



Notice of Ordinary Council Meeting

To be held on 28 October 2026 and to commence at 5:00pm

To be held at the Council Chambers in Donnybrook

(1 Bentley Street, Donnybrook)

Authorised:

Nick O'Connor, Chief Executive Officer

Prepared:

23 October 2026

Disclaimer:

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

TABLE 2: MEASURES OF CONSEQUENCE

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

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

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

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

“This meeting is being livestreamed and digitally recorded in accordance with Council Policy.

Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.

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

2. Attendance (OCM)

Councillors Present:

Cr John Bailey

Cr Tyler Hall

Cr Reggie Keown

Cr Anita Lindemann

Cr Vivienne MacCarthy

Cr Amanda McNab

Cr Grant Patrick

Cr Leanne Wringe

Cr Alex Purich

Staff Present:

Nick O'Connor, Chief Executive Officer

Ross Marshall, Director Operations

Colin Young, Director Finance and Community

Loren Clifford, Executive Manager Corporate

Michelle Dennis, Manager Development
Services

Other Members Present:

Public Gallery:

2.1. Apologies

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

3. Announcements from the Presiding Member

4. Declarations of Interest

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

- Cr McNab declared an Impartiality Interest on item 9.3.7, as the land currently occupied by the Donnybrook Historical Society was gifted by a family member.
- Cr Keown declared an Impartiality and Proximity Interest on item 9.3.7, as he has family members that live next door to the proposed site on South West Highway.

5. Public Question Time

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

Nil.

5.2. Public Question Time

6. Presentations

6.1. Petitions

6.2. Presentations

6.3. Deputations

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

- Keir Arney - President, Noggerup Hall Association - Item 9.1.1 (Agenda Briefing)

6.4. Delegates' Reports

Nil.

7. Confirmation of Minutes

7.1 Ordinary Council Meeting Minutes

7.1.1 Ordinary Council Meeting held on 23 September 2026

Minutes of the Ordinary Council Meeting held 23 September 2026 are attached as [Attachment 7.1.1\(1\)](#).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 23 September 2026 be confirmed as a true and accurate record.

8. Reports of Committees

Nil.

9. Reports of Officers

9.1. Director Operations

9.1.1 Reconsideration of conditions P25071 - Pine Plantation, Noggerup

Report Details:

Prepared by:	Manager Development Services		
Manager:	Director Operations		
Applicant:	Delta Forestry Pty Ltd for Cultura Australia Pty Ltd AAD Investment Group Pty Ltd		
Location:	Lot 3711 and Lot 3734 (3543) Donnybrook-Boyup Brook Road, Noggerup		
File Reference:	A2205 (P25071)	Voting Requirement:	Simple Majority
Attachment(s):			
9.1.1(1)	May OCM Agenda 9.1.5 Item and Attachments		
9.1.1(2)	Fire Management Plan dated September 2026		
9.1.1(3)	Hydrogeology Review		
9.1.1(4)	Revised Main Roads WA Submission		
9.1.1(5)	Forest Management Plan dated 2026		

Executive Recommendation

That Council:

In accordance with section 31(2)(c) of the *State Administrative Tribunal Act 2004* and clause 68(2)(b) of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the Shire of Donnybrook-Balingup Local Planning Scheme No. 7, determines to set aside Council Resolution 70/05-26 and substitute a new decision to grant development approval for Development Application P25071, subject to the following conditions and advice:

1. The layout of the lots, firebreaks, exclusion, and planting areas to be in accordance with the Forest Management Plan dated September 2026 and the conditions of approval and must not be altered or modified without the further written consent of the Shire. Where specific or more detailed requirements are imposed under any other condition of this approval the condition(s) shall prevail.
2. The Fire Management Plan dated September 2026 shall form part of this development approval and the development must be implemented and maintained in accordance with the Fire Management Plan.
3. The applicant shall ensure that a copy of the single-page Fire and Emergency Plan is:
 - a. Stored at all property entrances in secure, weatherproof, and clearly labelled containers at all times; and

- b. Provided to the Department of Biodiversity, Conservation and Attractions, the Department of Fire and Emergency Services Regional Office, and the relevant local bushfire control brigades.
- 4. Prior to the first restricted burning period following planting, access tracks, firebreaks, and turnaround areas for emergency fire vehicles, as depicted in the approved plans, must be adequately installed with a trafficable surface. These areas must include appropriate surface water engineering structures to control and capture surface water, minimizing the risk of soil erosion. The access tracks, firebreaks, and turnaround areas must thereafter be maintained to the reasonable satisfaction of the Shire.
- 5. The applicant shall implement the Pest/Weed and Dieback Management Plan dated September 2026. The plan will form part of this approval and must be complied with at all times for the life of this approval.
- 6. Setbacks:
 - a. A minimum setback of 6 metres shall be maintained from all native vegetation and from both sides of the watercourse. The setback from native vegetation is to be measured from the outer edge of the tree canopy dripline, where applicable, as it exists at the date of this approval. Unless otherwise required by a Bushfire Notice under the *Bush Fires Act 1954* or other written law, firebreaks and vehicle accessways may encroach up to 3 metres into the required 6-metre setback provided a minimum separation distance of 3 metres is always maintained from the tree canopy dripline or watercourse.
 - b. The plantation shall maintain a minimum setback of 15 metres from all lot boundaries (excluding the front boundary), and 100m from the front boundary, to minimise the spread of pine wildlings and provide an appropriate fire management buffer.
- 7. Any erosion and/or sedimentation issues that occur due to insufficient drainage and/or stormwater management from the proposed development, including any firebreak or accessway, is to be rectified, so as not to impact any surrounding waterways and/or properties, including any road infrastructure, to the reasonable satisfaction of the Shire.
- 8. At least eighteen (18) months prior to the commencement of any harvesting activities, a Harvesting Plan shall be submitted to the Shire for approval. The Plan shall be referred to relevant authorities, including Main Roads WA and the Public Transport Authority (PTA) and shall detail the proposed traffic management arrangements associated with the harvesting operation. No harvesting activities shall occur until the Harvesting Plan has been approved. All harvesting activities shall thereafter be undertaken in accordance with the approved Harvesting Plan.
- 9. At least 12 months prior to harvesting, the applicant shall construct a revised access/crossover to Donnybrook Boyanup Brook Road at a location and to the specifications of Main Roads WA and the Shire. This new access/crossover must be used for harvesting.

10. Prior to the commencement of any plantation planting the exiting dwelling on Lot 3711 is to be demolished.

ADVICE NOTES

- a. It is recommended that the applicant undertake public consultation, including to surrounding residences as well as the Noggerup townsite and affected agencies prior to:
 - i. Planned/Prescribed burns;
 - ii. Boundary fencing;
 - iii. Use of herbicides/insecticides; and
 - iv. Any other activity that the applicant considers may impact surrounding residences.
- b. The Department of Water and Environmental Regulation has advised:
 - i. Clearing of native vegetation is subject to the *Environmental Protection Act 1986 (EP Act)*, and in the event any clearing of native vegetation is proposed, the applicant must contact the Department's Native Vegetation Regulation section by email admin.nvp@dwer.wa.gov.au or by telephone 6364 7098 to determine if a clearing permit is required under the *EP Act*.
 - ii. All operations must comply with the *Code of Practice for Timber Plantations in Western Australia (FIFWA 2014)*, with the following commitments:
 - Machinery shall not enter the waterway or its foreshore areas.
 - Maintain a minimum 6-metre non-planted buffer from the edge of the waterway, measured separately for each bank of the waterway. The buffer should be measured from the farthest of:
 - the outer edge of wetland vegetation, or
 - the two- to three-year average recurrence interval floodway, or
 - the high-water mark / bankfull level if no riparian vegetation exists.
 - Detailed measures must be implemented to protect the waterway during operations and harvesting, including the design and construction of creek crossings, in accordance with Sections 4.3 and 4.5.1.7 of the Code of Practice.
 - Pine wildlings must be managed within remnant vegetation areas over the life of the plantation.
 - The use of herbicides, pesticides, and other pest control methods shall comply with all relevant State policies, procedures, and approved usage.
 - Contact DWER's Bunbury Water Licensing Branch (9726 4111) to obtain a 'bed and banks' permit under the *RIWI Act* where any interference with the watercourse bed and banks occurs (e.g., for creek crossings).
- c. The applicant is advised that the approved development is located within/nearby Place ID No. 19795 contained on the Department of Planning, Lands and Heritage Aboriginal Cultural Heritage Inquiry System mapping. Approval may be required under the *Aboriginal Heritage Act 1972* prior to the development commencing. The *Aboriginal Heritage Act 1972* requires that any proposed activities that may impact Aboriginal sites must undergo an

approval process. This includes notifying the Aboriginal Cultural Heritage Committee, which assesses the significance of the sites and recommends whether consent should be granted. The applicant is advised to contact the Department of Planning, Lands and Heritage (DPLH) at 08 6551 8002 or at AboriginalHeritage@dplh.wa.gov.au.

- d. The Department of Biodiversity, Conservation and Attractions have advised:
 - i. Prior to undertaking any fencing, the applicant should liaise with the DBCA Wellington District Manager at wellington@dbca.wa.gov.au to confirm any requirements or approvals that may apply.
 - ii. The applicant should ensure that wildling pine monitoring and control is undertaken along the boundary with the national park at the same frequency as weed and pest monitoring, in accordance with the Forest Management Plan, to minimise the spread of pine wildlings into the park.
- e. In relation to the existing dwelling proposed to be demolished, the applicant is advised that a Demolition Permit approval must be obtained from the Shire prior to the commencement of any demolition works. Any demolition, removal, or relocation of structures containing asbestos must be undertaken in accordance with the requirements of the *Health (Asbestos) Regulations 1992* by an appropriately licensed contractor.
- f. The applicant is advised that Donnybrook–Boyup Brook Road is under the control of Main Roads WA. Main Roads WA has indicated that the existing access, does not meet current road safety access guidelines with respect to vehicle sightlines. The revised location needs to provide a minimum sight distance of 285 metres to ensure safe vehicle movements.

Strategic Alignment

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

Outcome: 9 - A thriving economy.

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

Outcome: 10 – Effective governance and partnerships

Objective: 10.1 – Provide strategically focused, open and accountable governance

Executive Summary

Following mediation and additional information being provided by the applicant the State Administrative Tribunal (SAT) has invited Council to reconsider its refusal of Development Application P25071, issued at its 27 May 2026 meeting, for a tree plantation on Lot 3711 and Lot 3734 (3543) Donnybrook-Boyup Brook Road, Noggerup.

It is recommended that Council set aside its previous refusal decision and substitute a decision to grant conditional approval.

Background

At the Ordinary Council Meeting held on 25 March 2026 (Council Resolution 36/03-26), Council resolved to:

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

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

The applicant subsequently responded via correspondence from HWLE Lawyers, advising as follows:

"The Applicant does not propose providing information on groundwater resources and we:

- a) request the Council finally determine the Application at its Ordinary Council Meeting on 27 May 2026; and;*
- b) consider there is no proper basis for further deferral (as to do so will, in our view, constitute a failure to genuinely attempt to decide the Application on its merits)."*

At the Ordinary Council Meeting held on 27 May 2026 (Council Resolution 70/05-26) Council resolved to refuse to grant development approval for Application P25071 for the following reasons:

- 1. Insufficient information has been provided to enable proper assessment of the potential impact on groundwater resources, and the local government cannot be satisfied that the proposal will not adversely affect groundwater relied upon by the Noggerup community*
- 2. The proximity of the plantation to the Noggerup townsite may increase bushfire risk and exposure, resulting in an unacceptable planning outcome,*
- 3. The local government is not satisfied that the impacts of the development can be appropriately mitigated through conditions, noting the Applicant's refusal to accept minimum setbacks and access requirements, which are necessary to address site constraints and impacts.*

The landowner, via the applicant's legal representatives, HWLE Lawyers, lodged an application for review with the State Administrative Tribunal pursuant to s252(1)(c)(i) of the *Planning and Development Act 2005*. The applicant contends that the grounds for refusal are not consistent with orderly and proper planning. The Applicant seeks orders under section 29(3)(c) of the *State*

Administrative Tribunal Act 2004 to set aside the refusal of the Respondent and to grant Development Approval.

Following mediation, which included a site visit, additional information, by way of a desk top study, has been provided by the applicant regarding ground water. Clarification has also been sought from Main Roads regarding the suitability of the existing access. The applicant has provided amended conditions which have been reviewed by the Shire's Solicitor. A directions hearing is scheduled with the Tribunal for 13 November 2026.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	High	High (10)
Risk Description:	If the proposal is not approved, it is likely that the applicant will request that the matter be referred to a formal State Administrative Tribunal (SAT) Hearing, which will require Council to engage legal representation and expert witnesses.		
Mitigation:	The Shire has participated in the mediation process. On balance, it is considered appropriate that the application be conditionally approved.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Possible	Moderate	Moderate (5)
Risk Description:	If access to groundwater is impacted, this could have a significant effect on the health and wellbeing of residents within the Noggerup townsite. Given the proximity of an additional FPC plantation immediately west of the townsite, it is considered that it would be difficult to demonstrate which land activity is impacting the townsite.		
Mitigation:	The applicant has provided a Hydrogeology Review and the development does not involve groundwater abstraction. Conditions also require setbacks and management measures to protect waterways and minimise environmental impacts.		

Financial Implications

The applicant exercised their statutory right to seek a review of the Shire's decision to refuse the development application through the State Administrative Tribunal. All applicable application and Tribunal-related fees are the responsibility of the applicant.

As this development was refused by Council, the Shire's Solicitors were engaged to represent the Shire on Council's behalf. Solicitor's costs so far incurred total: \$7,712. There is also staff time associated with the assessment, participation in mediation, preparation of reports, and attendance at Tribunal proceedings. There is no provision for the recovery of these Solicitor or officer costs.

Policy Compliance

Council previously considered this matter under the original item. Refer to [Attachment 9.1.1\(1\)](#).

Statutory Compliance

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

Tribunal may invite decision-maker to reconsider decision

- (1) *At any stage of a proceeding for the review of a reviewable decision, the Tribunal may invite the decision-maker to reconsider the decision.*
- (2) *Upon being invited by the Tribunal to reconsider the reviewable decision, the decision-maker may:*
 - (a) affirm the decision; or*
 - (b) vary the decision; or*
 - (c) set aside the decision and substitute its new decision.*
- (3) *If the decision-maker varies the decision or sets it aside and substitutes a new decision, unless the proceeding for a review is withdrawn it is taken to be for the review of the decision as varied or the substituted decision.*

Council's determination under section 31 forms part of the SAT review process and is distinct from the normal process for rescinding or revoking a Council resolution under the *Local Government Act 1995*. While what is said and done in the mediation is considered confidential, the amended application and supporting material which the applicant relies upon for the development application is accessible to Council and the public in the usual way.

If Council resolves to set aside the refusal and substitute a new decision, the SAT review will proceed on the basis of the substituted decision unless the review application is withdrawn.

Consultation

Information relating to public submissions, a petition and agency submissions was contained in the Agenda Item refer [Attachment 9.1.1\(1\)](#).

Following the SAT mediation, an email was sent to 59 contacts within the Shire's property database with a Noggerup address requesting the following information:

- Property address/approximate location of bore
- Bore depth
- Depth to water (and any noticeable seasonal variation)
- Use of water
- Any other information that you think we should know

The Shire received 7 responses; 6 from current residents and 1 from a former resident. One resident also informed of a local bore drilling contractor with extensive experience who provided the following summary of groundwater in the Noggerup townsite:

- Ground water is superficial, sitting above a granite layer that is between 15 to 20m from the ground level
- The majority of bores are low yielding/unreliable

This information was consolidated and provided to the applicant for their consultant's information.

Main Roads WA were also asked to provide clarification regarding their previous comments on the existing access and this is included at ([Attachment 9.1.1\(4\)](#)).

Officer Comment

The State Administrative Tribunal (SAT) has invited Council to reconsider its previous refusal of this application under section 31 of the *State Administrative Tribunal Act 2004*. This is different from the normal process of revoking or changing a Council resolution under the *Local Government Act 1995*. Through the SAT review process, Council is being given the opportunity to reconsider the original planning decision in light of the additional information obtained since the refusal was issued. Council may either affirm its original decision, vary the decision, or set aside the original decision and substitute a new decision. The purpose of this report is therefore to assist Council in determining whether the additional information and amended conditions justify replacing the original refusal with a decision to grant conditional approval.

Council refused the application for three reasons. These are outlined and discussed further below:

Refusal Reason 1:

Insufficient information has been provided to enable proper assessment of the potential impact on groundwater resources, and the local government cannot be satisfied that the proposal will not adversely affect groundwater relied upon by the Noggerup community.

Following the SAT mediation process, the applicant submitted a desktop Hydrogeology Review prepared by Lundstrom Environmental Consultants Pty Ltd. The Shire also sought information from Noggerup residents and received seven responses, as well as information from a local bore-drilling contractor. This confirmed that groundwater is used within the townsite, but that it is generally superficial, seasonal and often low yielding or unreliable. Some residents reported supplementing their groundwater supply with rainwater.

