



Ordinary Meeting of Council

MINUTES

15 September 2016

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SHIRE OF BROOMEHILL - TAMBELLUP

Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 15 September 2016 commencing at 4.00pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	KB Williams	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Manager of Works
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Governance and Executive Assistant

Apologies: Nil

Leave of Absence: Cr ME White

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

- 2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.00pm.
- 2.2 Barrie Baynes and Julie Gooch from Broomehill Bulk Haulage entered the meeting at 4.00pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Julie Gooch on behalf of Broomehill Bulk Haulage has asked if Council could do a letter of support to give to Main Roads WA for a Local Access Period Permit to move C-Trains in and out of the following roads over the harvest period 2016-2017:

- Tieline Road from Nardlah Road to Great Southern Highway
- Nardlah Road from Darcy Street to Tieline Road
- Kimberley Street
- Old Nardlah Road

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

160901

Moved Cr Prout, seconded Cr Thompson

That the meeting be suspended at 4.17pm for the Chief Executive Officer to seek advice from the Department of Local Government and Communities.

CARRIED 6/0

160902

Moved Cr Thompson, seconded Cr Dennis

That the meeting be resumed at 4.33pm.

CARRIED 6/0

6. DECLARATION OF INTEREST

Cr Thompson declared a proximity interest in Item 10.08

Cr Paganoni declared a proximity interest in Item 10.08

Chief Executive Officer Keith Williams declared a Financial Interest in Item 10.06

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 18 AUGUST 2016

160903

Moved Cr Dennis, seconded Cr Paganoni

“That the Minutes of the Ordinary Meeting of Council held on 18 August 2016 be confirmed as a true and accurate record of proceedings.”

CARRIED 6/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

10. MATTERS FOR DECISION

Item 10.08 was brought forward for decision.

10.08 REQUEST TO AMEND RAV RATING – VARIOUS ROADS

Program: Transport
Attachment: Nil
File Ref: ADM0220
Author: KB Williams Chief Executive Officer
Date: 9 September 2016
Disclosure of Interest: Cr Thompson declared a Proximity Interest in Item 10.08 as he has an interest in property adjoining these roads, and left the meeting at 4.36pm.
 Cr Paganoni declared a Proximity Interest in Item 10.08 as he has an interest in property that adjoins Tieline Road and left the meeting at 4.36pm.

Summary: For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for part of Tieline Road, Kimberley Street, Nardlah Road, Old Nardlah Road and Darcy Street.

Background: The process for assessment of RAV access ratings has recently changed. Main Roads Western Australia (MRWA) now refers applications to Local Government for comment prior to finalising a determination.

An application was submitted to MRWA requesting local access at RAV 7 rating to the Co-operative Bulk Handling (CBH) facility located in Broomehill, and subsequently forwarded to Council for comment:

- Tieline Road
- Kimberley Street
- Old Nardlah Road
- Nardlah Road
- Darcy Street



Comment:**Tieline Road**

Tieline Road currently carries a RAV Network 4 rating. Tieline Road is identified in Roads 2030 as a Local Road of Regional significance and qualifies for funding through the Regional Road Group process.

This road was the subject of an application to review the RAV rating in May 2016. Council supported the request subject to the following conditions:

- The road not requiring any further Council funded works to achieve a Network 4 status
- If additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes
- CV18 – Headlights to be switched on in the dipped position at all times
- No operation on the road when the road is visibly wet
- Maximum speed 80km/h

MRWA are currently assessing this RAV rating application.

Kimberley Street

Kimberley Street is designated as RAV 4 Rating. This road is currently being closed as per a resolution of Council, however, until this process is completed the road remains a public road. Notwithstanding this, Rating this road at RAV 7 does not appear to have any implications.

**Nardlah Road**

This road is currently designated as RAV 4 Rating. Nardlah Road is sealed to the CBH site boundary, while the southern portion of Nardlah Road is gravel. In November 2015 Council supported the amendment of Nardlah Road from Rav 2 to Rav 4 with conditions, and this change was made by MRWA.

This road is budgeted to be sealed with a 7 metre seal this financial year. Once this road is sealed it can be reviewed.

Old Nardlah Road

Old Nardlah Road is also currently designated as RAV 4 Rating. Old Nardlah Road is sealed, and is located within the operational area of the CBH site. In November 2015 Council supported the amendment of Old Nardlah Road from Rav 2 to Rav 4.

Darcy Street

Darcy Street runs from Old Nardlah Road to Nardlah Road, and is gravel. It is currently a RAV 4 rated road.

Conclusion

MRWA has advised that there is sufficient stacking distance on Tieline Road between the Great Southern Highway and the railway line, however, due to pavement widths, superelevations and lack of centrelines, Tieline Road is unlikely to be permanently supported by Main Roads as RAV 7 rated. Nardlah Road would likely face similar issues until it is sealed.

The Manager of Works advises that the following sections of these roads could be supported for a RAV Network 7 rating:

- Kimberley Street, given that it is currently being closed
- Nardlah Road, between Darcy Street and Tieline Road
- Tieline Road, between Great Southern Highway and Nardlah Road, if the current application for all of Tieline Road is not supported by MRWA

If linemarking is required to Tieline Road, the cost would be in the order of \$10,000 - 15,000, depending on the length required. CBH have indicated that they may be prepared to consider some funding to achieve this outcome if this was the reason that the road was not supported by MRWA, although no formal proposal has been put to CBH at this time.

