regarding this application, however no formal feedback has been provided to date.

The updated event application was referred internally across the Operations directorate, with the main concern still being fire, as discussed further under officer comment.

Officer Comment

Fire

As outlined in the November report, the Department of Fire and Emergency Services Bushfire Risk Management System (BRMS) identifies the immediate area of the event location as an extreme bushfire risk.



Figure 1 – Bushfire Risk (Plan generated 8/11/2024)

Figure 2 outlines Bushfire Prone areas, as designated by the Fire and Emergency Services Commissioner, with radiant heat likely to impact areas shaded in pink (subject property outlined in black).



Figure 2 – Excerpt DFES Bushfire Prone Mapping

A new document has been submitted with the revised event date “Berry Delightful Fire Risk Assessment” ([Attachment 9.1.5\(2\)](#)). This assessment was prepared by The Liberators and has been reviewed by the applicant’s Fire consultant who is not currently accredited under bushfire attack level assessment accreditation framework in use across Western Australia.

The Shire’s Community Emergency Services Managers (both current and acting) have reviewed the revised application with no change to their previous recommendations regarding this site for use

during the high threat period from an operational perspective. While the Shire recognises the undertakings proposed by the event organiser, it is considered that the premises has little to no safe areas of refuge to allow for patrons to muster during a fire emergency response at an occupancy rate of 500 patrons. A safe area of refuge is considered an enclosed structure that protects patrons from radiant heat and bushfire smoke i.e. the open grassed areas and dam do not offer this protection.

Based on the commitments made in [Attachments 9.1.5\(3\) and 9.1.5\(4\)](#) i.e.:

- Access and egress to the property has been upgraded to a more appropriate standard as identified at the site visits conducted by shire staff, DFES officers and fire consultants. A condition requiring written confirmation of their suitability in the lead up to the event is proposed.
- Mobile Service and emergency radio communications issues have been addressed and remedies to these issues documented and provided to the Shire; and;
- The availability of the existing shed and patio area adjacent to the tea rooms to offer some protection

a reduction in numbers to 350 persons (patrons and volunteers combined) is considered supportable.

Noise

Shire records have been reviewed and identified a number of noise complaints from past Bliss Festival events at this venue. It is therefore recommended that the Regulation 18 application, required for a multi-day multi-stage event where the assigned levels are likely to be exceeded, be submitted by a suitably qualified consultant incorporating modelling to inform the level of neighbour notification required. While the immediate/closest neighbour has been excluded from noise impacts in the past, updated supporting information is required to be supplied.

Ablutions

While the venue facilities have in the past been utilised for events, recent compliance activity suggests that the onsite effluent disposal system is not approved. For this event, additional toilets will therefore need to be brought into the property and positioned so that they are within a reasonable distance to the camping areas. Under the Caravan Parks and Camping Grounds legislation, 90 m is the maximum distance any campsite should be from a toilet facility.

Water Activities

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

- The bacteriological quality of the water. Poor water quality can cause ailments such as skin rashes, gastroenteritis (diarrhoea and abdominal pain), fever, respiratory infections. High water temperature increases the risk of amoebic meningitis which is of greater risk where activities cause water to go up the nose.
- The ability for a person to be retrieved, in the case of an incident where they become submerged, where vision is impeded due to dam turbidity/discolouration.
- Thermal shock from the cold layer of water that is often present near the bottom of a dam if a person jumps into the water

- Potential for injuries from submerged objects not clearly visible from the dam surface

The Shire obtained water samples from the dam on 15 January in an effort to inform previous Council reports. At the time of sampling there had been no recent rainwater runoff and the water was clear, with minimal visual turbidity present. The results obtained from this sampling showed a very low level of bacteria. No amoeba was detected. The Department of Health Guidance Notes for Microbial Quality of Recreational Water recommends a minimum of three sample dates to establish a baseline for recreational contact. Conditions are recommended for recreational water sampling to enable this assessment.

Water quality can fluctuate significantly and the applicant is encouraged to consider signage as part of the review of their risk management plan so that participants can make informed decisions about accessing the water, based on their own health circumstances. The Department of Health's Tips for Healthy Swimming provides a general overview of considerations https://www.healthywa.wa.gov.au/articles/s_t/tips-for-healthy-swimming The risk of bacteriological infections is not currently considered in the submitted Water Safety Assessment and Management Plan.

There are also water safety risks associated with a non-scheme potable supply, with event participants from urban areas more susceptible to illness from untreated drinking/tank water. Recent test results from the commercial kitchen confirm that the kitchen water is deemed potable. If volume of water is inadequate, then a portable potable water supply for patrons use for the duration of the event will be required.

| | | |
|-------------------------------------|--------------------|--------------------------------------|
| COUNCIL RESOLUTION: 63/04-25 | | |
| MOVED BY: | Cr Anita Lindemann | SECONDED BY: Cr Anne Mitchell |

That Council:

1. In accordance with Council Policy COMD/CP-6 Events considers the event application, Bliss Festival 2025, as temporary works and use and therefore exempt from development approval under clause 61(1)(a)(17) and 61(2)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Approves the event, Bliss Festival 2025, proposed to be held at The Berry Delightful, 19503 South Western Highway, Brookhampton from 30 December 2025 until 2 January 2026 subject to the following conditions:
 - a) All commitments and undertakings provided for in the application to be complied with. Should there be any discrepancies between the documents and these conditions, the condition prevail to the extent of the inconsistency;
 - b) A maximum accommodation number of 350 people on site at any one time;
 - c) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
 - d) Event organiser to provide evidence of minimum \$20 million public liability insurance for all proposed activities to the satisfaction of the Shire. Evidence of insurance to be provided at least 7 days prior to the event date;
 - e) Written confirmation of suitability of access and egress, to be supplied by WA Fire, at least 7 days prior to the event date. This is to include that identified emergency routes, are capable of being traversed by 2WD and vehicles under towing conditions;
 - f) Prior to the inflatable water pontoon being deployed to site, the event organiser is to provide a copy of the inflatable's detailed safety inspection report, that is not more than 12 months old, carried out by a competent person;
 - g) The risk management plan to be updated to reference the current Department of Health Guidelines for concerts, events and organised gatherings and include risks associated with swimming in farm dams e.g. poor water quality, lack of visibility of submerged persons/objects, risk of cold water shock, represent the changes made to the event layout and proposed mitigation measures as part of the fire safety measures and ensure that the risk mitigation measures are reflected in supporting safety plans. Revised plan to be provided at least 14 days prior to the event date and be to the satisfaction of the Shire;
 - h) Recreational bacteriological water sampling to be conducted of the dam by a competent person and tested by a NATA accredited laboratory in the lead up to the event. Two samples four weeks ahead and then two samples two weeks ahead from the event date will be a minimum requirement. Results will be reviewed in line with the Department of Health's Microbial Quality of Recreation Water Guidance Note to demonstrate suitability for recreational use;
 - i) All electrical equipment is to be tested and tagged by an appropriately qualified person;
 - j) All temporary generator installations must be earthed in accordance with Australian Standards, as appropriate. A Form 5 "Certificate of Electrical Compliance" is required to be

submitted by a licensed electrical contractor for all temporary power installations prior to commencement of the event;

- k) A minimum of seven (7) temporary toilets comprising three (3) male toilets, three (3) female toilets and one (1) unisex accessible toilet and associated hand basins are to be provided for the event use. They are to be placed so that they are within 90 metres of any camp site;
- l) All toilets are to be serviceable for the duration of the event and located in a manner to facilitate servicing/replenishment for the duration of the event;
- m) Event organiser to provide evidence of a suitable potable water supply for patron use for the duration of the event to the satisfaction of the Shire;
- n) Event and camp grounds are to have adequate lighting after dark;
- o) Lighting, to achieve a minimum of 40 Lux, to be provided in or above temporary toilets to facilitate safe use after dark;
- p) All temporary structures (including gazebos, tents and camping structures) must be suitably secured to prevent movement in wind gusts and must not be used if winds will exceed manufacturer specified rating;
- q) For the stages and any tent or marquee greater than 55m² the event organiser is to provide a Certificate of Structural Adequacy from a practising structural engineer or authorised installer, confirming structural adequacy of temporary structures installed. Certificate of Structural Adequacy is required to be completed by an authorised installer or structural engineer and submitted prior to commencement of the event;
- r) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire Chief Executive Officer;
- s) The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include:
 - i. A Noise Prediction Modelling report completed by a suitably qualified Acoustic Consultant whose qualifications/experience qualifies them for membership to the Australian Acoustical Society;
 - ii. A Noise Management Plan committing to monitoring of sound levels, by a suitably qualified/experienced Acoustic Consultant at the mixing desk and three locations external to the venue for the duration of the event; and;
 - iii. Notification to residents identified as likely to experience noise at levels exceeding the assigned levels through the noise modelling is to be undertaken by the Shire, at the applicant's cost. This notification is to include contact details for the applicant for management of complaints throughout the event period;
- t) Camping for event attendees is permitted for three nights and subject to separate written approval from the Shire;
- u) Applicant to submit a Traffic Management Plan (TMP) prepared by an appropriately qualified person, showing temporary warning signs and method of traffic management to control traffic integration with South West Highway. TMP and any proposed event signage will require separate approval from Main Roads WA, prior to commencement of the event. Written evidence of Main Roads WA approval required to be submitted at least 7 days prior to the event;
- v) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the TMP must be adhered to at all times. Traffic controllers must be fully accredited for the tasks that they are undertaking;

- w) Event organiser to submit a list of all food vendors, including potable water carter if proposed, to the Shire for separate approval. The following information, for each food vendor, is also required to be submitted:
- i. A copy of the vendors 'Food Business Registration Certificate (*Food Act 2008*)' from their "home" Shire (if not from the Shire of Donnybrook Balingup); and;
 - ii. A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of \$10 million;
- x) A first aid post with a minimum of one qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
- y) The event organiser is to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully without any rubbish or debris being deposited on neighbouring properties;
- z) An event debrief meeting is to be arranged with the Shire within two months of the event date, with relevant festival staff to be available to contribute. A list of complaints, issues and successes to be available for discussion.

Advice note:

1. Applicant to note that events during the established high bushfire threat period, particularly over long weekends when volunteer numbers are low, are at greater risk of being impacted by total fire bans and harvest vehicle movement bans.

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|---|
| For: Cr MacCarthy, Cr Davy, Cr Lindemann, Cr Mitchell, Cr Patrick, |
| Against: Cr Bailey, Cr Shand, Cr Gubler |
| Carried: 5/3 |

9.1.6 Development Application P24067 – Pine Plantation Hay and Bathgate Roads, Southampton

Report Details:

Prepared by: Principal Planner and Planning Officer
Manager: Manager Development Services
Applicant: Planned Focus
Location: Lot 3 (No. 180) Hay Road and Lot 341 (No. 213) Bathgate Road, Southampton
File Reference: A2250&A4387 (P24067) **Voting Requirement:** Simple Majority

Attachment(s):

- 9.1.6(1) Application letter
- 9.1.6(2) Forest Management Plan
- 9.1.6(3) Fire Management Plan
- 9.1.6(4) Agency submissions
- 9.1.6(5) Public submissions
- 9.1.6(6) Assessment under Clause 67

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), retrospectively approves the Development Application P24067 for a Tree Plantation (Pine) on Lot 3 (No. 180) Hay Road and Lot 341 (No. 213) Bathgate Road, Southampton, subject to the following conditions and advice:
1. The layout of the lots, firebreaks, exclusion, and planting areas to be in accordance with the Delta Forestry Bathgate Forest Management Plan (Attachment 9.1.6(2)) to the satisfaction of the Shire and/or conditions of approval and must not be altered or modified without the further written consent of the Shire.
 2. The plantation must maintain a minimum setback of 15 metres from all lot boundaries, except in locations where existing stands of native vegetation are present and a wider setback is necessary to ensure the protection of that vegetation.
 3. The Fire Management Plan prepared by Delta Forestry shall be amended to the satisfaction of the Shire to include the contact details of the Department of Biodiversity, Conservation and Attractions. In addition, both the Fire Management Plan and the Bathgate Plantation Operations Plan must be amended to realign the firebreak in the southeast corner of Lot 3 to the cleared edge of the remnant vegetation within the lot. Once approved by the Shire, the amended Fire Management Plan shall form part of this development approval and must be implemented in full to the satisfaction of the Shire.
 4. The applicant is to ensure that an up-to-date copy of the approved Fire Management Plan and Bathgate Plantation Operations Plan are stored at entrances to the property

in secure, weatherproof and clearly labelled containers at all times and also provided to the Department of Biodiversity, Conservation and Attractions and the Department of Fire and Emergency Services Regional Office and local bushfire control brigades to the satisfaction of the Shire.

5. 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.
6. 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 Primary Industries and Regional Development and 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.
7. A minimum 6-metre setback must be maintained on either side of the watercourse/drains, and a minimum 6-meter setback must be provided between all proposed plantation areas and existing native vegetation areas, with the setback located on the outside of the tree crown drip line. The setback areas must be clearly demarcated on-site to ensure that vehicles and planting works remain outside of these areas, to the satisfaction of the Shire.
8. 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.
9. At least 6-months prior to any harvesting, a Timber Harvesting Plan and separate application for development approval is required to be approved by the Shire prior to any harvesting activity occurring. All harvesting movements from the site shall be confined to Hay Road back to South Western Highway.

ADVICE NOTES

- a. It is recommended that the applicant undertake public consultation, including to surrounding residences 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 have advised:

- I. It is the applicant's responsibility to check that any clearing complies with the *Environmental Protection Act 1986* and associated Regulations.
- II. The applicant is advised to refer to the *Code of Practices for Timber Plantations in Western Australia* (FIFWA 2014) to assist them with their operations, as practical and appropriate to their site situation:
 - i. Maintaining the 6-metre buffer on either side of the watercourse and avoiding applying herbicides and fertilisers within the buffer.
 - ii. Taking particular care to prevent pesticides being washed or leached into the watercourses.
 - iii. Ensuring machinery does not enter the riparian zone or its designated buffers.
 - iv. Ensuring any potential ground disturbing works during harvesting does not mobilise sediment into the watercourse.
 - v. Asbestos-containing materials, if encountered during the operation of the site, should be managed in accordance with guidance published by the Department of Health and WorkSafe. Water supplies obtained from dams and rainwater tanks should be managed in accordance with relevant guidance published by enHealth and the Department of Health to ensure that the water is suitable for the intended use.

c. The Department of Biodiversity, Conservation and Attractions have advised:

- I. The subject land adjoins DBCA-managed Greenbushes State Forest to the south east and Greenbushes Nature Reserve to the south west. The main access for the proposal is via Bathgate Road which lies within the Greenbushes State Forest. There should be no impacts from the tree-farm on the biodiversity values and management of the adjacent DBCA-managed lands. A Forest Management Plan (FMP) was included with the application. FMP Section 7 refers to the site having a moderate-high water erosion risk rating. There should be no direct or indirect impacts, including surface water run-off, drainage, erosion, weed spread and/or Phytophthora dieback spread from the proposed plantation into the adjacent DBCA-managed land. Although the subject land is not adjacent to a declared Disease Risk Area (DRA), reasonable measures to mitigate the risk of Phytophthora dieback spread should be included within the FMP.
- II. FMP Section 6 refers to plantation setbacks and buffers to retained native vegetation, to enhance the biodiversity and conservation values of the property. DBCA recommends that buffers to retained native vegetation be located outside the tree crown drip zone, consisting of suitable demarcation materials to protect the retained native vegetation and tree roots, from accident vehicle damage and soil compaction.

III. The Fire Management Plan emergency contacts list should include the DBCA Blackwood District Duty officer, in addition to other bushfire contacts, via the DBCA Blackwood District office (9752 5555). The applicant should liaise with the DBCA District Manager (blackwood@dbca.wa.gov.au) about the location of heaps and fire protection measures prior to any works being undertaken.

d. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be made within 28 days of the determination.

Strategic Alignment

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

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

Executive Summary

The purpose of this report is for Council to consider an application for retrospective development approval for a Plantation (Pine trees) on the lots as outlined in the ([Attachments 9.1.6\(1\) – \(3\)](#)) Operations Plan, Forest Management Plan and Fire Management Plan.

Officers do not have delegation to determine applications for development approval where objections are received. Officers note the comments and concerns in the submissions received. The conditions/advice proposed on the approval address the matters raised in the public/government agency submissions.

It is noted that the use of land for a Plantation is a P (permitted use) in the General Agriculture zone and cannot be refused although the Shire may impose conditions on the use or development of the land to comply with any LPS7 development standards or requirements.

Officers recommend that the proposal be granted approval subject to conditions/advice consistent with other previous plantation approvals and LPS7 requirements.

Background

Proposal

The applicant advises the proposal would establish plantings of *Pinus radiata* trees (softwood) for future supply to domestic/international markets mainly for timber house frames and associated products including fence posts, pulp logs, saw logs and power poles.

The properties have a total area of 160 hectares with the plantation comprising 113.6 hectares of the properties and the remainder to be retained as native vegetation (10.6 hectares) and used for buffers and watercourses (16 hectares), firebreaks/tracks (17.8 hectares) and dams (2 hectares).

The plantation will be comprised of 10 cells ranging between 3.9 – 27 hectares in area as shown in the Operations Plan ([Attachment 9.1.6\(1\)](#)). The development of the plantation including mounding, spraying, planting, buffer areas, maintenance etc are described in the Forest Management Plan ([Attachment 9.1.6\(2\)](#)).

The property has been previously used for grazing and existing dams and sheds will be retained with the existing transportable house removed from the property under demolition permit granted 24 August 2024.



Figure 1 - Lot 3 (No. 180) Hay Road and Lot 341 (No. 213) Bathgate Road, Southamptom

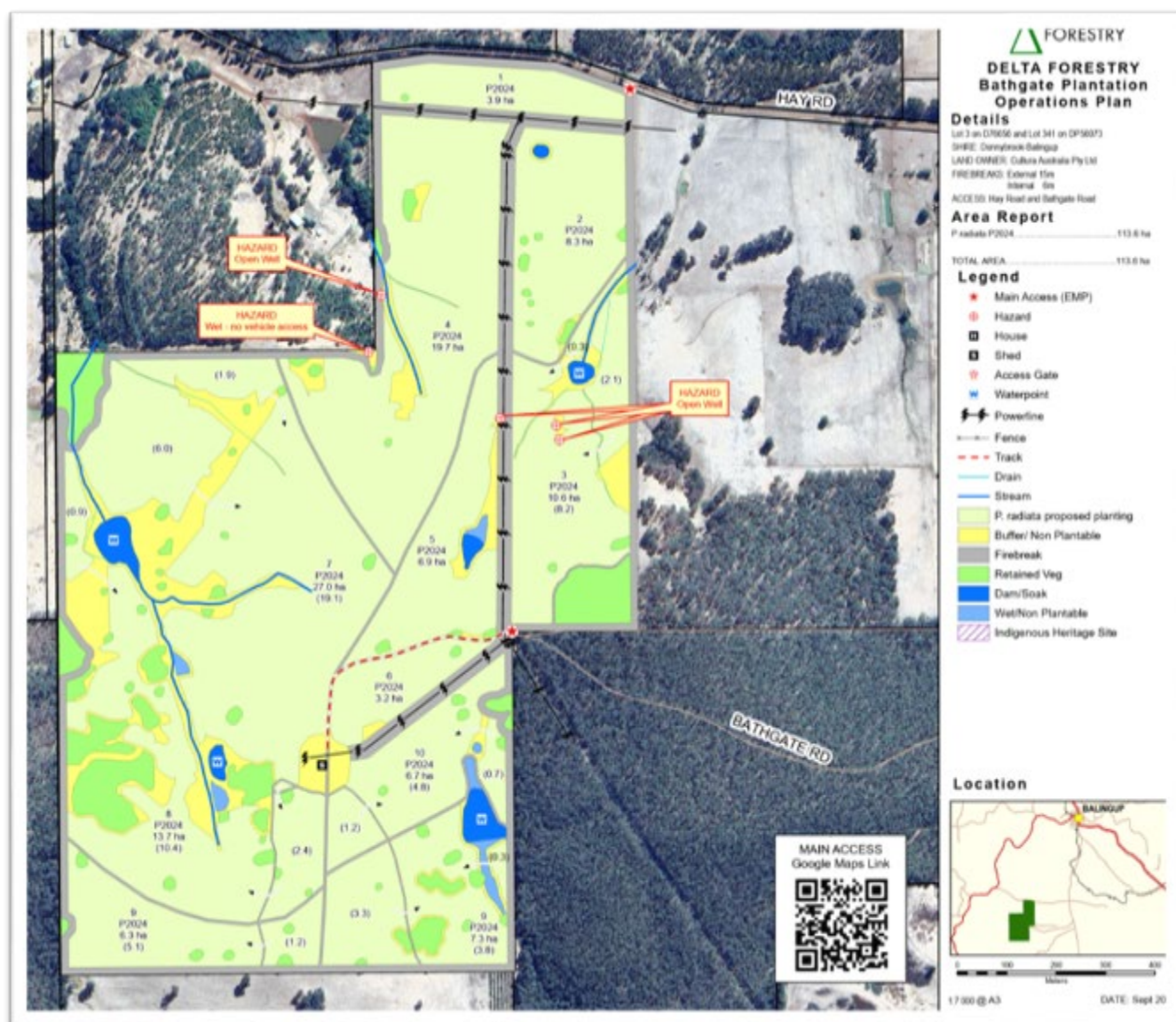


Figure 2 - Bathgate Plantation Operations Plan

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|-------------------|---|---------------|--------------|
| Reputational | Possible | Insignificant | Low (3) |
| Risk Description: | Business and community disruption/Failure to fulfil statutory, regulatory or compliance requirements - Impact on local community due to operations. | | |
| Mitigation: | Conditional development approval and compliance. | | |

Financial Implications

The applicant has paid all relevant application fees, including the retrospective application penalty fee. If Council refuses the application the applicant may exercise the right to have the decision reviewed by the State Administrative Tribunal. If that is the case, then it may be likely that there will

be additional resourcing required (staff time and/or the cost of appointing a consultant to represent the Shire).

Policy Compliance

See details in Cl.67 assessment ([Attachment 9.1.6\(6\)](#)).

Statutory Compliance

The application has been assessed against the relevant and applicable statutory Shire of Donnybrook Balingup Local Planning Scheme No.7 (LPS7) provisions, and the proposal has also been assessed in accordance with Schedule 2, Part 9, Clause 67 (2) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*. A full assessment is contained in ([Attachment 9.1.6\(6\)](#)).

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

The subject land is located within Special Control Area 3 (SCA3) Blackwood Precinct with the objective to ensure that land use and development with the SCA3 is consistent with the precinct's physical characteristics, land capability and land suitability. In accordance with SCA3 requirements the proposal was referred to the Department of Primary Industries and Regional Development and Department of Fire and Emergency Services for advice.

The proposal is considered to comply with the relevant parts of the State Planning Policy 2.5 Rural Planning and Plantation Fire Protection Guidelines and the matters raised during the advertising period have been appropriately addressed and can be managed by conditions/advice.

Staff consider that the application complies with the requirement of orderly and proper planning and therefore recommend conditional retrospective approval of the application.

Consultation

Public Submissions

The application was referred to adjoining/nearby landowners of the subject properties. In total, two public submissions were received at the conclusion of the public advertising period. The Public Submissions are contained in ([Attachment 9.1.6\(5\)](#)).

The matters raised in the submissions related to the application and the applicant's ability to adhere to the Shire's planning requirements and policies for tree plantations and requesting the Shire ensures these are enforced noting that:

- Plantations are a permitted use in the zone.
- The Operations Plan does not address the obvious increase in bushfire hazard levels from the plantation and no Bushfire Management Plan appears to have been provided.
- Plantation managers in the district unfortunately have a habit of irresponsible practices which cause significant harm and puts them at odds with other land users, including complete failure

to manage weeds and feral pests, causing major bushfires that have destroyed properties and livestock, and causing significant erosion following harvest.

- The applicants failed to lodge the required application for approval prior to commencing plantation works.
- Removed some mature native trees as part of planting preparation.
- Undertook inappropriate earthworks during Winter that ran across land contours instead of along them, causing a washout that encroached onto adjoining properties.
- This does not give confidence that they will comply with their legal and 'good neighbour' obligations going forward.
- Hold significant concerns that their plantation will contribute to weeds and pests encroaching onto adjoining properties, as well as increasing the risk of fires.

Applicant's responses

The submissions were provided to the applicant and their responses to the matters raised are below:

- *Tree Farm has beneficial impacts on land regeneration including managing overland flow, limiting erosion, reducing salinity, and improving soil quality. As areas of native vegetation and waterways are not grazed, these areas are also able to regenerate. Plantation is about custodianship of a planted forest. Generalised statements about character and ability of the operator offend and are not relevant planning considerations.*
- *This is a very generalised statement with no evidence provided. It also shows some lack of knowledge about how tree farming operates. Plantations are at risk of lightening strike and arson like any landholder are, and there is no evidence that plantations themselves cause bushfires. Plantation is a valuable crop that takes a long time to grow. It is in the interests of the operator to protect and manage their trees to ensure a viable crop. Pine does not regenerate after fire like native species do so fire is a big risk to a plantation operator to manage carefully. The Shire and other authorities have powers under various legislation if a plantation operator does not meet their management plan obligations, conditions of a Development Approval, manage feral animals and weeds or maintain their firebreaks.*
- *Yes, this is a retrospective application. The reasons for this are thoroughly explained in the application material. There is limited scope as to why a Development Approval is required. Regardless the plantation has been developed as per industry standards. Some existing vegetation was removed prior to planting as follows however this was permitted. This included:*
 - *Two (2) native jarrah that were deemed dangerous with rotting and cracked trunks and a third that was dying due to ringbarking by cattle by the former landowner. Records have been kept and where possible, timber has been salvaged for reuse.*
 - *Introduced species and ornamentals were removed, including around the house to enable its removal.*
 - *In terms of alleged soil wash there was an area (approx. 20 metres) where some soil from the mounds was carried across the grassed firebreak and this entered the neighbouring property at the shared fence line. This was after a rare and unexpected 80mm rain event. There was no erosion damage (no rutting, no soil loss, no pasture loss, no washouts) to the neighbouring property just surface silt that covered a small area adjoining the dividing fence.*
 - *Weeds (Blackberry, Apple of Sodom) and pest (grey rabbits and pigs) have been controlled as part of the development. Control work will continue as part of the applicant's obligation under other legislation. The Plantation Manager has already*

demonstrated its regard for fire control with graded firebreaks, signposting and water point improvement. "Increasing the risk of fires" is disputed. There is no evidence that plantations are directly attributed to increasing risk of fires. Control mechanisms are written into the Forest Management Plan and Fire Management Plan.

- *A Development Approval, including the Forest Management Plan, Fire Management Plan and plantation map, are enforceable.*
- *It is unclear what hydrology, dendrology or logging should also be covered. Tree cover is known to reduce erosion and improve soils. Plantation operators are experts in dendrology and harvest is explained in the application material.*
- *SPP3.7 does not apply. Fire risk management is as per the DFES Guidelines for Plantation Fire Protection. There is no requirement for a BAL assessment. The DFES Guidelines for Plantation Fire Protection have evaluated fire risk of plantation land use relative to species type and established requirements. No further risk assessment is required.*
- *Tree cover and the removal of grazing animals from riparian zones is known to reduce erosion and overland flow and improve soils. The land is elevated and the plantation setback from boundaries as per the Code of Practice and DFES Guidelines for Plantation Fire Protection to manage off site impacts. Unforeseen major rain events aside, this includes with regards to cropping techniques and weed management. Unlike other types of cropping in the shire, plantation is a low input broadacre crop.*

Planning Officer response

The matters raised in the submissions are important considerations and have been addressed in the assessment. The applicant's responses are noted and the placement of conditions and advice on the approval will address the matters raised.

It is important that the Shire strictly enforce the conditions as the plantation progresses (see Implementation of TPP 9.3 Private Tree Plantations/Agroforestry) which states "Additionally, any approved application, if implemented, shall be carried out in full compliance with any conditions imposed with that planning approval.) This will assist restore the community's faith in plantations developed in the Shire and create the 'good neighbour' relationships between the traditional and new rural activities such as plantations being developed in the Shire. The submissions do not warrant a refusal of the proposal.

Consultation with Government/Service Agencies

The proposal was referred to the Department of Primary Industries and Regional Development, Department of Biodiversity, Conservation and Attractions, Department of Fire and Emergency Services and Department of Water and Environmental Regulation for comment.

The Government/Services Agencies Submissions are contained in [\(Attachment 9.1.6\(4\)\)](#) and summarized below:

Department of Primary Industries and Regional Development

The Department does not object to the proposed pine plantation at the abovementioned lots, but DPIRD would like to provide the following comments:

Fire management and erosion control.

Firebreaks are anticipated in the plantation areas to assist with property access and fire control. Formed tracks without measures to control surface water flow can increase the risk of mild to severe water erosion. The applicant has obligations under the *Soil and Land Conservation Act 1945* to mitigate and prevent land degradation (soil erosion from water and wind). DPIRD requests that fire breaks and tracks include appropriate surface water engineering structures to control/capture surface water to minimise the risk of soil erosion.

Biosecurity

DPIRD recommends that the applicant monitors and, when required, implement controls for weeds and pests for the entire duration of the project. This is an important commitment to meet their obligations under the *Biosecurity and Agriculture Management Act 2007*.

Applicant's response

The submission was provided to the applicant and their responses to the matters raised are below:

- *Note comments on firebreak construction, slope and maintaining all weather access is critical to the plantation operations and an Advice Note to this effect is accepted.*
- *Note comments on weed control, managing weeds is integral to success of the pine crop and an Advice Note to this effect is accepted.*

Department of Water and Environmental Regulation

The Department has identified that the proposal has the potential for impact on the environment and water resource values management. Key issues and recommendations are provided below, and these matters should be addressed:

Issue 1: Native vegetation and the *Environmental Protection Act 1986* (EP Act)

Advice 1: If the clearing of native vegetation is required for fire mitigation purposes for the asset protection zone (APZ):

- it is likely to be exempt under Regulation 5, Item 1 under the EP Act – after the building / structure has been erected.
- it is likely to be exempt under Schedule 6, Clause 10 (clearing in accordance with section 33 of the *Bush Fires Act 1954* (BF Act) if the proposed clearing for the APZ is in accordance with the Shire's Firebreak and Fuel Hazard Reduction.

Advice 2: Waterways and environmental protection

Advice 2: The applicant is advised to refer to the *Code of Practices for Timber Plantations in Western Australia* (FIFWA 2014) to assist them with their operations, as practical and appropriate to their site situation:

- Maintaining the 6-metre buffer on either side of the watercourse and avoiding applying herbicides and fertilisers within the buffer.
- Taking particular care to prevent pesticides being washed or leached into the watercourses.
- Ensuring machinery does not enter the riparian zone or its designated buffers.
- Ensuring any potential ground disturbing works during harvesting does not mobilise sediment into the watercourse.

Advice 3: Contaminated Sites

Advice 3: The following advice note be applied to the Development Approval:

- “Asbestos-containing materials, if encountered during the operation of the site, should be managed in accordance with guidance published by the Department of Health and WorkSafe. Water supplies obtained from dams and rainwater tanks should be managed in accordance with relevant guidance published by enHealth and the Department of Health to ensure that the water is suitable for the intended use.”

Applicant's response

The submission was provided to the applicant and their responses to the matters raised are below:

- *Note comments on clearing regulations and compliance with Code of Practice for Timber Plantations and these are reflected in the application.*
- *Note comments on asbestos materials and an Advice Note to this effect is accepted.*

Department of Biodiversity, Conservation and Attractions

The following comments are provided pursuant to DBCA's responsibilities under the *Conservation and Land Management Act 1984* and the *Biodiversity Conservation Act 2016*.

DBCA-managed Lands

The subject land adjoins DBCA-managed Greenbushes State Forest to the south east and Greenbushes Nature Reserve to the south west. The main access for the proposal is via Bathgate Road which lies within the Greenbushes State Forest. There should be no impacts from the tree-farm on the biodiversity values and management of the adjacent DBCA-managed lands. A Forest Management Plan (FMP) was included with the application. FMP Section 7 refers to the site having a moderate-high water erosion risk rating. There should be no direct or indirect impacts, including surface water run-off, drainage, erosion, weed spread and/or Phytophthora dieback spread from the proposed plantation into the adjacent DBCA-managed land. Although the subject land is not adjacent to a declared Disease Risk Area (DRA), reasonable measures to mitigate the risk of Phytophthora dieback spread should be included within the FMP.

Native Vegetation

FMP Section 6 refers to plantation setbacks and buffers to retained native vegetation, to enhance the biodiversity and conservation values of the property. DBCA recommends that buffers to retained native vegetation be located outside the tree crown drip zone, consisting of suitable demarcation materials to protect the retained native vegetation and tree roots, from accident vehicle damage and soil compaction. DBCA notes that the *Code of Practice for Timber Plantations in Western Australia* (2014) refers to six metre non-planted buffers being maintained from the edge of a watercourse, however there is no reference to buffers to retained native vegetation. The *Tree Protection Standards* (AS-4970-2007) refer to a formula for determining appropriate buffers between retained trees and development. Generally, a 10-metre buffer is recommended by DBCA being an average of the standards for trees in a forested environment. For example, the Tree Protection Standard Table 2.0 indicates that a tree with DBH greater than 830mm has a Tree Protection Zone of 10m or greater. However, for this plantation proposal, DBCA is satisfied that a 6-metre demarcated buffer would be acceptable given the applicant has committed to retaining vegetation within the proposed planting area as indicated on the Delta Forestry Bathgate Plantation Operations Plan (September 2024).

Fire Management

- A Fire Management Plan for the proposal has been prepared (Delta Forestry P/L September 2024). The vegetation on the nearby DBCA-managed land would be considered to be an extreme

bushfire hazard. Properties adjacent to land considered to be an extreme bushfire hazard should recognise the potential fire hazard in the adjoining bushland.

- The Fire Management Plan emergency contacts list should include the DBCA Blackwood District Duty officer, in addition to other bushfire contacts, via the DBCA Blackwood District office (9752 5555).
- The fire management plan identifies a range of plantation setbacks to minimise the risk of any adverse bushfire impacts to surrounding land uses and to protect the plantation itself. DBCA is supportive in principle of the setbacks proposed, including the 15m setback to the property boundary. However, DBCA recommends that this setback be varied to align with the edge of existing native vegetation that is contiguous with native vegetation on adjoining lots. Generally, this is what is proposed on the Delta Forestry Bathgate Plantation Operations Plan (September 2024), however, DBCA recommends that the proposed firebreak in the south east corner of Lot 3 be realigned to the cleared edge of the remnant vegetation within the lot.
- Any heaps or burning areas of vegetated debris should be located a sufficient distance from the adjacent State Forest/Nature Reserve to protect the DBCA-managed bushland from the spread of weeds, scorch, or risk of bushfire. The applicant should liaise with the DBCA District Manager (blackwood@dbca.wa.gov.au) about the location of heaps and fire protection measures prior to any works being undertaken.

Applicant's response

The submission was provided to the applicant and their responses to the matters raised are below:

- *The setbacks proposed accord with the Code of Practice and the DFES Guidelines for Plantation Fire Protection, which were designed to limit off site impacts and collectively apply all legislative requirements. Plantation is low input farming that removes grazing animals.*
- *No construction works are proposed and the AS formula of setback to existing trees DBCA mentions relates to permanent, built development. Only planting of other trees is involved in a plantation, no development works. Planting of deep-rooted perennials are known to have positive impacts on existing vegetation, soils, drainage and both ground and surface water movement.*
- *Accept dieback mitigation measures as an Advice Note. Dieback is a risk to the plantation as well.*
- *Note DBCA acceptance of 6m demarcated buffer to remnant vegetation.*
- *Accept inclusion of DBCA contact details within Fire Management Plan.*
- *Note setback comments, there is already a 15m firebreak in the south east corner, which is being maintained however, it is obstructed at one point by a single jarrah tree that we do not want to remove. The combination of other firebreaks is sufficient and compliant.*
- *Note comments on heaps or burning of vegetated debris, this is standard practice as per the Code of conduct and the DFES Guidelines for Plantation Fire Protection, addressed in the Harvest Management plan as well as the Forest Management Plan.*

Department of Fire and Emergency Services

This advice relates only to the 2011 Guidelines for Plantation Fire Protection (Plantation Guidelines). It is the responsibility of the applicant to ensure the proposal complies with relevant planning and building requirements. This advice does not exempt the applicant from obtaining approvals that apply to the proposal including planning, building, health, or any other approvals required by a relevant authority under written laws.

Assessment

- The plantation is situated in an area designated as bushfire prone.
 - The plantation involves an intensification of land use due to the change in use, presence of onsite workers and maturity of vegetation over long timeframes.
 - The proposed plantation lots contain habitable buildings that would require assessment against State Planning Policy 3.7: Planning in Bushfire Prone Areas. This is of particular relevance due to the proposal introducing new bushfire prone vegetation contiguous with existing, into the area surrounding the existing dwelling.
- Further clarification is required within the FMP as outlined in our assessment below.

Assessment against the Guidelines for Plantation Fire Protection 2011

An FMP (or Plantation Management Plan) must be submitted that adequately addresses all management responsibilities for the plantation and covers all elements raised in section 3 of the Plantation Guidelines.

| | |
|---|---|
| Planning for Plantation Fire Management | <p>The submitted information has not demonstrated compliance with the requirements.</p> <p>2 Risk Management</p> <p>The FMP does not adequately consider the possible risks to the wider community.</p> <p>2.1 100m separation between habitable buildings (existing or approved) / 50m separation between non habitable structures (sheds).</p> <ul style="list-style-type: none"> • The FMP states that there is one outbuilding on site and that the 50m separation distances will be observed. However, this has not been demonstrated in the FMP. A BAL assessment for the dwelling and outbuildings is required. <p>2.2 Fuel Reduction</p> <ul style="list-style-type: none"> • The FMP does not adequately describe or commit to fuel reduction/management mechanisms or timeframes. The FMP only commits to the consideration of fuel management if the native vegetation exceeds 8 tonnes/hectare. |
| Fire Management Plan | <p>The submitted information has not demonstrated compliance with the requirements.</p> <p>3e) Fire detection and reporting mechanisms</p> <ul style="list-style-type: none"> • Section 14 states that that an overarching annual fire management plan will be prepared. The submitted FMP should be the overarching FMP, and any annual changes made accordingly. • The FMP lists 'neighbours' as appropriate fire detection methods. • The FMP should be updated to detail an onsite manager and/or detection patrols on days of high risk as a more appropriate method of detection and reporting. • Harvesting procedures are not adequately addressed in the FMP. • Where and how the plantation map will be housed and when the location will be regularly checked. |
| Plantation Fire Protection Specifications | <p>The submitted information has not demonstrated compliance with the requirements.</p> <p>4.3 Water Supplies</p> |

| | |
|--|---|
| | <ul style="list-style-type: none"> The FMP states that there are a number of reliable water sources. <p>The definition of 'reliable' has not been provided. The plantation map and FMP denote four dams as water sources. The use of a dam as a water source would not be supported as 'reliable' unless the proposal is accompanied by a hydrology report which demonstrates that the water level would be maintained above the highest fire brigade suction point in perpetuity.</p> <p>The coupling details, or specific location, of the 50,000L tank have not been provided.</p> <p>Recommendation - Compliance with Guidelines not demonstrated – modifications required.</p> <p>Consideration should be given to modifying the FMP to comply with the Guidelines as listed in the above table. The FMP should provide a more detailed assessment of the following:</p> <ul style="list-style-type: none"> Planning for Plantation Fire Management; Fire Management Plan; and Plantation Fire Protection Specifications. <p>As per section 3.2.2 of the Guidelines for Planning in Bushfire Prone Areas, the decision maker should inform the Office of Bushfire Risk Assessment (OBRM) at obrm@dfes.wa.gov.au, of any approval of a development that increases the area of bushfire hazard for consideration in the next revision of the Map of Bushfire Prone Areas.</p> |
|--|---|

Applicant's response

The submission was provided to the applicant and their responses to the matters raised are below:

- SPP 3.7 does not apply. These DFES statements are factually incorrect. The existing dwelling has been sold, a demolition / removal Building Permit has been obtained.*
- The DFES Guidelines for Plantation Fire Protection are a risk-based assessment that considers risks to the broader community. This is different to SPP3.7 which requires each habitable development to do its own risk assessment. In any event, SPP3.7 does not apply. These are DFES endorsed Guidelines, accepted as industry best practice.*
- The Guidelines require a 50m setback from non-habitable development. As officers saw in their site visit, the shed is not habitable, and planting is setback 50m. A BAL assessment of a 50m firebreak zone would not be useful.*
- The Forest Management Plan duly commits to fuel reduction as per the DFES Guidelines for Plantation Fire Protection requirements which only require fuel management if the native vegetation exceeds 8 tonnes / ha. This said, pine does not regenerate after fire. A plantation is a valuable crop which requires careful management by qualified foresters to mitigate risks.*
- The lodged plans set prescriptive guiding principles which are continuously implemented by the operator, including to satisfy Annual Firebreak Notice requirements which must be implemented during the fire season.*
- There is no accommodation on site. Fire detection is a shared responsibility. The operator employs qualified foresters to manage their plantation operations and this includes 24/7 duty managers on heightened alert to monitor all assets during the fire season for preparedness and emergency response, as well as being available as additional capacity through FIFWA agreements (see further discussion below).*

- *Pine does not regenerate after fire. A plantation is a valuable crop which requires careful management by qualified foresters to mitigate risks. The Guidelines and the Forest and Fire Management plans set out an accepted risk response and management regime.*
- *It is premature to prepare a Harvest Management Plan. As per usual practice a Harvest Management plan is to be prepared and approved prior to harvest at age ~15 years and ~25 years.*
- *The Forest Management Plan states a Plantation Map in the prescribed form including emergency contact information will be kept as a matter of course at each entrance in maintained red Fire Tubes. These are checked as part of routine maintenance and checking of the plantation, and they are updated annually pre the commencement of the fire season. These readily accessible maps are essential for first responders in an emergency fire event, particularly nominating water sources and firebreak locations.*
- *Adequate water supply is a critical element in the pre-purchase process because pine does not regenerate after fire. A plantation is a valuable crop which requires careful management by qualified foresters to mitigate risks. Water points denoted on the Fire Management Plan are deemed reliable given their size and capacity. It is unrealistic to expect that water levels will be maintained in perpetuity even with a hydrology report. This is a clear lack of understanding in some of these comments about water and climate. The Plantation Manager has the responsibility of checking all water points prior to the onset of the fire season. Where water points are either shallow or a distance to water beyond the capability of suction hoses, the Plantation Manager will signpost and amend mapping information on the Plantation Map to reliable water sources. In addition, this property also has a reliable water tank. Given this, further expensive hydrology studies are not required. A 50mm Camlock coupling is the standard fitted to the tank for fire purposes.*

Community Emergency Services Manager (CESM)

Comments that this area has a history of significant and uncontrollable fires, due to the terrain, accessibility, and high fuel loads (notably plantations and native forest). This history of major fires has had significant negative impacts on the forestry industry, the most recent being the 2019 Lewana fire. Whilst the area is subject to an enhanced bushfire response plan during summer, it cannot be guaranteed that firefighters will be able to actively defend this property, due to the intensity of fires that have been experienced in this area. Note that the Fire Management plan is a little unclear – in order for the Enhanced Bushfire Response Plan to be activated, please ensure that all fires are reported to 000 in the first instance.

Applicant's response

The comments were provided to the applicant and their responses to the matters raised are below:

- *Comments noted. The DFES Guidelines for Plantation Fire Protection have been designed to respond to risk within the plantation and to assist with control of fire within plantation compartments, at a site specific, localised as well as district / landscape level.*
- *There have been other recent fires in this area that have impacted plantation, and the firebreaks within the plantation have prevented the fire from spreading further.*
- *Fire is known risk impacting on plantations which is why fire risk management, including application of the DFES Guidelines for Plantation Fire Protection is critical.*

Planning Officer response

There were no objections to the proposal from any government agency. The matters and recommendations raised in agency submissions, including comments from the Community Emergency Services Manager (CESM), along with the applicant's responses, are noted and will be addressed through conditions and advice notes on the development approval.

The applicant has acknowledged the fundamental risk of fire, as reflected in their responses to submissions, which demonstrate compliance with the relevant bushfire management guidelines. The DFES Guidelines are the appropriate and recognised standard for assessing bushfire risk in relation to plantation land use. The reference to State Planning Policy 3.7 (SPP3.7) is noted; however, this policy primarily applies to habitable buildings, and there are no such buildings proposed on the subject lots.

Officer Comment

The proposal has been assessed in accordance with the relevant State Planning Policy 2.5, deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Shire of Donnybrook Balingup Local Planning Scheme No. 7.

Key considerations identified:

- The proposed Plantation is a 'P' permitted land use in the zone which means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.
- The proposal is consistent with LPS7 development standards, the objectives for the General Agriculture zone and relevant Local Planning Policy;
- The proposal complies with the recommendations in the existing and draft Local Planning Strategies;
- In accordance with LPS7 requirements, the proposal was referred to DFES and DPIRD for comment and their advice has been incorporated into the approval;
- As the land borders State Forest, the proposal was referred to DBCA and DWER for comment and their advice has been incorporated into the approval;
- The proposal was also referred to adjoining/nearby landowners and 2 submissions were received commenting on the application.
- The use of Hay Road (RAV approved route) for harvesting traffic requires some upgrading and this will be considered under a separate development application process prior to harvesting.

Development considerations

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

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

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

Officers have assessed the application, including the public submissions and advice from DFES, DBCA, DWER and DPIRD and other Shire service divisions. Officers consider the proposal capable of being approved retrospectively with conditions and advice.

Conclusion

The application complies with the requirement of orderly and proper planning and, therefore, Officers recommend it be granted retrospective approval subject to conditions and advice. The conditions and advice on the approval address the matters raised in the public and government agency submissions.

| | | | |
|------------------|--------------------|---------------------|------------------|
| MOVED BY: | Cr Anita Lindemann | SECONDED BY: | Cr Anne Mitchell |
|------------------|--------------------|---------------------|------------------|

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), retrospectively approves the Development Application P24067 for a Tree Plantation (Pine) on Lot 3 (No. 180) Hay Road and Lot 341 (No. 213) Bathgate Road, Southampton, subject to the following conditions and advice:**
- 1. The layout of the lots, firebreaks, exclusion, and planting areas to be in accordance with the Delta Forestry Bathgate Forest Management Plan (Attachment 9.1.6(2)) to the satisfaction of the Shire and/or conditions of approval and must not be altered or modified without the further written consent of the Shire.**
 - 2. The plantation must maintain a minimum setback of 15 metres from all lot boundaries, except in locations where existing stands of native vegetation are present and a wider setback is necessary to ensure the protection of that vegetation.**
 - 3. The Fire Management Plan prepared by Delta Forestry shall be amended to the satisfaction of the Shire to include the contact details of the Department of Biodiversity, Conservation and Attractions. In addition, both the Fire Management Plan and the Bathgate Plantation Operations Plan must be amended to realign the firebreak in the southeast corner of Lot 3 to the cleared edge of the remnant vegetation within the lot. Once approved by the Shire, the amended Fire Management Plan shall form part of this development approval and must be implemented in full to the satisfaction of the Shire.**
 - 4. The applicant is to ensure that an up-to-date copy of the approved Fire Management Plan and Bathgate Plantation Operations Plan are stored at entrances to the property in secure, weatherproof and clearly labelled containers at all times and also provided to the Department of Biodiversity, Conservation and Attractions and the Department of Fire and Emergency Services Regional Office and local bushfire control brigades to the satisfaction of the Shire.**
 - 5. 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.**
 - 6. 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 Primary Industries and Regional Development and 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.

7. A minimum 6-metre setback must be maintained on either side of the watercourse/drains, and a minimum 6-meter setback must be provided between all proposed plantation areas and existing native vegetation areas, with the setback located on the outside of the tree crown drip line. The setback areas must be clearly demarcated on-site to ensure that vehicles and planting works remain outside of these areas, to the satisfaction of the Shire.
8. 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.
9. At least 6-months prior to any harvesting, a Timber Harvesting Plan and separate application for development approval is required to be approved by the Shire prior to any harvesting activity occurring. All harvesting movements from the site shall be confined to Hay Road back to South Western Highway.

ADVICE NOTES

- a. It is recommended that the applicant undertake public consultation, including to surrounding residences 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 have advised:
 - I. It is the applicant's responsibility to check that any clearing complies with the *Environmental Protection Act 1986* and associated Regulations.
 - II. The applicant is advised to refer to the *Code of Practices for Timber Plantations in Western Australia* (FIFWA 2014) to assist them with their operations, as practical and appropriate to their site situation:
 - i. Maintaining the 6-metre buffer on either side of the watercourse and avoiding applying herbicides and fertilisers within the buffer.
 - ii. Taking particular care to prevent pesticides being washed or leached into the watercourses.
 - iii. Ensuring machinery does not enter the riparian zone or its designated buffers.
 - iv. Ensuring any potential ground disturbing works during harvesting does not mobilise sediment into the watercourse.
 - v. Asbestos-containing materials, if encountered during the operation of the site, should be managed in accordance with guidance published by the

Department of Health and WorkSafe. Water supplies obtained from dams and rainwater tanks should be managed in accordance with relevant guidance published by enHealth and the Department of Health to ensure that the water is suitable for the intended use.

- c. The Department of Biodiversity, Conservation and Attractions have advised:
- I. The subject land adjoins DBCA-managed Greenbushes State Forest to the south east and Greenbushes Nature Reserve to the south west. The main access for the proposal is via Bathgate Road which lies within the Greenbushes State Forest. There should be no impacts from the tree-farm on the biodiversity values and management of the adjacent DBCA-managed lands. A Forest Management Plan (FMP) was included with the application. FMP Section 7 refers to the site having a moderate-high water erosion risk rating. There should be no direct or indirect impacts, including surface water run-off, drainage, erosion, weed spread and/or Phytophthora dieback spread from the proposed plantation into the adjacent DBCA-managed land. Although the subject land is not adjacent to a declared Disease Risk Area (DRA), reasonable measures to mitigate the risk of Phytophthora dieback spread should be included within the FMP.
 - II. FMP Section 6 refers to plantation setbacks and buffers to retained native vegetation, to enhance the biodiversity and conservation values of the property. DBCA recommends that buffers to retained native vegetation be located outside the tree crown drip zone, consisting of suitable demarcation materials to protect the retained native vegetation and tree roots, from accident vehicle damage and soil compaction.
 - III. The Fire Management Plan emergency contacts list should include the DBCA Blackwood District Duty officer, in addition to other bushfire contacts, via the DBCA Blackwood District office (9752 5555). The applicant should liaise with the DBCA District Manager (blackwood@dbca.wa.gov.au) about the location of heaps and fire protection measures prior to any works being undertaken.
- d. 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.

Cr Shand moved the following amendment:

| | | | |
|------------------|-----------------|---------------------|----------------|
| MOVED BY: | Cr Deanna Shand | SECONDED BY: | Cr John Bailey |
|------------------|-----------------|---------------------|----------------|

6. The applicant shall, 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 Primary Industries and Regional Development and 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.

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| For: Cr Bailey, Cr Lindemann, Cr Shand |
| Against: Cr MacCarthy, Cr Davy, Cr Gubler, Cr Mitchell, Cr Patrick, |
| Lost: 3/5 |

Substantive motion:

| | | | |
|-------------------------------------|--|--------------------------------------|--|
| COUNCIL RESOLUTION: 64/04-25 | | | |
| MOVED BY: Cr Anita Lindemann | | SECONDED BY: Cr Anne Mitchell | |

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), retrospectively approves the Development Application P24067 for a Tree Plantation (Pine) on Lot 3 (No. 180) Hay Road and Lot 341 (No. 213) Bathgate Road, Southampton, subject to the following conditions and advice:
1. The layout of the lots, firebreaks, exclusion, and planting areas to be in accordance with the **Delta Forestry Bathgate Forest Management Plan** (Attachment 9.1.6(2)) to the satisfaction of the Shire and/or conditions of approval and must not be altered or modified without the further written consent of the Shire.
 2. The plantation must maintain a minimum setback of 15 metres from all lot boundaries, except in locations where existing stands of native vegetation are present and a wider setback is necessary to ensure the protection of that vegetation.
 3. The Fire Management Plan prepared by Delta Forestry shall be amended to the satisfaction of the Shire to include the contact details of the Department of Biodiversity, Conservation and Attractions. In addition, both the Fire Management Plan and the Bathgate Plantation Operations Plan must be amended to realign the firebreak in the southeast corner of Lot 3 to the cleared edge of the remnant vegetation within the lot. Once approved by the Shire, the amended Fire Management Plan shall form part of this development approval and must be implemented in full to the satisfaction of the Shire.
 4. The applicant is to ensure that an up-to-date copy of the approved Fire Management Plan and Bathgate Plantation Operations Plan are stored at entrances to the property in secure, weatherproof and clearly labelled containers at all times and also provided to the Department of Biodiversity, Conservation and Attractions and the Department of Fire and Emergency Services Regional Office and local bushfire control brigades to the satisfaction of the Shire.

5. 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.
6. 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 Primary Industries and Regional Development and 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.
7. A minimum 6-metre setback must be maintained on either side of the watercourse/drains, and a minimum 6-meter setback must be provided between all proposed plantation areas and existing native vegetation areas, with the setback located on the outside of the tree crown drip line. The setback areas must be clearly demarcated on-site to ensure that vehicles and planting works remain outside of these areas, to the satisfaction of the Shire.
8. 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.
9. At least 6-months prior to any harvesting, a Timber Harvesting Plan and separate application for development approval is required to be approved by the Shire prior to any harvesting activity occurring. All harvesting movements from the site shall be confined to Hay Road back to South Western Highway.

ADVICE NOTES

- a. It is recommended that the applicant undertake public consultation, including to surrounding residences 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 have advised:
 - I. It is the applicant's responsibility to check that any clearing complies with the *Environmental Protection Act 1986* and associated Regulations.
 - II. The applicant is advised to refer to the *Code of Practices for Timber Plantations in Western Australia* (FIFWA 2014) to assist them with their operations, as practical and appropriate to their site situation:

- i. Maintaining the 6-metre buffer on either side of the watercourse and avoiding applying herbicides and fertilisers within the buffer.
 - ii. Taking particular care to prevent pesticides being washed or leached into the watercourses.
 - iii. Ensuring machinery does not enter the riparian zone or its designated buffers.
 - iv. Ensuring any potential ground disturbing works during harvesting does not mobilise sediment into the watercourse.
 - v. Asbestos-containing materials, if encountered during the operation of the site, should be managed in accordance with guidance published by the Department of Health and WorkSafe. Water supplies obtained from dams and rainwater tanks should be managed in accordance with relevant guidance published by enHealth and the Department of Health to ensure that the water is suitable for the intended use.
- c. The Department of Biodiversity, Conservation and Attractions have advised:
 - I. The subject land adjoins DBCA-managed Greenbushes State Forest to the south east and Greenbushes Nature Reserve to the south west. The main access for the proposal is via Bathgate Road which lies within the Greenbushes State Forest. There should be no impacts from the tree-farm on the biodiversity values and management of the adjacent DBCA-managed lands. A Forest Management Plan (FMP) was included with the application. FMP Section 7 refers to the site having a moderate-high water erosion risk rating. There should be no direct or indirect impacts, including surface water run-off, drainage, erosion, weed spread and/or Phytophthora dieback spread from the proposed plantation into the adjacent DBCA-managed land. Although the subject land is not adjacent to a declared Disease Risk Area (DRA), reasonable measures to mitigate the risk of Phytophthora dieback spread should be included within the FMP.
 - II. FMP Section 6 refers to plantation setbacks and buffers to retained native vegetation, to enhance the biodiversity and conservation values of the property. DBCA recommends that buffers to retained native vegetation be located outside the tree crown drip zone, consisting of suitable demarcation materials to protect the retained native vegetation and tree roots, from accident vehicle damage and soil compaction.
 - III. The Fire Management Plan emergency contacts list should include the DBCA Blackwood District Duty officer, in addition to other bushfire contacts, via the DBCA Blackwood District office (9752 5555). The applicant should liaise with the DBCA District Manager (blackwood@dbca.wa.gov.au) about the location of heaps and fire protection measures prior to any works being undertaken.
- d. 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.

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| For: Cr MacCarthy, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, |
| Against: Cr Bailey, Cr Shand |
| Carried: 6/2 |

9.2. Director Finance and Corporate

9.2.1. Schedule of Accounts Paid as at 31 March 2025

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

File Reference: FNC

Voting Requirement: Simple Majority

Attachment(s):

9.2.1(1) Schedule of Accounts Paid Under Delegation

Executive Recommendation

That Council:

Receive the accounts for payment report for the period ended March 2025 as per Attachment 9.2.1(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

That in accordance with Regulation 13 (3) of the *Local Government (Financial Management) Regulations 1996*, Council receive the “Schedule of Accounts Paid” covering the period 1 March 2025 to 31 March 2025, the schedule contains details of the following transactions:

1 Municipal Account – payments totalling \$1,576,997.47.

| | |
|-----------------------|-------------------------------------|
| Credit Card payments | DD28323.1 |
| EFT Payments | EFT30433A – EFT30621 |
| Cheque Payments | 53824-53825 |
| Direct Debit payments | DD28272, DD28296, DD28298 & DD28322 |

Background

In accordance with Delegation 1.2.23 – payments from the Municipal or Trust funds adopted by Council on 18 September 2024, the Chief Executive Officer is authorised to incur expenditure in accordance with the Annual Budget provisions and limited over-expenditure subject to subsequent budget amendments. In doing so, section 13 of the *Financial Management Regulations 1996* is to be adhered to with a list of accounts for approval to be presented to Council each month.

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

FIN/CP-4 Purchasing

FIN/CP-5 Regional Price Preference

FIN/CP-7 Credit Card

Statutory Compliance

Local Government Act 1995

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 authorised the payments.

Officer Comment

For a detailed listing of payments see [Attachment 9.2.1\(1\)](#). Please raise any queries prior to the meeting to enable questions to be investigated and a response prepared.

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| COUNCIL RESOLUTION: 65/04-25 | | |
| MOVED BY: | Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

That Council:

Receive the accounts for payment report for the period ended March 2025 as per Attachment 9.2.1(1).

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| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 by en-bloc resolution 54/04-25 |

9.2.2. Statement of Financial Activity report as at 31st March 2025

Report Details:

Prepared by: Acting Manager Financial Services

Manager: Acting Director Finance & Corporate

File Reference: Nil

Voting Requirement: Simple Majority

Attachment(s):

9.2.2(1) Statement of Financial Activity March 2025

Executive Recommendation

That Council receive the Statement of Financial Activity report for the period ending 31st March 2025 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 31st March 2025.

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 18th September 2024 it was recommended Council adopt the following material variance reporting thresholds for the 2024/25 financial year:

A material variance for reporting of \$10,000, for 2024/2025, pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.

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

The March Financial Statements are compared to year-to-date expenditure and revenue against the 2024-25 Amended Budget.

March 2025 Financial Analysis Summary

The issuing of rates for 2024/25 was completed in September 2024. Payment options were as follow:

- First instalment and due date for single full payment occurred 11th November 2024
- Second rates instalment due date occurred 10th January 2025

- Third rates instalment due occurred 11th March 2025.
- Fourth and final instalment due date is 12th May 2025

The rates and service charges collected at 31st March 2025 is 86.9%, which is slightly lower than previous year due to the third instalment being a later date.

The Shire's surplus after imposition of rates was \$2,896,212 which is 211.51% higher than the year-to-date budgeted surplus of \$929,720 at the end of March 2025.

Explanation of current material variances is included in Note 3 of the attached financial report, with additional commentary below noting the reason for variances in some main cost centres/work.

Operating Activities

Revenue: The total inflow from revenue activities was \$11,568,233, which is on track with budget estimates. Key areas include:

- Fees and charges and interest revenue are slightly higher than budget estimates due to timing
- Operating grants, subsidies and contribution are 3.14% lower than budget estimates due to timing of expenditure.

Expenditure: The total outflow from expenditure activities was \$15,170,847, which is 2.33% lower than budget estimates. Key areas include:

- Materials and contracts 8.24% lower than budget estimates due to timing
- Utilities charges 11.47% lower than budget estimates due to billing cycles

Investing Activities

Inflows: The total inflows from investing activities was \$3,463,709, which is \$139,812 (4.14%) below the YTD budget estimates. Key contributors include:

- Proceeds from capital grants, subsidies, and contributions: \$3,240,550 (4.14% below budget)

Outflows: The total outflows from investing activities was \$8,603,577, which is \$1,525,729 (15.06%) below the YTD budget estimates. Key areas include:

- Payments for property, plant, and equipment: \$6,457,119 (12.40% below budget)
- Payments for construction of infrastructure: \$2,146,458 (22.17% below budget)

| | |
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| COUNCIL RESOLUTION: 66/04-25 | |
| MOVED BY: Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

That Council receive the Statement of Financial Activity report for the period ending 31st March 2025 as per Attachment 9.2.2(1)

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| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 by en-bloc resolution 54/04-25 |

9.2.3 Adopt Council Policy ASS/CP-2-Asset Management

Report Details:

| | | | |
|------------------------|--|----------------------------|-----------------|
| Prepared by: | Finance Projects Manager | | |
| Manager: | Loren Clifford, Acting Director Finance & Corporate | | |
| Applicant: | N/A | | |
| Location: | N/A | | |
| File Reference: | CNL 33 | Voting Requirement: | Simple Majority |
| Attachment(s): | | | |
| 9.2.3(1) | Policy ASS/CP-1 Infrastructure Asset Management (Recommended for rescinding) | | |
| 9.2.3(2) | New Policy ASS/CP-2 Asset Management | | |

Executive Recommendation

That Council:

1. Rescind Council Policy ASS/CP-1 Infrastructure Asset Management
2. Adopt Council Policy ASS/CP-2 Asset Management

Strategic Alignment

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

- Outcome:** 11 - Strong, visionary leadership.
- Objective:** 11.1 - Provide strategically focused, open and accountable governance.
- Item:** 11.1.1 - Provide an annual review of key informing strategies to the Integrated Planning and Reporting Framework to inform the Annual Budget.

Executive Summary

Council is requested to consider rescinding policy ASS/CP-1 Infrastructure Asset Management and replacing it with a new policy 'Asset Management'

Background

Following review of policy ASS/CP-1 Infrastructure Asset Management it was deemed that due the scope of required changes it is simpler to rescind the existing policy and adopt a new policy.

The review of ASS/CP-1 Infrastructure Asset Management deemed the following problems

- a) Prescribed officer position titles that no longer exist due to past organisation restructures. By removing position titles, the new policy is proofed against future restructures.
- b) New policy only describes the role of the CEO as this is the only position required by the *Local Government Act 1995*. Council Policy should not specify other officer responsibilities as the CEO is responsible for administrative matters and will delegate tasks accordingly.
- c) The policy is titled 'Infrastructure Asset Management' however the policy body references other asset classes throughout.

- d) The policy prescribes some asset classes that are not used. Prescribing asset classes limits the ability to create new asset management plans without amending the policy.

The 2025 Regulation 17 Review (item 4.2.7) recommend the following improvement to policy ASS/CP-1 Infrastructure Asset Management.

“Consider reviewing the policy to ensure it reflects the context of the organisation and current requirements.”

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|----------------------|--|--------------|--------------|
| Service Interruption | Almost Certain | Moderate | High (15) |
| Risk Description: | Prescribing position roles (other than that of the CEO) in a Council policy that are subject to change from organisation restructures. Incorrect titles in a policy can lead to delays in decision-making, miscommunication, operational inefficiencies, compliance issues, and employee frustration | | |
| Mitigation: | Removal of prescribing positions (other than the CEO) from the policy. | | |

Financial Implications

Nil.

Policy Compliance

This Council Policy has been developed in line with the *Council Policy EXE-CP-8- Policy Framework*.

Statutory Compliance

Local Government Act 1995

Section 2.7(2)(b) of the Local Government Act 1995 (the Act) prescribes one of the roles of Council as being to determine the local government's policies.

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

Consultation

Internal consultation with Executive team members.

Officer Comment

Council is requested to:

- Rescind Council policy ASS/CP-1 *Infrastructure Asset Management* as attached
- Replace this policy with Council Policy ASS/CP-2 *Asset Management* as attached

The changes made to ASS/CP-2 is to future proof against organisational changes and to provide greater flexibility in establishing new asset classes and asset plans while remaining compliant with Council's Asset Management policy.

The 2025 Regulation 17 Review (item 4.2.7) recommend the following improvement to policy ASS/CP-1 Infrastructure Asset Management

"Consider reviewing the policy to ensure it reflects the context of the organisation and current requirements."

By adopting ASS/CP-2- Asset Management will resolve item 4.2.7.

| | |
|-------------------------------------|--------------------------------------|
| COUNCIL RESOLUTION: 67/04-25 | |
| MOVED BY: Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

That Council:

- 1. Rescind Council Policy ASS/CP-1 Infrastructure Asset Management**
- 2. Adopt Council Policy ASS/CP-2 Asset Management**

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|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 by en-bloc resolution 54/04-25 |

9.2.4. Rescind Council Policy WRKS/CP-4 Road Use Approval for Restricted Access Vehicles (RAVS) on Council's Road Network and Adopt Council Policy WRKS/CP-1 Land Resumption Compensation

Report Details:

Prepared by: Acting Manager Corporate Services

Manager: Loren Clifford, Acting Director Finance and Corporate

File Reference: ADM 11/4

Voting Requirement: Simple Majority

Attachment(s):

9.2.4(1) Council Policy WRKS/CP-4 Road Use Approval For Restricted Access Vehicles (RAVS) on Council's Road Network

9.2.4(2) Council Policy WRKS/CP-1 Land Resumption Compensation

Executive Recommendation

That Council:

- 1. Rescind Council Policy WRKS/CP-4 Road Use Approval for Restricted Access Vehicles (RAVS) on Council's Road Network at Attachment 9.2.4(1); and**
- 2. Adopt the amendments to Council Policy WRKS/CP-1 Land Resumption Compensation at Attachment 9.2.4(2).**

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.

Item: Nil.

Executive Summary

A review of Council policies relevant to the Shire's Works and Services department has been undertaken in accordance with the Policy Framework process. The purpose of this report is to present the findings to Council and to seek Council resolution to rescind Council Policy WRKS/CP-4 Road Use Approval for Restricted Access Vehicles (RAVS) on Council's Road Network ([Attachment 9.2.4\(1\)](#)) and adopt the minor amendments to Council Policy WRKS/CP-1 Land Resumption Compensation ([Attachment 9.2.4\(2\)](#)).

Background

Council Policy WRKS/CP-4 Road Use Approval for Restricted Access Vehicles (RAVS) on Council's Road Network

As part of the review, it has been identified that the policy provides direction on administrative and operational functions. Therefore, requiring classifying it an Administration policy. Further details have been outlined under the Policy Compliance section of this report.

Reclassifying Council Policy WRKS/CP-4 Road Use Approval for Restricted Access Vehicles (RAVS) on Council's Road Network from a Council Policy to an Administration Policy was a recommendation by Moore Australia, as part of their findings from the Audit Regulation 17 Review undertaken in December 2024, required by the *Local Government (Audit) Regulations 1996*. The auditors noted the content of several Council policies which appear operational in nature and not necessarily intended to provide direction on how different operational functions are to be executed, given these are the responsibility of the Shire Chief Executive Officer.

Should Council resolve to rescind the policy, it will subsequently be revised for approval by the Chief Executive Officer as an Administration Policy.

Council Policy WRKS/CP-1 Land Resumption Compensation

This Council Policy has been in place in various formats since it was first adopted in January 1993 and was due for its next review in 2024. The policy is required to be considered where proposed road works impact on adjoining properties, potentially requiring road widenings or road reserve closures. The policy details to Shire Officers the considerations and process that need to be undertaken if land resumptions are required as part of a project.

The review of the policy has identified only minor amendments, consistent with a change of formatting and updating of language. The changes are considered as 'Minor Amendments' in accordance with the definition specified in Council Policy EXE/CP-8 *Policy Framework* and do not impact on the application of the policy.

References to specific sections of applicable legislation has been removed, as per the recommendation by Moore Australia, as previously outlined above. The auditors noted the content of several Council policies contain detail relating to legislation and other external references, and that this practice may result in conflict between the policy and legislation or guidance in the instance of a change in legislation, guidance or other external references.

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|-------------------|--|--------------|--------------|
| Compliance | Possible | Moderate | Moderate (9) |
| Risk Description: | Providing Inaccurate Advice/Information - Council policies that have not been reviewed for compliance with current requirements and legislation could lead to inconsistent or incorrect information/advice being provided. | | |
| Mitigation: | Ensure Council policies are reviewed in accordance with the Shire's adopted Policy Framework process to ensure they are concise, clear, consistent and compliant with legislation, standards and strategic objectives. | | |

Financial Implications

Nil.

Policy Compliance

Council Policy *EXE/CP-8 Policy Framework* provides direction on the development and implementation of policies to reflect the Shire's strategic goals and meet statutory requirements.

In accordance with Council Policy *EXE/CP-8 Policy Framework*, a Council Policy:

- Provides for the rationale and guiding principles of what can be done relating to a topic;
- Focuses on the strategic and statutory decision-making obligations of the Council;
- Sets governing principles and guides the direction of the organisation to align with community values and aspirations; and
- Applies to Council, Elected Members and Shire employees when fulfilling their decision-making responsibilities.

In contrast, an Administration Policy:

- Explains how the Shire Administration will implement or carry out a policy;
- Are developed for administrative and operational purposes, with an internal focus;
- The Chief Executive Officer is the decision-maker for the approval, amendment or rescinding of these policies; and
- Elected Members are not bound by these policies.

Statutory Compliance

Section 2.7(2)(b) of the *Local Government Act 1995* (the Act) prescribes one of the roles of Council as being to determine the local government's policies.

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

Consultation

Internal Consultation

Shire Officers undertook a review of Council policies relevant to the Works and Services department, in accordance with the Shire's Policy Framework process.

External Consultation

Moore Australia evaluated the suitability of the Shire's current Council and Administration Policies as part of the Audit Regulation 17 Review undertaken in December 2024, required by the *Local Government (Audit) Regulations 1996*.

Officer Comment

As part of supporting Council in its role to set policies for the Shire by considering policies presented for adoption, amendment and rescindment, it is advised that Council accept the Executive Recommendation to rescind Council Policy WRKS/CP-4 Road Use Approval For Restricted Access Vehicles (RAVS) on Council's Road Network ([Attachment 9.2.4\(1\)](#)) and adopt the amendments to Council Policy WRKS/CP-1 Land Resumption Compensation ([Attachment 9.2.4\(2\)](#)) as outlined in this report.

| | |
|-------------------------------------|--------------------------------------|
| COUNCIL RESOLUTION: 68/04-25 | |
| MOVED BY: Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

That Council:

- 1. Rescind Council Policy WRKS/CP-4 Road Use Approval for Restricted Access Vehicles (RAVS) on Council's Road Network at Attachment 9.2.4(1); and**
- 2. Adopt the amendments to Council Policy WRKS/CP-1 Land Resumption Compensation at Attachment 9.2.4(2).**

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 by en-bloc resolution 54/04-25 |

9.2.5 Local Government Ordinary Election – October 2025

Report Details:

| | | | |
|------------------------|---|----------------------------|-------------------|
| Prepared by: | Acting Manager Corporate Services | | |
| Manager: | Loren Clifford, Acting Director Finance and Corporate | | |
| Applicant: | Western Australian Electoral Commission | | |
| File Reference: | CNL 09/1 | Voting Requirement: | Absolute Majority |
| Attachment(s): | | | |
| 9.2.5(1) | Cost Estimate | | |
| 9.2.5(2) | Written Agreement | | |

Executive Recommendation

That Council:

1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner of the Western Australian Electoral Commission to be responsible for the conduct of the 2025 Ordinary Election, together with any other elections or polls which may be required; and
2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the 2025 Ordinary Election will be as a postal election; and
3. Instruct the Chief Executive Officer to allocate an amount of \$45,000 (GST exclusive) in the 2025/2026 Annual Budget to conduct the 2025 Ordinary Election.

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

The next Local Government Ordinary Election is scheduled to be held on 18 October 2025 in accordance with legislative requirements. The purpose of this report is for Council to consider appointing the Electoral Commissioner of the Western Australian Electoral Commission (WAEC) to conduct the 2025 Shire of Donnybrook Balingup (Shire) Ordinary Election.

Background

WAEC has conducted postal elections for the Shire since 1999.

An Ordinary Election for the Shire is scheduled to be held on 18 October 2025.

To meet the requirements specified in the *Local Government Act 1995*, the Shire has received a Cost Estimate ([Attachment 9.2.6\(1\)](#)) and Written Agreement ([Attachment 9.2.6\(2\)](#)) from WAEC seeking a

Council decision regarding appointment to conduct the 2025 Ordinary Election as a postal election for the Shire.

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|----------------------|--|--------------|--------------|
| Compliance | Unlikely | Moderate | Moderate (6) |
| Risk Description: | Non-compliance with legislation for the 2025 Ordinary Local Government Election. | | |
| Service Interruption | Possible | Catastrophic | High (15) |
| Risk Description: | 2025 Ordinary Local Government Election does not take place as the Shire lack the necessary resources to manage the election independently. | | |
| Mitigation: | Resolve to appoint the WAEC Electoral Commissioner to undertake the 2025 Ordinary Election as a postal election, as per the Executive Recommendation to this report. | | |

Financial Implications

WAEC has estimated the cost to conduct 2025 Ordinary Election for the Shire as a postal election at \$38,307.00 (ex GST) as per the Cost Estimate provided at [Attachment 9.2.6\(1\)](#). This cost is based on the following assumptions:

- The method of election will be postal; and
- Four (4) Councillor vacancies; and
- 4,900 electors; and
- A response rate of approximately 45%; and
- Appointment of a local Returning Officer; and
- Count to be conducted at the Shire Administration Office using the CountWA system.

In accordance with the *Local Government (Elections) Regulations 1997*, WAEC conducts elections on the basis of full accrual cost recovery. This means the final cost may differ from the Cost Estimate provided. Should a significant change in the estimated cost become evident prior to, or during, the 2025 Ordinary Election, Council will be advised as early as possible.

The 2025/2026 Budget will need to have an allocate of \$45,000 to meet the total costs associated with undertaking the 2025 Ordinary Election. This amount includes operational costs such as staff wages and overheads and is based on incurred costs from the 2023 Ordinary Council Election. An amount of \$20,000 will be transferred from the Election Reserve, which has a current balance of \$20,000.

Policy Compliance

Nil

Statutory Compliance

Part 4 of the *Local Government Act 1995* specifies the requirements for elections and other polls for local government.

The decision by Council to appoint the Electoral Commissioner to conduct the 2025 Ordinary Election and determine the method to be as a postal election, must be by absolute majority in accordance with sections 4.20(4) & 4.61(2) OF the *Local Government Act 1995*.

Consultation

Staff have consulted with WAEC regarding the 2025 Ordinary Election process.

The Electoral Commissioner will arrange the Statewide public election notice as required by the s. 4.64 of the *Local Government Act 1995*. The Shire will promote the Ordinary Election through the Shire's website and social media.

Officer Comment

The postal voting system is considered an efficient and cost-effective system which provides for a high level of objectivity during the election process. The voter response rate for the Shire's 2023 Ordinary Election was 41.95%.

It is recommended that Council adopt the Executive Recommendation to this report should Council wish to proceed with appointing the Electoral Commissioner to undertake the 2025 Ordinary Election as a postal election and ensure that it is undertaken in accordance with applicable legislation.

| | |
|-------------------------------------|--------------------------------------|
| COUNCIL RESOLUTION: 69/04-25 | |
| MOVED BY: Cr Grant Patrick | SECONDED BY: Cr Anne Mitchell |

That Council:

1. **Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner of the Western Australian Electoral Commission to be responsible for the conduct of the 2025 Ordinary Election, together with any other elections or polls which may be required; and**
2. **Decide, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the 2025 Ordinary Election will be as a postal election; and**
3. **Instruct the Chief Executive Officer to allocate an amount of \$45,000 (GST exclusive) in the 2025/2026 Annual Budget to conduct the 2025 Ordinary Election.**

| |
|---|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 by absolute majority vote |

Cr Shand left the Chamber at 7:25pm.
Cr Shand re-entered the Chamber at 7:27pm.

9.2.6. Annual review of Asset Management Plans and Financial Informing Plans 2025/26

Report Details:

Prepared by: Finance Projects Manager
Manager: Loren Clifford, Acting Director Finance and Corporate
Applicant: Shire of Donnybrook Balingup
Location: Shire of Donnybrook Balingup
File Reference: FNC 10/2 **Voting Requirement:** Simple Majority

Attachment(s):

- 9.2.6(1) Asset Management Plan (Consolidated) - 2025/26
- 9.2.6(2) Asset Management Plan - Parks & Reserves 2025/26
- 9.2.6(3) Asset Management Plan – Buildings 2025/26
- 9.2.6(4) Asset Management Plan – Vehicles 2025/26
- 9.2.6(5) Asset Management Plan – Roads and Transport 2025/26
- 9.2.6(6) Asset Management Plan – Bridges 2025/26
- 9.2.6(7) Reserve Fund Plan 2025/26
- 9.2.6(8) Borrowings Plan 2025/26
- 9.2.6(9) Rating Objectives Strategy

Executive Recommendation

That Council

1. Endorse the annual review of the following plans for 2025/26:
 - a. Asset Management Plan (Consolidated) - 2025/26
 - b. Asset Management Plan - Parks & Reserves 2025/26
 - c. Asset Management Plan – Buildings 2025/26
 - d. Asset Management Plan – Vehicles 2025/26
 - e. Asset Management Plan – Roads and Transport 2025/26
 - f. Asset Management Plan – Bridges 2025/26
 - g. Reserve Fund Plan 2025/26
 - h. Borrowings Plan 2025/26
 - i. Rating Objectives Strategy
2. Request the Chief Executive Officer to use the endorsed plans to inform and guide development of the Long Term Financial Plan and Annual Budget for 2025/26; and
3. Establish the Bridges Reserve Account in accordance with s6.11 of the *Local Government Act 1995* for the purpose of “Established to accumulate funds for the construction, renewal and maintenance of bridge infrastructure”.

Strategic Alignment

Endorsing the review of the 2025/26 asset management plans and financial informing plans will meet the following objectives of the Shire of Donnybrook Balingup Council Plan.

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 review and endorse the annual review of Council's asset management plans and financial informing plans. The review is undertaken annually to inform the,

- a) Long Term Financial Plan
- b) Annual Budget.

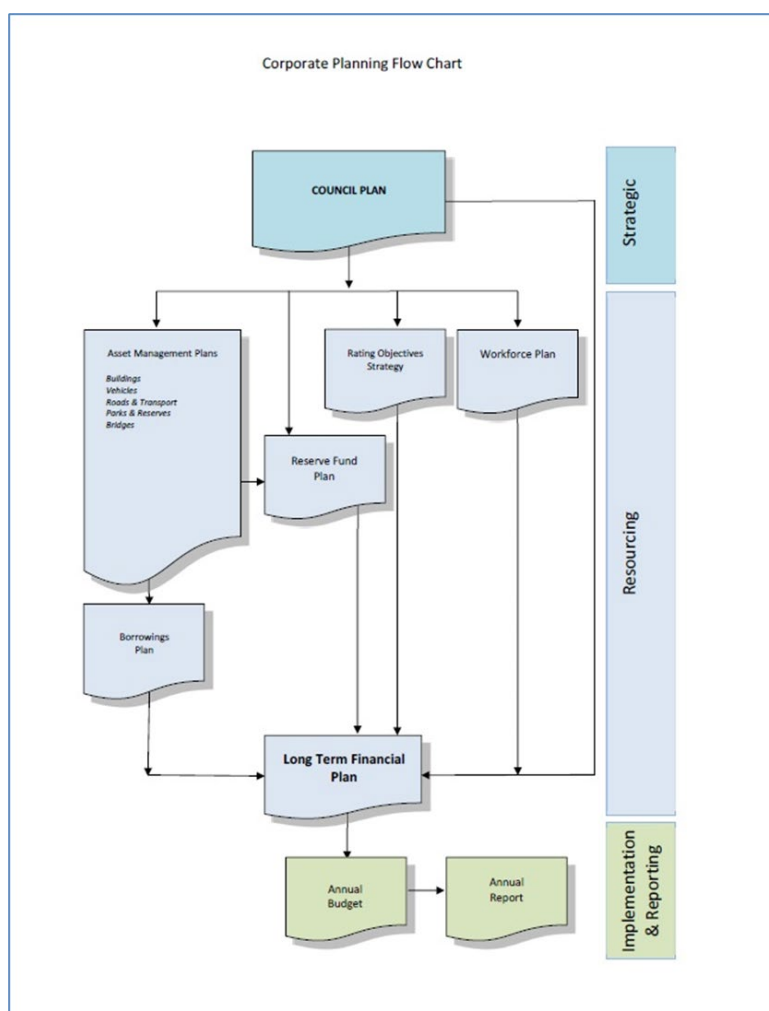


FIGURE 1

Background

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

Past reviews of local government in WA found serious performance and sustainability issues in the sector, in particular:

- Strategic planning systems that did not deliver accountable and measurable linkages between community aspirations, financial capacity and practical service delivery
- Financial planning systems that failed to accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future
- Asset management systems lacking the rigour of process and integrity of data to accurately reflect true asset management costs
- General lack of a formal approach to workforce planning across the sector

IPR addresses these concerns with processes to:

- Ensure community input is explicitly and reliably generated and informs the long- and medium-term objectives of the local government
- Identify the resourcing required to deliver the plans and enable rigorous and transparent prioritisation within resource constraints before finalising the plans

A suite of financial planning systems has been developed and implemented that;

- a) More accurately determine the Shire's capability to deliver services and manage its asset portfolio that can sustain our community into the future
- b) More accurately determine the cost of managing the Shire's asset portfolio
- c) More accurately determine the cost of delivering services to the community
- d) More accurately determine the contribution residents and users should make to the cost of services & facilities.

A key objective of the financial planning framework is realigning the underlying foundation of the Annual Budget to respond to these matters to improve the long-term financial sustainability for the Shire.

These plans are developed upon the assumption of the continuation of existing services and service levels. In other words, the underlying assumption of 'business as normal'. When organisational strategies are developed to the contrary, asset plans and financial informing plans are amended accordingly in the annual review process.

Asset Management Plans

Asset Management Plan (Consolidated) ([Attachment 9.2.6\(1\)](#))

This document provides a strategic overview and consolidated financial summary of Council's asset management planning. It additionally identifies future objectives to continually mature and improve Council's asset management framework to enhance available information for strategic decision making.

Asset Management Plan – Parks & Reserves (Attachment 9.2.6(2))

Parks and Reserves comprise numerous items of built or installed depreciable equipment and infrastructure. These assets deteriorate over time and require a program of cyclical replacement at the end of economic life.

The program of renewal works within this plan has been updated and sourced from independent revaluations and asset condition assessments of park & reserve infrastructure undertaken in 2022.

