

## NOTICE OF ORDINARY MEETING OF COUNCIL

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To be held on

**19 December 2018**

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook.

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A handwritten signature in black ink, appearing to read "Ben Rose".

**Ben Rose**  
**Chief Executive Officer**

**14 December 2018**

### **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.

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NOTICE OF ORDINARY MEETING OF COUNCIL - 19 DECEMBER 2018

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**SHIRE OF DONNYBROOK BALINGUP**  
**NOTICE OF ORDINARY MEETING OF COUNCIL**

**To be held at the Council Chambers**  
**Wednesday, 19 December 2018 at 5.00pm**

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

**Shire President – Acknowledgment of Country**

The Shire President to acknowledge the traditional custodians of the land, the Noongar People, paying respects to Elders, past and present.

The Shire Present to declare the meeting open and welcome the public gallery

**Shire President – Public Notification of Recording of Meetings**

The Shire President advises that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further states the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

**2 ATTENDANCE**

**MEMBERS PRESENT**

<b>COUNCILLORS</b>	<b>STAFF</b>
Cr Piesse (President)	Ben Rose – Chief Executive Officer
Cr Atherton	Greg Harris – Manager Finance and Administration
Cr King	Damien Morgan – Manager Works and Services
Cr Lindemann	Leigh Guthridge – Manager Development and
Cr Mills	Environmental Services
Cr Mitchell	Bob Wallin – Principal Planner
Cr Tan	Kate O’Keeffe – Executive Assistant
Cr Van Der Heide	
Cr Wringe	

**PUBLIC GALLERY**

**2.1 APOLOGIES**

**2.2 APPROVED LEAVE OF ABSENCE**

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**2.3 APPLICATION FOR A LEAVE OF ABSENCE**

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**3 ANNOUNCEMENTS FROM PRESIDING MEMBER**

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**3.1 PRESIDENT'S COMMUNICATION**

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The Shire President will provide an update at the meeting.

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**4 DECLARATION OF INTEREST**

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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.

The Chief Executive Officer declared an interest affecting impartiality regarding agenda item 9.3.1 - *RFT 1/2019 – Management of the Donnybrook Waste Management Facility* as he has a social acquaintance with Mr Nigel Tuia from Hastie Waste.

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**5 PUBLIC QUESTION TIME**

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**5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

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Nil

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**5.2 PUBLIC QUESTION TIME**

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**6 PRESENTATIONS**

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**6.1 PETITIONS**

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Nil

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**6.2 PRESENTATIONS**

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Nil

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**6.3 DEPUTATIONS**

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Nil

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**6.4 DELEGATES REPORTS**

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Nil

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**7 CONFIRMATION OF MINUTES**

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**7.1 ORDINARY MEETING OF COUNCIL – 28 November 2018**

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**EXECUTIVE RECOMMENDATION**

Moved: Cr

Seconded: Cr

That the Minutes from the Ordinary Meeting of Council held 28 November 2018 be confirmed as a true and accurate record.

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**8 REPORTS OF COMMITTEES**

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**8.1 BUSHFIRE ADVISORY COMMITTEE**

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**EXECUTIVE RECOMMENDATION**

Moved: Cr

Seconded: Cr

That the Minutes from the Bushfire Advisory Committee held 18 October 2018 be confirmed as a true and accurate record.

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**8.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE**

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The Local Emergency Management Committee Meeting was conducted on 11 December 2018 however there was no quorum for this meeting.

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**9 REPORTS OF OFFICERS**

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**9.1 MANAGER FINANCE AND ADMINISTRATION**

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**9.1.1 ACCOUNTS FOR PAYMENT**

Presented for Council information:

The following accounts have been authorised and paid under Delegation (No 3.1) covering cheques numbered from EFT15249c-EFT15332, 5315-53164, DD23521.1-DD23521.10, DD23570.1-DD23570.11 Trust 3689-3697, EFT15331B totalling \$1,222,869.59 is herewith presented to Council.

**9.1.2 MONTHLY FINANCIAL REPORT – OCTOBER 2018****EXECUTIVE RECOMMENDATION**

Moved: Cr

Seconded: Cr

That the monthly financial report for the period ended 31 October 2018 be received.

**9.1.3 MONTHLY FINANCIAL REPORT – NOVEMBER 2018**

**EXECUTIVE RECOMMENDATION**

Moved: Cr

Seconded: Cr

That the monthly financial report for the period ended 30 November 2018 be received.

**9.2 MANAGER WORKS AND SERVICES**

**9.2.1 ENDORSEMENT OF THE BUNBURY-WELLINGTON 2050 CYCLING STRATEGY**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	TRS 10
<b>Author</b>	Damien Morgan, Manager Works and Services
<b>Attachments</b>	9.2.1(1) Bunbury-Wellington 2050 Cycling Strategy Document 9.2.1(2) Shared Road Use Sign
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	The report seeks Council endorsement: <ul style="list-style-type: none"> <li>• of the Bunbury-Wellington 2050 Cycling Strategy and the priority actions relevant to Shire of Donnybrook-Balingup, as outlined in Section 6 - Action Plan of the Strategy.</li> <li>• For the Chief Executive Officer to install "shared use" signage on Upper Capel Road, Brookhampton Road and Sandhills Road</li> </ul>

**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Actions</b>
1.1 A diverse, prosperous economy, supporting local business and population growth	1.1.2 Provide appropriate infrastructure to support and enhance business	1.1.2.2 Provide appropriate local transport infrastructure  1.1.2.3 Lobby State Government to upgrade and improve key/regional transport infrastructure
1.3 An attractive visitor and tourist destination	1.3.1 Actively promote the district as an attractive destination 1.3.2 Provide, develop and maintain visitor infrastructure	1.3.1.4 Support and promote local tourism events and attractions 1.3.2.1 Develop visitor and tourism infrastructure in line with the local tourism and visitors development and promotion

		strategy, within allocated 1.3.2.2 resources Continue to seek funding to develop tourism infrastructure
2.1 An attractive and maintained built environment	2.1.1 Maintain, renew and improve infrastructure within allocated resources	2.1.1.2 Seek funding for development and renewal of infrastructure 2.1.1.4 Maintain attractive town sites within resource capacity
3.2 Well supported community groups and facilities	3.2.1 Provide and maintain appropriate community facilities	3.2.1.1 Implement the Disability Access and Inclusion Plan 3.2.1.3 Seek funding to maintain and develop community facilities
3.3 A safe and healthy community environment for all ages	3.3.1 Promote 'aging in place'  3.3.2 Promote retention of youth and families within the district  3.3.3 Support a safe, healthy and active community	3.3.1.1 Enable a diversity of aged care services and facilities within the district 3.3.2.2 Continue to provide and develop community facilities and services that appeal to youth and families 3.3.3.1 Within resource capacity, maintain and develop sport and recreation and recreation facilities in line with sport and recreation masterplans
4.1 A Strategically focussed, open and accountable local government	4.1.1 Promote accountable and strategic leadership	4.1.1.1 Review service delivery methodologies for Shire services and implement improvements where appropriate
4.2 A respected, professional and trusted organisation	4.2.1 Effective and efficient operations and service provision	4.2.1.4 Demonstrate sound financial planning and management, including revenue/expenditure review and revenue diversification strategies and long term financial planning

## BACKGROUND

In 2017, The Department of Transport (DoT) approached the Shire of Donnybrook Balingup (Shire) and other local governments across regional WA regarding their plans to develop aspirational, long term cycling strategies. This was in line with a key action in their existing Western Australia Bike Network (WABN) Plan 2014-2031 to improve planning for cycling regions. Specifically, to identify any gaps in existing networks, plan for future growth corridors, and produce strategic and operational plans for key regional centres and their surrounding areas.



## DETAILS

Over the past year, DoT has collaborated with the South West Development Commission, City of Bunbury and the Shires of Capel, Collie, Dardanup, Donnybrook Balingup and Harvey to develop the Bunbury-Wellington 2050 Cycling Strategy. The document sets out a blueprint for connecting, enhancing and extending the region's cycle network through the development of an interconnected network of off-road shared paths and trails, protected on-road bike lanes and low-stress residential streets. Opportunities to improve safety for road cyclists are also considered in this strategy. As is the case for all cycling strategies in WA going forward, a route hierarchy comprising five typologies has been used to define the future cycling network.