All of Old Nardlah Road can be supported for RAV 7 permanently, given that it is currently being closed.

Darcy Street, however, cannot be supported for a higher RAV rating as it is constructed of gravel.

An alternative to a permanent RAV 7 rating is to allow a 'Local Access Period Permit' to provide local access to the CBH facility during harvest. This would allow local access under strict conditions for a limited period of time, although MRWA advises that the assessment criteria are the same as for permanent RAV rating.

Local Access Period Permits are awarded to individual operators, and do not apply to a road.

If Council chooses to support the amendment of the RAV rating for these roads, either permanently or for a period permit, it is recommended that the following conditions are applied:

(a) *Any upgrades or works required to any of the roads to meet the specifications for RAV Network 7 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.*

(b) *Low Volume Condition Type A:*

- *current written approval from Local Government, permitting use of the road, must be carried and produced on demand;*
- *school bus curfews, as specified in the Local Government approval letter, must be observed;*
- *headlights must be switched on at all times;*
- *operation only during daylight hours;*
- *no operation on unsealed road segment when visibly wet; and*
- *direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).*

Consultation: Manager of Works, MRWA, CBH, applicant.

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This proposal is applicable to the Community Aspiration of *Living in a Safe Community* and the Community Aspiration of *Building Prosperity*.

Asset Management Implications: The whole of life estimates for these roads may be altered by a change in the RAV Network rating.

Financial Implications: There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.

If additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.

Workforce Plan Implications: There are no Workforce Plan implications

Voting Requirements: Simple Majority

Officer

Recommendation:

“That Council advise Main Roads, having considered the proposal to amend the Restricted Access Vehicle Network rating of Tieline Road, Kimberley Street, Nardlah Road, Old Nardlah Road and Darcy Street, that it recommends the following:

- 1. Support for permanent RAV 7 Network Rating for the following roads:
 - *Tieline Road, between Great Southern Highway and Nardlah Road,*
 - *Kimberley Street, between Tieline Road and the entry to the CBH site*
 - *Nardlah Road, between Darcy Street and Tieline Road*
 - *Old Nardlah Road**
- 2. No support for permanent RAV 7 Network Rating for the following roads:
 - *Darcy Street**
- 3. That the following conditions should be placed on any RAV 7 Rating for all of the roads:
 - (a) Any upgrades or works required to any of the roads to meet the specifications for RAV Network 7 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.*
 - (b) Low Volume Condition Type A:
 - *current written approval from Local Government, permitting use of the road, must be carried and produced on demand;*
 - *school bus curfews, as specified in the Local Government approval letter, must be observed;*
 - *headlights must be switched on at all times;*
 - *operation only during daylight hours;*
 - *no operation on unsealed road segment when visibly wet; and*
 - *direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).”***

Council Decision: 160904***Moved Cr Batchelor, seconded Cr Prout***

“That Council advise Main Roads, having considered the proposal to amend the Restricted Access Vehicle Network rating of Tieline Road, Kimberley Street, Nardlah Road, Old Nardlah Road and Darcy Street, that it recommends the following:

1. Support for permanent RAV 7 Network Rating for the following roads:

- Tieline Road, between Great Southern Highway and Nardlah Road,***
- Kimberley Street, between Tieline Road and the entry to the CBH site***
- Nardlah Road, between Darcy Street and Tieline Road***
- Old Nardlah Road***

2. No support for permanent RAV 7 Network Rating for the following roads:

- Darcy Street***

3. That the following conditions should be placed on any RAV 7 Rating for all of the roads:

(a) Any upgrades or works required to any of the roads to meet the specifications for RAV Network 7 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.

(b) Low Volume Condition Type A:

- current written approval from Local Government, permitting use of the road, must be carried and produced on demand;***
- school bus curfews, as specified in the Local Government approval letter, must be observed;***
- headlights must be switched on at all times;***
- operation only during daylight hours;***
- no operation on unsealed road segment when visibly wet; and***
- direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).”***

4. That Council advises Main Roads Western Australia that it supports issuing a Local Access Permit to Broomehill Bulk Haulage for the following roads from 1 October 2016 to 1 February 2017:

- Tieline Road from Nardlah Road to Great Southern Highway***
- Nardlah Road from Darcy Street to Tieline Road***
- Kimberley Street***
- Old Nardlah Road***

CARRIED 4/0

Reason For Change to Recommendation: To include a fourth dot point about issuing a Local Access Permit to Broomehill Bulk Haulage.

Barrie Baynes and Julie Gooch left the meeting at 4.42pm.

Cr Thompson and Cr Paganoni returned to the meeting at 4.42pm.

Council returned to Item 10.01.

10.01 FINANCIAL STATEMENTS FOR AUGUST 2016

Program:	Other Property and Services
Attachment:	Monthly Financial Statements for August 2016
File Ref:	Nil
Author:	KP O’Neill Manager Finance and Assets
Date:	8 September 2016
Disclosure of Interest:	Nil

Summary: Council to consider the monthly financial report for the period ending 31 August 2016.

