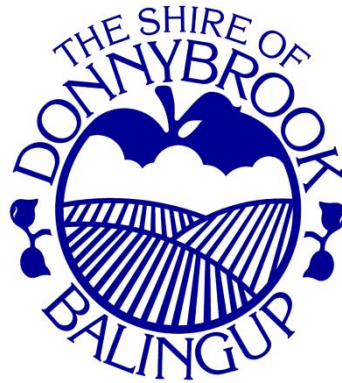




ATTACHMENTS

**Agenda Briefing
18 September 2019**

**Ordinary Council Meeting
25 September 2019**



ORDINARY MEETING OF COUNCIL MINUTES

held on

Wednesday 28 August 2019

Commencing at 5:00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

Ben Rose
Chief Executive Officer

30 August 2019

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SHIRE OF DONNYBROOK BALINGUP ORDINARY MEETING OF COUNCIL MINUTES

Held in the Council Chambers
Wednesday, 28 August 2019 at
5:00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

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

The Shire Present declared the meeting open at 5.00pm and welcomed the public gallery.

Shire President – Public Notification of Recording of Meetings

The Shire President advised that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further stated 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

COUNCILLORS	STAFF
Cr Piesse (President)	Ben Rose – Chief Executive Officer
Cr Atherton	Steve Potter – Executive Manager Operations
Cr Lindemann	Alan Thornton – Manager Corporate Services
Cr Mills	Damien Morgan – Manager Works and Services
Cr Mitchell	Bob Wallin – Manager Development Services
Cr Tan	Maureen Keegan – Manager Executive Services
Cr Wringe	Leigh Guthridge - Strategic Projects and Built Assets
Cr King	

PUBLIC GALLERY

Lucille Piesse
Richard Walker
Beelerup Bush Fire Brigade Rep
David Denholm

Jackie Massey
Elaine Clucas
Lucy Bourne – Preston Press
Carol Nichols

2.1 APOLOGIES

Nil

2.2 APPROVED LEAVE OF ABSENCE

Cr Van der Heide has an approved leave of absence for the period 21 August 2019 to 28 August 2019 inclusive.

2.3 APPLICATION FOR LEAVE OF ABSENCE

Nil

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

Shire Presidents Diary

Date	Meeting
4 July 2019	BGEA Business Breakfast - Bunbury
5 July 2019	BGT Partnership Meeting - Boyanup
11 July 2019	Great Southern Familiarisation
13 July 2019	Balingup Friends of the Forest Opening
18 July 2019	SWDC Economic Development Meeting
25 July 2019	BGEA Meeting – Donnybrook
1 August 2019	Meeting with Mick Murray MP – Collie
6 August 2019	Local Government Conference – Perth
12 August 2019	WALGA State President and WALGA CEO – Donnybrook
16 August 2019	Age Care Community Reference Group – Tuia Lodge
16 August 2019	Mayors Variety Gala - Bunbury

4 DECLARATION OF 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.

Cr Mills declared an impartiality interest in item 9.1.3 *Short Term Loan Facility Request – Vintage Home Town for Life Ltd*, as he is a Board member of the requesting organisation.

Mr Ben Rose, Chief Executive Officer, declared an impartiality interest in Confidential Item 13.1.1 *RFT 4/1819 Construction of Beelerup Fire Station*, as an indirect family member is a tenderer for the construction project.

Mr Ben Rose, Chief Executive Officer, declared an impartiality interest in Confidential item 13.1.2 *Request to Purchase Lot 58 (70) South Western Highway, Donnybrook (Bendigo Bank)* as his wife is the Co-Chair of the Bendigo Bank.

Cr Piesse declared an impartiality interest in Confidential item 13.1.2 *Request to Purchase Lot 58 (70) South Western Highway, Donnybrook (Bendigo Bank)*, as he is a minor shareholder. Cr Piesse will remain in the Chamber for the debate and will vote on this matter.

Cr King declared a financial interest in item 9.7 *Lewana Recovery – Advocacy on behalf of Affected Landowners* as he is the owner of an affected property. Cr King will leave the Chamber for the debate and will not vote on this matter.

Cr Wringe declared an impartiality interest in item '9.6.1 *Donnybrook Community Library Agreement*', as she is member of a committee of the library.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

Mr Simon McInnes
PO Box 232 Donnybrook

1. *With the shire president on the South West Development commission which funded the Bridge St development and president of the shire which provided \$500,000 of land and money to the development, is there an undeclared conflict of interest?*

No. The Shire President was not simultaneously on the SWDC and Council whilst required to make a decision/s on this project.

2. *Has Councillor Mitchell receiving any money from Alliance during her time as a board member and does she have an undeclared conflict of interest?*

No to both questions

3. *Should Alliance have a change of circumstances sometime in the next 50 years are they able to sell or lease the building at the Bridge St development to a 3rd party and will the shire have any control over the selection of residences?*

This is subject to confidential consideration by the Council.

4. *The impression given on the Bridge St development is that it is exclusively for Donnybrook people over 65 years old who want to retire to town. With a committee involved and with only 1 member from the shire on it, is this still the case?*

This is subject to confidential consideration by the Council.

5. *Over \$50,000 has been spent on Bridge St to date. Have the terms of the lease been finalized and when will they be available to the public?*

This is subject to confidential consideration by the Council.

6. *Regarding EFT 16835 in the last cheque run, was the bridge repair on Rosedeene lane put out to tender or quotes asked from any Donnybrook businesses as is required in the shire policy regarding local businesses*

Quotes were sought and received.

- 6.1 *What advice was given to the councillors to make them ignore policy and did the all the councillors agree to allow Jomar to do the contract instead of a Donnybrook Builder at a cost of \$62601*

Works were under the \$100k threshold to require a tender.

- 6.2 *Was the \$62601 included in the last budget and if not, where did it come from?*

Yes

- 6.3 *Has the work been checked by an engineer?*

Yes it was undertaken by Main Roads Engineering Services

7. *Usually interested parties and stake holders are required to submit to the shire in writing and perhaps a meeting at the shire offices. Recently however interested parties and stake holders were taken by bus around the southwest and \$1684.00 was spent on catering for 15 people, a cost of \$112.00 per head (EFT 16815). Were other venues and prices considered?*

The participants of the bus tour were Councillors, Senior Staff and multiple stakeholders involved in a major Shire project – The Donnybrook and Districts Sport and Recreation Precinct Plan.

The CEO advised at the meeting the cost of \$1684.75 was likely to cover the cost of the bus hire and driver, fuel and a ham and salad roll and a bottle of juice for each person.

Upon further inquiry, the \$1684.75 listed as EFT16815 was to the Donnybrook Fruit Barn (listed in the July OCM attachments) and consisted of 21 separate transactions, being for a range of purchases (e.g. fruit for Tuia Lodge meals, fuel for Bushfire Brigade vehicles, catering for the bus trip). The actual catering cost for the bus trip was \$180.70.

- 7.1 *Is the council aware that it could have saved the rate payers \$500 if they had gone to the Ferguson valley and had an 8-course gustation?*

Answer as above

- 7.2 *Were the people involved in the meal, decision makers or just interested parties and friends?*

Answer as above

8. *\$94.40 was spent on dry-cleaning at the news agency. Is this part of an allowance?*

No. The dry cleaning was for tablecloths and tea towels.

9. *As \$2640.65 (EFT 16659,16815,16659,16800, CCP 3390, CCP 3401) has been spent on food for councillors and friends in the last cheque run. Is cost a part of the consideration when catering? In this year's budget \$50,000 has been set aside for food for the councillors. This is \$1000 per week. Will this be enough?*

The allocated budget under Refreshments and Receptions for 2019/20 is \$18,500 and covers catering for Council Meetings, briefing sessions, committee meetings, visiting Shires and State Government meetings, community meetings, concept forums, visiting and their dignitaries.

10. *Why is the shire inquiring about Powers of attorney at a cost of \$247.00?*

This is related to activities at Tuia Lodge.

11. *Could the admin list the properties that the shire currently owns that are for sale and list the properties that the shire owns that will be for sale or likely to be for sale this year?*

.Number	Lot details	Zoning
1	Lot 5 South Western Highway, Donnybrook	Priority Agriculture
2	Lot 6 South Western Highway, Donnybrook	Priority Agriculture
3	Lot 107 Steere Street, Donnybrook	Residential
4	Lot 229 Steere Street, Donnybrook	Residential
5	Lot 73 Mead Street, Donnybrook	Residential
6	Lot 100 Marmion Street, Donnybrook	Residential
7	Lot 101 Marmion Street, Donnybrook	Residential

Note: Income generated from sale of Lots 73 Mead Street, and Lots 100 and 101 Marmion Street, Donnybrook are to be set aside for creation of future public open space or development of existing public open space and requires the approval of the Minister for Planning, Lands and Heritage.

12. *Has the fact that the market is at the bottom been considered in the real estate transactions?*

Yes

13. *What will the money realized from this sale of assets be spent on?*

The funds will be transferred to reserve accounts.

14. *Was the budget complete and finalized before being passed by the shire?*

Yes.

15. *The budget this year has increased the wages bill by \$50000. Is this correct as 2 new senior positions were created last year?*

No this is not correct. One senior position was created last financial year. Employee costs for 2019/20 are budgeted at \$30,000 lower than for the 2018/19 Budget.

16. *How long has the 2 million dollars for the main St been pledged?*

The grant funding was made available in June 2019 and is to be expended by March 2021.

17. When will the plan be available for viewing?

Preliminary plans are expected to be available in October-November 2019.

18. What projects have the councillors put forward for funding in this year's budget?

This will be self-evident in the 2019/20 Budget.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Vintage Homes presented a Deputation in relation to Item 9.1.3.

6.4 DELEGATES REPORTS

Nil

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council – 24 July 2019

Minutes of the Ordinary Meeting of Council held 24 July 2019 are attached (attachment 7.1 (1)).

COUNCIL DECISION 123/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Lindemann

That the Minutes from the Ordinary Meeting of Council held 21 August 2019 be confirmed as a true and accurate record.

Carried 8/0 by En Bloc Decision

7.2 Special Meeting of Council – 21 August 2019

Minutes of the Special Meeting of Council held 21 August 2019 are attached (attachment 7.2 (1)).

COUNCIL DECISION 123/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Lindemann

That the Minutes from the Special Meeting of Council held 21 August 2019 be confirmed as a true and accurate record.

Carried 8/0 by En Bloc Decision

8 REPORTS OF COMMITTEES

Nil

9 REPORTS OF OFFICERS

Adoption by Exception:

COUNCIL DECISION 123/19

Moved: Cr Tan

Seconded: Cr Lindemann

That the following items be carried En Bloc:

7.1 - Confirmation of Minutes Ordinary Council Meeting 24 July 2019

7.2 - Special Meeting of Council – 21 August 2019

9.2.1 - Disposal of Community Bus and Associated Services

**9.3.1 - Request to Amend Management Order to Support Construction of
Beelerup Volunteer Bushfire Brigade Building**

9.8.1 - Warren Blackwood Sub-Regional Growth Plan 2019

9.8.2 - Response to the State Government Review of Local Government in WA

13.1.3 - Confidential Item: Unit 11 Preston Retirement Village

Carried 8/0

9.1 MANAGER CORPORATE SERVICES

9.1.1 Accounts for Payment

The Schedule of Accounts Paid (attachment 9.1.1 (1) under Delegation (No 3.1) is presented to Council for information.

9.1.2 Monthly Financial Report (Date)

The Interim Monthly Financial Report for the period ended 30 June 2019 (attachment 9.1.2 is presented to Council for information.

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended 30 June 2019 be received.

COUNCIL DECISION 124/19

Moved: Cr Tan Seconded: Cr Wringe

That the interim monthly financial report for the period ended 30 June 2019 be received.

Carried 7/1

(Cr Mitchell is recorded as voting against the motion)

9.1.3 Short Term Loan Facility Request – Vintage Home Town for Life Ltd

Location	6 Spencer Road, Balingup
Applicant	Vintage Home Town For Life Ltd
File Reference	A439
Author	Stuart Eaton (Finance Officer – Special Projects)
Attachments	9.1.3 (1)
Voting Requirements	Simple Majority
Executive Summary	Vintage Homes have requested an on-call loan facility from the Shire to meet unit lease refunds.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
3.3 A safe and healthy community environment for all ages	3.3.1 Promote 'ageing in place'	3.3.1.1 Enable a diversity of aged care services and facilities within the district.
4.1 A strategically focused, open and accountable local government	4.1.1 Provide accountable and strategic leadership	4.1.1.1 Review service delivery methodologies for Shire services and implement improvements where appropriate

BACKGROUND

A request has been received from Vintage Home Town For Life Ltd (applicant) (Attachment 9.1.3 (1)) seeking an ongoing, on-call loan facility from Council.

The applicant is a not-for-profit provider of a small scale aged persons residential village in Balingup that has been operating since approximately 2007.

The applicant has requested that Council consider approving an on-call loan facility of up to \$500,000. The loan facility is proposed to cover lease repayment obligations to vacating residents. The applicant advises:

- a) They have 12 months to make a repayment obligation to a departing resident. Cash flow essentially requires payment from an incoming new purchaser to provide funds to meet the outgoing resident payment obligation.
- b) Cash reserves will fund no more than one vacating unit at a time. Should two or more units be vacated in a short space of time, cash reserves would be insufficient to meet repayment obligations to departing residents if units were unable to be re-sold within the 12 month timeframe.
- c) They have investigated a loan facility with a financial institution which has been unsuccessful as the applicant is unable to secure assets against any borrowings.

In 2017/18, the Shire (via resolution of Council) agreed to sell land adjacent to the existing site to Vintage Homes (owned freehold by the Shire) for a sum of \$50,000. This sale was to enable Vintage Homes to extend another four independent living units on the site. The commercial valuation of the land sold to Vintage Homes was \$120,000 (The Council accepted a ‘commercial loss’ of \$70,000 on the sale).

DETAILS

Amounts of \$100,000 - \$1M represent a *Major* financial consequence rating in Council’s risk management framework. The request for a loan facility between these amounts warranted a risk assessment be undertaken against the *Shire of Donnybrook Balingup Risk Assessment and Acceptance Criteria*.

The extent of financial risk to Council has been assessed as.

1. A unit is unable to be re-sold therefore no incoming purchase payment is available to repay Council.

Assessed Consequence	4 - Major
Assessed Likelihood	2 - Unlikely
Assessed Risk	8 - Moderate

2. A unit is re-sold at a lower value than the outgoing payment obligation therefore the incoming purchase payment is insufficient to meet the full loan from Council.

Assessed Consequence	4 - Major
Assessed Likelihood	3 - Possible
Assessed Risk	12 - High

Shire of Donnybrook Balingup Risk Assessment and Acceptance Criteria.

Likelihood		Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
				1	2	3	4	5
Almost Certain	5			MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4			LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3			LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2			LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1			LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

Measures of Consequence (Extract)

LEVEL	RATING	FINANCIAL
1	Insignificant	Less than \$2,000
2	Minor	\$2,000 - \$20,000 Or < 5% variance in cost of project
3	Moderate	\$20,001 - \$100,000 Or > 5% variance in cost of project
4	Major	\$100,001 - \$1M
5	Catastrophic	More than \$1M

Measures of Likelihood

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

CONSULTATION

At the time of drafting this report, officers have arranged to meet with representatives of the applicant to discuss cash flow sustainably options.

FINANCIAL IMPLICATIONS

Any loan may cross financial years before repayment is made to Council. The value of the requested amounts will likely cause Council to enter a state of overdraft should a loan remain outstanding around the end of the financial year when cash held in the Municipal Fund is low. A state of overdraft would incur overdraft interest expense.

There is an assessed risk that Council may not be able recover a portion of a future loan.

It is presumed that any loan would incur an interest component to offset forgone investment interest income to Council.

POLICY COMPLIANCE

Not Applicable

STATUTORY COMPLIANCE

S6.8 of the Local Government Act 1995 requires Council to approve unbudgeted expenditure incurred from the Municipal Fund.

CONCLUSION

Officers consider an on-call loan facility to be an unacceptable risk to Council for the following reasons.

1. If a unit is unable to be re-sold therefore no incoming purchase payment is available to repay Council.
2. If a unit is re-sold at a lower value than the outgoing payment obligation therefore the incoming purchase payment is insufficient to meet the full loan from Council.

Council is advised to consider the precedent it would be setting in committing to on-call loan facility for community and non for profit groups to meet operational cash flow needs.

EXECUTIVE RECOMMENDATION

That Council:

1. **Acknowledges the important contribution that Vintage Home Town for Life Ltd. provides to the community of the Shire.**
2. **Respectfully declines the request from Vintage Home Town for Life Ltd. to provide an on-call loan facility, due to the potential financial risk to the Shire of Donnybrook Balingup.**

AMENDMENT TO THE MOTION

Moved: Cr Lindemann Seconded: Cr Tan

That Council, while unable to make a commitment to assist at this time, should Vintage Home Town for Life Ltd at some time in the future and when, all avenues to acquire a loan have been explored and failed, the committee be provided with the option to approach the Shire of Donnybrook Balingup on a case by case basis up to \$100,000.

Lost 2/6

**COUNCIL DECISION 125/19
(Foreshadowed Motion)**

Moved: Cr Mitchell

Seconded: Cr Tan

That Council:

- 1. Acknowledges the important contribution that Vintage Home Town for Life Ltd. provides to the community of the Shire.**
- 2. While unable to make a commitment to assist at this time, should Vintage Home Town for Life Ltd at some time in the future and when, all avenues to acquire a loan have been explored and failed, the committee be provided with the option to approach the Shire of Donnybrook Balingup on a case by case basis.**

Carried 7/1

9.2 MANAGER WORKS AND SERVICES

9.2.1 Disposal of Community Bus and Associated Service

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Damien Morgan (Manager Works and Services)
Attachments	9.2.1 (1)
Voting Requirements	Simple Majority
Executive Summary	The report seeks Council endorsement to dispose of the 'Community Bus' via public auction and to cease providing a community bus service.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
3.2 Well supported community groups and facilities	3.2.1 Provide and maintain appropriate community facilities	3.2.1.2 Maintain community facilities within resource capacity
4.1 A strategically focused, open and accountable local government	4.1.1 Provide accountable and strategic leadership	4.1.1.1 Review service delivery methodologies for Shire services and implement improvements where appropriate

BACKGROUND

The Shire of Donnybrook Balingup (the Shire) purchased a second-hand 'Community Bus' (Bus) in 2002 to serve the growing need of seniors, veterans, youth and general community. Representatives from the then operational, Balingup Donnybrook Home and Community Care (HACC), were consulted extensively during the purchase of the Bus.

The Bus is required to be inspected annually by an Authorised Inspection Station, prior to renewing the vehicle registration. For the past two years, the Bus has required significant maintenance work, mainly bodywork, to pass the inspection. It is anticipated the Bus will require a significant amount of maintenance work in the future to pass future annual inspections.

DETAILS

The Shire purchased the Bus in 2002 from a second-hand dealership in Bunbury for \$18,000 inclusive of GST. At the time of purchase, the Bus had approximately 130,000km on the odometer.

The details of the Bus are:

- ✓ Make: Nissan
- ✓ Model: Civilian

- ✓ Year: 1992
- ✓ Km: 183,410 (June 2019)
- ✓ Seats: Licenced to carry 17 passengers including driver
- ✓ Wheel chair lift: Single chair lift

The Shire's records indicate the Bus travelled 705km during the 2018/19 financial year with an average usage of 1,380km per annum over the past five financial years.

During the 2018/19 financial year, the Bus was hired five times by community groups and members. Over the past five financial years, the Bus has been hired on a total of 27 occasions. The predominant user of the Bus is the Donnybrook Social Club (Seniors) Inc. At the time of writing this agenda item, the Shire has one booking for the Bus on 17 August 2019.

The Shire's cost to operate the Bus during the 2018/19 financial year was \$3,005 including GST with an average annual operating cost of \$3,225 including GST over the past five financial years.

The Bus generated an income of \$573 including GST for the 2018/19 financial year.

CONSULTATION

An advertisement was placed in the July edition of the Preston Press seeking comments from the community regarding the Shire's intention to dispose of the Bus. Comments closed on 2 August 2019 and the Shire received one submission from the Donnybrook Social Club (Seniors) Inc. A copy of this correspondence is provided in Attachment 9.2.1 (1).

The submission requests that the Shire continues to provide this service. The value of the bus service to the users is noted, however officers consider that the usage rates do not justify the Shire continuing to provide the service in its current format.

If Council wishes to continue to facilitate this service in the community, one option may be to develop a policy that establishes the framework by which the Shire could contribute towards community groups' private bus hire.

FINANCIAL IMPLICATIONS

The disposal of the Bus will have minimal impacts on the proposed 2019/20 Annual Budget, however will alleviate any future financial burden on the Shire.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Local Government Act 1995, Section 3.58 Disposing of Property

CONCLUSION

It is recommended Council endorses the disposal of the 'Community Bus' via public auction, and advise the community of its decision.

COUNCIL DECISION 123/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Lindemann

That Council:

- 1. Resolves to discontinue the Shire 'Community Bus' service for the following reasons:**
 - 1.1 the current vehicle is reaching the end of its useful life;**
 - 1.2 the high cost of replacing the vehicle;**
 - 1.3 the low usage rates by community groups; and**
 - 1.4 alternative options being available for bus hire to community groups.**
- 2. Instructs the Chief Executive Officer to dispose of the 'Community Bus' via public auction after 29 September 2019.**
- 3. Instructs the Chief Executive Officer to place a notice in the September edition of the Preston Press and on the Shire's website and social media pages advising the community that the Shire of Donnybrook Balingup will cease the 'Community Bus Service' from 29 September 2019.**

Carried 8/0 by En Bloc Decision

9.3 **MANAGER DEVELOPMENT SERVICES**

9.3.1 **Request to Amend Management Order to Support Construction of Beelerup Volunteer Bushfire Brigade Building**

Location	Lot 349 (Reserve 9607) Beelerup Road, Beelerup
Applicant	Shire of Donnybrook Balingup
File Reference	A3324
Author	Bob Wallin (Manager Development Services)
Attachments	9.3.1 (1) Location Plan 9.3.1 (2) Site Plan 9.3.1 (3) Assessment of Shed
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> · Recommend that Council requests that the Minister for Planning, Lands and Heritage amend the Management Order for Lot 349 (Reserve 9607) Beelerup Road, Beelerup from “Gravel” to “Gravel and Emergency Services”. · The request is to support the establishment of a fire brigade building for the Beelerup Volunteer Bush Fire Brigade.

STRATEGIC ALIGNMENT

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

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

BACKGROUND

The Shire is in the process of considering tender submissions to construct a fire brigade building at Lot 349 Beelerup Road, Beelerup (Attachment 9.3.1 (1) – Location Plan).

