



Ordinary Meeting of Council

MINUTES

16 June 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 16 June 2016 commencing at 4.13pm.

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	
	Cr ME White	
	JM Trezona	Chief Executive Officer (CEO)
	GC Brigg	Manager of Works
	KP O'Neill	Manager Finance and Assets
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Governance and Executive Assistant

Apologies: JA Stewart

Leave of Absence: Nil

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

- 2.1 The President welcomed Councillors, Staff and Keith Williams and declared the meeting open at 4.13pm.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

Cr Sheridan declared a Proximity Interest in Item 10.14

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 19 MAY 2016

160601

Moved Cr Thompson, seconded Cr Batchelor

“That the Minutes of the Ordinary Meeting of Council held on 19 May 2016 be confirmed as a true and accurate record of proceedings.”

CARRIED 7/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Cr Sheridan congratulated Cr Prout on receiving an OAM as part of the 2016 Queens Birthday Honours.

10. MATTERS FOR DECISION

10.01**FINANCIAL STATEMENTS FOR MAY 2016**

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for May 2016	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	9 June 2016	
Disclosure of Interest:	Nil	

Summary: Council to consider the monthly financial report for the period ending 31 May 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 2015/16 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: As we are nearing the pointy end of the financial year, the following matters are worthy of noting –

- Municipal Fund cash and investments at 31 May totalling \$1,280,329 of which \$537,291 is held in two separate term deposits (further detail in *Note 4 Cash and Investments*).
- Restricted Grants and Contributions held for specific purposes/projects totalling \$1,191,979. Of this, approximately \$538,719 will be carried forward in the 30 June closing surplus into the 2016/17 budget. This amount is predominantly grant funding held for redevelopment of the Tambellup Pavilion (further detail in *Note 7 Grants and Contributions*).
- The balance of expenditure for construction of the executive residence will be carried over into the 2016/17 budget for completion. This is fully funded from the Building Reserve.
- Likewise, the redevelopment of the Tambellup Pavilion will be carried over into 2016/17. Architectural services and other Consultant fees incurred to date are funded from the Tambellup Pavilion and Recreation Ground Reserve. Grants and loan funds are earmarked for the construction stages.
- The loan proposed to be raised for the Tambellup Pavilion will not be raised in 2015/16 and will be carried over into the 2016/17 budget. The loan will be raised once the project is well underway and other funding sources are exhausted.
- Road construction projects are on track to be complete by 30 June, with the exception of resheeting on Beejenup Road (funded by MRWA Commodity Routes) which will be carried over into 2016/17 for completion.

Note 1 in the report provides commentary on material variances which are highlighted in the Statement of Financial Activity, by Reporting Program and the Statement of Financial Activity, by Nature or Type.

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: **160602**

Moved Cr Prout, seconded Cr Paganoni

“That the Financial Statement for the period ending 31 May 2016 be adopted.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.02 CREDITORS ACCOUNTS PAID MAY 2016

Program:	Other Property and Services	
Attachment:	List of Payments for May 2016	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	9 June 2016	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during May 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	\$757,417.72
Trust Fund	\$158,965.45
Credit Cards	\$1,144.48
<u>Total</u>	<u>\$917,527.65</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: *160603*

Moved Cr Dennis, seconded Cr Prout

“That the list of accounts paid during May 2016, comprising:-

- *Municipal Fund payments totalling \$757,417.72 –*
 - *cheques 3142 to 3160;*
 - *electronic payments EFT7761 to EFT7828, EFT7832 to EFT7848;*
 - *direct debits DD4146.1 to DD4146.3, DD4161.1 to DD4161.3 and DD4177.1 to DD4177.3.*
 - *Trust Fund payments totalling \$158,965.45 –*
 - *electronic payments EFT7829 to EFT7831.*
 - *Credit Card purchases totalling \$1,144.48.*
- be endorsed.”*

CARRIED 7/0

Reason For Change to Recommendation:

10.03 INTERIM AUDIT FOR THE YEAR ENDING 30 JUNE 2016

Program:	Governance
Attachment:	Interim/Planning Audit Management Letter
File Ref:	ADM0058
Author:	KP O'Neill Manager Finance & Assets
Date:	30 May 2016
Disclosure of Interest:	Nil

Summary: Council to consider the Interim Audit Report for the year ending 30 June 2016.

Background: The Interim Audit for the financial year ending 30 June 2016 was conducted on 23rd and 24th May 2016 by Councils Auditors, Lincolns.

The *Local Government Act 1995 Part 7* and *Local Government (Audit) Regulations 1996* prescribe the conduct of an audit. The agreement between Council and Lincolns sets out the objectives, scope and plan for the audit.

Comment: An interim audit is undertaken prior to the end of the financial year to assess internal systems, controls and procedures which ensures the integrity of our data and confirms reliance on the financial reports.

Councils Auditors checked the following systems during their visit:-

Bank Reconciliations;
Payroll;
Payments Systems;
Receipts Systems;
Revenue Systems;
Debtors, Creditors and Rates subsidiary ledgers;
Plant Operation Costs; and
Public Works Overheads.

The Auditors are satisfied that reconciliations are occurring correctly, relevant reports are being retained on file and audit trails exist for Councils internal systems and processes.

There are no matters raised in the Report which require the attention or action of Staff or the Council.

A copy of the Interim Audit Report is provided for Councillors information and comment.

Consultation: Councils Auditors, Lincolns

Statutory Environment: *Local Government Act 1995 Part 7 - Audit*
Local Government (Audit) Regulations 1996

Policy Implications: There is no policy applicable to this item.

Strategic**Implications:**

Strategic Community Plan 2012-2022

Community Aspiration – Being Well Governed

*Provide leadership of the community through transparent, accountable and representative local government.***Asset Management****Implications:**

There are no implications for the Asset Management Plan.

Financial**Implications:**

The interim audit assesses risk, checks control systems and procedures and provide reasonable assurance that the financial systems of the Council are functioning reliably.

Workforce Plan**Implications:**

There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority**Council Decision:** *160604**Moved Cr Paganoni, seconded Cr Batchelor**“That Council accepts the Interim Audit Report for the year ending 30 June 2016.”***CARRIED 7/0****Reason For Change to
Recommendation:**

10.04 REVIEW OF POLICY 2.4 – GRATUITY AND REDUNDANCY PAYMENTS

Program:	Governance
Attachment:	Policy 2.4 – Gratuity and Redundancy Payments
File Ref:	ADM0165
Author:	KP O'Neill Manager Finance & Assets
Date:	20 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 2.4 – Gratuity and Redundancy Payments.

Background: The existing Policy was adopted in October 2008, and last reviewed in March 2012.

The purpose of the Policy is *“to recognise an employee’s length of service and contribution by payment on retirement or voluntary redundancy of an amount over and above the employee’s legal entitlement.”*

The Policy sets out the circumstances in which the Council may consider making a gratuity payment to staff on their retirement or voluntary redundancy.

Local Government Act 1995 (LGA) section 5.50 outlines the circumstances in which gratuity payments may be made to an employee. Local Government (Administration) Regulations 1996, Regulation 19A prescribes the maximum amount of the gratuity that can be made.

