



Notice of Ordinary Council Meeting

TO:

ALL COUNCILLORS

To be held on

Wednesday, 25 March 2015

Commencing at 5.00pm

Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

John Attwood
Chief Executive Officer

18 March 2015

Disclaimer

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ORDINARY COUNCIL MEETING AGENDA

25 March 2015

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SHIRE OF DONNYBROOK/BALINGUP

ORDINARY COUNCIL MEETING AGENDA

To be held in the Council Chambers on Wednesday, 25 March 2015 at 5.00pm

MEMBERS PRESENT

COUNCILLORS

Cr Dilley (President)
Cr Mitchell (Deputy)
Cr Bailey
Cr Crowley
Cr Dawson
Cr Duncan
Cr King
Cr Logiudice
Cr McCabe

STAFF

John Attwood – Chief Executive Officer
Belinda Richards – A/Manager Finance & Admin
Mike Scott – Manager Works & Services
Leigh Guthridge – Manager Development and Environmental Services
Bob Wallin – Principal Planner
Kate O’Keeffe – Executive Assistant

PUBLIC GALLERY

1 APOLOGIES

2 PUBLIC QUESTION TIME

3 APPLICATION FOR LEAVE OF ABSENCE

4 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

6 LATE ITEMS

Nil

7 CONFIRMATION OF MINUTES

7.1 Ordinary Council Meeting – 11 February 2015

Moved: Cr Seconded: Cr

That the minutes of the ordinary meeting held on 11 February 2015 be confirmed as a true and accurate record subject to resolution Option 2 in Agenda Item 11.2.1 - Seeking Council Approval to Redirect funds to address ratepayers concerns on Campbell St, Balingup be amended to read:

“That Council approves a total budget allocation of \$25,000 for Campbell Street with a contribution of \$10,000 to be sourced from adjacent ratepayers in accordance with the Shire of Donnybrook-Balingup Policy 4.4 Bituminizing Roads on a Joint Basis with Adjoining Land Owners; and before work commences.

(The budget review will be edited to reflect this decision).

8 ELECTED MEMBERS MOTIONS

8.1.1 SUBJECT: JUSTIFICATION OF A 2015/16 RATE RISE LIMITED TO APPROXIMATELY 3% (IN LINE WITH 2014 CPI AND INFLATION AND PROJECTIONS FOR 2015/16)

**Location: N/A
Applicants: Cr Mike King
Zone: N/A
File Ref: CNL 34H
Author: John Attwood, CEO
Report Date: 17 March 2015
Attachments: Nil**

Cr King has proposed the following Notice of Motion:

Notice of Motion:

The Donnybrook Balingup Council endorse a responsible and sustainable annual rate rise target which limits rate increases to approximately 3% in the 2015-2016 budget, with future rises to be reflective the WA economic situation and reflective of CPI, Inflation and average wage increases.

Cr King Comment

The Council has instructed the CEO to prepare Draft Budget options for 2015-2016, allowing increased rates of 3%, 4%, 5%, and 6%, and to detail what services might have to be

dropped to achieve say a 3% rate rise, rather than services provided at the ongoing 6% and higher rate rises which have been imposed over the last four years.

The Shire of Balingup Donnybrook rate increases over the last 4 years have been 6.0, 7.0, 6.7 and 6% respectively, or roughly double the CPI and rates of inflation during those years. In last year's budget discussions it was evident that a reduction of \$117,000, or roughly savings of 1% across the total Shire expenditure, would have allowed a rates increase of 3.0% (rather than the 6% increase last year).

Some elected members have suggested the rate rise for 2015/2016 be limited to 3-4%, which would reflect the economic situation in WA which in turn provides the basis of income for many shire ratepayers. Obviously a cut in Shire revenue, even if it is only 1% of revenue, will reflect in some services previously offered by the Shire being cut or curtailed. An explanation of which services are affected and how will necessarily be part of the discussion.