This plans for the timing and financing of:

- a) Development works
- b) Replacement of aged infrastructure
- c) Major maintenance of infrastructure

The following future borrowings for park infrastructure are identified.

| Year | | Amount |
|---------|-----------------------------------|-------------|
| 2036/37 | Apple Funpark - Equipment Renewal | \$1,360,121 |

TABLE 1

It is identified that the long term sustainable annual own source funding level for the Parks & Reserves asset class is as follows:

| Budget | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 | 2034/35 | 2035/36 | 2036/37 | 2037/38 | 2038/39 | 2039/40 |
| 223,750 | 312,908 | 372,002 | 431,465 | 484,400 | 536,240 | 573,541 | 616,914 | 649,202 | 657,362 | 649,103 | 655,886 | 664,103 | 655,394 | 644,580 | 641,551 |

TABLE 2

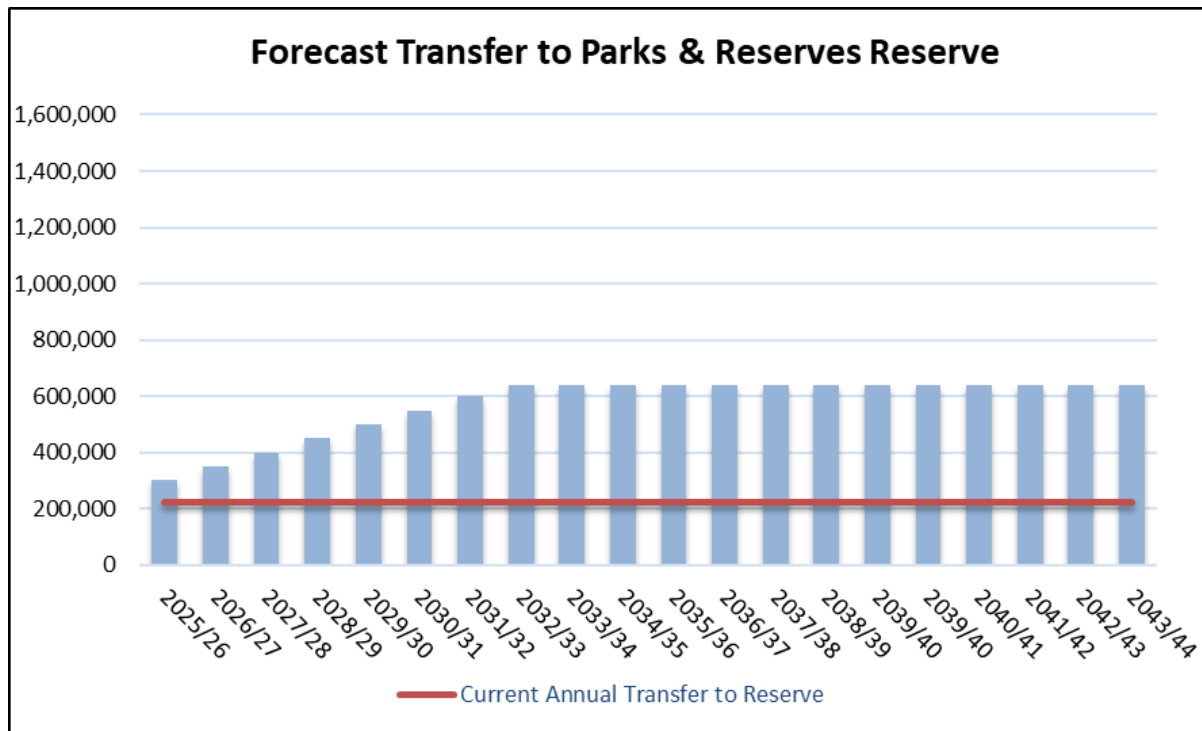


FIGURE 2

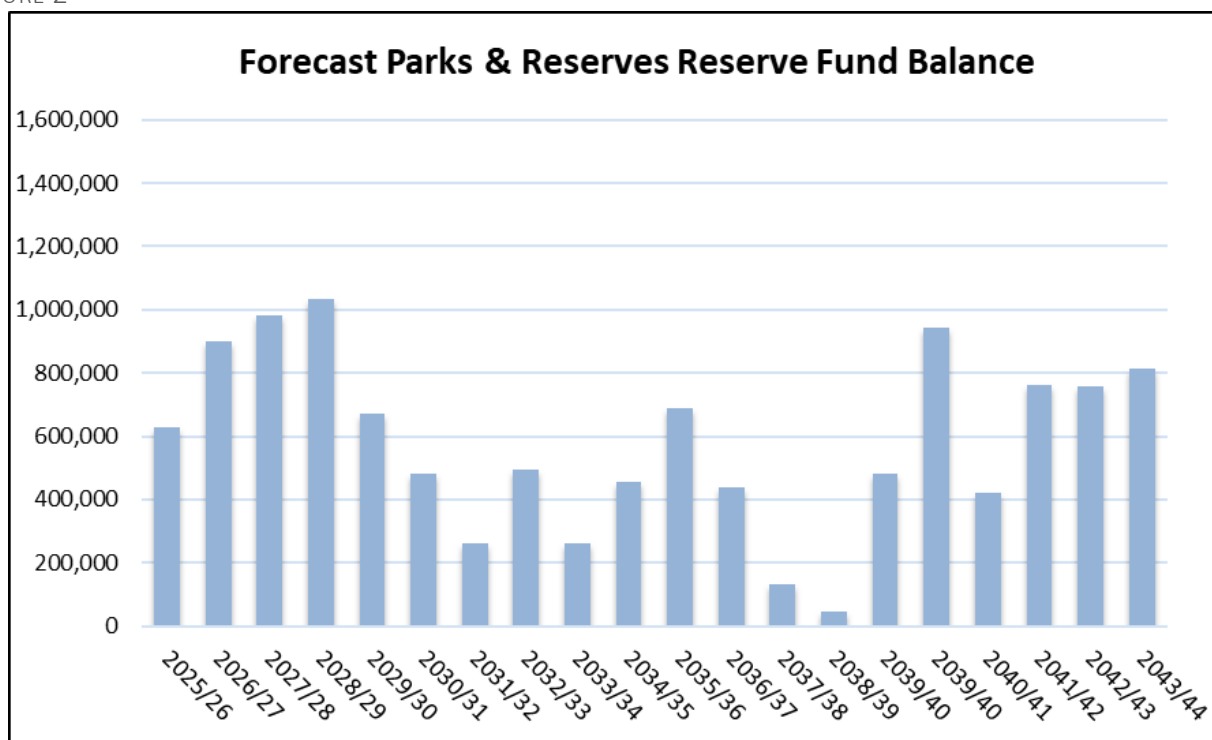


Figure 3

Asset Management Plan – Buildings ([Attachment 9.2.10\(3\)](#))

The purpose of this document is to provide a strategy for funding Council’s buildings.

This strategy will plan for the timing and financing of:

- a) Construction of new buildings
- b) Alterations and extensions of existing buildings
- c) Preservation and maintenance of buildings

The Asset Management Plan – Buildings, provides a systematic method to identify, plan and fund necessary works to maintain the facilities to an acceptable standard that maximise their useful life for the community.

It is identified that the long term sustainable annual own source funding level for the buildings asset class as follows:

| Budget | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 2025/26 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 | 2034/35 | 2035/36 | 2036/37 | 2037/38 | 2038/39 | 2039/40 |
| 253,965 | 400,000 | 450,000 | 500,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 | 550,000 |

TABLE 3

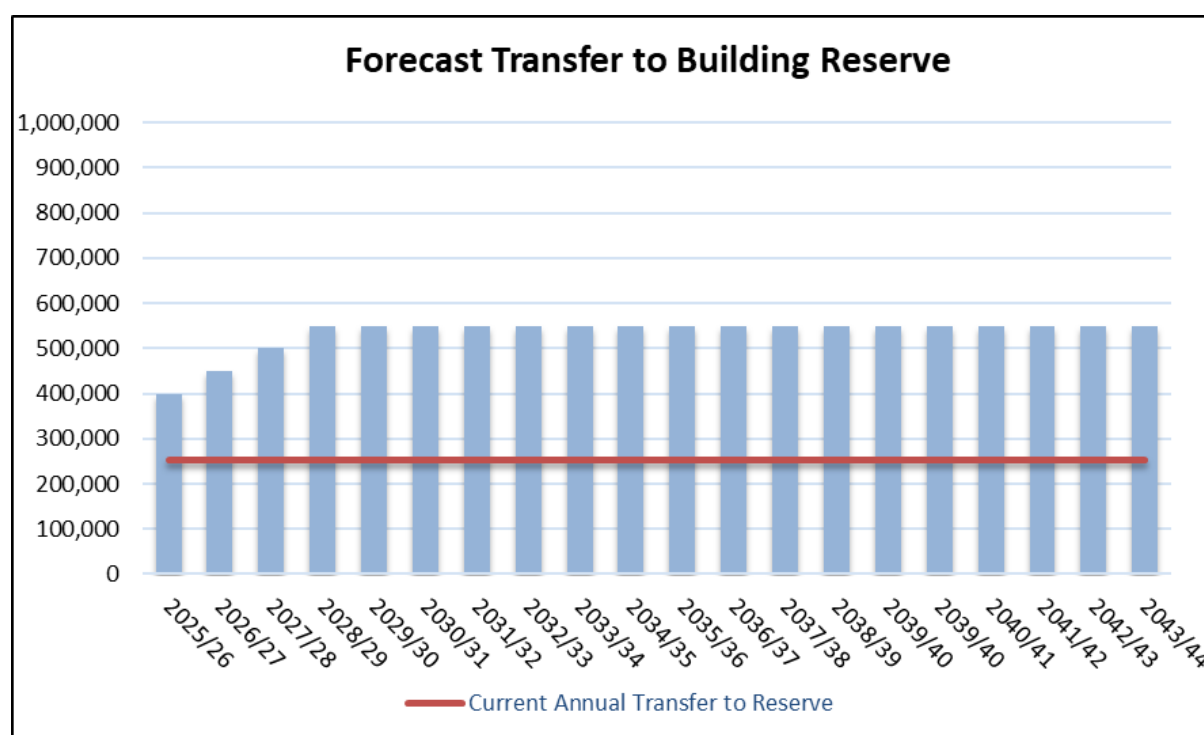


FIGURE 4

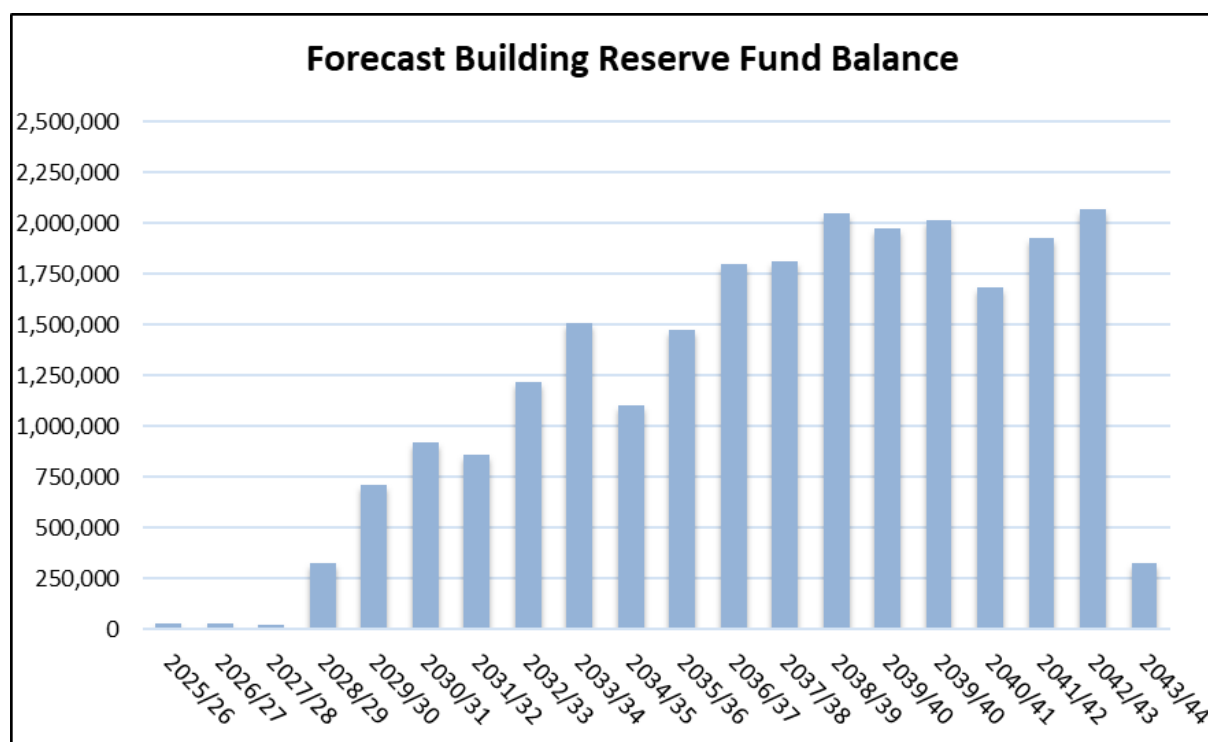


FIGURE 5

The plan identifies forecast borrowings for future major building works.

| Year | | Amount |
|---------|---|-------------|
| 2028/29 | Administration Centre Extension | \$2,261,654 |
| 2029/30 | Transfer Station Development – Donnybrook Waste Management Facility | \$1,331,418 |

TABLE 4

New for 2025/26 review is the asset renewal plan for:

- VC Mitchell Park Multi-Purpose Clubrooms & Function Centre (Page H7-H8).
- Donnybrook Tennis Clubrooms (page H11).

The newly constructed VC Mitchell Park Multi-Purpose Clubrooms & Function Centre will require an estimated annualised amount of \$112,000 pa to be additionally set aside into the Building Reserve for asset renewal. This is consistent with the provision of \$150,000 pa for combined asset renewal and own source operating costs made in the 2024/25 Long Term Financial Plan.

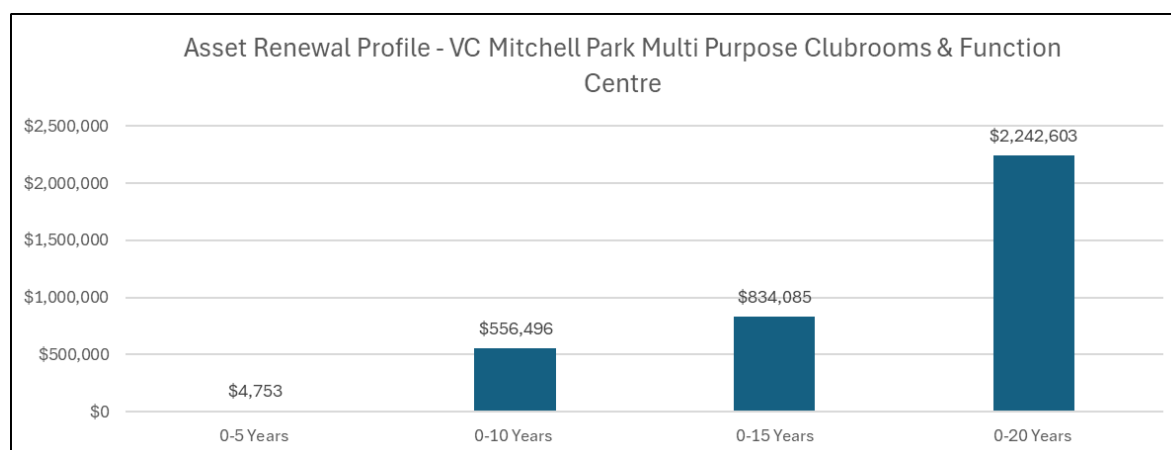


FIGURE 6

Asset Management Plan – Vehicles ([Attachment 9.2.6\(4\)](#))

This Asset Management Plan details:

- Acquisition of new vehicles
- Cyclical replacement of existing vehicles
- Annual funding plan for the Vehicle Reserve Fund

Council operates a fleet of vehicles to carry out service delivery to the community. These range from road construction plant to compliance vehicles.

Council engaged an independent review of its vehicle fleet in 2017. The economic change-over life recommended in the independent review guided the development of this asset plan.

It is identified that the long term sustainable annual own source funding level for the vehicle asset class as follows:

| Budget | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 | 2034/35 | 2035/36 | 2036/37 | 2037/38 | 2038/39 | 2039/40 |
| 520,000 | 550,000 | 575,000 | 580,000 | 600,000 | 620,000 | 640,000 | 660,000 | 680,000 | 680,000 | 680,000 | 680,000 | 680,000 | 700,000 | 700,000 | 700,000 |

TABLE 5

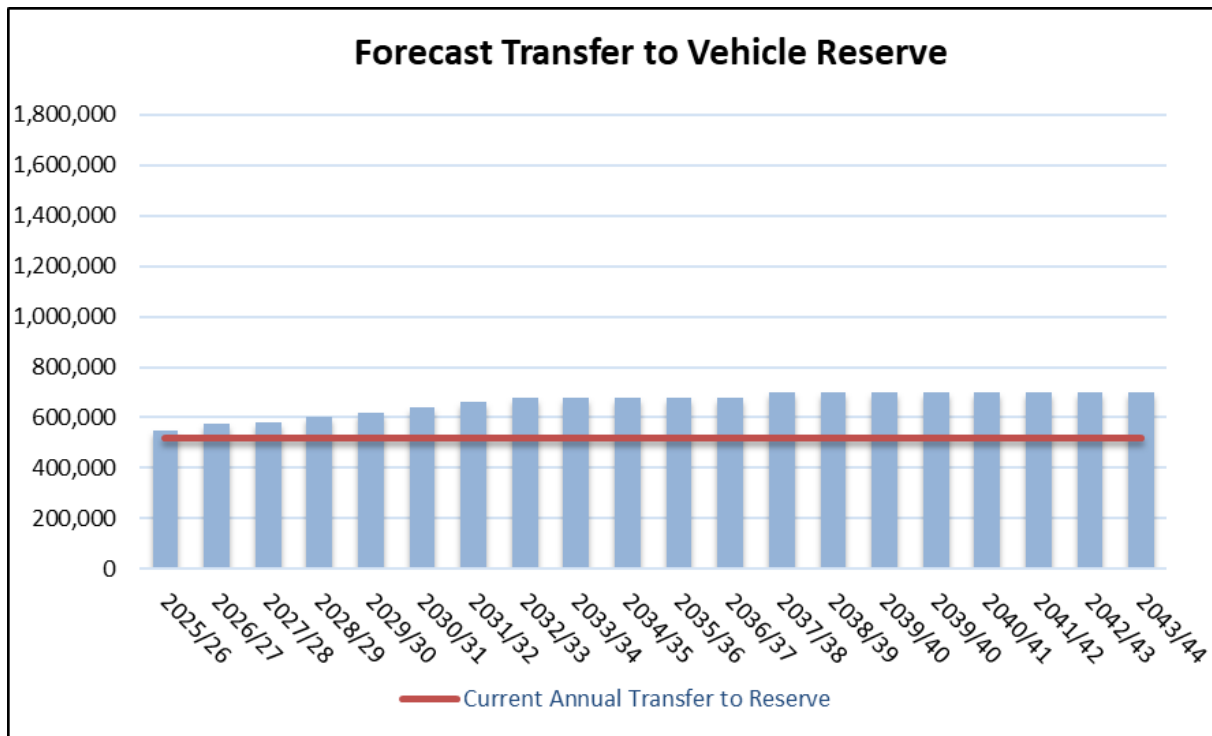


FIGURE 7

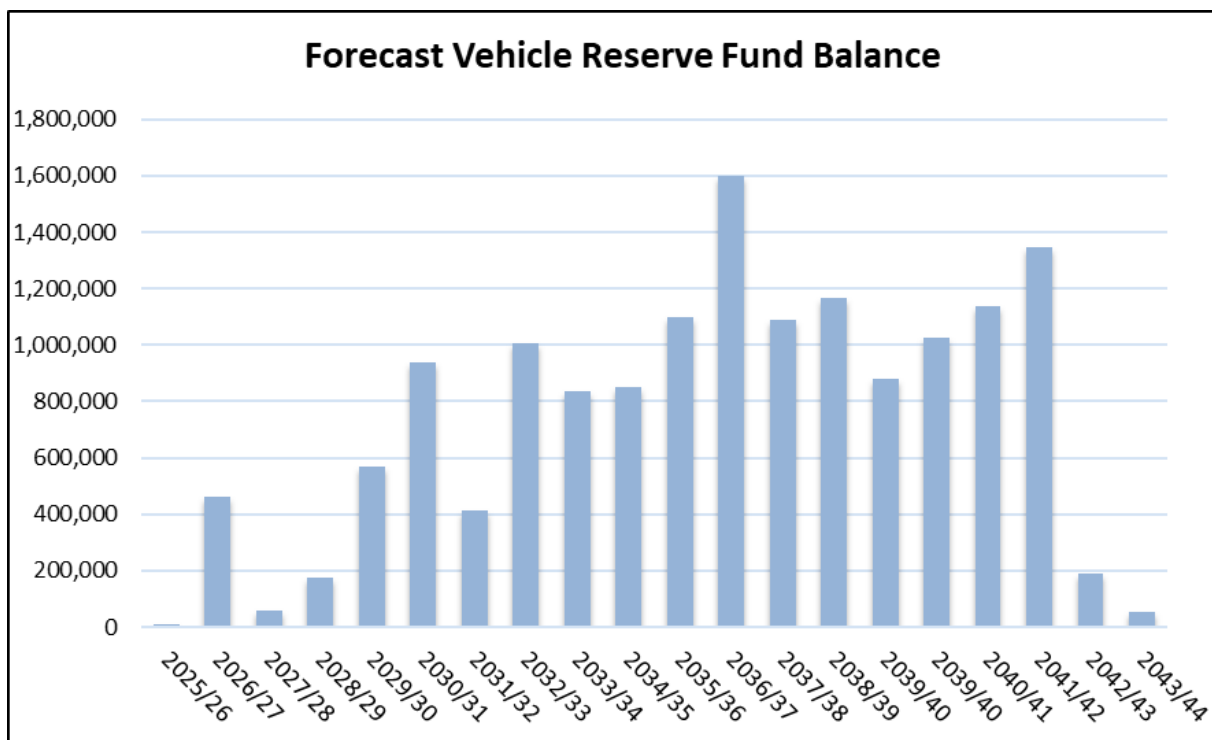


FIGURE 8

Asset Management Plan – Roads and Transport ([Attachment 9.2.6\(5\)](#))

The information contained in this asset plan is a summary from Council's Road Asset Management and Maintenance System (RAMMS). Estimation of capital renewal funding requirements identified in the

Asset Plan has been determined using an annual depreciation methodology. This information is based on independent revaluations and asset condition assessments undertaken in 2022.

The plan provides aggregated level capital renewal indications for the following transport asset classes.

- Carparks
- Drainage
- Electrical (Lighting)
- Infrastructure (Railings)
- Footpaths
- Roads (Sealed)
- Roads (Unsealed)

It is estimated, based up an annual depreciation methodology, that annual expenditure requirements for capital renewal on roads and transport assets is \$4.05m pa (indexed annually).

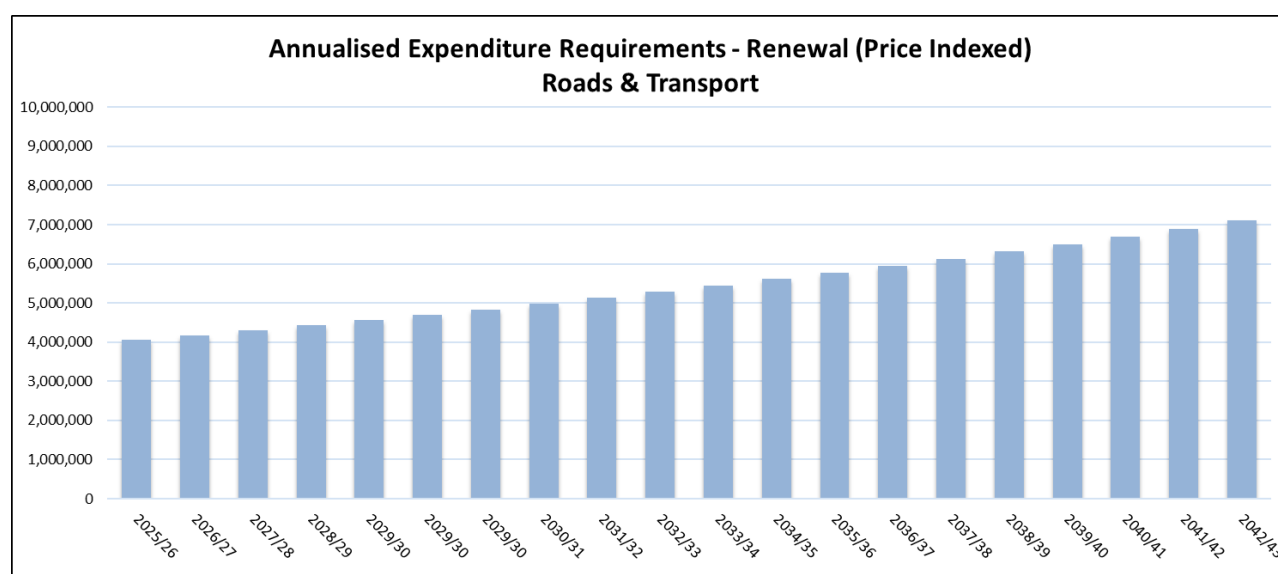


FIGURE 9

Asset Management Plan – Bridges ([Attachment 9.2.6\(6\)](#))

Asset Plan for bridges is a newly developed plan for 2025/26.

Local Governments are allocated funds for bridges through the Local Grants Commission. Project funds for bridges are allocated to preservation type projects, recognising that some of these projects may include some upgrading, and that preservation includes replacement when the existing bridge has reached the end of its economic life.

A Bridge Committee advises the Commission on priorities for allocating funds for bridges. Membership of the Committee is made up of representatives from the following organisations:

- WA Local Government Grants Commission;
- Western Australian Local Government Association; and
- Main Roads Western Australia (MRWA).

The Committee receives recommendations from MRWA on funding priorities for bridges in its 10 year bridge strategy. MRWA inspects and evaluates the condition of local government bridges and has the expertise to assess priorities and make recommendations on remedial measures.

In addition, the Shire is responsible for preventative maintenance which is own source funded. This requires funding being set aside into reserve to fund the periodic work.



FIGURE 10

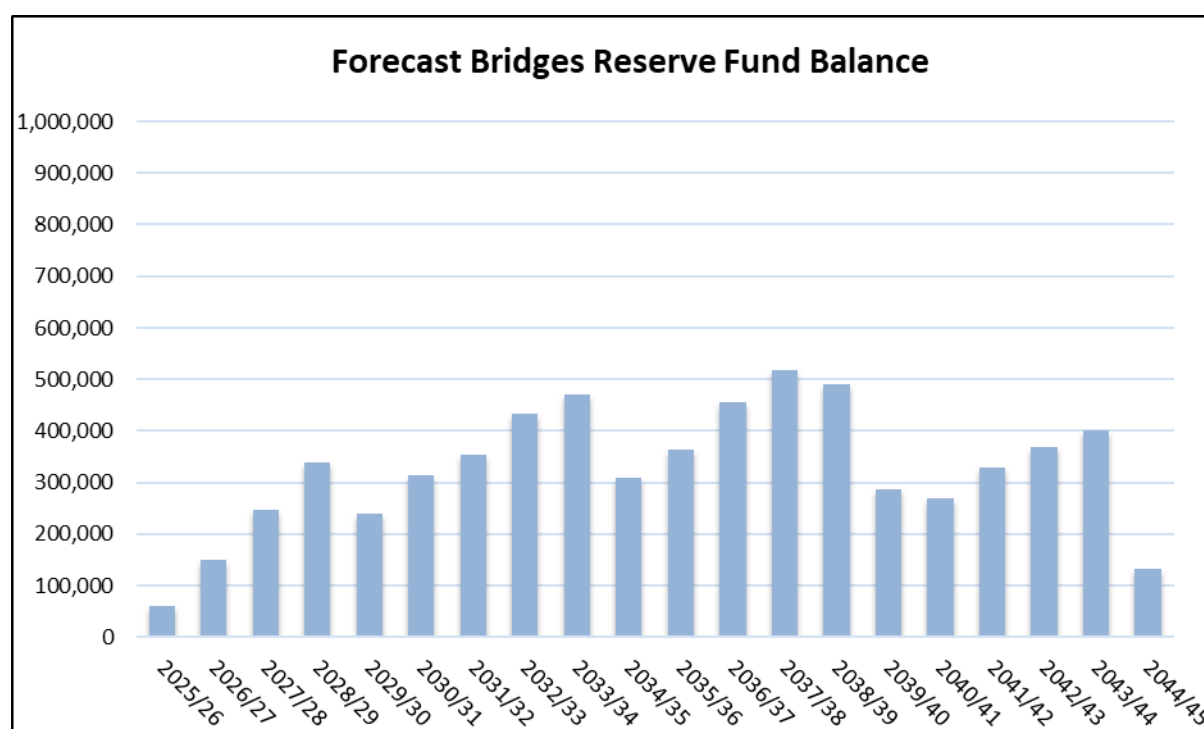


FIGURE 11

The plan identifies forecast borrowings for future major bridge renewal works.

| Year | | Amount |
|---------|---|-------------|
| 2043/44 | Bridge 9315 - Preston River Suspension Bridge | \$1,227,454 |

Reserve Fund Plan ([Attachment 9.2.6\(7\)](#))

s6.11 of the Local Government Act requires that where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

The suite of plans recommended for adoption requires budgetary allocations to meet planned expenditure requirements. The mechanism for meeting own source funded expenditure identified in the plans, is from reserve funds. Therefore, the annual budget is required to fulfill the function of delivering the sustainable levels of annual funding into reserves that is calculated to meet the planned expenditure.

The purpose for this document is to provide a consolidated summary of annual transfers to and from Council's cash backed reserve funds.

Council maintains several cash reserves for a variety of purposes:

- a) to provide funds for future liabilities
- b) to provide funds for future asset acquisitions / replacement
- c) to hold unspent funds for specific projects
- d) to reduce the reliance on borrowing by accumulating funds for specific projects

Where relevant, reserves are supported by comprehensive plans that detail future funding requirements and the necessary annual allocations to reserves.

Should Council not allocate recurring budget funding for transfer to reserves as identified in this plan, reserves will become depleted and associated expenditure identified throughout Councils financial planning framework that is sourced from reserves, will not be deliverable in the future. The majority of identified asset renewal works are funded from reserves, therefore a failure to budget the necessary amounts into reserves will lead to long term asset condition decline.

Borrowings Plan ([Attachment 9.2.6\(8\)](#))

The use of borrowings as a means of funding asset acquisitions, renewals and major maintenance is a mechanism for allocating the costs of major works over a period that reflects when residents will benefit from the assets.

Council is guided by its adopted policy FIN/CP-3 DEBT. This policy sets out the way the Shire of Donnybrook Balingup may establish and manage a debt portfolio. The objective of this Debt Policy is to ensure the sound management of the Shire's existing and future debt.

The policy outlines the Shire's borrowings strategy and provides for the responsible financial management of borrowings by ensuring that the level of indebtedness is maintained within acceptable limits and is managed appropriately.

It is therefore necessary that borrowings are appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to plan for borrowings for strategic purposes, rather than relying on borrowings as a response to immediate financial requirements.

The following future borrowings are identified.

| Year | | Amount |
|---------|---|-------------|
| 2028/29 | Administration Centre Extension | \$2,261,654 |
| 2029/30 | Transfer Station Development – Donnybrook Waste Management Facility | \$1,331,418 |
| 2036/37 | Apple Funpark - Equipment Renewal | \$1,360,121 |
| 2043/44 | Bridge 9315 - Preston River Suspension Bridge | \$1,227,454 |

TABLE 7

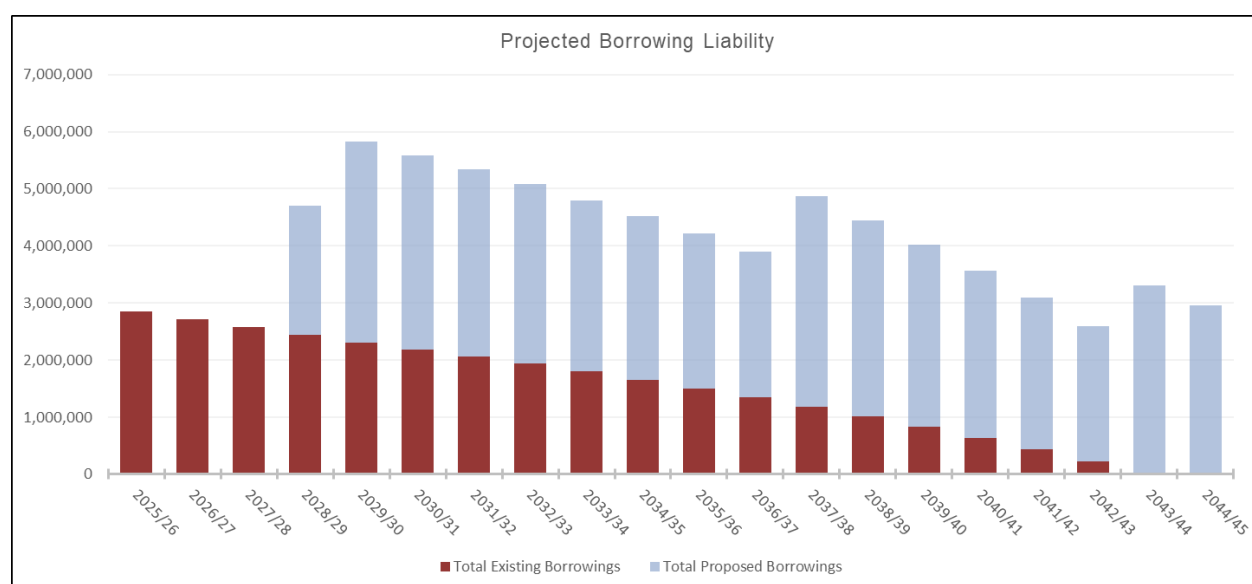


FIGURE 12

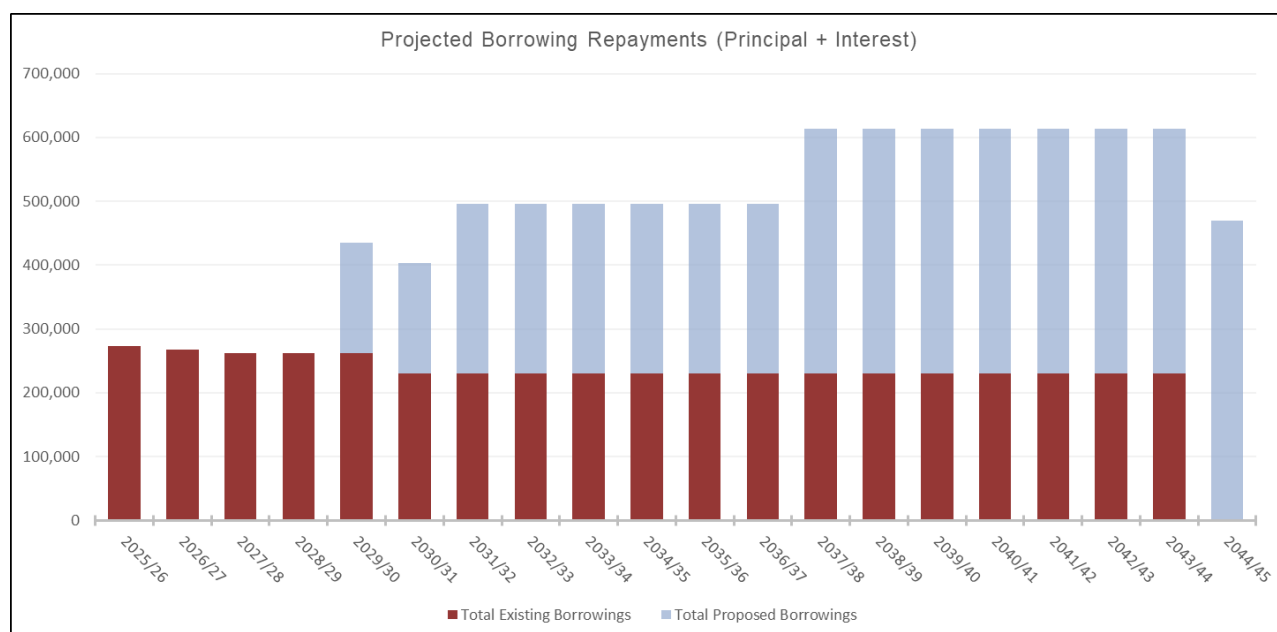


FIGURE 13

Rating Objectives Strategy ([Attachment 9.2.6\(9\)](#))

Council initially adopted this Strategy at its Ordinary Meeting held on 24 April 2018.

A rating strategy is the method by which Council systematically considers factors of importance that informs its decisions about the Council's rating. A rating strategy assists Council in striking a balance between competing principles to come up with a mixture of rates that provides the income needed for its annual budget, whilst meeting the tests of fairness and equity.

Council levies rates from residents and businesses to help fund its community infrastructure and service obligations. It is important that Council's rating be underpinned by sound principles that are well understood and compliant with current legislation.

It is important to note that the focus of the Rating Strategy is different to that of the Annual Budget. In that the Annual Budget, the primary focus is the amount of rates required to be raised for Council to deliver the required services and capital works.

Similarity, the Strategy is not a document which sets out expected levels of rate revenue increases/decreases over outgoing financial years (it is the Long Term Financial Plan which sets out planned changes to rates revenue).

The focus of this Rating Strategy is the types of rates to be charged and how the required amounts are fairly and equitably distributed amongst Council's ratepayers.

Risk Management

| Risk: | Likelihood: | Consequence: | Risk Rating: |
|------------------|----------------|--------------|--------------|
| Financial Impact | Almost Certain | Major | Extreme (20) |

| | | | |
|-------------------|---|----------|--------------|
| Risk Description: | <u>Future Financial Sustainability</u> Identifying necessary funding for Council services and the maintenance and renewal of assets is an essential. Historical levels of financial allocations have not been sufficient to achieve this, which leaves the Shire with a material shortfall in funding. This position cannot be rectified quickly. The financial informing plans identifies necessary increases from own source funds into asset management reserves to ensure future identified works can be sustainably funded. If this does not occur, the Shire will be faced with future financial challenges. This enables Council to understand its future financial obligations beyond immediate budget considerations and helps Council assess the need for early intervention to reduce future risks and associated future revenue raising requirements. | | |
| Mitigation: | a) Rationalising assets to reduce future asset renewal obligations. b) Reducing existing service levels. c) Increasing cost recovery from user fees | | |
| Financial Impact | Possible | Moderate | Moderate (9) |
| Risk Description: | <u>Financial Forecasts used</u> Although the forecasts are based upon the latest available information, it is a future projection and is therefore subject to risk. The Shire cannot anticipate inherent risks such as unforeseen economic, political, environmental and market changes. | | |
| Mitigation: | Asset Plans and other financial informing plans will be reviewed every 12 months to reflect the prevailing economic conditions, together with changing community services and service levels. | | |

Financial Implications

It is recommended that Council endeavors to achieve identified sustainable asset funding levels over time through increases in the annual budget allocation to respective reserves. A considerable funding gap exists between the identified levels of transfer to reserves and the level currently funded in the annual budget.

Based on existing service standards to the community, the shire's current recurring revenue is materially below the level required to meet the identified future expenditure, (including future asset renewal obligations). Based on current knowledge, it is identified that approximately \$2.4m annually is required to be transferred to reserves on a sustainable basis. The 2024/25 budget provided for \$1.16m.

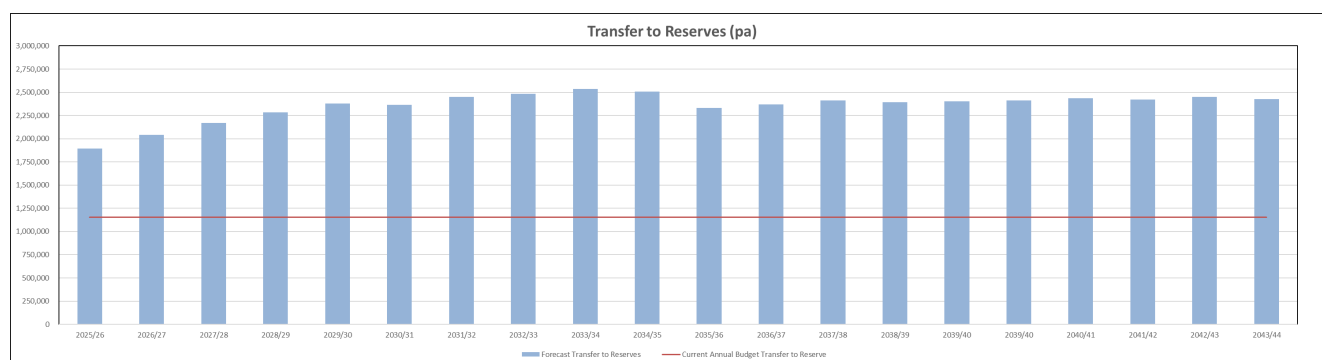


Figure 14

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------------------------------------|-----------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 | 2034/35 | 2035/36 | 2036/37 | 2037/38 | 2038/39 | 2039/40 |
| Transfer to Reserves - Recommended | 1,894,937 | 2,040,281 | 2,170,501 | 2,281,491 | 2,378,111 | 2,365,240 | 2,448,899 | 2,483,530 | 2,535,023 | 2,504,996 | 2,332,634 | 2,371,168 | 2,411,063 | 2,392,897 | 2,400,860 |
| Transfer to Reserves - Current Budget | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 | 1,155,865 |
| Reserve Funding Gap | (739,072) | (884,416) | (1,014,636) | (1,125,626) | (1,222,246) | (1,209,375) | (1,293,034) | (1,327,665) | (1,379,158) | (1,349,131) | (1,176,769) | (1,215,303) | (1,255,198) | (1,237,032) | (1,244,995) |

Table 8

In addition to identified future reserve transfers, the Borrowings Plan identifies the requirement for four new borrowings over the life of the plans to meet identified asset management/development requirements. The forecast annual borrowing repayments for the next 20 years is reflected in the following graph.

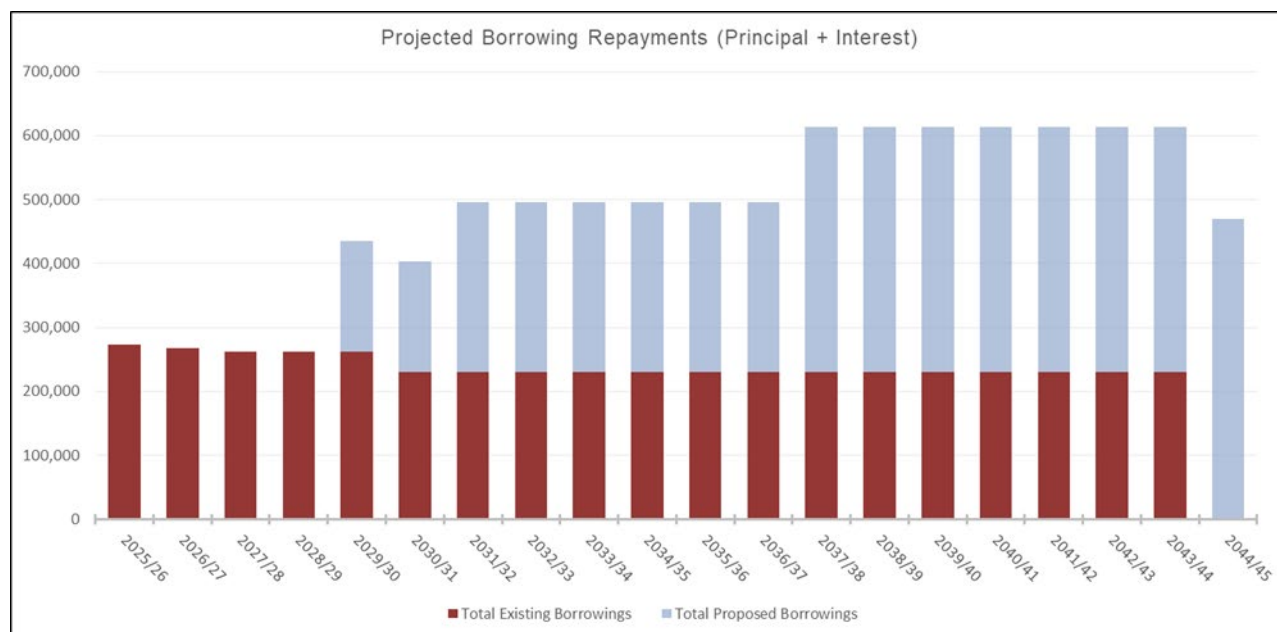


FIGURE 15

| | Budget 2024/25 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|-----------------------------------|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 | 2034/35 | 2035/36 | 2036/37 | 2037/38 | 2038/39 | 2039/40 | |
| Transfer to Reserves | 1,155,865 | 1,894,937 | 2,040,281 | 2,170,501 | 2,281,491 | 2,378,111 | 2,365,240 | 2,448,899 | 2,483,530 | 2,535,023 | 2,504,996 | 2,332,634 | 2,371,168 | 2,411,063 | 2,392,897 | 2,400,860 |
| Borrowing Repayments | | | | | | | | | | | | | | | | |
| Borrowing Repayments (net of SSL) | 279,668 | 262,311 | 262,311 | 262,311 | 261,831 | 434,999 | 403,425 | 496,550 | 496,550 | 496,550 | 496,550 | 496,550 | 496,550 | 613,873 | 613,873 | 613,873 |
| Total Borrowings | 279,668 | 262,311 | 262,311 | 262,311 | 261,831 | 434,999 | 403,425 | 496,550 | 496,550 | 496,550 | 496,550 | 496,550 | 496,550 | 613,873 | 613,873 | 613,873 |
| Total | 1,435,533 | 2,157,248 | 2,302,592 | 2,432,812 | 2,543,322 | 2,813,111 | 2,768,665 | 2,945,449 | 2,980,080 | 3,031,573 | 3,001,546 | 2,829,184 | 2,867,718 | 3,024,936 | 3,006,770 | 3,014,734 |
| Change from previous year | | 721,715 | 145,345 | 130,219 | 110,511 | 269,788 | (44,446) | 176,784 | 34,631 | 51,493 | (30,027) | (172,362) | 38,534 | 157,218 | (18,166) | 7,963 |

TABLE 9

The identified long term future annual transfer to reserves + identified future annual borrowings repayments are estimated at a level of circa \$3m annually.

The 2024/25 budget funds a combined = \$1.4m.

Endorsing the plans do not commit Council to the financial details. It is intended to advise and guide restructuring the Annual Budget and service levels to a financially sustainable foundation necessary to meet community service levels and identified future obligations of the Shire.

Policy Compliance

Nil.

Statutory Compliance

S5.56(1) of the Local Government Act 1995 requires local governments produce a plan for the future.

Regulation 19DA (3)(c) Local Government (Administration) Regulation 1996 requires local government to 'develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning'.

Consultation

A presentation and discussion of the 2025/26 review of the asset plans and financial informing plans were held with Executive staff, and Councillors at the budget development workshop on Wednesday, 2 April 2025.

Officer Comment

Material new elements for 2025/26 review are:

- a) Newly developed Bridge Asset Plan
- b) Asset renewal program for the newly completed VC Mitchell Park Multi-Purpose Clubrooms & Function Centre (Building Asset Plan, pages H7-H8).

The newly constructed VC Mitchell Park Multi-Purpose Clubrooms & Function Centre will require an estimated annualised amount of \$112,000 pa to be additionally set aside into the Building Reserve for asset renewal. This is consistent with the provision of \$150,000 pa for combined asset renewal and own source operating costs made in the 2024/25 Long Term Financial Plan

The Bridge Asset Plan identifies an annualised amount of \$200,000 pa of own source funds to be transferred into the Bridges Reserve Fund to fund planned long term preventive maintenance. Funding of this amount will be offset from the Bridge Maintenance budget resulting in no net increase in the budget.

Effective management of Council's asset portfolio is crucial to the sustainable delivery of services to meet the current and future needs of the community. Local governments are typically rich in assets and are responsible for managing a large stock of long-lived assets. Planning is therefore essential to

ensure that assets are created, maintained, renewed, and retired (or replaced) at appropriate intervals to ensure continuity of services.

The suite of plans that form the Integrated Financial Planning and Reporting framework are intended to facilitate sound long-term financial planning decisions and identify the true cost of managing Council's asset portfolio.

It is advised that Council has careful regard to longer-term considerations in making Annual Budget decisions. If it does not, it may find that the Shire is faced with future financial challenges. These long-term financial plans enable the Council to understand its future financial obligations beyond immediate budget considerations. The plans assist Council assessing the need for early intervention to reduce future risks and associated revenue raising requirements of future generations.

| | | |
|-------------------------------------|------------------|-------------------------------------|
| COUNCIL RESOLUTION: 70/04-25 | | |
| MOVED BY: | Cr Anne Mitchell | SECONDED BY: Cr Peter Gubler |

That Council

1. **Endorse the annual review of the following plans for 2025/26:**
 - a. **Asset Management Plan (Consolidated) - 2025/26**
 - b. **Asset Management Plan - Parks & Reserves 2025/26**
 - c. **Asset Management Plan – Buildings 2025/26**
 - d. **Asset Management Plan – Vehicles 2025/26**
 - e. **Asset Management Plan – Roads and Transport 2025/26**
 - f. **Asset Management Plan – Bridges 2025/26**
 - g. **Reserve Fund Plan 2025/26**
 - h. **Borrowings Plan 2025/26**
 - i. **Rating Objectives Strategy**
2. **Request the Chief Executive Officer to use the endorsed plans to inform and guide development of the Long Term Financial Plan and Annual Budget for 2025/26; and**
3. **Establish the Bridges Reserve Account in accordance with s6.11 of the *Local Government Act 1995* for the purpose of “Established to accumulate funds for the construction, renewal and maintenance of bridge infrastructure”.**

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

9.3. Chief Executive Officer

Nil.

10. Elected Member Motions of which previous notice has been given

Nil.

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

Nil.

12. Meetings Closed to the Public

12.1. Matters for which the Meeting may be closed

12.1.1 VCMP Tennis Court Lighting

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 RFQ336 – Supply of Loader

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.

| | | |
|-------------------------------------|--------------------|-------------------------------------|
| COUNCIL RESOLUTION: 71/04-25 | | |
| MOVED BY: | Cr Anita Lindemann | SECONDED BY: Cr Deanna Shand |

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

12.1.1 VCMP Tennis Court Lighting

12.1.2 RFQ336 – Supply of Loader

| |
|--|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

The meeting was closed to the public at 7:40pm.

| | | |
|-------------------------------------|----------------|--------------------------------------|
| COUNCIL RESOLUTION: 74/04-25 | | |
| MOVED BY: | Cr Alexis Davy | SECONDED BY: Cr Anne Mitchell |

That the meeting be re-opened to the public

| |
|---|
| For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

The meeting was re opened to the public at 7:48pm.

12.2. Public reading of Resolutions that may be made public

12.1.1 VCMP Tennis Court Lighting

| | | |
|-------------------------------------|------------------|------------------------------------|
| COUNCIL RESOLUTION: 72/04-25 | | |
| MOVED BY: | Cr Grant Patrick | SECONDED BY: Cr Alexis Davy |

That Council:

Authorise the Chief Executive Officer to:

- 1. Award the Tender on the merit of the Tender Evaluation Report content and recommendation to Southwest Electrical & Communication.**
- 2. Provide an update for the community and stakeholders of the successful award.**

| |
|---|
| For: Cr MacCarthy, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

12.1.2 RFQ336 – Supply of Loader

| | | |
|-------------------------------------|----------------|--------------------------------------|
| COUNCIL RESOLUTION: 73/04-25 | | |
| MOVED BY: | Cr Alexis Davy | SECONDED BY: Cr Grant Patrick |

That Council:

1. Endorses the disposal of the existing Caterpillar 924K loader to Victor Starling for the offered price of \$120,000 (ex GST) and organise for its removal from the Shire's fleet.
2. Requests the Chief Executive Officer notify WesTrac Pty Ltd of the outcome of the Disposal of Property process for the existing Caterpillar 924K.
3. Authorise the Chief Executive Officer to dispose of the Caterpillar 924K via an alternative trade in arrangement or auction, in accordance with Section 3.58 of the *Local Government Act 1995*, should the offer be withdrawn.

| |
|--|
| For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell Cr Patrick, Cr Shand |
| Against: Nil. |
| Carried: 8/0 |

13. Closure

The Presiding Member to advise that the next Agenda Briefing Session will be held on 21 May 2025 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

The Presiding Member declared the meeting closed at 7:50pm.

OFFICIAL
SOUTH WEST REGIONAL ROAD GROUP
MINUTES OF MEETING

VENUE – Dardanup Shire Council Chambers, 1 Council Drive, Eaton
 On **Monday 31 March 2025** commencing at 9.30am

**ELECTED MEMBERS, LGA TECHNICAL STAFF, MRWA AND WALGA
 REPRESENTATIVES AND INVITED GUESTS PRESENT AND APOLOGIES RECEIVED**

| | | |
|-----------------------|--|--------------------------|
| Cr David Binks | Shire of Augusta Margaret River (SWRRG Deputy Chairperson) | Apology |
| Cr Ian Earl | Shire of Augusta Margaret River | Present |
| David Nicholson | Shire of Augusta Margaret River | Present |
| Cr Lee Lewis | Shire of Boddington | Present |
| Fabian Houbrechts | Shire of Boddington | Apology |
| Cr Helen O'Connell | Shire of Boyup Brook | Present |
| Jason Forsyth | Shire of Boyup Brook | Apology |
| Cr Tony Pratico | Shire of Bridgetown Greenbushes | Present |
| Steele Alexander | Shire of Bridgetown Greenbushes | Present |
| Cr Karen Steele | City of Bunbury | Apology |
| Aileen Clemens | City of Bunbury | Present |
| Cr Anne Ryan | City of Busselton | Present |
| Daniell Abrahamse | City of Busselton | Present |
| Cr Peter McCleery | Shire of Capel (SWRRG Chairperson) | Present |
| Jamie Muir | Shire of Capel | Present |
| Cr Dale Hill Power | Shire of Collie | Apology |
| Scott Geere | Shire of Collie | Apology |
| Cr Tyrrell Gardiner | Shire of Dardanup | Present |
| Theo Naude | Shire of Dardanup | Present |
| Cr Anne Mitchell | Shire of Donnybrook Balingup | Present |
| Damien Morgan | Shire of Donnybrook Balingup | Apology |
| Ross Marshall | Shire of Donnybrook Balingup | Present |
| Cr John Bromham | Shire of Harvey | Present |
| Shane Faber | Shire of Harvey | Present |
| Mayor Caroline Knight | City of Mandurah | Present (TEAMS) |
| Matthew Hall | City of Mandurah | Present (TEAMS) |
| Cr Donelle Buegge | Shire of Manjimup | Present (arrived 9.50am) |
| Michael Leers | Shire of Manjimup (Technical Chairperson) | Present |
| Cr David Pike | Shire of Murray | Apology |
| Alan Smith | Shire of Murray | Apology |
| Martin Harrop | Shire of Murray | Present |
| Cr Ian Gibb | Shire of Nannup | Apology |
| Damon Lukins | Shire of Nannup | Apology |
| Cr John Mason | Shire of Waroona | Present |
| Brad Oborn | Shire of Waroona | Present |
| Robert Barnsley | MRWA Director South West Region | Present |
| Melody Patterson | MRWA | Apology |
| Hayley Frontino | MRWA | Present |
| Sharni Bennell | MRWA | Present |
| Bruce Hancock | MRWA | Present |
| Kevin Pethick | MRWA | Present |
| Katherine Celenza | RoadWise | Present |
| Mark Bondietti | WALGA | Apology |
| Max Bushell | WALGA | Present |
| Reza Najafzadeh | WALGA | Present |

OFFICIAL

| 1. OPEN MEETING / APOLOGIES / IDENTIFY ELECTED MEMBERS | ACTION |
|--|------------|
| <ul style="list-style-type: none"> Cr McCleery opened the meeting at 9:30am. Acknowledgement of Country. Apologies were called for and noted (refer previous page). | |
| 2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING | ACTION |
| <p>Motion: <i>That the minutes from the previous RRG Elected Members Committee meeting held on 25 November 2024 be accepted as a true recording of the proceedings.</i></p> <p>Moved: Cr Helen O'Connell (Boyup Brook) Seconded: Cr Anne Ryan (Busselton) Result: Carried (unanimous)</p> | |
| 3. BUSINESS ARISING FROM PREVIOUS MEETING | ACTION |
| Nil. | |
| 4. CORRESPONDENCE | ACTION |
| <p>Motion: <i>That the correspondence as attached to Agenda Item 4 be noted.</i></p> <p>Moved: Cr John Bromham (Harvey) Seconded: Cr Tyrrell Gardiner (Dardanup) Result: Carried (unanimous)</p> | |
| 5. STATE ADVISORY COMMITTEE (SAC) MEETING MINUTES | ACTION |
| <p>Regional Road Group – Chairperson Report</p> <p>Cr McCleery discussed the following:</p> <ul style="list-style-type: none"> Reza Najafzadeh has commenced with WALGA in the Local Roads Program Delivery Manager role and has met with SWRRG Chair, Technical Committee Chair, DSWR and individual LGs. Meeting held with Office of the Auditor General regarding Road Asset Maintenance, update to be provided in June. Attended the March Technical Committee meeting. <p>Minutes of the SAC meeting – 03/2024 – 10 December 2024 <i>(Information only no motion of acceptance required)</i></p> <ul style="list-style-type: none"> Next meeting 29 April 2025 | |
| 6. SOUTH WEST RRG TECHNICAL COMMITTEE REPORT | ACTION |
| <p>Minutes from Technical Committee meeting held 17 March 2025 attached under Item 6 of the Agenda. <i>(Information only no motion of acceptance required)</i></p> <p>Chairperson Michael Leers (Manjimup) provided a summary of the minutes. Discussion was held regarding:</p> <ul style="list-style-type: none"> MRWA delivery of bridge projects Draft Operation Procedure 113 – Operational Boundaries and Asset Management Responsibilities <p>Michael Leers (Manjimup) – Over the last 12 months discussion has been taking place regarding MRWA delivery of LG bridge projects in SWR. The SWRRG Technical Committee has made 2 recommendations for the SWRRG to consider regarding bridge to culvert replacement projects, and simple bridge repair projects. It has also been suggested that a change be made to the funding claiming process to be in line with the process for Road Project Grants (1st 40% claimed up front, 2nd 40% claimed when expenditure reaches 1st claim value, final 20% (plus any overspend) claimed on project completion and sign off). The Technical Committee has agreed to include the LG Bridge Program as a standing item on its Agenda. By looking at the Program from a RRG level LGs should be able to work together more efficiently than MRWA alone. There will be opportunities to group projects together to achieve economies of scale.</p> <p>Further discussion was held regarding:</p> <ul style="list-style-type: none"> Clarification of 40/40/20 funding claiming mechanism (cashflows), can all funds be provided up front. MRWA to advise how funds delivered from Treasury to MRWA, then on to LGs. Cost shifting and what activities/staff will be covered by funding. | H Frontino |

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| | |
|---|------------|
| <ul style="list-style-type: none"> • Level of support to be provided by MRWA. • Responsibility for gaining approvals/permits. • Resourcing options for simple bridge or culvert projects. • Projects on likely list for culvert replacement to be circulated. • Cost increases. • Time extensions – case by case basis depending on cause of delay. • Cost / resource shifting. • Preference of Councilors to take back to full Council for resolution or vote on the day as elected representative. <p>Agreed to defer discussion and motions to Item 12 General Business.</p> | H Frontino |
|---|------------|

7. SOUTH WEST REGIONAL ROAD GROUP WORKS PROGRAM REPORT

| 2024 / 2025 KPI Summary | ACTION |
|--|--------|
| Attached is a summary of the SWRRG KPIs as at 28 February 2025. (Information only no motion of acceptance required) | |

| 2024/25 Project Progress – Quarterly Report & Program Summary | ACTION |
|---|--------|
| Attached is a summary of all funded projects (including carryover projects) detailing current and planned expenditure and comments affecting full delivery as at 28 February 2025. (Information only no motion of acceptance required) | |

| 2024/25 Program Amendments – Elected Members to Note: <u>Approval not required.</u> Approval requested through “Out of Session” process. (Copies of the correspondence included under Agenda Item 4) | ACTION |
|---|--------|
| <p>“Out of Session” approval received for the following amendments.</p> <ul style="list-style-type: none"> • Shire of Donnybrook Balingup – Requesting additional funds \$104,000 Cundinup Kirup Road PN30003538. • Shire of Boddington – Requesting additional funds \$330,000 Lower Hotham Road PN30003510. • Shire of Collie – Requesting to return surplus funds \$162,463 Gastaldo Road PN30002578. • Shire of Collie – Requesting to return surplus funds \$184,297 Mornington Road PN30002579. • City of Busselton – Requesting additional funds \$446,667 Bussell Highway PN30003522. | |

| 2024/25 Program Amendments – Elected Members to Note: <u>Approval Required.</u> (Copies of the correspondence included under Agenda Item 4) | ACTION |
|---|--------|
| <ul style="list-style-type: none"> • Shire of Nannup – Requesting additional funds \$6,104 Cundinup South Road PN30003558, and return surplus funds \$29,924 Bridgetown Nannup Road PN30003557. • Shire of Harvey – Requesting to return surplus funds \$68,700 Myalup Beach Road PN30002587. <p>Motion: That approval be granted to amend the above projects as detailed above and in correspondence received.</p> <p>Moved: Mayor Caroline Knight (Mandurah) Seconded: Cr John Bromham (Harvey) Result: Carried (unanimous)</p> | |

| 8. PRESENTATION BY INVITED GUESTS | ACTION |
|---|--------|
| <p>Director South West Region Robert Barnsley gave a presentation on the updated OP113 Rural Regions Operational Boundaries and Asset Maintenance Responsibilities.</p> <ul style="list-style-type: none"> • The same presentation is being delivered across the State. • Presentation will be distributed with the meeting minutes. <p>Max Bushell (WALGA) indicated the WALGA had provided the following feedback:</p> <ul style="list-style-type: none"> • Tangent point – believe all maintenance should be MRWA responsibility. • SRFLGA is the funding body, SAC not yet consulted. • The change from ‘Townsite’ to ‘Built up Area’ increases the LG workload. | |

| 9. WALGA REPORT | ACTION |
|--|---|
| <p>Max Bushell (WALGA) submitted February 2025 Report.</p> <p>Report taken as read.</p> <p>Discussion was held regarding:</p> <ul style="list-style-type: none"> • Bus stop infrastructure responsibilities. • New bus route criteria – question taken on notice. • WALGA submission on Speed Zone Policy – Max to distribute. <p>Max Bushell also provided a brief summary of the SWRRG Road project Prioritisation Guidelines review process undertaken and proposed changes to be made.</p> <p>Motion: <i>That the revised South West Regional Road Group Road Project Prioritisation Guidelines be endorsed for use from the 2026/27 cycle onwards, with annual revisions to be undertaken as necessary.</i></p> <p>Moved: Cr Anne Ryan (Busselton) Seconded: Mayor Caroline Knight (Mandurah) Result: Carried (unanimous)</p> <p>Reza Najafzadeh (WALGA) submitted the Local Roads Program Delivery Manager March 2025 Report. Report will be distributed with the minutes.</p> <p>Discussion was held regarding:</p> <ul style="list-style-type: none"> • Western Power • DWER • Project Planning • Cultural Heritage costs and timing. • Cost and time blow outs – preconstruction and staging, additional funds can be requested from pool. • ARC | <p>Max Bushell Max Bushell</p> |
| 10. ROADWISE UPDATE | ACTION |
| <p>RoadWise Officer Katherine Celenza submitted March 2025 Report.</p> <p>Report taken as read.</p> <p>Katherine outlined casualty reduction factors for sealed shoulders and rumble strips. For further details please contact Katherine directly.</p> | |
| 11. MRWA ROADWORKS PROGRAM UPDATE | ACTION |
| <p>Director South West Region Robert Barnsley presented the Main Roads Current and Planned works program report (March 2025).</p> <p>Discussion was held regarding:</p> <ul style="list-style-type: none"> • Wilman Wadandi Highway • Bussell Highway duplication • SWH / Willowdale Road • SWH – Brunswick to Roelands • Forrest Highway acceleration lanes • Bussell Highway – Capel safety improvements <p>The following was also noted:</p> <ul style="list-style-type: none"> • SWH Coalfields Hwy intersection is not part of the scope for the Brunswick to Roelands project, but has been included on the MRWA maintenance program. • Work has increased on Bussell Highway duplication project due to a change in contracting arrangements, resulting in MRWA working more closely with the contractors, more resources on site and working more efficiently. Also the opening of the Wilman Wadandi Highway has freed up resources to be available for this project. | |

OFFICIAL

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|---|--|
| <p>Cr Anne Mitchell (Donnybrook Balingup) – Advised the group she is planning to go through the Shire into the South West Zone to progress a change to the current 2/3-1/3 Road Project Grant funding split. Aim is to reduce LG contribution to 20%. This will require a change to the 5 year agreement (State Road Funds to Local Government Agreement 2023/24 – 2027/28).</p> <p>Rob Barnsley (MRWA) – Advised this will be his last SWRRG meeting as he is moving to the Kimberley Region.</p> <p>Cr Peter McCleery (Capel) – Thanked Rob for his time with the SWRRG.</p> | |
|---|--|

| 13. MEETING CLOSE | ACTION |
|---|--------|
| <p>Meeting closed: Chairperson thanked all for their attendance.</p> <p>The meeting closed at 11.59am.</p> <p>Next Meeting: 9.30am 28 July 2025 at Shire of Dardanup Council Chambers</p> | |



MINUTES

**WARREN BLACKWOOD ALLIANCE OF COUNCILS BOARD MEETING
TUESDAY 1 APRIL 2025, 5PM
HOST: SHIRE OF MANJIMUP**

Meeting opened: 5.02pm

1. Welcome

Cr Donelle Buegge welcomed everyone to the meeting and gave an Acknowledgement of country.

Attendance:

Voting:

Cr Donelle Buegge SOM (Chair)
Cr Steve Miolin SOM
Cr Richard Walker SOBB
Cr Helen O'Connell SOBB
Cr Tony Dean SON
Cr Vicki Hansen SON
Cr Tracy Lansdell SOBG
Cr Vivienne MacCarthy SODB
Cr Alexis Davy SODB

Non-voting:

Leonard Long SOBB
Nick O'Connor DODB
Ben Rose SOM
Arthur Kyron SOBG (attended online)
Katie McDonnell Executive Officer (EO)
Billy Wellstead (SWDC)

Apologies for absence:

David Taylor SON
Cr Sean Mahoney SOBG

2. Presentations:

**a) Tim Foley, DBCA: Governance models for WBSR and general trails
DBCA Recreation and Trail unit**

What DBCA Recreation and Trail unit aim to do:

- Support regional offices in planning and management of trails and recreation activities including:
 - Bibbulmun Track, Munda Biddi Trail and Cape to Cape Track
 - Staff training in sustainable trail design and construction techniques
- Liaise with:
 - Government agencies
 - Local government
 - Outdoor Industry

- Peak recreation activity groups
- Participate in strategic inter-agency planning initiatives such as:
 - State Trails Blueprint
 - State Hiking Strategies
 - Regional Mountain Bike Plans
- ASW region has 1258km of trails managed by DBCA

WA Trail planning framework

- Planning undertaken at three different levels– state, regional and local, and under the umbrella of the Western Australian State Trails Blueprint 202-2027
- DBCA have State based activity strategies, developed in partnership with the relevant activity peak bodies and Office of Sport and Recreation to guide the development of trails throughout the state including:
 - WA Mountain Bike Strategy 2022-2032, WA Horse Trail Strategy (completed in 2016)
 - State Trail Bike Strategy)
 - WA Hiking Strategy (2020-2030)
- There has been lots of work in the MTB area, with MTB trails requiring the following minimum distances – Local <20km, Regional ~30-50km, National >80km.
- Trail development models include individual trails, trail networks, trail centres and trails towns.
 - **Individual trail:** It may have basic and simple facilities such as a small carpark, toilet, picnic tables, etc, but it is a stand alone trail.
 - **Trail network:** Consists of multiple trails that are all connected to form a network with access to basic amenities – i.e. carparks, toilets, etc. There could be multiple trailheads within a network, but they are all connected.
 - **Trail centre:** Consists of a combination of individual trails and/or trail networks emanating from a physical centre or building that provides a much higher level of services provision and facilities – such as visitor information, café/shop, hire facilities, toilets, etc, but with direct access to the trails. They can be single use or mixed use, but should have effective governance, resourcing and maintenance programs to ensure high quality experiences.
 - **Trail town:** A population centre that provides everything required of a trail centre, but also provides access to a range of additional elements, such as accommodation, food and beverage options, specialist services (e.g. bike or canoe hire), general services (e.g. supermarket, fuel, etc), and additional attractions and activities to extend people's stays. As with trail centres, they can be single or mixed activity, but require effective governance, resourcing and maintenance programs to ensure high quality experiences, but also strong branding marketing and promotion.

Trail Development Process

Trail Development Process has been refined over the years and provides a methodology to sustainable trail development based on 8 stage process from a trail proposal or idea, through to ongoing management and maintenance:

- **Stage 1** – the Proposal, the idea and what's the experience
- **Stage 2** – the Framework, where you set the parameters around the project with key stakeholders, including the why, who for, the how and where
- **Stage 3** – Site Assessments, where you gain an appreciation of the opportunities, values and constraints

- **Stage 4** – Concept Plan, getting down to the detail and deciding on trail corridors,
- **Stage 5 & 6** – Corridor Evaluation & Detailed Design, where you start deciding on which side of the tree or rock, where do we cross the creek, the how are we going to build it and what from
- **Stage 7** – Construction where the dirt is turned and the trail created
- **Stage 8** – Management and maintenance for the long term

Trail Development Process Overview

- Process is completely scalable depending on what's being proposed, and how much you know about your project area.
- Process is suitable for a single trail, or a large trail network
- The process is independent of different activities – just as relevant to walking trails, MTB trails, paddling or 4WD tracks.
- To support the Trail Development Process, DBCA have developed trail management guidelines to provide direction on developing sustainable hiking trails. They are intended for:
 - Trail planners, designers and builders
 - Land managers and landowners
 - Trails clubs, associations and friends of groups
 - State trail and outdoor recreation organisations and training providers.

Common broadscale constraints

- Reservoir Protection Zones and Drinking Water Supply Areas
- Disease Risk Areas (bicycles prohibited)
- Future mining areas
- Plantations
- Environmentally Sensitive Areas
- Aboriginal Heritage Sites
- Threatened Ecological Communities
- Wetlands

Trail ownership delivery

- Government
- Community driven
- Community managed
- Illegal /unmanaged
- Private / commercial
- Temporary

Partnerships

The development and management of trails often involves partnerships. Partners involved will depend on size of the project and the land tenure. Partnerships may be between:

- Land owner/manager
- State and local government agencies
- Peak bodies
- State and local tourism associations
- Clubs and groups
- Other interest groups

Before a trail is built it is crucial to establish and document the roles and responsibilities required of each partner for trail development and future management (Stage 2 – Framework). This will form the basis for a strong, long-term partnership.

- In the past DBCA have relied on MOU but they don't support the ongoing governance and management of the trail .
- DBCA have now changed to leases and licences as this is a more formal and legal document.
 - Leases – normally for private use of land.
 - Licence – has restricted use, can have conditions and terms included that can be adjusted over time.
- Trails currently on MOU will eventually be moved to licence or lease.
- WBSR needs to be discussed with DBCA regarding the leases.

Ownership v Operator

- The trail owner is the entity that owns the physical structure of the trails and is usually the owner or manager of the land the trails are on. The trail owner carries the liability for the health and safety of all trail users.
- The trail operator is the entity that maintains the trails to the agreed standards of the owner. Owners and operators can be the same entity, but in some cases, can be different.
- For example the Parks and Wildlife Service would be the trail owner on lands and waters they manage but may have arrangements with community trail groups for the day-to-day maintenance of the trails as the trail operators.
- The responsibilities of each are generally:

Trail Owner

- Construction
- VRM & public liability
- Major works
- Insurance for volunteers
- Track conditions
- Maps and signs
- Funding

Trail Operator

- Marketing
- Trail tourism development
- Merchandise and guidebooks
- Community engagement& ownership
- Funding opportunities
- Events calendar
- Political driver

Both Owner & Operator

- Promotion
- Volunteer program
- Maintenance

Critical factors of success:

- Clear, committed and skilled governance entity
- Effective planning
- Clear coordination
- People dedicated to management
- Ongoing funding
- Stakeholder / community partnerships
- Supportive government environment
- Marketing, promotion and experience development

Discussion

- Reference group for recovery program developed trails in Great Southern to Walpole, has excellent information around lessons learnt, contractors, etc. for trails development.
- Over last 5 years, DBCA has been delivering a lot of trails throughout the region, this direction may change with new government.
- Opportunities lie in revisiting and enhancing current trail networks, linking current trails into networks, looking at development opportunities within existing development, looking at high dollar tourism opportunities.
- People are looking at circuit trail and flow on trails for destinations.
- Before we develop more trails, need to ensure what we have is working and is functional. Need to look at what's on offer currently and how we can enhance this.
- Look at points of difference for trails and experiences around them.
- Enhancements could include developing existing camping sites, upgrading better facilities along the route and developing trail support services.

**b) Grant Dalglish, Verge: Materials Recovery Facility Final Report
Diamond Resource Recovery Facility (DRRF) Feasibility Study Overview**

DRRF objectives:

- To enable a transition from a linear to a circular economy by closing service gaps.
- To Preserve existing waste assets by slowing landfilling rates with increased recovery.
- Lower cost long term operation through efficiency improvements.
- To meet Regulatory and Environmental requirements with a versatile, robust & proven methodology.
- To offer alternative, independent future waste management options.
- To improve economies of scale through consolidation of regional waste volumes.
- To leverage waste to assist economic development through synergies and lower cost inputs.
- The facility will be based at the WAPRES Diamond Mill

Findings:

- There is market demand.
- The project & methodology is technically feasible.
- The site meets Regulatory and Environmental criteria.
- The project will positively contribute Socially.
- The project is economically feasible operationally with some modification and external establishment funding.
- There are risks that can be managed with a phased, conservative establishment.
- Profitability increases with economy of scale, allowing for capability expansion.

Report Recommendations:

- Proceed with project development
- Conduct detailed design & costing
- Secure funding for capital works
- Take a staged approach to mitigate risks
- Establish supply arrangements

- Plan for future expansion and regional growth

DRRF Post Feasibility Form

- Component 1: A mobile waste processing system focused on waste stream densification, separation and value add.
- Component 2: A licensed 4ha facility located at WAPRES Diamond Mill encompassing:
 - A C & D waste processing area.
 - An aerobic composting pad and organics processing area.
 - Pilot FOGO program.
 - Contract composting
 - A contaminated soil landfarm.

By The Numbers

- \$4,000,000 in initial establishment costs.
- +\$10,000,000 facility potential.
- \$1,700,000 in WAPRES Federal funding for site development in application.
- \$150/t approx lost opportunity value of exporting waste from the region.
- 15,000tpa of waste produced between Manjimup, Bridgetown- Greenbushes & Nannup.
- \$90-\$110/t total life cost to operate an unlined landfill.
- \$200-\$300/t total life cost to operate a lined landfill.
- 30% achievable waste avoidance.
- 50% CO2 reduction between composting and landfilling putrescible organics.
- 50% approx cost reduction of organic inputs in comparison to imported product.
- 50% approx cost reduction of recycled aggregate in comparison to natural material.
- 50% - 80% lower mobilisation costs of processing equipment.
- Up to 65 WAPRES BioHub jobs supported.

Discussion: Mattresses

- Manjimup tip gets around 500 mattresses per year which cost around \$40 plus transport to be hand stripped in Perth.
- Did a trial and shredded 1100 mattresses in 12 hours, reduced from 700/800 cubic metre stockpile into 4 skips.
- Shredder has magnetic separator which took the steel and foam off to be used – steel can go to market and there is an option for the foam as a fuel in the future.
- Should get this to around \$20 per mattress.

c) Renae Giles, SWDC: [Tourism Destination Management Plan | South West Regional Tourism Development Plan](#)

- What's happened so far
 - All east coast states/regions have Destination Management plans, 2022 process brought WA in line with the rest of the country.

- Destination management plans aim to look at the opportunities and needs of visitors to a specific region, to guide sustainable growth and development.
- Information gathered in the regions was used to inform the Tourism WA Western Australian Visitor Economy Strategy (WAVES) 10 year strategy.
- Tourism Destination Management Plan (TDMP) purpose is to help the region guide investment and increase supply, demand and capability.
- TDMPs is hosted by Australia South West (ASW), making it easy for Industry to access
- The purpose for ASW and SWDC consults is to ensure currency of the information in the plans, understand Local Government immediate (3-5 year) priority projects
- The information gathered in these Consults will also help inform SWDC and ASW upcoming Strategies
- With Cate Brooks coming on board as new CEO, SWDC is currently undergoing a strategic review, with the new overall Commission strategy planned for release in June.
- Vision
 - The Australia's South West region is globally renowned for ancient culture, natural beauty, exceptional produce, creative communities and iconic adventures.
- Guiding Principles:
 - Sustainability, accessibility, exceptional, connected
- Goal areas for the South West
All South West plans 7 key priority areas (of which all link to the 6 Goal areas of WAVES):
 - Rejuvenate existing and develop new products and attractions.
 - Develop and showcase aboriginal tourism.
 - Strengthen access to, and within the region.
 - Grow and diversify accommodation by addressing subregional gaps and priorities.
 - Build and leverage events to promote visitation.
 - Strengthen capacity and capability to support industry sustainability.
 - Strengthen the ASW regional brand and assets.
- Product Developments areas
the specific product areas included in the TDMPs/RTDS which we're focusing on understanding Local Government aspirations include:
 - Agritourism
 - Aboriginal tourism
 - Adventure tourism and trails
 - Arts, heritage and culture
 - Events
 - Wellness Tourism
- Why this is an important process:
Under each of this, there are specific products highlighted for potential development:
 - Regionwide approach to understanding and agreeing on Tourism priorities for the South West.
 - Ensuring that the information & priorities in the plans are current for the region.

- Encouraging cross regional collaboration to achieve the overall tourism goals for the South West.

Action: Send Renae's contact information to all shires to meet and go through plans for individual shires.

3. Declarations of Interest

Alexis Davy is a board director on South West NRM (Natural Resource Management).

4. Minutes of last meeting & matters arising

a) Minutes of meeting 28.01.2025

- SWDC new CEO Cate Brooks was invited to this board meeting but was unavailable. We have extended invitation to future meetings.
- Cr Donelle Buegge and Ben Rose met with Cate and presented the WBAC value proposition with an increased financial contribution.

Minutes of WBAC board meeting on 28.01.2025 are confirmed as true and correct.

Moved: Cr Tony Dean

Seconded: Cr Helen O'Connell

Carried 9/0

b) SFFC

- Cr Walker asked for follow up with the SFFC and how we can support the food council to benefit the local community and whole region.

Action: Katie and Donelle to keep in touch with the SFFC

5. Finance

a) 2024 – 2025 financial report

The WBAC year to date financial report for the 2024 – 2025 financial year is confirmed as true and correct.

Moved: Cr Vicki Handen

Seconded: Cr Steve Miolin

Carried 9/0

Budget noted by all members.

b) 2025-2026 Budget Planning

As the contractor has not yet undertaken the work for the staff contracts, we are unable to allocate staff costs within the 2025-2026 budget. Katie will prepare a 'business as usual' for operations and projects with the staff costs being confirmed at a later date.

Action: Katie to prepare the 2025-2026 budget.

6. WBAC Climate Alliance

a) Reference Group

Reference Group meeting was held on Friday 14th February and minutes were circulated to the board.

The following motion was put forward from the Climate Alliance working group for consideration by the WBAC board:

Motion: CARG recommends WBAC develop a regional position on renewable energy projects, covering planning approvals, consultation, and community dividends and benefit sharing.

Moved: Cr Vicki Hansen

Second: Cr Tracy Lansdell

Cr Alexis Davy provided an overview of the rationale behind the recommendation. Cr Vicki Hansen noted that this approach is already being implemented in the eastern states, where some local governments are being overlooked as a result.

Cr Tony Dean added that WALGA has recently addressed this issue and suggested it would be valuable to hear the outcomes of that forum.

The Climate Alliance Project Officer to investigate existing work or background material related to this position. Cr Tony Dean offered to provide support with this research.

Moved: Cr Tony Dean

Seconded: Cr Vicki Hansen

Carried 9/0

b) Climate Alliance Project Officer: Work Update

Climate Alliance Project Officer work report was circulated with the board paper which details progress with:

- Community Engagement Plan with support from Executive Officer, this will go to the next Climate Alliance meeting.
- Project proposal and research
- Continued work on Waterwise Councils Program
- Investigated Sustainable Schools Challenge

Report noted by all members

7. WBAC Tourism: Southern Forests & Valleys

a) SF&V Project update

WBAC & SF&V mapping

- New maps done for WBAC & SF&V regions that show connecting roads
- Available for all shire to use

SF&V Heritage Festival: Saturday, 19th April and Sunday, 4th May 2025

- Working group meeting held.
- Webpage is now live on SF&V website – built new ‘pop up’ feature.
- Over 100 activities, events and open venues across the region included on dedicated webpage and into the digital booklet.
- Only two shires (SOBG & SOBB) applied for grants to support activities this year, would be great if all shires could apply next year.
- Digital booklet well underway and marketing campaigns have started.
- Developed radio voiceover adverts for marketing campaigns.
- Posters with shires this week for distribution around towns.

UCI event

- Met with Busselton Margaret River Tourism Association, Australia South West, SWDC, RDA, Shire of Nannup, & Cycling Eventures regarding a regional approach to marketing and logistics.
- Invited (and accepted), position on Cycling Eventures UCI Working Committee with first meeting on Thursday 10th April.
- WBAC working group meeting
 - Tuesday 15th April, 10am in Nannup with Stephen and Brendon from Cycling Eventures.
 - Cr Vivienne MacCarthy will chair the meeting.
- WBAC to focus on legacy activities (adverts, regional signage, etc.), working with event organisers to promote the region and connecting with other ASW regions during the event.

Tourism WA

- Working with Tourism WA around negative comments on social media channels from our collaborative 'Eucalypt of the Year' post.
- Comments regarding prescribed burns.
- It's sitting in their top 10 posts for the past 30days for engagement off the back of activity (300+ comments).

Trails

- Updating trails information on the SF&V website
- Adding new trails as they are being developed for the Heritage Festival
- Met with BGBTA regarding EV trail.

Marketing activity

- Partnered with Airbnb to feature Southern Forests & Valleys region in the Airbnb Wine Tourism Guide.
- Southern Forests & Valleys wine regions featured in Australian Traveller article inviting travellers to explore the unique wine offerings of the region.
- Supported ASW & Shire of Manjimup with stand at 2025 Perth Caravan and Camping Show (gave out 3,400 SF&V maps).
- Supported ASW with filming for winter and wellness campaigns in the region.
- Buy in to ASW School Holiday program with dedicated social media post on their Facebook and Instagram featuring region and promoting heritage festival.
- Promoted region at International Agri Tourism Congress in Nannup.

Other

- Met with Shire of Manjimup new Community Development Officers regarding their portfolios and working WBAC.
- Social media planning up to June and content writing up to May.
- Launched Boyup Brook Visitor Centre new one page website, replacing their own website and fully integrating into the SF&V website.
- Social medial content writing – scheduled 2 months ahead, planned 4 months ahead
- Complied insights and feedback on Telstra related issues throughout the region.
- Supported various Shires, VC's, events and venues with imagery.
- Supported Bridgetown with 'Small Town Tourism Award' – new blogs, video, added pages to website.
- Followed up on STRA registrations with VCs and accommodation providers who had not yet responded.
- Ongoing SF&V website development, including mobile enhancements.

