



Donnybrook Townscape Committee Meeting Minutes

Held on

Wednesday 14 December 2016

Commenced at 4.02pm

In the Seniors Room, Donnybrook Community Library
Emerald Street, Donnybrook

Ben Rose
Chief Executive Officer

15 December 2016

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note these minutes may contain recommendations which have not yet been adopted by Council.



DONNYBROOK TOWNSCAPE COMMITTEE MEETING MINUTES

14 DECEMBER 2016

TABLE OF CONTENTS

1.	PUBLIC QUESTION TIME	3
2.	DECLARATION OF FINANCIAL INTEREST	3
3.	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
4.1	<i>Donnybrook Townscape Committee Meeting</i>	4
5.	REPORTS OF OFFICERS	4
5.1	<i>Chief Executive Officer</i>	4
5.1.1	SUBJECT: NOMINATION FOR COMMITTEE MEMBERSHIP OF THE DONNYBROOK TOWNSCAPE COMMITTEE	4
5.2	<i>Manager Works and Services</i>	7
5.2.1	SUBJECT: DONNYBROOK TOWN CENTRE TRAFFIC AND PEDESTRIAN STUDY FOR SOUTH WESTERN HIGHWAY	7
6.	OTHER BUSINESS	10
7.	CLOSURE OF MEETING	10

SHIRE OF DONNYBROOK-BALINGUP

DONNYBROOK TOWNSCAPE MEETING MINUTES

Held in the Seniors Room, Donnybrook Community Library,
Emerald Street, Donnybrook
Wednesday 14 December 2016, commencing at 4.03pm

MEMBERS PRESENT

COUNCILLORS	SHIRE OFFICERS	COMMUNITY	GUEST
Cr Logiudice	B Rose – Chief Executive Officer	J Thomson	B Berry – Main Roads WA
Cr Bailey	D Morgan – Manager Works and Services		
Cr Dilley			
Cr Tan			

PUBLIC GALLERY

June Scott
Tom Sheehan

Susan Learmonth

John Sheehan

APOLOGIES

B Wallin – Principal Planner

1. PUBLIC QUESTION TIME

June Scott

What is the status of the design and construction of the proposed new information signage at the Donnybrook Arboretum?

Shire President

The parties involved are in the early stages of designing the information signage.

2. DECLARATION OF FINANCIAL INTEREST

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

The Chief Executive Officer advised that he would investigate the regulations and guidelines in relation to conflicts of interest for Committee Members in relation to item 5.2.1, particularly in relation to Committee Members who owned/ran a business within the area subject to the proposed parking study.

Note: on 15 December, 2016, the Chief Executive Officer's office made contact with the Department of Local Government and Communities (DLGC) to seek clarification on the matter. Advice from DLGC indicated that there would be no conflicts of interest at this stage,

“... that the vacant Community Member position on the Donnybrook Townscape Committee be locally advertised, with a closing date for applications being 14 days after the commencement of the advertising period.”

The vacancy was advertised on the Shire Website, Shire Noticeboards and the Donnybrook/Bridgetown Mail with the opportunity to nominate closing 4 November 2016. Applicants were required to provide relevant experience to support their nomination.

Comment

Five nominations were received:

Mrs Marilyn Hickman - Marilyn has an interest in local history and tourism activities

Ms Leanne Abas – Leanne has lived in Donnybrook for almost 10 years and is keen to be more involved in its growing future. Leanne is from a medical background as a rural General Practitioner and has been involved with committees related to both work and family interests, including School Parents and Friends, Scout Committee's, up to more senior administrative roles including running a 10-doctor hospital in the Kimberley.

Mr Lee Pusey – Lee, a horticulturist with over forty years' experience in this industry, has lived in the Donnybrook-Balingup Shire for over twenty years and has a good understanding of the community and community needs. His children were raised here and he now looks after four foster children who are also developing strong links within the community. Lee is passionate about the region and would welcome the opportunity to be part of a group that has input into the further development of the Shire.

Mr Chaz Newman – Chaz has over 25 years' experience in working in the Natural Environment as a Forester, managing the Native Forest and Plantation operations. Chaz currently manages a team of 30 staff, and has a well-developed knowledge and a keen interest in landscape design.

Chaz and his wife have been a resident of Donnybrook for about 10 years and have a keen interest in the town and the way it presents to residents and visitors and would like to have greater involvement and input to the our Community.

Ms Victoria Coyne – Manager of the Donnybrook Community Resource Centre (CRC), Victoria's background is in business and education and includes qualifications in small business management and workplace training and assessment. As Manager of CRC, Victoria has a keen interest in the development of the town to suit the needs of the business and community. The CRC provides a range of community information and support services, IT access and resources, and business services. The centres services include internet and computer access, photocopying and office services, video conferencing facilities, office hotspot, employment/business/social events and training. The CRC also operates as a Centrelink access point, a source of government information and government hotspot.