The reality of the WA economic situation is:-

- Federal and State Government revenues have fallen, and will continue to be below past revenues.
- CPI, Inflation and Average wage increases have been less than 3% over 2013-2015.
- There have been unprecedented redundancies across both Government and the private sectors. 1500 WA government redundancies (West Australian 3/12/14), 45 laid off by Griffin Coal (12/12/14), 5000 positions lost from Goldfields workforce of some 30,000 over 2014, 800 positions to be axed by Rio Tinto (28/2/15), 4000 positions made redundant by Worley Parsons over 2014(28/2/15), Woodside warning of further minesite cuts to their workforce(28/2/15), McMahon Contracting laying of 80 personnel (on 4/3/15), Alcoa putting 4000 workers on redundancy notice (9.3.15), and Water Corps announcement of 300 retrenchments from its W.A. workforce. Albeit that Iluka has announced the recommissioning of SR2 which will provide 150 positions, the trend is definitely towards greater unemployment, and as a result reduced cash in the economy.
- This at a time when unemployment is above 6.3%, record levels not seen for 12 years. On 5.3.15 the ABS announced that Australia's Economic Growth had slowed further in the September –December quarter. The RBA retained interest rates at 2.25%, and the Federal Government soften its stance on military pay increases and offered the military a 2% pay increase, including those serving in war zones overseas.
- Unemployment is currently at 6.3 to 6.4 %, the highest in 12 years, and this has not seen many of the announced impending redundancies implemented (Qantas, Toyota and Holden and flow on into support industries) Commentators are suggesting the rise in unemployment will probably continue. Already many of our ratepayers are regrettably affected by this contraction in the economy.
- The WA average private sector increase in wages was 2.0% in 2014, and an overall increase of 2.3% (when government wage rises were added to the private sector increases). In this period Shire salaries and wage increases generally ranged between 1-5%

Correspondents and journalists in reflecting public opinion have indicated a high level of frustration at general Shire rate rises in recent years, with statements in the West Australian such as:-

- Are WA Councils gouging their ratepayers?
- The only growth area in the WA Economy is the local government sector!

These are informed opinions only, but they indicate a level of frustration amongst ratepayers, and point out that levels of rate rises well above CPI, inflation and general wage rises are not sustainable indefinitely. Councils and their Shires must in the longer term operate within the constraints dictated by the economy.

To bring the Donnybrook Shire rates increases back to 3% in 2014-2015 would have required savings of approximately \$117,000 (or 1% savings over the annual Budget). This is not a big ask, and is essential to allow sustainability over the longer term.

I therefore request Council support of a target of approximately 3% rate rise in the 2015-2016 budget.

Policy/Statutory/Voting Requirements

Policy

N/A

Statutory

N/A

Voting

Simple Majority

CEO Comment

Council has endorsed a 10 year Long Term Financial Plan which provides for the level of service provided to the rate payers to remain at the current level. Any reduction in the proposed rate increase will require a corresponding reduction of budgets, maintenance and asset management goals in the Long Term Financial Plan. It is incumbent on Council to consider all of these scenarios prior to committing to the annual rate setting statement.

Council is subject to a number of cost increases, the same as the general public! Council is not immune to increases in insurance premiums, ESL Levies, water rates charges, electricity charges, sewerage rates, labour costs etc. In addition to this Council is also subject to reductions in grants from both the state and federal governments and exposed to cost shifting exercises (Cat Act, DAFWA, Cotton Bush Contract). Council will assess all of these items including any proposed staff pay increases when adopting the budget. For instance, Council has committed to the Enterprise Bargaining Agreement and process formed in legislation that binds Council for an agreed increase for affected employees.

Cr King's Notice of Motion:

Moved: Cr

Seconded: Cr

The Donnybrook Balingup Council endorse a responsible and sustainable annual rate rise target which limits rate increases to approximately 3% in the 2015-2016 budget, with future rises to be reflective the WA economic situation and reflective of CPI, Inflation and average wage increases.