The subject land is owned by the Crown (Reserve 9607) and has been vested with the Shire for the purpose of “Gravel” since 1991. To support the development of a fire brigade shed, it is necessary to amend the existing management order from “Gravel” to “Gravel and Emergency Services”.

A Council decision is required as the Chief Executive Officer does not have delegation to initiate the request.

The subject land is zoned “Priority Agriculture” under Local Planning Scheme 7 (LPS7) and is surrounded by identically zoned land. The site is 5.78ha in area, contains no improvements and has been cleared of vegetation in the central and southern portions.

A fire brigade building design has been prepared for the subject land (Attachment 9.3.1 (1) – site plan). The building design consists of a vehicle area (102m²), meeting/training room/office with toilets and kitchen area (114m²) and a patio (55m²). The shed will be located towards the south-western portion of the site with a setback of 44m from Beelerup Road. Access will be to Beelerup Road using an existing access track to the south of the lot. Significant space is available for vehicle parking to the east and north of the shed.

The Shire has obtained funding from Department of Fire and Emergency Services (DFES) through the Local Government Grants Scheme to erect a new fire brigade building to support the Beelerup Volunteer Bushfire Brigade which presently operates from a brigade member's private residence.

The proposed fire brigade building does not require development approval, however, it is necessary to demonstrate the proposal complies with the purpose and intent of LPS7. Attachment 3 provides an analysis demonstrating compliance with LPS7.

DETAILS

Amending a management order requires approval from the Minister for Planning, Lands and Heritage and such requests need to be supported by a Council resolution.

CONSULTATION

Discussion with the Department of Planning, Lands and Heritage (DPLH) has indicated that amending the Vesting/Management Order can occur concurrently with erecting the fire brigade building.

FINANCIAL IMPLICATIONS

Shire staff resources to process the amendment.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Section 18 of the *Land Administration Act 1997* details Crown land transactions that require the Minister for Planning, Lands and Heritage approval and provides guidance on the process for leasing land. Section 41 relates to the Minister's powers to reserve land for one or more purposes.

The proposed fire brigade building falls under the definition of a 'public work' under the Public Works Act 1902. The definition of a public work includes "*(u) buildings and structures required for fire brigade purposes*".

Public Works are exempt from requiring development approval under the *Planning and Development Act 2005*, Clause 6(1).

This clause enables the Local Government to undertake public works without interference from any part of the Planning and Development Act 2005. There are limitations, with the most relevant being 6(2) which states:

- “(2) *Rights referred to in subsection (1) are to be exercised having regard to –*
- (a) the purpose and intent of any planning scheme that has effect in the locality where, and at the time when, the rights is exercised; and*
 - (b) the orderly and proper planning, and the preservation of the amenity, of that locality at that time.”*

The proposed building style, scale and setbacks comply with the development controls that normally apply within the “Priority Agriculture” zone.

Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* details matters to be considered by local governments when making planning decisions and the proposal has been assessed and deemed to be consistent with the relevant provisions.

CONCLUSION

The proposal to amend the Management Order from “Gravel” to “Gravel and Emergency Services” is reasonable. The amended vesting/management order will formalise the land management arrangements of the subject site to support the erection of the new brigade building.

COUNCIL DECISION 123/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Lindemann

That Council:

- 1. Requests the Minister for Planning, Lands and Heritage amend the permitted uses on the Management Order for Reserve 9607 Beelerup Road, Beelerup from “Gravel” to “Gravel and Emergency Services”; and**
- 2. Authorises the Chief Executive Officer to undertake any actions required to facilitate implementation of item 1 above.**

Carried 8/0 by En Bloc Decision

9.3.2 Amendment 13 to Local Planning Scheme No. 7 – Lot 176 South Western Highway, Donnybrook

Location	Lot 176 South Western Highway, Donnybrook
Applicant	Harley Dykstra
File Reference	TP17 AMD 13
Author	Bob Wallin (Manager Development Services)
Attachments	9.3.2 (1) Location Plan 9.3.2 (2) Scheme Amendment 9.3.2 (3) Extract of Local Planning Strategy map
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> ✓ Approval is recommended to initiate and advertise an amendment to Local Planning Scheme 7. ✓ The proposal is to introduce an “Additional Use” - Industry – Light” for Lot 176 South Western Highway, Donnybrook. ✓ The proposal is generally consistent with the established planning framework.

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	Promote, maintain and diversify investment in the district	1.1.1.4 Actively partner in regional growth planning partnerships and projects
1.2 Available land for residential, industrial and commercial development	Support and promote appropriate development of land within the district	1.2.1.1 Attract, promote and facilitate land development within the district

BACKGROUND

This item is presented to Council as a formal resolution is required to initiate an amendment to Local Planning Scheme 7 (LPS7) and consider it for advertising.

The proposal seeks to amend the scheme map and text by introducing an “Additional Use” of “Industry - Light” for Lot 176 South Western Highway, Donnybrook (Attachment 9.3.2 – Location Plan).

The use class “Industry-Light” is defined as:

“an industry –

- (a) In which the processes carried on, the machinery used, and the goods and commodities carried to and from the premises do not cause any injury to or adversely affect the amenity of the locality;

- (b) *The establishment or conduct of which does not, or will not, impose an undue load on any existing or proposed service for the supply or provision of essential services.*

The proposal includes additional land use controls within Schedule 6 – Additional Uses, which require:

- a) landscaping design along the highway interface;
- b) a Local Development Plan to ensure a unified theme and consistency of setbacks, building orientation and façade treatments visible from the South Western Highway as well as internal landscaping treatments, signage control and access points;
- c) a notice to be placed on title(s) to advise of potential impacts on local amenity resulting from business activity.

Further details of the proposal can be viewed in Attachment 9.3.2 (2) (Scheme Amendment document).

The subject land is zoned “Commercial” and is 1.9ha in area. The land is cleared of vegetation except for a pocket of Tasmanian Blue Gums along the western and eastern boundaries and a row of fruit trees in the central portion of the site. The site is bound by a vacant “Commercial” zoned property along the eastern boundary which includes a section of the Nonneycup Creek, a “Railway” reserve along the southern boundary, the South Western Highway along the northern boundary and “Light Industrial” land on the western boundary. The nearest dwelling is approximately 100m from the property’s north-eastern boundary.

The Shire’s long term vision for the site is articulated in the Shire’s Local Planning Strategy which identifies the land as “Commercial” (Attachment 9.3.2 (3)).

The aim of the Strategy for “Commercial” land is to ensure that the Donnybrook town centre remains the principal commercial/retail centre for the Shire. The stated purpose is to:

“provide for retail shopping, office and commercial development together with social, recreational, community, tourist, entertainment and residential activities to service the populations of surrounding areas along with visitors to the area.”

The applicant has contended the amendment falls under the category of a “Standard Amendment”. The process for processing a standard amendment includes the following steps:

- Step 1) Council resolves to initiate the amendment;
 - Step 2) Council resolves to advertise the amendment
 - Step 3) Council refers amendment to EPA for environmental assessment.
 - Step 4) Council advertises amendment to the public and government agencies;
 - Step 5) Council to consider submissions and make a recommendation to the Western Australian Planning Commission (WAPC)
 - Step 6) The WAPC makes a recommendation to Minister for Planning;
 - Step 7) Minister for Planning makes decision; and
-

Step 8) If approved, amendment is gazetted and becomes law.

This proposal is presented to Council for a decision on Steps 1 and 2 above.

DETAILS

Officers consider the proposed amendment is generally consistent with the strategic vision for the site as stated in the Local Planning Strategy as it leaves the underlying “Commercial” zone intact. The change seeks to add a level of flexibility to consider “Industry-Light” uses that may include activities such as:

- ✓ motor vehicle panel beating;
- ✓ spray painting and chassis reshaping;
- ✓ boat building and maintenance;
- ✓ metal coating; and
- ✓ joinery and woodworking.

Risk Assessment

It is noted that some land uses that may be able to be approved under the proposed addition of the ‘Industry – light’ additional use may pose a risk for land use conflicts and streetscape amenity standards.

The applicant has suggested this can be reasonably addressed through proposed ‘Conditions of use’ Scheme provisions as follows:

- ✓ *Landscaping along the highway interface to the satisfaction of the local government.*
- ✓ *Local Development Plan to be prepared to the create a unified theme and consistency with setbacks, building orientation and façade treatments visible from the South West Highway, and internal landscaping treatments, signage control and access points.*
- ✓ *Notice on title to advise of potential impacts on local amenity resulting from business activity.*

Whilst officers are satisfied that sufficient detail has been provided to initiate the amendment request, further consideration may need to be given to the ‘Conditions of use’ provisions when the matter is brought back to Council, so that all appropriate controls are put into place to ensure that any future development addresses amenity and/or land use conflict concerns. This may include some or all of the above provisions as proposed, however it may include amendments and/or additional measures if deemed appropriate.

It is also noted that the land is adjacent to Nonneycup Creek and therefore suitable measures will need to be introduced to ensure there are no environmental impacts resulting from future light industrial land uses on the health of the waterway.

It is envisaged that Scheme provisions may need to be introduced limiting the types of ‘light industry’ type uses that may be permitted on the site, however this will be further

addressed when the matter is re-presented to Council for final consideration.

Land Supply

At present, there is a limited supply of vacant “Light Industry” zoned land and therefore the rezoning may assist in addressing a potential shortage of land suitable for light industrial purposes within Donnybrook, whilst providing some level of flexibility by retaining the underlying ‘Commercial’ zone.

CONSULTATION

The *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) detail the public advertising process. If supported, the amendment will be advertised in accordance with the Regulations. Advertising will include a notice in the local paper, Shire’s website and letters being sent to nearby landowners and government departments.

It will be necessary to re-present the amendment to Council once the advertising period has closed. This will enable Council to consider any submissions received and make recommendations on how to proceed to the WAPC and Minister for Planning, Lands and Heritage.

FINANCIAL IMPLICATIONS

Advertising in the local paper will likely cost \$250. An assessment fee is required to be paid and will cover staff and advertising expenses.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Section 75 of the PD Act provides for a local government to amend a local planning scheme or adopt an amendment to a local planning scheme proposed by all or any of the owners of land in the scheme area.

Section 81 of the PD Act details the need for an Environmental Decision by the EPA prior to formal public advertising commencing.

Part 5, Division 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the processes and requirements for undertaking a standard amendment.

OPTIONS

Council has two options in considering the proposed amendment as follows:

Option 1: Support (Recommended)

Council may initiate the proposed amendment as per the officer’s recommendation.

This will enable advertising to the community, neighbouring landowners and government agencies to occur, prior to the matter being presented back to Council for final consideration.

At this point, Council will be required to make a recommendation to the WAPC from one of the following options:

- (a) to support the amendment without modification; or
- (b) to support the amendment with proposed modifications to address issues raised in the submissions; or
- (c) not to support the amendment.

It is noted that the WAPC/Minister would ultimately determine the proposal (and any modified/additional Scheme provisions that may apply), taking into account the recommendation of Council. However the WAPC/Minister are not bound by the recommendations of Council and may choose to adopt an alternative position, or modify recommended development controls as deemed appropriate. It is noted that the decision of the WAPC/Minister is subject to appeal by the applicant, however the respondent in this circumstance would be the WAPC as decision-maker, rather than the Shire of Donnybrook Balingup.

Option 2: Refusal

If Council resolves not to initiate the proposed amendment then it will need to provide written reasons for making a decision which is significantly different from the officer's recommendation in accordance with Cl. 11 (da) of the *Local Government (Administration) Regulations 1996*.

To this effect the following draft resolution is provided:

That Council:

1. Resolves not to initiate proposed Amendment 13 to Local Planning Scheme 7 to insert "Additional Use 6: "Industry – Light" into Schedule 6 Additional Uses and amend the Scheme Map accordingly for Lot 176 South Western Highway, Donnybrook;

2. Provides the following reasons(s) for its decision:

- 2.1** _____
- 2.2** _____

It is noted that such a decision would not be subject to appeal at the State Administrative Tribunal (SAT), however in accordance with Section 76 of the *Planning and Development Act 2005*, an applicant can appeal directly to the Minister, who if satisfied that the local government has failed to initiate or adopt a scheme amendment that should have been initiated or adopted, the Minister may order the local government to do so.

CONCLUSION

The proposal is considered to be generally consistent with the strategic intent identified for the land and contains a suitable level of detail to progress the amendment.

The advertising process will enable government and servicing agencies to assess technical elements of the proposal as well as enabling neighbouring landowners and the community to comment, if they so wish.

It is recommended that approval be granted to initiate and advertise proposed Amendment 13.

COUNCIL DECISION 126/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Mitchell

That Council:

- 1. Resolves to initiate and advertise Amendment 13 to Local Planning Scheme 7 to insert “Additional Use 6: “Industry – Light” into Schedule 6 Additional Uses and amend the Scheme Map accordingly for Lot 176 South Western Highway, Donnybrook;**
- 2. Advises the applicant that Council’s support to initiate the amendment is subject to payment of the application fee of \$2,750 prior to commencement of advertising; and**
- 3. Determines that the amendment is a “Standard Amendment” pursuant to Part 5, Division 1, 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:**
 - 3.1 The proposed changes to the Scheme Map are consistent with a Local Planning Strategy endorsed by the Western Australian Planning Commission;**
 - 3.2 The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment; and**
 - 3.3 The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.**

Carried 5/3

(Cr Piesse is recorded as voting against the motion)

9.3.3 Sale of Lot 107 (41) Steere Street, Donnybrook

Location	Lot 107 Steere Street, Donnybrook
Applicant	First National Real Estate, Donnybrook
File Reference	A1330
Author	Bob Wallin (Principal Planner)
Attachments	9.3.4 (1) Location Plan
Voting Requirements	Absolute Majority
Executive Summary	<ul style="list-style-type: none"> · A party has expressed an interest to purchase Lot 107 Steere Street, Donnybrook for \$90,000. · This proposal requires Council support as the proposed offer is slightly less than the market value estimate; · It is recommended that Council agrees to the sale.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
4.2 A respected, professional and trusted organisation	Effective and efficient operations and service provision	4.2.1.2 Seek a high level of legislative compliance and effective internal controls

BACKGROUND

Council has received an offer to purchase Lot 107 Steere Street, Donnybrook for \$90,000 (Attachment 9.3.4 (1) – Location Plan).

Council at its November 2018 Ordinary Council Meeting resolved to dispose of four lots, including Lot 107 Steere Street, Donnybrook as part of the Shire’s Land Asset Review. The resolution provides the Chief Executive Officer delegated authority to accept offers consistent with a certified independent land valuation and compliance with processes defined in Section 3.58 of the *Local Government Act 1995*.

Council at its July 2019 Ordinary Council Meeting resolved to accept an offer for the adjoining Lot 229 Steere Street for \$90,000 which was valued by LMW (certified independent land valuer) at \$95,000.

Lot 107 Steere Street, Donnybrook was also valued by LMW at \$95,000 in February 2019. A Council decision is required due to the variance from the valuation report.

The process of disposing of Shire land is controlled through Section 3.5 of the *Local Government Act 1985* (the Act) which requires:

- A market appraisal is under 6 months old;
- Giving public notice (14 days); and
- A Council decision to be recorded in the minutes of the meeting (if a submission was received).

DETAILS

The proposed sale price of \$90,000 is slightly lower than the market evaluation provided for Lot 107 Steere Street, Donnybrook.

The offer is approximately 5.5% less than the valuation figure, however is considered reasonable given:

- There is no guarantee that another offer will be presented;
- The lengthy timeframes involved with attracting purchases for the Shire's other properties on Mead Street; and
- The recent decision to sell the adjoining property for a similar amount.

CONSULTATION

If supported, the proposal will be advertised in accordance with Section 3.58 of the LG Act 1995.

FINANCIAL IMPLICATIONS

Funds received (minus expenses) will be set aside in an appropriately designated Council reserve consistent with the resolution from Council's November 2018 Ordinary Council Meeting.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Section 3.58 of the Local Government Act. This sets out the process for the disposal of land by a local government.

CONCLUSION

The proposed sale price is consistent with the established market value. The process for disposing of land, including advertising will be undertaken in accordance with Section 3.58 of the Local Government Act.

COUNCIL DECISION 127/19
(Executive Recommendation)

Moved: Cr Mitchell Seconded: Cr Wringe

That Council:

- 1. Accepts the offer of \$90,000 from Ms. Renee Lamb and Mr. Aaron Lamb for the purchase of Lot 107 Steere Street, Donnybrook from the Shire;**
- 2. Advertises the sale to comply with Section 3.58 of the *Local Government Act 1995*; and**
- 3. Authorises the Chief Executive Officer to undertake any actions required to facilitate the sale of the land to implement points 1 and 2 above.**

Carried 8/0

9.4 STRATEGIC PROJECTS AND BUILT ASSETS

Nil

9.5 MANAGER AGED CARE SERVICES

Nil

9.6 **MANAGER COMMUNITY DEVELOPMENT**

9.6.1 **Donnybrook Community Library Agreement**

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, CEO
File Reference	PRO 1/4
Author	Sharon Upston, Manager Community Development
Attachments	9.6.1 (1) Final Draft Agreement 9.6.1 (2) Final Draft Agreement - Annexure A; 9.6.1 (3) Donnybrook Community Library Annexure A - Gap Analysis.
Voting Requirements	Simple Majority
Executive Summary	Council endorse the draft Donnybrook Community Library Agreement between the Minister for Education and the Shire.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
3.2 Well supported community groups and facilities	3.2.1 Provide and maintain appropriate community facilities.	3.2.1.2 Maintain community facilities within resource capacity.

BACKGROUND

The current Agreement between the Minister for Education and the Shire is due to expire on 1 December 2019 after 21 years.

The Shire has been working with the Donnybrook Senior High School Principal and representatives from the Department of Education to negotiate a new agreement, consisting of an Agreement and Annexure A, which details the cost sharing arrangement.

DETAILS

The final draft Agreement and Annexure A are attached at Attachment 9.6.1 (1 & 2)

CONSULTATION

Negotiations with the school commenced in late January 2019, when the Principal returned from leave.

Representatives from the Department of Education met with the CEO and Manager Community Development in Donnybrook on 7 May 2019 to assist the negotiations between the school and the Shire. Some of the points discussed at this meeting included the cost sharing arrangements, staffing and shared use of the Seniors Room.

These issues have been resolved and the resulting draft Agreement is very similar to the previous version, except the term has been reduced from 21 years to seven years with an option to roll it over for a further seven years.

FINANCIAL IMPLICATIONS

The new Annexure A includes some variation in the cost sharing arrangements compared to the previous version. This is highlighted in the Donnybrook Community Library Annexure A – Gap Analysis table attached.

POLICY COMPLIANCE

There are no material additional implications for the Asset Management Plan.

STATUTORY COMPLIANCE

The Agreement will be a legally binding contract with the Minister for Education, a body corporate pursuant to the provisions of the *School Education Act 1999*.

CONCLUSION

The Shire has generally been satisfied with the previous arrangements to operate a shared library facility with the school.

However, it is noted that as both the school and Shire populations grow, there will be increasing pressure for the Shire to develop an independent library facility for the community. This is reflected in the shorter seven year term of the revised Agreement.

COUNCIL DECISION 128/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Mitchell

That Council:

- 1. Approve the draft Agreement and Annexure A;**
- 2. Instructs the Chief Executive Officer to liaise with the Department of Education in order to prepare the final Agreement and Annexure A documents for signing by the Chief Executive Officer and the Shire President prior to 1 December 2019.**

Carried 8/0

9.6.2 Grant Application for Local Events

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, CEO
File Reference	Nil
Author	Sharon Upston, Manager Community Development
Attachments	9.6.2 (1) Regional Economic Development (RED) Grant Guidelines
Voting Requirements	Simple Majority
Executive Summary	Recommend Council endorse a co-funded RED grant application to fund a local events optimisation plan.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
1.3 An attractive visitor and tourist destination	1.3.1 Actively promote the district as an attractive destination.	1.3.1.4 Support and promote local tourism events and attractions.
3.1 An engaged, supportive and inclusive community	3.1.2 Actively engage with the community.	3.1.1.1 Continue to run community events. 3.1.1.2 Continue to encourage and support community-led events.

BACKGROUND

The RED grants program is a State Government initiative driven by the South West Development Commission (SWDC) that invests in community projects to create jobs and boost economic growth across regional Western Australia.

Eligible applicants can apply for funding of up to \$250,000 for individual projects that promote sustainable jobs, partnerships, productivity, skills and capability, as well as stimulate new investment in industry diversification.

The grants require a minimum of 50% matching cash contribution to the project. Applications close on September 13, 2019.

DETAILS

The Shire (driven chiefly through not-for-profit community organisations) has an eclectic calendar of community and Shire-run events. It is proposed that a local events optimisation plan is prepared by a suitably qualified professional with a scope of work that could include the following:

- ✓ Investigate if the timing of the events is optimising our potential to attract visitors;
- ✓ A gap analysis of what events we're conducting now, and what other opportunities could be available;

- ✓ Do we have scope for another signature event? If so, what?
- ✓ Who are the most suitable proponents to deliver an iconic event?
- ✓ Is there potential to combine events?
- ✓ Investigate if there is appetite for a jointly run event with another Shire/s;
- ✓ Investigate the capacity of the Shire to accommodate visitors locally for a program of activities spanning a few days or a week (Air B&Bs, hotels, farm stays, transit park etc);
- ✓ Investigate eco-tourism event opportunities (e.g. linked to the Wellington National Park expansion and the proposal to develop recreation and visitor facilities at Glen Mervyn Dam); and
- ✓ Identify sporting and adventure recreation activities for all ages and abilities (e.g. inclusive events).

CONSULTATION

The CEO, Manager of Executive Services and Manager Community Development had a telephone conversation with the South West Development Commission on 30 July 2019, regarding the application process and the guidelines.

FINANCIAL IMPLICATIONS

This work is estimated to cost up to \$20,000, with Council being requested to consider the co-funding contribution (i.e. \$10,000, via the unspecified projects budget allocation). This work will be conducted in parallel with the development of the Economic Development Strategy.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Not applicable

CONCLUSION

Events are a way to generate tourism by showcasing our natural assets, local art, wine and produce. They are also an important ingredient in building community vibrancy and inclusion by bringing like-minded people together to celebrate and connect.

A well-considered program of events will not only promote our unique brand, but bind our community together to make this an even better place to live, work and invest.

