Shire of
Donnybrook Balingup

Minutes of Special Council Meeting

Held on 15 July 2026 and commenced at 5:00pm
Held at the Council Chambers in Donnybrook

(1 Bentley Street, Donnybrook)

The Purpose of this meeting is for Council to Adopt the 2026-27 Annual Budget.

Authorised:

Nick O'Connor, Chief Executive Officer

Prepared: 17 July 2026

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

TABLE 3: MEASURES OF LIKELIHOOD

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

TABLE 4: RISK MATRIX

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

TABLE 5: RISK TOLERANCE CRITERIA

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

Contents

1. Declaration of Opening / Announcement of Visitors

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

The Shire President declared the meeting open at 5:01pm and welcomed the public gallery.

The Shire President advised that the meeting is being livestreamed and recorded in accordance with Council Policy EM/CP-2. The President further stated the following:

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

2. Attendance

Councillors Present:

Cr Tyler Hall	Cr Reggie Keown (via Teams)	Cr Anita Lindemann
Cr Vivienne MacCarthy	Cr Grant Patrick	Cr Alex Purich
Cr Leanne Wringe		

Staff Present:

Nick O'Connor, Chief Executive Officer	Ross Marshall, Director Operations
Colin Young, Director Finance and Community	Loren Clifford, Executive Manager Corporate
Samantha Farquhar, Administration Officer Corporate	

Cr Keown read the following out loud:

"Pursuant to Section 14CA(5) of the Local Government (Administration) Regulations 1996, I Councillor Keown declare that I am situated in a location where I can maintain confidentiality throughout the duration of the meeting."

Public Gallery: 1 member of the public was in attendance.

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

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

COUNCIL RESOLUTION:	110/07-26		
MOVED BY:	Cr Vivienne MacCarthy	**SECONDED BY:**	Cr Leanne Wringe

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

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

2.1. Apologies

Cr Amanda McNab
Cr John Bailey

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

Nil.

3. Announcements from the Presiding Member

Nil.

4. Declarations of Interest

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

Nil.

5. Public Question Time

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

Nil.

5.2. Public Question Time

Nil.

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

Nil.

6.3. Deputations

Nil.

6.4. Delegates' Reports

Nil.

7. Reports of Committees

Nil.

8. Reports of Officers

8.1. Director Operations

Nil.

8.2 Director Finance and Community

8.2.1 Adoption of 2026/27 Annual Budget

Report Details:

Prepared by: Director Finance and Community

Manager: Chief Executive Officer

File Reference: **Voting Requirement:** Absolute Majority

Attachment(s):

8.2.1(1) 2026/27 Annual Budget (Includes Fees and Charges)
8.2.1(2) Budget Paper No.1 – 2026/27 Management Budget
8.2.1(3) Changes to adopted Fees and Charges
8.2.1(4) 2025/26 Surplus Carried Forward

Executive Recommendation

That Council:

1. **For the purpose of yielding rates revenue in the 2026/27 Annual Budget pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995*, impose the following general and minimum rates on ratable properties valued on Gross Rental Value and Unimproved Value.**

Description	Rate in the $	Minimum Payment ($)
Gross Rental Value (GRV)	$0.106037	$1,921.00
Unimproved Value (UV)	$0.004638	$1,921.00

2. **Adopt the rate instalment options in accordance regulation 64(2) of the *Local Government (Financial Management) Regulations 1996* and instalment charge in accordance with section 6.45(3) of the *Local Government Act 1995*, as follows:**

Instalment Options	Date Due	Per Instalment Plan Charge ($)
Option One (1)		
Single payment in full	7 September 2026	Nil
Option Two (2)		
First instalment	7 September 2026	Nil
Second instalment	9 November 2026	$14.35 / Instalment
Third instalment	8 January 2027	$14.35 / Instalment
Fourth instalment	9 March 2027	$14.35 / Instalment

3. **Adopts a per annum interest rate of 5.50% on rates paid by instalments in accordance with section 6.45(3) of the *Local Government Act 1995*.**
4. **Adopts a per annum interest rate of 11.00% on all outstanding rate balances in accordance with section 6.51(1) of the *Local Government Act 1995*.**