9 MINUTES OF PREVIOUS MEETINGS

9.1 *Committee Minutes*

Moved: Cr

Seconded: Cr

That the following Committee minutes be received:

- **Balingup Community Advisory Committee Meeting – 10 February 2015**
 - **Legislative Local Laws Committee Meeting – 3 March 2015**
 - **Donnybrook-Balingup Road Safety Committee Meeting – 3 March 2015**
 - **Local Emergency Management Committee Meeting – 11 March 2015**
 - **Donnybrook Cultural Planning Committee Meeting – 12 March 2015**
-

10 REPORTS OF COMMITTEES

10.1 Balingup Community Advisory Committee Meeting

10.1.1	SUBJECT:	DEVELOPING DONNYBROOK - STAGE 3 PROJECT UPDATE
	Location:	Shire of Donnybrook-Balingup
	Applicants:	N/A
	Zone:	N/A
	File Ref:	TP 15
	Author:	Bob Wallin (Principal Planner)
	Report Date:	27 January 2015
	Attachments:	Nil

Background

The Balingup Community Advisory Committee at its meeting on 18 November 2014 resolved:

- “1) *note the progress of the report and be advised of Council’s decision and be provided with an opportunity to make comments during the advertising period;*
- 2) *request that the advertising period starts in February (after the finish of the end of year school holidays);*
- 3) *request that copies of the Strategy are provided once updated by the consultant.”*

Council at its ordinary meeting 17th December 2014 considered the Developing Donnybrook Strategy for advertising and resolved to:

- “1. *advertise the Developing Donnybrook Strategy for a period of no less than 42 days in accordance with Council policy commencing at the end of the school holiday period;*
2. *resolve that the CEO arrange for public information sessions for informal questions and answers to be held in the Donnybrook and Balingup townsites;*
3. *Request submissions from:*
 - *Department of Planning;*
 - *Department of Water;*
 - *Department of Agriculture;*
 - *Department of Health;*
 - *Water Corporation;*
 - *Western Power;*
 - *Department of Parks and Wildlife;*
 - *Education Department;*
 - *Heritage Council of Western Australia;*
 - *Department of Aboriginal Affairs;*

- *Public Transport Authority;*
- *Department of Fire and Emergency Services;*
- *Department of Lands;*
- *Department of Mines and Petroleum;*
- *Main Roads Western Australia;*
- *Forrest Products Commission;*
- *South West Development Commission; and*
- *Western Australian Tourism Commission.*

4. *Thank and acknowledge the input and efforts provided to date by the Working Group.”*

Advertising starts on the 2nd February and closed on 15 March 2015. The strategy has been referred out to government agencies for comment.

A copy of the strategy has been provided for the committee to review (Attachment 5.2.1.1). An extract from the Council minutes has also been provided to provide background and assist in understanding the document (Attachment 5.2.1.2)

Council’s resolution includes the requirement to hold an informal public information session within Balingup. This Committee’s assistance would be appreciated in deciding on the best location and time to hold this event.

Policy/Statutory/Voting Implications

Policy
N/A

Statutory
N/A

Financial Implications

N/A

Strategic Implications

The preparation of a strategic town planning document is a key objective of the Shire’s Strategic Community Plan.

Committee’s Recommended Resolution

Moved: Cr Seconded: Cr

Option 1:
That the committee provide comments to the Chief Executive Officer prior to the 15th March 2015.

Moved: Cr Seconded: Cr

Option 2:
That the Committee acknowledge the content of the Growing Donnybrook-Balingup report and resolve not to make a submission.

10.2 Legislative (Local Laws) Committee

10.2.1	SUBJECT:	REVIEW OF LOCAL LAWS
	Location:	SHIRE OF DONNYBROOK-BALINGUP
	Applicants:	SHIRE OF DONNYBROOK-BALINGUP
	Zone:	N/A
	File Ref:	CNL25
	Author:	John Attwood – CEO (Lucy Bourne)
	Report Date:	12 February 2015
	Attachments:	NIL

Background

Section 3.16 (1) of the Local Government Act 1995 (the Act), requires that within a period of 8 years from the day when a Local Law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.

Comment

Council has a number of local laws that, in accordance with the Local Government Act, are due to be reviewed in 2015, as follows:

- **Bush Fire Brigades**
- **Extractive Industries**
- **Fencing**
- **Health**
- **Miscellaneous Provision**
- **Property**
- **Thoroughfares (Activities) & Trading in Thoroughfares & Public Places**

Although not due until 2016, it is also proposed that the **Standing Orders Local Law** be reviewed this year, if time permits.