EXECUTIVE RECOMMENDATION

Moved: Cr Tan Seconded: Cr Mitchell

That Council:

- 1. Authorises the Chief Executive Officer to prepare and submit a Regional Economic Development (RED) grant application to fund a local events optimisation plan;**
- 2. Allocates \$10,000 from Account No. 105020 '*Sundry Other Governance Expenses – provision to support unspecified projects*' as the Shire's co-contribution towards the project.**

Lost 2/6

9.7 EXECUTIVE MANAGER OPERATIONS

9.7.1 Lewana Recovery – Advocacy on Behalf of Affected Landowners

Location	Lewana, Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	CSV 43/4
Author	Steve Potter – Executive Manager Operations
Attachments	Nil
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> · Landowners affected by the Lewana fire in March 2019 have been informed that the State Government’s insurers will not cover any private losses incurred. · It is recommended that Council endorse the Shire President and Chief Executive Officer advocate on behalf of affected landowners’ through appropriate channels.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
2.1 An attractive and maintained built environment	2.1.1 Maintain, renew an improve infrastructure within allocated resources	2.1.1.2 Seek funding for development and renewal of infrastructure
3.2 An engaged, supportive and inclusive community	3.2.1 Provide and maintain appropriate community facilities	3.2.1.3 Maintain community facilities within resource capacity

BACKGROUND

In March 2019 private properties in both the Shire of Donnybrook Balingup and the Shire of Nannup were impacted by the Lewana Fire, (Incident Number 423437). It has been determined that the probable cause of the fire was plantation harvesting machinery operated by the Forest Products Commission’s (FPC) timber harvesting contractor, Total Harvesting Pty Ltd.

Officers understand that at post incident community de-briefs property owners were requested by FPC to submit requests for business compensation claims. Officers have been made aware that communication has recently been received by landowners from RiskCover (claims manager for FPC), to advise that whilst FPC was the likely cause of the fire (through their contractor Total Harvesting), RiskCover considers FPC took all reasonable precautions to ensure that it did not cause an outbreak of fire by having appropriate fire mitigation equipment including one heavy duty fire unit and four light duty fire units on site. RiskCover have therefore formed the view that FPC was not negligent in relation to either the cause, or the spread, of the fire.

Officers also understand the Department of Biodiversity, Conservation and Attractions (DBCA) initially indicated to property owners that damage incurred may be rectified under DBCA’s ‘Good Neighbour Policy’ (GNP) however were later advised that as a

result of amendments made in 2016 to the *CALM Act 1984*, that bushfire damage was no longer subject to the GNP and therefore would not be covered by DBCA.

DETAILS

Officers have been advised that FPC has requested from the State Government an 'Act of Grace' payment be made, to be shared between impacted property owners. There are 10 separate property owners who have submitted claims across the Shires of Nannup, Donnybrook Balingup and Bridgetown Greenbushes. Officers have been advised that FPC has contacted the Shire of Nannup to request assistance in the administration of a payment if the request is successful and it is expected that a similar approach may apply to the Shire of Donnybrook Balingup.

In order to give the request to the State Government the best chance of success, it would likely benefit from Shire representation being made to appropriate parliamentarians. Preliminary discussions have been held with the Shire of Nannup with a view to combining efforts to achieve a positive outcome for the collective group of affected landowners from both local government authorities.

CONSULTATION

A progress meeting was held at the Balingup VBFB on 23 July 2019 which was attended by 26 individuals including affected landowners and representatives of:

- ✓ Shire of Donnybrook Balingup;
- ✓ Shire of Nannup;
- ✓ Department of Fire and Emergency Services (DFES);
- ✓ Department of Biodiversity, Conservation and Attractions (DBCA);
- ✓ Forest Products Commission (FPC); and
- ✓ Volunteer firefighters.

Ongoing communication is continuing with affected landowners via the Shire's Local Recovery Coordinator.

FINANCIAL IMPLICATIONS

Human resources - CEO and Shire President, which may include travel to Perth.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

- ✓ CALM Act 1984 (State Government Legislation)
- ✓ DEC 'Good Neighbour' Policy (State Government Policy)

CONCLUSION

In the absence of RiskCover accepting liability for the incident, officers consider it appropriate that the Shire appeal to the State Government to consider recompensing landowners affected by the actions of the FPC (or its contractors).

To this effect, it is recommended that Council endorse the Chief Executive Officer and the Shire President to make representations, in conjunction with the Shire of Nannup, to advocate on behalf of affected members of the community through appropriate channels.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Endorses the Shire President and the Chief Executive Officer to advocate on behalf of affected landowners to appropriate Parliamentarians to seek financial assistance for land owners who incurred private property damage as a result of the Lewana incident;**
- 2. Endorses the Shire President and Chief Executive Officer to seek the formal support of WALGA to encourage policy change that ensures impacted property owners are adequately supported and recompensed in the instance where State Government activities and/or incidents result in damage to private property;**
- 3. Endorses the Shire President and Chief Executive Officer to meet with State Government representatives from the Department of Biodiversity, Conservation and Attractions and the Forest Products Commission to coordinate a Communications Strategy of current policy to residents.**

Cr King left the chamber at 7:16pm

COUNCIL DECISION 129/19

Moved: Cr Wringe

Seconded: Cr Tan

Council endorses the Shire President and Chief Executive Officer to seek the formal support of WALGA (via the South West Zone) to encourage policy change that ensures impacted Property owners are adequately supported and recompensed in the instance where State Government activities and/or incidents results in damage to property.

Carried 5/2

Cr King returned to the chamber at 7:51pm

9.8 CHIEF EXECUTIVE OFFICER

9.8.1 Warren Blackwood Sub-Regional Growth Plan 2019

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	Nil
Author	Maureen Keegan (Manager Executive Services)
Attachments	9.8.1 (1) WB Sub-Regional Growth Plan 9.8.1 (2) MOU
Voting Requirements	Simple Majority
Executive Summary	<ol style="list-style-type: none"> 1. Endorse the Warren Blackwood Sub-Regional Growth Plan 2019, 2. Endorse the Memorandum of Understanding Warren Blackwood Sub Regional Growth Plan 3. Authorise the Chief Executive Officer to sign the Memorandum of Understanding Warren Blackwood Sub-Regional Growth Plan on behalf of the Shire of Nannup.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
Outcome 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.
Outcome 1.3 An attractive visitor and tourist destination	1.3.1 Actively promote the district as an attractive destination.	1.3.1.3 Continue to support local and regional tourism bodies and initiatives.

BACKGROUND

The Warren Blackwood Sub-Regional Growth Plan 2019 (The Plan) is a collaboration between the Shires of Donnybrook Balingup, Nannup, Bridgetown-Greenbushes, Manjimup, Boyup Brook and the South West Development Commission.

The Plan was developed to provide a strategic overview of sub-regional, economic and social priorities, reflecting localised planning and development documents and align with regional and State development documents including the SW Regional Blueprint and will be utilised to leverage current and future socio-economic opportunities and pursue funding to facilitate growth.

DETAILS

The Warren Blackwood Alliance of Councils has been developing The Plan throughout the last 6 months and the draft priorities were workshopped with Councillors earlier this

year. The Plan is now finalised and has been endorsed by the Warren Blackwood Alliance of Councils, and is now ready for Council consideration for endorsement.

Associated with this document is a MOU with its purpose to clearly identify the roles and responsibilities of each party as they relate to the Warren Blackwood Sub-Regional Growth Plan. The key points for Council to consider are as follows;

Shire responsibilities under this MOU

The Shires shall undertake the following activities:

- ✓ Provide information as applicable to ensure the currency and accuracy of the Warren-Blackwood Sub-Regional Growth Plan;
- ✓ Share the current, endorsed version of the Warren Blackwood Sub-Regional Growth Plan for public access on Shire websites, and in hard copy as applicable;
- ✓ Support the actions and projects identified in the Warren Blackwood Sub-Regional Growth Plan;
- ✓ Review the Warren Blackwood Sub-Regional Growth Plan every 12 months, providing feedback on current projects and activities outlined in the document.

SWDC responsibilities under this MOU

SWDC shall undertake the following activities:

- ✓ Facilitate workshops to identify and discuss sub-regional priorities and projects;
- ✓ Develop the inaugural draft document based on information provided by the Shires and including summary strategic contextual detail;
- ✓ Provide a digital copy of the inaugural Warren Blackwood Sub-Regional Growth Plan;
- ✓ Store the current, endorsed version of the Warren Blackwood Sub-Regional Growth Plan and apply version changes as identified through the yearly review process;
- ✓ Promote the Warren Blackwood Sub-Regional Growth Plan as appropriate.

ENDORSEMENT / IMPLEMENTATION

All Shires understand and accept that adoption and implementation of the initial Growth Plan and any future changes to the Growth Plan, as per the review process, will be determined and progressed based on the majority of parties being in agreement with the changes.

CONSULTATION

A workshop with Councillors on the draft plan was undertaken earlier in 2019. In addition, the Warren Blackwood Alliance of Councils has given detailed consideration to the Growth Plan, endorsing it at its August 2019 Meeting.

FINANCIAL IMPLICATIONS

The Growth Plan is chiefly a grant-funding rationalisation plan, to operate at a sub-regional level. Adopting the Growth Plan does not commit any of the parties to any expenditure; conversely, it 'opens the door' for Government funding for the partner local governments.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

Council are requested to endorse the Warren Blackwood Sub-Regional Growth Plan 2019 and the associated MOU.

COUNCIL DECISION 123/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Lindemann

That Council:

- 1. Endorses the Warren Blackwood Sub-Regional Growth Plan 2019, and;**
- 2. Endorses the Memorandum of Understanding Warren Blackwood Sub Regional Growth Plan, and;**
- 3. Authorises the Chief Executive Officer to sign the Memorandum of Understanding for the Warren Blackwood Sub-Regional Growth Plan on behalf of the Shire of Donnybrook Balingup.**

Carried 8/0 by En Bloc Decision

9.8.2 Response to the State Government Review of Local Government in WA

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Attachments	9.8.2 (1) WALGA Draft Submission 9.8.2 (2) LG Professional Draft Submission
Voting Requirements	Simple Majority
Executive Summary	Authorise the CEO to provide a submission to the Select Committee in response to the Inquiry into Local Government on behalf of the Shire of Donnybrook Balingup.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
4.1 A strategically focussed, open and accountable local government.	4.1.1 Provide accountable and strategic leadership.	4.2.1.2 Seek a high level of legislative compliance and effective internal controls.

BACKGROUND

On 4 July 2019, a State Parliamentary Select Committee was established to undertake an inquiry into the system of local government in Western Australia. In a media release dated 4 July 2019, Chairman Simon O'Brien MLC said, "*Local Governments play an important role in the lives of all Western Australians, so the Select Committee is gathering information about what the community expects. We would like to hear what Local Government does well, along with identifying issues of concern and receiving suggestions for how the system might be improved*".

The Committee is calling for written submissions by Friday 13 September 2019. Submissions should address one or more of the Terms of Reference.

DETAILS

The Terms of Reference for the Select Committee inquiry are as follows:

- (1) *That a select committee into local government is established.*
- (2) *The select committee is to inquire into how well the system of local government is functioning in Western Australia, with particular reference to —*
 - (a) *whether the Local Government Act 1995 and related legislation is generally suitable in its scope, construction and application;*
 - (b) *the scope of activities of local governments;*
 - (c) *the role of the department of state administering the Local Government Act 1995 and related legislation;*

- (d) *the role of elected members and chief executive officers/employees and whether these are clearly defined, delineated, understood and accepted;*
 - (e) *the funding and financial management of local governments; and*
 - (f) *any other related matters the select committee identifies as worthy of examination and report.*
- (3) *The select committee shall comprise five members.*
- (4) *The select committee shall report by no later than 12 months after the motion for its establishment is agreed to and may, if it sees fit, provide interim reports to the house.*
- (1) *That the following members be appointed to the Select Committee into Local Government; Hon Simon O'Brien, Hon Diane Evers, Hon Charles Smith, Hon Martin Aldridge and Hon Laurie Graham*
- (2) *That the Chair is to be Hon Simon O'Brien.*
- (3) *That the Deputy Chair is to be Hon Laurie Graham*

Both WALGA and the Local Government Professionals (WA) have prepared detailed submissions to the Select Committee (copies attached). It is recommended that, in its submission to the Select Committee, Council endorse the content and recommendations of these two submissions.

CONSULTATION

The Select Committee is seeking feedback from the community and other key stakeholders in relation to the matters addressed via the Terms of Reference.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

The Select Committee requires the inquiry submissions be kept confidential until the Select Committee resolves to release the submissions publicly. For this reason, the matter is proposed to be resolved 'behind closed doors' by the Council.

CONCLUSION

The Select Committee has called for public submissions in relation to the operation of local government in WA. For local government sector and community advocacy reasons, it is recommended that the Council endorse a submission to the Select Committee, based on the WALGA and Local Government Professionals (WA) submissions.

**COUNCIL DECISION 123/19
(Executive Recommendation)**

Moved: Cr Tan Seconded: Cr Lindemann

That Council:

- 1. Endorse the WALGA draft submission (as attached) to the Select Committee's inquiry into the system of local government in Western Australia.**
- 2. Endorse the Local Government Professionals (WA) draft submission (as attached) to the Select Committee's inquiry into the system of local government in Western Australia.**
- 3. Instruct the Chief Executive Officer to lodge a submission to the Select Committee's inquiry into the system of local government in Western Australia, on the recommendations identified within the endorsed draft submissions in resolution 1 and 2, above and identification of local benefits to the community arising from the services, programs, projects and advocacy of the Local Government.**

Carried 8/0 by En Bloc Decision

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS

Nil

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

Nil

13 MEETINGS CLOSED TO THE PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The following confidential reports and recommendations have been distributed separately and are not for circulation:

- 13.1.1 CONFIDENTIAL – RFT 4 1819 Construction of the Beelerup Fire Station**
- 13.1.2 CONFIDENTIAL – Purchase Lot 58 South Western Hwy – Bendigo Bank**
- 13.1.3 CONFIDENTIAL – Unit 11 Preston Retirement Village**
- 13.1.4 CONFIDENTIAL – CEO Review and KPI**

These reports are confidential in accordance with section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

COUNCIL DECISION 130/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Lindemann

That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss confidential items 13.1.1, 13.1.2, 13.1.3 and 13.1.4.

Carried 8/0

**COUNCIL DECISION 130/19
(Executive Recommendation)**

Moved: Cr Tan Seconded: Cr Lindemann

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, 13.1.3, and 13.1.4 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.**

Carried 8/0

**COUNCIL DECISION 130/19
(Executive Recommendation)**

Moved: Cr Tan Seconded: Cr Lindemann

That the meeting be re-opened to the public.

Carried 8/0

13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

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, 13.1.3, and 13.1.4 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.**

14 CLOSURE

The Shire President to advise that the next Ordinary Council Meeting will be held on 25 September commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President thanked the public gallery for their attendance and declared the meeting closed at 8.29pm.

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Map Legend

Financial Management

Property Map Enquiry - A5047 41 BENTLEY ST DONNYBROOK WA 6239

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PickList

Records Registration - Last record modified was AS20335

Financial

Summary

Ownership

Parcel

Memos

Assets

Bank Reconciliation

Creditors

Debtors

Debtors Maintenance Enq...

Charge Types

Debtors Transactions

Debtors Allocation Adjust...

Invoice/credit Note Print

Statement Print

Debtors Ledger Report

Age'd Trial Balance Report

Regular Changes Report

Debtor Direct Debit

Payment Reports

Debtors Interest Charges

Import Debtors Invoices

Debtors Balancing Aid

Age'd Trial Balance Report...

Offset Credit Balances

Opening / Closing Balance...

Client Projects

Additional Client Details

Access Statements

User Reports For Debtors

Structural Views

Legal tag Non-current

Assess No. A5047

OID No.

2 Owners DONNYBROOK MEDICAL SERV

Property Address DONNYBROOK WA 6239

House 41 Bentley Ldl 501

Street BENTLEY

Type ST

Suburb DONNYBROOK 6239

Ward 01 DONNYBROOK/BALING

Area

Locality 01 DONNYBROOK

Zoning P11 PUBLIC PURPOSES

Land use 01 DONNYBROOK TOWN

VEN Number 1827957

Pens No

Valuation Details

Gross Rental Value Unimproved Value

196200.00



General Ledger

Favourites

Financial Management

Rates And Property

Technical

Jn House Developments

Workflow

A5047 Items

Process History (0)

Comments (0)

Work Items (0)

Central Records (105)

24 Associated Covertee...

81 Associated Attachmen...

Create New Coverheet...



Trusted in your Community

Community Home Care
Bunbury, Busselton, Collie, Donnybrook & Bridgetown
3 Parade Rd, Bunbury WA 6230
PO Box 1776, Bunbury WA 6230
Phone: 08 97214988
Fax: 08 97214832
Email: info@communityhomecare.org.au

29 May 2019

Ben Rose
CEO
Donnybrook/Balingup Shire Council

Dear Ben

Firstly, I would like to thank you for assisting us to present to council our plan to build a purpose built Community Aged Care Hub in Donnybrook.

On behalf of the board of CHC I would like to formally approach Donnybrook/Balingup council to support our project.

We would like to officially request that the Donnybrook/Balingup council will allocate a parcel of land where we can build our new center, in the precinct formed by the Donnybrook Hospital, Donnybrook Medical Centre, and Tuia Aged Care Facility. We believe that the synergies and opportunities to work with the other service based organisations in the precinct will not only provide cohesive quality services for Donnybrook/Balingup residents but also provide in the region a high quality community aged care service within the local area which would consequently increase the capacity of the town to support further growth in local services and facilities.

The Centre would service the LGA of Donnybrook-Balingup with potential to support users from the surrounding areas including; Boyanup, Capel, Bridgetown, Wellington/Ferguson Valley, and others as required. Currently people from within this area are disadvantaged by the need to travel significant distances to access a range of community health and care services.

South West Active Ageing Research indicates population aging is one of the most significant challenges facing Western Australia and particular the South West Region. Today 16% of the population are seniors and this is set to rise to one in three by 2041. With aging come decline in health and the onset of chronic disease with an increase in demand for support services. With this in mind our centre will

- Allow for the exponential growth in client services to continue and meet the demand for services, for the target groups in the Donnybrook / Balingup shire and surrounds.
- Provide an appropriate and long-term base for CHC;

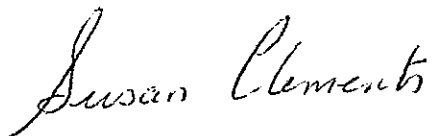
- Enable South West rural areas to access services, from services through the provision of outreach programs.
- Provide an opportunity for Home and Community Care Services and other service providers in the South West to be innovative and enabling in their delivery, providing greater efficiency whilst fostering a partnership approach;
- Provide a highly visible and easily accessible building in the South West region where older people and people with disabilities can go to for advice and information; and
- Provide volunteers with the opportunity to enhance their volunteering experience.

Donnybrook is the logical site for a centre such as this as it already services the many small and medium sized towns in the region for a range of daily needs including: shopping, banking, and some allied health services such as physiotherapy, dentistry, pathology etc. People in the region would be able to access a high quality community aged care service within the local area which would consequently increase the capacity of the town to support further growth in local services and facilities. Overtime, with the increase in the aged population, and concurrent need for more support services, Donnybrook will become a quality service provision centre for the whole of the lower south west.

We are excited by our project and the benefits it will bring to the Donnybrook/ Balingup community and working in partnership with the council, other providers and the community to bring our project to a successful conclusion.

Please do not hesitate to contact me if you have any questions or wish to discuss further.

Regards

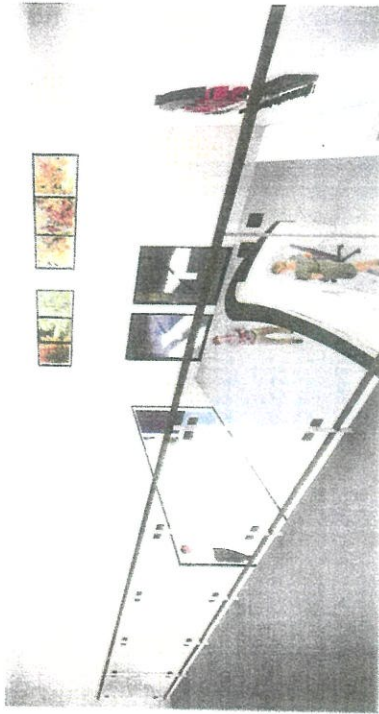
A handwritten signature in cursive script that reads "Susan Clements".

Sue Clements

CEO

Community Home Care Incorporated.

