



# Ordinary Meeting of Council

## MINUTES

18 May 2017

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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 18 May 2017 commencing at 4.05pm.**

### **1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

<b>Present:</b>	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	Cr ME White	
	KB Williams	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:** Nil

**Leave of Absence:** Nil

### **2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.05pm.

### **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**

Nil

**7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 20 APRIL 2017**

***170501***

***Moved Cr Dennis, seconded Cr White***

***“That the Minutes of the Ordinary Meeting of Council held on 20 April 2017 be confirmed as a true and accurate record of proceedings.”***

***CARRIED 7/0***

**9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**10. MATTERS FOR DECISION**

**10.01 FINANCIAL STATEMENTS FOR APRIL 2017**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>Monthly Financial Statements for April 2017</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>8 May 2017</b>	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Council to consider the monthly financial report for the period ending 30 April 2017.

**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:** Note 12 details all capital revenue and expenses for the year which includes plant replacement, road construction, building improvements, reserve transfers and loan transactions.

The 2016/17 budget included provision to raise a loan for construction of the Tambellup Pavilion for \$1.15million, and the loan was drawn down in February.

Receivables (rates and sundry debtors) outstanding are reported at Note 6. At the end of April, we were carrying a significant balance in outstanding sundry debtors. The majority of this relates to Claim #8 for expenses incurred to reinstate roads/drainage from the January 2016 WANDRRA event, and a second milestone payment has been invoiced from the National Stronger Regions Fund for the Tambellup Pavilion. Payments for both of these are expected during May.

Note 2 in the financial statements provides commentary on the 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:***170502**Moved Cr Batchelor, seconded Cr Paganoni**“That the Financial Statement for the period ending 30 April 2017 be adopted.”***CARRIED 7/0****Reason For Change to Recommendation:**

**10.02 CREDITORS ACCOUNTS PAID APRIL 2017**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for April 2017</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>8 May 2017</b>	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Council to consider the list of payments made from the Municipal and Trust Funds during April 2017.

**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	\$624,818.37
Trust Fund	\$33,213.92
Credit Cards	\$1,040.11
<b>Total</b>	<b>\$659,072.40</b>

**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:** *170503*

*Moved Cr Thompson, seconded Cr Prout*

*“That the list of accounts paid during April 2017, consisting of:-*

- *Municipal Fund payments totalling \$624,818.37 comprising
  - *cheques numbered 3448 to 3469;*
  - *electronic payments numbered EFT8877 to EFT8920, EFT8922 to EFT8954; and*
  - *direct debits numbered DD4687.1 to DD4687.5, DD4702.1 to DD4702.5;**
- *Trust Fund payments totalling \$33,213.92 comprising
  - *cheques numbered 450 to 450; and*
  - *electronic payments numbered EFT8921 to EFT8921,**
- *Credit Card payments totalling \$1,040.11;*

*be endorsed.”*

*CARRIED 7/0*

**Reason For Change to Recommendation:**



## 10.03 PROPOSED DEVELOPMENT – PATIO – LOT 381 CEMETERY ROAD, BROOMEHILL

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<b>Program:</b>	Planning	
<b>Attachment:</b>	Nil	
<b>File Ref:</b>	A6109	
<b>Author:</b>	KB Williams	Chief Executive Officer
<b>Date:</b>	11 May 2017	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** An application has been lodged for a new patio adjacent to an existing dwelling at Lot 381 Cemetery Road Broomehill.

This report recommends that approval be granted, subject to conditions.

**Background:** An application for the development of a Patio was received on 20 April 2017. The application was submitted by N Nelissen.

The proposed free standing patio will measure 6 metres x 12 metres with a height of 3.15 metres.

**Comment:** Description of Application

The applicant is seeking a planning approval to a patio adjacent to an existing dwelling.

The dwelling is located within a designated Bushfire Risk Prone area. A Bushfire Attack Level (BAL) assessment has been completed and submitted, confirming that the BAL is rated as Low. A certificate has been issued accordingly.

