



# Ordinary Council Meeting Minutes

---

Held on Wednesday, 28 June 2017

Commencing at 5.00pm

In the Seniors' Room, Donnybrook Community Library

---

**Benjamin (Ben) Rose**  
Chief Executive Officer

**3 July 2017**

## **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.

---



## ORDINARY COUNCIL MEETING MINUTES

28 June 2017

### TABLE OF CONTENTS

PUBLIC GALLERY .....	5
1 APOLOGIES.....	5
2 PUBLIC QUESTION TIME .....	5
3 APPLICATION FOR LEAVE OF ABSENCE.....	8
4 DECLARATION OF FINANCIAL / IMPARTIALITY INTEREST .....	8
5 PETITIONS / DEPUTATIONS / PRESENTATIONS .....	9
6 PRESIDENT’S COMMUNICATIONS.....	9
7 LATE ITEMS.....	9
8 CONFIRMATION OF MINUTES.....	10
8.1 Ordinary Meetings of Council.....	10
9 ELECTED MEMBER’S MOTIONS.....	10
10 MINUTES OF PREVIOUS MEETINGS .....	10
10.1 Committee Minutes .....	10
11 REPORTS OF COMMITTEES.....	11
11.1 Local Emergency Management Committee .....	11
<b>11.1.1 ENDORSEMENT OF THE SHIRE OF DONNYBROOK BALINGUP -</b>	
<b>LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS.....</b>	<b>11</b>
11.2 Balingup Townscape Committee.....	13
<b>11.2.1 BALINGUP CAR PARK UPGRADE (RAILWAY RESERVE).....</b>	<b>13</b>
<b>11.2.2 BALINGUP TOWNSCAPE DEVELOPMENT PLAN.....</b>	<b>15</b>
11.3 Donnybrook Townscape Committee .....	18

<b>11.3.1</b>	<b>LANDSCAPE IMPROVEMENT FOR NORTHERN END OF DONNYBROOK TOWNSITE.....</b>	<b>18</b>
<b>11.3.2</b>	<b>OTHER BUSINESS – ARBORETUM STEAM MILL .....</b>	<b>20</b>
11.4	Disability Access and Inclusion Planning Committee .....	21
<b>11.4.1</b>	<b>DISABILITY ACCESS AND INCLUSION PLAN 2017-2022.....</b>	<b>21</b>
12	REPORTS OF OFFICERS .....	22
12.1	Manager Finance and Administration.....	22
<b>12.1.1</b>	<b>ACCOUNTS FOR PAYMENT .....</b>	<b>22</b>
<b>12.1.2</b>	<b>MONTHLY FINANCIAL REPORT.....</b>	<b>23</b>
12.2	Manager Works and Services .....	23
12.3	Manager Development and Environmental Services .....	23
12.4	Principal Planner .....	23
<b>12.4.1</b>	<b>APPLICATION FOR TRANSPORTABLE FOOD VAN AT LOT 614 SOUTH WESTERN HIGHWAY, DONNYBROOK.....</b>	<b>23</b>
<b>12.4.2</b>	<b>COACH’S BOX AND STORAGE AT LOT 493 MARMION STREET, DONNYBROOK.....</b>	<b>27</b>
<b>12.4.3</b>	<b>DELEGATION UNDER LOCAL GOVERNMENT ACT 1995 .....</b>	<b>31</b>
<b>12.4.4</b>	<b>REVIEW OF LOCAL PLANNING POLICY 9.4 AND 9.17 .....</b>	<b>32</b>
12.5	Chief Executive Officer.....	34
<b>12.5.1</b>	<b>WALGA 2017 LOCAL GOVERNMENT CONVENTION AND ANNUAL GENERAL MEETING .....</b>	<b>34</b>
<b>12.5.2</b>	<b>DRAFT STRATEGIC COMMUNITY PLAN.....</b>	<b>37</b>
<b>12.5.3</b>	<b>INTERNAL AND EXTERNAL COMMUNICATIONS STRATEGIES .....</b>	<b>40</b>
<b>12.5.4</b>	<b>CSRFF FUNDING APPLICATION - DONNYBROOK TENNIS CLUB – COURT RESURFACING.....</b>	<b>41</b>
12.6	Recall Items .....	44
12.7	Confidential Items .....	45
<b>12.7.1</b>	<b>GOVERNANCE REVIEW PROGRAM.....</b>	<b>46</b>
<b>12.7.2</b>	<b>NOTICE OF MOTION: RECOMMENDATION FOR GRATUITY.....</b>	<b>46</b>
<b>12.7.3</b>	<b>NOTICE OF MOTION: SERVICE DELIVERY METHODOLOGY REVIEW .....</b>	<b>46</b>

<b>12.7.4 CHIEF EXECUTIVE OFFICER REVIEW – APPOINTMENT OF CONSULTANT .....</b>	<b>47</b>
<b>13 CLOSURE OF MEETING .....</b>	<b>47</b>

# SHIRE OF DONNYBROOK BALINGUP

## ORDINARY COUNCIL MEETING MINUTES

Held in the Seniors' Room, Donnybrook Community Library  
Wednesday, 28 June 2017 commencing at 5.03pm

### MEMBERS PRESENT

#### COUNCILLORS

Cr Logiudice  
Cr Crowley  
Cr Dilley  
Cr King  
Cr Mills  
Cr Mitchell  
Cr Tan  
Cr Van Der Heide

#### STAFF

B Rose – Chief Executive Officer  
G Harris – Manager Finance and Administration  
D Morgan – Manager Works and Services  
  
L Guthridge – Manager Development and Environmental Services  
B Wallin – Principal Planner  
L Bourne – Governance Officer

### PUBLIC GALLERY

June Scott  
Ann Clifford  
Noelene King  
Jill Duncan

Shane Watling  
Peter Gunson  
Greg Meacham

### 1 APOLOGIES

NIL

### 2 PUBLIC QUESTION TIME

Questions taken on notice at the May 2017 OCM:

*June Scott*

*For many years I have campaigned for some form of Service Level Agreement or other between the Administration and the two local tourism organisations as a measure to further improve the tourism representation and economic growth. This year we see approximately \$60,000 via recurrent grants divided between two local tourism organisations with no real strings attached. I ask again this year, can this method of funding be reviewed to include some form of agreement?*

*Funding to remain as included in this agenda but it be directed to various requirements, as an example:*

- A single identity brand for the Shire of Donnybrook Balingup breaking down to two localised identities*

- *A requirement to undertake industry training, such as quotes I have previously provided, for industry-based courses such as Customer Service Way etc?*
- *An overall Shire Asset Map inclusive of the whole Shire, prior to breaking down to satisfy only listed business etc.*

Response:

The method of funding community organisations was reviewed during the redevelopment of the Community Grant Funding Scheme and was adopted by Council in March 2016. The Shire is satisfied with the current structure in place and the level of guidance and support provided to these Tourism Associations by Shire officers and other agencies.

Both the Donnybrook Regional Tourism Association (DRTA) and the Balingup and District Tourism Association (BADTA) operate a visitor's centre, which is staffed primarily by local volunteers. The Shire has representation on both the Donnybrook Regional Tourism Association (DRTA) and the Balingup and District Tourism Association (BADTA), has regular contact with both Associations, and is currently working jointly with them on a number of projects and local initiatives including event planning, development of town site heritage walk trails and regional map. Assistance is also provided in sourcing external grant funding.

The Shire has worked collaboratively with both the Donnybrook Regional Tourism Association and the Balingup and District Tourism Association in assessing the benefits of the Australian Tourism Accreditation Program (ATAP). In recent years, Tourism WA through the Regional Visitor Centre Sustainability Grant Program, has offered assistance to Shire's and small Regional Tourism Associations and Visitor Centre's to obtain ATAP accreditation.

The DRTA was successful in receiving funding in Round 2 of the Regional Visitor Centre Sustainability Grant Program and have appointed a consultant who is currently working with the organisation to assist them with attaining ATAP accreditation.

With support from the Shire, BADTA applied for funding in Round 3 of the Regional Visitor Centre Sustainability Grant Program which closed on 16 June, 2017. If successful, BADTA will appoint a consultant to assist them to review their Business Plan, Marketing Plan and attain ATAP accreditation.

The tourism industry in the south west of WA is currently transitioning through a significant period of growth and structural change. In December, 2016 the Shire of Donnybrook Balingup agreed to the MOU between the City of Bunbury and the Bunbury Wellington Group of Councils, South West Development Commission, and Australia's South West for the implementation of the Bunbury Wellington and Boyup Brook Regional Tourism Strategy. This strategy will maximising tourism opportunities and foster a unified approach in the Bunbury-Geographe region. One of the four key strategies to be implemented is the development of a Regional Map for the Bunbury-Geographe region.