- Circulated venue requirements for SF&V Conference.
 - Initially planned conference for November 2026
 - UCI Event in Nannup in October 2026
 - Australian Regional Tourism conference will be announced soon as taking place in South West
 - Propose – postponing the conference until early 2027 (March / April / May)

Action: Postpone SF&V conference and focus on marketing around UCI and ART conference.

Action: Request to present / have a presence at ART conference.

Action: investigate venues for SF&V conference in 2027.

Report noted by all members

b) Social Media statistics for December & January 1 – 20th

Instagram

- Followers 8,637
- 32.7K Views
- 7.1K Reach

Facebook

- Followers 3,537
- 81.9k Views (Double Dec / Jan)
- 59.5k Reach (Double Dec / Jan)

c) Website statistics:

February

- 190,851 visits
- 15.1 clicks

March 1st – actual

- 211,866 visits in report (1-26) 233,461 for whole month
- 14.7 clicks (1-26) / 14.9 for whole month

Total Views since launch in August 2023: 1,982,807

Report noted by all members

8. Warren Blackwood Stock Route

- First section of key maintenance work on route scheduled for Monday 21st – Friday 25th April.
- Issue with person living at Smeathers Road campsite, DBCA are aware of the situation and Shire of Manjimup are cleaning up the campsite.

Report noted by all members

9. Warren Blackwood Futures Forum: Tuesday, 6th May 2025

- Presenters confirmed:

- Hon Don Punch MLA: Minister for Aboriginal Affairs; Water; Climate Resilience; South West
- Chris Hossen, WALGA Policy Manager, Building and Planning
- TBC:
 - Hon Stephen Dawson MLC; Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley; Leader of the Government in the Legislative Council.

- Event Schedule:

| Time | Activity |
|--------|--|
| 5.00pm | Arrive and welcome drinks |
| 5.20pm | Welcome |
| 5.22pm | WBAC video update |
| 5.30pm | Presentation by Minister Don Punch |
| 5.50pm | <i>Presentation by Minister Stephen Dawson</i> |
| 6.15pm | WALGA Update on State Election Priorities |
| 6.45pm | Closing remarks |
| 6.50pm | Networking Session |
| 7.30pm | Event close |

- WBAC video
 - Katie to arrange recording people for video
- RSVPs
 - Shires to follow up board members and senior staff for RSVPs.

Action: Resend invitation to Shire presidents to circulate to all councillors to encourage attendance.

10. Regional Trails Strategy

WBAC applied to the DLGSCI Community Trail Planning Grants Program for a regional trails strategy – application circulated with board papers.

- Total project cost: \$101,680
 - Grant requested: \$49,690
 - WBAC in kind: \$27,320
 - WBAC Cash: \$51,990

11. Telstra (Donelle)

Donelle met with Vicky Bradey, Telstra CEO.

- Donelle attended as guest of Balingup rail group.
- If Greenbushes Rail goes ahead, Telstra will need to improve connectivity for the whole route.
- \$47m for rail upgrades plus \$12m for station and charging stations.
- Projected 167,000 tourism passengers bringing in \$72.2m annually to local economy.
- Telstra are very keen to get the railway up and running. It is not viable as a tourism route but will go hand in hand with Talisons rail proposal.
- All shires have issues with their townsites and the trains going through the middle of them.

- Vicki was very pleased to receive feedback from the WBAC region we collated, thank you to the CEOs who provided information for this.
- David is attending tonight's round table with RDA and Telstra.

12. Staff Contracts (Ben)

- Katie, Donelle, Ben and Steve met regarding the staff contracts.
- Governance of the contracts to be managed by a contractor, Ben has received quotes.

Action: Ben to continue with procurement of a contractor to manage the contracts.

Action: WBAC to invoice each LG for contribution.

13. General Business

a) Cr Sean Mahoney, representative from the SOBG

- Cr Mahoney has not attended a board meeting since June 2024. He has only attended 2 board meeting since August 2023.
- We requested the Shire of Bridgetown – Greenbushes to discuss this with Cr Mahoney and their council last year which they did, but he has not yet been to a meeting since.
- Katie followed up with the Shire today to ask if he would be in attendance tonight, they were unaware if he would attend.

Action: Cr Tracy Lansdell to follow up with council.

b) Bevan Eatts

- Bevan is the new member for the Warren Blackwood region. Katie invited him to today's board meeting but he was unable to attend.

Action: We will invite to a Warren Blackwood Futures Forum and a future WBAC board meeting.

c) WBAC board meeting move to daytime.

- It was proposed that we move the board meeting to during the day.

WBAC board meetings to move to during the day from the next financial year.

Moved: Cr Vivienne

Seconded: Cr Tony Dean

Carried 8/1 (Cr Richard Walker against)

Action: Katie circulate email to identify day and time for future meetings.

14. Dates of future meetings:

- Tuesday 6th May 2025, WB Futures Forum Manjimup Power Up Museum
- Tuesday 3rd June 2025, 5pm: Shire of Donnybrook Balingup
 - Matt Tartaglia, has been asked to present on the Climate Alliance.
 - Methodology for the distribution of WBAC operational and project costs
- Tuesday 12th August 2025, Shire of Bridgetown Greenbushes (Time TBC)
- Tuesday 7th October 2025, Shire of Nannup
- AGM: Tuesday 2nd December 2025, Shire of Boyup Brook

Close meeting: 7.29pm



Minutes of Bush Fire Advisory Committee Meeting

Held on 10 April 2025 and commenced at 5:58pm

Held at the Donnybrook SES

(80 Bentley Street, Donnybrook WA 6239)

Authorised:

Ross Marshall, Director Operations

Prepared:

16 April 2025

Disclaimer:

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

The Chairperson 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 Chairperson to declare the meeting open at #pm and welcome the public gallery.

2. Attendance

Committee members

| | |
|---|-----------------------------|
| Chairperson & Upper Capel Bush Fire Brigade | Bevan Dix |
| Argyle Irishtown Bush Fire Brigade | Jayden Hitchcock |
| Balingup Bush Fire Brigade | Paul Davis |
| Beelerup Bush Fire Brigade | Stuart Simmonds |
| Donnybrook Town Bush Fire Brigade | David Tooke |
| Stirling Park Bush Fire Brigade | Max Walker |
| Ferndale Bush Fire Brigade | Jamie Thomson |
| Kirup Bush Fire Brigade | Chris Wringe |
| Lowden Bush Fire Brigade | Scott Bartholomew – (Proxy) |
| Mullalyup Bush Fire Brigade | Andrew Scott |
| Mumballup Bush Fire Brigade | Garry Hatch – (Proxy) |
| Munro Bush Fire Brigade | Tosh Thamo |
| Brookhampton Bush Fire Brigade | Tim McNab |
| Thomson Brook Bush Fire Brigade | Graham Foan |
| Elected Member | Cr Grant Patrick |

Guests

| | |
|---|-----------------------------|
| Dept. Fire & Emergency Services | Chris Sousa |
| Volunteer Fire & Rescue Service | Jess Cooper |
| Forest Products Commission | Greg Hodgson, Bryce Edwards |
| Dept. Biodiversity Conservation & Attractions | Steve Ward |
| SES Manager | Julie Carrick |
| Kirup Bush Fire Brigade | Mick Zwart |
| Donnybrook Town Bush Fire Brigade | Sue Tooke |

Shire Staff

| | |
|--------------------------------------|----------------|
| Community Emergency Services Manager | Conor McGregor |
| Director Operations | Ross Marshall |
| Ranger | Ange Browne |

2.1. Apologies

| | |
|---|--|
| Mumballup Bush Fire Brigade | Brad Kettle – Nominated Garry Hatch as Proxy |
| Chief Executive Officer | Nick O'Connor |
| Lowden Bush Fire Brigade | Andrew Rohrbach, Michael Anderson – Nominated Scott Bartholomew as Proxy |
| Shire of Donnybrook Balingup & Deputy Chief | Ian Ralph – (Late apology) |

3. Declarations of Financial/Impartiality Interest

Paul Davis (Shire employee and contractor), Scott Bartholomew (Contractor to Shire)

4. Confirmation of Minutes – Previous Bush Fire Advisory Committee Meeting

4.1. Bush Fire Advisory Committee Annual General Meeting held on 10 October 2024

Minutes of the Bush Fire Advisory Committee Meeting held 10 October 2024 are attached as Attachment 4.1 (1).

Officer Comment/Consultation

Nil.

| | | | |
|------------------|------------|---------------------|---------|
| MOVED BY: | S Simmonds | SECONDED BY: | T McNab |
|------------------|------------|---------------------|---------|

That the Minutes from the Bush Fire Advisory Meeting held on 10 October 2024 be confirmed as a true and accurate record.

5. Confirmation of Minutes – Bush Fire Brigade Annual General Meetings

Pursuant to Section 3.9 of the Shire of Donnybrook Balingup Bushfire Brigades Local Law, minutes of each of the Shire of Donnybrook Balingup Bush Fire Brigade’s Annual General Meetings are attached in [Attachments 5.1 \(1\)- 5.1\(12\)](#) for BFAC noting.

Officer Comment/Consultation

Nil.

| | | | |
|------------------|-------|---------------------|---------|
| MOVED BY: | B Dix | SECONDED BY: | A Scott |
|------------------|-------|---------------------|---------|

That the Bush Fire Advisory Committee receives the minutes of each of the Shire of Donnybrook Balingup Bush Fire Brigade’s 2025 Annual General Meetings.

6. Correspondence

6.1. Ferndale-Stirling Park Volunteer Bush Fire Brigade

- Ferndale-Stirling Park Volunteer Bush Fire Brigade - [Attachment 6.1\(1\)](#)

CBFCO Max Walker - Advised FCO’s about emerging issue of HIP CAMPS,

Ross Marshall - Advised for any issues to be formally reported to the Shire,
Shire will then follow up to confirm legal land use or request a DA,
Shire to educate on liability and civil risks.

6.2. ARC Infrastructure Rail Corridor Works

- ARC letter of complaint of works - [Attachment 6.2\(1\)](#)

Conor McGregor - Advised of complaints received regarding mitigation works carried out by ARC within rail corridor.

Garry Hatch - Has spoken with Brian from ARC

Outcome - CESM to request a written plan from ARC, discuss with ARC about communicating their plans and consulting with the community.

7. Business Arising from Previous Meetings

| Officer | Topic | Agreed Action | Outcome |
|---------------------|----------------------------|---|--|
| CESM | Rail Corridor Maintenance | ARC to provide mitigation program to Shire once approval process complete. | Verbal update - Works commenced January 2025 within the rail corridor, several complaints received from residents – CESM to follow up with ARC for a formal plan of works and community consultation. |
| CESM | Poor WAERN Radio Reception | CESM to investigate grant funding to upgrade tower DO Nelson advised that fault reports need to be logged via CESM to DFES. | Ongoing. No suitable grant funding identified. Faults are being forwarded to DFES as they are received Chris Sousa advised to continue sending fault reports, DFES identifying new technology |
| All Brigades | Outstanding Fire reports | Brigade Leaders to complete and submit outstanding incident Fire Reports Upcoming training identified for direct uploading to DFES | Ongoing – CESM to provide information to brigades regarding training. Continue sending to reports@dfes.wa.gov.au and shire@donnybrook.wa.gov.au |
| Director Operations | 40 kph speed zones | To discuss with Communications team and Local Police to push message. | Ongoing. |
| Director Operations | Asset Management Plan | Shire to develop asset management plan including BFB facilities | BFB's to document their needs/ challenges to be incorporated into plans. |
| CESM | Structured Recruitment | To review forms and "Application Pack" | Ongoing. |

8. Endorsement of Nominated Fire Control Officers

Report Details:

Prepared by: Conor McGregor, Community Emergency Services Manager

Manager: Ross Marshall, Director Operations

Applicant: Shire of Donnybrook Balingup

Location: Shire of Donnybrook Balingup

File Reference: FRC 01, FRC 10A-FRC10L **Voting Requirement:** Simple Majority

Attachment(s):

5.1 (7) Lowden AGM, 5.1(9) Mumballup AGM

Executive Recommendation

That BFAC endorse the nominated Fire Control Officers listed for authorisation by the Shire of Donnybrook Balingup for the 2025/26 financial year and recommend.

That Council:

- 1. Endorse the following persons as Fire Control Officers for the period 30/06/2025 until 01/07/2026 pursuant to section 38 of the Bush Fires Act 1954, and the persons to be advertised in accordance with the Bush Fires Act 1954 subject to the following:**
 - 1.1 Each endorsed FCO having completed the DFES FCO training prior to the October BFAC meeting;**
 - 1.2 In the event that an FCO has not completed the training by the October BFAC meeting the brigade shall be requested to nominate an alternative member who has completed the FCO training for the remainder of the applicable period.**
- 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 1956 delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer.***

| BRIGADE AREA | OFFICER |
|------------------------|---|
| Argyle Irishtown | Mr Jayden Hitchcock |
| Balingup Town | Mr Paul Davis |
| Beelerup | My Stuart Simmonds |
| Donnybrook Town | Mr David Tooke |
| Ferndale/Stirling Park | Mr Jamie Thomson (Ferndale) Mr Max Walker (Stirling Park) |
| Kirup | Mr Chris Wringe |
| Lowden | Mr Michael Anderson Mr Andrew Rohrbach |
| Mullalyup | Mr Andrew Scott |
| Mumballup / Noggerup | Mr Garth Fitzpartick Mr Brendon Giudici |
| Thomson Brook | Mr Graham Foan (Thomson Brook) Mr Tim McNab (Brookhampton) |
| Munro | Mr Tas Thamo |
| Upper Capel | Mr Bevan Dix |

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 Authorisation of Fire Control Officers is made pursuant to Section 38 of the Bush Fires Act 1954.

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 instructed to authorise the nominee for FCO under delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer* and Section 3.11 of the *Shire of Donnybrook Balingup Bushfire Brigades Local Law*.

The following nominations for FCO have been received by the Shire of Donnybrook Balingup, for consideration of the BFAC in accordance with the *Shire of Donnybrook Balingup Bush Fire Brigades Local Law*:

| BRIGADE AREA | OFFICER |
|------------------|---------------------|
| Argyle Irishtown | Mr Jayden Hitchcock |

| | |
|------------------------|---|
| Balingup Town | Mr Paul Davis |
| Beelerup | My Stuart Simmonds |
| Donnybrook Town | Mr David Tooke |
| Ferndale/Stirling Park | Mr Jamie Thomson (Ferndale) Mr Max Walker (Stirling Park) |
| Kirup | Mr Chris Wringe |
| Lowden | Mr Michael Anderson Mr Andrew Rohrbach |
| Mullalyup | Mr Andrew Scott |
| 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 |

The Shire of Donnybrook Balingup generally authorises one Fire Control Officer in a voluntary capacity per brigade area, with Shire staff such as Rangers and the Community Emergency Services Manager also authorised for the entire Shire of Donnybrook Balingup Local Government area. Shire Staff can assist Fire Control Officers by responding to incidents, issuing permits during periods of leave and providing general assistance and support.

- During the 24/25 period Lowden Bush Fire Brigade had two FCO's endorsed for their respective area, this was done on a trial basis. Again, at the Lowden BFB 2025 AGM the brigade voted in favour of nominating the two persons for the position of Fire Control Officer in a shared capacity. There has been no change to the persons nominated.
- At the Mumballup Bush Fire Brigade 2025 Annual General Meeting (AGM) the brigade voted in favour of nominating two persons for the position of Fire Control Officer in a shared capacity, subject to BFAC endorsement and Council approval.

The nominees for this proposal are:

- Brendon Giudici, proposed callsign Mumballup FCO 1
- Garth Fitzpatrick, proposed callsign Mumballup FCO 2

Both nominees hold the relevant experience and qualifications for the proposed joint FCO position as outlined in section 4.2.3 of the Shire of Donnybrook Balingup Volunteer Bush Fire Brigade Operational Procedures.

Following the brigade's motion at the AGM, The Shire has spoken with the brigade Captain and existing FCO to provide rationale and support this proposal, being:

1. Succession Planning
 2. Assist incumbent FCO
- This proposal could provide more capacity within the Mumballup Bush Fire Brigade area whilst enabling both proposed Fire Control Officers an opportunity to achieve a more sustainable work/life balance that appropriately utilising their respective skillsets and experience.

Mumballup Bush Fire Brigade has also acknowledged that the proposed authorisation will not alter their current BFAC voting rights of 1 vote, as per the BFAC Terms of Reference.

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

Lowden Bush Fire Brigade

Mumballup Bush Fire Brigade

Officer Comment/Conclusion

That BFAC endorse the nominated Fire Control Officers listed for authorisation by the Shire of Donnybrook Balingup for the 2025/26 financial year and recommend.

That Council:

1. Endorse the following persons as Fire Control Officers for the period 30/06/2025 until 01/07/2026 pursuant to section 38 of the Bush Fires Act 1954, and the persons to be advertised in accordance with the Bush Fires Act 1954 subject to the following:
 - 1.1 Each endorsed FCO having completed the DFES FCO training prior to the October BFAC meeting;
 - 1.2 In the event that an FCO has not completed the training by the October BFAC meeting the brigade shall be requested to nominate an alternative member who has completed the FCO training for the remainder of the applicable period.
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 1956 delegation 3.1.8 *Appoint Bush Fire Control Officer/s and Fire Weather Officer.*

| BRIGADE AREA | OFFICER |
|------------------------|---|
| Argyle Irishtown | Mr Jayden Hitchcock |
| Balingup Town | Mr Paul Davis |
| Beelerup | My Stuart Simmonds |
| Donnybrook Town | Mr David Tooke |
| Ferndale/Stirling Park | Mr Jamie Thomson (Ferndale) Mr Max Walker (Stirling Park) |
| Kirup | Mr Chris Wringe |
| Lowden | Mr Michael Anderson Mr Andrew Rohrbach |
| Mullalyup | Mr Andrew Scott |
| 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 |

| | | | |
|------------------|---------|---------------------|---------|
| MOVED BY: | D Tooke | SECONDED BY: | T Thamo |
|------------------|---------|---------------------|---------|

9.1 Election of BFAC Office Bearers

Report Details:

Prepared by: Conor McGregor, Community Emergency Services Manager

Manager: Ross Marshall, Director Operations

Applicant: Shire of Donnybrook Balingup

Location: Shire of Donnybrook Balingup

File Reference: FRC 01

Voting Requirement: Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That BFAC recommend to Council

That Council:

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

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 Bush Fire Advisory Committee Office Bearers is a process that is undertaken annually as determined by Fire Control Policy 8.2.

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. The Bush Fire Advisory Committee nominates suitable persons for these and other office bearing positions for endorsement by Council annually.

The Shire of Donnybrook Balingup generally nominates two Deputy Chief Bush Fire Control Officers, to allow for rest periods during protracted incidents or local delegation of tasks for complex or multiple incidents.

Financial Implications

Nil

Policy Compliance

Fire Control Policy 8.2 – Bush Fire Advisory Committee Meetings

Statutory Compliance

Section 38 (1) Bush Fires Act 1954

Section 67 Bush Fires Act 1954

Consultation

Nil

Nomination of Office Bearers of BFAC

The Chairperson to declare all positions vacant and hand meeting to the Director Operations.

Director Operations to call for nominations for Chairperson. If more than one nomination received private ballot to be held with Director Operations to then hand control of meeting to newly elected Chairperson.

| OFFICE | NOMINATION | MOVED | SECONDED |
|-------------|------------|-----------------|------------|
| CHAIRPERSON | Bevan DIX | Stuart SIMMONDS | Tosh THAMO |

Chairperson to call for nominations for vacant positions. If more than one nomination received private ballot is to be held.

| OFFICE | NOMINATION | MOVED | SECONDED |
|--|-------------|-----------------|--------------|
| CHIEF BUSH FIRE CONTROL OFFICER | Max WALKER | Stuart SIMMONDS | Andrew SCOTT |
| 1 st DEPUTY CHIEF BUSH FIRE CONTROL OFFICER | Bevan DIX | Stuart SIMMONDS | C WRINGE |
| 2 nd DEPUTY CHIEF BUSH FIRE CONTROL OFFICER | Tim MCNAB | Jamie Thomson | Bevan DIX |
| COMMUNICATIONS OFFICER | Murray WEBB | Max WALKER | Bevan DIX |
| FIRE WEATHER OFFICER | Murray WEBB | Max WALKER | Bevan DIX |

| | | | |
|------------------|-------|---------------------|---------|
| MOVED BY: | B Dix | SECONDED BY: | T Thamo |
|------------------|-------|---------------------|---------|

That BFAC recommends Council:

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

10. Reports

10.1. Committee Members

1. Argyle/Irishtown Fire Control Officer
2. Balingup Fire Control Officer
3. Beelerup Fire Control Officer
4. Brookhampton Fire Control Officer
5. Donnybrook Town and Deputy Chief Bush Fire Control Officer
6. Ferndale/Stirling Park and Chief Bush Fire Control Officer
7. Kirup Fire Control Officer
8. Lowden Fire Control Officer
9. Mullalyup Fire Control Officer
10. Mumballup Fire Control Officer
11. Thomson Brook Fire Control Officer
12. Munro Fire Control Officer
13. Upper Capel Fire Control Officer
14. Deputy Chief Bush Fire Control Officer
15. Elected Member – Cr G Patrick - (Verbal)
16. Chief Bush Fire Control Officer - (Verbal)

10.2. Staff

1. Ranger Report [Attachment 10.2\(1\)](#)
2. CESM Report (Jess) [Attachment 10.2\(2\)](#)
3. CESM Report (Conor) [Attachment 10.2\(3\)](#)
4. Director Operations (Rosco)
 - a. Update on Argyle Irishtown Bush Fire Brigade Facility
 - b. Discussion regarding Upper Capel Bush Fire Brigade Facility
 - c. Longterm asset management planning/ future needs (capital works)
 - d. Bulk fuel storage
 - e. Irishtown Bridge

10.3. Guests

1. DBCA
2. DFES
3. VFRS
4. FPC

11. General Business

Max Walker

- Permits to burn, FCO to use discretion permits may be issued from Monday 14th April excluding public holidays/long weekends and that permits holders light up after 4pm.

Tim McNab

- EmergencyWa app often advises faster than Comcen, should brigades prepare to go on standby? Advised to assess the information i.e. DBCA Tenure and consider the need to activate crews to standby.

Bevan Dix

- Question to Shire regarding after hours issues when equipment will be needed i.e. loader to clear road, Response (Rosco) Yes there is an afterhours on call roster for response, the Shire is also looking into contractors to cover availability shortfalls.
- Behavior on the fire ground, recently a complaint was received regarding inappropriate behavior being witnessed by the public from crews relating to a vehicle approaching at speed to fire tenders, there was insufficient information to determine who was/is responsible but a reminder that we do represent the Shire and DFES and that inappropriate behavior is not acceptable.

11.1. Outstanding Incident Reports

The Department of Fire and Emergency Services has provided data to the Shire of Donnybrook Balingup outlining the number of outstanding incident reports by brigade for the past two financial years.

It is requested that brigades refer to the table below and complete their outstanding reports by 30 June 2025.

A full list of incident details such as dates, brief incident description and incident numbers can be obtained upon request from the Shire's Community Emergency Services Manager.

| Brigade | Number of Reports Outstanding as at 31 st December 2024 |
|------------------------|--|
| Argyle Irishtown | 2 |
| Balingup | 8 |
| Beelerup | 6 |
| Donnybrook Town | 0 |
| Ferndale Stirling Park | 4 |
| Kirup | 4 |
| Lowden | 15 |
| Mullalyup | 2 |
| Mumballup | 4 |
| Munro | 16 |
| Thomsons Brook | 14 |
| Upper Capel | 2 |

11.2. Local Governments Grants Scheme

As at 24/3/2025, a summary of LGGS Grant expenditure for the Shire of Donnybrook Balingup is as follows:

| Expenditure Category | Amount |
|--|----------------------|
| Purchase Plant & Equipment <\$1,000 per item | \$ 3,098.81 |
| Maintenance of Plant & Equipment | \$ 496.54 |
| Vehicle Maintenance | \$ 67,262.66 |
| Maintenance of Land & Buildings | \$ 4,349.68 |
| Clothing & Accessories | \$ 23,648.25 |
| Utilities, Rates & Taxes | \$ 10,681.38 |
| Other Goods & Services | \$ 25,961.44 |
| Insurance | \$ 121,451.85 |
| Total | \$ 256,950.61 |
| Amount Overspent | \$ 28,077.64 |

Based on the figures provided above and that the operating grant is overspent, any non-essential purchasing will be deferred until the 2026/27 financial year.

11.3. Structured Recruitment

The Shire has moved to Structured recruitment as outlined in [Attachment 11.3\(1\)](#)

Applications will only be accepted between the months of April until July.

Applications with missing information or submitted on the incorrect forms will not be accepted.

Applications will be processed as listed below:

1. Volunteer completes 'Application to join a Bush Fire Brigade Form'
2. Brigade Leader completes induction and 'Volunteer induction Checklist'
3. Volunteer either provides Police Clearance or gives the shire permission to initiate alternate process through partnership with WA Police and Australia Post.
4. The above documentation is then submitted to the CESM for processing and submission to DFES. April-July annually.
5. DFES ID number issued (1-2 weeks), access to Volunteer Hub & eAcademy granted
6. Volunteer eligible to nominate for:
 - a. AIMS Awareness (online)
 - b. Bushfire Safety Awareness
 - c. Firefighting Skills
7. The volunteer is now a Firefighter and eligible for new PPC

11.4. Fire Prevention Order

Report Details:

Prepared by: Conor McGregor, Community Emergency Services Manager

Manager: Ross Marshall, Director Operations

Applicant: Shire of Donnybrook Balingup

Location: Shire of Donnybrook Balingup

File Reference: FRC 01, FRC 04

Voting Requirement: Simple Majority

Attachment(s):

11.4(1) Draft Fire Prevention Order

Executive Recommendation

That BFAC recommends Council:

- 1 Endorse the 2025/26 Shire of Donnybrook Balingup Fire Prevention Order as drafted by Community Emergency Services Manager.**
- 2 Requests that the Chief Executive Officer facilitate the production and distribution of the 2025/26 Shire of Donnybrook Balingup Fire Prevention Order in accordance with Section 33 of the Bush Fires Act 1956.**

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 BFAC endorsement (Attachment 11.4(1)).

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 the Shire's Community Emergency Services Manager and Ranger Services.

During the 2025 review conducted by the community Emergency Services Manager the following Grammar and wording changes are recommended these are highlighted in [Attachment 11.4\(1\)](#)

Financial Implications

The total cost of the production and distribution for the 2024/25 Fire Break Order was \$3,668.50

Policy Compliance

Nil

Statutory Compliance

Section 33, Bush Fires Act 1954

Section 67 Bush Fires Act 1954

Consultation

Shire of Donnybrook Balingup BFAC

Ranger Services

Officer Comment/Conclusion

It is recommended that the Shire of Donnybrook Balingup Fire Prevention Order is updated as follows:

- Page 4. S 2. Eucalyptus and Pine Plantation b.
 - Change current wording “Eucalyptus and Pine Plantation b. “Not less than 10m in width along those portions of plantation which enjoy a common boundary with a road reserve”. to “Not less than 10m in width along portions of plantation which adjoin a road reserve.”

| | | | |
|------------------|----------|---------------------|---------|
| MOVED BY: | C Wringe | SECONDED BY: | T Thamo |
|------------------|----------|---------------------|---------|

That BFAC recommends Council:

- 1. Endorse the 2025/26 Shire of Donnybrook Balingup Fire Prevention Order as drafted by Community Emergency Services Manager.**
- 2. Requests that the Chief Executive Officer facilitate the production and distribution of the 2025/26 Shire of Donnybrook Balingup Fire Prevention Order in accordance with Section 33 of the Bush Fires Act 1956.**

12. Closure

The Chairperson to advise that the next Bush Fire Advisory Committee Meeting will be advised.

The Chairperson to declare the meeting closed at 21:22PM.

South West Country Zone Minutes

28 April 2025

**Hosted by the Shire of
Nannup, Nannup Rec Centre
Function Room, Warren Road,
Nannup**

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PRIORITISATION FRAMEWORK

How to use the Framework:

- If the majority of the factors are towards the left column, the issue is a high priority.
- If the majority of the factors are towards the middle, the issue requires action, but is not a high priority.
- If the majority of the factors are towards the right column, the issue is a low priority.

| | | | |
|--|-------------|--|------------|
| Impact on Local Government Sector Impact on Local Government sector without intervention | High | Medium | Low |
| Reach Number of member Local Governments affected | Sector-wide | Significant (multiple regions, Zones, or bands) | Few |
| Influence Capacity to influence decision makers | High | Medium | Low |
| Principles Alignment to core principles such as autonomy, funding, general competence | Strong | Partial | Peripheral |
| Clarity Policy change needed is clear and well-defined | Clear | Partial | Unclear |
| Decision-maker support Level of support among decision-makers (political and administrative) | High | Medium | Low |
| Public support Level of support among the public or other stakeholders | High | Medium | Low |
| Positive consequences for WALGA Prospect of positive consequences for WALGA. E.g. enhanced standing among members or leverage for other issues. | High | Medium | Low |
| Negative consequences for WALGA Prospect of negative consequences for WALGA for not undertaking the advocacy effort. E.g. diminished standing among members or other stakeholders. | High | Medium | Low |
| Partnerships Potential for partnerships with other stakeholders | Yes (3+) | Possibly (1-2) | No (0) |

ANNOUNCEMENTS

Zone Delegates were requested to provide sufficient written notice, wherever possible, on amendments to recommendations within the State Council or Zone agenda to the Zone Chair and Secretariat prior to the Zone meeting.

Agenda Papers were emailed 7 days prior to the meeting date.

Confirmation of Attendance An attendance sheet was circulated prior to the commencement of the meeting, please register your attendance by printing your name against your Council on the attendance sheet.

ATTACHMENTS

1. Draft Minutes of previous meeting
2. President's Report

1 OPENING, ATTENDANCE AND APOLOGIES

1.1 OPENING

Zone Chair, President Cr Tony Dean opened the meeting at 9:04am.

1.2 ATTENDANCE

| MEMBERS | 1 Voting Delegates from each Member Council |
|---------------------------------|---|
| Shire of August Margaret River | President Cr Julia Meldrum Ms Andrea Selvey, Chief Executive Officer, non-voting delegate (online) |
| Shire of Boyup Brook | President Cr Richard Walker Mr Leonard Long, Chief Executive Officer, non-voting delegate |
| Shire of Bridgetown-Greenbushes | Mr Arthur Kyron, Chief Executive Officer (Temporary), non-voting delegate |
| City of Bunbury | Deputy Mayor Tresslyn Smith (Deputy) Mr Alan Ferris, Chief Executive Officer, non-voting delegate |
| City of Busselton | Mayor Phill Cronin Mr Tony Nottle, Chief Executive Officer, non-voting delegate |
| Shire of Capel | President Cr Doug Kitchen Mr Kenn Donohoe, Chief Executive Officer (Acting), non-voting delegate |
| Shire of Collie | President Cr Ian Miffling Mr Phil Anastasakis, Chief Executive Officer, non-voting delegate |

| | |
|--|--|
| Shire of Dardanup | President Cr Tyrrell Gardiner Mr André Schönfeldt, Chief Executive Officer, non-voting delegate |
| Shire of Donnybrook Balingup | President Cr Vivienne McCarthy Mr Nicholas O'Connor, Chief Executive Officer, non-voting delegate |
| Shire of Harvey | President Cr Michelle Campbell |
| Shire of Manjimup | President Cr Donnelle Buegge Mr Ben Rose, Chief Executive Officer, non-voting delegate |
| Shire of Nannup | President Cr Tony Dean - Chair Mr David Taylor, Chief Executive Officer, non-voting delegate |
| WALGA Secretariat | Cr Paul Kelly, Deputy President Mr Chris Hossen, Policy Manager Planning and Building Mr Jason Russell, Senior Governance Specialist |
| South West Development Commission | Ms Cate Brooks, Chief Executive Officer |
| RDA South West | Mr Charles Jenkinson, Director Regional Development |
| Guest Speakers Reconciliation WA | Ms Francine Bayet, Member and Partner Manager |

1.3 APOLOGIES

| | |
|---|---|
| Department of Local Government, Sport and Cultural Industries | Mr Brendan McNally, Regional Manager Peel-South West |
| Australia's South West | Ms Catrin Allsop, Chief Executive Officer |
| Department of Employment and Workforce Relations | Mr Matt Beahan, Regional Workforce Transition Officer |

2 ACKNOWLEDGEMENT OF COUNTRY

We, the South West Country Zone of WALGA, acknowledge the Nyoongar people, the Traditional Custodians of this land, and pay our respects to their Elders past, present and future.

3 DECLARATIONS OF INTEREST

Nil.

4 DEPUTATIONS

4.1 SHIRE OF NANNUP

President Cr Tony Dean and Mr David Taylor, Chief Executive Officer provided an update to the Zone on Nannup's current priorities and key projects.

Noted

4.2 RECONCILIATION WA

Ms Francine Bayet, Member and Partner Manager from Reconciliation WA provided a presentation to the Zone on the recently launched *Kolbang Yanginy*, the upcoming National Reconciliation Week and information about the ways Local Governments can engage in reconciliation.

Francine provided an overview of the broader Reconciliation WA programs and the support and services the organisation can offer.

Noted

5 AGENCY REPORTS

5.1 SOUTH WEST DEVELOPMENT COMMISSION

Ms Cate Brooks, Chief Executive Officer, provided an update to the Zone.

Noted

5.2 REGIONAL DEVELOPMENT AUSTRALIA – SOUTH WEST

Mr Charles Jenkinson, Director Regional Development, provided an update to the Zone.

Noted

5.3 DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES

Mr Brendan McNally, Regional Manager Peel South-West, was an apology for the meeting.

With the recent reshuffle of Ministers, Mr McNally advised that there may be a new representative attending in future and will advise when known.

Noted

5.4 AUSTRALIA'S SOUTH WEST

Ms Catrin Allsop, Chief Executive Officer at Australia's South West, was an apology for this meeting.

Noted

5.5 AUSTRALIAN GOVERNMENT DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS

Mr Matt Beahan, Regional Workforce Transition Officer from the Department of Employment and Workplace Relations, was an apology for this meeting.

Noted

6 CONFIRMATION OF MINUTES

The Minutes of the South West Country Zone meeting held on 21 February 2025 were circulated to Member Councils prior to the meeting and were provided as an attachment to the Agenda.

RESOLUTION

Moved: President Cr Julia Meldrum

Seconded: President Cr Ian Miffling

That the Minutes of the meeting of the South West Country Zone held on 21 February 2025 are confirmed as a true and accurate record of the proceedings.

CARRIED

7 BUSINESS ARISING

7.1 STATUS REPORT

By Chantelle O'Brien, Zone Executive Officer

BACKGROUND

Status Report for April 2025 which contains WALGA's responses to the resolutions of previous Zone Meetings.

| Agenda Item | Zone Resolution | WALGA Response | Update | WALGA Contact |
|--|---|--|---------------|---|
| 22 November 2024 Zone Agenda Item 8.1 Cessation of Custom Kill Services in South West | <ol style="list-style-type: none"> 1. That the South West Country Zone advocate to the Minister for Agriculture for the Western Australian Government to support local, small-scale farmers in their efforts to locate or develop an alternative custom kill service provider in the South-West Region. 2. Reaffirm the South West Country Zone's commitment to a Regional Agribusiness Precinct in the South West as a regionally significant outcome, as adopted February 2024. | Letter has been sent to the Minister for Agriculture. An update will be provided here once a response has been provided. | April 2025 | Chris Hossen Policy Manager Planning and Building chossen@walga.asn.au 92132056 |
| 22 November 2024 Zone Agenda Item 8.7 Proposal to Increase Pensioners and Seniors Rebates | That the South West Country Zone advocate to the State Government and Federal Government for increased rebates to eligible Pensioners and Seniors in relation to their local government rates charges, water service charges, emergency services levy and underground electricity connection charges, as suggested in the three tables above. | Letter to the Premier and Minister is currently being drafted to be ready to send following the State Elections. | February 2025 | Chris Hossen Policy Manager Planning and Building chossen@walga.asn.au 92132056 |
| 22 November 2024 Zone Agenda Item 8.8 Breast Cancer Diagnostic Clinic in Bunbury | That the South West WALGA Zone write to Premier Hon. Roger Cook, requesting the expansion of a Breast Cancer Diagnostic Clinic in Bunbury to enhance breast cancer diagnostic services for women in the South West. | Letter to the Premier is currently being drafted to be ready to send following the State Elections. | February 2025 | Chris Hossen Policy Manager Planning and Building chossen@walga.asn.au 92132056 |
| 23 August 2024 Zone Agenda Item 8.4 Telco Communication Coverage in Rural Areas | <p>That WALGA:</p> <ol style="list-style-type: none"> 1. advocate through the State Government for an independent investigation into mobile phone coverage in rural Western Australia particularly the Lower South West land division and 2. advocate via both the State and Federal Government for a greater and more reliable mobile coverage network throughout the rural areas of Western Australia. | <p>The Association met with senior representatives from Telstra and is documenting specific areas where reduced coverage has been identified.</p> <p>Ongoing</p> | April 2025 | Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031 |

RESOLUTION

Moved: President Cr Julia Meldrum

Seconded: President Cr Ian Miffling

That the South West Country Zone WALGA April 2025 Status Report be noted.

CARRIED

8 ZONE BUSINESS

8.1 DIVESTMENT OF BRIDGE WORKS FROM MAIN ROADS WA TO LOCAL GOVERNMENT

By the Shire of Manjimup

In the broader South West of WA, between Mandurah and Walpole and out to Boddington and Boyup Brook, there are a total of 949 bridges spanning various waterways that carry various forms of traffic - from single use vehicles to heavy vehicles such as B Doubles. 309 of those bridges are on local roads and the responsibility of local government. 254 bridges are the responsibility of Water Corporation (WC). On State roads, there are 194 bridges being the responsibility of Main Roads Western Australia (MRWA) and 156 bridges are the responsibility of the Department of Biodiversity, Conservation and Attraction's (DBCA). The remaining bridges are responsibility of Harvey Water, Public Transport Authority or private enterprise.

Early in 2024, MRWA approached local governments in the south west with a request to undertake delivery of bridge work projects. The request was in response to MRWA addressing difficulties around delivering the Bridge Program. The requested assistance arose from MRWA identifying bridge works that could be delivered by local governments.

This issue was raised at the MRWA South West Regional Road Group (SWRRG) Technical Committee meeting, resulting in a letter to MRWA from the Technical Committee in October 2024 seeking a better understanding of the MRWA proposal. It should be noted that at this stage, no LGA's had taken up the request from MRWA. Following this, the delivery of the MRWA Bridges Program was discussed at the SWRRG Elected Members Committee Meeting in late 2024, alongside further discussion at the subsequent Technical Committee meetings. At its December 2024 meeting, the State Advisory Committee (SAC) also noted the problems with getting access to enough qualified contractors to help deliver the Bridge Program, resulting in a forecast \$6.5M under spend. In early December 2024, MRWA responded to the Technical Committee's letter, which was considered by the Technical Committee at its meeting 17 March 2025.

On a similar note, in June 2024 the City of Busselton wrote the Minister for Training and Workforce Development; Water; Industrial Relations with concerns that WaterCorp had just notified the City of the load limiting of ten WaterCorp bridges within the City of Busselton. The load limiting of bridges across the City of Busselton is expected to impact dairy haulage routes, plantation timber logging routes, school bus routes and mineral resource haulage routes (including mine sites). These impacts can also be expected across all LGA's in the south west, as a minimum, with load limiting being a likely outcome for all bridges in the MRWA Bridge Program. A copy of the letter from the City of Busselton and the response from the Minister are attached.

COMMENT

In its initial request to the south west LGA's, MRWA advised that its request to have help in delivering its Bridge Program was restricted to bridge works that would generally be:

- Relatively straightforward repairs that could be delivered by the LGA using suitably qualified bridge contractors.
- Work that otherwise would be unlikely to be funded and delivered on the Bridge Program.

The request then clarified that MRWA, for its part, would provide the LGA:

- A list of suitable contractors.
- Surveillance at critical hold points (e.g. prior to the contractor pouring concrete).
- Detailed design drawings and specifications.
- A cost estimate (to be reviewed by the LGA).

It should be noted at this point, that MRWA has noted that the issue with program delivery has been an issue for three years or so. This has impacted the program delivery with most projects in the South West being for timber bridges with a very limited pool of qualified and appropriate contractors, resulting in a backlog of work.

The SWRRG Technical Committee sought clarification from MRWA about the proposed changes to arrangements for the delivery of bridge works in the South West Region, which MRWA confirmed:

- MRWA is experiencing ongoing delivery constraints resulting in their delivery program being two years behind schedule.
- MRWA SW will not be delivering culvert replacements for LGAs.
- Subject to LGAs being willing to arrange delivery of straightforward structural repair projects, the funding will be prioritised by MRWA for these projects, but being subject to funding availability.
- MRWA statutory responsibility for bridges on LGA roads is to deliver the Level 2 bridge inspections and load rating, with everything or anything else being a bonus.

Then to enable the SWRRG Technical Group to better understand the MRWA proposal, MRWA also confirmed the following:

1. Noting the State Road Funds to Local Government Agreement, bridge works (Category 2) are identified as a MRWA managed program, and therefore:
 - a. The proposal is already carried out in all other regions across the State. The other regions have already implemented this to various extents. For example, most Metro LGAs deliver their bridge works. The Wheatbelt and Great Southern Region MRWA have not been delivering culverts for LGAs for a long time. South West Region MRWA has provided a high level of delivery service to LGAs that is not replicated elsewhere in the State.
 - b. Delivery of bridgeworks by MRWA for LGAs has always been by agreement on a project by project case. The State Road Funds to Local Government Agreement allows for delivery by either MRWA or LGAs.

- c. Where there is an agreement between the LGA and MRWA for MRWA to deliver the bridgeworks, the project funding included amounts for MRWA project and contract management costs.
2. If LGA's deliver a culvert replacement or a straightforward structure repair project:
 - a. All costs associated with the delivery of the bridgeworks, including project and contract management, obtaining environmental and heritage approvals, can be included in the funding. However, the funding is only available in the year of construction (Year 0). Costs incurred by the LGA prior to Year 0 (e.g. environmental and heritage approvals) will need to be carried by the LGA but then recouped from the project funding in Year 0. This is the way MRWA currently delivers its own bridgeworks.
 - b. It is proposed that full funding will not be allocated by 40% up front, then a further 40% and 20% claim process at milestones, but with full funding being available in Year 0. Refer to previous comments.
 - c. Projects will not be able to be staged over multiple years to assist with the challenges in delivery. However, if projects need to be carried over from Year 0 to Year 1, historically there is no problem with this from a MRWA and WALGGC perspective.
 - d. LGA's will have surety that any over-expenditure can be fully reimbursed from the program. The State Roads Funds to Local Government Procedures are clear that any over-expenditure will not need to be met by the LGA.
 - e. MRWA will endeavour to assist all LGAs deliver their bridgeworks subject to overall funding levels and relative priorities of bridgeworks. LGAs bridge needs are discussed face-to-face annually with MRWA in order to achieve joint agreements on bridgeworks needs and priorities.
 - f. Given competing time lines and priorities amongst all the South West LGA's, no guarantee can be given by MRWA regarding project delivery given difficulty with the present contracting environment. However, it is highly likely that if more bridgeworks are delivered by LGAs, a wider pool of bridge contractors will be available with the result that delivery timeliness will be improved.
3. To assist the South West LGA's with bridge project delivery, MRWA is exploring a number of different strategies to improve bridge works delivery including:
 - More delivery by LGAs.
 - More delivery using in-house resources.
 - Encouraging additional timber bridge contractors to gain pre-qualification to enable them to be used on the Statewide Structures Delivery Panel Contract.
 - Alternative contracting models.

A copy of the SWRRG letter to MRWA and MRWA response is attached.

Alongside these correspondences, the SWRRG Technical Committee discussed a number of possible solutions at its 11 November 2024 meeting, including:

- SWRRG would prefer MRWA deliver the service. Do not believe LGA's to be best long term asset managers for bridges.
- The only way to deliver a consistent regional outcome is for MRWA to continue to manage all of the works that they currently do.

- To achieve this, MRWA will require additional resourcing (personnel and financial) to support project prioritisation (at a regional level) as well as planning and delivery.
- MRWA are also better positioned to negotiate and award regional delivery panel contracts to support the program as they will have an oversight of all bridge assets and required works through existing reporting - something LGs do not have access to.
- Transferring (any) works from MRWA to LGs will result in less cohesion and more inconsistent delivery due to differing resource/funding scenarios/challenges between LGs, as well as different budget decisions by staff and Councils.

Another solution was for a State funded/managed rural bridge replacement program, delivered by the State.

At its 17 March 2025 meeting, the SWRRG Technical Committee again discussed the issues of MRWA delivering bridge replacement/structural repairs for LGA's in the South West. After discussing the possible solutions, at its meeting on 31 March 2025, the SWRRG Elected Member Committee made a number of resolutions:

1. That the Bridge Program become a regular Agenda item of the South West RRG Technical Committee meeting, with the aim to provide a collaborative approach to project delivery.
2. The Regional Road Group Technical Committee agree to Main Roads WA proposal for Local Government to carry out the bridge to culvert program with assistance from Main Roads WA.
3. The Regional Road Group Technical Committee agree to Main Roads WA for Local Governments to manage simple bridge repair proposal, with Main Roads WA providing assistance with design, survey and bridge inspections only in agreement between Main Roads WA and the Local Government authority.

Resolutions 2 and 3, above, are in opposition to the recommendation of this WALGA Zone Report.

SECRETARIAT COMMENT

The roles played by Main Roads WA in management of bridges and delivery of bridge renewal and replacement projects varies across WA. However, this has to date been by agreement with Local Governments. While some metropolitan Local Governments have delivered bridge projects, Main Roads has managed bridge replacement projects including design, approvals, procurement and construction for Local Governments in the metropolitan region.

Timely delivery of funded bridge renewal and replacement projects remains problematic. This is a matter of concern for all bridge owners. Main Roads has returned or carried over significant amounts of bridge program funding in most regions. This suggests that the primary issue is insufficient skilled, qualified people able to undertake the work, including design and project supervision, rather than lack of funding. Solutions will need to address this.

Local Governments do not have a strong understanding of the medium to long term strategy in relation to bridge renewal or replacement, as this activity is managed by Main Roads WA as part of Level 2 bridge inspections. The decisions about which bridges are prioritised and funded, whether the strategy is renewal, replacement with a bridge or

replacement with a culvert are generally made by Main Roads WA. There is a very long lead time to secure the necessary environmental, cultural heritage and waterways approvals for any bridge related work. This work is complex and requires significant expertise. No evidence has been tabled to show how transferring more responsibility for bridges to Local Governments will overcome existing constraints.

Main Roads WA suggests that there is a larger pool of capable, qualified contractors available to work on bridges and bridge replacements than is currently available to Main Roads. If procured by Local Governments these contractors would add to industry capacity. This assessment has not been tested.

In the long term it would seem unlikely that suitable materials and skills for renewal of timber bridges will be available and alternatives will need to be put in place. This will include replacement of small bridges with culverts where this is technically feasible.

Withdrawal of Main Roads' bridge expertise may exacerbate issues with asset management of structures owned by Water Corporation, Department of Biodiversity, Conservation and Attractions and others which can lead to significant disruption to the road network.

RESOLUTION

Moved: President Cr Donnelle Buegge

Seconded: Mayor Phill Cronin

That the South West Country Zone:

- 1. Strongly objects to the transfer of bridge works management from Main Roads WA (South West Region) to Local Governments in the South West.**
- 2. Adopts an advocacy position in relation to bridge works management which advocates for Main Roads WA (South West Region) to maintain its present service delivery to Local Governments, with increased State funding to better resource and enable Main Roads WA to continue the sustainable delivery of bridge works services.**
- 3. Writes to the following contacts to advise of the above adopted advocacy position and that the Zone strongly objects to the transfer of bridge works management from Main Roads WA to Local Governments in the South West:**
 - a. The Director General, and South West Regional Manager of Main Roads WA.**
 - b. The Hon. Rita Saffioti MLA (Deputy Premier, Treasurer, Minister for Transport, Sport and Recreation).**
 - c. Hon. Don Punch MLA (Minister for Aboriginal Affairs; Water; Climate Resilience; South West).**
 - d. The Hon. Stephen Dawson MLC (Minister for Regional Development; Ports; Science and Innovation; Medical Research; Kimberley).**
 - e. Hon. Hannah Beazley MLA (Minister for Local Government; Disability Services; Volunteering; Youth; Gascoyne).**
 - f. Other Members of State Parliament representing the electorates of member Local Governments of the South West Country Zone.**
 - g. WALGA State Council.**

CARRIED UNANIMOUSLY

8.2 SOUTH WEST DAMA UPDATE

By the Shire of Dardanup

As per the MOU signed in 2021, the Shire of Dardanup as the Designate Area Representative (DAR) signed the South West Designated Area Migration Agreement (DAMA) with the Federal government which took effect from January 2022.

As a requirement of the Designated Migration Agreement, the DAR must report annually to the Department of Home Affairs. Please see **attached** with the Agenda the South West DAMA Annual Report.

The current DAMA is to end in December 2026 and recent discussions with the Department have suggested the Federal Government aims to move to a solely state-based DAMA program after the conclusion of the regional DAMA's.

The move to a state-based DAMA will not address labour shortages specific to the South West region and does not allow for the current concessions to salary, age and language that the South West DAMA allows.

RESOLUTION

Moved: President Cr Tyrrell Gardiner
Seconded: President Cr Michelle Campbell

That the South West Country Zone endorses the attached annual report to be submitted to the Department of Home Affairs and supports the Shire of Dardanup in lobbying for an extension to the current agreement due to end in December 2026.

CARRIED UNANIMOUSLY

8.3 BAND 4 LOCAL GOVERNMENTS MEETING - UPDATE

By Tony Brown, Executive Director Member Services

BACKGROUND

Following the Band 4 roundtable meeting hosted by the Minister for Local Government, Hon Hannah Beasley, on 3 September 2024, WALGA was pleased to host a further meeting of Band 4 Local Governments to continue the discussion.

The meeting was held on 11 October at the Perth Convention and Exhibition Centre. All 60 Band 4 Local Governments in the State were invited to attend. Overall, 72 representatives from 48 Local Governments attended the meeting.

The aim of the meeting was to identify and agree on the top issues facing Band 4 WA Local Governments, to enable the group to consider and develop potential solutions to these issues, before presenting to the Minister.

Caroline Robinson, Director of 150 Square facilitated the discussion.

ATTACHMENT

- Band 4 Local Governments meeting update report

COMMENT

As the main outcome of the meeting, the group identified the top four strategic and operational issues facing Band 4 Local Governments (from most pressing to least pressing):

1. Housing;
2. Audit;
3. Provision of medical services; and
4. Financial Assistance Grants (timing).

WALGA has since undertaken considerable work on the above issues.

An update report on the work done to date was recently circulated to all Band 4 CEOs and Presidents and is provided as an attachment to this item.

Noted

8.4 2025 DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED MEMBERS

By Kathy Robertson, Manager Association and Corporate Governance

BACKGROUND

The Salaries and Allowances Tribunal (SAT) has issued its 2025 determination in relation to Local Government Chief Executive Officer remuneration and Elected Member fees and allowances.

WALGA made a submission to SAT on behalf of the sector late last year. The submission was considered by Zones and State Council in November/December last year. WALGA's submission recommended:

1. A 4% increase to Elected Member fees and allowances and CEO remuneration bands.
2. An increase to the Regional/Isolation Allowance, and publication of clear guidance to the sector outlining how the Allowance is applied in terms of methodology, criteria and weightings.
3. The creation of a new fee category for independent audit, risk and improvement committee members without bands, with the fee set at a level which recognizes the skills and knowledge required for such a role, and that the new category provide a fee for the independent chair position as well as independent member positions.

ATTACHMENT

- [2025 Determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Council Members](#)

COMMENT

On 4 April, SAT released its latest Local Government Chief Executive Officers and Elected Members Determination.

In summary, the 2025 Determination provides for the following:

- A 3.5% increase to CEO remuneration band ranges (plus the 0.5% additional Superannuation Guarantee).
- A 3.5% increase to the fee band ranges and some allowances for Elected Members (exclusive of superannuation where relevant).
- A reduction of the four band ranges for independent committee members to one band, with the range to be from \$0 to \$450.

- Provision for reimbursement of expenses for independent committee members has also been determined for the first time.
- A determination as to the rates for the independent chair of the audit, risk and improvement committee will be determined at a future date, to coincide with the commencement of the legislative changes.

The Tribunal have also committed to conducting a comprehensive survey of Local Governments in the latter half of 2025 to assess the:

- placement of CEOs within their band and the adequacy of the current remuneration ranges;
- placement of Elected Members within their band and the adequacy of the current fee ranges and suitability of allowances;
- effectiveness of the Regional/Isolation Allowance, Housing Allowance and motor vehicle provisions; and
- attraction and retention issues for CEOs and executives, particularly in the regions.

The Tribunal will then review the eligibility criteria to receive the Regional/Isolation Allowance, as well as the quantum and effectiveness of the Allowance.

The Determination comes into effect from 1 July 2025.

Noted

8.5 LOCAL GOVERNMENT (DEVELOPMENT ASSESSMENT PANELS) REGULATIONS 2025

By Chris Hossen, Policy Manager, Planning and Building and Felicity Morris, Manager Governance and Procurement

BACKGROUND

The State Government's 2021 updates to the *Action Plan for Planning Reform* included measures to improve consistency and transparency for DAP applications, including clarifying the respective role of Elected Members and officers to remove Elected Members from what were deemed to be administrative DAP functions.

These changes were not included in amendments to the *Planning and Development Act 2005*, but were included as part of the 2024 reforms to the *Local Government Act 1995* through the insertion of a new section (s. 9.69 B) to allow for the creation of regulations that specify DAP functions that must be performed on behalf of the Local Government by the CEO or authorised officer.

On Tuesday 1 April 2025, new *Local Government (Development Assessment Panels) Regulations 2025* (the Regulations) were gazetted. The Regulations come into full effect from 1 May 2025, and will apply to all Development Assessment Panel (DAP) applications lodged from that date. The Department of Local Government, Sport and Cultural Industries (DLGSC) sent an LG Alert to the sector on 2 April advising of the new regulations.

The Regulations:

- require Responsible Authority Reports (RARs) to be prepared and submitted by the CEO of a Local Government, or an employee authorised by the CEO
 - CEOs of Class 1 and 2 Local Governments must authorise at least one employee
 - Local Governments will still be able to engage external consultants to assist in preparing RARs

- prohibit the Council from directing the CEO, an authorised employee or a consultant in preparing the RAR or directing the CEO to engage a particular consultant
- require the CEO and authorised employees to disclose conflicts of interests in accordance with the requirements of the *Local Government Act 1995*, and not undertake any DAP functions in which they have a conflict of interest.

The Regulations are available on the [WA Legislation website](#).

POLICY IMPLICATIONS

WALGA [Advocacy Positions](#) 6.1 Planning Principles and Reform and 6.4 Development Assessment Panels.

6.1 Planning Principles and Reform

- The Local Government sector supports an efficient and effective planning system guided by legislation, policy, and processes that:*
 - facilitates the creation of sustainable and liveable communities and places*
 - has a focus on strategic planning that delivers on long-term objectives and outcomes that balance social, environmental, cultural, and economic interests*
 - is easy to understand, accessible and transparent*
 - recognises the diversity of Western Australia and ensures that local environment, context, communities and character are appropriately reflected in planning frameworks and decision making*
 - ensures decisions are made by the level of government closest to and most impacted by a planning proposal*
 - establishes consistent planning frameworks and streamlines planning processes where there is a demonstrated benefit in doing so.*
- Reforms to the planning system should:*
 - be guided by the above principles*
 - deliver community benefit*
 - promote system efficiency, including through the use of technology*
 - be evidence-based and informed by robust, transparent data*
 - proceed at an appropriate pace to enable effective implementation*
 - be informed by engagement with the community*
 - be amended only with WALGA involvement and consultation/involvement with Local Government.*

6.4 Development Assessment Panels (currently under review)

The Association does not support Development Assessment Panels (DAPs) in their current structure. Necessary changes to the structure of the DAPs system include:

- the abolishment of the current 'mandatory' mechanism where a proposal has a value of \$10 million or greater, and its replacement with an 'opt in' mechanism for all proposals*
- raising the DAP threshold from the current \$2 million to \$5 million,*
- the composition DAPs should be modified to provide equal representation of Specialist Members and Local Government Members,*
- the creation of a distinct Special Matters DAP (SMDAP) is not supported, given there are already multiple avenues for determination on the basis of zoning and monetary value of applications. Should the State Government progress with the implementation of a SMDAP, the following changes are proposed to the model released in March 2022:*

- *allow proponents with proposals that meet the threshold or criteria being able to opt-out of the SMDAP pathway and allow assessment and determination by Local Government,*
 - *mandate consultation with the relevant Local Governments prior to the issuing of a Ministerial Order in relation to SMDAP Precinct Criteria, and*
 - *ensure SMDAP Precincts be identified through Regulations, rather than by the Minister,*
 - *include greater professional planning expertise, and knowledge of local context through the Local Government members of the District DAP, by including majority professional town planner panel members, with two Local Government representatives,*
 - *expand the role of Local Governments in SMDAP processes and appropriate remuneration for involvement of Local Governments be included to support the SMDAP decision-making process*
5. *in principle, the further reduction in the number of panels from five to three is supported, to the extent that this reduces the administrative burden on local governments and enhances consistency of decision making,*
 6. *in principle, the permanent appointment of panel members where this results in consistent decision making is supported as this reduces the potential for conflicts of interest and ensures sound knowledge of DAP processes and procedures,*
 7. *WALGA supports greater transparency around DAP processes and decisions, as community distrust of DAP decision-making is a key area of concern for many local governments.*

COMMENT

Local Governments have one month to consider and implement the appropriate authorisations, and any resulting changes to systems and processes. WALGA will produce template authorisations and will host an officer information session with the relevant departments to assist Local Governments.

While Councils will be prevented from directing staff in the preparation of RARs, the administration can continue to brief Council on the content and progress of any DAP applications. There are no changes to the composition of DAPs.

WALGA will continue to oppose changes that erode Local Government autonomy and influence in the WA planning system and will continue to advocate for reforms that recognise the benefits of local decision making in planning.

WALGA is commencing a review of its Development Assessment Panel advocacy position and will consult with the sector and zones as part of that process.

Questions regarding the Regulations can be directed to the Local Government reform team at actreview@dlgsc.wa.gov.au or the DAP secretariat at daps@dplh.wa.gov.au.

Noted

8.6 ZONE PRIORITIES FOR MINISTERIAL BRIEFINGS

By Dana Mason, External Affairs Manager, WALGA

BACKGROUND

Following the March election, the Cook Government has unveiled its new Cabinet, emphasizing regional representation by appointing a dedicated Minister for each region.

The new Cabinet structure shows that the Government intends to have a greater focus on regional WA during this term.

WALGA has written to all Ministers responsible for specific regions, inviting them to participate in upcoming meetings of their respective WALGA Zones.

WALGA will also provide each Minister with a written briefing on the key issues facing their region.

To ensure these briefings are comprehensive, WALGA is seeking input from the Zones to identify the top three to five priorities they would like highlighted.

The Zones provide an important opportunity for the Government to have a direct line of communication and engagement with regional WA and ensure that local issues are considered in the broader policy agenda.

WALGA will report on engagements with Ministers responsible for specific regions through the President's report at a future Zone meeting.

PROCEDURAL MOTION

That standing orders be suspended to discuss the Zone's priorities

Moved: President Cr Julia Meldrum

Seconded: President Cr Tyrell Gardiner

CARRIED

PROCEDURAL MOTION

That standing orders be reinstated

Moved: President Cr Julia Meldrum

Seconded: President Cr Richard Walker

CARRIED

RESOLUTION

Moved: President Cr Doug Kitchen
Seconded: President Cr Richard Walker

That the South West Country Zone provide its endorsed 2025 federal state advocacy positions, as the top priorities, being:

1. Land/Housing Accommodation Deconstraining
2. Regional Waste
3. Climate Change Adaption

CARRIED

8.7 LACK OF BIOSECURITY MANAGEMENT BY GOVERNMENT AGENCIES

By Shire of Boyup Brook

BACKGROUND

This report outlines concerns regarding the lack of biosecurity management and maintenance on land owned and/or managed by government agencies. What has changed is the State Government has funded the Forest Products Commission (FPC) with \$350m to buy farmland and convert to pine plantations with the resulting increased threat to neighbouring farmland and forests caused by the additional spread of unmanaged feral pests and weeds.



(Wilga Location)

Land managed by government agencies—including, as an example, pine plantations operated by the FPC—has been identified as being vulnerable to the spread of invasive species due to insufficient control measures. Cotton bush (*Gomphocarpus fruticosus*), a declared pest under the Biosecurity and Agriculture Management Act 2007, serves as one example. This highly invasive weed spreads rapidly in disturbed environments, such as monoculture plantations, and can encroach upon neighbouring farmlands if not actively managed.

Invasive species present several risks, including:

- Reduced agricultural productivity – Compete with pasture and crops, diminishing fodder availability for livestock.

- Increased land management costs – Local farmers are burdened with additional weed control expenses.
- Loss of native biodiversity – Outcompete native flora, leading to environmental degradation.

Government agencies responsible for managing public land, such as the Forest Products Commission (FPC), play a major role in Western Australia's commercial forestry and land use strategies. For example, the FPC has been allocated \$350 million of taxpayers' money to acquire farmland and convert it into pine plantations. While such initiatives aim to support long-term timber supply and industry sustainability, concerns are raised regarding their environmental impact, particularly in relation to biodiversity loss and the spread of invasive species.

Many parcels of land owned and/or managed by government agencies are located adjacent to or near state forests, increasing the risk of invasive species spreading into protected natural areas. Invasive weeds, such as cotton bush, if not properly controlled, pose a significant threat to these areas by outcompeting native vegetation, altering ecosystems, and increasing management costs for both the Department of Biodiversity, Conservation and Attractions (DBCA) and private landowners. If left unmanaged, invasive species can rapidly colonise cleared or disturbed areas within state forests, reducing biodiversity and increasing fire risks.

Furthermore, the spread of invasive species from these government-managed areas into state forests places an additional burden on local conservation efforts, as native flora and fauna struggle to compete with these aggressive plants. Effective weed management on government-managed land is crucial to prevent the spread of invasive species into environmentally sensitive areas and protect Western Australia's natural ecosystems.

The spread of invasive weeds, such as cotton bush, from government-managed lands has raised concerns among farmers and landowners. Observations indicate that some of these areas are not adequately maintained to prevent the establishment and spread of invasive weed species.

SECRETARIAT COMMENT

WALGA is aware of the issue that the Zone has raised regarding the impact of the State Government not effectively managing biosecurity risks on their own land. This issue is included as a key point in WALGA advocacy position on Post-Border Biosecurity

To be effective the Western Australian biosecurity system must:

1. Take a transparent approach to the notion of 'shared responsibility' by ensuring that:

a) The respective roles and responsibilities of Commonwealth, State and Local Government, industry, landholders, community groups and individuals are agreed and clearly articulated; and

b) There is improved pest management on State Government managed land and a formalised structure for State Government agencies with responsibilities for biosecurity management to work together and coordinate their activities.

Full Position available [online](#).

MOTION

Moved: President Cr Richard Walker
Seconded: President Cr Ian Miffling

That the South West Country Zone write to the relevant Ministers seeking information on the Forest Products Commission's biosecurity management plans on titled land.

AMENDMENT

Moved: President Cr Tony Dean
Seconded: President Cr Julia Meldrum

Add the following clauses to the Recommendation:

2. That the South West Country Zone write to the following Ministers outlining this Zones concerns with the lack of biosecurity, in particular invasive species, on freehold and State controlled plantations:
 - Hon Jackie Jarvis, Minister for Agriculture
 - Hon Don Punch, Minister for South West
 - Hon Matthew Swinbourn, Minister for Environment
 - Hon Stephen Dawson, Minister for Regional Development
 - Hon John Carey, Minister for Lands
3. That this Zone forward the above letter to the Chair of the Upper House Standing Committee on the Environment and Public Works Affairs requesting it act on its contents, and that this be done after the new Upper House is sworn in.

CARRIED UNANIMOUSLY

RESOLUTION

Moved: President Cr Richard Walker
Seconded: President Cr Ian Miffling

1. That the South West Country Zone write to the relevant Ministers seeking information on the Forest Products Commission's biosecurity management plans on title land.
2. That the South West Country Zone write to the following Ministers outlining this Zones concerns with the lack of biosecurity, in particular invasive species, on freehold and State controlled plantations.
 - Hon Jackie Jarvis, Minister for Agriculture
 - Hon Don Punch, Minister for South West
 - Hon Matthew Swinbourn, Minister for Environment
 - Hon Stephen Dawson, Minister for Regional Development
 - Hon John Carey, Minister for Lands
3. That this Zone forward the above letter to the Chair of the Upper House Standing Committee on the Environment and Public Works Affairs requesting it act on its contents, and that this be done after the new Upper House is sworn in.

THE AMENDED MOTION WAS PUT AND

CARRIED UNANIMOUSLY

9 STATE COUNCIL AGENDA – MATTERS FOR DECISION AND NOTING

Zone Delegates are invited to read and consider the WALGA State Council Agenda, which has been provided as an attachment with this Agenda and can be found via the link [here](#).

The Zone can provide comment or submit an alternative recommendation on any of the items, including the items for noting. The Zone comment will then be presented to the State Council for consideration at their meeting.

The State Council Agenda items requiring a decision of State Council are extracted for Zone consideration below.

9.1 REGULATIONS FOR CEO KPIS AND ONLINE REGISTERS – WALGA SUBMISSION (STATE COUNCIL AGENDA ITEM 8.1)

By Tony Brown, Executive Director Member Services and Felicity Morris, Manager Governance and Procurement

EXECUTIVE SUMMARY

- Consultation is open on the draft Local Government Regulations Amendment Regulations 2024 (the Draft Regulations), which give effect to reforms relating to the publication of online registers, publication of CEO performance criteria and performance reviews, and other CEO matters.
- The Local Government legislation reform platform from the State Government indicated that one of the reform outcomes was "Reducing red tape, increasing consistency and simplicity".
- The overwhelming sector feedback is that these reforms will not achieve this aim and will instead increase red tape without any clear public benefit.
- Sector feedback has been collated and identifies overarching concerns listed in this report.
- The attached submission, informed by this feedback, is recommended for endorsement.

ATTACHMENT

- [Regulations for CEO KPIs and public registers Draft WALGA submission](#)

POLICY IMPLICATIONS

WALGA's existing advocacy positions are based on the high-level reform proposals provided for public consultation in 2022.

The current [Advocacy Positions](#) are:

2.2.4 CEO Recruitment Panel

The Local Government sector supports the Department of Local Government, Sport and Cultural Industries establishing a panel of approved panel members to perform the role of the independent person on CEO recruitment panels.

2.5.27 Online Registers

The Local Government sector supports requiring Local Governments to report specific information in online registers on the Local Government's website, including registers for leases, community grants, interests disclosures, applicant contributions and contracts (excluding contracts of employment).

2.5.28 Publishing CEO Key Performance Indicators

1. *The Local Government sector conditionally supports the reporting of CEO Key Performance Indicators (KPIs) that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPIs of a confidential nature.*
2. *The Local Government sector does not support results of CEO performance reviews being published.*

BACKGROUND

The *Local Government Amendment Act 2023* (2023 Amendment Act) contained the Tranche 1 reforms to the *Local Government Act 1995* (the Act). This included the following changes which are yet to commence:

- Requirements for Local Government CEO's performance criteria and performance reviews to be published.
- Establishment of a panel of independent persons for CEO performance reviews.
- A requirement for Local Governments to publish and maintain registers on their website.

The draft Local Government Regulations Amendment Regulations 2024 (the Draft Regulations), which will give effect to these reforms, have been released for public consultation. The Department of Local Government, Sport and Cultural Industries (DLGSC) have requested comment by 8 May. Information is available on the [DLGSC website](#), including a copy of the [Draft Regulations](#) and a [DLGSC Consultation Paper](#).

WALGA circulated a discussion paper and request for comment to all Local Governments on 30 January.

COMMENT

Responses received from Local Governments indicate serious concerns with the detail of the Draft Regulations. Overarching concerns include:

- The creation of red tape and excessive administrative burden, in conflict with a stated aim of the reform, and without clear public benefit.
- Continued proliferation of compliance requirements for Local Governments, including overlapping but inconsistent reporting obligations.
- Unreasonable implementation timeframes given existing Local Government workload, cumulative burden of ongoing program of reform and upcoming elections.
- Confusion and lack of clarity (plain English drafting) in the Draft Regulations.

Specific concerns are discussed in relation to each proposal.

CEO matters: Publishing performance criteria and reports on performance review

Of the submissions that provided comment on this aspect of the Draft Regulations, over half expressed strong opposition to publication of CEO KPIs and performance reviews. Opposition was based on factors including the inconsistency with public sector practice, risks to CEOs, mechanisms for reporting on organisational rather than individual performance and the erosion of Local Government autonomy. A small number of Local Governments broadly supported the regulations or their intent. In addressing the content of Draft Regulations 18AA and 18FAA, submissions raised concerns with the proposed reporting of target achievement and the mechanisms for exclusion of performance criteria from publication.

CEO matters: Independent persons panel (CEO recruitment)

Key concerns included a lack of clarity about the selection criteria and processes to be followed by the Departmental CEO in establishing the panel, the capacity for Councils to appoint independent members from within their own districts, and the management of conflicts of interest.

CEO matters: Certification, recruitment and termination

There were divided views on the requirement for separate certification, but support for the retention of a requirement to conduct a selection process before contract expiry, the option to include additional information in a performance criterion and the proposed modification of the CEO Standards in relation to termination during probation.

Registers: General considerations

Local Governments articulated a range of concerns that are applicable to all registers, including the administrative burden, unreasonable commencement and retrospectivity, lack of clarity and difficulty in applying the requirements, and the implications of the *Privacy and Responsible Information Sharing Act 2024* (the PRIS Act).

Lease register

Submissions raised considerable concerns with this proposed register. Issues include the breadth of the lease definition, safety and confidentiality for residents and community groups, commercial in confidence information and the ability of Local Governments to generate best value from assets, whether through commercial returns or community benefits.

Grants and sponsorships register

Some Local Governments provided general support for the register, subject to the exclusion of retrospectivity. However, the majority of submissions identified concerns regarding the value threshold, privacy and confidentiality, and a lack of clarity in the calculation of value.

Development contributions register

The majority of submissions expressed concerns regarding the administrative burden with limited improvements in transparency and oversight of Developer Contribution Plans (DCPs) than is currently provided for under the state planning framework. This burden is exacerbated by the retrospectivity and short implementation timeframe. Those Local Governments with a high number of DCPs advise that this is likely to lead to delays and increased costs in the administration of DCPs. Privacy considerations and practical issues with the calculation of interest for individual contributions, and the list of items and percentage of expenditure were also identified.

Contracts for goods and services register

All submissions that commented on the contract register highlighted concerns including the administrative burden associated with the unreasonably low threshold value and duplication of existing reporting requirements. Members raised heightened fraud risks, and issues relating to commercial in confidence information. There is also a lack of clarity regarding the definition of contract and contract value.

This sector feedback and detailed analysis of the Draft Regulations has informed the preparation of the attached draft WALGA submission.

WALGA RECOMMENDATION

That WALGA endorse the recommendations contained in the attached '*Regulations for CEO KPIs and public registers submission*'.

MOTION

Moved: President Cr Tyrell Gardiner
Seconded: President Cr Michelle Campbell

That the South West Zone supports the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above with the following amendment:

2.5.28 Publishing CEO Key Performance Indicators

1. *The Local Government sector ~~conditionally supports~~ does not support the reporting of CEO Key Performance Indicators (KPIs) ~~that are consistent with the strategic direction and operational function of the Local Government,~~ subject to exemptions for publishing KPIs of a confidential nature.*

LOST

RESOLUTION

Moved President Cr Julia Meldrum
Seconded President Cr Donelle Buegge

That the South West Zone supports the WALGA recommendation for State Council Agenda item 8.1 as contained in the State Council Agenda and as provided above.

CARRIED

9.2 DOG AND CAT MANAGEMENT ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.2)

By Felicity Morris, Manager Governance and Procurement and Marnie Herrington, Governance Specialist

EXECUTIVE SUMMARY

- Motions from Zones regarding the PetsWA Centralised Registration Database provide an opportunity to review the existing *Puppy Farming* advocacy position and replace it with a new *Dog and Cat Management* advocacy position.
- The purpose of the new position is to reflect the progression of the *Dog Amendment (Stop Puppy Farming) Act 2021* and the emerging concerns of the Local Government sector regarding the PetsWA centralised registration system.
- The Governance Policy Team endorsed the new advocacy position at its meeting on 24 March.

ATTACHMENT

- [Comparison table between current Advocacy Position 2.12 Puppy Farming, and proposed advocacy position Dog and Cat Management.](#)

POLICY IMPLICATIONS

This item is to replace existing Advocacy Position 2.12 *Puppy Farming* with a new *Dog and Cat Management* position.

The current Advocacy Position is as follows:

2.12 Puppy Farming

1. The WA Local Government sector:

- Welcomes a cost modelling review of the financial impact on Local Governments to ensure that Local Government is able to fully recover costs and not be disadvantaged in ensuring compliance of any new legislation to Stop Puppy Farming.*
- Acknowledges the benefit of de-sexing of dogs not used for approved breeding purposes, and request further information on the complexities associated with de-sexing of dogs prior to considering supporting the proposal.*
- Supports a centralised dog registration system that is developed, operated and maintained by State Government.*
- Supports appropriate legislative exemptions for livestock working dogs in recognition of their special breeding requirements.*
- Does not support the transition of pet shops to adoption centres.*
- Requests there be a Local Government-specific consultation process in relation to the proposed amendments to the Animal Welfare Act to introduce Standards and Guidelines for the Health and Welfare of Animals including dogs.*
- Supports a State Government-led education initiative whereby the community is encouraged to purchase puppies from professional registered breeders.*
- Requests the State Government discontinue the use of the term 'Farming' due to the negative connotation that may be associated with other regulated industries, and consider re-naming the initiative 'Stop Puppy Mills'.*

2. The Local Government sector advocates that:

- a) *any additional costs incurred by a Local Government in administering the Dog Act be paid by the State Government; and*
- b) *the Fees and Charges set in Regulations are reviewed bi-annually and at minimum, be adjusted by the Local Government Cost Index.*

The recommended new Advocacy Position is as follows:

Dog and Cat Management

In regard to the Dog Amendment (Stop Puppy Farming) Act 2021 and the PetsWA Centralised Database, the WA Local Government sector advocates:

- a) *that fees reflect completed cost modelling to ensure that Local Governments achieve full cost recovery in ensuring compliance with the Dog Act 1976 or Cat Act 2011.*
- b) *that Fees and Charges set in Regulations are reviewed bi-annually and, at minimum, adjusted by the Local Government Cost Index.*
- c) *that the PetsWA centralised registration database is developed, operated and maintained by State Government, with no loss to Local Government registration fee revenue.*
- d) *that the function of PetsWA be restricted to the registration of dogs and cats, exclude ancillary functions such as animal related complaints and infringement notices, and integrate with existing Local Government corporate systems.*
- e) *for the continued legislative exemptions for livestock working dogs in recognition of their special breeding requirements.*
- f) *for a State Government-led education initiative whereby the community is encouraged to purchase puppies from approved breeders.*

A table comparing the current and proposed advocacy position can be seen in Attachment A.

BACKGROUND

Stop Puppy Farming Legislation

- At its September 2018 meeting, State Council adopted a detailed position in relation to the Stop Puppy Farming Initiative (*Resolution 103.6/2018*).
- At its March 2020 meeting, State Council resolved that “WALGA write to the Minister and request that he withdraw the Stop Puppy Farming Bill and more appropriately consult with the sector, traditional custodians and the wider community, or failing that, that he remove any reference to Local Government in the bill as the sector does not endorse it in its current form” (*Resolution 13.1/2020*).
- At its September 2021, State Council adopted additional points to the advocacy position, supporting WALGA continuing to advocate that:
 - a. any additional costs incurred by a Local Government in administering the Dog Act be paid by the State Government; and
 - b. the Fees and Charges set in Regulations are reviewed bi-annually and at minimum, be adjusted by the Local Government Cost Index.
 (*Resolution 275.5/2021*)
- In December 2021, the *Dog Amendment (Stop Puppy Farming) Act 2021* (the Act) was passed by Parliament. The Act amended both the *Dog Act 1976* and the *Cat Act 2011* in several ways.
- The implementation of the legislation is occurring in phases, with existing pet shops needing to transition to adoption centres by obtaining a 'pet shop approval' through their Local Governments by 26 May.

- It is anticipated that dog breeding approval provisions and mandatory sterilisation of dogs (unless an exemption is in place) will take effect later in 2025. In August 2024, the State Government awarded a contract to Seisma Group to establish PetsWA (the new centralised registration system for dogs and cats), which is anticipated to be operational later in 2025.

Fees and cost recovery

In a letter to WALGA dated 1 November 2021, Minister John Carey confirmed that “the State Government has committed to covering the costs associated with the establishment of the Centralised Registration System, to centrally record the registration of all domestic cats and dogs within Western Australia”. However, the State Government position relating to ongoing costs associated with the system and the particulars about revenue generated from registrations has not been made clear.

In early 2024, the Department of Local Government, Sport and Cultural Industries (DLGSC) released a Consultation Paper prepared by consultants Marsden Jacob Associates on the new and existing fees and charges under the *Dog Act 1976* and *Cat Act 2011*. WALGA provided a submission in line with State Councils advocacy position as follows.

That WALGA:

1. *Welcomes a cost modelling review of the financial impact on Local Governments to ensure that Local Government is able to fully recover costs and not be disadvantaged in ensuring compliance of any new legislation to Stop Puppy Farming;*
2. *Supports a centralised dog registration system that is developed, operated and maintained by State Government;*
3. *Any additional costs incurred by a Local Government in administering the Dog Act be paid by the State Government; and*
4. *The Fees and Charges set in Regulations are reviewed biennially and at minimum, be adjusted by the Local Government Cost Index.*

Zone resolutions

Central Country Zone

At the Central Country Zone Meeting of 15 November 2024, the Zone considered an item which raised concerns that the administrative costs of the PetsWA central registration system would be withheld by the State Government from registration fees collected by Local Governments. As already noted, registration fees are already insufficient to cover the costs of Local Government cat and dog management responsibilities.

The Zone resolved:

That the Central Country Zone request WALGA to:

- a) *advocate to the Government of Western Australia that 100% of the revenue derived from pet registrations (both dogs and cats) continue to be returned directly to Local Governments to effectively administer the Dog Act 1976 and Cat Act 2011.*
- b) *recommend that the new centralized PetsWA Pet Registry Scheme, administered by the State Government, should not retain any commission or portion of the registration fees for its operations, as the current fee structure does not adequately cover the costs associated with pet management at the Local Government level.*

North Metropolitan Zone

At the North Metropolitan Zone Meeting of 20 November 2024, the Zone considered an item which raised concerns that the community would be able to lodge complaints through the PetsWA centralised registration system and that infringements would be issued through the system. As no integration with Local Government systems has been advised, this would create a duplicate workload for officers.

The Zone resolved:

That WALGA advocate to the State Government for the PetsWA Centralised Registration Database scope to be restricted to a centralised registration system (excluding complaints and infringements) that integrates with Local Government's existing corporate systems.

COMMENT

As the Act has progressed, the existing advocacy position should be reviewed to reflect the current state.

A comparison between the current and proposed advocacy position is provided in Attachment A, with key themes addressed below.

Cost Recovery

Under the *Dog Amendment (Stop Puppy Farming) Act 2021*, Local Governments will have increased responsibilities, including approvals to breed and pet shop approvals, as well as associated investigation and enforcement functions. WALGA has continued to advocate to the State Government for fees and charges to be set at a level that achieves full cost recovery and that any additional costs incurred by a Local Government in administering the Dog Act be paid by the State Government. The proposed advocacy position retains these key positions.

The fees from registrations and animal related infringements do not currently cover all costs associated with Local Government responsibilities. There is a risk that the State Government could administer the PetsWA system in a way which reduces Local Government income from registrations.

WALGA's existing advocacy position supports PetsWA to be managed by the State (Advocacy Position 2.12.b). The proposed *Dog and Cat Management* Advocacy Position expands on the existing position to make it absolutely clear that there should be no loss of registration fee revenue to the Local Governments in administering the database.

Scope of PetsWA

The Act provides for a centralised registration system, known as PetsWA, to be managed by the State Government. DLGSC has been tasked with the implementation of the system. The contract to develop PetsWA was awarded on 2 August 2024 and is expected to launch in the second half of 2025. PetsWA is intended to replace the dog and cat registers managed by individual Local Governments with a single online system, used state-wide. PetsWA will allow dog and cat owners to register their pets and make payments online.

In addition to uncertainty about revenue from fees and charges under PetsWA, there is ambiguity about the scope of information recorded within PetsWA. DLGSC has noted that PetsWA could be used to manage public complaints, request ranger visits, manage dangerous dog notices, and issue infringements. This could increase administrative burden on Local Government staff by duplicating data entry with existing record management

systems, as there is no clarity on the extent of the integration with Local Government's existing systems.

To avoid this, PetsWA should be integrated with Local Government's existing systems and the scope should be restricted to its original function as a centralised registration system.

WALGA RECOMMENDATION

That WALGA replace Advocacy Position 2.12 *Puppy Farming* with a revised *Dog and Cat Management* advocacy position, as follows:

In regard to the Dog Amendment (Stop Puppy Farming) Act 2021 and the PetsWA Centralised Database, the WA Local Government sector advocates:

- a) that fees reflect completed cost modelling to ensure that Local Governments achieve full cost recovery in ensuring compliance with the Dog Act 1976 or Cat Act 2011.*
- b) that Fees and Charges set in Regulations are reviewed bi-annually and, at minimum, adjusted by the Local Government Cost Index.*
- c) that the PetsWA centralised registration database is developed, operated and maintained by State Government, with no loss to Local Government registration fee revenue.*
- d) that the function of PetsWA be restricted to the registration of dogs and cats, exclude ancillary functions such as animal related complaints and infringement notices, and integrate with existing Local Government corporate systems.*
- e) for the continued legislative exemptions for livestock working dogs in recognition of their special breeding requirements.*
- f) for a State Government-led education initiative whereby the community is encouraged to purchase puppies from approved breeders.*

RESOLUTION

Moved: President Cr Tyrell Gardiner

Seconded: President Cr Julia Meldrum

That the South West Country Zone:

1. supports the WALGA recommendation for State Council Agenda item 8.2 as contained in the State Council Agenda and as provided above; and
2. Reaffirms the Cat Local Law WALGA AGM resolution and the need for State Government to amend the State Cat Act.

