



Ordinary Council Meeting Minutes

Held on Wednesday, 23 March 2016

Commencing at 5.01pm in the Council Chambers

Cnr Bentley and Collins Street, Donnybrook

A handwritten signature in black ink, appearing to read 'John Attwood', written in a cursive style.

John Attwood
Chief Executive Officer

24 March 2016

Disclaimer

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ORDINARY COUNCIL MEETING MINUTES

23 March 2016

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SHIRE OF DONNYBROOK-BALINGUP

ORDINARY COUNCIL MEETING MINUTES

Held at the Donnybrook Council Chambers
Wednesday, 23 March 2016 at 5.01pm

MEMBERS PRESENT

COUNCILLORS

Cr Logiudice (President)
Cr Mills (Deputy)
Cr Bailey
Cr Crowley
Cr Dilley
Cr King
Cr Mitchell
Cr Tan
Cr Van Der Heide

STAFF

John Attwood – Chief Executive Officer
Greg Harris – Manager Finance and Administration
Leigh Guthridge – Manager Development and Environmental Services
Bob Wallin – Principal Planner
Damien Morgan – Manager Works and Services
Kate O’Keeffe – Executive Assistant

PUBLIC GALLERY

Marie Woodley
Jeff Phillips
Stephen Russell
Tony Scaffidi

George McBrearty
Warren Clarson
Elsie Woodley

Linda Brown
Robyn Hayward
Joe Betti

1 APOLOGIES

Nil

2 PUBLIC QUESTION TIME

Question Taken on Notice at the Ordinary Council Meeting on 10th February 2016

Steve Russell

My question is in relation to the cost of another election, which I believe is about \$35,000. How does this compare with the additional cost of running Tuia Lodge since the dismissal of the Board? What has it cost to date, and what has Council allocated for this purpose?

CEO's Response

The increase in cost of administering Tuia Lodge since the delegation was removed from the Tuia lodge Board is assessed at approximately \$18,000 to \$20,000 per month. The majority of this relates to employee costs including the position of Acting Manager and additional staff

members employed to ensure compliance with accreditation requirements.

As part of Council's mid-year budget review the projected income and expenditure of Tuia lodge will be assessed and amended.

Linda Brown

(Mrs Brown provided a background summary regarding an ongoing complaint over Gas Gun noise levels in Argyle)

The issue with gas gun noise has been ongoing for the seven years and has destroyed our lives and health. Why are you protecting Erceg?

Manager Development and Environmental Services
The Shire is not protecting Erceg.

Linda Brown

Why hasn't anything been followed up? Why are we still being driven mad with gas gun noise

Manager Development and Environmental Services
The Department of Environment Regulation (DER) are prepared to undertake an assessment to measure the noise levels at your property.

Linda Brown

The noise levels were measured by DER in 2013. I have contacted the Minister for Environment regarding the gas gun noise levels; He said the problem was for Council to solve.

Manager Development and Environmental Services
DER are able to follow through with prosecution if they have evidence that noise levels have been breached. To do this they would need to obtain data on the gas gun noise levels at your property.

Linda Brown

When are you going to stop the gas guns? They are operating illegally.

President

DER need concrete evidence that noise levels have been breached before they can prosecute.

Linda Brown

You have the evidence. Tests were done in 2013. A Shire staff member came to my place unannounced and tested gas gun noise levels from 600m away. He thought the noise level was acceptable. He was 860m away from the gas gun. This was not a legitimate test! Testing should be conducted at point of receipt.

President

Your three minutes has expired.

Linda Brown

When is Council going to stop gas gun noise from driving us mad? What can I expect as an action from you?

President

I will discuss what options are available to you with Manager Development and Environmental Services. You need to have further noise level testing conducted by DER.

George McBrearty

Over the past several years my Mother-in-Law, who lives in Emerald Street, Donnybrook has put in numerous requests to Cr Logiudice. He told her once to speak to him if she had a complaint or needed something done. She requested the Box Trees on the verge in front of her house located in Emerald Street be trimmed as they continually lose their leaves, make a mess and block up the drainage, but it never got done.

CEO

The allocation of budget for pruning street trees is determined by priority of job, the highest priority being trees in power lines. Other tree pruning requests are considered if budget allows.

George McBrearty

My Mother-in-Law has been asking for years for this work to be done without any result however, when Cr Tan requests on her behalf, the trees outside my Mother-In-Laws house get trimmed. No other trees in the street were trimmed.