In conjunction with the two local tourism Associations, the Shire will be working collaboratively on the implementation of the Bunbury-Wellington and Boyup Brook Regional

Tourism Development Strategy with a focus on growing the industry and developing an annual implementation plan to address high priority areas identified in the Regional Action Plan.

Noelene King

*Over the past two years I have attended functions at Tuia Lodge as a member of a singing group and visiting a friend. During that time the events have been well attended and I have observed a marked improvement in the delivery of services and community culture at Tuia Lodge. Could you please outline:*

- 1. The increased number of clients and dedicated staff within Tuia Lodge currently*
- 2. The present situation with respect to the Health Department audits which are conducted regularly.*
- 3. Some examples of the skills training now provided to care staff.*
- 4. Improved and increased level of Care qualifications within the staff at Tuia Lodge.*
- 5. Is there any feedback sought from the clients about their present care and what are the results.*
- 6. Why does the Shire seem reluctant to communicate these improved activities to the general community via articles in the Preston Press which would also address some of the rumours?*

*The Health service is a very important part of Donnybrook's community assets, but due to the very low number of Donnybrook residents who attended the strategic planning meetings to direct where facilities / planning ought to go in the future, some of these issues which could have been addressed at that meeting were not.*

Response:

Questions will be taken on notice.

Noelene King

*And if I am not happy with the response where do I go then?*

Response:

If you are not happy you may come back to Council or go to the Department for Local Government.

June Scott

- 1. Further to a question I asked last month about the \$1.5 million or \$ \$1,490,000 budget adjustment, that I have not received an answer to, can you please advise if the applicant of Clearing Permit 7423 the Shire of Donnybrook Balingup has been requested to supply Department of Environmental Regulation more information relating to their application?*
- 2. The now Trevena Road was once part of the historic Ramsay's Track it has great ability as a heritage site being the first area of the Preston Valley settled by William Cunningham Ramsays of Minninup, it is referenced in the history of*

*Donnybrook. Minninup being the first name of place associated with the Preston River settlement at Minninup now known as Donnybrook. (Minninup being the south of now Donnybrook townsite, historic old Donnybrook being north of now Donnybrook..*

*If the representative of the Shire of Donnybrook Balingup is taking issues such as this to the Local Tourism Organisation for consultation is it possibly to consider the rest of the community in consultation relating to this location as a tourism site?*

*Note: I have provided a minimal history to the Shire of Donnybrook Balingup in the recent past relating to the site as requested.*

3. *Can the iconic, one of a kind Soldiers Memorial Hall, built of massive solid Donnybrook stone blocks, foyer be opened as a tourist site with interpretation of the building included within the foyer or alternatively an outside quality interpretative panel mounted on the wall facing the shires visitor car park ?*
4. *Is the DRTA Inc or the Historical Society able to do this for the community with the assistance of the shire who are located on the site and may be able to open the foyer, giving the VC a site to direct visitors to, that display our state heritage recognised stone history ?*

Response:

Questions will be taken on notice.

Jill Duncan

*I ask whether and when the new Council Chamber (former Uniting Church) will be ready for use for the public and members of Council? The hearing difficulties in this building are quite significant – are there plans to address this in the development of the new Council Chambers?*

Response:

The Shire's advertising for tenders closes on July 2. Once a tender has been accepted it is envisaged that there would be a two to three month building time. The use of microphones and recording equipment will provide audio assistance.

---

### **3 APPLICATION FOR LEAVE OF ABSENCE**

---

NIL

---

### **4 DECLARATION OF FINANCIAL / IMPARTIALITY 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 PETITIONS / DEPUTATIONS / PRESENTATIONS**

---

Peter Gunson and Greg Meacham, representatives from Forest Industries Federation, presented to Council on the Wood Encouragement Policy. The Federation urged Council to consider adopting a 'Timber First' or Wood Encouragement Policy and use wood in the development of Council buildings, because of its environmental benefits.

Cr Van Der Heide queried the public perception that timber was more prone to fire. The response was that protection measures are higher than in the past and fire fighters better understand the behaviour of fire with wood than other materials.

---

## **6 PRESIDENT'S COMMUNICATIONS**

---

<b>Date</b>	<b>Meeting</b>	<b>Report</b>
23 May 2017	Breakfast with The Hon David Templeman MLA	The Mister confirmed his support and collaboration with LGA's and outlined a review of the LGA Act.
24 May 2017	Regional Development Funding outlook Forum	Bunbury Geographe Growth Plan, Infrastructure Development, Funding and Partnering Opportunities.
25 May 2017	Regional Waste Management	Decision on R4R Funding for Regional Waste Site Development.
29 May 2017	Communications Meeting with CEO	Weekly Meeting
30 May 2017	Mumballup Bushfire Brigade	Award Presentation to Long Serving Brigade Volunteer's
1 June 2017	Meeting with Mick Murray Minister for Aging and Recreation	Opportunity to update on local projects and Pre Election Funding Commitments
9 June 2017	Communications Meeting with CEO	Weekly Meeting
15 June 2017	BWEA and Bunbury Geographe Growth Planning Committee.	Model Planning and Developing Consultant Brief
15 June 2017	BWEA Meeting	Scheduled Meeting
19 June 2017	Communications Meeting with CEO	Weekly Meeting

---

## **7 LATE ITEMS**

---

Nil

---

## **8 CONFIRMATION OF MINUTES**

---

### ***8.1 Ordinary Meetings of Council***

---

#### **Council Decision**

**Moved: Cr Dilley**

**Seconded: Cr Tan**

**That the Minutes of the Ordinary Meeting of Council held on 24 May 2017 be confirmed as a true and accurate record.**

**Carried 8/0**

---

## **9 ELECTED MEMBER'S MOTIONS**

---

Three Elected Members' Notices of Motion have been lodged with the Chief Executive Officer, as follows:

<b>Ref.</b>	<b>Author</b>	<b>Topic</b>	<b>Status</b>
1.	Cr Logiudice	Recommendation for gratuity payment	Accepted by Chief Executive Officer. Confidential item.
2.	Cr Bailey	Access to administrative and operational information	Not accepted by Chief Executive Officer.
3.	Cr Baily	Service delivery methodology review	Accepted by Chief Executive Officer. Confidential item.

---

## **10 MINUTES OF PREVIOUS MEETINGS**

---

### ***10.1 Committee Minutes***

---

#### **Council Decision**

**Moved: Cr Mitchell**

**Seconded: Cr Mills**

**That the following Committee Minutes be received:**

- **Local Emergency Management Committee Meeting – 13 June 2017**
- **Balingup Townscape Committee Meeting – 14 June 2017**
- **Donnybrook Townscape Committee Meeting – 14 June 2017**
- **Disability Access and Inclusion Planning Committee Meeting – 20 June 2017**

**Carried 8/0**

---

## 11 REPORTS OF COMMITTEES

---

### 11.1 Local Emergency Management Committee

---

11.1.1	<b>ENDORSEMENT OF THE SHIRE OF DONNYBROOK BALINGUP - LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS</b>
	<b>Location:</b> Shire of Donnybrook Balingup
	<b>Applicants:</b> Shire of Donnybrook Balingup
	<b>Zone:</b> N/A
	<b>File Ref:</b> PWF 14F
	<b>Author:</b> Leigh Guthridge – Manager Development and Environmental Services ( <i>Bryanna Wright – Environmental Health Officer</i> )
	<b>Report Date:</b> 7 June 2017
	<b>Attachments:</b> 11.1.1(1) - Draft Shire of Donnybrook Balingup Local Emergency Management Arrangements (document to be emailed) 11.1.1(2) - Schedule of Submissions

### Background

Council at its April 2017 meeting resolved the following:

*"That Council instruct the Chief Executive Officer to advertise the draft Local Emergency Management Arrangements (LEMA) for 28 days, commencing in April 2017, with submissions received to be considered by the Local Emergency Management Committee and subsequently Council prior to the LEMA being considered for adoption at a future meeting of Council."*

The LEMA is a tool used in the planning and responding to emergencies and supports emergency affected communities in the reconstruction of the physical infrastructure as well as restoration of emotional, social, economic and physical wellbeing.

A hard copy of the Local Emergency Management Arrangements was tabled at the LEMC meeting and an electronic copy provided to members with the agenda (Attachment 11.1.1(1)).

### Comment

Advertising of the draft Local Emergency Management Arrangements was undertaken from 1 to 31 May 2017. During the advertising period no public comments were submitted however feedback was received from LEMC members and government agencies recommending various changes to the draft document. These have been addressed in the Schedule of Submissions (Attachment 11.1.1(2)).

The Shire's Local Emergency Management Arrangements now aligns with the State Emergency Management Committee (SEMC) framework and is based on best practice

across national and international jurisdictions, experiences from other recovery agencies and lessons learnt etc. It will be an important planning tool in the event of any emergency.