Comment: The Policy is specific in that a payment of this nature can only be made to staff that are ceasing employment with the Shire to retire or as a voluntary redundancy.

Staff who resign to seek employment elsewhere are not eligible for a gratuity payment, however are eligible to receive a gift to the value of \$100 for every year of service, at the discretion of the CEO.

Currently, the Policy allows Council to award the payment of a gratuity in the order of *‘four weeks’ pay for every year of service to a maximum of one years salary’* to a staff member who leaves the service of the Shire either for retirement purposes or as a voluntary redundancy. Awarding a payment of this amount to a staff member on their retirement is in contravention with the legislation.

Regulation 19A is specific in that a payment of this type can only be made to a person where they ‘accept voluntary severance’ and ‘is not a CEO or senior employee’. In all other cases, the maximum payment allowed is \$5,000.

Councils existing Policy requires amendment to reflect the intent of the Local Government Act 1995 and Administration Regulations. It is proposed to also remove reference to payments based on unused sick leave entitlements, which is provided for in the Workplace Agreements.

Consultation:

Chief Executive Officer

Statutory**Environment:***Local Government Act 1995***5.50. Payments to employees in addition to contract or award**

- (1) *A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out —*
 - (a) *the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and*
 - (b) *the manner of assessment of the additional amount,*
and cause local public notice to be given in relation to the policy.
- (1a) *A local government must not make any payment of the kind described in subsection (1)(a) unless the local government has adopted a policy prepared under subsection (1).*
- (2) *A local government may make a payment —*
 - (a) *to an employee whose employment with the local government is finishing; and*
 - (b) *that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government,*
but local public notice is to be given in relation to the payment made.
- (3) *The value of a payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.*
- (4) *In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.*

Local Government (Administration) Regulations 1996**19A. Payments in addition to contract or award, limits of (Act s. 5.50(3))**

- (1) *The value of a payment or payments made under section 5.50(1) and (2) to an employee whose employment with a local government finishes after 1 January 2010 is not to exceed in total —*
 - (a) *the value of the person's final annual remuneration, if the person —*
 - (i) *accepts voluntary severance by resigning as an employee; and*
 - (ii) *is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39;*

or

(b) in all other cases, \$5 000.

(2) In this regulation —

final annual remuneration in respect of a person, means the value of the annual remuneration paid, or payable, to the person by the local government which employed that person immediately before the person's employment with the local government finished.

Policy Implications: This matter is being considered as part of the rolling review of Council's Policy Manual.

Strategic Implications: Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

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

Financial Implications: The payment of a gratuity to a retiring staff member would be funded from within the Administration or Public Works Overheads programs within the budget of the relevant year.

Should Council find itself in a position to be seeking voluntary redundancies, amendments to the annual budget of the day may be required to accommodate the payment of a gratuity in the order of the maximum prescribed in the Local Government (Administration) Regulations 1996.

Workforce Plan Implications: This matter has no workforce planning implications.

Voting Requirements: Simple Majority

Council Decision: *160605*

Moved Cr Thompson, seconded Cr White

“That Council, having reviewed Policy 2.4 – Gratuity and Redundancy Payments adopts the revised policy as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.05 REVIEW OF POLICY 2.9 – EMERGENCY SERVICE LEAVE

Program:	Governance
Attachment:	Policy 2.9 – Emergency Service Leave
File Ref:	ADM0165
Author:	PA Hull Strategic Support & Projects Officer
Date:	31 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 2.9 – Emergency Service Leave.

Background: Council policies are required to be reviewed at least every three years. This policy is presented as part of the rolling review of the Policy Manual.

Comment: Policy 2.9 recognises the valuable role that many of Council’s employees play within the community, through their involvement with emergency services organisations including the Tambellup St John Ambulance, Tambellup Volunteer Fire & Emergency Service, State Emergency Service and Volunteer Bush Fire Brigades.

It is acknowledged that these organisations require members to commit to regular training and operational activities to maintain skill levels and levels of service to the community, and Policy 2.9 confirms Council’s support for its employees who volunteer in this manner.

It is recommended that the policy be retained without amendment.

Consultation: Chief Executive Officer

Statutory Environment: Nil

Policy Implications: Review of existing policy

Strategic Implications: Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

Asset Management Implications: Nil

Financial Implications: Paid leave of up to 38 hours per week is provided for eligible staff to undertake emergency services-related training or active service, in addition to award leave entitlements.

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: ***160606***

Moved Cr Dennis, seconded Cr Paganoni

“That Council retains Policy 2.9 – Emergency Services Leave, as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.06 REVIEW OF POLICY 2.3 – CORPORATE UNIFORM AND APPROPRIATE DRESS

Program:	Governance
Attachment:	Policy 2.3 – Corporate Uniform and Appropriate Dress
File Ref:	ADM0165
Author:	PA Hull Strategic Support & Projects Officer
Date:	31 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 2.3 – Corporate Uniform and Appropriate Dress.

Background: Council policies are required to be reviewed at least every three years. This policy is presented as part of the rolling review of the Policy Manual.

Comment: Policy 2.3 was adopted by Council in 2008 and aims to support a corporate dress standard and encourage corporate identity within its staff through a uniform subsidy to administration staff and provision of appropriate work wear to works staff.

The cost to purchase work wear by administration staff through Council's preferred supplier is currently subsidised, with the amount of the subsidy determined each year as part of budget deliberations. It is recommended this arrangement should be retained.

With regard to the provision of appropriate clothing for works employees, the *Occupational Safety and Health Act 1984* states the following:

19. Duties of employers

(1) An employer shall, so far as is practicable, provide and maintain a working environment in which the employees of the employer (the employees) are not exposed to hazards and in particular, but without limiting the generality of the foregoing, an employer shall —

(d) where it is not practicable to avoid the presence of hazards at the workplace, provide the employees with, or otherwise provide for the employees to have, such adequate personal protective clothing and equipment as is practicable to protect them against those hazards, without any cost to the employees.

Irrespective of Council's policy, Council is required to provide appropriate protective clothing from the time a new works employee commences duties with the Shire. It is recommended that Council's policy be amended to acknowledge this requirement.

A draft of Policy 2.3 is provided for Council's consideration and adoption if appropriate.

Consultation:	Chief Executive Officer Manager Corporate Services Manager of Works
Statutory Environment:	<i>Occupational Safety and Health Act 1984 s.19 (1)d</i>
Policy Implications:	Review of existing policy
Strategic Implications:	Strategic Community Plan – <i>Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.</i>
Asset Management Implications:	Nil
Financial Implications:	Provision is made for purchase of administration and works clothing each year in the annual budget.
Workforce Plan Implications:	Nil
Voting Requirements:	Simple Majority
Council Decision:	<i>160607</i> <i>Moved Cr Thompson, seconded Cr White</i> <i>“That Council adopts Policy 2.3 – Corporate Uniform and Appropriate Dress, as presented.”</i>
	<i>CARRIED 7/0</i>
Reason For Change to Recommendation:	

10.07 NEW POLICY – CEMETERY - EXHUMATION

Program:	Governance	
Attachment:	Draft Policy	
File Ref:	ADM0165	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	9 June 2016	
Disclosure of Interest:	Nil	

Summary: Council to consider implementation of a new policy – ‘Cemetery-Exhumation’.