5. **Adopts the following annual waste receptacle charges for the 2026/27 financial year in accordance with section 67(1) of the *Waste Avoidance and Resource Recovery Act 2007*.**

Receptacle Service Charge	$
Bin Service - 3 Bin Service	$430.00
Bin Service - 2 Bin Service	$456.00
Optional Bin - Rubbish (Fortnightly)	$182.00
Optional Bin - Rubbish (Weekly)	$360.00
Optional Bin - Recycling	$96.00
Optional Bin - Organics	$152.00
Aged Care Shared Bin Service - 3 Bin Service	$144.00
Aged Care Shared Bin Service - Optional Organics	$51.00

6. **Pursuant to section 6.16 (3) of the *Local Government Act 1995*, adopts the amended Schedule of Fees and Charges for the 2026/27 financial year as appended to the 2026/27 Annual Budget document.**

7. **Pursuant to regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, the Council adopts a material variance reporting threshold for the 2026/2027 financial year as follows:**
   7.1. **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**
   7.2. **Reporting of variances only applies for amounts greater than $25,000.**

8. **Pursuant to section 6.47 of the *Local Government Act 1995* grant an annual concession of 58% on Rates on A1394, Lot 8314 Greenbushes Grimwade Road, North Greenbushes due to:**
   8.1. **The single lot being bisected by the Shire of Donnybrook Balingup and Shire of Bridgetown Greenbushes district boundary; and**
   8.2. **58% of the lot is located in the Shire of Bridgetown Greenbushes.**

9. **Pursuant to section 6.47 of the *Local Government Act 1995* write off the 2026/27 rates on the following Forrest Product Commission properties, noting the 25/26 rates were written off at the June 2026 OCM (Council Resolution 104/06-26):**

Ass No	Property Address	25/26 Rates Levied & Interest
A1615	Lot 135 Lowden Grimwade Rd Lowden	$2,829.18
A3708	Lot 133 King Spring Rd Thomson Brook	$3,803.16
A5039	3356 Donnybrook Boyup-Brook Rd Noggerup	$3,478.50
A2900	Lot 985 Southampton Rd Balingup	$3,385.74
	Total	$13,496.58

10. **Grant a rate exemption under section 6.26(2)(g) of the *Local Government Act 1995* to Donnybrook Arts and Crafts Group for 108 (lot 25) South Western Hwy Donnybrook (A1137) for the 2026/27 rates, noting the reason being; that the land is being used exclusively for charitable purposes.**

11. **Pursuant to section 6.11 (2) of the *Local Government Act 1995* approve the change of use and transfer of $130,000 held in the Building Reserve to Roadworks Reserve as disclosed page 19 of the Statutory Budget.**

12. **Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the 2026/27 Annual Budget.**

Strategic Alignment

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

Outcome: 11 - Strong, visionary leadership.

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

Item: Nil.

Executive Summary

This report requests Council to formally consider the attached budget papers to adopt the 2026/27 Annual Budget.

Background

Pursuant to section 6.2 of the *Local Government Act 1995 (the Act)*, a local government is to prepare and adopt an annual budget between 1 June and 31 August each year, or such extended time as the Minister allows.

As Councillors are aware this is the accumulation of many decisions already adopted and workshopped by Council, which has included clarification of questions raised by Councillors. This process has ensured the best possible outcome for the Shire and Ratepayers by taking into consideration rate increases on households, businesses and landowners, which have been carefully considered alongside affordability, asset renewal requirements and our long term financial responsibilities.

The Executive Recommendation will formally adopt the 2026/27 Annual Budget as presented.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Moderate	High (15)

Risk Description:	Deferring adoption of the Annual Budget will delay raising of rates and will adversely affect cash flow, project delivery and interest revenue estimates.
Mitigation:	Adoption of the 2026/27 Annual Budget

Financial Implications

Adoption of the 2026/27 Annual Budget will approve the financial operations of the Shire for the 2026/27 financial year and allow for continuation of service delivery.