Background: The *Local Government (Financial Management) Regulations 1996* require a statement of financial activity to be prepared each month and prescribe the contents of that report and accompanying documents. The report is to be presented at an ordinary meeting of the Council within 2 months after the end of the month to which the report relates.

Each financial year, Council is required to adopt a percentage or value to be used in the statement of financial activity for reporting material variances. As part of the 2016/17 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Rates were levied on 29th July and the 28 day discount period ended on Friday 26th August. Council budgeted \$80,000 for rates discount, and \$85,026 in discount has been granted. Payment of the first instalments (for those wishing to take advantage of that option) was due on Friday 2nd September; 46 assessments have chosen the 4 instalment option and 17 assessments the 2 instalment option.

During August, the Direct Grant from Main Roads WA for road maintenance was received along with progress claims for the first 40% on all Regional Road Group and Commodity Route funded projects.

The Department of Sport and Recreation has forwarded the first milestone payment of \$175,000 of CSRFF funding towards the Tambellup Pavilion and Bowling Green.

This grant funding is unspent and held as restricted cash, and is reported in Note 8: Grants and Contributions in the financial statements.

In the financial statements, Note 1 is a new inclusion and provides commentary on the classification of transactions that are recorded in the Statements of Financial Activity – the first by Nature or Type and the second by Reporting Program. Inclusion of this note may provide some clarity around the transactions that form the financial statements.

Note 2 reports on material variances shown in the Statement of Financial Activity by Reporting Program, which is a requirement of the Local Government (Financial Management) Regulations 1996.

Consultation: Nil

Statutory**Environment:**

Local Government (Financial Management) Regulations 1996

34. Financial activity statement report

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –

- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
- (b) budget estimates to the end of the month to which the statement relates;*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.*

(2) Each statement of financial activity is to be accompanied by documents containing –

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) such other supporting information as is considered relevant by the local government.*

Policy Implications:

Nil

Strategic**Implications:**

This issue is not dealt with in the Plan

Asset Management**Implications:**

There are no implications for the Asset Management Plan.

Financial**Implications:**

The report represents the financial position of the Council at the end of the previous month.

Workforce Plan**Implications:**

There are no implications for the Workforce Plan.

Voting Requirements:

Simple Majority

Council Decision: **160905**

Moved Cr Dennis, seconded Cr Batchelor

*“That the Financial Statements for the period ending 31 August 2016
be adopted.”*

CARRIED 6/0

**Reason For Change to
Recommendation:**

10.02 CREDITORS ACCOUNTS PAID AUGUST 2016

Program:	Other Property and Services	
Attachment:	List of Payments for August 2016	
File Ref:	Nil	
Author:	KP O’Neill	Manager Finance and Assets
Date:	6 September 2016	
Disclosure of Interest:	Nil	

Summary: Council to consider and endorse the list of payments made under delegated authority by the CEO from the Municipal and Trust Funds during August 2016.

Background: The *Local Government (Financial Management) Regulations 1996* prescribe that a list of accounts paid under delegated authority by the CEO is to be prepared each month, providing sufficient information to identify the transactions.

The list is to be presented to the Council at the next ordinary meeting after the list is prepared and recorded in the minutes of that meeting.

Comment: Summary of payments made for the month:-

Municipal Fund	\$697,435.71
Trust Fund	\$550.00
Credit Cards	\$605.56
<u>Total</u>	<u>\$698,591.27</u>

Consultation: Nil

Statutory Environment: *Local Government (Financial Management) Regulations 1996*

13. Lists of accounts

(1) If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –

- (a) the payee’s name;*
- (b) the amount of the payment;*
- (c) the date of the payment; and*
- (d) sufficient information to identify the transaction.*

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: There are no implications for the Asset Management Plan.

Financial

Implications: Lists the payments made from Municipal and Trust Funds during the previous month.

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *160906*

Moved Cr Paganoni, seconded Cr Thompson

“That the list of accounts paid during August 2016, consisting of:-

- Municipal Fund cheques numbered 3206 to 3231 inclusive; electronic payments numbered EFT8002 to EFT8047, EFT8049 to EFT8122 inclusive; and direct debits numbered DD4282.1 to DD4282.4, DD4311.1 to DD4311.4 and totalling \$697,435.71;*
- Trust Fund electronic transfer EFT8048 totalling \$550.00; and*
- Credit Card payments totalling \$605.56;*

be endorsed.”

CARRIED 6/0

Reason For Change to Recommendation:

10.03 RECOGNITION OF RETIRING CHIEF EXECUTIVE OFFICER'S SERVICE TO THE SHIRE OF BROOMEHILL-TAMBELLUP

Program: Governance
Attachment: Under Separate Cover:
Correspondence: President, Shire of Broomehill-Tambellup
File Ref: PE.ER.2
Author: JA Stewart Manager of Corporate Services
Date: 1 September 2016
Disclosure of Interest: Nil

Summary: Council to endorse the purchase of a retirement gift for Council's outgoing Chief Executive Officer (CEO).