The Bunbury-Wellington 2050 Cycling Strategy outlines the way forward through the identification of key themes and opportunities for cycling in the subregion. These can be summarised as follows:

- Enhancing waterfront cycling routes;
- Making better use of watercourses;
- Connecting people to places of education and employment;
- Linking our towns to the coast;
- Harnessing the potential of rail corridors;
- Re-engineering local streets to create low-stress environments;
- Developing safe routes for road cyclists;
- Getting cycling infrastructure right from the start; and
- Taking advantage of Bunbury-Wellington's cycle-tourism potential.

The Bunbury-Wellington 2050 Cycling Strategy is accompanied by a short-term action plan that reflects the priorities shared by local and State Government. The priority projects identified over the next five years in the Shire of Donnybrook-Balingup are summarised below, with the full list of actions across the subregion provided in Attachment 9.2.1(1) -Strategy Document.

<b>Developing the Primary Network</b>		
<b>Action</b>	<b>Lead agency (or agencies)</b>	<b>Timeframe</b>
Develop a shared path linking Donnybrook to Meldene Estate.	Shire of Donnybrook-Balingup, DoT	Within 2 years
<b>Developing the Tourist Trails</b>		
<b>Action</b>	<b>Lead agency (or agencies)</b>	<b>Timeframe</b>
Local governments along the Bunbury-Northcliffe rail corridor to undertake preliminary discussions with rail custodians and determine the feasibility of using this rail corridor as a tourist trail (between Bunbury and Northcliffe).	City of Bunbury, Shire of Dardanup, Shire of Capel, Shire of Donnybrook-Balingup, Shire of Bridgetown-Greenbushes, Shire of Manjimup, SWDC, DoT	Within 2 years
Investigate re-routing the Munda Bidli Trail through the centre of Donnybrook.	Shire of Donnybrook-Balingup, Munda Bidli Foundation	Within 5 years
Undertake preliminary discussions with rail custodians and determine the feasibility of using the Donnybrook-Boyup Brook rail corridor as a tourist trail (between Donnybrook and Boyup Brook).	Shire of Donnybrook-Balingup, Shire of Boyup Brook, SWDC, DoT	Within 2 years

<b>Developing the Road Cycling Routes</b>		
<b>Action</b>	<b>Lead agency (or agencies)</b>	<b>Timeframe</b>
Investigate opportunities for trialling a formal road cycling route(s) in the Shire of Donnybrook-Balingup.	Shire of Donnybrook-Balingup, Main Roads WA, Road Safety Commission, DoT	Within 5 years
Additional road cycling routes to be considered following implementation of one or more trials (refer to Attachment 1). Routes to be identified both within the Bunbury-Wellington subregion and linking to adjoining subregions.	All LGAs, SWDC, Main Roads WA, Road Safety Commission, DoT	Within 5 years

Progress on the priority actions will be reported on request to DoT by local governments and other lead agencies to enable monitoring.

The strategic priorities identified in the action plan will be reviewed every five years to ensure current conditions are reflected and relevant projects are prioritised. The ultimate 2050 Bunbury-Wellington cycling network should remain consistent over the medium term.

A review of the whole strategy every 8-10 years will allow any new opportunities to be identified and incorporated into a revised document.

### **CONSULTATION**

In developing this long-term, aspirational strategy, DoT have undertaken extensive consultation with the Shire of Donnybrook Balingup, key stakeholders and the local community including community workshops hosted in our Shire and presenting at a Shire Council Briefing session. The consultation has helped to refine the overarching aims and objectives of the strategy, as well as clarify the community's expectations in terms of where key routes are most needed and the requirements of different user groups. The Shire will communicate identified strategic road cycling routes via our website and other media forums.

### **FINANCIAL IMPLICATIONS**

The endorsement of the Strategy does not have any major impact on the current budget. Any major financial implications associated to priority actions listed relevant to the Shire of Donnybrook Balingup, will form part of the annual budget process. The installation and costs of shared-use road use signs for Upper Capel Road, Brookhampton Road and Sandhills Road can be accommodated within existing budgets. Approximately 20 signs at \$200 each (including installation) will equate to \$4,000.00 in total.

### **POLICY COMPLIANCE**

N/A

### **STATUTORY COMPLIANCE**

N/A

### **CONCLUSION**

The endorsement and implementation of the Bunbury-Wellington 2050 Cycling Strategy and the Action Plan will provide a strategic cycling overview of the broader WA region, and particularly future proposed projects that may be identified in the Shire's Pathways and Trails Expansion Strategy.

It will more importantly inform and help to secure future investment through the Regional Bike Network (RBN) Grants Program and potentially other funding sources.

In line with the Shire priority actions listed above, and specifically in regard to Developing Road Cycling Routes, the Shire proposes to install signage along Upper Capel Road, Brookhampton Road and Sandhills Road as an identified strategic road cycling route. The implementation of this strategic road cycling route and installation of "Shared Use" signage was well supported through the workshops run by the DoT. This route has been regularly used as part of major cycling events in the past (Refer Attachment 9.2.1(2) for an example of the sign).

In regard to the possible use of rail corridors as future tourist trails, the Shire has advised the DoT that we consider, for this to succeed, DoT will need to play a key role in obtaining access to the corridors, as well as assist with funding the trails.

### EXECUTIVE RECOMMENDATION

Moved: Cr

Seconded: Cr

That Council:

- 1) Endorse the Bunbury-Wellington 2050 Cycling Strategy and the priority actions relevant to Shire of Donnybrook Balingup, as outlined in Section 6 - Action Plan of the Strategy.
- 2) Instruct the Chief Executive Officer to continue to progress the Shire priority actions as identified in the Strategy, in particular the installation of shared-use road signage on Upper Capel Road, Brookhampton Road and Sandhills Road.

### 9.2.2 THE SHIRE OF DONNYBROOK BALINGUP UNSEALED ROADS UPGRADE PLAN

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	N/A
<b>Author</b>	Damien Morgan, Manager Works and Services
<b>Attachments</b>	9.2.2 Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	<p>The report seeks from Council:</p> <ul style="list-style-type: none"> <li>• In principle support of the Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan, in particular, the prioritisation model.</li> <li>• To instruct the Chief Executive Officer to seek community feedback on the draft Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan.</li> <li>• Provided there is no significant objections to the draft Shire of Donnybrook Balingup Unsealed Roads</li> </ul>

	Upgrade Plan, instruct the Chief Executive Officer to proceed with the assessment of the more trafficable unsealed roads and present a final version of the Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan to Council.
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**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
1.1 A diverse, prosperous economy, supporting local business and population growth	1.1.2 Provide appropriate infrastructure to support and enhance business	1.1.2.2 Provide appropriate local transport infrastructure.
2.1 An attractive and maintained built environment	2.1.1 Maintain, renew and improve infrastructure within allocated resources	2.1.1.1 Develop and implement asset management plans  2.1.1.3 Develop and implement capital works plan

**BACKGROUND**

The Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan (Plan) has been developed in response to a Council request to undertake an investigation to develop a suitable process for determination and validation of the highest priority unsealed roads for upgrading, and to then develop a program of works to address the highest priority roads.

At the Ordinary Council Meeting on 23<sup>rd</sup> May 2018, Council resolved to:

*“Instruct the Chief Executive Officer to prepare a draft Strategy for the prioritised sealing of gravel roads with the Shire, and bring it back to Council for consideration with a program of gravel road sealing works, prior to the end of 2018.”*

A draft Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan (Plan) has been prepared and is being presented to Council for in principle support, prior to an assessment of the more trafficable unsealed roads and finalisation of the Plan.

The Plan is a critical strategic document that will assist the community in understanding how unsealed roads are prioritised for upgrade. The Plan will also assist with the development of a Forward Works Program and will assist with the development of other strategic documents such as future Long Term Financial Plans and Annual Budgets.

**DETAILS**

The Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan outlines the process in which unsealed roads will be assessed and prioritised for upgrade. From the list of prioritised unsealed roads, an indicative program of works will be prepared.

The assessment and prioritisation process involves assessing sections of unsealed roads in accordance with the Prioritisation Model, which includes the following criteria:

Traffic volumes	<i>How many vehicles per day utilise the section of road? (Measured via automatic traffic counters)</i>
School bus route	<i>Is this section of road on a school bus route?</i>
Crash history (Last 5 Years)	<i>How many reported crashes have occurred on this section of road in the last 5 years? (Obtained from MRWA Crash Analysis Reporting System)</i>
Strategic significance	<i>What is the strategic significance of this section of road and does the section of road link to tourist attractions or facilities?</i>
Existing road geometry	<i>What is the existing geometry characteristics of this section of road?</i>
Environmental Impact	<i>What is the environmental impact of upgrading this section of road (i.e amount of clearing of vegetation)?</i>
Network significance	<i>Does this section of road provide network connectivity to other roads and is the section of road on the RAV Network?</i>
Residential dwellings	<i>How many residential dwellings are on this section of road?</i>

A score from 0 to 5 is assigned to each criteria and a weighting applied to the score. The weighted scores added to obtain an overall score for the road and then ranked in order of overall score. The ranking scores will assist in the development of an indicative program of works. The Prioritisation Model was developed from a combination of Shire staff expertise and other local government processes.