Department of Water and Environmental Regulation (DWER) have previously advised that it does not hold sufficient information to define the local aquifer's composition, extent or available volume. Although DWER indicated that the geology beneath the plantation and townsite may be similar, and therefore the groundwater systems may be connected, it also confirmed that the site is within a non-proclaimed groundwater area and that DWER does not regulate groundwater take and use in this locality.

Importantly, the proposal does not involve direct groundwater abstraction. DWER's advice focused instead on protecting waterways through appropriate buffers, erosion and sediment controls, and the

proper design and approval of creek crossings. DWER did not identify groundwater depletion affecting the Noggerup townsite as a concern requiring refusal of the proposal.

While some uncertainty remains because detailed local hydrogeological data is unavailable, the planning framework does not require absolute certainty regarding groundwater impacts. Rather, Council must determine whether sufficient information exists to reasonably assess the likely impacts of the proposal and whether those impacts can be appropriately managed. The additional Hydrogeology Review, resident information, agency advice and absence of groundwater abstraction provide a reasonable evidentiary basis for Council to undertake that assessment.

On balance, the available information does not demonstrate that the plantation is likely to cause an unacceptable impact on groundwater relied upon by the Noggerup community. The residual risks relating to surface water, waterways, erosion and sedimentation can be addressed through the proposed setbacks, management plans and conditions of approval.

Refusal Reason 2:

The proximity of the plantation to the Noggerup townsite may increase bushfire risk and exposure, resulting in an unacceptable planning outcome.

The original proposal was amended following resident submissions. The amended arrangement incorporates an increased setback of 100 metres from Donnybrook–Boyup Brook Road, with 15 metres from other lot boundaries. These setbacks provide separation between the plantation and surrounding land uses and assist with fire management and emergency access.

A Fire Management Plan dated September 2026 has also been provided and is proposed to form part of the development approval. The recommended conditions require the plantation to be implemented and maintained in accordance with that plan. They also require access tracks, firebreaks and emergency-vehicle turnaround areas to be installed with trafficable surfaces before the first restricted burning period following planting and maintained to the reasonable satisfaction of the Shire.

In addition, the applicant would be required to keep a single-page Fire and Emergency Plan at all property entrances in secure, weatherproof and clearly labelled containers. Copies would also be provided to DBCA, the DFES regional office and the relevant local bushfire brigades. These measures provide emergency responders with ready access to site-specific information and establish enforceable obligations for the construction and ongoing maintenance of fire-management infrastructure.

The proximity of the plantation to the Noggerup townsite remains a relevant planning consideration. While no plantation development can entirely eliminate bushfire risk, the question for Council is whether the residual risk is unacceptable having regard to the proposed management measures. Officers consider that the proposed setbacks, fire management measures and emergency access arrangements reduce the residual risk to an acceptable planning level

Refusal Reason 3:

The local government is not satisfied that the impacts of the development can be appropriately mitigated through conditions, noting the Applicant's refusal to accept minimum setbacks and access requirements, which are necessary to address site constraints and impacts.

Following SAT mediation, the applicant provided amended management documents and proposed conditions. The recommended conditions establish requirements relating to:

- compliance with the approved site layout and Forest Management Plan;
- implementation and ongoing maintenance of the Fire Management Plan;
- installation and maintenance of trafficable firebreaks, access tracks and emergency-vehicle turnaround areas;
- implementation of the Pest, Weed and Dieback Management Plan;
- setbacks from native vegetation, the watercourse, lot boundaries and Donnybrook–Boyup Brook Road;
- rectification of erosion or sedimentation affecting waterways, adjoining properties or road infrastructure;
- submission and approval of a Harvesting Plan at least 18 months before harvesting;
- referral of harvesting traffic arrangements to relevant authorities, including Main Roads WA and the Public Transport Authority; and
- demolition of the existing dwelling before plantation planting commences.

The recommended conditions address site layout, plantation management, fire management, pest, weed and dieback management, setbacks, erosion control, harvesting operations, traffic management and dwelling removal. The conditions include measurable performance requirements, approval triggers, timing obligations and ongoing maintenance responsibilities. They also prevent certain activities from commencing until the relevant plans, works or approvals have been completed.

The Shire acknowledges and accepts Main Roads WA's advice that the existing access does not achieve current sight distance requirements for a road with a posted speed limit of 110 km/h and that access improvements may be warranted to address road safety considerations.

However, officers do not consider the proposed plantation to represent a material intensification of land use when compared with the existing agricultural use of the land. Tree farming is recognised and supported as a rural land use within the State planning framework and, following establishment, is generally characterised by limited day-to-day activity. While harvesting operations may generate temporary increases in heavy vehicle movements, these impacts are intermittent rather than ongoing and are capable of being managed through appropriate conditions, including the requirement for a Harvesting Plan.

Officers consider that the access concerns identified by Main Roads primarily arise from existing sight distance limitations associated with the current crossover rather than any significant increase in routine traffic generation resulting from the proposed development. Accordingly, while conditions relating to access upgrades and harvesting traffic management remain appropriate, the proposal is

not considered to represent a significantly more intensive rural land use than the lawful agricultural activities that may otherwise occur on the land.

On this basis, officers are satisfied that the potential impacts of the development can be appropriately managed and mitigated through the recommended conditions of approval. Consequently, officers are satisfied that the impacts identified in Refusal Reason 3 can be appropriately mitigated through enforceable conditions of approval and the refusal reason is therefore no longer substantiated.

Conclusion

Although the proposal is not without risk, the relevant consideration is whether those risks are unacceptable or incapable of being appropriately managed.

On balance, the available evidence does not demonstrate that the plantation is likely to result in an unacceptable impact on groundwater relied upon by the Noggerup community. The revised Fire Management Plan, increased setback to the front boundary and emergency management measures provide an appropriate framework for managing bushfire risk. The recommended conditions also establish controls for drainage, waterways, vegetation, harvesting and ongoing plantation management.

Subject to compliance with the recommended conditions, officers consider that the matters underlying the three original refusal reasons are considered to have been sufficiently addressed to support conditional approval. It is therefore recommended that Council endorse the Executive Recommendation.

9.1.2 RFT 2627-371 – Specific Bridge Works on Bendall Road Bridge 3639 and Brookhampton Road Bridge 3622A

Report Details:

Prepared by:	Executive Manager Assets		
Manager:	Director Operations		
Applicant:	Shire of Donnybrook Balingup		
Location:	BR 3639 Bendall Road SLK 0.17 and BR 3622A Brookhampton Road SLK 6.44		
Monarch:	711212191-111	Voting Requirement:	Simple Majority
Disclosure of Interests and Gifts: N/A			
Name:		Type:	Nil.
Attachment(s):			
9.1.2(1)	Evaluation Report 2627-371, Specific Works on Bridges 3622A and 3639 - Confidential		

Executive Recommendation

That Council:

- Awards Contract RFT 2627-371 – Specific Works on Bridges 3622A and 3639 to Rhythm Civil & Contracting in accordance with its submitted tender for the defined scope of works, including Optional Extra Scope 1 and Optional Extra Scope 2, for the total value of \$149,855 ex GST.**
- Authorises the Chief Executive Officer to finalise and execute the contract documentation on behalf of the Shire.**
- Notes and endorses that any surplus project funds remaining upon completion of the bridge projects be transferred to the Shire's Bridge Reserve to support the future management, maintenance and renewal of the Shire's bridge assets.**

Strategic Alignment

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

- Outcome:** 8 - Safe, efficient and sustainable transport networks.
- Objective:** 8.1 - Improve road safety, connectivity and traffic flow for all users.

Executive Summary

The Shire of Donnybrook-Balingup undertook a Request for Tender (RFT) process during August and September 2026 for RFT 2627-371 – Specific Works on Bridges 3622A and 3639. The tender sought a suitably qualified contractor to undertake bridge refurbishment works on Bridge 3639 (Bendall Road) and Bridge 3622A (Brookhampton Road) in accordance with the detailed design documentation provided by Main Roads Western Australia.

A total of five conforming tenders were received and assessed against the adopted evaluation criteria. Following evaluation, the panel recommends that Council award the contract to Rhythm Civil and Contracting. The recommendation is based on the contractor's competitive pricing for the specified scope of works on both bridges, together with the inclusion of Optional Extras 1 and 2, which provide

additional preventative maintenance works across both bridge structures. These works are considered to offer long-term asset preservation benefits and represent the best value for money for the Shire.

Background

The proposed works on Bendall Street Bridge 3639 and Brookhampton Bridge 3622A are identified within the Shire's current Bridge Asset Management Plan. The refurbishment works outlined in the Request for Tender (RFT) are necessary to extend the service life of these critical bridge assets and maintain public safety through a proactive asset management approach.

The Shire has worked closely with Main Roads WA to develop the scope of works and supporting design documentation. Detailed design drawings incorporating the required refurbishment works were subsequently prepared by Main Roads WA. Further details regarding the tender process and evaluation are provided in [Attachment 9.1.2\(1\)](#) – Evaluation Report RFT 2627-371: Specific Bridge Works on Bendall Bridge 3639 and Brookhampton Bridge 3622A.

The tender also sought pricing for optional preventative maintenance works at both bridges. Preventative maintenance for the Shire's timber bridge network is undertaken on a rolling five-year program, with Bendall Bridge 3639 scheduled for maintenance in 2026/27 and Brookhampton Bridge 3622A in 2027/28.

As contractors, equipment and traffic management will already be mobilised on site, it is recommended that the preventative maintenance works be brought forward and undertaken concurrently with the refurbishment works. This approach will maximise value for money by reducing future mobilisation and demobilisation costs, improve project delivery efficiencies, and minimise disruption to road users by avoiding the need for a separate period of traffic management in future years.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Moderate	Moderate (9)
Risk Description:	The project having additional costs that are unforeseen.		
Mitigation:	A detailed design for the works has been undertaken defining the scope of works requested. Completing the work during the summer of 26/27 will also reduce the risk of further deterioration which may result in additional costs.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	The project having delivery delays or quality of work concerns.		
Mitigation:	Both bridge projects have had detailed designs produced for the work, specifications and WALGA standard conditions of contract that are also incorporated within the contract that is recommended to be awarded. Any issues that may arise will be resolved in accordance with these documents. Main Roads WA has also been consulted throughout the process and will continue to offer surveillance at designated hold points throughout the project.		

Financial Implications

The combined works have a total budget allocation of \$1,064,193 across the two bridge projects, as provided for in the recently adopted budget. In addition, the Shire sought quotations for preventative maintenance works on both bridges to be completed concurrently with the project works. Bridge 3639 is scheduled for preventative maintenance in 2026/27, with a budget allocation of \$16,068, while Bridge 3622A is scheduled for preventative maintenance in 2027/28, with a projected budget allocation of \$19,957.

Detailed designs for both bridges were prepared by Main Roads WA to address known site constraints and operational issues. Due to the scale and complexity of the projects, the Request for Tender was structured with a Defined Scope of Works and Optional Extra Scope of Works, allowing Council to determine whether the additional works should proceed following tender assessment.

As the tendered prices for both bridges have been received within the approved budget allocation, it is recommended that both the Defined Scope of Works and the Optional Extra Scope of Works be undertaken under this contract. Delivering the optional works at the same time as the primary scope represents a practical and cost-effective approach to the ongoing maintenance and renewal of both bridge assets.

In addition to the construction works, the project budget must also accommodate the preparation of detailed design documentation, Main Roads WA surveillance and inspections at key project milestones, permit approvals, project management, and other associated delivery costs.

After allowing for all project-related costs, the Shire anticipates that a significant proportion of the budget allocation (fully funded by MRWA and the WALGGC) will remain unspent. Under the funding arrangements that generally apply to bridge renewal projects, any surplus funds may be retained by the local government for future bridge asset management expenditure. It is therefore recommended that any remaining project funds be transferred to the Shire's "Bridges Reserve", to support future bridge renewal and maintenance activities within our Shire. Given the significant number of bridge assets managed by the Shire, this is a positive outcome and strengthens the Shire's long-term bridge asset management plan.

Policy Compliance

Council Policy FIN/CP-4 – Purchasing

Council Policy FIN/CP-4 details the Shire's processes for purchasing of goods, services and works that align with the principles of transparency, probity and good governance. The purchasing policy is mandated under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

Statutory Compliance

Local Government Act 1995

Section 3.57 Tenders for providing goods or services

Section 5.23 Meetings generally open to the public.

Local Government (Functions and General) Regulations 1996

Part 4 – Provision of Goods and Services sets out the requirements for Council regarding procurement of goods and services.

Noting that under 5.23 (4) (c) the Council may close the meeting to members of the public to the extent necessary to ensure that the information is dealt with at a meeting on a confidential basis. If that information contained in a tender received by the local government for a contract to the extent that the information – (i) is a tendered price: or (ii) a tendered methodology for calculating a price.

Consultation

The tender was advertised in *The West Australian* on 12 August 2026 and the *South Western Times* on 13 August 2026. The advertisements advised that tender documentation was available through the Shire of Donnybrook-Balingup's e-tendering portal, Tenderlink, with tenders closing on 10 September 2026. Details of all tender clarification requests and responses are provided in the Evaluation Report (Attachment 9.1.2(1)).

Officer Comment

The Shire received five conforming submissions for the bridge refurbishment works, with all tenderers demonstrating the experience, capability and availability required to deliver the project within the specified timeframe. The level of competition was strong, with all submissions representing value for money and falling within the available project budgets.

Following a detailed evaluation against the selection criteria outlined in the Request for Tender documentation, it is recommended that Rhythm Civil and Contracting be awarded the contract. The company has demonstrated a strong track record in the delivery of bridge refurbishment projects across a number of South West local governments and has successfully completed similar works within the Shire of Donnybrook-Balingup in recent years.

Awarding the contract to Rhythm Civil and Contracting will support the timely delivery of these critical bridge renewals, improving the condition, safety and serviceability of key bridge assets within the Shire's transport network. The works will contribute to extending the operational life of the structures, reducing future maintenance demands and ensuring the ongoing accessibility and resilience of the local road network for residents, industry and visitors.

9.2. Director Finance and Community

9.2.1. Schedule of Accounts Paid as at 30 September 2026

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Financial

Attachment(s):

Nil.

Executive Recommendation

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

Strategic Alignment

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

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

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

Executive Summary

Council is requested to receive the Schedule of Accounts Paid for the period 1 to 30 September 2026, in accordance with Regulation 13(3) of the *Local Government (Financial Management) Regulations 1996*. The total payments made under delegated authority during this period amount to \$1,559,816.49.

Background

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

Risk Management

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

Financial Implications

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

Policy Compliance

All payments have been made in line with Shire policies:

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

Statutory Compliance

Local Government (Financial Management) Regulations 1996

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

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

This list of accounts is to be:

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

Consultation

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

Officer Comment

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

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

REFERENCE	DATE	PAYEE	DESCRIPTION	AMOUNT
CREDIT CARD				
	01/08/2026	SENDGRID	MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE	132.54
	04/08/2026	INSTRUMENT CHOICE	INS CLAIM - THERMOMETER	119.90
	09/08/2026	MICROSOFT	AZURE USAGE CHARGES	334.26
	10/08/2026	LUCID SOFTWARE	SUBSCRIPTION	173.04
	13/08/2026	BIG APPLE BAKERY	MEETING REFRESHMENTS	76.39
	13/08/2026	HUMANITIX	DIEBACK WORKING GROUP CONFERENCE	654.13
	19/08/2026	BUNBURY FLOWER PLACE	FLOWERS	90.00
	24/08/2026	MAILCHIMP	MONTHLY MARKETING SUBSCRIPTION	37.49
	25/08/2026	WA POLICE FORCE	POLICE REPORT	51.70
	27/08/2026	BIG APPLE BAKERY	FIREFIGHTING SKILLS - LUNCHES	6.80
	27/08/2026	SYNERGY	ELECTRICITY PAYMENT FOR VACANT UNIT	90.28
	27/08/2026	DONNYBROOK HOTEL	FIREFIGHTING SKILLS - LUNCHES	160.00
	01/09/2026	BENDIGO BANK	FIREFIGHTING SKILLS - LUNCHES	49.91
	30/08/2026	BENDIGO BANK	CARD FEES	20.00
DD29379.1	14/09/2026		TOTAL: CREDIT CARD PAYMENTS	1,996.44
EFT PAYMENTS				
EFT3307A	03/09/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 02.09.26	164,901.91
EFT33708	10/09/2026	HARMONIC IT	ANNUAL MANAGED SERVICES AGREEMENT	10,367.50
EFT33709	10/09/2026	AUSTRALIA POST - ACCOUNTS	SHIRE POSTAGE	391.53
EFT33710	10/09/2026	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH	EMPLOYEE UNION DEDUCTIONS	55.00
EFT33711	10/09/2026	AMITY SIGNS	RURAL ROAD SIGN	114.40
EFT33712	10/09/2026	WINC AUSTRALIA PTY LTD - ACCOUNTS	STATIONERY SUPPLIES	356.76
EFT33713	10/09/2026	AEROTELL PTY LTD	HELP DESK PACKAGE - AUST WIDE TAXATION SUPPORT	525.00
EFT33714	10/09/2026	BUNNINGS GROUP LIMITED	SHELVING & STORAGE CONTAINERS, SAFETY BUNTING	709.74
EFT33715	10/09/2026	BDA TREE LOPPING	TREE PRUNING & VEGETATION CLEARING	32,560.00
EFT33716	10/09/2026	BUNBURY & BUSSELTON AIR	AIRCONDITIONER REPAIRS	1,112.98
EFT33717	10/09/2026	BUSSELTON BITUMEN SERVICE	BUS TURNAROUND - REC CTR CARPARK, LAWN MOWER ACCESS TO TENNIS COURTS	54,144.20
EFT33718	10/09/2026	BETTER TELCO SOLUTIONS PTY LTD - PHONE ACCOUNT	SIP PHONE CHARGES AND ACCESS FEES	926.16
EFT33719	10/09/2026	BRIGHTMARK GROUP PTY LTD	CLEANING - AUG 26	18,401.78
EFT33720	10/09/2026	BRECKEN HEALTH CARE / MEDILOSS AUSTRALIA	MEDICAL ASSESSMENT	115.50
EFT33721	10/09/2026	AG & WL BETTI	REFUND OVERPAYMENT OF RATES	806.50
EFT33722	10/09/2026	COATES HIRE OPERATIONS PTY LTD - BUNBURY BRANCH	DRY ROLLER & TRENCHER HIRE	6,461.61
EFT33723	10/09/2026	CITY & REGIONAL FUELS	PURCHASES ON FUEL CARDS & BULK FUEL - AUG 26	30,739.73
EFT33724	10/09/2026	CLIFFORD AUTO REPAIRS	VEHICLE SERVICES	1,929.80