Background: In recognition and appreciation of services provided, local governments may choose to recognise an employee's length of service and contribution to that local government by way of a gratuity (over and above an employee's contract entitlement).

Council's Policy 2.4 'Gratuity and Redundancy Payments' specifies an amount that an employee may be paid at the discretion of the CEO but is silent on an amount that may be paid to the CEO.

Local Government Regulations, specifically r. 19A (1) (b), state that the value of a payment made under s. 5.50 (3) of the *Local Government Act 1995* (relating to payments in addition to contracts) is not to exceed, in total, \$5,000.

Council makes allowance for such expenses in the 'Members of Council - Other Sundry Expenses' section of the Shire's budget.

Comment: Following a request from Council's President, on behalf of all councillors, a gift voucher was purchased for the Shire's recently retired CEO, the amount of which fell within the scope of the legislation described above.

Council's retrospective endorsement of this action is sought, as requested by Shire President, Cr Garry Sheridan (please see attached correspondence).

Consultation: Cr Garry Sheridan, President

Statutory

Environment: *Local Government Act 1995* – s. 5.50.
 Local Government Regulations – r. 19A. (1)
 Council Policy 2.4 – Gratuity and Redundancy Payments

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

Implications: There are no asset management implications

Financial

Implications: Payment of gratuities is allowed for in the Shire’s budget under ‘Members of Council – Other Sundry Expenses’.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160907*

Moved Cr Batchelor, seconded Cr Thompson

“That Council endorses the purchase of a gift voucher for its retiring Chief Executive Officer, in accordance with correspondence as presented.”

CARRIED 6/0

Reason For Change to Recommendation:

Items 10.04 and 10.05 were passed ‘En-Bloc’.

10.04 STANDARD OPERATING PROCEDURES FOR BUSHFIRE BRIGADES

Program:	Law order and Public Safety	
Attachment:	Copy of Draft Standard Operating Procedures	
File Ref:	ADM0118	
Author:	KE Hobbs	Finance/Rates Officer
Date:	5 September 2016	
Disclosure of Interest:	Nil	

Summary: Council to review the Standard Operating Procedures and Standard Administration Procedures for Bushfire Brigades (SOP).

Background: The SOP provides the Broomehill and Tambellup Bushfire Brigade volunteers with information and procedures that will assist in reducing the risk that is presented for those who fight fires. The SOP also lists the responsibilities of certain fire officers and procedures that are required to be followed.

The document is reviewed annually to ensure it is updated and continues to be relevant to the Broomehill and Tambellup communities.

Comment: The document has been circulated to key DFES personnel for comment. Amendments to the document include:

- Updated SOP 2 ‘**Wildfire Operational Management**’ to include the duty officers contact number. Page 7
- Updated SOP 7 ‘**Fire Appliances Maintenance & Modification**’ to include the Water Deluge System and In Air Cab System.
- Updated SOP 16 ‘**Entrapment at Bushfire**’ to include a Burnover Procedure and the procedure for the Water Deluge and In Air Cab System. Page 34
- Inline with Council Policy Procedures the following policies have been updated for SOP 2, SOP 11, SOP 13, SOP 15 and SAP 4 and SAP 6.

Minor amendments have been made, and it is presented for Council consideration and endorsement.

Consultation: Cindy Pearce - DFES

Statutory Environment: *Bush Fires Act 1954*

Policy Implications: Nil

Strategic Implications: Strategic Community Plan ‘Living in a Safe Community’

Asset Management

Implications: There are no asset management implications

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160908*

Moved Cr Dennis, seconded Cr Batchelor

“That the 2016-2017 Standard Operating Procedures for Bush Fire Brigades be endorsed as presented.”

CARRIED 6/0

Reason For Change to Recommendation:

10.05 DISTRICT EMERGENCY MANAGEMENT COMMITTEE NOMINATION

Program:	Emergency Management	
Attachment:	Nil	
File Ref:	ADM0353	
Author:	KB Williams	Chief Executive Officer
Date:	7 September 2016	
Disclosure of Interest:	Nil	

Summary: For Council to consider supporting a nomination to the District Emergency Management Committee (DEMC).

Background: The WALGA Great Southern Zone vacancy has arisen on the DEMC. The Zone are looking for nominations to this position, and are seeking people with some experience in this sector.

Comment: The CEO has gained significant experience in Emergency Management over the last few years, and is interested in nominating for this position:

- Member and participated in LEMC at Shire of Collie
- Member and participated in BFAC at Shire of Collie
- Responsible for Emergency Management at Shire of Collie 2012-2016
- Actively participated in SEMC and South West DEMC workshops
- Advocated for involvement of Shire of Collie in the Bushfire Risk Management Plan Pilot project with OBRM and DFES
- Member of South West Local Government Emergency Management Alliance
- Helped to organise SWLGEMA 2015 EM Conference
- Active involvement in response and recovery during bushfire incidents
- Active involvement in response and recovery during flood incidents
- Management of Emergency Management staff, including CESM, Rangers and Bushfire Risk Management Co-ordinator

Benefits to Council would be building relationships with key agencies involved in Emergency Management, as well as the opportunity to ensure Local Government is involved in policy development.