Relevant Scheme Provisions

Zoning

The subject lot is zoned ‘Rural Residential’ under the Shire of Broomehill Town Planning Scheme No 1 (‘the Scheme’):

Single Dwellings (and associated outbuildings) are usually exempt from Planning Consent; however, Clause 5.12.5 of the Broomehill TPS requires that an application for Planning Consent is required:

***5.12.5 Development Requirements:***

*The provisions for controlling subdivision and development in a Rural Residential Zone shall comply with the requirements of Schedule 2 and with the following:*

- b) in addition to a building licence, the Council's prior planning consent is required for all development including a single house and such application shall be made in writing to the Council and be subject to the provisions of the Scheme;*

Accordingly, an application has been submitted.



Development Standards:

The Scheme contains the following setback provisions relevant to the application:

**5.5 SITE REQUIREMENTS**

*The site building requirements for land in various zones shall be as set out in Table 2.*

**TABLE 2 - SITE REQUIREMENTS - MINIMUM SETBACKS FROM BOUNDARIES**

<b>ZONE</b>	<b>STREET</b>	<b>REAR</b>	<b>SIDE</b>
<i>Residential</i>	<i>As in the R Codes</i>		
<i>Town Centre</i>	<i>0m</i>	<i>At the Council's discretion</i>	
<i>Industrial</i>	<i>7.5m</i>	<i>7.5m</i>	<i>5m on one side</i>
<i>Rural</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>
<i>Residential</i>			
<i>Farming</i>	<i>15.0m</i>	<i>10.0m</i>	<i>10.0m</i>

The proposed development complies with the setback requirements, with a front setback of 97 metres and a side setback of 54 metres.

During the BAL assessment it was noted that the property has a significant amount of disused material accumulated. Accordingly it is recommended that the applicant be advised that this contravenes Council's Local Laws related to Refuse, Rubbish and Disused Materials.

**Consultation:**

Council has the ability to advertise any application under the Scheme. Advertising of the application is not considered relevant. No consultation has occurred.

**Statutory****Environment:** Shire of Broomehill Town Planning Scheme No 1**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:** Application fees of \$147.00 have been paid**Workforce Plan****Implications:** There are no workforce plan implications**Voting Requirements:** Simple Majority**Council Decision:** *170504**Moved Cr Batchelor, seconded Cr Dennis*

*“That Council, pursuant to the Planning and Development Act, approve the application lodged by N Nelissen for the use and development of a Patio at Lot 381 Cemetery Road Broomehill subject to the following conditions:*

- 1. The term of this approval is limited and expires 24 months from the date of this planning consent.”*

*CARRIED 7/0***Council Decision:** *170505**Moved Cr Batchelor, seconded Cr Dennis*

*“That Council advise the applicant that the condition of the property is deemed to be unsatisfactory, and disused materials must be cleaned up under the Shire of Broomehill-Tambellup’s Removal of Refuse, Rubbish and Disused Material Local Law, to the satisfaction of the Council.”*

*CARRIED 7/0***Reason For Change to Recommendation:**



**Policy Implications:** *Policy 6.2 – ‘Appointment of Bush Fire Control Officers’ which states:*  
*‘1. To be eligible for appointment as a Bush Fire Control Officer a person must have completed the Bush Fire Control Officer Training Program not more than five years prior to appointment.*  
*2. Notwithstanding Item 1 above, a person will be eligible for appointment as a Bush Fire Control Officer if they complete the Bush Fire Control Officer Training Program within six months of appointment.’*

Andrew Leonhardt (Tambellup East) and Neil Tears (Broomehill Central) will complete the required Bush Fire Control Officer Training before the commencement of the 2017-2018 bush fire season.

All other nominated Brigade Fire Control Officers for 2017-2018 have completed the required training.

**Strategic Implications:** Council’s Strategic Community Plan has identified ‘Living in a Safe Community’ as an important community aspiration. Within that aspiration is the acknowledgement that Council’s volunteer Bush Fire Brigades play a vital role in keeping our community safe.