Background: Staff are currently undertaking a review of Council’s Management Practices (MP), which are the guidelines that ensure consistency in how Council and staff deal with a range of matters.

It has become apparent that there are some current practices in place which should be formalised as Council Policy.

Comment: *MP 7.1 – Cemetery - Exhumation* deals with requests to the Shire to undertake exhumations.

The Management Practice was previously a policy of the Shire of Tambellup, and was converted to a Management Practice at the time of the amalgamation. It is considered this matter should revert to Council Policy.

The proposed policy sets out the extent of works to be undertaken by the Shire in the event of a request for an exhumation, in consideration of the fact that Council staff are not trained to carry out this task.

A draft policy is presented for Councils consideration and adoption if appropriate.

Consultation: Chief Executive Officer

Statutory**Environment:**

Cemeteries Act 1986:

58. Minister may order exhumation

The Minister may in writing order the exhumation of a body and the re-burial or disposal of the ashes after cremation of the body in accordance with this Act and may further order how and by whom the costs of the exhumation, re-burial or disposal shall be met.

59. Board may authorise exhumation and re-burial

A Board may in writing authorise the exhumation of a body buried in the cemetery and the re-burial or disposal of the ashes after cremation of the body in that cemetery.

Policy Implications: New Policy – ‘Cemetery – Exhumation’

Strategic

Implications: Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

Asset Management

Implications: Nil

Financial

Implications: This issue has no financial implications for Council

Workforce Plan

Implications: Nil

Voting

Requirements: Simple Majority

Council Decision: *160608*

Moved Cr Dennis, seconded Cr Batchelor

“That Council adopts the new policy ‘Cemetery – Exhumation’ as presented.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.08 NEW POLICY – ROADSIDE BURNING

Program:	Governance	
Attachment:	Draft Policy	
File Ref:	ADM0165	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	9 June 2016	
Disclosure of Interest:	Nil	

Summary: Council to consider implementation of a new policy – Roadside Burning.

Background: Staff are currently undertaking a review of Council's Management Practices (MP), which are the guidelines that ensure consistency in how Council and staff deal with a range of matters.

It has become apparent that there are some current practices in place which should be formalised as Council Policy.

Comment: *MP 7.4 – Roadside Burning* deals with controlled burning of roadsides within the Shire by landowners. The Management Practice was previously a policy of the Shire of Tambellup, and was converted to a Management Practice at the time of the amalgamation.

It is considered this matter should revert to Council Policy to maintain consistency in handling enquiries relating to roadside burning for fire hazard management.

A draft policy is presented for Councils consideration and adoption if appropriate.

Consultation: Chief Executive Officer

Statutory**Environment:**

Activities in Thoroughfares and Public Places and Trading Local Law 2008: Part 5 – Roadside Conservation Division 6—Fire management

5.13 Permit to burn thoroughfare

A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

5.14 Application for permit

In addition to the requirements of subclause 7.1(2), an application for a permit for the purposes of clause 5.13 shall—

- (a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and*
- (b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.*

5.15 When application for permit can be approved

The local government may approve an application for a permit for the purpose of clause 5.13 only if the burning of the particular part of the thoroughfare will—

- (a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by*

the local government to be not feasible or more detrimental to native flora and fauna than burning; or

(b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

5.16 Prohibitions on burning

Notwithstanding anything to the contrary in this local law, an application for a permit for the purpose of clause 5.13 is not to be approved by the local government—

(a) for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna; or

(b) in any year to any person for any part of a thoroughfare which is on the opposite side of the carriageway to that portion of the thoroughfare for which a permit to burn has been approved in the same year.

Policy Implications: New Policy – Roadside burning

Strategic Implications: Strategic Community Plan – *Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*

Asset Management Implications: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: **160609**

Moved Cr Prout, seconded Cr White

“That Council adopts the new policy ‘Roadside Burning’ as presented.”
CARRIED 7/0

Reason For Change to Recommendation:

10.09 RENEWAL OF UPDATED AGREEMENT WITH THE WATER CORPORATION – NON-POTABLE WATER SUPPLY – TAMBELLUP DAM NO.1 (JAM CREEK)

Program:	Governance
Attachment:	Under Separate Cover: Updated Agreement between the Water Corporation and Shire of Broomehill-Tambellup for Non- Potable Water Supply – Tambellup Dam No. 1 (Jam Creek)
File Ref:	CLAF057
Author:	JA Stewart Manager Corporate Services
Date:	2 June 2016
Disclosure of Interest:	Nil

Summary: Council to consider the renewal of an updated Agreement with the Water Corporation to access the non-potable water supply stored at the Tambellup Dam No. 1 (Jam Creek).

Background: In February 2010 Council entered into an Agreement with the Water Corporation to access non-potable water from the Tambellup No. 1 dam for use by the Tambellup Primary School (reticulation of oval) and Council (additional water for the oval, parks and gardens in the Tambellup townsite). Council installed a pipeline from the Tambellup Dam No. 1 to deliver the water via Council's existing infrastructure; affected landowners consented to the pipeline crossing their properties.

An agreement was then drawn up between the Shire and the Tambellup Primary School (School) and remains in existence to date; it is anticipated that this document will be presented to Council for review in the near future and following Council's resolution of this item. The School's water use is recorded on a sub-meter and the School charged accordingly.

As an aside to this Agreement, the Shire, in December 2012, approached the Water Corporation expressing its interest in taking over the Tambellup No. 1 Dam and sealing the catchment; an exercise requiring sub-division of land. In February 2013 the Water Corporation met with the Shire's Chief Executive Officer to further discuss the matter and, in March 2014, forwarded a subdivision/disposal of land proposal that the Shire agreed to, with conditions. In December 2014 the Water Corporation then forwarded the Shire an Expression of Interest form which was completed and returned. This matter is still in progress.

Comment: The author has compared the existing Agreement with the reviewed and updated Agreement, as presented by the Water Corporation, and noted any changes between the two documents (please see *under separate cover* attachment).

For Council consideration.