## **Consultation**

The Local Emergency Management Arrangements has been advertised to the wider community via:

- Advertisement in the Donnybrook-Bridgetown-Manjimup Mail;
- Public notices on Shire noticeboards throughout the Shire of Donnybrook Balingup;
- The Shire website; and
- Email correspondence to LEMC members and Government Agencies.

A workshop was held with Shire staff on 8 June 2017 to gain insight into how Shire operations may be impacted by an emergency and step through how the LEMA would be used as a planning tool.

Mr Vikram Cheema, District Emergency Management Advisor - South West Office of Emergency Management 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 with the last review being undertaken in 2011.

### Voting Implications

Simple majority.

### **Financial Implications**

The Shire obtained AWARE funding of \$20,000 (Ex-GST) in June 2016 to review its LEMA. This project is fully funded by the AWARE program.

### **Strategic Implications**

- Outcome 3.4 – Maintain and Improve the Provision of Emergency Services.

## Committee’s Recommended Resolution

**Moved:**

**Seconded:**

**That Council endorse the Shire of Donnybrook Balingup Local Emergency Management Arrangements, as attached, dated 28 June 2017.**

## Council Decision

**Moved: Cr Mitchell**

**Seconded: Cr Dilley**

**That Council endorse the Shire of Donnybrook Balingup Local Emergency Management Arrangements, as attached, dated 28 June 2017, subject to a modification to *Annexure 8 – Evacuation Centres*, stating in the hazard column of the Donnybrook Recreation Centre the following:**

**“Sodium Hypochlorite and HCL Acid is stored onsite for the purposes of swimming pool treatment under manifest quantities.”**

**Carried 8/0**

---

### **11.2 Balingup Townscape Committee**

---

<b>11.2.1</b>	<b>BALINGUP CAR PARK UPGRADE (RAILWAY RESERVE)</b>
<b>Location:</b>	<b>Balingup</b>
<b>Applicants:</b>	<b>Balingup Townscape Committee</b>
<b>Zone:</b>	<b>NB/A</b>
<b>File Ref:</b>	<b>TP 07/7</b>
<b>Author:</b>	<b>Manager Works and Services</b>
<b>Report Date:</b>	<b>7 June 2017</b>
<b>Attachment:</b>	<b>11.2.1(1) - Revised Concept Car Park Plan 11.2.1(2) - Email from The Packing Shed</b>

## Background

The existing gravel car park adjacent to the Balingup War Memorial Gardens and ‘Packing Shed’ causes frequent maintenance issues for the Shire due to an increase in the use of this parking area. A concept plan for the sealing of the car park was presented to Balingup Townscape Committee at its meeting held on 14 December 2016.

Shire Officers now seek Committee endorsement for the revised concept design proposal to have the sealing project considered within the 2017/18 Council budget, and secure legal public access rights to the car park from the ‘Packing Shed’ driveway.

## **Comment**

Since presenting the concept plan to the December 2016 meeting, officers have been consulting with the owners of the 'Packing Shed' in relation to securing public access rights to the car park via their driveway.

From this process the owners of the 'Packing Shed' have agreed to an easement to formalise the existing public access from South Western Highway (Attachment 5.1.3(2)), and support the car park upgrade.

The car park upgrade will consist of sealing approximately 725m<sup>2</sup> with a two coat chip seal, a 200m<sup>2</sup> gravel hard-stand area and associated line marking. It is intended that storm water drainage will be via overland flow into the Balingup War Memorial Gardens.

Depending on the final surface selection, the project is estimated to cost approximately \$50,000 and will utilise a \$14,000 cash in-lieu of parking contribution previously paid by the owners of the 'Packing Shed'.

## **Consultation**

The Balingup Townscape Committee is formally constituted by the Council and authorised to make recommendations to the Council.

Officers have consulted with the owners of the 'Packing Shed'.

## **Policy/Statutory/Voting Implications**

### Policy

Consistent with Council policy.

### Statutory

Consistent with Council's formal budget process.

### Voting

A simple majority is required for recommended items in priority order.

## **Financial Implications**

If supported, a budget allocation of \$50,000 will be included in the draft 2017/18 Shire Budget to complete these works. Approximately \$36,000 will be sourced from Shire funds and \$14,000 from existing contributions.

## **Strategic Implications**

- Outcome 2.8 - Our town sites are attractive, well presented and maintained.
- Outcome 3.2 - Quality community and recreational facilities that are well used by all ages and abilities.
- Outcome 3.8 - Maintain a safe and friendly community environment.

- Outcome 3.9 - Existing community spirit and pride is maintained
- Outcome 4.1 - An informed, engaged and involved community that actively participates.
- Outcome 4.7 - Maintain and enhance Shire assets.

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

**Moved: Cr King**

**Seconded: Cr Tan**

**That Council:**

1. **Support the upgrade of the car park located adjacent to the Balingup War Memorial Gardens and existing driveway within Lot 121 South West Highway as per the Balingup Car Park Design Plan dated June 2017;**
2. **Consider the car park upgrade project within the 2017/18 Shire Budget, with a total funding allocation of \$50,000 for the works, comprising \$36,000 from Shire Funds and \$14,000 from existing contributions; and**
3. **Instruct the Chief Executive Officer to seek to secure an easement for public access within Lot 121 South West Highway as shown on the Balingup Car Park Design Plan dated June 2017.**

**Carried 8/0**

---

**11.2.2**

**BALINGUP TOWNSCAPE DEVELOPMENT PLAN**

---

**Location:** Balingup Townscape Committee  
**Applicants:** Balingup Townscape Committee  
**Zone:** N/A  
**File Ref:** TP07/1  
**Author:** Bob Wallin – Principal Planner  
**Report Date:** 7 June 2017  
**Attachments:** 11.2.2(1) - Balingup Village Green Master Plan  
11.2.2(2) – Summary Status Review of Balingup Townscape Development Plan (as at 2016)  
11.2.2(3) – 2012-2017 Balingup Townscape Development Plan

**Background**

The Balingup Townscape Development Plan (2012-2017) is a five year plan by which the Balingup Townscape Committee and Council plan, prioritise and implement Townscape Development projects in Balingup.

The document undergoes an annual update and a 5-yearly review; the five year review is identified to take place during 2017. The purpose of the five year review is to revisit the projects that have been completed over the past five years and provide opportunity to consider entirely new projects that will benefit townscape outcomes for Balingup.

A key part of the plan relates to the Balingup Village Green Master Plan (Attachment 11.2.2(1)). The plan identified the following areas as essential for the improvement of the Balingup Townscape:

- Tree Planting
- Village Green Development
- Playground Equipment
- Balingup Brook
- Signage
- Birdwood Park
- Entry Statements
- Forrest Street Upgrade
- Walkways/Footpaths Trails
- Shire Depot
- Flora and Fauna

Since the start of this plan, significant works have been undertaken to improve townscape presentation as outlined in the 2016 Annual Review (Attachment 11.2.2(2)).

In terms of actions, the following needs to be established:

- a) An agreed process;
- b) Identify some key projects or areas of priority. This can be started by the committee and elaborated on by public comment;
- c) Review comments and establish specific projects and priorities, acknowledging cost constraints.

Before going further, it is beneficial to understand a few points:

### **1. Why have a plan?**

A good place to start thinking about this plan is to understand its purpose. Having a Townscape Development Plan provides:

- a) Opportunities to provide a clear vision for the town;
- b) Potential to co-ordinate and focus activity towards the big picture rather than ad-hoc projects; and
- c) Identify priorities so that limited resources are effectively used.

### **2. Where to start?**

A good place to start is to look at the areas identified for improvement in the existing plan. This has already been listed. It is suggested that the focus be limited to a few areas (perhaps a maximum of five) and allocate one area to each year based on priority.



It is then possible to identify specific projects under each area heading so to focus activity and provide an easy measure for implementation and to judge the success of the project.

### **3. When and how to get public comment?**

Once feedback and suggestions from the Townscape Committee has been collected and collated, it is suggested that a survey be advertised and circulated. The survey can be undertaken digitally using "Survey Monkey". Survey Monkey is an online provider that is free and can be prepared and analysed by Shire staff.

Details of the survey can be placed at key locations throughout Balingup to maximise participation.

#### **Policy/Statutory/Voting implications**

N/A

#### **Strategic Implications**

The Shire's Strategic Plan states that Council will work with the Townscape Committees to develop and maintain Town Centres/Streetscapes and encourage the use of native plants in beautification programs. The preparation of a comprehensive Development Plan will guide future projects within the Balingup townsite consistent with the Shire's Strategic Community Plan.

#### **Financial Implications**

Initial costs for the review will be in relation to advertising in the local paper (approximately \$180) and obtaining an annual subscription fee of \$300 for Survey Monkey. This will enable the survey to be conducted without the need for paper, collection points and collation.

Project costs for works will be estimates only and will need to be considered as part of the wider budget review process.