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

**Financial Implications:** This issue has no financial implications for Council

**Workforce Plan Implications:** Nil

**Voting Requirements:** Simple Majority

**Council Decision: 170506**

*Moved Cr Batchelor, seconded Cr White*

*“That Council endorses the appointment of the following people as Fire Control Officers, Dual Fire Control Officers and Fire Weather Officers for the 2017-2018 fire season:*

**Fire Control Officers:**

*Broomehill East*

*Broomehill West*

*Broomehill Central*

*Tambellup East*

*Tambellup West*

*Tambellup Volunteer Fire & Emergency Service Unit*

*Community Emergency Service Manager*

*Luke Simpson*

*Warrick McMahon*

*Neil Tears*

*Andrew Leonhardt*

*Jarrold Thorn*

*Laurie Hull*

*Cindy Pearce*

**Fire Weather Officers**

*Ben Hewson*

*Ian Cunningham*

*Wayne Newbey”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**



**Voting**

**Requirements:** Simple Majority

**Council Decision:** *170507*

*Moved Cr Prout, seconded Cr Paganoni*

*“That Council endorses the 2017-2018 Shire of Broomehill-Tambellup  
Fire Break Order and Information Booklet as presented.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**



**10.06 TAMBELLUP PAVILION - LEASE**

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<b>Program:</b>	<b>Recreation and Culture</b>
<b>Attachment:</b>	<b>Draft Lease – Tambellup Pavilion</b>
<b>File Ref:</b>	<b>CLAF137</b>
<b>Author:</b>	<b>PA Hull Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>11 May 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to determine the terms of the lease for the Tambellup Pavilion.

**Background:** In discussions relating to the new facilities being constructed at the Tambellup Sports Ground, Council has indicated it would prefer that the ongoing management of these facilities be undertaken by the community.

In order to facilitate this transition, an application for funding was submitted to the Department for Sport and Recreation, to engage a consultant who would assist sporting clubs and the community to work through the governance and management processes required for sustainable operation of the facilities.

As part of the process, a Planning Committee consisting of representatives from the community and each of the sporting clubs based at the Pavilion was convened. The Committee has met on a number of occasions, to consider a wide range of matters including management models, the formation and incorporation of a new association to manage the facilities, the association constitution, and a management plan for the first three years of operation.

The inaugural meeting of the new Tambellup Community Pavilion Association (TCPA) was held on 5<sup>th</sup> April 2017, with the name of the Association being formally endorsed, and office bearers and committee members elected for an initial twelve month period. This Association will be responsible for the ongoing management of facilities at the Oval.

In order to formalise the transition of management to the committee, it is suggested Council enters into a lease agreement with the TCPA.

**Comment:** A draft lease document has been prepared by officers, based on the existing lease that Council has with the Broomehill Recreational Complex Committee (Inc.).

The TCPA has provided input to the document, specifically in relation to the areas of responsibility for the Shire, TCPA and individual clubs. This information is provided as an appendix to the draft document.

At this time Council will need to decide the term of the lease, the lease fee payable, and consider whether the responsibilities as included are appropriate.

Once Council has determined these matters, the draft lease will be provided to the TCPA for their consideration and feedback. When both parties are in agreeance with the content of the lease, Council will then be

required to formally agree to enter into a lease agreement with the TCPA.

The TCPA is unable to enter into any formal agreements until its application for incorporation has been finalised. It is anticipated that this will be achieved before the end of June 2017.

For Council discussion and decision.

**Consultation:** CEO

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** The Strategic Community Plan identifies that *‘our sporting and recreation venues are important gathering points for community activities’*. The redevelopment of the facilities at the Tambellup Sports Ground and the establishment of a community-led committee to manage the facilities enhance the long term sustainability of this important community asset.

**Asset Management Implications:** While the day-to-day management and maintenance of the new Pavilion and Bowling Green will lie with the TCPA, Council will retain ownership of the facilities and as such will be required to manage these in line with current Asset Management Plans.

**Financial Implications:** Council will receive revenue from lease payments made by the TCPA.

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

**Voting Requirements:** Simple Majority

Officer

Recommendation: *“That the draft agreement for the lease of the Tambellup Pavilion by the Shire of Broomehill-Tambellup to the Tambellup Community Pavilion Association be endorsed as presented, subject to inclusion of the following terms:*

- *Term of the agreement to be.....”*
- *Lease fee payable to be.....”*

**Council Decision:** *170508*

*Moved Cr Batchelor, seconded Cr Paganoni*

*“That the draft agreement for the lease of the Tambellup Pavilion by the Shire of Broomehill-Tambellup to the Tambellup Community Pavilion Association be endorsed as presented, subject to inclusion of the following terms:*

- *Term of the agreement to be three years*
- *Lease fee payable to be \$5,000 annually, payable in arrears on 30<sup>th</sup> April.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

To show Council’s preferred terms.