CARRIED UNANIMOUSLY

9.3 NATIVE VEGETATION CLEARING REGULATIONS ADVOCACY POSITION (STATE COUNCIL AGENDA ITEM 8.3)

By Nicole Matthews, Executive Manager Policy and Ian Duncan, Executive Manager Infrastructure

EXECUTIVE SUMMARY

- The effectiveness, cost and complexity of the regulatory system for native vegetation clearing has been a longstanding concern for Local Governments, particularly in relation to its impacts on the delivery of road and other infrastructure projects.
- WALGA has made numerous representations and submissions to the State Government on this issue.
- WALGA's current [advocacy positions](#) relating to the regulation of clearing of native vegetation were endorsed by State Council in 2004 (5.2.1) and 2006 (5.2.2).
- Numerous reviews and significant legislative and policy changes aimed at streamlining regulatory requirements have occurred since that time which has resulted in some improvement, however, problems persist.
- The updated Advocacy Position, seeks to respond to feedback and issues raised by the sector, calls the State Government to:
 - implement **legislative, policy and process changes**, including the imposition of statutory timeframes for assessments and appeals; increasing the duration of clearing permits; providing a permanent exemption to enable clearing in previously legally cleared transport corridors; and strengthening environmental data sharing requirements.
 - allocate **adequate resources** to implement an expedited process for road safety and state and federally funded or co-funded projects; a dedicated Local Government unit to process applications and support the sector; timely compliance and enforcement action; and implement a state-funded collection and provision of data.
 - undertake **bioregional planning** and implement **strategic solutions for environmental offsets** for Local Government.
 - **reduce duplication** between the State and Australian government regulatory systems.
- At their joint meeting on 24 March, the Environment and Infrastructure Policy Teams recommended that State Council endorse the Native Vegetation Clearing Regulations advocacy position.

ATTACHMENT

- [WALGA Native Vegetation Clearing Regulations Issues Paper](#)
- [Road Safety Briefing Note](#)

POLICY IMPLICATIONS

This item is to replace existing Advocacy Positions 5.2.1 Environmental Protection Act and 5.2.2 Land Clearing in Road Reserves with a new *Native Vegetation Clearing Regulations* position.

The current [Advocacy Positions](#) are as follows:

5.2.1 Environmental Protection Act

Impact on Road Reserves Position Statement. The Local Government sector supports continued advocacy to minimise the impact on road reserves and in regards to

Regulations, processing times, access to vegetation data and a Code of Practice on maintenance activities.

5.2.2 Land Clearing in Road Reserves

The Local Government sector supports Schedule 2 of the Environmental Protection (Clearing of Native Vegetation) Regulations 2004 as a permanent exemption for the maintenance of existing transport corridors and supports the continued advocacy for improvements to processing and timelines of the current clearing legislation.

The proposed Advocacy Position is as follows:

Native Vegetation Clearing Regulations

WALGA calls on the Western Australian Government, in consultation with Local Government, to undertake legislative and policy reform to improve the effectiveness, efficiency and transparency of the regulatory system for clearing native vegetation in Western Australia, including:

- 1. Amending the Environmental Protection Act 1986 and associated regulations to remove unnecessary process, complexity and improve timeframes, including:*
 - a. introducing statutory timeframes for the determination of referrals, permit applications and appeals*
 - b. increasing the default duration of Area and Purpose Permits to 10 years*
 - c. provide a permanent exemption for clearing of previously legally cleared transport corridors*
 - d. strengthening environmental data sharing requirements to ensure proponents cannot opt-out of sharing data collected for environmental assessment and monitoring purposes.*
- 2. Ensuring the regulatory system is adequately resourced to:*
 - a. implement an expedited process for clearing permits for projects that prevent death and serious injury (road safety), and state and federally funded or co-funded projects*
 - b. establish a dedicated Local Government unit within the Department of Water and Environmental Regulation to:*
 - i. case manage Local Government referrals and clearing permit applications*
 - ii. provide guidance and training for Local Governments, particularly in relation to roadside vegetation management*
 - iii. support partnerships with Local Governments in strategic environmental offsets*
 - c. enable timely investigation and enforcement action for illegal clearing*
 - d. increase investment in the collection and provision of statewide biodiversity data, including:*
 - i. funding and coordinating a state-wide biodiversity survey program to standardise habitat and vegetation mapping*
 - ii. making biodiversity data more discoverable, accessible and useable.*
- 3. Undertaking bioregional planning for native vegetation management, with a focus on highly cleared areas and implementing strategic solutions for environmental offsets that can be utilised by Local Government.*
- 4. Working with the Australian Government to reduce duplication between the Environmental Protection Act 1986 and the Environment Protection and Biodiversity Conservation Act 1999.*

BACKGROUND

Western Australia is one of the most biodiverse places on Earth and has significant regional endemism, meaning it has plants and animals that only live in a particular location (Western Australian Biodiversity Science Institute). Eight of Australia's 15 declared biodiversity hotspots are in WA and the South West Ecoregion, (running from Shark Bay in the northwest to Esperance in south east with a narrow strip along the southeastern coast to the border between WA and SA) is one of only 34 internationally recognised Global Biodiversity Hotspots (and the only in Australia). A Global Biodiversity Hotspot is defined as a geographical region that has at least 1,500 vascular plant species and has lost at least 70 per cent of its original supporting habitat.

In Western Australia the clearing of native vegetation is primarily regulated under Part V Division 2 of the [Environmental Protection Act 1986](#) (EP Act) and [Environmental Protection \(Clearing of Native Vegetation\) Regulations 2004](#) (Regulations). Under section 51C of the EP Act clearing of native vegetation is an offence unless a permit has been granted, or an exemption applies.

The Regulations provide exemptions for routine land management practices, including for clearing done for maintenance in existing, previously legally cleared transport (road and rail) corridors, provided that the previous clearing occurred within the preceding 10 years (Regulation 5, Item 22). Schedule 2, cl. 2 of the Regulations specify the extent of maintenance clearing for an area or purpose:

| Area or purpose | Extent of clearing |
|---|--|
| Crossover area | Clearing to the extent previously cleared for the area. |
| Lateral clearance area | Complete clearing to the width and height previously cleared for that stretch of road or railway. |
| Maintenance and protection of transport corridor infrastructure | Clearing to the extent necessary to – a) Maintain the efficacy and safety of the infrastructure; b) Protect the infrastructure (for example from fire); and c) Provide access to the infrastructure to maintain it. |
| An area that is a public roadside facility | Clearing to the extent necessary to maintain (but not extend) the intended use of the area. |
| Sight line area | Clearing to the extent previously cleared for that area. |

Schedule 2, cl. 1 of the Regulations provides the following definitions:

- *crossover area* means the area occupied by a crossover from a road to a property adjacent to the road and any associated sight line areas;
- *lateral clearance area*, in relation to a stretch of road or railway, means the area (if any) parallel to and immediately adjacent to the stretch of road or railway that is ordinarily cleared;
- *public roadside facility* includes a camping area, rest area, information bay, road train assembly area or parking area or a footpath or cycle track in the road reserve;

- *transport corridor infrastructure*, in relation to a stretch of road or railway, includes barriers, signs, guideposts, drains, levies, embankments, gutters, bridges, overpasses and other similar structures or works.

While this exemption does not apply in an environmentally sensitive area, an area that would otherwise be an environmentally sensitive area is not an environmentally sensitive area to the extent it is in a maintenance area of transport corridor.

The Australian Government regulates clearing that is likely to impact a matter of National Environment Significance through the application of Parts 7 - 9 of the *Environmental Protection and Biodiversity Conservation Act 1999* (the EPBC Act) and *Environment Protection and Biodiversity Conservation Regulations 2000*.

The effectiveness, cost, complexity and timeframes associated with the regulatory system for native vegetation clearing have been a longstanding concern for Local Governments, particularly in relation to impacts on the delivery of road projects, which make up approximately 60 per cent of Local Government clearing permit applications and 30 per cent of referrals (Dec 2021 – Oct 2024). WALGA has made numerous representations and submissions to the State Government on this issue.

WALGA has three [advocacy positions](#) related to native vegetation clearing regulation dating (2004, 2006, 2018). Numerous reviews and significant legislative and policy changes have occurred since that time, aimed at streamlining regulatory requirements, including the Western Australian Offset Policy (2011) and Guideline (2014), the Review of the Western Australian Offsets Framework (2019), the implementation of cost recovery for clearing permit applications (2019), the release of the [Native Vegetation Policy for Western Australia](#) in 2022, the [Independent \(Vogel-McFerran\) Review of WA Environmental Approvals Processes and Procedures](#) (2023) and amendments to the *Environmental Protection Act 1986* in 2020 and 2024.

As a result of these changes, the exemption for clearing in previously cleared transport corridors increased from 5 to 10 years, a referral process was introduced for low impact clearing and minor scheme amendments no longer require referral to the Environmental Protection Authority.

While these changes have resulted in some improvements, problems persist. This was recognised by the Vogel-McFerran Review, which found that “approvals processes have become overly complex, time-consuming, and costly – holding back economic development without any benefit to the environment”.

In 2024, to inform the development of an updated advocacy position on native vegetation clearing regulation, WALGA undertook research and analysis of the Department of Water and Environmental Regulation (DWER) and the Office of the Appeals Convenor data, previous submissions and Zone resolutions/feedback and held a sector webinar to inform the development of an [Issues Paper](#). The Paper was considered by the Environment Policy Team and included in the November 2024 Zone meeting Agendas for feedback.

The main themes from the consultations, Zones and issues paper feedback were:

- key challenges faced by the sector related to the complexity of the regulatory system, costs associated with the process and the time taken for assessment and appeals; and

- these challenges can delay critical road and infrastructure projects and impact Local Government's ability to attract and retain grant funding.

COMMENT

A consolidated, updated advocacy position will enable WALGA to comprehensively advocate for members to address the challenges of operating in a complex and costly regulatory environment, whilst balancing the protection of the environment.

The updated Advocacy Position calls on the State Government to:

- Implement **legislative, policy and process changes** including:
 - the imposition of statutory timeframes for assessments and appeals;
 - a permanent exemption for clearing in previously legally cleared transport corridors;
 - increasing the duration of clearing permits; and
 - strengthening environmental data sharing requirements.
- Allocate **adequate resources** to implement an expedited process for road safety and state and federally funded or co-funded projects; a dedicated Local Government unit to process applications and support the sector; timely compliance and enforcement action; and implement a state-funded collection and provision of data.
- Undertake **bioregional planning** and implement **strategic solutions for environmental offsets** for Local Government.
- **Reduce duplication** between the State and Australian government regulatory systems.

WALGA RECOMMENDATION

That WALGA replace the following Advocacy Positions:

5.2.1 Environmental Protection Act

5.2.2 Land Clearing in Road Reserves

with an updated Native Vegetation Clearing Regulations Advocacy Position as follows:

WALGA calls on the Western Australian Government, in consultation with Local Government, to undertake legislative and policy reform to improve the effectiveness, efficiency and transparency of the regulatory system for clearing native vegetation in Western Australia, including:

1. *Amending the Environmental Protection Act 1986 and associated regulations to remove unnecessary process, complexity and improve timeframes, including:*
 - a. *introducing statutory timeframes for the determination of referrals, permit applications and appeals*
 - b. *increasing the default duration of Area and Purpose Permits to 10 years*
 - c. *provide a permanent exemption for clearing of previously legally cleared transport corridors*
 - d. *strengthening environmental data sharing requirements to ensure proponents cannot opt-out of sharing data collected for environmental assessment and monitoring purposes.*
2. *Ensuring the regulatory system is adequately resourced to:*

- a. *implement an expedited process for clearing permits for projects that prevent death and serious injury (road safety), and state and federally funded or co-funded projects*
- b. *establish a dedicated Local Government unit within the Department of Water and Environmental Regulation to:*
 - i. *case manage Local Government referrals and clearing permit applications*
 - ii. *provide guidance and training for Local Governments, particularly in relation to roadside vegetation management*
 - iii. *support partnerships with Local Governments in strategic environmental offsets*
- c. *enable timely investigation and enforcement action for illegal clearing*
- d. *increase investment in the collection and provision of statewide biodiversity data, including:*
 - i. *funding and coordinating a state-wide biodiversity survey program to standardise habitat and vegetation mapping*
 - ii. *making biodiversity data more discoverable, accessible and useable.*
- 3. *Undertaking bioregional planning for native vegetation management, with a focus on highly cleared areas and implementing strategic solutions for environmental offsets that can be utilised by Local Government.*
- 4. *Working with the Australian Government to reduce duplication between the Environmental Protection Act 1986 and the Environment Protection and Biodiversity Conservation Act 1999.*

RESOLUTION

Moved : President Cr Tyrell Gardiner
 Seconded: President Cr Donelle Buegge

That the South West Zone support the WALGA recommendation for State Council Agenda item 8.3 as contained in the State Council Agenda and as provided above with the following amendment to point 1(c):

- c. *provide a permanent exemption for clearing of previously legally cleared transport corridors, including allowing Local Governments to clear for safety reasons as previously allowed for in the Regulations*

CARRIED

9.4 SUBMISSION ON THE STATE RECOVERY ARRANGEMENTS (STATE COUNCIL AGENDA ITEM 8.4)

By Rachel Armstrong, Policy Manager Emergency Management

EXECUTIVE SUMMARY

- The Department of Fire and Emergency Services (DFES) is consulting on revised State Recovery Arrangements via [Engage WA Emergency Management](#). Formal consultation closes Friday, 2 May.
- WALGA was granted an extension to enable the draft submission to be included as an Item for Decision in the 7 May State Council Agenda.
- The revised arrangements integrate lessons from past recoveries, current best practices, and clarify roles and responsibilities.
- There are no significant changes to Local Government roles and responsibilities under the *Emergency Management Act 2005* and State Emergency Management Framework.
- The Commonwealth - State Disaster Recovery Funding Arrangements - Western Australia (DRFA-WA) are not part of the State Emergency Management Framework and are outside the scope of the review.
- WALGA's draft submission was shared with Local Governments and the draft final version incorporates feedback.
- WALGA's submission is generally supportive of the revised State Recovery Arrangements, which provide improved clarity on roles and responsibilities in recovery, particularly for State Government, and clearer arrangements for transitioning from response to recovery and from recovery to business as usual.
- WALGA's submission highlights the need for State Government investment in streamlined, appropriate and effective funding mechanisms for recovery and resilience building, and the need to ensure adequate support to Local Governments.
- The People and Place Policy Team noted the draft submission at its 18 March meeting.

ATTACHMENT

- [Draft State Recovery Arrangements – WALGA submission](#)

POLICY IMPLICATIONS

WALGA's submission on the State Recovery Arrangements is aligned to the following [Advocacy Positions](#) :

8.1 Emergency Management Principles

- 1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.*
- 2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.*
- 3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.*

8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

- 1. Protecting people, the economy, and the natural environment from disasters;*
- 2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;*
- 3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;*
- 4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and*
- 5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.*

8.3 Sustainable Grant Funding Model for Emergency Management

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

- 1. Empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;*
- 2. Supports the resilience of local communities through capacity-building activities and programs;*
- 3. Is responsive to the variations in Local Government resourcing and context; and*
- 4. Develops the skills, capacity and capability of the emergency management workforce; and*
- 5. Is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.*

8.11 Local Emergency Management Arrangements (LEMA)

- 1. The State Government should fund the implementation of the Local Emergency Management Arrangements (LEMA) Improvement Plan endorsed by the State Emergency Management Committee (SEMC).*
- 2. A reformed LEMA system should:*
 - a. Clearly articulate the roles and responsibilities of Local Governments in emergency management;*
 - b. Simplify the reporting processes and reduce the administrative burden of maintaining compliance;*
 - c. Provide a suite of scalable tools and guidance materials that are accessible through an online knowledge hub;*
 - d. Build the emergency management capacity and capability of Local Governments through the provision of targeted training, exercising support, human resources and sustainable funding;*
 - e. Assist Local Governments to continue to deliver their core business activities and provide public information during an emergency event;*
 - f. Improve the connectivity of Local Governments' various risk management and hazard planning processes through an integrated approach; and*
 - g. Enable resource sharing and collaboration across the Local Government sector.*

5.4.3 Betterment (resilience)

The Local Government sector supports increased funding for the replacement or restoration of damaged assets to a more resilient standard following an event.

BACKGROUND

Since 2020, Western Australia has faced complex recovery challenges from events like Cyclone Seroja, Wooroloo bushfires, and Kimberley floods, necessitating greater State involvement. The review of State Recovery Arrangements aims to integrate lessons from past recoveries, update best practices, and clarify roles.

There are no changes to Local Government's responsibility to manage recovery following an emergency affecting the community in its district as set out in the *Emergency Management Act 2005* (s36b). There are no substantive changes to Local Government roles and responsibilities for recovery under the State Emergency Management Framework.

The proposed changes to the State Recovery Arrangements include:

- introducing four State Strategic Recovery Priorities which are informed by the National Principles for Disaster Recovery in the [Australian Disaster Recovery Framework](#).
- implementing a new four-tiered Model for State Involvement in Recovery where the State's involvement increases with the complexity of the recovery.
- clarifying roles and responsibilities for Local Government, Hazard Management Agencies, State agencies, and support organisations. The improved clarity in State roles in recovery should make it easier for Local Governments to access the support they need to coordinate community-led recovery.
- emphasising greater community engagement in recovery.
- reduced emphasis on an Impact Statement as a trigger for transitioning recovery coordination from the Hazard Management Agency (HMA) to Local or State Government and a new requirement for transition arrangements to be planned/agreed with Local Governments.
- clarifying the requirement for a planned transition from recovery arrangements to 'business-as-usual' service delivery for Local and State Government.

WALGA and Local Governments have been involved in preliminary consultations to support the development of the revised State Recovery Arrangements, including through the State Emergency Management Committee (SEMC), WALGA's Local Government Emergency Management Advisory Group (LGEMAG) and Local Government Focus Groups.

COMMENT

WALGA requested and was granted an extension to enable the draft submission to be included as an Item for Decision in the 7 May State Council Agenda.

WALGA's draft submission incorporates feedback from preliminary consultation, WALGA's advocacy positions, and input from the sector via the Local Emergency Management Arrangements (LEMA) Review and the 2023 Local Government Emergency Management Survey. This feedback has consistently demonstrated support within the sector for shared responsibility for recovery, with the level and type of support required varying with the size, scale and complexity of the event and Local Government capacity.

Overall, the amended State Recovery Arrangements provide much improved clarity on how responsibility for recovery is to be shared and therefore a better foundation for recovery coordination.

The submission recommends:

1. The State Government should develop streamlined, appropriate and effective funding mechanisms to invest in Local Government recovery and resilience building.
2. Investment in recovery should not be limited by the eligibility requirements of the DRFA-WA and should meet the recovery requirements of Local Governments and Communities.
3. The DRFA-WA must be urgently reviewed to streamline administration, approvals and evidentiary requirements, address the cash-flow impacts of the reimbursement model and enable resilient reconstruction / betterment following a disaster.
4. The State Government should invest in effective risk assessment and risk reduction, in addition to ensuring to providing effective and fit for purpose State Recovery Arrangements.

State Strategic Recovery Priorities

5. WALGA supports the proposed four State Strategic Recovery Priorities: 1. Assist people to meet their recovery needs; 2. Enable community-centred recovery; 3. Restore community function and wellbeing; 4. Foster community disaster resilience.

Model for State Involvement in Recovery

6. WALGA supports the proposed 4-tier Model for State involvement in Recovery.
7. WALGA supports the roles assigned to Local Government under each recovery level (R1-4). The roles and responsibilities are aligned to current roles and responsibilities.
8. WALGA supports the roles assigned to State Government under each recovery level (R1-4), which provide improved clarity.

Roles and responsibilities

9. WALGA supports the roles and responsibilities allocated to Local Governments in the revised State Recovery arrangements, including section 6.3 of the revised State EM Policy, with minor amendments as outlined in Appendix 1. The roles and responsibilities in the revised arrangements are aligned to current roles and responsibilities.
10. WALGA recommends that the revised State Recovery Arrangements clearly reinforce the role of the State Recovery Coordinator to confirm individual Local Government's capacity to undertake their allocated roles and responsibilities during recovery and ensures additional support is provided as required.
11. WALGA supports the roles and responsibilities allocated to Hazard Management Agencies and Controlling Agencies in section 6.6 of the revised State EM Policy, which provide improved clarity.
12. WALGA supports the roles and responsibilities allocated to State agencies in section 6.7 and Appendix F of the revised State EM Policy, which provide improved clarity.
13. The revised State Recovery Arrangements should formalise coordination protocols between Local Governments and State agencies to enable rapid mobilisation of essential workers in disaster impacted communities.
14. The revised State Recovery Arrangements should consider inclusion of roles, responsibilities and coordination protocols for essential services, as coordinated restoration of essential services is fundamental to early recovery.
15. The revised State Recovery Arrangements should reinforce compliance with data sharing arrangements under 6.1.72 of the EM Act to ensure that State Agencies are

sharing information effectively in recovery and include this as a specific function of the State Recovery Coordinator / Controller.

Greater emphasis on engaging community

16. WALGA supports the greater emphasis on engaging communities in planning recovery, and the flexibility in approach so that this can be adapted to meet Local Government and community needs and capacities.

Phases of Recovery

17. WALGA supports amendments to the State EM Plan to introduce three phases of recovery: 1) Recovery Planning. 2) Response and Early Recovery. 3) Recovery Operations.
18. Considering Phase 3) Recovery Operations:
 - a. The requirements for Local Governments to review and evaluate the Local Operational Recovery Plan should be scalable to the Local Government's capacity, and the recovery level and context and supported by simple and effective guidance.
 - b. All monitoring and evaluation requirements for DRFA-WA programs, if applicable, should be coordinated by the State Government.
19. Recovery Operations should be supported by pre-prepared State-level Urgent Recovery Programs and surge capacity for implementation.
20. Streamlined guidance should be provided for needs assessment, review and evaluation. The approach should be scalable to the Local Government's capacity, and the recovery level and context.

Public Information and Communication

21. WALGA supports nomination of DFES, instead of the State Emergency Public Information Coordinator to coordinate State-level recovery public information and communications. DFES should consult and coordinate with Local Governments on recovery communications.

Transition between response and recovery

22. WALGA supports the proposed requirements for a planned transition of recovery coordination by agreement between the Hazard Management Agency and Local Government for R1 and R2 recoveries.
23. WALGA supports the proposed requirements for a planned transition of recovery coordination between the Hazard Management Agency and State Government for R3 and R4 recoveries with a written transition plan.

Transition from recovery to 'business-as-usual' service arrangements

24. WALGA supports the proposed requirements for the State to plan the de-escalation of State recovery involvement and transition to 'business as usual' service arrangements. The requirements for a transition plan are clearly described and sufficient, however should be outlined in a written plan.

Requirement for an Impact Statement

25. WALGA supports the requirement that the HMA prepares an Impact Statement in all Level 2 and 3 incidents.

Local Operational Recovery Plans

26. WALGA supports the general requirement for a Local Operational Recovery Plan to be prepared for R2, R3 and R4 events.

27. The Local Recovery Guideline should be revised to provide better guidance to Local Governments on how to prepare a Local Operational Recovery Plan.
28. State Recovery support should be provided to prepare a Local Operational Recovery Plan, if requested by the Local Government.
29. WALGA Recommends renaming the Local Operational Recovery Plan to [Event] Recovery Action Plan.

Executive Government Forum

30. WALGA supports provisions to enable strategic oversight and direction for complex recovery issues via referral to an existing cross-government executive forum or a Director General/Chief Executive Officer-level forum.

The People and Place Policy Team noted the draft submission at their 18 March meeting.

WALGA RECOMMENDATION

That State Council endorse the submission to the Department of Fire and Emergency Services on proposed revisions to the State Recovery Arrangements.

RESOLUTION

Moved: President Cr Tyrell Gardiner

Seconded: Mayor Phill Cronin

That the South West Zone supports the WALGA recommendation for State Council Agenda item 8.4 as contained in the State Council Agenda and as provided above with the following addition:

That WALGA advocates for a CESM to be placed at each Local Government in WA to provide a network of support for the preparation and implementation of the State recovery arrangements at a local level.

CARRIED

9.5 HEALTH (PUBLIC BUILDINGS) REGULATIONS CONSULTATION (STATE COUNCIL AGENDA ITEM 8.5)

By Coralie Claudio, Senior Policy Advisor, Planning

EXECUTIVE SUMMARY

- The Department of Health (DoH) is seeking feedback on the [Consultation Paper 2025 Health \(Public Buildings\) Regulations 1992](#) (Consultation Paper), which examines whether the Regulations should be repealed without replacement.
- Repealing the Regulations is not supported by the sector, as it would impede Local Governments' ability to proactively manage and mitigate public health risks.
- Revised Regulations are supported to provide a contemporary, risk-based approach to public building management, eliminating unnecessary building construction requirements and incorporating modern compliance and enforcement tools.
- WALGA received an extension of time from DoH to allow the submission to be considered by State Council as part of the May Agenda.

ATTACHMENT

- [WALGA's submission on the Health \(Public Buildings\) Regulations Consultation](#)

POLICY IMPLICATIONS

WALGA's submission is consistent with the following [WALGA Advocacy Position](#)

6.6 Building Act and Regulations

Assessments of the effectiveness of building control systems across Australia have recognised that there is diminishing public confidence in the building and construction industry, and that change is required to ensure buildings are safe and perform to expected standards. Now more than ever, the focus is on Local Government building departments to deliver good governance, local leadership and sustainable services that meet the needs of their communities whilst supporting local jobs and economic growth. The Association has the following endorsed positions:

- 1. Support the retention of Local Government as the primary permit authority in Western Australia for decisions made under the Building Act 2011.*
- 2. Supports mandatory inspections for all classes of buildings; however, Local Government should not be solely responsible for all mandatory inspections.*
- 3. Advocate for the State Government to urgently prioritise legislative reform that addresses systemic failures in the current building control model and to provide clarification on the role of Local Government in building control to ensure building legislation supports the following objectives:*
 - a. Quality buildings that are cost efficient.*
 - b. Functional, safe and environmentally friendly buildings.*
 - c. Good decision making in all aspects of building.*
 - d. Efficiency and effectiveness in building management, administration and regulation.*
 - e. Openness and accountability with respect to all building matters.*
 - f. Recognition of the rights and responsibilities of all parties in building matters in an equitable manner.*
- 4. Existing and proposed building control related fees and charges to be cost recovery for Local Government.*
- 5. WALGA will work with members, state agencies and industry groups to develop training opportunities and to promote the Local Government building surveying profession to ensure sustainability of Local Government building control services.*
- 6. WALGA supports the Australian Building Codes Boards Trajectory for Low Energy Buildings by supporting Local Governments to meet community strategic objectives of a net zero carbon future by 2050 through work with members, state agencies and industry groups.*

BACKGROUND

The *Health (Public Buildings) Regulations 1992* (the Regulations) were established to ensure the safety, health, and welfare of people using public buildings in Western Australia. The current definition of a public building is broad, and captures most public areas where people gather for a pre-determined purpose, including for entertainment, sports and recreation, worship and educational purposes.

These Regulations set standards for the construction, maintenance, and operation of public buildings, covering aspects such as occupancy limits, emergency exits, evacuation plans, ventilation, lighting and sanitary facilities. Local Governments play a crucial role in enforcing the Regulations, specifically by conducting routine inspections to ensure ongoing compliance with health and safety standards.

In 2018, the DoH released a Discussion Paper *Managing public health risks in public buildings in Western Australia*, that sought feedback on two options: repealing the Regulations without replacement or providing new, updated Regulations under the *Public Health Act 2016*.

WALGA's submission at the time supported the latter option as Regulations would continue to allow for the assessment and maintenance of the operational safety of public buildings that would maintain patron safety and provide adequate control and enforcement tools for Local Government officers.

This was the position of DoH when the Consultation Summary Report was published in 2019. The report also noted that the Regulations shouldn't duplicate the construction requirements in building legislation and instead focus on the ongoing management of public health risks associated with the building. No updated Regulations were released.

In February, DoH released the Consultation Paper that re-examined if the Regulations should be repealed without replacement. The paper outlines relevant legislative and regulatory changes since 2019 and further examines the need for Regulations in addition to the WA building legislation and the National Construction Codes (NCC) that set safety standards and protocols for building construction.

COMMENT

WALGA does not support the repealing of the Regulations, as it would impede Local Governments' ability to undertake routine inspections, proactively managing and mitigating public health risks related to public buildings.

WALGA's submission acknowledges that the Regulations are outdated, and they should be reviewed and updated to ensure they are contemporary, fit for purpose and focus on the ongoing management of public buildings, rather than building construction requirements.

Health provisions, specifically the ongoing management of public buildings, are not appropriately placed within building legislation, and the building sector is not adequately trained or resourced to effectively manage ongoing public health risks.

Additionally, the general public health duty under the updated *Public Health Act 2016*, along with other legislation and inspections undertaken by government agencies, does not provide effective management and compliance mechanisms to address public building safety.

WALGA RECOMMENDATION

That WALGA endorse the submission on Health (Public Buildings) Regulations Consultation to the Department of Health.

RESOLUTION

Moved: President Cr Donnelle Buegge

Seconded: President Cr Phill Cronin

That the South West Country Zone supports the WALGA recommendation for State Council Agenda item 8.5 as contained in the State Council Agenda and as provided above.

9.6 OTHER STATE COUNCIL ITEMS

Zone Delegates are invited to raise for discussion, questions or decision any of the items in the State Council Agenda, including the items for noting, Policy Team and Committee Reports or the Key Activity Reports.

10 OTHER BUSINESS

Nil.

11 EXECUTIVE REPORTS

11.1 WALGA PRESIDENT'S REPORT

Cr Paul Kelly, WALGA Deputy President, provided a brief update to the Zone on behalf of the WALGA President. The May 2025 President's Report was provided as an attachment to the Agenda.

Noted

11.2 WALGA STATE COUNCILLOR REPORT

State Councillor, President Cr Tony Dean presented on the previous State Council meeting.

Noted

12 FINANCIAL REPORT

12.1 SOUTH WEST COUNTRY ZONE FINANCIAL REPORT

South West Country Zone
Cashflow
Period Ending 31 March 25

| | Actual | Comments |
|----------------------|--------------|----------|
| | - \$ | |
| Opening Cash Balance | 26,501 | |
| Income | | |
| Subscription Income | 6,600 | |
| Total Income | 6,600 | |

Expenses

| | | |
|-----------------------------|---------------|-----------------|
| Bank Charges | 49 | |
| Sponsorship | 10,000 | IIF sponsorship |
| Plaques | - | |
| | | |
| Total Expenses | 10,049 | |
| | | |
| Closing Cash Balance | 23,053 | |

RESOLUTION

Moved: President Cr Ian Miffling
Seconded: President Cr Richard Walker

That the South West Country Zone financial report for April 2025 be received.

CARRIED

13 EMERGING ISSUES

Nil.

14 2025 MEETING DATES AND LOCATIONS

Meeting dates for 2025 are listed below. Please note if any changes need to be made.

| MEETING DATE | HOST LOCAL GOVERNMENT |
|--------------------------|------------------------|
| Friday, 20 June 2025 | Boyup Brook |
| Friday, 22 August 2025 | Bridgetown-Greenbushes |
| Friday, 21 November 2025 | Bunbury |

15 NEXT MEETING

The next meeting of the South West Country Zone will be held on Friday, 20 June 2025 at the Shire of Boyup Brook commencing at 9:00am.

16 CLOSURE

The Chair declared the meeting closed at 12:42pm.

This Document contains Important Information relating to your responsibility as a landholder in the Shire of Donnybrook Balingup:

FIRE PREVENTION ORDER 2025/26

FIRST AND FINAL NOTICE

Pursuant to Section 33 of the *Bush Fires Act 1954*, you are required to carry out fire prevention work on land owned or occupied by you in accordance with the provisions of this order.

First and Final notice:

This work must be carried out by 1 December 2025 and kept maintained until 31 March 2026.

Burning Period Dates (2025-2026)

Restricted burning Period: 1 November 2025 – 14 December 2025

Prohibited Burning Period: 15 December 2025 – 31 March 2026

Restricted Burning Period: 1 April 2026 – 26 April 2026

The above dates are subject to variation according to seasonal condition. Any alterations will be advertised locally.

Special Notice to Landowners & occupiers

The Shire forwards a copy of this Fire Prevention Order with Shire rates notices annually. The notice is also published locally, and additional copies are obtainable at the Shire Administration Office. The aim of the Shire is to eliminate destructive bush fires and to this aim, some areas of the Shire are subject to mitigation works which are carried out by Bush Fire Brigades and the Shire's workforce. The requirements of this order are considered to be the minimum standard of fire prevention work required to protect individual properties and the district generally. In addition to the requirements of this order, the Shire may issue special order to owners or occupiers if additional hazard removal is considered necessary.

Inspections will be carried out by an Authorised Officer. Failure to comply with the requirements of this order may result in the issuing of an infringement notice or prosecution. The Shire of Donnybrook Balingup may also arrange for works to be carried out at the expense of the owner or occupier.

What is a firebreak?

A firebreak is defined as a traversable strip of land cleared of all trees, shrubs, grass and other combustible material.

Firebreaks are intended to allow access for firefighting vehicles during bushfire suppression operations and act as a fuel-free area from which planned burns can be undertaken.

All firebreaks must be a minimum of 2m wide. All queries relating to Firebreak Compliance are to be made to the Shire's Ranger Services (see contact information below).

1. RURAL LAND – (Land Zoned General Agriculture or Priority Agriculture)

- a. On land which is divided by or abuts a formed or partly formed road or railway reserve, a firebreak not less than two metres wide shall be provided within sixty metres of the boundary of the road or railway reserve. Firebreaks are not permitted on road reserves without written approval from the Shire of Donnybrook Balingup.
- b. Where rural land (whether bushland or pastured) abuts a residential zone boundary a three-metre-wide firebreak shall be constructed along the common boundary of the residential area.
- c. A firebreak two metres wide shall be provided within twenty metres of the perimeter of all buildings, hay sheds and fuel storage areas situated on the land.
- d. A cleared area of at least a six-metre radius shall be provided around all combustion pumping engines.
- e. A cleared area of all flammable material of at least a three-metre radius shall be provided around an operational gas gun and the owner of the gas gun shall ensure that the gas gun is secured in an upright position.
- f. If a Total Fire Ban is declared by the Department of Fire and Emergency Services in accordance with the Bush Fires Act 1954, the use of gas guns is prohibited within the Shire of Donnybrook Balingup.

2. EUCALYPTUS AND PINE PLANTATIONS

- a. Firebreaks not less than ten metres in width around the perimeter of land on which trees are planted.
- b. Firebreaks ~~not less than ten metres in width along those portions of plantations which enjoy a common boundary with a road reserve~~, not less than ten metres in width along those portions of plantation which adjoin a road reserve.
- c. Firebreaks not less than six metres in width in such positions that no part or compartment of a plantation shall exceed 28ha in area.
- d. Where ten metre Firebreaks are required in accordance with this Section of the Shire's Fire Prevention Order, pruning of overhang shall be carried out up to a height of five metres above the firebreak.
- e. In addition to the Firebreaks specified, plantations traversed by Western Power transmission lines have additional obligations under the Electricity Act 1945.

3. TOWNSITE LAND (Land zoned Residential, Commercial and Industrial)

Townsites: Donnybrook, Balingup, Kirup, Mullalyup, Newlands, Preston and Noggerup.

- a. Where the area of land is 2024m² or less, remove all flammable material on the land except living trees, shrubs and plants from the whole land, remaining grasses to be slashed or grazed to a height that does not exceed 100mm and;
- b. Where the land exceeds 2024m² clear firebreaks not less than two metres wide, unless otherwise specified in the Local Planning Scheme, immediately inside all external boundaries of the land, and also immediately surrounding all buildings situated on the land. Grass on the remaining area of the land must be either slashed or grazed to a height that does not exceed 100mm, cut for fodder, or totally removed from the land.
- c. The Shire of Donnybrook Balingup, in consultation with the relevant Fire Control Officer, may vary these conditions in certain circumstances.
- d. A person shall not set fire to rubbish, refuse or other materials on land 2000m² or less situated within a townsite without prior approval from the Local Government

4. LAND ZONED, RURAL RESIDENTIAL, RURAL SMALL HOLDINGS AND TOURIST ZONING

The owners of all land zoned as "Rural Residential, Rural Small Holdings or Tourist" under the Local Planning Scheme No. 7, shall:

- a. Maintain a firebreak not less than two metres wide, immediately inside all external boundaries of the land, free of overhanging branches to a height of four metres.
- b. The Shire, on the recommendation of a Fire Control Officer, may vary these conditions in certain circumstances.
- c. A low fuel zone of twenty metres wide shall be provided immediately surrounding all buildings situated on the land. Grass on the remaining area of the land must be either grazed (within conventional practice), cut for fodder or completely removed from the land.

5. FUEL AND / OR GAS DEPOT

In respect of land on which is situated any container normally used to contain liquids or gas fuel, including the land on which any ramp or support is constructed, the land shall be cleared of all flammable materials.

6. WELDING, CUTTING, AND GRINDING EQUIPMENT

A person shall not operate welding or cutting apparatus of any kind in the open air unless at least one fire extinguisher is provided at that place and a firebreak which is at least five metres wide surrounds that place.

7. ROADSIDE VERGES

The Shire of Donnybrook Balingup's Fire Control Policy 8.3 states that no verge is to be burnt without a permit for that specific purpose. Please be aware that these dates are subject to variation according to seasonal conditions, and any alterations will be advertised locally.

BUSH FIRES ACT 1954 SUMMARY

1. Permits to burn are required for the whole of the Restricted Period and can be obtained from the Bush Fire Control Officers listed in this notice.
2. Any special conditions imposed by the Fire Control Officer when issuing permits must be adhered to.
3. The permit holder shall give notice of their intention to burn to:
 - i) The Chief Bush Fire Control Officer - (08) 9764 1021 - or Community Emergency Services Manager - 0439 595 355 - no later than on the day when the burning is to take place. Weekend burning must be notified by Friday at 4:00pm.
 - ii) The owner or occupier of any adjoining land.
 - iii) The nearest Department of Biodiversity, Conservation and Attractions Office - (08) 9731 6232 - if the land is situated within 3km of State Forest, DFES Communication Centre - (08) 9395 9209.
4. The period of notice to neighbours prior to burning cannot be more than twenty-eight days or less than four days, although less notice may be determined by mutual agreement of all neighbours.
5. Your attention is drawn to Items 5, 6 and 7 printed on the back of the permit.
6. All landowners and occupiers who incur a bushfire have an obligation to assist each Bush Fire Control Officer to compile a Fire Report Form.
7. Open fires requiring solid fuels within the Shire are not permitted from 15th December to 31st March each year, except in properly constructed fireplaces situated in authorised areas and not when a HIGH or above Fire Danger Rating (FDR) has been issued by the Bureau of Meteorology for that area.
8. During the restricted period, up to one cubic metre of garden refuse and rubbish may be lit between the hours of 6.00pm and 11.00pm. This must be completely extinguished with water or earth by midnight. One person capable of extinguishing the fire must be in attendance at all times. All flammable matter is to be cleared within five metres at all points of the site of the fire. No fires are to be lit during the prohibited burning period, or when a HIGH or above Fire Danger Rating (FDR) has been issued by the Bureau of Meteorology for that area.
9. Any incinerator is not permitted to be used when a HIGH or above Fire Danger Rating (FDR) has been issued by the Bureau of Meteorology for that area. Any incinerator used to burn rubbish must be properly constructed - an open drum with or without a lid is not an appropriate incinerator.
10. Slashing/mowing of grass and scrub is not permitted on days where a HIGH or above Fire Danger Rating (FDR) has been issued by the Bureau of Meteorology for that area. A serviceable 9 litre minimum fire extinguisher must be present for all slashing activities carried out in the Shire of Donnybrook Balingup.

Requests for Variation:

Landowners may request a variation to the Order where their properties may not comply, with regards to the preparation of a property during fire season. **All submissions are to the Shire in writing no later than 30 September (annually).**

Contacting the Shire of Donnybrook Balingup:

The Shire Administration Office is at 1 Bentley Street in Donnybrook, and is open 8:30am – 4:00pm, Monday – Friday. You can call our friendly staff on (08) 9780 4200 during these hours, with after-hours service available for emergencies. Alternatively, email us via shire@donnybrook.wa.gov.au

FOR ALL EMERGENCIES, CONTACT 000

Authorised Fire Control Officers in the Shire of Donnybrook Balingup, effective 1 July 2025:

| BRIGADE AREA | OFFICER | PHONE |
|------------------------------------|----------------------|-------------------------------|
| Chief Bush Fire Control Officer | Max Walker | (08) 9764 1021 / 0428 641 021 |
| Deputy Bush Fire Control Officer 1 | Mr Bevan Dix | 0429 579 571 |
| Deputy Bush Fire Control Officer 2 | Mr Tim McNab | 0419 094 606 |
| Argyle & Irishtown | Mr Jayden Hitchcock | 0459 990 087 |
| Balingup Town | Mr Paul Davis | 0439 091 717 |
| Beelerup | My Stuart Simmonds | 0429 371 842 |
| Brazier & Kirup | Mr Chris Wringe | (08) 9731 6168 / 0427 316 168 |
| Brookhampton | Mr Tim McNab | 0419 094 606 |
| Donnybrook Town | Mr David Tooke | (08) 9731 1330 / 0427 920 045 |
| Lowden FCO 1 | Mr Michael Anderson | 0408 321 316 |
| Lowden FCO 2 | Mr Andrew Rohrbach | 0431 990 469 |
| Ferndale | Mr Jamie Thomson | 0448 836 463 |
| Mullalyup | Mr Andrew Scott | 0428 641 197 |
| Mumballup FCO 1 | Mr Garth Fitzpatrick | 0438 761 982 |
| Mumballup FCO 2 | Mr Brendon Giudici | 0488 591 458 |
| Munro | Mr Tas Thamo | 0427 641 148 |
| Stirling Park | Mr Max Walker | (08) 9764 1021 / 0428 641 021 |
| Thomson Brook | Mr Graham Foan | (08) 9731 8104 / 0429 311 840 |
| Upper Capel | Mr Bevan Dix | 0429 579 571 |

SHIRE STAFF

Conor McGregor, Jessie Cooper, Ange Browne, Greg Stover, Peter Davis, Andrew Rohrbach, Paul Davis and Benjamin Anderson (08) 9780 4200

**Shire of Donnybrook Balingup - Regional Road Group, 6-Year Forward Roadworks Program
2025/2026 to 2030/2031**

[illegible]

| Total Annual RRG Funding Request (Preservation and Improvement) | |
|---|--|
| Total Annual Shire Funding Contribution Amount (Preservation and Improvement) | |
| Total Annual Funding Requested (Preservation and Improvement) | |

| 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 |
|-----------|-----------|-----------|-----------|-----------|-----------|
| 1,060,000 | 1,400,000 | 1,220,000 | 1,280,000 | 1,000,000 | 1,100,000 |
| 530,000 | 700,000 | 610,000 | 640,000 | 500,000 | 550,000 |
| 1,590,000 | 2,100,000 | 1,830,000 | 1,920,000 | 1,500,000 | 1,650,000 |

Shire of Donnybrook Balingup - R2R and Own Source, 6-Year Forward Roadworks Program
2025/2026 to 2030/2031

| LGA | Road Name | LGA Number | Road Number | SLK Start | SLK Finish | Work Description | Work Type** | R2R Projects Note: Yearly program based on a annual spend of \$745,233 (from 1 July 2024 to 30 June 2029, based on 5 year confirmed R2R grant allocation of \$3,726,166). For years beyonfd this program funding has been estimated to increase to \$825,000 p.a. | | | | | | Own Source Projects Note: Yearly capital own source road works program based on a annual spend of \$900,000 from Shire's "Own Source" allocation, with a 1% increase annually from the 1st year. (Path & Bridge works excluded, unless they are identified to be undertaken with the road project). The total own source spend also includes any own source amounts contributed to other programs (RRG, Blackspot, etc), not shown in this 6-Year Works Program. Therefore meaning the total own source spend annual for All capital roadworks (excluding bridges and paths) is capped at the applicable yearly allocation, unless otherwise advised. | | | | | |
|------------------------------|---|------------|-------------|-----------|------------|--|-------------|--|---------|---------|---------|---------|---------|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | | | | | | | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2025/26 \$900,000 | 2026/27 \$909,000 | 2027/28 \$918,090 | 2028/29 \$927,271 | 2029/30 \$936,544 | 2030/31 \$945,909 |
| Shire of Donnybrook Balingup | Jayes Road - Balingup | 217 | 0130 | 5.50 | 6.50 | Recondition shoulders and drains, widen seal & reseal, plus install centreline marking. | P/I | 350,000 | | | | | | | | | | | |
| Shire of Donnybrook Balingup | Prowse Road - Balingup | 217 | 0131 | 0.01 | 2.00 | Gravel resheet | P | 120,000 | | | | | | | | | | | |
| Shire of Donnybrook Balingup | Smith Street Dbk (Inc rear laneway) | 217 | 0195 | 0.28 | 0.44 | Recondition shoulder and drains, widen seal, install new drainage, kerb & asphalt overlay, plus upgrade rear laneway to a seal standard for management of stormwater runoff. | P/I | 215,000 | | | | | | | | | | | |
| Shire of Donnybrook Balingup | Greenbushes Grimade Rd - Grimwade | 217 | 0132 | 10.90 | 12.70 | Reseal | P | 60,000 | | | | | | | | | | | |
| Shire of Donnybrook Balingup | Ravenscliff Road - Kirup | 217 | 0122 | 5.60 | 7.70 | Gravel Resheet | P | | | | | | | 120,000 | | | | | |
| Shire of Donnybrook Balingup | Balingup Firestation Access Roaad and Carpark | 217 | N/A | N/A | N/A | Asphalting surfacing | I | | | | | | | 65,000 | | | | | |
| Shire of Donnybrook Balingup | Weslington Road - Balingup | 217 | 0133 | 0.01 | 0.16 | Recondition shoulder and drainage & reseal. | P | | | | | | | 50,000 | | | | | |
| Shire of Donnybrook Balingup | Brockman Road - Balingup | 217 | 0178 | 0.14 | 0.24 | Recondition shoulder, install new drainage and kerbing, correct and asphalt overlay road. | I | | | | | | | 135,000 | | | | | |
| Shire of Donnybrook Balingup | Jayes Road - Balingup | 217 | 0192 | 0.50 | 1.00 | Recondition shoulder and drainage, widen seal (where required) & reseal (where required), plus install centreline marking. | P/I | | 350,000 | | | | | | | | | | |
| Shire of Donnybrook Balingup | Palmer Street -Dbk | 217 | 0308 | 0.50 | 1.00 | Recondition shoulder and drains, widen seal, install new drainage, kerb & asphalt overlay, plus Install new path behind kerb up to existing path. | I | | 350,000 | | | | | | | | | | |
| Shire of Donnybrook Balingup | Greenbushes Grimade Rd - Grimwade | 217 | 0132 | 9.80 | 10.90 | Reseal | P | | 45,000 | | | | | | | | | | |
| Shire of Donnybrook Balingup | Ravenscliff Road | 217 | 0122 | 3.30 | 4.10 | Recondition shoulder and drains & reseal. | I | | | | | | | | 109,000 | | | | |
| Shire of Donnybrook Balingup | Bailey Heights - Balingup | 217 | 0256 | 0.01 | 0.25 | Asphalt corrections & resurfacing | P | | | | | | | | 100,000 | | | | |
| Shire of Donnybrook Balingup | Argyle Road - Argyle | 217 | 0040 | 0.01 | 1.50 | Recondition shoulders and drains, widen seal & reseal. | P/I | | | 490,000 | | | | | | | | | |
| Shire of Donnybrook Balingup | Ravenscliff Road | 217 | 0122 | 2.00 | 3.30 | Recondition shoulder and drains & reseal. | I | | | 160,000 | | | | | | | | | |
| Shire of Donnybrook Balingup | Little Road | 217 | 0199 | 0.01 | 1.40 | Gravel Resheet | P | | | 95,000 | | | | | | | | | |
| Shire of Donnybrook Balingup | Morrissey Road | 217 | 0102 | 0.01 | 2.70 | Gravel Resheet | I | | | | | | | | | 140,000 | | | |
| Shire of Donnybrook Balingup | Allnut Street - Dbk | 217 | 0011 | 0.01 | 0.26 | Renewal of road, including asphalt and kerbing | P | | | | | | | | | 168,090 | | | |
| Shire of Donnybrook Balingup | Ravenscliff Road | 217 | 0122 | 0.01 | 2.00 | Recondition shoulder and drains & reseal. | P | | | | 220,000 | | | | | | | | |
| Shire of Donnybrook Balingup | Kirup Grimwade Road | 217 | 0127 | 3.00 | 4.60 | Recondition shoulders and drains, widen seal & reseal, plus Correct sections of pavement failures. | | | | | 525,000 | | | | | | | | |
| Shire of Donnybrook Balingup | Towers Road | 217 | 0065 | 0.01 | 2.20 | Gravel Resheet | I | | | | | | | | | | 137,271 | | |
| Shire of Donnybrook Balingup | Bailey Heights - Balingup | 217 | 0256 | 0.25 | 0.90 | Reseal | P | | | | | | | | | | 35,000 | | |
| Shire of Donnybrook Balingup | Elliott Rise Balingup | 217 | 0257 | 0.01 | 0.50 | Reseal | P | | | | | | | | | | 30,000 | | |
| Shire of Donnybrook Balingup | Balinga Drive - Balingup | 217 | 0321 | 0.01 | 0.85 | Shoulder and drains renewal, plus crack sealing and reseal | P | | | | | | | | | | 75,000 | | |
| Shire of Donnybrook Balingup | Grandis Grove - Balingup | 217 | 0322 | 0.01 | 0.06 | Reseal | P | | | | | | | | | | 5,000 | | |
| Shire of Donnybrook Balingup | Rose Gum Court - Balingup | 217 | 0323 | 0.01 | 0.07 | Reseal | P | | | | | | | | | | 5,000 | | |
| Shire of Donnybrook Balingup | Kirup Grimwade Road | 217 | 0127 | 1.50 | 3.00 | Recondition shoulders and drains, widen seal & reseal. | P/I | | | | | 525,000 | | | | | | | |
| Shire of Donnybrook Balingup | Reserve St - Dbk | 217 | 0001 | 0.14 | 0.40 | Recondition shoulder, install new drainage and kerbing, correct and asphalt overlay road. | P/I | | | | | 300,000 | | | | | | | |
| Shire of Donnybrook Balingup | Thompson Brook Road - Thompson Brook | 217 | 0005 | 3.70 | 5.00 | Recondition shoulders and drains, widen seal & reseal. | P/I | | | | | | | | | | | 370,000 | |
| Shire of Donnybrook Balingup | Attwood Road - Lowden | 217 | 0048 | 1.30 | 2.50 | Gravel resheet | P | | | | | | | | | | | 66,544 | |
| Shire of Donnybrook Balingup | Kirup Grimwade Road | 217 | 0127 | 0.01 | 1.50 | Recondition shoulders and drains, widen seal & reseal. | P/I | | | | | | 525,000 | | | | | | |
| Shire of Donnybrook Balingup | Beelerup Road - Beelerup | 217 | 0017 | 0.01 | 0.80 | Recondition shoulders and drains and reseal. | P | | | | | | 300,000 | | | | | | |
| Shire of Donnybrook Balingup | Thompson Brook Road | 217 | 0005 | 5.00 | 6.50 | Recondition shoulders and drains, widen seal & reseal. | P/I | | | | | | | | | | | | 395,909 |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

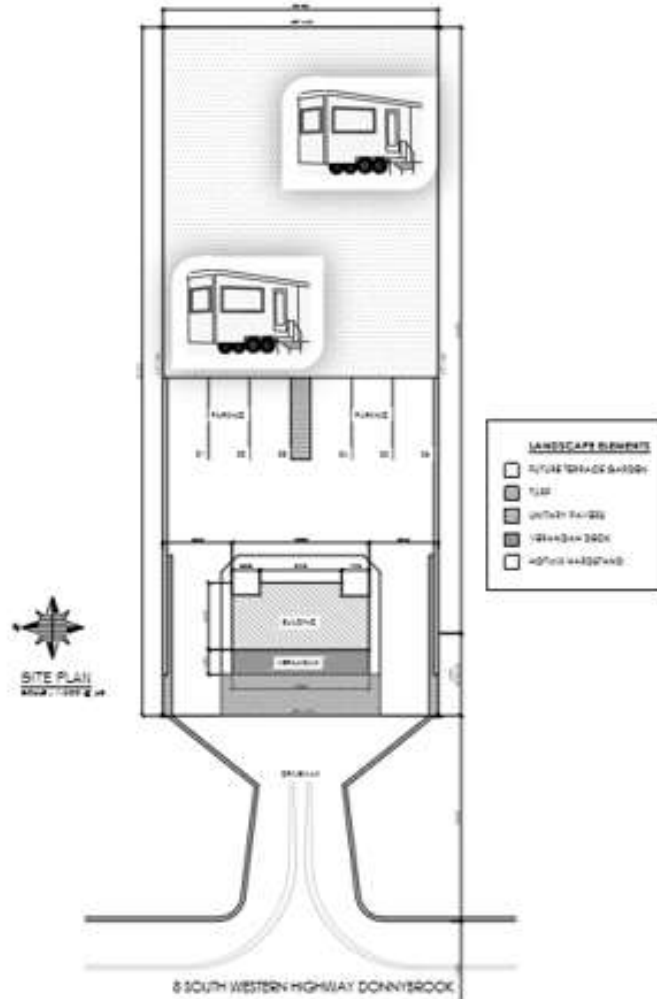
Grand Total

Total Annual Own Source Spend from RRG (Preservation and Improvement) Projects
Total Annual Own Source Spend from Own Source Projects
Total Annual Own Source Spending

| | | | | | |
|---------|---------|---------|---------|---------|---------|
| 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 |
| 530,000 | 700,000 | 610,000 | 640,000 | 500,000 | 550,000 |
| 370,000 | 209,000 | 308,090 | 287,271 | 436,544 | 395,909 |
| 900,000 | 909,000 | 918,090 | 927,271 | 936,544 | 945,909 |

ADDENDUM | SITE PLAN

**REQUEST FOR CAMPING ACCOMMODATION at 8 South Western Highway,
Donnybrook WA 6239 || 24 MONTHS – CARAVANS / TINY HOMES ON WHEEL**
Up to two caravans / tiny homes on wheel for regional accommodation of workers



PROPOSED FLOOR PLAN



TINY HOUSES

This fact sheet sets out land use planning considerations relevant to tiny houses in Western Australia.

It seeks to assist the treatment of tiny houses in planning instruments, particularly in the implementation of the Residential Design Codes Volume 1 (R-Codes) and the Planning and Development (Local Planning Schemes) Regulations 2015 (P&D Regulations). It also explains the point of difference between buildings and structures regulated under planning and building legislation versus caravans and park homes regulated under the *Caravan Parks and Camping Grounds Act 1995*.

What are tiny houses?

Tiny houses is an umbrella term in the context of this fact sheet which encompasses habitable structures and vehicles that are smaller than typical residential dwellings, and may be pre-fabricated for placement on-site. This includes both wheeled and un-wheeled variants.

Tiny houses present some challenges for decision-makers due to variations in regulatory approval requirements. This depends on the house's configuration and whether it is classified as a caravan or park home, or a building.

How can I tell if my tiny house is a caravan or a building?

As defined under the *Caravan Parks and Camping Grounds Act 1995*, the distinguishing feature of a caravan is that it is a vehicle. A vehicle is defined in the *Caravan Parks and Camping Grounds Act 1995* S. 5(1) as;

"means a conveyance (other than a train, vessel or aircraft) capable of being propelled or drawn on wheels".

The State Administrative Tribunal in *Henville and City of Armadale* [2018] established that vehicles and buildings are mutually exclusive; a tiny house cannot be both a building and a caravan simultaneously.

If a tiny house is a vehicle and fitted for habitation, it will be classified as a caravan. A vehicle must be a means of transportation, not just capable of being moved (Appendix 1).

If a tiny house is not a vehicle, it is classified as a building and subject to regulation under building and planning legislation.

While many tiny houses on wheels are designed differently to conventional caravans, under the State's legislative framework they may qualify as a caravan and would then be regulated under the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*.

Can I convert my caravan into a building?

If a caravan is modified to have the wheels removed and is no longer classified as a vehicle then it will cease to qualify as a caravan and need to meet the relevant requirements for a building under building and planning legislation.

The construction, erection, assembly or placement of a building is considered to be building work that will generally require a building permit under the *Building Act 2011*. Habitable buildings need to comply with applicable building standards being the relevant National Construction Code (NCC) requirements.

However, some caravan designs may require substantial modification to comply with the NCC for use as a building.

You should consult with the relevant local government for the relevant approvals required specific to your particular circumstances.

I want to park a caravan on my property so someone can live in it temporarily. Can I do this and what approvals do I need?

If a tiny house is classified as a caravan, it is regulated by the *Caravan Parks and Camping Grounds Act 1995* and the *Caravan Parks and Camping Grounds Regulations 1997*, does not require a building permit and does not generally require a development approval. However, written approval may be required from the local government as outlined below.

Under the *Caravan Parks and Camping Grounds Regulations 1997*, the use of caravans is generally restricted to licenced caravan parks. However, the Regulations (r.11, r11A and r11B) provide for a person to 'camp' in a caravan on a property that they own or have a legal right to occupy:

- For up to five nights, with the landowner's consent;
- For up to 24 months, with the written approval of the local government; or
- For up to 24 months, with the written approval of the Minister for Local Government.

As a condition of local government or Minister for Local Government approval, the relevant land must be suitable for camping with respect to health, safety and access to services (e.g. water supply, sewage and power). Some local governments may have local laws that provide additional restrictions or requirements.

The *Caravan Parks and Camping Grounds Act 1995* is administered by the Department of Local Government, Sport and Cultural Industries, which can provide further advice with respect to this legislation and its application.

Any building or structure associated with a caravan (e.g. a patio) may require development approval unless exempt under the P&D Regulations or the relevant Local Planning Scheme. In addition, a building permit may be required.

I want to put a caravan on my property so someone can reside in it permanently. Can I do this and what approvals do I need?

Under the *Caravan Parks and Camping Grounds Regulations 1997* (r. 10), a caravan cannot be occupied on a property outside of an approved caravan park or camping ground on a permanent basis.

When is a tiny house a park home? Can I have a park home on my property?

The *Caravan Parks and Camping Grounds Act 1995* define a park home (**Appendix 1**). For a tiny house to be classified as a park home it must:

- be a vehicle;
- be designed and fitted for habitation.

The *Caravan Parks and Camping Grounds Regulations 1997* extend the regulatory framework for park homes and say that they are a caravan in respect of which a vehicle licence is not required under the *Road Traffic (Vehicles) Act 2012* section 4, because it could not be drawn by another vehicle on a road solely due to its size.

Clause 9 of these regulations also prescribe that park homes may only be occupied in a caravan park licenced under the Act, with park home parks being defined as a type of caravan park where only park homes are permitted, and not caravans and camps.

If a tiny house is classified as a park home, the *Caravan Parks and Camping Grounds Regulations 1997* (r. 33) will require it to comply with certain requirements in the Building Code of Australia (Volume 1 and 2 of the NCC).

How are tiny houses classified in planning schemes?

The regulation of buildings under local planning schemes depends on what the intended land use is. Depending on the context and nature of the development, and the local planning framework, a tiny house could be classified as uses such as:

- Single house;
- Ancillary dwelling (e.g. granny flat);
- Grouped dwelling;
- Workforce accommodation;
- Short-term rental accommodation;
- Repurposed dwelling (e.g. converted shipping container or donga);
- Second-hand dwelling (e.g. relocated cottage).

Appendix 1 provides definitions for these uses, although definitions in some local planning schemes may vary.

Do tiny houses require development approval?

For a tiny house (excluding caravans and park homes) to be exempt from the requirement for development approval both the proposed land use and associated works must be exempt. Otherwise, development approval is required.

Schedule 2 of the P&D Regulations (deemed provisions for local planning schemes) cl. 61 (1)(a) sets out works which are exempt from development approval. In addition to this, local governments can provide further works exemptions via local planning policies or 'supplemental provisions' in a local planning scheme.

The land use associated with the tiny house must also be exempt under cl. 61 (2). This includes temporary uses existent for less than 48 hours, or a longer period in any 12-month period as agreed by the local government (cl. 61(2)(f)) or uses that are listed as a 'P' (permitted) use under a Local Planning Scheme.

If a tiny house is located in a bushfire prone area, it must comply with the additional requirements of State Planning Policy 3.7 – Planning in Bushfire Prone Areas and Part 10A of the deemed provisions.

Is development approval required for a tiny house on R-Coded land?

On R-Coded land, if a building is classified as a single house, single bedroom dwelling or an ancillary dwelling, it may be exempt from development approval under the deemed provisions (cl. 61 (1)(a) item. 7). To be exempt, it must comply with the relevant deemed-to-comply provisions in the R-Codes and any other requirement in the scheme (e.g. bushfire controls or special control areas).

If the local government wishes to extend exemptions for single houses and ancillary dwellings under the R-Codes to non-R-Coded land, this can be done through a provision in the local planning scheme. Schedule 1 of the P&D Regulations (model provisions for local planning schemes), cl. 25(4)(b) provides for the R-Codes to apply to other zones.

Is an ancillary dwelling a land use?

Similar to outbuildings, ancillary dwellings are often permitted 'as of right' where there is a single house and where the R-Codes apply, provided that the development complies with the R-Codes. However, many schemes list ancillary dwellings as separate land uses as a means of extending this right to other zones, such as rural zones, where houses are contemplated.

Is there a minimum size and building standard for tiny houses?

The applicable building standards for a house, is generally Volume Two of the NCC, as published by the Australian Building Codes Board (ABCB), which requires a building to be classified according to its purpose and comply with all the appropriate requirements for its classification.

The classification of a building is determined by the purpose for which it is designed, constructed or adapted to be used.

More information on building classification can be found on the ABCB website.

The NCC is a performance based document which allows the option to follow prescriptive deemed to satisfy provisions or develop a performance solution specific to the proposal to meet relevant Performance Requirements.

The NCC does not set any minimum room sizes and it may be possible for a dwelling as small as 20m² to comply with building standards, however it would need to be carefully designed.

Prospective purchasers of prefabricated tiny houses need to ensure the product specifications are compliant with the NCC prior to purchase or installation.

A certificate of design compliance with a statement regarding compliance with the NCC must be signed by a registered building surveyor and issued by either a building surveying contractor or local government before a building permit is granted. Accordingly, you may wish to liaise with the relevant building surveyor regarding the building classification and compliance with the NCC.

The NCC can be downloaded free of charge from the ABCB website www.abcb.gov.au

The State register of building surveyors can be found here: [Find a registered building surveyor | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](http://Find a registered building surveyor | Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au))

You should also check with the relevant local government for any additional requirements under other legislation they may administer.

Can a shipping container or a 'donga' be a dwelling?

Yes, provided it can be modified to meet the requirements of the NCC.

Local governments may define these dwellings as a 'repurposed dwelling', which usually requires a development approval. Local governments may also establish scheme provisions or local planning policies to deal with potential amenity issues.

If the repurposed dwelling definition is not listed in the relevant local planning scheme, a suitably modified shipping container or 'donga' would be categorised under the most applicable land use definition, which is usually a single house.

Are there any other issues to consider when contemplating a tiny house?

Other considerations include:

- costs of meeting the planning, building and environmental requirements;
- services required (e.g. power, effluent disposal, potable water, waste management) and associated upkeep costs;
- upfront and maintenance costs associated with off-grid services;
- building maintenance;
- building lifecycle;
- bushfire risk and management requirements;
- energy efficiency requirements;
- health requirements (e.g. sanitation);
- pedestrian and vehicular access to the tiny house;
- consumer protections laws (**Appendix 2**); and
- financing arrangements, including lending capability.

People interested in building a tiny house are advised to speak with the local government in the first instance.

What are some community interests for tiny houses?

In preparing this Fact Sheet, a range of case studies and development proposals were reviewed. They were considered against the existing legislative and regulatory framework for tiny houses and discussed with proponents. Stakeholders expressed a desire for tiny houses on wheels to be capable of being approved for permanent habitation outside of caravan parks, including:

- the ability for tiny houses on wheels to be regulated by other means beside the Caravan Parks and Camping Grounds Regulations 1997;
- the ability for tiny houses (including those on wheels) to be approved without complying with some aspects of the National Construction Code (e.g. ceiling height, loft bedrooms, ladders, washing machines in kitchen areas and energy efficiency requirements, mobility and access requirements); and
- a simplified means of getting approval to locate tiny houses in different locations; and

The current regulatory framework cannot accommodate these expectations.

APPENDIX 1: DEFINITIONS

The following definitions are contained in the relevant legislation and regulations. These may differ from definitions present in older Local Planning Schemes, however as Schemes are progressively updated, these 'model' definitions are typically applied.

Ancillary Dwelling

Self-contained dwelling on the same site as a dwelling which may be attached to, integrated with or detached from the dwelling (R-Codes Appendix 1).

Generally, ancillary dwellings are limited to a floor area of 70m² as stated in the R-Codes.

Building

Any structure whether fixed or moveable, temporary or permanent, placed or erected on land, and the term includes dwellings and structures appurtenant to dwellings such as carports, garages, verandas, patios, outbuilding and retaining walls, but excludes boundary fences, pergolas and swimming pools (R-Codes Appendix 1).

Caravan

A vehicle that is fitted or designed for habitation, and unless the contrary intention appears, includes an annexe (*Caravan Parks and Camping Grounds Act 1995* s. 5 (1)).

Caravan Park

Means an area of land on which caravans, or caravans and camps, are situated for habitation (*Caravan Parks and Camping Grounds Act 1995* s. 5 (1)).

Dwelling

A building or a portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on permanent basis by a single person, family or no more than six persons who do not comprise a single family (R-Codes Appendix 1).

Grouped Dwelling

A dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property (R-Codes Appendix 1).

NCC

National Construction Code (NCC), comprising the Building Code of Australia (BCA) being Volumes One and Two of the NCC and Plumbing Code of Australia (PCA) which is Volume Three.

Park Home

Park home means a vehicle of a prescribed class or description that is fitted or designed for habitation (*Caravan Parks and Camping Grounds Act 1995* s. 5 (1)).

Additionally defined as:

A caravan in respect of which a vehicle licence is not required under the *Road Traffic (Vehicles) Act 2012* section 4, because it could not be drawn by another vehicle on a road due to its size, is a vehicle of a prescribed class or description for the purposes of the definition of "park home" in section 5(1) of the Act (*Caravan Parks and Camping Grounds Regulations 1997* r. 4(1)).

Park Home Park

Means a caravan park at which park homes, but not any other caravans or camps, are situated for habitation (*Caravan Parks and Camping Grounds Regulations 1997* r. 3).

Repurposed Dwelling

Means a building or structure not previously used as a single house which has been repurposed for use as a dwelling.

Second-Hand Dwelling

Means a dwelling that has been in a different location, and has been dismantled and transported to another location, but does not include a new modular home or transportable dwelling.

Single Bedroom Dwelling

A dwelling that contains a living room and no more than one other habitable room that is capable of use as a bedroom (R-Codes Appendix 1).

Single House

A dwelling standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property (R-Codes Appendix 1).

Vehicle

A conveyance (other than a train, vessel or aircraft) capable of being propelled or drawn on wheels (*Caravan Parks and Camping Grounds Act 1995* s. 5 (1)).

Additionally defined as:

Every conveyance, not being a train, vessel or aircraft, and every object capable of being propelled or drawn, on wheels or tracks, by any means (*Road Traffic (Administration) Act 2008*).

Works

In relation to land, means:

- a) any demolition, erection, construction, alteration of or addition to any building or structure on the land; and
- b) the carrying out on the land of any excavation or other works; and
- c) in the case of a place to which a protection order made under the *Heritage Act 2018* Part 4 Division 1 applies, any act or thing that:
 - i. is likely to damage the character of that place or the external appearance of any building; or
 - ii. would constitute an irreversible alteration to the fabric of any building (Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 cl.1).

APPENDIX 2: CONSUMER PROTECTION

Are there other laws which protect my purchase of a tiny house?

Under the Australian Consumer Law, products and services that consumers buy come with automatic guarantees that they will work and do what they're supposed to do. These are called consumer guarantee rights. Products and services that are normally bought for personal or household use are covered by consumer guarantees.

These rights apply to tiny houses and other recreational vehicles, such as caravans. They are separate to any manufacturer's warranty.

If a tiny house fails to meet one or more of the consumer guarantees, consumers can ask the business they bought the caravan from - the supplier - for a remedy, either a repair, replacement or refund.

The remedy depends on whether the failure is minor or major. A minor failure is generally easily fixed and does not stop the consumer from using the tiny house. A major failure is generally something that makes the caravan unfit for use. When a major failure occurs, the consumer has the right to ask for their choice of replacement or refund.

Consumer guarantees may apply even after the manufacturer's warranty expires

Tiny houses are expensive consumer goods, which consumers expect to use for many years.

It is reasonable for a consumer to expect that a new tiny house won't develop a major defect for several years of use. However, some manufacturers' warranties may only be one to 2 years.

If a consumer buys a tiny house with a major defect, they may be entitled to a refund or replacement under the consumer guarantees – even after the expiry of any warranty.

Are there protections during the sales process?

Suppliers must be honest and truthful in any statements they make to consumers. They must not make misleading or deceptive statements. This includes statements about repairs, replacements and refunds under consumer law or warranties. Any opinion that the consumer is not entitled to a remedy must be based on a thorough assessment of the failure.

Suppliers must not accept payment under certain conditions

If a supplier knows they won't be able to supply a tiny house within the timeframe quoted or within a reasonable timeframe they **must not** accept payment.

When a supplier accepts payment for goods, they must supply the tiny house within the period quoted or a reasonable timeframe.

This responsibility doesn't apply if suppliers are genuinely trying to meet delivery times and:

- the failure was due to events beyond their control; and
- the business used reasonable care or caution to avoid the failure.

Suppliers are expected to be **proactive** and **accurate** in communicating any delivery delays to consumers. The same applies to any delays to repairs.

Suppliers must not engage in unconscionable conduct.

Suppliers must not engage in [unconscionable conduct](#). This means avoiding behaviour that may be considered:

- harsh;
- oppressive; or
- beyond hard commercial bargaining.

This responsibility also applies to manufacturers in their engagement with suppliers.



LPP-1 – Temporary Residential Accommodation

Shire of Donnybrook Balingup Local Planning Policy 9.25

Strategic Outcome Supported: The built environment is responsibly planned and well maintained.

OBJECTIVE

1. Enable people to live in temporary residential accommodation whilst they find/establish a permanent residence.
2. Define specific areas within the Shire of Donnybrook Balingup where temporary residential accommodation may be permitted and any conditions that may be imposed on that approval.
3. Ensure that temporary residential accommodation does not cause a nuisance or have any adverse impact on the amenity or health of adjoining properties and/or the surrounding area.
4. Minimise the health and safety risks for the occupants of the temporary residential accommodation.

SCOPE

5. This policy communicates the Shire's position in relation to the use of land for temporary residential purposes, to allow flexibility for residents to live in the Shire whilst building a home or finding a permanent place to live.
6. This policy outlines the permissibility within Shire of Donnybrook Balingup Local Planning Scheme No. 7, the *Planning and Development (Local Planning Schemes) Regulations 2015* and attempts to respond to recent changes to the *Caravan Parks and Camping Grounds Regulations 1997*.

DEFINITIONS

7. **Designated Bushfire Prone Area** means land designated by an order made under the Fire and Emergency Services Act 1998 as depicted on the Map of Bushfire Prone Areas.
8. **DPLH** means the state government Department of Planning, Lands and Heritage.
9. **LPS7** means Local Planning Scheme No. 7.
10. **Map of Bushfire Prone Area** means the map designated under the *Fire and Emergency Services Act 1998* and available at the website:
<https://maps.slip.wa.gov.au/landgate/bushfireprone/>
11. **R-Codes** means Residential Design Codes, set by DPLH.
12. **Temporary Residential Accommodation** means camping outside of caravan parks usually in a caravan or tiny home on wheels.

LPP 9.25 – Temporary Residential Accommodation

Shire of Donnybrook Balingup Local Planning Policy 9.25



POLICY STATEMENTS

Exclusions

13. Development Approval is required where the proposal:
- Proposes a variation to any of the policy standards under the *Development Standards* (item 4.2 of this policy).
 - Is for land in a designated Bushfire Prone Area with an established Bushfire Attack Level of more than BAL-LOW.
 - Is for land that is identified as a heritage protected place.

Development Standards

14. Development approval is not required for the development of Temporary Residential Accommodation where the following criteria is demonstrated:

| Zone | Criteria | Maximum timeframe |
|--|---|-------------------|
| Residential Rural Residential Priority Agriculture Clubs and Institutions | <ul style="list-style-type: none">The lot size has a land area greater than 2000m².There is an approved building permit for a permanent residential dwelling or a residential dwelling is already constructed on the site.Where an approved building envelope exists on a property, and the temporary residential accommodation is wholly contained within the approved building envelope.If no building envelope exists, then the temporary residential accommodation shall meet the minimum setback requirements under LPS7:<ul style="list-style-type: none">For Residential zoned lots – in accordance with the relevant CodeFor Rural Residential zone:<ul style="list-style-type: none">15m from road boundary.10m from other boundaries.100m from state forest, national park, nature reserve, reserve for conservation and local government managed land.For Priority Agriculture zone:<ul style="list-style-type: none">30m from road boundary.20m from other boundaries.100m from state forest, national park, nature reserve, reserve for conservation and local government managed landFor Clubs and Institutions zone:<ul style="list-style-type: none">Guided by the boundary setbacks of buildings in the adjacent areas. | 12 months |

LPP 9.25 – Temporary Residential Accommodation

Shire of Donnybrook Balingup Local Planning Policy 9.25



| | | |
|---|--|-----------|
| | <ul style="list-style-type: none"> • There is an appropriate potable water supply available to all residents. • There is an approved onsite effluent disposal system available with sufficient capacity or the property is connected to sewer. • Household waste can be disposed of appropriately. • Power is available. • The temporary residential accommodation is in sound condition and fitted with a smoke detector and a carbon monoxide detector. • Storage of chemicals, gases or other hazardous materials is no more than the amount normally associated with a domestic activity. • Onsite car parking is available. • No more than 1 unit of temporary residential accommodation is proposed. • Pets can be suitably contained. | |
| <p>Rural Smallholdings</p> <p>General Agriculture</p> <p>Commercial</p> | <ul style="list-style-type: none"> • The lot size has a land area greater than two hectares. • There is an approved building permit for a permanent residential dwelling or a residential dwelling is already constructed on the site. • Where an approved building envelope exists on a property, and the temporary residential accommodation is wholly contained within the approved building envelope. • If no building envelope exists, then the temporary residential accommodation shall meet the minimum setback requirements under LPS7: <ul style="list-style-type: none"> ○ For Rural Smallholdings zone: <ul style="list-style-type: none"> - 20m from road boundary. - 10m from other boundaries. - 100m from state forest, national park, nature reserve, reserve for conservation and local government managed land. ○ For General Agriculture zone: <ul style="list-style-type: none"> - 30m from road boundary. - 20m from other boundaries. - 100m from state forest, national park, nature reserve, reserve for conservation and local government managed land ○ For Commercial zone: <ul style="list-style-type: none"> - Nil setbacks to all boundaries. • There is an appropriate potable water supply available to all residents. | 24 months |

LPP 9.25 – Temporary Residential Accommodation

Shire of Donnybrook Balingup Local Planning Policy 9.25



| | | |
|--|---|--|
| | <ul style="list-style-type: none">• There is an approved onsite effluent disposal system available with sufficient capacity or the property is connected to sewer.• Household waste can be disposed of appropriately.• Power is available.• The temporary residential accommodation is in sound condition and fitted with a smoke detector and a carbon monoxide detector.• Storage of chemicals, gases or other hazardous materials is no more than the amount normally associated with a domestic activity.• Onsite car parking is available.• No more than 2 units of temporary residential accommodation is proposed.• Pets can be suitably contained. | |
|--|---|--|

15. On expiry of the exemption period a further exemption in writing from the Shire will be required.
16. In all cases, the applicant is to complete an application for Temporary Residential Accommodation for the Shire to consider prior to using their temporary accommodation. If granted, approval will be provided to the applicant in writing.

DELEGATION AND AUTHORISATION

17. All proposals not meeting the policy provisions will be considered in accordance with existing delegations and authorisations.

LEGISLATION

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Residential Design Codes*
- *State Planning Policy 2.5: Rural Planning*
- *State Planning Policy 3.7: Planning in Bushfire Prone Areas*

APPENDIX

Nil.

LPP 9.25 – Temporary Residential Accommodation

Shire of Donnybrook Balingup Local Planning Policy 9.25



GOVERNANCE

Related Policy(s):

- Town Planning Policy 9.16 Transportable Structures

Related Procedure(s):

Nil.