PROPOSED CHC FACILITY
 ON LOT 501, BENTLY STREET
 DONNYBROOK, WA 6239
 FOR COMMUNITY HOME CARE



Date: 20/08/2024
 Time: 10:00 AM
 Location: 501 Bently Street
 Project: CHC Facility

Project Name
 PROPOSED CHC FACILITY
 ON LOT 501, BENTLY STREET,
 DONNYBROOK, WA 6239
 FOR COMMUNITY HOME CARE

COVER PAGE

Drawn: [Name]
 Checked: [Name]
 Scale: 1:100
 A001

BENNY STREET

LOT 512
A 753.10

EXISTING BUILDING
MEDICAL CENTRE

1.50m

EXISTING BUILDING
HOSPITAL

LOT 501
A 753.10

PROPOSED CHIC
BUILDING

42.03m

57.5m

LOT 500
A 1907.30

EXISTING BUILDING

14.82m

LOT 502
A 1110.00

EXISTING BUILDING
THIRD FLOOR

BOUNDARY LINE

SEWER LINE

SEWER STREET

BOUNDARY LINE

WATER LINE

GENERAL NOTES

A 100% DEVELOPMENT APPROVAL

30000



veens
CONSULTANTS

PROPOSED CHIC FACILITY
ON LOT 501, BENNY STREET,
DONNYBROOK WA 6239
FOR COMMUNITY HOME CARE

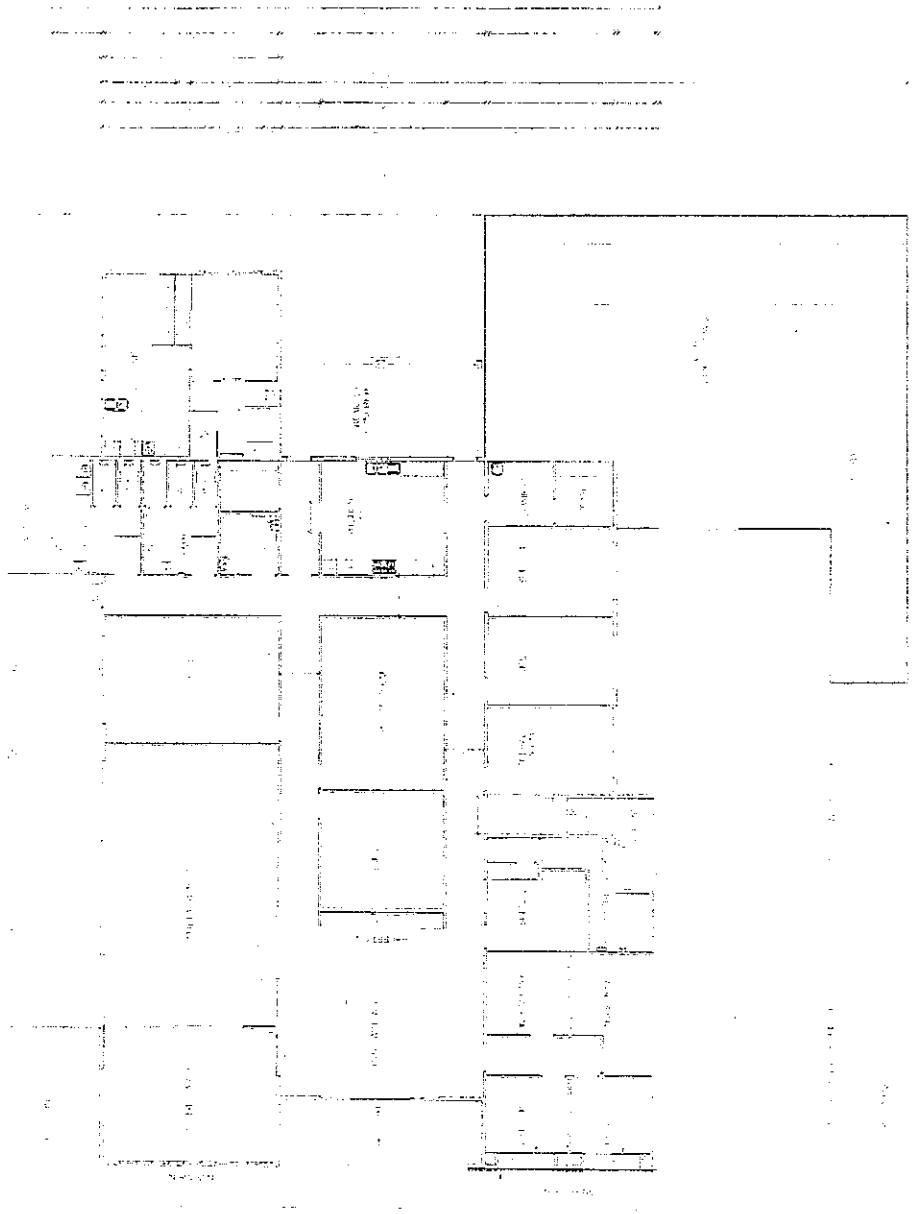
PROPOSED WEIRALL SITE PLAN

A101

3

DATE: 01/11/2017
TIME: 10:00 AM
PROJECT: A201

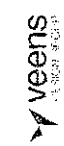
GENERALIZED



PROPOSED GROUND FLOOR PLAN

A201 3

PROPOSED CHIC FACILITY
301 LOT 501 BENTLEY STREET
DONNINGBROOK WA 8219
FOR COMMUNITY HOME CARE



PROFESSIONAL ARCHITECTS

1000

SCHEDULE OF SUBMISSIONS – CHC Proposal

#	Name & Address	Summary of Submission	Comments	Council's recommendation
1	Ms Lynda Anderson	Believe that it is a great idea and will centralise aged care in Donnybrook Balingup Shire	Noted	Note
2	Richard H Brace (Secretary) Donnybrook Congregation of Hehovah's Witnesses	Thanks Shire for considering Congregation as part of the consultation process Advises that many members of the Congregation are aged and needing assistance from time to time and on this basis considers the proposal is relevant and appropriate.	Noted Noted	Note Note

3	Mr John and Ms Jill Duncan 12 Egan Street, Donnybrook	<p>Advises that fully supports the proposal in principle to include this purpose built facility in an area that already has dedicated aged medical and ambulance facilities. However, would like to present a number of comments/concerns regarding the building footprint of the concept provided as follows:</p> <ul style="list-style-type: none"> • The site has several mature eucalyptus trees within developing understorey at the front of the site facing Egan Street which is the proposed access point to the facility. These trees provide a welcome contrast to the sterility of the ambulance and medical centre sites and are nesting sites for magpies, peewees and galahs. The area of remnant vegetation, though relatively small, provides the streetscape with much needed variety. • The proposal shows that there are up to 10 parking sites placed at the front of the building on Egan Street. It is assumed that the 'secure parking' area at the rear of the building will be used for CHC vehicles/staff and not for public parking. If the proposal should proceed, we are concerned that the public/community use of the facility may create overflow parking onto verges along Egan Street, possibly at night as well as during business hours and cause likely inconvenience and safety hazards to residents along Egan street. • Observe that the proposal has "community group hire" included within the facility. It is questioned that the provision of another 'community group hire" area is required within Donnybrook, which already has several such areas available, including the Preston Village Community Centre, the Seniors Centre at the Resource Centre, the CWA rooms etc. Concerned about what happens to previously established and used facilities. • Would like to see more information as to the use of the proposed facility for respite care and/or carer accommodation, especially in relation to building security/use and vehicule movements. 	<p>Noted</p> <p>Agree. The design prepared is indicative only. There will be opportunity to refine the final design at a future planning application stage. It is reasonable to require any future design to retain key existing landscape features such as mature trees where practical.</p> <p>Agree. The design layout of parking and the amount of parking can be addressed at a future planning application stage.</p> <p>Note. Detailed land uses will be considered at a future planning application stage. There is potential to refine the design and land use activity to minimise potential for duplication of services.</p> <p>Note. A future planning application will provide additional information on land use, building and car parking design. There will be opportunity to seek public comment</p>	<p>Note</p> <p>Agree</p> <p>Agree</p> <p>Note</p> <p>Note</p>
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		<ul style="list-style-type: none"> • Respectfully request that further consideration is given to the building/parking footprint in order that a more environmentally friendly solution is provided to maintain as many of the mature trees as possible on the site. • Believe that the proposal has merit but have serious concerns that the building footprint as presented is not the most beneficial to both the site or the streetscape of Egan Street. 	<p>As part of the assessment process of any future planning application. Note. See above.</p> <p>Agree. See above.</p>	<p>Agree.</p>
--	--	---	--	---------------

Report on activities associated with Camp Doogs event at The Berry Delightful 5-7 April 2019

Approval was granted by the Shire to host an event 'Camp Doogs' at The Berry Delightful for 5 - 7 April 2019 under the *Health (Public Building) Regulations 1992* and the *Environmental Protection (Noise) Regulations 1997* subject to numerous conditions. Conditions related to public health and safety, notifications to neighbouring properties and a complaints process.

One complaint was received by the venue on Friday evening regarding noise from the event which was resolved immediately. No further complaints were received over the weekend by the Shire however, the following week the Shire received complaints from four properties. The complaints referred to;

- lack of notification of the event,
- noise,
- traffic management, and
- Shire approvals/involvement.

At the Ordinary Council Meeting held in the Kirup Hall 24 April 2019, two questions were raised during Question Time as follows-

Pam Ucich *A noise complaint has been made to the Shire regarding an event held close to our property recently. We received no communication from the event organiser and it appears other conditions that were applied by the Shire were not met. What has been put in place to prevent events such as this in the future?*

Chief Executive Officer *The "Camp Doog" event was held the same weekend as the Balingup Small Farm Field Day. Conditions in the event approval were the requirement to advise nearby residents, along with adhering to noise requirements. The Shire will not be entertaining this group at this location for any future events.*

Carol Proctor *When are neighbours supposed to be notified of events? Pam was 1km away and I could hear the event all weekend from my property further away. Why was a camping event allowed during a total fire ban? There was smoke seen at the property.*

Chief Executive Officer *Thank you for your information and feedback. I am not aware of the exact timeframe to notify affected residents but I assume at least seven days. It is the event organiser's legal obligation to undertake this process, therefore they were in breach of their approval. They are required to comply with bushfire and emergency management planning and no fires were to be lit. The Shire's Principal Environmental Health Officer visited the event on three separate occasions over the weekend and we are aware that there were other provisions not adhered to.*

In answer to the major concerns raised;

Lack of notification of the event

The event organiser had been advised verbally and in writing by the Shire of the importance of notification to neighbour's of the event including timeframes and the complaints process. The Regulation 18 Exemption included a map (below) detailing the area that the notification needed to be provided to. Despite assurances given on three separate occasions, it is clear that notification did not occur.

Noise

It is also clear from the complaints received, that the unapproved DJ stand which was permitted to operate, subject to it being quieter than any other activity and was turned off at the same time as all other amplified sound, continued to operate in a manner contrary to the directions given.

Taking action against those who emit noise via the Regulations is complex. Evidence needs to be taken at the time of the suspected breach from the residence at which it is being received. The measurements need to be taken by an Authorised Person and Inspector under the *Environmental Protection Act 1986*, with a calibrated sound level meter using the process prescribed in the Regulations.

It is highly likely, that the noise received was 'C' weighted sound (doof doof) which is audibly quiet, yet annoying as per a dripping tap. The Regulations apply to 'A' weighted sound – 'C' weighted sound is excluded.

Traffic management

Traffic management was required for the Friday night of the event when patrons were arriving. It was not required during the event as it was camping with little movement expected in or out and patrons leaving on the Sunday was staggered.

Shire approvals/involvement

The Shire received an application for an alternative music and art festival in February 2019 when the previously used venue in the Shire of Harvey became unavailable due to fire restrictions. An inspection of the venue was carried out to assess suitability of the venue from a health and safety perspective, three key areas of concern were identified, traffic management, noise and water safety.

A final run sheet of performances was provided to the Shire two weeks (approx.) from the event. An extensive list of conditions were then placed on the event to reduce the likelihood of impact on neighbours and for the health and safety of the patrons.

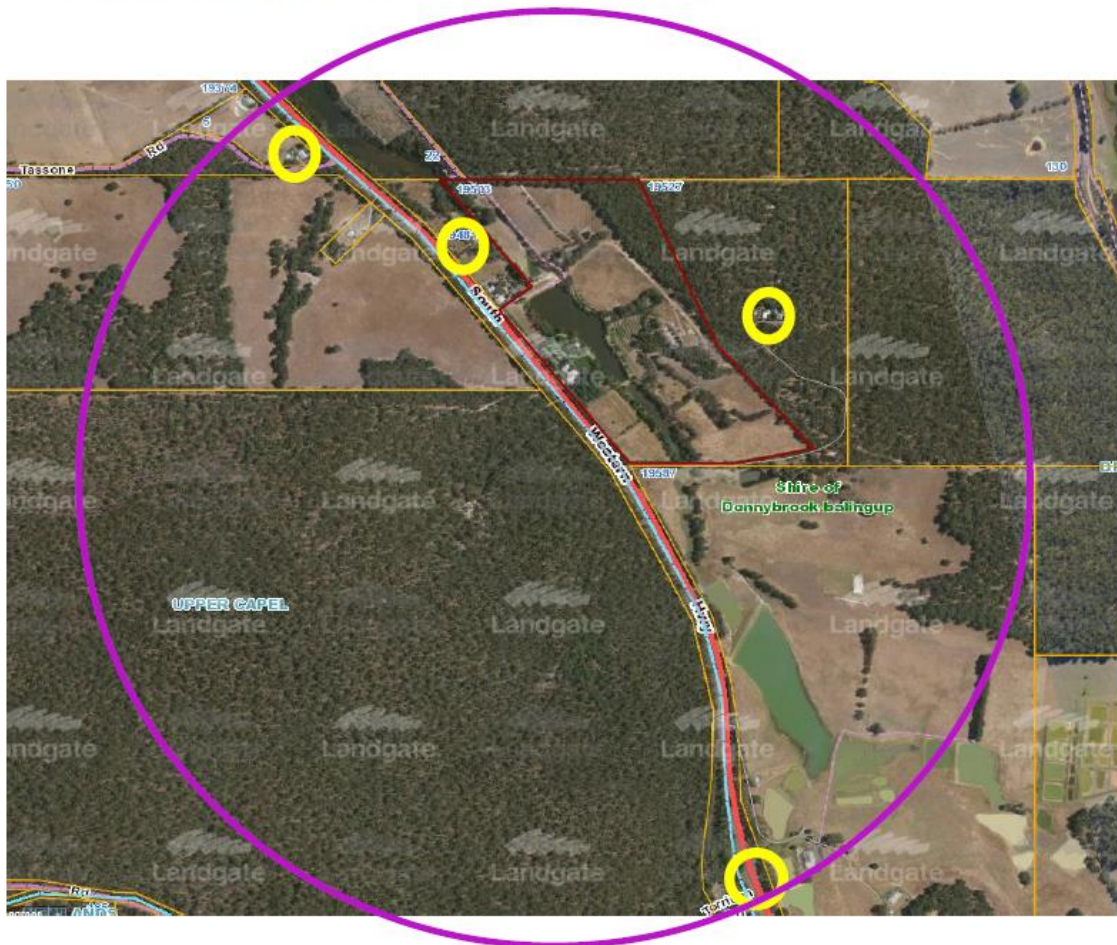
The Shire does not provide an after-hours noise complaint service however, in this instance a qualified officer, authorised under the Environmental Protection Act 1986 was available

Three inspections were undertaken over the event period which included a pre-event inspection and two during event inspections. A number of unsatisfactory items were identified in the initial assessment which were addressed at the time. Saturday inspections (1.00pm and 9.30pm) included checking for audible event noise in surrounding areas, as close to residences as possible. Music noise was faintly audible

in some locations. The event programme included a wide variety of music types with various capacities to travel and thus be intrusive.

The Shire would never knowingly approve an event which would have significant impacts on neighbours. The conditioned approvals provided to the event organisers was in fact to prevent this happening and to implement a process, which should there have been concerns, provide immediate actions to be taken to resolve the matter. On this occasion, the approval was not adequately complied with.

Event notification and noise monitoring map



Notification area – all residences within the pink line.

Noise monitoring locations denoted by yellow circle



Synergy Soft: PWF 18AB

PROJECT MANAGEMENT PLAN

Apple Fun Park Renewal Project



Authorisation

This Project Management Plan (PMP) is authorised for the Apple Fun Park Renewal Project (incorporating the Donnybrook Town Centre Revitalisation Project) based on the current intent, cost, time, quality and scope outlined in this document. As the Project progresses, elements of the PMP may change and, if so, will require further authorisation.

Signed by:

Date:

1. Project Manager
-

2. CEO / Project Sponsor
-

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1 PURPOSE

This PMP provides a baseline for the implementation of the Apple Fun Park Renewal Project (incorporating the Donnybrook Town Centre Revitalisation Project (DTCRP), herein known as the 'Project'. The PMP will be used to guide the delivery of the Project based on the information available to the Shire at the time of preparing the PMP.

This PMP combines both projects as the funding arrangements for the Apple Fun Park Renewal Project (AFPRP) from the Commonwealth via the Building Better Regions Fund was approved and structured on the basis of using 'leveraged funding' in accordance with the following financial commitments:

Project Description	Shire	State Government	Federal Government
Apple Fun Park Renewal and Donnybrook Town Centre Revitalisation Combined	\$500K	\$2M	\$1.505M

Further details of the funding arrangements are provided in the body of this PMP.

The PMP provides details on the scope of the Project and project delivery methodology. The approval of the PMPO by Council and the signing of the document by the CEO confirms acceptance of the PMP as an agreed basis for project delivery.

2 INTRODUCTION

The Project is supported by the following strategic documents:

Shire of Donnybrook – Balingup Strategic Community Plan 2017-2027 – (SCP)

Following consultation with the Community in the development of the SCP it was identified that the promotion of tourism and economic development and appearance of Town Centres is of high importance.

The following outcomes listed in the SCP align with the Project:

Outcome	Strategy	Actions
1.3 – An attractive visitor and tourist attraction.	1.3.2 – Provide, develop, and maintain visitor infrastructure.	1.3.2.1 Develop visitor and tourism infrastructure in line with local tourism and visitor’s development and promotion strategy, within allocated resources.
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 renewal and development of infrastructure
2.2 - Respected Heritage Assets	2.2.1 - Maintain Shire heritage assets within available resources	2.1.1.3 Promote the districts heritage assets and ageing assets

Shire of Donnybrook Balingup Corporate Business Plan 2017 – 2021 (CBP)

The Capital Program contained in the Corporate Business Plan identifies the following actions with regard to the Project:

- \$140,000 was to be committed to the ‘Apple Funpark Upgrade’ over three consecutive years (2017/18 - \$20k; 2018/19 - \$100k; 2019/20 - \$20k).
- \$2,000,000 was to be committed to the creation of a ‘Western Australian Apple Discovery Centre’ in the 2019/20 budget year.

It is noted that the CBP was prepared prior to the funding becoming available under the BBRF and Royalties for Regions. Council has not commenced upgrade works at the AFP, however significant planning has commenced for the DTCRP, which reflects the intent of Point 2 above.

Donnybrook Railway Precinct Conservation Plan 1999 (DRPCP)

The DRPCP is a guiding document for the conservation of all elements of heritage significance within the Donnybrook Railway Precinct. The Apple Fun Park (AFP), the developed carparks and the grounds around the Goods Shed are located within the Donnybrook Railway Precinct. All new development will have regard for the principles as outlined in this document to enhance the significance of the place. The Donnybrook Heritage Railway Precinct is listed on the State Heritage Register as Place 5012.

Donnybrook Railway Heritage Precinct Development Plan (DRHPDP)

In 2009 the Shire of Donnybrook Balingup (the Shire) commissioned Insitu Planning to undertake a planning exercise for the precinct which resulted in the adoption of the Donnybrook Railway Heritage Precinct Development Plan (DRHPDP). The report identified four distinct stages for future development.

Stage 1, completed in 2009, turned a disused rail reserve into a car parking area, freeing the main street from vehicles and allowing pedestrian access across the railway link to Collins Street and the Town Centre.

Stage 2, completed in 2013, extended the Apple Fun Park with 60 additional parking bays, additional lawn, shade areas and accessible play equipment. The popularity of this facility has meant that it is now due for asset renewal and upgrades.

It is noted that the DRHPDP also included two additional stages, which have not been further progressed to date, as follows:

Stage 3: Multi-purpose Building and Associated Facilities

- *Recommended that the heritage listed 'Goods Shed' be re-developed for the storage and display of antique machinery, forming Phase 1 of a 'Multi-purpose Telecentre and Interpretive Centre' development. Indicative designs included the construction of an awning around the entire structure, re-establishment of the former opening for railway trucks and relocation and restoration of a heritage listed five-tonne crane from the south of the precinct.*
- *Phase 2 involved the design and construction of a new multi-purpose building to include a 'telecentre' facility and an interpretive centre to store and display small items relevant to local heritage, to be located close to the Goods Shed.*
- *Detailed design and implementation of the Goods Shed re-development and the multi-purpose facility shall be considered as discrete projects with designs prepared by suitably qualified professionals and obtaining approval from the State heritage Office / Heritage Council.*
- *Continuation of the dual-use pathway linkage along the eastern boundary abutting the railway reserve;*
- *Continuation of fencing along the eastern boundary to the proposed southern pedestrian railway crossing;*
- *Installation of a sandstone 'Story Wall' displaying the history of Donnybrook and surrounding areas.*

Stage 4: General Landscaping, Furniture and Public Art

- *Landscaping using water wise plants and capturing storm water runoff;*

- *Street furniture including a gazebo, bench seating, picnic tables, lighting, drink fountains and bicycle parking facilities which adopt a consistent street furniture design;*
- *Ongoing community and public art projects throughout the precinct.*

WA Labor – Plan for Preston (PfP)

The PfP states:

“A McGowan Labor Government will allocate \$2 million towards the Donnybrook Town Centre Revitalisation. Town centre upgrades will include a new heritage precinct and a museum showcasing the history of the apple industry to link with and compliment the Apple Fun Park.”

Apple Fun Park Renewal Project – Background and Detail

Driven by Community funding, planning and delivery, Stage 1 of the AFP was publicly opened in 2008. Stage 2 (sensory play area), was opened in 2013 with major funding support from Lotterywest. The AFP is a regional tourism and visitor attraction feature and a key economic and social catalyst for the townsite of Donnybrook.

Given that 10 years has passed since the AFP was developed a recent asset condition assessment report identifies much of the park equipment as nearing the end of its serviceable working condition, requiring a major program of asset renewal. This asset condition report recommends the following program of asset renewal:

Estimated remaining useful life	Replacement timeframe	Total
≤3	As soon as practical within 1 year	\$524,500
4-6	Within 3-4 years	\$380,007
7-10	Within 6-8 years	\$807,100
>10	Within 9-10 years	\$936,800
Total		\$2,648,407

Council at a special meeting on 16 October 2018 resolved:

That Council:

- 1) *Authorise the Chief Executive Officer to apply for funding for enhancement of the Donnybrook Apple Fun Park via the Federal Government Building Better Regions funding programs, and other funding programs (e.g. Lotterywest); and*

2) *Support the Donnybrook Apple Fun Park enhancement project by co-funding as follows:*

- a. *A loan for \$400,000; and*
- b. *Apple Fun Park Reserve allocation of \$100,000.*

In line with the proposed timeline for delivering the project, it is anticipated that Council's contribution will be included in the 2020/2021 budget.

The Shire made application to the Building Better Regions Fund and it was confirmed in April 2019 that it was successful in obtaining \$1,505,009 for the Apple Fun Park Renewal Project.

The funding from the Building Better Regions represents an opportunity to inject much needed capital which enables the renewal of the Apple Fun Park Equipment to be approached as a single project, rather than undertaking a 'piece meal' approach as would likely occur if the Shire was reliant on using its own capital.

Donnybrook Town Centre Revitalisation Project – Background and Detail

The Shire is currently undertaking master planning to guide the revitalisation of the portion of the heritage precinct (precinct) between the Apple Fun Park and the Donnybrook Packaging Company. Possibilities that have been explored include renewing and possibly adapting the Goods Shed for other purpose(s), constructing a new civic building, and developing high quality landscaping to improve the aesthetics of the area.

The project has not previously progressed beyond the conceptual planning stage largely due to a lack of clarity as to the preferred use(s) of the site and the funding required to achieve a quality outcome. Until now the Shire has been unsuccessful in obtaining external funding and/or has been unable to fund the project by its own means.

In October 2018 the Shire was advised that, as a result of a State election commitment, \$2 million of funding was confirmed in the State Government Budget, subject to the Shire preparing a Business Case for approval by the Department of Primary Industries and Regional Development (DPIRD). A report considered by Council at the time as to how to progress the project resulted in the following Council resolution:

That Council:

1. *Instruct the Chief Executive Officer to develop a Business Case for the Donnybrook Town Centre Revitalisation Project which incorporates, at a minimum:*
 - a. *A Multi-Purpose Interpretive Centre: designed to include a range of uses with the central focus of the building being an interpretive component displaying the important industries that have made up the history of Donnybrook and surrounds. In addition to the*

interpretive displays, the building will be fitted with co-working spaces designed to host professional services and business incubation. It will include a professional standard kitchen, meeting rooms, notice information area, storage and toilets, and public art space. Where possible, the design is to be future-proofed to allow expansion to accommodate other users and uses.