## 10.07 TAMBELLUP CAKE DECORATORS – TAMBELLUP LESSER HALL HIRE FOR FANTASY FLOWERS DISPLAY

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<b>Program:</b>	<b>Recreation and Culture</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0066</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>11 May 2017</b>	
<b>Disclosure of Interest:</b>	<b>Cr Prout declared a Financial Interest in this Item as his wife is a member of the club receiving benefit and left the meeting at 4.20pm.</b>	

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**Summary:** Council to consider a request to waive, or reduce, Tambellup Lesser Hall hire fees for the Tambellup Cake Decorators display.

**Background:** The Tambellup Cake Decorators have hosted a “Fantasy Flowers’ display at the Tambellup CRC, which is held during the Bloom Festival program each year. The display showcases the talents of the members of the cake decorating group who handcraft edible flowers made of icing. This year will be the fourth year they have held the event.

The Cake Decorators are a not-for-profit, informal group and ask visitors to the display to make a gold coin donation as an entry fee. All money raised during their display is donated to Crawford Lodge/Cancer research, and no funds are retained by the group. The Tambellup CRC has previously provided use of the building free of charge, which enabled all proceeds to be donated.

This year the group are considering expanding the ‘Fantasy Flowers’ event to include more local craftspeople to join the display, and hope to use the Tambellup Lesser Hall as the venue. The display would be held over two days (either the weekend of the 30<sup>th</sup> September/1<sup>st</sup> October, or 7<sup>th</sup>/8<sup>th</sup> October) and again will be run in conjunction with the timing of the Bloom Festival. Their thought is also that holding this event over two days, and on a weekend, might fill the gap left by the Tambellup Show which has gone into recess this year.

As the Cake Decorators are an informal not-for-profit group, and donate all monies raised, they have requested Council to consider either waiving the fees for use of the Tambellup Lesser Hall, or charging a reduced fee on this occasion, to assist them in hosting a community event.

The Fantasy Flowers display is widely promoted as an event in the Bloom Festival Program, and is included in their marketing which is distributed to Visitor Centres, CRCs and Shires around the State. Approximately \$400 has been raised by the group from gold coin entry donations over the three previous years, all of which has been donated to Crawford Lodge.

**Comment:** A large majority of hirers of the town halls are not-for-profit groups or organisations with limited funding. Council is regularly approached to waive the costs of hiring these venues. It must be remembered that the fees charged by Council assist in the cleaning and upkeep of the facilities.

Council has historically declined to waive hire fees for its facilities but has opted to make a donation equivalent to the hire fees in some instances. The current hire fee for the Tambellup Lesser Hall is \$150.

In previous years the Fantasy Flowers display benefited from having their final day on the same day as the Tambellup Show, which brought additional visitors through town. In recognising the effect that cancellation of the Show this year may have in the community, the groups idea of expansion to involve other craftspeople in the event will only encourage visitors to the Shire and greater community interaction.

Rather than waive the fees, it is recommended Council make a donation to the Tambellup Cake Decorators of \$150, equivalent to the hire fee for the Tambellup Lesser Hall.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** Councils commitment in the Strategic Community Plan – ‘Staying Active and Being Entertained’ is to *create a process for the local community to explore and present to the Shire suggestions for new or enhanced local recreation and entertainment events and/or facilities.*

**Asset Management Implications:** There are no asset management implications.

**Financial Implications:** Provision is made in the budget annually for donations which are requested of Council from time to time.

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

**Voting Requirements:** Simple Majority

**Council Decision:** *170509*

*Moved Cr Batchelor, seconded Cr Dennis*

*“That Council does not waive hire fees for the Tambellup Lesser Hall for the Fantasy Flowers event but agrees to make a donation, equivalent to the hire cost of \$150, to the Tambellup Cake Decorators.”*

**CARRIED 6/0**

**Reason For Change to Recommendation:**

Cr Prout returned to the meeting at 4.21pm.

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**10.08 SANDALWOOD VILLAS CONSTRUCTION MATTER –  
TEMPORARY RENTAL RATE REDUCTION FOR UNIT 6**

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**Program:** Other Housing  
**Attachment:** Report on Shower Drainage – Unit 6, Sandalwood Villas  
**File Ref:** ADM0453, ADM0458 & ADM0399  
**Author:** JA Stewart Manager Corporate Services  
**Date:** 10 May 2017  
**Disclosure of Interest:** Nil

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**Summary:** Council to consider a temporary rental rate reduction for Sandalwood Villas Unit 6 as a result of a building construction fault that represents an inconvenience to the tenant.