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

Pursuant to section 6.2 of the *Local Government Act 1995* (the Act), a local government is to prepare and adopt an annual budget between 1 June and 31 August each year.

Consultation

The 2026/27 Annual Budget has been informed by discussions with Elected Members and direction from strategic documents such as the Council Plan, Long-Term Financial Plan and Asset Management Plans and other financial informing plans. The following table outlines workshops and adoption dates that have occurred during the process to compile and adopt the budget.

Description	Council Meeting Date
Asset Management Plans	25 February 2026
Reserve Fund Plan	25 February 2026
Borrowings Plan	25 February 2026
Rate percentage setting	25 March 2026
Long Term Financial Plan	25 March 2026
Fees and Charges	27 May 2026
Road Capital Works Program	27 May 2026
Elected Member Allowances	27 May 2026
Community Grants and Donations	27 May 2026
Asset Optimisation – Workforce Plan amendment	24 June 2026
2026/27 Budget Workshop	1 July 2026

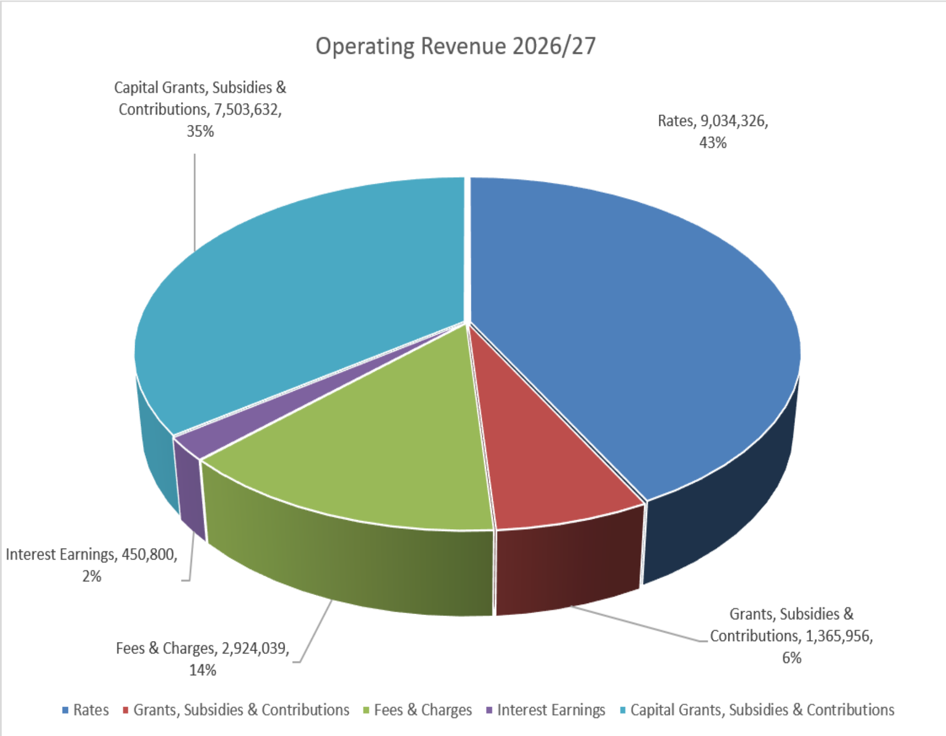
The 2026/27 Annual Budget reflects the agreed outcomes from these reports and workshops.

Officer Comment

The 2026/27 Annual Budget document is provided under a separate cover. It meets the statutory budget reporting requirements under the Act and Local Government (Financial Management) Regulation 1996.