Revision Requirements and Version Control:

| | | | | |
|--|--|---|--|-----------------|
| Responsible Department(s): | Development Services (Planning) | | | |
| Review to be conducted by: | Planning Officer | | | |
| Revision Frequency: | <input checked="" type="checkbox"/> Annual (1yr) | <input type="checkbox"/> Biennial (2yr) | <input type="checkbox"/> Triennial (3yr) | |
| Current Version Date: | 11/2024 | Next Due: | 08/2025 | |
| Policy Version Details and Information: | | | | |
| #: | Synopsis: | Date: | Ref.: | Synergy: |
| 1 | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SHIRE OF DONNYBROOK-BALINGUP**MONTHLY FINANCIAL REPORT**

**(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2025**

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF DONNYBROOK-BALINGUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

| | Amended Budget Estimates (a) \$ | YTD Budget Estimates (b) \$ | YTD Actual (c) \$ | Variance* \$ (c) - (b) | Variance* % ((c) - (b))/(b) | Var. |
|--|---|---|----------------------------|------------------------------|-----------------------------------|------|
| Note | | | | | | |
| OPERATING ACTIVITIES | | | | | | |
| Revenue from operating activities | | | | | | |
| General rates | 7,842,319 | 7,840,649 | 7,844,059 | 3,410 | 0.04% | |
| Grants, subsidies and contributions | 2,601,193 | 1,269,768 | 1,280,652 | 10,884 | 0.86% | ▲ |
| Fees and charges | 2,481,842 | 2,263,286 | 2,288,539 | 25,253 | 1.12% | ▲ |
| Interest revenue | 384,281 | 347,765 | 412,050 | 64,285 | 18.49% | ▲ |
| Other revenue | 2,000 | 0 | 1,311 | 1,311 | 0.00% | |
| Profit on asset disposals | 61,032 | 61,032 | 61,032 | 0 | 0.00% | |
| | 13,372,667 | 11,782,500 | 11,887,643 | 105,143 | 0.89% | |
| Expenditure from operating activities | | | | | | |
| Employee costs | (6,693,317) | (5,487,667) | (5,376,945) | 110,722 | 2.02% | ▲ |
| Materials and contracts | (5,886,667) | (4,123,299) | (3,730,653) | 392,646 | 9.52% | ▲ |
| Utility charges | (461,959) | (375,805) | (363,726) | 12,079 | 3.21% | ▲ |
| Depreciation | (7,446,771) | (6,212,262) | (6,216,219) | (3,957) | (0.06%) | |
| Finance costs | (158,763) | (118,615) | (112,854) | 5,761 | 4.86% | |
| Insurance | (498,661) | (483,931) | (489,266) | (5,335) | (1.10%) | |
| Other expenditure | (122,305) | (100,808) | (103,702) | (2,894) | (2.87%) | |
| Loss on asset disposals | (137,069) | (131,598) | (241,122) | (109,524) | (83.23%) | ▼ |
| | (21,405,512) | (17,033,985) | (16,634,487) | 399,498 | 2.35% | |
| Non cash amounts excluded from operating activities | 2(c) 7,522,808 | 6,164,828 | 6,396,309 | 231,481 | 3.75% | ▲ |
| Amount attributable to operating activities | (510,037) | 913,343 | 1,649,465 | 736,122 | 80.60% | |
| INVESTING ACTIVITIES | | | | | | |
| Inflows from investing activities | | | | | | |
| Proceeds from capital grants, subsidies and contributions | 8,101,473 | 3,375,817 | 3,240,550 | (135,267) | (4.01%) | ▼ |
| Proceeds from disposal of assets | 306,581 | 204,096 | 204,096 | 0 | 0.00% | |
| Proceeds from financial assets at amortised cost - self supporting loans | 10,196 | 10,196 | 10,196 | 0 | 0.00% | |
| Proceeds from financial assets at amortised cost - commercial loans | 13,333 | 11,111 | 11,111 | 0 | 0.00% | |
| Proceeds from financial assets at amortised cost - other | 5,200 | 4,600 | 4,600 | 0 | 0.00% | |
| | 8,436,783 | 3,605,820 | 3,470,553 | (135,267) | (4.14%) | |
| Outflows from investing activities | | | | | | |
| Payments for property, plant and equipment | (9,173,932) | (8,057,842) | (6,591,154) | 1,466,688 | 18.20% | ▲ |
| Payments for construction of infrastructure | (5,431,280) | (3,328,903) | (2,351,215) | 977,688 | 29.37% | ▲ |
| | (14,605,212) | (11,386,745) | (8,942,368) | 2,444,377 | 21.47% | |
| Amount attributable to investing activities | (6,168,429) | (7,780,925) | (5,471,815) | 2,309,110 | 29.68% | |
| FINANCING ACTIVITIES | | | | | | |
| Inflows from financing activities | | | | | | |
| Transfer from reserves | 5,817,024 | 4,033,720 | 4,033,720 | 0 | 0.00% | |
| | 5,817,024 | 4,033,720 | 4,033,720 | 0 | 0.00% | |
| Outflows from financing activities | | | | | | |
| Payments for principal portion of lease liabilities | (55,345) | (23,549) | (24,145) | (596) | (2.53%) | |
| Repayment of borrowings | (141,031) | (133,568) | (133,568) | 0 | 0.00% | |
| Transfer to reserves | (1,130,865) | (669,186) | (669,186) | (0) | (0.00%) | |
| | (1,327,241) | (826,303) | (826,899) | (596) | (0.07%) | |
| Amount attributable to financing activities | 4,489,783 | 3,207,417 | 3,206,821 | (596) | (0.02%) | |
| MOVEMENT IN SURPLUS OR DEFICIT | | | | | | |
| Surplus or deficit at the start of the financial year | 2(a) 2,313,839 | 2,313,839 | 2,313,839 | 0 | 0.00% | |
| Amount attributable to operating activities | (510,037) | 913,343 | 1,649,465 | 736,122 | 80.60% | ▲ |
| Amount attributable to investing activities | (6,168,429) | (7,780,925) | (5,471,815) | 2,309,110 | 29.68% | ▲ |
| Amount attributable to financing activities | 4,489,783 | 3,207,417 | 3,206,821 | (596) | (0.02%) | |
| Surplus or deficit after imposition of general rates | 125,157 | (1,346,326) | 1,698,308 | 3,044,635 | 226.14% | ▲ |

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DONNYBROOK-BALINGUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2025

| | Actual 30 June 2024 | Actual as at 30 April 2025 |
|--------------------------------------|--------------------------------|---------------------------------------|
| | \$ | \$ |
| CURRENT ASSETS | | |
| Cash and cash equivalents | 12,842,829 | 9,317,206 |
| Trade and other receivables | 4,638,906 | 1,596,929 |
| Other financial assets | 23,529 | 2,222 |
| Inventories | 167,983 | 173,106 |
| Other assets | 345,342 | 0 |
| TOTAL CURRENT ASSETS | 18,018,589 | 11,089,463 |
| NON-CURRENT ASSETS | | |
| Trade and other receivables | 218,267 | 218,267 |
| Other financial assets | 207,363 | 207,363 |
| Inventories | 1,973,769 | 1,973,769 |
| Other assets | 600,186 | 600,186 |
| Property, plant and equipment | 47,854,189 | 52,455,250 |
| Infrastructure | 158,383,251 | 156,184,124 |
| Intangible assets | 468,018 | 408,048 |
| TOTAL NON-CURRENT ASSETS | 209,705,043 | 212,047,007 |
| TOTAL ASSETS | 227,723,632 | 223,136,470 |
| CURRENT LIABILITIES | | |
| Trade and other payables | 2,664,213 | 1,066,368 |
| Other liabilities | 4,245,811 | 2,550,899 |
| Lease liabilities | 25,345 | 1,200 |
| Borrowings | 141,031 | 7,463 |
| Employee related provisions | 970,724 | 970,724 |
| TOTAL CURRENT LIABILITIES | 8,047,124 | 4,596,654 |
| NON-CURRENT LIABILITIES | | |
| Other liabilities | 3,878,500 | 4,243,500 |
| Lease liabilities | 40,153 | 40,153 |
| Borrowings | 2,979,767 | 2,979,767 |
| Employee related provisions | 126,793 | 126,793 |
| Other provisions | 2,098,612 | 2,098,612 |
| TOTAL NON-CURRENT LIABILITIES | 9,123,825 | 9,488,825 |
| TOTAL LIABILITIES | 17,170,949 | 14,085,479 |
| NET ASSETS | 210,552,683 | 209,050,991 |
| EQUITY | | |
| Retained surplus | 29,828,319 | 31,691,161 |
| Reserve accounts | 7,800,473 | 4,435,939 |
| Revaluation surplus | 172,923,891 | 172,923,891 |
| TOTAL EQUITY | 210,552,683 | 209,050,991 |

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DONNYBROOK-BALINGUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

SHIRE OF DONNYBROOK-BALINGUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents
Trade and other receivables
Other financial assets
Inventories
Other assets

Less: current liabilities

Trade and other payables
Other liabilities
Lease liabilities
Borrowings
Employee related provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

| Note | Amended Budget Opening 1 July 2024 | Actual as at 30 June 2024 | Actual as at 30 April 2025 |
|------|---|---------------------------------|----------------------------------|
| | \$ | \$ | \$ |
| | 12,842,829 | 12,842,829 | 9,317,206 |
| | 4,638,906 | 4,638,906 | 1,596,929 |
| | 23,529 | 23,529 | 2,222 |
| | 167,983 | 167,983 | 173,106 |
| | 345,342 | 345,342 | 0 |
| | 18,018,589 | 18,018,589 | 11,089,463 |
| | (2,664,213) | (2,664,213) | (1,066,368) |
| | (4,245,811) | (4,245,811) | (2,550,899) |
| | (25,345) | (25,345) | (1,200) |
| | (141,031) | (141,031) | (7,463) |
| | (970,724) | (970,724) | (970,724) |
| | (8,047,124) | (8,047,124) | (4,596,654) |
| | 9,971,465 | 9,971,465 | 6,492,809 |
| 2(b) | (7,657,626) | (7,657,626) | (4,794,498) |
| | 2,313,839 | 2,313,839 | 1,698,308 |

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Cash - Restricted Reserves
Less: Financial assets at amortised cost - self supporting loans
Less: Financial assets at amortised cost - self supporting loans
Add: Current liabilities not expected to be cleared at the end of the year
- Current portion of lease liabilities
- Current portion of borrowings

Total adjustments to net current assets

| | | | |
|------|--------------------|--------------------|--------------------|
| | (7,800,473) | (7,800,473) | (4,435,939) |
| | (23,529) | (23,529) | (2,222) |
| | | | |
| | 25,345 | 25,345 | 1,200 |
| | 141,031 | 141,031 | 7,463 |
| 2(a) | (7,657,626) | (7,657,626) | (4,794,498) |

| Amended Budget Estimates 30 June 2025 | YTD Budget Estimates 30 April 2025 | YTD Actual 30 April 2025 |
|--|---|--------------------------------|
| \$ | \$ | \$ |
| | | |
| | (61,032) | (61,032) |
| | 137,069 | 241,122 |
| | 7,446,771 | 6,216,219 |
| | 7,522,808 | 6,396,309 |

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals
Add: Loss on asset disposals
Add: Depreciation

Total non-cash amounts excluded from operating activities

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

SHIRE OF DONNYBROOK-BALINGUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The proposed material variance to be adopted by Council for the 2024-25 year is \$10,000

| Description | Var. \$ \$ | Var. % % | |
|---|------------------|-----------------|----------|
| Revenue from operating activities | | | |
| Grants, subsidies and contributions | 10,884 | 0.86% | ▲ |
| Income in the following areas less than estimated: | | | |
| CESM reimbursement \$8,059 | | Timing | |
| Education & Welfare grants \$11,912 | | | |
| Balance relates to timing of other minor income | | | |
| Income in the following area greater than estimated: | | Permanent | |
| Donation of inventory \$11,250 | | | |
| Fees and charges | 25,253 | 1.12% | ▲ |
| Income greater than estimated due to timing of budget spreads | | Timing | |
| Interest revenue | 64,285 | 18.49% | ▲ |
| Muni interest \$36,095 and Reserves interest \$19,032 greater than estimated | | Permanent | |
| Balance relates to interest on rate arrears | | | |
| Expenditure from operating activities | | | |
| Employee costs | 110,722 | 2.02% | ▲ |
| Expenditure in the following areas less than estimated: | | | |
| Development services \$16,076 | | | |
| Corporate services \$82,800 | | Timing | |
| Executive services \$20,191 | | | |
| Streets & road maintenance \$51,788 | | | |
| Expenditure in the following areas greater than estimated: | | | |
| Fire Prevention \$24,394 | | | |
| Financial services \$25,684 | | | |
| Staff leave \$17,796 | | | |
| Balance relates to minor variances in other programs. | | | |
| Materials and contracts | 392,646 | 9.52% | ▲ |
| Expenditure in the following areas are less than estimated: | | | |
| Rates valuations \$20,322 | | | |
| Other governance consultants \$78,449 | | | |
| Community grants & donations \$18,412 | | | |
| Education & Welfare \$17,822 | | | |
| Waste consultants \$68,751 | | | |
| Waste facilities \$84,359 | | | |
| Drainage \$10,232 | | | |
| Town Planning \$19,293 | | | |
| Recreation & Culture \$21,956 | | Timing | |
| Parks & Gardens \$26,823 | | | |
| Streets and road maintenance \$21,495 | | | |
| Tourism \$12,499 | | | |
| Plant parts & repairs \$24,964 | | | |
| Consultants \$60,000 | | | |
| Software upgrades & IT \$18,974 | | | |
| Expenditure in the following areas greater than estimated: | | | |
| DFES ESL bushfire brigades \$52,222 | | | |
| Balance relates to minor variances in other expenditure | | | |
| Utility charges | 12,079 | 3.21% | ▲ |
| Variance due to timing of utilities accounts being received for various shire building and reserves | | Timing | |
| Loss on asset disposals | (109,524) | (83.23%) | ▼ |
| Non-cash adjustment on disposal of infrastructure assets | | Permanent | |
| Non cash amounts excluded from operating activities | 231,481 | 3.75% | ▲ |
| Depreciation \$121,957 greater than estimated at this time | | Timing | |
| Disposal of assets \$109,524 | | Permanent | |
| Inflows from investing activities | | | |
| Proceeds from capital grants, subsidies and contributions | (135,267) | (4.01%) | ▼ |
| Income in the following areas less than estimated: | | | |
| SHERP grant \$16,404 | | | |
| VC Mitchell grants \$96,670 | | Timing | |
| Works contributions \$31,819 | | | |
| Balance relates to other minor grant variations | | | |
| Outflows from investing activities | | | |
| Payments for property, plant and equipment | 1,466,688 | 18.20% | ▲ |
| Expenditure in the following areas are less than estimated: | | | |
| Public Halls \$113,851 | | | |
| Community Centres \$31,630 | | | |
| Public ablutions \$74,815 | | | |
| Housing \$67,226 | | | |
| Donnybrook Recreation centre \$260,160 | | Timing | |
| VC Mitchell \$564,517 | | | |
| Administration Centre \$26,392 | | | |
| Council Chambers \$30,000 | | | |
| Christmas decoration \$20,724 | | | |
| Purchase Plant & Equipment - Transport \$269,710 | | | |
| Please refer to note 5 for further details | | | |
| Payments for construction of infrastructure | 977,688 | 29.37% | ▲ |
| Expenditure in the following areas greater than estimated: | | Timing | |
| Road construction program \$103,136 | | | |
| Expenditure in the following areas are less than estimated: | | | |
| Road construction program \$949,536 | | | |
| Infrastructure \$131,289 | | | |
| Please refer to note 5 for further details | | | |

SHIRE OF DONNYBROOK-BALINGUP

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF DONNYBROOK-BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

| Funding surplus / (deficit) | | | | |
|------------------------------------|-----------------------|-----------------------|-----------------------|------------------------|
| | Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| Opening | \$2.31 M | \$2.31 M | \$2.31 M | \$0.00 M |
| Closing | \$0.13 M | (\$1.35 M) | \$1.70 M | \$3.04 M |

Refer to Statement of Financial Activity

| Cash and cash equivalents | | |
|----------------------------------|-----------------|-------------------|
| | \$9.32 M | % of total |
| Unrestricted Cash | \$4.88 M | 52.4% |
| Restricted Cash | \$4.44 M | 47.6% |

Refer to 3 - Cash and Financial Assets

| Payables | | |
|-----------------------|-----------------|----------------------|
| | \$1.07 M | % Outstanding |
| Trade Payables | \$0.48 M | |
| 0 to 30 Days | | 97.4% |
| Over 30 Days | | 2.7% |
| Over 90 Days | | 1.1% |

Refer to 9 - Payables

| Receivables | | |
|-------------------------|-----------------|----------------------|
| | \$0.47 M | % Collected |
| Rates Receivable | \$1.13 M | 88.3% |
| Trade Receivable | \$0.47 M | % Outstanding |
| Over 30 Days | | 2.4% |
| Over 90 Days | | 1.3% |

Refer to 7 - Receivables

Key Operating Activities

| Amount attributable to operating activities | | | |
|--|-----------------------|-----------------------|------------------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| (\$0.51 M) | \$0.91 M | \$1.65 M | \$0.74 M |

Refer to Statement of Financial Activity

| Rates Revenue | | |
|----------------------|-----------------|-------------------|
| | \$7.84 M | % Variance |
| YTD Actual | \$7.84 M | 0.0% |
| YTD Budget | \$7.84 M | 0.0% |

| Grants and Contributions | | |
|---------------------------------|-----------------|-------------------|
| | \$1.28 M | % Variance |
| YTD Actual | \$1.28 M | 0.9% |
| YTD Budget | \$1.27 M | 0.9% |

Refer to 13 - Grants and Contributions

| Fees and Charges | | |
|-------------------------|-----------------|-------------------|
| | \$2.29 M | % Variance |
| YTD Actual | \$2.29 M | 1.1% |
| YTD Budget | \$2.26 M | 1.1% |

Refer to Statement of Financial Activity

Key Investing Activities

| Amount attributable to investing activities | | | |
|--|-----------------------|-----------------------|------------------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| (\$6.17 M) | (\$7.78 M) | (\$5.47 M) | \$2.31 M |

Refer to Statement of Financial Activity

| Proceeds on sale | | |
|-------------------------|-----------------|----------------|
| | \$0.20 M | % |
| YTD Actual | \$0.20 M | % |
| Amended Budget | \$0.31 M | (33.4%) |

Refer to 6 - Disposal of Assets

| Asset Acquisition | | |
|--------------------------|-----------------|----------------|
| | \$2.35 M | % Spent |
| YTD Actual | \$2.35 M | % Spent |
| Amended Budget | \$5.43 M | (56.7%) |

Refer to 5 - Capital Acquisitions

| Capital Grants | | |
|-----------------------|-----------------|-------------------|
| | \$3.24 M | % Received |
| YTD Actual | \$3.24 M | % Received |
| Amended Budget | \$8.10 M | (60.0%) |

Refer to 5 - Capital Acquisitions

Key Financing Activities

| Amount attributable to financing activities | | | |
|--|-----------------------|-----------------------|------------------------|
| Amended Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) |
| \$4.49 M | \$3.21 M | \$3.21 M | (\$0.00 M) |

Refer to Statement of Financial Activity

| Borrowings | |
|-----------------------------|-------------------|
| Principal repayments | (\$0.13 M) |
| Interest expense | (\$0.15 M) |
| Principal due | \$2.99 M |

Refer to 10 - Borrowings

| Reserves | |
|-------------------------|-------------------|
| Reserves balance | \$4.44 M |
| Net Movement | (\$3.36 M) |

Refer to 4 - Cash Reserves

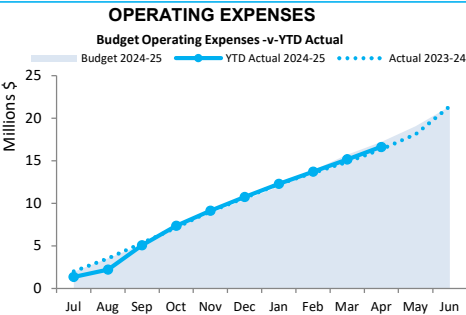
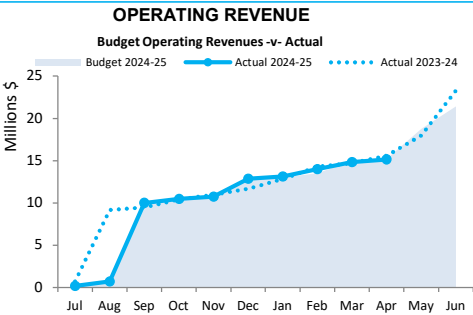
| Lease Liability | |
|-----------------------------|-------------------|
| Principal repayments | (\$0.02 M) |
| Interest expense | (\$0.00 M) |
| Principal due | \$0.04 M |

Refer to Note 11 - Lease Liabilities

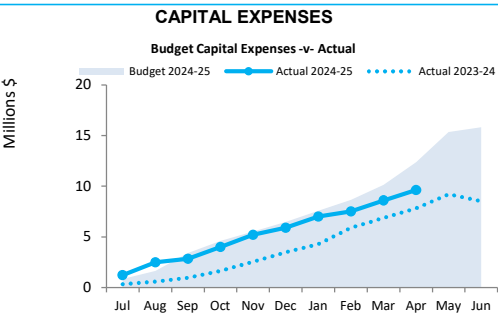
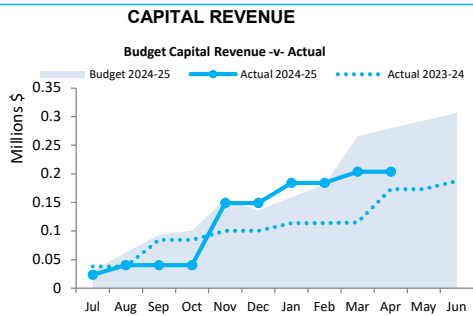
This information is to be read in conjunction with the accompanying Financial Statements and notes.

2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

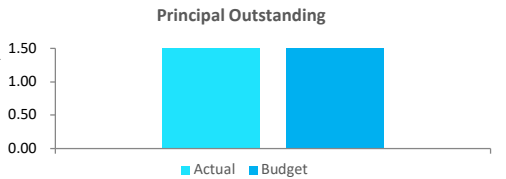
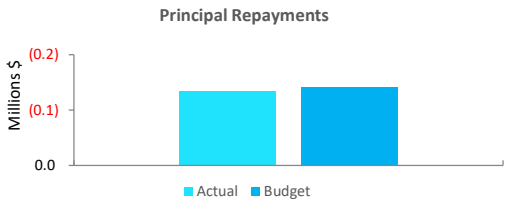


INVESTING ACTIVITIES



FINANCING ACTIVITIES

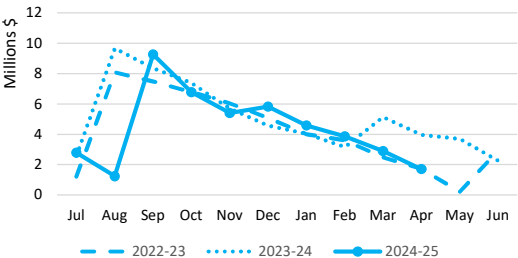
BORROWINGS



RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF DONNYBROOK-BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

| Description | Classification | Unrestricted | Reserve Accounts | Total | Trust | Institution | Interest Rate | Maturity Date |
|---------------------------|---------------------------|------------------|------------------|------------------|---------------|-------------|---------------|---------------|
| | | \$ | \$ | \$ | \$ | | | |
| Floats/Petty Cash on Hand | Cash and cash equivalents | 1,010 | 0 | 1,010 | 0 | | NIL | On hand |
| Municipal Bank Account | Cash and cash equivalents | 617,636 | 0 | 617,636 | 0 | Bank | Variable | Cheque Acc. |
| WA Treasury | Cash and cash equivalents | 676,196 | 0 | 676,196 | 0 | Bank | 4.05% | At Call |
| Bendigo Bank TD | Cash and cash equivalents | 1,015,487 | 0 | 1,015,487 | 0 | Bank | 4.55% | 06/2025 |
| Bendigo Bank TD | Cash and cash equivalents | 533,112 | 0 | 533,112 | 0 | Bank | 4.30% | 05/2025 |
| Bendigo Bank TD | Cash and cash equivalents | 1,019,565 | 0 | 1,019,565 | 0 | Bank | 4.55% | 07/2025 |
| NAB Bank TD | Cash and cash equivalents | 512,220 | 0 | 512,220 | 0 | Bank | 3.55% | 06/2025 |
| NAB Bank TD | Cash and cash equivalents | 506,041 | 0 | 506,041 | 0 | Bank | 4.90% | 05/2025 |
| NAB Bank Reserve TD | Cash and cash equivalents | 0 | 1,265,315 | 1,265,315 | 0 | Bank | 4.90% | 02/2025 |
| Bendigo Bank Reserve TD | Cash and cash equivalents | 0 | 3,170,624 | 3,170,624 | 0 | Bank | 4.40% | 07/2025 |
| Trust Fund Cash at Bank | Cash and cash equivalents | 0 | 0 | 0 | 56,967 | Bank | Variable | Cheque Acc. |
| Total | | 4,881,267 | 4,435,939 | 9,317,206 | 56,967 | | | |
| Comprising | | | | | | | | |
| Cash and cash equivalents | | 4,881,267 | 4,435,939 | 9,317,206 | 56,967 | | | |
| | | 4,881,267 | 4,435,939 | 9,317,206 | 56,967 | | | |

KEY INFORMATION

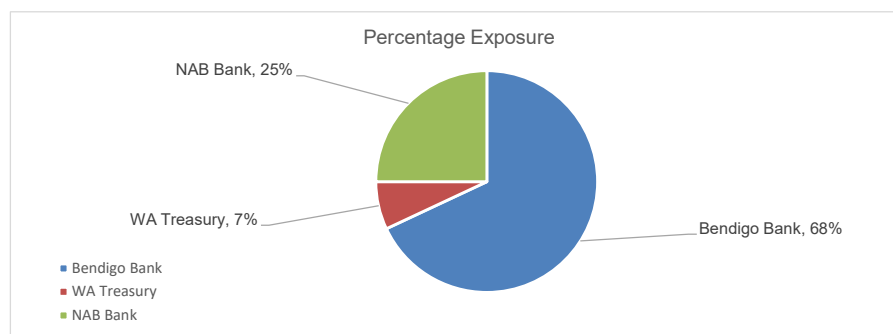
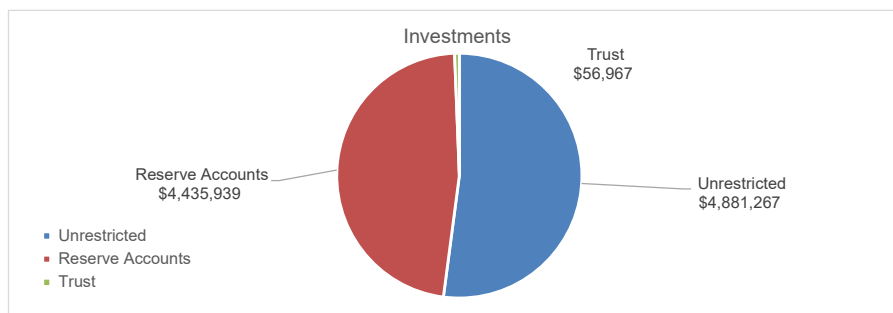
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



SHIRE OF DONNYBROOK-BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

4 RESERVE ACCOUNTS

| Reserve account name | Amended Budget | | | | Actual | | | |
|--|------------------|------------------|--------------------|------------------|------------------|----------------|--------------------|------------------|
| | Opening | Transfers | Transfers | Closing | Opening | Transfers | Transfers | Closing |
| | Balance | In (+) | Out (-) | Balance | Balance | In (+) | Out (-) | Balance |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Reserve accounts restricted by Council | | | | | | | | |
| Employee Entitlement Reserve | 17,500 | 25,000 | 0 | 42,500 | 17,500 | 25,000 | 0 | 42,500 |
| Waste Management Reserve | 1,251,809 | 0 | (206,000) | 1,045,809 | 1,251,809 | 0 | 0 | 1,251,809 |
| Arbuthnott Memorial Scholarship Reserve | 2,685 | 0 | (300) | 2,385 | 2,685 | 0 | 0 | 2,685 |
| Strategic Planning Studies Reserve | 31,012 | 0 | 0 | 31,012 | 31,012 | 0 | 0 | 31,012 |
| Land Development Reserve | 100,271 | 0 | (79,012) | 21,259 | 100,271 | 0 | 0 | 100,271 |
| Vehicle Reserve | 185,556 | 513,750 | (492,872) | 206,434 | 185,557 | 45,291 | (131,771) | 99,078 |
| Roadworks Reserve | 234,001 | 37,500 | (272,658) | (1,157) | 234,001 | 33,755 | (100,000) | 167,756 |
| Revaluation Reserve | 20,000 | 40,000 | 0 | 60,000 | 20,000 | 40,000 | 0 | 60,000 |
| Buildings Reserve | 520,433 | 247,715 | (488,526) | 279,622 | 520,433 | 243,970 | (10,000) | 754,403 |
| Council Elections Reserve | 0 | 20,000 | 0 | 20,000 | 0 | 20,000 | 0 | 20,000 |
| Information Technology Reserve | 18,061 | 20,000 | (38,061) | 0 | 18,061 | 20,000 | 0 | 38,061 |
| Parks and Reserves Reserve | 359,280 | 217,500 | (214,237) | 362,543 | 359,280 | 213,755 | (37,478) | 535,558 |
| Carried Forward Projects Reserve | 3,819,935 | 0 | (3,819,935) | 0 | 3,819,935 | 0 | (3,666,319) | 153,615 |
| Minninup Cottages 1-4 Surplus Reserve | 67,987 | 0 | (22,788) | 45,199 | 67,987 | 0 | 0 | 67,987 |
| Minninup Cottages 9-12 Surplus Reserve | 221,388 | 0 | (81,196) | 140,192 | 221,388 | 0 | (8,652) | 212,736 |
| Langley Villas 1-6 Surplus Reserve | 243,439 | 0 | (21,939) | 221,500 | 243,439 | 0 | 0 | 243,439 |
| Langley Villas 7-9 Surplus Reserve | 146,755 | 0 | 0 | 146,755 | 146,755 | 0 | 0 | 146,755 |
| Minninup Cottages 5-8 Lt Maintenance Reserve | 11,669 | 0 | 0 | 11,669 | 11,669 | 0 | 0 | 11,669 |
| Minninup Cottages 9-12 Lt Maintenance Reserve | 10,628 | 0 | 0 | 10,628 | 10,628 | 0 | 0 | 10,628 |
| Langley Villas 1-6 Lt Maintenance Reserve | 21,023 | 0 | 0 | 21,023 | 21,023 | 0 | 0 | 21,023 |
| Langley Villas 7-9 Lt Maintenance Reserve | 7,200 | 0 | 0 | 7,200 | 7,200 | 0 | 0 | 7,200 |
| Preston Village Exit Deferred Management Reserve | 394,814 | 0 | 0 | 394,814 | 394,814 | 13,524 | 0 | 408,338 |
| Preston Village Reserve Fund Contribution Reserve | 115,027 | 0 | (79,500) | 35,527 | 115,027 | 4,489 | (79,500) | 40,016 |
| Langley Villas 1-9 Long Term Maintenance Reserve | 0 | 5,400 | 0 | 5,400 | 0 | 5,400 | 0 | 5,400 |
| Minninup Cottages 5 12 Long Term Maintenance Reserve | 0 | 4,000 | 0 | 4,000 | 0 | 4,000 | 0 | 4,000 |
| | 7,800,473 | 1,130,865 | (5,817,024) | 3,114,314 | 7,800,473 | 669,186 | (4,033,720) | 4,435,939 |

5 CAPITAL ACQUISITIONS

| Capital acquisitions | Amended | | YTD Actual | YTD Variance |
|---|-------------------|-------------------|------------------|--------------------|
| | Budget | YTD Budget | | |
| | \$ | \$ | \$ | \$ |
| Buildings - non-specialised | 7,829,768 | 7,032,814 | 5,854,415 | (1,178,399) |
| Furniture and equipment | 156,788 | 52,788 | 31,826 | (20,962) |
| Plant and equipment | 1,187,376 | 972,240 | 704,913 | (267,327) |
| Acquisition of property, plant and equipment | 9,173,932 | 8,057,842 | 6,591,154 | (1,466,688) |
| Infrastructure - roads | 3,655,185 | 3,044,341 | 2,197,942 | (846,400) |
| Infrastructure - other | 335,160 | 200,830 | 43,590 | (157,240) |
| Infrastructure - footpaths | 165,000 | 0 | 24,748 | 24,748 |
| Infrastructure - bridges | 1,275,935 | 83,732 | 84,935 | 1,203 |
| Acquisition of infrastructure | 5,431,280 | 3,328,903 | 2,351,215 | (977,688) |
| Total of PPE and Infrastructure. | 14,605,212 | 11,386,745 | 8,942,368 | (2,444,377) |
| Total capital acquisitions | 14,605,212 | 11,386,745 | 8,942,368 | (2,444,377) |
| Capital Acquisitions Funded By: | | | | |
| Capital grants and contributions | 8,101,473 | 3,375,817 | 3,240,550 | (135,267) |
| Lease liabilities | 100,000 | 0 | 0 | 0 |
| Other (disposals & C/Fwd) | 306,581 | 204,096 | 204,096 | 0 |
| Reserve accounts | | | | |
| Waste Management Reserve | 45,000 | 0 | 0 | 0 |
| Land Development Reserve | 79,012 | 0 | 0 | 0 |
| Vehicle Reserve | 492,872 | 131,771 | 131,771 | 0 |
| Roadworks Reserve | 272,658 | 100,000 | 100,000 | 0 |
| Buildings Reserve | 244,023 | 10,000 | 10,000 | 0 |
| Information Technology Reserve | 50,455 | 0 | 0 | 0 |
| Parks and Reserves Reserve | 104,039 | 37,478 | 37,478 | 0 |
| Carried Forward Projects Reserve | 3,819,935 | 3,666,319 | 3,666,319 | 0 |
| Minninup Cottages 9-12 Surplus Reserve | 0 | 8,652 | 8,652 | 0 |
| Contribution - operations | 989,164 | 3,852,612 | 1,464,002 | (2,388,610) |
| Capital funding total | 14,605,212 | 11,386,745 | 8,942,368 | (2,444,377) |

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

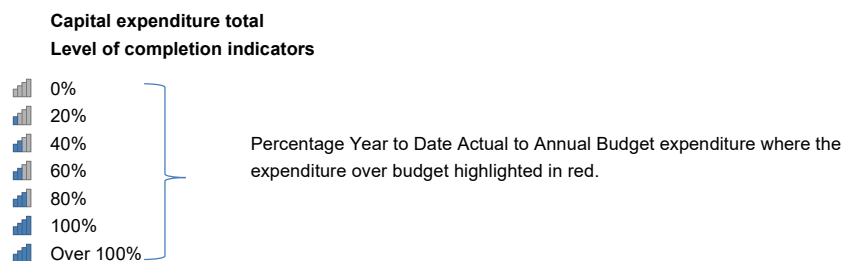
Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED



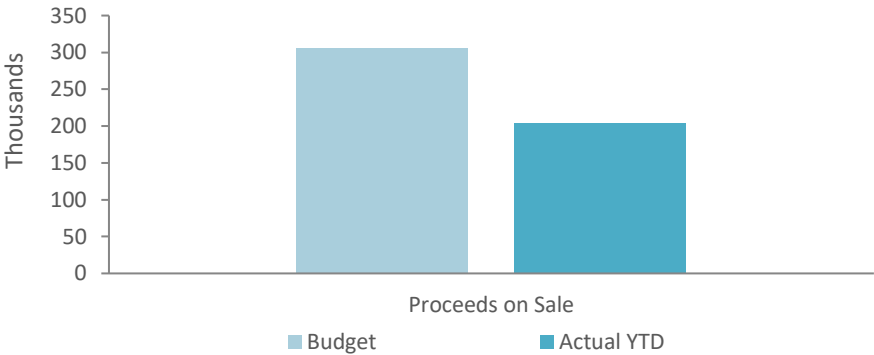
| | | Amended | | Variance |
|----------------------------|--|------------------|------------------|------------------|
| Account Description | | Budget | YTD Budget | (Under)/Over |
| Capital Expenditure | | \$ | \$ | \$ |
| Buildings | | | | |
| B163 | Public Hall - Balingup (and Library) | 21,000 | 21,000 | 2,200 |
| B164 | Public Hall - Kirup | 84,000 | 0 | 0 |
| B372 | Public Hall - Brookhampton | 78,350 | 78,350 | 4,731 |
| B369 | Public Hall - Yabberup (and Tennis Shed) | 35,000 | 35,000 | 13,569 |
| B375 | Community Centre & Infant Health Clinic - Donnybrook | 86,154 | 86,154 | 73,661 |
| B373 | Community Resource Centre - Donnybrook | 19,137 | 19,137 | 0 |
| B153 | Public Toilets - Balingup Village Green | 6,175 | 6,175 | 608 |
| B157 | Public Toilets - Apex Park | 48,967 | 48,967 | 7,267 |
| B379 | Ablutions - Balingup Transit Park | 27,548 | 27,548 | 0 |
| B385 | Minninup Cottages - Unit 1 -4 | 16,480 | 16,480 | 0 |
| B386 | Minninup Cottages - Unit 5 - 12 | 32,960 | 32,960 | 0 |
| B357 | Minninup Cottages - Unit 1 -4 (SHERP) | 2,813 | 2,813 | 7 |
| B358 | Minninup Cottages - Unit 5 - 12 (SHERP) | 13,041 | 13,041 | 10,235 |
| B359 | Minninup Cottages 9-12 | 11,266 | 11,266 | 8,192 |
| B363 | Minninup Cottages - Carports | 702 | 702 | 0 |
| B360 | Langley Villas 1-3 | 84,191 | 84,191 | 82,087 |
| B361 | Langley Villas 4-6 | 38,400 | 38,400 | 35,593 |
| B362 | Langley Villas 7-9 | 136,546 | 136,546 | 134,411 |
| B361A | Langley Villas 1-6 Reserve | 22,981 | 22,981 | 21,600 |
| B362A | Langley Villas 7-9 Reserve | 23,727 | 23,727 | 23,726 |
| B392 | Depot - Donnybrook | 18,231 | 0 | 0 |
| B394 | Depot - Victory Lane | 17,300 | 0 | 0 |
| B397 | Balingup Recreation Centre | 10,000 | 10,000 | 7,494 |
| 7125 | VC Mitchell Park - Pavillion | 6,535,754 | 5,918,334 | 5,353,817 |
| B078 | Donnybrook Recreation Centre | 317,842 | 317,842 | 57,682 |
| B108 | Administration Centre - Donnybrook | 41,200 | 41,200 | 14,808 |
| B123 | Council Chambers - (Church) | 30,000 | 30,000 | 0 |
| B396 | E-Waste storage shed - Balingup transfer station | 70,003 | 10,000 | 2,727 |
| | | 7,829,768 | 7,032,814 | 5,854,415 |
| Plant and Equipment | | | | |
| 0354 | Vehicles - ESL funded | 246,885 | 246,885 | 246,885 |
| 0434 | Vehicles - Parks & Gardens | 236,900 | 129,240 | 129,240 |
| 0554 | Vehicles - Administration | 171,725 | 171,725 | 171,725 |
| 3554 | Purchase Plant & Equipment - Transport | 476,586 | 369,110 | 99,400 |
| 4214 | Vehicle - Works Supervisor | 48,280 | 48,280 | 48,553 |
| 2746 | Fertiliser spreader - Parks & Gardens | 7,000 | 7,000 | 9,111 |
| | | 1,187,376 | 972,240 | 704,913 |
| | | | | 267,327 |

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

| | | Amended | | YTD Actual | Variance (Under)/Over |
|--|--|-------------------|-------------------|------------------|--------------------------|
| Account Description | | Budget | YTD Budget | | |
| Capital Expenditure | | \$ | \$ | \$ | \$ |
| <u>Furniture and Equipment</u> | | | | | |
| 2512 | EDRMS Software | 97,000 | 0 | 0 | 0 |
| 2512 | Document migration to new EDRMS | 20,000 | 0 | 0 | 0 |
| 2512 | Network switch | 0 | 13,000 | 12,762 | 238 |
| 8974 | Christmas Decorations | 27,243 | 27,243 | 6,519 | 20,724 |
| 4004 | Air conditioner - Bendigo Bank | 12,545 | 12,545 | 12,545 | (0) |
| | | 156,788 | 52,788 | 31,826 | 20,962 |
| <u>Infrastructure - Other</u> | | | | | |
| R188 | Egan Park | 103,000 | 0 | 0 | 0 |
| R189 | Donnybrook Townsite (General) | 6,180 | 5,150 | 6,139 | (989) |
| R191 | Apple Funpark | 5,305 | 5,305 | 0 | 5,305 |
| R192 | Trigwell Place / Apex Park | 28,065 | 28,065 | 10,159 | 17,906 |
| R193 | Trigwell Street Park | 20,187 | 20,187 | 5,220 | 14,967 |
| R194 | Donnybrook Arboretum | 21,911 | 21,911 | 0 | 21,911 |
| R195 | Balingup Cemetery | 41,200 | 41,200 | 14,287 | 26,913 |
| R196 | Upper Preston Cemetery | 10,300 | 0 | 6,085 | (6,085) |
| R197 | Balingup Skate Park | 20,000 | 0 | 0 | 0 |
| R198 | 9791 South West Highway Donnybrook | 79,012 | 79,012 | 1,700 | 77,312 |
| | | 335,160 | 200,830 | 43,590 | 157,240 |
| <u>Infrastructure - Bridges</u> | | | | | |
| 3275 | Bridge # 3275 Upper Capel Road - Repairs | 84,935 | 83,732 | 84,935 | (1,203) |
| B5185 | Bridge #5185 Merrifield View | 417,000 | 0 | 0 | 0 |
| B3617 | Bridge #3617 Bridge Street | 774,000 | 0 | 0 | 0 |
| | | 1,275,935 | 83,732 | 84,935 | (1,203) |
| <u>Infrastructure - Footpaths</u> | | | | | |
| C2409 | Preston River Path Loop | 165,000 | 0 | 24,748 | (24,748) |
| | | 165,000 | 0 | 24,748 | (24,748) |
| <u>Infrastructure - Roads</u> | | | | | |
| C1014 | Johnston Street Yabberup | 65,296 | 65,296 | 65,292 | 4 |
| C1420 | Preliminary Surveys & Designs / Permits | 20,000 | 0 | 0 | 0 |
| C1607 | Gravel Stockpile Development | 100,989 | 100,989 | 99,446 | 1,543 |
| C2210 | Southampton Road | 458,000 | 193,830 | 198,379 | (4,549) |
| C2304 | Montgomery Road | 55,000 | 0 | 0 | 0 |
| C2314 | Balingup Nannup Road | 804,697 | 800,927 | 277,634 | 523,293 |
| C2315 | Balingup Nannup Road (RRG) | 153,500 | 146,600 | 26,214 | 120,386 |
| C2401 | Cundinup Kirup Road | 767,167 | 611,167 | 696,813 | (85,646) |
| C2402 | Jayes Road | 312,831 | 312,831 | 316,208 | (3,378) |
| C2403 | Greenbushes-Grimwade Road | 35,000 | 35,000 | 37,812 | (2,812) |
| C2404 | Forrest Road - Thompson Brook | 75,000 | 0 | 6,752 | (6,752) |
| C2405 | Smith & Timms Road | 270,000 | 269,999 | 6,700 | 263,299 |
| C2406 | Airstrip Road | 25,000 | 24,999 | 0 | 24,999 |
| C2407 | Drainage upgrades - Bond, Fleet and Victoria Pde | 70,205 | 70,205 | 70,205 | 0 |
| C2408 | Greenbushes Grimwade Road upgrade | 412,500 | 412,499 | 396,487 | 16,012 |
| C2410 | Lot 9 & 10 South Western Highway | 30,000 | 0 | 0 | 0 |
| | | 3,655,185 | 3,044,341 | 2,197,942 | 846,400 |
| Total Capital Acquisitions | | 14,605,212 | 11,386,745 | 8,942,368 | 2,444,377 |

6 DISPOSAL OF ASSETS

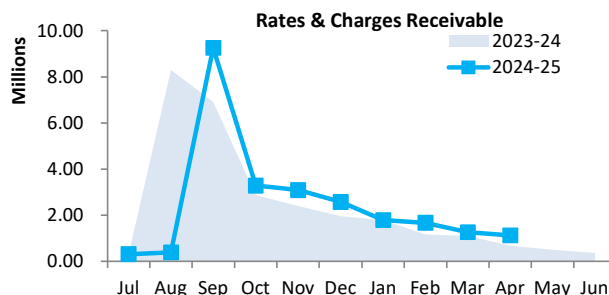
| Asset Ref. Asset description | | Amended Budget | | | | YTD Actual | | | |
|------------------------------------|------------------------------------|----------------|----------------|---------------|------------------|----------------|----------------|---------------|------------------|
| | | Net Book | Proceeds | Profit | (Loss) | Net Book | Proceeds | Profit | (Loss) |
| | | Value | | | | Value | | | |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Buildings | | | | | | | | | |
| 20237 | VC Mitchell changerooms | 88,288 | 0 | 0 | (88,288) | 88,288 | 0 | 0 | (88,288) |
| Plant and equipment | | | | | | | | | |
| 61293 | Toyota Prado - DB5 | 35,438 | 33,182 | 0 | (2,256) | 35,438 | 33,182 | 0 | (2,256) |
| 61297 | Toyota Fortuner - DB009 | 23,288 | 25,909 | 2,621 | 0 | 23,288 | 25,909 | 2,621 | 0 |
| 61316 | Mitsubishi Triton - DB112 | 20,000 | 20,000 | 0 | 0 | 22,320 | 20,000 | 0 | (2,320) |
| 61324 | Mazda CX-8 - DB8250 | 35,837 | 29,545 | 0 | (6,292) | 35,837 | 29,545 | 0 | (6,292) |
| 61325 | Kubota front mower - DB193 | 21,921 | 15,450 | 0 | (6,471) | 0 | 0 | 0 | 0 |
| 61254 | Fuso cab truck - DB2134 | 23,287 | 20,000 | 0 | (3,287) | 23,287 | 20,000 | 0 | (3,287) |
| 61308 | Kubota zero turn mower - DB898 | 10,300 | 10,300 | 0 | 0 | 0 | 0 | 0 | 0 |
| P6292 | Loadstar trailer - DB6292 | 2,575 | 2,575 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61262 | Caterpillar loader - DB1250 | 74,160 | 74,160 | 0 | 0 | 0 | 0 | 0 | 0 |
| 61251 | Isuzu Truck - DB799 | 9,113 | 23,636 | 14,523 | 0 | 9,113 | 23,636 | 14,523 | 0 |
| 61221 | Bogie semi trailer | 2,936 | 16,824 | 13,888 | 0 | 2,936 | 16,824 | 13,888 | 0 |
| 61178 | Toyota Landcruiser - DB2235 | 5,000 | 35,000 | 30,000 | 0 | 5,000 | 35,000 | 30,000 | 0 |
| Infrastructure - Other | | | | | | | | | |
| 859 | VC Mitchell park drinking fountain | 4,908 | 0 | 0 | (4,908) | 4,908 | 0 | 0 | (4,908) |
| 20271 | VC Mitchell lighting towers x 4 | 20,547 | 0 | 0 | (20,547) | 20,547 | 0 | 0 | (20,547) |
| 20272 | VC Mitchell lighting towers x 2 | 3,648 | 0 | 0 | (3,648) | 3,648 | 0 | 0 | (3,648) |
| 20274 | VC Mitchell dugouts | 1,372 | 0 | 0 | (1,372) | 1,372 | 0 | 0 | (1,372) |
| 20318 | Egan Park playground equipemnt | 0 | 0 | 0 | 0 | 898 | 0 | 0 | (898) |
| 70717 | Bridge 3655 - Lyons Road | 0 | 0 | 0 | 0 | 107,306 | 0 | 0 | (107,306) |
| | | 382,618 | 306,581 | 61,032 | (137,069) | 384,186 | 204,096 | 61,032 | (241,122) |



7 RECEIVABLES

Rates & charges receivable

| | 30 June 2024 | 30 Apr 2025 |
|-------------------------------|----------------|------------------|
| | \$ | \$ |
| Opening arrears previous year | 260,641 | 370,380 |
| Levied this year | 8,480,631 | 9,258,817 |
| Less - collections to date | (8,370,892) | (8,500,815) |
| Net rates collectable | 370,380 | 1,128,382 |
| % Collected | 95.8% | 88.3% |



Receivables - general

| | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|---------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Receivables - general | (4,623) | 423,634 | 4,528 | 112 | 5,675 | 429,326 |
| Percentage | (1.1%) | 98.7% | 1.1% | 0.0% | 1.3% | |
| Balance per trial balance | | | | | | |
| Trade receivables | | | | | | 429,326 |
| Other receivables | | | | | | 600 |
| GST receivable | | | | | | 38,621 |
| Total receivables general outstanding | | | | | | 468,547 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

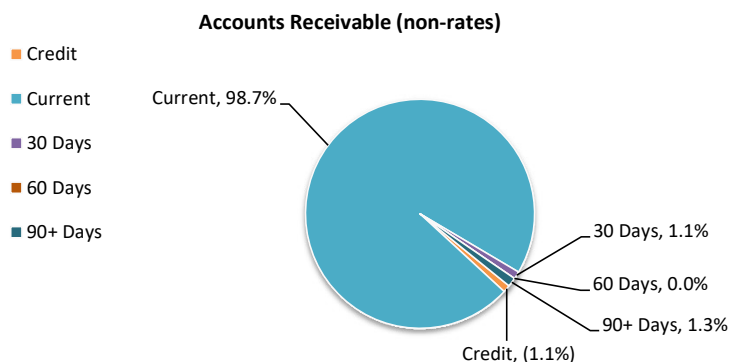
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

| | Opening Balance 1 July 2024 | Asset Increase | Asset Reduction | Closing Balance 30 April 2025 |
|--|-----------------------------------|-------------------|--------------------|-------------------------------------|
| | \$ | \$ | \$ | \$ |
| Other current assets | | | | |
| Other financial assets at amortised cost | | | | |
| Financial assets at amortised cost - self supporting loans | 10,196 | 0 | (10,196) | 0 |
| Financial assets at amortised cost - commercial loans | 13,333 | 0 | (11,111) | 2,222 |
| Inventory | | | | |
| Stock on hand | 167,983 | 5,123 | 0 | 173,106 |
| Other assets | | | | |
| Accrued income | 61,925 | 0 | (61,925) | 0 |
| Contract assets | 283,417 | 0 | (283,417) | 0 |
| Total other current assets | 536,854 | 5,123 | (366,649) | 175,328 |
| Amounts shown above include GST (where applicable) | | | | |

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

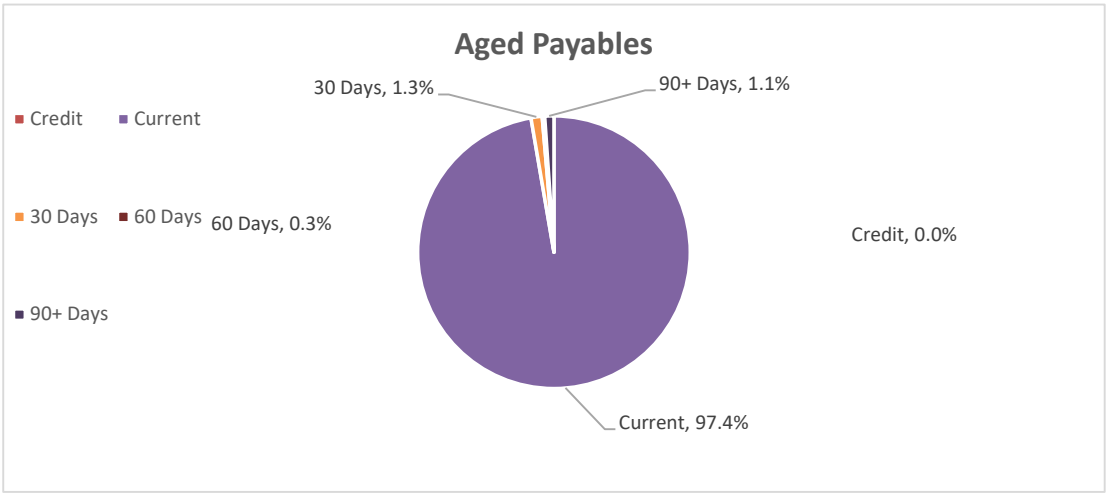
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

9 PAYABLES

| Payables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|--------|---------|---------|---------|----------|-----------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Payables - general | 0 | 463,623 | 6,105 | 1,192 | 5,030 | 475,950 |
| Percentage | 0.0% | 97.4% | 1.3% | 0.3% | 1.1% | |
| Balance per trial balance | | | | | | |
| Sundry creditors | | | | | | 475,949 |
| ATO liabilities | | | | | | (41,180) |
| Other payables | | | | | | 50,000 |
| Prepaid rates | | | | | | 212,915 |
| Bonds and deposits held | | | | | | 368,684 |
| Total payables general outstanding | | | | | | 1,066,368 |
| Amounts shown above include GST (where applicable) | | | | | | |

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 BORROWINGS

Repayments - borrowings

| Information on borrowings Particulars | Loan No. | 1 July 2024 | New Loans | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|--|----------|------------------|-----------|----------|----------------------|------------------|-----------------------|------------------|---------------------|------------------|
| | | | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Dental Surgery Extensions | 74 | 14,715 | 0 | 0 | (7,252) | (14,715) | 7,463 | 0 | (429) | (646) |
| Tuia Lodge Fire Suppression System | 93 | 180,064 | 0 | 0 | (28,842) | (28,842) | 151,222 | 151,222 | (2,731) | (2,732) |
| VC Mitchell Park | 94 | 2,900,000 | 0 | 0 | (87,278) | (87,278) | 2,812,722 | 2,812,722 | (145,455) | (145,455) |
| | | 3,094,779 | 0 | 0 | (123,372) | (130,835) | 2,971,407 | 2,963,944 | (148,615) | (148,833) |
| Self supporting loans | | | | | | | | | | |
| Donnybrook Country Club | 90 | 26,019 | 0 | 0 | (10,196) | (10,196) | 15,823 | 15,823 | (643) | (644) |
| | | 26,019 | 0 | 0 | (10,196) | (10,196) | 15,823 | 15,823 | (643) | (644) |
| Total | | 3,120,798 | 0 | 0 | (133,568) | (141,031) | 2,987,230 | 2,979,767 | (149,258) | (149,477) |
| Current borrowings | | 141,031 | | | | | 7,463 | | | |
| Non-current borrowings | | 2,979,767 | | | | | 2,979,767 | | | |
| | | 3,120,798 | | | | | 2,987,230 | | | |

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

11 LEASE LIABILITIES

Movement in carrying amounts

| Information on leases | | New Leases | | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|-------------------------------|----------------|---------------|----------|----------------|----------------------|-----------------|-----------------------|----------------|---------------------|----------------|
| Particulars | Lease No. | 1 July 2024 | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Laptops | New | 0 | 0 | 100,000 | 0 | (30,000) | 0 | 70,000 | 0 | (7,000) |
| Network Switches | 214-0439437001 | 8,253 | 0 | 0 | (5,843) | (7,043) | 2,410 | 1,210 | (249) | (268) |
| Matrix Fitness Equipment | A6ZBG64105 | 57,245 | 0 | 0 | (18,302) | (18,302) | 38,943 | 38,943 | (2,018) | (2,018) |
| Total | | 65,498 | 0 | 100,000 | (24,145) | (55,345) | 41,353 | 110,153 | (2,267) | (9,286) |
| Current lease liabilities | | 25,345 | | | | | 1,200 | | | |
| Non-current lease liabilities | | 40,153 | | | | | 40,153 | | | |
| | | 65,498 | | | | | 41,353 | | | |

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

12 OTHER CURRENT LIABILITIES

| | Note | Opening Balance 1 July 2024 \$ | Liability transferred from/(to) non current \$ | Liability Increase \$ | Liability Reduction \$ | Closing Balance 30 April 2025 \$ |
|--|------|---|--|-----------------------------|------------------------------|---|
| Other current liabilities | | | | | | |
| Other liabilities | | | | | | |
| Contract liabilities | | 9,215 | 0 | 0 | (9,215) | 0 |
| Capital grant/contributions liabilities | | 3,776,578 | 0 | 1,688,083 | (3,172,340) | 2,292,321 |
| Contract liability - contribution to works | | 460,018 | 0 | 63,455 | (264,895) | 258,578 |
| Total other liabilities | | 4,245,811 | 0 | 1,751,538 | (3,446,450) | 2,550,899 |
| Employee Related Provisions | | | | | | |
| Provision for annual leave | | 453,209 | 0 | 0 | 0 | 453,209 |
| Provision for long service leave | | 517,515 | 0 | 0 | 0 | 517,515 |
| Total Provisions | | 970,724 | 0 | 0 | 0 | 970,724 |
| Total other current liabilities | | 5,216,535 | 0 | 1,751,538 | (3,446,450) | 3,521,623 |

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider | Unspent grant, subsidies and contributions liability | | | | Grants, subsidies and contributions revenue | | |
|--|--|-----------------------|-----------------------|-------------------|---|------------------|------------------|
| | Liability | Increase in Liability | Decrease in Liability | Current Liability | Amended Budget | YTD Budget | YTD Revenue |
| | 1 July 2024 | | (As revenue) | 30 Apr 2025 | Revenue | Budget | Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Grants and subsidies | | | | | | | |
| Grants - LGGC Financial Assistance Grants | 0 | 0 | 0 | 0 | 189,906 | 142,428 | 142,429 |
| Grants - LGGC Local Road | 0 | 0 | 0 | 0 | 77,754 | 58,314 | 58,316 |
| ESL Operating Grant - SES | 0 | 0 | 0 | 0 | 17,828 | 17,828 | 15,532 |
| ESL Operating Grant - VBFB | 0 | 117,670 | (117,670) | 0 | 235,340 | 235,340 | 235,340 |
| ESL Non-recurrent Grant - SES | 0 | 15,348 | (9,595) | 5,753 | 10,757 | 5,378 | 7,300 |
| Attraction & retention of child care workers | 0 | 25,000 | (8,177) | 16,823 | 25,000 | 15,000 | 8,178 |
| Bushfire Mitigation Grant | 130,054 | 0 | (130,054) | 0 | 170,425 | 130,054 | 130,054 |
| Kidsport grant | 0 | 0 | 0 | 0 | 1,000 | 1,000 | 909 |
| Biodiversity Management Program | 8,516 | 0 | (2,083) | 6,433 | 0 | 0 | 2,083 |
| Youth Week Grant | 0 | 3,000 | 0 | 3,000 | 3,000 | 3,000 | 0 |
| Bike rescue program | 0 | 0 | 0 | 0 | 13,750 | 0 | 0 |
| Australia Day | 0 | 8,000 | (8,000) | 0 | 10,000 | 10,000 | 8,000 |
| Thank a Volunteers grant | 0 | 1,000 | (911) | 89 | 1,000 | 1,000 | 911 |
| Main Roads Direct Grant | 0 | 0 | 0 | 0 | 246,102 | 246,102 | 246,102 |
| Electronic Fire Danger Rating Signs x 3 | 15,750 | 0 | (15,750) | 0 | 0 | 0 | 0 |
| Natural Resource Recovery Program | 7,039 | 79,367 | | 86,406 | 418,171 | 0 | 0 |
| Reimbursements & Recoveries | 0 | 0 | 0 | 0 | 1,180,160 | 403,824 | 414,239 |
| Donations | 0 | 0 | 0 | 0 | 1,000 | 500 | 11,259 |
| | 161,359 | 249,385 | (292,240) | 118,504 | 2,601,193 | 1,269,768 | 1,280,652 |

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

| Provider | Capital grant/contribution liabilities | | | | Capital grants, subsidies and contributions revenue | | |
|--|--|--------------------------|--|-------------------------------------|---|------------------|--------------------------|
| | Liability 1 July 2024 | Increase in Liability | Decrease in Liability (As revenue) | Current Liability 30 Apr 2025 | Amended Budget Revenue | YTD Budget | YTD Revenue Actual |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Capital grants and subsidies | | | | | | | |
| Bridgeworks - Special Projects Grant | 17,007 | 0 | 0 | 17,007 | 0 | 0 | 0 |
| Social Housing Economic Recovery Package Grant | 270,753 | 0 | (270,525) | 228 | 286,929 | 286,929 | 270,525 |
| VC Mitchell Park (Government Grant) | 156,346 | 0 | 0 | 156,346 | 156,346 | 0 | 0 |
| LRCI Grant Income - Donnybrook Recreation Centre | 29,028 | 0 | (29,028) | 0 | 88,255 | 29,000 | 29,028 |
| Blackspot | 48,665 | 0 | 0 | 48,665 | 407,267 | 0 | 0 |
| Commodity Route Funding | 0 | 275,000 | (205,757) | 69,243 | 275,000 | 205,620 | 205,757 |
| LGGC Special Projects Bridges | 560,000 | 0 | 0 | 560,000 | 564,667 | 0 | 0 |
| MRWA Special Project Bridges | 0 | 0 | 0 | 0 | 814,434 | 81,739 | 81,739 |
| Regional Road Group | 5,382 | 579,200 | (229,460) | 355,122 | 944,000 | 286,825 | 296,286 |
| Roads to Recovery | 0 | 342,000 | (342,000) | 0 | 725,000 | 342,000 | 342,000 |
| VC Mitchell - Talison | 2,528,038 | 0 | (1,803,330) | 724,708 | 2,641,988 | 1,900,000 | 1,803,330 |
| LRCI Grant Income - Balingup Recreation Centre | 0 | 0 | 0 | 0 | 10,000 | 0 | 0 |
| LRCI Grant Income - Public Halls | 0 | 0 | 0 | 0 | 209,487 | 0 | 0 |
| LRCI Grant Income - Public Conveniences | 0 | 0 | 0 | 0 | 6,175 | 0 | 0 |
| Department of Water & Environment - E-Waste storage shed | 0 | 0 | 0 | 0 | 64,003 | 0 | 0 |
| Department of Transport - Preston Loop Pathway | 0 | 42,500 | 0 | 42,500 | 82,500 | 0 | 0 |
| VC Mitchell - WA Football Commission changerooms | 0 | 200,000 | 0 | 200,000 | 200,000 | 0 | 0 |
| ESL Capital Grant - Lowden fast attack vehicle | 0 | 0 | 0 | 0 | 211,885 | 211,885 | 211,885 |
| VC Mitchell - lighting grant | 0 | 0 | 0 | 0 | 127,420 | 0 | 0 |
| | 3,615,219 | 1,438,700 | (2,880,100) | 2,173,819 | 7,815,356 | 3,343,998 | 3,240,550 |
| Capital contributions | | | | | | | |
| CTW0001 Contribution to works - Palmer St | 1,500 | 0 | 0 | 1,500 | 0 | 0 | 0 |
| CTW0007 Contribution to works - Palmer St | 1,500 | 0 | 0 | 1,500 | 0 | 0 | 0 |
| CTW0011 Contribution to works - Palmer St | 1,500 | 0 | 0 | 1,500 | 0 | 0 | 0 |
| CTW0022 Contribution to works - Drainage - Victoria Pde | 12,889 | 0 | 0 | 12,889 | 0 | 0 | 0 |
| CTW0023 Contribution to works - Pathway - Victoria Pde | 11,900 | 0 | 0 | 11,900 | 0 | 0 | 0 |
| CTW0025 Contribution to works - Donnybrook CBD Upgrades | 13,175 | 0 | 0 | 13,175 | 0 | 0 | 0 |
| CTW0026 Contribution to works - Drainage - Ecclestone St Fairway | 37,286 | 0 | 0 | 37,286 | 0 | 0 | 0 |
| CTW0027 Contribution to works - Palmer St (09/10) | 3,000 | 0 | 0 | 3,000 | 0 | 0 | 0 |
| CTW0031 Contribution to works - Mitchell & Grimwade Rd | 24,444 | 0 | 0 | 24,444 | 0 | 0 | 0 |
| CTW0032 Contribution to works - Palmer/Smith St | 3,051 | 0 | 0 | 3,051 | 0 | 0 | 0 |
| CTW0034 Contribution to works - Carey St | 3,014 | 0 | 0 | 3,014 | 0 | 0 | 0 |
| CTW0035 Contribution to works - Hunter St | 6,028 | 0 | 0 | 6,028 | 0 | 0 | 0 |
| CTW0036 Contribution to works - Drainage - Bentley St | 49,716 | 0 | 0 | 49,716 | 0 | 0 | 0 |
| CTW0041 Contribution to works - Bridge & Palmer St | 3,050 | 0 | 0 | 3,050 | 0 | 0 | 0 |
| CTW0047 Contribution to works - Chapman St | 3,477 | 0 | 0 | 3,477 | 0 | 0 | 0 |
| CTW0048 Contribution to works - Footpath Fleet St | 1,509 | 0 | 0 | 1,509 | 0 | 0 | 0 |
| CTW0049 Contribution to works - Mead St | 18,084 | 0 | 0 | 18,084 | 0 | 0 | 0 |
| CTW0053 Contribution to works - Tuia Lodge Extension | 264,895 | 0 | (264,895) | 0 | 0 | 0 | 0 |
| Contribution to works - Montgomery Road | 0 | 18,000 | 0 | 18,000 | 18,000 | 0 | 0 |
| CTW0056 Contribution to works - Johnston Street Yabberup[| 0 | 45,455 | 0 | 45,455 | 45,455 | 0 | 0 |
| Contribution to works - Bond, Fleet and Victoria Parade | 0 | 0 | 0 | 0 | 26,298 | 0 | 0 |
| VC Mitchell contributions | 0 | 0 | 0 | 0 | 160,000 | 0 | 0 |
| Contribution - Bridge 5224 | 0 | 0 | 0 | 0 | 36,364 | 31,819 | 0 |
| | 460,018 | 63,455 | (264,895) | 258,578 | 286,117 | 31,819 | 0 |
| TOTALS | 4,075,237 | 1,502,155 | (3,144,995) | 2,432,397 | 8,101,473 | 3,375,817 | 3,240,550 |

SHIRE OF DONNYBROOK-BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

15 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

| Description | Council Resolution | Classification | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|--|--------------------|--------------------------|---------------------|----------------------------|----------------------------|--------------------------------|
| | | | \$ | \$ | \$ | \$ |
| Budget adoption | | | | | | 0 |
| J513 - Irishtown Road Bridge | 174/10-24 | Operating expenses | | | (340,000) | (340,000) |
| J518 - Irishtown Road Bridge - design & planning | 174/10-24 | Operating expenses | | | (200,000) | (540,000) |
| 9032 - ICT Disaster - consultants | 185/10-24 | Operating expenses | | | (7,800) | (547,800) |
| 2512 - Network switch | 185/10-24 | Capital expenses | | 7,800 | | (540,000) |
| 2062 - BGTP subscription | 191/10-24 | Operating expenses | | | (20,000) | (560,000) |
| B396 - E-Waste storage shed | 206/11-24 | Capital expenses | | | (70,003) | (630,003) |
| 1111 - Dep of Water & Environment | 206/11-24 | Operating revenue | | 64,003 | | (566,000) |
| Res 4721 - Waste management reserve | 206/11-24 | Reserve | | 6,000 | | (560,000) |
| 9092 - Thank a Volunteer | 209/11-24 | Operating expenses | | | (1,000) | (561,000) |
| 4962 - Education & Welfare grants | 209/11-24 | Operating revenue | | 1,000 | | (560,000) |
| 4004 - Air conditioner Bendigo Bank | 215/11-24 | Capital expenses | | | (10,000) | (570,000) |
| Res 4761 - Building reserve | 215/11-24 | Reserve | | 10,000 | | (560,000) |
| C2401- Cundinup Kirup Road | 217/11-24 | Capital expenses | | | (156,000) | (716,000) |
| 3291 - Regional Road Group grants | 217/11-24 | Operating revenue | | 104,000 | | (612,000) |
| C2408 - Greenbushes Grimwade Road | 217/11-24 | Capital expenses | | 52,000 | | (560,000) |
| B5224 - Emergency Bridge works | 244/12-24 | Operating expenses | | | (220,155) | (780,155) |
| Res 4741 - Roadworks Reserve | 244/12-24 | Reserve | | 29,141 | | (751,014) |
| 1063 - Main Roads contribution | 244/12-24 | Operating revenue | | 154,650 | | (596,364) |
| 3191 - Bridge contribution | 244/12-24 | Operating revenue | | 36,364 | | (560,000) |
| J520 - Irishtown Road Bridge - repairs | 244/12-24 | Operating expenses | | | (497,749) | (1,057,749) |
| 5403 - Insurance reimbursements | 244/12-24 | Operating revenue | | 497,749 | | (560,000) |
| Various - Budget review changes to Operating Revenue | 48/03-25 | Operating revenue | | 1,462,020 | | 902,020 |
| Various - Budget review changes to Operating Expenditure | 48/03-25 | Operating expenses | | | (518,952) | 383,068 |
| Various - Budget review changes to Capital Revenue | 48/03-25 | Capital revenue | | 34,236 | | 417,304 |
| Various - Budget review changes to Capital Expenditure | 48/03-25 | Capital expenses | | | (391,330) | 25,974 |
| Various - Budget review changes to Reserve transfers | 48/03-25 | Reserve | | 20,123 | | 46,097 |
| Various - Increase in Opening Funds as at 1st July 2024 | 48/03-25 | Opening surplus(deficit) | | 60,882 | | 106,979 |
| Various - Adjustment to loss/profit on sale of assets | 48/03-25 | Non cash item | 76,037 | | | 183,016 |
| Various - Adjustment to depreciatlon | 48/03-25 | Non cash item | (57,859) | | | 125,157 |
| | | | 18,178 | 2,539,968 | (2,432,989) | 125,157 |

SHIRE OF DONNYBROOK-BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

16 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

| Description | Opening Balance 1 July 2024 | Amount Received | Amount Paid | Closing Balance 30 April 2025 |
|---|-----------------------------------|--------------------|----------------|-------------------------------------|
| | \$ | \$ | \$ | \$ |
| Cash in Lieu of Public Open Space Funds | 56,967 | 0 | 0 | 56,967 |
| | 56,967 | 0 | 0 | 56,967 |

Shire of Donnybrook Balingup

FEES AND CHARGES

For the Year Ending 30 June 2026

Many fees (eg. - development application fees, building fees, swimming pool inspection fees, dog/cat fees, FOI fees, etc) are regulatory and Council does not have the discretion to set regulatory fees higher than permitted by the applicable legislation. If these fees are changed during the year the revised fee automatically replaces the fee referenced in Council's schedule of fees & charges without need for Council to formally modify the schedule. Please note regulatory fees are included in this document.

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|-------------|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|----------|
|-------------|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|----------|

General Purpose Funding

Rates & Debtors

| | | | | | | | |
|---|---------|---------|---|------------|----|--------|--|
| Instalment Administration Fee - Per Instalment | \$13.00 | \$13.65 | N | Council | 5% | \$0.65 | |
| Instalment Interest | 5.50% | 5.50% | N | Regulatory | 0% | | |
| Rates Penalty Interest | 11.00% | 11.00% | N | Regulatory | 0% | | |
| Special Arrangement / Direct Debit Plan Annual Fee | \$65.00 | \$68.25 | N | Council | 5% | \$3.25 | |
| Rate Notice Reprint | \$15.00 | \$15.75 | N | Council | 5% | \$0.75 | |
| Dishonour Payment Administration Fee - Direct Debit | \$3.00 | \$3.15 | N | Council | 5% | \$0.15 | |
| Dishonoured Payment Administration Fee - Cheque Payment | \$15.00 | \$15.75 | N | Council | 5% | \$0.75 | |

Rates & Property Information Search Fees

| | | | | | | | |
|--|----------|----------|---|---------|----|---------|--|
| Settlement Agent Rating Account Enquiry - Rates Only | \$100.00 | \$105.00 | N | Council | 5% | \$5.00 | |
| Settlement Agent Rating Account Enquiry - Rates, Orders & Requisitions | \$200.00 | \$210.00 | N | Council | 5% | \$10.00 | |
| Complex Rating Enquiry (per hour) | \$100.00 | \$105.00 | N | Council | 5% | \$5.00 | |
| Property Listing - NOT FOR SALE | | | | | | | |

Special Series Number Plates

| | | | | | | | |
|---|----------|----------|---|---------|-------|-----------|---|
| Shire Special Series Number Plates | \$245.00 | \$0.00 | Y | Council | -100% | -\$245.00 | Separate parts of the fee to allow correct GST allocation |
| Shire Special Series Number Plates - DoT Fee Portion | \$200.00 | \$200.00 | N | Council | 0% | \$0.00 | Amt paid to DoT for processing - GST Free |
| Shire Special Series Number Plates - Shire Administration | \$45.00 | \$50.00 | Y | Council | 11% | \$5.00 | Shire Admin Recovery - GST applicable |

Governance

Sale of Electoral Rolls

NOT FOR SALE - OBTAIN VIA WA ELECTORAL COMMISSION ONLY

Printing and Photocopying

| | | | | | | | |
|--|---------|---------|---|---------|----|--------|--|
| B&W - Single Sided | | | | | | | |
| A4 | \$0.30 | \$0.30 | Y | Council | 0% | \$0.00 | |
| A3 | \$0.40 | \$0.40 | Y | Council | 0% | \$0.00 | |
| B&W - Double Sided | | | | | | | |
| A4 | \$0.40 | \$0.40 | Y | Council | 0% | \$0.00 | |
| A3 | \$0.80 | \$0.80 | Y | Council | 0% | \$0.00 | |
| Colour - Single Sided | | | | | | | |
| A4 | \$0.75 | \$0.75 | Y | Council | 0% | \$0.00 | |
| A3 | \$1.50 | \$1.50 | Y | Council | 0% | \$0.00 | |
| Colour - Double Sided | | | | | | | |
| A4 | \$1.50 | \$1.50 | Y | Council | 0% | \$0.00 | |
| A3 | \$3.00 | \$3.00 | Y | Council | 0% | \$0.00 | |
| Additional labour charges may apply for Complex Photocopying, Collating of Documents and Researching Council Minutes - charge per hour or part thereof | \$38.00 | \$38.00 | Y | Council | 0% | \$0.00 | |

Laminating

| | | | | | | | |
|--------------------------|--------|--------|---|---------|----|--------|--|
| A4 | \$2.15 | \$2.15 | Y | Council | 0% | \$0.00 | |
| A3 | \$3.75 | \$3.75 | Y | Council | 0% | \$0.00 | |
| Binding - 150 pages x A4 | \$7.00 | \$7.00 | Y | Council | 0% | \$0.00 | |

Sale of History Books

| | | | | | | | |
|----------------------------|-------------|-------------|---|---------|----|--------|--|
| Green Gold History Books | \$32.00 | \$32.00 | Y | Council | 0% | \$0.00 | |
| Balya-Balinga History Book | \$40.00 | \$40.00 | Y | Council | 0% | \$0.00 | |
| Postage | Actual Cost | Actual Cost | Y | | | | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|-------------------------|-------------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Freedom of Information | | | | | | | |
| FOI Application Fee | \$30.00 | \$30.00 | N | Regulatory | 0% | \$0.00 | |
| FOI Investigation Fee (per hour) | \$30.00 | \$30.00 | N | Regulatory | 0% | \$0.00 | |
| FOI Photocopying Fee | \$0.20 | \$0.20 | N | Regulatory | 0% | \$0.00 | |
| Duplicating a tape, film or computer information | Actual Cost | Actual Cost | Y | Regulatory | | | |
| Delivery packaging and postage | Actual Cost | Actual Cost | Y | Regulatory | | | |
| Law, Order & Public Safety | | | | | | | |
| Firebreaks | | | | | | | |
| Installing of Fire Breaks - Contract Works | Actual Cost | Actual Cost | Y | Council | | | |
| Administration Fee to arrange Non-Compliant firebreaks | \$130.00 | \$137.41 | Y | Council | 6% | \$7.41 | |
| Fines Enforcement Fees | | | | | | | |
| Issuing final demand | \$26.90 | \$26.90 | N | Regulatory | 0% | \$0.00 | |
| Preparing Enforcement Certificate | \$22.90 | \$22.90 | N | Regulatory | 0% | \$0.00 | |
| Registration of Infringement Notice | \$86.00 | \$86.00 | N | Regulatory | 0% | \$0.00 | |
| Registrations - Dogs (Dog Act 1976) | | | | | | | |
| Unsterilised Dog / Bitch | | | | | | | |
| 1 year | \$50.00 | \$50.00 | N | Regulatory | 0% | \$0.00 | |
| 3 years | \$120.00 | \$120.00 | N | Regulatory | 0% | \$0.00 | |
| Lifetime | \$250.00 | \$250.00 | N | Regulatory | 0% | \$0.00 | |
| Sterilised Dog / Bitch | | | | | | | |
| 1 year | \$20.00 | \$20.00 | N | Regulatory | 0% | \$0.00 | |
| 3 years | \$42.50 | \$42.50 | N | Regulatory | 0% | \$0.00 | |
| Lifetime | \$100.00 | \$100.00 | N | Regulatory | 0% | \$0.00 | |
| Working Dogs | | | | | | | |
| Pensioners | 1/4 of Registration fee | 1/4 of Registration fee | N | Regulatory | | | |
| Registration after 31 May in any year, for that registration year | 1/2 of Registration fee | 1/2 of Registration fee | N | Regulatory | | | |
| Kennel Licensing - Dogs | | | | | | | |
| Kennel Application Fee | \$225.00 | \$236.25 | N | Council | 5% | \$11.25 | |
| Kennel License & Renewal | \$171.50 | \$180.10 | N | Council | 5% | \$8.60 | |
| Kennel Transfer Fee | \$96.50 | \$101.35 | N | Council | 5% | \$4.85 | |
| Impounding - Dogs | | | | | | | |
| Pick up Dog | \$53.50 | \$56.20 | Y | Council | 5% | \$2.70 | |
| Impounding Fee | \$85.50 | \$101.20 | Y | Council | 18% | \$15.70 | Align with fees relating to cat impounding |
| Sustenance (per day) | \$32.00 | \$33.60 | Y | Council | 5% | \$1.60 | |
| Destruction of Dog | \$128.50 | \$135.00 | Y | Council | 5% | \$6.50 | |
| Dogs - Other | | | | | | | |
| Application to keep more Dogs than specified | \$128.50 | \$148.50 | N | Council | 16% | \$20.00 | Review of Officer time highlighted increase in fee required |
| Replacement dog tag | New | \$10.00 | N | Council | 100% | New Fee | |
| Registrations - Cats (Cat Act 2011) | | | | | | | |
| Breeding cat (Male/female unsterilised) | | | | | | | |
| Sterilised | | | | | | | |
| 1 year | \$20.00 | \$20.00 | N | Regulatory | 0% | \$0.00 | |
| 3 years | \$42.50 | \$42.50 | N | Regulatory | 0% | \$0.00 | |
| Lifetime | \$100.00 | \$100.00 | N | Regulatory | 0% | \$0.00 | |
| Pensioners | | | | | | | |
| Registration after 31 May in any year, for that registration year (Note: permits are required for the keeping of 3 or more cats) | 1/2 of Registration fee | 1/2 of Registration fee | N | Regulatory | | | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Cattery Licensing - Cats | | | | | | | |
| Cattery Application Fee | \$225.00 | \$236.00 | N | Council | 5% | \$11.00 | |
| Cattery License Fee | \$171.50 | \$180.00 | N | Council | 5% | \$8.50 | |
| Cattery License Renewal | \$171.50 | \$180.00 | N | Council | 5% | \$8.50 | |
| Cattery Transfer Fee | \$96.50 | \$105.00 | N | Council | 9% | \$8.50 | Review of Officer time highlighted increase in fee required |
| Refuge Licensing - Cats | | | | | | | |
| Cat Refuge Application Fee | \$53.50 | \$236.00 | N | Council | 341% | \$182.50 | Review of Officer time highlighted increase in fee required |
| Cat Refuge License Fee | \$118.00 | \$180.00 | N | Council | 53% | \$62.00 | Review of Officer time highlighted increase in fee required |
| Cat Refuge License Renewal | \$118.00 | \$180.00 | N | Council | 53% | \$62.00 | Review of Officer time highlighted increase in fee required |
| Application to keep more cats than specified | \$118.00 | \$135.00 | N | Council | 14% | \$17.00 | Review of Officer time highlighted increase in fee required |
| Impounding - Cats | | | | | | | |
| Pick up Cat | \$53.50 | \$56.10 | Y | Council | 5% | \$2.60 | |
| Impounding Fee | \$96.50 | \$101.20 | Y | Council | 5% | \$4.70 | |
| Sustenance (per day) | \$32.00 | \$34.10 | Y | Council | 7% | \$2.10 | |
| Destruction of Cat | \$128.50 | \$135.00 | Y | Council | 5% | \$6.50 | |
| Cats - Other | | | | | | | |
| Application to keep more cats than specified | \$128.50 | \$135.00 | N | Council | 5% | \$6.50 | |
| Replacement cat tag | New | \$10.00 | N | Council | | | New Fee |
| Animal Control Traps | | | | | | | |
| Animal Control Trap Hire | New | \$0.00 | Y | Council | | | New Fee |
| Animal Control Trap Bond | New | \$100.00 | N | Council | | | New Fee |
| Animal Control Trap Ranger Set Up | New | \$60.50 | Y | Council | | | New Fee |
| Straying Animals (Miscellaneous Provisions Act) | | | | | | | |
| Impounded between 6am and 6pm | | | | | | | |
| Entire horses, mules, asses, camels, bulls or boars, per head | \$171.50 | \$179.30 | Y | Council | 5% | \$7.80 | |
| Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs, per head | \$171.50 | \$179.30 | Y | Council | 5% | \$7.80 | |
| Wethers, ewes, lambs, goats, per head | \$75.00 | \$78.75 | Y | Council | 5% | \$3.75 | |
| Impounded between 6pm and 6am | | | | | | | |
| Entire horses, mules, asses, camels, bulls or boars, per head | \$235.50 | \$247.50 | Y | Council | 5% | \$12.00 | |
| Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs, per head | \$235.50 | \$247.50 | Y | Council | 5% | \$12.00 | |
| Wethers, ewes, lambs, goats, per head | \$107.00 | \$112.20 | Y | Council | 5% | \$5.20 | |
| <i>No charge is payable in respect of a suckling animal under the age of 6 months running with its mother.</i> | | | | | | | |
| <i>The above fees include driving, leading or otherwise transporting the animal or animals no more than a distance of 3km.</i> | | | | | | | |
| <i>Where the distance is more than 3km, an additional charge of 10 cents for each 1.5km or part thereof in excess of the 3km shall be paid to the ranger in respect of each animal impounded other than a suckling animal as provided.</i> | | | | | | | |
| <i>If the amounts are increased, decreased, or otherwise varied under s. 464, the amounts as so increased, decreased, or varied are chargeable.</i> | | | | | | | |
| Impounding Fees - Straying Animals | | | | | | | |
| First 24 hours or part | | | | | | | |
| Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years, per head | \$27.00 | \$31.00 | Y | Council | 15% | \$4.00 | To reflect costs associated with handling more mature animals |
| Entire horses, mules, asses, camels, bulls or boars under the age of 2 years, per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs, per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Wethers, ewes, lambs, goats, per head | \$16.00 | \$17.00 | Y | Council | 6% | \$1.00 | |
| Impounding Fees - Straying Animals | | | | | | | |
| Subsequently each 24 hours or part | | | | | | | |
| Entire horses, mules, asses, camels, bulls or boars above or apparently above the age of 2 years, per head | \$16.00 | \$18.50 | Y | Council | 16% | \$2.50 | To reflect costs associated with handling more mature animals |
| Entire horses, mules, asses, camels, bulls or boars under the age of 2 years, per head | \$16.00 | \$17.00 | Y | Council | 6% | \$1.00 | |
| Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs, per head | \$16.00 | \$17.00 | Y | Council | 6% | \$1.00 | |
| Wethers, ewes, lambs, goats, per head | \$11.00 | \$11.55 | Y | Council | 5% | \$0.55 | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Sustenance charges for straying animals | | | | | | | |
| For each 24 hours or part | | | | | | | |
| Entire horses, mules, asses, camels, bulls, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, or calves, per head | \$13.00 | \$13.75 | Y | Council | 6% | \$0.75 | |
| Pigs of any description, per head | \$13.00 | \$13.75 | Y | Council | 6% | \$0.75 | |
| Rams, wethers, ewes, lambs or goats, per head | \$13.00 | \$13.75 | Y | Council | 6% | \$0.75 | |
| No charge is payable in respect of a suckling animal under the age of 6 months running with its mother. | | | | | | | |
| If the amounts are increased, decreased, or otherwise varied under s. 464, the amounts as so increased, decreased, or varied are chargeable. | | | | | | | |
| Live Stock - Rates for damage by trespass by cattle | | | | | | | |
| Trespass in enclosed growing crop of any kind or garden or enclosure from which the crop has not been removed or in an enclosed public cemetery or sanitary site. | | | | | | | |
| Entire horses, mules, asses, camels, bulls, oxen, steers, heifers, calves, asses, mules, or camels - per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Pigs of any description - per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Sheep of any description - per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Goats - per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Trespass in an unenclosed paddock or meadow of grass or of stubble | | | | | | | |
| Entire horses, mules, asses, camels, bulls, oxen, steers, heifers, calves, asses, mules, or camels - per head | \$21.50 | \$22.60 | Y | Council | 5% | \$1.10 | |
| Pigs of any description - per head | \$21.50 | \$22.60 | Y | Council | 5% | \$1.10 | |
| Sheep of any description - per head | \$21.50 | \$22.60 | Y | Council | 5% | \$1.10 | |
| Goats - per head | \$21.50 | \$22.60 | Y | Council | 5% | \$1.10 | |
| Trespass in other enclosed land | | | | | | | |
| Entire horses, mules, asses, camels, bulls, oxen, steers, heifers, calves, asses, mules, or camels - per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Pigs of any description - per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Sheep of any description - per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Goats - per head | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Trespass in other unenclosed land | | | | | | | |
| Entire horses, mules, asses, camels, bulls, oxen, steers, heifers, calves, asses, mules, or camels - per head | \$16.00 | \$17.05 | Y | Council | 7% | \$1.05 | |
| Pigs of any description - per head | \$16.00 | \$17.05 | Y | Council | 7% | \$1.05 | |
| Sheep of any description - per head | \$16.00 | \$17.05 | Y | Council | 7% | \$1.05 | |
| Goats - per head | \$16.00 | \$17.05 | Y | Council | 7% | \$1.05 | |
| No damage is payable in respect of a suckling animal under the age of 6 months running with its mother. | | | | | | | |
| If the amounts are increased, decreased, or otherwise varied under s. 464, the amounts are so increased, decreased, or varied are chargeable. | | | | | | | |
| Impounding Fees - Vehicles | | | | | | | |
| Vehicle Impound Fee | \$97.00 | \$101.85 | Y | Council | 5% | \$4.85 | |
| Daily Storage fee of impounded vehicles | \$37.50 | \$39.40 | Y | Council | 5% | \$1.90 | |
| Vehicle Towing Fee | Actual Cost | Actual Cost | Y | Council | | | |
| Health | | | | | | | |
| Application for Installation of Effluent Disposal System | | | | | | | |
| (Note Effluent Disposal System fees set by Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974) | | | | | | | |
| * Indicates Regulatory fee subject to change in accordance with the relevant Act and Regulations | | | | | | | |
| Local Government Application Fee | \$118.00 | \$118.00 | N | Regulatory | 0% | \$0.00 | Regulatory |
| Issuing a Permit to use Apparatus | \$118.00 | \$118.00 | N | Regulatory | 0% | \$0.00 | Regulatory |
| Local Government Report Fees | \$150.00 | \$170.50 | Y | Council | 14% | \$20.50 | Review of Officer time highlighted increase in fee required |
| Water Sampling Charges | | | | | | | |
| Water Sampling for Laboratory Analysis, per sample | \$188.00 | \$197.40 | N | Council | 5% | \$9.40 | |
| Liquor Licensing | | | | | | | |
| Sec.39 - Liquor Control Act 1988 Certificate of Local Health Authority | \$161.00 | \$200.00 | N | Council | 24% | \$39.00 | Align with other Shire's in the South West |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| General | | | | | | | |
| Inspection of Premises on Request (per hour) | \$95.00 | \$181.50 | Y | Council | 91% | \$86.50 | Review of Officer time highlighted increase in fee required |
| Written Health Advice (Inc Settlement Agents) (per hour) | \$95.00 | \$104.50 | Y | Council | 10% | \$9.50 | Review of Officer time highlighted increase in fee required |
| Notification of a Skin Penetration Premises | \$119.00 | \$130.90 | Y | Council | 10% | \$11.90 | Review of Officer time highlighted increase in fee required |
| Retrieval and Copying of Health Plans (per hour) | \$75.00 | \$84.70 | Y | Council | 13% | \$9.70 | Review of Officer time highlighted increase in fee required |
| Reissuing of documentation / permits / certificates (per hour) | \$75.00 | \$84.70 | Y | Council | 13% | \$9.70 | Review of Officer time highlighted increase in fee required |
| Food Act 2008 | | | | | | | |
| Notification Fee (all premises types) | \$50.00 | \$55.00 | N | Council | 10% | \$5.00 | Review of Officer time highlighted increase in fee required |
| Registration Fee - Low Risk Premises | \$119.00 | \$130.90 | N | Council | 10% | \$11.90 | Review of Officer time highlighted increase in fee required |
| Registration Fee - Medium/High Risk Premises | \$230.00 | \$253.00 | N | Council | 10% | \$23.00 | Review of Officer time highlighted increase in fee required |
| Food Safety Service Charge - High Risk Premises | \$358.00 | \$393.80 | N | Council | 10% | \$35.80 | Review of Officer time highlighted increase in fee required |
| Food Safety Service Charge - Medium Risk Premises | \$220.00 | \$242.00 | N | Council | 10% | \$22.00 | Review of Officer time highlighted increase in fee required |
| Food Safety Service Charge - Low Risk Premises | \$119.00 | \$130.90 | N | Council | 10% | \$11.90 | Review of Officer time highlighted increase in fee required |
| Food Safety Service Charge - High Risk Premises - externally audited | \$62.00 | \$68.20 | N | Council | 10% | \$6.20 | Review of Officer time highlighted increase in fee required |
| Late Payment Fee - Food Safety Service Charge | \$24.65 | \$27.15 | N | Council | 10% | \$2.50 | Review of Officer time highlighted increase in fee required |
| Outdoor Eating Areas Local Law | | | | | | | |
| Initial Application Fee | \$150.00 | \$165.50 | N | Council | 10% | \$15.50 | Review of Officer time highlighted increase in fee required |
| Annual Renewal and Transfer Fee | \$107.00 | \$117.70 | N | Council | 10% | \$10.70 | Review of Officer time highlighted increase in fee required |
| Caravan Parks & Camping Grounds Act 1995 | | | | | | | |
| Application for Grant & Renewal of Licence | \$200.00 | \$200.00 | N | Regulatory | 0% | \$0.00 | |
| Or if an additional of the following fees is greater than \$200 - that total amount shall apply | | | | | | | |
| Long Stay Sites | \$6.00 | \$6.00 | N | Regulatory | 0% | \$0.00 | |
| Short Stay Sites and Transit Camps | \$5.00 | \$5.00 | N | Regulatory | 0% | \$0.00 | |
| Camp Sites | \$3.00 | \$3.00 | N | Regulatory | 0% | \$0.00 | |
| Overflow Site | \$1.50 | \$1.50 | N | Regulatory | 0% | \$0.00 | |
| Additional fee by way of penalty for renewal after expiry (Reg 53) | \$20.00 | \$20.00 | N | Regulatory | 0% | \$0.00 | |
| | | | | | | | |
| Transfer of Licence | \$100.00 | \$100.00 | N | Regulatory | 0% | \$0.00 | |
| Temporary Licence - Pro rata as per regs with (minimum fee) | \$100.00 | \$100.00 | N | Regulatory | 0% | \$0.00 | |
| | | | | | | | |
| Park Home & Annexe Licenses - Reg30(1) & 34(1)(b)(ii) | | | | | | | |
| Park Home - Licence Approval Fee | \$200.50 | \$210.55 | N | Council | 5% | \$10.05 | |
| Annexe - Licence Approval Fee | \$200.50 | \$210.55 | N | Council | 5% | \$10.05 | |
| | | | | | | | |
| Temporary Residential Accommodation | | | | | | | |
| Application for temporary residential accommodation | \$350.00 | \$367.50 | N | Council | 5% | \$17.50 | |
| Renewal of a temporary residential accommodation | \$250.00 | \$262.50 | N | Council | 5% | \$12.50 | |
| Trader's Permit (Activities on Thoroughfares and Trading in Thoroughfares & Public Places Local Law) | | | | | | | |
| Permit Fee | \$53.50 | \$55.00 | N | Council | 3% | \$1.50 | |
| Licence Fee - Daily | \$27.00 | \$27.50 | N | Council | 2% | \$0.50 | |
| Licence Fee - Weekly (Continuous Week) | \$53.50 | \$55.00 | N | Council | 3% | \$1.50 | |
| Licence Fee - Monthly | \$107.00 | \$110.00 | N | Council | 3% | \$3.00 | |
| Licence Fee - Annual | \$802.50 | \$836.00 | N | Council | 4% | \$33.50 | |
| Health Local Laws 1999 | | | | | | | |
| Registration of Lodging House | \$180.00 | \$180.00 | N | Regulatory | 0% | \$0.00 | |
| Licence of a Morgue | \$150.00 | \$150.00 | N | Regulatory | 0% | \$0.00 | |
| Health Act 1911 | | | | | | | |
| Public Buildings (including events) - Application Fee - Commercial undertaking i.e. ticket sales. | | | | | | | |
| Up to a maximum of \$871.00 | | | | | | | |
| Up to 500 people | \$250.00 | \$263.00 | N | Council | 5% | \$13.00 | |
| Over 500 people | \$500.00 | \$525.00 | N | Council | 5% | \$25.00 | |
| 301+ people | \$0.00 | \$0.00 | N | | | | Remove line - No fee applicable |
| | | | | | | | |
| Public Buildings (including events) - Application Fee - Community undertaking i.e. free entry | | | | | | | |
| Up to 500 people | \$125.00 | \$131.00 | N | Council | 5% | \$6.00 | |
| Over 500 people | \$250.00 | \$263.00 | N | Council | 5% | \$13.00 | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|-------------|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|----------|
|-------------|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|----------|

| | | | | | | | |
|---|-----|--------|---|---------|--|--|--|
| Community Group Organised Event - Application Fee | New | \$0.00 | N | Council | | | New Fee - Event run by Community Group - No charge |
|---|-----|--------|---|---------|--|--|--|

| | | | | | | | |
|--|---------|----------|--|---------|----|--------|--|
| Public Building assessments (including events) | | | | | | | |
| Hourly rate/minimum charge 2 hours | \$95.00 | \$100.10 | | Council | 5% | \$5.10 | |