Consultation: Nil

Statutory**Environment:** Nil**Policy Implications:** Nil**Strategic****Implications:** Nil**Asset Management****Implications:** Routine maintenance and upkeep of associated infrastructure**Financial****Implications:**

- Ongoing water usage and infrastructure maintenance costs
- Water usage costs for reticulation of the school oval are recovered from the Tambellup Primary School

Workforce Plan**Implications:** Continuation of existing workforce requirements**Voting Requirements:** Simple Majority**Council Decision:** *160610**Moved Cr Batchelor, seconded Cr Paganoni**“That Council signs the reviewed and updated agreement between the Shire of Broomehill-Tambellup and the Water Corporation, as presented, being for the supply of non-potable water from the Tambellup No. 1 Dam (Jam Creek) for utilisation by the Tambellup Primary School and Council’s parks and gardens programme within the Tambellup townsite”.***CARRIED 7/0****Reason For Change to
Recommendation:**

10.10 BUSINESS CONTINUITY PLAN

Program:	Governance
Attachment:	Under Separate Cover: Business Continuity Plan
File Ref:	ADM0442
Author:	JA Stewart Manager Corporate Services
Date:	8 June 2016
Disclosure of Interest:	Nil

Summary:	Council to endorse a Business Continuity Action Plan (Plan).
Background:	Business continuity planning in local government represents part of a local government's approach to risk management and aims to mitigate negative consequences on business operations caused by a disruptive event (e.g.; natural disaster).
Comment:	<p>Council's Plan has been formulated based on best practice principles and involving all administration staff (for Administration operations) and the Works Manager (for Works operations) with guidance and input from the Shire's insurers, Local Government Insurance Services (LGIS). Business continuity objectives (prioritised functions and services) are identified and supported by procedures to be actioned within pre-determined, preferred timeframes. The Plan is inclusive of contact lists and anticipated resource requirements and will provide direction in what could be chaotic circumstances should a disruptive event occur. The Plan will be tested, with the assistance of LGIS, via a desktop scenario later in the year.</p> <p>For Council endorsement.</p>
Consultation:	James Sheridan - Manager, Organisational Risk Services, LGIS
Statutory Environment:	Local Government (Audit) Regulations 1996 – r.17
Policy Implications:	This Plan aligns with Policy 1.16 - Organisational Risk Management; specifically, the <i>Risk Management Objective 'limited interruption to business continuity'</i>
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: Simple Majority

Council Decision: *160611*

Moved Cr White, seconded Cr Thompson

“That Council endorses the Business Continuity Action Plan, as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.11 PROPOSED DWELLING – LOT 4075 (NO 374) SOUTH PALLINUP ROAD, TAMBELLUP

Program:	Planning
Attachment:	BAL Assessment Part 1 BAL Assessment Part 2
File Ref:	A629
Author:	Liz Bushby Gray & Lewis Landuse Planners
Date:	2 June 2016
Disclosure of Interest:	Gray & Lewis receive planning fees for advice to the Shire, therefore declare a Financial Interest – Section 5.60A and Section 5.70 of the Local Government Act 1995

Summary: Council is to consider a planning application for a second dwelling on Lot 4075 (No 374) South Pallinup Road, Tambellup.

Background: Lot 4075 is zoned 'Farming' under the Shire of Tambellup Town Planning Scheme No 2 ('the Scheme').

The lot has been developed with an existing residence and ancillary outbuildings. The lot has an area exceeding 161 hectares and is used for agricultural purposes.



Source: Landgate

Comment:

- *Proposed Development*

The application proposes to construct a second dwelling to the north east of the existing dwelling on the lot. The proposed dwelling will be setback 462 metres from South Pallinup Road, 230 metres from the south

boundary and 720 metres from the north boundary.

The applicant has advised they occupy the existing dwelling and they will relocate to the new dwelling once it is constructed. The existing dwelling will be used for workers (or family) accommodation.

Having regard for the proposed setbacks, and that the dwelling will be located near to existing buildings, it is not considered that the development will have any adverse impact on streetscape or amenity.

- *Setbacks*

The proposed dwelling complies with the setbacks required by the Scheme for the Farming zone.

- *Relevant State Planning Guidelines and Policies – Bushfire Prone Areas*

The Western Australian Planning Commission has released new Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') and State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7). These documents apply to all land identified as Bushfire Prone.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. The proposed dwelling is within an identified Bushfire Prone Area.

Under Clause 5.4 of the Guidelines all planning applications in Bushfire Prone Areas are to be accompanied by a BAL (Bushfire Attack Level) assessment. There are exemptions for lots in townsites with an area less than 1,100m².

A BAL is also required for the separate building permit process and became mandatory from the 8 April 2016.

A BAL determines a proposed buildings potential for bushfire exposure and is used to establish the construction requirements owners/ builders can use to improve the protection of their dwelling from bushfire attack.

A BAL examines factors such as slope, types of vegetation and distance to vegetation to determine a BAL rating for construction.

- *Bushfire Attack Level Report*

The applicant has lodged a BAL assessment completed by Strutterre Consulting Engineers.

The report concluded that a BAL 19 rating applies, however it could be reduced to BAL 12.5 if the setback to vegetation to the west is increased to 30 metres, and a 17 metre cleared area is maintained around the dwelling to separate it from grassland to the east.

The different BAL's are summarised below.

Bushfire Attack Level	Description of risk and levels of exposure
BAL – LOW	There is insufficient risk to warrant specific construction requirements.
BAL – 12.5	Risk of radiant heat is considered low. Primarily risk of ember attack.
BAL – 19	Risk is considered moderate. Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux between 12.5 and 19 kW m ² .
BAL – 29	Risk is considered high. Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux between 19 and 29 kW m ² .
BAL – 40	Risk is considered very high. Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames.
BAL – FZ	Risk is considered extreme. Direct exposure to flames from fire front in addition to heat flux and ember attack.

As part of the separate building permit they will be required to meet some specific construction standards.

- *Notification on Title*

SPP 3.7 states that ‘a notice on title’ advising that the site is located in a bushfire prone area should be required as a condition of any development approval.

Council can impose a condition on any approval requiring a notification to be placed on the Certificate of Title of Lot 4075 to alert any future purchaser that is in a bushfire prone area.

Council has to have ‘due regard’ for SPP 3.7, however Gray & Lewis does not recommend any notification on the title for the following reasons:

- A notification would need to be compiled by a lawyer and there are costs associated with lodging any notification on a title.
- Bushfire mapping will be reviewed annually and the existing vegetation on site is a snapshot in time.
- Bushfire mapping is readily available to purchasers through the DFES website. Any purchaser needs to undertake due diligence when buying land.

Consultation:

There has not been any public consultation in regards to this application. Gray & Lewis has liaised with the Shire’s Building Surveyor who supports the BAL report.

Statutory

Environment: *Shire of Tambellup Town Planning Scheme No 2* – explained in this report.

Planning and Development (Local Planning Schemes) Regulations 2015
- In accordance with Regulation 67 (f) in Schedule 2 the ‘*matters to be considered by the local government*’ includes ‘*any approved State Planning Policy*’.

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

Implications: This matter has no Asset Management Implications

Financial

Implications: The Shire pays consultancy fees to Gray & Lewis.

Workforce Plan

Implications: This matter has no Workforce Plan Implications

Voting Requirements: Simple Majority

Council Decision: *160612*

Moved Cr Batchelor, seconded Cr Dennis

“That Council:

- 1. Approve the planning application lodged for a dwelling on Lot 4075 (No 374) South Pallinup Road, Tambellup subject to the following Conditions:*
 - (i) The revised plans lodged with this application on the 23 May 2016 shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.*
 - (ii) The owner/ applicant to implement the recommendations of the Bushfire Attack level (BAL) Assessment report by Structerre Consulting Engineers dated 17 May 2016 (V2) including and not limited to:*
 - (a) A minimum setback of 30 metres between the dwelling wall and vegetation to the west (identified as Plot 1).*
 - (b) A 17 metre area around the proposed dwelling to be cleared and maintained (as reticulated lawn and gravel) as shown on the revised site plan included as Attachment A in the BAL report.*
 - (iii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained*

within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.