#### **Council Decision**

##### **(Committee's Recommended Resolution)**

**Moved: Cr King**

**Seconded: Cr Mills**

**That Council request the Chief Executive Officer to review and reformat the Balingup Townscape Development Plan to provide a flexible, principle driven document to guide future projects within the Balingup Townsite.**

**Carried 8/0**

---

### **11.3 Donnybrook Townscape Committee**

---

#### **11.3.1 LANDSCAPE IMPROVEMENT FOR NORTHERN END OF DONNYBROOK TOWNSITE**

---

<b>Location:</b>	<b>Donnybrook</b>
<b>Applicants:</b>	<b>Shire of Donnybrook</b>
<b>File Ref:</b>	<b>TP07/3</b>
<b>Author:</b>	<b>Bob Wallin)</b>
<b>Report Date:</b>	<b>21 April 2017</b>
<b>Attachments:</b>	<b>11.3.1(1) – Location Plan</b> <b>11.3.1(2) – Description and Example of Proposed Trees</b>

#### **Background**

The northern approach to Donnybrook is characterised by industrial activities that provide a less than appealing image of what the town has to offer and has potential to be improved to lift streetscape presentation and provide a better image of the town.

This proposal seeks support of the townscape committee to allocate funding for street tree planting along the South Western Highway between the southern end of the Arboretum and the northern side of the golf course entrance road) (Attachment 11.3.1(1)). This equals a stretch of approximately 400m.

It is not possible to plant trees within the verge north of the arboretum towards the Meldene Estate entrance due to the narrow road reserve width.

This proposal aligns with the Donnybrook Townscape Development Plan (2012-2017). The Donnybrook Townscape Development Plan was originally adopted by Council in 2006 and was reviewed in 2011 and 2014.

The intent of the plan is to guide:

*“...development and improving pedestrian and movement systems built form, landscape and cultural identity in Donnybrook.”*

The plan divides the townsite into 5 precincts. Each precinct has a theme and set of recommendations and actions to meet the guiding principles of the plan mentioned above.

One of the opportunities of the plan for the northern precinct is to improve the entrance to town by providing an informal landscaped entry statement.

It is proposed to plant Illawarra Flame trees and Spotted Gums at a density of 1 tree per 10m (Attachment 5.1.1(2)). The project will require a planting of 80 trees in a two stage approach; Stage 1 = 55 trees, Stage 2 = 25 trees. The cost of the project is estimated at \$17,428:

<b>Description</b>	<b>Stage 1</b>	<b>Stage 2</b>
Trees and Soil	\$ 3,575	\$ 1,625
Labour	\$ 6,270	\$ 2,850
Equipment (Loader, truck and ute's)	\$ 2,136	\$ 972
<b>TOTAL</b>	<b>\$11,981</b>	<b>\$ 5,447</b>

The ideal time to start the project is immediately to make the most of the cool and wet weather.

Maintenance (watering and pruning) will be required for first two years and is estimated to cost \$7,800 per annum until the trees are established. It is noted that ongoing maintenance beyond the first two years will be absorbed into existing landscaping maintenance budgets as existing trees and landscaping areas within the shire mature and no longer required intensive maintenance.

There is presently \$7,000 unallocated in the 2016/17 Townscape budget and \$5,221 remaining from an original budget of \$10,000 set aside for Christmas lights that were purchased last season. This equates to a budget of \$12,221 from the 2016/17 Financial Year. The remaining \$5,207 and ongoing maintenance of the trees will be identified in the 2017/18 Townscape budget.

### **Policy/Statutory/Voting implications**

The proposal is consistent with the intent of the Donnybrook Townscape Development Plan 2012-2017.

### **Strategic Implications**

The Shire's Strategic Plan states that Council will work with the Townscape Committees to develop and maintain Town Centres / streetscapes. This proposal aligns with this vision.

### **Financial Implications**

The estimated cost of purchasing and planting the trees will be \$17,428. In addition to this, maintenance of \$15,600 will be required for watering and pruning over the first two years. The first stage costs will be a total of \$12,221. Maintenance over the first two years is calculated at 6 hours per week over summer. It is noted that ongoing maintenance beyond the first two years will be absorbed into existing landscaping maintenance budgets as existing trees and landscaping areas within the shire mature and no longer required intensive maintenance.

### **Committee's Recommended Resolution**

**Moved:**

**Seconded:**

**That Council:**

1. Allocate \$12,221 from the Donnybrook Townscape budget, consisting of \$7,000 of unallocated money and \$5,221 from unspent Christmas light funds, to enable the purchase and planting of street trees for the northern entrance to the Donnybrook townsite in accordance with the first stage of the staging plan; and
2. Instruct the Chief Executive Officer to implement Point 1 subject to review of the tree selection regarding size and invasiveness.

### Council Decision

Moved: Cr Dilley

Seconded: Cr Crowley

That Council:

1. Allocate \$12,221 from the Donnybrook Townscape budget, consisting of \$7,000 of unallocated money and \$5,221 from unspent Christmas light funds, to enable the purchase and planting of street trees for the northern entrance to the Donnybrook townsite in accordance with the first stage of the staging plan; and
2. Instruct the Chief Executive Officer to implement Point 1 subject to review of the tree selection regarding size and invasiveness.
3. Prior to any further action the Shire consult with Main Roads WA, adjoining landholders and any other agencies that have infrastructure in the subject area.

Carried 8/0

---

### 11.3.2

### OTHER BUSINESS – ARBORETUM STEAM MILL

---

Location:	Donnybrook Townscape Committee
Applicants:	Donnybrook Townscape Committee
Zone:	N/A
File Ref:	TP07/3
Report Date:	7 June 2017
Attachments:	Nil

The Steam Mill, a piece of local history for tourists and visitors to enjoy, is located at the Arboretum and has fallen into a state of disrepair.

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

**Moved: Cr King**

**Seconded: Cr Dilley**

**Council instruct the Chief Executive Officer to investigate grant options for the preservation of the Arboretum Steam Mill.**

**Carried 8/0**

---

**11.4 Disability Access and Inclusion Planning Committee**

---

<b>11.4.1</b>	<b>DISABILITY ACCESS AND INCLUSION PLAN 2017-2022</b>
	<b>Location: Shire of Donnybrook Balingup</b>
	<b>Applicants: N/A</b>
	<b>Zone: N/A</b>
	<b>File Ref: CSV 21</b>
	<b>Author: Jeff Somes - Principal Environmental Health Officer</b>
	<b>Report Date: 12 June 2017</b>
	<b>Attachment: 11.4.1(1) Disability Access and Inclusion Plan</b>
	<b>11.4.1(2) Implementation Plan</b>

**Background**

The Shire of Donnybrook Balingup has a Disability Access and Inclusion Plan (DAIP) in accordance with the *Disabilities Services Act 1993*, to assist in improving Council facilities, services and activities. The Shire has made good progress towards improving access and inclusion through the ongoing development and implementation of the DAIP.

The DAIP is required to be reviewed at least every five years. As the current DAIP was adopted in 2012 by the Shire, a review was undertaken during the first half of 2017.

**Comment**

The DAIP for the July 2017 to June 2022 period (Attachment 11.4.1(1)) integrates results from the review of the previous DAIP, along with new initiatives towards achieving identified outcomes. It also focuses on a new direction in terms of progressing the DAIP to reflect the current aspirations of both the Council and local community.

The DAIP provides the broad outcome areas, strategies and background information to inform the Council of the reasons why change is required to a facility, service or information provided by the Shire. The Implementation Plan (Attachment 11.4.1 (2)) is the accompanying document to the DAIP and details the specific tasks to achieve the identified strategies and outcome areas and also includes the timeline and whose area of responsibility it is for completion. In this sense, the Implementation Plan provides

transparency and accountability to the Shire and community in regards to improving access and inclusion.

It is recommended that Council adopt the Shire of Donnybrook Balingup Disability Access and Inclusion Plan July 2017- June 2022 and Implementation Plan. The DAIP will be submitted to the Disability Services Commission as required by 31 July 2017.

### **Consultation**

Community members, Councils Disability Access and Inclusion Planning Committee and staff at the Shire were involved in the public consultation undertaken as part of the review of the DAIP.

### **Policy/Statutory/Voting Implications**

#### Statutory

The *Disability Services Act 1993* requires Local Governments to develop, implement and review a DAIP.

#### Voting

Simple majority

### **Financial Implications**

N/A

### **Strategic Implications**

“The Welfare Needs of the Community are Met” of the Shire’s Strategic Community Plan.

