

Special Council Meeting Minutes

Purpose: For the Consideration of Grant Funding Opportunities

Held on

Tuesday, 16 October 2018

Commencing at 8.00am

Shire of Donnybrook Balingup Council Chambers, Donnybrook.

Benjamin Rose
Chief Executive Officer

16 October 2018

Disclaimer

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SPECIAL COUNCIL MEETING MINUTES

For the Consideration of Grant Funding Opportunities

16 October 2018

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SHIRE OF DONNYBROOK BALINGUP SPECIAL COUNCIL MEETING MINUTES

Held at Shire of Donnybrook Balingup Council Chamber, Donnybrook
Tuesday, 16 October 2018 at 8.00am

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 8.07am and welcomed the public gallery.

Shire President - Public Notification of Recording of Meetings

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

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

Shire President – Advice of purpose of Special Meeting of Council

The Shire President advised that the purpose of this Special Meeting of Council is to consider five grant funding opportunities. Public questions presented today are required to be related to the grant funding applications detailed in the agenda.

ATTENDANCE

COUNCILLORS	STAFF
Cr Piesse (President)	Ben Rose – Chief Executive Officer
Cr Wringe (Deputy)	Greg Harris – Manager Finance and Administration
Cr Atherton	Leigh Guthridge – Manager Development and Environmental Services
Cr King (from 8.13am)	
Cr Lindemann	Anna Oades – Strategic Investment Coordinator
Cr Mills	Damien Morgan – Manager Works and Services
Cr Mitchell	Bob Lowther – Manager Aged Care
Cr Tan	Kate O’Keeffe – Executive Assistant

PUBLIC GALLERY

Lynda Anderson
Sue Martin
John Ridgway
June Scott

Elsie Woodley
John Licciardello
Charlie Pizzino
Lee Fitzgerald

Val Cain
Steve Dilley
Lucille Piesse
Geraldine Nidd

APOLOGIES

Cr Van Der Heide

1 PUBLIC QUESTION TIME

Steve Dilley

As part of the Executive Recommendation, would Council be prepared to establish a Working Group made up of one representative from Donnybrook Community Radio, the Community Resource Centre and the Historical Society plus an appropriate number of Councillors to progress the Donnybrook Town Centre Revitalisation Project?

Shire President

I thank you for your question and acknowledge your presentation delivered to Council last week, in particular the amount of work you and your team put into the presentation. In terms of setting up a working party, I refer you to previous Council minutes regarding working parties which was a flow on from changes to Council Committee structure. It's not my decision to make with regards to setting up a Working group. We have an Aged Care Working Group established which appears to be working satisfactorily. The principle approach to setting up working parties seems to have merit. For this Council to establish a working group of specific community groups rather than going out to the community and seeking expressions of interest to participate will probably result in the same people applying but we need to follow due process in this regard.

2 APPLICATION FOR LEAVE OF ABSENCE

Nil

3 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

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

Nil

4 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

BACKGROUND

Through development of the Shire's 2018/19 Budget, Council identified the need for a loan facility of \$500k to fund investment into a reticulated fire suppression system at Tuia Lodge. Preliminary investigation into specific design requirements and costings for the fire suppression system were underway, when, on 12 September 2018, the Federal Department of Health released the 'Ageing and Service Improvement Program Dementia and Aged Care Services Fund Aged Care Regional, Rural and Remote Infrastructure' grant program. Under this Federal grant program, applications for up to \$500k for aged care facility infrastructure can be applied for. Applications close on 24 October 2018.

DETAILS

This funding application is for \$500,000 and is being prepared as a grant to retrofit a reticulated fire suppression system into Tuia Lodge. No financial co-contribution is required by the Shire if this grant application is successful.

Shire Executive are working with North Point Consulting to design the system and flow tests have also been conducted indicating the need for above ground tanks to feed the sprinkler system. A full plan and detailed costing is required to meet the application criteria.

The impact on operations will be minimal as the system would be designed for roof cavity installation with pop-down sprinklers in each residents' room. Residents would be relocated for approximately two hours each whilst the sprinkler heads were fitted.

CONSULTATION

Preliminary consultation has occurred with relevant design experts as to the technical specifications and approximate costs. Detailed consultation occurred with Councillors on this matter during development of the 2018/19 Shire Budget.

FINANCIAL IMPLICATIONS

If successful in securing the grant:

- The Shire's approved \$500k loan facility will not be required for this purpose;
- The Shire would be responsible for ongoing maintenance and other recurrent costs associated with infrastructure.