Manager Works and Services

A formal request was received. An assessment was conducted and it was considered appropriate for the trees to be trimmed.

George McBrearty

Is it coincidence that Councillor Tan moves into the same street as my Mother-in-Law and the trees get trimmed?

President

There is no coincidence with these events.

Marie Woodley

I refer to Agenda Item 12.5.2 – Unit 4 Minninup Cottages on page 50 of the Minutes from the Ordinary Council Meeting on 10 February 2016. The author indicates Minninup Cottages have been owned and built by Council in 1979 with no third party involvement. How can you say that?

CEO

The building and land have always been owned by Council.

Marie Woodley

I dispute that. There are still people in this community that remember fundraising to build them. How can you say as a Council that you built and own them? There is something a bit

“off” with this statement.

CEO

The building and land are owned by Council.

Stephen Russell

On page 20 of the Ordinary Council Meeting Agenda \$250,000 from the Aged Housing Reserve is proposed to be used to offset the anticipated loss on operations of Tuia Lodge. In light of the extra cost of administering Tuia Lodge since the Board were dismissed, that has been assessed at \$18,000 to \$20,000 per month, what balance is available in the Aged Housing Reserve?

CEO

The balance of the Reserve Fund is \$800,000.

Stephen Russell

Is it normal practice to use the Reserve Account to balance the Budget?

CEO

This practice is not unusual. The Reserve Fund for Minninup Cottages has been accessed to renovate Unit 4. Accessing the Reserve Fund ensures there is no direct impact on rate payers. The Reserve Fund is an accumulation over the last thirty years.

Stephen Russell

When do Council envisage Tuia Lodge returning to profit?

CEO

An assessment of the costs involved has been undertaken and is mostly attributed to wages. To give you some background, during this interim period full accreditation has been achieved. The next visit is not expected until November 2016. Three new residents have settled in and it is anticipated that Tuia Lodge will be back to a surplus when the rest of the rooms are full. A new Facility Manager has been appointed and will commence on 11 April 2016 and two new Administration Assistants have also been appointed.

Stephen Russell

What was the operating monthly income or loss from Tuia Lodge prior to the Board being dismissed?

CEO

This question will be taken on notice and a response will be provided in writing.

Tony Scaffidi

I am disgusted about Tuia Lodge running at a loss and the treatment of tenants; it's a shame the Migrants Memorial is no longer being erected in Donnybrook, and instead will go to Bunbury City Council; the subdivision the South West Highway has lost sales of about \$200,000. How can Council, in light of the petitions received and the concerns raised by community face the public? It's a disgrace.

President

I stand by the decisions Council has made. Councillors may individually wish to respond. I am not going to discuss the petitions.

Elsie Woodley

The Shire President answered my question raised at the February Ordinary Council Meeting regarding the claim of Shire ownership of Tuia Lodge and that there was a misrepresentation in the Donnybrook-Bridgetown Mail. As I downloaded my copy from the Shire website "Shire of Donnybrook –Balingup Press Release" How can the paper be blamed?

President

The President indicated that there was no intent of misrepresentation or blame of the Donnybrook-Bridgetown Mail; rather clarification of the position of ownership of Tuia Lodge by the Community/Council.

Elsie Woodley

How could you say Council owns Tuia Lodge when it was built from money fundraised, grants and loans?

President

The Facility is owned by Community.

Elsie Woodley

I refer to the motion from the Electors meeting that if a number of Councillors do not resign to bring a fresh Council Election then this Electors Meeting supports a vote of no confidence in the full Council. This was lost 4/5 because the same five Councillors who voted to stand down the Tuia Lodge Board also voted against this motion. Does this mean that all rate payers are disenfranchised and have no say in Council decisions relating to this Shire?

President

I stand by the decisions Council has made.

Elsie Woodley

I believe Council has taken control of the Tuia lodge Bus which was purchased by Friends of Tuia Lodge. Why has a bus and car been hire to take a few residents on a trip?

President

I am not aware of this and cannot comment.

Elsie Woodley

Is Council rewriting the history of this town? There is no mention in Agenda Item 12.5.2 – Unit 4 Minninup Cottages from the Ordinary Council Meeting on 10 February 2016 of the residents of Donnybrook fundraising to have these units built.

President

I will take that on board.