### **Council Resolution**

**(Committee’s Recommended Resolution)**

**Moved: Cr Crowley**

**Seconded: Cr Tan**

**That Council adopt the Shire of Donnybrook Balingup 2017 – 2022 Disability Access and Inclusion Plan and 2017 – 2022 Implementation Plan.**

**Carried 8/0**

---

## **12 REPORTS OF OFFICERS**

---

### ***12.1 Manager Finance and Administration***

---

#### **12.1.1 ACCOUNTS FOR PAYMENT**

---

For information: The following accounts have been authorised and paid under

Delegation 3.2 by the Chief Executive Officer represented by cheques CCP3240 - CCP3242, EFT11700b – EFT11888e, 52557– 52596, DD21971 – DD21972.9, Trust 3480–3490 and EFT11888d totalling \$ 2,071,714.01

---

## **12.1.2 MONTHLY FINANCIAL REPORT**

---

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

**Moved: Cr Crowley**

**Seconded: Cr Van Der Heide**

**That the monthly report for the period ended 30 April 2017 be received.**

**Carried 8/0**

---

### **12.2 *Manager Works and Services***

---

Nil

---

### **12.3 *Manager Development and Environmental Services***

---

Nil

---

### **12.4 *Principal Planner***

---

---

#### **12.4.1 APPLICATION FOR TRANSPORTABLE FOOD VAN AT LOT 614 SOUTH WESTERN HIGHWAY, DONNYBROOK**

---

<b>Location:</b>	<b>Lot 614 South Western Highway, Donnybrook</b>
<b>Applicants:</b>	<b>Shane Watling</b>
<b>Zone:</b>	<b>Tourist</b>
<b>File Ref:</b>	<b>A1155</b>
<b>Author:</b>	<b>Bob Wallin (Principal Planner)</b>
<b>Report Date:</b>	<b>30 May 2017</b>
<b>Attachments</b>	<b>12.4.1 – Site Plan</b>

### **Background**

An application has been received for temporary approval to operate a transportable food van at the front of the former “1 Stop Shop” – Lot 614 South Western Highway, Donnybrook (Attachment 1 – site plan). This is the third attempt by the applicant to obtain temporary approval for this land use.

The land is zoned “Tourist” under Local Planning Scheme 7 (LPS7) and the proposed use as a “Fast Food Outlet” is listed as “A” (Discretionary). This requires public advertising prior to Council making a decision.

The application is being presented to Council because the proposal, historically, has proved contentious with a number of objections raised by the public.

The applicant has proposed the van be permanently stored at Lot 614 South Western Highway, Donnybrook with temporary signage banners displayed. The business is intended to operate between 11.00am and 8.00pm daily but will be dependent on market demand. It is likely the business will employ five (5) people.

### **Comment**

There are a number of important differences between this new proposal and the previous proposals. These differences are outlined below.

#### Zoning

The site is zoned “Tourist” under LPS7. The previous applications were on sites zoned “Commercial” and “Caravan Park”. The rules and requirements under the “Commercial” zone are more restrictive than the “Tourist” zone. This is because of the role and location of the “Commercial” zone which is primarily located in the town centre.

Buildings and development within the “Commercial” zone are also guided by Local Policies that do not support transportable structures. These policies do not apply to “Tourist” zoned land.

#### Setting/Location

The previous application was to locate a van on Shire managed land. This proposal is on privately owned land. The structure will not project forward of the existing building line. It will fit beneath the existing canopy/awning.

### **Consultation**

The proposal has been advertised as the use “fast food” and is listed as an “A” discretionary use that requires advertising for public comment.

Four submissions were received; one raising no objections and three raising objections.

The objections relate to concerns about:

- Creating more traffic;
- Potential for noise and rubbish; and
- Need to support existing fast food establishments in the town.

In reviewing the submissions received, the following commentary is provided.



### Timeframes

The proposal is not for a permanent fixture. It is intended to test the market and determine if there is potential for a more traditional permanently housed fast food venue. This temporary status limits potential for any adverse consequences.

### Imposing Conditions

There is the potential to impose conditions to address details such as dust, rubbish and hours of operation. Given the location of the site, this will be easy for staff to monitor and enforce compliance if necessary.

### Competition

Competition is not a matter that Council can consider in this matter. The Australian Competition and Consumer Commission (ACCC) have a clear view on anti-competition. That is, decision making authorities are limited to considering town planning matters when making an assessment on a planning application. Business competition and viability is not a town planning matter.

### Traffic

The proposal is located on the South Western Highway which is designated as a “Major Road”. Main Roads Western Australia has previously supported applications for this site that would generate similar levels of traffic.

### Limits to matters Council can consider

Clause 10.2 of LPS7 provides a detailed list of matters that the Council is to have in regard to making a planning decision.

Clause 10.2 is clearly focused on town planning matters such as built form, traffic impacts, land use conflict and local amenity. Clause 10.2 and the wider set of clauses in LPS7 do not provide scope to consider economic impacts relating to potential market competition.

### Precedent

The proposal has limited potential for adverse precedent due to:

- a) temporary nature of the use (12 months); and
- b) zoning (limited number of Tourist zoned sites).

## **Policy/Statutory/Voting Implications**

### Policy

N/A

### Statutory

Local Planning Scheme No.7 includes planning controls and standards applicable to “Tourist” zoned land.

### Voting

Simple Majority

## **Financial Implications**

N/A

## **Strategic Implications**

- Outcome 1.5 – Our rural lifestyle is maintained.
- Outcome 2.8 – Our town sites are attractive, well presented and maintained.
- Outcome 3.8 – Maintain a safe and friendly community environment
- Outcome 3.9 – Existing community spirit and pride is maintained
- Outcome 3.11 – Attract and retain young families.

## **Council Decision**

### **(Officer's Recommended Resolution)**

**Moved: Cr Dilley**

**Seconded: Cr Crowley**

**That Council grant planning consent for a fast food business to operate at Lot 614 South Western Highway, Donnybrook subject to:**

- 1. The approval period being limited to 12 months from the date of the decision letter.**
- 2. The approved plans forming part of the approval and the development approved must at all times be consistent with the approved plans.**
- 3. The existing crossover being upgraded and maintained to the satisfaction of the Shire of Donnybrook-Balingup.**
- 4. The hours of operation being limited to 11am to 8pm daily.**
- 5. The site being kept in good order and litter removed in a timely fashion to the satisfaction of the Shire of Donnybrook Balingup.**
- 6. Car parking and access to be configured and line marked to the satisfaction of the Shire of Donnybrook Balingup.**

**Carried 8/0**

---

**12.4.2 COACH'S BOX AND STORAGE AT LOT 493 MARMION STREET, DONNYBROOK**

---

**Location:** Shire of Donnybrook Balingup  
**Applicants:** Shire of Donnybrook Balingup  
**Reserve:** Parks and Recreation  
**File Ref:** A2928  
**Author:** B Wallin Principal Planner  
**Report Date:** 29 May 2017  
**Attachments:** 12.4.2(1) - Site Plan  
12.4.2(2) - Concept Design  
12.4.2(3) - Master Plan

### **Background**

The Donnybrook Football Club has stacked two sea containers near the Football Club building (Attachment 12.4.2(1)). The intent is to use the sea containers as a frame to construct a coach's box and storage building. Attachment 12.4.2(2) provides an example of the concept design.

It is intended to clad the structure in blue colorbond trim and install a one (1) metre wide awning. A registered builder will be undertaking the construction work, if approved.

If supported, it will be necessary to modify the existing lease with the club as the existing lease only includes the footprint of the existing building.

### **Comment**

There are a number of individual elements that need to be considered when assessing this proposal.

#### Zoning Control

The land is Reserved "Parks and Recreation" under LPS7. The site forms part of a wider sporting complex. In assessing this application, distinction needs to be made between land use (activity) and built form (development). The proposed use of the site is consistent with the intent and purpose of the Parks and Recreation Reserve. The following will document relevant built form matters.

#### Policy Framework

Planning Policy 9.16 Transportable Structures provides guidance on the location of transportable structures. This includes sea containers. This policy does not apply to land Reserved "Parks and Recreation".

Notwithstanding that the policy does not apply to the site, the principal concerns that the policy seeks to address are resolved as:

- a) The finished structure will have limited resemblance to a sea container. This potentially removes the primary reason for objecting to sea containers; and

- b) The structure is setback 100m from the nearest residence and 60m from the reserve boundary and will be partially screened through vegetation.

#### Sporting Precinct Master Plan

A Sporting Precinct Master Plan was prepared in 2009 for VC Mitchell Park (Attachment 12.4.2(3)). This plan was prepared to show the ultimate intent for the complex and assist in prioritising projects and obtaining external funding.

The Master Plan depicts a “new change room” for the football club on the site proposed for this new structure. The existing change room was to be removed.

Discussion with the Donnybrook Football Club has indicated there are no plans to relocate the change room facilities at this stage. It notes that it will be easy to relocate this new structure if necessary in the future.

It is noted that the structures are transportable. On this basis, the structure can be removed and will not impede the overall implementation of the Sporting Precinct Master Plan should funding ever be given priority to construct new change rooms.