- b. Heritage-listed Donnybrook Goods Shed: refurbishment of the goods shed to accommodate uses and users capable of increasing visitor, tourist and local community visitation to the Donnybrook town centre precinct.*
 - c. Public Amenities: a range of civil works and public amenity/landscape upgrades to complement the multi-purpose centre and refurbished goods shed.*
 - d. Takes into consideration the recurrent expenditure costs and future ongoing 'whole of life' costs for the building.*
- 2. Instruct the Chief Executive Officer to further investigate, and report back to Council, the opportunity and costs to co-locate a Shire Administration Office (and Council meeting space) within the Donnybrook town centre heritage precinct as a part of the Donnybrook Town Centre Revitalisation project.*

In preparation for the Business Case, Shire staff engaged an architect to develop concept designs for a potential 'multi-purpose building' and the refurbishment of the Goods Shed, however the cost of the resulting designs was significantly greater than the available budget. It became apparent that the amount of funding allocated was insufficient to achieve all of what Council and the Community envisioned for the site in a single stage and as a result, a second officer report was prepared and considered by Council in March 2019 which resulted in the following resolution:

That Council:

- 1) Supports the creation of a 'master-plan' for the Donnybrook Rail Heritage Precinct, which is to guide the re-development of the site consistent with the following overarching principles:*
 - a. Development to recognise and protect important heritage elements of the site;*
 - b. Development to have demonstrated local community support;*
 - c. Development shall not result in an unreasonable financial impost on the Shire, in either the short or long term;*
 - d. Development is to be unique, bold and aspirational to attract tourists and visitors whilst engaging the local community;*

- e. *Opportunities for co-location and/or re-location of existing facilities to be explored;*
- 2) *Supports a staged approach to the Donnybrook Town Centre Revitalisation Project with:*
- a) *Stage 1 to consist of the following:*
 - (i) *Refurbishment and possible extension of the Railway Goods Shed to create a high quality, interactive historical centre celebrating local industries;*
 - (ii) *Creation of high quality landscaped areas connecting the site to neighbouring amenities including the Apple Fun Park and Rail Precinct and containing interactive displays and information boards;*
 - (iii) *Provision of a significant public art piece that will complement the heritage values of the site, whilst providing a point of interest for visitors and the local community;*
 - (iv) *All civil works and associated fees for Stage 1 to be identified as part of the master-planning exercise to ensure the project remains within allocated budget.*
 - b) *Stage 2 to consist of the following:*
 - (i) *Provision of a 'mixed-use' building with details of the nature, form, use(s) and tenure of the building to be presented to Council prior to the commencement of Stage 2.*
- 3) *Authorises the Chief Executive Officer to submit written correspondence to the South West Development Commission advising of Council's decision as per this resolution and requesting the following:*
- a. *its ongoing support in facilitating the necessary timeframes to enable sufficient master-planning to take place;*
 - b. *its support in seeking DPIRD approval to utilise a portion of the allocated State Government funding to fund the master-planning exercise;*
- 4) *Authorises the Chief Executive Officer to prepare and submit a Business Case to the South West Development Commission consistent with Council's decision. The Business Case is to be submitted prior to 15 April 2019;*

- 5) *Authorises the Chief Executive Officer to sign any documents and/or agreements to facilitate the release of State government funds in accordance with Council's decision;*
- 6) *Subject to the endorsement of the Business Case and the Financial Assistance Agreement by DPIRD, authorises the Chief Executive Officer to commence the master-planning process, subject to this being undertaken where possible by Shire staff, with the exception of the following:*
 - a. *Heritage Architect / Consultant (Goods Shed);*
 - b. *Exhibition Design;*
 - c. *Museum Curator; and*
 - d. *Landscape Architect / Design.*
- 7) *Master planning process shall commence as soon as the initial \$200,000 of funding is received and shall be complete no later than 31 October 2019;*
- 8) *Council's support for Resolution (6) is subject to any costs incurred for such consultants being eligible through the allocated funding from the State Government.*

The Shire adopted a Project Management Plan for the DTCRP at its June 2019 meeting and is now progressing the project in accordance with the PMP.

3 PROJECT OBJECTIVES

The objectives of this Project are as follows:

- Removal of the old and installation of new playground equipment;
- Upgrade playground furniture;
- Renew the Ablution Facility and construct two additional ambulant water closets;
- Enhance landscaping within the Apple Fun Park precinct;
- Renew the Goods Shed and adapt it to create a high quality, fit-for-purpose, interactive historical centre celebrating local industries;
- Revitalise the 'undeveloped' to the south of the Apple Fun Park space to create high quality landscaped areas connecting the site to neighbouring amenities including the Apple Fun Park, Visitor's Centre, Public Amenities, Car parking areas, Donnybrook Main Street and Rail Heritage Precinct;
- Develop a significant public art piece and associated interactive displays that will complement the heritage values of the site, whilst providing a point of interest for visitors and the local community;
- Seek opportunities to develop a high quality tourist icon.

4 PROJECT SCOPE

The general scope of the project has been determined through the funding arrangements entered into with the State and Federal Governments, however will be further refined as the project progresses as a result of;

- Consultation with Council, the community and identified stakeholders;
- Master planning of the precinct; and
- Design input from consultants for specialised services including a heritage architect, landscape architect, museum curator / design and playground equipment designers.

The scope and work breakdown structure (WBS) that has been developed in this PMP has been undertaken prior to the consultation process and master planning process being finalised. The PMP may therefore be subject to changes dependent on future decisions of Council with regard to what will ultimately be developed. The PMP is a living document and will continue to evolve until such time as the project is complete.

Work Breakdown Structure

The method implemented to clarify the project scope is the Work Breakdown Structure (WBS). The WBS sets out the key deliverables, orders them chronologically and identifies inter-relationships between them.

The WBS divides the project into logical elements that can be easily described, understood, planned for and executed. The level of complexity for a WBS is largely dependent on the scope of the project.

Work Breakdown Structure: Donnybrook Town Centre Revitalisation Plan

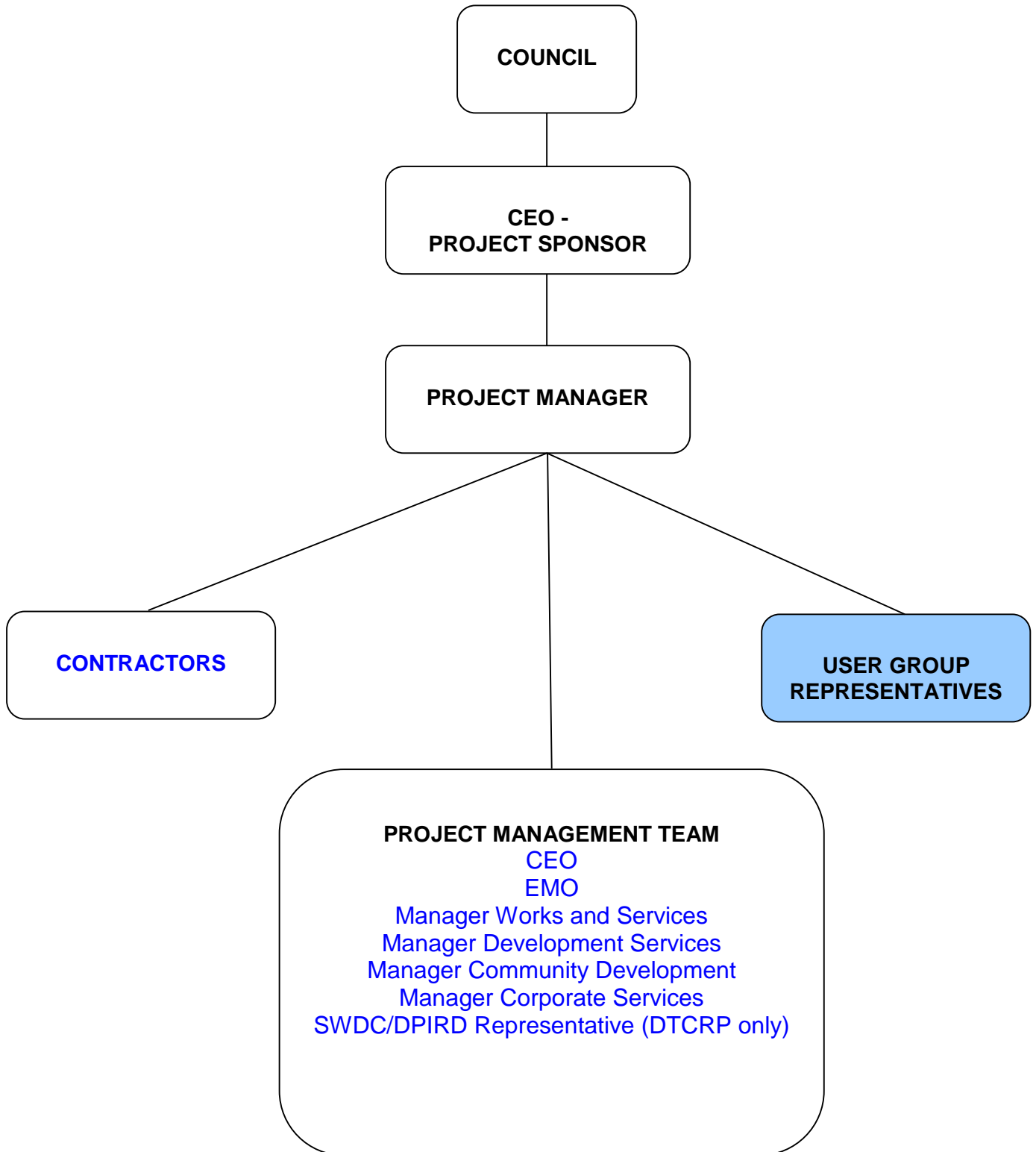
WBS No	ID	WBS - APPLE FUN PARK RENEWAL PROJECT (Inclusive of the Donnybrook Town Centre Revitalisation Project)	Immediate Predecessor	Duration
1		Application for Funding		
1.1	1	Prepare Application for Apple Fun Park Renewal Project (AFPRP) for the combined project to the BBRF	0	
1.2	2	Prepare Business Case for funding for the Donnybrook Town Centre Revitalisation Project (DTCRP)	0	
2		Funding Approval		180
		AFPRP (Combined Project)		
2.1	3	BBRF Approval	1	
		DTCRP		
2.2	4	Financial Assistance Agreement (FAA) approval - SWDC	2	
3		Contaminated Site Investigation		30
3.1	5	Lodge DA to DWER	3,4	
3.2	6	DWER to confirm level of Assessment and works to manage risk	5	
4		Project Management Plan (PMP)		120
		AFPRP (Combined Project)		
4.1	7	Prepare PMP	3,4	
4.2	8	Council endorse PMP - (OCM)	7	
		DTCRP		
4.3	9	Prepare PMP	4	
4.4	10	Council endorse PMP - (OCM)	9	
5		Consultation (Phase 1)		120
		AFPRP (Combined Projects)		
5.1	11	Survey Monkey	8	
5.2	12	Strategic Advice - Tourism WA, Parks and Leisure Assn, WALGA, Australias South West	8	
5.3	13	Council Advertise for 2 Community members to be part of a Project Panel to assist Shire select playground specialist	8	
5.4	14	Open door session	8	
5.5	15	Public Display at the AFP (School Holidays)	8	
		DTCRP		
5.7	17	Survey Monkey	10	
5.8	18	Focus group sessions	10	
5.9	19	Open door session	10	
6		Review Consultation Results (Phase 2)		60
		AFPRP		
6.1	20	Staff review consultation results	11,12,13,14,15	
6.2	21	Conclusions of consultation presented to Council briefing session	20	
6.3	22	Council report prepared to approve playground theme, evaluation criteria and general scope of works for E-Quotes (OCM)	21	
		DTCRP		
6.4	23	Staff review consultation results	17,18,19	
6.5	24	Conclusions of consultation presented to Council briefing session	23	
7		Master Planning (DTCRP)		45
7.1	25	Prepare Master Plan	24	
7.2	26	Council adopt Master Plan (OCM October 2019)	25	
8		Planning for the Disposal of Redundant Playground Equipment		45
8.1	27	Consult and Confirm preferred methodology of disposal with equipment donors (Fry Family)	8	
8.2	28	Seek advice from LGIS for disposal options - reusing equipment by others and disclaimers	8	
9		Design Procurement - Specialised Services		120
		AFPRP		
9.1	29	Prepare RFQ documents for the toilet block refurbishment and seek quotes	8	
		Appoint builder to refurbish toilets		
9.2	30	Prepare E-Quote documentation - Design and Construct Contract	22	
9.3	31	Shire test quality of documentation - External assessment (City of Bunbury - MOU)	30	
9.4	32	Seek E-Quotes with WALGA Preferred Supplier Panel - Playground Specialists	31	
9.5	33	Respondents present design (as part of the E-Quote) to Council inclusive of Community Panel	32	
9.6	34	Staff prepare a report to Council for a preferred supplier	33	
9.7	35	Council accept E-Quote from preferred supplier inclusive of concept design and Shire enter into contract (OCM)	34	
		DTCRP		
9.8	36	Procurement for Architect, Museum Curator, Civil Eng and L/scape Architect	26	
9.9	37	Appoint Architect	36	
9.10	38	Appoint specialised services	37	
		Structural Engineer		
		Electrical Engineer		
		Private Building Surveyor		
		Mechanical Engineer		
		Cost Planner		
		Interior designer		
9.11	39	Appoint Museum Curator	36	
9.12	40	Appoint Civil Engineer	36	
9.13	41	Appoint Landscape Architect	36	

10		Detailed Design and Documentation		90
		AFPRP		
10.1	42	Playground Specialist prepares detailed documents for final design and scope of works	35	
10.2	43	Playground Specialist appoints (sub - contract) specialised services	42	
		Structural Engineer		
		Soft Fall consultant		
		Playground Auditor		
		DTCRP		
10.3	44	Specialised services prepare designs	37,39,40,41	
10.4	45	PMT and CRG review draft designs	44	
10.5	46	Council adopt detailed design packages - OCM	45	
11		Consultation of Proposed Designs (Phase 3)		30
		AFPRP		
11.1	47	Survey monkey	35	
11.2	48	Article in the Preston Press	35	
11.3	49	Display signs at AFP	35	
11.4	50	Council approve final concept design - with or without modifications (OCM)	47,48,49	
		DTCRP		
11.5	51	Shire informs Community of final design packages	50	
12		Approvals/Referral		42
12.1	52	Heritage Council WA referral	35,50	
12.2	53	Planning Consent	35,50	
12.3	54	Building permit (CDC External)	29,50,58	
12.4	55	ARC Infrastructure	35,50	
13		Procurement (Building, Civil and Landscaping Package) - DTCRP		90
13.1	56	Develop tender documentation for building, civil and landscaping package	46	
13.2	57	Call tenders for building, civil and landscaping package	56	
13.3	58	Council accept tender(s)- (OCM)	57	
14		Capital Works - Building Renewal / Construction		190
14.1	59	Renew goods shed	58	
14.2	60	Fit out / Curation	59	
14.3	61	Extend and Refurbish Toilets in the AFP	29	
15		Capital Works - Playgroup Equipment Improvements		100
15.1	62	Decommissioning of existing play equipment	27,28,50	
15.2	63	Manufacture new play equipment	62	
15.3	64	Installation of new play equipment	63	
15.4	65	Certification on new play equipment	64	
16		Capital Works - Civil		70
16.1	66	Earthworks and contaminated site remediation	6,50,58	
16.2	67	Drainage	66	
16.3	68	Foot Paths	62	
16.4	69	Linkages	68	
16.5	70	Carparking	69	
			70	
17		Capital Works - Landscaping		60
		AFPRP		
17.1	71	Path ways	50,58	
17.2	72	BBQ	50,58	
17.3	73	Soft fall	50,58	
17.4	74	Water fountains	50,58	
17.5	75	Furniture	50,58	
17.6	76	Large Shade Structures	50,54,58	
		DTCRP		
17.7	77	Earthworks	46,58	
17.8	78	Irrigation	46,58	
17.9	79	lawn	46,58	
17.10	80	lighting	46,58	
17.11	81	Trees and shrubs	46,58	
17.12	82	Paving/pathways	46,58	
17.13	83	Seating and tables	46,58	
17.14	84	Water fountains	46,58	
17.15	85	Sculptures	46,58	
17.16	86	Ornaments	46,58	
17.17	87	Bicycle parking	46,58	
17.18	88	Interpretive displays	46,58	

18		Public Art		180
18.1	89	EOI	26	
18.2	90	Engage Artist	89	
18.3	91	Artist develop concepts and consult	90	
18.4	92	Council adopts concept for art piece (OCM)	91	
18.5	93	Manufacture Art Piece	66,77,92	
18.6	94	Install Art Piece		
		Legend:		
		AFPRP - Apple Fun Park Renewal Project		
		AFP - Apple Fun Park		
		BBRF - Building Better Regions Fund		
		CDC - Certificate of Design Compliance		
		CRG -Community Reference Group		
		DTCRP - Donnybrook Town Centre Revitalisation Project		
		DWER - Dept of Water and Environment Regulation		
		FAA - Financial Assistance Agreement		
		PMT - Project Manangement Team		
		SWDC - South West Development Commission		
		OCM - Ordinary Council Meeting		
		WALGA - Western Australian Local government Association		

The WBS will inform other components of the PMP including scheduling requirements through network diagrams and the Gantt Chart as per Appendix B to this PMP.

5 PROJECT MANAGEMENT STRUCTURE



5.1. Project Governance

The Project will be primarily governed by the Project Management Team (PMT) which will comprise of key representatives from Shire Staff and DPIRD/SWDC (DTCRP only). Details of the meeting protocols and responsibilities of the PMT and other project delivery groups are detailed below.

Meeting	Frequency	Responsibility/ Attendees	Details
Project Management Team	Monthly	CEO EMO MWS MDS MCD MCS SWDC/DPIRD Architect and Consultants (as required)	Arranged and minuted by the Project Manager on a monthly basis to establish required actions, review progress and establish the overall strategic direction to achieve the successful delivery of the project.
Project Working Group	Fortnightly (or as required)	EMO, Project Manager Heritage Architect Landscape Contractor Heritage Consultant Builder Artist (as required)	Chaired, arranged and minuted by the Project Manager on a fortnightly basis (or as required) to provide technical advice on behalf of the Project partners. PM to be responsible for the commissioning of the Project and implementing key decisions within the parameters set by the PMT.
Site Meetings	As Required	Project Manager Heritage Architect Builder	Arranged and minuted by the Project Manager. Review construction progress, quality control, OH&S, design matters, risks and opportunities and other construction related issues to oversee the construction phase of the Project.
Other Meetings	Additional meetings may be convened with the appropriate project team members, stakeholders and/or consultants as required.		

6 ROLES & RESPONSIBILITIES OF THE TEAM

6.1. Project Sponsor (CEO)

- Approves the Project Management Plan.
- Makes strategic decisions on the project if and when required.
- Oversees the Project Manager.
- Ensures the Project achieves intended outcomes, receives appropriate support and is aligned to Council's Strategic Plan.
- Monitors and reviews project status reports.

6.2. Project Manager

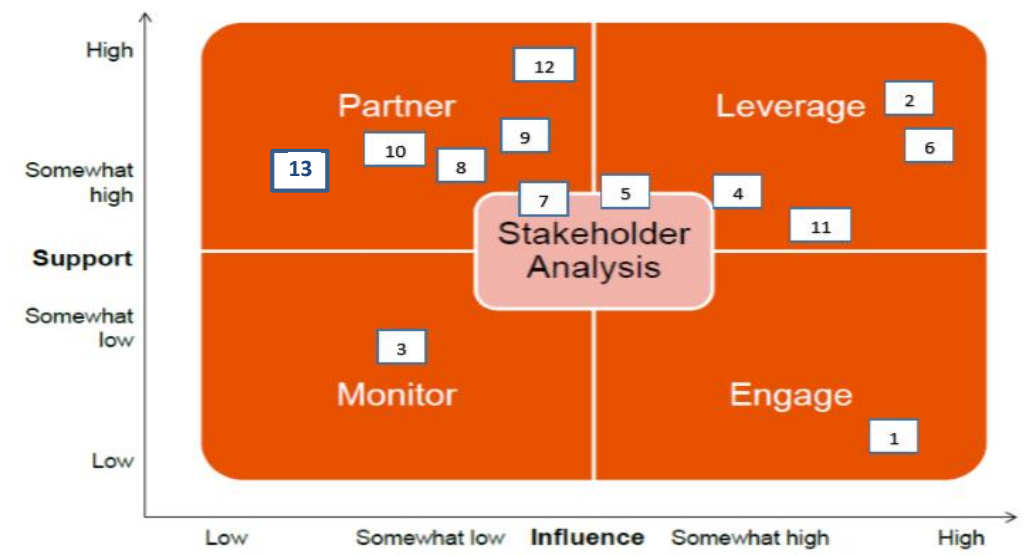
- Facilitate a mind mapping session with relevant project team members at the project initiation stage.
- Develop a Project Management Plan.
- Balance outcomes for quality, cost, time and scope.
- Report project status to the CEO and Council.
- Coordinate all team members including staff members and consultants.
- Develop and update the overall project schedule.
- Track and report on overall project expenditure.
- Ensure works are undertaken in accordance with the Specifications and Conditions and manage 'project creep'.
- To ensure that procurement of goods and services for the project comply with the Local Government (Functions and General) Regulations 1996 and Council Policy 2.26 - Purchasing and Tender Policy.
- Manage finances and authorise payments to contractors and consultants.
- Arrange and chair project team meetings
- Attend site meetings
- Change Control Authority
 - Authorised to make insignificant changes to the scope and designs that are consistent with the overall programme objectives.
 - Significant changes to the scope are to be endorsed by the CEO and/or Council as appropriate.
- Resource Control Authority
 - Ensure the project expenditure does not exceed the approved budget allocation.
 - Ensure the project milestones are met.
 - Ensure the works are completed in a timely manner.
- Schedule and Cost Variance Thresholds
 - May approve the undertaking of minor variations to identified works with the approval of the CEO, subject to costs being contained within the overall budgeted allocation for the particular cost element.
- Prepare a risk register and risk treatment plan and proactively manage risks to ensure the orderly progress of the Project.
- Identify stakeholders and prepare a communications strategy and communicate information to stakeholders as per the communications strategy.