### **CONSULTATION**

In developing this Plan, Western Australian and interstate local governments of similar structure to the Shire of Donnybrook Balingup were contacted to assess methodologies for determining unsealed road upgrade priorities. Shire staff also utilised historical feedback received from the community to develop the Prioritisation Model.

Upon receiving Council's in principle support for the Plan, the community will be engaged to provide comments and feedback on the Plan.

### **FINANCIAL IMPLICATIONS**

The endorsement of the Plan does not impact on the current budget however will be used in the preparation of future annual budgets.

### **POLICY COMPLIANCE**

N/A

### **STATUTORY COMPLIANCE**

N/A

### **CONCLUSION**

In principle support of the Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan will provide strategic guidance on the assessment, prioritisation and program of the Shire's unsealed road network.

**EXECUTIVE RECOMMENDATION**

**Moved: Cr**

**Seconded: Cr**

**That Council:**

- 1) **Endorse the draft Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan and in particular, the Prioritisation Model, for public consultation;**
- 2) **Instruct the Chief Executive Officer to seek community feedback on the draft Prioritisation Model proposed within the Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan.**
- 3) **Provided there is no significant community objections to the proposed Prioritisation Model, instruct the Chief Executive Officer to proceed with the assessment of the more trafficable unsealed roads and present the Unsealed Roads Upgrade Plan to Council.**

**9.3 MANAGER DEVELOPMENT AND ENVIRONMENTAL SERVICES**

**9.3.1 RFT 1/2019 – MANAGEMENT OF THE DONNYBROOK WASTE MANAGEMENT FACILITY**

<b>Location</b>	Goodwood Road Donnybrook
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	HLT 09/2
<b>Author</b>	Leigh Guthridge – Manager Development and Environmental Services
<b>Attachments</b>	N/A
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	<p>The contract that the Shire of Donnybrook-Balingup (Shire) has with Hastie Waste to manage the Donnybrook Waste Management Facility (DWMF) will expire on 30 June 2019.</p> <p>It is recommended that Council proceed to tender the management of the DWMF and establish the evaluation criteria for the tender evaluation process as per the recommendation.</p>

**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Action No.</b>	<b>Actions</b>
Outcome -2.4 Efficient and effective waste management	2.4.1 Undertake efficient waste management services	2.4.1.2	Provide diverse waste disposal options and processing to minimise waste being delivered to landfill.

## **BACKGROUND**

The contract that the Shire of Donnybrook Balingup (Shire) has with Hastie Waste to manage the Donnybrook Waste Management Facility (WMF) will expire on 30 June 2019.

This report seeks Council resolution to:

- 1) Tender a new contract for the management of the Donnybrook Waste Management Facility; and
- 2) Set the tender evaluation criteria that will be used by Shire staff when evaluating tenders at the conclusion of the tender process.

## **DETAILS**

Staff intend to use the existing contract documents with the view to going to tender in the near future for a new contract. The existing contract (that was prepared prior to the Shire tendering this service in 2011) has been vetted by Slee Anderson and Pigeon (the Shire's legal counsel) and has proven to be a very good document to administer (for both the Shire and the existing Contractor) and is legally robust.

It is proposed to utilise similar specifications that are in place with the existing contract with some modifications to account for legislative, licence and/or operational changes that have evolved since the existing contract was entered into.

The following is a summary of the general provisions that are proposed to be incorporated within the new contract. The Contractor will be required to:

- Comply with the Department of Water and Regulation (DWER) licencing requirements;
- Provide suitable quantity of cover material to cover and compact waste daily;
- Provide a suitable machine to provide a minimum level of compaction of 700kg/m<sup>3</sup> when landfilling waste;
- Mulch all greenwaste received;
- Provide attendants to collect charges, issue receipts, collect statistics, record incoming waste data, direct all vehicles to the correct tipping locations, check green waste for contamination, refuse entry to or the dumping of any materials designated from time to time by the Principal as unacceptable materials;
- Maintain the WMF including access roads, tracks, fences, maintain vegetation as to minimise fire risks, walls, firebreaks, signage, removal of windblown debris from the WMF boundaries, adjacent private property, and installation of windblown litter fences so as to effectively control any windblown waste;
- Manage the WMF recycling facilities and activities;
- Arrange scheduled volumetric surveys to measure increases in the landfill footprint;
- Conduct all administration and accounting functions relating to the operation of the WMF and the undertaking of these activities;
- Assist the Shire with information as requested from time to time by the Principal including annual budgetary and licence compliance reporting;
- Acknowledge that the Shire provides a Material Recovery Facility (MRF) and that the Lions Club of Donnybrook (Lions) and the Shire have entered into a formal 'Memorandum of Understanding' with the Shire to use this facility;
- Supply and operate the 'internal transfer station' as the current contractor has established. This precludes the public from depositing refuse on the active tip face which eliminates potential safety issues and allows the contractor to better control the size of the tip face;

- Provide recycling receivable options to the public will be similar to what is in place however there will be flexibility to introduce new recyclables etc;
- Processing and/or transport of e-waste, fluorescent globes, household batteries, mattresses, gas bottles; and
- Provide equipment including a site office, portable litter fence etc;

Other provisions include:

- A contract termination clause giving the Shire the opportunity to terminate the Contract giving 6 months notice (in prescribed circumstances) where the Shire is required to cease landfilling at the site because of the following reasons:
  - Capacity of the projected landfilling area is exhausted;
  - If the Shire joins a regional Council;
  - DWER licencing conditions making it too expensive to landfill; or
  - If the Shire is merged within another local government;
- Typical risk management, OHS and insurance provisions;
- Stipulating a 4 year term with 2 (two) year extensions that is projected to align with the existing life of the existing landfill footprint.

#### Tender Evaluation Criteria

The recommended tender evaluation criteria is as follows;

##### *Qualitative Criteria*

- |   |     |
|---|-----|
| • Key Personnel Qualifications, Skills and Experience | 40% |
| • Equipment and Machinery                             | 40% |
| • Administrative Capacity and Customer Service        | 10% |
| • Occupational Safety and Health                      | 10% |

It is proposed that the approach that the Shire will take with the evaluation criteria will be on which tenderer demonstrates the ability to provide quality products and or services at a competitive price. The Tendered prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the Proprietor.

There will be a 'best value for money' approach to the tender. That means that, although price will be considered, the tender containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria. A scoring system will be used as part of the assessment of the Qualitative Criteria. The aggregate score will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

#### **CONSULTATION**

Shire staff have undertaken consultation with the following stakeholders with respect to reviewing the existing contract prior to going to tender:

- ASK Waste Management (who provide the Shire with specialised advice on strategic waste management issues) and have provided a report to the Shire with recommendations; and
- The present operator of the DWMF (Hastie Waste).



## **FINANCIAL IMPLICATIONS**

The Shire of Donnybrook Balingup sets its annual budget to fund the operational costs of all its waste management services including the management of the DWMF.

Budget funds are available to coordinate a robust tender and evaluation process.

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

Nil

## **CONCLUSION**

Managing a landfill facility to comply with licence conditions imposed by the Department of Water and Environmental Regulation (DWER) and meet the standards (environmental and social) expected by the local government and the community requires careful consideration and selection of an appropriate contractor.

The Shire will seek to appoint a contractor that has:

- Proven expertise and experience in managing land fill sites and/or a similar business of this nature in a professional manner;
- The resources backup in terms of personnel, machinery and administrative capacity; and
- The ability to solve problems and find solutions to the ever increasing dynamics and market fluctuations of commodities and has a strong customer service ethos.

These attributes (and others) will be incorporated within the qualitative criteria.

If there are any other parameters that Council wish to include into the tender specification it can do so at this time. Council is advised to call tenders incorporating the issues listed above. It is anticipated that Council will consider tenders at a meeting in the second quarter of the 2019 calendar year.

Council is advised to seek tenders in 2019 to contract the management of the Donnybrook Waste Management Facility.