SHIRE OF DONNYBROOK BALINGUP
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EFT33725	10/09/2026	AUSTRALIAN GOVERNMENT - SERVICES AUSTRALIA - CHILD SUPPORT	PAYROLL DEDUCTIONS	323.20
EFT33726	10/09/2026	CLEANAWAY OPERATIONS PTY LTD.	BLN TRANSFER STATION - RECYCLING	882.96
EFT33727	10/09/2026	CLEANAWAY	KERBSIDE BIN COLLECTION	50,117.49
EFT33728	10/09/2026	CROSS SECURITY SERVICES	SECURITY MONITORING	205.00
EFT33729	10/09/2026	CORSIGN WA	TRAFFIC SIGNS	198.00
EFT33730	10/09/2026	CAFE 48	MEETING & WORKSHOP REFRESHMENTS	328.50
EFT33731	10/09/2026	CLEANAWAY PTY LTD	DBK WMF - RECYCLING BIN TRANSFER/PROCESSING	915.47
EFT33732	10/09/2026	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STATION - GENERAL WASTE	4,733.07
EFT33733	10/09/2026	CLARK RUBBER BUNBURY	HANDHELD POOL & SPA VACUUM	506.95
EFT33734	10/09/2026	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	ANNUAL LICENCE RENEWAL	1,303.50
EFT33735	10/09/2026	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICALS	370.00
EFT33736	10/09/2026	DONNYBROOK NEWSAGENCY	STATIONERY SUPPLIES	197.94
EFT33737	10/09/2026	TJ DEPIAZZI & SONS	LAWN MIX	1,083.18
EFT33738	10/09/2026	DONNYBROOK HARDWARE & GARDEN	CABLE TIES, LAWN SEED, RETIC COMPONENTS, RAKE, WATERING CAN, HOSE, LIGHT BULBS, WASHERS, FERTILISER	477.60
EFT33739	10/09/2026	DONNYBROOK TENNIS CLUB	VCMP - PAVILLION 2 SPACETOCO BOOKINGS - COLLECTED ON BEHALF OF CLUB - JUL 26	187.62
EFT33740	10/09/2026	TYRES AND MORE DONNYBROOK	REPLACEMENT TYRES	2,170.00
EFT33741	10/09/2026	DONNYBROOK FARM SERVICE	TREE STAKES, RETIC COMPONENTS, WATER METER, STEEL POSTS, POOL CHEMICALS	3,959.04
EFT33742	10/09/2026	DONNYBROOK FRESH SUPA IGA	ADMIN, W&S, DBK REC CTR, BFB & COUNCIL GROCERIES	1,136.38
EFT33743	10/09/2026	DONNYBROOK FOOTBALL & SPORTING CLUB (INC)	VCMP - PAVILLION 1 SPACETOCO BOOKINGS - COLLECTED ON BEHALF OF CLUB - JUL 26	753.46
EFT33744	10/09/2026	DATA#3 LIMITED	NEW ADOBE EDITOR LICENCES	1,426.39
EFT33745	10/09/2026	DBCEC (WA) PTY LTD	ARGYLE/IRISHTOWN VBFB NEW STATION - PROGRESS CLAIM 1 & BOBCAT & TRUCK HIRE	158,035.90
EFT33746	10/09/2026	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS	3,453.42
EFT33747	10/09/2026	DSW BUNBURY	CLEANING CONSUMABLES	3,272.50
EFT33748	10/09/2026	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL 1ST QRT CONTRIBUTION	122,250.95
EFT33749	10/09/2026	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN	159.97
EFT33750	10/09/2026	R GOODLAD	REFUND OVERPAYMENT OF RATES	1,800.00
EFT33751	10/09/2026	HASTIE WASTE PTY LTD	DBK WMF, BLN TRANS STATION - MANAGEMENT	42,157.46
EFT33752	10/09/2026	HARGREAVES DESIGN GROUP	ARGYLE/IRISHTOWN VBFB NEW STATION - DESIGN SERVICE	3,221.63
EFT33753	10/09/2026	JB HI FI	INS CLAIM - TABLET, SCREEN PROTECTOR, CASE & DELIVERY	683.90

SHIRE OF DONNYBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
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EFT33754	10/09/2026	KIRUP CONSTRUCTIONS	EGAN PARK TRANSIT PARK - CARPENTRY WORKS INTERNAL DOORS	713.28
EFT33755	10/09/2026	KONE ELEVATORS PTY LTD	ELEVATOR SERVICE-ONCHARGED TO DFC	1,512.49
EFT33756	10/09/2026	LIVING SPRINGS WATER PTY LTD	BOTTLED WATER	42.00
EFT33757	10/09/2026	METAL ARTWORK BADGES	STAFF BADGES	101.20
EFT33758	10/09/2026	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE & REPRESENTATION	8,170.80
EFT33759	10/09/2026	METLAM AUSTRALIA PTY LTD	ARGYLE/IRISHTOWN VBFB NEW STATION - ABLUTIONS FIT OUT ITEMS	2,803.94
EFT33760	10/09/2026	MICROSOFT REGIONAL SALES CORPORATION	MICROSOFT 365 BUSINESS & EXCHANGE ONLINE PLANS	2,355.70
EFT33761	10/09/2026	MANJIMUP FREIGHT DISTRIBUTORS & BMI LOGISTICS	FREIGHT CHARGES	23.72
EFT33762	10/09/2026	MONARCH360 PTY LTD	EDRMS - MIGRATION & MAPPING SUPPORT	1,100.00
EFT33763	10/09/2026	OFFICEWORKS	TV, STATIONERY SUPPLIES	1,187.15
EFT33764	10/09/2026	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISING - RFT'S	2,134.41
EFT33765	10/09/2026	OBAN GROUP PTY LTD	DBK REC CENTRE - BLOCKED DRAINAGE	596.44
EFT33766	10/09/2026	OPTRAFFIC WA	VMS TRAILER	28,463.80
EFT33767	10/09/2026	PRESTON PRESS	PRESTON PRESS SEP 26	500.00
EFT33768	10/09/2026	PRESTON VALLEY MAINTENANCE	REPAIR BROKEN DOOR, REPLACE SHOWER HEAD, SOAP DISPENSER, GRAFFITI REMOVAL, INSTALL LOCKS, REPAIR BROKEN SEAT	1,639.00
EFT33769	10/09/2026	PICTON CIVIL PTY LTD	REMOVAL OF PUMP SHED	3,520.00
EFT33770	10/09/2026	PROGRAMMED PROPERTY SERVICES	DBK TRANSIT PARK - PAINTING OF ABLUTIONS	9,295.00
EFT33771	10/09/2026	S PEPPLER	REIMBURSE - MEALS & PARKING	362.90
EFT33772	10/09/2026	REPCO - DONNYBROOK	TYRE & RECOVERY KIT, JUMP STARTER, LED LAMP, CABLES, TAPE, CONNECTORS, PLUG, TUBING	714.50
EFT33773	10/09/2026	RECRUITWEST PTY LTD	CASUAL LABOUR HIRE	4,525.29
EFT33774	10/09/2026	RESIDENCE ON LANGLEY PARK PTY LTD	ACCOMMODATION - LIWA CONFERENCE	1,296.00
EFT33775	10/09/2026	ST JOHN AMBULANCE DONNYBROOK SUB CENTRE	TRAINING	2,100.00
EFT33776	10/09/2026	SOUTHERN LOCK & SECURITY	REPAIR/REPLACE & INSTALL ALARM SIRENS, GYM CARDS	2,920.00
EFT33777	10/09/2026	SOS OFFICE EQUIPMENT	MONTHLY PRINTER METER READS	714.75
EFT33778	10/09/2026	STATEWIDE BEARINGS	COMPRESSOR - AIR CLEANER	47.03
EFT33779	10/09/2026	SHRED-X PTY LTD & AUSTRALIAN PAPER RECYCLING	SECURE BIN PICK UP & DISPOSAL	130.75
EFT33780	10/09/2026	SMARTSHEET AUSTRALIA PTY LTD	SMARTSHEET CONTRACT RENEWAL	30,530.00
EFT33781	10/09/2026	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL & COMMUNICATION	ARGYLE/IRISHTOWN VBFB NEW STATION - SUPPLY GENERATOR & FUEL POD, PROGRESS CLAIM 1, REPLACE FLOURESCENT PANEL, REPAIR FAULTY ELECTRICITY POLE, INVESTIGATE & REPAIR CARPARK LIGHTING, INSPECT SOLAR PANELS	27,595.59

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

EFT33782	10/09/2026	SAPIO PTY LTD	APPLE FUN PARK - CCTV UPGRADE	11,071.23
EFT33783	10/09/2026	SUPAGAS	GAS SUPPLY	149.60
EFT33784	10/09/2026	S&D NELSON AUTOMOTIVE	VEHICLE SERVICE	678.25
EFT33785	10/09/2026	SOUTH WEST SEPTICS	EMPTY SEPTICS	2,737.50
EFT33786	10/09/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	1,546.79
EFT33787	10/09/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	88.33
EFT33788	10/09/2026	TENDERLINK	ADVERTISEMENT - TENDERS	180.40
EFT33789	10/09/2026	TECON AUSTRALIA PTY LTD	ARGYLE/IRISHTOWN VBFB NEW STATION - PROGRESS INVOICE	1,925.00
EFT33790	10/09/2026	TELAIR PTY LTD	BLN BFB, LIBRARY, DBK DEPOT & VCMP - NBN SERVICES	687.90
EFT33791	10/09/2026	TELAIR PTY LTD.	MOBILE DEVICE PLANS	168.71
EFT33792	10/09/2026	LANDGATE - VALUATION SERVICES	INTERIM VALUATIONS	227.40
EFT33793	10/09/2026	EARTH 2 OCEAN COMMUNICATIONS	CESM VEHICLE - REMOVAL OF LIGHTS & SIRENS	1,946.00
EFT33794	10/09/2026	VEHICLES CLEANED BY JANINE	VEHICLE DETAIL	250.00
EFT33795	10/09/2026	VOCUS	MONTHLY IP LINE, STANDARD ACCESS & FAST FIBRE	1,304.60
EFT33796	10/09/2026	WATER CORPORATION - ACCOUNTS	WATER & SEWERAGE CHARGES	199.04
EFT33797	10/09/2026	SYNERGY	ELECTRICITY CHARGES	20,134.04
EFT33798	10/09/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	WALGA CONVENTION & TRAINING	1,287.00
EFT33799	10/09/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	1,759.27
EFT33800	10/09/2026	WESTRAC EQUIPMENT PTY LTD	HOSE, ENGINE FILTER, HYDRAULIC FILTER, AIR CLEANER	2,900.58
EFT33801	10/09/2026	J WALSHAW	REIMBURSE PRESCRIPTION SAFETY LENSES	200.00
EFT33802	17/09/2026	HARMONIC IT	LAPTOPS, MONITORS, DOCKS & FREIGHT	7,334.80
EFT33803	17/09/2026	ALL TECH PLUMBING	REPAIRS TO COLLAPSED LEACH DRAIN	2,225.30
EFT33804	17/09/2026	BUNNINGS GROUP LIMITED	HARDWARE SUPPLIES	13.50
EFT33805	17/09/2026	BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD	BCTIF LEVY COLLECTIONS	197.75
EFT33806	17/09/2026	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY EMERGENCY HELP MONITORING	433.29
EFT33807	17/09/2026	ECO-LOGICAL LANDSCAPES WA	DISPOSAL OF BAMBOO	500.00
EFT33808	17/09/2026	BUNBURY REFRIGERATION PTY LTD	DEGASSING OF FRIDGES/FREEZERS	1,300.00
EFT33809	17/09/2026	BIG ETHEL PTY LTD T/A DISCOVER DEADLY	SNAKE SAFETY & AWARENESS WORKSHOP	807.00
EFT33810	17/09/2026	CRS ELECTRICAL	DBK WMF - INVESTIGATE & REPAIR FAULTY WATER PUMP	192.50
EFT33811	17/09/2026	CONNECT CALL CENTRE SERVICES	AFTERHOURS CALL CENTRE -W&S, P&G & RANGERS	163.63
EFT33812	17/09/2026	CHG-MERIDIAN AUSTRALIA PTY LTD	DBK REC CTR - MATRIX FITNESS LEASE	5,587.99
EFT33813	17/09/2026	CHEMWATCH	CHEMWATCH SYSTEM - ANNUAL SUBSCRIPTION	2,147.20
EFT33814	17/09/2026	TYRES AND MORE DONNYBROOK	TYRE REPAIR ON MULTI WHEEL ROLLER	764.50
EFT33815	17/09/2026	DEPARTMENT OF LOCAL GOVERNMENT INDUSTRY REGULATION AND SAFETY	BSL COLLECTIONS	4,494.78

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

EFT33816	17/09/2026	SKIPPERS PLUMBING SERVICES	UNBLOCK TOILETS, INVESTIGATE WATER LEAK & REPAIR	521.51
EFT33817	17/09/2026	M HAZELDINE	REIMBURSE STATIONERY	29.97
EFT33818	17/09/2026	B HENDRY	REFUND CREDIT BALANCE	804.00
EFT33819	17/09/2026	INSTANT RACKING	RACKING FOR SPORTS STORAGE	594.00
EFT33820	17/09/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	IGNITE LEADERSHIP PROGRAM	3,520.00
EFT33821	17/09/2026	ROSS MARSHALL	REIMBURSE GROCERIES	78.56
EFT33822	17/09/2026	PRESTON POWER EQUIPMENT	BLOWER, MOWING AUTOCUT, SPRINGS, CARRYING RING	515.05
EFT33823	17/09/2026	ROYAL LIFE SAVING SOCIETY WA INC.	POOL LIFEGUARD LICENCE RENEWAL	187.00
EFT33824	17/09/2026	RANTAM PTY LTD	ARGYLE IRISHTOWN VBFB - PROGRESS CLAIM	104,171.54
EFT33825	17/09/2026	RECRUITWEST PTY LTD	CASUAL LABOUR	3,253.67
EFT33826	17/09/2026	SOUTH WEST PROPERTY MANAGEMENT	RENTAL SUBSIDY FOR CHILDCARE WORKER	869.05
EFT33827	17/09/2026	A SUTTON	REFUND OVERPAYMENT BUILDING APPLICATION	94.00
EFT33828	17/09/2026	TELSTRA - MELBOURNE ACCOUNTS	TELEPHONE, MOBILE & INTERNET CHARGES	991.32
EFT33829	17/09/2026	TREEHOUSE CHILDCARE CENTRE INC.	REIMBURSE TABLET & FUEL (EXTERNAL GRANT FUNDING)	2,403.33
EFT33830	17/09/2026	SYNERGY	ELECTRICITY CHARGES	2,005.27
EFT33831	17/09/2026	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)	PROCUREMENT MASTERCLASS - WASTE & RESOURCE RECOVERY SERVICES	82.50
EFT33832	17/09/2026	VEOLIA ENVIRONMENTAL SERVICES	STREET CLEANING	2,908.09
EFT33832A	17/09/2026	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR THE PERIOD ENDING 16.09.26	169,265.45
EFT33833	24/09/2026	DONNYBROOK & DISTRICTS PLUMBING SERVICE	INSTALL METAL BOXES FOR SEPTIC TANKS, UNBLOCK TOILETS REPLACE LEECH DRAIN CAP, REPAIR BURST WATER PIPE, UNBLOCK SINK, REPLACE FLUSH BUTTON, REPLACE SHOWER HEADS, UNBLOCK DUMP POINT	4,807.00
EFT33834	24/09/2026	DSW BUNBURY	CLEANING CONSUMABLES	1,960.20
EFT33835	24/09/2026	PRESTON VALLEY MAINTENANCE	REMOVE REFUSE, AFFIX SIGNAGE, CLEAN GUTTERS, CHECK DOWN PIPES, INSTALL SOAP DISPENSERS, REPLACE TOILET SEAT, CAT IMPOUND ALTERATIONS & REPAIRS	2,216.00
			TOTAL: EFT PAYMENTS	1,242,908.71
CHEQUES				
53863	07/09/2026	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	225.00
			TOTAL: CHEQUES	225.00
BANK FEES				
	30/09/2026	BENDIGO	BANK FEES	933.68
	30/09/2026	COMMONWEALTH	BANK FEES	1,618.18
	30/09/2026	TYRO	BANK FEES	3,557.42
	30/09/2026	PAYPAL	TRANSACTION FEES	8.17
	30/09/2026	EZIDEBIT	TRANSACTION FEES	41.12