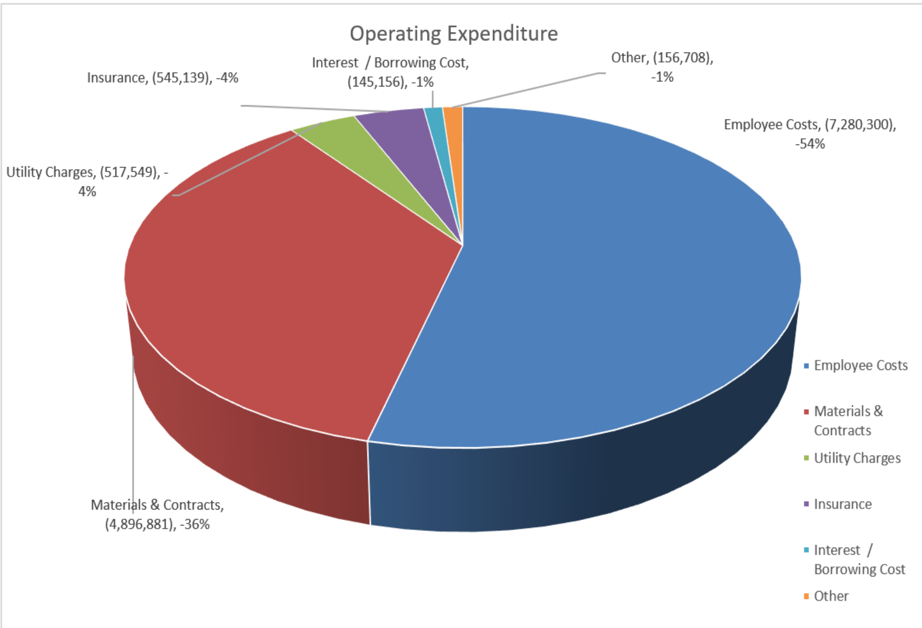
Operating Revenue

The chart below provides and overview of operational revenue by nature and type for 2026/27 financial year.



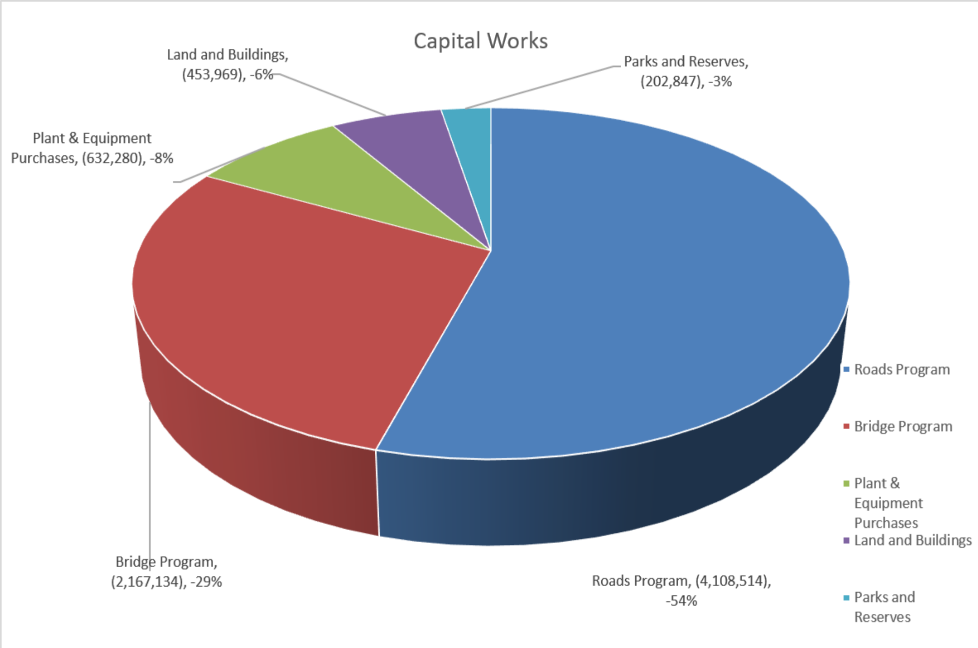
Operating Expenditure

The chart below provides and overview of where operational expenditure is allocated by nature and type for 2026/27 financial year.



Capital Expenditure

The Shire's capital works program is $7,564,744 for 2026/27 financial year, excluding capital works carried forward from 2025/26. The below chart provides a breakdown of the budgeted capital works program.