**Background:** Council, in October 2014, opened its Sandalwood Villas accommodation in Taylor Street, Tambellup. Units 2, 3, 4 and 5 have been tenanted, for various durations, since the opening date. Recently, Council has rented Unit 6 for the first time and, upon use of the shower, an issue with drainage of water was identified. As a result, one of the building contractors that Council uses was contacted to provide a professional opinion on the drainage issue; their report is attached.

**Comment:** As this appears to be a construction compliance matter, a representative of the architects/project managers involved with the building of Sandalwood Villas has visited the site and is liaising with the builders regarding a resolution to the issue.

Pooling of water on the bathroom floor represents a hazard to Council's tenant who has agreed to use a bathroom in a vacant unit until the problem is resolved.

Given the inconvenience this matter is causing the tenant of Unit 6, and will continue to cause while the problem is being resolved, this item is brought to Council to consider if a portion of the rent being paid may be refunded to the tenant, in accordance with s. 6.12 of the *Local Government Act 1995*.

For Council consideration.

**Consultation:** Chief Executive Officer

**Statutory Environment:** *Local Government Act 1995* s. 6.12 – Power to defer, grant discounts, waive or write off debts

**Policy Implications:** Nil

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

**Asset Management Implications:** Nil

**Financial**

**Implications:** Council’s revenue from Unit 6 will decrease by \$30.00 per week or Council’s chosen amount, from commencement of tenancy and until the water drainage issue is corrected, if Council agrees to this proposition.

**Workforce Plan**

**Implications:** There are no workforce plan implications

**Voting Requirements:** Absolute Majority

Officer

**Recommendation:** *“That Council refunds rent on a fortnightly basis, from commencement of rent payments for the current tenant (10<sup>th</sup> April 2017) until correction of the water drainage issue in the bathroom of Unit 6, Sandalwood Villas is achieved, at a rate of \$30.00 for each week of rent paid during that time period.”*

**Council Decision:** *170510*

*Moved Cr White, seconded Cr Dennis*

*“That Council refunds rent on a fortnightly basis, from commencement of rent payments for the current tenant (10<sup>th</sup> April 2017) until correction of the water drainage issue in the bathroom of Unit 6, Sandalwood Villas is achieved, at a rate of \$60.00 for each week of rent paid during that time period.”*

**CARRIED 6/1**  
**By Absolute Majority**

**Reason For Change to**

**Recommendation:** To show compassion and duty of care for tenant.

**10.09 FUNCTIONAL ROAD HIERARCHY REVIEW**


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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<ul style="list-style-type: none"> <li>• <b>Road Listing</b></li> <li>• <b>Road Hierarchy Maps (3)</b></li> </ul>	
<b>File Ref:</b>	<b>ADM0315</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>10 May 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to review the Functional Road Hierarchy for all roads within the Shire of Broomehill-Tambellup.

**Background:** The Functional Road Hierarchy is a tool that assists Councillors and Staff when –

- determining the minimum maintenance required for each category of road;
- identifying upgrade and capital work requirements;
- prioritising projects for annual budgets.

The hierarchy reflects the significant roads that are identified in the Roads 2030 document and those roads identified as significant by Main Roads WA Functional Road Hierarchy. The remainder of the Shire's local roads are then prioritised as Access Roads.

An annual review is undertaken to ensure that the priority assigned to each road is still relevant, and to make any amendments to the hierarchy that have become apparent since the last review.

**Comment:** The previous review in May 2016 resulted in a reduction in the number of road categories down to 5, which are –

- Local Distributor of Regional Significance – these roads are identified in the Roads 2030 document;
- Local Distributor – these roads are included in Main Roads WA Functional Road Hierarchy;
- Access 1;
- Access 2;
- Town.

The categories currently assigned to the road network are considered to be relevant and appropriate; therefore no amendments in this regard are required.

The road listing has been updated to reflect latest road counts and current RAV Network categories.