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

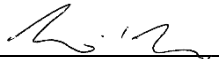
	30/09/2026	SPACETOCO	TRANSACTION FEES	3,170.36
			TOTAL: BANK FEES	9,328.93
DIRECT DEBITS				
DD29338.1	02/09/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	22,210.44
DD29338.2	02/09/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	357.70
DD29338.3	02/09/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	434.91
DD29338.4	02/09/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	345.02
DD29338.5	02/09/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	504.95
DD29338.6	02/09/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	337.40
DD29338.7	02/09/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	422.22
DD29338.8	02/09/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	346.86
DD29338.9	02/09/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	399.32
DD29338.10	02/09/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	52.40
DD29338.11	02/09/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	998.51
DD29338.12	02/09/2026	VANGUARD SUPER	EMPLOYEE SUPER DEDUCTIONS	354.34
DD29338.13	02/09/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,612.34
DD29338.14	02/09/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,105.71
DD29338.15	02/09/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	963.75
DD29338.16	02/09/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	788.98
DD29338.17	02/09/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29338.18	02/09/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	318.74
DD29351.1	03/09/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 02.09.26	44,582.00
DD29355.1	02/09/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	123.81
DD29369.1	10/09/2026	SPACETOCO PTY LTD	SOUTH WEST ZONE WARA MEETING	242.50
DD29370.1	10/09/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 09.09.26	146.00
DD29371.1	15/09/2026	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE RETURN TRANSPORTATION	440.00
DD29402.1	15/09/2026	SUMMIT FLEET LEASING AND MANAGEMENT	CESM - VEHICLE LEASE PAYMENT	2,386.10
DD29376.1	16/09/2026	AWARE SUPER	EMPLOYEE SUPER DEDUCTIONS	22,624.64
DD29376.2	16/09/2026	BRIGHTER SUPER	EMPLOYEE SUPER DEDUCTIONS	357.70
DD29376.3	16/09/2026	GESB SUPER SCHEME	EMPLOYEE SUPER DEDUCTIONS	455.54
DD29376.4	16/09/2026	ONEPATH MASTERFUND	EMPLOYEE SUPER DEDUCTIONS	317.41
DD29376.5	16/09/2026	HOSTPLUS	EMPLOYEE SUPER DEDUCTIONS	515.28
DD29376.6	16/09/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	349.86
DD29376.7	16/09/2026	HESTA SUPER FUND	EMPLOYEE SUPER DEDUCTIONS	428.65
DD29376.8	16/09/2026	AUSTRALIAN RETIREMENT TRUST	EMPLOYEE SUPER DEDUCTIONS	349.62
DD29376.9	16/09/2026	UNISUPER	EMPLOYEE SUPER DEDUCTIONS	399.32
DD29376.10	16/09/2026	IOOF PORTFOLIO SUPERANNUATION FUND	EMPLOYEE SUPER DEDUCTIONS	52.40
DD29376.11	16/09/2026	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER	EMPLOYEE SUPER DEDUCTIONS	935.65
DD29376.12	16/09/2026	VANGUARD SUPER	EMPLOYEE SUPER DEDUCTIONS	419.16
DD29376.13	16/09/2026	REST SUPERANNUATION	EMPLOYEE SUPER DEDUCTIONS	1,607.54
DD29376.14	16/09/2026	AUSTRALIAN SUPER	EMPLOYEE SUPER DEDUCTIONS	4,753.22
DD29376.15	16/09/2026	AMP LIFE LIMITED	EMPLOYEE SUPER DEDUCTIONS	478.34
DD29376.16	16/09/2026	MERCER SUPER TRUST	EMPLOYEE SUPER DEDUCTIONS	978.90
DD29376.17	16/09/2026	MLC PLUM SUPER	EMPLOYEE SUPER DEDUCTIONS	733.33

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

DD29376.18	16/09/2026	CBUS SUPER	EMPLOYEE SUPER DEDUCTIONS	417.67
DD29380.1	17/09/2026	AUSTRALIAN TAX OFFICE	PAYG PE: 16.09.26	46,440.00
DD29401.1	18/09/2026	AUSTRALIAN TAX OFFICE	GST LIABILITY - AUG26	24,483.00
DD29400.1	28/09/2026	WA TREASURY CORPORATION	LOAN NO. 94 INTEREST PAYMENT	115,368.51
			TOTAL: DIRECT DEBITS	305,357.41
			TOTAL: PAYMENTS MADE FROM MUNICIPAL ACCOUNT	1,559,816.49

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

This Schedule of Accounts Paid is submitted to the Council Meeting on 28 October 2026 in accordance with the *Local Government (Financial Management) Regulations 1996* Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.



Chief Executive Officer

9.2.2 Monthly Financial Report for the period ending 30 September 2026

Report Details:

Prepared by: Manager Financial Services

Manager: Director Finance and Community

Monarch:

Voting Requirement: Absolute Majority

Disclosure of Interests and Gifts:

Name: N/A

Type: Nil.

Attachment(s):

9.2.2(1) Monthly Financial Report for the period ending 30 September 2026

Executive Recommendation

1. That Council receive the Monthly Financial Report for the period ending 30 September 2026 as per Attachment 9.2.2(1).
2. That Council by absolute majority adopts the revised Balingup Transit Park fees of;
 - a. Powered Caravan Site, \$36.00 per night
 - b. Powered Camping, \$36.00 per night
 - c. Unpowered Caravan site, \$26.00 per night
 - d. Unpowered Camping, \$26.00 per night
 - e. Additional Adult \$11.00 per night
 - f. Additional Child \$4.00 per night
3. Authorises the Chief Executive Officer to advertise the amended Balingup Transit Park fee for as per section 6.19 of the *Local Government Act 1995*.
4. Introduce the amended fee from the 16 November 2026.

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

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

Executive Summary

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 30 September 2026.

Fees associated with the Balingup Transit Park have been amended as part of this report to better reflect the facilities available on site.

Background

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

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

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

At its Special Meeting of Council on the 15 July 2026, it was recommended Council adopt the following material variance reporting thresholds for the 2026/27 financial year:

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

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Moderate	Moderate (6)
Risk Description:	Failure to adhere to adopted budget.		
Mitigation:	Prepare and review Monthly Financial Report.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Not complying with legislative requirements		
Mitigation:	Monthly reporting that aligns with legislative requirements.		

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

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

Policy Compliance

Nil.

Statutory Compliance

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

Section 6.19 of the *local Government Act 1995* sets the procedure required for amending a fee or charge that is not set as part of the annual budget.

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.

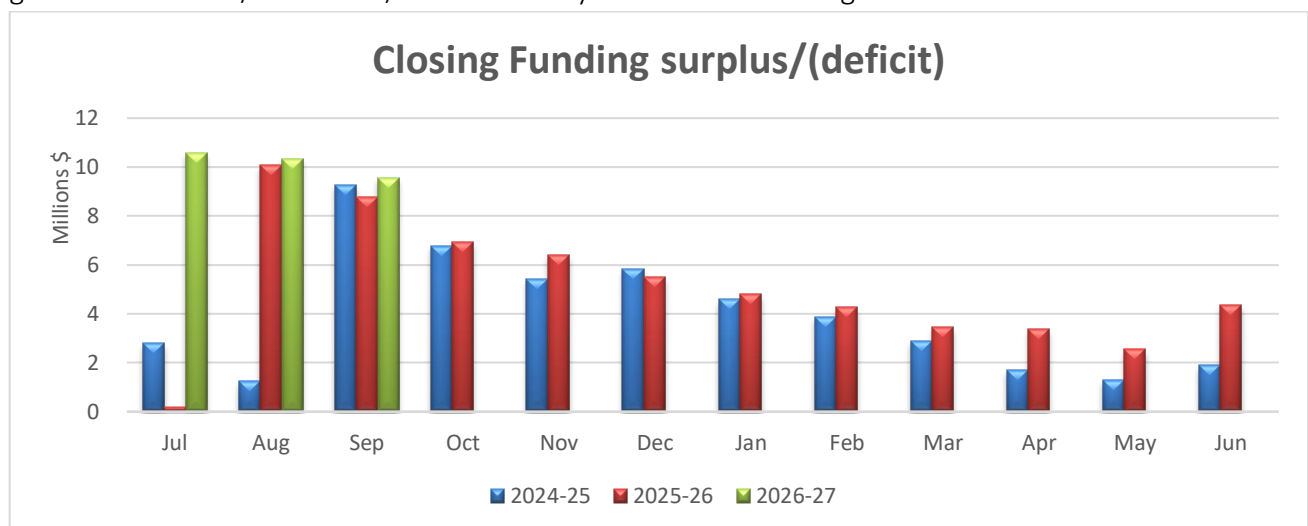
Balingup Transit Park fees have been discussed with the Executive Team and Councilors, along with considering information from the Balingup Community and user of the facility.

Officer Comment

These statements compare year-to-date expenditure and revenue against the 2026/27 Adopted Original Budgeted. At the time this report was prepared, the audit of the prior year's financial statements was still in progress. Accordingly, the prior year's surplus is not yet final, as it remains subject to audit and may be amended upon completion of the audit process.

Net Current Assets

The Shire's surplus after imposition of rates was \$9,544,951, with July showing it was substantially greater than 2024/25 & 2025/26 due directly to the earlier raising of rates.

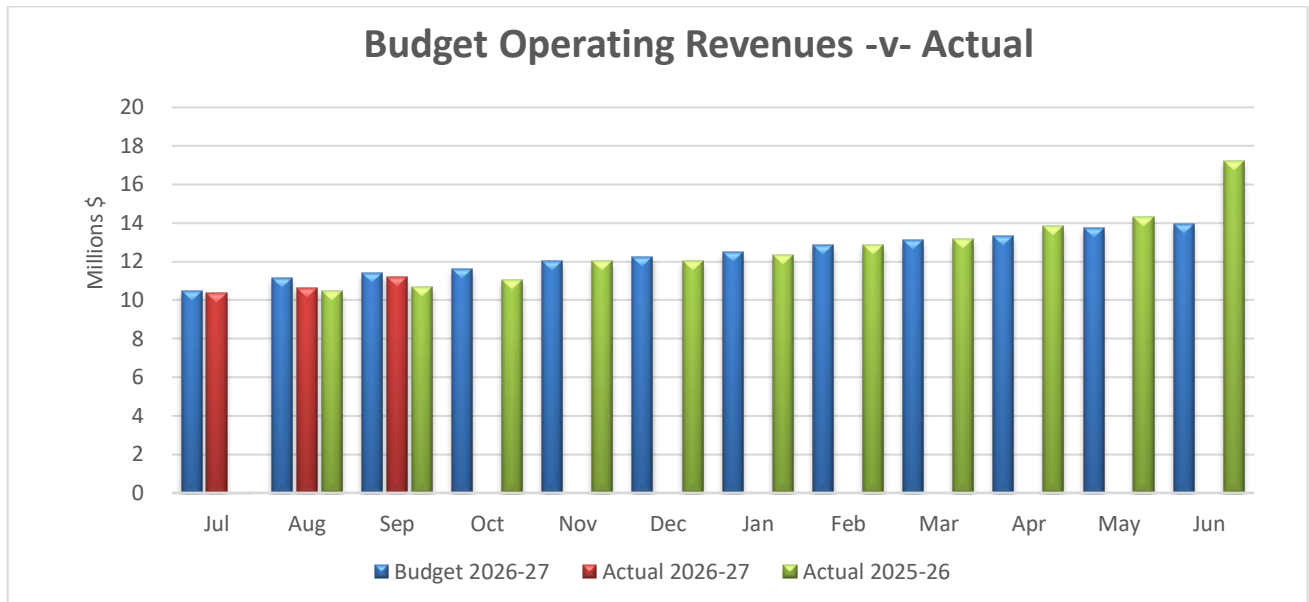


Operating Activities

Revenue was \$11,198,843 which is less than the budget estimate of \$11,403,010. Key areas include:

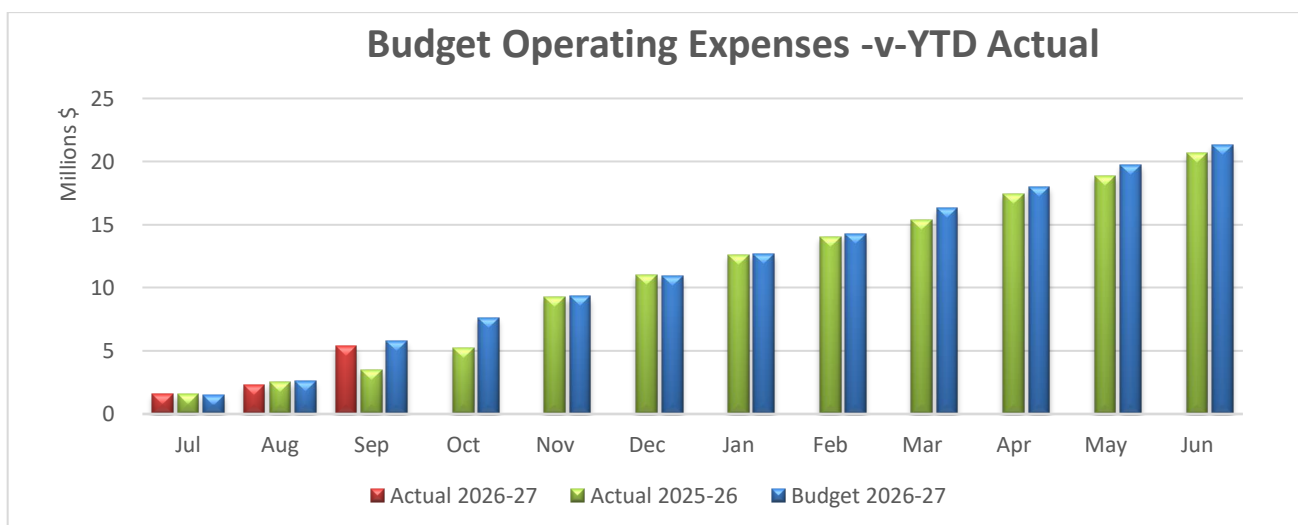
- Operating grants, subsidies, and contributions is 12% under budget estimates, predominantly due to the timing of;
 - Bushfire mitigation \$32,259

- CESM reimbursement \$25,641
- Interest is under budget, \$20,039 due to accruals relating to investments not yet brought to account.
- Profit on Disposal of assets is under budget, \$119,939 due to the timing of assets disposal.



Expenditure was \$5,359,044 being 5.82% below budget estimates. Key areas include:

- Employee costs 15.04% under budget due to staff vacancies.
- Materials and Contracts 10.28% under budget, driven predominantly by the following favourable variances, that are all relating to timing;
 - Regional Alliances, \$30,705
 - Consultant expenditure, \$94,800
 - ICT expenditure, \$26,000
- Utility expenditure is under budget by 20.45% and is due to timing.
- Insurance costs above budget by 30.67% and is due to timing.



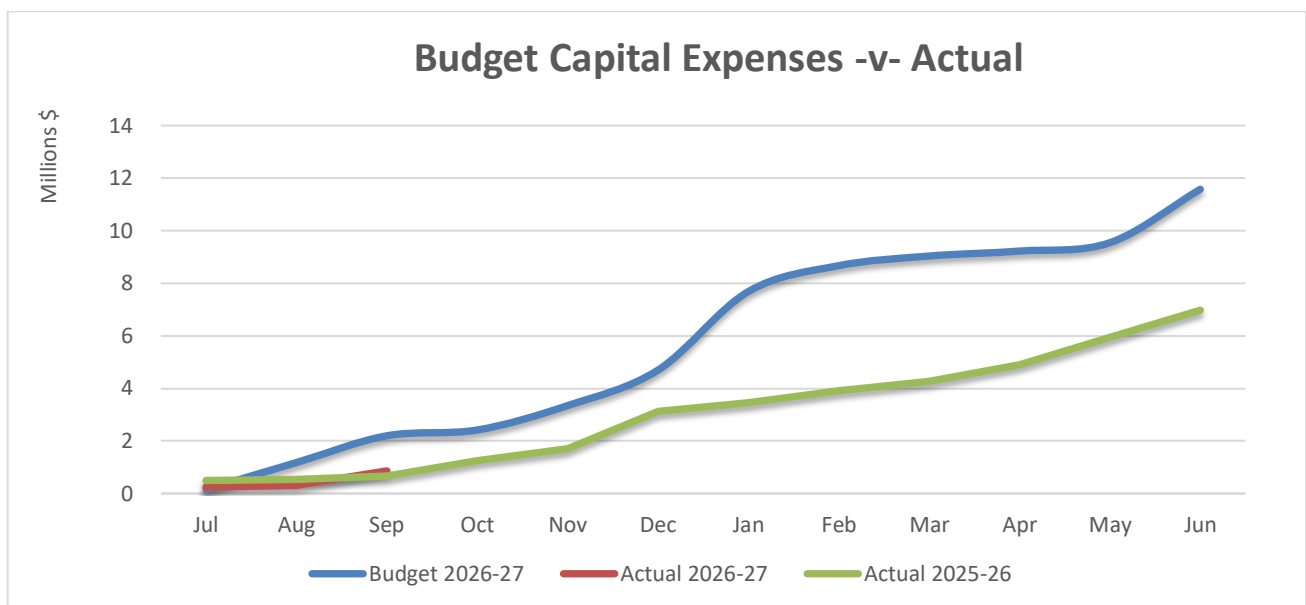
Investing Activities

Revenue was \$753,686 which is 63.23% below budget. Key areas include:

- Proceeds from capital grants, subsidies and contributions was 63.89% below budget estimates, predominately due to the timing of;
 - CRSF, \$233,225
 - DFES, \$115,243
 - MRWA Bridges, \$512,325
 - Roads to Recovery, \$216,069
 - VC Mitchell Grant, \$149,124

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

- Argle/Irishtown BFB Building, \$243,127 due to the timing of payments associated with the earthworks.
- Donnybrook Recreation Centre, \$85,011, delays to the construction have resulted in delayed payment compared to budgeted payment.
- VC Mitchell Park, \$270,787, (timing)
- Roads construction under budget \$546,508 (timing).