POLICY COMPLIANCE

If the grant funding is successful, procurement processes will comply with the Shire's procurement and local purchasing preference policies.

STATUTORY COMPLIANCE

Nil applicable to this grant application.

CONCLUSION

An opportunity for funding exists, via the Federal Department of Health, for the supply and installation of a reticulated fire suppression system for Tuia Lodge. A loan facility of \$500k is approved within the Shire's 2018/19 Budget for these works, which would be unnecessary to initiate if the grant funding application is successful.

COUNCIL DECISION (Executive Recommendation)

Moved: Cr Mills

Seconded: Cr Lindemann

That Council support a funding application to the Federal Department of Health, and/or other funding agencies, for the supply and installation of a reticulated fire suppression system for Tuia Lodge.

Carried 8/0

5.2 CHIEF EXECUTIVE OFFICER

5.2.1 BUILDING BETTER REGIONS GRANT PROGRAM: DONNYBROOK APPLE FUN PARK ENHANCEMENT

Location	Donnybrook Central Business Precinct
Applicant	Shire of Donnybrook Balingup
File Reference	RES 01/7
Author	B. Rose (Chief Executive Officer)
Attachments	Nil
Voting Requirements	Absolute Majority
Executive Summary	An opportunity exists, via the Federal Building Better Regions funding program, to apply for grant funding for enhancement to the Donnybrook Apple Fun Park. A Shire co-funding contribution of \$500K (to a project value of \$2M) is proposed.

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

BACKGROUND

Driven by community funding, planning and delivery, Stage 1 of the Donnybrook Apple Fun Park was publicly opened on the Easter weekend of 2008. Stage 2 (sensory play area), was opened in 2013 with major funding support from Lotterywest. This park is a regional tourism and visitor attraction feature and a key economic and social catalyst for the townsite of Donnybrook.

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

Whilst the Shire's Long Term Financial Plan and Corporate Business Plan identify the need for major renewal of the Apple Fun Park equipment (and requisite funding), opportunities for partnership funding (State, Federal or other) cannot be 'scheduled' into Shire budgeting timelines and should be leveraged whenever and wherever possible.

DETAILS

The Federal Government's Building Better Regions Fund (BBRF) program opened on 27 September and closes on 15 November 2018. Under the 'Infrastructure' funding component of this program, projects of between \$20K - \$10M can be applied for, on a minimum of a 50% funding co-contribution to the project from other sources (i.e. non BBRF).

As the Apple Fun Park is part of the broader Donnybrook Railway Heritage Precinct Development plan area, there is the opportunity to leverage the existing State funding (\$2M State commitment to the Donnybrook Town Centre Redevelopment) against the required Federal BBRF minimum 50% co-contribution, for enhancement of the Apple Fun Park. That is, the Shire could apply for up to \$2M grant funding via the Federal BBRF grant program to enhance the Apple Fun Park as there is already a \$2M funding commitment from the State.

Whilst the minimum funding co-contribution is 50%, the BBRF guidelines set out that applications will be assessed more favourably if they have multiple co-funding partners, and the co-funding ratio is great than 50%. On this basis, it is recommended that the Shire co-contribute \$500k towards the project. This provides two co-funding partners (State and Shire), with the following, more favourable, funding commitment/request to the overall precinct:

Project Description	Shire	State Government	Federal Government
Fun Park and Heritage Precinct combined	\$500K = 12.5% (requested)	\$2M = 50% (committed)	\$1.5M = 37.5% (requested)

Detailed consultation with Regional Development Australia – South West (Federal agency overseeing this funding program) has identified that a BBRF funding application which seeks like-for-like equipment replacement (or anything close to this) will not meet the minimum acceptability criteria for the funding program (i.e. it will be an invalid application and not even assessed). On this basis, the application will require an innovative approach to demonstrating a project of enhancement of the Fun Park (as well as additional local economic benefit), without limiting the appeal that the present play equipment and ancillary structures have.

CONSULTATION

If the funding application is successful, a robust program of community, visitor and stakeholder consultation will be imperative to the successful delivery of the project. To date, consultation has chiefly been with Elected Members and the relevant funding agencies.