#### End form vs raw materials

It is evident that the project currently consists of two sea containers. This should not be used to judge the completed built form outcome. The sea containers are intended to form the structural shell for the building. The structural frame and the end product are two separate entities. Decisions should be made on the end form and not the method of construction or how a project looks from its initial stages of works.

#### **Consultation**

N/A

#### **Policy/Statutory/Voting Implications**

##### Policy

N/A

##### Statutory

Clause 14 of Schedule 1 Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides the deemed provisions and controls relevant to reserved land.

Schedule A - Supplementary Provisions of LPS7 outlines the terms where planning approval is not required. This proposal does not fall under the exemptions.

##### Voting

Simply majority

## **Financial Implications**

The waiving of the planning fee of \$147 will be considered separately.

## **Strategic Implications**

- Outcome 4.5 - Continue to provide quality local government services and facilities.
- Outcome 2.8 - Out town sites are attractive, well presented and maintained.
- Outcome 3.10 - the community has access to appropriate services and facilities to enhance their health and well-being.

## **Officer's Recommended Resolution**

**Moved:**

**Seconded:**

- 1) **That Council grant planning approval for the erection of a coach's box and storage facility at 493 Marmion Street, Donnybrook subject to:**
  - a) **Finalising an amended lease document to encompass land that will contain the 'coach's box';**
  - b) **The following planning conditions being complied with:**
    - i. **The development hereby permitted must be substantially commenced within two (2) years from the date of this decision letter.**
    - ii. **The approved plans form part of this approval and the development hereby approved must at all times be consistent with the approved plans.**
    - iii. **All debris to be removed from the subject site and left in a tidy state to the satisfaction of the Shire of Donnybrook Balingup.**
    - iv. **The colour and finishes to be to the satisfaction of the Shire of Donnybrook Balingup.**
    - v. **The site being drained to the satisfaction of the Shire of Donnybrook Balingup.**
    - vi. **Safe and convenient access being provided to the site.**
- 2) **That Council authorise the Chief Executive Officer to prepare and approve a minor modification to the lease documentation for the Donnybrook Football Club to increase the leased area to incorporate the site of the 'coach's box' only.**

## **Council Decision**

**Moved: Cr Dilley**

**Seconded: Cr King**

- 1) That Council grant planning approval for the erection of a coach's box and storage facility at 493 Marmion Street, Donnybrook subject to:**
  - a) Finalising an amended lease document to encompass land that will contain the 'coach's box';**
  - b) The following planning conditions being complied with:**
    - i. The development hereby permitted must be completed within one (1) year from the date of this decision letter.**
    - ii. The approved plans form part of this approval and the development hereby approved must at all times be consistent with the approved plans.**
    - iii. All debris to be removed from the subject site and left in a tidy state to the satisfaction of the Shire of Donnybrook Balingup.**
    - iv. The colour and finishes to be to the satisfaction of the Shire of Donnybrook Balingup.**
    - v. The site being drained to the satisfaction of the Shire of Donnybrook Balingup.**
    - vi. Safe and convenient access being provided to the site.**
- 2) That Council authorise the Chief Executive Officer to prepare and approve a minor modification to the lease documentation for the Donnybrook Football Club to increase the leased area to incorporate the site of the 'coach's box' only.**

**Carried 8/0**

Justification: Council considered the timeframe of one (1) year for completion of the development was more appropriate. It was suggested that Council communicate to the public that this application for the placement of sea containers was approved (while others are not) because the zoning and location allowed it.

Note: Council requested the CEO to express concern over the fact that the sea containers were placed before approval was sought.

---

**12.4.3 DELEGATION UNDER LOCAL GOVERNMENT ACT 1995**

---

<b>Location:</b>	<b>Shire of Donnybrook Balingup</b>
<b>Applicants:</b>	<b>Shire Administration</b>
<b>Zone:</b>	<b>N/A</b>
<b>File Ref:</b>	<b>CNL28</b>
<b>Author:</b>	<b>B Wallin Principal Planner (<i>Lucy Bourne – Governance Officer</i>)</b>
<b>Report Date:</b>	<b>29 May 2017</b>
<b>Attachments:</b>	<b>Nil</b>

### **Background**

In December 2014, Council adopted Local Planning Policy 9.24 to allow the Chief Executive Officer to waive planning application fees for sporting, charitable or other community groups, in certain circumstances.

This proposed delegation is to formalise the ability for the Chief Executive Officer to implement the Policy.

### **Comment**

Whilst the Chief Executive Officer has some modest delegations from the Council for waiving of fees and charges and writing off minor debts generally, a specific delegation to waive planning application fees (as per Policy 9.24) is presently not in place. The officer's recommendation seeks to achieve consistency between Council Policy and delegations.

### **Consultation**

N/A

### **Policy/Statutory/Voting Implications**

#### Statutory Implications

*Local Government Act 1995 – Section 6.12 – Power to defer, grant discounts, waive or write off debts.*

#### Voting Implications

In accordance with Section 6.12 of the *Local Government Act 1995* the Town Planning Delegation 7.16 requires an absolute majority decision of Council.

### **Financial Implications**

Sporting, charitable or community groups typically propose development/s under \$50,000 in value. This would normally attract a statutory fee of \$147. The Shire, on average, will process one of these applications a year.

### **Strategic Implications**





The Schedule 2, Part 2, clause 4 of deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* sets out the process and requirements to amend a policy. This includes the need to:

- a) Publish a notice in a newspaper circulating in the local area;
- b) Enable submissions to be made for no less than 21 days from the date of notice;
- c) Publish the proposed policy in such a manner and carry out other consultation as the local government considers appropriate.

### **Policy/Statutory/Voting Implications**

#### Policy

The proposed changes are minor in nature and are required to ensure consistency with LPS7.

#### Statutory

Schedule 2, Part 2, clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, sets out the requirements and processes for amending a Local Planning Policy. The requirements of the Regulations will be followed.

#### Voting

Simple majority

### **Financial Implications**

Advertising costs in the local newspaper.

### **Strategic Implications**

- Outcome 1.5 – Our rural lifestyle is maintained
- Outcome 2.8 – Our town sites are attractive, well presented and maintained.
- Outcome 4.3 – An open and accountable local government that is respected, professional and trusted.
- 

### **Council Decision**

#### **(Officer's Recommended Resolution)**

**Moved: Cr Van Der Heide**

**Seconded: Cr Crowley**

1. That Council instruct the Chief Executive Officer to advertise the proposed modifications to Planning Policies 9.4 and 9.17 in accordance with the requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. That, subject to no adverse submissions being received during the statutory advertising period, the Chief Executive Officer is authorised to approve the advertised modifications to Planning Policies 9.4 and 9.17.

**Carried 8/0**

*\*5.51pm Cr Dilley and the Principal Planner left the chamber\**

Standing Orders were suspended to allow for informal debate on agenda item 12.5.1 – WALGA 2017 Local Government Convention and Annual General Meeting.

### **Council Decision**

**Moved: Cr Crowley**

**Seconded: Cr Van Der Heide**

**That Standing Orders be suspended.**

**Carried 7/0**

*\*Cr Dilley returned to the Chamber at 5.55pm\**

---

### **12.5 Chief Executive Officer**

---

<b>12.5.1</b>	<b>WALGA 2017 LOCAL GOVERNMENT CONVENTION AND ANNUAL GENERAL MEETING</b>
<b>Location:</b>	<b>Perth</b>
<b>Applicants:</b>	<b>WA Local Government Association</b>
<b>Zone:</b>	<b>N/A</b>
<b>File Ref:</b>	<b>DEP 22/4D</b>
<b>Author:</b>	<b>Ben Rose, Chief Executive Officer (<i>Kate O’Keeffe, Executive Assistant</i>)</b>
<b>Report Date:</b>	<b>8 June 2017</b>
<b>Attachments:</b>	<b>12.5.1 (1) Convention Program 12.5.1 (2) WALGA Professional Development Modules</b>

### **Background**

The 2017 WA Local Government Convention and Trade Exhibition and Annual General Meeting (AGM) will be held at the Perth Convention and Exhibition Centre from Wednesday 2 August to Friday, 4 August 2017 with the AGM to be conducted on Wednesday, 2 August 2017.

All Member Councils are entitled to be represented by two (2) voting delegates at the AGM. To register delegates, a registration of voting delegates form must be completed and returned to WALGA by 4 July 2017.

The deadline for submitting motions for consideration at the AGM was Tuesday, 6 June 2017. However, if Council wishes to propose a motion it will be forwarded to WALGA as a matter of urgency. Unfortunately, notice of request for AGM motions was only received in late May.

## Comment

WALGA's annual Convention provides an outstanding opportunity to explore local government issues, share experiences and exchange views and ideas to take back to Council and the community. This is an important networking and professional development opportunity and provides a platform for Councillors and Chief Executive Officer to promote the interests of the Shire.