- (iv) *If the development, the subject of this approval, is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.*

2. *Include the following advice notes on the planning approval:*

- (a) *Planning consent is not an approval to commence construction. A building permit must be obtained for all work.*

- (b) *As you are aware Statewide Bushfire Prone Mapping has been prepared by the Office of Bushfire Risk Management (OBRM) and is available on the DFES website – <http://www.dfes.wa.gov.au>.*

Your lot has been identified as Bushfire Prone. The BAL assessment report identifies your building will need to meet higher construction standards as per Australian Standard 3959.

The bushfire planning reforms will not be applied retrospectively to existing development or buildings.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.12 APPPOINTMENT OF DUAL FIRE CONTROL OFFICER – SHIRE OF GNOWANGERUP

Program:	Law Order and Public Safety
Attachment:	Nil
File Ref:	ADM0244
Author:	KE Hobbs Finance/Rates Officer
Date:	8 June 2016
Disclosure of Interest:	Nil

Summary: The Shire of Gnowangerup seeks the appointment of Dual Fire Control Officers.

Background: The Shire of Gnowangerup seeks the appointment of the following Dual Fire Control Officer to respond to incidents within the Shire of Broomehill-Tambellup for the coming 2016-2017 season:

Wayne Pech – Gnowangerup Brigade

Comment: Nil

Consultation: Nil

Statutory Environment: *Bush Fires Act 1954 section 40*

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: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160613*

Moved Cr Dennis, seconded Cr Prout

“That Council approves the request by the Shire of Gnowangerup for registration of Wayne Pech as Dual Fire Control Officer for the coming 2016-2017 fire season.”

CARRIED 7/0

Reason For Change to Recommendation:

10.13 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Program:	Law Order and Public Safety
Attachment:	Reviewed Local Emergency Management Arrangements
File Ref:	ADM0246
Author:	PA Hull Strategic Support and Projects Officer
Date:	3 June 2016
Disclosure of Interest:	Nil

Summary: Council to endorse the reviewed Local Emergency Management Arrangements (Arrangements).

Background: In accordance with s. 36 and s. 41 of the *Emergency Management Act 2005*, Council is required to have documented arrangements in place that will assist in management of an emergency situation within the Shire.

The purpose of the Arrangements is to set out:

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate

Council is required to review the Arrangements at five yearly intervals, to ensure they continue to be relevant to the community. The documents were last reviewed in 2010.

Comment: The Arrangements include the following sub plans:

- Local Evacuation Plan (endorsed June 2014)
- Local Risk Management Plan (endorsed August 2010)
- Local Recovery Plan (endorsed August 2010)
- Local Welfare Plan (endorsed November 2015).

The Local Emergency Management Committee (LEMC) has commenced the review of the Risk Management Plan. This information will be included in the Arrangements when the process is complete.

The Recovery Plan has been reviewed as part of this review of the Arrangements and is included in the document presented. Amendments included:

- Transfer to new format
- Updated information on roles and responsibilities for key roles

- and external agencies
- Updated recovery-specific contacts

The Arrangements have been reviewed in consultation with the LEMC and other stakeholders. Amendments included:

- Transfer to new format
- Update of contacts and resources throughout
- Inclusion of risk register and critical infrastructure (information to be included at the conclusion of the review of the Risk Management Plan)

The LEMC endorsed the reviewed Arrangements at its meeting held on 24 May 2016. Council's endorsement of the document is now required, prior to forwarding to the State Emergency Management Committee for noting.

Consultation: Chief Executive Officer
Local Emergency Management Committee
Adam Smith (State Emergency Management Committee Secretariat)

Statutory Environment: *Emergency Management Act 2005*

Policy Implications: Nil

Strategic Implications: The Strategic Community Plan contains an aspiration of '*Living in a safe community*'. Maintaining the Local Emergency Management Arrangements increases confidence in the Shire's ability to respond appropriately to an emergency and provide effective recovery to the community.

Asset Management Implications: This matter has no implications for asset management.

Financial Implications: This matter has no implications for financial management.

Workforce Plan Implications: This matter has no workforce planning implications.

Voting Requirements: Simple Majority

Council Decision: *160614*

Moved Cr Prout, seconded Cr Paganoni

"That Council endorses the Local Emergency Management Arrangements 2016 as presented."

CARRIED 7/0

Reason For Change to Recommendation:

10.14**REQUEST TO AMEND A ROAD ON THE RESTRICTED ACCESS VEHICLE (RAV) NETWORK**

Program:	Transport
Attachment:	Nil
File Ref:	ADM0220, RD297 & RD294
Author:	JM Trezona Chief Executive Officer
Date:	9 June 2016
Disclosure of Interest:	Cr Sheridan declared a Proximity Interest in this item as he has an interest in land that adjoins Tambellup West Road and left the meeting at 4.45pm. Cr Thompson took the chair.

Summary: Council to consider an application for a Tandem Drive Concessional RAV 6 Level 3 rating to be applied on Tambellup West Road from Great Southern Highway to the Shire of Kojonup boundary and Gnowangerup Tambellup Road from the Gnowangerup Shire boundary to Great Southern Highway.

Background: Council has received an application to have both the Tambellup West Road and Gnowangerup Tambellup Road assessed for a Tandem Drive Concessional 6.3 rating to be applied. There are three levels.

	Tandem Axle Group	Tri Axle Group
Level 1	17.0t	21.5t
Level 2	17.0t	22.5t
Level 3	17.5t	23.5t

The Tandem Axle group mass level for level 3 is 17.5t which is an additional 1 tonne per axle group and 23.5 tonne for a tri axle group which is an additional 3.5 tonner per axle group.

There are specific conditions that truck owners must meet for their truck to be eligible for the Concessional Networks.

Comment: The demand for changes to the RAV ratings on our roads continues to escalate. In deliberating on this application Council's attention is drawn to the fact that by supporting the tandem drive RAV Network 6 Level 3 application, Concessional Level 3 will automatically apply to RAV's 2 – 5 as a consequence.

It is recommended that Council includes the following condition should it agree to support the proposal:

- CA07 – All operators must carry written approval from the Local Authority permitting use of the road
- CV18 – Headlights to be switched on in the dipped position at all times
- Maximum speed 20km/h below the posted speed limit
- The road not requiring any further Council funded works to achieve a Tandem Drive Concessional RAV 6 Level 3 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

It is recommended that the written approval given to the operators is on an annual basis only. This will give Council an indication of the number of operators on the road plus the opportunity to analyse what impact the change is having on the road network.

For Council consideration and decision.

Consultation: Main Roads Heavy Vehicle Services
Manager of Works

**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 this road may be altered by a change in the RAV Network rating.

**Financial
Implications:** There are no financial implications at this time, 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.