FINANCIAL IMPLICATIONS

With reference to the proposed Shire investment of \$500k towards this project:

- The Shire's Corporate Business Plan identifies expenditure of approximately \$220k on the Apple Fun Park (as asset renewal) between 2018/19 – 2020/21. The proposed up-front investment of \$500k (to an overall project value of \$2M) removes the need for the expenditure of this \$220k towards asset renewal over these three financial years; therefore, the gross additional investment cost to the Shire is actually only \$280k.
- The approved 2018/19 Shire Budget identifies an allocation of \$30k towards business case development for renewal and enhancement of the Apple Fun Park. This funding will be used, partly, to prepare the application and undertake any other required preliminary tasks.
- To fund the Shire's proposed investment cost of \$500k, it is recommended to:
 - Raise a loan for approximately \$400k; and
 - Access the Apple Fun Park Reserve account (opening) balance of \$101k.
- On 24 October 2018, Shire Executive are hosting senior members of the Lotterywest grant funding team to discuss the opportunity for Lotterywest co-contribution towards this project also.
- On a related matter, but important to note, the approved 2018/19 Shire budget allocates a \$500k loan towards installation of a reticulated fire suppression system at Tuia Lodge. The Shire Executive are presently applying for \$500k in Federal government funding for these works, which if successful, would negate the need to initiate that loan facility.
- The Shire's present loan indebtedness ratio is low, and there is ample capacity to raise two loan facilities (i.e. Tuia Lodge \$500k + Fun Park \$400k), if the need arises.

The funding of the proposed Shire contribution of \$500k can be secured through three principal sources; Reserve funds, loan facility or general revenue (via Shire rates). It is proposed that the approach of loan funding (\$400k) and Reserve funding (\$100k) represents a balanced, conservative and fiscally responsible approach.

POLICY COMPLIANCE

If the grant application is successful, procurement processes will comply with the Shire's procurement and local purchasing preference policies.

STATUTORY COMPLIANCE

Nil applicable to this grant application.

CONCLUSION

Equipment at the Donnybrook Apple Fun Park is nearing the end of its serviceability, presenting a significant asset renewal investment challenge for the Shire. The opportunity to apply for Federal funding via the BBRF grant program is recommended. To improve the chances of the Shire's application for funding being successful, it is recommended that the Shire co-contribute \$500k (\$400k loan + \$100k reserve account funding) to the project. In addition, other funding sources (e.g. Lotterywest) are being pursued.

** 8.25am – The Chief Executive Officer left the meeting briefly and returned.

COUNCIL DECISION (Executive Recommendation)

Moved: Cr Tan

Seconded: Cr Mitchell

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.**

**Carried 8/0
BY ABSOLUTE MAJORITY**

5.3 STRATEGIC INVESTMENT COORDINATOR

5.3.1 REGIONAL ECONOMIC DEVELOPMENT FUND: DONNYBROOK TOWN CENTRE WI-FI

Location	Donnybrook Central Business Precinct
Applicant	Shire of Donnybrook Balingup
File Reference	TP 07/2
Author	A. Oades (Strategic Investment Coordinator)
Attachments	Nil

Voting Requirements	Simple Majority
Executive Summary	The report seeks to gain Council's approval to proceed with an application to the Regional Economic Development Funding round which closes on 2 November 2018. The application seeks to fund establishment of infrastructure for the delivery of free Wi-Fi for the central business precinct of Donnybrook.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
1.1: A diverse, prosperous economy, supporting local business and population growth	1.1.2 Provide appropriate infrastructure to support and enhance business	1.1.2.1 Lobby for improved access to the latest technology and communications
1.3: An attractive visitor and tourist destination	1.3.2 Provide, develop and maintain visitor infrastructure	1.3.2.1 Develop visitor and tourism infrastructure in line with the local tourism and visitors development and promotion strategy, within allocated resources

BACKGROUND

The Regional Economic Development (RED) Grants Program opened on 14 September 2018 and closes on 2 November 2018, and is being administered by the South West Development Commission (SWDC).

The RED Grants Program provides funding to support locally driven projects that will contribute to economic growth in regional communities. The objectives of the RED Grants Program include:

- Sustainable jobs growth;
- Increasing productivity;
- Expanding or diversifying industry;
- Developing skills or capabilities;
- Attracting new investment in the region;

Consultation with officers of the SWDC indicates that a local government application to fund free public Wi-Fi would be a valid proposal under the grant funding guidelines.