## **EXECUTIVE RECOMMENDATION**

**Moved: Cr**

**Seconded: Cr**

**That Council:**

- 1) Call tenders for the management of the Donnybrook Waste Management Facility located on Goodwood Road, Donnybrook.**
- 2) Utilise the following qualitative evaluation criteria for assessment of tenders for the management of the Donnybrook Waste Management Facility:**
  - **Key Personnel Qualifications, Skills and Experience** **40%**
  - **Equipment and Machinery** **40%**

- **Administrative Capacity and Customer Service** **10%**
  - **Occupational Safety and Health** **10%**
- 3) **Request the Chief Executive Officer to present a tender evaluation report and recommended tenderer (based on the approved evaluation criteria) to the Council for consideration for approval.**
  - 4) **Instruct the Chief Executive Officer to explore the opportunity for independent external evaluation of tenders lodged.**

**9.3.2 VILLAGE GREEN TOILETS – IMPROVEMENTS TO THE EFFLUENT DISPOSAL SYSTEM**

<b>Location</b>	Village Green Rail Reserve – Forrest Street Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	RES 02/4
<b>Author</b>	Leigh Guthridge – Manager Development and Environmental Services
<b>Attachments</b>	9.3.2 Aerial Photo of Village Green Public Toilets
<b>Voting Requirements</b>	Absolute Majority
<b>Executive Summary</b>	It is recommended that the Shire approve over budget expenditure to fund an increase the leach drain capacity at the Balingup Village Green Toilets

**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Actions</b>
Outcome 2.1 – An attractive and maintained built environment	2.1.1 Maintain, renew and improve infrastructure within allocated resources	2.1.1.2 Seek funding for development and renewal of infrastructure

**BACKGROUND**

The Shire has allocated \$7,000 in its 2018/2019 budget to increase the leach drain capacity at the Balingup Village Green Toilets (The Toilets). This report is seeking additional funding to improve the capacity of the leach drains so that the works can be undertaken this summer. The aerial photo as per the attachment illustrates the location of the existing leach drains and the proposed additional leach drains.

As there is no sewer available in Balingup, the Toilets are serviced by a conventional effluent disposal (septic tank) system with two inter-connected concrete leach drains with a total length of 22 metres.

During public events in Balingup, where large numbers of people use the Toilets, the existing effluent disposal system cannot cope with the additional hydraulic 'shock loading'. It is known

from water meter reading analysis from previous Medieval Carnivale's that in excess of 5000 litres of water enters the effluent disposal system over this event.

The system fails when the amount of water entering the system (over a given time) exceeds the leaching capacity of the leach drains. In an attempt to reduce the hydraulic load, the Shire has installed push button taps in all hand wash basins and half flush toilet cisterns, however it still has not resolved the problem.

The Shire is therefore required to pump out the septic tanks and leach drains (either in a proactive or reactive manner) to enable the facility to be used at events or when the effluent disposal system has failures.

### **DETAILS**

The Shire has obtained an estimate of \$16,000 from a local plumber to undertake the following works:

- Excavate area to install an additional 14 and 10 metre leach drains (interconnected) with diverter to control effluent between the old and new leach drain areas;
- The new leach drain area to be incorporated into the natural batter around the toilet and the ground surface reclaimed to ensure that final contours are compatible with the existing ground levels so that the aesthetics is maintained.
- Installing pump out access to all the leach drains;
- Remove and dispose all heavy non leaching soils from the excavated area;
- Replace with clean leaching material including coarse sand and blue metal – Approximately 130 m<sup>3</sup> of fill is required; and
- Pump out existing leach drains.

The solution proposed will do two things to enable the leach drains to leach more effectively and reduce the need for pump outs. This is as follows:

- Provide much improved leaching soil and capacity around the entire leach drain footprint (new and old); and
- Enable the leaching medium around each leach drain to 'have a rest' by installing a diverter valve so only one leach drain system is active at any one time.

At present the leaching soil around the existing leach drain is always saturated. It is likely that many years of buildup of sludge and scum has reduced the effectiveness of the leaching capacity of the soils around the existing leach drains. By installing a diverter valve it will enable effluent to be directed to one set of leach drains whilst the opposing leach drains are rested. The microbiological action that occurs when the resting leach drain dries out, breaks down the sludge and scum that leaches into the leaching soils giving it much more longevity.

It is recommended that the Shire fund this work in the current budget year and undertake the works in the new year to take advantage of the summer soil conditions (optimum time) to undertake the excavation works. This will allow several months for the kikuyu grass to re-establish during the favourable growing period before winter and avoid operational expenditure with future pump outs.

### **CONSULTATION**

Staff has consulted with a local plumber to discuss solutions to solve this issue and provide a cost estimate for the works.

Prior to the works commencing the Shire will need to advertise that the facility will be not available for use for approximately 3 days during the works.

**FINANCIAL IMPLICATIONS**

If the recommendation is accepted up to \$10,000 expenditure for the improvements to the effluent disposal system at the Village Green Toilets will be transferred from the building reserve to 'top up' the \$7,000 that the Shire has already budgeted for this work.

The amount that will be drawn from the Building Reserve and will be dependent on the quoted price contained in the successful quote once staff complete the procurement process for these works.

Records show that the Shire has spent \$5,500 in the 2018 calendar year to pump the septic system at the village green toilets to manage this issue in preparation for events and/or in response to failures.

**POLICY COMPLIANCE**

Nil

**STATUTORY COMPLIANCE**

Nil

**CONCLUSION**

It is recommended that the Shire commit the funds to undertake the necessary works to enable the effluent disposal system at the Village Green Toilets to operate effectively and avoid future operational costs with pump outs.

**EXECUTIVE RECOMMENDATION**

That Council authorise an amendment to the 2018/19 budget as detailed below:

Account Number	Description	Amount	
106850	Transfer from Building Reserve	\$10,000	Increase Capital Income
124040 (B030)	Village Green Toilets – Install Additional Leach Drains	\$10,000	Increase Operational Expenditure

**9.4 PRINCIPAL PLANNER**

**9.4.1 REQUEST TO CONSIDER AMENDMENT 2 TO LOT 108 KELLY ROAD, DONNYBROOK STRUCTURE PLAN FOR FINAL APPROVAL**

Location	Lot 9500 Kelly Road, Donnybrook
Applicant	LB Planning
File Reference	A4948
Author	Bob Wallin, Principal Planner
Attachments	9.4.1(1) Approved Structure Plan 9.4.1(2) Super Lot Subdivision – Location Plan

	9.4.1(3) Proposed Amendment 2 to Structure Plan 9.4.1(4) Proposed Design Change 9.4.1(5) Schedule of Submissions
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	Recommend final approval to amend the structure plan: <ul style="list-style-type: none"> <li>• The proposal is to increase the density of a number of residential cells and create an internal local road.</li> <li>• The changes will result in a net lot yield increase of 9 lots (15 to 24).</li> </ul>

**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Actions</b>
1.1 A diverse, prosperous economy, supporting local business and population growth	1.1.1 Promote, maintain and diversify investment in the district	1.1.1.4 Actively partner in regional Growth Planning partnerships and projects.

**BACKGROUND**

Council at its October 2018 Ordinary Council Meeting resolved to initiate and amend the structure plan for Kelly Road, Donnybrook Structure Plan (Structure Plan).

The advertising process has been completed and this item is now presented to Council to consider a recommendation for Final Approval as Shire staff do not have the delegation to consider structure plans.

The Structure Plan was originally approved as part of amendment 94 to Town Planning Scheme No.4 - gazetted in July 2013 (Attachment 9.4.1(1)).

Lot 9500 Kelly Road, Donnybrook forms part of the Structure Plan area and was created as part of a super lot subdivision (Attachment 9.4.1(2)). A super lot subdivision, divided up the original structure plan area into 5 lots with boundaries generally reflecting road alignments of the structure plan.

This amendment seeks to amend the plan by:

- a) Increasing the density codes resulting in an increase in lot yield from 15 to 24;
- b) Amending the Public Open Space boundary resulting in a minor increase in area;
- c) Introducing a local road providing an interface with the POS (Attachment 9.4.1(3)).

The processes for assessing structure plans is detailed in the *Planning and Development (Local Planning Schemes) Regulations 2015* (deemed provisions). Clause 29 of Schedule 2 details the requirements for an amendment.