Joe Betti

Since the Friends of Tuia Lodge ceased volunteering there has been no one available to drive the bus. I heard that the Facility Manager arranged for a van to be hired for resident outings. Is there any Councillors willing to take the residents out on a bus trip?

I make regular visits to Tuia Lodge, it is not going well; running at a loss, staff coming and going. Talk to the residents, they will provide an insight.

CEO

The Administration staff are coming on board. A new Facility Manager has been appointed and will commence on 11 April 2016 and two new Administration Assistants have also been appointed.

Joe Betti

The Administration Staff are new and don't know how things are run at Tuia Lodge.

CEO

A transition period is expected when new staff commence. They will be given support to get up to speed with procedures at Tuia Lodge.

Joe Betti

The fence at Tuia Lodge is only half done and lying on the ground. It needs to be fixed up.

President

Thanks Joe, the installation of the fence will be followed up.

3 APPLICATION FOR LEAVE OF ABSENCE

Nil

4 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

Nil

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

6 LATE ITEMS

Nil

7 CONFIRMATION OF MINUTES

7.1 Ordinary Council Meetings

Council Decision

Moved: Cr Dilley

Seconded: Cr King

That the minutes of the Ordinary Council meeting held on 10th February 2016, with the addition of the response to the question taken on notice from Steve Russell, and the minute from the Special Council meeting 8th March 2016 be confirmed as a true and accurate record.

Carried 9/0

8 DEFERRED ITEMS

Nil

9 ELECTED MEMBERS MOTIONS

Council Decision

Moved: Cr Bailey

Seconded: Cr King

That Council suspends Standing Orders to bring forward Agenda Items 12.5.1 – Recording of Council Meetings Policy for discussion.

Carried 7/2

Vote:

For: Cr's King, Tan, Dilley, Mitchell, Bailey, Mills and Logiudice

Against: Cr's Crowley & Van Der Heide

12.5.1	SUBJECT:	RECORDING OF COUNCIL MEETINGS POLICY
	Location:	Shire of Donnybrook-Balingup
	Applicants:	Shire of Donnybrook-Balingup
	Zone:	N/A
	File Ref:	ADM 11/3
	Author:	John Attwood - Chief Executive Officer (<i>Lucy Bourne – Governance Officer</i>)
	Report Date:	1 March 2016
	Attachments:	Nil

Background

At the Ordinary Council Meeting of 22 April 2015, Council resolved to consider the installation of a public address / recording system for the Council Chambers in the 2015/16 Budget and subsequently approved expenditure of \$16,500 for this purpose.

A public address / recording system was installed in Council Chambers in late 2015.

Comment

While the amplification of proceedings at Council meetings has obvious benefits, the manner in which recordings are used needs to be considered.

The official record of a Council meeting is the minutes. Only the resolutions of Council published in the minutes can be actioned – regardless of the content of discussion or debate during the meeting. A clear benefit of an audio recording is to assist in the preparation of those minutes and ensure decisions are accurately recorded.

Legal advice recommends against making recordings of Council meetings publicly available, for the following reasons:

- A Council acts as a collegiate body. The views of individual Council members are for practical purposes irrelevant. The only view that counts is that expressed in a resolution of the Council. To record the comments of individual Council members during debate has the potential to deflect attention away from the most important statement on the topic, which is the resolution passed by the Council and any reasons it identifies for its decision.
- Strict statutory provisions exist in relation to the conduct of Council meetings and Council members. These include strict provisions on voting, declarations of financial interest and administrative requirements. Therefore the openness, transparency and accountability of Council already exist without the provision of recording.
- Council members do not enjoy the protection of absolute privilege from actions for defamation for what is said in their meetings, in contrast with the protection of absolute privilege enjoyed by members of Parliament for what is said in their sessions.
- Also in contrast to members of Parliament, Councillors perform their duties part-time and do not have professional staff of their own to assist them with speeches at Council and to advise them on the language they might use.
- If a Council member does act negligently or commits some other offence such as defamation, but does not palpably act in bad faith, the Council and not the Council member pays the damages. This could possibly affect the Shire's professional indemnity insurance and legal costs.
- Members of the public are able to speak in question time and on deputations at Council meetings. Council has no control over their comments, but the recording of proceedings could result in the local government being liable in defamation for the republication of defamatory remarks, or being otherwise responsible for insulting or malicious comments.