Victoria's interest in nominating for the committee is to represent the CRC and provide a CRC perspective to committee discussions.

The Townscape Committee is required to make a recommendation from the nominations received for Council endorsement.

Consultation

The vacancy was advertised on the Shire Website, Shire Noticeboards and the Donnybrook/Bridgetown Mail with the opportunity to nominate closing 4 November 2016. Applicants were required to provide relevant experience to support their nomination.

Policy/Statutory/Voting Implications

Policy

Shire Policy 1.15 – Committee Membership

Voting

Simple Majority

Financial Implications

Nil

Strategic Implications

Outcome 4 – A progressive, actively engaged community working in partnership to achieve our aspirations.

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

The Donnybrook Townscape Committee recommends the following Community Nominee to Council _____.

Cr Logiudice proposed a motion to increase the community membership to three positions (from two positions), noting there is only presently one sitting community member.

Committee's Recommended Resolution

Moved: Cr Logiudice

Seconded: Cr Dilley

The Donnybrook Townscape Committee recommends to Council that Community Membership to the Donnybrook Townscape Committee be increased to three (3) positions.

Carried 5/0

The committee then voted on the nominations received.

Committee’s Recommended Resolution

Moved: Cr Dilley

Seconded: Cr Tan

The Donnybrook Townscape Committee recommends the following Community Nominee’s to Council:

- Marilyn Hickman; and
- Chaz Newman.

Carried 3/2

5.2 Manager Works and Services

5.2.1	SUBJECT:	DONNYBROOK TOWN CENTRE TRAFFIC AND PEDESTRIAN STUDY FOR SOUTH WESTERN HIGHWAY
	Location:	Donnybrook Townsite
	Applicants:	Donnybrook Townscape Committee
	Zone:	N/A
	File Ref:	TP 07/3
	Author:	Damien Morgan, Manager Works and Services, and Bob Wallin Principle Planner
	Report Date:	1 December 2016
	Attachment:	5.2.1 – Correspondence from Fruit Barn

Background

Issues relating to traffic management, parking, and pedestrian movements on the South Western Highway within the Donnybrook Townsite have had increased focus during planning for projects by Main Roads WA (MRWA), the Shire, and private developments.

The need to undertake a study of the Shire’s vision for how this area is to grow has been identified previously within the Shire of Donnybrook-Balingup Townsite Expansion Strategy – Dec 2008. The Study will need to consider:

- How to develop and accommodate growth
- Integration of domestic, heavy haulage, tourism traffic, and pedestrian functions, and;
- Address rationalisation of access points and provision of street parking.

Comment

How growth, development and expansion of the Donnybrook townsite occurs in relation to traffic and pedestrian movements along South Western Highway is an ongoing issue for the Shire to manage.

The Shires development of Clifford Road early in the new millennium at the rear of properties along the South Western Highway is an example of a successful outcome achieved to address various traffic and pedestrian movement issues associated with the South Western Highway.

With MRWA planned works to renew the pavement on the South Western Highway between Noneycup Creek and Bridge Street, the issue of how parking and pedestrian movement can be accommodated within this section has become an issue of concern to many.

MRWA have previously advised the Shire and Donnybrook Townscape Committee (meeting held 14th October 2015) that their works are only for the renewal of the pavement within this section, and that they recommend the Shire develop concept plans of their vision for the streetscape in relations to:

- Intersection treatments with local government road
- Relocation of services
- Access requirements for properties fronting the highway
- Opportunities for on street parking
- Truck parking
- Pedestrian movements.

The plan will need to outline the Shire's Streetscape vision for the section of Highway within the townsite, and should be referred for endorsement by Council, MRWA and the WA Planning Commission.

Once endorsed by the various parties, this will place the Shire in a better position to secure external funding, plus ensure any MRWA, Shire, or private development is consistent with the plan.

It is recommended suitably qualified consultants be engaged to undertake the investigation consultation and concept process.

Consultation

MRWA previously consulted with the Donnybrook Townscape Committee at its October 2015 meeting.

Shire officers have undertaken ongoing consultation with MRWA, business owners, ratepayers, and relevant internal staff.

Policy/Statutory/Voting Implications

Policy

Consistent with Council policy.

Voting

A simple majority is required.

Financial Implications

If supported by Council funding, estimated \$20,000 up to \$40,000 will need to be identified in the 17/18 budget.

Strategic Implications

The following outcomes from the Strategic Community Plan relate to this proposal:

Outcome 1.7 – A well-used an efficient transport network

Outcome 4.2 – Maintain long term financial viability

Outcome 4.7 – Maintain and enhance Shire Assets

Officer's Recommended Resolution

Moved:

Seconded:

The Committee recommends that Council consider an allocation within the 2017/18 Financial Year Budget of up to \$40,000 to engage a consultant to undertake consultation with relevant stakeholders and develop a Strategic Streetscape Plan for the length of the South Western Highway within the Donnybrook town site.