Environmental Protection (Noise Regulation) Act 1986

| | | | | | | | |
|---|------------|------------|---|------------|-----|---------|---|
| Reg 18 - Application for approval by CEO of a non-complying Event | \$1,000.00 | \$1,000.00 | N | Regulatory | 0% | \$0.00 | |
| Late fee for an Application for a non Complying Event Made Less than 60 days Prior to the Event | \$250.00 | \$250.00 | N | Regulatory | 0% | \$0.00 | |
| Regulation 13: Application for Approval of a Noise Management Plan | \$200.00 | \$210.00 | Y | Council | 5% | \$10.00 | |
| After hours assessment/attendance. Per hour, minimum 2 hours | \$95.00 | \$108.70 | Y | Council | 14% | \$13.70 | Review of Officer time highlighted increase in fee required |

| | | | | | | | |
|---|----------|----------|---|---------|----|---------|--|
| Bond - Noise Management Plan with Reg 18 (refundable) | \$500.00 | \$525.00 | N | Council | 5% | \$25.00 | |
|---|----------|----------|---|---------|----|---------|--|

Education & Welfare

Community & Youth Development

| | | | | | | | |
|--------------------------------|----------|----------|---|---------|----|---------|--|
| Hire of sensory tent - per day | \$100.00 | \$105.00 | Y | Council | 5% | \$5.00 | |
| Refundable bond | \$200.00 | \$210.00 | N | Council | 5% | \$10.00 | |

Housing

Well Aged Housing

| | | | | | | | |
|--|----------|----------|---|---------|----|--------|--|
| Minninup Cottages - 1 Bedroom unit (rent per fortnight) - includes rent assistance | \$361.50 | \$361.50 | N | Council | 0% | \$0.00 | |
| Langley Villas - 1 Bedroom unit (rent per fortnight) - includes rent assistance | \$361.50 | \$361.50 | N | Council | 0% | \$0.00 | |
| Langley Villas - 2 Bedroom unit (rent per fortnight) - includes rent assistance | \$423.20 | \$423.20 | N | Council | 0% | \$0.00 | |

~~All rentals will be reviewed in September & March – in line with pension increases~~

| | | | | | | | |
|--|----------|----------|---|---------|----|--------|--|
| Bond - Lodged with Dept of Mines, Industry Regulation & Safety | | | | | | | |
| Bond - Minninup Cottages (1 Bedroom Unit) | \$723.00 | \$723.00 | N | Council | 0% | \$0.00 | |
| Bond - Langley Villas (1 Bedroom Unit) | \$723.00 | \$723.00 | N | Council | 0% | \$0.00 | |
| Bond - Langley Villas (2 Bedroom Unit) | \$846.40 | \$846.40 | N | Council | 0% | \$0.00 | |
| Bond - Langley Villas - Pet Bond all units | \$260.00 | \$260.00 | N | Council | 0% | \$0.00 | |

Preston Village

| | | | | | | | |
|--|----------|----------|---|---------|------|----------|---|
| Preston Village (2 Bedroom Unit) | \$221.76 | \$192.24 | N | Council | -13% | -\$29.52 | Reviewed & adopted at Residents meeting in May 2025 |
| Hire of Community Centre and Kitchen (per hour) | \$28.00 | \$29.00 | N | Council | 4% | \$1.00 | Reviewed & adopted at Residents meeting in May 2025 |
| Hire of Community Centre only, no kitchen (per hour) | \$17.00 | \$19.00 | N | Council | 12% | \$2.00 | Reviewed & adopted at Residents meeting in May 2025 |

Any increase will be determined by the residents at the June Residents meeting and depending on how statements appear

| | | | | | | | |
|--|-----|------------|---|---------|--|--|--|
| Preston Village Entry Administration Fee | New | \$1,650.00 | Y | Council | | | New Fee - Fee listed in New Resident Purchase Contract |
|--|-----|------------|---|---------|--|--|--|

Community Amenities

Kerbside Waste Collection Services (240L Mobile Bins)

| | | | | | | | |
|--|----------|----------|---|---------|----|--------|---|
| Bin Service - 3 Bin Service | \$407.00 | \$407.00 | N | Council | 0% | \$0.00 | To be reviewed & adopted with Annual Budget August 2025 |
| Bin Service - 2 Bin Service | \$417.00 | \$417.00 | N | Council | 0% | \$0.00 | To be reviewed & adopted with Annual Budget August 2025 |
| Optional Bin - Rubbish (Fortnightly) | \$166.00 | \$166.00 | N | Council | 0% | \$0.00 | To be reviewed & adopted with Annual Budget August 2025 |
| Optional Bin - Rubbish (Weekly) | \$327.00 | \$327.00 | N | Council | 0% | \$0.00 | To be reviewed & adopted with Annual Budget August 2025 |
| Optional Bin - Recycling | \$91.00 | \$91.00 | N | Council | 0% | \$0.00 | To be reviewed & adopted with Annual Budget August 2025 |
| Optional Bin - Organics | \$151.00 | \$151.00 | N | Council | 0% | \$0.00 | To be reviewed & adopted with Annual Budget August 2025 |
| Aged Care Bin Service - 3 Bin Shared Service (1 Bin per 3 units) | \$136.00 | \$136.00 | N | Council | 0% | \$0.00 | To be reviewed & adopted with Annual Budget August 2025 |
| Aged Care Bin Service - Optional Shared Organics | \$51.00 | \$51.00 | N | Council | 0% | \$0.00 | To be reviewed & adopted with Annual Budget August 2025 |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|---------------------------------|----------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Event Bin Hire | | | | | | | |
| Donnybrook | | | | | | | |
| For the hire, delivery, collection, and disposal of waste for up to 10 bins | \$250.00 | \$262.50 | Y | Council | 5% | \$12.50 | |
| For the hire, delivery, collection, and disposal of waste for between 10 to 20 bins | \$400.00 | \$420.00 | Y | Council | 5% | \$20.00 | |
| Balingup | | | | | | | |
| For the hire, delivery, collection, and disposal of waste for up to 10 bins | \$300.00 | \$315.00 | Y | Council | 5% | \$15.00 | |
| For the hire, delivery, collection, and disposal of waste for between 10 to 20 bins | \$450.00 | \$472.50 | Y | Council | 5% | \$22.50 | |
| Tip Passes | | | | | | | |
| Purchase tip pass - 16 coupons | \$224.00 | \$237.60 | Y | Council | 6% | \$13.60 | |
| Disposal of Waste at Donnybrook Waste Management Facility (DWMF) and Balingup Transfer Station (BTS) | | | | | | | |
| NOTE: | | | | | | | |
| * Notwithstanding the notes within the Fees and Charges, the acceptance of waste types at each of the facilities (DWMF or BTS) may be subject to change. | | | | | | | |
| * Refer to list of services on the Shire website for current information as to which waste types can be accepted at DWMF or BTS. | | | | | | | |
| * All properties with an approved residence are eligible for a tip pass (1 per rates assessment only): | | | | | | | |
| Residences with a bin collection service - 16 x 240L waste disposal coupons | | | | | | | |
| Approved residences without a bin collection service - 52 x 240L waste disposal coupons | | | | | | | |
| * Where applicable, valid waste disposal coupons (tip passes) must be presented upon entry to the facility. | | | | | | | |
| * Proof of identification and local address may be required when not utilising waste disposal coupons. | | | | | | | |
| * Tip passes are not valid for all waste products and disposal of certain items will incur a fee as per the Shire's adopted fees and charges. | | | | | | | |
| * All waste types received are to be uncontaminated, to the satisfaction of the attendant. | | | | | | | |
| * The decision of the facility attendant in determining contamination and/or the required charge, is final. | | | | | | | |
| Putrescible and Household Waste | TIP PASS FEE | | | | | | |
| Domestic - per 0.25m³ (1 x 240L Bin) (min. charge 0.25m³) | 1 coupon | \$14.00 | \$14.85 | Y | Council | 6% | \$0.85 |
| Domestic - per m³ (4 x 240L Bins) | 4 coupons | \$56.00 | \$58.80 | Y | Council | 5% | \$2.80 |
| Commercial - per 0.25m³ (1 x 240L Bin) (min. charge 0.25m³) | N/A - Fee applicable | \$14.00 | \$14.85 | Y | Council | 6% | \$0.85 |
| Commercial - per m³ (4 x 240L Bins) | N/A - Fee applicable | \$56.00 | \$59.40 | Y | Council | 6% | \$3.40 |
| Construction and Demolition (C&D) Waste | TIP PASS FEE | | | | | | |
| Domestic - per m³ | 4 coupons | \$56.00 | \$58.80 | Y | Council | 5% | \$2.80 |
| Commercial - per m³ | N/A - Fee applicable | \$56.00 | \$58.80 | Y | Council | 5% | \$2.80 |
| Treated Timber is currently only accepted at Donnybrook | TIP PASS FEE | | | | | | |
| Domestic - per m³ | 4 coupons | \$56.00 | \$58.80 | Y | Council | 5% | \$2.80 |
| Commercial - per m³ | N/A Fee applicable | \$160.00 | \$168.00 | Y | Council | 5% | \$8.00 |
| Greenwaste | TIP PASS FEE | | | | | | |
| Domestic - up to 300mm in diameter (per m³) | 2 coupons | \$15.00 | \$15.95 | Y | Council | 6% | \$0.95 |
| Commercial - up to 300mm in diameter (per m³) | No Tip pass - Fee Applicable | \$15.00 | \$15.95 | Y | Council | 6% | \$0.95 |
| Re-useable Intact Pallets (broken charged as Putrescible & Household Waste) | No Tip pass - Fee Applicable | No Charge | \$0.00 | Y | Council | | |
| Recyclable Cardboard | TIP PASS FEE | | | | | | |
| Domestic - per 0.25m³ (1 x 240L Bin) (min. charge 0.25m³) | 1 coupon | No Charge | \$8.00 | Y | Council | | |
| Domestic - per m³ (4 x 240L Bins) | 2 coupon | \$15.00 | \$15.95 | Y | Council | 6% | \$0.95 |
| Commercial - per m³ (min. charge 1m³) | No Tip pass - Fee Applicable | \$15.00 | \$32.00 | Y | Council | 113% | \$17.00 Increased to recognise additional charges with bulk delivery of cardboard |
| Cardboard not flattened - per 0.25m³ (1 x 240L Bin) (min. charge 0.25m³) | No Tip pass - Fee Applicable | New | \$32.00 | Y | Council | | New fee |
| Domestic Co-mingled Recycling | TIP PASS FEE | | | | | | |
| Domestic - per 0.25³ (1 x 240L Bins) (min. charge 0.25m³) | Nil | No Charge | \$0.00 | Y | Council | | |
| Domestic - m³ (4 x 240L Bins) | 1 coupon | \$15.00 | \$15.95 | Y | Council | 6% | \$0.95 |
| Commercial - per m³ (4 x 240L Bins) | No Tip pass - Fee Applicable | \$28.00 | \$29.40 | Y | Council | 5% | \$1.40 |
| Empty Drums | TIP PASS FEE | | | | | | |
| Drum Muster eligible drums (all others charged as Putrescible and Household Waste) | No Tip pass - Fee Applicable | No Charge | \$0.00 | Y | Council | | |
| Steel drums | N/A - Fee applicable | No Charge | \$0.00 | Y | Council | | Remove line |

| Description | | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|------------------------------|----------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Cooking and Motor Oil | TIP PASS FEE | | | | | | | |
| Up to 20L | 1 coupon | No Charge | \$0.65 | Y | Council | 100% | | Rename to Motor Oil only |
| Per litre above 20L, to a maximum of 200L | No Tip pass - Fee Applicable | \$0.55 | \$0.65 | Y | Council | 18% | \$0.10 | Previously no charge - The Shire is now charged for collection |
| Asbestos (DWMF Only - wrapped) | TIP PASS FEE | | | | | | | |
| <i>Only accepted at Donnybrook and is to be suitably wrapped</i> | | | | | | | | |
| Quantities up to 0.01m³ or less than 1m² | No Tip pass - Fee Applicable | \$28.00 | \$29.40 | Y | Council | 5% | \$1.40 | |
| Quantities between 0.01m³- 0.5m³ (maximum amount accepted) | No Tip pass - Fee Applicable | \$79.00 | \$82.95 | Y | Council | 5% | \$3.95 | |
| Vehicle Bodies | TIP PASS FEE | | | | | | | |
| *Only accepted at Donnybrook | | | | | | | | |
| Per vehicle | 4 coupons | \$28.00 | \$29.40 | Y | Council | 5% | \$1.40 | |
| Tyres (max. 5) | TIP PASS FEE | | | | | | | |
| Car or motorcycle / per tyre | No Tip pass - Fee Applicable | \$12.00 | \$12.65 | Y | Council | 5% | \$0.65 | |
| 4x4 / per tyre | No Tip pass - Fee Applicable | \$23.00 | \$24.15 | Y | Council | 5% | \$1.15 | |
| Truck / per tyre | No Tip pass - Fee Applicable | \$58.00 | \$60.90 | Y | Council | 5% | \$2.90 | |
| Empty Gas Bottles | TIP PASS FEE | | | | | | | Remove line |
| *Not currently accepted at Donnybrook or BTS | | | | | | | | |
| Electronic Waste (E-Waste) | | | | | | | | |
| <i>Only accepted at Donnybrook</i> | | | | | | | | |
| N/A - Fee applicable | Nil | No Charge | \$0.00 | Y | Council | | | Remove line |
| Large Appliances | TIP PASS FEE | | | | | | | |
| Dishwashers | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Kitchen (e.g. large furnaces, ovens, cooking equipment) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Washing Machines (incl. combined dryers) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Dryers (wash dryers, centrifuges) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Lighting/Lamps | TIP PASS FEE | | | | | | | |
| Lamps (e.g. pocket, Christmas, excl. LED & incandescent) | 1 coupon | \$0.50 | \$0.55 | Y | Council | 10% | \$0.05 | Review of Expenses involved with service highlighted increase in fee required |
| Compact Fluorescent Lamps (incl. retrofit & non-retrofit) | 1 coupon | \$0.50 | \$0.55 | Y | Council | 10% | \$0.05 | Review of Expenses involved with service highlighted increase in fee required |
| Straight Tube Fluorescent Lamps | 1 coupon | \$1.50 | \$1.60 | Y | Council | 7% | \$0.10 | |
| Special Lamps (e.g. professional mercury, high & low pressure sodium) | 1 coupon | \$3.00 | \$3.15 | Y | Council | 5% | \$0.15 | |
| LED Lamps (incl. retrofit LED lamps & household LED luminaires) | 1 coupon | \$3.00 | \$3.15 | Y | Council | 5% | \$0.15 | |
| Household Luminaires (incl. household incandescent fittings) | 1 coupon | \$3.00 | \$3.15 | Y | Council | 5% | \$0.15 | |
| Professional Luminaires (offices, public space, industry) | 1 coupon | \$3.00 | \$3.15 | Y | Council | 5% | \$0.15 | |
| Medical Devices | TIP PASS FEE | | | | | | | |
| Professional Medical (e.g. hospital, dentist, diagnostics) | 3 coupons | \$14.00 | \$14.70 | Y | Council | 5% | \$0.70 | |
| Screens/IT/Telecommunications | TIP PASS FEE | | | | | | | |
| Game Consoles | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Small IT (e.g. routers, mice, keyboards, external drives & accessories) | 1 coupon | \$3.00 | \$3.15 | Y | Council | 5% | \$0.15 | |
| Desktop PCs (excl. monitors, accessories) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Laptops (incl. tablets) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Printers (e.g. scanners, multifunctionals, faxes) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Telecom (e.g. (cordless) phones, answering machines) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Mobile Phones (incl. smartphones, pagers) | Nil | No Charge | \$0.00 | Y | Council | | | |
| Professional IT (e.g. servers, routers, data storage, copiers) | 3 coupons | \$14.00 | \$14.70 | Y | Council | 5% | \$0.70 | |
| Cathode Ray Tube Monitors | 3 coupons | \$14.00 | \$14.70 | Y | Council | 5% | \$0.70 | |
| Flat Display Panel Monitors (LCD, LED) | 3 coupons | \$14.00 | \$14.70 | Y | Council | 5% | \$0.70 | |
| Cathode Ray Tube TVs | 3 coupons | \$14.00 | \$14.70 | Y | Council | 5% | \$0.70 | |
| Flat Display Panel TVs (LCD, LED, Plasma) | 3 coupons | \$14.00 | \$14.70 | Y | Council | 5% | \$0.70 | |

| Description | | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|------------------------------|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Temperature Exchange Equipment | TIP PASS FEE | | | | | | | |
| Central Heating (household installed) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Professional Heating & Ventilation (excl. cooling equipment) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Household Heating & Ventilation (e.g. hoods, ventilators, space heaters) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Fridges (incl. combi-fridges) | No Tip pass - Fee Applicable | \$18.00 | \$18.90 | Y | Council | 5% | \$0.90 | |
| Freezers | No Tip pass - Fee Applicable | \$18.00 | \$18.90 | Y | Council | 5% | \$0.90 | |
| Air Conditioners (household installed and portable) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Fridges (incl. combi-fridges) (De-gassed) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Freezers (De-gassed) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Air Conditioners (household installed and portable) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Other Cooling (e.g. dehumidifiers, heat pump dryers) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Professional Cooling (e.g. large air conditioners, cooling displays) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Cooled Dispensers (e.g. for vending, cold drinks) | 2 coupon | \$7.00 | \$7.35 | Y | Council | 5% | \$0.35 | |
| Batteries | TIP PASS FEE | | | | | | | |
| Small Household Batteries | Nil | No Charge | \$0.00 | Y | Council | | | |
| Vehicle Batteries | Nil | No Charge | \$0.00 | Y | Council | | | |
| Seperated Scrap Metal including Wire | TIP PASS FEE | | | | | | | |
| Domestic - up to 1m³ (4 x 240L Bins) | 2 coupons | \$13.00 | \$13.65 | Y | Council | 5% | \$0.65 | |
| Domestic - per m³ over 1m³ | 4 coupons | \$24.00 | \$25.20 | Y | Council | 5% | \$1.20 | |
| Commercial - per m³ (4 x 240L Bins) | No Tip pass - Fee Applicable | \$27.00 | \$28.35 | Y | Council | 5% | \$1.35 | |
| Mattresses (max. 3) | TIP PASS FEE | | | | | | | |
| Per mattress | No Tip pass - Fee Applicable | \$55.00 | \$55.00 | Y | Council | 0% | \$0.00 | No increase required |
| Paint and Thinners | TIP PASS FEE | | | | | | | |
| <i>Not currently accepted at Donnybrook or BTS</i> | | | | | | | | |
| Special Burial (DWMF Only) | TIP PASS FEE | | | | | | | |
| <i>Only accepted at Donnybrook by prior arrangement only (max 100kg)</i> | | | | | | | | |
| Animal carcass less than 5kg (per animal) | No Tip pass - Fee Applicable | \$15.00 | \$15.95 | Y | Council | 6% | \$0.95 | |
| Animal carcass 5 - 50kg (per animal) | No Tip pass - Fee Applicable | \$26.00 | \$29.70 | Y | Council | 14% | \$3.70 | Review of Expenses involved with service highlighted increase in fee required |
| Animal carcass 50 - 100kg (per animal) | No Tip pass - Fee Applicable | \$63.00 | \$71.50 | Y | Council | 13% | \$8.50 | Review of Expenses involved with service highlighted increase in fee required |
| Animal carcass (100kg+) / per animal (by prior arrangement only) | No Tip pass - applicable fee | \$188.00 | \$0.00 | Y | Council | -100% | -\$188.00 | Not accepted |
| Suitable Clean Fill (suitability at discretion of site attendant) | TIP PASS FEE | | | | | | | |
| | Nil | No Charge | \$0.00 | Y | Council | | | |

Town Planning

* Indicates Regulatory fee subject to change in accordance with the relevant Act and Regulations

| | | | | | | | | |
|---|--|---------------|---|------------|----|--------|--|--|
| Development Applications | | | | | | | | |
| Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is - | | | | | | | | |
| (a) not more than \$50,000 | \$147.00 | \$147.00 | N | Regulatory | 0% | \$0.00 | | |
| (b) more than \$50,000 but not more than \$500,000 | 0.32% of the estimated cost of development | | N | Regulatory | | | | |
| (c) more than \$500,000 but not more than \$2.5 million | \$1,700.00 + 0.257% for every \$1.00 in excess of \$500,000 | | N | Regulatory | | | | |
| (d) more than \$2.5 million but not more than \$5 million | \$7,161.00 + 0.206% for every \$1.00 in excess of \$2.5M | | N | Regulatory | | | | |
| (e) more than \$5 million but not more than \$21.5 million | \$12,633.00 + 0.123% for every \$1.00 in excess of \$5M | | N | Regulatory | | | | |
| (f) more than \$21.5 million | \$34,196.00 | \$34,196.00 | N | Regulatory | 0% | \$0.00 | | |
| Determining a development application (other than for an extractive industry) where the development has commenced or been carried out. The fee in the table above, by way of penalty, plus twice that fee | | As calculated | N | Regulatory | | | | |
| Determining an application to amend or cancel development approval where value of development is more than or equal to \$92,000 | \$295.00 | \$295.00 | N | Regulatory | 0% | \$0.00 | | |
| Determining an application to amend or cancel development approval where value of development is less than \$92,000 | 0.32% of the estimated cost of development; minimum fee \$147.00 | | N | Regulatory | | | | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|--|---|-------------------|-------------------------|----------------------------|-----------------------------|----------------------------------|
| Change of Use Application | | | | | | | |
| Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item "Extractive Industry Licensing" does not apply, where the change or the alteration, extension or change has not commenced or been carried out | \$295.00 | \$295.00 | N | Regulatory | 0% | \$0.00 | |
| Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item "Extractive Industry Licensing" does not apply, where the change or the alteration, extension or change has commenced or been carried out | \$885.00 | \$885.00 | N | Regulatory | 0% | \$0.00 | |
| Home Occupation/Home Business Application | | | | | | | |
| Determining an initial application for approval where the home occupation has not commenced | \$222.00 | \$222.00 | N | Regulatory | 0% | \$0.00 | |
| Determining an initial application for approval where the home occupation has commenced | \$666.00 | \$666.00 | N | Regulatory | 0% | \$0.00 | |
| Determining an application for the renewal of a home occupation where the application is made before the approval expires | \$73.00 | \$73.00 | N | Regulatory | 0% | \$0.00 | |
| Determining an application for the renewal of a home occupation where the application is made after the approval has expired | \$219.00 | \$219.00 | N | Regulatory | 0% | \$0.00 | |
| Heavy Vehicle / Commercial Vehicle Parking | | | | | | | |
| Determining a development application for heavy vehicle parking where it has not commenced or been carried out | \$147.00 | \$147.00 | N | Regulatory | 0% | \$0.00 | |
| Determining a development application for heavy vehicle parking where it has commenced or been carried out | \$441.00 | \$441.00 | N | Regulatory | 0% | \$0.00 | |
| Extractive Industry | | | | | | | |
| Determining a development application for an extractive industry where the development has not commenced or been carried out | \$739.00 | \$739.00 | N | Regulatory | 0% | \$0.00 | |
| Determining a development application for an extractive industry where the development has commenced or been carried out | \$2,217.00 | \$2,217.00 | N | Regulatory | 0% | \$0.00 | |
| <i>Fees above do not include the fees required for the issue of an extractive industry licence as per the Shire of Donnybrook-Balingup Extractive Industries Local Law.</i> | | | | | | | |
| Advertising Signage | | | | | | | |
| Development application for advertising signage where it has not commenced or been carried out (per lot) | \$147.00 | \$147.00 | N | Regulatory | 0% | \$0.00 | |
| Development application for advertising signage where it has commenced or been carried out | \$441.00 | \$441.00 | N | Regulatory | 0% | \$0.00 | |
| Development application for Entry Statement or Estate signage where it has not commenced or been carried out (per location) | \$147.00 | \$147.00 | N | Regulatory | 0% | \$0.00 | |
| Development application for Entry Statement or Estate signage where it has commenced or been carried out | \$441.00 | \$441.00 | N | Regulatory | 0% | \$0.00 | |
| Subdivision Clearance | | | | | | | |
| Providing a subdivision clearance for - | | | | | | | |
| (a) not more than 5 lots (per lot) | \$73.00 | \$73.00 | N | Regulatory | 0% | \$0.00 | |
| (b) more than 5 lots but not more than 195 lots (per lot) | \$73.00 | \$73.00 | N | Regulatory | 0% | \$0.00 | |
| (c) more than 195 lots | \$7,393.00 | \$7,393.00 | N | Regulatory | 0% | \$0.00 | |
| Licensing | | | | | | | |
| Assessment and issuing of a Section 40 Certificate - Liquor Control Act 1988 | \$161.00 | \$200.00 | N | Council | 24% | \$39.00 | Align with s39 certificate above |
| Strata Applications - Form 15A and 15C | | | | | | | |
| Submission of strata plan/scheme for assessment (as per Strata Title Act 1985 and Strata Titles (General) Regulations 2019) | | | | | | | |
| (a) 1- 5 lots | | \$656.00 plus \$65.00 per lot | N | Regulatory | | | |
| (b) 6 - 100 lots | | \$981.00 plus \$43.50 per lot for every lot in excess of 5 lots | N | Regulatory | | | |
| (c) 101 lots or more | \$5,113.00 | \$5,113.00 | N | Regulatory | 0% | \$0.00 | |
| Development Assessment Panel (DAP) Applications | | | | | | | |
| Submission of an application for JDAP determination includes fees to Local Government and the DAP - | | | | | | | |
| Local Government Fee | As per fees outlined in Development Applications | | N | Regulatory | | | |
| Development Assessment Panel Fee | As per the Planning & Development (Development Assessment Panels) Regulations 2011 | | N | Regulatory | | | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|--|------------------------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Scheme Amendment, Structure Plan, Activity Centre Plan and Local Development Plan | | | | | | | |
| An estimation of costs is to be provided in accordance with the <i>Planning and Development Regulations 2009</i> | | | | | | | |
| In calculating an estimation the hourly rates of staff are - | | | | | | | |
| (a) Executive Manager Operations (per hour) | \$88.00 | \$88.00 | N | Regulatory | 0% | \$0.00 | |
| (b) Principal Planner or other Principal Officer (relevant to request) (per hour) | \$66.00 | \$66.00 | N | Regulatory | 0% | \$0.00 | |
| (c) Planning and other Officers (per hour) | \$36.86 | \$36.86 | N | Regulatory | 0% | \$0.00 | |
| (d) Administration Officer (per hour) | \$30.20 | \$30.20 | N | Regulatory | 0% | \$0.00 | |
| All other estimated costs and expenses | As per the Planning and Development Regulations 2009 | | N | Regulatory | | | |
| <i>Payment of the estimation is expected prior to accepting a request for a Scheme Amendment, Structure Plan, Activity Centre Plan and Local Development Plan. Any moneys paid in advance that are not incurred by the local government will be refunded at the completion of the service</i> | | | | | | | |
| Land Administration | | | | | | | |
| Part 1: Request for written planning advice for right-of-way, Road and Pedestrian Access Ways, Drainage Reserve, Road Reserve, Crown Land and Freehold Requests | \$78.50 | \$82.50 | N | Council | 5% | \$4.00 | |
| Part 2: Initiation request for right-of-way, Road and Pedestrian Access Ways, Drainage Reserve, Road Reserve, Crown Land and Freehold Requests | \$800.00 | \$840.00 | N | Council | 5% | \$40.00 | |
| Caveat withdrawals, easements, notifications on titles, deeds and other title administration requests | \$78.50 | \$82.50 | N | Council | 5% | \$4.00 | |
| All other associated land administration requests | At cost + 10% administration fee | | Y | Council | | | |
| Application Advertising and Notification | | | | | | | |
| Minimum general advertising/notification cost for all applications - | | | | | | | |
| (a) 1 - 5 notification letters | No charge | No charge | Y | Council | | | |
| (b) 6 or more notification letters | Actual Cost | Actual cost including officer time | Y | Council | | | |
| Other additional advertising/notification expenses (including newspaper advertisements) to be invoiced | Actual Cost | Actual cost including officer time | Y | Council | | | |
| Information Requests and General Planning Administration | | | | | | | |
| Planning research fee (minimum 1 hour) | \$80.00 | \$90.20 | Y | Council | 13% | \$10.20 | Review of Officer time highlighted increase in fee required |
| Provision of written planning advice (per hour) | \$73.00 | \$73.00 | N | Regulatory | 0% | \$0.00 | |
| Provision of a Zoning Certificate (per hour) | \$73.00 | \$73.00 | N | Regulatory | 0% | \$0.00 | |
| Replying to a property settlement questionnaire (per hour) | \$73.00 | \$73.00 | N | Regulatory | 0% | \$0.00 | |
| Provision of hard copies of Planning Reports, Approvals, Documents and/or Policies | | | | | | | |
| (a) 1-20 pages | Refer to Printing & Photocopying | | Y | Council | | | |
| (b) 20-40 pages | Refer to Printing & Photocopying | | Y | Council | | | |
| (c) over 40 pages | Refer to Printing & Photocopying | | Y | Council | | | |
| Planning bond administration fee | \$80.00 | \$90.20 | Y | Council | 13% | \$10.20 | Review of Officer time highlighted increase in fee required |
| Planning bond (only as agreed by the Shire) | At cost + 50% contingency | | N | Council | | | |
| Re-inspection fees (charged at the Shire's discretion) | \$80.00 | \$90.20 | | Council | 13% | \$10.20 | Review of Officer time highlighted increase in fee required |
| Cash-in-lieu for Car Parking | At cost | At cost | | Council | | | |
| Fines, Penalties and/or Infringements | | | | | | | |
| As per the Planning & Development Act 2005 and the Planning & Develoment Regulations 2009 (as amended) | | | | | | | |
| Extractive Industry Licensing | | | | | | | |
| Application for Extractive Industry Licence (Shire of Donnybrook Balingup Extractive Industry Local Law) | | | | | | | |
| Initial licence (excluding development application fee) | \$570.00 | \$598.50 | N | Council | 5% | \$28.50 | |
| Annual renewal | \$895.00 | \$939.75 | N | Council | 5% | \$44.75 | |
| Licence Transfer | \$336.00 | \$352.80 | N | Council | 5% | \$16.80 | |
| Licence Extension | \$560.00 | \$588.00 | N | Council | 5% | \$28.00 | |
| Penalties | | | | | | | |
| Licence penalties are as per the Shire of Donnybrook Balingup Extractive Industries Local Law and do not relate to the development application/approval penalties listed in item "Development Applications" | | | | | | | |
| Tourist & Directional Signs | | | | | | | |
| Max. 1mtr long & single line writing on both sides with reflective backing | \$572.50 | \$601.15 | Y | Council | 5% | \$28.65 | |
| Non standard requests, requests for larger or multiples signs | At cost + 10% administration fee | | Y | Council | | | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Cemeteries | | | | | | | |
| Plot Fees | | | | | | | |
| Mausoleum - Site fee per m2 of rate equivalent to normal grave site | POA | POA | | Council | | | |
| Grants of Right of Burial | | | | | | | |
| Grant of Right of Burial - Land 2.5m x 1.25m (Plus Administration Fee) | \$790.00 | \$829.50 | N | Council | 5% | \$39.50 | |
| Pre-need Grant of Right of burial (plus administration fee) | \$1,056.00 | \$1,080.00 | N | Council | 2% | \$24.00 | |
| Transfer of Form of Grant of Right of Burial - or issue of Copy of Grant | \$50.00 | \$52.50 | Y | Council | 5% | \$2.50 | |
| Renewal of Grant of Right of Burial | \$100.00 | \$105.00 | Y | Council | 5% | \$5.00 | |
| Interment Fee | | | | | | | |
| Sinking Fees (Depth to 1.8m) - On application for a "Form of Order for Burial" for | | | | | | | |
| Ordinary grave for an adult | \$1,556.00 | \$1,600.00 | Y | Council | 3% | \$44.00 | |
| Grave for any child under 7 years (75% of Adult charge) | \$1,162.00 | \$1,200.00 | Y | Council | 3% | \$38.00 | |
| Grave for any stillborn child (40% of Adult charge) | \$620.00 | \$640.00 | Y | Council | 3% | \$20.00 | |
| Interment of cremated ashes by Council staff | \$235.50 | \$247.50 | Y | Council | 5% | \$12.00 | |
| If the graves are required to be sunk deeper than 1.8m the following additional charges shall be payable- | | | | | | | |
| Each additional 30 centimetres | \$216.50 | \$227.50 | Y | Council | 5% | \$11.00 | |
| Interment without due notice (as prescribed in Local Law) | \$360.50 | \$378.50 | Y | Council | 5% | \$18.00 | |
| Interment not in usual hours (as prescribed by Local Law, Monday to Friday) | \$474.00 | \$498.00 | Y | Council | 5% | \$24.00 | |
| Saturdays, Sundays and public holidays | \$1,096.00 | \$1,300.00 | Y | Council | 19% | \$204.00 | Increase to cover employee costs associated with weekend hours |
| Late arrival at Cemetery gates | \$250.00 | \$262.50 | Y | Council | 5% | \$12.50 | |
| Re-opening fees - ordinary grave for each interment or exhumation | | | | | | | |
| Ordinary grave for an adult | \$2,007.50 | \$2,108.00 | Y | Council | 5% | \$100.50 | |
| Of a child under seven years of age | \$1,274.50 | \$1,338.50 | Y | Council | 5% | \$64.00 | |
| A stillborn child | \$745.00 | \$782.50 | Y | Council | 5% | \$37.50 | |
| Where removal of footings is necessary according to the time required - per hour | \$85.50 | \$90.00 | Y | Council | 5% | \$4.50 | |
| Headstones and Monuments | | | | | | | |
| Permission to erect a headstone or kerbing | \$84.50 | \$89.00 | N | Council | 5% | \$4.50 | |
| Permission to erect memorial plaque & plinth | \$84.50 | \$89.00 | N | Council | 5% | \$4.50 | |
| Permission to erect a monument | \$84.50 | \$89.00 | N | Council | 5% | \$4.50 | |
| Permission to erect a nameplate | \$84.50 | \$89.00 | N | Council | 5% | \$4.50 | |
| Niche Wall | | | | | | | |
| Single Niche (plus cost of plaque & inscription) | \$440.00 | \$462.00 | Y | Council | 5% | \$22.00 | |
| Double Niche (plus cost of plaque & inscription fee) | \$507.00 | \$532.50 | Y | Council | 5% | \$25.50 | |
| Second inscription - Admin Fee & Fixing (plus cost of inscription) | \$166.00 | \$174.50 | Y | Council | 5% | \$8.50 | |
| Pre-need purchase of Single Niche | \$462.50 | \$486.00 | Y | Council | 5% | \$23.50 | |
| Pre-need purchase of Double Niche | \$558.50 | \$586.50 | Y | Council | 5% | \$28.00 | |
| Placement of Ashes | | | | | | | |
| Removal of Ashes | \$96.50 | \$101.50 | Y | Council | 5% | \$5.00 | |
| | \$112.50 | \$118.00 | Y | Council | 5% | \$5.50 | |
| Niche Reservation | \$90.00 | \$0.00 | Y | Council | -100% | | Remove charge - reservations are now charged as "pre-need" |
| Bush Memorial Site | | | | | | | |
| Site only | \$383.00 | \$402.00 | Y | Council | 5% | \$19.00 | |
| Interment of Ashes | \$235.50 | \$247.50 | Y | Council | 5% | \$12.00 | |
| Miscellaneous Cemetery Fees | | | | | | | |
| Making a search in register (per hour or part thereof) | \$36.50 | \$38.50 | Y | Council | 5% | \$2.00 | |
| Photocopy of Local Laws (available free on shire website) | \$5.50 | \$5.80 | Y | Council | 5% | \$0.30 | Remove charge - refer to photocopying charges |
| Grave number plate | \$84.50 | \$99.00 | Y | Council | 17% | \$14.50 | Review of Expenses involved with service highlighted increase in fee required |
| Administration Fee | \$68.50 | \$72.00 | Y | Council | 5% | \$3.50 | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|----------|
| License Fees | | | | | | | |
| Undertaker's annual licence fee | \$203.50 | \$214.00 | N | Council | 5% | \$10.50 | |
| Undertaker's single licence fee for one interment | \$134.00 | \$141.00 | N | Council | 5% | \$7.00 | |
| Single licence (other than funeral director) | \$401.50 | \$423.00 | N | Council | 5% | \$21.50 | |
| Monumental Masons annual licence fee | \$203.50 | \$214.00 | N | Council | 5% | \$10.50 | |
| Monumental Masons licence - single fee | \$134.50 | \$141.00 | N | Council | 5% | \$6.50 | |

Recreation & Culture

Donnybrook Hall

| | | | | | | | |
|--|---------------------|-------------------|--------------|--------------------|------------------|----------------------|---|
| Full Hall - Standard Use | | | | | | | |
| Both halls & kitchen (all day) | \$385.50 | \$0.00 | Y | Council | -100% | -\$385.50 | Remove Fee & book kitchen separately |
| Both halls & kitchen (per hour) | \$100.00 | \$0.00 | Y | Council | -100% | -\$100.00 | Remove Fee & book kitchen separately |
| Both halls only (all day) | \$280.50 | \$268.00 | Y | Council | -4% | -\$12.50 | Reduce "Full" hall fee to equal "Main Hall" fee |
| Both halls only (per hour) | \$76.00 | \$67.00 | Y | Council | -12% | -\$9.00 | Reduce "Full" hall fee to equal "Main Hall" fee |
| Full Hall - Reduced Rate | | | | | | | |
| Both halls only (all day) | New | \$134.00 | Y | Council | 100% | | Reduce "Full" hall fee to equal "Main Hall" fee |
| Both halls only (per hour) | New | \$33.50 | Y | Council | 100% | | Reduce "Full" hall fee to equal "Main Hall" fee |

Full Hall - Phase-In Period Rate (effective from 01/07/2025 to 31/12/2025)

| | | | | | | | |
|----------------------------|-----|---------|---|---------|------|--|--|
| Both halls only (per hour) | New | \$45.00 | Y | Council | 100% | | Phase in the removal of the "Regular User Concession" up to 31/12/2025 |
|----------------------------|-----|---------|---|---------|------|--|--|

This rate is intended to phase in the removal of the 2024/25 "Regular Community User" Concessions

The Phase-In Period Rate is only applicable to bookings held within the period 01/07/2025 to 31/12/2025 - and is only to be applied to Hirers who benefited from the concession during 2024/25

New Hirers must pay the full Standard Rate

| | | | | | | | |
|--------------------|----------|----------|---|---------|------|----------|---|
| Kitchen (all day) | \$207.50 | \$180.00 | Y | Council | -13% | -\$27.50 | Adjustment to fee calculation |
| Kitchen (per hour) | \$37.50 | \$45.00 | Y | Council | 20% | \$7.50 | Increase venue hire to recover online booking commission fees |

| | | | | | | | |
|---|---------------------|-------------------|--------------|--------------------|------------------|----------------------|---|
| Main Hall | | | | | | | |
| Main hall only (all day) | \$201.00 | \$0.00 | Y | Council | -100% | -\$201.00 | Remove Fee - change to F & C Structure - access both halls when booking |
| Main hall only (per hour) | \$56.00 | \$0.00 | Y | Council | -100% | -\$56.00 | Remove Fee - change to F & C Structure - access both halls when booking |
| Hire Storage Room A (as per separate agreement) | \$50.50 | \$60.00 | Y | Council | 19% | \$9.50 | Increase venue hire to recover online booking commission fees |
| Hire Storage Room B (as per separate agreement) | \$50.50 | \$60.00 | Y | Council | 19% | \$9.50 | Increase venue hire to recover online booking commission fees |

Storage room A & B are only available for hire to Community Groups hiring the hall on a regular basis

| | | | | | | | |
|---|---------------------|-------------------|--------------|--------------------|------------------|----------------------|---|
| Lesser Hall | | | | | | | |
| Lesser Hall Only (all day) | \$113.50 | \$0.00 | Y | Council | -100% | -\$113.50 | Remove Fee - change to F & C Structure - access both halls when booking |
| Lesser Hall Only (per hour) | \$32.00 | \$0.00 | Y | Council | -100% | -\$32.00 | Remove Fee - change to F & C Structure - access both halls when booking |
| Lesser Hall & Kitchen (all day) | \$139.00 | \$0.00 | Y | Council | -100% | -\$139.00 | Remove Fee - change to F & C Structure - access both halls when booking |
| Lesser Hall & Kitchen (per hour) | \$40.50 | \$0.00 | Y | Council | -100% | -\$40.50 | Remove Fee - change to F & C Structure - access both halls when booking |

| | | | | | | | |
|---|---------|---------|---|---------|-----|--------|---|
| Meeting Room | | | | | | | |
| Donnybrook Meeting Room Standard (per hour) | \$23.00 | \$27.50 | Y | Council | 20% | \$4.50 | Increase venue hire to recover online booking commission fees |
| Donnybrook Meeting Room Community Group Reduced Rate (per hour) | \$15.00 | \$18.00 | Y | Council | 20% | \$3.00 | Increase venue hire to recover online booking commission fees |

Balingup Hall

| | | | | | | | |
|--|---------------------|-------------------|--------------|--------------------|------------------|----------------------|--------------------------------------|
| Full Hall - Standard Use | | | | | | | |
| Both Halls & Kitchen (all day) | \$244.00 | \$0.00 | Y | Council | -100% | -\$244.00 | Remove Fee & book kitchen separately |
| Both Halls & Kitchen (per hour) | \$54.50 | \$0.00 | Y | Council | -100% | -\$54.50 | Remove Fee & book kitchen separately |
| Both halls only (all day) | New | \$180.00 | Y | Council | 100% | | New Fee |
| Both halls only (per hour) | New | \$45.00 | Y | Council | 100% | | New Fee |
| Full Hall - Reduced Rate | | | | | | | |
| Both Halls & Kitchen (all day) | \$244.00 | \$0.00 | Y | Council | -100% | -\$244.00 | Remove Fee & book kitchen separately |
| Both Halls & Kitchen (per hour) | \$54.50 | \$0.00 | Y | Council | -100% | -\$54.50 | Remove Fee & book kitchen separately |
| Both halls only (all day) | New | \$90.00 | Y | Council | 100% | | New Fee |
| Both halls only (per hour) | New | \$22.50 | Y | Council | 100% | | New Fee |

| | | | | | | | |
|-------------------------|----------|----------|---|---------|-----|---------|---|
| Kitchen Only (all day) | \$127.20 | \$180.00 | Y | Council | 42% | \$52.80 | Increase venue hire to recover online booking commission fees |
| Kitchen Only (per hour) | \$37.50 | \$45.00 | Y | Council | 20% | \$7.50 | Increase venue hire to recover online booking commission fees |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Main Hall | | | | | | | |
| Main Hall Only (all day) | \$130.50 | \$0.00 | Y | Council | -100% | -\$130.50 | Remove Fee - change to F & C Structure - access both halls when booking |
| Main Hall Only (per hour) | \$27.50 | \$0.00 | Y | Council | -100% | -\$27.50 | Remove Fee - change to F & C Structure - access both halls when booking |
| Main Hall Only – Stage Rehearsals (all day) | \$38.50 | \$0.00 | Y | Council | -100% | -\$38.50 | Remove Fee - change to F & C Structure - access both halls when booking |
| Lesser Hall | | | | | | | |
| Lesser Hall Only (all day) | \$84.50 | \$0.00 | Y | Council | -100% | -\$84.50 | Remove Fee - change to F & C Structure - access both halls when booking |
| Lesser Hall Only (per hour) | \$25.00 | \$0.00 | Y | Council | -100% | -\$25.00 | Remove Fee - change to F & C Structure - access both halls when booking |
| Lesser Hall & Kitchen (all day) | \$170.00 | \$0.00 | Y | Council | -100% | -\$170.00 | Remove Fee - change to F & C Structure - access both halls when booking |
| Lesser Hall & Kitchen (per hour) | \$48.50 | \$0.00 | Y | Council | -100% | -\$48.50 | Remove Fee - change to F & C Structure - access both halls when booking |
| Consultation Room | | | | | | | |
| Balingup Consultation Room Standard Use (per hour) | \$23.00 | \$27.50 | Y | Council | 20% | \$4.50 | Increase venue hire to recover online booking commission fees |
| Balingup Consultation Room Reduced Rate (per hour) | \$15.00 | \$18.00 | Y | Council | 20% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Hire Bonds - for all bookings over 2 hours | | | | | | | |
| No Liquor Consumed | \$150.00 | \$150.00 | N | Council | 0% | \$0.00 | |
| Liquor Consumed | \$1,000.00 | \$1,000.00 | N | Council | 0% | \$0.00 | |

Donybrook Pump Track Building

| | | | | | | | |
|------------------------------|-----|----------|---|---------|------|--|---------|
| Full Building - Standard Use | | | | | | | |
| Full Building (all day) | New | \$132.00 | Y | Council | 100% | | New Fee |
| Full Building (per hour) | New | \$33.00 | Y | Council | 100% | | New Fee |
| Full Building - Reduced Rate | | | | | | | |
| Full Building (all day) | New | \$66.00 | Y | Council | 100% | | New Fee |
| Full Building (per hour) | New | \$16.50 | Y | Council | 100% | | New Fee |

Standard Hire Charges – as outlined above

Regular Community User-

Any individual, community group, not for profit group or commercial organisation that hires a facility on an ongoing basis is entitled to hire the facilities at subsidised rate of the standard hire charges.

To be considered a regular user one of the following criteria must be met:

a) Weekly hire – minimum of 10 consecutive weeks – 60%

b) Fortnightly hire – minimum of 10 consecutive fortnights – 55%

c) Monthly hire – minimum of 10 consecutive months – 50%

Bookings must be made in blocks of 10 to qualify for the subsidised rate

Regular Community User concession is replaced with "Standard Use" and Reduced Rate"

This will help to smooth the online booking process.

Those who benefited from the Regular Community User concession, and are not eligible for the Reduced Rate, are offered a Phase-In Period Rate to assist with the transition to new fee structure.

Special Hire Category-

Not for profit groups, charitable, welfare or community service organisations resident or based in the Shire of Donnybrook Balingup who are conducting special fundraising events for other areas of need or where community service based training is being provided, are entitled to hire the facilities at a token hire charge of 50% of the hire charge (limited to one booking per year).

Not for profit community groups, charitable, welfare or community service organisations who are conducting annual functions to recognise the support of their volunteers, are entitled to hire the facilities at no charge (ie CWA, Senior Citizens, Belong at Home, CRC) (limited to one booking per year).

Special Hire Category replaced with "Reduced Rate". Not for Profit Groups, Community Groups and Sporting Clubs etc will be encouraged to apply for the reduced rate. Groups can apply for further concessions under Community Grants & Donations Policy.

NOTES:

- a) For all hall bookings over 2 hours, hirers must pay a bond that will be refunded following a satisfactory property condition report. Facilities are to be left by the hirer in the same state that they were provided, otherwise the bond may not be refunded.
- b) All day hire represents the 24 hour period (from time of booking) and is inclusive of set up and pack down time.
- c) Hire of kitchen and bar facilities includes fixed items such as stoves, refrigeration and dishwasher, and removable items (if provided) such as kettles, urns, crockery and cutlery.

Remove text - Hall Hire terms and conditions to be outlined within the online booking process

VC Mitchell Park Pavillions

| | | | | | | | |
|---|----------|----------|---|---------|-----|----------|---|
| Pavillion 1 - Commercial Standard Use - All Day | | | | | | | |
| Community Room | \$680.00 | \$820.00 | Y | Council | 21% | \$140.00 | Increase venue hire to recover online booking commission fees |
| Bar | \$344.00 | \$410.00 | Y | Council | 19% | \$66.00 | Increase venue hire to recover online booking commission fees |
| Kitchen | \$344.00 | \$410.00 | Y | Council | 19% | \$66.00 | Increase venue hire to recover online booking commission fees |
| Multi-Purpose Room 1 (Siren Room) | \$180.00 | \$210.00 | Y | Council | 17% | \$30.00 | Increase venue hire to recover online booking commission fees |
| Multi-Purpose Room 2 (Overlooking Tennis) | \$230.00 | \$270.00 | Y | Council | 17% | \$40.00 | Increase venue hire to recover online booking commission fees |
| Canteen | \$230.00 | \$270.00 | Y | Council | 17% | \$40.00 | Increase venue hire to recover online booking commission fees |
| Away Changerooms | \$230.00 | \$270.00 | Y | Council | 17% | \$40.00 | Increase venue hire to recover online booking commission fees |
| Home Changerooms & First Aid Room | \$344.00 | \$410.00 | Y | Council | 19% | \$66.00 | Increase venue hire to recover online booking commission fees |
| Ground Floor Toilets | \$170.00 | \$200.00 | Y | Council | 18% | \$30.00 | Increase venue hire to recover online booking commission fees |
| Umpire Room 1 or 2 | \$180.00 | \$210.00 | Y | Council | 17% | \$30.00 | Increase venue hire to recover online booking commission fees |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|---------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Pavillion 1 - Commercial Standard Use - Per Hour | | | | | | | |
| Community Room | \$68.80 | \$82.00 | Y | Council | 19% | \$13.20 | Increase venue hire to recover online booking commission fees |
| Bar | \$34.40 | \$41.00 | Y | Council | 19% | \$6.60 | Increase venue hire to recover online booking commission fees |
| Kitchen | \$34.40 | \$41.00 | Y | Council | 19% | \$6.60 | Increase venue hire to recover online booking commission fees |
| Multi-Purpose Room 1 (Siren Room) | \$18.00 | \$21.00 | Y | Council | 17% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Multi-Purpose Room 2 (Overlooking Tennis) | \$23.00 | \$27.00 | Y | Council | 17% | \$4.00 | Increase venue hire to recover online booking commission fees |
| Canteen | \$23.00 | \$27.00 | Y | Council | 17% | \$4.00 | Increase venue hire to recover online booking commission fees |
| Away Changerooms | \$23.00 | \$27.00 | Y | Council | 17% | \$4.00 | Increase venue hire to recover online booking commission fees |
| Home Changerooms & First Aid Room | \$34.40 | \$41.00 | Y | Council | 19% | \$6.60 | Increase venue hire to recover online booking commission fees |
| Ground Floor Toilets | \$17.00 | \$20.00 | Y | Council | 18% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Umpire Room 1 or 2 | \$18.00 | \$21.00 | Y | Council | 17% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Pavillion 1 - Community Use Reduced Rate - All Day | | | | | | | |
| Community Room | \$428.00 | \$510.00 | Y | Council | 19% | \$82.00 | Increase venue hire to recover online booking commission fees |
| Bar | \$214.00 | \$250.00 | Y | Council | 17% | \$36.00 | Increase venue hire to recover online booking commission fees |
| Kitchen | \$214.00 | \$250.00 | Y | Council | 17% | \$36.00 | Increase venue hire to recover online booking commission fees |
| Multi-Purpose Room 1 (Siren Room) | \$110.00 | \$130.00 | Y | Council | 18% | \$20.00 | Increase venue hire to recover online booking commission fees |
| Multi-Purpose Room 2 (Overlooking Tennis) | \$150.00 | \$180.00 | Y | Council | 20% | \$30.00 | Increase venue hire to recover online booking commission fees |
| Canteen | \$150.00 | \$180.00 | Y | Council | 20% | \$30.00 | Increase venue hire to recover online booking commission fees |
| Away Changerooms | \$150.00 | \$180.00 | Y | Council | 20% | \$30.00 | Increase venue hire to recover online booking commission fees |
| Home Changerooms & First Aid Room | \$214.00 | \$250.00 | Y | Council | 17% | \$36.00 | Increase venue hire to recover online booking commission fees |
| Ground Floor Toilets | \$100.00 | \$120.00 | Y | Council | 20% | \$20.00 | Increase venue hire to recover online booking commission fees |
| Umpire Room 1 or 2 | \$110.00 | \$130.00 | Y | Council | 18% | \$20.00 | Increase venue hire to recover online booking commission fees |
| Pavillion 1 - Community Use Reduced Rate - Per Hour | | | | | | | |
| Community Room | \$42.80 | \$51.00 | Y | Council | 19% | \$8.20 | Increase venue hire to recover online booking commission fees |
| Bar | \$21.40 | \$25.00 | Y | Council | 17% | \$3.60 | Increase venue hire to recover online booking commission fees |
| Kitchen | \$21.40 | \$25.00 | Y | Council | 17% | \$3.60 | Increase venue hire to recover online booking commission fees |
| Multi-Purpose Room 1 (Siren Room) | \$11.00 | \$13.00 | Y | Council | 18% | \$2.00 | Increase venue hire to recover online booking commission fees |
| Multi-Purpose Room 2 (Overlooking Tennis) | \$15.00 | \$18.00 | Y | Council | 20% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Canteen | \$15.00 | \$18.00 | Y | Council | 20% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Away Changerooms | \$15.00 | \$18.00 | Y | Council | 20% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Home Changerooms & First Aid Room | \$21.40 | \$25.00 | Y | Council | 17% | \$3.60 | Increase venue hire to recover online booking commission fees |
| Ground Floor Toilets | \$10.00 | \$12.00 | Y | Council | 20% | \$2.00 | Increase venue hire to recover online booking commission fees |
| Umpire Room 1 or 2 | \$11.00 | \$13.00 | Y | Council | 18% | \$2.00 | Increase venue hire to recover online booking commission fees |
| Pavillion 1 - Bond | | | | | | | |
| Bond (for bookings over 2 hours) | \$500.00 | \$0.00 | N | | -100% | -\$500.00 | Align with other venue hire bonds - new fee below |
| Pavillion 1 - Cleaning | | | | | | | |
| Cleaning Fee (if not left in same condition as prior to use) | At cost + 25% | At cost + 25% | Y | | | | |
| Pavillion 2 - Commercial Standard Use - All Day | | | | | | | |
| Amenities Section Only | \$170.00 | \$0.00 | Y | Council | -100% | -\$170.00 | Remove Fee - area cannot be sectioned off and used separately |
| Function Room with Amenities | \$344.00 | \$0.00 | Y | Council | -100% | -\$344.00 | Remove Fee - area cannot be sectioned off and used separately |
| Function Room with Amenities, Kitchen & Alfresco | \$390.00 | \$460.00 | Y | Council | 18% | \$70.00 | Increase venue hire to recover online booking commission fees |
| Amenities Section, Kitchen & Alfresco | \$344.00 | \$410.00 | Y | Council | 19% | \$66.00 | Increase venue hire to recover online booking commission fees |
| Amenities Section & Alfresco | \$220.00 | \$260.00 | Y | Council | 18% | \$40.00 | Increase venue hire to recover online booking commission fees |
| Pavillion 2 - Commercial Standard Use - Per Hour | | | | | | | |
| Amenities Section Only | \$17.00 | \$0.00 | Y | Council | -100% | -\$17.00 | Remove Fee - area cannot be sectioned off and used separately |
| Function Room with Amenities | \$34.40 | \$0.00 | Y | Council | -100% | -\$34.40 | Remove Fee - area cannot be sectioned off and used separately |
| Function Room with Amenities, Kitchen & Alfresco | \$39.00 | \$46.00 | Y | Council | 18% | \$7.00 | Increase venue hire to recover online booking commission fees |
| Amenities Section, Kitchen & Alfresco | \$34.40 | \$41.00 | Y | Council | 19% | \$6.60 | Increase venue hire to recover online booking commission fees |
| Amenities Section & Alfresco | \$22.00 | \$26.00 | Y | Council | 18% | \$4.00 | Increase venue hire to recover online booking commission fees |
| Pavillion 2 - Community Use Reduced Rate - All Day | | | | | | | |
| Amenities Section Only | \$100.00 | \$0.00 | Y | Council | -100% | -\$100.00 | Remove Fee - area cannot be sectioned off and used separately |
| Function Room with Amenities | \$214.00 | \$0.00 | Y | Council | -100% | -\$214.00 | Remove Fee - area cannot be sectioned off and used separately |
| Function Room with Amenities, Kitchen & Alfresco | \$250.00 | \$300.00 | Y | Council | 20% | \$50.00 | Increase venue hire to recover online booking commission fees |
| Amenities Section, Kitchen & Alfresco | \$214.00 | \$250.00 | Y | Council | 17% | \$36.00 | Increase venue hire to recover online booking commission fees |
| Amenities Section & Alfresco | \$130.00 | \$150.00 | Y | Council | 15% | \$20.00 | Increase venue hire to recover online booking commission fees |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|-----------------------|-----------------------------------|-------------------|-------------------------|----------------------------|-----------------------------|--|
| Pavillion 2 - Community Use Reduced Rate - Per Hour | | | | | | | |
| Amenities Section Only | \$10.00 | \$0.00 | Y | Council | -100% | -\$10.00 | Remove Fee - area cannot be sectioned off and used separately |
| Function Room with Amenities | \$21.40 | \$0.00 | Y | Council | -100% | -\$21.40 | Remove Fee - area cannot be sectioned off and used separately |
| Function Room with Amenities, Kitchen & Alfresco | \$25.00 | \$30.00 | Y | Council | 20% | \$5.00 | Increase venue hire to recover online booking commission fees |
| Amenities Section, Kitchen & Alfresco | \$21.40 | \$25.00 | Y | Council | 17% | \$3.60 | Increase venue hire to recover online booking commission fees |
| Amenities Section & Alfresco | \$13.00 | \$15.00 | Y | Council | 15% | \$2.00 | Increase venue hire to recover online booking commission fees |
| Hire Bonds - for all bookings over 2 hours | | | | | | | |
| No Liquor Consumed | \$500.00 | \$150.00 | N | Council | -70% | -\$350.00 | Align with other venue hire bonds |
| Liquor Consumed | \$500.00 | \$1,000.00 | N | Council | 100% | \$500.00 | Align with other venue hire bonds |
| Parks and Reserves | | | | | | | |
| Reserve - Egan Park | | | | | | | |
| Donnybrook/Capel Cricket Assoc. (Annual Ground Rental) | \$0.00 | \$535.70 | Y | Council | | | Fee not detailed in 24/25 budget - reinstate fee |
| Donnybrook/Capel Cricket Assoc. (Lease Rental) | | As per Lease Agreement | | | | | Remove Fee - refer to Lease Agreement |
| Donnybrook Community Garden | | As per Lease Agreement | | | | | Remove Fee - refer to Lease Agreement |
| Pump Track Building | | As per Lease Agreement | | | | | Remove Fee - refer to Lease Agreement |
| Mens Shed | | As per Lease Agreement | | | | | Remove Fee - refer to Lease Agreement |
| Egan Park (Full day) | \$283.50 | \$336.00 | Y | Council | 19% | \$52.50 | Increase venue hire to recover online booking commission fees |
| Egan Park (per hour) | \$35.00 | \$42.00 | Y | Council | 20% | \$7.00 | Increase venue hire to recover online booking commission fees |
| Egan Park Ground Hire - Per Day | \$283.50 | \$0.00 | Y | Council | -100% | -\$283.50 | Remove Fee - refer to Lease Agreement |
| All Events - (Refundable Bond)- | \$1,284.00 | \$1,284.00 | N | Council | 0% | \$0.00 | Remove separate bond, and refer to "general bond" at bottom of fees |
| Power provided (per hour/per outlet) | \$5.00 | \$6.00 | Y | Council | 20% | \$1.00 | Increase venue hire to recover online booking commission fees |
| Reserve - VC Mitchell Park | | | | | | | |
| SW Football League (Annual Ground Rental) | \$1,745.00 | \$0.00 | Y | Council | -100% | -\$1,745.00 | Remove Annual Fee, and apply per day rate |
| SW Football League (per game day) | New | \$336.00 | Y | Council | 100% | | Apply day rate (per game) rather than annual fee for online booking ease |
| Donnybrook Football Club (Annual Ground Rental) - Football Oval Arena (including toilets) - General Rental | \$3,275.00 | \$3,440.00 | Y | Council | 5% | \$165.00 | |
| Donnybrook Tennis Club | | As per Lease Agreement | | | | | Remove Fee - refer to Lease Agreement |
| VC Mitchell Park Oval (Full day) | \$283.50 | \$336.00 | Y | Council | 19% | \$52.50 | Increase venue hire to recover online booking commission fees |
| VC Mitchell Park Oval (per hour) | \$35.00 | \$42.00 | Y | Council | 20% | \$7.00 | Increase venue hire to recover online booking commission fees |
| VC Mitchell Park - Multi Sports Surface (per hour) | \$15.00 | \$18.00 | Y | Council | 20% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Power provided - Single Phase (per hour/per outlet) | \$5.00 | \$6.00 | Y | Council | 20% | \$1.00 | Increase venue hire to recover online booking commission fees |
| Power provided - Three Phase (per hour/per outlet) | \$10.00 | \$12.00 | Y | Council | 20% | \$2.00 | Increase venue hire to recover online booking commission fees |
| Lighting Towers - Oval (per hour) | \$30.00 | \$36.00 | Y | Council | 20% | \$6.00 | Increase venue hire to recover online booking commission fees |
| Lighting Towers - Tennis Courts inc 2 courts (per hour) | \$15.00 | \$18.00 | Y | Council | 20% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Lighting Towers - Multi Sports Surface (per hour) | \$15.00 | \$18.00 | Y | Council | 20% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Other Reserves | | | | | | | |
| Blackwood United Football Club (Annual Ground Rental) | \$617.50 | \$649.00 | Y | Council | 5% | \$31.50 | |
| Balingup Soccer Fields - Club Hire per annum | | | | | | | |
| (Soccer Club to pay all Electricity for oval lighting based on actual consumption) | | | | | | | |
| Balingup Cricket Oval (full day) | \$210.00 | \$0.00 | Y | Council | -100% | -\$210.00 | Remove - double up |
| Balingup, Kirup Oval (per hour) | \$35.00 | \$0.00 | Y | Council | -100% | -\$35.00 | Remove & separate Balingup & Kirup Ovals - different levels of mtce |
| Balingup, Kirup Ovals (Full day) | \$283.50 | \$0.00 | Y | Council | -100% | -\$283.50 | Remove & separate Balingup & Kirup Ovals - different levels of mtce |
| Balingup Oval (Full day) | New | \$336.00 | Y | Council | 100% | \$326.00 | New Fee - Separate Balingup & Kirup Ovals - different mtce levels |
| Balingup Oval (per hour) | New | \$42.00 | Y | Council | 100% | \$40.00 | New Fee - Separate Balingup & Kirup Ovals - different mtce levels |
| Kirup Oval (Full day) | New | \$120.00 | Y | Council | 100% | \$163.00 | New Fee - Separate Balingup & Kirup Ovals - different mtce levels |
| Kirup Oval (per hour) | New | \$15.00 | Y | Council | 100% | \$20.00 | New Fee - Separate Balingup & Kirup Ovals - different mtce levels |
| Balingup Village Green (Full day) | \$283.50 | \$336.00 | Y | Council | 19% | \$52.50 | Increase venue hire to recover online booking commission fees |
| Balingup Village Green (per hour) | \$35.00 | \$42.00 | Y | Council | 20% | \$7.00 | Increase venue hire to recover online booking commission fees |
| Ayers Gardens, Trigwell Place (Full day) | \$283.50 | \$336.00 | Y | Council | 19% | \$52.50 | Increase venue hire to recover online booking commission fees |
| Ayers Gardens, Trigwell Place (per hour) | \$35.00 | \$42.00 | Y | Council | 20% | \$7.00 | Increase venue hire to recover online booking commission fees |
| Station Square (Full day) | \$283.50 | \$336.00 | Y | Council | 19% | \$52.50 | Increase venue hire to recover online booking commission fees |
| Station Square (per hour) | \$35.00 | \$42.00 | Y | Council | 20% | \$7.00 | Increase venue hire to recover online booking commission fees |
| Dawson (Reserve: 10459) | | As per Lease Agreement | | Council | | | Remove Fee - refer to Lease Agreement |
| Balingup Soccer Club | | As per Lease Agreement | | Council | | | Remove Fee - refer to Lease Agreement |
| Balingup & Districts Sports Association | | As per Lease Agreement | | Council | | | Remove Fee - refer to Lease Agreement |
| Where power is provided (per hour/per outlet) | \$5.00 | \$6.00 | Y | Council | 20% | \$1.00 | Increase venue hire to recover online booking commission fees |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|---------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Amphitheatre | | | | | | | |
| Approved Community Group Functions - (Free Entry) | | | | | | | |
| Hourly Rates | \$15.00 | \$18.00 | Y | Council | 20% | \$3.00 | Increase venue hire to recover online booking commission fees |
| Half Day | \$96.50 | \$0.00 | Y | Council | -100% | -\$96.50 | Remove rate for smoother online booking process |
| Full Day | \$191.50 | \$216.00 | Y | Council | 13% | \$24.50 | Increase venue hire to recover online booking commission fees |
| Approved Community Group Functions - (Entry Fee Charged) | | | | | | | |
| Hourly Rate | \$25.00 | \$30.00 | Y | Council | 20% | \$5.00 | Increase venue hire to recover online booking commission fees |
| Half Day | \$127.50 | \$0.00 | Y | Council | -100% | -\$127.50 | Remove rate for smoother online booking process |
| Full Day | \$253.50 | \$300.00 | Y | Council | 18% | \$46.50 | Increase venue hire to recover online booking commission fees |
| Public Function - (Free Entry) | | | | | | | |
| Hourly Rate | \$50.00 | \$60.00 | Y | Council | 20% | \$10.00 | Increase venue hire to recover online booking commission fees |
| Half Day | \$191.50 | \$0.00 | Y | Council | -100% | -\$191.50 | Remove rate for smoother online booking process |
| Full Day | \$381.00 | \$420.00 | Y | Council | 10% | \$39.00 | Increase venue hire to recover online booking commission fees |
| Public Functions - (Entry Fee Charged) | | | | | | | |
| Hourly Rate | \$80.00 | \$96.00 | Y | Council | 20% | \$16.00 | Increase venue hire to recover online booking commission fees |
| Half Day | \$317.00 | \$0.00 | Y | Council | -100% | -\$317.00 | Remove rate for smoother online booking process |
| Full Day | \$505.00 | \$576.00 | Y | Council | 14% | \$71.00 | Increase venue hire to recover online booking commission fees |
| Permission to consume alcohol on Shire property e.g. Reserves, Parks or within Halls - BYO | \$20.00 | \$21.00 | Y | Council | 5% | \$1.00 | |
| Permission to consume alcohol on Shire property e.g. Reserves, Parks or within Halls - Sale of alcohol | \$60.00 | \$63.00 | Y | Council | 5% | \$3.00 | |
| Hire Bonds - for all bookings over 2 hours | | | | | | | |
| No Liquor Consumed | \$150.00 | \$150.00 | N | Council | 0% | \$0.00 | |
| Liquor Consumed | \$1,000.00 | \$1,000.00 | N | Council | 0% | \$0.00 | |
| Donnybrook Recreation Centre | | | | | | | |
| The CEO is authorised to approve, from time to time, discounts to the Fees & Charges for Recreation Centre promotions - see Delegations Register | | | | | | | |
| Concession discounts are applicable to those who hold a valid in date WA Seniors Card, Commonwealth Seniors Card, WA Seniors Card, Pensioner Concession Card or State Concession Card. | | | | | | | |
| Concession discounts are not applied to The National Seniors Card or the Department of Human Services Health Care Card | | | | | | | |
| Function Room | | | | | | | |
| Function room only commercial (per hour) | \$34.40 | \$36.00 | Y | Council | 5% | \$1.60 | |
| Function room only community (per hour) | \$21.40 | \$22.50 | Y | Council | 5% | \$1.10 | |
| Kitchen hire (flat charge /per event) | \$42.00 | \$44.00 | Y | Council | 5% | \$2.00 | |
| Major Event - Stadium & Kitchen | \$774.00 | \$812.50 | Y | Council | 5% | \$38.50 | |
| Swimming Pool | | | | | | | |
| Swimming Club - Junior | \$6.45 | \$11.00 | Y | Council | 71% | \$4.55 | Cost increased due to Local Government benchmarking review of service |
| Adult Group Swim | \$6.80 | \$0.00 | Y | Council | -100% | -\$6.80 | Removed due to service no longer being provided |
| Child swim - 4yrs and up | \$4.95 | \$5.20 | Y | Council | 5% | \$0.25 | |
| Adult swim - 17yrs and over | \$6.80 | \$7.15 | Y | Council | 5% | \$0.35 | |
| Family Swim (2 adults 3 children or 1 adult 3 children) | \$18.90 | \$19.85 | Y | Council | 5% | \$0.95 | |
| Concession Swim (Senior Card holder or Health Care Card holder) | \$4.95 | \$5.20 | Y | Council | 5% | \$0.25 | |
| Persons accompanying disabled swimmer - Free | \$0.00 | \$0.00 | Y | Council | 0% | \$0.00 | |
| Shower | \$3.50 | \$3.50 | Y | Council | 0% | \$0.00 | No increase required |
| Direct Debit Swimming - Adult | \$21.50 | \$22.20 | Y | Council | 3% | \$0.70 | |
| Direct Debit Swimming - Concession | \$16.15 | \$16.80 | Y | Council | 4% | \$0.65 | |
| Pool Inflatables Hire (per hour) | New | \$15.00 | Y | Council | 100% | | New Fee |
| Swimming Lessons | | | | | | | |
| Tiny Tots - 1 child/9 week term | \$139.00 | \$146.00 | Y | Council | 5% | \$7.00 | |
| Learn to swim - 1 child / 9 week term | \$139.00 | \$146.00 | Y | Council | 5% | \$7.00 | |
| Learn to swim - 2 children or toddler / 9 week term | \$263.90 | \$277.00 | Y | Council | 5% | \$13.10 | |
| Learn to swim - 3 children or toddler / 9 week term | \$389.00 | \$408.00 | Y | Council | 5% | \$19.00 | |
| Learn to swim - Private / 9 week term | \$344.00 | \$361.00 | Y | Council | 5% | \$17.00 | |
| Swimming Holiday Program (5-days) | \$88.15 | \$92.50 | Y | Council | 5% | \$4.35 | |
| Lane Hire - Community (per hour) | \$18.30 | \$19.20 | Y | Council | 5% | \$0.90 | |
| Lane Hire - Commercial (per hour) | \$33.40 | \$35.00 | Y | Council | 5% | \$1.60 | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|-----------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Crèche Fee (up to 2hr session) | \$5.00 | \$5.25 | Y | Council | 5% | \$0.25 | |
| Creche Fee 2nd Child (up to 2hr session) | \$4.50 | \$4.70 | Y | Council | 4% | \$0.20 | |
| Creche Fee 3rd Child (up to 2hr session) | \$4.25 | \$4.45 | Y | Council | 5% | \$0.20 | |
| Crèche 10x pass (10% Discount) | \$45.00 | \$47.25 | Y | Council | 5% | \$2.25 | |
| Crèche 20x pass (15% Discount) | \$85.00 | \$89.25 | Y | Council | 5% | \$4.25 | |
| Crèche 10x pass Membership Holder (10% Discount) | \$40.50 | \$42.50 | Y | Council | 5% | \$2.00 | |
| Crèche 20x pass Membership Holder (2nd child 15% Discount) | \$76.50 | \$80.30 | Y | Council | 5% | \$3.80 | |
| Pool - Bulk purchase of tickets | | | | | | | |
| Book of 10 tickets (10% saving) | | | | | | | |
| Book of 10 tickets (Child/ Pensioner /Concession) | \$44.55 | \$46.80 | Y | Council | 5% | \$2.25 | |
| Book of 10 tickets (Adult) | \$61.20 | \$64.25 | Y | Council | 5% | \$3.05 | |
| Book of 10 tickets (Junior Swim Club) | \$58.05 | \$99.00 | Y | Council | 71% | \$40.95 | Cost increased due to Local Government benchmarking review of service |
| Book of 20 tickets (15% saving) | | | | | | | |
| Book of 20 tickets (Child/ Pensioner /Concession) | \$84.15 | \$88.35 | Y | Council | 5% | \$4.20 | |
| Book of 20 tickets (Adult) | \$115.60 | \$121.40 | Y | Council | 5% | \$5.80 | |
| In Term Swimming | | | | | | | |
| Per Student / Class Centre | \$4.40 | \$4.60 | Y | Council | 5% | \$0.20 | |
| Year 1 - 3 Students | \$35.50 | \$37.30 | Y | Council | 5% | \$1.80 | |
| Year 4 - 5 Students | \$44.10 | \$46.30 | Y | Council | 5% | \$2.20 | |
| Year 6 - 10 Students | \$47.85 | \$50.25 | Y | Council | 5% | \$2.40 | |
| Weekend Hire of Pool (Inc Function Room/Day) | \$1,832.90 | \$0.00 | Y | Council | -100% | -\$1,832.90 | Removed due to operational restraints |
| Gym | | | | | | | |
| Gym membership | | | | | | | |
| 1 month - single | \$80.50 | \$84.50 | Y | Council | 5% | \$4.00 | |
| 3 months (10% Discount) | \$217.70 | \$228.60 | Y | Council | 5% | \$10.90 | |
| 6 months (15% Discount) | \$411.20 | \$0.00 | Y | Council | -100% | -\$411.20 | Removed due to minimal uptake of membership type |
| 12 months (20% 15% Discount) | \$774.00 | \$861.90 | Y | Council | 11% | \$87.90 | reduction to discount % |
| 2 week membership renewal | \$43.00 | \$45.15 | Y | Council | 5% | \$2.15 | |
| Direct Debit (fortnightly) | \$29.00 | \$30.45 | Y | Council | 5% | \$1.45 | |
| Adult FIFO Membership Direct Debit (plus Once-off Direct Debit fee) | \$14.50 | \$15.25 | Y | Council | 5% | \$0.75 | |
| One-off Direct Debit Fee on top of all Fortnightly payments | \$25.00 | \$25.00 | Y | Council | 0% | \$0.00 | No increase required |
| Swipe Card - 24 Hour Gym Access (One-Off Fee - Members Only) | \$25.00 | \$25.00 | Y | Council | 0% | \$0.00 | No increase required |
| Concession Gym Membership - Senior | | | | | | | |
| Single | | | | | | | |
| 1 month | \$69.80 | \$73.30 | Y | Council | 5% | \$3.50 | |
| 3 months (10% Discount) | \$188.50 | \$197.90 | Y | Council | 5% | \$9.40 | |
| 6 months (15% Discount) | \$356.00 | \$0.00 | Y | Council | -100% | -\$356.00 | Removed due to minimal uptake of membership type |
| 12 month (20% 15% Discount) | \$670.10 | \$747.70 | Y | Council | 12% | \$77.60 | reduction to discount % |
| 2 week membership renewal | \$35.55 | \$37.35 | Y | Council | 5% | \$1.80 | |
| Direct Debit (fortnightly) | \$25.00 | \$25.00 | Y | Council | 0% | \$0.00 | No increase required |
| Gym + Swim Membersip (includes Gym and Pool) | | | | | | | |
| Single | | | | | | | |
| 1 month | \$102.15 | \$107.25 | Y | Council | 5% | \$5.10 | |
| 3 months (10% Discount) | \$275.80 | \$289.60 | Y | Council | 5% | \$13.80 | |
| 6 months (15% Discount) | \$520.95 | \$0.00 | Y | Council | -100% | -\$520.95 | Removed due to minimal uptake of membership type |
| 12 month (20% 15% Discount) | \$980.65 | \$1,093.95 | Y | Council | 12% | \$113.30 | reduction to discount % |
| Direct Debit (fortnightly) | \$35.10 | \$36.85 | Y | Council | 5% | \$1.75 | |
| Gym + Group Fit Membership (Includes Gym and Group Fit Classes) | | | | | | | |
| Direct Debit (fortnightly) | \$35.10 | \$36.85 | Y | Council | 5% | \$1.75 | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|---|---------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Over 50's - Senior (Includes Gym, Strength for Life and Pool) | | | | | | | |
| Single | | | | | | | |
| 1 month | \$86.00 | \$90.30 | Y | Council | 5% | \$4.30 | |
| 3 months (10% Discount) | \$232.20 | \$243.80 | Y | Council | 5% | \$11.60 | |
| 6 months (15% Discount) | \$438.60 | \$0.00 | Y | Council | -100% | -\$438.60 | Removed due to minimal uptake of membership type |
| 12 month (20% 15% Discount) | \$825.60 | \$921.00 | Y | Council | 12% | \$95.40 | reduction to discount % |
| Direct Debit (fortnightly) | \$31.05 | \$32.60 | Y | Council | 5% | \$1.55 | |
| Group Fitness Classes Book | | | | | | | |
| 10 x Group Fitness Multipass | \$153.90 | \$166.50 | Y | Council | 8% | \$12.60 | Review of Officer time highlighted increase in fee required |
| 10 x Group Fitness Multipass - Seniors Concession | \$102.60 | \$121.50 | Y | Council | 18% | \$18.90 | Review of Officer time highlighted increase in fee required |
| 10 x Group Fitness Multipass - Membership Holder | \$85.60 | \$121.50 | Y | Council | 42% | \$35.90 | Fee brought inline with concession discount |
| Strength for Life Program | | | | | | | |
| 10x Strength for Life Multipass | \$74.25 | \$76.50 | Y | Council | 3% | \$2.25 | |
| Strength for life | \$8.25 | \$8.50 | Y | Council | 3% | \$0.25 | |
| Casual Group Fitness | | | | | | | |
| Group Fitness Classes | \$17.10 | \$18.50 | Y | Council | 8% | \$1.40 | Review of Officer time highlighted increase in fee required |
| Group Fitness - Seniors Concession | \$11.40 | \$13.50 | Y | Council | 18% | \$2.10 | Review of Officer time highlighted increase in fee required |
| Group Fitness Classes - Membership Holders | \$9.65 | \$13.50 | Y | Council | 40% | \$3.85 | Fee brought inline with concession discount |
| Casual Gym | | | | | | | |
| Casual Gym | \$18.00 | \$18.50 | Y | Council | 3% | \$0.50 | |
| Casual Gym - Seniors Concession | \$12.30 | \$13.50 | Y | Council | 10% | \$1.20 | Fee brought inline with casual fitness class |
| Stadium | | | | | | | |
| Centre Run Programs/Competitions | | | | | | | |
| Team Nomination - Senior | \$55.00 | \$55.00 | Y | Council | 0% | \$0.00 | No increase required |
| Game/per team | \$55.00 | \$55.00 | Y | Council | 0% | \$0.00 | No increase required |
| Stadium/Competition Hire | | | | | | | |
| Junior Club Competition - per court per hour (4 years - 14 years inclusive) | \$37.10 | \$38.95 | Y | Council | 5% | \$1.85 | |
| Senior Club Competition - per team per hour (15 years and over) | \$41.90 | \$44.00 | Y | Council | 5% | \$2.10 | |
| Junior Club Training - per court per hour | \$30.10 | \$31.60 | Y | Council | 5% | \$1.50 | |
| Senior Club Training - per court per hour | \$36.55 | \$38.40 | Y | Council | 5% | \$1.85 | |
| Homeschool Sport | | | | | | | |
| Casual Entry Per Session | \$10.00 | \$10.50 | Y | Council | 5% | \$0.50 | |
| 9 Week Term Upfront | \$76.00 | \$85.00 | Y | Council | 12% | \$9.00 | enrolment to include 10% based on casual cost |
| Basketball | | | | | | | |
| Basketball - casual game/shots (Junior - up to 14 years) per session | \$4.30 | \$4.50 | Y | Council | 5% | \$0.20 | |
| Basketball - casual game/shots (Senior - 15 years and above) per session | \$5.40 | \$5.50 | Y | Council | 2% | \$0.10 | |
| Badminton/Pickleball - casual game | | | | | | | |
| Court Hire (per hour) | \$12.00 | \$15.00 | Y | Council | 25% | \$3.00 | Cost increased due to Local Government benchmarking review of service |
| Racquet and Shuttlecock/Pickleball Hire (per person) | \$3.00 | \$3.00 | Y | Council | 0% | \$0.00 | No increase required |
| Adult - Badminton Club/Pickeball Club includes racquet hire | \$6.00 | \$6.50 | Y | Council | 8% | \$0.50 | Cost increased due to Local Government benchmarking review of service |
| Volleyball - casual game | | | | | | | |
| Adult (per hour) | \$6.00 | \$15.00 | Y | Council | 150% | \$9.00 | Cost increased due to Local Government benchmarking review of service |
| Junior / hr | \$5.00 | \$0.00 | Y | Council | -100% | -\$5.00 | Removed due to minimal uptake of service |
| Roller skating includes skate hire | | | | | | | |
| Junior | \$8.00 | \$8.00 | Y | Council | 0% | \$0.00 | No increase required |
| Family (1 adult and 3 children or 2 adults and 2 children) | \$28.00 | \$28.00 | Y | Council | 0% | \$0.00 | No increase required |
| Stadium Hire - Outside Standard Operating Hours | | | | | | | |
| Court 1 or 2 (per hr / court) | \$107.50 | \$0.00 | Y | Council | -100% | -\$107.50 | Removed to change in facility accessibility outside of hours |
| Recreation Centre Sponsorship | | | | | | | |
| 12 months Stadium Sponsorship Sign | \$500.00 | \$525.00 | Y | Council | 5% | \$25.00 | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|---------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Squash | | | | | | | |
| Squash Court (per hour) | \$11.00 | \$15.00 | Y | Council | 36% | \$4.00 | Cost increased due to Local Government benchmarking review of service |
| Squash Racquet & Ball hire (per hour) | \$3.00 | \$3.00 | Y | Council | 0% | \$0.00 | No increase required |
| Birthday Parties | | | | | | | |
| Swim/Games party up to 10 children (2 hours, includes host, BYO catering) | \$171.20 | \$0.00 | Y | Council | -100% | -\$171.20 | Removed due to minimal uptake of service |
| Additional child (ea) | \$16.60 | \$0.00 | Y | Council | -100% | -\$16.60 | Removed due to minimal uptake of service |
| Other | | | | | | | |
| Mezzanine Area (per hour) | \$18.80 | \$19.75 | Y | Council | 5% | \$0.95 | |
| Consultation/Wellness Room Commercial (per hour) | \$23.00 | \$24.15 | Y | Council | 5% | \$1.15 | |
| Consultation/Wellness Room Community (per hour) | \$15.00 | \$15.75 | Y | Council | 5% | \$0.75 | |
| Balingup Recreation Centre | | | | | | | |
| Managed by BADSA | | | | | | | |
| Libraries | | | | | | | |
| Printing and Photocopying: | | | | | | | |
| B&W - Single Sided | | | | | | | |
| A4 | \$0.30 | \$0.30 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| A3 | \$0.40 | \$0.40 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| B&W - Double Sided | | | | | | | |
| A4 | \$0.40 | \$0.40 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| A3 | \$0.80 | \$0.80 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| Colour - Single Sided | | | | | | | |
| A4 | \$0.75 | \$0.75 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| A3 | \$1.50 | \$1.50 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| Colour - Double Sided | | | | | | | |
| A4 | \$1.50 | \$1.50 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| A3 | \$3.00 | \$3.00 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| Additional labour charges may apply for Complex Photocopying & Collating of Documents | \$28.00 | \$28.00 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| Laminating | | | | | | | |
| A4 | \$2.15 | \$2.15 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| A3 | \$3.75 | \$3.75 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| Business Card | \$1.00 | \$1.00 | Y | Council | 0% | \$0.00 | Remove from this section - refer to charges under "Governance" |
| Room Hire - Seniors Room | | | | | | | |
| Not for Profit Group (Governed by a Board) | | | | | | | |
| Community (per hour) | \$21.40 | \$22.45 | Y | Council | 5% | \$1.05 | |
| Commercial (per hour) | \$34.40 | \$36.10 | Y | Council | 5% | \$1.70 | |
| Use of kitchen | \$2.80 | \$3.00 | Y | Council | 7% | \$0.20 | |
| Room Hire - Meeting Room | | | | | | | |
| Community Charge per hour | \$6.60 | \$6.90 | Y | Council | 5% | \$0.30 | |
| Commercial Charge per hour | \$11.00 | \$11.55 | Y | Council | 5% | \$0.55 | |
| Use of kitchen | \$2.75 | \$3.00 | Y | Council | 9% | \$0.25 | |
| Computer Access (Including Internet) | | | | | | | |
| Library Member | \$0.00 | \$0.00 | Y | Council | 0% | \$0.00 | |
| Non-Member Library (1st hour free) | \$2.00 | \$2.00 | Y | Council | 0% | \$0.00 | No increase required |
| Transport | | | | | | | |
| Rural Road Number Plate | | | | | | | |
| Supply & Installation | \$105.00 | \$110.00 | Y | Council | 5% | \$5.00 | |
| Replacement number plate & installation | \$105.00 | \$110.00 | Y | Council | 5% | \$5.00 | |
| Third Party Banner Installation | | | | | | | |
| Installation fee for third party banners up to 10 banners | \$500.00 | \$525.00 | Y | Council | 5% | \$25.00 | |

[illegible]

Approval of Road & Drainage Plans for Subdivisions

1.5% of Construction Cost or actual costs or as calculated by Shire, whichever is the greater, plus GST of subdivision works

Work to include all works within road reserve including earthworks or other associated drainage/road structures, retaining walls that are outside road reserve. Excludes water service, sewer and power.