7 STAKEHOLDERS AND COMMUNITY ENGAGEMENT

A range of stakeholders were identified through two separate mind mapping processes for each project (both sessions held in June 2019) attended by relevant Shire staff. It was then determined the perceived level of support and influence of each individual stakeholder group using the 'stakeholder analysis tool' for each project below:

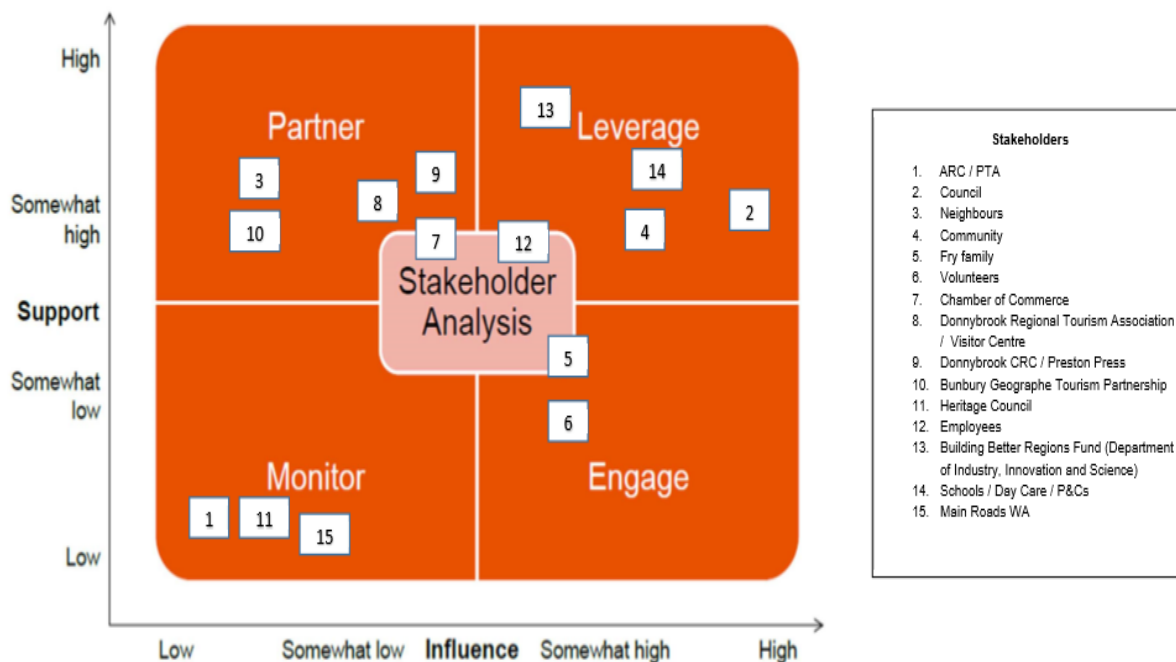
Donnybrook Town Centre Revitalisation Project

Stakeholder	
1	Arc Infrastructure / PTA
2	Council
3	Landowners Neighbours
4	General Community
5	Donnybrook Historical Society
6	DPIRD
7	Donnybrook Chamber of Commerce
8	Donnybrook Tourist Association / Visitor Centre
9	Donnybrook Community Resource Centre
10	Bunbury Geographe Tourist Association
11	WA Heritage Council / State Heritage Office
12	Shire Staff
13	Donnybrook Community Radio



Apple Fun Park Renwal Project

Stakeholder	
1	Arc Infrastructure / PTA
2	Council
3	Neighbours
4	Community
5	Fry Family
6	Volunteers
7	Donnybrook Chamber of Commerce
8	Donnybrook Tourist Association / Visitor Centre
9	Donnybrook Community Resource Centre/ Preston Press
10	Bunbury Geographe Tourist Association
11	WA Heritage Council / State Heritage Office
12	Shire Staff
13	BBRF – Dept of Industry, Science and Innovation
14	Schools/Day Cares/ P&C's
15	MRWA



This has resulted in the following engagement matrix which will be implemented to guide the consultation methodology for this project as follows:

Engagement Matrix

Stakeholder (Who)	Reason(s) to engage (Why)	Timing (When)	Type of Engagement (How)	Staff Member
Arc Infrastructure / PTA	Adjoining Landowner Approval required for crossings over rail corridor land for town linkages	Referral Stage – WBS No 7.5	Formal Application (referral) during development application Site meeting	PM
Council	Decision maker	Monthly agenda cycles as appropriate	Project Management Plan Milestone Updates Agenda reports Accepting Tenders	CEO EMO PM
Landowners adjoining the precinct	Proximity Interest	During initial consultation period Monthly updates	Email distribution Formal Letter	PM
General Community	Public Interest Rate payers	During consultation period	Local Media Shire Website Shire Facebook Open Door Forums Survey Monkey	PM MCD CO
Donnybrook Historical Society (DHS)	Lead Historical group in DBK (local knowledge) Potential to provide artefacts / information for museum display	During consultation Period Monthly updates	Formal Letter Email distribution Focus group meetings	PM
Department of Primary Industries and Regional Development / South West Development Commission	Funding body As per requirements of the FAA – yet to be signed	As per requirements of the FAA	Project Control Group Meetings	PM

DBK Chamber of Commerce	Advocate body for local business development	During consultation period Monthly updates	Email distribution Place a link on its website Staff attend a Chamber Meeting	CEO/PM
DBK Tourism Association / Visitors Centre	Tourism Advocates Occupier of the train station building within the Heritage Precinct	During consultation period Monthly updates	Formal Letter Email distribution	PM
DBK Community Resource Centre	Advertise intent to develop the precinct in accordance with Master Plan	During consultation period Monthly updates	Email Distribution Focus Groups Shire website	PM
Bunbury Geographe Tourism Association	Regional Tourism Interests	During consultation period	Formal Letter	CEO
Heritage Council WA / State Heritage Office	Approving agency to develop the Heritage Precinct	Prior to tender – see WBS No 7.1	Formal Planning Application DA Referral	MDS
Shire Staff	General interest Advocates for the project May play a role in the capital works and ongoing operations	During consultation period Monthly updates	Email distribution Tool box Meetings Administration staff meetings	CEO/PM
Donnybrook Community Radio	Adjacent to the project Possible advocate and means of communication with community	During consultation period Monthly updates	Formal Letter Email distribution	PM
Building Better Regions	Funding body As per requirements of the Funding Agreement	As per requirements of the Funding Agreement	Email	PM
Fry Family	Funded the existing equipment and infrastructure	During consultation periods	Email distribution Formal Letter	PM

Construction Volunteers	Provided voluntary labour for the capital works current AFP	During consultation periods	Email distribution Formal Letter	PM
Schools	Clients of the School (Children) major users of the AFP	During consultation periods Monthly updates	Email distribution Formal Letter	PM
Day Care Groups	Clients of the Day Care (Children) major users of the AFP	During consultation periods Monthly updates	Email distribution Formal Letter	PM
Main Roads WA	Manages the road fronting the property	Referral stage	Email	PM
Member for Collie - Preston - Mick Murray	Local member	During consultation period	Letter	PM
Media	Reports on local news	During consultation period	Meetings	CEO/PM

Internal Project Reporting

There are various forms that are used within the Shire's project management framework that the PM will use when reporting on the following matters:

- Project initiation;
- Changes to Scope;
- Risk evaluation;
- Project updates; and
- Close out.

9 RISK MANAGEMENT

The risk assessment undertaken within the Business Case for the DTCRP helped inform the risk assessment within the PMP.

The Project Manager used the Shire's Policy 2.45 on Organisational Risk Management, associated procedure and Risk Assessment and Acceptance criteria matrix to undertake a risk analysis of the project.

The Project Manager engaged with other nominated members of the project management team to analyse the perceived risks for both projects (30th May 2019) using the above tools to complete a risk register and undertake a Risk Assessment that identifies treatment options for any high risks identified. Risks will be reviewed and monitored as the project progresses.

Critical Success factors

So that risks can be identified the following critical success factors have been established:

- Total costs (including the Shire's and other leveraged funding cash contribution) is not to exceed \$4,005,009;
- The Project needs to be completed by October 2021;
- The DTCRP sub project needs to be complete by the 28 February 2021 as per the FAA;
- The Goods Shed is to be renewed and adapted to a high standard to create an interactive historical centre that provides an attraction for locals and visitors alike;
- The aesthetics in the precinct are significantly improved; and
- Community support of the outcomes is required wherever possible.

The risks for this project and the relevant controls are outlined in the following table.

Risk Register

Risk Ref	Risk	Likelihood	Consequence	Risk Rating	Risk Priority
1	Budget Overrun	2	3	Moderate	
2	Project delivery (timing) delay (As per FAA)	2	3	Moderate	
3	Negative Construction Impacts on neighbours	3	2	Moderate	
4	Loss of PM staffing continuity	3	3	Moderate	

Risk Ref	Risk	Likelihood	Consequence	Risk Rating	Risk Priority
5	Land use conflict on project – Impacts from packing shed	2	4	Moderate	
6	Neighbours objection to project (Construction Impacts)	2	2	Low	
7	Unable to secure a sustainable and beneficial use for the Goods Shed	3	3	Moderate	
8	Inadequate demand for additional spaces created in the Goods Shed extension	2	3	Moderate	
9	Land contamination on the site	5	3	High	2
10	Lack of overall Community Support	3	3	Moderate	
11	Resumption of Train Service on adjoining rail corridor	3	4	High	5
12	Approvals from agencies protracted (ARC, HC)	4	3	High	4
13	Utility Services Constraints	3	3	Moderate	
14	Inability to find the 'Wow' factor – To create a Tourist Icon and increase visitation	4	4	High	3
15	Contractor(s) go into liquidation	2	3	Moderate	
16	Operational / Whole of life costs Increase – (prior to project versus post project)	5	3	High	6
17	Incorrect actions in terms of regulatory requirement.	2	2	Low	

Risk Ref	Risk	Likelihood	Consequence	Risk Rating	Risk Priority
18	Reduction in number of tourists	2	2	Low	
19	Inability to source required materials	3	2	Moderate	
20	Milestones / release of funds under BBRF not aligned with project deliverables	5	3	High	1
21	Not having enough capital to replace the existing equipment on a similar scale with higher quality equipment	3	3	Moderate	
22	Community advocacy to reuse the old equipment elsewhere – raising liability issues	4	3	High	7
23	Negative Community support to change theme and equipment of the Fun Park – Sentimental attachment by volunteers and doners of existing fun park	3	2	Moderate	

The approach that has been taken to manage identified risks for this project include a process by which the project team identified, scored, and ranked the risks identified. Risks have been ranked in order of 'risk priority'.

Risk Treatment and Monitoring

The risks for this project, as it progresses, will be evaluated, managed and controlled within the constraints of time, scope, and cost. The treatment options as identified in the Risk Assessment Table utilises the following risk management options for each identified risk:

- Avoidance
- Mitigation
- Transference
- Acceptance
- Exploit

- Share
- Enhance
- Contingencies

The Risk Register and the Project Risk Assessment is the framework for how the integrated approach to managing the project will be coordinated. These tables are 'dynamic documents' and can be modified when the Risk Management Plan is reviewed.

There are seven risks that were identified as 'High Risks' in the Risk register and subsequently analysed in the Project Risk Assessment.

As these are the highest risks to the project they will be monitored more closely than the other risks identified. It is proposed that on a routine basis the Project Manager and Council's Risk Co-ordinator will discuss the status of these risks but still be mindful of the other risks identified and any also emerging risks.

Project Risk Assessment

KEY RISK IDENTIFICATION			
Risk Category	Risk Reference	Risk Priority	Identified Risk
Compliance	20	1	Milestones / release of funds under BBRF not aligned with project deliverables
Financial Environment	9	2	Contaminated Site
Reputation	14	3	'Wow Factor' – Tourist Attraction
Service Interruption	12	4	Protracted Agency Approvals
Service Interruption	11	5	Rail Service resumes
Financial	16	6	Operational / Whole of life costs increase
Compliance	22	7	Re-use of old playground equipment

RISK CLASSIFICATION & TREATMENT (of selected key risks)				
Risk Ref.	Consequence Rating	Likelihood Rating	Risk Classification <i>(Low, Moderate, High, Extreme)</i>	Recommended Treatments to Control the Risk
1 Milestones / release of funds under BBRF not aligned with project deliverables	Moderate (Compliance)	Almost Certain	HIGH	Seek variation with the Commonwealth to vary the milestone schedule once the Shire has adopted a Project Management Plan and established realistic scheduling for delivery of the project. The Shire has already

				flagged a variation with staff from the Dept of Industry, Innovation and Science.
9 Contaminated Site	Moderate (Financial and Environment)	Almost Certain	HIGH	Undertake Geotech Site Investigation to ascertain the level of contamination and associated risk and remediate the site to an acceptable level of risk for the new land use proposed.
14 Inability to find the 'Wow' factor – To create a Tourist Icon and increase visitation	Major (Reputation)	Unlikely	HIGH	Tourist numbers are steady with Apple Fun Park visitations It is projected that targeted Community consultation and similar heritage interpretation examples will develop the ideas for a tourist attraction to complement existing tourist attractions in Donnybrook
12 Approvals from agencies protracted (ARC, Heritage Council)	Moderate (Service Interruption)	Likely	HIGH	Send referrals as soon as scope of works are defined and approved by Council. Shire staff make representations with agencies to impress importance of assessing referral in a timely manner.
11 Resumption of Train Service on adjoining rail corridor	Major (service interruption)	Possible	HIGH	ARC Infrastructure referral conditions and land use restrictions. Careful design to mitigate against train services constraints on new development.
22 Increases in operational / whole of life costs	Almost Certain (Financial)	Moderate	HIGH	Operational costs to be considered in the context of other opportunities and benefits Look to offset the costs

10 PROCUREMENT

Procurement of all goods and services associated with this project will be in accordance with the *Local Government (Functions and General) Regulations 1996 (the Regulations)* and the Shire of Donnybrook-Balingup Policy 2.48 – Purchasing, Tendering and Buy Local Policy.

Below is a list of goods and services to be procured and anticipated methodology.

ITEM	FORM OF CONTRACT	PROCUREMENT
Architect (Design of Goods Shed refurbishment – construction component) Includes procurement of all specialised services	AS 4122	RFT
Construction (Building, Civil Works AFP Playground Replacement and Landscaping)	AS 4000 & AS 2124	RFT
Public Art	Standard General Conditions of Contract Lump sum quote	EOI
Project Management	In-house service, internal cost allocation from Project funding - nominate 3% of project budget	
Contract administration	In house service	
Minor goods and services	N/A	As per Shire Policy 2.48

11 PROJECT QUALITY

The quality management plan will:

- Ensure quality is planned
- Define how quality is planned
- Define quality assurance systems
- Define quality control activities
- Define accepted quality standards

Quality as a project objective refers to the 'projects product'. The project objective of quality has two dimensions:

- Meeting the specification (as planned); and
- Fitness for purpose – the product or service has met the intended needs.

Quality Assurance

Quality Assurance (QA) refers to the testing of the project systems before, during and after delivery. QA provides confidence that quality requirements will be fulfilled and is a systems approach to produce the project deliverables.

Like many local governments the Shire of Donnybrook – Balingup does not formally possess an accredited QA system as per AS/NZS ISO 9001.

The QA system that will be used at the Shire of Donnybrook – Balingup will be an informal internal audit system. This will be undertaken by Council's Governance Officer at major milestones of the project to audit governance processes associated with the project delivery and compliance with the Shire's Project Management Framework and following policies and procedures of the Shire:

- Policy 2.10 – Records Management
- Policy 2.21 – Regional Price Preference
- Policy 2.43 – Community Consultation/Engagement Policy
- Policy 2.45 – Organisational Risk Management
- Policy 2.48 – Purchasing, Tender and Buy Local Policy
- Policy 2.49 – Use of Social Media Channels and Communications

The Governance Officer will report any non-compliances to the Project Manager and the CEO with the view to identifying the reason(s) for the non-compliance and any measures required to rectify the issue.

Furthermore, the Shire is required to do an annual performance audit as per Regulation 17 of the *Financial Management Regulations 1996*. The "Regulation 17 Audit" requires that the Shire outsource an accredited auditor to evaluate project management processes specific to this project and other large projects undertaken by the Shire.

Quality Control

Quality control focuses on the project deliverables to ensure they meet specification.

There are four steps in the quality control process:

- Plan the work required and do the work to deliver results;
- Monitor the results achieved;
- Compare the results to the plan and analyse the variances;
- Take corrective action to eliminate variances.

It is proposed that the following control points for assessment of the works against the specifications will be established with the DTCRP:

Quality Control		
What	When	Whom
Project integration	Duration of the project	Project Manager
Building, Playground Equipment, Civil and Landscaping compliance with contract specifications	Duration of the project	Project Manager
Geotechnical Survey – Soil	Once funding is approved	Structural Engineer Environmental Consultant
Goods Shed / Playground Equipment – Structural Assessment of existing structure	During Feasibility	Structural Engineer
Cost Planning (preliminary)	During Feasibility	Cost Planner
General project outcomes		
Drainage	Prior to backfill	Civil Engineer
Car parking	Prior to sealing Completion of box out	Civil Engineer Surveyor
Landscaping	Commissioning stage	Landscape Architect
Goods Shed – Footings and Structural	During Construction	Structural Engineer
Playground Equipment	During Construction	Auditor / Structural Engineer
Goods Shed – Electrical	Commissioning stage	Electrical Engineer
Goods Shed – Mechanical	Commissioning stage	Mechanical Engineer
Goods Shed – Structural	Commissioning stage	Structural Engineer
Public Art – Structural	Design stage Commissioning stage	Structural Engineer

Quality Definition Table

Quality Item	Measures	Units to Measure	Project Tools to Provide Data	Timing of Measurement
Aesthetically pleasing and vibrant Heritage Precinct	Community and visitors response to the final development Visitation numbers	Levels of satisfaction via survey after the development is complete	Survey Monkey	Consultation phase WBS No 11 1 year after the development is completed
Functional, vibrant and purposed renewed Goods Shed	Community and visitors response to the final development Visitation numbers	Levels of satisfaction via survey after the development is complete	Visitors book at the new facility Survey Monkey	1 year after the development is completed
Whole of life costs - Affordable and sustainable	Cost to maintain	Operational Costs - Actual costs	Budget software - Asset Management tools	Annually
New Building Infrastructure complies with Australian Standards	Compliance with Australian Standards	Building Code of Australia and associated Australian Standards	Architect and specialised services Building Surveyor	Design stage Control Points Commissioning
New Playground Infrastructure complies with Australian Standards	Compliance with Australian Standards	Australian Standards	Playground Auditor	Design stage Control Points Commissioning

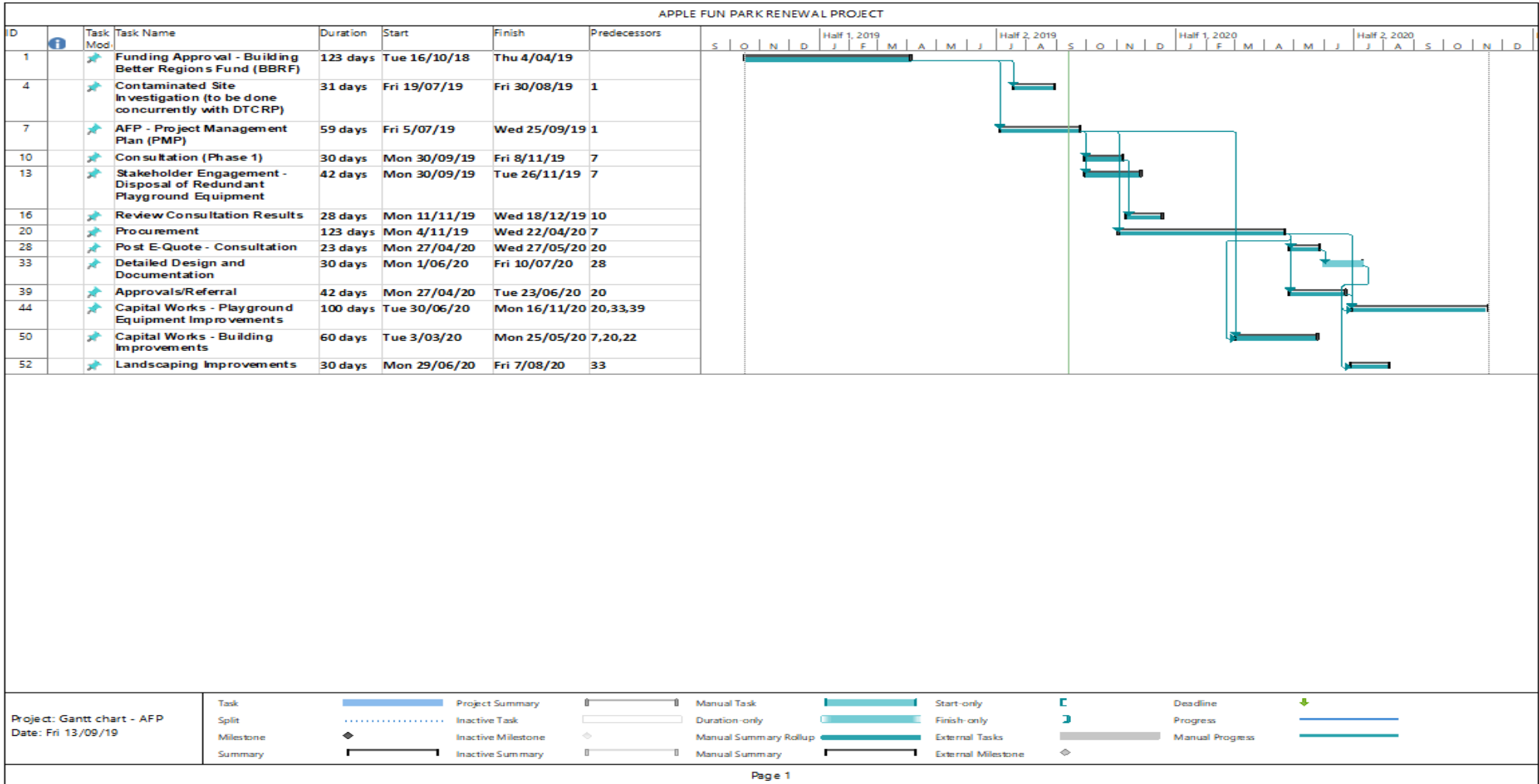
APPENDIX A – BUDGET

WBS - APPLE FUN PARK RENEWAL PROJECT (Inclusive of the Donnybrook Town Centre Revitilisation Project)	Duration	Resource Name	Rate	Consultant Costs	Other Costs	Total Costs
Application for Funding	(Hours)		(\$)			
Prepare Application for Apple Fun Park Renewal Project (AFPRP) for the combined project to the BBRF	40	MCD	\$ 50.00			
		Concept planning (Forpark)				\$ -
		Cost Benefit Analysis		\$ 4,900.00		\$ 4,900.00
Prepare Business Case for funding for the Donnybrook Town Centre Revitilisation Project (DTCRP)	25	EMO	\$ 90.00			\$ -
		Architect - Concept Plans		\$ 17,920.00		\$ 17,920.00
		Cost Benefit Analysis		\$ 4,300.00		\$ 4,300.00
Funding Approval						
AFPRP (Combined Project)						
BBRF Approval						
DTCRP						
Financial Assistance Agreement (FAA) approval - SWDC						
Contaminated Site Investigation	10	PM	\$ 70.00			\$ -
Lodge DA to DWER						
DWER to confirm level of Assessment and works to manage risk						
Project Management Plan (PMP)						
AFPRP (Combined Project)						
Prepare PMP	30	EMO/PM	\$ 80.00			\$ -
Council endorse PMP - (OCM)						
DTCRP						
Prepare PMP	30	EMO/PM	\$ 80.00			\$ -
Council endorse PMP - (OCM)						
Consultation (Phase 1)						
AFPRP (Combined Projects)	40	MCD/EMO/PM /CO	\$ 70.00			\$ -
Survey Monkey						
Strategic Advice - Tourism WA, Parks and Leisure Assn, WALGA, Australias South West						
Council Advertise for 2 Community members to be part of a Project Panel to assist Shire select playground specialist						
Open door session						
Public Display at the AFP (School Holidays)						
DTCRP	55	MCD/EMO/PM /CO	\$ 70.00			\$ -
Survey Monkey						
Focus group sessions						
Open door session						
Review Consultation Results (Phase 2)						
AFPRP						
Staff review consultation results	15	EMO/PM	\$ 80.00			\$ -
Conclusions of consultation presented to Council briefing session	15	EMO/PM	\$ 80.00			\$ -
Council report prepared to approve playground theme, evaluation criteria and general scope of works for E-Quotes (OCM)	20	EMO/PM	\$ 80.00			\$ -
DTCRP						
Staff review consultation results	15	EMO/PM	\$ 80.00			\$ -
Conclusions of consultation presented to Council briefing session	8	EMO/PM/MDS	\$ 80.00			\$ -
Master Planning (DTCRP)						
Prepare Master Plan	130	EMO/MDS	\$ 150.00			\$ -
		Calibre (Drafting)		\$ 5,000.00		\$ 5,000.00
Council adopt Master Plan (OCM October 2019)						