To comply with the Act it is recommended that Council adopt the following process:

- 1) State-wide public notice to be given inviting submissions on the review of the local law for a period of not less than 6 weeks (section 3.16(2) & 3.16(2a) of the *Local Government Act 1995*)
- 2) Following completion of the submission period, any submission received will be considered by Council officers and a report prepared and submitted to Council (section 3.16(3) of the *Local Government Act 1995*).
- 3) Council to consider the report to determine whether or not it considers that the local law should be repealed or amended (*absolute majority required*).
- 4) State-wide public notice to be provided
 - stating the title of the local law reviewed;
 - advising of its determination; and
 - advising that copies of the report of the review may be inspected or obtained from the local government's office.

If the local law is to be amended or repealed, the process outlined in section 3.12 of the *Local Government Act 1995* is to be commenced as follows:

- 1) At the council meeting the presiding person is to give notice to the meeting of the purpose and effect of the proposed local law on the prescribed manner.
- 2) State wide and local public notice to be given inviting submissions on the proposed local law for a period not less than 6 weeks.
- 3) Copies of proposed local law, National Competition Policy form and public notice to be sent to the Minister for Local Government
- 4) After the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from what was proposed (*absolute majority required*)
- 5) After making the local law, council is to publish it in the Gazette and give a copy to the Minister.
- 6) State-wide public notice to be provided
 - stating the title of the local law reviewed;
 - summarising the purpose and effect of the local law
 - advising that copies of the local law may be inspected or obtained from the local government's office.

Consultation

Under the Local Government Act 1995, section 3.16, Council is to give State-wide public notice for not less than 6 weeks, stating its intension to review the local law and public submissions can be made during this time.

Policy/Statutory Implications

Local Government Act 1995 Section 3.16.

Financial Implications

Approximately \$1000 in advertising costs.

Strategic Implications

N/A

Committee's Recommended Resolution

Moved: Cr

Seconded: Cr

That under the Local Government Act 1995, Section 3.16, Council give State-wide public notice for a period not less than 6 weeks that Council proposes to review the following local laws:

- **Bush Fire Brigades**
 - **Extractive Industries**
 - **Fencing**
 - **Health**
 - **Miscellaneous Provision**
 - **Property**
 - **Thoroughfares (Activities) & Trading in Thoroughfares & Public Places**
 - **Standing Orders**
-

10.2.2	SUBJECT:	CAT LOCAL LAW
	Location:	SHIRE OF DONNYBROOK-BALINGUP
	Applicants:	SHIRE OF DONNYBROOK-BALINGUP
	Zone:	N/A
	File Ref:	CNL25
	Author:	John Attwood – CEO (<i>Lucy Bourne</i>)
	Report Date:	18 February 2015
	Attachments:	Nil

Background

In 2007, the Shire of Donnybrook-Balingup introduced a local law pertaining to the welfare and keeping of Cats. This allowed Council to promote responsible cat ownership, reduce the nuisance to the community and damage to wild animals caused by cats. At the time no State legislation existed in relation to the keeping of cats.

The State Government introduced the *Cat Act 2011* and it took full effect in November 2013. The *Cat Act* and associated regulations provide a comprehensive general regulatory framework for the management of cats. It also provides local governments with the power to make local laws on a range of matters specific to their situation.

Council's current Local Law needs to be re-written to ensure there are no inconsistencies between the local law and the *Cat Act 2011*, the *Cat Regulations 2012* and the *Cat (Uniform Local Provisions) Regulations 2013*. Furthermore, no duplication of provisions is permitted.

It was anticipated that a model local law would be provided to assist local governments to develop cat local laws. Instead, however, the Local Government Department published *Cat Local Law Guideline Notes* in July 2014.

Given that Council already has a local law, its options are to:

- 1 Repeal the *Keeping and Welfare of Cats Local Law* and depend entirely on the *Cat Act* for the management of cats in the Shire.
- 2 Repeal the local law and replace it with a new local law, designed to sit under the *Cat Act 2011*.

Consideration was given to maintaining but amending the existing local law, but this is not recommended, given the head of power (enabling legislation) has changed from the *Local Government Act* to the *Cat Act*.

Comment

Council staff have analysed the local law in relation to the *Cat Act* to identify the functions provided for in the local law which are not covered by the *Cat Act*.

The *Cat Act* provides the following key controls:

- Registration
- Micro-chipping

- Sterilisation
- Change of Ownership
- Management of Cats (power to issue notices, seize cats, requirement for approval to breed cats etc.)
- Enforcement.