- A significant risk to members of the public also exists in this regard. Ill-advised, embarrassing or defamatory statements are often allowed to pass in the heat of the moment but a recording that is then made public would ensure they were permanently available to a far wider audience.
- These increases in risk are likely to inhibit and reduce comment and debate.
- To expect a local government to edit the recordings of meetings to guard against defamatory or otherwise hurtful comments, and to identify speakers, would place an additional burden on the local government administration. There would be a further burden of work and expense in obtaining legal advice on possible defamation.

All recordings would need to be retained as official Shire records in accordance with the State Records Act 2000. The General Disposal Authority for Local Government would require recordings to be kept for one year from the date of publication of the minutes.

As official Shire records, audio recordings may be made available under Freedom of Information, subject to any exemptions provided for under the *Freedom of Information Act 1992*.

Council staff have drawn up a draft policy setting out how recordings of Council Meeting are created, used and disposed of.

Consultation

McLeod's Barristers and Solicitors
City of Wanneroo
Policies of Councils including Gosnells, Swan, Port Hedland.
State Records Office

Policy/Statutory/Voting Implications

Policy

Draft Council Policy 1.25 – Recording of Council Meetings

Statutory

Local Government Act 1995, s.5.22

State Records Act 2000

General Disposal Authority for Local Government (RD2010046) – State Records Office.

Voting

Simple majority

Financial Implications

N/A

Strategic Implications

Strategic Community Plan Outcome 4.3 – An open and accountable local government that is respected, professional and trusted.

Council Decision (Officer’s Recommended Resolution)

Moved: Cr Bailey

Seconded: Cr Mills

That Council adopt Council Policy 1.25 – Audio Recording of Council Meetings, as follows:

Objective:

To set out how audio recordings of Council meetings are created, stored, used and disposed of in accordance with legislative and policy requirements.

Policy:

1. Purpose of audio recordings of meetings

All Ordinary and Special Meetings of Council held in Council Chambers shall be audio recorded, except when the Council has resolved to close the meeting to members of the public, to assist in the preparation of the Minutes of the meeting’s proceedings.

It is noted that the only official record of any Council meeting is the minutes and only the resolutions of Council as published in the minutes can be actioned.

Audio recording – means any recording made by any electronic device capable of recording sound.

2. Access to audio recordings

The Minute Clerk shall have access to the audio recordings to assist in the preparation of the Minutes of the meeting’s proceedings.

This policy does not impinge on any person’s access to public records under the *Freedom of Information Act 1992*.

3. Public notification of recording of meetings

Members of the public attending meetings will be advised that an audio recording of the meeting will be made to assist with minute-taking. The wording of the advice will be as follows:

“This meeting is being digitally recorded to assist with minute-taking in

accordance with Council Policy 1.25. If you do not give permission for your participation to be recorded, please indicate this at the meeting.”

“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.”

This advice will be provided:

- On the agenda for Council and Committee meetings
- On paperwork associated with Public Question Time
- Verbally by the chairperson at the start of the meeting.

4. Retention of audio recordings

All audio recordings are to be retained as part of the Shire’s records in accordance with the *State Records Act 2000* and the *General Disposal Authority for Local Government 25.1.3* produced by the State Records Office of Western Australia.

Carried 5/4

Vote:

For: Cr’s King, Tan, Bailey, Mills and Logiudice

Against: Cr’s Van Der Heide, Dilley, Mitchell and Crowley

10 MINUTES OF PREVIOUS MEETINGS

10.1 Committee Minutes

Council Decision

Moved: Cr Mills

Seconded: Cr Bailey

That the following Committee minutes be received:

- **Cemetery Committee Meeting – 23 February 2016**
- **CEO Review Committee Meeting – 24 February 2016**
- **Local Emergency Management Committee Meeting – 1 March 2016**
- **Road Safety Committee Meeting – 1 March 2016**
- **Community Awards and Grants Committee Meeting – 14 March 2016**

Carried 9/0

11 REPORTS OF COMMITTEES

11.1 Local Emergency Management Committee Meeting

11.1.1	SUBJECT:	REVIEW OF THE LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS
	Location:	Shire of Donnybrook-Balingup
	Applicants:	N/A
	Zone:	N/A
	File Ref:	CSV 20
	Author:	Leigh Guthridge – Manager Development and Environmental Services
	Report Date:	23 February 2016
	Attachments:	Nil

Background

The Shire of Donnybrook-Balingup's Local Emergency Management Arrangements (LEMA) was initially prepared in 1997. The LEMA has had several reviews undertaken since this time, with the last review completed during 2011. The State Emergency Management Committee (SEMC) recommend that local governments review the LEMA every five years

Comment

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

The LEMA sets out the local government's policies, strategies and priorities for emergency management. They describe emergencies that are likely to occur, define roles and responsibilities, resources and facilities within the community, and detail recovery arrangements.