A significant aspect of this position will be the ability to engage with policy makers and advocate on behalf of Local Government on issues of cost shifting. There may also be implications related to the outcomes of the Ferguson Report into the Waroona fires.

Consultation: Department of Fire and Emergency Services, WALGA

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: There are no asset management implications for Council

Financial Implications: If elected to the position some time commitment will be required of the CEO, although as much of this will be done outside of standard work hours as is practical. The CEO will be required to attend up to 4 meetings per annum.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160909*

Moved Cr Dennis, seconded Cr Batchelor

“That Council endorses the nomination of the CEO to the District Emergency Management Committee as Great Southern WALGA Zone representative.”

CARRIED 6/0

Reason For Change to Recommendation:

10.06 CHIEF EXECUTIVE OFFICER – VEHICLE REPLACEMENT

Program:	Transport
Attachment:	Under separate Cover: Fleet Vehicle Replacement Budget
File Ref:	ADM0303
Author:	GC Brigg Manager of Works
Date:	7 September 2016
Disclosure of Interest:	Chief Executive Officer Keith Williams declared a Financial Interest in Item 10.06 as the vehicle is part of his salary package.

Summary: Council to consider replacing the Chief Executive Officer's Holden Caprice with a 4x4 wagon.

Background: In 2017 Holden will cease to make vehicles in Australia. The CEO's vehicle is currently a Holden Caprice which is one of the cars discontinued in the Holden line up next year.

Comment: Over the past few years the CEO's vehicle has been Holden Caprice. Now that Holden have decided to take production away from Australia the Caprice will be discontinued. Holden Caprice was the vehicle choice for the previous CEO.

Council's new CEO would prefer changing to a 4x4 vehicle as Holden Caprice won't be available in 2017. This will allow the CEO to drive the shire's gravel roads when and if the need arises and capable of carrying passengers comfortably when having to commute on business.

While the replacement of the vehicle is not scheduled, it is more cost effective to trade the current Caprice while kilometres are relatively low. A 4x4 Wagon is considered a more appropriate fit for purpose vehicle, whereas the Caprice is considered less so.

Toyota Prado is a popular choice within local government CEOs and managers. There are a number of Toyota Prado wagons in neighbouring shires. Great Southern Toyota is happy to provide the initial Prado 4x4 wagon and continue with low cost replacements if council purchases the VX model. The first purchase will include alloy bulbar and towbar and Toyota will trade like for like in future low cost replacements.

The cost of purchasing a new Prado is not expected to impact on the overall cost of fleet replacement during 2016/17. A spreadsheet is provided with expected changeovers of fleet vehicles during 2016/17.

Consultation: Chief Executive Officer

Statutory Environment: *Local Government Act 1995*
Local Government (Financial Management) Regulations 1996

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

Implications: The changeover of this vehicle will not impact the plant replacement program, which is a component of Councils Asset Management Plan.

Financial

Implications: Savings from the changeover of light vehicles throughout the year can be redirected to fund the changeover of this vehicle. Funding can be reallocated as part of the annual budget review.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Absolute Majority

Council Decision: *160910*

Moved Cr Paganoni, seconded Cr Dennis

“That Council accepts the quotation from Great Southern Toyota to trade the Holden Caprice on a Toyota Prado VX wagon and recognises this as over budgeted expenditure.”

***CARRIED 6/0
By Absolute Majority***

**Reason For Change to
Recommendation:**

10.07**PLANT REPLACEMENT - TRUCK**

Program:	Transport
Attachment:	Under Separate Cover: Analysis of quotations received and Specification for new 8 x 4 Tip Truck
File Ref:	ADM0303
Author:	GC Brigg Manager of Works
Date:	9 September 2016
Disclosure of Interest:	Nil

Summary: Quotes have been received for Councils new 8x4 tipping truck.

Background: Council's 2016/17 budget has made provision to replace the Iveco Stralis 8X4 tipping truck. We have utilised the preferred supplier service offered by the Western Australian Local Government Association (WALGA) purchasing network.

WALGA also provides a service to advertise and manage the tender process for the trade-in of vehicles. WALGA can carry out 'for sale by tender', while waiting for the new unit. This minimizes the waiting period if any private buyers are received. Council also has the option to auction the vehicle when a delivery date is set for the replacement truck, as it can take up to 6 months for the unit to be delivered.

Council requested quotes from Kenworth Daf (Kenworth & Daf), Truck Centre (Mack & Volvo), AV Trucks (Western Star & Man) and Daimler Trucks (Mercedes Benz). After contact from WA Hino a price was submitted from WA Hino for a Hino 8x4 which doesn't conform to council's full truck specifications but the pricing is included for comparison purposes.

Comment: Two trucks quoted on meet the full specifications agreed by council, Mack (Granite MP8) Kenworth (T409). Four quotations didn't meet the specifications set by council are WA Hino with its Hino 700 (72T rating), Truck Centre Volvo FMX 13 with a 12 speed I shift automatic transmission, 2 x Mercedes Benz Actros with full syncomesh automated transmission.

All 6 trucks are fit for purpose and proven they can work as two way tippers. However council needs a manual truck with hot shift PTO to operate the hydraulic pump on the new water tank.