The current Local Law provides the following additional controls:

- Limiting the number of cats that may be kept without a permit
- Cats creating a nuisance
- Specifying places where cats are prohibited absolutely
- Removing and impounding cats
- Keeping, transferring and disposing of cats kept at a cat management facility
- The establishment, maintenance, licensing, regulation, construction, record keeping and inspection of cat management facilities.

After considering the options and consulting with WALGA, the Joint Standing Committee on Delegated Legislation and the Department of Local Government, Council staff recommend that Council continues to have a local law, rather than depend solely on the *Cat Act 2011*.

A new Local Law has been drafted based on the *Keeping and Welfare of Cats Local Law 2007*, but with the following amendments:

- Any provisions that are inconsistent or in conflict with the *Cat Act* have been removed
- Any provisions covered by the *Cat Act* have been removed (duplication)
- Terminology has been updated where appropriate
- Formatting has been altered to suit current guidelines for developing local laws.

To comply with s.3.16 of the *Local Government Act* it is recommended that Council adopt the following process:

- 1) At a council meeting, the person presiding is to give notice to the meeting of the purpose and effect of the proposed new local law in the prescribed manner.
- 2) The local government is to give Statewide public notice stating that the local government proposes to make a new local law and that a copy of the proposed local law may be inspected or obtained from the Shire administration centre and that submissions are invited within a period of not less than six weeks (42 days) from the day the notice is given.
- 3) Following completion of the submission period, any submission received will be considered by Council officers and a report prepared and submitted to Council (section 3.16(3) of the *Local Government Act 1995*).
- 4) Council is then to consider this report and make the local law, either as proposed or with minor alterations if necessary (*absolute majority required*).
- 5) After making the new local law, the local government is to publish it in the Government Gazette, give a copy of it to the Minister and provide local public notice summarising

the purpose and effect of the new local law and the day on which it comes into operation.

****The presiding person must read aloud the purpose and effect of the Cat Local Law.****

The purpose of the proposed local law is to provide Council with measures in addition to those under the *Cat Act 2011* to control the keeping and welfare of cats.

The effect of this local law is to: -

- (a) Promote responsible cat ownership;
- (b) Reduce the nuisance to the community caused by cats;
- (c) Limit the damage to and the loss of wildlife caused by cats; and
- (d) Promote the welfare and safety of domestic cats.

Consultation

WALGA, Department of Local Government, Joint Standing Committee on Delegated Legislation.

Policy/Statutory/Voting/Implications

Statutory

Cat Act 2011

Cat Regulations 2012

Cat (Uniform Local Provisions) 2013

Local Government Act 1995 Section 3.16.

Voting

Absolute Majority

Financial Implications

Advertising and publication costs estimated to be about \$1,000.

Strategic Implications

Strategic Community Plan objective 3.8 – maintain a safe and friendly community environment.

Committee's Recommended Resolution

Moved: Cr

Seconded: Cr

That a new local law, known as the Shire of Donnybrook-Balingup Cat Local Law is made under the powers conferred by the *Cat Act 2011*, and that -

State-wide and local public notice of the proposed *Cat Local Law 2015* be given as follows:

“The Shire of Donnybrook-Balingup proposes make a new local law relating to the control of cats to replace the *Keeping and Welfare of Cats Local Law 2007*.

The purpose of the proposed local law is to provide Council with measures in addition to those under the *Cat Act 2011* to control the keeping and welfare of cats.

The effect of this local law is to: -

- (a) Promote responsible cat ownership;**
- (b) Reduce the nuisance to the community caused by cats;**
- (c) Limit the damage to and the loss of wildlife caused by cats; and**
- (d) Promote the welfare and safety of domestic cats.**

A copy of the proposed new local law may be inspected at or obtained from the Shire Administration Centre, corner Collins & Bentley Streets, Donnybrook, between 8.30am and 4pm Monday to Friday, from the Shire website (www.donnybrook-balingup.wa.gov.au) or the Donnybrook and Balingup libraries.

Submissions about the proposed local law may be made to the Chief Executive Officer, Shire of Donnybrook-Balingup, Administration Building, Cnr Bentley and Collins Streets, PO Box 94, Donnybrook WA 6239, by Friday 5 June 2015.”