In summary, the process for amending structure plans includes the following steps:

- 1) Council to consider the structure plan amendment for advertising (completed);
- 2) Council to consider submissions and recommend that the Western Australian Planning Commission (WAPC) either:

- a. Proceed with or without modifications;
  - b. Not proceed (current task); and
- 3) WAPC to make a decision

### **DETAILS**

The changes to the Structure Plan are specifically focused on land to the west of Kelly Road.

The changes do not result in any change to the overall functioning of the road network, drainage functioning or servicing infrastructure requirements.

The amendment is supported by a Bushfire Management Plan and an Engineering and Servicing Report. Both of these documents show that the design and layout can be practically achieved.

The proposed new local road will create a staggered four-way intersection. To improve safety at this intersection, it is proposed that a roundabout treatment be developed. Attachment 9.4.1(4) shows the proposed location of this intersection.

### **CONSULTATION**

The proposal has been advertised and three (3) submissions have been received. Attachment 9.4.1(5) provides details of the issues raised and suggested responses to points raised.

The submissions were from government agencies that either raised no objections or provided details on technical issues that require addressing. The points raised can be appropriately addressed at the subdivision stage as they relate to detailed servicing matters.

### **FINANCIAL IMPLICATIONS**

Nil. All expenses incurred for the processing and advertising is covered by the assessment fee.

### **POLICY COMPLIANCE**

N/A

### **STATUTORY COMPLIANCE**

The *Planning and Development (Local Planning Schemes) Regulations 2015* set out the processes for assessing and advertising structure plans.

### **CONCLUSION**

The proposed amendment to the Structure Plan is reasonable. It is suggested that Council make a recommendation of final approval to the Western Australian Planning Commission.

### **EXECUTIVE RECOMMENDATION**

Moved: Cr

Seconded: Cr

That Council:

- 1) Recommend final approval to the Western Australian Planning Commission for amendment 2 to Lot 108 Kelly Road Donnybrook Structure Plan subject to the plan

being modified to include a roundabout intersection in the location identified in Attachment 9.4.1(4);

- 2) Determine the submissions received in accordance with the schedule of submissions (Attachment 9.4.1(5)); and
- 3) Require the Chief Executive Officer to undertake such tasks necessary to implement items 1 and 2 above.

**9.4.2 PLANNING APPLICATION FOR “LIFESTYLE VILLAGE” AT LOT 9504 KELLY ROAD, DONNYBROOK**

<b>Location</b>	Lot 9504 Kelly Street, Donnybrook
<b>Applicant</b>	Allerding Associates
<b>File Reference</b>	A3887
<b>Author</b>	Bob Wallin, Principal Planner
<b>Attachments</b>	9.4.2(1) Proposed layout 9.4.2(2) Staging Plan 9.4.2(3) Amendment 1 to Structure Plan 9.4.2(4) Schedule of Submissions
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	Approval for a “Lifestyle Village” is recommended: <ul style="list-style-type: none"> <li>• The proposal is to a 120 park home sites, supported by an internal local “road” network, club house, workshop, recycling centre, community gardens and caravan and boat storage area.</li> <li>• The proposed use is generally consistent with the established planning framework for the locality.</li> </ul>

**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Actions</b>
1.1 A diverse, prosperous economy, supporting local business and population growth	1.1.1 Promote, maintain and diversify investment in the district	1.1.1.4 Actively partner in regional Growth Planning partnerships and projects.

**BACKGROUND**

The proposal is for a “Lifestyle” village that consists of a 120 park home sites, supported by an internal private “road” network, club house, workshop, recycling centre, community garden and caravan and boat storage area. Attachment 9.4.2(1) provides the proposed layout.

Attachment 9.4.2(2) shows the intended staging for implementation. The first stage will include 12 park home sites, upgrading of Kelly road and the club house.

The proposal is presented to Council for a decision due to the scale and significance within the Donnybrook townsite. Shire staff are presently negotiating details associated with conditions. In order to ensure that the project is not unduly constrained to Council meeting times (the next meeting being February 2019), this item is presented to seek authorisation for the Chief Executive Officer to issue a planning approval subject to reasonable conditions.

The proposal complies with the established planning framework for the locality and conditions can be imposed to ensure the orderly and proper development/staging and servicing of the site.

The proposed land use falls under the use class definition of "Park Home Park". Amendment 9 to Local Planning Scheme No.7 (LPS7) introduced this as an "Additional Use" in Schedule 6.

An amendment to the Kelly Road Structure Plan was considered by Council for final approval at its September 2018 meeting - Amendment 1. Amendment 1 is presently with the Western Australian Planning Commission. Attachment 9.4.2(3) shows the area subject to Amendment 1. Given that Amendment 1 relates to stages 5 and 6 it is not necessary to defer making a decision on this application. Advice to the applicant can be provided to clarify that development cannot occur over stages 5 and 6 until the structure plan has been finalised.

Land on the northern boundary includes a portion of Unallocated Crown Land which was formally an unconstructed road reserve. The applicant is presently in negotiation with the Department of Planning, Lands and Heritage to purchase this land. This process is estimated to take approximately four months. It will not be possible to undertake any works on this land until the Crown authorises activity. Advice to the applicant can be provided to clarify this point.

#### **DETAILS**

The proposed land use "Park Home Park" is consistent with the established zoning when considered against the Additional Use provisions inserted by Amendment 9 to LPS7.

The design layout is logical when considering the configuration of the site and topography. Conditions will address details about landscaping, road and path design and drainage requirements.

The staging plan shows a logical roll out of servicing including future provision of external roads.

#### **CONSULTATION**

Consultation has been undertaken. This included a notice being posted on the Shire's website and letter drops to all nearby landowners. Two submissions were received from Government Agencies providing advice. Attachment 9.4.2(4) provides a summary and recommended responses.

#### **FINANCIAL IMPLICATIONS**

Nil. All expenses incurred for the processing and advertising is covered by the assessment fee.

#### **POLICY COMPLIANCE**

N/A



**STATUTORY COMPLIANCE**

Local Planning Scheme No.7 (LPS7) details matters to be considered as part of the development approval process. The proposed use is consistent with the Additional Use Schedule. The proposal has been advertised in accordance with the Discretionary (A) designation.

Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 outlines matters that Council can consider when making a planning decision.

**CONCLUSION**

While the project is relatively large scale for the Shire, the development and land use activity is consistent with the established planning framework for the site and has not raised any controversial issues with the local community or servicing agencies.

It is recommended that Council delegate authority to the Chief Executive Officer to issue a planning approval subject to such reasonable conditions as necessary to ensure the orderly and proper development and use of the site. This request is to ensure that no unnecessary delay is imposed on the decision making process due to the limited timing of Council meetings between December and February.

**EXECUTIVE RECOMMENDATION**

Moved: Cr

Seconded: Cr

That Council authorise the Chief Executive Officer to negotiate with the applicant for the development of a Park Home Park at Lot 9504 Kelly Road, Donnybrook and issue an approval subject to conditions necessary to ensure the orderly and proper development and land use of the site.

**9.4.3 REQUEST TO EXTEND DONNYBROOK COMMUNITY GARDEN**

<b>Location</b>	Lot 51 Reserve Street, Donnybrook
<b>Applicant</b>	Donnybrook Community Garden Inc
<b>File Reference</b>	A162
<b>Author</b>	Bob Wallin, Principal Planner
<b>Attachments</b>	9.4.3(1) Existing Approval 9.4.3(2) Location Plan for Extension
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	Approval to authorize the application is recommended: <ul style="list-style-type: none"> <li>The proposal is to extend the first stage of the community garden to provide additional room after taking into account setback constraints from Nonneycup Creek.</li> </ul>

**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Actions</b>
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3.2 Well supported community groups and facilities	3.2.2 Encourage and support volunteers and community organisations	3.2.2.2 Provide support for community organisations
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## **BACKGROUND**

Council at its Ordinary Council Meeting 26 April 2017 resolved to support the location of a community garden at the rear of Egan Park, Donnybrook.

A planning application for a first stage (Attachment 9.4.3(1)) has been approved under delegation by the Shire. This proposal seeks to extend the area of the community garden onto Lot 51. Attachment 2 provides an indicative location plan.

Local Planning Scheme 7 (LPS7) identifies the land as "Parks and Recreation" reserve. This proposed land use is consistent with the intent of the reserve.

A lease was approved by Council at its November 2018 Ordinary Council Meeting for Donnybrook Community Garden Inc (Community Garden). This allows the Community Garden to occupy the land. If this proposal is supported, the lease will require a minor amendment. Amending the lease can be completed by Shire staff under delegation.