Amendment to Balingup Transit Park Charges

Following recent feedback from Councillors, Balingup residents, the Balingup Progress Association and Transit Park customers, the current charges have been reviewed to better reflect the site's available amenities and the pricing of comparable nearby facilities.

In general staff have been informed over the past month from users of the facility regarding the condition of the amenities, price for the service offered and difficulties in booking the site. As such signs have now been placed at the transit park providing the information required to book a site for the night. Staff are recommending an adjustment to the current site cost to ensure it reflects current market conditions.

It is also noted that considerable work has been undertaken for a camp host to be located at the site, it is believed this will help alleviate the issues mentioned above. Suggestions from the Economic Development and Tourism Strategy will be planned and implemented to ensure that the facility is upgraded to an acceptable standard. The 2026/27 budget has allocations to update both Ablution blocks on the site, combined allocation \$37,196.

The following assessment has been carried out on facilities in the vicinity;

Location	Price (powered)	Laundry	Camp Kitchen	Caretaker	Transit-only
Donnybrook	\$48	✗	✗	✗	✓
Balingup	\$48	✗	✗	✗	✓
Bridgetown	~\$35–42	✓	✓	✓	✗
Kirup	~\$25–35	✗	Partial	✗	✗
Collie	~\$30–40	✓	✓	✓	✗
Prevelly	~\$40	✓	✓	✓	✗

The assessed sites all have better amenities than the Balingup Transit Park, as such it is proposed to charge Caravan/Camping powered sites \$36 per night and Caravan/Camping unpowered sites \$26 per night. Additional charges per additional adult and child have also been reduced to align with the reduced space charge.

Due to updated bookings data the following numbers have also been considered in the setting of the revised fee to be charged, the bookings information below covers the period from 1 January to 30 August 2026, the site currently has 30 spaces available.

- Average bookings off-peak use per night 1.1 spaces
- 7 identified peak nights averaging 24 spaces per night.

The charges will be reviewed as part of the 2027/28 budget process at which point they will be reassessed based on the updated data for the remainder of the financial year.

9.2.3 Volunteer Camp Host Program

Report Details:

Prepared by: Manager Community Services

Manager: Director Finance & Community

File Reference: MONARCH-141513324-221

Voting Requirement: Simple Majority

Attachment(s):

9.2.3(1) Position Description – Volunteer Camp Hosts

9.2.3(2) Baseline Risk Assessment – Transit Parks Camp Host Program

Executive Recommendation

That Council:

1. **Endorses the Volunteer Camp Host Framework for implementation as a 12-month pilot program at Shire-managed transit parks;**
2. **Adopts the Volunteer Camp Host Position Description as presented;**
3. **Requests the Chief Executive Officer report to Council on the outcomes of the pilot program and recommendations for its future.**

Strategic Alignment

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

Outcome: 10 - A popular destination for visitors and tourists.

Objective: 10.2 - Improve visitor infrastructure and services.

Item: 10.1.5 - Enhance community engagement to promote the use of Shire facilities and services.

Executive Summary

The Shire has developed a Volunteer Camp Host Pilot Program to support the operation and visitor experience of the Donnybrook and Balingup Transit Parks. The program will engage trained volunteers to provide a welcoming presence, assist visitors and report maintenance or safety issues to Shire staff. A governance framework has been developed to support the pilot program, including a position description, handbook, risk assessment, insurance review, Work Health and Safety requirements, and clear supervision and reporting arrangements. Volunteers will operate in a support and observation role only and will not undertake regulatory or enforcement activities.

Council endorsement is sought to implement a 12-month Volunteer Camp Host Pilot Program, enabling the Shire to evaluate operational benefits, visitor outcomes and program effectiveness before considering any ongoing implementation.

Background

The Shire manages transit parks at Donnybrook and Balingup which support local tourism and provide accommodation for visitors travelling through the district. As visitation has increased, there has been greater demand for visitor support, monitoring of site conditions and reporting of maintenance issues.

While these functions continue to be managed by existing operational resources, there is limited capacity to maintain a regular on-site presence.

To address this, Administration has developed a Volunteer Camp Host Pilot Program to provide a structured framework for volunteers to assist with visitor engagement, observation and reporting activities. Volunteers will operate within clearly defined role boundaries and will not undertake enforcement or regulatory functions. To support the proposed pilot, Administration has prepared a Volunteer Camp Host Handbook, Position Description, Risk Assessment and supporting governance documentation. The program has also been reviewed to ensure appropriate Work Health and Safety, insurance and risk management controls are in place.

Administration proposes that the Volunteer Camp Host Program be implemented as a 12-month pilot to allow Council to evaluate program outcomes, visitor feedback, operational benefits and resource implications before determining whether the program should continue on an ongoing basis.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Possible	Moderate	Moderate (9)
Risk Description:	Injury or incident involving a Volunteer Camp Host		
Mitigation:	Volunteer induction, emergency procedures, role limitations, communication protocols, reporting processes and ongoing monitoring.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Inappropriate interactions between hosts and visitors resulting in negative community perception of the Shire.		
Mitigation:	Code of Conduct, background checks, volunteer induction, training, supervision and escalation procedures.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Minor	Low (3)
Risk Description:	Costs arising from incidents, insurance claims, equipment damage or loss of site revenue.		
Mitigation:	Insurance coverage, onboarding requirements and program controls.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Rare	Minor	Low (2)
Risk Description:	Failure to meet volunteer management and insurance requirements		
Mitigation:	Documented procedures, inductions and ongoing monitoring		

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Insignificant	Low (3)
Risk Description:	Insurance coverage, onboarding requirements and program controls		
Mitigation:	Expression of Interest pool, volunteer scheduling processes and succession planning.		

Financial Implications

The Volunteer Camp Host Program will be implemented using existing operational resources within the Community Services budget. Minor costs associated with program delivery may include volunteer induction, identification (e.g. name badges or uniforms), training, and administration. These costs are expected to be minimal and accommodated within existing budget allocations. There are no significant capital costs or additional staffing requirements associated with the implementation of the program.

Long Term:

The pilot will provide an opportunity to quantify any ongoing costs and benefits associated with the program prior to consideration of permanent implementation.

Policy Compliance

The Volunteer Camp Host Program has been developed to align with the Shire's existing policy framework and does not conflict with any current policies.

The program is consistent with the following Shire policies and documents:

- Code of Conduct for Employees, Contractors and Volunteers
- Work Health and Safety policies and procedures
- Organisational Risk Management Framework
- Customer Service Charter

The proposed framework has been designed to operate within existing governance arrangements, ensuring appropriate oversight, defined roles and responsibilities, and compliance with organisational standards.

Statutory Compliance

While there is no specific statutory requirement under the *Local Government Act 1995* to establish a Volunteer Camp Host Program, the proposal supports Council's broader responsibilities under the Act, including:

- Section 1.3 – General principles of local government, particularly the provision of services and facilities that meet community needs;
- Section 2.7 – Role of Council in determining policies and ensuring appropriate local government governance; and
- Section 5.41 – Functions of the Chief Executive Officer in managing the day-to-day administration of the local government.

The program has been developed to operate in compliance with relevant legislation, including:

- Work Health and Safety Act 2020 (WA) – requiring the Shire to ensure, so far as reasonably practicable, the health and safety of workers, including volunteers;
- Volunteers (Protection from Liability) Act 2002 – providing protection for volunteers acting in good faith within the scope of their role;
- State Records Act 2000 – relating to the management of volunteer records and incident reporting; and
- Privacy and Personal Information obligations applicable to local government operations.

The Camp Host Volunteer Framework incorporates appropriate controls to ensure compliance with these legislative requirements, including defined role boundaries, induction and training, supervision, and incident reporting processes.

Consultation

Internal consultation with a cross range of Shire departments took place on two separate occasions to ensure compliance with Governance, Policy and WHS aspects relating to the proposed program.

Officer Comment

The Volunteer Camp Host Program presents an opportunity to improve visitor engagement and supports the effective operation of Shire-managed camping facilities.

Administration has undertaken substantial preparatory work to ensure the program is appropriately governed and supported. The development of a dedicated handbook, completion of a risk assessment and confirmation of insurance compliance provide an appropriate framework for implementation.

Administration considers that a pilot program represents a measured and low-risk approach to introducing Volunteer Camp Hosts into the Shire's transit parks. Significant groundwork has already been completed, including development of a Volunteer Camp Host Handbook, risk assessment, insurance review, induction framework and governance controls. The pilot will enable Council to evaluate the effectiveness of the initiative and make an evidence-based decision regarding any future continuation of the program.

9.3. Chief Executive Officer

9.3.1 New Policy – EXE/CP-16 Standards for CEO Recruitment, Performance and Termination

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

Monarch: MONARCH-1594159990-176

Voting Requirement: Absolute Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.3.1(1) Standards for CEO Recruitment, Performance and Termination (EXE/CP-16)

Executive Recommendation

That Council, by Absolute Majority, pursuant to section 5.36A of the *Local Government Act 1995*, adopts Council Policy EXE/CP-16 Standards for CEO Recruitment, Performance and Termination, which formalises within the Shire's policy framework the standards previously adopted by Council under Resolution 62/21 on 28 April 2021.

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

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

Executive Summary

The purpose of this report is to present proposed Council Policy EXE/CP-16 Standards for CEO Recruitment, Performance and Termination for Council's consideration and adoption.

The standards governing CEO recruitment, performance review and termination were previously adopted by Council on 28 April 2021 (Resolution 62/21) following reforms to the Local Government legislative framework. The proposed policy does not introduce new standards. Rather, it formalises the existing standards within the Shire's Council Policy framework to provide a clear, accessible and enduring governance document that supports compliance with the *Local Government Act 1995* and associated regulations.

Background

In 2021, the State Government introduced reforms requiring local governments to adopt standards relating to the recruitment, performance review and termination of Chief Executive Officers.

In response to these reforms, Council adopted the Standards for CEO Recruitment, Performance Review and Termination at its Ordinary Council Meeting held on 28 April 2021 (Resolution 62/21).

Section 5.36A of the *Local Government Act 1995* requires local governments to prepare and adopt standards addressing CEO recruitment, performance and termination. The standards themselves are prescribed in Schedule 2 of the *Local Government (Administration) Regulations 1996*.

The proposed Policy EXE/CP-16 does not establish new standards. Rather, it incorporates the standards previously adopted by Council into the Shire's policy framework, providing a clear and accessible governance document to guide future Councils in fulfilling their responsibilities as the employing body of the CEO.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Major	Moderate (9)
Risk Description:	Failure to adopt standards for CEO recruitment, performance and termination may result in non-compliance with section 5.36A of the <i>Local Government Act 1995</i> , leading to governance deficiencies, reputational damage and increased risk of procedural challenges in relation to CEO employment matters.		
Mitigation:	Adoption of this policy provides a clear governance framework that aligns with legislative requirements and establishes consistent, transparent and accountable processes for CEO recruitment, performance management and termination.		

Financial Implications

Nil.

Policy Compliance

While EXE/CP-16 is a new Council Policy, the standards contained within the policy are not new. Council previously adopted the Standards for CEO Recruitment, Performance Review and Termination at its Ordinary Council Meeting on 28 April 2021 (Resolution 62/21).

The proposed policy formalises those existing statutory standards within the Shire's policy framework and provides an ongoing governance reference document for Council.

Statutory Compliance

The proposed policy is based on the model standards set out in Schedule 2 of the *Local Government (Administration) Regulations 1996* which the *Local Government Act 1995* (s.5.39A) mandates for local government adoption.

Consultation

External consultation:

- Review of WALGA governance resources and model policy provisions relevant to CEO employment processes.

Officer Comment

Council adopted the Standards for CEO Recruitment, Performance Review and Termination on 28 April 2021 (Resolution 62/21) following the introduction of local government reforms relating to CEO employment processes.

The standards are prescribed under Schedule 2 of the *Local Government (Administration) Regulations 1996* and are required under the *Local Government Act 1995*. Accordingly, the standards themselves are already established and do not change through adoption of this policy.

The purpose of Policy EXE/CP-16 is to formally incorporate the existing standards into the Shire's Council Policy framework, ensuring they remain easily accessible, transparent and consistently applied by future Councils.

9.3.2 Draft Parking and Parking Facilities Local Law 2027 for Public Consultation

Report Details:

Prepared by: Governance Coordinator

Manager: Executive Manager Corporate

Monarch: MONARCH-2143164825-85

Voting Requirement: Absolute Majority

Disclosure of Interests and Gifts:

Name: **Type:** Nil.

Attachment(s):

9.3.2(1) Draft Parking and Parking Facilities Local Law

9.3.2(2) Current LL

9.3.2(3) Parking and Parking Facilities Local Law Comparison Table

Executive Recommendation

That Council:

1. **Approve the draft Shire of Donnybrook Balingup Parking and Parking Facilities Local Law 2027 as per Attachment 9.3.2(1) for publication for local public comment for a period of not less than six weeks, in accordance with the *Local Government Act 1995*; and**
2. **Note that the purpose of the proposed local law is to repeal the *Shire of Donnybrook-Balingup Parking and Parking Facilities Local Law 2000* (Attachment 9.3.2(2)) and replace it with an updated local law to regulate the parking of vehicles within the Shire and the management and operation of parking facilities occupied by the Council.**
3. **Notes the effect of the proposed local law is to ensure a person parking a vehicle within the Shire complies with the provisions of this Local Law.**

Strategic Alignment

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

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

Objective: 8.2 - Provide sufficient parking for all needs.

Executive Summary

The draft Shire of Donnybrook-Balingup Parking and Parking Facilities Local Law 2027 is proposed to repeal and replace the existing *Shire of Donnybrook-Balingup Parking and Parking Facilities Local Law 2000*, providing a contemporary framework for the regulation of parking and Council-controlled parking facilities within the Shire. It is recommended that Council endorse the draft local law for public advertising in accordance with the requirements of the *Local Government Act 1995*.

Background

The current Local Law was adopted in 2000 and has not been significantly amended since then. As part of a review of all local laws, Council resolved in August 2025 that this Local Law required amendment to modernize and make the Local Law fit for purpose.

Following internal consultation and a review of the WALGA template Local Law for this subject it was determined that the current local law required significant overhaul. It is proposed the current local law is repealed and replaced by the proposed local law as per [Attachment 9.3.2\(1\)](#).

The proposed Local law ([Attachment 9.3.2\(1\)](#)) is based almost entirely on the latest WALGA template local law with the following exceptions:

- The term parking stall has been replaced with the term parking bay on the basis that the latter is better understood by community members.
- Consideration was given to including a section concerning event parking but it was not included as Council officers believed the proposed law provided sufficient flexibility to address events held in the Shire alongside traffic management plan requirements imposed by Main Roads on many event organisers.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Minor	Low (4)
Risk Description:	The local law is not made in accordance with the prescribed process		
Mitigation:	Council approves the public advertising of the proposed local law and calls for submissions.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

Section 3.12 of the *Local Government Act 1995* sets out the process for local governments to create local laws. The process requires several statutory steps commencing with this item. These steps are outlined in abbreviated form below:

- The President must give notice at a Council meeting of the purpose and effect of a proposed local law
- Council must resolve to provide local public notice (advertising) of the proposed local law for a period of not less than six weeks (42 days).
- A local public notice must include publication of the notice on the Council website and at least 3 other means of advertising/publication prescribed in the relevant regulations
- Public submissions are invited during that period and considered during a review period after it.
- If suggested amendments are considered worthwhile but create a local law that is significantly different from that proposed at the time of public advertising, then the process must commence from the beginning.

- If suggested amendments are agreed and the version is not significantly different from the version provided for public consultation, then Council can proceed to adopt the Local Law.
- The Parliament of Western Australia through the Joint Standing Committee on Delegated Legislation must be provided with a copy of the Local Law and has the capacity to request amendments be made to the local law or ultimately to disallow the Local Law.