**Workforce Plan
Implications:** There are no Workforce Plan implications

Voting Requirements: Simple Majority

Council Decision: 160615

Moved Cr Dennis, seconded Cr Paganoni

“That Council, having considered the application for a Tandem Drive Concessional RAV 6 Level 3 rating to be applied on Tambellup West Road from Great Southern Highway to the Shire of Kojonup boundary and Gnowangerup Tambellup Road from the Gnowangerup Shire boundary to Great Southern Highway, supports the proposal subject to the following conditions:-

- CA07 – All operators must carry written approval from the Local Authority permitting use of the road*
- written approvals must be applied for from Council on an annual basis*
- CV18 – Headlights to be switched on in the dipped position at all times*
- Maximum speed 20km/h below the posted speed limit*
- the road not requiring any further Council funded works to achieve a Tandem Drive Concessional RAV 6 Level 3 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.”*

CARRIED 6/0

**Reason For Change to
Recommendation:**

Cr Sheridan returned to the meeting at 4.53pm and resumed the Chair.

10.15 BUDGET AMENDMENT 2015/16 – WA NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS

Program:	Transport	
Attachment:	Nil	
File Ref:	ADM0491	
Author:	KP O'Neill	Manager Finance & Assets
Date:	10 June 2016	
Disclosure of Interest:	Nil	

Summary: Council to consider an amendment to the 2015/16 Budget to accommodate additional revenue and expense resulting from January 2016 storm damage.

Background: The South West region experienced heavy rainfall and associated flooding over a number of days in January 2016, causing extensive damage to road networks throughout the region.

The storm event has been declared a natural disaster by the Department of Premier and Cabinet (DPC), thereby activating the WA Natural Disaster Relief and Recovery Arrangements (WANDRRA).

WANDRRA is jointly funded by the State and Commonwealth Governments and is administered by the DPC, with assistance from other agencies. Main Roads WA regional offices are the point of contact for road infrastructure assistance and advice.

Assistance is available to local governments for clean-up costs and the restoration or replacement (to pre-disaster standard) of essential public assets which includes local road damage.

Comment: Councillors will recall that tenders were called separately to undertake drainage works and road works, and tenders were awarded to two contractors at the April 2016 Council meeting.

The estimated restoration costs are in the vicinity of \$1.1million, and approximately \$250,000 of this will be incurred in the 2015/16 year.

Opening up costs, undertaken by Councils works staff and funded through the annual road maintenance budget, are not recoverable from WANDRRA.

The amendments have no effect on the 'bottom line' of the budget as the estimated expenditure is offset by WANDRRA revenue of the same amount.

The purpose of amending the budget, even at this late stage, is to acknowledge the significant increase in both revenue and expenditure for the 2015/16 year.

It is proposed to increase operating revenue and expenditure against the following ledger accounts in the Transport program –

Operating Revenue		
12163.71	WANDRRA – Grants Operating	\$250,000
Operating Expenditure		
12226.27	Road Maintenance – WANDRRA	\$(250,000)
Overall Impact on Budget		\$0

The balance of revenue and expense will be accounted for in the 2016/17 budget.

Consultation: Chief Executive Officer
WANDRRA Guide for Local Governments

**Statutory
Environment:** Nil

Policy Implications: There is no policy applicable to this item.

**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:** Payments to contractors undertaking the reinstatement works is funded through WANDRRA. The balance of the estimated reinstatement works will be carried over into the 2016/17 budget for completion.

**Workforce Plan
Implications:** There are no implications for the Workforce Plan.

**Voting
Requirements:** Absolute Majority

Council Decision: *160616*

Moved Cr White, seconded Cr Batchelor

“That Council amends the 2015/16 budget to allow for additional revenue and expenditure from the WA Natural Disaster Relief and Recovery Arrangements declared event of 18-21 January 2016, as follows –

<i>Operating Revenue</i>		
<i>12163.71</i>	<i>WANDRRA – Grants Operating</i>	<i>\$250,000</i>
<i>Operating Expenditure</i>		
<i>12226.27</i>	<i>Road Maintenance – WANDRRA</i>	<i>\$250,000”</i>

CARRIED 7/0
By Absolute Majority

**Reason For Change
to Recommendation:**

10.16 SILENT AUCTION

Program:	Governance/Recreation and Culture/Transport
Attachment:	Under Separate Cover: Summary of bids received
File Ref:	ADM0326
Author:	PA Hull Strategic Support & Projects Officer
Date:	15 June 2016
Disclosure of Interest:	Chief Executive Officer Joanne Trezona declared an Interest in this item as her husband has submitted bids on items in the Silent Auction.

Summary: Council has conducted a silent auction to dispose of various items of furniture and equipment that are surplus to requirements, predominantly from the Tambellup Sports Pavilion.

Background: A flyer was distributed to residents by mail listing the various items to be sold via a silent auction. The items have been held at the Tambellup Sports Pavilion and were available for inspection on two occasions prior to the closing date for bids.

Bids were required to be submitted in writing and received no later than 12 noon on Wednesday 15th June 2016.

Comment: In all, 98 lots were listed for sale. Of these, 49 lots received no bids. A summary of the bids received is included as a confidential attachment. All bids are listed and are inclusive of GST.

This matter is brought before the Council for decision as a number of Councils' employees have submitted bids on various items.

The Broomehill Recreational Complex Committee has placed bids on various lots for a number of tables and chairs. As the Complex is a Council facility, consideration may be given to donating these items to the Complex Committee.

In all other lots, it is recommended that Council accepts the highest bid received for each item.

Consultation: Chief Executive Officer

Statutory

Environment: Council is not required to call tenders for the items advertised as it was determined that they would not reach the prescribed sale amount of \$20,000.

Policy Implications: There is no policy in relation to this item.

Strategic

Implications: The Strategic Community Plan contains an aspiration of '*Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.*'

Asset Management

Implications: This matter has no asset management implications.

Financial

Implications: Additional revenue will be realised from the sale of these items. All items are to be paid for in full prior to collection.

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting

Requirements: Simple Majority

Council Decision: **160617**

Moved Cr Thompson, seconded Cr Dennis

“That Council accepts the following bids for items listed for sale:

Lot No.