DETAILS

The proposal for free public Wi-Fi leverages off the fast and secure NBN network and will increase the town's competitiveness in commerce and tourism. It will further allow the Chamber

of Commerce to provide a digital marketing platform for its member businesses. This will not only benefit the community on a local and regional business level, but will also link to the proposed business incubator planned to be located in the new multi purpose building funded through the State election commitment. Social benefits include families using the popular Fun Park staying connected to other available local activities and services; and a lifestyle destination of choice for workers at the expanded Talison lithium mine.

This project aims to achieve a digitally connected space that provides:

- Increased business access through the Chamber of Commerce to digital marketing platforms including interactive advertising, video messaging, digital signage and promoting user generated content.
- Support to the Chamber of Commerce to assist its members move from providing a traditional customer experience to providing the digital opportunities customers now expect.
- Increased competitiveness in the tourism sector through providing international visitors with the crucial and expected free Wi-Fi access to local visitor activities, accommodation suppliers and services.
- Enhances the attractiveness and opportunities provided through the new Business Incubator space in the planned multi-purpose building in the precinct.
- Enhances the attractiveness of this region as a lifestyle choice for key workers of the nearby Talison lithium mine.
- Linkages between backpackers and local residents to available horticultural employment opportunities in the district.
- Leverages off the success of the highly popular Fun Park to give families and other users of the Fun Park and opportunity to access other local services, work opportunities and experiences.
- Provides the local Community Resource Centre and Visitor Centre with a platform to further develop strategies aligned to their funded purpose.

CONSULTATION

The Shire has consulted with the Chamber of Commerce who are providing a Letter of Support and a financial contribution of \$2,000 (to be confirmed via Chamber of Commerce resolution).

Consultation has also occurred with the Bunbury Wellington Economic Alliance who have provided a Letter of Support. Further consultation will be undertaken with the CRC and the Visitor Centre and letters of support will be requested.

FINANCIAL IMPLICATIONS

The RED Grant Program will fund up to \$250K for individual projects (if successful). Whilst a co-contribution from the applying organisation is not mandatory, the Guidelines state that applicants should demonstrate "A level of financial commitment to the project through sourcing other project funding and/or a direct financial contribution to the project. If your project is unable to source supporting funds this should be stated with a clear explanation as to why this is the case". In order to strengthen the Shire's application, a co-contribution of up to \$10K (sourced from the Donnybrook Townscape Budget, \$25K available) is proposed.

The approximate capital/infrastructure development costs are presently being sourced from qualified suppliers. This information will be pivotal to lodging a compliant application. In addition to the capital costs, estimates of annual operating costs will also be sought.

It is expected (although yet to be confirmed), that much of the Wi-Fi infrastructure works can 'piggy back' on the recently installed and upgraded CCTV infrastructure throughout the Donnybrook town centre (chiefly funded via Federal Government grant).

POLICY COMPLIANCE

If the grant application is successful, procurement processes will comply with the Shire's procurement and local purchasing preference policies.

STATUTORY COMPLIANCE

Nil applicable to this grant application.

CONCLUSION

An application for funding towards free public Wi-Fi for the Donnybrook town centre precinct is being prepared by the Shire Executive. The technical specifications and costs are being developed, in order to lodge a valid application with the REDs Grant Program. Whilst costs are (at the time of preparing this report) yet to be estimated, it is proposed that the Shire support the application with a co-funding commitment of \$10K, via the Donnybrook Townscape Budget (\$25K available in total). A council resolution to support the proposal and co-funding commitment will enhance the Shire's application.

COUNCIL DECISION (Executive Recommendation)

Moved: Cr Lindemann

Seconded: Cr Tan

That Council:

- 1) Support the proposal for development and delivery of free public Wi-Fi in the Donnybrook central business district;**
- 2) Support funding applications for development and delivery of free public Wi-Fi being lodged with funding agencies and programs such as the Regional Economic Development Grant Program; and**
- 3) Commit up to \$10,000 co-contribution funding, via the Donnybrook Townscape Budget, towards the delivery of free public Wi-Fi in the Donnybrook central business precinct.**