Council has successfully run a Mack Granite 8x4 tipping truck in its fleet for the last 3 years with little problems and is a proven truck. It is built exceptionally strong with 110T rating and 11.0mm chassis rails. Kenworth offer an extremely strong double chassis rail system with 1x main rail 9.5mm and one inner rail 6mm.

Truck Centre is based in Perth and Albany and provides good backup service. All other dealers are based in Perth. The Truck Centre ring on occasions to get feedback on how the current Mack truck is performing and visit the shire on a regular basis.

- Consultation:** All trucks are currently being used in local government nationally. Contact was made with other shires running all brands of trucks listed and all have positive feedback. There is limited information on the Mercedes Benz Actros but found private operators who run the 8x4 configuration.
- Contact was made with the body builders verifying that all brands of truck chassis are fit for purpose. The body builder has no problem fitting his body to the any of the trucks.
- The Shire of Esperance currently owns a 2012 Hino 700 8x4 tip truck. Quotations are currently being called to replace the unit.
- John Pirone of Pirone Sands who run a fleet of 23 Mercedes Benz 8x4 tippers.
- Pickles Auctions
- Statutory Environment:** *Local Government Act 1995*
Local Government (Functions and General) Regulations 1996
- Policy Implications:** Nil
- Strategic Implications:** The Strategic Community Plan includes and aspiration of “Living in a Safe Community”. Road safety is referenced and appropriate equipment is an important tool for Council to deliver on this aspiration.
- Asset Management Implications:** The new truck will be taken up into the Asset Management Plan (AMP) and the trade will be removed. The changeover of the truck is in keeping with the Plant Replacement Program and the intent of the AMP.
- Financial Implications:** Council’s 2016-2017 budget includes a provision \$340,000 to purchase a new 8x4 tipping truck and trade the 8x4 Iveco for \$120,000.
- Workforce Plan Implications:** There are no workforce plan implications
- Voting Requirements:** Simple Majority

Cr Thompson's

Foreshadowed Motion: *"That Council accepts the quote from Kenworth DAF WA for the outright purchase of a 2016 T409 Kenworth truck for \$342,065.18 and recognises any over budgeted expenditure excluding GST. And further, Council offers the Iveco Stralis 8x4 tipping truck to Pickles to auction online when the new truck is delivered."*

Officer

Recommendation: *"That Council accepts the quote from Truck Centre for the outright purchase of an 8x4 Mack Granite MP8 for \$315,900 excluding GST and offers the Iveco Stralis 8x4 tipping truck to Pickles, to auction online when the new truck is delivered."*

Motion lapsed due to lack of a mover or seconder

Council Decision: *The foreshadowed motion was then put.*

160911

Moved Cr Thompson, seconded Cr Paganoni

"That Council accepts the quote from Kenworth DAF WA for the outright purchase of a 2016 T409 Kenworth truck for \$342,065.18 and recognises any over budgeted expenditure excluding GST. And further, Council offers the Iveco Stralis 8x4 tipping truck to Pickles to auction online when the new truck is delivered."

CARRIED 6/0
By Absolute Majority

Reason For Change to

Recommendation: Council considers that the delay in delivery of the recommended vehicle exposes the Council to a high risk of increased costs and the chosen vehicle is less than 1% over budget.

Item 10.08 was moved for decision at the beginning of the *Matters for Decision by Council*.

10.09 DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES) REQUEST - IDENTITY

Program: Emergency Management
Attachment: Correspondence from DFES
File Ref: ADM0238, ADM0244, ADM0329 & ADM0374
Author: KB Williams Chief Executive Officer
Date: 13 September 2016
Disclosure of Interest: Nil

Summary: For Council to consider a request from the Department of Fire and Emergency Services (DFES) regarding identity cards for bushfire brigade volunteers.

Background: Correspondence from DFES has been received requesting approval from Council to issue identity cards to bushfire brigade volunteers, as DFES does not have legislative authority to issue the cards for bushfire brigade members without Council consent.

DFES is also seeking relevant current information on Council's bushfire brigades to enable the issuance of identity cards to all volunteers.

Comment: The Waroona Special Inquiry (the Ferguson Report) identified significant issues with management of fire ground entry by volunteers, support staff and replacement crews and the general public.

Entry on to the fire ground and through road blocks has been a significant issue at various incidents, and there have been instances where volunteer bush fire brigades have been blocked entry while on other occasions management has been minimal, resulting in unauthorised access to closed areas and even the fire ground.

The Ferguson Report made recommendations regarding the introduction of identity cards for "DFES, Bushfire Brigades, Volunteer Emergency Services, Incident Management Teams and Networked Government Agency members" to better control access to incidents.

DFES has developed identity cards to assist with these issues, and has consulted with the Association for Volunteer Bush Fire Brigades to ensure that they have their support.

The introduction of identity cards will assist with better management of incidents, and is supported.

Consultation: Department of Fire and Emergency Services, WALGA

Statutory Environment: *The Bush Fires Act 1954* sets out Council powers to establish and administer bushfire brigades. The Bush Fires Regulations 1954 also contain provisions related to Bush Fire Brigades.