By Absolute Majority

10.3 Local Emergency Management Committee

10.3.1	SUBJECT:	APPROVAL OF THE SHIRE OF DONNYBROOK–BALINGUP - LOCAL RECOVERY PLAN
	Location:	Shire of Donnybrook-Balingup
	Applicants:	N/A
	Zone:	N/A
	File Ref:	CSV 20
	Author:	Leigh Guthridge – Manager Development and Environmental Services (<i>Bryanna Wright – Environmental Health Officer</i>)
	Report Date:	3 March 2015
	Attachments:	10.3.1(1) – Draft Local Recovery Plan (to be emailed) 10.3.1(2) – Schedule of Submissions

Background

Council at its December 2014 meeting resolved the following:

“That Council advertise the draft Local Recovery Plan - Part E of the Local Emergency Management Arrangements for 28 days during February 2015 and submissions received will be considered by the Local Emergency Management Committee and subsequently Council prior to the Local recovery Plan being adopted at a future meeting of Council.”

The Local Recovery Plan (LRP), Attachment 10.3.1(1), is a comprehensive document which can be used in times of emergencies to guide the Shire and recovery personnel to manage recovery operations. The plan aims to prepare for and coordinate the process of supporting emergency-affected communities including reconstruction of the physical infrastructure as well as restoration of emotional, social, economic and physical wellbeing.

The focus of the LRP is to ensure that it is a working document that can be easily referred to. The revised plan includes the following tools (annexures to the LRP) that can be used in the event of an emergency;

- Response to Recovery Transition Handover;
- Local Recovery Committee Action Checklist;
- Local Recovery Coordinator Operational Checklist;
- Organisation Responsibilities Reference List;
- Impact Assessment - an inspection form used by Council staff;
- Recovery Needs Assessment and Support Survey Form - to gain information from those members of the community who have been affected by the emergency;
- Natural Disaster Relief and Recovery Arrangements Overview;
- State Recovery Coordinating Committee Recovery Report (Emergency Situation);
- Operational Recovery Plan Guideline.

A hard copy of the LRP will be tabled at the LEMC meeting and an electronic copy provided to members with the agenda.

Comment

Advertising of the draft LRP was conducted by the Shire from 1 to 28 February 2015. During this advertising period, 3 submissions were received.

The submissions have been summarised in Attachment 10.3.1(2) with Officer Comment provided. Modifications to the LRP relating to spelling errors, punctuation, updating acronyms, and formatting etc. have been undertaken. The schedule of submissions also addresses comments from stakeholders that recommend changes to the draft LRP as advertised.

The LRP now aligns with the State Emergency Management Committee (SEMC) framework, as it is based on best practice across national and international jurisdictions and experiences from other recovery agencies. and lessons learnt etc. It will be beneficial to the Shire and recovery personnel when the LRP is used in an operational capacity after an emergency and where recovery is required.

Consultation

The Local Recovery Plan has been advertised to the wider community via:

- Placing an advert in the Donnybrook-Bridgetown Mail;
- Placing an advert in the Preston Press Community Newsletter;
- Placing a notice on the Shire office and Community Noticeboard in the main street of Donnybrook; and
- Placing a notice on Council's website.

A workshop was also held with Shire staff to obtain input into the LRP and gain insight into how Shire operations might be affected by an emergency, where impacts to the Community may involve recovery management. Mr Vikram Cheema, Community Emergency Management Officer and SEMC Secretariat also provided input into the draft plan at its compilation stage.

Policy/Statutory Implications/Voting requirements

Statutory Implications

Local Governments are required to prepare and maintain Local Emergency Management Arrangements in accordance with the *Emergency Management Act 2005*.

The Local Emergency Management Arrangements are required to be reviewed every five years to ensure that risks (that may change within this time) are assessed and treatment plans are reviewed accordingly.

Voting Implications

Simple Majority

Financial Implications

The Shire obtained All West Australians Reducing Emergencies (AWARE) funding of \$15,535 (EX- GST) in May 2014 to review its Local Recovery Plan. This project is fully funded by the AWARE program.