The SEMC oversees, supports and strategies emergency management in Western Australia. The SEMC has developed policies and guidelines for local government on all matters of emergency management including reviews of LEMA.

The SEMC Policy No 2.5 – Emergency Management in Local Government Districts states that the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances that may require more frequent reviews.

SEMC recommend that local governments review the LEMA every five years to ensure that risks (that may change within this time) are assessed, and associated treatments are reviewed accordingly. The Shire last reviewed the LEMA in 2011 which means a further review is due to take place.

The development of the revised LEMA will follow the SEMC Procedure *ADP 5 – Emergency Management for Local Government* that details:

- stakeholder consultation,
- drafting methodology,
- approvals; and
- distribution and communication of the LEMA;

The review will also align with the format of the information contained in the existing LEMA and new information sought from the review to that of the SEMC Secretariat standard LEMA template.

It is proposed that resourcing the review of the LEMA will be considered by Council during its 2016/2017 budget deliberations.

Consultation

Nil

Policy/Statutory/Voting Implications

Statutory Implications

The local government is required to prepare and maintain Local Emergency Management Arrangements in accordance with the *Emergency Management Act 2005*.

Voting Implications

Simple Majority

Financial Implications

It is proposed that a budget allocation of \$15,000 be provided in Council's 2016/2017 draft budget for Council's consideration.

Strategic Implications

Outcome 3.4 - Maintain and improve the provision of emergency services.

Council Decision

(Officer's Recommended Resolution)

Moved: Cr Bailey

Seconded: Cr Van Der Heide

That Council consider allocating \$15,000 as part of its 2016/2017 draft budget deliberations to review the Local Emergency Management Arrangements.

Carried 9/0

11.1.2

OTHER BUSINESS

Update Contacts List

The Local Emergency Management Arrangements provided a Contacts List which was reviewed and updated at the meeting.

District Emergency Management Advisor report

Helen Kent delivered her report to the Committee.

LEMC Planned Exercise

It is planned that a practical stimulated exercise (a truck roll over on the main street of Donnybrook) should be undertaken within the next twelve months (or an Incident Support Group exercise if the practical exercise is not feasible);

Balingup Water Supply

Discussion held on the ongoing risks in the event of an emergency with the lack of water availability and pressure in Balingup. The planned integrated water supply scheme is understood to address these issues when it is completed in the ensuing years. Portable stand pipes could address this in the interim.

Gary Smith

Raised the awareness about extended power outage times when a fault occurs in Total Fire Ban days and severe fire warning days. A recent feeder line trip on the 11/02/16 resulted in wide spread outage in the Donnybrook / Kirup area. Western Power conducted a line patrol before the power could be restored. Western Power used its social media and its call centre to notify the customers of the outage and expected restoration of supplies. Power was restored later that evening.

Roma Boucher

The Department of Child Protection and Family Support has the responsibility of coordinating the provision of welfare services in the response and recovery phases in a natural disaster or emergency event. During the Waroona Complex Bushfires event, we had the following:

- Registrations:
 - Murray Leisure Centre @ Pinjarra (Shire of Murray on behalf of Shire of Waroona) – 582 at the centre
 - Leschenault Leisure Centre @ Australind (Shire of Harvey) – 1,177 at the centre
 - this included arranging 300 meals / 3 times a day for a number of days.
- Financial Assistance:
 - Up to Tuesday 23Feb2016, the Department has received 670 applications for a total of just over \$180,000

The Department of Child Protection and Family Support has appointed a Community Resilience Liaison Officer, David Skipworth for the first 5-6 weeks which is due for review. A second officer has been working on the Category 3 applications, for replacement of essential household items. Over the coming months, we may have 3-4 officers working on specific projects, e.g. arranging temporary accommodation during the cleanup.