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: There are no asset management implications for Council

Financial Implications: Nil. DFES will cover all costs associated with the identity cards.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160912*

Moved Cr Batchelor, seconded Cr Dennis

“That Council approves the issuance of identification cards for Bushfire Brigade volunteers and Incident Management Team members by the Department of Fire and Emergency Services for the Shire of Broomehill-Tambellup, as well as provision of up to date membership details of volunteer bushfire brigade members in the Shire of Broomehill-Tambellup.”

CARRIED 6/0

Reason For Change to Recommendation:

12.01**MAINTENANCE REPORT FOR SEPTEMBER 2016**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg Manager of Works
Date: 9 September 2016
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Holden Caprice			2015	2015	1 yr / 15,000km	
1TA	Toyota Hilux			2016	2016	1 yr / 30,000 kms	
BH00	Toyota Hilux Dual Cab	3,659	10,000	2016	2016	1 yr / 30,000 kms	
BH000	Holden Captiva			2016	2016	1yr / 25,000 km	
BH001	CAT vibe Roller	3,057	3,500	2009		8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	3,162	5,000	2016	2016	7 yrs / 250,000km	
BH003	Toyota Landcruiser GXL Dual Cab	5,349	10,000	2016	2016	1 yr / 30,000 km	
BH004	CAT 12M Grader	6,920	7,000	2250	2009	8 yrs / 8,000 hrs	Fix Beacon light. Replace Wiper Blades and Spray nozzles. Replace Air Con hose and re-gas system. Replace broken hose in Blade slide Ram
BH005	Cat multi tyre Roller	4,115	4,500	2011	2011	8 yrs / 8000 hrs	Tighten rear wheel hub lock nut. Fix aerial cable of AM/FM Radio
BH006	CAT 12M	3,950	4,000	2012	2012	8 yrs / 8,000 hrs	
BH007	Toro mower	148	150	2016	2016	5 yrs / 5,000 hrs	Replace blades
BH009	Colorado 4x4 Tray Back	7,553	15,000	2014	2014	1 yr / 30,000 km	
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	1,402	1500	2013	2013	10 yrs / 8,000 hrs	Check and grease machine
BH014	Toyota Hilux Ute	106	1,000	2016	2016	1 yr / 30,000 km	
BHT84	Toro Groundmaster 3500D mower	356	450	2013	2013		
BHT92	CAT 259B3 Skid Steer	1,105	1500	2012	2013	8 yrs / 8,000hrs	Repaired Throttle cable. Replace Wiper blade assembly
BHT125	Mack Curser 8 Wheel Tipper	83,804	100,000	2013	2013	5 yrs / 250,000 km	Serviced at 80,920km. Replace Air Dryer filter, replace seal and o-rings in purge valve
BHT1624	Fuel trailer			2015	2016		

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BHT1633	Tandem Axle Dolly (Float)	6245		2015	2015		
TA001	Toyota Hilux	10,100	20,000	2016	2016	1 yr / 30,000 kms	Service at 10,000km
TA005	Toyota Hilux Tray Top	862	1,000	2016	2016	1 yr / 30,000 kms	
TA017	Isuzu Tipper	53,997	65,000	2014	2014	5 yrs / 200,000 km	
TA052	Colorado 4x4 Tray Back	17,138	30,000	2014	2014	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	133,961	150,000	2007	2010	8 yrs / 8,000 hrs	
TA092	Iveco Strais AD500 8-4	88,426	90,000	2012	2012	5 yrs / 250,000 km	Check and grease under chassis. Fix air leak. Replaced broken bolt in Torque Rod. Replaced cracked windscreen. Replaced suspension bump stop LH rear
TA18	12M Grader	432	500	2016	2016	7 yrs / 8,000 hrs	Check fault Slope Sensor
TA281	930K Loader	1,698	2,000	2014	2014	8 yrs / 8,000 hrs	Replace cutting teeth
TA386	Isuzu Tipper	45,453	60,000	2012	2012	5 yrs / 200,000 km	Adjust Driver side door hinges
TA2251	3 axle Float Trailer				2009		
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	47,089		2012	2012		Grease under chassis
1TMR367	Tandem Axle Dolly						
BKTBR	Skid steer Bucket Broom			2013			
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						Clean check and run fogger
	Broomehill Fogger						Clean check and run fogger

This Report was received by Council

12.02 WORKS REPORT FOR SEPTEMBER 2016

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	9 September 2016	
Disclosure of Interest:	Nil	

Broomehill

- Wet weather is making it hard for gardeners to keep up. Has even been too wet to mow.
- Gardeners busy getting “Sheridans Garden” ready for the long table lunch.
- All dams are full. Water is backing up in the catchments.
- Monash Electrical have repaired the footpath lights along the railway. The fittings and bulbs have been replaced and changed to LED. There should be less maintenance in the future.
- Thinkwater have visited the caravan park to price the installation of reticulation to the grassed nibs.
- Thinkwater checked the site for the new solar pump on Bignell’s dam.
- Complete new leach drain has been installed at 1 Janus Street. There was only one single leach drain in clay. This has been modified to 2 above ground leach drains with pit and pump.
- The caravan park needs a microseal over the asphalt. Extensive cracking is allowing water under the seal. This project needs to be included in the 2017/18 budget.