The event gets underway with WALGA's AGM, followed by two days of plenary and concurrent sessions. Known as a community iron man and one of the world's leading authorities on local economic development, Ernesto Sirolli will open the conference and also lead one of the many concurrent sessions. Other keynote speakers include Stephen Yarwood, former Lord Mayor of the City of Adelaide and Urban Futurist at *city2050*, and Idris Mootee, a highly acclaimed strategic innovation expert who provides counsel to CEOs and management boards on critical strategic matters in strategy and innovation. The conference will close with the annual Gala Dinner with after dinner entertainment from Australian comedian Dave Hughes.

It has been the practice in previous years to nominate the President and Deputy President as voting delegates at this Convention. Councillors Bailey, Logiudice, and Mills attended the 2016 Convention.

Registrations will close on Tuesday, 4 July 2017. Registration fees are \$1,475.00 per delegate. The delegate fee covers the daily conference program, lunches and refreshments, the opening reception on Wednesday 2 August and the Sundowner on 3 August.

The program reflects WALGA's fresh perspective on how to better understand and respond to the needs of Local Government by focusing on improving Member engagement and service. There is an emphasis on practical sessions and this year's program incorporates three concurrent sessions covering topics such as Emergency Management, community engagement, waste and recycling and implications of the new NDIS, to name a few.

## Consultation

N/A

## Policy/Statutory/Voting Implications

### Policy/Statutory

N/A

### Voting

Simple Majority

## Financial Implications

Council budgeted for attendance at this Convention within the 2016/17 Shire Budget.

**Strategic Implications**

- Outcome 4.3 - An open and accountable local government that is respected, professional and trusted.
- Outcome: 4.4 – To be a strong advocate representing the Shire’s interests.

**Officer’s Recommended Resolution**

**Moved: Cr Mitchell**

**Seconded: Cr King**

- 1. That Council approve Councillors \_\_\_\_\_ and \_\_\_\_\_ as voting delegates at the 2017 Western Australian Local Government Association Annual General Meeting.**
- 2. That Council fund the following Councillors to attend the 2017 Local Government Convention to be held from Wednesday, 2 August to Friday, 4 August 2017:**
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
- 3. That the following motions be presented to the Western Australian Local Government Association for consideration at the 2017 Annual General Meeting of the Western Australian Local Government Association:**
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_

**Moved: Cr Crowley**

**Seconded: Cr Tan**

**That Standing Orders be resumed.**

**Carried 8/0**

## Council Decision

**Moved: Cr Mitchell**

**Seconded: Cr King**

**That Council approve Councillors King and Van Der Heide as voting and attending delegates (with Cr Tan as reserve) at the 2017 Western Australian Local Government Association Annual General Meeting and Convention.**

**Carried 7/1**

---

### 12.5.2

#### DRAFT STRATEGIC COMMUNITY PLAN

---

**Location:** Shire of Donnybrook Balingup  
**Applicants:** Administration  
**Zone:** N/A  
**File Ref:** FNC 13  
**Author:** Ben Rose, Chief Executive Officer (*Kate O’Keeffe, Executive Assistant*)  
**Report Date:** 9 June 2017  
**Attachments:** 12.5.2 Draft Strategic Community Plan

### Background

The Strategic Community Plan (the Plan), Council’s principal 10-year strategy and planning tool, was originally adopted by Council on 24 June 2013. The Plan was developed through a community engagement process to identify strategic objectives for each of the four key areas of community interest. Desired outcomes to achieve the objectives were identified along with key performance indicator requirements to measure the success of the objectives.

Council is required to undertake a desktop review every two years and complete a full review of the Plan on a four-yearly basis to ensure the Plan remains aligned with the community’s vision, aspirations and objectives. The desktop review was completed during 2015; a full review of the Plan is required to be completed by 30 June 2017.

### Comment

Council appointed Moore Stephens in February 2017 to undertake a review of Council’s Integrated Planning and Reporting Framework, including a full review of the Shire’s Strategic Community Plan.

A comprehensive community engagement process was undertaken to obtain the community’s aspirations, vision and objectives for the future as well as obtaining feedback in relation to Shire services and facilities.

The community engagement campaign was promoted and advertised in local newsletters, on local notice boards, the Shire website and community Facebook page and included a link

to the electronic survey form. The survey was included in the Preston Press and available at more than 10 locations across Donnybrook, Balingup, Kirup and Mullalyup.

Information stands were at the Shire Administration Office (ongoing), Apple Festival (14 April 2017) and Balingup Small Farm Field Days (22 April 2017).

Two community workshops were held, one in Donnybrook on 1 May 2017 and the other in Balingup on 2 May 2017.

A key stakeholder workshop was also held in Donnybrook on 2 May 2017.

The consultation period closed on 2 May 2017 and a workshop was held on 5 May 2017 for Councillors and staff to provide input into development of the Strategic Community Plan.

The consultants provided the Draft Strategic Community Plan to Council and a copy of the Plan was forwarded to Councillors for comment on 29 May 2017.

The final draft of the Strategic Community Plan is now provided to Council for consideration for adoption.

### **Consultation**

Community meetings were held in Donnybrook and Balingup and a comprehensive community survey was available to all community members for completion.

### **Policy Implications**

N/A

### **Statutory**

*Local Government (Administration) Regulations 1996.*

### **Voting Implications**

Absolute Majority required.

### **Financial Implications**

N/A

### **Strategic Implications**

- Outcome 4 - Open and accountable local government
- Outcome 8 - Effective and responsible administrative and financial management

### **Officer's Recommended Resolution**

**Moved: Cr**

**Seconded: Cr**

**That Council adopt the 2017 – 2027 Shire of Donnybrook Balingup Strategic Community Plan.**

---

### **Proposed Amended Motion (Cr Mitchell)**

**Moved:**

**Seconded:**

- 1. That Council adopt the 2017 – 2027 Shire of Donnybrook Balingup Strategic Community Plan, subject to the following minor modifications:**
  - a. Page 10 (The Natural Landscape) – Including reference to the value of small holdings and hobby farms to the Shire and identifying the strategic advantages associated with commuting opportunities from within the Shire; and**
  - b. Page 10 (The Built Environment) – Modifying reference to Southampton Homestead, which was destroyed by a fire in 2013.**

### **Council Decision**

**Moved: Cr Mitchell**

**Seconded: Cr Dilley**

- 1. That Council adopt the 2017 – 2027 Shire of Donnybrook Balingup Strategic Community Plan, subject to the following minor modification:**
  - a. Page 10 (The Natural Landscape) – Including reference to the value of small holdings and hobby farms to the Shire and identifying the strategic advantages associated with commuting opportunities from within the Shire.**

**Carried 8/0**

<b>12.5.3</b>	<b>INTERNAL AND EXTERNAL COMMUNICATIONS STRATEGIES</b>
<b>Location:</b>	<b>Shire of Donnybrook Balingup</b>
<b>Applicants:</b>	<b>Administration</b>
<b>Zone:</b>	<b>N/A</b>
<b>File Ref:</b>	<b>PWF 17E</b>
<b>Author:</b>	<b>Ben Rose, Chief Executive Officer (<i>Kate O’Keeffe, Executive Assistant</i>)</b>
<b>Report Date:</b>	<b>9 June 2017</b>
<b>Attachments:</b>	<b>12.5.3(1) - Draft Internal Communications Strategy 12.5.3(2) – Draft External Communications Strategy</b>

### **Background**

Council gave instruction to the Chief Executive Officer, via the 2016/17 Key Result Areas, to prepare and present a communication’s and media strategy to Council by 30 June 2017.

Communications workshops, with representatives from each of the Shire’s service areas, were conducted during April 2017 with the support of an external advisor. Staff reviewed the Shire’s current internal and external communication practices taking into account the Shire’s Vision, Brand identity, Positioning Statement (‘Health, Heritage, Harmony’), and a desktop review of the Shire’s ‘online footprint’. From this assessment an internal and external communications strategy were formed.

### **Comment**

The strategies have been formed to align the internal and external marketing and communications requirements of the Shire with an emphasis on improving the current levels of operational efficiency, customer service, staff morale, community engagement and economic development activities, with the view to annually benchmark performance against best practice Key Performance Indicators.

### **Consultation**

The internal and external communications strategies were developed by Shire of Donnybrook Balingup staff with assistance from an external provider.

### **Policy Implications**

N/A

### **Statutory**

N/A

### **Voting Implications**

Simple majority.



## Financial Implications

It is recommended that the funding requirements involved with implementing the internal and external communication priorities is considered during the 2017/18 draft budget deliberations.

## Strategic Implications

- 4.1.2 - Continue to monitor and update communication strategies, including social media.
- 4.1.6 - Increase local content within local papers.
- 4.1.7 - Update and improve information available to increase 'hits' to the Shire website.
- 4.1.8 - Investigate appointing dedicated staff to manage and deliver community consultation initiatives.
- 4.5.1 - Provide staff training to improve communication skills and customer relations.