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

Moved: Cr Mills

Seconded: Cr Tan

That the 2016 Blessing of the Roads held at the Station Street Markets Donnybrook, on the Platform at 10.30am on Saturday 19th March 2016 be endorsed.

Carried 9/0

ACTIONS

- CDO to contact G Hallyar at Road Wise to confirm signage and delivery of the trailer.
- Gwendoline Nidd to liaise with Church communities and invite to attend.
- CDO and Gwendoline Nidd to co-ordinate the logistics of the event.
- Emergency Services Members to advise own groups of date and time.

2 Speed Signs – Road Safety Speed Display Trailer

- Acquittal submitted on 1 August 2015.
- Magnetic Signs have been purchased for attachment when trailer is used for road works and events.
- Trailer is available for anyone that wishes to use it.

3 Mobile phone use whilst driving – reward vouchers

- Vouchers have been returned – no further action needed.

4 2015 Projects

- Bin Stickers – survey indicated that these were not so successful, so no more were purchased.
- Discussion was that the stickers are most effective when majority in a street have them displayed. It appears that there was not enough available last year.
- New Road Safety Commission has recently been established, may be an opportunity for a Grant.

ACTIONS

- CDO to apply to Road Safety Commission for a grant to fund an additional 1000 bin stickers.
- G Hallyar from Roadwise to provide link for grant application.

5 Community Safe Speed Promise

- Proposal has been constructed and distributed to Road Safety Committee, Shire Councillors, Shire School Principals and other interested parties for feedback and commitment.
- Balingup Primary School and St Mary's Primary School, Donnybrook have provided letters of support.
- RAC Grant has been drafted and submitted for feedback. Feedback received was very positive though requested a consideration of the proposed time of implementation and the length of the project.

**Council Decision
(Committee's Recommended Resolution)**

Moved: Cr Bailey

Seconded: Cr Crowley

That the Road Safety Committee proceed with the Community Safe Speed Promise and promote it through the Shire Schools and at the Blessing of the Roads.

Carried 9/0

ACTIONS

- CDO to liaise with Road Wise WA on financial support required and raise an invoice for the printing of stickers.
- CDO to review the program and liaise with local schools and work on logistics for implementation.

11.3 Community Awards and Grants Committee Meeting

11.3.1	SUBJECT:	COMMUNITY GRANTS SCHEME
	Location:	N/A
	Applicants:	Various
	Zone:	N/A
	File Ref:	FNC 08/6
	Author:	J Attwood (Deb Vanallen)
	Report Date:	8 March 2016
	Attachments:	11.3.1(1) - Draft Shire of Donnybrook Balingup Community Grants Scheme

Background

Members of the Community Grants and Awards Committee identified a need for a review and revision of the Community Grants Scheme to eliminate inconsistencies in the current policies, and ensure a more 'all encompassing' policy/scheme which would better service the needs of the community.

The review process has involved assessing the Shire's current Community Grants Guidelines & Policies, as well as a broader assessment which has incorporated the Shire's current procedure for assessing and granting funds for requests for sponsorship, donations and the waiver of fees. A comparative analysis of the community grants/donations/sponsorship/waiver of fees guidelines & policies of nine other regional & metropolitan WA Shires/Councils has also been conducted as part of the review.

The officers assessed the data, and presented this information along with a series of recommendations to a Councillor briefing in May 2014. Discussion regarding the revised Community Grants Guidelines & Policies has continued.

The attached draft Community Funding Scheme was presented to Council at the December 2015 meeting. Councillors were asked to review and comment on the scheme. The draft Community Funding Scheme aims to be a more comprehensive policy/guideline document which seeks to incorporate funding areas currently covered by the Shire's Community Grants Guidelines/Policies, and other grants/donations made available by the Shire etc. which are not currently covered under a Shire Policy. These include:

- Minor and Major Community Grants
- Minor and Major Event funding
- Arts Sponsorship/Grants
- Youth Grants
- Sponsorship requests
- Donations requests
- Waiver of fee requests
- Recurrent funding

Comments

The proposed Community Funding Scheme (Attachment 7.1.1(1)) is best described in diagrammatical form. In line with the Shire's Strategic Community Plan, the Funding Scheme aims to build sustainable local communities, enhance the social wellbeing and development of the Shire of Donnybrook Balingup community.

The proposed draft Funding Scheme welcomes submissions from individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that address identified community needs. In doing this, the Funding Scheme assures the applicant that the Shire will work with the applicant to help build a sustainable community and improve the quality of life for people in our Shire. Applicants are expected to provide as much contribution as possible to their projects, activities and events.