This proposal is being presented to Council to authorise the planning application. The proposal is on land owned by the Shire and the Chief Executive Officer does not have authorisation to sign the application.

## **DETAILS**

The planning approval issued for Stage 1 includes conditions that has restricted the area available for garden beds. This was to ensure that the ground water and surface water environments near Nonneycup Creek are adequately protected.

The proposed extension will have an area of 10m x 20m (200m<sup>2</sup>). The proposed area will unlikely restrict access, disrupt services or other activities occurring in the immediate locality.

## **CONSULTATION**

The planning approval process will involve consultation with local community groups using the wider locality, the transit park operator and nearby landowners.

## **FINANCIAL IMPLICATIONS**

The applicant has requested the \$147 planning application fee be waived. Delegation 7.16 allows the Chief Executive Officer to consider this request.

## **POLICY COMPLIANCE**

N/A

## **STATUTORY COMPLIANCE**

Part 2 of LPS7 requires a planning approval for development and change of land use on reserved land.

The *Planning and Development (Local Planning Schemes) Regulations 2015* require planning applications to be correctly authorised by the landowner. In this instance, the land is owned freehold by the Shire of Donnybrook Balingup.

**CONCLUSION**

The proposal is considered to be reasonable and it is requested that Council authorise the application so it can be formally assessed.

**EXECUTIVE RECOMMENDATION**

**Moved: Cr**

**Seconded: Cr**

**That Council authorise the Chief Executive Officer to:**

- 1) **Sign the planning application form for the proposed community garden on portion of Lot 51 Reserve Street, Donnybrook; and**
- 2) **Determine the planning application if no objections are raised from public consultation.**

**9.4.4 REQUEST TO ERECT A SIGN AT LOT 598 SOUTH WESTERN HIGHWAY, DONNYBROOK**

<b>Location</b>	Lot 598 South Western Highway, Donnybrook
<b>Applicant</b>	Donnybrook Regional Tourism Association
<b>File Reference</b>	A3532
<b>Author</b>	Bob Wallin, Principal Planner
<b>Attachments</b>	9.4.4(1) Proposed Signage (Donnybrook and Balingup) 9.4.4(2) Location Plan
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	Council approval to authorise the application is recommended: <ul style="list-style-type: none"> <li>• The applicant wishes to erect an illuminated sign at the front of the property</li> <li>• Shire staff do not hold the delegation to authorise the application.</li> </ul>

**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Actions</b>
2.1 An attractive and maintained built environment	2.1.1 Maintain, renew and improve infrastructure within allocated resources	2.1.1.4 Maintain attractive town sites within resource capacity

**BACKGROUND**

A planning application has been lodged by the Donnybrook Regional Tourism Association to erect a sign at the front to the property.

The sign panel has dimensions of 1.2m x 0.8m with a thickness of 100mm. This sign is mounted on a pylon that has a total height of 3.8m. The bottom of the sign will sit 2.6m above ground level. (see Attachment 9.4.4(1)).

The proposed location is shown in Attachment 9.4.4(2).

The proposal is being presented to Council as the application form requires Council authorisation. The land is owned by the Crown and the Shire has a vesting order for its management. The Chief Executive Officer does not have delegated power to sign the application form.

#### **DETAILS**

The site forms part of the Railway Heritage Precinct. This precinct is listed on the State Register and the Shire's Municipal Heritage Inventory.

#### **CONSULTATION**

The proposal will be referred to the State Heritage Office for comment. The sign will front South Western Highway and a separate approval will be required by Main Roads Western Australia (MRWA). A referral to MRWA will be undertaken as part of the assessment process.

#### **FINANCIAL IMPLICATIONS**

The applicant has requested the \$147 planning application fee be waived. Delegation 7.16 allows the Chief Executive Officer to consider this request.

#### **POLICY COMPLIANCE**

N/A

#### **STATUTORY COMPLIANCE**

Part 2 of *Local Planning Scheme No.7 (LPS7)* provides details on matters to be considered for the use and development of reserved land. This includes the requirement for planning approvals.

The proposal is consistent with the intent of the reserve (public purpose).

Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides details and requirements associated with Heritage Protection.

#### **CONCLUSION**

The proposal is generally considered reasonable and it is requested that Council authorise the application so it can be formally assessed.

#### **EXECUTIVE RECOMMENDATION**

**Moved: Cr**

**Seconded: Cr**

**That Council authorise the Chief Executive Officer to:**

- 1) Sign the planning application form for the proposed pylon sign at Lot 598 South Western Highway, Donnybrook; and**

- 2) Determine the planning application if no objections are raised from the Heritage Council of Western Australia and Main Roads Western Australia.

**9.4.5 REQUEST TO ERECT A SHADE STRUCTURE AT LOT F27 GAVINS ROAD, PAYNE DALE**

<b>Location</b>	Lot F27b Gavins Road, Paynedale
<b>Applicant</b>	Lions Club of Donnybrook WA Inc
<b>File Reference</b>	A3605
<b>Author</b>	Bob Wallin, Principal Planner
<b>Attachments</b>	9.4.5(1) Location Plan 9.4.5(2) Proposed Structure
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	Approval to authorise the application is recommended: <ul style="list-style-type: none"> <li>• The proposal is to erect a lightweight shade structure at the Donnybrook Waste Management Facility</li> <li>• Shire staff do not hold the delegation to authorise the application.</li> </ul>

**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Actions</b>
2.1 An attractive and maintained built environment	Maintain, renew and improve infrastructure within allocated resources	2.1.1.4 Maintain attractive town sites within resource capacity

**BACKGROUND**

A planning application has been lodged by the Lions Club of Donnybrook WA Inc. The proposal is to erect a lightweight shade structure at the Donnybrook Waste Management Facility to shade the recyclable materials received at the facility and prevent water and UV damage.

Attachment 9.4.5(1) provides the location plan. It is proposed to locate the structure behind the existing main shed so it does not impact on general movement and activity at the facility. Attachment 9.4.5(2) shows a plan of the proposed structure.

The proposal is being presented to Council as the application form requires Council authorisation. The land forms part of a wider reserve managed by the Department of Biodiversity, Conservation and Attractions (DBCA). The Shire has an interim tenancy agreement with DBCA and is in the process of reaching agreement on a long term leasing arrangement. The Chief Executive Officer does not have delegated power to sign the application form.

**DETAILS**

The site forms part of the Shire's Donnybrook Waste Management Facility. The Lions Club of WA Inc are responsible for collecting and storing the cardboard and paper materials received at the facility. This shade structure will reduce potential for materials to be damaged by exposure to the weather.

### **CONSULTATION**

The Interim Tenancy Agreement requires consultation with DBCA for any new development on the land. A referral will be made to satisfy this requirement.

The applicant has made information contact with the facility manager (Hastie Waste) to discuss the suitability of the site selected. A formal referral to Hastie Waste will be made as part of the assessment process. This will ensure that the proposal will not adversely impact on the wider operations/activities of the site.

### **FINANCIAL IMPLICATIONS**

The applicant has requested the \$147 planning application fee be waived. Delegation 7.16 allows the Chief Executive Officer to consider this request.

### **POLICY COMPLIANCE**

N/A

### **STATUTORY COMPLIANCE**

Part 2 of *Local Planning Scheme No.7 (LPS7)* provides details on matters to be considered for the use and development of reserved land. This includes the requirement for planning approvals.

The proposal is consistent with the intent of the reserve (public purpose). Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides details and requirements associated with Heritage Protection.

### **CONCLUSION**

The proposal is generally considered reasonable and it is requested that Council authorise the application so it can be formally assessed.

### **EXECUTIVE RECOMMENDATION**

Moved: Cr

Seconded: Cr

That Council authorise the Chief Executive Officer to:

- 1) Sign the planning application form for Lot F27 Gavins Road, Paynedale to erect a shade structure; and
- 2) Determine the planning application if no objections are raised from the facilities manager of the Donnybrook Waste Management Facility.

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**9.5 MANAGER AGED CARE SERVICES**

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Nil

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**9.6 CHIEF EXECUTIVE OFFICER**

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**9.6.1 2019/20 WORKFORCE PLAN**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	N/A
<b>File Reference</b>	FNC 10/2
<b>Author</b>	Ben Rose
<b>Attachments</b>	9.6.1 2019/20 Workforce Plan
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	To adopt the 2019/20 Workforce Plan

**STRATEGIC ALIGNMENT**

The adoption of the 2019/20 Workforce Plan (The Plan) will meet the following objectives of the Shire of Donnybrook-Balingup Corporate Business Plan.