- | | |
|-----------|---|
| 1 | <i>Savior Faire electric oven - Allawah Grazing - \$50.00</i> |
| 3 | <i>Tables (x 7) and table trolley - Elizabeth Sprigg - \$212.00</i> |
| 4 | <i>Wall speakers x 2 - Allawah Grazing - \$20.00</i> |
| 5 | <i>Kitchen bench - Katherine Hodgson - \$150.00</i> |
| 6 | <i>Double glass door fridge - Dennis Riley - \$500.00</i> |
| 7 | <i>Rinnai gas heater - Beth Schlueter - \$50.00</i> |
| 8 | <i>Kitchen bench - Tambellup Freemasons Lodge - \$100</i> |
| 9 | <i>Table (white legs)- Trena Dennis - \$30.00</i> |
| 10 | <i>Hitachi twin tub washing machine - Peter & Di Olden - \$200</i> |
| 11 | <i>Simpson fridge - Derek Sadler - \$215.00</i> |
| 12 | <i>Malleys Tuckerbox freezer - Derek Sadler - \$210.00</i> |
| 13 | <i>Mobile kitchen bench (damaged) - Katherine Hodgson - \$50.00</i> |
| 17 | <i>Small tea trolley (no castors) - Neil Letter - \$12.00</i> |
| 19 | <i>Large teapot - Derek Sadler - \$10.00</i> |
| 21 | <i>Stockpot - Katherine Hodgson - \$10.00</i> |
| 24 | <i>Yellow crockery – six settings - St John Ambulance - \$10.00</i> |
| 25 | <i>Yellow crockery – six settings - St John Ambulance - \$10.00</i> |
| 26 | <i>Yellow crockery – three settings - St John Ambulance - \$10.00</i> |
| 27 | <i>Yellow crockery – six settings ex cups - St John Ambulance - \$8.00</i> |
| 35 | <i>Quantity yellow crockery - Casey Bradshaw - \$5.00</i> |
| 56 | <i>Coffee cups white x 8 - St John Ambulance - \$5.00</i> |
| 66 | <i>Glassware - Allawah Grazing - \$2.00</i> |
| 68 | <i>Quantity ashtrays - Casey Bradshaw - \$10.00</i> |
| 74 | <i>Brown cupboard - Evan Francis Watkins - \$50.00</i> |
| 75 | <i>Chairs x 10 - Katherine Hodgson - \$150.00</i> |
| 76 | <i>Chairs x 10 - Katherine Hodgson - \$100.00</i> |
| 77 | <i>Chairs x 10 - Tambellup Freemasons Lodge - \$50.00</i> |
| 78 | <i>Chairs x 10 - Tambellup Freemasons Lodge - \$60.00</i> |

79	<i>Chairs x 10 - Tambellup Freemasons Lodge - \$50.00</i>
80	<i>Chairs x 10 - Ray Squibb - \$100.00</i>
82	<i>Chairs x 10 - St John Ambulance - \$20.00</i>
83	<i>Chairs x 10 - Ray Squibb - \$100.00</i>
84	<i>Chairs x 10 - Neil Letter - \$62.00</i>
85	<i>Chairs x 10 - Tambellup Agricultural Society - \$10.00</i>
86	<i>Chairs x 10 - Elizabeth Sprigg - \$55.00</i>
87	<i>Chairs x 10 - Elizabeth Sprigg - \$55.00</i>
88	<i>Chairs x 10 - Tambellup Agricultural Society - \$10.00</i>
90	<i>Chairs x 6 - Peter Bradshaw - \$30.00</i>
91	<i>Stihl 110 brushcutter - Neil Letter - \$160.00</i>
92	<i>Stihl 130 brushcutter - Trena Dennis - \$80.00</i>
93	<i>Husquvarna 365 chainsaw - Neil Letter - \$250.00</i>
94	<i>Stihl blower - Tambellup Freemasons Lodge - \$155.00</i>
95	<i>Stihl blower - Neil Letter - \$130.00</i>
96	<i>Stihl blower - Bryan Trezona - \$155.00</i>
97	<i>Small genset - Trena Dennis - \$200.00</i>
98	<i>6x4 fuel trailer - unregistered - Evan Francis Watkins - \$350.00</i>

Further, that Council donates the following to the Broomehill Recreational Complex Committee:

<i>Lot 2</i>	<i>Tables (x 7) and table trolley</i>
<i>Lot 81</i>	<i>Chairs x 10</i>
<i>Lot 89</i>	<i>Chairs x 10."</i>

CARRIED 7/0

**Reason For Change
to Recommendation:**

12.01**MAINTENANCE REPORT FOR JUNE 2016**

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	10 June 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 Fortuner			2016	2016	1 yr / 30,000 kms	
BH00	Toyota Hilux Dual Cab	12,198	20,000	2015	2016	1 yr / 30,000 kms	
BH000	Holden Colorado 7			2016	2016	1yr / 25,000 km	
BH001	CAT vibe Roller	2,840	3,000	2009		8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	1,831	5,000	2016	2016	7 yrs / 250,000km	
BH003	Toyota Landcruiser GXL Dual Cab	10,044	10,000	2015	2016	1 yr / 30,000 km	
BH004	CAT 12M Grader	6,610	7,000	2250	2009	8 yrs / 8,000 hrs	
BH005	Cat multi tyre Roller	3,803	4,000	2011	2011	8 yrs / 8000 hrs	Repair tyre. Replace final drive chain assembly
BH006	CAT 12M	3,629	4,000	2012	2012	8 yrs / 8,000 hrs	Replace broken LH side mirror. Serviced at 3586 hrs.
BH007	Toro mower	88	100	2016	2016	5 yrs / 5,000 hrs	Repair 2 tyres. Replace 4 grease nipples
BH009	Colorado 4x4 Tray Back	5,105	15,000	2014	2014	1 yr / 30,000 km	
BH010	6x4 Fuel Trailer			1981	1981		
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	1,250	1500	2013	2013	10 yrs / 8,000 hrs	
BH014	Toyota Hilux Ute	14,415	20,000	2014	2014	1 yr / 30,000 km	Serviced at 12190 km
BHT84	Toro Groundmaster 3500D mower	328	450	2013	2013		Serviced at 322 hours
BHT92	CAT 259B3 Skid Steer	1,051	1500	2012	2013	8 yrs / 8,000hrs	Fix hydraulic oil leak in pump
BHT125	Mack Curser 8 Wheel Tipper	73,706	80,000	2013	2013	5 yrs / 250,000 km	Adjusted brakes, greased suspension
BHT1633	Tandem Axle Dolly (Float)	6245		2015	2015		
TA001	Toyota Hilux	13,264	20,000	2015	2015	1 yr / 30,000 kms	Serviced at 10448 kms
TA005	Toyota Hilux Tray Top	381	1,000	2016	2016	1 yr / 30,000 kms	

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
TA017	Isuzu Tipper	45,454	50,000	2014	2014	5 yrs / 200,000 km	Wheel alignment
TA052	Colorado 4x4 Tray Back	12,794	15,000	2014	2014	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	133,961	150,000	2007	2010	8 yrs / 8,000 hrs	Check compressor engine solenoid
TA092	Iveco Strais AD500 8-4	82,247	90,000	2012	2012	5 yrs / 250,000 km	Repaired beacon lights. Replace service brake hose.
TA18	12M Grader	174	250	2016	2016	7 yrs / 8,000 hrs	
TA281	930K Loader	1,398	1,500	2014	2014	8 yrs / 8,000 hrs	
TA386	Isuzu Tipper	43,620	45,000	2012	2012	5 yrs / 200,000 km	
TA2251	3 axle Float Trailer				2009		Adjusted brakes, greased under chassis
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	44,058		2012	2012		
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						
BH010	6 x 4 Fuel Trailer						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
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						
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
CATBR	Caterpillar Broom						
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						

This Report was received by Council

12.02**WORKS REPORT FOR JUNE 2016**

Program:	Transport	
Attachment:	Nil	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	10 June 2016	
Disclosure of Interest:	Nil	

Broomehill

- Gardeners busy keeping up with weeds and mowing around town. A good start to the wet has everything growing faster than normal.
- Replacement plants still to be planted across all gardens.
- Katanning Cherry Pickers have trimmed trees under power lines.
- Large tree removed from spare block on Hassell Street. The tree was overhanging a house. This ended up being a very expensive tree to remove.
- Town dam was very close to full. Pumped one metre up to the complex dam.
- Water above the inlet pipes at the complex dam. Can take another half a metre above the pipes.
- CBH run off dams overflowing.
- Sussex Turf travelled from Busselton and inspected the oval last week. After recent heavy falls the oval has become water logged and it is a good season to look at the issues. Using a coring tool it was found that the oval has 3 layers. The first 30mm has a heavy type top soil. Second layer is 400mm of sand. Third layer is red and white clay. Around the outside of the oval there seems to be a heavy soil in the batter. During the wet season, water pools in the low areas. It then soaks the 400-500mm of sand until it hits the clay. Water sits above the clay as it can't drain past the clay layer. The heavier soil around the perimeter stops the water from draining through the sand layer to the edge of the oval. The water is trapped in the sand layer. Currently the only way the oval can dry out is evaporation.