## Council Decision

(Officer's Recommended Resolution)

**Moved:** Cr Van Der Heide                      **Seconded:** Cr Tan

- 1) That Council receive and endorse the Shire of Donnybrook Balingup Internal Communications Strategy and External Communications Strategy.
- 2) That Council consider the funding requirements for implementing the recommendations of the Shire of Donnybrook Balinup Internal Communications Strategy and External Communications Strategy during the 2017/18 draft budget deliberations.

**Carried 8/0**

---

### 12.5.4                      CSRFF FUNDING APPLICATION - DONNYBROOK TENNIS CLUB – COURT RESURFACING

---

<b>Location:</b>	<b>Donnybrook Tennis Club, Steere St, Donnybrook</b>
<b>Applicants:</b>	<b>Administration</b>
<b>Zone:</b>	<b>N/A</b>
<b>File Ref:</b>	<b>PRO 02/3</b>
<b>Author:</b>	<b>Ben Rose, Chief Executive Officer (<i>Deb Vanallen, Community Development - Team Leader</i>)</b>
<b>Report Date:</b>	<b>9 June, 2017</b>
<b>Attachments:</b>	<b>Nil</b>

## **Background**

The purpose of the Community Sport and Recreation facilities Fund (CSRFF) program is to provide government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation in our communities.

The CSRFF program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

The Department of Sport and Recreation administers the CSRFF program, and there are three types of CSRFF grants – small grants, annual grants and forward planning grants.

Donnybrook Tennis Club advised the Shire in early April 2016 that they were working towards a number of upgrades and enhancements to the Club's facilities. These upgrades include further replacement and repairs to the fencing, and also resurfacing of the hard courts (4 x plexipave courts).

The Club continued to liaise with Shire officers and the Department for Sport and Recreation on the court resurfacing project, and on 3 August 2016 submitted an application to the Shire for CSRFF funding seeking a 1/3 contribution from the Shire towards the resurfacing of the hard courts at Donnybrook Tennis Club.

## **Comment**

At the August 2016 meeting, Council assessed this application from the Donnybrook Tennis Club for support to the Club to resurface the four hard courts. Council's recommendation was that:

- 1. Identify the Donnybrook Tennis Club – court resurfacing project in its Forward Capital Works Plan and Long Term Financial Plan;*
- 2. Provide 'in principal' support to the Donnybrook Tennis Club – court resurfacing project proposal;*
- 3. Support the Donnybrook Tennis Club – court resurfacing project application as the number 2 priority ranked application to the Department of Sport and Recreation for funding support via the department's current CSRFF Grant Program (Small Grants).*
- 4. That Council consider a financial contribution to the Donnybrook Tennis Club – court resurfacing project of \$10,500 in the 2017/2018 Draft Budget.*

Donnybrook Tennis Club are keen to progress this project and are in the process of resubmitting their application. Donnybrook Tennis Club's CSRFF application is well prepared and researched. Junior membership numbers are at historically high levels, the local schools are using the courts regularly and the senior membership is strong. In the CSRFF application, the Club clearly demonstrates a need to resurface the courts, illustrating significant deterioration of the court surface.

The 4 x plexipave courts were last resurfaced in 2004. The national body for tennis, Tennis Australia advise that a plexipave surface is expected to last between 8 – 10 years. The Donnybrook Tennis Club court surface has lasted beyond its recommended life expectancy.

The Club has received quotes for the resurfacing of the courts, and they are requesting a one-third contribution from the Shire of Donnybrook Balingup.

The Club began preliminary planning for this project some time ago and have been liaising with the Shire, and the Department for Sport and Recreation throughout this period. In addition to the draft CSRFF application, the Club has supplied the following information in support of their application:

- Certificate of Incorporation
- One quote
- Maps and photographs illustrating the deterioration of the surface
- Income and Expenditure Report for the year ending June 2016
- Cash at hand

#### **Donnybrook Tennis Club – Court Resurfacing**

<b>Funding Source</b>	<b>Estimated Expenditure (Incl GST)</b>
Donnybrook Tennis Club	\$10,509.50
Department of Sport and Recreation - CSRFF	\$10,500.00
Shire of Donnybrook Balingup	\$10,500.00
<b>Total project costs</b>	<b>\$ 31,509.50</b>

The Donnybrook Tennis Club court resurfacing project is included in the Shire’s Forward Capital Works Plan and Long Term Financial Plan.

CSRFF applications must be assessed by local government staff and recommendations prepared for submission to the Department of Sport and Recreation. Each local government is required to rate and rank all applications they receive in order of priority. Council must endorse the recommendation.

While this project is not in direct alignment with the March 2009 Mitchell Park and Balingup Sports Master Plan, the resurfacing of these four courts sits within the broad parameters of the overall Mitchell Park Precinct Plan.

#### **Consultation**

The Donnybrook Tennis Club has consulted with the following groups:

- Club members
- Other groups/clubs affiliated with the Donnybrook Tennis Club

- Shire of Donnybrook Balingup
- Department for Sport and Recreation

### **Policy/Statutory/Voting Implications**

#### Policy

According to Finance Policy 3.1 - Financial assistance to Organisations and Clubs Council's maximum contribution towards projects is 33.33% subject to funds being available in the budget.

#### Statutory

N/A

#### Voting

Simple majority

### **Financial Implications**

The Donnybrook tennis Club is seeking a one-third financial contribution of \$10,500 from Council to support the Court Resurfacing project. It was resolved at the August 2016 Ordinary meeting that this item will be considered during the 2017/18 Draft Budget deliberations.

### **Strategic Implications**

- Objective 3 - A healthy, safe and inclusive community enjoying a high quality of life.

### **Council Decision**

**(Officer's Recommended Resolution)**

**Moved: Cr Dilley**

**Seconded: Cr Crowley**

**That Council instruct the Chief Executive Officer to advise the Department of Sport and Recreation that the Donnybrook Tennis Club's Court Resurfacing project is the Shire's number one priority ranked application for funding support via the current (2017) Community Sport and Recreation Facilities Fund Grant Program (Small Grants).**

**Carried 8/0**

---

### **12.6 Recall Items**

---

Nil

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

**Moved: Cr King**

**Seconded: Cr Tan**

**That the Meeting be closed to the public under the *Local Government Act 1995 (the Act)* for the following items:**

- **12.7.1 – Governance Review Program under Section 5.23(2)(a) of the Act (*a matter affecting an employee or employees*);**
- **12.7.2 – Recommendation for Gratuity under Section 5.23(2)(a) of the Act (*a matter affecting an employee or employees*);**
- **12.7.3 – Service Delivery Methodology Review under Section 5.23(2)(a) of the Act (*a matter affecting an employee or employees*);**
- **12.7.4 – Chief Executive Officer Review – Appointment of Consultant under Section 5.23(2)(a) of the Act (*a matter affecting an employee or employees*).**

**Carried 8/0**

Standing Orders were suspended so that Agenda item 12.7.3 could be dealt with first to allow the A/ Facility Manager of Tuia Lodge to leave the meeting earlier.

**Council Decision**

**Moved: Cr Dilley**

**Seconded: Cr Crowley**

**That Standing Orders be suspended**

**Carried 8/0**

---

**12.7 Confidential Items**

---

**CONFIDENTIAL**

---

**12.7.3 NOTICE OF MOTION: SERVICE DELIVERY METHODOLOGY REVIEW**

---

**Location:** Shire of Donnybrook Balingup  
**Applicants:** Cr Bailey  
**Zone:** N/A  
**File Ref:** CNL 34G  
**Author:** Cr Bailey  
**Report Date:** 21 June 2017  
**Attachments:** Nil

This item was considered behind closed doors.

**Council Decision**

**Moved:** Cr Dilley

**Seconded:** Cr Tan

**That Standing Orders be reinstated.**

**Carried 8/0**

**CONFIDENTIAL**

---

**12.7.1 GOVERNANCE REVIEW PROGRAM**

---

**Location:** Shire of Donnybrook Balingup  
**Applicants:** N/A  
**Zone:** N/A  
**File Ref:** CNL 16  
**Author:** Ben Rose (Chief Executive Officer)  
**Report Date:** 8 June 2017  
**Attachments:** 12.7.1 – Confidential – Governance Review

This item was considered behind closed doors.

**CONFIDENTIAL**

---

**12.7.2 NOTICE OF MOTION: RECOMMENDATION FOR GRATUITY**

---

**Location:** Shire of Donnybrook Balingup  
**Applicants:** Cr Logiudice  
**Zone:** N/A  
**File Ref:** CNL 34F  
**Author:** Cr Logiudice  
**Report Date:** 15 June 2017  
**Attachments:** Nil

This item was considered behind closed doors.