To be eligible for funding, applicants must satisfy the following eligibility criteria, and the criteria set out in the relevant draft Funding Category Guidelines:

- Offer a project or activity within the Shire of Donnybrook Balingup's local government boundary, or if the applicant is an individual, they must be a resident of the Shire,
- Have completed and acquitted any project, activity or event for which Shire of Donnybrook Balingup funding was previously received,

- Have no outstanding debts to the Shire of Donnybrook Balingup,
- Undertake the project, activity or event for the benefit of the wider community; and
- Submit an application in accordance with the requirements outlined in the relevant Funding Category Guidelines on the prescribed Application Form.
- Applicants are eligible for a maximum of one grant per Funding Category per financial year, however it should be noted that the Shire has a limited budget and will endeavour to distribute funds equitably throughout the community.

Applicants are ineligible for funding based on:

- Projects that duplicate existing Shire of Donnybrook Balingup services and programs,
- Activities that are already covered by existing service agreements with the Shire of Donnybrook Balingup,
- Projects with a political or religious purpose only,
- Retrospective costs.

The draft Community Funding Scheme differs in a number of areas from the current Community Grants Policy/Guidelines and needs to be considered in full, however, the new scheme allows for funding to be granted as follows:

- Only applications for Major Community Grants and Major Event Funding will be assessed by the Community Grants and Awards Committee. Funding for projects or events totalling less than \$500 each - Minor Community Grants, Minor Event Sponsorship, Waiver of Fees, Donation and KidSport will be assessed by Shire Officers and approved by the CEO under delegated authority. This will allow the Shire to be more responsive to requests for minor requests for funding assistance, and aids in simplifying and streamlining the assessment process.
- To a commercial organisation such as True Grit,
- For unspecified event operating costs or annual PL insurance,
- For 'recurrent cost' e.g. unspecified event operating costs or annual PL insurance,

The annual Community Grants Funding is traditionally advertised to the community during March & April. The Grants then close at the end of April in order that the Committee can assess applications and make recommendations to Council at the May Council meeting, for consideration and inclusion in the following financial year's budget.

Policy/Statutory/Voting Implications

Voting

Absolute Majority required.

Financial Implications

This is subject to Council allocation in the Annual Budget. In the current Policy/Guidelines:

- \$12,500 is allocated each year for the Community Grants Scheme – Major Grants (see Attachment 7.1.1 (2)).
- \$2,500 is allocated each year for the Minor Community Grants Scheme (see Attachment 7.1.1 (2)).

- An annual allocation of \$10,000 is made in the Budget to support youth activities. Up to \$5,000 is available through the grants scheme.
- Support and encourage local arts and craft practitioners residing in the Shire of Donnybrook-Balingup. \$500 is allocated in the Shire budget each year for Arts Prizes.
- \$1000 is allocated in the Shire budget each year for the acquisition of art that is representative of the district.
- Amphitheatre Funding - Up to \$2000 (excluding GST) is available for each activity. (Council funds may be used to pay for the hire of the venue and some of the costs of staging the event.)
- Plus additional funds available to assist with waiver of fees, assistance to attend sporting and other youth leadership activities.
- These are indicative figures only and are subject to variation by Council during Budget deliberations.

With the proposed new Scheme, the Shire will be required to make a financial commitment to the proposed Community Funding Scheme in the 2016/2017 budget. This commitment will be in line with the total level of support previously committed by the Shire to:

- Minor and Major Community Grants
- Event funding
- Arts Sponsorship/Grants
- Youth Grants
- Sponsorship requests
- Donations requests
- Waiver of fee requests
- Recurrent funding

Strategic Implications

The Community Grants policy assists Council to achieve Outcome 2 of the Shire Strategic Plan 'the welfare needs of the community are met' and Outcome 9 'community participation in recreation, leisure and cultural activities'.

Council Decision

(Committees Recommended Resolution)

Moved: Cr Mitchell

Seconded: Cr Tan

That

- (a) Council endorse the amended draft Shire of Donnybrook Balingup Community Grants Scheme; and**
- (b) Delegation be provided to the CEO to approve donations and facility fee waivers in accordance with the Community Funding Scheme Guidelines.**

**Carried 9/0
By Absolute Majority**