Carried 8/0

5.3.2 DONNYBROOK TOWN CENTRE REVITALISATION PROJECT: BUSINESS CASE DEVELOPMENT

Location	Donnybrook Central Business Precinct
Applicant	Shire of Donnybrook Balingup
File Reference	TP 07/2
Author	A. Oades (Strategic Investment Coordinator)
Attachments	Nil
Voting Requirements	Simple Majority
Executive Summary	The report seeks to affirm Council's approval to proceed with development of a business case for the Donnybrook Town Centre Redevelopment, incorporating a multi-purpose building and refurbished Goods Shed over the 2018/19 – 2019/2020 financial years. The election commitment funding provides for \$200,000 in 2018/19 and \$1.8 million in 2019/2020.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
1.1: A diverse, prosperous economy, supporting local business and population growth	1.1.2 Provide appropriate infrastructure to support and enhance business	1.1.2.1 Lobby for improved access to the latest technology and communications
1.3: An attractive visitor and tourist destination	1.3.2 Provide, develop and maintain visitor infrastructure	1.3.2.1 Develop visitor and tourism infrastructure in line with the local tourism and visitors development and promotion strategy, within allocated resources

BACKGROUND

Planning for the construction of a multi-purpose building and refurbished Goods Shed has commenced since formal initiation of the project by the Department of Primary Industries and Regional Development in July this year. Funding was secured through the \$2 million Collier-Preston election commitment "Local Jobs Local Programs." As this project funding did not proceed through the usual State Government business case approval process to gain approval, it has necessitated a reverse engineering process of developing a business case to retro-fit the project design to meet the pre-approved funding commitment guidelines.

A Multi-Purpose Interpretive Centre and refurbished Goods Shed represents the combined third and fourth stages of the Donnybrook Railway Heritage Precinct Development to create a central, interactive and attractive space that is usable by all ages of the Donnybrook Balingup community, and visitors.

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.

Stage 3 and 4 involves the current business case. It builds on the previous work undertaken in the Shire on the various iterations of the WA Apple Discovery Centre.

It is important to note that a parallel funding application is underway to meet the Building Better Regions Funding round closing on 15 November 2018. This leveraged funding will allow for the enhancement of the Apple Fun Park and other visitor facilities and will reduce the expected cash contribution of the Shire to this project.

DETAILS

The draft business case for Stages 3 and 4 currently incorporates the following components:

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. The design will be future-proofed to allow expansion to accommodate other users and uses.

A refurbished heritage-listed railway goods shed: proposed to accommodate a hospitality service, providing a high quality visitor experience showcasing local food and beverage product.

Public amenities: The project plans to incorporate a range of required civil works and public amenity upgrades to complement the multi-purpose centre and refurbished goods shed. Costed concept plans and a cost benefit analysis are required for this business case and can commence upon Council approval of this item.

CONSULTATION

The Shire has been in regular consultation with the Local MP Hon. Mick Murray, DPIRD and SWDC. The Heritage Council of Western Australia has been approached and is supportive, but will only provide final approval once they obtain the concept plans. Recently, consultation has occurred with local stakeholder groups representing the Donnybrook Historical Society, the Donnybrook CRC and Donnybrook Community Radio. The CEO has also facilitated a recent stakeholder engagement session on the project, with participation from the Donnybrook and Regions Tourism Association and the Donnybrook Balingup Chamber of Commerce. Once concept plans and costings have been completed, broader consultation regarding the proposal can be undertaken.

On 11 October 2018, a presentation was received by Councillors from members of the Donnybrook Historical Society, Donnybrook CRC and Donnybrook Community Radio. This

presentation proposed the development of a multi-purpose building directly adjoining the existing Goods Shed (to be refurbished), incorporating the following broad elements into the one building:

- A new Shire Administration office and Council Chamber;
- An interpretive/discovery and museum space for dynamic (changing) display of local interpretive and heritage collections;
- A new Donnybrook Community Resource Centre office and training space;
- A new Donnybrook Community Radio broadcast and office space;
- Common space such as foyer, circulation space, IT, bathrooms, meeting space etc.

FINANCIAL IMPLICATIONS

The Business Case is required to evidence some co-contribution to the project by the Shire. It is proposed that in-kinds works by Shire staff and plant are provided to the project, in the form of minor civil works, drainage, landscaping, reticulation etc.

POLICY COMPLIANCE

When the grant funding is approved, procurement processes will comply with the Shire's procurement and local purchasing preference policies.

STATUTORY COMPLIANCE

Nil applicable to this grant application.

CONCLUSION

The development of a business case to support the Donnybrook Town Centre Revitalisation project, which meets all the funding application requirements of the Department of Primary Industries and Regional Development, is being progressed by the Executive. Prior to commissioning any Shire expenditure (non recoupable) on development of concept plans and quantity surveying / cost estimates, a resolution of the Council is requested to endorse the intended scope (land uses and users).