**Consultation:** Manager of Works  
Main Roads WA – RAV Network categories

**Statutory Environment:** Nil



**Policy Implications:** Management Practice 5.9 – Functional Road Hierarchy  
While the Functional Road Hierarchy is not a formal policy of Council, the prioritised road listing has been formalised by way of inclusion in the Management Practice Manual, which is endorsed by Council.

**Strategic Implications:** The community vision of *‘Living in a Safe Community’* identifies road safety, road maintenance, speed limits, heavy vehicle routes and footpaths as some of the areas where improvement could be made. Adopting the hierarchy assists in planning so that funding can be utilised according to Council and community priorities.

**Asset Management Implications:** The Functional Road Hierarchy assists with planning for future maintenance, upgrade and renewal works requirements for inclusion in the asset management plan.

**Financial Implications:** Provision is included for the life of the Long Term Financial Plan for road construction and maintenance, which is informed by the priorities in the Functional Road Hierarchy.

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

**Voting Requirements:** Simple Majority

**Council Decision:** *170511*

*Moved Cr Dennis, seconded Cr Paganoni*

*“That Council endorses the review of the Functional Road Hierarchy for the Shire of Broomehill-Tambellup as presented.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.10 PLANT REPLACEMENT PROGRAM 2016/17 - AMENDMENT**


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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0303</b>	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>12 May 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider an amendment to the 2016/17 Plant Replacement Program.

**Background:** The draft Plant Replacement Program for 2017/18 was endorsed by Council at their April 2017 meeting for inclusion in the coming budget.

The Caterpillar skid steer is scheduled for changeover, and purchase of a larger machine has been programmed. The stabilising attachment for the skid steer is also programmed to be upgraded, and a larger 1200mm attachment will be purchased.

Availability of the 1200mm stabiliser attachment is in limited supply, with only 10 units available for the remainder of 2017. If ordered now, delivery will occur in October and payment would be made from the 2017/18 budget; however Council is likely to miss out on securing one of the units if the order is placed after the 2017/18 budget is adopted.

Council is requested to amend the 2016/17 plant replacement programme and bring forward purchase of the attachment. This will allow staff to issue a purchase order to the supplier straight away and ensure the opportunity is not missed to take delivery of the attachment early in the new year.

**Comment:** The attachment is estimated to cost \$39,000 and all plant purchases are funded from the Plant Reserve. Savings from plant and equipment changeovers during the year have been retained in the Reserve and are sufficient to enable purchase of the attachment to be brought forward.

**Consultation:** Chief Executive Officer  
Manager of Works

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

**Policy Implications:** Nil

**Strategic Implications:** A modern up to date plant fleet is an integral part in the realisation of the vision and aspirations reflected in the Strategic Community Plan of the Shire of Broomehill-Tambellup and the community.

**Asset Management**

**Implications:** The Plant Replacement Program informs the Asset Management Plan and Long Term Financial Plan, and will assist Council in managing this class of assets into the future.

**Financial**

**Implications:** Savings from vehicle changeovers throughout the year will enable purchase of the stabiliser attachment. This purchase will be fully funded from the Plant Reserve.

**Workforce Plan**

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

**Voting**

**Requirements:** Absolute Majority

**Council Decision:** *170512*

*Moved Cr Thompson, seconded Cr Paganoni*

*“That Council amends the 2016/17 budget and plant replacement program to enable purchase of a 1200mm stabiliser attachment for the skid steer from the Plant Reserve, estimated to cost \$39,000.”*