Consultation

Staff involved in the application of the local law were consulted on the proposed law.

It is intended that the local public notice will be given via the following means:

- Council website
- Preston Press (December edition)
- Council office and library noticeboards
- Council social media accounts.

The proposed local law will be available for public comment from Friday 30 October 2026 until 15 January 2026. While in excess of 42 days this takes into account the lead up to the Christmas holiday period and the public holidays during that period.

Officer Comment

The *Shire of Donnybrook-Balingup Parking and Parking Facilities Local Law 2000* has not been amended since it was adopted in 2000. In that time an entirely new model local law has been released by WALGA and parking technology has advanced considerably.

It is proposed that Council repeal the existing local law and replace it entirely with the new model version with some minor changes outlined in this report. The proposed law is intended to provide the Shire with a modern set of local laws to regulate the behaviour of people parking vehicles throughout the Shire.

The current local law is contained in [Attachment 9.3.2\(2\)](#), and the proposed local law is contained in [Attachment 9.3.2\(1\)](#). A table identifying the significant differences between the two documents is also attached to assist Elected Members ([Attachment 9.3.2\(3\)](#)).

Council is requested to endorse the draft local law for public consultation. This will initiate the statutory consultation process and provide an opportunity for public submissions to be received and considered. Endorsement of the draft local law does not repeal the existing *Shire of Donnybrook-Balingup Parking and Parking Facilities Local Law 2000*. A further report will be presented to Council following the consultation period to consider submissions received and determine whether to repeal the existing local law and adopt the proposed *Shire of Donnybrook-Balingup Parking and Parking Facilities Local Law 2027*.

9.3.3. Council's Role in Illegal Firewood Collection Management

Report Details:

Prepared by: Administration Officer Corporate Services

Manager: Chief Executive Officer

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

Nil.

Executive Recommendation

That Council:

1. **Receives the report on the approaches by local governments in the South West, Great Southern and Perth Hills regions to managing local firewood collection; and**
2. **Requests the Chief Executive Officer to liaise with the Department of Biodiversity, Conservation and Attractions in the lead-up to winter 2027 to promote responsible and lawful firewood collection in designated collection areas and provide guidance for the reporting of suspected illegal firewood collection.**

Strategic Alignment

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

Outcome: 5 - A healthy and sustainable natural outcome.

Objective: 5.1 - Care for the natural environment.

Executive Summary

At the Ordinary Council Meeting held on 26 August 2026, Council requested the Chief Executive Officer to investigate how other local governments in the South West, Great Southern and Perth Hills regions manage local firewood collection, and report the findings to Council.

Correspondence was sent to 26 local governments and 13 responses were received. The responses demonstrated a broadly consistent approach. The Department of Biodiversity, Conservation and Attractions (DBCA) is regarded as the primary agency responsible for managing and regulating public firewood collection on DBCA-managed land. Local government involvement is generally limited to providing community information and investigating unauthorised collection where it occurs on local government-managed land.

It is recommended that the Chief Executive Officer liaise with DBCA in the lead-up to winter 2027 to promote responsible and lawful firewood collection in designated collection areas and provide guidance for the reporting of suspected illegal firewood collection.

Background

At its Ordinary Council Meeting held on 26 August 2026, Council considered an Elected Member Motion brought forward by Councillor Anita Lindemann regarding the management of local firewood collection.

At its Ordinary Council meeting held 26 August 2026 Council resolved the following:

"COUNCIL RESOLUTION 145/08-26

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

The original motion followed observations and community concerns regarding firewood collection in non-designated areas, the cutting of standing trees, informal vehicle access, habitat impacts and collection in environmentally sensitive areas.

At the Shire of Donnybrook Balingup, Ranger Services may investigate reported incidents where an offender can be identified or sufficient evidence is available; however, routine patrols specifically targeting unlawful tree felling or firewood collection are not generally undertaken. Where ongoing issues are identified, preventative measures such as restricting vehicle access or temporary surveillance may also be considered. Enforcement options depend on the land tenure, circumstances of the incident and evidence available.

To respond to Council's resolution, information was sought from local governments in the South West, Great Southern and Perth Hills regarding their role in managing lawful and unlawful firewood collection.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Environment	Possible	Moderate	Moderate (9)
Risk Description:	Unauthorised firewood collection may result in damage to native vegetation, wildlife habitat and environmentally sensitive areas.		
Mitigation:	Refer reports to DBCA and provide community information about lawful collection areas and reporting arrangements.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Unlikely	Minor	Low (4)
Risk Description:	An expanded Shire role in managing illegal firewood collection may place additional demands on staff resources.		
Mitigation:	Liaise with DBCA to clarify responsibilities and ensure Shire involvement remains appropriate and can be accommodated within existing resources.		

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Community perception that the Shire is not adequately responding to illegal firewood collection and damage to local reserves.		
Mitigation:	Continue education, prevention and appropriate response on Shire-managed land, while liaising with DBCA on coordinated community information ahead of the 2027 winter period.		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Correspondence was sent to 26 local governments across the South West, Great Southern and Perth Hills regions seeking information regarding their role in managing lawful and unlawful firewood collection. Responses were received from the following 13 local governments, and a summary of the responses received is provided in the table below.

Shire/City	Summary of Response
City of Albany	DBCA is primarily responsible for regulating firewood collection. Rangers may investigate and undertake enforcement where illegal collection occurs on City-managed land. The City does not currently actively promote lawful firewood collection.
Shire of Collie	Does not have a direct or indirect role in managing illegal firewood collection, with DBCA identified as the primary responsible agency.
Shire of Bridgetown Greenbushes	Does not play a role in managing firewood collection but provides information through its website.
Shire of Gnowangerup	Does not actively manage firewood collection from road reserves and directs enquiries to DBCA. It advises that road reserves contain native vegetation that is protected under various state laws. Removal of fallen timber, branches, or woody debris from Shire road reserves without permission may raise issues relating to Crown land resources, public assets, native vegetation and wildlife habitat.
City of Busselton	Does not manage designated firewood collection areas, with collection areas within the district managed by DBCA or other State Government agencies. Unauthorised collection on City-managed land may be investigated. The City does not currently actively promote lawful collection locations.

Shire/City	Summary of Response
Shire of Plantagenet	DBCA is primarily responsible for regulating firewood collection on DBCA-managed land. On Shire-managed property, the removal or damage of vegetation may be dealt with under the Shire's Local Government Property Local Law, with a current modified penalty of \$100. The Shire intends to consider a specific provision as part of its next Local Law review, potentially modelled on the City of Albany's approach, which provides for a \$350 infringement penalty. The Shire is also considering targeted community education regarding lawful firewood collection and reporting suspicious activity.
Shire of Serpentine Jarrahdale	Refers suspected illegal collection on DBCA-managed land to DBCA. Unauthorised collection from Shire-managed property may be investigated and enforcement action taken under its local law. The Shire does not actively promote lawful collection and does not allow public firewood collection from Shire reserves or road reserves.
City of Armadale	Has no involvement in firewood collection except where illegal collection occurs on City reserves, where it has a minor enforcement role under its Property Local Law.
Shire of Broomehill-Tambellup	Has no specific arrangements or initiatives relating to lawful firewood collection, other than prohibiting removal of firewood or other material from Shire road reserves. DBCA is considered the primary responsible agency.
Shire of Augusta Margaret River	Where illegal collection occurs on National Park or Unallocated Crown land, complaints are referred to the relevant State Government agency and ranger-collected evidence may also be provided. The Shire has previously undertaken community communication regarding prosecutions. Rangers do not actively patrol for firewood collection but investigate complaints involving Shire reserves.
Shire of Manjimup	Does not play a direct or indirect role in managing illegal firewood collection within the district.
Shire of Harvey	DBCA manages public firewood collection areas within the district and the Shire refers enquiries and reports to DBCA. Rangers may become involved where firewood is illegally collected from Shire-managed land. The Shire does not formally promote lawful collection, although operational staff may provide information informally.
Shire of Mundaring	Firewood collection in the Perth Hills requires a DBCA permit and is limited to designated DBCA firewood collection areas.

The recurring themes identified through the consultation were that responsibility for managing firewood collection on DBCA-managed land rests primarily with DBCA, with local governments generally not operating designated firewood collection areas or issuing collection permits. Enquiries and reports relating to State-managed land are typically referred to DBCA or the relevant State Government agency.

DBCA and firewood collection areas

DBCA manages designated public firewood collection areas throughout the Perth Hills and South West.

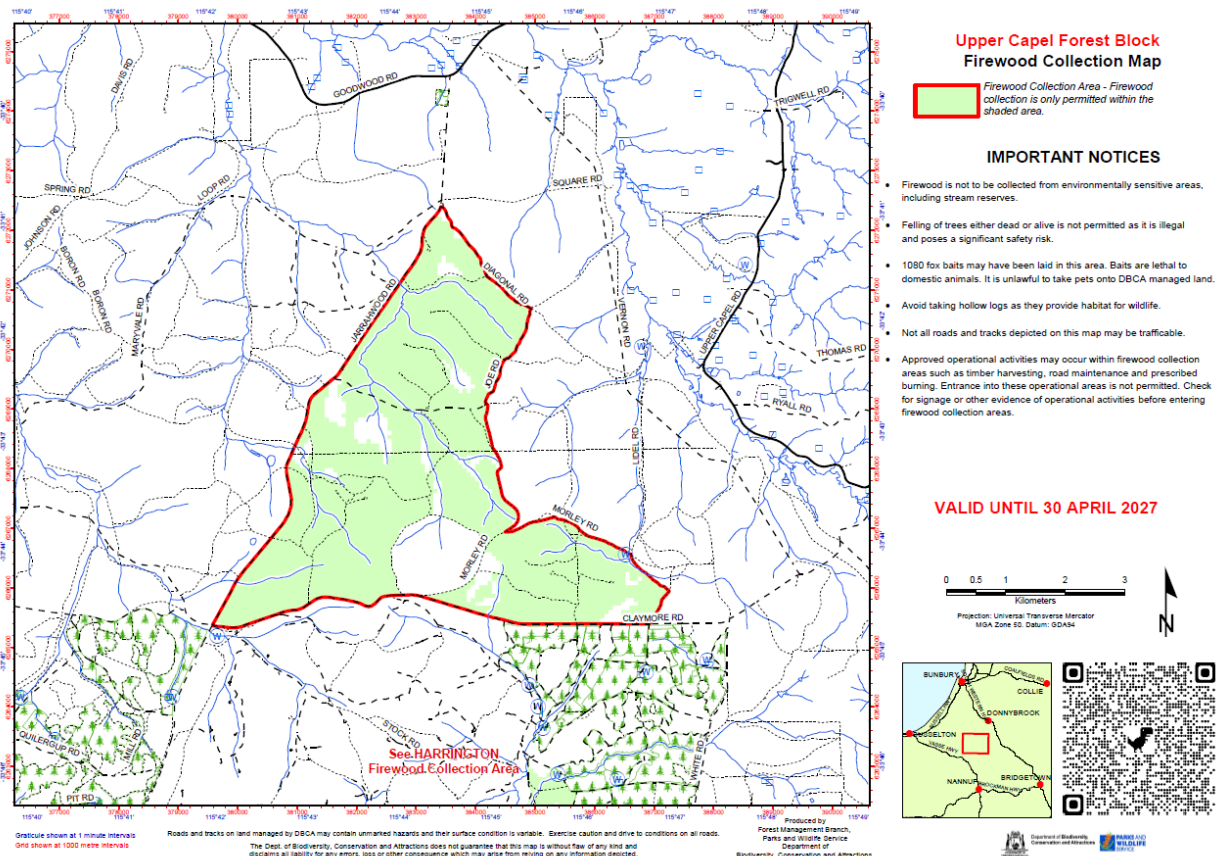
In the South West, a permit is not required to collect firewood from designated collection areas unless the area falls within a Disease Risk Area (DRA), in which approval to enter the DRA is required. There are a number of DBCA-designated firewood collection areas within or adjoining the Shire of Donnybrook Balingup, including the Upper Capel, Harrington and Warner Forest Blocks. The DBCA maps identify the area in which collection is permitted, and the maps are available on the DBCA website.

Officer Comment

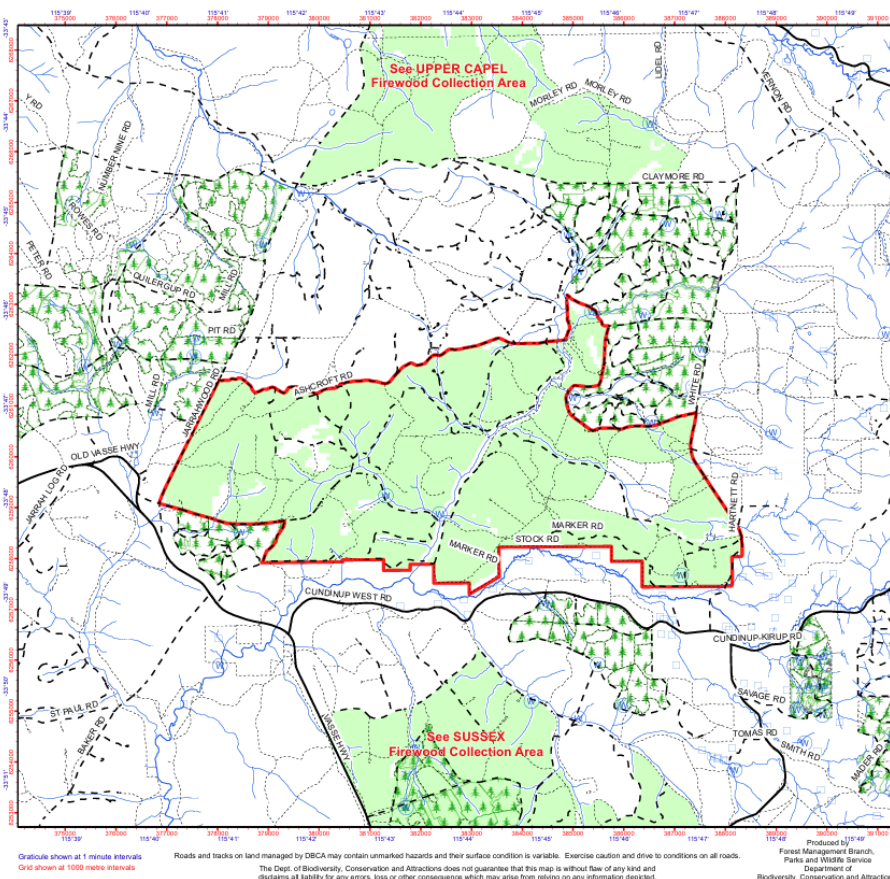
Responses received from local governments across the South West, Great Southern and Perth Hills regions indicate that local government involvement is generally limited to referring enquiries to DBCA or another relevant State Government agency and investigating unauthorised collection where it occurs on local government-managed land.

The consultation did not identify any local governments that operate their own firewood collection areas, issue collection permits or undertake proactive patrol programs. More proactive measures identified through the consultation included community education initiatives and the sharing of information regarding lawful collection requirements and reporting processes.

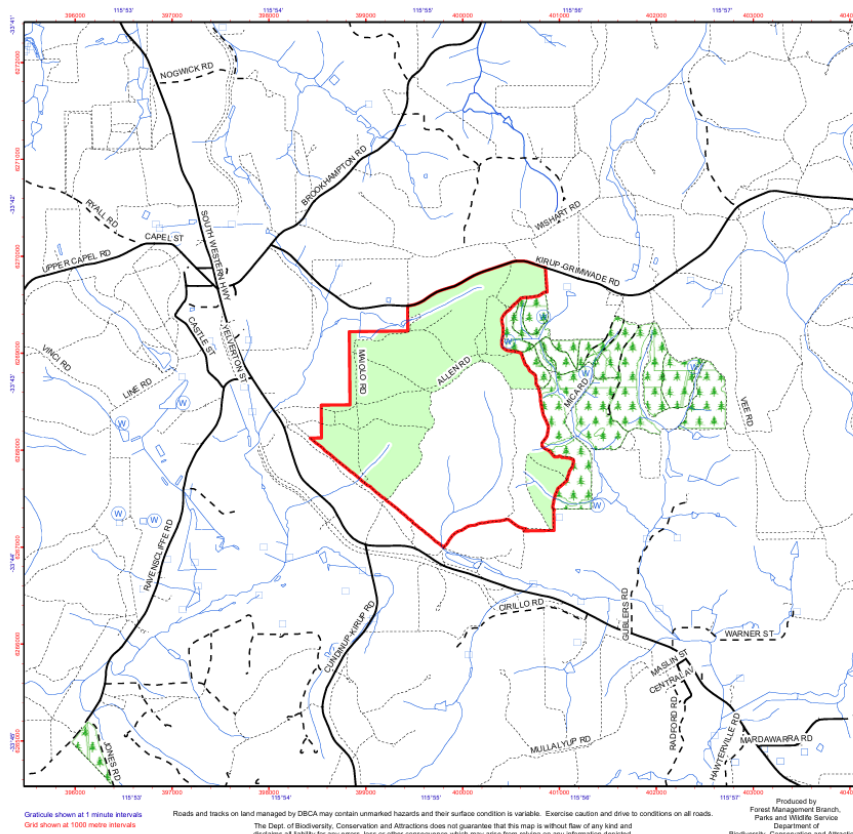
DBCA manages designated public firewood collection areas throughout the South West, including the Upper Capel, Harrington and Warner Forest Blocks located within or adjoining the Shire of Donnybrook Balingup. Firewood may only be collected within designated areas and in accordance with applicable DBCA requirements. The current DBCA firewood collection maps are provided below to illustrate the relevant designated collection areas.