EXECUTIVE RECOMMENDATION

Moved: Cr

Seconded: Cr

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.**
- 2) **Support, in principle, the development of a Shire Administration Office (and Council meeting space) within the Donnybrook town centre heritage precinct.**
 - 3) **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.**

PROCEDURAL MOTION

Moved: Cr Wringe

Seconded: Cr Tan

That each point in the Executive Recommendation for Agenda Item 5.3.2 - *Donnybrook Town Centre Revitalisation Project: Business Case Development* be considered individually.

Carried 7/1

**** 8.59am Manager Finance and Administration left the meeting and returned 9.02am.**

AMENDMENT

Moved: Cr Tan

Seconded: Cr Lindemann

That Point D be added to the Executive Recommendation:

'd. Takes into consideration the recurrent expenditure costs and future ongoing 'whole of life' costs for the building.'

The mover and seconder accepted the amendment to add point'd' to the Executive Recommendation.

COUNCIL DECISION

Moved: Cr Wringe

Seconded: Cr King

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.**

Carried 8/0

COUNCIL DECISION

Moved: Cr Mitchell

Seconded: Cr Mills

That Council:

- 2) **Support, in principle, the development of a Shire Administration Office (and Council meeting space) within the Donnybrook town centre heritage precinct.**

**** 9.28am - Cr Mitchell left the meeting.**

****9.37am – The Chief Executive Officer left the meeting.**

Lost 1/6

**9.41am – The Chief Executive Officer returned.

COUNCIL DECISION	
Moved: Cr Tan	Seconded: Cr Wringe
That Council:	
<p>3) 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.</p>	
Carried 6/1	

**9.58am – The Public Gallery left the meeting.

5.4 MANAGER DEVELOPMENT AND ENVIRONMENTAL SERVICES

5.4.1 REQUEST FOR PROPOSAL – SELECTION OF LOCATION FOR THE PROPOSED BUSHFIRE CENTRE OF EXCELLENCE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	PWF 18Z
Author	L. Guthridge (Manager Development and Environmental Services)
Attachments	5.4.1 - Maps of proposed sites for the Bushfire Centre of Excellence
Voting Requirements	Simple Majority
Executive Summary	The report seeks Council resolution to instruct the CEO to make application to the Department of Fire and Emergency Services (DFES) for the Request for Proposal (RfP) to select a site for the Bushfire Centre of Excellence. Two potential sites have been identified from within the Shire of Donnybrook Balingup.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
2.3 – A natural environment for the benefit of current and future generations	2.3.3 Partner with key stakeholders for effective environmental management	2.3.3.1 Assist with fire prevention and hazard reduction activities

BACKGROUND

The DFES have recently advertised through 'Tenders WA' a RfP for the selection of a location for the proposed Bushfire Centre of Excellence (BCoE). The establishment of the BCoE was a key recommendation of the special enquiry into the January 2016 Waroona Fire (Ferguson Enquiry). The closing date for the RfP is 24 October 2018.

The DFES is seeking to:

- Acquire a suitable parcel of land (or an existing facility) from a local government; and
- Have that local government build (through an outsourced construction company) a new facility (or refurbish an existing facility) to DFES' specifications, for the purposes of hosting the new BCoE.

The DFES state that the BCoE principles include:

- Reflect and serve the whole of the rural fire management sector – state agencies, local governments, organisations, volunteers and communities;
- Recognise excellence in rural fire management where it exists, irrespective of agency, organisation or affiliation;
- Be decentralised in its delivery of training programs and other services to the extent possible, to promote adaptability, accessibility and local relevance;
- Design its activities and services to be scalable, appreciating that many of the challenges in rural fire management in Western Australia are shared by other states and international partners;
- Promote sector interoperability through shared training programs and peer-to-peer learning;
- Have staffing that is representative of the community it serves, and meets the expectations of the Government of Western Australia for diversity and inclusion; and
- Acknowledge and incorporate the knowledge and experience of Aboriginal people in fire management in Australia.

The BCoE will provide a 'sense of belonging' to volunteers and the broader bushfire community. It will also afford career firefighters with enhanced training in bushfire management, hazard reduction burning, and bushfire behaviour. The BCoE will eventually include a networked capability for research, planned burning, lessons learned and facilitating training for rural firefighters, especially for members of volunteer Brigades.