Strategic Implications

The Shire of Donnybrook-Balingup Community Strategic Plan states:
Outcome 3.4 – Maintain and Improve the Provision of Emergency Services.

Committee’s Recommended Resolution

Moved: Cr

Seconded: Cr

That Council approve the amended “*Shire of Donnybrook-Balingup Local Recovery Plan*” dated 25 March 2015, as per Attachment 10.3.1.

10.3.2	SUBJECT:	OTHER BUSINESS
	Location:	Shire of Donnybrook-Balingup
	Applicants:	N/A
	Zone:	N/A
	File Ref:	CSV 20
	Author:	Leigh Guthridge – Manager Development and Environmental Services (<i>Bryanna Wright – Environmental Health Officer</i>)
	Report Date:	3 March 2015
	Attachments:	Nil

Update Contacts List: See copy of contacts list (attached) from the Local Emergency Management Arrangements for review and updating.

Irishtown Fires: Discussion on any outstanding issues from an ISG and/or recovery perspective.

Roma Boucher:

- Anna Huxtable continues to act in a Perth based position and I have been extended to mid-August 2015, to allow for advertising of the position. Anna is acting in, which can't proceed at present because of the recruitment freeze. Hence, please include me on your mailing lists etc.
- I forwarded the 'Offer of Assistance' form to all Local Governments on 22nd January 2015. This resource has been developed by this Department
- In conjunction with Volunteering WA and the Adventist Development and Relief Agency (ADRA). It is suggested 50 copies are printed to light blue paper and be available in your Emergency Services Kit and/or with your Administration to be utilised

in an emergency event when unaffected persons make offers of goods, services, accommodation and other.

- Our staff have been activated recently for bushfires at Donnybrook and Waroona - assisting in welfare centres and we have attended ISG meetings for the Glen Iris and Collie fires. I also provided relief for 4 days for our Great Southern Assistant District Director and Emergency Services Officer attending the Operational Area Support Group (OASG), Incident Support Group (ISG), Recovery and Community meetings as well as leading a team of 6 Response team members from Dept of Child Protection and Family Services (CPFS) Perth, who can be deployed to anywhere in the State in an emergency. This enabled our Great Southern Staff to have a fatigue break, though there were contingency plans in place in the event bushfires reached Walpole and Quin nip which may have necessitated opening welfare centres at Denmark and Manjimup.
- I have recently attended the South West Local Government Emergency Management Alliance (SWLGEMA) and Conference sub-committee meeting and CPFS hosted the 1st quarter District Emergency Management Committee (DEMC) meetings at the Bunbury.
- During the Irishtown Fire activation CPFS had been approached by a person at the Community Debrief re the issue of transport for the vulnerable persons in an emergency activation. The scenario shared was a couple where the male had cancer; both were physically unable to turn on taps at their water tank or start pumps and the female not being able to get the male into the car to evacuate if necessary.

In response:

- Vik Cheema indicated this information needs to be brought to the ISG; assistance is available from the Police, Ambulance and Fire fighters can assist if required. Also, there is a clause in the Emergency Management Act to cover this.
- Leanne Northrop from Health advised they now have a portfolio of info, including persons in palliative care.

Committee's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council investigate and budget to procure adaptor cords for generator change-over for mobile phone tower in the Shire.

Committee's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council staff investigate a 'text message notification system' for the residents of the Shire of Donnybrook-Balingup to provide advanced warnings of emergencies to evaluate practicalities, cost, benefit, and any other potential conflict with other warning and/or information service by other agencies.

11 REPORTS OF OFFICERS

11.1 Manager Finance and Administration

11.1.1 ACCOUNTS FOR PAYMENT

**Council Decision
(Officer’s Recommended Resolution)**

Moved: Cr Seconded: Cr

That accounts authorised and paid under delegation No. 3.2 by the Chief Executive Officer represented by cheques CCP3024 – CCP3045, EFT6986 – EFT7222, 50980 – 51077 Trust EFT6986a, EFT7132a, 3240 – 3248 totaling \$3,736,753.19 be confirmed for payment.

11.1.2 MONTHLY FINANCIAL REPORT

**Council Decision
(Officer’s Recommended Resolution)**

Moved: Cr Seconded: Cr

That the monthly reports for the period ended 31 January 2015 be received.