Upper Capel Forrest Block



Harrington Forest Block



Warner Forest Block

Providing clear community information about designated collection areas and applicable requirements may assist residents to identify where firewood can lawfully be collected. Information could also direct the community to the appropriate agency for enquiries and the reporting of suspected illegal firewood collection.

It is therefore considered that the Shire liaise with DBCA in the lead-up to winter 2027 to explore opportunities for coordinated community information and education, while continuing to respond appropriately to incidents occurring on Shire-managed land.

9.3.4 Council Plan 2026/2027 Priority Projects – Quarter 1 Update 2026-27

Report Details:

Prepared by: Executive Manager Corporate

Manager: Chief Executive Officer

Monarch: MONARCH-1278560804-222

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: Nil.

Type: Nil.

Attachment(s):

9.3.4(1) Council Plan 2026/2027 Priority Projects – Quarter 1 Progress Update

Executive Recommendation

That Council:

1. **Notes the Quarter 1 2026–27 progress update for the priority projects contained in the Council Plan 2026–2036, as detailed in Attachment 9.3.4(1); and**
2. **Notes that this is the first quarterly priority project update presented to Council since adoption of the Council Plan 2026–2036.**

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Executive Summary

The purpose of this report is to present the Quarter one (1) progress update for priority projects identified for delivery during 2026–27 under the Council Plan 2026–2036.

This is the first quarterly priority project update presented to Council following adoption of the Council Plan. [Attachment 9.3.4\(1\)](#) provides the detailed project register, including each project's Quarter 1 status and supporting commentary.

The Quarter 1 status distribution for these 59 projects is:

- 32 In Progress;
- 12 Monitor;
- 11 Not Started;
- 3 Completed; and
- 1 Deferred.

Background

At the OCM on 22 July 2026, Council adopted the Council Plan 2026–2036. The Council Plan 2026–2036 integrates the Shire's Strategic Community Plan, Corporate Business Plan and Public Health Plan

into a single rolling document. Priority projects are identified as strategic initiatives requiring dedicated resources outside normal day-to-day service delivery.

The Council Plan provides for progress on key projects to be monitored through regular organisational reporting. Standard project status descriptions are Deferred, Not Started, In Progress, Completed and Monitor. The quarter one (1) reporting period covers 1 July 2026 to 30 September 2026.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Minor	Moderate (6)
Risk Description:	Inaccurate or inconsistent project reporting may reduce confidence in the Council Plan monitoring process.		
Mitigation:	Validate quarterly updates with the responsible business areas, apply consistent status definitions and clearly identify any information that remains subject to confirmation.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Minor	Moderate (6)
Risk Description:	Changes to project scope, timing or resourcing may create financial pressure or require the reprioritisation of available funding.		
Mitigation:	Linked the project reporting to budget monitoring and refer any proposed funding or scope variations through the appropriate budget review or Council approval process.		

Financial Implications

There are no direct financial implications arising from Council noting this report. Individual priority projects remain subject to the adopted 2026–27 Budget and the funding indicators contained in the Council Plan reporting register. The indicators identify whether project resourcing has been secured or whether additional operating or capital funding may be required. The adopted 2026–27 Management Budget provides the financial framework within which funded Council Plan projects are delivered.

Policy Compliance

COMD/DP-7- Community Engagement

This policy sets out the guidelines for planning, undertaking and reporting on community engagement in a consistent, inclusive and transparent manner.

Quarterly reporting on the implementation of the Council Plan supports the policy by closing the engagement loop and providing Councillors and the community with feedback on progress against priorities informed by the Council Plan engagement process. It demonstrates how community input is being translated into action and provides transparent information on completed projects, current

delivery activity, projects being monitored or deferred, and projects scheduled to commence later in the reporting period.

Statutory Compliance

Local Government Act 1995

Section 5.56 requires a local government to plan for the future of the district.

Local Government (Administration) Regulations 1996

The regulations prescribe requirements for strategic community plans and corporate business plans.

The recommendation is for Council to note a progress update only. It does not adopt or modify the Council Plan, authorise unbudgeted expenditure, or exercise another power identified as requiring an absolute majority. A simple majority voting requirement therefore applies.

Consultation

Internal consultation

Quarter 1 updates were collected from the executive leads and responsible business areas identified in the Council Plan priority project register.

External consultation

No external consultation was required to prepare this quarterly monitoring report. External consultation and stakeholder engagement undertaken as part of individual priority projects are described, where relevant, in the project updates contained in [Attachment 9.3.4\(1\)](#).

Officer Comment

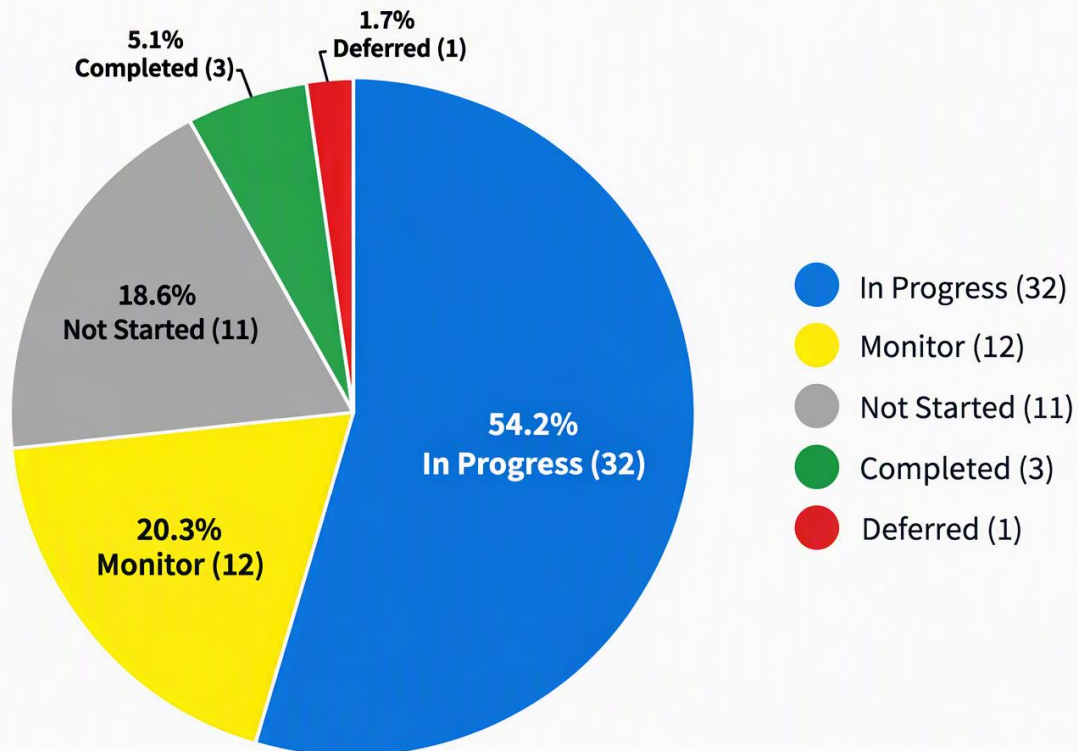
The Quarter one (1) reporting period provides Council and Community with the first progress update on the implementation of the Council Plan 2026–2036. Of the 59 priority projects identified for delivery during 2026–27, three (3) are reported as Completed, 32 are In Progress, 12 are being Monitored, 11 are Not Started and one is Deferred.

The following table outlines the status categories used to report progress against the Council Plan priority projects.

Status	Meaning
In Progress	Work has commenced and is continuing towards delivery of the project or its intended outcome.
Monitor	Progress is dependent on further information, external decisions, legislative change, partner action or another event before additional work can proceed.
Not Started	Work has not commenced. This may include projects scheduled for a later quarter or dependent on completion of related work.
Completed	The identified project, activity or specified milestone has been delivered and the reported outcome achieved.

Status	Meaning
Deferred	The project cannot be progressed further at this time and is to be actioned at a later date.

Council Plan 2026–2036 Priority Projects Quarter 1 Status Summary 2026–27



Projects - Completed

Three (3) priority projects were completed during the reporting period:

1. Sensory tent: A sensory tent is now available for hire and for use at Shire events, supporting more inclusive participation in community activities.
2. Yarning Circle: The collaborative Yarning Circle project with the local district high school has been completed and is now open.
3. 2026 UCI World Gravel Championships: The Shire's participation in the regional steering committee supported delivery of the Rainbow Rides event held from 4 to 6 October 2026.

These completed outcomes demonstrate early progress across community inclusion, culture, transport infrastructure and tourism. They also provide tangible examples of Council Plan priorities progressing from planning into delivery.

Projects - Not Started

Eleven priority projects are reported as Not Started; however, this does not generally indicate delay. Most are intentionally scheduled for later in the financial year, sequenced after the annual audit or dependent on preceding strategies, external approvals or further consultation.

Examples include community transport advocacy and the universal-access audit of community halls, which are scheduled for Quarter 3; policy, financial reporting and customer service reviews planned after the annual audit; planning scheme and policy work awaiting progression of the Local Planning Strategy; and initiatives dependent on the Economic Development and Tourism Strategy or the Balingup Recreational and Sporting Master Plan.

Preliminary work has commenced on several items, including the Temporary Accommodation Policy, community hall revitalisation program and Forward Roadworks Program communications plan, with further activity scheduled for subsequent quarters

Projects - Deferred

One project is reported as Deferred. This project relates to implementation of the Landfill Closure Management Plan and identification of a preferred option and location for a waste transfer station in Donnybrook.

An assessment associated with the landfill licence identified the need to review the Landfill Closure Management Plan to address landfill gas management. A consultant has prepared an updated plan, which has been used to support a licence amendment application lodged with the Department of Water and Environmental Regulation. The Department has requested further information to process the amendment, and quotations are being sought for specialised services, including a Landfill Gas Management Plan and construction drawings.

The Deferred status therefore reflects the need to complete additional technical and regulatory work before the broader project can progress. The project remains active from a compliance and planning perspective, despite the main implementation activity being deferred.

Projects - Monitor

Twelve projects are reported as Monitor. These projects are generally dependent on external decisions, legislative reform, partner activity, regional governance arrangements or funding outcomes. Projects under Monitor include reviews of the Cemeteries Local Law and Cat Local Law, both of which are affected by State Government legislative reforms. Monitoring the reforms before progressing local amendments will reduce the risk of duplicating work or developing provisions that may subsequently require further amendment.

Several environmental and waste initiatives depend on the work program and governance arrangements of the Warren Blackwood Alliance of Councils. During Quarter 1, regional governance and program delivery arrangements were reviewed, including establishment of a Sustainability Officers Group and defined program streams for regional climate and sustainability initiatives. The subregional waste strategy is also dependent on the Alliance securing funding and overseeing development of the regional strategy.

Transport projects being monitored include road safety advocacy, the Marmion Street and South Western Highway intersection, and the proposed Marmion Street footpath. Project material and a concept design have been provided to Main Roads Western Australia. The footpath project is also awaiting the outcome of an Active Transport Fund application.

Other projects under Monitor include mobile and high-speed internet advocacy, the community-led Balingup Academy initiative, workforce apprenticeship and traineeship opportunities, and development of an advocacy plan. These projects are subject to factors including regional and community partnerships, future engagement, financial capacity, external funding and later commencement dates.

Projects - In Progress

Thirty-two projects are reported as In Progress, representing the largest status category for Quarter One. Delivery activity is occurring across community services, housing, infrastructure, emergency management, environmental initiatives, tourism, governance, communications and digital transformation.

Community-focused work includes the family daycare attraction and retention initiative, planning for improvements to the Pump Track Building, review of the Shire-owned aged care and social housing operating model, and preparatory work for targeted exercise and allied-health programs at the recreation centre.

Infrastructure and emergency management projects have also progressed. Three priority 2026–27 road projects under the Forward Roadworks Program, comprising Palmer Street, Brookhampton Road and Brockman Street, progressed through detailed design, public tender and evaluation. Council subsequently awarded the three contracts at its September Ordinary Council Meeting, with the proposed budget reallocation having no net impact on the adopted budget. The projects remain In Progress while the contracted works are delivered.

On-site work has commenced on the new fire station for the Argyle Irishtown Volunteer Bush Fire Brigade, with bulk earthworks, concrete foundations and the slab completed. Preliminary information gathering and ground proofing have commenced for the Balingup Brook fire risk assessment. Works at the Donnybrook Community, Sporting, Recreation and Events Precinct have progressed, including concrete ramps, stairs, court access and commencement of the recreation centre carpark turnaround. Planning and advocacy work includes housing-enabling infrastructure investigations, infill sewerage advocacy, housing diversity opportunities, the Warren Blackwood Regional Trails Strategy, path asset planning, the Bridge Asset Management Plan and review of the Parking and Parking Facilities Local Law.

Corporate and governance projects are also advancing. The ICT Strategy and Roadmap was adopted during Quarter One, and implementation has commenced across ICT governance, cyber security, risk management, system resilience and digital transformation. The Community Engagement Framework was finalised and adopted, with supporting tools and reporting and communication arrangements being developed. Preliminary work has also commenced on the online customer service portal, including consideration of data security, privacy and information-sharing requirements.

Planning for fixed and mobile electronic noticeboards has progressed. Scoping of the fixed electronic noticeboard includes technical requirements, software options and procurement quotations. The mobile noticeboard has been delivered, with training and testing planned for the next reporting period.

Overall, the Quarter one (1) results indicate that most projects identified for delivery in 2026–27 have either commenced or reached a defined completion milestone. Projects that have not commenced generally have an identified sequencing or dependency reason, while projects under Monitor or Deferred remain subject to external, regulatory, financial or technical factors. Continued quarterly reporting will enable Council to monitor these dependencies and identify any material changes to scope, timing, risk or funding requirements.

9.3.5 Councillor Attendance at the Australian of the Year Awards 2027

Report Details:

Prepared by: Administration Officer Corporate

Manager: Executive Manager Corporate

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name: Cr McNab

Type: Nil.

Attachment(s):

Nil.

Executive Recommendation

That Council authorise Cr McNab attendance at the 2027 Australian of the Year Awards for Western Australia, to represent the Shire.

Strategic Alignment

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

Outcome: 10 - Effective governance and partnerships.

Objective: 10.2 - Collaborate with key stakeholders, community organisations and community champions to meet local needs.

Executive Summary

This report seeks Council approval for Cr McNab to attend the 2027 Australian of the Year Awards for Western Australia, to be held at Government House Ballroom, Perth on Friday, 30 October 2026. Auspire – Australia Day Council of Western Australia has provided two complimentary tickets to the Shire for attendance at the event. The tickets are valued at \$250 each. The Australian of the Year Awards recognise the achievements and contributions of Australians making a positive impact within the community.

Background

The 2027 Australian of the Year Awards for Western Australia will be held on Friday, 30 October 2026 at Government House Ballroom, Perth. Auspire – Australia Day Council of Western Australia has offered two complimentary tickets to the Shire. The tickets are valued at \$250 each and were offered for the Shire President and an Elected Member.

Elected Members were provided an opportunity to express their interest in attending, with Cr McNab identified as a proposed attendee. The Shire President subsequently requested information from Cr McNab regarding any travel and accommodation requirements associated with her attendance. Auspire delivers the Australian of the Year Awards in Western Australia as a member of the National Australia Day Council. The Awards recognise individuals across four categories and acknowledge Australians who have made significant contributions to the community.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Insignificant	Low (3)
Risk Description:	Non-compliance with the Shire's Attendance at Events Policy or section 5.90A of the <i>Local Government Act 1995</i> .		
Mitigation:	Council approval is sought prior to attendance and reimbursement of associated expenses. Attendance and expenditure will be managed in accordance with the Shire's Attendance at Events Policy.		

Financial Implications

The two tickets are valued at \$250 per person and have been provided to the Shire free of charge. Any approved travel and accommodation expenses associated with attendance may result in a cost to the Shire. Council Policy EXE/CP-5 provides for appropriate attendance expenses, including travel and accommodation, subject to the circumstances and budget allocations outlined in the policy

Policy Compliance

Council Policy EXE/CP-5 Attendance at Events

This proposal is to be considered in accordance with the Shire's adopted Attendance at Events Policy, which provides for Council approval of elected member attendance at events and the reimbursement of reasonable costs associated with attendance where there is a demonstrated benefit to the Shire. The event tickets have been provided to the Shire and have an estimated value of \$250 per ticket. Approval of this item will authorise the attendance of the nominated elected members and reimbursement of associated travel and accommodation expenses in accordance with the policy and Council's adopted budget provisions.

Statutory Compliance

Local Government Act 1995

Section 5.90A requires local governments to maintain a policy governing the attendance of council members and the Chief Executive Officer at events, including the provision of tickets, payment of expenses and approval processes. The attendance proposed in this report is to be considered in accordance with the requirements of the Act and the Shire's adopted Attendance at Events Policy. Council approval is sought for the attendance of two elected members at the event and reimbursement of associated travel and accommodation expenses.