Engineering Supervision Fee

| Based on estimated cost | Estimate cost plus GST | Estimate cost plus GST | Y | Council |
|-------------------------|------------------------|------------------------|---|---------|
|-------------------------|------------------------|------------------------|---|---------|

Private Works

Note Mobilisation and demobilisation costs may apply if plant is not already in the area. If works are subject to award overtime rates, applicable rates will be charged

| | | | | | | |
|---|---------------|---------------|---|---------|----|--------|
| Grader - Ordinary hours charge rate | \$187.50 | \$197.00 | Y | Council | 5% | \$9.50 |
| Loader - Ordinary hours charge rate | \$176.50 | \$186.00 | Y | Council | 5% | \$9.50 |
| Trucks 3 tonne - Ordinary hours charge rate | \$118.00 | \$124.00 | Y | Council | 5% | \$6.00 |
| Trucks 13/14 tonne - Ordinary hours charge rate | \$139.00 | \$146.00 | Y | Council | 5% | \$7.00 |
| Backhoe - Ordinary hours charge rate | \$139.00 | \$146.00 | Y | Council | 5% | \$7.00 |
| Vibrating Roller - Ordinary hours charge rate | \$139.00 | \$146.00 | Y | Council | 5% | \$7.00 |
| Tractor - Ordinary hours charge rate | \$118.00 | \$124.00 | Y | Council | 5% | \$6.00 |
| Tractor & Slasher, Ride-on Mower - Ordinary hours charge rate | \$107.00 | \$113.00 | Y | Council | 6% | \$6.00 |
| Materials (e.g. Metal, Sand, Gravel, Catemul etc) | At cost + 25% | At cost + 25% | Y | | | |

Royalty payment for gravel acquisition from private land owners, in accordance with Schedule 3.2 of the Local Government Act 1995.

A negotiated royalty of between \$1.75 to \$3.75 per tonne ex GST will be paid for gravel acquired from private land.

Y

Economic Services

Balingup Transit Park (Maximum 3 nights)

Powered Caravan Site - Rate per night

| | | | | | | | |
|--|---------|---------|---|---------|-------|----------|---|
| Site fee (maximum two persons) | \$40.00 | \$48.00 | Y | Council | 20% | \$8.00 | Increase venue hire to recover online booking commission fees |
| Site fee - Special Events Rate (maximum two persons) | \$50.00 | \$60.00 | Y | Council | -100% | -\$50.00 | Remove rate for smoother online booking process |
| Additional Adult | \$12.50 | \$15.00 | Y | Council | 20% | \$2.50 | Increase venue hire to recover online booking commission fees |
| Additional Adult - Special Events Rate | \$20.00 | \$60.00 | Y | Council | -100% | -\$20.00 | Remove rate for smoother online booking process |
| Additional Child - 2-16 years | \$5.00 | \$6.00 | Y | Council | 20% | \$1.00 | Increase venue hire to recover online booking commission fees |

Unpowered Caravan Site - Rate per night

| | | | | | | | |
|--|--------------------|-------------------|--------------|--------------------|-----------------|--------------------|---|
| Site fee (maximum two persons) | \$30.00 | \$36.00 | Y | Council | 20% | \$6.00 | Increase venue hire to recover online booking commission fees |
| Site fee - Special Events Rate (maximum two persons) | \$40.00 | \$6.00 | Y | Council | 100% | \$40.00 | Remove rate for smoother online booking process |
| Additional Adult | \$12.58 | \$15.00 | Y | Council | 19% | \$2.42 | Increase venue hire to recover online booking commission fees |
| Additional Child - 2-16 years | \$5.00 | \$6.00 | Y | Council | 20% | \$1.00 | Increase venue hire to recover online booking commission fees |

Powered Camping - Rate per night

| | | | | | | | |
|--------------------------------|---------|---------|---|---------|-----|--------|---|
| Site fee (maximum two persons) | \$40.00 | \$48.00 | Y | Council | 20% | \$8.00 | Increase venue hire to recover online booking commission fees |
| Additional Adult | \$12.50 | \$15.00 | Y | Council | 20% | \$2.50 | Increase venue hire to recover online booking commission fees |
| Additional Child - 2-16 years | \$5.00 | \$6.00 | Y | Council | 20% | \$1.00 | Increase venue hire to recover online booking commission fees |

Unpowered Camping - Rate per night

| | | | | | | | |
|--------------------------------|---------|---------|---|---------|-----|--------|---|
| Site fee (maximum two persons) | \$30.00 | \$36.00 | Y | Council | 20% | \$6.00 | Increase venue hire to recover online booking commission fees |
| Additional Adult | \$12.50 | \$15.00 | Y | Council | 20% | \$2.50 | Increase venue hire to recover online booking commission fees |
| Additional Child - 2-16 years | \$5.00 | \$6.00 | Y | Council | 20% | \$1.00 | Increase venue hire to recover online booking commission fees |

~~School / Sporting / Community Groups (greater than 10)~~

| | | | | | | | |
|-----------------------------|---------|--------|---|---------|-------|--------|--|
| Per Person (Adult or Child) | \$25.00 | \$0.00 | % | Council | -100% | -25.00 | Remove fee - groups can apply for concession under Community Grants & Donations Policy |
|-----------------------------|---------|--------|---|---------|-------|--------|--|

| | | | | | | | |
|--|---------|---------|---|---------|-------|----------|--|
| Cancellation Fee (14 days or more before scheduled arrival) per booking | \$16.00 | \$0.00 | Y | Council | ~100% | \$-16.00 | Remove Fee - Set flat rate for all cancellations |
| Cancellation Fee (Less than 14 days before scheduled arrival) 1 night charge per booking | TBA | \$0.00 | Y | Council | | | Remove Fee - Set flat rate for all cancellations |
| Cancellation Fee (per booking) | New | \$25.00 | Y | Council | 100% | \$25.00 | Flat rate fee for smoother online booking rules |

Early Departure - No refunds to be provided

Discounts - Children under 2 - free

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|---|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|--|
| Donnybrook Transit Park (Maximum 3 nights) | | | | | | | |
| Powered Site - Rate per night | | | | | | | |
| Site fee (maximum two persons) | \$40.00 | \$48.00 | Y | Council | 20% | \$8.00 | Increase venue hire to recover online booking commission fees |
| Additional Adult | \$12.50 | \$15.00 | Y | Council | 20% | \$2.50 | Increase venue hire to recover online booking commission fees |
| Additional Child (2-16 years) | \$5.00 | \$6.00 | Y | Council | 20% | \$1.00 | Increase venue hire to recover online booking commission fees |
| Unpowered Site - Rate per night | | | | | | | |
| Site fee (maximum two persons) | \$30.00 | \$36.00 | Y | Council | 20% | \$6.00 | Increase venue hire to recover online booking commission fees |
| Additional Adult | \$12.50 | \$15.00 | Y | Council | 20% | \$2.50 | Increase venue hire to recover online booking commission fees |
| Additional Child - (2-16 years) | \$5.00 | \$6.00 | Y | Council | 20% | \$1.00 | Increase venue hire to recover online booking commission fees |
| School / Sporting / Community Groups (greater than 10) | | | | | | | |
| *Call for assistance when booking. | | | | | | | |
| Per Person (Adult or Child) | \$25.00 | \$0.00 | Y | Council | -100% | -\$25.00 | Remove fee - groups can apply for concession under Community Grants & Donations Policy |
| Cancellation Fee (14 days or more before scheduled arrival) per booking | \$16.00 | \$0.00 | Y | Council | -100% | -\$16.00 | Remove Fee - Set flat rate for all cancellations |
| Cancellation Fee (Less than 14 days before scheduled arrival) 1 night charge per booking | TBA | TBA | Y | Council | | | Remove Fee - Set flat rate for all cancellations |
| Cancellation Fee (per booking) | New | \$25.00 | Y | Council | 100% | \$25.00 | Flat rate fee for smoother online booking rules |
| Early Departure - No refunds to be provided | | | | | | | |
| Discounts - Children under 2 - free | | | | | | | |
| Sale of Standpipe Water | | | | | | | |
| Donnybrook Standpipe (per kilolitre) | \$8.60 | \$9.05 | N | Council | 5% | \$0.45 | |
| Balingup Standpipe (per kilolitre) | \$12.45 | \$13.05 | N | Council | 5% | \$0.60 | |
| Based on Water Corporation rate for water taken and annual service charges & Shire Admin fees | | | | | | | |
| Bond - Swipe Card (refundable) | \$50.00 | \$50.00 | N | Council | 0% | \$0.00 | Remove Bond - and customer must purchase card (non-refundable) |
| Replacement Standpipe Access Card Fee | \$50.00 | \$50.00 | Y | Council | 0% | \$0.00 | Remove Fee - see Swipecard Purchase below |
| Swipe Card (non-refundable) | New | \$25.00 | Y | Council | | | New Fee - remove bond requirement & administration burden |
| Building Control | | | | | | | |
| Uncertified Application for Class 1 or Class 10 Building Permit (s.16(1)) | | | | | | | |
| 0.32% of the estimated value of construction work as determined by the Shire | | | | | | | |
| \$110.00 minimum charge | 0.32% of the estimated value of work; minimum charge \$110.00 | | N | Regulatory | | | |
| Certified Application for Class 1-10 Building Permit (s.16(1)) | | | | | | | |
| 0.019% of the estimated value of construction work. | | | | | | | |
| \$110.00 minimum charge | 0.19% of the estimated value of work; minimum charge \$110.00 | | N | Regulatory | | | |
| Certified Application for Class 2-9 Building Permit (s.16(1)) | | | | | | | |
| 0.09% of the estimated value of construction work. | | | | | | | |
| \$110.00 minimum charge | 0.09% of the estimated value of work; minimum charge \$110.00 | | N | Regulatory | | | |
| Certificate of Design Compliance for Class 2-9 Building - Discretionary service | | | | | | | |
| 0.32% of the estimated GST Inclusive value of construction work.) | | | | | | | |
| \$300.00 minimum charge | 0.32% of the GST inclusive estimated current value of the works, with a minimum of \$300.00 | | N | Council | | | |
| Certificate of Construction Compliance - Discretionary service | | | | | | | |
| Where the Shire of Donnybrook/Balingup provided the Certificate of Design Compliance | Nil, unless repeat inspections are required, where additional work will be charged at \$82.00 per hour, with a minimum of \$250.00 | | N | Council | | | |
| Where the Shire of Donnybrook/Balingup did not provide the Certificate of Design Compliance | \$120.00 per hour, with a minimum of \$300.00 | | N | Council | | | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|--|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|---|
| Certificate of Building Compliance - Discretionary service | | | | | | | |
| Authorised or unauthorised Class 2 - 9 buildings | \$120.00 per hour, with a minimum of \$300.00 | | N | Council | | | |
| Unauthorised Class 1 -10 buildings | 0.5% of the GST inclusive estimated current value of the works, with a minimum of \$300.00 | | N | Council | | | |
| Application for Demolition Permit Class 1 or 10 or incidental structure (s.16(1)) | | | | | | | |
| | \$110.00 | \$110.00 | N | Regulatory | 0% | \$0.00 | |
| Application for Demolition Permit Class 2-9 (s.16(1)) | | | | | | | |
| Each storey | \$110.00 for each storey of the building | | N | Regulatory | | | |
| Application to Extend Time Building Permit, Demolition Permit, Occupancy Permit or Building Approval Certificate has effect (s.32(3)(f); s.65(3)(a)) | \$110.00 | \$110.00 | N | Regulatory | 0% | \$0.00 | |
| Application for an Occupancy Permit completed building (s. 46) | \$110.00 | \$110.00 | N | Regulatory | 0% | \$0.00 | |
| Application for an Occupancy Permit incomplete building (s. 47) | \$110.00 | \$110.00 | N | Regulatory | 0% | \$0.00 | |
| Application for modification of Occupancy Permit temporary basis (s. 48) | \$110.00 | \$110.00 | N | Regulatory | 0% | \$0.00 | |
| Application for replacement Occupancy Permit permanent change to use or classification (s. 49) | \$110.00 | \$110.00 | N | Regulatory | 0% | \$0.00 | |
| Application for Occupancy Permit unauthorised worked has been done (s.51(2)) | | | | | | | |
| 0.18% of the estimated value of unauthorised work. | | | | | | | |
| \$110.00 minimum charge | 0.18% of the estimated value of work; minimum charge \$110.00 | | N | Regulatory | | | |
| Application for Building Approval Certificate where unauthorised work has been done (s.51(3)) | | | | | | | |
| 0.38% of the estimated value of unauthorised work as determined by the Shire | | | | | | | |
| \$110.00 minimum charge | 0.38% of the estimated value of work; minimum charge \$110.00 | | N | Regulatory | | | |
| Application to replace Occupancy Permit for an existing building (s.52(1)) | \$110.00 | \$110.00 | N | Regulatory | 0% | \$0.00 | |
| Building Inspection Fee (per hour) | \$110.00 | \$115.50 | N | Council | 5% | \$5.50 | |
| Application for Building Approval Certificate existing building where unauthorised work not completed | | | | | | | |
| Application as defined in Regulation 31 | \$2,160.15 | \$2,160.15 | N | Regulatory | 0% | \$0.00 | |
| Building Inspection Service for Class 2 - 9 Buildings - per hour - Discretionary service | \$110.00 | \$136.50 | Y | Council | 24% | \$26.50 | Review of Officer time highlighted increase in fee required |
| Construction Training Fund | | | | | | | |
| 0.20% of the estimated value where the value of construction exceeds \$20,000 | 0.20% of work value >\$20,000 | | N | Regulatory | | | |
| Building Service Levy | | | | | | | |
| Building Permit | | | | | | | |
| Value of work under \$45,000 | \$61.65 | \$61.65 | N | Regulatory | 0% | \$0.00 | |
| Value of work over \$45,000 - 0.137% | 0.137% of the estimated value of work; minimum charge \$61.65 | | N | Regulatory | | | |
| Demolition Permit | | | | | | | |
| Value of work under \$45,000 | \$61.65 | \$61.65 | N | Regulatory | 0% | \$0.00 | |
| Value of work over \$45,000 - 0.137% | 0.137% of work value >\$45,000 | | N | Regulatory | | | |
| Occupancy Permit/Building Approval Certificate Authorised works | | | | | | | |
| Application for Occupancy Permit or Building approval Certificate for Authorised work (s.47,49,50,52) | \$61.65 | \$61.65 | N | Regulatory | 0% | \$0.00 | |
| Occupancy Permit/Building Approval Certificate Unauthorised Building Work (s. 51) | | | | | | | |
| Value of work under \$45,000 | \$123.30 | \$123.30 | N | Regulatory | 0% | \$0.00 | |
| Value of work over \$45,000 - 0.274% | 0.27% of the estimated value of work | | N | Regulatory | | | |
| Building Permit - Minor Amendment | | | | | | | |
| | \$50.00 | \$50.00 | Y | Council | 0% | | |
| Building Permit - Major Amendment | | | | | | | |
| | \$100.00 | \$100.00 | Y | Council | 0% | | |
| Smoke Alarms | | | | | | | |
| Consideration of approval battery powered smoke alarms (r.61) *(maximum fee) | \$179.40 | \$179.40 | N | Regulatory | 0% | \$0.00 | |

| Description | 2024/25 GST Inc | 2025/26 GST Inc | GST Applicable | Regulatory / Council | Increase/ Decrease % | Increase/ Decrease \$ | Comments |
|--|--------------------|--------------------|-------------------|-------------------------|----------------------------|-----------------------------|-------------------------------------|
| Retrieval and Copying of Building Plans | | | | | | | |
| Search fee - charge per hour or part thereof - copying of plans charged separately | \$86.00 | \$90.50 | Y | Council | 5% | \$4.50 | |
| Swimming Pool Barrier Inspections | | | | | | | |
| Initial inspection (including re-inspection) up to a max \$312.00 (r.53A(2)) | New | \$150.00 | N | Regulatory | | | New Fee - Building Regulations 2012 |
| Inspection every 4 years. Cost for the service, up to \$78.00/year (r.53A(3)) | \$25.45 | \$26.70 | N | Regulatory | 5% | \$1.25 | |

Long Term Financial Plan

2025/26 – 2039/40



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| Abbreviations | |
|---------------|---|
| | |
| ABS | Australian Bureau of Statistics |
| CPI (Perth) | Consumer Price Index - Perth, Western Australia |
| IFPR | Integrated Financial Planning and Reporting Framework |
| km | Kilometres |
| LTFP | Long Term Financial Plan |
| Shire | Shire of Donnybrook Balingup |
| WA | Western Australia |
| | |

1. SHIRE PROFILE

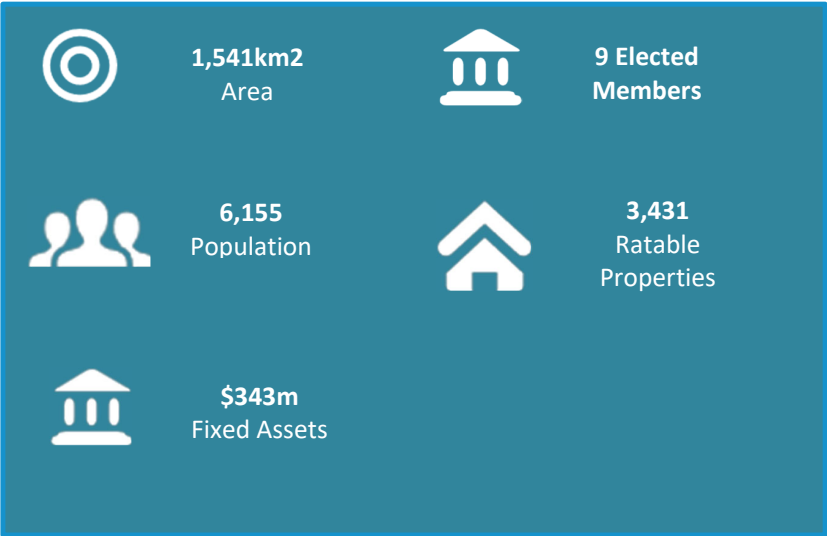
The Donnybrook Balingup region is located among the picturesque Preston and Blackwood Valleys, and is bursting with historic, produce-driven towns and hamlets.

Located 213 kilometres south of Perth and 40 kilometres southeast of Bunbury, the Shire covers 1,541 km² of farmland, forests, mining leases and Crown land. The district includes the towns of Donnybrook, Balingup and Kirup, and the localities of Argyle, Brookhampton, Lowden, Mullalyup, Mumballup, Newlands, Noggerup, Yabberup and many more.

Rich red clay and loam soils provide a fertile environment for fruit orchards and other horticulture and viticulture pursuits as well as livestock farming. A high number of small holdings and hobby farms provide opportunities for couples and families who wish to enjoy a change in lifestyle, with an easy commute to nearby areas for employment, including Bunbury, Busselton, Collie and Greenbushes.



2. KEY STATISTICS



| Assets | |
|---------------------------------|----------------|
| <u>Land - Freehold</u> | |
| Freehold Land Parcels | 43 Lots |
| | |
| <u>Buildings</u> | |
| Buildings | 132 Structures |
| | |
| <u>Plant & Equipment</u> | |
| Vehicles | 81 vehicles |
| | |
| <u>Infrastructure</u> | |
| Roads - Sealed | 299.70 km |
| Roads - Unsealed | 356.70 km |
| Bridges | 35 bridges |
| Drainage - Pipes | 23.53 km |
| Footpaths | 27.69 km |
| Equipment on Parks and Reserves | 294 items |

3. INTEGRATED FINANCIAL PLANNING

Long Term Financial Planning (LTFP) is an essential plan within the Integrated Financial Planning and Reporting Framework (IFPR). The LTFP is particularly important in Local Government where there is responsibility for a significant amount of long-lived assets and substantial asset management responsibilities. There are long periods with modest levels of asset renewal requirements, and then other periods when very significant outlays are necessary.

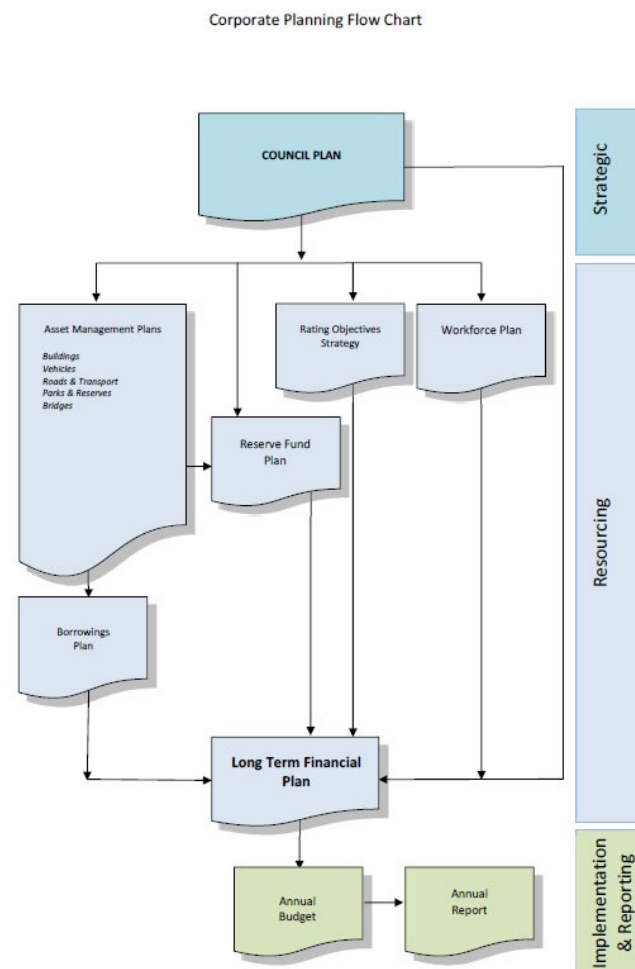
This requires planning to ensure the necessary generation of revenue in a sustainable manner over time to ensure that there is capacity to finance peaks in asset management and other outlays when necessary.

The LTFP consolidates information to guide Council's decisions about the mix and timings of outlays on operating activities and capital expenditure, together with the funding implications of these. Without a soundly based LTFP, Council with its significant asset management responsibilities, is unlikely to have sufficient information to determine sustainable service levels with affordable asset strategies, appropriate revenue targets and reserve fund management.

The LTFP is reviewed annually and provides a financial plan for the next 15 years.

Figure 1 illustrates how the LTFP informs the IFPR Framework.

Figure 1



4. COUNCIL PLAN

The Shire of Donnybrook Balingup Council Plan sets out our vision, aspirations, and objectives for our community. It is the Shire's principal strategy document. This means that it governs all the work that the Shire undertakes, either through direct service delivery, partnership arrangements or advocacy on behalf of our community. The direction set through the Council Plan ensures infrastructure and service provision is focused to meet the requirements of our community, now and into the future.

The Council Plan is a 10-year plan for the future. It combines our Strategic Community Plan and Corporate Business Plan into one succinct document. To keep the Council Plan relevant, Council will undertake a minor review of the actions in this plan on an annual basis. A major review will be undertaken every four years.

Vision

A proud community enjoying our rural lifestyle, cultural heritage and natural environment.

Priorities

People

A healthy, safe and inclusive community.

Planet

Shared commitment to sustainability, leaving each place better than we found it.

Place

A responsibly planned district with a retained sense of community and country charm.

Prosperity

A strong, diverse and resilient economy.

Performance

Open, robust conversations and harmonious outcomes.

5. FINANCIAL SUSTAINABILITY

The LTFP is a planning tool to project a financially sustainable course to meet the Shire's future objectives and obligations. It presents a financial analysis of strategic objectives and goals set out in the IFPR documents over a 15-year period.

It has been prepared based on several objectives and assumptions that are contained in this document. Council priorities, obligations, strategies, together with the future needs of our community are all dynamic influences in relation to developing plans. Combined with future economic uncertainty, the LTFP is therefore reviewed and adjusted annually to reflect material changes.

This plan addresses the operating and capital requirements of the Shire over the next 15 years and illustrates the connection between specific plans and strategies. It enhances the transparency and responsibility of the Shire towards the community by articulating the future sustainable financial requirements necessary for delivering desired community service levels while also meeting future obligations.

This plan represents a financial solution for meeting the demands of services and facilities to the community. There are numerous ways in which the Shire can achieve its objectives. This plan assesses the historical asset renewal funding gap and the necessary funding needs for future asset renewal as well as provision of new community assets.

This LTFP set out the following sustainable objectives.

- A balanced budget for each financial year, shown in the Statement of Financial Activity (page 19).
- Positive annual net cash flows provided from operating activities that is necessary to fund own source obligations for meeting borrowings (Financing Activities) and capital works (Investing Activities) in the Statement of Cash Flows (page 18).
- Meeting asset renewal obligations as identified in the Shire's Asset Management Plans.

- Provision of identified new assets to meet future community needs.
- Meeting reserve fund transfers that meet future financial obligations as identified in the Shire's Reserve Fund Plan.
- Meeting future planned borrowings as identified in the Shire's Borrowings Plan.

Based on the stated assumptions, objectives, known revenue sources and forecast expenditure, the plan identifies that existing rating yield is approximately 17% (Table 1) below the levels necessary to meet long term objectives and responsibilities of the Shire.

Rates has been used as the metric to measure the sustainable funding gap. The identified funding gap can be mitigated with measures such as (but not limited to).

- Rationalising assets to reduce future asset renewal obligations.
- Reducing existing service levels.
- Increasing cost recovery from user fees.
- Continued efforts to source grants and contributions for capital projects.

The LTFP comprises underlying assumptions and forecast estimates. These do not commit the Shire to the financial details of the LTFP rather it is intended to act as a guide towards structurally steering the Annual Budget towards the financially sustainable foundation necessary to meet identified community service levels and future obligations of the Shire.

Table 1

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
|-------------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| | 2024/25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 | 2032-33 | 2033-34 | 2034-35 | 2035-36 | 2036-37 | 2037-38 | 2038-39 | 2039-40 |
| Rate Revenue | 7,840,319 | 9,160,352 | 9,835,450 | 10,330,579 | 10,794,407 | 11,227,567 | 11,712,230 | 11,931,356 | 12,622,148 | 12,728,444 | 13,435,368 | 13,557,954 | 14,047,199 | 14,829,911 | 15,425,549 | 15,905,167 |
| Change (\$) | | 1,320,033 | 675,098 | 495,129 | 463,828 | 433,160 | 484,663 | 219,126 | 690,792 | 106,296 | 706,924 | 122,586 | 489,245 | 782,712 | 595,638 | 479,618 |
| Change (%) | | 16.84% | 7.37% | 5.03% | 4.49% | 4.01% | 4.32% | 1.87% | 5.79% | 0.84% | 5.55% | 0.91% | 3.61% | 5.57% | 4.02% | 3.11% |
| Operating Revenue | | 15,053,520 | 15,910,069 | 16,606,249 | 17,274,306 | 17,938,024 | 18,658,251 | 19,115,882 | 20,001,003 | 20,403,107 | 21,333,533 | 21,658,084 | 22,437,846 | 23,510,443 | 24,353,496 | 25,130,281 |

Figure 2

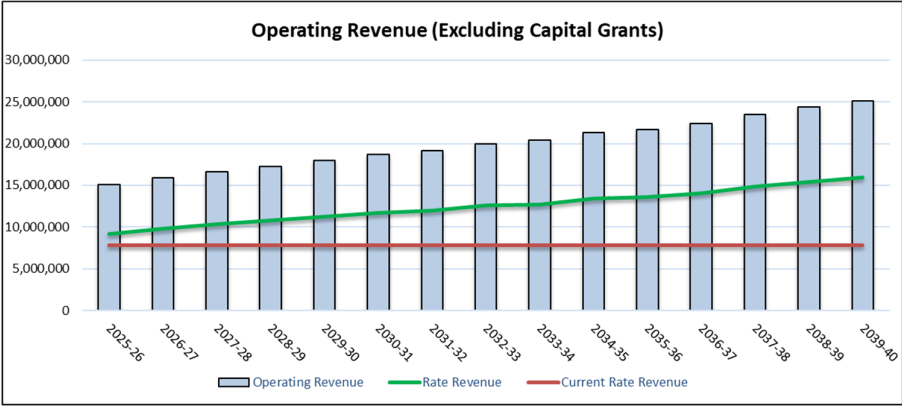
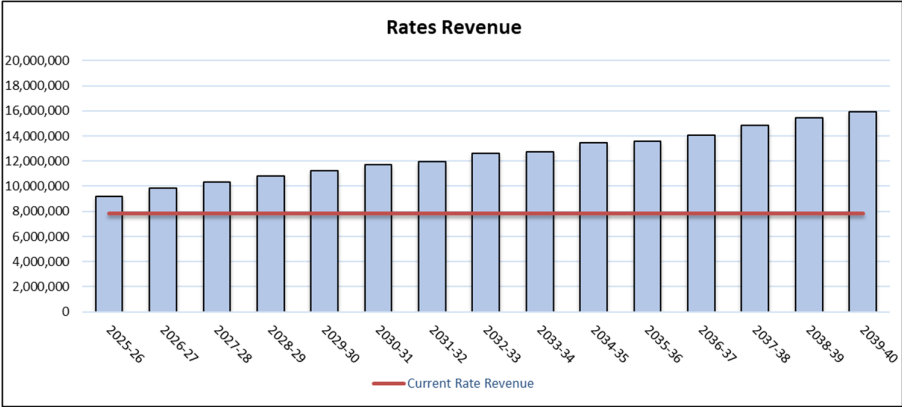


Figure 3



6. ASSET MANAGEMENT

Council possesses a substantial portfolio of physical assets to meet the service needs of the community. These assets are categorised into the following major classes:

- Land - Freehold
- Buildings
- Furniture and Equipment
- Plant and Equipment
- Vehicles
- Infrastructure – Roads
- Infrastructure – Bridges
- Infrastructure – Drainage
- Infrastructure – Footpaths
- Infrastructure – Parks & Reserves

By their nature, constructed or built forms deteriorate over the passage of time. These assets (or their components) require renewal or replacement at the end of their economic useful life to sustain a level of service that maintains an appropriate level of.

- a) Asset Safety
- b) Asset Quality
- c) Asset Functionality

A suite of Asset Management Plans has been developed for major asset classes. These are reviewed and updated annually, to identify and forecast,

- a) What works are required
- b) When the works are required
- c) Cost of the works
- d) Funding sources of the works

This information is incorporated into the LTFP to inform Council of the long-term cost of delivering facilities and services to the community.

Identifying sufficient funding for the maintenance and renewal of assets is an essential part of the LTFP. Historical levels of financial allocations have not been sufficient to achieve this, which leaves the Shire with a shortfall in funding. This position cannot be rectified quickly, but over the life of the LTFP allocations have been made that increases own source funded allocation into asset management reserves to ensure future identified works are able to be sustainably funded.

If this does not occur, the Shire may be faced with future financial challenges. The LTFP enables Council to understand its future financial obligations beyond immediate budget considerations. The LTFP helps Council assess the need for early intervention to reduce future risks and associated revenue raising requirements of future generations.



7. REVENUE

The suite of plans that forms the Shire's IFPR framework identifies a factual cost of managing the Shire's asset portfolio.

Improving the Shire's revenue is a mainstay of being able to deliver sufficient funding for the initiatives in the LTFP.

Rates

The generation of 'own source' revenue through property rates is the mainstay of income for all local governments. The LTFP identifies the level of rate revenue yield necessary to sustainably meet the identified long-term cost of meetings the Shire's future service obligations.

The development of robust asset management and longer-term financial planning is enabling a greater level of informed decision making. This information is reporting that historical rating levels are not sufficient to meet the Shire's future obligations, particularly to funds identified future asset renewal.

Fees and Charges

Fees and charges endeavour to provide either full cost recovery (where applicable) or deliver an equitable contribution to the cost of the service. However, there is a considerable range in the type of services where fees can apply and the level of discretion available to the Shire to set a fee for services.

- a) Fees for statutory services (e.g. town planning, building, health) are predominantly prescribed under legislation. The Shire has limited capability to reflect the cost of providing the service into the fee. Annual indexation of a statutory fee by the State Government may not match indexation of costs of delivering the service.

- b) For some fees the Shire has full discretion to set fees for full cost recovery, however, certain fees for community facilities and programs (building leases, hire of sports facilities etc.) have been set to allow for a social element to pricing and may not achieve full cost recovery.
- c) Existing fees and charges are reviewed annually with consideration of statutory limits, inflation, and Wage Price Index. Each fee category is reviewed annually, and a schedule of fees and charges are published as part of the Annual Budget.
- d) Where revenue from fees is lower than the cost of providing a service the funding gap is funded from general revenue sources. This is predominantly by property rates.

Grants and Contributions

Except for the Financial Assistance Grants (FAG) provided by the Commonwealth, grants are project or program specific. Where planned for in respective asset management plans, grants available for the development or construction of asset are included in the LTFP.

The Shire continues to advocate for grants from State and/or Federal government and seek contributions from private companies, developers, and other sources towards specific projects.

The Shire explores and maximises grant and contribution funding from sources such as government departments or Lotterywest where a project or program meets their grant funding guidelines.

8. FORWARD ESTIMATES

Consideration has been given to the economic drivers that will influence the estimated future cost of providing infrastructure, facilities, and services for the period of the LTFP. This plan is set against future periods of economic uncertainty with the values reported representing estimated future prices and costs.

This plan will be reviewed every 12 months to reflect the prevailing economic conditions together with changing community needs.

Table 2

| Assumptions | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 | 2034/25 | 2035/36 | 2036/37 | 2037/38 | 2038/39 | 2039/40 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Population Growth (Shire) ¹ | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% | 0.75% |
| CPI (Perth) ² | 2.75% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% | 2.50% |
| Wage Price Index (WA) ³ | 3.50% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% | 3.00% |
| Utilities - Electricity ⁴ | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% |
| Utilities - Water ⁵ | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% | 10.00% |
| Utilities - Sewer ⁶ | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% |
| Insurance (General) ⁷ | 10.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% | 8.00% |
| Interest Earnings (Public Bank Account) | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% | 4.00% |

¹ Management estimates (Mid-range of estimated future population growth of 0.50%pa - 1.00%pa)

² Key Assumptions - 2024/25 WA State Government Mid-Year Financial Projection Statement, December 2024

³ Key Assumptions - 2024/25 WA State Government Mid-Year Financial Projection Statement, December 2024

⁴ Historical Average (5 preceding years) – Shire of Donnybrook Balingup

⁵ Historical Average (5 preceding years) – Shire of Donnybrook Balingup

⁶ Historical Average (5 preceding years) – Shire of Donnybrook Balingup

⁷ Historical Average (5 preceding years) – Shire of Donnybrook Balingup

Informing Plans

Forward estimates used in developing the LTFP include referencing the following endorsed Council plans.

Integrated Planning Framework Documents

- Council Plan
- Asset Management Plans
- Reserve Fund Plan
- Borrowings Plan
- 2023/24 Annual Financial Report
- 2024/25 Annual Budget
- 2024/25 Budget Review



9. PRINCIPLES

The LTFP is underpinned by the following principles:

- a) The Shire seeks to maintain, and where possible, improve future service levels.
- b) Closing the asset renewal funding gap by meeting future asset management financial commitments through the planned annual setting aside of funds into reserves from own source funds.
- c) Careful use of borrowings planned through the Shire's asset management planning process.
- d) Increasing funding for asset maintenance and renewal in accordance with endorsed Asset Management Plans.
- e) Sourcing external grant funds to develop and upgrade intergenerational community assets.
- f) The development of a rating level that sustainably reflects the cost of meeting,
 - a. community service levels
 - b. statutory obligations of the Shire
- g) Rates have been used as the metric to identify the sustainable funding gap.



10. FINANCIAL STATEMENTS

The following Financial Statements have been prepared for the 15 years covered in this plan. These estimates have been prepared based on the assumptions shown previously in this document.

There are 4 key financial statements contained in the LTFP used for reporting the Shire's financial performance over a specific accounting period.

- a) Statement of Comprehensive Income
- b) Statement of Financial Position
- c) Statement of Cash Flow
- d) Statement of Financial Activity

Statement of Comprehensive Income

The Statement of Comprehensive Income (once known as a Profit and Loss Statement) reports the Shire's day to day operating revenues and expenditures over a specified period. For the LTFP this is for the financial year 1st July to 30th June.

It reports aggregated transactions that are only utilised or consumed within the financial year. As such, does not include expenditure that is capital in nature that gives rise to future economic benefits across more than one financial year. For example.

- a) Expenditure incurred for the development and construction of assets.
- b) Borrowing principal repayments

Statement of Financial Position

The Statement of Financial Position (once known as a Balance Sheet) provides an overview of the Shire's;

- a) Assets
- b) Liabilities
- c) Equity

as a snapshot in time. The date at the top of the Statement of Financial Position tells the reader when the snapshot was taken. It reports what the Shire owns and owes at a single point in time. For the LTFP, this is on 30th June.

Statement of Cash Flows

A Statement of Cash Flows is a financial statement that provides aggregate data regarding all cash inflows the Shire receives from its ongoing operations and external investment sources. It also includes all cash outflows that pay for the Shire's activities and investments during a given period.

The Statement of Cash Flows is the most intuitive of all the financial statements because it follows the cash made by the Shire in three main ways

- a) Operating activities
- b) Investing activities
- c) Financing activities

The sum of these three activities reports the Shire's net cash flow in a reporting period.

Cash Flows from Operating Activities

The first section of the Statement of Cash Flows covers cash flows from day-to-day operating activities. The cash flows from the operations section begins with net income (Operating Income less Operating Expenditure), then reconciles all non-cash items to cash items involving operational activities. In other words, it is the Shire's net income, but in a cash version. This section reports cash inflows and outflows that stem directly from the Shire's day to day business activities.

The Statement of Cash Flows excludes transactions such as unpaid debtor and creditor transactions, depreciation, accrued and prepaid transactions bought to account as revenue or expenses, but with no associated cash flow during the reporting period.

Cash Flows from Investing Activities

This section includes cash spent on acquisition and development of infrastructure, property, plant, and equipment. This section is where the reader would look to find capital expenditures (capex).

When capex increases, it generally means there is a cash outflow. This is not necessarily an adverse situation, as it indicates investment in asset renewal and future development of new community assets. Entities with high capex tend to be those that are growing and renewing assets.

While positive cash flows within this section can be considered good, it is preferable that entities generate recurring sustainable net cash inflow from operating activities in conjunction with investing and financing activities. Cash inflow within this section is generated by selling equipment or property.

Cash Flows from Financing

Cash flows from financing activities is the last section of the Statement of Cash Flows. The section provides an overview of net cash used in capital financing activities. The reader can determine how much cash the Shire has obtained or paid out due to capital fundraising, such as borrowings and annual principal repayments.

Statement of Financial Activity

The Statement of Financial Activity reports all revenue and expenditure (capital and operating) that has occurred during a financial period. It further reports.

- a) opening funds for the financial period
- b) the total amount of the general rates imposed
- c) any deficit or surplus (net current assets) remaining after the imposition of the general rates

The format is similar to the Statement of Cash Flows in so far that it reports transactions made by the entity in three main ways.

- a) Operating activities
- b) Capital activities
- c) Financing activities

Unlike the Statement of Cash Flows, all cash and non-cash transactions are included, however, non-cash transactions are eliminated as an aggregated single line item within the report.

The Statement of Financial Activity reports the opening and closing net current assets (surplus or deficit) for the reporting period after the imposition of rates (as opposed to the reporting the balance of total cash in the Statement of Cash Flows).

Forecast Statement of Comprehensive Income - by Nature or Type

Table 3

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 | 2032-33 | 2033-34 | 2034-35 | 2035-36 | 2036-37 | 2037-38 | 2038-39 | 2039-40 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Revenues | | | | | | | | | | | | | | | |
| Rates | 9,160,352 | 9,835,450 | 10,330,579 | 10,794,407 | 11,227,567 | 11,712,230 | 11,931,356 | 12,622,148 | 12,728,444 | 13,435,368 | 13,557,954 | 14,047,199 | 14,829,911 | 15,425,549 | 15,905,167 |
| Grants, subsidies and contributions | 3,079,932 | 3,180,031 | 3,283,379 | 3,390,088 | 3,500,269 | 3,614,027 | 3,731,484 | 3,852,754 | 3,977,968 | 4,107,252 | 4,240,736 | 4,378,560 | 4,520,866 | 4,667,793 | 4,819,500 |
| Fees and charges | 2,679,502 | 2,766,585 | 2,856,495 | 2,949,334 | 3,045,193 | 3,144,159 | 3,246,344 | 3,351,844 | 3,460,777 | 3,573,252 | 3,689,382 | 3,809,288 | 3,933,091 | 4,060,918 | 4,192,902 |
| Interest revenue | 133,734 | 128,003 | 135,796 | 140,477 | 164,995 | 187,835 | 206,698 | 174,257 | 235,918 | 217,661 | 170,012 | 202,799 | 226,575 | 199,236 | 212,712 |
| | 15,053,520 | 15,910,069 | 16,606,249 | 17,274,306 | 17,938,024 | 18,658,251 | 19,115,882 | 20,001,003 | 20,403,107 | 21,333,533 | 21,658,084 | 22,437,846 | 23,510,443 | 24,353,496 | 25,130,281 |
| Expenses | | | | | | | | | | | | | | | |
| Employee costs | (6,884,140) | (7,090,660) | (7,303,381) | (7,522,484) | (7,748,158) | (7,980,600) | (8,220,018) | (8,466,617) | (8,720,615) | (8,982,236) | (9,251,705) | (9,529,259) | (9,815,137) | (10,109,588) | (10,412,876) |
| Materials and contracts | (4,169,431) | (4,304,938) | (4,444,841) | (4,589,304) | (4,738,465) | (4,892,462) | (5,051,477) | (5,215,633) | (5,385,134) | (5,560,154) | (5,740,848) | (5,927,422) | (6,120,080) | (6,318,999) | (6,524,372) |
| Utility charges | (513,063) | (564,371) | (620,813) | (682,896) | (751,186) | (826,308) | (908,940) | (999,839) | (1,099,821) | (1,209,806) | (1,330,788) | (1,463,865) | (1,610,259) | (1,771,286) | (1,948,418) |
| Depreciation | (7,697,695) | (7,919,536) | (8,116,381) | (8,359,448) | (8,584,480) | (8,751,594) | (8,938,027) | (9,159,684) | (9,392,303) | (9,668,045) | (9,907,896) | (10,147,106) | (10,398,405) | (10,656,699) | (10,922,449) |
| Finance costs | (144,989) | (138,189) | (136,409) | (129,009) | (221,877) | (263,568) | (250,937) | (237,073) | (228,611) | (213,993) | (199,813) | (190,229) | (221,065) | (201,261) | (182,592) |
| Insurance | (537,342) | (580,331) | (626,757) | (676,898) | (731,052) | (789,538) | (852,700) | (920,916) | (994,590) | (1,074,158) | (1,160,093) | (1,252,903) | (1,353,134) | (1,461,385) | (1,578,295) |
| Other expenditure | (135,172) | (139,565) | (144,100) | (148,783) | (153,619) | (158,611) | (163,765) | (169,087) | (174,582) | (180,256) | (186,113) | (192,161) | (198,406) | (204,853) | (211,511) |
| | (20,081,832) | (20,737,590) | (21,392,682) | (22,108,822) | (22,928,837) | (23,662,681) | (24,385,864) | (25,168,849) | (25,995,656) | (26,888,648) | (27,777,256) | (28,702,945) | (29,716,486) | (30,724,071) | (31,780,513) |
| | (5,028,312) | (4,827,521) | (4,786,433) | (4,834,516) | (4,990,813) | (5,004,430) | (5,269,982) | (5,167,846) | (5,592,549) | (5,555,115) | (6,119,172) | (6,265,099) | (6,206,043) | (6,370,575) | (6,650,232) |
| Capital grants, subsidies and contributions | 4,691,232 | 7,448,999 | 6,243,859 | 3,380,978 | 3,566,999 | 3,793,414 | 3,687,963 | 3,771,079 | 3,884,211 | 4,000,737 | 4,120,759 | 4,299,234 | 4,371,714 | 4,518,293 | 4,637,951 |
| NET RESULT | (337,080) | 2,621,478 | 1,457,426 | (1,453,538) | (1,423,814) | (1,211,016) | (1,582,019) | (1,396,767) | (1,708,338) | (1,554,378) | (1,998,413) | (1,965,865) | (1,834,329) | (1,852,282) | (2,012,281) |
| Other comprehensive income | 5,354,919 | 5,571,277 | 5,767,631 | 5,857,435 | 6,018,232 | 6,153,565 | 6,287,649 | 6,372,411 | 6,493,257 | 6,624,286 | 6,745,891 | 6,882,306 | 7,022,176 | 7,138,589 | 7,263,602 |
| TOTAL COMPREHENSIVE INCOME | 5,017,839 | 8,192,755 | 7,225,057 | 4,403,897 | 4,594,418 | 4,942,549 | 4,705,630 | 4,975,644 | 4,784,919 | 5,069,908 | 4,747,478 | 4,916,441 | 5,187,847 | 5,286,307 | 5,251,321 |

Forecast Statement of Financial Position

Table 4

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | 30 June 26 | 30 June 27 | 30 June 28 | 30 June 29 | 30 June 30 | 30 June 31 | 30 June 32 | 30 June 33 | 30 June 34 | 30 June 35 | 30 June 36 | 30 June 37 | 30 June 38 | 30 June 39 | 30 June 40 |
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| CURRENT ASSETS | | | | | | | | | | | | | | | |
| Cash and cash equivalents | 3,280,267 | 3,481,942 | 3,601,974 | 4,230,635 | 4,816,270 | 5,299,955 | 4,468,116 | 6,049,178 | 5,581,049 | 4,359,293 | 5,199,964 | 5,809,604 | 5,108,626 | 5,454,149 | 5,399,775 |
| Financial assets | 18,680 | 13,334 | 13,334 | 13,334 | 13,334 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Trade and other receivables | 2,865,737 | 2,865,737 | 2,865,737 | 2,865,737 | 2,865,737 | 2,879,070 | 2,879,070 | 2,879,070 | 2,879,070 | 2,879,070 | 2,879,070 | 2,879,070 | 2,879,070 | 2,879,070 | 2,879,070 |
| Inventories | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 | 167,983 |
| Other assets | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 | 133,551 |
| TOTAL CURRENT ASSETS | 6,567,564 | 6,763,893 | 6,883,925 | 7,512,586 | 8,098,221 | 8,581,905 | 7,750,066 | 9,331,128 | 8,862,999 | 7,641,243 | 8,481,914 | 9,091,554 | 8,390,576 | 8,736,099 | 8,681,725 |
| NON-CURRENT ASSETS | | | | | | | | | | | | | | | |
| Financial assets | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 | 178,206 |
| Other receivables | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 | 218,267 |
| Inventories | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 | 1,973,769 |
| Other assets | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 | 600,186 |
| Property plant and equipment | 57,043,485 | 57,216,787 | 58,634,213 | 61,033,364 | 62,116,122 | 62,421,048 | 63,720,726 | 63,391,545 | 64,312,512 | 65,316,933 | 65,227,298 | 64,967,045 | 66,035,267 | 66,196,087 | 66,973,549 |
| Infrastructure | 161,618,059 | 169,249,354 | 174,752,192 | 178,197,527 | 182,182,740 | 186,041,338 | 189,970,824 | 193,372,420 | 197,371,539 | 202,311,050 | 205,944,661 | 211,505,718 | 215,874,396 | 220,182,639 | 224,219,416 |
| Intangible assets | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 | 398,018 |
| TOTAL NON-CURRENT ASSETS | 222,029,990 | 229,834,587 | 236,754,851 | 242,599,337 | 247,667,308 | 251,830,832 | 257,059,996 | 260,132,411 | 265,052,497 | 270,996,429 | 274,540,405 | 279,841,209 | 285,278,109 | 289,747,172 | 294,561,411 |
| TOTAL ASSETS | 228,597,554 | 236,598,480 | 243,638,776 | 250,111,923 | 255,765,529 | 260,412,737 | 264,810,062 | 269,463,539 | 273,915,496 | 278,637,672 | 283,022,319 | 288,932,763 | 293,668,685 | 298,483,271 | 303,243,136 |
| CURRENT LIABILITIES | | | | | | | | | | | | | | | |
| Trade and other payables | 3,397,020 | 3,397,020 | 3,397,020 | 3,397,021 | 3,397,021 | 3,397,020 | 3,397,019 | 3,397,020 | 3,397,020 | 3,397,020 | 3,397,020 | 3,397,020 | 3,397,020 | 3,397,020 | 3,397,020 |
| Lease liabilities | 60,409 | 53,355 | 55,416 | 57,679 | 56,164 | 58,143 | 60,507 | 59,267 | 61,439 | 63,353 | 52,837 | 53,868 | 56,059 | 57,391 | 0 |
| Current portion of long-term borrowings | 131,420 | 131,406 | 136,989 | 214,551 | 239,176 | 250,161 | 261,661 | 273,695 | 286,293 | 299,478 | 313,281 | 398,057 | 415,662 | 434,065 | 453,299 |
| Employee provisions | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 | 970,724 |
| TOTAL CURRENT LIABILITIES | 4,559,573 | 4,552,505 | 4,560,149 | 4,639,975 | 4,663,085 | 4,676,048 | 4,689,911 | 4,700,706 | 4,715,476 | 4,730,575 | 4,733,862 | 4,819,669 | 4,839,465 | 4,859,200 | 4,821,043 |
| NON-CURRENT LIABILITIES | | | | | | | | | | | | | | | |
| Other liabilities | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 | 3,878,500 |
| Non-current liabilities | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Long-term borrowings | 2,716,887 | 2,585,481 | 2,448,492 | 4,495,595 | 5,587,837 | 5,337,676 | 5,076,015 | 4,802,320 | 4,516,027 | 4,216,549 | 3,903,268 | 4,865,332 | 4,449,670 | 4,015,605 | 3,562,306 |
| Employee provisions | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 | 126,793 |
| Other provisions | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 | 2,144,958 |
| TOTAL NON-CURRENT LIABILITIES | 8,787,961 | 8,603,200 | 8,410,795 | 10,400,219 | 11,436,297 | 11,127,993 | 10,805,825 | 10,472,863 | 10,125,131 | 9,762,300 | 9,396,182 | 10,304,378 | 9,832,657 | 9,341,201 | 8,887,902 |
| TOTAL LIABILITIES | 13,347,534 | 13,155,705 | 12,970,944 | 15,040,194 | 16,099,382 | 15,804,041 | 15,495,736 | 15,173,569 | 14,840,607 | 14,492,875 | 14,130,044 | 15,124,047 | 14,672,122 | 14,200,401 | 13,708,945 |
| NET ASSETS | 215,250,020 | 223,442,775 | 230,667,832 | 235,071,729 | 239,666,147 | 244,608,696 | 249,314,326 | 254,289,970 | 259,074,889 | 264,144,797 | 268,892,275 | 273,808,716 | 278,996,563 | 284,282,870 | 289,534,191 |
| EQUITY | | | | | | | | | | | | | | | |
| Retained surplus | 33,806,012 | 36,225,815 | 37,563,209 | 35,481,011 | 33,471,562 | 31,776,861 | 31,026,680 | 28,048,852 | 26,808,643 | 26,476,021 | 23,636,937 | 21,061,432 | 19,928,081 | 17,730,276 | 15,772,369 |
| Reserves - cash backed | 3,165,198 | 3,366,873 | 3,486,905 | 4,115,565 | 4,701,200 | 5,184,885 | 4,353,047 | 5,934,108 | 5,465,979 | 4,244,223 | 5,084,894 | 5,694,534 | 4,993,556 | 5,339,079 | 5,284,705 |
| Asset revaluation surplus | 178,278,810 | 183,850,087 | 189,617,718 | 195,475,153 | 201,493,385 | 207,646,950 | 213,934,599 | 220,307,010 | 226,800,267 | 233,424,553 | 240,170,444 | 247,052,750 | 254,074,926 | 261,213,515 | 268,477,117 |
| TOTAL EQUITY | 215,250,020 | 223,442,775 | 230,667,832 | 235,071,729 | 239,666,147 | 244,608,696 | 249,314,326 | 254,289,970 | 259,074,889 | 264,144,797 | 268,892,275 | 273,808,716 | 278,996,563 | 284,282,870 | 289,534,191 |

Forecast Statement of Cashflows

Table 5

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 | 2032-33 | 2033-34 | 2034-35 | 2035-36 | 2036-37 | 2037-38 | 2038-39 | 2039-40 |
| Cash flows from operating activities | | | | | | | | | | | | | | | |
| Receipts | | | | | | | | | | | | | | | |
| Rates | 9,160,352 | 9,835,450 | 10,330,579 | 10,794,407 | 11,227,567 | 11,712,230 | 11,931,356 | 12,622,148 | 12,728,444 | 13,435,368 | 13,557,954 | 14,047,199 | 14,829,911 | 15,425,549 | 15,905,167 |
| Grants, subsidies and contributions | 3,079,932 | 3,180,031 | 3,283,379 | 3,390,088 | 3,500,269 | 3,614,027 | 3,731,484 | 3,852,754 | 3,977,968 | 4,107,252 | 4,240,736 | 4,378,560 | 4,520,866 | 4,667,793 | 4,819,500 |
| Fees and charges | 2,679,502 | 2,766,585 | 2,856,495 | 2,949,334 | 3,045,193 | 3,144,159 | 3,246,344 | 3,351,844 | 3,460,777 | 3,573,252 | 3,689,382 | 3,809,288 | 3,933,091 | 4,060,918 | 4,192,902 |
| Interest revenue | 133,734 | 128,003 | 135,796 | 140,477 | 164,995 | 187,835 | 206,698 | 174,257 | 235,918 | 217,661 | 170,012 | 202,799 | 226,575 | 199,236 | 212,712 |
| | 15,053,520 | 15,910,069 | 16,606,249 | 17,274,306 | 17,938,024 | 18,658,251 | 19,115,882 | 20,001,003 | 20,403,107 | 21,333,533 | 21,658,084 | 22,437,846 | 23,510,443 | 24,353,496 | 25,130,281 |
| Payments | | | | | | | | | | | | | | | |
| Employee costs | (6,884,140) | (7,090,660) | (7,303,381) | (7,522,484) | (7,748,158) | (7,980,600) | (8,220,018) | (8,466,617) | (8,720,615) | (8,982,236) | (9,251,705) | (9,529,259) | (9,815,137) | (10,109,588) | (10,412,876) |
| Materials and contracts | (4,169,431) | (4,304,938) | (4,444,841) | (4,589,304) | (4,738,465) | (4,892,462) | (5,051,477) | (5,215,633) | (5,385,134) | (5,560,154) | (5,740,848) | (5,927,422) | (6,120,080) | (6,318,999) | (6,524,372) |
| Utility charges | (513,063) | (564,371) | (620,813) | (682,896) | (751,186) | (826,308) | (908,940) | (999,839) | (1,099,821) | (1,209,806) | (1,330,788) | (1,463,865) | (1,610,259) | (1,771,286) | (1,948,418) |
| Finance costs | (144,989) | (138,189) | (136,409) | (129,009) | (221,877) | (263,568) | (250,937) | (237,073) | (228,611) | (213,993) | (199,813) | (190,229) | (221,065) | (201,261) | (182,592) |
| Insurance | (537,342) | (580,331) | (626,757) | (676,898) | (731,052) | (789,538) | (852,700) | (920,916) | (994,590) | (1,074,158) | (1,160,093) | (1,252,903) | (1,353,134) | (1,461,385) | (1,578,295) |
| Other expenditure | (135,172) | (139,565) | (144,100) | (148,783) | (153,619) | (158,611) | (163,765) | (169,087) | (174,582) | (180,256) | (186,113) | (192,161) | (198,406) | (204,853) | (211,511) |
| | (12,384,137) | (12,818,054) | (13,276,301) | (13,749,374) | (14,344,357) | (14,911,087) | (15,447,837) | (16,009,165) | (16,603,353) | (17,220,603) | (17,869,360) | (18,555,839) | (19,318,081) | (20,067,372) | (20,858,064) |
| Net cash provided by (used in) operating activities | 2,669,383 | 3,092,015 | 3,329,948 | 3,524,932 | 3,593,667 | 3,747,164 | 3,668,045 | 3,991,838 | 3,799,754 | 4,112,930 | 3,788,724 | 3,882,007 | 4,192,362 | 4,286,124 | 4,272,217 |
| Cash flows from investing activities | | | | | | | | | | | | | | | |
| Payments for development of land held for resale | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Payments for purchase of property, plant & equipment | (3,351,497) | (849,077) | (2,365,305) | (3,432,274) | (1,852,009) | (1,095,086) | (2,265,776) | (445,940) | (2,076,814) | (2,053,157) | (938,060) | (761,427) | (2,322,307) | (1,442,815) | (2,095,972) |
| Payments for construction of infrastructure | (4,243,350) | (9,388,651) | (7,261,544) | (5,286,768) | (5,876,111) | (5,823,545) | (5,965,018) | (5,517,623) | (6,188,420) | (7,253,042) | (6,010,992) | (7,987,815) | (6,878,515) | (6,907,380) | (6,736,693) |
| Proceeds from capital grants, subsidies and contributions | 4,691,232 | 7,448,999 | 6,243,859 | 3,380,978 | 3,566,999 | 3,793,414 | 3,687,963 | 3,771,079 | 3,884,211 | 4,000,737 | 4,120,759 | 4,299,234 | 4,371,714 | 4,518,293 | 4,637,951 |
| Proceeds from self supporting loans | 10,477 | 5,346 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Proceeds from sale of plant & equipment | 274,598 | 84,872 | 357,835 | 372,543 | 93,901 | 157,078 | 351,252 | 103,875 | 446,102 | 318,508 | 243,071 | 183,638 | 387,693 | 363,022 | 359,579 |
| Net cash provided by (used in) investing activities | (2,618,540) | (2,698,511) | (3,025,155) | (4,965,521) | (4,067,220) | (2,968,139) | (4,191,579) | (2,088,609) | (3,934,921) | (4,986,954) | (2,585,222) | (4,266,370) | (4,441,415) | (3,468,880) | (3,835,135) |
| Cash flows from financing activities | | | | | | | | | | | | | | | |
| Repayment of debentures | (131,459) | (131,420) | (131,406) | (136,989) | (214,551) | (239,176) | (250,161) | (261,661) | (273,695) | (286,293) | (299,478) | (313,281) | (398,057) | (415,662) | (434,065) |
| Repayment of leases | (58,921) | (60,409) | (53,355) | (55,416) | (57,679) | (56,164) | (58,143) | (60,507) | (59,267) | (61,439) | (63,353) | (52,837) | (53,868) | (56,059) | (57,391) |
| Proceeds from new debentures | 0 | 0 | 0 | 2,261,654 | 1,331,418 | 0 | 0 | 0 | 0 | 0 | 0 | 1,360,121 | 0 | 0 | 0 |
| Net cash provided by (used in) financing activities | (190,380) | (191,829) | (184,761) | 2,069,249 | 1,059,188 | (295,340) | (308,304) | (322,168) | (332,962) | (347,732) | (362,831) | 994,003 | (451,925) | (471,721) | (491,456) |
| Net increase (decrease) in cash held | (139,537) | 201,675 | 120,032 | 628,660 | 585,635 | 483,685 | (831,838) | 1,581,061 | (468,129) | (1,221,756) | 840,671 | 609,640 | (700,978) | 345,523 | (54,374) |
| Cash at beginning of year | 3,419,804 | 3,280,267 | 3,481,942 | 3,601,974 | 4,230,635 | 4,816,270 | 5,299,955 | 4,468,116 | 6,049,178 | 5,581,049 | 4,359,293 | 5,199,964 | 5,809,604 | 5,108,626 | 5,454,149 |
| Cash and cash equivalents at the end of year | 3,280,267 | 3,481,942 | 3,601,974 | 4,230,634 | 4,816,270 | 5,299,955 | 4,468,117 | 6,049,177 | 5,581,049 | 4,359,293 | 5,199,964 | 5,809,604 | 5,108,626 | 5,454,149 | 5,399,775 |

Forecast Statement of Financial Activity

Table 6

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 | 2032-33 | 2033-34 | 2034-35 | 2035-36 | 2036-37 | 2037-38 | 2038-39 | 2039-40 |
| FUNDING FROM OPERATIONAL ACTIVITIES | | | | | | | | | | | | | | | |
| Revenues | | | | | | | | | | | | | | | |
| Rates | 9,160,352 | 9,835,450 | 10,330,579 | 10,794,407 | 11,227,567 | 11,712,230 | 11,931,356 | 12,622,148 | 12,728,444 | 13,435,368 | 13,557,954 | 14,047,199 | 14,829,911 | 15,425,549 | 15,905,167 |
| Grants, subsidies and contributions | 3,079,932 | 3,180,031 | 3,283,379 | 3,390,088 | 3,500,269 | 3,614,027 | 3,731,484 | 3,852,754 | 3,977,968 | 4,107,252 | 4,240,736 | 4,378,560 | 4,520,866 | 4,667,793 | 4,819,500 |
| Fees and charges | 2,679,502 | 2,766,585 | 2,856,495 | 2,949,334 | 3,045,193 | 3,144,159 | 3,246,344 | 3,351,844 | 3,460,777 | 3,573,252 | 3,689,382 | 3,809,288 | 3,933,091 | 4,060,918 | 4,192,902 |
| Interest revenue | 133,734 | 128,003 | 135,796 | 140,477 | 164,995 | 187,835 | 206,698 | 174,257 | 235,918 | 217,661 | 170,012 | 202,799 | 226,575 | 199,236 | 212,712 |
| | 15,053,520 | 15,910,069 | 16,606,249 | 17,274,306 | 17,938,024 | 18,658,251 | 19,115,882 | 20,001,003 | 20,403,107 | 21,333,533 | 21,658,084 | 22,437,846 | 23,510,443 | 24,353,496 | 25,130,281 |
| Expenses | | | | | | | | | | | | | | | |
| Employee costs | (6,884,140) | (7,090,660) | (7,303,381) | (7,522,484) | (7,748,158) | (7,980,600) | (8,220,018) | (8,466,617) | (8,720,615) | (8,982,236) | (9,251,705) | (9,529,259) | (9,815,137) | (10,109,588) | (10,412,876) |
| Materials and contracts | (4,169,431) | (4,304,938) | (4,444,841) | (4,589,304) | (4,738,465) | (4,892,462) | (5,051,477) | (5,215,633) | (5,385,134) | (5,560,154) | (5,740,848) | (5,927,422) | (6,120,080) | (6,318,999) | (6,524,372) |
| Utility charges (electricity, gas, water etc.) | (513,063) | (564,371) | (620,813) | (682,896) | (751,186) | (826,308) | (908,940) | (999,839) | (1,099,821) | (1,209,806) | (1,330,788) | (1,463,865) | (1,610,259) | (1,771,286) | (1,948,418) |
| Depreciation | (7,697,695) | (7,919,536) | (8,116,381) | (8,359,448) | (8,584,480) | (8,751,594) | (8,938,027) | (9,159,684) | (9,392,303) | (9,668,045) | (9,907,896) | (10,147,106) | (10,398,405) | (10,656,699) | (10,922,449) |
| Finance costs | (144,989) | (138,189) | (136,409) | (129,009) | (121,877) | (126,568) | (125,937) | (123,073) | (122,611) | (123,993) | (119,813) | (119,229) | (121,065) | (120,261) | (118,592) |
| Insurance | (537,342) | (580,331) | (626,757) | (676,898) | (731,052) | (789,538) | (852,700) | (920,916) | (994,590) | (1,074,158) | (1,160,093) | (1,252,903) | (1,353,134) | (1,461,385) | (1,578,295) |
| Other expenditure | (135,172) | (139,565) | (144,100) | (148,783) | (153,619) | (158,611) | (163,765) | (169,087) | (174,582) | (180,256) | (186,113) | (192,161) | (198,406) | (204,853) | (211,511) |
| | (20,081,832) | (20,737,590) | (21,392,682) | (22,108,822) | (22,928,837) | (23,662,681) | (24,385,864) | (25,168,849) | (25,995,656) | (26,888,648) | (27,777,256) | (28,702,945) | (29,716,486) | (30,724,071) | (31,780,513) |
| | (5,028,312) | (4,827,521) | (4,786,433) | (4,834,516) | (4,990,813) | (5,004,430) | (5,269,982) | (5,167,846) | (5,592,549) | (5,555,115) | (6,119,172) | (6,265,099) | (6,206,043) | (6,370,575) | (6,650,232) |
| Funding position adjustments | | | | | | | | | | | | | | | |
| Depreciation | 7,697,695 | 7,919,536 | 8,116,381 | 8,359,448 | 8,584,480 | 8,751,594 | 8,938,027 | 9,159,684 | 9,392,303 | 9,668,045 | 9,907,896 | 10,147,106 | 10,398,405 | 10,656,699 | 10,922,449 |
| Net funding from operational activities | 2,669,383 | 3,092,015 | 3,329,948 | 3,524,932 | 3,593,667 | 3,747,164 | 3,668,045 | 3,991,838 | 3,799,754 | 4,112,930 | 3,788,724 | 3,882,007 | 4,192,362 | 4,286,124 | 4,272,217 |
| FUNDING FROM CAPITAL ACTIVITIES | | | | | | | | | | | | | | | |
| Inflows | | | | | | | | | | | | | | | |
| Proceeds on disposal | 274,598 | 84,872 | 357,835 | 372,543 | 93,901 | 157,078 | 351,252 | 103,875 | 446,102 | 318,508 | 243,071 | 183,638 | 387,693 | 363,022 | 359,579 |
| Capital grants, subsidies and contributions | 4,691,232 | 7,448,999 | 6,243,859 | 3,380,978 | 3,566,999 | 3,793,414 | 3,687,963 | 3,771,079 | 3,884,211 | 4,000,737 | 4,120,759 | 4,299,234 | 4,371,714 | 4,518,293 | 4,637,951 |
| Outflows | | | | | | | | | | | | | | | |
| Purchase of property plant and equipment | (3,351,497) | (849,077) | (2,365,305) | (3,432,274) | (1,852,009) | (1,095,086) | (2,265,776) | (445,940) | (2,076,814) | (2,053,157) | (938,060) | (761,427) | (2,322,307) | (1,442,815) | (2,095,972) |
| Purchase of infrastructure | (4,243,350) | (9,388,651) | (7,261,544) | (5,286,768) | (5,876,111) | (5,823,545) | (5,965,018) | (5,517,623) | (6,188,420) | (7,253,042) | (6,010,992) | (7,987,815) | (6,878,515) | (6,907,380) | (6,736,693) |
| Net funding from capital activities | (2,629,017) | (2,703,857) | (3,025,155) | (4,965,521) | (4,067,220) | (2,968,139) | (4,191,579) | (2,088,609) | (3,934,921) | (4,986,954) | (2,585,222) | (4,266,370) | (4,441,415) | (3,468,880) | (3,835,135) |
| FUNDING FROM FINANCING ACTIVITIES | | | | | | | | | | | | | | | |
| Inflows | | | | | | | | | | | | | | | |
| Transfer from reserves | 1,909,317 | 1,838,606 | 2,050,469 | 1,652,831 | 1,792,476 | 1,881,555 | 3,280,737 | 902,469 | 3,003,152 | 3,726,752 | 1,491,963 | 1,761,528 | 3,112,041 | 2,047,374 | 2,455,234 |
| New borrowings | 0 | 0 | 0 | 2,261,654 | 1,331,418 | 0 | 0 | 0 | 0 | 0 | 0 | 1,360,121 | 0 | 0 | 0 |
| Self supporting loan | 10,477 | 5,346 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Outflows | | | | | | | | | | | | | | | |
| Transfer to reserves | (1,894,937) | (2,040,281) | (2,170,501) | (2,281,491) | (2,378,111) | (2,365,240) | (2,448,899) | (2,483,530) | (2,535,023) | (2,504,996) | (2,332,634) | (2,371,168) | (2,411,063) | (2,392,897) | (2,400,860) |
| Repayment of past borrowings | (131,459) | (131,420) | (131,406) | (136,989) | (214,551) | (239,176) | (250,161) | (261,661) | (273,695) | (286,293) | (299,478) | (313,281) | (398,057) | (415,662) | (434,065) |
| Principal elements of finance lease payments | (58,921) | (60,409) | (53,355) | (55,416) | (57,679) | (56,164) | (58,143) | (60,507) | (59,267) | (61,439) | (63,353) | (62,837) | (53,868) | (56,059) | (57,391) |
| Net funding from financing activities | (165,523) | (388,158) | (304,793) | 1,440,589 | 473,553 | (779,025) | 523,534 | (1,903,229) | 135,167 | 874,024 | (1,203,502) | 384,363 | 249,053 | (817,244) | (437,082) |
| Estimated surplus/deficit July 1 B/Fwd | 125,157 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Estimated surplus/deficit June 30 C/Fwd | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Funding available/(to be sourced) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

11. CAPITAL WORKS PROGRAM

The capital works program aims to meet infrastructure service requirements of the Shire. Renewal or upgrade of existing infrastructure and the creation of new assets identified in the Shire's asset management plans have been included in developing this plan.

Providing sufficient funding for the maintenance and renewal of assets is an essential part of the LTFP. The development and continued maturing of the Shire's asset management planning framework has identified that historical funding levels have not been sufficient to meet future asset renewal obligations. Unless this is addressed, it leaves the Shire with a shortfall of sustainable own source funding to adequately maintain its asset portfolio, and to develop new assets to remain responsive to evolving community expectations.

This position cannot be regained quickly, the LTFP identifies a long-term strategy to inform the formulation of future Annual Budgets.

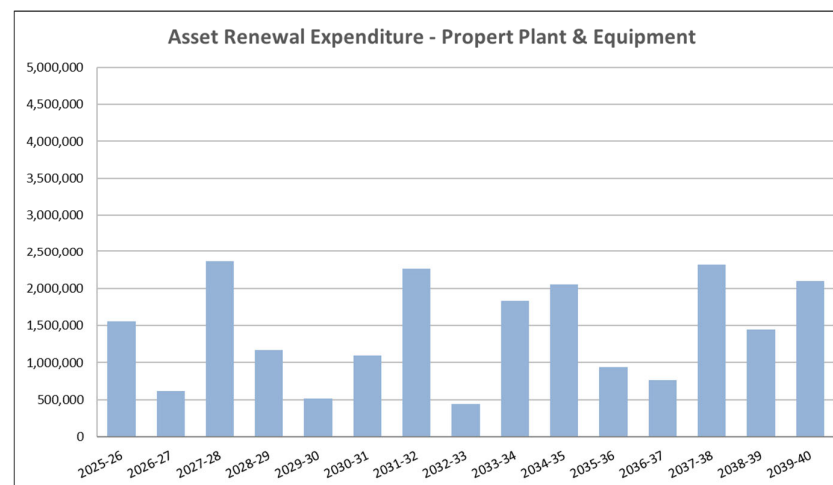


Figure 4

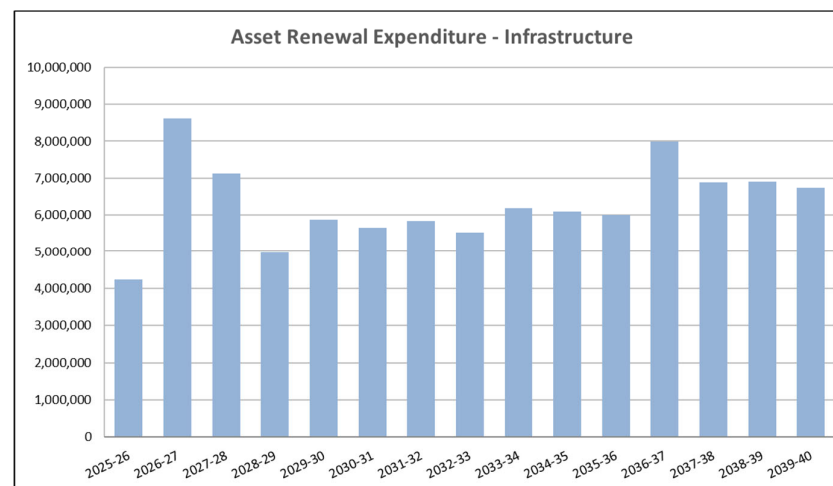


Figure 5

Forecast Statement of Movements in Fixed Assets

Table 7

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|------------------|------------------|-------------------|------------------|------------------|------------------|
| | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 | 2032-33 | 2033-34 | 2034-35 | 2035-36 | 2036-37 | 2037-38 | 2038-39 | 2039-40 |
| CAPITAL WORKS - INFRASTRUCTURE | | | | | | | | | | | | | | | |
| Total capital works - infrastructure | 4,243,350 | 9,388,651 | 7,261,544 | 5,286,768 | 5,876,111 | 5,823,545 | 5,965,018 | 5,517,623 | 6,188,420 | 7,253,042 | 6,010,992 | 7,987,815 | 6,878,515 | 6,907,380 | 6,736,693 |
| Represented by: | | | | | | | | | | | | | | | |
| Additions - expansion, upgrades and new | 0 | 775,399 | 128,942 | 321,119 | 0 | 161,728 | 130,477 | 0 | 0 | 1,148,954 | 0 | 0 | 0 | 0 | 0 |
| Additions - renewal | 4,243,350 | 8,613,252 | 7,132,602 | 4,965,649 | 5,876,111 | 5,661,817 | 5,834,541 | 5,517,623 | 6,188,420 | 6,104,088 | 6,010,992 | 7,987,815 | 6,878,515 | 6,907,380 | 6,736,693 |
| Total Capital Works - Infrastructure | 4,243,350 | 9,388,651 | 7,261,544 | 5,286,768 | 5,876,111 | 5,823,545 | 5,965,018 | 5,517,623 | 6,188,420 | 7,253,042 | 6,010,992 | 7,987,815 | 6,878,515 | 6,907,380 | 6,736,693 |
| Asset movement reconciliation | | | | | | | | | | | | | | | |
| Total capital works infrastructure | 4,243,350 | 9,388,651 | 7,261,544 | 5,286,768 | 5,876,111 | 5,823,545 | 5,965,018 | 5,517,623 | 6,188,420 | 7,253,042 | 6,010,992 | 7,987,815 | 6,878,515 | 6,907,380 | 6,736,693 |
| Depreciation infrastructure | (5,838,400) | (6,013,139) | (6,168,254) | (6,334,378) | (6,492,738) | (6,661,060) | (6,832,429) | (7,003,238) | (7,178,321) | (7,400,421) | (7,585,432) | (7,775,069) | (7,969,445) | (8,168,682) | (8,372,898) |
| Net book value of disposed/written off assets | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revaluation of infrastructure assets (inflation) | 4,084,304 | 4,255,783 | 4,409,548 | 4,492,945 | 4,601,840 | 4,696,113 | 4,796,897 | 4,887,211 | 4,989,020 | 5,086,890 | 5,208,051 | 5,348,311 | 5,459,608 | 5,569,545 | 5,672,982 |
| Net movement in infrastructure assets | 2,489,254 | 7,631,295 | 5,502,838 | 3,445,335 | 3,985,213 | 3,858,598 | 3,929,486 | 3,401,596 | 3,999,119 | 4,939,511 | 3,633,611 | 5,561,057 | 4,368,678 | 4,308,243 | 4,036,777 |
| CAPITAL WORKS - PROPERTY, PLANT AND EQUIPMENT | | | | | | | | | | | | | | | |
| Total capital works property, plant and equipment | 3,351,497 | 849,077 | 2,365,305 | 3,432,274 | 1,852,009 | 1,095,086 | 2,265,776 | 445,940 | 2,076,814 | 2,053,157 | 938,060 | 761,427 | 2,322,307 | 1,442,815 | 2,095,972 |
| Represented by: | | | | | | | | | | | | | | | |
| Additions - expansion, upgrades and new | 1,800,000 | 234,281 | 0 | 2,261,654 | 1,331,418 | 0 | 0 | 0 | 248,625 | 0 | 0 | 0 | 0 | 0 | 0 |
| Additions - renewal | 1,551,497 | 614,796 | 2,365,305 | 1,170,620 | 520,591 | 1,095,086 | 2,265,776 | 445,940 | 1,828,189 | 2,053,157 | 938,060 | 761,427 | 2,322,307 | 1,442,815 | 2,095,972 |
| Total capital works property, plant and equipment | 3,351,497 | 849,077 | 2,365,305 | 3,432,274 | 1,852,009 | 1,095,086 | 2,265,776 | 445,940 | 2,076,814 | 2,053,157 | 938,060 | 761,427 | 2,322,307 | 1,442,815 | 2,095,972 |
| Asset movement reconciliation | | | | | | | | | | | | | | | |
| Total capital works property, plant and equipment | 3,351,497 | 849,077 | 2,365,305 | 3,432,274 | 1,852,009 | 1,095,086 | 2,265,776 | 445,940 | 2,076,814 | 2,053,157 | 938,060 | 761,427 | 2,322,307 | 1,442,815 | 2,095,972 |
| Depreciation property, plant and equipment | (1,805,421) | (1,853,592) | (1,899,933) | (1,976,737) | (2,043,409) | (2,040,006) | (2,054,931) | (2,105,779) | (2,161,121) | (2,214,624) | (2,269,464) | (2,325,676) | (2,383,293) | (2,442,350) | (2,502,884) |
| Net book value of disposed/written off assets | (274,598) | (84,872) | (357,835) | (372,543) | (93,901) | (157,078) | (351,252) | (103,875) | (446,102) | (318,508) | (243,071) | (183,638) | (387,693) | (363,022) | (359,579) |
| Revaluation of property, plant and equipment (inflation) | 1,270,615 | 1,315,494 | 1,358,083 | 1,364,490 | 1,416,392 | 1,457,452 | 1,490,752 | 1,485,200 | 1,504,237 | 1,537,396 | 1,537,840 | 1,533,995 | 1,562,568 | 1,569,044 | 1,590,620 |
| Net movement in property, plant and equipment | 2,542,093 | 226,107 | 1,465,620 | 2,447,484 | 1,131,091 | 355,454 | 1,350,345 | (278,514) | 973,828 | 1,057,421 | (36,635) | (213,892) | 1,113,889 | 206,487 | 824,129 |

Forecast Statement of Movements in Fixed Assets (cont.)

| | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 | 2031-32 | 2032-33 | 2033-34 | 2034-35 | 2035-36 | 2036-37 | 2037-38 | 2038-39 | 2039-40 |
|---|------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| PLANNED CAPITAL EXPENDITURE | | | | | | | | | | | | | | | |
| Expansion, Upgrades and New | 1,800,000 | 1,009,680 | 128,942 | 2,582,773 | 1,331,418 | 161,728 | 130,477 | 0 | 248,625 | 1,148,954 | 0 | 0 | 0 | 0 | 0 |
| Renewal | 5,794,847 | 9,228,048 | 9,497,907 | 6,136,269 | 6,396,702 | 6,756,903 | 8,100,317 | 5,963,563 | 8,016,609 | 8,157,245 | 6,949,052 | 8,749,242 | 9,200,822 | 8,350,195 | 8,832,665 |
| TOTAL CAPITAL EXPENDITURE | 7,594,847 | 10,237,728 | 9,626,849 | 8,719,042 | 7,728,120 | 6,918,631 | 8,230,794 | 5,963,563 | 8,265,234 | 9,306,199 | 6,949,052 | 8,749,242 | 9,200,822 | 8,350,195 | 8,832,665 |
| CAPITAL WORKS - TOTALS | | | | | | | | | | | | | | | |
| Capital works | | | | | | | | | | | | | | | |
| Total capital works infrastructure | 4,243,350 | 9,388,651 | 7,261,544 | 5,286,768 | 5,876,111 | 5,823,545 | 5,965,018 | 5,517,623 | 6,188,420 | 7,253,042 | 6,010,992 | 7,987,815 | 6,878,515 | 6,907,380 | 6,736,693 |
| Total capital works property, plant and equipment | 3,351,497 | 849,077 | 2,365,305 | 3,432,274 | 1,852,009 | 1,095,086 | 2,265,776 | 445,940 | 2,076,814 | 2,053,157 | 938,060 | 761,427 | 2,322,307 | 1,442,815 | 2,095,972 |
| Total capital works | 7,594,847 | 10,237,728 | 9,626,849 | 8,719,042 | 7,728,120 | 6,918,631 | 8,230,794 | 5,963,563 | 8,265,234 | 9,306,199 | 6,949,052 | 8,749,242 | 9,200,822 | 8,350,195 | 8,832,665 |

12. BORROWINGS

The majority of the Shire's assets are long life assets, and the future benefit of these assets are used for future generations. Therefore, borrowings are considered as a funding source to support the provision of these intergenerational projects and distribute the development cost across future periods to those who benefit from the asset.