Tambellup

- Gardeners having trouble keeping up as they have been off with the flu.
- New plants still to be planted out.
- Gardeners working on cleaning up the cemetery and new shrubs have been placed around the niche wall.
- All dams are full.
- Plenty of treated water available for irrigation when needed. Watercorp have started to cart excess water from the ponds to Katanning.
- Finishing Taylor Street has been an issue with wet weather. There hasn’t been a dry week for crews to finish off the work needed.
- Renewing storm water drainage on the corner of Taylor and George Street. The storm water pipes had a gap and weren’t connected to any other system.
- Some sections of footpath along Garrity Street have been cut out and repaired.
- When the weather permits the maintenance crew will trial some stabilized crushed stone footpath. After pricing the various crushed rock available the crew will trial normal crusher dust.

Roads

- Construction crew are working on gravel repairs on various roads. They have been working on White, Burrige and Jam Creek Roads between rainy days.
- Funded road works is currently behind schedule while having to carry out gravel repairs.
- Western Stabilizers, Colas (bitumen) and Hansons have been rescheduled for later dates. Any further delays with road repairs will result in not finishing some road projects. RRG money if not spent in 2016/17 will return to the pool.
- Vegetation widening has been carried out on the Warrenup Road sealed section. This is to allow bitumen trucks to carry out the reseal later this year. Have also widened Tie Line North Road ready for gravel re-sheeting.
- After some complaints about gravel roads in the north of the shire a contract grader will be engaged to carry out maintenance grading on a number of roads. Council's own graders are busy in the south of the shire.
- Maintenance graders are working in the south west section of the shire, south of Tambellup West Road. They too have been held up with wet days.
- Maintenance crew have focused on bitumen edges and pot holes. Still too wet to get the Jetpatcher out on the bitumen network.
- 20,000 cubic metres of gravel has been stock piled to use on Hassell Road. This is part of the variation to the WANDRRA funding.

Plant

- The Iveco truck is in Albany for repairs. The hydraulic cut off valve failed and over extended the ram while side tipping gravel. Once the ram pushes the bowl past its set position, the ram follows the arc of the bowl. Past that point it starts to bend the ram. The ram has been replaced, but for some reason the hydraulic system has lost flow or pressure, resulting in the hydraulics being too slow. It is currently at Albany Hydraulics being checked.
- Manager of Works Vehicle has been replaced.
- Manager of Corporate Services Colorado Trailblazer has been delivered.
- Mechanics ute has been replaced.
- On order is Works Supervisors ute and TA parks and gardens ute.
- Jetpatcher is still in Cranbrook. Weather is causing some delays.

This Report was received by Council

12.03 BUILDING SURVEYORS REPORT FOR AUGUST 2016

Program:	Economic Services
Attachment:	BSR Report and Activity Statement
File Ref:	ADM0258
Author:	D Baxter Building Surveyor
Date:	1 September 2016
Disclosure of Interest:	Nil

Summary: Attached are the BSR Report and the Activity Statement for the month of August 2016 that has been sent to all the relevant authorities required by legislation.

Background: This report advises of the building approvals and the activity of the Building Surveyor for the month of August 2016.

Comment: This report confirms the activity of the Building Surveyor.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

Officer Recommendation: *“No recommendation required – Councillor information only”*

This Report was received by Council

Reason For Change to Recommendation:

12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 2 September 2016
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	2 September 2016
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2016-17 to 31 August 2016.

Background: Nil

Comment: The Building Maintenance Program Report is updated to 31 August 2016 and presented for Council’s information, comment and/or discussion, if required.

Consultation: Nil

Statutory Nil

Environment:

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

Implications: The Building Maintenance and Capital Works Program is an integral part of Council’s Asset Management Plan allowing Council to provide and maintain necessary building infrastructure to cater for community needs in a timely and cost efficient manner.

Financial

Implications: Council’s Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2016-17 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

Workforce Plan

Implications: The coordination of this work falls within the scope of the Manager Corporate Services’ role; the execution of the work has minimal impact on the current Workforce Plan due to the majority of work being conducted by external contractors.

Voting Requirements: Nil

Officer

Recommendation: *“No recommendation required – Councillor information only”*

This Report was received by Council

Reason For Change to Recommendation:

12.05 LIBRARY REPORT – AUGUST 2016

Program:	Recreation & Culture
Attachment:	Library Report – August 2016
File Ref:	ADM0097
Author:	S Beaton Library Officers S Reed
Date:	1 September 2016
Disclosure of Interest:	Nil

Summary: Attached is a Library Report prepared by Library Officers Sheree Beaton for the Tambellup Library and Siegrid Reed for the Broomehill Library, outlining the activities of both Broomehill and Tambellup libraries within each town.

Background: This report outlines the activities of both Broomehill and Tambellup libraries for the month of August 2016.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: This issue is not dealt with in the Plan

Asset Management Implications: There are no asset management implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Nil

Officer Recommendation: *“No recommendation required – Councillor information only”*

This Report was received by Council

Reason For Change to Recommendation:

13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF COUNCIL

Nil

14. DATE OF NEXT MEETING

20 October 2016

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.30pm.