Sussex Turf is working on an aggregate drain design so that water can seep into the drains and move out through the heavy soil perimeter. Mark Toovey from Woodlands quoted on this work previously, but on short notice, decided to retire. We needed to start from scratch on this project.

- Monash Electrical repairing the bollard lights along the railway footpath.
- Monash Electrical installing motion sensor security lights at the depot. This also helps crews at night when doing call outs. Broomehill depot needed a new electrical board installed. Last one was full.

Tambellup

- Gardeners busy with garden beds. Plenty of weeds growing with good rain.
- Jam Creek dam, front and back are full.
- Number 1 dam is 0.5m off full.
- Number 2 dam is around 1 metre from full. Shouldn't have any water supply problems next summer.
- Katanning Cherry Pickers have trimmed trees under power lines around town.
- Taylor Street will be completed when weather allows. The kerbing has been done. Contractors had the levels wrong and water is pooling and not draining to the inlets. Levels will be re-worked and the sections will be sealed. Contractors will complete asphalt driveways where needed.
- Monash Electrical installed lights and power points to the new shed. This required a new electrical board as the current one is full.
- Contractor has also installed yard and motion detector security lights.



Roads

- Construction crew have finished gravel sheeting 5.5km on Norrish Road.
- Currently working on gravel sheeting on Pallinup South Road.
- Next construction job is Commodity Routes - gravel sheeting on Beejenup Road.
- Carryover work from 15/16 to 16/17 will be Punchmirup North and part of Commodity Routes, Beejenup Road.
- Contractor currently working on vegetation widening on Matiske Road. Moving from Matiske to Beejenup Road when finished.
- Maintenance graders have been working in the North West of the shire. They have moved back into the North East to tidy up some roads after recent rain.
- Maintenance crew have been doing various jobs. Bitumen edge repairs, town jobs, culvert replacements and signage.
- RRG and Black Spot submissions are due by the 29th of July 2016 for 17/18 funding round. Hope we do as well as 16/17.
- There are a number of bitumen roads that require shoulder grading. This can't take place until weather allows.
- There was mention at the last meeting that the contract tippers being used were more efficient as they were tipping on the run. That caused some concern for me as the road requires 1.5 cubic metres of gravel per lineal metre of road. This means the volume of gravel in the tippers must be tipped out in the length of the trailer (stopped) to get the correct amount of gravel thickness on the road. Council trucks and contract trucks did the same amount of loads for the entire month.

Plant

- Jetpatcher has been working in Cranbrook. Currently it is broken down and waiting for parts for the last 3 weeks from Ausroads for the unit on the back. Ausroads don't have a good backup service.
 - Roller has been repaired and back on the road. Wet weather will test the drive chains.
 - Iveco truck has been down with computer problems. It is up and running again.
 - New fuel tank is built for the new trailer. Tank is currently being fitted into the trailer. It has been a good result to get this unit within budget. It is well below quotes of up to \$47,000 for lesser units. This trailer is custom built with a custom built fuel tank which includes 12 volt solar pumping equipment.
 - At the last council meeting I felt there was a push to use contract equipment and not replacing council owned equipment. There are a number of factors to consider when being at the mercy of contractors;
1. Contractors will go to the biggest jobs before taking on small jobs. This shire only does small jobs. Timing of contractors is very difficult. Over the years I have been let down on many occasions from stockpiling gravel to spraying bitumen even when booked well ahead. This can have a big bearing on RRG work in the future with new rules on funding coming into place. If you can't complete RRG work funded in the year it is provided the balance will be returned to the pool for another council to use.
 2. Any work Broomehill-Tambellup has used contractors for has worked out more expensive like Taylor Street. The last stabilization works that Council did with our own crew cost \$8.43 per square metre with 2% cement. Taylor Street cost \$36.54. The last time we used contractors on Broomehill Kojonup Road the cost was \$19.61 per square metre for gravel pavement (compacted). The last job where Council staff and equipment were utilised the completed cost was \$11.16 per square metre for compacted gravel pavement.

3. Rural Local Governments are strong in promoting growth and jobs in their local community. Our Council is the biggest employer within this shire and any downward shift in the staff numbers is likely to have a long term effect on our towns and the wider community.

This Report was received by Council

12.03 BUILDING SURVEYORS REPORT FOR MAY 2016

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

Summary: Attached are the BSR Report and the Activity Statement for the month of May 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 May 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 10 June 2016
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	10 June 2016
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2015-16 to 10 June 2016.

Background: Nil

Comment: The Building Maintenance Program Report is updated to 10 June 2016 and presented for Council's information, comment and/or discussion, if required.

Consultation: Nil

Statutory Environment: Nil
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 2015-16 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 – MAY 2016

Program: Recreation & Culture
Attachment: **Library Report – May 2016**
File Ref: ADM0097
Author: S Beaton Library Officers
 S Reed
Date: 7 June 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 May 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:

12.06 **DISABILITY ACCESS AND INCLUSION PLAN 2015-2020 (DAIP) – YEARLY PROGRESS REPORT (2015-2016)**

Program:	Governance
Attachment:	DAIP 2015-16 Progress Report
File Ref:	ADM0124
Author:	JA Stewart Manager Corporate Services
Date:	8 June 2016
Disclosure of Interest:	Nil

Summary: Yearly report on the progress of Council's Disability Access and Inclusion Plan 2015-2020 strategies.

Background: The *Disability Services Act WA (1993)* requires local government to implement a DAIP to ensure people with disability have equal access to its services and facilities. Council's DAIP outlines seven desired outcome areas and the strategies Council has developed to achieve those outcomes. Legislation requires a progress report to be forwarded to the Disability Services Commission (DSC) annually and the Plan itself stipulates that a report be made to Council on a yearly basis. A report on Council's implementation of its DAIP is also included within its Annual Report.

Comment: This year's Progress Report has been completed and forwarded to the DSC; a copy is hereby presented for Council's information.

Consultation: Nil

Statutory Environment: *Disability Services Act WA – Part 5*
Disability Services Regulations

Policy Implications: Nil

Strategic Implications: Community Aspirations:
Strengthening community spirit
Living in a safe community
Staying active and being entertained
Being healthy

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

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

Kay O'Neill left the meeting at 5.15pm

Kay O'Neill returned to the meeting at 5.17pm

14. DATE OF NEXT MEETING

21 July 2016

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.22pm.