The RfP also confirms the following pre-qualification requirements:

- Within the South West Land Division as defined by the Land Act 1933 (see Attachment 5.4.1); and
- 60km or less by road to a regional centre (Albany, Bunbury, Busselton, Geraldton, Mandurah (within the South West Land Division)); or
- Located in a sub-regional centre as defined by the State Planning Strategy 2050 (within the South West Land Division) (Northam, Collie, Katanning, Morawa, Jurien Bay, Boddington, Manjimup, Margaret River); or
- Within the Perth Metropolitan Area but having an existing or ongoing rural-urban interface (defined as the line or area where structures and other human development adjoin or

overlap with undeveloped bushland (Australasian Fire and Emergency Service Authorities Council 2012, AFAC Bushfire Glossary, AFAC Limited, East Melbourne)

The RfP contains the following statement of requirements for applicants to address:

- Facility location, suitability and requirements;
- Legal concerns;
- Design Issues;
- Construction Issues;
- Major cost factors;
- Project Management Capacity;
- Planning, Design and Pre Construction Phase;
- Construction and Delivery phase;
- Community and Economic Development; and
- Relationship Management.

The RfP also details DFES expectations of the project delivery and timeline:

- DFES to enter into an agreement with the successful Respondent in early 2019.
- The agreement may require the successful Respondent to deliver the following components between January and June 2019:
 - Coordinate the building design process (including facilitating community and stakeholder consultation in conjunction with DFES) and relevant development approvals;
 - Coordinate a tender process to award a contract to a construction company to construct the facility, if required or refurbishment of an existing facility; and
 - Coordinate the drafting of building contract documentation.
- The successful Respondent will be required to project manage the design and construction during the latter half of 2018/19, with construction commencing in 2019/20 and handover for Rural Fire Division occupation by June 2020.

DETAILS

This report is seeking Council resolution to:

- Instruct the Chief Executive Officer to make application for the RfP; and
- Nominate site(s) to form the basis of the application.

Comment

RfP Process

The RfP was officially advertised on 24 September 2018 and closes on 24 October 2018. At the time of preparing this report, local governments have two weeks to prepare the RfP. For smaller local governments like the Shire of Donnybrook Balingup it puts enormous pressure on internal resources to prepare a compliant and quality RfP.

The expected timeframe that DFES have outlined in the RfP from project handover to building construction delivery is extremely tight and in the Shire's view, will require a flexible approach by DFES. If the Shire is successful in winning the RfP, it is estimated it will require the resources of 1 FTE of a project manager or similar to provide oversight to the project in accordance with

the model proposed where the Shire would outsource the Architectural and building contract superintendence to deliver the project. It is understood that any internal human resources that the successful local government needs to provide will have to be resourced by the local government in accordance with the RfP (i.e. in-kind contribution).

It is also noted that the Shire will not have the ability to consult with the Community between now and the closing period of the RfP and the notion that the Shire will 'gift' land (Crown land under Management Order to the Shire) to DFES for the BCoE will have to be committed in the absence of community consultation.

The ongoing community and economic benefit that is required to be demonstrated in the RfP (yet to be determined and will be developed through the RfP) will need to outweigh the cost of human resources required as part of the planning and project delivery for the BCoE.

RfP - Statement of Requirements

Based on the evaluation of the RfP by staff thus far, all the pre-qualification and statement of requirements can be met by the Shire, if Council resolves to lodge a RfP.

The Shire will not have the in-house capacity to directly project manage the construction of the BCoE if it is successful. It will need to outsource this expertise under the same model as it does with larger building projects such as the renewal of the Donnybrook Recreation Centre where Architectural services are appointed to design, facilitate the tender process on behalf of the Shire and provide superintendence for the construction of the building. It is understood that this methodology will be supported and funded by DFES through the budget allocation for this project.

Site Selection

Shire Executive met on 10 October 2018 to discuss the quantitative and qualitative requirements of the RfP and discuss potential sites. Two sites have been identified by staff and some high level opportunities and constraints were tabled.

Priority 1 – Reserves 13539 and 15023 South Western Highway Kirup

This Shire has a management order over both parcels of land and contains the Kirup Hall and Kirup Fire Station.