Changes Fees and Charges

The 2026/27 Schedule of Fees & charges is appended at the end of the 2026/27 Annual Budget document. The follow Fees & Charges have been amended and are included in the schedule of fees and charges for adoption, they are below, there is also a separate attachment showing the amendments;

Law, Order & Public Safety

- Fines Enforcement Fees have been updated as per the relevant regulations effective 1 July 2026.

Housing

- The fortnightly maintenance fee for Preston Village residents has increased, in accordance with the resolution endorsed at the Village Annual General Meeting held in June 2026.

Community Amenities

- Waste Fees applicable to items that are considered "scrap metal" have been reduced to $0.00 to encourage the correct disposal of waste materials and help minimise illegal dumping. Recording disposal volumes will provide valuable data to support future planning and service delivery at waste management sites.

Economic Services

- Building Fees have been updated as per the relevant regulations effective 1 July 2026.

Balingup Transit Park

- It was requested at adoption of the fees and charges at the May OCM that a review be carried out on the fee associated with Balingup Transit Park to ensure it is in line with industry standards, after consideration by staff it is recommended no changes to the fees that were adopted by Council at the May OCM being $48 per site. The current rates were reviewed through a desktop comparison last financial year, based on that assessment, Council adopted the position of retaining the existing charges. While some comparable facilities have lower fees, many of those locations provide services and amenities that differ from the Balingup Transit Park offering. Direct comparisons can therefore be difficult and do not always reflect the operating model of our facility. It is also important to note that bookings are managed through SpacetoCo, which charges a 15% administration fee on bookings. This fee significantly reduces the net revenue received by the Shire and needs to be considered when assessing the appropriateness of the advertised site charges. Any reduction in fees would have a direct impact on the revenue retained by the Shire after administration costs are deducted. Given that the current fees have only recently been reaffirmed, and there is limited evidence available at this stage to quantify whether booking volumes have declined, I believe maintaining the current rates for this financial year is the most prudent approach. This would allow us to monitor occupancy levels through SpacetoCo, revenue performance and customer feedback over a longer period before considering any future adjustments. We are also working on initiatives to support camp hosts and are expecting to see some feedback via the Balingup Sport & Recreation Master Plan. However, if Council considers it appropriate to reduce the fees it is advised that they should not compete with the current privately owned Caravan Park within the Shire and therefor should be no cheaper than the fees charged by the vendor, $35 per site.

Transfer From Reserve

Council was briefed on a transfer from the building reserve to the roads reserve at the Budget Workshop on the 1 July 2026, this provided opportunity for funds to be redirected to an area of need within the budget, the funds had been expected to be expended as part of a co-contribution to the Argle Irishtown BFB building, however this project has been fully funded by DFES, as such this has no impact on the long term position of the Shire.

Surplus Carried Forward

Also supplied as an attachment is the full list of carried forward projects that are included in the budget, in summary a total of $6.45M will carry forward that is offset by transfers from reserve $2.17M and asset sales grants of $2.29M giving a net carry forward figure of $1.99M. Within the carry forward is the prepayment for the Federal Assistance Grant's of $1.96M which represents 80% of the estimated grant for the 2026/27 financial year. Actual figures are still estimates, as such the figures do not include any untied surplus which will be calculated as part of the final EOFY figures.

Rates Increase

An average increase in rate revenue of 6.7% has been applied across all categories of rates, extensive modelling has been carried out to ensure rating increases are consistent across all categories as per the table presented below,

Rating Category	2026/27 Rate in the Dollar ($)	2025/26 Rate in the Dollar ($)		Percentage Increase
GRV Non Minimum	0.106037	0.099379		6.7%
GRV Minimum	1,921.00	1,800.00		6.7%
UV Non Minimum	0.004638	0.004877		-4.9%
UV Minimum	1,921.00	1,800.00		6.7%
	2026/27 Rates to Raise	**2025/26 Interim Rates**	**2025/26 Rates Raised**	**Percentage Increase**
GRV Revenue	$4,840,296	$6,168	$4,529,588	6.7%
UV Revenue	$4,202,829	$0	$3,938,474	6.7%

UV general revaluation is carried out annually with an average 12.18% increase applied during the 2026/27 revaluation carried out by Landgate, the annual revaluation of the UV Category has been taken into consideration to ensure overall increases remain consistent year on year between categories, this has resulted in a reduction of the Rate in the Dollar by 4.9% to achieve an overall revenue increase of 6.7%. GRV valuations are carried out once every 6 years with the next revaluation due to occur in the 2030/31 financial year.