<b>Outcome</b>	<b>Strategy</b>	<b>Actions</b>
4.2 A respected, professional and trusted organisation	4.2.1 Effective and efficient operation and service provision	4.2.1.4 Demonstrate sound financial planning and management, including revenue / expenditure review and revenue diversification strategies and long term financial planning.

**BACKGROUND**

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

Past reviews of local government in WA found serious performance and sustainability issues in the sector, in particular:

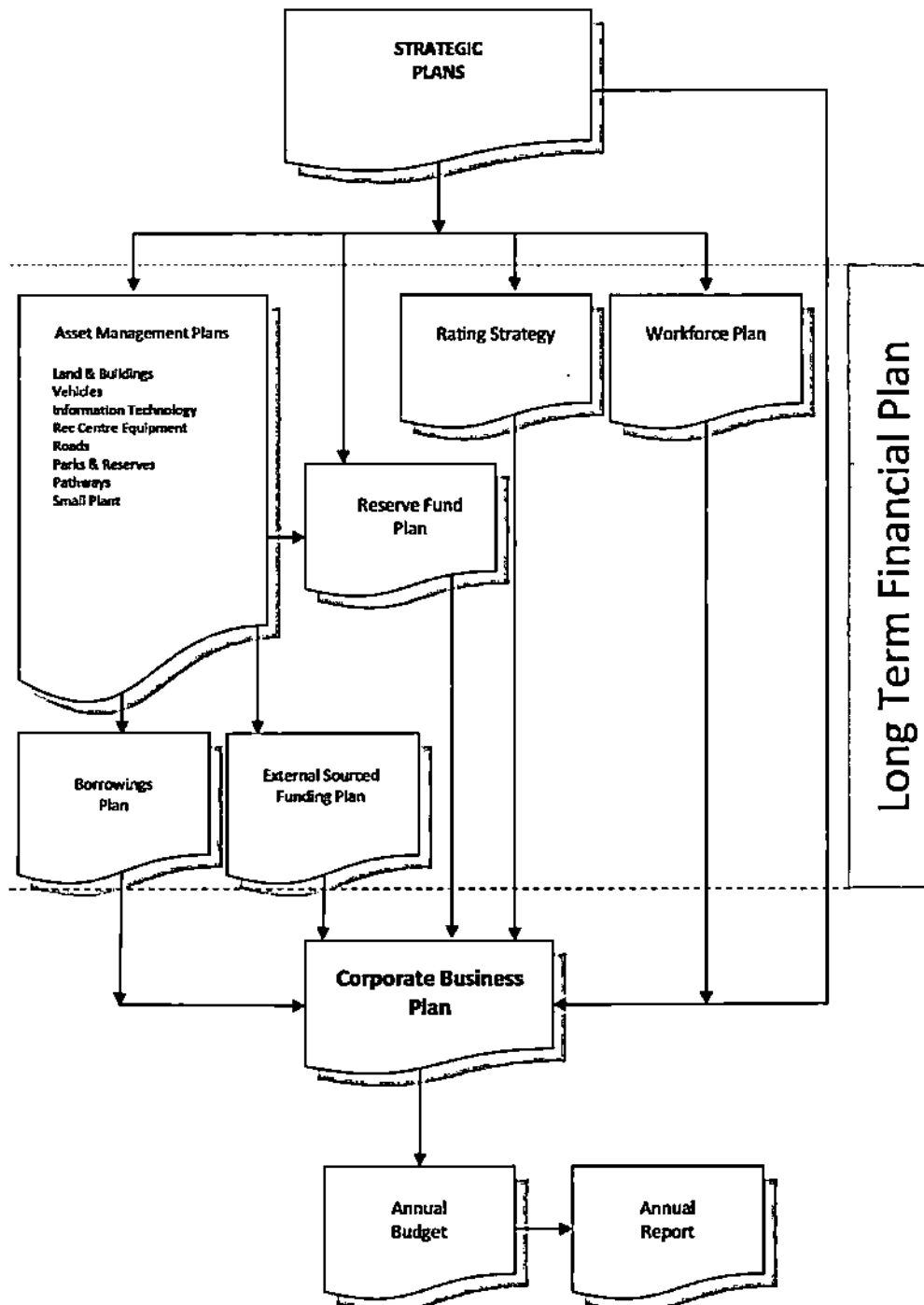
- Strategic planning systems that did not deliver accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.
- Financial planning systems that failed to accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future.
- Asset management systems lacking the rigour of process and integrity of data to accurately reflect true asset management costs.
- General lack of a formal approach to workforce planning across the sector.

IPR addresses these concerns with processes to:

- Ensure community input is explicitly and reliably generated, and informs the long and medium term objectives of the local government.
- Identify the resourcing required to deliver the plans and enable rigorous and transparent prioritisation within resource constraints before finalising the plans.

Officers have commenced developing a new Integrated Planning and Reporting Framework for the Shire (Table 1). This new Corporate Planning framework will provide greater integration of plans and become the driver for the Annual Budget.

Table 1





## **DETAILS**

Workforce planning is one of the key components of the Integrated Planning and Reporting Framework and Guidelines now in place across the local government sector in Western Australia.

Workforce planning is a term used to describe the planning process undertaken to ensure an organisation has the right people, with the right skills, at the right time. It is a process that documents the directions in which a work area is heading and provides a tool for making human resource decisions now and into the future.

The Workforce Plan takes into account the community aspirations, priorities and objectives identified in the Strategic Community Plan. It is an essential component of the Corporate Business Plan where it will identify workforce requirements for current and future operations.

Planning human resource requirements is a significant challenge and takes into account not only the human resource factors, but ties this into overall strategic plans, environmental issues and legislative and governance obligations. Ultimately undertaking a workforce planning activity is a snapshot of what human resources are in place at a particular time, and what staffing requirements are required into the future.

This initial version of the Workforce Plan essentially plans for future demand for staff. The Plan is expressed in Full Time Equivalent (FTE) staffing numbers and is structured by department.

Positions may be filled using permanent, part-time or casual, dependent upon operational requirements.

## **CONSULTATION**

This plan has been developed in conjunction with senior officers and is intended to be reviewed and adopted by Council annually.

## **FINANCIAL IMPLICATIONS**

The Plan identifies an additional 10.62 FTE across the 10 year time frame.

1.00 FTE new positions are identified for 2019/20. This is in line with the endorsed plan.

The endorsed Workforce Plan is subject to Annual Budget deliberations.

## **POLICY COMPLIANCE**

N/A

## **STATUTORY COMPLIANCE**

Section 5.56(1) of the *Local Government Act 1995* requires local governments produce a plan for the future.

## **CONCLUSION**

The Plan is intended to be further developed in future years to deal with matters such as;

- Staff attraction and retention strategies.
- Identification of future staffing requirements and any possible skill shortages.
- A plan to close skill gaps.

- Identification of staff development requirements.

Without planning human resource needs and skills required in the future, it is impossible to plan to effectively meet Council’s objectives. At its simplest, workforce planning is about trying to predict the future demand for different types of staff.

Workforce planning can assist with anticipating staff and skill requirements for the future and ensure the needs of the organisation and the community are better met.

**EXECUTIVE RECOMMENDATION**

**Moved: Cr**

**Seconded: Cr**

**That Council endorses the 2019/20 Workforce Plan for budget preparation purposes.**

**9.6.1 PRIORITISATION OF SHIRE PROJECTS**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	N/A
<b>File Reference</b>	CNL 16
<b>Author</b>	Ben Rose – Chief Executive Officer
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority
<b>Executive Summary</b>	The purpose of this report is for Council to prioritise and agree to 5 key projects which have been identified by the Executive Leadership Team.

**STRATEGIC ALIGNMENT**

The following outcomes from the Corporate Business Plan relate to this proposal:

<b>Outcome</b>	<b>Strategy</b>	<b>Actions</b>
4.1 A strategically focussed, open and accountable local government	4.1.1 Provide accountable and strategic leadership	4.1.1.2 Ensure quarterly reporting of strategic community plan outcomes
4.2 A respected, professional and trusted organisation	4.2.1 Effective and efficient operation and service provision	4.2.1.4 Demonstrate sound financial planning and management, including revenue / expenditure review and revenue diversification strategies and long term financial planning.