Reserve 13539 is made up of:

- Lot 57 on Plan 81705 – LR3008/927
- Lot 525 on Deposited Plan 71860 – LR3162/315
- Management Order - Hall

Reserve 15023 is made up of:

- Lot 66 on Deposited Plan 82018 – LR3143/657
- Lot 524 on Deposited Plan 71860 – LR3162/314
- Management Order – Recreation

Opportunities	Constraints
Already part of a Fire Response precinct adjoining the Kirup Department of Biodiversity, Conservation and attractions office and depot.	The site contains the Kirup Hall and the Kirup fire station.
Deemed to be central to the southwest and the major forest types in the region that will benefit the BCoE in terms of training	The site is less than 4 ha. Whilst not a prequalification requirement, a statement is made in the RFP that a site of up to 4 Ha is needed.
Complies with the prequalification requirements of the RFP	Perceived lack of services ancillary to the new facility including limited choice of shops and suitable accommodation in Kirup
Land zoning appropriate as per the Shire's Local Planning Scheme	
Southwest Highway frontage	
Current management order for the reserves are appropriate and are contiguous	

Priority 2 – Reserves 33927 and 8979 South Western Highway Donnybrook

This Shire has a management order over both parcels of land. Reserve 8979 contains the Irishtown Arboretum.

Reserve 8979 is made up of:

- Lot 557 on DP 26834 – CLR 3124/663
- Lot 556 on DP 26834– CLR 3124/662
- Management Order – Parklands

Reserve 33927 is made up of:

- Lot 555 on DP 26833 – CLR3124/661
- Management Order – Caravan Park

Opportunities	Constraints
Adequate land with adjoining forest vegetation as per RFP requirements	Unknown Community support if the land is gifted to DFES given that it is an arboretum with timber industry interpretive structures and equipment
Better access to townsite services including accommodation and shops	Reserve 8979 is straddled by Irishtown Road
Complies with the prequalification requirements of the RFP	Management order for the reserves will require modification
Southwest Highway frontage and prominent location	
Both parcels of land are contiguous	

CONSULTATION

Shire staff consisting of Leigh Guthridge - Manager Development and Environmental Services, Bob Wallin – Principal Planner, Tyler Winter – Community Emergency Services Manager, Tom Omond – Senior Engineering Technical Officer and Anna Oades – Strategic Investment Consultant met on the 10 October 2018 to discuss the qualitative requirements of the RFP and discuss potential sites to progress the planning for the RFP.

FINANCIAL IMPLICATIONS

The Shire's 2018/19 budget does not reflect any income or expenditure for this project.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Nil

CONCLUSION

It is proposed that the Shire make application for the Request for Proposal for the Bushfire Centre of Excellence, acknowledging the tight time frame and other constraints, for two sites as per the recommendation to this report.

EXECUTIVE RECOMMENDATION

Moved: Cr

Seconded: Cr

That Council:

- 1) Instruct the Chief Executive Officer to make application for the Request for Proposal 1795/18 for the Bushfire Centre of Excellence; and**
- 2) Nominate the following site(s) to form the basis of the application:**
 - Priority Site 1 - Reserves 13539 and 15023 South Western Highway Kirup; and**
 - Priority Site 2 – Reserves 8979 and 33927 South Western Highway Donnybrook.**

A third priority site was added to the recommendation with the approval from the mover and seconder. The third site was incorporated into site 1 with the approval from the mover and seconder.

COUNCIL DECISION

Moved: Cr Mills

Seconded: Cr Tan

That Council:

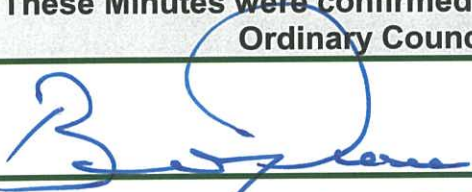
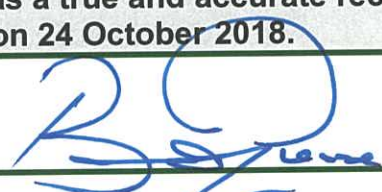
- 3) **Instruct the Chief Executive Officer to make application for the Request for Proposal 1795/18 for the Bushfire Centre of Excellence; and**
- 4) **Nominate the following site(s) to form the basis of the application:**
 - **Site 1 - Reserves 13539, 15023 and/or DPAW Site South Western Highway Kirup; and**
 - **Site 2 – Reserves 8979 and 33927 South Western Highway Donnybrook.**

Carried 7/0

6 CLOSURE OF MEETING

The Shire President advised that the date of the next Ordinary Council Meeting will be held on Wednesday 24 October, 2018, commencing at 5.00pm at the Balingup Recreation Centre, South Western Highway, Balingup.

The Shire President declared the meeting closed at 10.15am.

These Minutes were confirmed by the Council as a true and accurate record at the Ordinary Council Meeting held on 24 October 2018.	
	
Shire President	Presiding Member