Waste and Recycling Charges

Waste Service Charges are based on full cost recovery, they have increased by an average 5% to reflect the increase in costs associated with providing these services.

Bin Service Fees - pa	Units	2026/27	2025/26
Bin Service - 3 Bin Service	1,452	$430.00	$408.00
Bin Service - 2 Bin Service	877	$456.00	$435.00
Optional Bin - Rubbish (Fortnightly)	41	$182.00	$173.00
Optional Bin - Rubbish (Weekly)	225	$360.00	$342.00
Optional Bin - Recycling	44	$96.00	$94.00
Optional Bin - Organics	40	$152.00	$142.00
Aged Care Bin Service - 3 Bin Service at 1/3 cost	22	$144.00	$136.00
Aged Care Bin Service - Optional Organics at 1/3 standard cost	0	$51.00	$48.00

Rate Write Off's

It is recommended to write off rates for both assessment no. A1137 and the four Forrest Products Commission properties, both of these write offs are procedural only.

Donnybrook Arts and Crafts Group (A1137)

Council resolved at the November 2025 OCM (Resolution 231/11-25) to make A1137 unrateable, as the valuation is yet to be changed by Landgate to non-rateable it is required to write this balance for the current financial year.

Forrest Products Commission (A1615, A3708, A5039 and A2900)

The Forrest Products Commission properties are covered by a state agreement making this decision beyond the control of Council, for the 2026/27 financial year the Forrest Products Commission have granted the Shire an amount equal to that of what the rates would have been. Council resolved to write off the 2025/26 rates at its June 2026 OCM (Resolution 104/06-26).

COUNCIL RESOLUTION:	111/07-26		
MOVED BY:	Cr Vivienne MacCarthy	**SECONDED BY:**	Cr Tyler Hall

That Council:

1. **For the purpose of yielding rates revenue in the 2026/27 Annual Budget pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995*, impose the following general and minimum rates on ratable properties valued on Gross Rental Value and Unimproved Value.**

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Aged Care Shared Bin Service - 3 Bin Service	**$144.00**
Aged Care Shared Bin Service - Optional Organics	**$51.00**

6. Pursuant to section 6.16 (3) of the *Local Government Act 1995*, adopts the amended Schedule of Fees and Charges for the 2026/27 financial year as appended to the 2026/27 Annual Budget document.

7. Pursuant to regulation 34 (5) of the *Local Government (Financial Management) Regulations 1996*, the Council adopts a material variance reporting threshold for the 2026/2027 financial year as follows:

7.1. 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

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8.1. The single lot being bisected by the Shire of Donnybrook Balingup and Shire of Bridgetown Greenbushes district boundary; and

8.2. 58% of the lot is located in the Shire of Bridgetown Greenbushes.

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	Total	$13,496.58

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11. Pursuant to section 6.11 (2) of the *Local Government Act 1995* approve the change of use and transfer of $130,000 held in the Building Reserve to Roadworks Reserve as disclosed page 19 of the Statutory Budget.

12. Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the 2026/27 Annual Budget.

For: Cr Hall, Cr Keown, Cr Lindemann, Cr MacCarthy, Cr Patrick, Cr Purich, Cr Wringe
Against: Nil.
Carried: 7/0 by absolute majority vote

8.3 Chief Executive Officer

Nil.

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

Nil.

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

Nil.

11. Meetings Closed to the Public

11.1. Matters for which the Meeting may be closed

Nil.

11.2. Public reading of Resolutions that may be made public

Nil.

12. Closure

The Shire President advised that the Agenda Briefing will be held after this meeting, and the next Ordinary Council Meeting will be held on 22 July 2026 at 5:00PM in the Shire of Donnybrook Balingup Council Chamber.

The Presiding Member declared the meeting closed at 5:23pm.