11.1.3 SUBJECT: REALLOCATION OF SPECIAL PROJECT GRANTS FOR BRIDGEWORKS – AMENDMENT TO 2014/15 BUDGET

Location: Administration
Applicants: Administration
Zone: N/A
File Ref: DEP 52/3
Author: Greg Harris, Manager Finance & Administration (Belinda Richards, A/Manager Finance and Administration)
Report Date: 16 March 2015
Attachments: Nil

Background

Council’s budget for the 2014/15 year lists the following Bridgeworks jobs.

	Project Description	Council 1/3rd contribution
1	Bridge #4928A Preston Park Road	\$268,000
2	Bridge #3616 Irishtown Road	\$ 88,000

Council receives funding through the WA Local Government Grants Commission representing one third cost of the proposed works. These funds are paid on a quarterly basis direct to Council. The remaining two thirds of the cost are funded through Main Roads WA.

Main Roads WA generally undertake the bridgeworks on behalf of Council and then invoices the Shire for its one-third contribution.

Advice has been received from Main Roads WA that these projects have been completed at below the cost estimate and therefore the Shire will be invoiced for less than its estimated one-third contribution it has received directly from the WA Local Government Grants Commission.

Main Roads WA have advised that in accordance with the WA Local Government Grants Commission guidelines the unspent funds shall remain with the Council to be utilized in a manner at the discretion of the Council. A budget adjustment will be required to reallocate these funds to another cost area.

In a previous financial year Council has also received funding of \$100,000 for Bridge #3643 on Trevena Road. This funding has been held in Council’s Roadworks Reserve. This project was not included in the 2014/15 budget as it was uncertain when the Bridgeworks would be completed. The works on this bridge have also been completed at less than the cost estimate and therefore unspent funds are available for reallocation on this project. The project will also need to be formally included within the 2014/15 budget.

Comment

Whilst Council has the discretion to utilise the unspent funds in any manner it choses it is recommended that the funding remains allocated to Bridgeworks and is reallocated to Bridge Maintenance.

It is therefore recommended that the following budget adjustment is undertaken to reallocate these funds as described above.

Job Number	GL Account	Description	Details	Income \$	Expenditure \$
Bridge #4928A	132000	Preston Park Road	Reduce Exp.		(67,795.83)
Bridge #3616	132000	Irishtown Road	Reduce Exp.		(23,750.30)
Bridge #3643	132000	Trevena Road	Increase Exp.		100,000.00
Bridge #3643	132000	Trevena Road	Reduce Exp.		(5,435.49)
	133510	Transfer from Roadworks Reserve	Increase Inc.	100,000.00	
Job M001	134500	Bridge Mtce.	Increase Exp.		96,981.62

Consultation

N/A

Policy/Statutory/Voting Implications

Policy

N/A

Statutory

N/A

Voting

Absolute Majority Decision is required to amend the 2014/15 budget.

Risk Assessment

No formal risk management assessment has been done in respect to this agenda item as it relates to funding only for the identified projects.

Financial Implications

The proposed amendments to the budget will have no net impact on the final budget result as amendments to income match amendments to expenditure.

Strategic Implications

Outcome 1.7 - A well-used and efficient transport network

Outcome 4.2 – Maintain long term financial viability

Outcome 4.3 – An open and accountable local government that is respected, professional and trusted

Outcome 4.7 – Maintain and enhance Shire assets

Officer’s Recommended Resolution

Moved: Cr

Seconded: Cr

- 1. That Council amend the 2014/15 budget to reallocate unspent Bridge funding to Bridge Maintenance as detailed below:**

Description	Details	GL Acct	Job No.	Amount
Preston Park Rd	Reduce Expenditure	132000	Job 4928A	\$67,795.83
Irishtown Rd	Reduce Expenditure	132000	Job 3616	\$23,750.30
Trevena Rd	Increase Expenditure	132000	Job 3643	(\$100,000.00)
Trevena Rd	Reduce Expenditure	132000	Job 3643	\$5,435.49
	Increase Income (Transfer from Reserve)	133510		\$100,000.00
Bridge Maintenance	Increase Expenditure Bridge Maintenance		Job M001	(\$96,981.62)

Absolute Majority Required