The LTFP provides for borrowings for the following over the period of the plan.

Table 8

| Year | Project | Amount |
|---------|---|-------------|
| 2028/29 | Administration Centre – Upgrade / Extensions | \$2,261,654 |
| 2029/30 | Transfer Station Development – Donnybrook Waste Management Facility | \$1,331,418 |
| 2036/37 | Apple Funpark – Renewal of Equipment | \$1,360,121 |

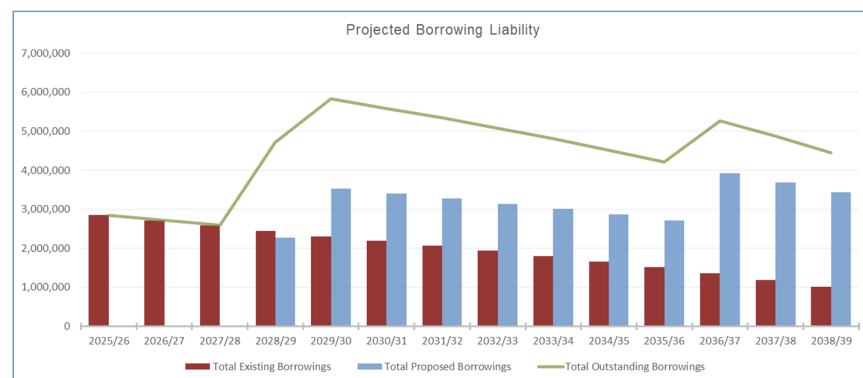


Figure 7

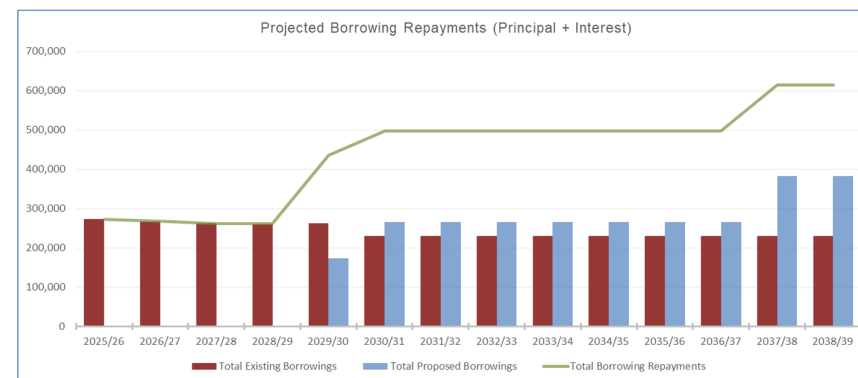


Figure 6

13. CASH RESERVES

The Shire maintains cash reserves for a variety of purposes.

- a) to set aside funds to meet obligations in future financial periods.
- b) to provide funds for future asset renewal / development.
- c) to reduce the reliance on borrowings by accumulating funds for specific projects.

Where relevant, reserves are supported by comprehensive plans that detail future funding requirements and the necessary annual allocations to reserves.

Information Technology Reserve

Purpose - To accumulate funds for the acquisition and replacement of Information Technology equipment and software.

Funding - Per adopted Annual Budget allocation.

Recreation Centre Equipment Reserve

Purpose - To accumulate funds for the acquisition and replacement of fitness equipment at the Recreation Centre.

Funding - Per adopted Annual Budget allocation.

Vehicle Reserve

Purpose - To accumulate funds for the acquisition and replacement of Council's vehicle fleet.

Funding - Per adopted Annual Budget allocation.

Building Reserve

Purpose - To accumulate funds for the construction, renewal and major maintenance of Council buildings.

Funding - Per adopted Annual Budget allocation.

Pathways Reserve

Purpose - To accumulate funds for the construction, renewal and major maintenance of pathways.

Funding - Per adopted Annual Budget allocation.

Small Plant & Equipment (Works) Reserve

Purpose - Established to accumulate funds for the acquisition and replacement of Council's small works plant & equipment.

Funding - Per adopted Annual Budget allocation.

Drainage & Storm Water Reserve

Purpose - Established to accumulate funds for the construction, renewal and major maintenance of drainage infrastructure.

Funding - Per adopted Annual Budget allocation.

Parks & Reserves Reserve

Purpose - Established to accumulate funds for the construction, renewal and major maintenance of parks & reserves infrastructure.

Funding - Per adopted Annual Budget allocation.

Roadworks Reserve

Purpose - Established to accumulate funds for the construction, renewal and major maintenance of road infrastructure.

Funding - Per adopted Annual Budget allocation.

Employee Entitlements Reserve

Purpose - Established to provide for the payment of annual leave, long service leave, personal leave, and grandfathered gratuity scheme entitlements.

Funding - Per adopted Annual Budget allocation.

27 Pay Periods

Purpose - Established to provide funds for the additional cash outlay in each eleventh year when 27 pay fortnights occur instead of the normal 26.

Funding - Per adopted Annual Budget allocation.

Revaluation Reserve

Purpose - Established to accumulate funds for;

a) Asset Revaluations

b) Rates Gross Rental Valuation - General Revaluation

Funding - Per adopted Annual Budget allocation.

Strategic Planning Studies Reserve

Purpose - Established to accumulate funds for engaging strategic studies / reports.

Funding - Per adopted Annual Budget allocation.

Council Elections Reserve

Purpose - Established to accumulate funds for Council postal elections

Funding - Per adopted Annual Budget allocation.

Waste Management Reserve

Purpose - To receive funds collected from Council's Waste Management Levy for the purpose of providing waste management facilities.

Funding - Per adopted Annual Budget allocation.

Arbuthnott Scholarship Reserve

Purpose - To fund the payment of the Arbuthnott Scholarship

Funding - Actual investment interest revenue from funds held in the Arbuthnott Scholarship Reserve account.

Land Development Reserve

Purpose - To fund the purchase of land for future community purposes

Funding - Net surplus from land development activities undertaken by the Shire.

Preston Village Exit Deferred Management Fee Reserve

Purpose - Established to accumulate Preston Village Exit Deferred Management Fees as contribution towards funding the lease liability.

Funding - Net surplus from land development activities undertaken by the Shire.

Preston Village Reserve Fund Contribution Reserve

Purpose - To accumulate the Preston Village Reserve Fund Contribution for purposes prescribed within the Residence Contract.

Funding - Actual Reserve Fund Contribution paid by the resident under the Retirement Villages Regulations 1992 and Residence Contract.

Minninup Cottages 1-4 Surplus Reserve

Purpose - To accumulate surplus income of units 1-4 for the purposes of unit maintenance, renewal and upgrades.

Funding - Actual annual operating surplus of Minninup Cottages 1-4.

Minninup Cottages 5-12 Surplus Reserve

Purpose - To accumulate surplus income of units 5-12 for the purposes of unit maintenance, renewal and upgrades.

Funding - Actual annual operating surplus of Minninup Cottages 5-12.

Langley Villas 1-9 Surplus Reserve

Purpose - To accumulate surplus income of units 1-9 for purposes prescribed in the Joint Venture Agreement.

Funding - Actual annual operating surplus of Langley Villas 1-9.

Minninup Cottages 5-12 Long Term Maintenance Reserve

Purpose - To accumulate funds for units 5-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance.

Funding - Annual Budget allocation per prescribed amount in Joint Venture Agreement for units 5-12.

Langley Villas 1-9 Long Term Maintenance Reserve

Purpose - To accumulate funds for units 1-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance.

Funding - Annual Budget allocation per prescribed amount in Joint Venture Agreement for units 1-9.

POS – Donnybrook

Purpose - To hold payments in lieu of public open space for the general locality of the Donnybrook townsite in accordance with the Planning and Development Act 2005.

Funding - Payments received in lieu of public open space for the general locality of the Donnybrook townsite in accordance with the Planning and Development Act 2005.

POS – Balingup

Purpose - To hold payments in lieu of public open space for the general locality of the Balingup townsite in accordance with the Planning and Development Act 2005.

Funding - Payments received in lieu of public open space for the general locality of the Balingup townsite in accordance with the Planning and Development Act 2005.

POS – Kirup

Purpose - To hold payments in lieu of public open space for the general locality of the Kirup townsite in accordance with the Planning and Development Act 2005.

Funding - Payments received in lieu of public open space for the general locality of the Kirup townsite in accordance with the Planning and Development Act 2005.

COVID-19 Reserve

Purpose - To fund initiatives and activities associated with the Shire's response and recovery from the COVID-19 pandemic.

Funding - Per adopted Annual Budget allocation. (Annual Budget informed by the Source Plan).

Carried Forward Projects Reserve

Purpose - Established to accumulate funds from projects carried into future financial years.

Funding - Unspent project funds carried forward into future financial year.

Bridges Reserve

Purpose - Established to accumulate funds for the construction, renewal and maintenance of bridge infrastructure.

Funding - Actual project expenditure funded by the reserve fund per adopted Annual Budget.



Figure 8

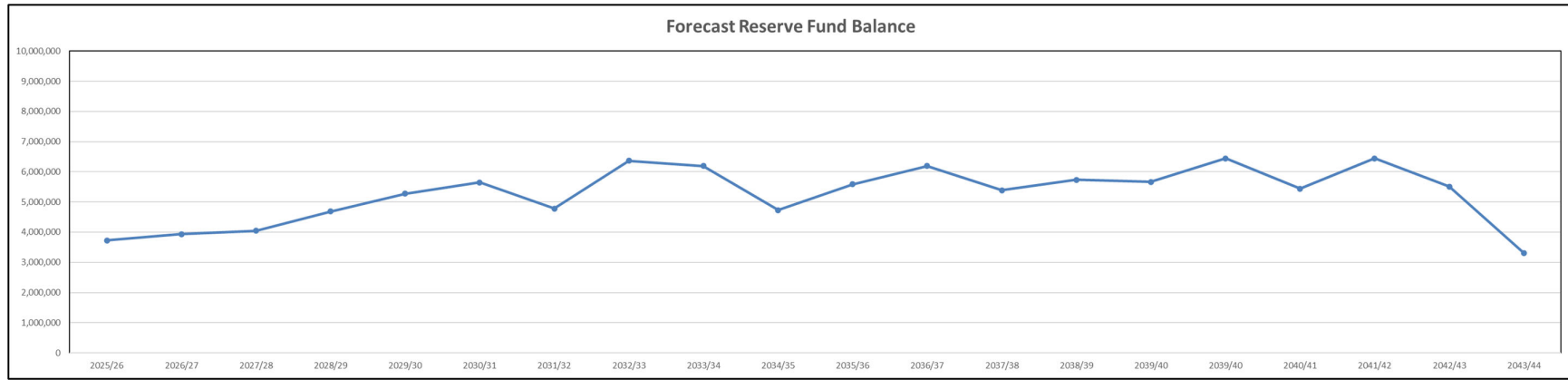


Figure 9



Address: 1 Bentley Street
Donnybrook 6230
Western Australia

Phone: (08) 9780 4200

Email: shire@donnybrook.wa.gov.au

www.donnybrook.wa.gov.au

Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V4.3



Strategic Outcome Supported: 13 - Increased community capacity

1. Policy Objective

1.1. The objective of this policy is to:

- a. Demonstrate Council's commitment to community and economic development; and
- b. Assist to build the capacity of the community; and
- c. Enhance the capacity of community groups, clubs, not-for-profits and social enterprise organisations to provide one-off projects, community services and events; and
- d. Increase community and visitor participation in community activities and/or events; and
- e. Support innovation, creation and the development of community initiatives; and
- f. Offer an annual (contestable) community minor grants program to support one-off activities and projects; and

~~g. Offer a three year grant Service Level Agreement program to cover ongoing operational costs for community services and/or events.~~

2. Policy Scope

2.1 This policy applies to eligible community groups, clubs, not-for-profits and social enterprise organisations seeking support for projects, events and activities that:

- a. Provide social or economic benefit to the community; and
- b. Produce results in one or more of Council's five key aspirations identified in the Council Plan.

3. Policy Definitions

~~3.1 Community Events Rubbish Collection Service means a provision by the Shire that allows event organisers to request free kerbside rubbish bins for their events. These bins are provided at no cost under the condition that they must be collected and returned according to the terms specified in the event approval, supporting community events by ensuring effective waste management and maintaining a clean environment.~~

3.23.1 **Community Grants (CG)** means a financial allocation provided to eligible entities to support one-off or recurring activities and projects that generate social or economic benefits for the community. These grants can be used for a wide range of purposes, including construction, equipment purchase, operational costs, and marketing, with individual grants capped at \$2,000.

Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V4.2



~~3.3.2~~ **Eligible entities** mean local community groups, including sporting clubs, not-for-profit organisations, social enterprises, and commercial ventures that provide a demonstrable community benefit. These entities must be legally recognised and aligned with the goals outlined in the Council Plan to be considered for funding under this policy.

~~3.4~~ **Facility Hire Fee Waivers** means to waive or reduce fees for the use of Shire-owned facilities. This is intended to support community groups or events that can demonstrate a significant direct benefit to the community.

~~3.5~~ **Minor Cash Donations** means small monetary grants, capped at \$350 per request, provided at the CEO's discretion to support minor community initiatives, events, or individuals needing financial assistance to participate in activities that offer community benefit.

~~3.4~~ **Shire Support Initiatives (SSI)** means non-financial, in-kind assistance provided by the Shire to eligible community groups, events, and activities. This support may include, but is not limited to:

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- ~~a.~~ Waiver of facility hire fees for Shire-owned venues.
- ~~b.~~ Provision of waste collection or event bins for community events.
- ~~c.~~ Additional maintenance services (e.g. extra mowing, grounds preparation).
- ~~d.~~ Temporary increase in utility supply or coverage of associated costs (e.g. power, water).
- ~~e.~~ Subsidised fees for eligible services or bookings.
- ~~f.~~ Event support services (e.g. traffic management, signage, equipment assistance, attendance by Shire representatives, Shire promotion of eligible community events or initiatives, event applications and assessments).
- ~~g.~~ Coverage of associated building-related costs (e.g. temporary access modifications, increased cleaning, utility usage).
- ~~h.~~ Other logistical or operational support as approved by the Shire.

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~~These initiatives are intended to foster community wellbeing, encourage local participation, and support the delivery of inclusive and accessible events and programs across the Shire.~~

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~~3.6~~ **Service Level Agreements (SLA)** means a formal, annual commitment between the ~~Council~~ Shire and a funding recipient. The SLA is designed to support ongoing operational costs of eligible entities, such as utilities, insurance, rent, wages, and other essential expenses. It ensures that the funded entity can consistently deliver community services or events that benefit the broader community.

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4. Policy Statements

Annual Funding Allocation

4.1 Council will determine an annual funding allocation for the provision of Service Level Agreements, ~~eC~~ommunity ~~gG~~ran~~t~~s, ~~Minor Cash and dD~~onations ~~and Shire Support initiatives~~.

Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V4.2



The total ~~Annual Budget~~~~funding~~ allocation will be up to ~~\$81,298,050~~00. This amount is subject to an annual review.

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4.2 The ~~A~~nnual Budget funding allocation will be applied to the following categories ~~of grant or donations~~:

4.2.1 Service Level Agreements (SLA) ~~- \$39,500~~; and

4.2.2 Annual Community Grants (CG) ~~- \$12,000~~; and

4.2.3 Minor Cash Donations ~~- \$2,500~~; and

~~4.2.4~~ Shire Support Initiatives (SSI) - ~~\$35,500~~ ~~Facility Hire Fee Waivers~~; and

~~4.2.5~~ 4.2.4 Community Events Rubbish Collection Service.

Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V4.3



Application Processes/Timelines

4.3 Service Level Agreements (SLA)

~~4.3.1 Applications can be submitted for renewal of expiring Service Level Agreements or for new Service Level Agreements. The application period will commence no later than the 3rd week of January each year and will close at 9am on the first Monday in April.~~

~~4.3.2 Applications will be assessed by Council.~~

~~4.3.3 Council will endeavor to approve applications at its May Ordinary Council meeting each year, to inform the annual budget.~~

~~4.3.4.3.1 Payments of the SLA funding to the entity will not occur until after the annual Annual budget-Budget is adopted by Council. This applies to both continuing Service Level Agreements and new Service Level Agreements.~~

4.4 Community Grants (CG)

~~4.4.1 The total annual Community Grant allocation cannot be set until Council determine the annual SLAs at its May meeting.~~

~~4.4.2.4.1 Applications for funding under the Community Grants will be called no later than the 3rd week of June each year and the application period will run for a period of six (6) weeks.~~

~~4.4.3.4.2 Applications will be assessed by Council.~~

4.5 Minor Cash Donations & Facility Hire Fee Waivers

~~4.5.1 Written applications must be addressed to the Chief Executive Officer.~~

4.6 Shire Support Initiatives (SSI)

~~4.5.4.1 Minor Cash Donations & Facility Hire Fee Waivers~~

~~4.5.1.1.1 Written applications must be addressed to the Chief Executive Officer.~~

4.6 Community Events Rubbish Collection Service

~~4.6.1 Written applications must be addressed to the Chief Executive Officer.~~

~~4.6.2 Applicants must provide sufficient details regarding the nature of the event, expected attendance, and the type of support requested.~~

~~4.6.3 Applicants must be an incorporated not-for-profit organisation, community groups, or charitable entities operating within the Shire.~~

~~4.6.4 Activities or events must be open to the public and demonstrate clear community benefit.~~

~~4.6.5 Support will not be provided for private functions, commercial activities, or events that do not align with the Shire's values, plans or policies.~~

~~4.6.6 Support will be assessed based on community benefit, alignment with Shire priorities, and available resources.~~

~~4.6.14.6.7 The Shire reserves the right to approve, modify, or decline requests at its discretion.~~

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Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V4.2



4.6.8 No monies will be paid to the applicant.

4.6.2—

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Community Grant Guidelines and Requirements –SLA's and CG's

- 4.7 Application will not be considered if they do not address all questions in the grant application form or provide comprehensive details for each question.
- 4.8 Late applications will not be considered.
- 4.9 Applications will only be considered from eligible entities.
- 4.10 An acquittal must be submitted to the Shire at the end of each financial year ~~for Service Level Agreements and~~ upon completion of the project ~~for both SLA's and CG's~~.
- 4.11 Failure to submit an acquittal will result in the suspension of consideration for future applications until the required acquittal is provided.
- 4.12 Grant applications will not be considered retrospectively (i.e. for a project that is completed or already underway).
- 4.13 Recipients of SLA or CG funding are ineligible to receive additional funding for the same project or event under any other Shire funding, grant, or donation category.

Community Grant Funding Conditions –SLA's and CG's

- 4.14 All acquittals will include a report detailing the outcomes of the funded activity which will be provided to Council Members in the quarterly information bulletin.
- 4.15 Council may use the information provided by funded entity for its own promotional purposes.
- 4.16 All funded entities will be required to enter into an agreement with the Shire which will detail specific conditions and terms relevant to that project.
- 4.17 All funded entities must acknowledge the support of the in all their promotional material.
- 4.18 The Shire's contribution shall be considered by the funded entities as sponsorship and acknowledged accordingly.
- 4.19 Grant funding payments may be suspended at any time if, in the opinion of Council, the conditions of the funding agreement have not been met or satisfactory progress has not been achieved.
- 4.20 Any change to a funded project cannot proceed without a formal resolution from Council. The applicant must submit a written grant variation request to the Shire clearly stating any proposed changes to the project and the reason why the changes are required.

Community Grant Application Assessment of Applications for SLA's and CG's

- 4.21 Council will assess applications ~~for SLA's and the~~ CG's.
- 4.22 Applications will be assessed on its merit and determine the value of the application in ~~relation~~ relation to the whole of community benefit.
- 4.23 Applications that include a cash contribution from the applicant, rather than solely relying on in-kind support or grant funding, will be evaluated as having higher merit.

Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V4~~2~~



4.24 Applications that clearly support the achievement of Council's strategic objectives and actions, as outlined in the Council Plan, will ~~generally~~ be considered to have higher merit than those that do not.

4.25 Applications that support climate change initiatives or promote Wastewise practices will be viewed more favourably than those that do not.

Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V4.3



Phasing Out of Service Level Agreements (SLAs)

As part of Shire's commitment to ensuring a more sustainable and balanced approach to community funding, Service Level Agreements (SLAs) are being phased out. The commencement of this phase out was reflected in the 2024–2025 Annual Budget. SLA's will not be offered beyond the 2025–2026 financial year. This change reflects Council's intent to move towards more flexible, transparent, and equitable forms of community support that better align with evolving community needs and long-term financial sustainability.

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5. Delegation and Authorisation

- 5.1 Delegation 1.2.24 Defer, Grant Discounts, Waiver or Write off Debts.
- 5.2 Council authorises the Chief Executive Officer to approve cash donation requests, where a group or individual can demonstrate a significant direct benefit to the community or where, in the opinion of the Chief Executive Officer, special circumstances justify the donation. Examples may include support for minor community events, initiatives, or individuals seeking financial assistance to participate in activities at a State or National level where they have achieved recognition.
- 5.3 Council authorises the Chief Executive Officer to assess and determine requests for Shire Support Initiatives (SSI) donation of facility hire, in accordance with terms and conditions outlined in this policy where a group or individual can demonstrate significant direct benefit to the community.
- ~~5.4 Council authorises the Chief Executive Officer to determine requests for donation of rubbish collection services for events that can demonstrate significant direct benefit to the community.~~
- ~~5.5~~ 5.4 All donations and grants will be reported to Council in the quarterly information bulletin.

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6. Legislation

- 6.1 *Local Government Act 1995*
- 6.2 *Local Government (Financial Management) Regulations 1996*

7. Version Control – Governance

| | |
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| Related Policy(s): | Nil. |
| Related Procedure(s): | Community Grants and Donations Policy |
| Responsible Department(s): | Community Development |
| Review to be conducted by: | Manager Development Services |
| Review frequency: | <input checked="" type="checkbox"/> Annual (1 year) <input type="checkbox"/> Biennial (2 years) <input type="checkbox"/> Triennial (3 years) |

Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V42



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|-------------------------|---|----------------|-----------|----------|------|
| Version Date: | | 16 Aug 2024 | Next Due: | | 2025 |
| Policy Version Details: | | | | | |
| Ver. #: | Synopsis: | Ver. Date: | Ref.: | Synergy: | |
| 1 | Initial adoption of policy | 27 Apr 2016 | N/A | N/A | |
| 2 | Amendment – Annual allocation tied to 2.5%, renamed budget/recurrent to service level agreements, funding process timeline | 28 Oct 2020 | 150/20 | NPP6444 | |
| 3 | Amendment – Change to policy name, objective, scope, the inclusion of Eligibility and Funding Categories, Budget allocations changed from 2.5% of Shire Rates to up to \$128,000, Application Process and Timelines, Assessment Criteria, changes to Authorisations. See Council Resolution for more details. | 28 August 2024 | 146/08-24 | NPP12795 | |
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Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V4



Strategic Outcome Supported: 13 - Increased community capacity

1. Policy Objective

- 1.1. The objective of this policy is to:
- Demonstrate Council's commitment to community and economic development; and
 - Assist to build the capacity of the community; and
 - Enhance the capacity of community groups, clubs, not-for-profits and social enterprise organisations to provide one-off projects, community services and events; and
 - Increase community and visitor participation in community activities and/or events; and
 - Support innovation, creation and the development of community initiatives; and
 - Offer an annual (contestable) community minor grants program to support one-off activities and projects; and

2. Policy Scope

- 2.1 This policy applies to eligible community groups, clubs, not-for-profits and social enterprise organisations seeking support for projects, events and activities that:
- Provide social or economic benefit to the community; and
 - Produce results in one or more of Council's five key aspirations identified in the Council Plan.

3. Policy Definitions

- 3.1 **Community Grants (CG)** means a financial allocation provided to eligible entities to support one-off or recurring activities and projects that generate social or economic benefits for the community. These grants can be used for a wide range of purposes, including construction, equipment purchase, operational costs, and marketing, with individual grants capped at \$2,000.
- 3.2 **Eligible entities** mean local community groups, including sporting clubs, not-for-profit organisations, social enterprises, and commercial ventures that provide a demonstrable community benefit. These entities must be legally recognised and aligned with the goals outlined in the Council Plan to be considered for funding under this policy.
- 3.3 **Minor Cash Donations** means small monetary grants, capped at \$350 per request, provided at the CEO's discretion to support minor community initiatives, events, or individuals needing financial assistance to participate in activities that offer community benefit.

- 3.4 **Shire Support Initiatives (SSI)** means non-financial, in-kind assistance provided by the Shire to eligible community groups, events, and activities. This support may include, but is not limited to:
- Waiver of facility hire fees for Shire-owned venues.
 - Provision of waste collection or event bins for community events.
 - Additional maintenance services (e.g. extra mowing, grounds preparation).
 - Temporary increase in utility supply or coverage of associated costs (e.g. power, water).
 - Subsidised fees for eligible services or bookings.
 - Event support services (e.g. traffic management, signage, equipment assistance, attendance by Shire representatives, Shire promotion of eligible community events or initiatives, event applications and assessments).
 - Coverage of associated building-related costs (e.g. temporary access modifications, increased cleaning, utility usage).
 - Other logistical or operational support as approved by the Shire.

These initiatives are intended to foster community wellbeing, encourage local participation, and support the delivery of inclusive and accessible events and programs across the Shire.

- 3.5 **Service Level Agreements (SLA)** means a formal, annual commitment between the Shire and a funding recipient. The SLA is designed to support ongoing operational costs of eligible entities, such as utilities, insurance, rent, wages, and other essential expenses. It ensures that the funded entity can consistently deliver community services or events that benefit the broader community.

4. Policy Statements

Annual Funding Allocation

- 4.1 Council will determine an annual funding allocation for the provision of Service Level Agreements, Community Grants, Minor Cash Donations and Shire Support initiatives. The total Annual Budget allocation will be up to \$89,500. This amount is subject to an annual review.
- 4.2 The Annual Budget funding allocation will be applied to the following categories:
- Service Level Agreements (SLA)- \$39,500; and
 - Annual Community Grants (CG) - \$12,000; and
 - Minor Cash Donations - \$2,500; and
 - Shire Support Initiatives (SSI) - \$35,500.

Application Processes/Timelines

4.3 Service Level Agreements (SLA)

- 4.3.1 Payment of the SLA funding to the entity will not occur until after the Annual Budget is adopted by Council.

4.4 Community Grants (CG)

- 4.4.1 Applications for funding under the Community Grants will be called no later than the 3rd week of June each year and the application period will run for a period of six (6) weeks.
- 4.4.2 Applications will be assessed by Council.

4.5 Minor Cash Donations

- 4.5.1 Written applications must be addressed to the Chief Executive Officer.

4.6 Shire Support Initiatives (SSI)

- 4.6.1 Written applications must be addressed to the Chief Executive Officer.
- 4.6.2 Applicants must provide sufficient details regarding the nature of the event, expected attendance, and the type of support requested.
- 4.6.3 Applicants must be an incorporated not-for-profit organisation, community groups, or charitable entities operating within the Shire.
- 4.6.4 Activities or events must be open to the public and demonstrate clear community benefit.
- 4.6.5 Support will not be provided for private functions, commercial activities, or events that do not align with the Shire's values, plans or policies.
- 4.6.6 Support will be assessed based on community benefit, alignment with Shire priorities, and available resources.
- 4.6.7 The Shire reserves the right to approve, modify, or decline requests at its discretion.
- 4.6.8 No monies will be paid to the applicant.

Community Grant Guidelines and Requirements

- 4.7 Application will not be considered if they do not address all questions in the grant application form or provide comprehensive details for each question.
- 4.8 Late applications will not be considered.
- 4.9 Applications will only be considered from eligible entities.
- 4.10 An acquittal must be submitted to the Shire at the end of each financial year upon completion of the project..
- 4.11 Failure to submit an acquittal will result in the suspension of consideration for future applications until the required acquittal is provided.
- 4.12 Grant applications will not be considered retrospectively (i.e. for a project that is completed or already underway).

- 4.13 Recipients of SLA or CG funding are ineligible to receive additional funding for the same project or event under any other Shire funding, grant, or donation category.

Community Grant Funding Conditions

- 4.14 All acquittals will include a report detailing the outcomes of the funded activity which will be provided to Council Members in the quarterly information bulletin.
- 4.15 Council may use the information provided by funded entity for its own promotional purposes.
- 4.16 All funded entities will be required to enter into an agreement with the Shire which will detail specific conditions and terms relevant to that project.
- 4.17 All funded entities must acknowledge the support of the in all their promotional material.
- 4.18 The Shire's contribution shall be considered by the funded entities as sponsorship and acknowledged accordingly.
- 4.19 Grant funding payments may be suspended at any time if, in the opinion of Council, the conditions of the funding agreement have not been met or satisfactory progress has not been achieved.
- 4.20 Any change to a funded project cannot proceed without a formal resolution from Council. The applicant must submit a written grant variation request to the Shire clearly stating any proposed changes to the project and the reason why the changes are required.

Community Grant Application Assessment

- 4.21 Council will assess applications CG's.
- 4.22 Applications will be assessed on its merit and determine the value of the application in relation to the whole of community benefit.
- 4.23 Applications that include a cash contribution from the applicant, rather than solely relying on in-kind support or grant funding, will be evaluated as having higher merit.
- 4.24 Applications that clearly support the achievement of Council's strategic objectives and actions, as outlined in the Council Plan, will be considered to have higher merit than those that do not.
- 4.25 Applications that support climate change initiatives or promote Wastewise practices will be viewed more favourably than those that do not.

Phasing Out of Service Level Agreements (SLAs)

- 4.26 As part of Shire's commitment to ensuring a more sustainable and balanced approach to community funding, Service Level Agreements (SLAs) are being phased out. The commencement of this phase out was reflected in the 2024–2025 Annual Budget. SLA's will not be offered beyond the 2025–2026 financial year. This change reflects Council's intent to move towards more flexible, transparent, and equitable forms of community support that better align with evolving community needs and long-term financial sustainability.

5. Delegation and Authorisation

- 5.1 Delegation 1.2.24 Defer, Grant Discounts, Waiver or Write off Debts.
- 5.2 Council authorises the Chief Executive Officer to approve cash donation requests, where a group or individual can demonstrate a significant direct benefit to the community or where, in the opinion of the Chief Executive Officer, special circumstances justify the donation. Examples may include support for minor community events, initiatives, or individuals seeking financial assistance to participate in activities at a State or National level where they have achieved recognition.
- 5.3 Council authorises the Chief Executive Officer to assess and determine requests for Shire Support Initiatives (SSI), in accordance with terms and conditions outlined in this policy.
- 5.4 All donations and grants will be reported to Council in the information bulletin.

6. Legislation

- 6.1 *Local Government Act 1995*
- 6.2 *Local Government (Financial Management) Regulations 1996*

7. Version Control – Governance

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|-----------------------------------|----------------------------|---|---|--|
| Related Policy(s): | | Nil. | | |
| Related Procedure(s): | | Community Grants and Donations Policy | | |
| Responsible Department(s): | | Community Development | | |
| Review to be conducted by: | | Manager Development Services | | |
| Review frequency: | | <input checked="" type="checkbox"/> Annual (1 year) | <input type="checkbox"/> Biennial (2 years) | <input type="checkbox"/> Triennial (3 years) |
| Version Date: | | 16 Aug 2024 | Next Due: | 2025 |
| Policy Version Details: | | | | |
| Ver. #: | Synopsis: | Ver. Date: | Ref.: | Synergy: |
| 1 | Initial adoption of policy | 27 Apr 2016 | N/A | N/A |

Community Grants and Donations

Shire of Donnybrook Balingup Council Policy COMD / CP-1 V4



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| 2 | <i>Amendment – Annual allocation tied to 2.5%, renamed budget/recurrent to service level agreements, funding process timeline</i> | 28 Oct 2020 | 150/20 | NPP6444 |
| 3 | <i>Amendment – Change to policy name, objective, scope, the inclusion of Eligibility and Funding Categories, Budget allocations changed from 2.5% of Shire Rates to up to \$128,000, Application Process and Timelines, Assessment Criteria, changes to Authorisations. See Council Resolution for more details.</i> | 28 August 2024 | 146/08-24 | NPP12795 |

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



Strategic Outcome Supported: 11 - Strong, visionary leadership

1. Policy Objective

- 1.1. To provide Elected Members with an appropriate level of remuneration and entitlements to ensure that they are able to effectively fulfil their role. This policy specifies the type of allowances payable including annual allowances instead of reimbursement for particular types of expenses.

2. Policy Scope

- 2.1. This policy outlines the framework surrounding the allowances and entitlements of Elected Members of the Shire of Donnybrook Balingup.

3. Policy Definitions

- 3.1. **Determined** means determined by the *Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975* section 7B.

3.2. **Percentile** (or a centile) is a measure used in statistics indicating the value below which a given percentage of observations in a group of observations falls. For example, the 20th percentile is the value (or score) below which 20% of the observations may be found.

3.2.3. **SG Act** means *Commonwealth Superannuation Guarantee (Administration) Act 1992*

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4. Policy Statements

4.1. Allowances

4.1.1 Presidents Annual Allowance

4.1.1.1 Pursuant to section 5.98(5) of the Act, the Shire President shall be paid an annual Presidents allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local Government. This allowance is in addition to any fees or reimbursement of expenses payable to the President under section 5.98 of the LG Act.

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4.1.2 Deputy Presidents Annual Allowance

4.1.2.1 Pursuant to section 5.98A (1) of the LG Act, the Deputy President shall be paid an annual Deputy Presidents allowance of the percentage that is determined by the Tribunal of the annual allowance to which the president is entitled under section 5.98(5) of the LG Act. This allowance is in addition to any fees or reimbursement of expenses payable to the Deputy President under section 5.98 of the LG Act.

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Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



4.1.3 Elected Member Annual Attendance Allowance

~~4.1.3.14.1.3~~ Pursuant to section 5.99 of the LG Act, an Elected Member shall be paid an annual attendance allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on 25th percentile of ~~the allowance~~ the allowance for a band 3 Local Government. This payment is in lieu of Council meeting, committee meeting and prescribed meeting attendance fees in accordance with section 5.98(1)(b) of the LG Act.

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4.1.4 Annual Information Communication and Technology (ICT) Allowance

~~4.1.4.14.1.4~~ Elected members shall be paid an annual ICT allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 75th percentile of ~~the allowance~~ the allowance for a band 3 Local Government for the Shire President. All elected members other than the Shire President is based on the 17th percentile of the allowance for a band 3 Local Government. This payment is in lieu of reimbursing ICT expenses in accordance with section 5.99A of the Act instead of reimbursement under 5.98(2).

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ICT expenses means:

- a) *rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
- b) *any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;*

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4.2. Reimbursement of Expenses

4.2.1 Reimbursement of Statutory Travel Expenses

~~4.2.1.14.2.1~~ Pursuant to Section 5.98(2) of the Act and Administration Regulation 31. Elected Members have a statutory entitlement to be reimbursed for travel expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a Committee of which they are a member.

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~~4.2.1.24.2.2~~ The rate of reimbursement will be in accordance with that specified by the *Local Government Officers' (Western Australia) Interim Award 2021*.

~~4.2.1.3~~ Expenses are reimbursed upon submission of a Councillor Claim request form.

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



4.2.2 Reimbursement of Statutory Child Care Expenses

~~4.2.2.14.2.4~~ Pursuant to Section 5.98(2) of the Act and Administration Regulation 31 Elected Members have a statutory entitlement to be reimbursed for childcare expenses incurred by the Elected Member as a result of attendance at a Council meeting, a meeting of a committee of which they are a member or authorised training and Council related business.

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~~4.2.2.24.2.5~~ Childcare costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

~~4.2.2.34.2.6~~ The Shire will reimburse childcare costs either at the actual cost per hour or the prescribed amount set by SAT, whichever is the lesser amount. Formal receipts must be kept and attached to the claim for reimbursement.

~~4.2.2.44.2.7~~ Expenses are reimbursed upon submission of a Councillor Claim request form.

4.3. Payment of Allowances

4.3.1 Allowances shall generally be paid monthly in arrears. Where an Elected Member does not hold office throughout the payment period, an amount of one twelfth of the annual allowance is to be paid for each month or part of a month that the member held office.

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4.4. Reduced Payments

4.4.1 Elected Members can opt for a lesser level of payment by making application to the Chief Executive Officer. The payment must be within the prescribed range determined by the SAT and cannot fall below the minimum payment.

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4.5. Other Entitlements

4.5.1 Information Technology

~~4.5.2~~ Elected Members will be provided with appropriate information technology to enable the distribution of Agendas and Minutes by electronic means, for email communication and for seeking information through the internet.

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~~4.5.2.14.5.2~~ The equipment will remain the property of the Shire and will be maintained by the Shire. Elected Members must not install software that is not the property of the Shire.

4.5.3 Information Technology Training

~~4.5.3.14.5.3~~ Appropriate training will be provided to Elected Members to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and Committee meetings utilising the software provided.

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~~4.5.3.2~~ Any Elected Members leaving their position with Council shall return, within ten working days any information technology equipment provided by the Council.

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4.5.4

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



4.5.4 Business Cards

4.5.4.14.5.5 Elected Members will be allocated adequate business cards. Business cards must be used for Council business only and must not be used for electioneering purposes.

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4.5.5 Uniform

4.5.6 Shire branded attire can be made available upon request from an Elected Member. A name badge will be issued at the commencement of their term.

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Superannuation

4.5.7 Superannuation contributions will be in effect from 1 July 2025.

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4.5.8 While Elected Members are not considered employees under the SG Act, they are to be treated in the same manner as employees of the Shire of Donnybrook Balingup for the purposes of calculating superannuation contribution payments.

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4.5.9 Superannuation contribution payment is to be paid at the same time as the remuneration of the Elected Member is paid.

4.5.10 Elected Members must nominate a superannuation account from a scheme or fund to which the SG Act applies.

4.5.11 A superannuation contribution payment will not be made if the Elected Member fails to nominate an eligible superannuation account before the end of the month to which the payment relates.

4.5.12 Superannuation contribution payments for Elected Members will not be paid during any period in which they are suspended under the Local Government Act 1995 or are not entitled to receive their fees and allowances.

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4.5.13 Individual Elected Members may opt out of receiving superannuation contribution payments by providing a notice in writing to the CEO.

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5. Delegation and Authorisation

5.1. Nil.

6. Legislation

6.1. *Local Government Act 1995*

6.2. *Local Government (Administration) Regulations 1996*

6.3. *Salaries & Allowances Act 1975 – Section 7B*

6.3.6.4. *Commonwealth Superannuation Guarantee (Administration) Act 1992 (SG Act)*

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Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



7. Version Control – Governance

| | | | | |
|----------------------------|--|------------|-----------|----------|
| Related Policy(s): | Nil | | | |
| Related Procedure(s): | Nil | | | |
| Responsible Department(s): | Finance and Corporate | | | |
| Review to be conducted by: | Manager Corporate Services | | | |
| Review frequency: | <input type="checkbox"/> Annual (1 year) <input checked="" type="checkbox"/> Biennial (2 years) <input type="checkbox"/> Triennial (3 years) | | | |
| Version Date: | 285/059/20254 | | Next Due: | 20276 |
| Policy Version Details: | | | | |
| Ver. #: | Synopsis: | Ver. Date: | Ref.: | Synergy: |
| 1 | Initial Adoption | 26/06/2019 | 84/19 | Record # |
| 2 | <ul style="list-style-type: none">Removed policy number 1.21 and added new policy ID; andAdded scope. | 21/12/2021 | 213/21 | NPP7989 |
| 3 | Amendments made to the payment frequency from quarterly in arrears to paid monthly in arrears, as well as minor grammatical changes. | 25/09/2024 | 162/09-24 | NPP13956 |
| 4 | Amendments made to allow for Superannuation contributions and other minor changes. – See Council report for more details. | 28/05/2025 | TBA | TBA |

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



Strategic Outcome Supported: 11 - Strong, visionary leadership

1. Policy Objective

- 1.1. To provide Elected Members with an appropriate level of remuneration and entitlements to ensure that they are able to effectively fulfil their role. This policy specifies the type of allowances payable including annual allowances instead of reimbursement for particular types of expenses.

2. Policy Scope

- 2.1. This policy outlines the framework surrounding the allowances and entitlements of Elected Members of the Shire of Donnybrook Balingup.

3. Policy Definitions

- 3.1. **Determined** means determined by the *Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975* section 7B.
- 3.2. **Percentile** (or a centile) is a measure used in statistics indicating the value below which a given percentage of observations in a group of observations falls. For example, the 20th percentile is the value (or score) below which 20% of the observations may be found.
- 3.3. **SG Act** means *Commonwealth Superannuation Guarantee (Administration) Act 1992*

4. Policy Statements

4.1. Allowances

Presidents Annual Allowance

- 4.1.1 Pursuant to section 5.98(5) of the Act, the Shire President shall be paid an annual Presidents allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local Government. This allowance is in addition to any fees or reimbursement of expenses payable to the President under section 5.98 of the LG Act.

Deputy Presidents Annual Allowance

- 4.1.2 Pursuant to section 5.98A (1) of the LG Act, the Deputy President shall be paid an annual Deputy Presidents allowance of the percentage that is determined by the Tribunal of the annual allowance to which the president is entitled under section 5.98(5) of the LG Act. This allowance is in addition to any fees or reimbursement of expenses payable to the Deputy President under section 5.98 of the LG Act.

Elected Member Annual Attendance Allowance

- 4.1.3 Pursuant to section 5.99 of the LG Act, an Elected Member shall be paid an annual attendance allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on 25th percentile of the allowance for a band 3 Local Government. This payment is in lieu of Council meeting, committee meeting and prescribed meeting attendance fees in accordance with section 5.98(1)(b) of the LG Act.

Annual Information Communication and Technology (ICT) Allowance

- 4.1.4 Elected members shall be paid an annual ICT allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 75th percentile of the allowance for a band 3 Local Government for the Shire President. All elected members other than the Shire President is based on the 17th percentile of the allowance for a band 3 Local Government. This payment is in lieu of reimbursing ICT expenses in accordance with section 5.99A of the Act instead of reimbursement under 5.98(2).

ICT expenses means:

- a) *rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
- b) *any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;*

4.2. Reimbursement of Expenses

Reimbursement of Statutory Travel Expenses

- 4.2.1 Pursuant to Section 5.98(2) of the Act and Administration Regulation 31. Elected Members have a statutory entitlement to be reimbursed for travel expenses incurred by the Elected Member as a result of attendance at a Council meeting or a meeting of a Committee of which they are a member.
- 4.2.2 The rate of reimbursement will be in accordance with that specified by the *Local Government Officers' (Western Australia) Award 2021*.
- 4.2.3 Expenses are reimbursed upon submission of a Councillor Claim request form.

Reimbursement of Statutory Child Care Expenses

- 4.2.4 Pursuant to Section 5.98(2) of the Act and Administration Regulation 31 Elected Members have a statutory entitlement to be reimbursed for childcare expenses incurred by the Elected Member as a result of attendance at a Council meeting, a meeting of a committee of which they are a member or authorised training and Council related business.

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



- 4.2.5 Childcare costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.
- 4.2.6 The Shire will reimburse childcare costs either at the actual cost per hour or the prescribed amount set by SAT, whichever is the lesser amount. Formal receipts must be kept and attached to the claim for reimbursement.
- 4.2.7 Expenses are reimbursed upon submission of a Councillor Claim request form.

4.3. Payment of Allowances

- 4.3.1 Allowances shall generally be paid monthly in arrears. Where an Elected Member does not hold office throughout the payment period, an amount of one twelfth of the annual allowance is to be paid for each month or part of a month that the member held office.

4.4. Reduced Payments

- 4.4.1 Elected Members can opt for a lesser level of payment by making application to the Chief Executive Officer. The payment must be within the prescribed range determined by the SAT and cannot fall below the minimum payment.

4.5. Other Entitlements

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- 4.5.2 Equipment will remain the property of the Shire and will be maintained by the Shire. Elected Members must not install software that is not the property of the Shire.

Information Technology Training

- 4.5.3 Appropriate training will be provided to Elected Members to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and Committee meetings utilising the software provided.
- 4.5.4 Any Elected Members leaving their position with Council shall return, within ten working days any information technology equipment provided by the Council.

Business Cards

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Uniform

- 4.5.6 Shire branded attire can be made available upon request from an Elected Member. A name badge will be issued at the commencement of their term.

Superannuation

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



- 4.5.7 Superannuation contributions will be in effect from 1 July 2025.
- 4.5.8 While Elected Members are not considered employees under the SG Act, they are to be treated in the same manner as employees of the Shire of Donnybrook Balingup for the purposes of calculating superannuation contribution payments.
- 4.5.9 Superannuation contribution payment is to be paid at the same time as the remuneration of the Elected Member is paid.
- 4.5.10 Elected Members must nominate a superannuation account from a scheme or fund to which the SG Act applies.
- 4.5.11 A superannuation contribution payment will not be made if the Elected Member fails to nominate an eligible superannuation account before the end of the month to which the payment relates.
- 4.5.12 Superannuation contribution payments for Elected Members will not be paid during any period in which they are suspended under the *Local Government Act 1995* or are not entitled to receive their fees and allowances.
- 4.5.13 Individual Elected Members may opt out of receiving superannuation contribution payments by providing a notice in writing to the CEO.

5. Delegation and Authorisation

- 5.1. Nil.

6. Legislation

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*
- 6.3. *Salaries & Allowances Act 1975* – Section 7B
- 6.4. *Commonwealth Superannuation Guarantee (Administration) Act 1992 (SG Act)*

7. Version Control – Governance

| | | | |
|-----------------------------------|--|--|--|
| Related Policy(s): | Nil | | |
| Related Procedure(s): | Nil | | |
| Responsible Department(s): | Finance and Corporate | | |
| Review to be conducted by: | Manager Corporate Services | | |
| Review frequency: | <input type="checkbox"/> Annual (1 year) | <input checked="" type="checkbox"/> Biennial (2 years) | <input type="checkbox"/> Triennial (3 years) |
| Version Date: | 28/05/2025 | Next Due: | 2027 |

Elected Members Allowances and Entitlements

Shire of Donnybrook Balingup Council Policy EM/CP-5-V4



| Policy Version Details: | | | | |
|-------------------------|--|------------|-----------|----------|
| Ver. #: | Synopsis: | Ver. Date: | Ref.: | Synergy: |
| 1 | Initial Adoption | 26/06/2019 | 84/19 | Record # |
| 2 | <ul style="list-style-type: none">Removed policy number 1.21 and added new policy ID; andAdded scope. | 21/12/2021 | 213/21 | NPP7989 |
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| 4 | Amendments made to allow for Superannuation contributions and other minor changes. – See Council report for more details. | 28/05/2025 | TBA | TBA |



——— Shire of ———
Donnybrook Balingup

Workforce Plan Review 2025

Shire of Donnybrook Balingup

1.0 Council Resolution

Council resolved the following at the August 2024 OCM (RESOLUTION: 147/08-24)

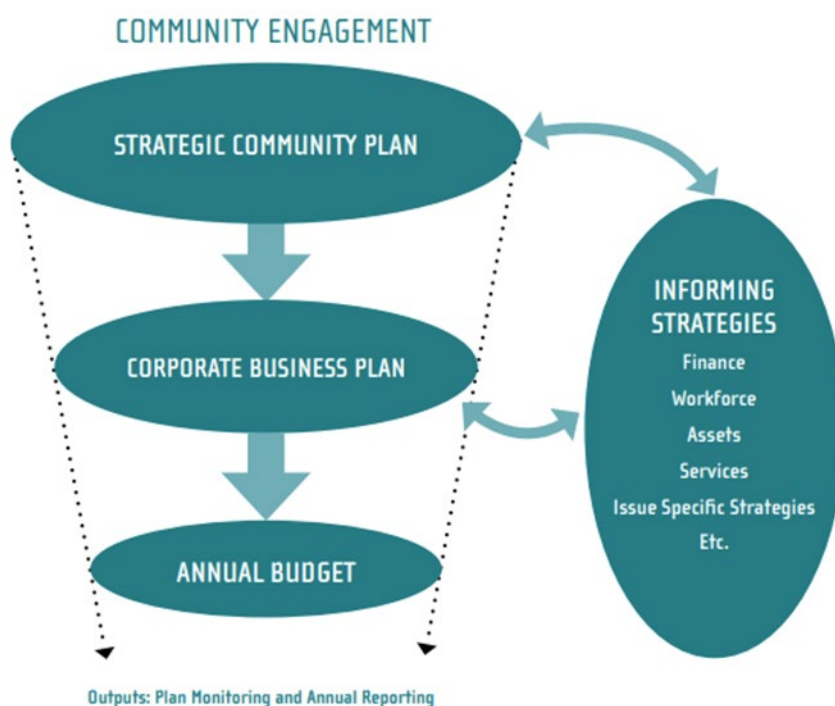
1. *That Council instruct the Chief Executive Officer to annually review and update the Donnybrook Balingup Shire Workforce Plan and present it to the Council no later than April each year. Furthermore the 2025 review is to include an assessment of the current organisational structure and is to contain recommendations to identify potential operational cost savings in order to assist with addressing the current financial deficit in the Shire of Donnybrook Balingup.*
2. *The plan is to be reviewed and updated using existing policies and procedures and will be no additional cost for the Shire.*
3. *The Chief Executive Officer is to provide progress of the review to councillors by November 2024.*
4. *Completed workforce plan will become a public document and will be published on the Shire of Donnybrook Balingup website the strategic and corporate planning documents link.*

In response to the resolution above the CEO, in consultation with the Executive Team has completed a preliminary, and an annual review of the workforce plan.

2.0 Workforce Plan

"A continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future."

[Australian National Audit Office (ANAO) 2004]⁷



A workforce plan forms an integral component of Council's Informing Strategies that feed into the broader Integrated, Planning and Reporting Framework.

Workforce Planning:

- is continuous, not a one-off activity
- is a process, not a static action or set of actions
- is about shaping the workforce with a clearly identified purpose, to bring about particular changes
- has its purpose linked with organisational objectives, and
- applies not just to the current workforce but anticipates future work force requirements.

Workforce Plan Review 2025

Shire of Donnybrook Balingup



3.0 Workforce Plan 2022 – 2026 Implementation

A review of the 17 Workforce Plan Actions (grouped within the five (5) strategic workforce plan themes), confirms three (3) had been completed, five (5) are progressing, and nine (9) are yet to be progressed.

Following is break down of progress:

| Action Item | Description | Responsibility | Stake-holders | Timeline | KPI's | Costs & funding source | |
|--|---|--|------------------------------|----------|--|---|---|
| 1. Human Resource Planning and Management | | | | | | | |
| Become an employer of choice | Implement the Workforce Plan and plan to review it annually along with the Long Term Financial and Corporate Plans. | CEO & MES | Executive Team and Council | 2024 | The workforce plan is in place, fully resourced and reviewed annually | Incorporated in current positions | ✗ |
| Sustainability of Workforce Planning | Manager and staff training to foster the sustainability of workforce planning and strategy management | Executive Team | Managers and key staff | 2023 | Improved staff planning and performance management | In house programs | ✗ |
| An improved understanding of workforce trends, capability and capacity, and FTE numbers | Establish HR data management systems and processes. | MES & HR | CPS Managers / Payroll staff | 2025 | A software system database in place and updated regularly | TBC – Shire budget | ✗ |
| An up-to-date organisational structure and with clear line management | Review of the Organisational Structure and inclusion of all fixed-term contractors or consultants | Executive Team | Councillors and Staff | 2022 | A structure reflecting all facets and reporting lines of those carrying out essential work for the Shire | Incorporated in current positions, contracts, or grants funding | ✓ |
| Ensure the current and future human resources and skill sets align with the Council Plan and the Long-Term Financial Plan | Establish a working party to develop a business case with timelines and costs for the staffing of the Shire and the skill levels required to achieve the objectives of the Council Plan and are accounted for Long-Term Financial Plan. | CEO and Executive Team, Manager Executive Services, and HR Officer | Leadership Team | 2022-23 | A business case to guide human resourcing resource needs Council Plan relating to human resources | Facilitation costs | ▬ |
| 2. Workforce Development and Succession Planning to develop and build the capability of the workforce and knowledge base to meet current/ future HR needs | | | | | | | |
| Capability building and knowledge management in the current workforce | Undertake a Skills Audit, and develop a training plan in response to an identified need Preparation of a succession plan for key roles or positions Review and update orientation and workplace procedure manuals | MES & HR | CEO, Managers, EA, and staff | 2024 | A training/ development plan that reflects capability growth and knowledge management; succession plan addressing critical position or key resource risk factors | Facilitation in house | ▬ |
| Develop a Retention and Recruitment Plan including a career development strategy to support promotion from within. | Review current recruitment, selection, and retention strategies and current procedures in place. Review competitive position in WA Local Government and in the region | MES & HR | Relevant Managers and Staff | 2025 | Efficient recruitment practices more applicants Competitiveness in the LG employment market The number of promotions or re-deployment from within. | Incorporated in current positions with minimal external support | ✗ |
| Develop traineeship/apprenticeship opportunities for local youth or mature age residents | Determine apprenticeship programs or traineeships available Assign responsibility for recruitment and program management | HR & Managers | Managers, community | 2025 | 2 annual traineeships provided per year | Partially government funded. Minimal budget costs | ▬ |
| Develop a register of capability, Tertiary Qualifications, Diplomas, and Certificates, Job Relevant Training and Workshops training or qualifications unrelated | Register to be developed and maintained. Identify training available training and communicated with relevant employees and managers. | HR | All staff | 2024 | Registers developed | Nil | ✗ |



Workforce Plan Review 2025

Shire of Donnybrook Balingup



3. Staff Retention - Encouraging Employees to Remain Employed with the Shire.

| | | | | | | | |
|---|---|----------|------------------------------|------|---|--------------------------------|--|
| Develop an employee recognition strategy | Prepare an Employee Recognition and Reward Policy & Procedure | MES & HR | CEO / Directors and Managers | 2023 | Approved by the Executive | No additional cost | |
| Identify opportunities for career development within the Shire | Source leadership development programs and development plans in areas where career development is practicable. | MES / HR | CEO / Directors and Managers | 2024 | Courses identified and circulated to Managers | Training and development costs | |
| Improve induction procedures, resources and onboarding new recruits | Streamline induction process ensuring relevance for new staff. Incorporate the LG Governance Fundamentals online skill module, and other modules as relevant. | HR | New staff | 2023 | Process refined and procedure developed | Nil | |

4. Support Systems, Processes and Facilities

| | | | | | | | |
|---|--|----------------|-------|------|---|-------------------|--|
| Address administration facility issues | Review current office or other workplace layouts and identify issues and concerns and address accordingly. | Executive Team | Staff | 2022 | Improved efficiency, effectiveness and morale. | Budget allocation | |
| IT systems and infrastructure strategic review. | Review and develop IT systems and infrastructure to improve efficiency and effectiveness and develop a Strategic IT Plan | IT | Staff | 2023 | Improved efficient and reliable IT structure in place | Budget allocation | |

5. Risk and Workplace Health and Safety

| | | | | | | | |
|---|---|-----|-------|------|--|----------------|--|
| Develop an implementation plan to address the requirements of newly gazetted. WHS Act and Regulations | Look within to safety and health resources that can implement WHS requirements, and engage with LGIS to seek ratify their support role in their paid services | WHS | MES | 2023 | WHS principles and practices in place and staff trained. | Nil | |
| Review and update Strategic and Organisational Risk Management Plan | Review current status of Organisational risk management plans and address gaps and shortfalls in due process. | MFC | DCC | 2023 | Risk management culture embedded in the Organisation | Nil | |
| Address employee wellness | Develop and implement an employee wellness plan. To address employee well-being | HR | Staff | 2022 | Increased capacity or productivity, reduced stress levels, absenteeism, or staff turnover. | LGIS funding a | |

4.0 Workforce Actions Taken October 2024 – May 2025

The following actions/initiatives have been undertaken following the appointment of the permanent CEO in October 2024:

- Focus on building the workforce foundations
- New set of Organisational Values adopted – sets the platform for staff satisfaction survey
- Reviewed the Staff Performance framework – new framework under development
- ICT Strategy funded and RFQ distributed – responses being assessed
- Software solutions eg SpaceToCo, Attain, AI – automation reduce manual staff time
- Progressed the Enterprise Agreement Negotiations (outside workforce) to final draft
- Preliminary work on service reviews eg Community Housing, Parks and Gardens



Workforce Plan Review 2025

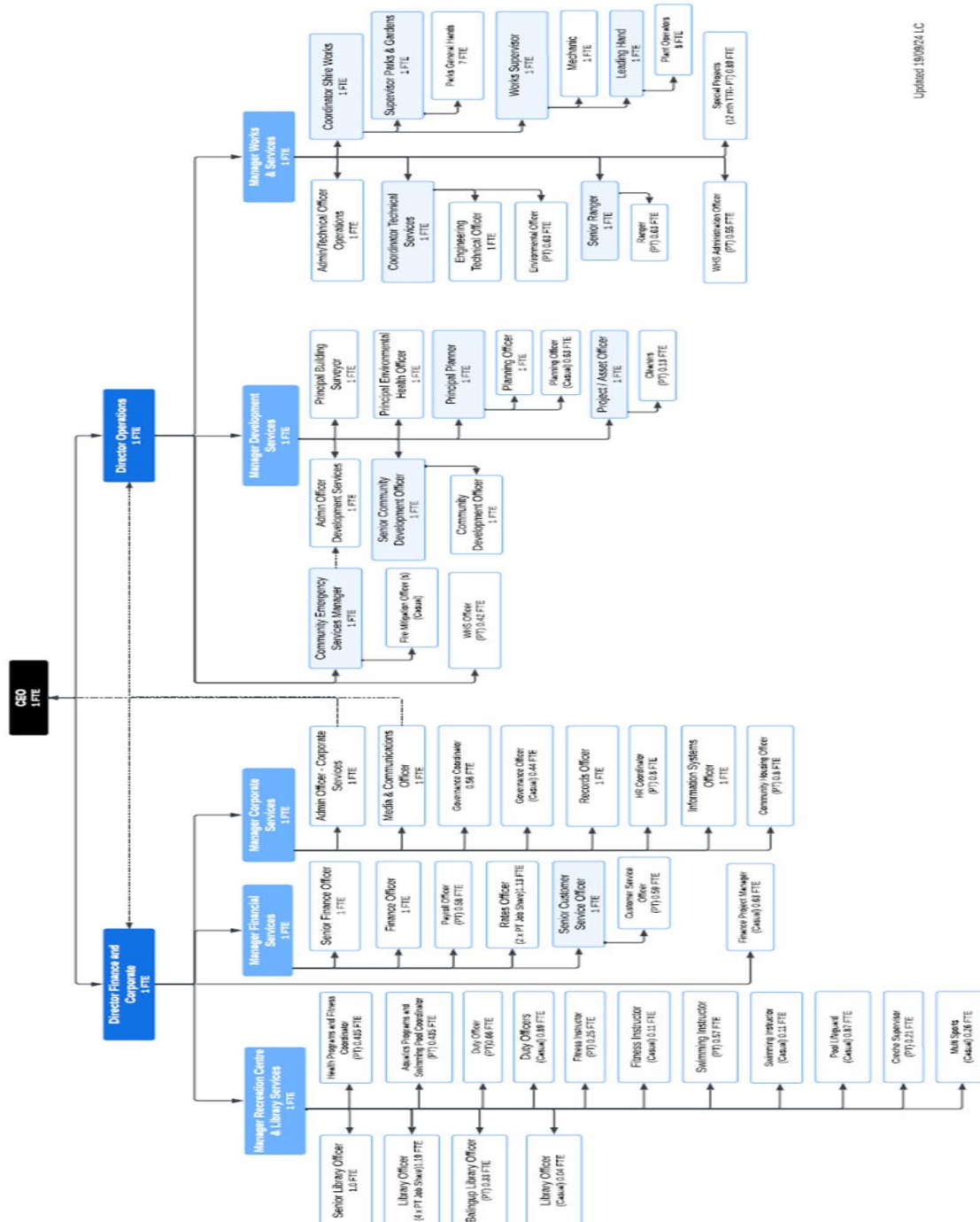
Shire of Donnybrook Balingup



- Draft Work Health and Safety Strategic Plan developed
- Reviewed Org structure and position responsibilities

5.0 Organisational Structure

5.1 Current Structure

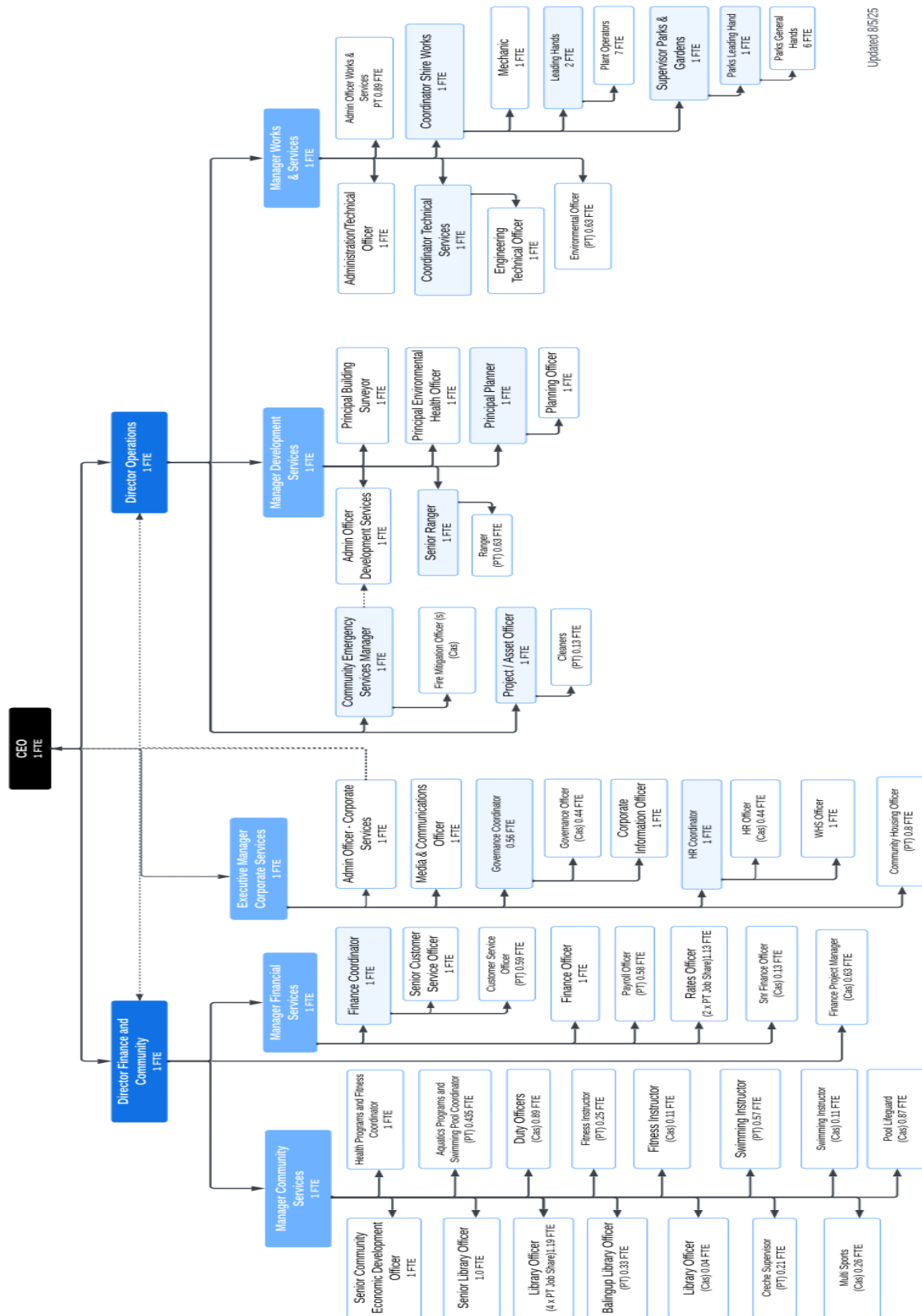


Updated 18/09/24 LC

Council's existing organisational structure is comprised of the CEO, Two Directors, five Managers and 57 FTE staff.



5.2 2025-2026 Interim Structure



As part of the Workforce Plan review, a number of changes are proposed to comply with Council's resolution of August 2024. A summary of the changes to the organisation structure are as follow:

- Libraries, Eco/Community Development and Recreation Centre to report to retitled Manager Community Services position.
- Economic and Community Economic Development Officer roles have been combined
- Manager of Community Services and Manager Financial Services report to retitled Director Finance and Community
- Executive Manager (formerly Manager) Corporate Services is responsible for media/comms, governance, HR and Housing – direct report to CEO
- Introduction of a casual HR role, Corporate Information Officer replaces records officer position
- IT support outsourced to Harmonic IT
- Ranger Services reporting through to Manager Development Services (all regulatory functions together)
- Works Supervisor replaced by Leading Hands roles due to inability to recruitment into supervisor role
- WHS role consolidated into one FTE position

5.3 FTE And Budget Implications

The draft 25-26 Salaries budget includes an indicative 4% wages increase, and 0.5% Superannuation guarantee increase.

The new interim structure results on a containment of that increase to 1.15%.

| | |
|--------------------------------------|--------------|
| 24-25 Budget Total | \$ 6,263,955 |
| 25-26 Budget Total | \$ 6,335,692 |
| Total overall Wages Budget Increase | 1.15% |
| | |
| 24-25 Total FTE | 64.78 |
| 25-26 Total FTE | 61.85 |
| Total FTE Change from preceding year | -2.93 |

FTE reduces from 64.78 to 61.85, a reduction of 2.93 from the 24/25.

The cost savings is reduced by an indicative increase in the level of outsourced ICT service through Harmonic IT. This marginal increase is expected to be \$40,000.

Therefore, the net effect of the new interim structure for 25/25 is (circa) \$170,000 of approximately 2.2% of the total 24/25 rates levy.

6.0 Future Direction – CEO Observations

The following matters will be an area of focus for Executive staff for the foreseeable future:

- WHS, Eco Dev, tourism, asset management, sustainability resourcing

- Clarification regarding strategic workforce direction – ie build, buy, borrow
- Embedding corporate values/setting the culture ‘tone’
- Providing stability in leadership positions/staff turnover reduction
- Ageing workforce
- Attraction and retention
- Reward and recognition
- ICT strategy - this could unlock staff resources to be re-deployed



Workforce Plan

2025/26

Shire of Donnybrook Balingup

Workforce Plan
2025/26

CONSOLIDATED SUMMARY

| FULL TIME EQUIVALENT (FTE) EMPLOYEES | Current Budget FTE | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2029/30 | 2030/31 | 2031/32 | 2031/32 | 2032/33 |
|---|--------------------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Office of the Chief Executive Officer | 9.57 | 9.24 | 8.80 | 8.80 | 8.80 | 8.80 | 8.80 | 8.80 | 8.80 | 8.80 | 8.80 |
| Finance & Community | 18.30 | 17.33 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 |
| Operations | 36.91 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 |
| TOTAL FTE EMPLOYEES | 64.78 | 61.85 | 61.28 | 61.28 | 61.28 | 61.28 | 61.28 | 61.28 | 61.28 | 61.28 | 61.28 |
| Total FTE Change from Preceding Year | | (2.93) | (0.57) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Notes

The endorsed Workforce Plan is subject to Annual Budget deliberations.

Numbers are expressed as Full Time Equivalent (FTE). Positions may be filled using permanent, part-time or casual, dependent upon operational requirements.

Shire of Donnybrook Balingup

Workforce Plan
2025/26

Office of the Chief Executive Officer

| Position Number | Note | Current Budget FTE | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2029/30 | 2030/31 | 2031/32 | 2031/32 | 2032/33 |
|---|---|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 001 | Chief Executive Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| <u>Corporate Services</u> | | | | | | | | | | | | |
| | Executive Manager Corporate Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| <i>Governance</i> | | | | | | | | | | | | |
| 004 | Governance Coordinator | 0.56 | 0.56 | 0.56 | 0.56 | 0.56 | 0.56 | 0.56 | 0.56 | 0.56 | 0.56 | 0.56 |
| | Governance Officer | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 |
| 101 | Administration Officer - Corporate Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| <i>Media & Communications</i> | | | | | | | | | | | | |
| 053 | Media & Communications Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| <i>Information & Document Services</i> | | | | | | | | | | | | |
| 018 | Records Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 017 | Information Systems Officer | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <i>Human Resources</i> | | | | | | | | | | | | |
| 005 | HR Coordinator | 0.80 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| New | HR Officer (Casual) | 0.00 | 0.44 | 0 | 0.0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <i>Housing</i> | | | | | | | | | | | | |
| 010 | Finance Officer - Community Housing | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 |
| <i>Work Health & Safety</i> | | | | | | | | | | | | |
| | WHS Administration Officer | 0.55 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | WHS Officer | 0.42 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| TOTAL FULL TIME EQUIVALENT (FTE) | | | 9.57 | 9.24 | 8.80 | 8.80 | 8.80 | 8.80 | 8.80 | 8.80 | 8.80 | 8.80 |

Shire of Donnybrook Balingup

Workforce Plan
2025/26

Finance & Community

| Position Number | Note | Current Budget FTE | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2029/30 | 2030/31 | 2031/32 | 2031/32 | 2032/33 |
|-----------------|------------------------------|--------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 102 | Director Finance & Community | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 013 | Finance Projects Manager | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 |

Financial Services

Finance

| | | | | | | | | | | | | |
|------------|--------------------------------------|------|------|------|------|------|------|------|------|------|------|------|
| | Manager Financial Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Finance Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| New | Senior Finance Officer (Casual) | 0.00 | 0.13 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 009 | Finance Officer - (Accounts Payable) | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 011 | Payroll Officer | 0.58 | 0.58 | 0.58 | 0.58 | 0.58 | 0.58 | 0.58 | 0.58 | 0.58 | 0.58 | 0.58 |
| 012 | Rates Officer | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 | 1.13 |

Customer Service

| | | | | | | | | | | | | |
|--|----------------------------------|------|------|------|------|------|------|------|------|------|------|------|
| | Senior Customer Services Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Customer Service Officer | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 |

SUB TOTAL FULL TIME EQUIVALENT (FTE)

| | | | | | | | | | | | | |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 7.93 | 8.06 | 7.93 | 7.93 | 7.93 | 7.93 | 7.93 | 7.93 | 7.93 | 7.93 | 7.93 | 7.93 | 7.93 |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|

Shire of Donnybrook Balingup

Workforce Plan
2025/26

Finance & Community

Recreation, Library Community Services

| | | | | | | | | | | | | |
|--|--|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Manager Recreation & Library Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | <i>Recreation Centre</i> | | | | | | | | | | | |
| | Health Programs and Fitness Coordinator | 0.44 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Aquatic Programs and Swimming Pool Coordinator | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 | 0.44 |
| | Duty Officer (Casual) | 0.66 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 055 | Duty Officer (Casual) | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 |
| | Fitness Instructor | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 |
| | Fitness Instructor (Casual) | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 |
| 059 | Swimming Instructor | 0.57 | 0.57 | 0.57 | 0.57 | 0.57 | 0.57 | 0.57 | 0.57 | 0.57 | 0.57 | 0.57 |
| | Swimming Instructor (Casual) | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 | 0.11 |
| | Pool Lifeguard (Casual) | 0.87 | 0.87 | 0.87 | 0.87 | 0.87 | 0.87 | 0.87 | 0.87 | 0.87 | 0.87 | 0.87 |
| 058 | Crèche Supervisor | 0.21 | 0.21 | 0.21 | 0.21 | 0.21 | 0.21 | 0.21 | 0.21 | 0.21 | 0.21 | 0.21 |
| | Multi Sport Officer / Swim Instructors | 0.26 | 0.26 | 0.26 | 0.26 | 0.26 | 0.26 | 0.26 | 0.26 | 0.26 | 0.26 | 0.26 |
| | <i>Library Services</i> | | | | | | | | | | | |
| 063 | Senior Library Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 064 | Library Officer | 1.19 | 1.19 | 1.19 | 1.19 | 1.19 | 1.19 | 1.19 | 1.19 | 1.19 | 1.19 | 1.19 |
| 065 | Library Officer - Balingup | 0.33 | 0.33 | 0.33 | 0.33 | 0.33 | 0.33 | 0.33 | 0.33 | 0.33 | 0.33 | 0.33 |
| | Library Officer (Casual) | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 |
| | <i>Community Development</i> | | | | | | | | | | | |
| | Senior Community Development Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Community Development Officer | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <i>SUB TOTAL FULL TIME EQUIVALENT (FTE)</i> | | <i>10.37</i> | <i>9.27</i> | <i>9.27</i> | <i>9.27</i> | <i>9.27</i> | <i>9.27</i> | <i>9.27</i> | <i>9.27</i> | <i>9.27</i> | <i>9.27</i> | <i>9.27</i> |
| TOTAL (FTE) - FINANCE & COMMUNITY | | 18.30 | 17.33 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 | 17.20 |

Shire of Donnybrook Balingup

Workforce Plan
2025/26

Operations

| Position Number | Note | Current Adopted FTE | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2029/30 | 2030/31 | 2031/32 | 2031/32 | 2032/33 |
|---|--------------------------------------|---------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 019 | Director Operations | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Emergency Services | | | | | | | | | | | |
| | Community Emergency Services Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Works & Services | | | | | | | | | | | | |
| 020 | Manager Works & Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Special Projects | 0.89 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Administration / Technical Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Administration Officer | 0.00 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 | 0.89 |
| | Engineering & Environment | | | | | | | | | | | |
| 023 | Coordinator Technical Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 024 | Engineering Technical Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 105 | Environmental Officer | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 |
| | Projects | | | | | | | | | | | |
| 021 | Project / Assets Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 046 | Cleaner | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 | 0.13 |
| | Works | | | | | | | | | | | |
| | Coordinator Shire Works | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 031 | Supervisor Parks & Gardens | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Parks - Leading Hand | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 033 | Parks General Hand | 7.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| 025 | Works Supervisor | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 036 | Mechanic | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 027 | Leading Hand Construction | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| New | Leading Hand Maintenance | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Plant Operations | 8.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| SUB TOTAL FULL TIME EQUIVALENT (FTE) | | | 28.65 | 27.65 | 27.65 | 27.65 | 27.65 | 27.65 | 27.65 | 27.65 | 27.65 | 27.65 |

| Shire of Donnybrook Balingup | | | | | | | | | | | | |
|--|---|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Workforce Plan 2025/26 | | | | | | | | | | | | |
| Operations | | | | | | | | | | | | |
| Position Number | Note | Current Adopted FTE | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2029/30 | 2030/31 | 2031/32 | 2031/32 | 2032/33 |
| <u>Development Services</u> | | | | | | | | | | | | |
| | Manager Development Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 039 | Administration Officer - Development Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | <i>Ranger Services</i> | | | | | | | | | | | |
| 042 | Senior Ranger | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 043 | Ranger | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 | 0.63 |
| | <i>Building Services</i> | | | | | | | | | | | |
| 040 | Principal Building Surveyor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | <i>Environmental Health Services</i> | | | | | | | | | | | |
| 041 | Principal Environmental Health Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | <i>Town Planning & Compliance Services</i> | | | | | | | | | | | |
| 037 | Principal Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 106 | Town Planning Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | Town Planning Officer (Casual) | 0.63 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| <i>SUB TOTAL FULL TIME EQUIVALENT (FTE)</i> | | | 8.26 | 7.63 | 7.63 | 7.63 | 7.63 | 7.63 | 7.63 | 7.63 | 7.63 | 7.63 |
| TOTAL (FTE) - OPERATIONS | | | 36.91 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 | 35.28 |

To: Mr Nick O'Connor,

Chief Executive Officer and

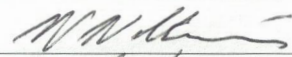
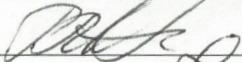

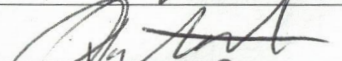

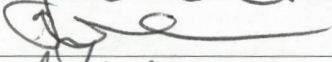
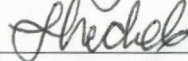
Shire President Vivienne MacCarthy and Shire Councillors

Donnybrook Balingup Shire Council

1 Bentley St

Donnybrook 6239

For some years residents of Grimwade Road, Balingup have been asking the Shire to have Grimwade Road speed limited. Currently the road is unlimited (110kmh). More and more traffic uses this road and Often at speed. At the commencement of the road from the SW Highway there are considerable lots and density in this area is increasing. It is also a designated heavy haulage route where B-double trucks can and do use it. It is becoming more and more dangerous. We therefore request you install speed limits on this road particularly where it has rural residential zoning. We cannot wait for Walter Street to be upgraded by the developers of the nearby location as this could take years.

| Name | Address | Signature |
|----------------|---------------------------|---|
| Wendy Wilkins | 103 Grimwade Rd, Balingup |  |
| PETER HICKS | 103 GRIMWADE RD BALINGUP |  |
| DAVE FRANKS | 79 Grimwade Rd Balingup |  |
| JOHN PRITCHARD | 61 GRIMWADE RD BALINGUP |  |
| Jan Mureoch | 66 Grimwade Road Balingup |  |
| GEOFF DURBIN | 18 LAYMAN ST, BALINGUP |  |
| Fiona Nicholls | 102 Grimwade Rd Balingup |  |

Petition Shire Speed Limited Grimwade Road, Balingup (March 2025)

| Name | Address | Signature |
|---------------------|-----------------------------|---------------------|
| Colin Wuxey | Balingup | Colin Wuxey |
| Shirley Martin | 104 Grimwade Rd Balingup | Shirley Martin |
| Sue Holden | 116 Steere St Balingup WA | Sue Holden |
| Sam German | 36 Campbell Street Balingup | Sam German |
| Bernadene German | " | Bernadene German |
| Stuart German | " | Stuart German |
| Claudette Grodewell | " | Claudette Grodewell |
| Barbara Hennessey | 24 Campbell St Balingup | Barbara Hennessey |
| Tania Haywood | 124 Grimwade Rd. Balingup | Tania Haywood |
| 604 FORNARO | 146 GRIMWADE RD. Balingup | 604 FORNARO |
| ANIA BOLTUC | 146 GRIMWADE RD | ANIA BOLTUC |
| GEORGE BRAY | 155 GRIMWADE RD | GEORGE BRAY |
| Andrew Wilson | 156 Jenkins St Balingup | Andrew Wilson |
| Jan De Jong | 160 GRIMWADE RD, Balingup | Jan De Jong |
| Sonya Vukovic | 48 Jenkins St Balingup | Sonya Vukovic |
| Dianne Whincop | 57 Grimwade Rd, Balingup | Dianne Whincop |
| IAN OBERN | 37 GRIMWADE RD, Balingup | IAN OBERN |
| MARITA MORGAN | 37 GRIMWADE RD Balingup | MARITA MORGAN |

| Name | Address | Signature |
|------------------|-----------------------------|------------------|
| ANN MORTON | 129 GRIMWADE RD BALINGUP | Ann Morton |
| ROWLAND MORTON | 129 GRIMWADE RD BALINGUP | Rowland Morton |
| PETER SWIFT | 86 GRIMWADE RD BALINGUP | Peter Swift |
| PENNIS CORTIS | 78 GRIMWADE RD BALINGUP | Pennis Cortis |
| Jean Stasse | 121 Grimwade Rd Balingup | Jean Stasse |
| Ashley Pemberton | 121 Grimwade Rd Balingup | Ashley Pemberton |
| VIVIE COLLINS | 94 WALTER RD BALINGUP | Vivie Collins |
| Terri Turna | 78 Walter St Balingup | Terri Turna |
| Michael Bray | 74 " " " | Michael Bray |
| DAVID AVILA | 79 LUKIS ST BALINGUP | David Avila |
| JESSICA SMITH | 56 LUKIS ST Balingup | Jessica Smith |
| EVIE BIASOL | 187 Grimwade Rd Balingup | Evie Biasol |
| Angie Stasse | 121 GRIMWADE RD BALINGUP. | Angie Stasse |
| Lisa Seia | 20 Walter street, Balingup | Lisa Seia |
| KICKI THOMAS | 119 JAYES ROAD BALINGUP | Kicki Thomas |
| Jordan Bradley | LOT 153 LAYMAN ST, BALINGUP | Jordan Bradley |
| Steph Bradley | LOT 153 Layman St, Balingup | Steph Bradley |
| Sorja Franks | 79 Grimwade Rd, Balingup | Sorja Franks |

[illegible]

Signs