Consultation

Elected Members were given an opportunity to express an interest in attending the event. Cr McNab nominated to represent the Shire at the event.

Officer Comment

Attendance provides an opportunity for the Shire to be represented at the Western Australian, Australian of the Year Awards and to recognise the achievements and contributions of Western Australians acknowledged through the awards program.

9.3.6 Councillor Attendance at the Innovative Industries of the Future Conference

Report Details:

Prepared by: Executive Officer Corporate

Manager: Executive Manager Corporate

Monarch:

Voting Requirement: Simple Majority

Disclosure of Interests and Gifts:

Name:

Type: Nil.

Attachment(s):

Nil.

Executive Recommendation

That Council authorise Councillor Leanne Wringe's attendance at the 2026 Innovative Industries of the Future Conference, to be held in Bunbury on 27 and 28 October 2026.

Strategic Alignment

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

Outcome: 9 - A thriving economy.

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

Executive Summary

This report seeks Council approval for Councillor Wringe to attend the 2026 Innovative Industries of the Future (iiF) Conference, to be held at the Bunbury Regional Entertainment Centre on 27 and 28 October 2026.

The iiF Conference brings together industry, government and other stakeholders to explore opportunities associated with emerging and innovative industries in the South West. The 2026 conference focuses on areas including advanced manufacturing, energy, agritech and the circular economy.

Councillor Wringe has received confirmation of complimentary registration for the full two-day conference

Background

The 2026 Innovative Industries of the Future Conference is being delivered by the South West Development Commission in Bunbury, with the main conference being held on 27 and 28 October 2026. The broader iiF program operates from 26 to 29 October 2026 and includes regional tours and other activities surrounding the two-day conference.

The event aims to highlight trends, technologies and opportunities influencing the future of industry and employment in Western Australia. The conference program has a particular focus on advanced manufacturing, energy, agritech and the circular economy. Councillor Wringe has registered to attend the full two-day conference and has her registration has been provided at no cost.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Insignificant	Low (3)
Risk Description:	Non-compliance with the Shire's Attendance at Events Policy or section 5.90A of the <i>Local Government Act 1995</i> .		
Mitigation:	Council approval is sought prior to attendance and reimbursement of associated expenses. Attendance and expenditure will be managed in accordance with the Shire's Attendance at Events Policy.		

Financial Implications

There is no registration cost associated with Councillor Wringe attendance at the conference. Any approved travel or other associated expenses incurred in attending the event may result in a cost to the Shire in accordance with applicable Council policy and budget provisions. Standard public registration for the conference is currently advertised at a price of \$1,590 for the two-day conference.

Policy Compliance

EXE/CP-5 – Attendance at Events

Statutory Compliance

Nil.

Consultation

Nil.

Officer Comment

Attendance at the iiF Conference provides an opportunity for Shire representation at a regional event focused on industry development, investment and emerging economic opportunities in the South West. The 2026 program covers areas including advanced manufacturing, energy, agritech, circular economy, artificial intelligence and regional investment opportunities.

9.3.7 Donnybrook Historical Society Inc. – Expression of Interest for Land and Building Occupancy

Report Details:

Prepared by:	Executive Manager Corporate		
Manager:	Chief Executive Officer		
Applicant:	Donnybrook Historical Society		
Location:	Portion of Reserve 9791, 53 South Western Highway, Donnybrook and portion of Reserve 47815, South Western Highway, Donnybrook		
Monarch:	<u>MONARCH-141513324-114</u>	Voting Requirement:	Simple Majority

Disclosure of Interests and Gifts:

Name:	Cr McNab	Type:	Impartiality
Name:	Cr Keown	Type:	Impartiality
Name:	Cr Keown	Type:	Proximity

Attachment(s):

- 9.3.7(1) Expression of Interest submitted by the Donnybrook Historical Society
- 9.3.7(2) Property Management Framework

Executive Recommendation

That Council;

1. **Notes the Expression of Interest submitted by the Donnybrook Historical Society Inc. for land and facilities to support the storage, preservation and display of its historical collection, as provided in Attachment 9.3.7(1);**
2. **Provides in-principle support for the Donnybrook Historical Society Inc. to use a portion of Reserve 9791 at 53 South Western Highway, Donnybrook, for a storage shed and outdoor static displays, subject to:**
 - 2.1. **Completion of the Crown land and reserve changes required to facilitate the proposed use; and**
 - 2.2. **The draft occupancy agreement being presented to Council for approval prior to execution.**
3. **Notes that the proposed Reserve 9791 development:**
 - 3.1. **Represents a significant community investment proposed to be funded through external grant funding sourced by the Donnybrook Historical Society Inc.;**
 - 3.2. **Does not include a proposed Shire capital contribution; and**
 - 3.3. **Will not create an obligation for the Shire to meet a grant or project funding shortfall;**
4. **Authorises the Chief Executive Officer to negotiate with the Donnybrook Historical Society Inc. for:**
 - 4.1. **An occupancy agreement for the relevant portion of Reserve 9791; and**

- 4.2. A occupancy agreement for the building located on portion of Lot 598 [within Reserve 47815], South Western Highway, Donnybrook, proposed to operate as the Donnybrook Historical Society Museum and Research Centre;**
- 5. Requests the Chief Executive Officer to present both draft occupancy agreements to Council for approval prior to execution;**
 - 6. Authorises the Chief Executive Officer to negotiate with the Department of Planning, Lands and Heritage and approve the Crown land and reserve arrangements required to facilitate the proposed storage and display use of Reserve 9791, including the reserve configuration, purpose, Management Order and power to lease or licence, provided the arrangements are consistent with Council's in-principle support under Part 2;**
 - 7. Notes that the relocation may enable Lot 18, 44A Emerald Street, Donnybrook to be considered for potential housing or property development, with any future development or disposal subject to separate investigation and Council approval; and**
 - 8. Requests the Chief Executive Officer to amend the Property Management Framework to address land-only occupancy agreements and occupant-funded improvements and present the amended Framework to Council for consideration.**

Strategic Alignment

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

- Outcome:** 2 - A sense of identity and belonging through culture, heritage and the arts.
- Outcome:** 6 - Responsible urban design and housing diversity.

Executive Summary

An Expression of Interest has been received from the Donnybrook Historical Society Inc. seeking support for the relocation and expansion of its storage and display facilities. The Society currently occupies the museum at Lot 18, 44A Emerald Street, Donnybrook, however the building and location are no longer considered suitable for its storage, collection management and display requirements.

The Society proposes to establish the Donnybrook Historical Society Museum and Research Centre within the building previously occupied as the Donnybrook Visitor Centre, providing a public display and exhibition space. Separately, the Society proposes to construct a storage shed and establish outdoor static displays on part of Reserve 9791, representing a significant community investment proposed to be funded through externally sourced grants. The Society would meet all development and ongoing costs associated with the proposal.

Preliminary advice from Department of Planning, Lands and Heritage (DPLH) is that 21 years is the usual maximum tenure; however, tenure of up to 42 years may be considered where an appropriate business case demonstrates sufficient public benefit. In this instance, the case for longer tenure is likely to be supported by the significant investment and the relocation facilitating the potential release of Lot 18 for housing development.

The report recommends progressing discussions with the DPLH, commencing negotiations for the proposed occupancy agreements and updating the Property Management Framework to address land-only licences.

Simple Summary

Reserve 9791: land-only occupancy agreement; Society-funded development.

Museum and Research Centre: occupancy of an existing building; responsibilities to be negotiated separately.

Background

The Donnybrook Historical Society Inc. occupies Lot 18, 44A Emerald Street (Figure 1) under an existing lease with the Shire. The permitted use includes a museum, meeting place and the storage and display of historical materials.



FIGURE 1- DONNYBROOK HISTORICAL SOCIETY INC. CURRENT LOCATION

The existing building and location are no longer considered suitable for the Society's current and future requirements. Following discussions with the Society, officers identified two potential complementary locations:

- Lot 467 within Reserve 9791 (figure 2) for a storage shed and outdoor static displays; and
- the former Donnybrook Visitor Centre (figure 3) on portion of Lot 598 within Reserve 47815, (Figure 4) for the new home of the Donnybrook Historical Society Museum and Research Centre, used for rotating exhibitions, public displays and research.



FIGURE 2- RESERVE 9791 (LOTS 461 & 467)

On 7 October 2026, the Society submitted an Expression of Interest ([Attachment 9.3.7\(1\)](#)) for the Reserve 9791 site. The proposal is intended to provide more suitable storage for historical artefacts, records and equipment and improve opportunities for preserving and displaying the district's historical collection.

The proposed storage shed and associated development would be funded by the Society through external grant funding. The Society would also be responsible for all ongoing costs associated with the development.

Reserve 9791 is a Class C Crown reserve managed by the Shire and currently reserved for the purpose of "Caravan Park". It comprises Lot 467 and Lot 461 on Deposited Plan 222387. The proposed development relates to a portion of Lot 467 only.

The Shire are required to apply to DPLH to amend the reserve purpose and add power to lease or licence to the Management Order. The Shire would be required to provide an appropriate land licence, subject to the necessary approvals.

Following discussions between officers and representatives of the DHS Inc. to identifying a suitable location for a purpose-built storage facility and static displays on Reserve 9791, discussions were also undertaken regarding an appropriate location for rotating exhibitions, public displays and historical research activities.

Through these discussions, the building previously occupied as the Donnybrook Visitor Centre was identified as a suitable location for the proposed Donnybrook Historical Society Museum and Research Centre. The site provides an existing public-facing facility within the Donnybrook town centre and is

considered well suited to exhibition, display and research functions associated with the Society's collection.

The Shire's Management Order over Reserve 47815 already includes the power to lease and licence. Should Council support the proposal, establishment of an occupancy agreement for the Donnybrook Historical Society Museum and Research Centre is expected to be a relatively straightforward process, with no further Crown land amendments anticipated. The occupancy agreement will be processed as per Appendix D of the Property Management Framework ([Attachment 9.3.7\(3\)](#)) and in accordance with the terms and conditions outlined in the PMF and returned to Council for consideration prior to execution.



FIGURE 3-FORMER DONNYBROOK VISITORS CENTRE (LOCATED ON PORTION OF LOT 598 WITHIN RESERVE 47815)



FIGURE 4- RESERVE 47815

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Unlikely	Major	Moderate (8)
Risk Description:	Occupation or development proceeds without the required Crown land or statutory approvals		
Mitigation:	Make support conditional on the reserve amendments, executed licence and all statutory approvals being obtained before works commence.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Minor	Moderate (8)
Risk Description:	In-principle support is interpreted as approval to commence construction.		
Mitigation:	Clearly communicate that works cannot commence until funding, approvals and agreements are in place.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Possible	Major	High (12)
Risk Description:	Ownership, control and end-of-term treatment of a Society-funded building is unclear, resulting in disputes regarding maintenance responsibilities, future use, compensation, asset ownership or removal obligations at the conclusion of the occupancy agreement.		
Mitigation:	Ensure the occupancy agreement clearly defines ownership of improvements, maintenance and renewal responsibilities, insurance		

	requirements, treatment of grant-funded assets, default provisions, and end-of-term arrangements including transfer, retention, removal or compensation mechanisms. Present the draft agreement to Council for approval prior to execution.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Possible	Moderate	Moderate (9)
Risk Description:	The relocation of the Donnybrook Historical Society Inc. does not proceed, resulting in Lot 18, 44A Emerald Street remaining occupied and limiting Council's ability to investigate future housing or development opportunities on the site. This may reduce Council's ability to progress housing-related objectives identified within the Council Plan.		
Mitigation:	Progress negotiations with the Society regarding relocation opportunities, pursue Crown land discussions with DPLH, and ensure any occupancy arrangements support the eventual relocation of the Society from Lot 18, 44A Emerald Street. Any future housing or development opportunities would remain subject to separate investigation and Council consideration.		

Financial Implications

The Donnybrook Historical Society Inc. proposes to fund the storage shed and associated works through external grant funding. The Society would be responsible for all development and ongoing costs, including approvals, construction, servicing, operation, insurance, maintenance, renewal and end-of-term obligations. No Shire capital contribution is proposed, and the Shire would not be required to meet a grant or project funding shortfall.

The Shire may incur administrative costs associated with the Crown land application, valuation, legal advice, agreement preparation and statutory assessment.

The 2026/27 Management Budget currently identifies the Emerald Street museum as an existing community property lease and includes recurrent expenditure for museum building maintenance.

Policy Compliance

Council Policy EXE/CP-11- Property Management

The current Property Management Framework establishes the Shire's approach to leases and licences, including occupancy classifications, fees, community benefit subsidies, general terms and maintenance responsibilities.

The Framework does not adequately address land occupancy arrangement and ground leases. The Framework will need to be amended and presented separately to Council for approval.

Statutory Compliance

Land Administration Act 1997

Reserve 9791 is Crown land managed by the Shire. The proposed land licence must be consistent with the reserve purpose, Management Order and any conditions imposed by the Minister for Lands.

Submission of the Crown Land Enquiry Form would not authorise occupation or development. The reserve amendments, land licence and other statutory approvals must be completed before works commence.

Local Government Act 1995

The proposed land licence and Visitor Centre tenancy will need to comply with the requirements applying to the disposal of local government property. The applicable valuation, advertising and approval requirements will be confirmed once the proposed terms and consideration have been developed.

This report does not approve either agreement. Both agreements will return to Council before execution.

Voting requirement

The recommendation only requires a simple majority decision from Council.

Consultation

External Consultation

Consultation has occurred with representatives of the Donnybrook Historical Society Inc. regarding the Society's accommodation, storage and display requirements, and preliminary advice has been sought from the Department of Planning, Lands and Heritage on the Crown land, tenure, land-use and site considerations relevant to the proposal.

Internal Consultation

Further internal consultation will be required with the Shire's planning, building, infrastructure, finance, governance service areas as the proposal is developed.

Future Consultation

Ongoing consultation will be undertaken with the Department of Planning, Lands and Heritage and the Donnybrook Historical Society Inc. as the proposal progresses.

Officer Comment

The proposed model separates the Society's storage needs from its public exhibition activities. Reserve 9791 (Figure 2) would accommodate secure storage and outdoor static displays, while the former Donnybrook Visitor Centre (Figure 3) would provide a central location for rotating exhibitions.

Storage Shed and Static Displays – Portion of Reserve 9791

The Society has requested tenure of 50 years or more. The Department of Planning, Lands and Heritage advised that 21 years is generally the maximum lease term, although a longer term may be considered where supported by an appropriate business proposal. A tenure term should therefore not be endorsed until the Crown land process and negotiations are complete.

Given the significant investment, the occupancy agreement will need to clearly address ownership of improvements, responsibility for maintenance and replacement, and the future treatment of the building in the event the agreement expires, is terminated or the Society ceases operating.

The proposed land occupancy agreement will need to define:

- the licensed area and permitted use;
- the term and licence fee;
- responsibility for funding and statutory approvals;
- ownership and maintenance of improvements;
- insurance and indemnity requirements; and
- expiry, termination and reinstatement obligations.

Site Considerations

Reserve 9791 is currently reserved for other purposes; portions of the reserve are presently used informally as a pull-in and parking area for heavy vehicles and mine-worker transport. Part of the reserve has previously been sealed to assist with dust suppression impacts affecting neighbouring properties. The proposed development will need to consider existing site conditions and current informal uses to ensure that any impacts can be appropriately managed through future design, access and occupancy arrangements.

A neighbouring property currently uses part of the reserve for side access. The access is not formalised and will be addressed with the property owner before the development area and occupancy boundaries are finalised.

Donnybrook Historical Society Museum and Research Centre -Portion of lot 598 within Reserve 47815

The occupancy agreement for the DHS Museum and Research Centre will be developed in accordance with the Property Management Framework and presented to Council for approval prior to execution.

Relocation would allow the existing museum property at Lot 18, 44A Emerald Street to be considered for potential property or housing development. No decision on development or disposal is proposed through this report. No feasibility assessment, subdivision design, servicing investigation or valuation has yet been completed for Lot 18. Its suitability for housing remains subject to separate investigation and Council consideration.

Council Plan Initiatives

The proposal directly supports several initiatives within the Shire's Council Plan. Under Objective 2.1, Council has committed to forming a working group to support the relocation of the Donnybrook Museum contents to an appropriate venue and establishing a reference group to provide advice on heritage projects and the recognition of historical artefacts, people and places across the Shire. The proposed relocation of the Donnybrook Historical Society's collection to the Donnybrook Historical Society Museum and Research Centre, supported by a purpose-built storage facility and static display area, represents a practical opportunity to progress these initiatives.

Under Objective 6.1, Council has also committed to exploring opportunities to increase housing diversity within the district. Relocation of the Society from Lot 18, 44A Emerald Street may create an opportunity for the future investigation of housing or other development outcomes on that site, subject to separate Council consideration.

Subject to the conditions in the recommendation, officers support progressing the Crown land request and negotiations for the proposed occupancy arrangements.

10. Elected Member Motions

Nil.

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

Nil.

12. Meeting Closed to the Public

12.1. Matters for which the Meeting may be closed

Nil.

12.2. Public reading of Resolutions that may be made public

Nil.

13. Closure

The Presiding Member to advise that the next Agenda Briefing Session will be held on 18 November 2026 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.