**BACKGROUND**

The Shire of Donnybrook Balingup is driven to deliver services to the community that support the four key strategic objectives set out in the Shire of Donnybrook Balingup Corporate Business Plan, being:

1. A strong, diverse and resilient economy
2. Respect for our heritage, natural and built environment
3. A healthy, safe and inclusive community
4. Effective leadership and civic responsibility

The Shire has been planning and progressing a range of projects that support the Shire's strategic objectives and, in a variety of ways, provide value to the community. To successfully implement these projects, it is important that we prioritise resources, therefore direction from the Council is sought on which projects are to be prioritised for strategic focus for the 2019 calendar year.

The Executive Management Team have identified the following projects for consideration (in alphabetical order):

1. Aged Care Services Review
2. Balingup Town Hall Renewal
3. Bridge Street Housing Project
4. Build Units 14-17 Preston Retirement Village
5. Bushfire Mitigation Activity and Bushfire Brigade Building upgrades
6. Donnybrook Apple Fun Park Asset Renewal
7. Donnybrook Town Centre Revitalisation
8. Extension to the Donnybrook Transit Park
9. Integrated Planning and Reporting Framework system improvement
10. Langley Villas and Minninup Cottages – buildings refurbishment
11. Men's Shed Development
12. New/Redeveloped Shire Administration Centre
13. Shire Land/Building Asset Review
14. Tuia Lodge Reticulated Fire Suppression System
15. Tuia Lodge Expansion
16. VC Mitchell Park Precinct Masterplan and Funding Business Case
17. VC Mitchell Park Oval Lighting
18. Victory Lane Carpark Upgrades

Prioritisation of key strategic projects will enable a focussed approach on development of business cases, scoping of works, preparation of detailed designs and budgets to be developed, as well as a comprehensive reporting structure to be implemented for progress reporting (to Councillors) on each of the five key projects.

#### **DETAILS**

The Shire Executive has developed a list of potential projects of high importance for the Shire of Donnybrook Balingup and consider the following criteria should be reflected upon when assessing the projects:

- Strategic alignment - promoting projects that align with the Corporate Business Plan
- Financial factors – funding stream available or projects that maximise external funding opportunities to the Shire.
- Organisational efficiency - promote projects that improve the effectiveness of our people.
- Sustainability - promote projects that increase positive social and environmental outcomes
- Risk - promote projects that have lower risk of failure

- Resilience - promote projects that increase the ability to respond to environmental changes.
- Technology fit - promote projects that leverage existing infrastructure and skills.

Prioritisation is required to determine which projects are to become the key areas of focus and reporting for the Shire. Based on the above criteria, the Executive Management team recommend the following shortlist:

1. Bridge Street Housing Project
2. Donnybrook Town Centre Revitalisations Project
3. VC Mitchell Park Precinct
4. Donnybrook Apple Fun Park Asset Renewal
5. Aged Care Services Review

These five projects are recommended to Council as the key strategic projects for Executive focus for the 2019 calendar year, including regular project update reporting to Councillors. Whilst the remaining 13 projects are not 'listed' as key strategic projects, their planning and implementation will still be a focus for staff during the year.

### CONSULTATION

Many of the projects contained in the list presented have been the matter of previous community and stakeholder consultation or discussions. Further consultation will be undertaken as project scopes mature.

### FINANCIAL IMPLICATIONS

The below table provides a summary of funding commitments/arrangements for the list of projects Council are requested to consider:

Project (Alphabetical Order)	Funding Status	Shire \$ 2018/19 FY	Grant \$	Total
Aged Care Review	Shire Funded	\$30K		\$30K
Balingup Town Hall	State Government Commitment	In-Kind	\$200K	\$200K
Bridge Street Affordable Housing Project	Royalties for Regions	Land \$250K Siteworks \$250K	\$2M \$875K	\$3.375M
Build Units 14-17 at Preston Retirement Village	Scheme Review to be completed prior to project approval	Loan \$900K		\$900K
Bushfire Mitigation Activity and Bushfire Brigade Building Upgrades	DFES and LGGS	\$88K	\$410K	\$498K
Donnybrook Apple Fun Park Enhancement	Grant Application submitted to Building Better Regions Fund	\$500K	\$1.5M	\$2M

<b>Project (Alphabetical Order)</b>	<b>Funding Status</b>	<b>Shire \$ 2018/19 FY</b>	<b>Grant \$</b>	<b>Total</b>
Donnybrook and District Sporting and Recreation Precinct (VC Mitchell Park) Master Plan	CSRFF	\$25K	\$12K	\$37K
Donnybrook Town Centre Revitalisation	State Government Commitment	In-Kind	\$2M	\$2M
Extension to the Donnybrook Transit Park	Shire Funded	\$10K		\$10K
Integrated Planning and Reporting Framework	Shire Funded	\$10K		\$10K
Langley Villas and Minninup Cottages – Building Refurbishment	Shire Funded	Reserves \$171.6K		\$171.6K
Mens Shed Development	Funding not secured	In Kind	\$500K	\$500K
New/ Redeveloped Shire Administration Centre		Reserve \$1,250K Loan \$750K		\$2M
Shire Land/ Building Asset Review	Shire Funded	\$16.5K		\$16.5K
Tuia Lodge Reticulation System	Grant Application Submitted to Federal Department of Health		\$500K	\$500K
Tuia Lodge Expansion	Grant Application Submitted to Federal Department of Health		1,450K	\$1,450K
VC Mitchell Park Oval Lighting	Australian Sports Commission	\$100K \$50K DFC	\$350K	\$500K
Victory Lane Carpark Upgrades	Shire Funded	\$75K		\$75K

**POLICY COMPLIANCE**

N/A

**STATUTORY COMPLIANCE**

N/A

**CONCLUSION**

This report seeks Council to nominate its priorities to demonstrate a commitment to the key projects identified, and provide clear direction to staff to enable the implementation of a strategic projects reporting structure.

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## EXECUTIVE RECOMMENDATION

Moved: Cr

Seconded: Cr

That Council endorse the following five (5) projects (in alphabetical order, not priority order) as key strategic projects for Shire Executive focus, including business case development and regular project reporting to Councillors, during the 2019 calendar year:

- 1) Aged Care Services Review
- 2) Bridge Street Affordable Housing Project
- 3) Donnybrook Apple Fun Park Asset Renewal
- 4) Donnybrook and District Sporting and Recreation Precinct (VC Mitchell Park) Masterplan and Business Case
- 5) Donnybrook Town Centre Revitalisation Project

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### 10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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#### 10.1 COUNCILLOR

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Nil.

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### 11 QUESTIONS FROM MEMBERS

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### 12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

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Nil

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### 13 MEETINGS CLOSED TO THE PUBLIC

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#### 13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

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13.1.1 2019 COMMUNITY CITIZEN OF THE YEAR AWARDS

13.1.2 DESIGNATED SENIOR EMPLOYEE APPOINTMENT

13.1.3 AGED CARE SERVICES

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## COUNCIL DECISION

Moved: Cr

Seconded: Cr

That the Meeting be closed to the public under the *Local Government Act 1995* for item 13.1.1 - 2019 Community Citizen of the Year Awards under Section 5.23 (2) (b) the personal affairs of any person and which relates to a matter to be discussed at the meeting.

**COUNCIL DECISION**

**Moved: Cr**

**Seconded: Cr**

**That the Meeting be closed to the public under the *Local Government Act 1995* for item 13.1.2 – Designated Senior Employee Appointment under Section 5.23 (2) (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.**

**COUNCIL DECISION**

**Moved: Cr**

**Seconded: Cr**

**That the Meeting be closed to the public under the *Local Government Act 1995* for item 13.1.3 – Aged Care Services under Section 5.23 (2) (a) a matter affecting an employee or employees and (b) the personal affairs of any person and which relates to a matter to be discussed at the meeting.**

**COUNCIL DECISION**

**Moved: Cr**

**Seconded: Cr**

**That:**

- 1) In accordance with Section 5.23 (2) of the *Local Government Act 1995* and section 4A of the *Local Government (Administration Regulations) 1996*, agenda items 13.1.1, 13.1.2 and 13.1.3 are to remain confidential as sensitive information is detailed in the reports.**
- 2) When the information in the reports is not sensitive the items will be included in the next occurring council agenda.**

**COUNCIL DECISION**

**Moved: Cr**

**Seconded: Cr**

**That the meeting be reopened to the public.**

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**13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

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Nil

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**14 CLOSURE**

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The Shire President to advise that the next Ordinary Council Meeting will be held on 13 February 2019, commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President to declare the meeting closed at      pm.