An amended recommendation was circulated by Cr Dilley via email prior to the meeting. Hard copies of the amended recommendation were presented at the meeting.

Cr Dilley's Amended Recommendation

Moved: Cr Dilley

Seconded: Cr Tan

The Committee recommends that Council:

- 1. Consider an allocation within the 2017/18 Financial Year Budget of up to \$40,000 to engage a consultant to undertake consultation with relevant stakeholders and develop a Strategic Streetscape Plan for the length of the South Western Highway within the Donnybrook town site.**
- 2. Instruct the Chief Executive Officer to request Main Roads WA to work with the Shire's Officers to design and construct a long vehicle parking bay/s adjacent to Lot 142 South Western Highway, Donnybrook, as part of the imminent South Western Highway renewal works in that locality.**
- 3. Design and delivery of the parking bay/s referenced in Recommendation 2, above, is to be consistent with those in the Donnybrook Town Centre.**
- 4. Instruct the Chief Executive Officer to negotiate with the owner of Lot 142 South Western Highway, Donnybrook, for a financial contribution by the owner towards the construction of the long vehicle parking bay/s and associated footpath.**

Carried 5/0

6. OTHER BUSINESS

6.1 Informal Parking Area: Corner South Western Highway and Victory Lane, Donnybrook

The Committee request Shire representatives to meet with Brookfield Rail and adjacent business owners to discuss future use of the informal parking area.

7. CLOSURE OF MEETING

The Shire President advised that the next Donnybrook Townscape Committee Meeting will be held at 4.00pm on Wednesday, 1 February 2017 at a location to be determined.

The Chairperson declared the meeting closed at 5.31pm.

These Minutes were confirmed as a true and accurate record at the Donnybrook Townscape Committee Meeting held on _____.

Shire President		Presiding Member

DONNYBROOK TOWNSCAPE COMMITTEE MEETING - ACTION ITEMS LIST

AS AT DECEMBER 2016

Meeting Date	Action	Assigned To	Comments/Status
4/02/2015	Arboretum Signage	PP	Draft sign provided to committee members.
4/02/2015	Review of moveable advertising signage on Donnybrook main street	CEO	Awaiting final approval from Minister for Planning.
4/02/2015	Victory Lane/ SW Highway Intersection/R47816/Bridge St/Reserve St/SW Highway Intersection	MWS	Staff commenced discussions with Main Roads. Ongoing.
10/06/2015	Upgrade South Western Highway from Marginata Drive, Noneycup Creek, to Reserve Street	MWS	Anchor & Hope Inn to Reserve Street - MRWA still designing this section. Works to commence Feb 2017.
12/08/2015	Donnybrook townsite Heritage Walk Trail	Marlyn Hickman, Ria Hammond, Dave Fawcett & Deb V	Working group formed.
14/10/2015	Upgrading Reserve Crn SW Highway & Victory Lane	PP	Ongoing.
9/12/2015	Proposed Mill Park Development	PP	that council resolve to support Kirup Progress Association - Toilet Facility for Mill Park in budget.
4/02/2016	Update on Apple Fun Park	MWS	Has been identified as a project to be delivered in-house by relevant technical officers, programmed to have draft to Council mid-2017.
4/02/2016	Men in Sheds	MDES	Preferred site is Lot 521 Marmion Street. Project Plan to be completed by November 2016. Request for Community Gardens Group to be part of site.
13/04/2016	Reserve (Corner Victory Lane and South Western Highway)	MWS	follow up with MRWA. 12/10/2016 - Recommended \$4k be allocated to budget.
13/04/2016	Public Toilet near Railway Station	PP	Staff to investigate any heritage implications.
8/06/2016	Community Garden	PP	Grant application unsuccessful -Group to submit another application to the next round of grant funding. Cr Tan to advise the Community Garden Group.
14/09/2016	Request to relocate the old transportable Skatepark from Donnybrook to Kirup	PP	Relocation costs estimated at approx \$50K. Ongoing discussion with Kirup Progress Association.
14/09/2016	Loading Bay - Acrod Parking	PP	Council resolved to not be involved.
14/09/2016	Banners	MWS	Banners ordered and plan to be installed early December 2016.
12/10/2016	Footpath to Meldene Estate	MWS	Shire provided additional details supporting application for 2nd stage of process. Awaiting announcement if project has been successful in receiving funding.
12/10/2016	Discussion on Tourist Centre - Rquest for different signs for the Arboretum	DBK Reg Tourism Assoc, DBK COC, and the Shire	Working on tourism signage.
12/10/2016	Scale Model Train Set	PP	Looking for a suitable location for the model train set.
14/12/2016	Informal Parking Area - Cnr SW Highway and Victory Lane, Donnybrook	PP/MWS	Shire representatives to meet with Brookfield Rail abd adjacent business owners to discuss the future use of the informal parking area.