Planning for the Disposal of Redundant Playground Equipment	10	PM	\$ 70.00			\$ -
Consult and Confirm preferred methodology of disposal with equipment doners (Fry Family)						
Seek advice from LGIS for disposal options - reusing equipment by others and disclaimers						
Design Procurement - Specialised Services						
AFPRP						
Prepare RFQ documents for the toilet block refurbishment and seek quotes	10	PM	\$ 70.00			\$ -
		Drafting Services		\$ 5,000.00		\$ 5,000.00
Appoint builder to refurbish toilets						
Prepare E-Quote documentation - Design and Construct Contract	15	PM/CTS	\$ 65.00			\$ -
Shire test quality of documentation - External assessment (City of Bunbury - MOU)				\$ 3,000.00		\$ 3,000.00
Seek E-Quotes with WALGA Preferred Supplier Panel - Playground Specialists	10	PM	\$ 70.00			
		WALGA		\$ -		\$ -
Respondents present design (as part of the E-Quote) to Council inclusive of Community Panel						
Staff prepare a report to Council for a preferred supplier	10	PM	\$ 70.00			\$ -
Council accept E-Quote from preferred supplier inclusive of concept design and Shire enter into contract and appoints playground specialist (OCM)						
DTCRP						
Procurement for Architect, Museum Curator, Civil Eng and L/scape Architect	25	PM/CTS	\$ 70.00			\$ -
Appoint Architect				\$ 87,500.00		\$ 87,500.00
Appoint specialised services						
Structural Engineer				\$ 7,000.00		\$ 7,000.00
Electrical Engineer				\$ 6,500.00		\$ 6,500.00
Private Building Surveyor				\$ 1,500.00		\$ 1,500.00
Mechanical Engineer				\$ 6,500.00		\$ 6,500.00
Cost Planner				\$ 2,500.00		\$ 2,500.00
Appoint Museum Curator				\$ 46,380.00		\$ 46,380.00
Appoint Civil Engineer				\$ 5,000.00		\$ 5,000.00
Appoint Landscape Architect				\$ 5,000.00		\$ 5,000.00
Detailed Design and Documentation						
AFPRP						
Playground Specialist prepares detailed documents for final design and scope of works						
Playground Specialist appoints (sub - contract) specialised services						
Structural Engineer						
Soft Fall consultant						
Playground Auditor						
DTCRP						
Specialised services prepare designs						
PMT and CRG review draft designs	5	EMO/PM	\$ 80.00			\$ -
Council adopt detailed design packages - OCM	10	EMO/PM	\$ 80.00			\$ -
Consultation of Proposed Designs (Phase 3)						
AFPRP	20	CO	\$ 45.00			\$ -
Survey monkey						
Article in the Preston Press						
Display signs at AFP					\$ 500.00	\$ 500.00
Council approve final concept design - with or without modifications (OCM)	5	PM	\$ 70.00			\$ -
DTCRP						
Shire informs Community of final design packages	2	CO	\$ 45.00			\$ -
Approvals/Referral	20	MDS/PM	\$ 75.00			\$ -
Heritage Council WA referral						
Planning Consent						
Building permit (CDC External)						
ARC Infrastructure						
Procurement (Building, Civil and Landscaping Package) - DTCRP						
Develop tender documentation for building, civil and landscaping package	30	PM	\$ 70.00			\$ -
Call tenders for building, civil and landscaping package	20	PM	\$ 70.00			\$ -
Council accept tender(s)- (OCM)	10	PM	\$ 70.00			\$ -

Capital Works - Building Renewal / Construction						
Renew goods shed				\$ 1,049,500.00		\$ 1,049,500.00
Fit out / Curation				\$ 142,500.00		\$ 142,500.00
Extend and Refurbish Toilets in the AFP				\$ 69,979.00		\$ 69,979.00
Capital Works - Playgroup Equipment Improvements						
Decommissioning of existing play equipment				\$ 30,000.00		\$ 30,000.00
Manufacture new play equipment				\$ 860,000.00		\$ 860,000.00
Installation of new play equipment				\$ 189,000.00		\$ 189,000.00
Certification on new play equipment				\$ 2,000.00		\$ 2,000.00
Capital Works - Civil				\$ 180,000.00		\$ 180,000.00
Earthworks and contaminsated site remediation						
Drainage						
Foot Paths						
Linkages						
Carparking						
Capital Works - Landscaping						
AFPRP				\$ 300,000.00		\$ 300,000.00
Path ways						
BBQ						
Soft fall				\$ 70,000.00		\$ 70,000.00
Water fountains						
Furniture						
Large Shade Structures				\$ 85,030.00		\$ 85,030.00
DTCRP				\$ 350,000.00		\$ 350,000.00
Earthworks						
Irrigation						
lawn						
lighting /Interpretive Signage				\$ 30,000.00		\$ 30,000.00
Trees and shrubs						
Paving/pathways						
Seating and tables						
Water fountains						
Sculptures						
Ornaments						
Bicycle parking						
Interpretive displays						
Public Art	30	PM	\$ 70.00			\$ -
EOI				\$ 120,000.00		\$ 120,000.00
Engage Artist						
Artist develop concepts and consult						
Council adopts concept for art piece (OCM)						
Manufacture Art Piece						
Install Art Piece						
Project/Contract Management	1700	PM	3%			\$ -
Contingency (DTCRP estimated cash costs)			13%		\$ 270,000.00	\$ 270,000.00
Contingency (AFPRP estimated cash costs)			3%		\$ 48,500.00	\$ 48,500.00
Total				\$ 3,686,009.00	\$ 319,000.00	\$ 4,005,009.00
Legend:						
AFPRP - Apple Fun Park Renewal Project						
AFP - Apple Fun Park						
BBRF - Building Better Regions Fund						
CDC - Certificate of Design Compliance						
CRG -Community Reference Group						
DTCRP - Donnybrook Town Centre Revitalisation Project						
DWER - Dept of Water and Environment Regulation						
FAA - Financial Assistance Agreement						
PMT - Project Manangement Team						
SWDC - South West Development Commission						
OCM - Ordinary Council Meeting						
WALGA - Western Australian Local government Association						

APPENDIX B – SCHEDULING (GANTT CHART)



DONNYBROOK TOWN CENTRE REVITALISATION PROJECT

ID	Task Name	Duration	Start	Finish	018	Half 1, 2019				Half 2, 2019				Half 1, 2020				Half 2, 2020				Half 1, 2021															
Mo					S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
1	Business Case	179 day	Tue 16/10/18	Fri 21/06/19																																	
5	Contaminated Site Investigation	91 days	Mon 24/06/19	Mon 28/10/19																																	
9	Consultation (Phase 1)	42 days	Mon 1/07/19	Tue 27/08/19																																	
15	Master Planning	45 days	Thu 22/08/19	Wed 23/10/19																																	
18	Design	93 days	Mon 28/10/19	Wed 4/03/20																																	
27	Consultation (Phase 2)	14 days	Mon 9/03/20	Thu 26/03/20																																	
29	Approvals	42 days	Mon 30/03/20	Tue 26/05/20																																	
35	Procurement	75 days	Mon 30/03/20	Fri 10/07/20																																	
39	Building Construction	194 day	Mon 13/07/20	Thu 8/04/21																																	
42	Civil Works	72 days	Mon 13/07/20	Tue 20/10/20																																	
48	Landscaping	60 days	Mon 1/06/20	Fri 21/08/20																																	
59	Public Art	183 day	Mon 17/02/20	Wed 28/10/20																																	

Project: Gaant chart - DTCRP Date: Fri 13/09/19	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
	Summary		Inactive Task		Duration-only		Finish-only			

Authorisation

This Project Management Plan (PMP) is authorised for **Tuia Lodge Expansion Project** based on the current intent, cost, time, quality and scope outline in this document. As the Project progresses, elements of the PMP may change and, if so, will require further authorisation.

Signed by:

Date:

1. Project Manager

2. CEO / Project Sponsor

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1 PURPOSE

This PMP provides a baseline for the implementation of the Tuia Lodge Extension Project. The PMP will be used for comparison against future changes to the project structure and scope. The PMP provides details on the scope of the Project and Project procedures. The CEO or delegated Executive Staff sign off confirms acceptance of the PMP as an agreed basis to approach the project delivery.

2 INTRODUCTION

There are no facilities within our catchment area for dementia patients that require secure accommodation.

There are no facilities at Tuia Lodge for end stage care by families or the facilities to house relatives and provide the level of care that someone who is dying would receive in a home based situation where they can die with dignity surrounded by family.

The current Building Classification at Tuia Lodge is a 9A. The building does not comply with the classification for an Aged Care Facility which is 9C. The funding from the Commonwealth Government is dependent on the building being classified as a 9C therefore retrofitting a fire suppression system is required.

3 PROJECT OBJECTIVES

1. Expand the Tuia Lodge Facility to take-up latent demand within the district (and surrounds) for dementia friendly care / accommodation.
2. Provide bespoke facilities within Tuia Lodge for the palliative care pathway.
3. Ensure BCA compliance.

4 PROJECT SCOPE

Project Name	Tuia Lodge Expansion Project
Project Sponsor	Chief Executive Officer
Project Client	The Shire of Donnybrook Balingup (body corporate) is the Project Client, however, the Commonwealth Government is contributing financially to the cost of the project.

Project Outcomes	<ol style="list-style-type: none"> 1. Renovate 4 rooms and build 10 new rooms to provide a 14 bed secure dementia wing. 2. Renovate the current library, storeroom and kitchenette area to provide for a Palliative Suite. 3. Install a fire suppression system to obtain a 9C building classification.
Inclusions	<p>Both staff and visitor parking relocation have been included in the scope of the project. This will require grading and some earth works that will precede any building in order to clear the area required for the construction of the dementia wing.</p> <p>Renovation of rooms 1-4.</p> <p>Construction of 10 new dementia beds with secure entry exit and secure garden area to prevent wandering.</p> <p>Renovation of library/kitchenette and store to transform the area to a new Palliative Suite including a small private garden area.</p> <p>Installation of overhead sprinkler system, pump house and tanks to bring existing and new construction to a point where the buildings can be independently certified as 9C under the BCA.</p> <p>All internal fittings/fixtures and systems required to enable rooms to be utilised by residents and following the Aged Care standard requirements.</p>
Exclusions	<p>Equipment such as beds, hoists, etc. and furniture has not been included in the project costs and will need to be funded separately.</p>
Assumptions	<p>That the project management of the project will be outsourced to a 'design and construct' contract and that internal resource involvement will be focussed on client interaction/decisions.</p> <p>That the building work will cost no more than \$1,750,000 of which the Shire will contribute \$300,000 and the Commonwealth will contribute the remainder in stages. It is anticipated that \$250,000 of the Shire's contribution would come from the Jack Denning Trust.</p> <p>That the fire suppression sprinkler system installation will cost no more than \$400,000 which will be funded from a loan previously approved by Council.</p>

Constraints	The major constraint is time. The grant from the Federal Government needs to be fully acquitted by the end of March, 2021.
Budget	\$1,750,000 plus \$400,000 for the fire suppression sprinkler system (\$1,450,000 ACAR grant)
Timing	See attached. As this is a design and construct tender further updates will be included in the plan once the successful tenderer have completed their project plan.

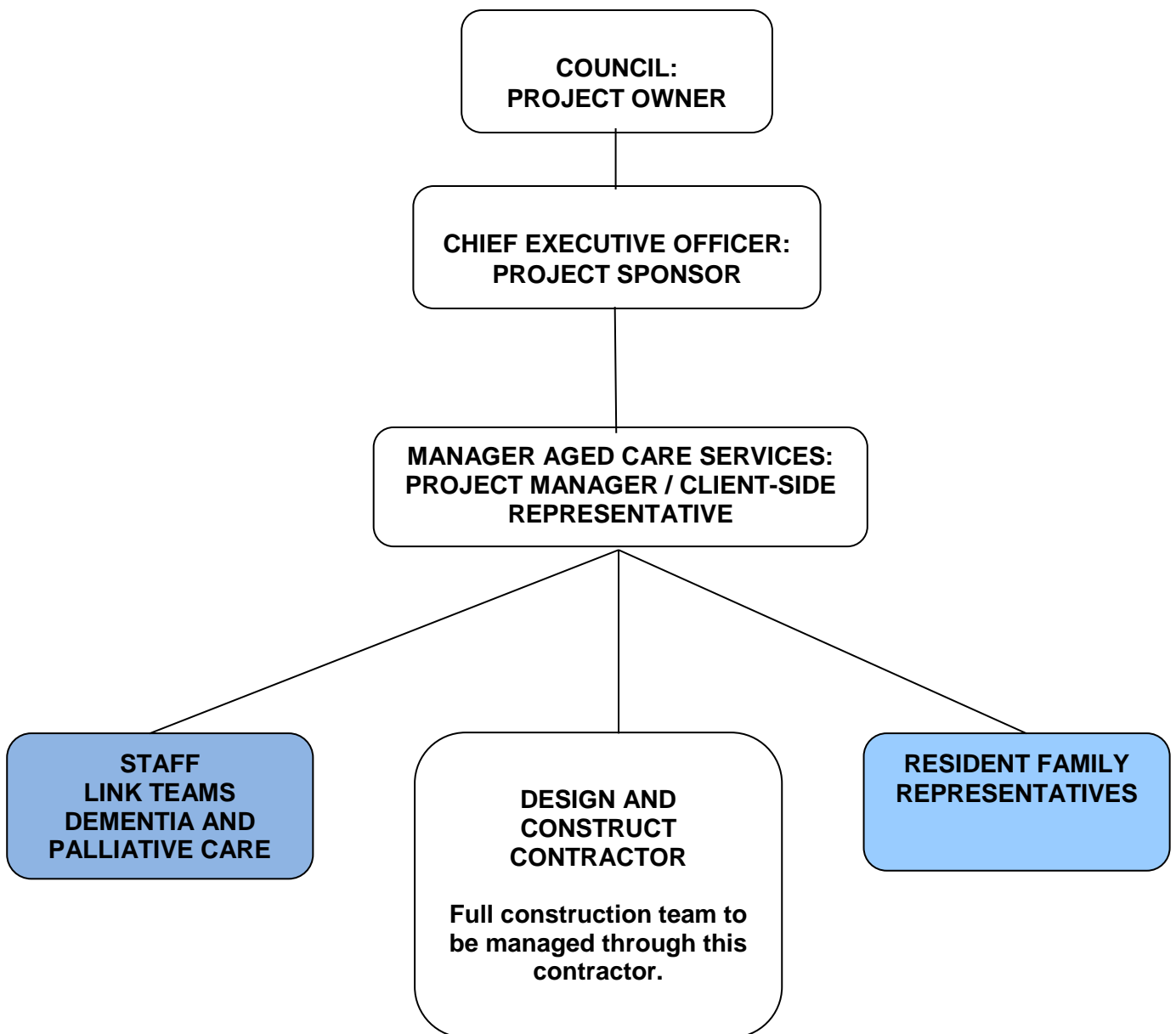
It is proposed that the Project be completed by March 2021

Work Breakdown Structure

WBS Ref.	WBS – Project Activity	Immediate Predecessor	Timeframe	Approval Level
1.0	Decide procurement methodology and key project deliverables/ scope (OCM Resolution)	Nil	25-09-2019	Council
2.0	Advertise Tender	1.0	31-10-2019	Chief Executive Officer
3.0	Award Tender (OCM Resolution)	2.0	18-12-2019 (OCM)	Council
4.0	Design and Construct Implementation	3.0	As per successful tender	Chief Executive Officer
5.0	Construction complete		31-3-2021	Chief Executive Officer
6.0	Acquit Grant		31-3-2021	Chief Executive Officer

5 PROJECT MANAGEMENT STRUCTURE

a. Organisation Structure



b. Project Team

The project team will consist of all trades under the umbrella of a principal contractor. Communication with the Palliative and Dementia Team as well as Residents and their families will be facilitated through the Manager Aged Care Services.

6 ROLES AND RESPONSIBILITIES OF THE TEAM

a. Project Sponsor (CEO)

- Approves the Project Management Plan (via Council resolution).
- Makes strategic decisions on the project if and when required (within delegation).
- Oversees the Project Manager.
- Ensures the Project achieves intended outcomes, receives appropriate support and is aligned to Councils Strategic Plan.
- Monitors and reviews project status reports.

b. Project Manager / Client-side Representative

- Facilitate a mind mapping session with relevant project team members at the project initiation stage.
- Develop a Project Management Plan.
- Balance outcomes for quality, cost, time and scope.
- Report project status to the CEO and Council.
- Coordinate all team members including staff members and consultants.
- To develop and keep updated the overall project schedule.
- To track and report on overall project expenditure.
- To ensure the works are undertaken in accordance with the Specifications and Conditions and manage 'project creep'.
- To ensure that procurement of goods and services for the project comply with the Local Government (Functions and General) Regulations 1996 and Council Policy 2.26 - Purchasing and Tender Policy.
- Manage finances and authorise payments to contractors and consultants.
- Arrange and chair any project team meetings
- Attend site meetings
- Change Control Authority
 - Authorised to make minor changes to the scope and designs to achieve the project objectives.
 - Significant changes to the scope are to be approved by the Project Sponsor.
- Resource Control Authority

- Ensure the project expenditure does not exceed the approved budget allocation.
- Ensure the project milestones are met.
- Ensure the works are completed in a timely manner.
- Schedule and Cost Variance Thresholds
 - Upon consultation with the Project Sponsor, may approve the undertaking of additional work, when the costs incurred are contained within the budgeted allocation.
- Prepare a risk register and risk treatment plan and proactively manage risks to ensure the orderly progress of the Project.
- Identify stakeholders and prepare a communications strategy and communicate information to stakeholders as per the communications strategy.

7 STAKEHOLDERS

Analysis of Stakeholders should be identified through the mind mapping process at the project initiation stage. The Project Management Team (PMT) then determined power and interest using tools such as the Stakeholder Planning Grid.

Assumptions made in relation to the power and interest about the stakeholders is as accurate as practically possible to implement the appropriate amount of stakeholder management for each stakeholder.

The Stakeholder Planning Sheet below should be used to plan for management of Stakeholders:

Stakeholder	Power and Interest Level	Key Interests and Issues	Current Status	Desired Status
Nearby residents	Medium and High	Potential impacts to visual amenity	Unknown	Support
Council	High and High	Approving body for project	Support	Support
Tuia Residents	High and High	Impacts of noise and construction work.	Engaged through Communications	Support
Tuia Staff	Medium and High	Impacts on current reduction and subsequent increase in workloads, noise and construction activity, OH&S	Engaged through Link teams both Palliative and Dementia as well as ongoing communications	Support
Family and Visitors	Medium and High	Impacts on loved ones who are residents of construction activities.	Engaged through Communication.	Support

8 COMMUNICATIONS MANAGEMENT

The stakeholders are defined as per the Stakeholder Analysis Table at Section 7 forms the basis of developing the Communications Plan that identifies:

- Who needs the information
- What information will they need
- When will they need it
- How will it be given

The types of communication mediums to be utilised include:

- Formal reporting to Council and advisory Committees
- Formal correspondence to external interest groups
- Local media statements
- Meetings
- Emails/phone calls
- Shire website

The Communications Plan that is developed for this project will utilise the 'Shire of Donnybrook-Balingup Policy 2.14 -Community Consultation Policy' as a framework to identify the points above.

Stakeholder (Who)	Information Type (What)	Timing (When)	Medium (How)
Nearby Residents	Advertise intent to undertake project	Once Council approve Project Plan	Formal letter
Council	Progress reports	Quarterly	Quarterly Project Report
Project Sponsor	Progress reports	Monthly	Project Status Report
Tuia Lodge Residents	Update reports	Fortnightly	Tuia Lodge Notice Board
Tuia Lodge Staff	Update reports	Fortnightly	Staff Notice Boards

Project Reporting

There are various forms that accompany this PMP within the Shire's project management data base that the PM can complete when reporting on the following matters:

- Initiate project
- Develop business case
- Changes to Scope
- Project updates
- Close out

9 RISK MANAGEMENT

Risk Event	Likelihood	Consequence	Primary Risk Rating	Contingency Action	Residual Risk Rating
Project exceeds approved budget	3	4	12	Apply Design and Construct procurement channel	2 x 3 = 6
Project exceeds permissible schedule	4	3	12	Apply Design and Construct procurement channel and include schedule/timeframe penalty clauses	2 x 3 = 6
Works disturbance lowers resident occupancy levels below 19/20 budget allocation	5	3	15	Nil. Project Owner and Project Sponsor to acknowledge impact of project delivery.	5 x 3 = 15
Contract scope / deliverable dispute with principal contractor	3	3	9	Engage WALGA to drive procurement contract/documentation	2 x 2 = 4

Shire of Donnybrook Balingup Risk Assessment and Acceptance Criteria

Likelihood		Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5		
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)		
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)		
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)		
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)		
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)		

Measures of Consequence

LEVEL	RATING	FINANCIAL
1	Insignificant	Less than \$2,000
2	Minor	\$2,000 - \$20,000 Or < 5% variance in cost of project
3	Moderate	\$20,001 - \$100,000 Or > 5% variance in cost of project
4	Major	\$100,001 - \$1M
5	Catastrophic	More than \$1M

Measures of Likelihood

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

10 PROCUREMENT

Procurement of all goods and services associated with this project will be in accordance with the *Local Government (Functions and General) Regulations 1996* (the *Regulations*) and the Shire of Donnybrook Balingup Policy 2.26 - Purchasing and Tender Policy.

Item	Form of contract
Consultants/Contractors	Outsourced through the Design and Construct procurement channel
Design/Architectural	Outsourced through the Design and Construct procurement channel
Quantity Surveying	Outsourced through the Design and Construct procurement channel
Project Management	Outsourced through the Design and Construct procurement channel
Works contract/s	Shire of Donnybrook Balingup, via WALGA Contract Management team
Contract administration	Shire of Donnybrook Balingup
Materials/goods purchases	Outsourced through the Design and Construct procurement channel

Any incidental purchasing required by the Shire will be undertaken in accordance with the set purchasing delegations.

11 PROJECT QUALITY CONTROL

Project quality control expectations is to be addressed within the Tender documentation and will be further updated in the project plan when this has been contracted.

12 REFERENCES

- ACAR Grant Application 2018
- ACAR Grant Contract 2019

APPENDIX A – BUDGET

PROJECT BUDGET

INCOME

ITEM NO	ITEM	Budget \$
1	ACAR Grant	\$1,450,000
2	Jack Denning Memorial	\$250,000
3	Shire Contribution (From Aged Care Bonds)	\$50,000
4	Shire Loan Facility	\$400,000
	TOTAL	\$2,150,000

EXPENDITURE

ITEM NO	ITEM	Budget \$
DESIGN		
	Consultants	TBA
	Survey	TBA
	Advertising	TBA
CONSTRUCTION		
	Project Management	TBA
	Construction	TBA
	TOTAL: Detailed budget (expenditure) to be provided by tendering firms under the Design and Construct tender (to be awarded via Council resolution)	

APPENDIX B - PROJECT SCHEDULE

Proposed Project Schedule

To:
 CC:
 From:
 Date:
 Subject:
 File:

MILESTONES													
To be completed by successful tenderer.													

APPENDIX C - PROJECT COMPLETION CHECKLIST

Job No:

Job Description:

Project Manager:

Task Description		Required		Date Completed	Completed By	Notes
		Yes	No			
1	Review project plan and/or Contract/Agreement - all tasks completed					
2	Confirm all project deliverables have been signed off					
3	Identify and document remaining tasks for further action					
4	Arrange formal closure of the Project by relevant approver					
5	Arrange formal hand over of responsibility for the Project to relevant work area					
6	Identify and document files/documentation for hand over					
7	Identify and document files/documents (electronic and hard copy) for archiving					
8	Finalise contracts					
9	Complete contract evaluation					
10	Final payment authorisation					
11	Bond(s) retained					
12	Signed Off					
13	Grant Acquittal/Final Report					

Project Manager

Date

Manager

Date

Chief Executive Officer

Date

CEO Donnybrook Balingup Shire.

Dear Ben,

As discussed by phone 11/07/19.

Arboretum and Exhibits Working Group – ARBEX (informally).

I wish to inform you that I have been approached by several Donnybrook residents who would like to form a group with the purpose of contributing to the enhancement of the Arboretum and its Exhibits.

There has also been a commitment from individuals and businesses to making in-kind and/or financial contributions to the restoration of the exhibits however, these commitments are yet to be valued but may be significant.

At this stage no formal discussions have been held however, we first seek the support from Council staff for guidance with the establishment of the working group.

Mission: The mission of ARBEX is to restore and enhance the Donnybrook Arboretum and its Exhibits in partnership with the public.

ARBEX Working Group Plan:

- Gather Associates
- Seek authorization to carry out mission – Council?
- Catalogue exhibits
- Establish priorities
- Define operations
- Set Milestones
- Identify resources (in-kind and/or financial)
- Operate transparently
- Monitor the groups progress

As previously advised the group has yet to formally meet however, request that Council advise the group on the proper procedures and approvals required to carry out the mission of ARBEX.

For further queries please contact me on MOB. 0427943425.

Thank you,

Bernie Dawson.

Attachment 1(b)

Item	Estimate	Unit	Allowance	Total	Notes	Source
BBQ	\$ 10,155	Each	\$ 4,062	\$ 14,217	Assumed power/gas installed to site. Allowance for installation, concrete pad etc.	Direct Quote
Bench Seat	\$ 776	Each	\$ 310	\$ 1,086	Allowance for installation, concrete pad etc.	Direct Quote
Picnic Setting	\$ 1,874	Each	\$ 750	\$ 2,624	Allowance for installation, concrete pad etc.	Direct Quote
Fencing	\$ 196	m		\$ 196	Supply and install pool fencing (1200mm high). 15*18 fence to main area , 10*10 well & 8*3 other structure (128m)	Direct Quote
Toilet Block	\$ 137,025	Each		\$ 137,025	Assumed 45m2 @ \$3,045 (same as Apple FunPark toilets)	Rawlinsons
Tree Signage	\$ 133	Each	\$ 67	\$ 200	Assumed 300 x 100mm aluminium sign. Allowance for post, concrete etc.	Rawlinsons
Machinery Signage	\$ 332	Each	\$ 168	\$ 500	Assumed 12000 x 600mm steel sign. Allowance for post, concrete etc.	Rawlinsons
Car Park Upgrade	\$ 140,800	Each		\$ 140,800	Assumed asphalt and 1,600m2 @ \$88. Includes removal of existing seal, rework of base, kerb and drainage.	2016 Asset Valuation
Car Park Reseal	\$ 10,096	Each	\$ 4,038	\$ 14,134	Assumed chip seal and 1,600m2 @ \$6.31. Allowance for rectifying any defects	Direct Quote
Gravel Path	\$ 59	m		\$ 59	Assumed 1.5m wide.	2016 Asset Valuation
Concrete Path	\$ 116	m		\$ 116	Assumed 1.5m wide.	2016 Asset Valuation
Road Signage	\$ 435	Each		\$ 435	Assumed 600 x 600mm standard road sign. Allowance for post, concrete etc.	Rawlinsons
Vegetation Pruning	\$ 340	Each		\$ 340	Estimated 148 Trees within precicent, estimated 50 trees require pruning & 2 hours (\$170/h) per tree.	Direct Quote
Site Clean Up	\$ 1,336	Days		\$ 1,336	Estimated 3 Shire staff (\$43.99/h per person), one tractor (\$15/h) and rubbish truck (\$20/h). \$166.97 per hour	Direct Quote

56 Trees avenue of honour

148 Trees Arboretum

Crane/Truck Hire	\$ 2,500				Capel Crane Hire - pretty easy as axles look in good condition. Moved similar items for Shire of Manjimup with no issues. Moved equipment for private clients in worse condition without too many dramas. Assumed structure is removed and would require removal and reinstall of chimney. Estimated 10t steam engine weight.	
Sandblasting	\$ 6,000				Rightway Industrial - No allowance has been made to remove material around wheels	
Painting					No allowance has been made to fence off the area around the machine We have allowed to encapsulate around the machine using tarps hung off the rafters of the shed We have allowed to place plastic under the machine to catch the blast media We have allowed to paint the main body red and the outside of the wheels black We have not allowed to paint the stack above the roof line	

REPORT to Donnybrook-Balingup Shire Council - Re ALTERNATIVE MOTION – 26/06/2019 by Cr M. King

Applicant Kirup Progress Association Inc.
Author Chris Bilsby.
Project Manager – Kirup Heritage Mill Park
Submission Date September 2019

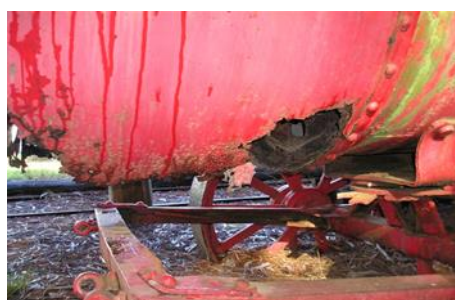
The Kirup Progress Association Inc. (KPA) is pleased to provide the following report in support of an application before Council, to relocate milling equipment from the Arboretum to Kirup Mill Park. This report is prepared, to address the issues detailed under clauses 4.1 to 4.5 of the motion put by Cr King on June 26, 2019.

The clauses (4.1- 4.5) mentioned in the motion, will be addressed in detail below with particular focus on the KPA's objectives, planning, execution, costings and any other matters that may impact Council's final decision. In providing this report with the KPA perspective, shire councillors will be equipped with comprehensive details relating to the relocation of the equipment, leading to the most informed decision possible and therefore the best use of the assets.

This report does not address the development of Kirup Mill Park. This will be the subject of a development application covering all aspects of the future Kirup Heritage Mill Park which will evolve in the months following relocation of the milling machinery.

CLAUSE 4.1 “ Current condition of all historical milling machinery”

Marshall Steam Engine: Currently, the fire box of the boiler body is severely rusted and corroded due to the years of neglect, however a holistic view of the machine shows the structure remains intact and therefore fully identifiable.



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by Cr M. King**

Whim:

Inspection shows rickety wheels with timber spokes and rims decidedly weakened by the effects of years of weathering. This item is still in one piece and capable of benefiting from refurbishment. The Whim is far from being a lost cause if dealt with sooner rather than later. All of the structure is in place, but selective replacement of timber is required



Twin Saws : The twin saw blades have survived well due to being under the spot mill skillion roof and out of the weather.

Spot Mill Roof: All the timber structure is in good condition as is the corrugated iron roof.

Galloping Out Trolley : Although aging, this piece is in satisfactory condition and would look even better with some maintenance. Since this item is almost entirely timber, refurbishment will be relatively straight forward with replacement of the timber components a priority.

CLAUSE 4.2 “Any constraints that may prevent the relocation of the machinery in its present condition.



The only issue that arises under this clause, relates to the Whim. The wooden wheels and fittings will need to be supported prior to removal. The KPA will fabricate a tubular steel cradle structure that will be fastened to the steel wheel rims. In this exercise, the structure of the Whim will be strengthened to become a single solid piece, a method used when fragile museum artefacts are moved location, sometimes across the world. This process will therefore not inhibit relocation of the whim.

CLAUSE 4.3 “Nature and extent of all works required to refurbish the machinery to an acceptable standard”

The definition “to refurbish” can be interpreted in many ways from total rebuild to original condition or a makeover for presentation value. The KPA is taking refurbishment to mean rejuvenating the equipment to an attractive visual and safe standard and so as to be recognizable in any accompanying explanatory / interpretive signage.

Below is a detailed systematic process, item by item, that the KPA will follow in order to meet acceptable safety and visual presentation standards for heritage equipment on public display. Agreement has been reached with PaWS (confirmed 15/8/19) that the KPA will carry out the refurbishment work at the secure PaWS Kirup Depot prior to final installation in Kirup Heritage Mill Park. In using the PaWS Depot, a practical controlled environment ensures all manner of safety protocol’s are observed in the refurbishment process, like protective eye wear, ear plugs, leather gloves, correct footwear, high viz vests etc.

Please note – The critical aspect of on going sustainability is addressed as follows.

The nature and quality of the refurbishment in the first instance and detailed here, will ensure the machinery is given another 40++ years of life. In addition and importantly, the KPA, being an incorporated body, with structures and processes in place (Mill Park working group) that will ensure annual maintenance via all in busy bees, regardless of changing KPA membership. The KPA membership is on record expressing total investment in this significant project, suffice to say the machinery is assured of an indefinite life under the KPA custodianship.

Marshall Steam Engine

- 1. Boiler** – It will likely be necessary to weld a rolled steel sheet to the underside of the fire box to increase the structural integrity of the body of the machine. Alternatively this could be a fibreglass panel. The final colour scheme of a high gloss black body with red and yellow trim/ribs would match the original machines from the UK factory again adding some authenticity to the refurb.
- 2. Wheels** –Lifting the structure so that the wheels are above ground will be the first issue. This will allow assessment of wheel axles and other moving parts to determine any mobility assisting loading for relocation. An oxidisation inhibitor (Ranex) will be applied several times prior to any attempt to move the Marshall engine. When installed in Kirup, the wheels will sit on concrete pads to eliminate future damage.



3. External work - the entire machine will be sand blasted to remove all rust, taking the equipment back to bare metal. It will then be immediately sprayed with a high quality epoxy zinc metal primer to seal the steel against any oxidisation. The final top coat will be applied in a colour scheme to match original Marshall mobile steam engines that were shipped to Australia from the UK.

Wooden Whim

Prior to removing the shipping cradle, work will take place to restore the decaying wooden wheels to a safe level of integrity. This will involve shaping timber pieces for insertion into the existing wheel spokes and rim. The hub (see pic) is in the most need of work.



1. Careful use of screws will increase the strength and safety of the Whim. Whilst public safety is at all times paramount, the historical validity of the item is also of great significance and so use of screws will, where possible be disguised within the timber components.

2. The final Whim work will be in the form of a sprayed timber finish to provide a degree of weather proofing for this aging historical artefact.

Galloping Out Trolley

The best outcome for this item will be a rebuild of the timber components. This could take place over time as maintenance, even after the exhibit is completed.

Twin Saw Blades

This item will be included in the sand blasting process, but a clear metals primer will be applied rather than grey metal primer. This will retain the authenticity of the circular saw blades whilst ensuring protection against the elements.

**REPORT to Donnybrook-Balingup Shire Council - Re ALTERNATIVE MOTION – 26/06/2019
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CLAUSE 4.4 “Indicative costs for relocation and refurbishment.”

Where possible, external supplier’s quotes will be sourced locally with quotes subject to variation due to timing issues for supply.

Costs are detailed below, item by item and where necessary explained, however company names are redacted for confidentiality reasons.

Relocation

Item	Description	Cost
Crane Hire	15 tonne crane @ \$220/Hr x 5Hr Crane required at both ends	\$1100
Roof Lifting – timbers/roofing via local contractors – in kind support		FOC

<u>Transport</u>	Civil Earthmoving float @\$140/Hr x 6 Hr If tilt tray suitable – TBA	\$840
	Relocate roof structure – in kind truck supply	FOC

Refurbishment

Item	Description	Cost
Sand Blasting and epoxy primer on site Kirup PaWS		\$2750
Painting – top coat	Paint only	\$300
Steel Sq. Tube	Bracing / cradle - donated	FOC
Sheet of zincalume or fibreglass for under fire box/fasteners/labour n/c		\$250
Consumables	Solvent, abrasives, protective glasses/gloves etc Gen set fuel, Ranex.	\$750
Value of KPA voluntary labour @\$30/hr	Notional	\$6250
Contingency provision		\$2,000

TOTAL COSTS (E) \$14,230.00

This aspect of the project is cost neutral to the Shire of Donnybrook – Balingup due to KPA funds and funding grants in the pipeline.

KPA voluntary labour will support outside contractors in all aspects of the project and will amount to many hundreds of man hours. Where possible KPA available skills and equipment will be utilised to achieve milestone goals at lowest cost – eg: refurbishment mostly volunteer labour. Metal Fabrication Equipment

REPORT to Donnybrook-Balingup Shire Council - Re ALTERNATIVE MOTION – 26/06/2019 by Cr M. King

available within KPA – Mig welder, grinder, power generator, spray painting compressor/spray gun, plasma cutter, laser level.

In addition, the KPA will invite relevant TAFE learning areas to allow students to participate in work experience to assist in meeting student learning outcomes. This learning will extend to all areas of the project throughout the various stages, including Horticulture, Art & Design, Building Construction and the offer to include Kirup Primary School students and Donnybrook District High School T&E students.

CLAUSE 4.5 “Any public safety measures that may be required for the machinery’s installation at Kirup Mill Park.”

1. The KPA will adhere to, and comply with shire safety requirements applying to a facility of this nature.
2. Included in the project development plan, is installing the exhibits on concrete footings with exhibit items fastened with appropriate masonry anchors to ensure total public safety.
3. Each exhibit will be surrounded by CCA pine barriers 1.0 m above ground joined by rails to enclose the exhibit.
4. On 3 sides of each exhibit, safety signs will be fixed to the pine rails (one each side) clearly noting the safety awareness required by the public. The wording will read – **CAUTION – Do not enter this area. Do not climb on exhibit.**
5. At the entrance to the park, near Gav;s track sign, the master information sign will state the conditions of entry to the Heritage Mill Park, including reference to the safety issue. Any further requirements to ensure compliance with insurance policies will be addressed.

Additional comment for council further to the motion items (in no particular order)

- The KPA has no plans to ask Donnybrook-Balingup Shire for funding to establish the Kirup Heritage Mill Park. However, the KPA would appreciate the continuation of the existing Shire level of maintenance in this public space. It is hoped that an MOU could be developed between the KPA and the Shire setting out expectations, roles, responsibilities and conditions etc.

**REPORT to Donnybrook-Balingup Shire Council - Re ALTERNATIVE MOTION – 26/06/2019
by Cr M. King**

- In the final installation stage, signage will recognise the source of the equipment from the Arboretum and the Donnybrook service clubs – Rotary & Apex

- The arboretum site will be left in a clean and tidy condition after milling equipment is relocated.

- The skills within the KPA cover all work aspects of the project and are not exclusive to a single member. Having ownership of this project would engage members of the Kirup and the broader community; building community capacity, skills (on many levels), cohesion and pride. It would enhance the existing reasons to visit Kirup and provide an economic boost to this enterprising small town.

- KPA volunteers on site work injury protection during refurbishment, installation and maintenance. As in the past, volunteers have been covered by a shire insurance policy, being required to sign on and off. It is hoped that this arrangement can continue under the Mill Park development project.

- Arboretum machinery refurbishment time line for **Kirup Heritage Mill Park** (adopted project title).
 1. The machinery boiler relocated from Donnybrook to Kirup PaW depot for refurbishment, it is anticipated to take approximately 3 months of both paid and volunteer man hours once on site in Kirup.
 2. Work on the Whim will see in vicinity of another 3 months of work having scoped the work involved.
 3. Re construction of the “spot mill” frame and roof could consume 2-3 months work subject to reg. builder assistance. Regardless, with the skill and equipment base within the KPA that time line is achievable. We note that a building permit will need to be lodged prior to any start.
 4. Therefore the estimated time line for stage I – refurbishment will be in the vicinity of 9-12 months with progress reported to council on a regular basis.

**REPORT to Donnybrook-Balingup Shire Council - Re ALTERNATIVE MOTION – 26/06/2019
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Attachment 1(a)

Basic				
Features	No	Unit	Estimated Unit Cost	Estimated Sub-Total
Bench Seat	2	Each	\$ 1,086	\$ 2,173
Picnic Setting	2	Each	\$ 2,624	\$ 5,247
Fencing	128	m	\$ 196	\$ 25,088
Tree Signage	13	Each	\$ 200	\$ 2,600
Machinery Signage	3	Each	\$ 500	\$ 1,500
Gravel Path	105	m	\$ 59	\$ 6,143
Vegetation Pruning	50	Each	\$ 340	\$ 17,000
Site Clean Up	3	Days	\$ 1,336	\$ 4,007
Engineering Estimate (10%)				\$ 6,375.77
	Estimated Total			\$ 70,133

Annual Maintenance	
Periodic Tree Maintenance (2 x Avenue of Honour)	\$ 12,000
Quarterly Maintenance (1 Day per visit)	\$ 4,000
Estimated Total	\$ 16,000

Intermediate				
Features	No	Unit	Estimated Unit Cost	Estimated Sub-Total
Bench Seat	4	Each	\$ 1,086	\$ 4,346
Picnic Setting	4	Each	\$ 2,624	\$ 10,494
Fencing	128	m	\$ 196	\$ 25,088
Tree Signage	13	Each	\$ 200	\$ 2,600
Machinery Signage	3	Each	\$ 500	\$ 1,500
Gravel Path	310	m	\$ 59	\$ 18,135
Car Park Reseal	1	Each	\$ 14,134	\$ 14,134
Road Signage	3	Each	\$ 435	\$ 1,305
Vegetation Pruning	50	Each	\$ 340	\$ 17,000
Site Clean Up	3	Days	\$ 1,336	\$ 4,007
Engineering Estimate (10%)				\$ 9,860.96
	Estimated Total			\$ 108,471

Annual Maintenance	
Periodic Tree Maintenance (3 x Avenue of Honour)	\$ 18,000
Monthly Maintenance (1 Day per visit)	\$ 16,000
Estimated Total	\$ 34,000

Advanced				
Features	No	Unit	Estimated Unit Cost	Estimated Sub-Total
Bench Seat	4	Each	\$ 1,086	\$ 4,346
Picnic Setting	4	Each	\$ 2,624	\$ 10,494
Fencing	128	m	\$ 196	\$ 25,088
Tree Signage	13	Each	\$ 200	\$ 2,600
Machinery Signage	3	Each	\$ 500	\$ 1,500
Concrete Path	310	m	\$ 116	\$ 35,805
Car Park Upgrade	1	Each	\$ 140,800	\$ 140,800
Road Signage	3	Each	\$ 435	\$ 1,305
Toilet Block	1	Each	\$ 137,025	\$ 137,025
BBQ	2	Each	\$ 14,217	\$ 28,434
Vegetation Pruning	50	Each	\$ 340	\$ 17,000
Site Clean Up	5	Days	\$ 1,336	\$ 6,679
No allowance for installation of services to Site				
Most services are on southern side of SWH				
Engineering Estimate (10%)				\$ 41,107.57
	Estimated Total			\$ 452,183

Annual Maintenance	
Cleaning Buildings and BBQs (60% of Apple FunPark)	\$ 36,000
Periodic Tree Maintenance (3 x Avenue of Honour)	\$ 18,000
Fortnightly Maintenance (1 Day per visit)	\$ 35,000
Estimated Total	\$ 89,000