**CARRIED 7/0**

**By Absolute Majority**

**Reason For Change  
to Recommendation:**

**12.01****MAINTENANCE REPORT FOR MAY 2017**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg Manager of Works  
**Date:** 12 May 2017  
**Disclosure of Interest:** Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Toyota Prado			2017	2017	1 yr /15,000km	
1TA	Toyota Hilux			2017	2017	1 yr/30,000kms	
BH00	Toyota Hilux Dual Cab	11,703	20,000	2016	2016	1 yr/30,000kms	Serviced at 10,000km. Rewired aerial for radio.
BH000	Holden Trailblazer			2017	2017	1yr /25,000 km	
BH001	CAT vibe Roller	174	250	2016	2024	8 yrs /8000 hrs	
BH002	ISUZU Flatbed Truck	9,718	20,000	2016	2016	7 yrs/ 250,000km	Serviced at 10,000 km. Greased under chassis.
BH003	Toyota Landcruiser GXL Dual Cab	7,751	10,000	2017	2017	1 yr/30,000 km	
BH004	CAT 12M Grader	7,603	8,000	2250	2009	8 yrs / 8,000 hrs	Fixed beacon
BH005	Cat multi tyre Roller	4,708	5,000	2011	2011	8 yrs / 8000 hrs	
BH006	CAT 12M	4,751	5,000	2012	2012	8 yrs / 8,000 hrs	
BH007	Toro Mower	476	600	2016	2016	5 yrs / 5,000 hrs	Replaced belts, tyre and flexi guard. Serviced at 463 hrs.
BH009	Colorado 4x4 Tray Back	12,774	15,000	2015	2015	1 yr /30,000 km	
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	1,742	2000	2013	2013	10 yrs/8,000 hrs	Replaced leg support safety chain, and window washer pump. Repaired bent engine oil filler pipe. Replaced hose and fittings.

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BH014	Toyota Landcruiser	6,872	10,000	2016	2016	1 yr/30,000 km	
BHT0	Kenworth Truck	8,773	20,000	2016	2017	5 yrs/250,000 km	
BHT84	Toro Groundmaster 3500D mower	486	600	2013	2013		
BHT92	CAT 259B3 Skid Steer	1,321	1500	2012	2013	8 yrs / 8,000hrs	
BHT125	Mack Curser 8 Wheel Tipper	105,956	120,000	2013	2013	5 yrs/50,000km	Checked front hub bearings. Adjusted brakes.
BHT1624	Fuel trailer			2015	2016		
BHT1633	Tandem Axle Dolly	18512		2015	2015		
TA001	Toyota Landcruiser	10,000	20,000	2017	2017	1 yr/30,000kms	Serviced at 10,000km
TA005	Toyota Hilux Tray Top	2,467	10,000	2016	2016	1 yr/30,000kms	
TA017	Isuzu Tipper	74,131	80,000	2014	2014	5 yrs/200,000 km	
TA052	Colorado 4x4 Tray Back	2,656	10,000	2017	2017	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	142,958	150,000	2007	2010	8 yrs/8,000 hrs	Fixed Hydraulic Fault
TA18	12M Grader	902	1,000	2016	2016	7 yrs/8,000 hrs	
TA281	930K Loader	2,303	2,500	2014	2014	8 yrs/8,000 hrs	
TA386	Isuzu Tipper	51,343	60,000	2012	2012	5yrs/200,000 km	
TA2251	3 axle Float Trailer				2009		
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	58,454		2012	2012		Changed tyre. Adjusted brakes.
1TMR367	Tandem Axle Dolly						Adjusted brakes
BKTBR	Skid steer Bucket Broom			2013			
1TTL850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						Replaced tyre.
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		Fix Solar Panel control box.
1TOI298	Sign Trailer				2015		Modified sign rack
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR	Caterpillar Broom						Replaced bristles. Replaced oil seal in motor.
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						Repaired Foggers
1TRR872	Hire Side Tipper Trailer	1876		2016			

*This Report was received by Council*

**12.02****WORKS REPORT FOR MAY 2017**

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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>12 May 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- Gardeners are doing normal duties around town. Mowing has been caught up. Sprayed for weeds over the last 2 weeks.
- New plants to be ordered and installed in the rest stop area.
- Katanning Cherry Pickers are still to trim trees under power lines.
- Dam levels are still very good. Complex dam down is at around 1metre. Town dam down 0.5 of a metre.
- CBH dam down 1metre and Bignall dam down around 1.2metres. Pumps are continuing to work well, transferring water to the complex.
- Staff have applied for funding to upgrade the existing 50mm water line to a 75mm line from the CBH dam to the sports complex. This will allow both solar pumps to work at the same time.
- Paul Plant to start pram ramps around town. This is funded work. One is to be installed in front of the Broomehill office. One is to be installed at the front of Henry Jones building and the post office.
- The Broomehill playground shade is ready for pickup from Albany. This will require a skilled operator to be loaded with care to protect the paint. Paul Plant is ready to construct the shade once delivered to Broomehill.

**Tambellup**

- Gardeners are keeping up with all areas around town and are about to start weed spraying.
- Watercorp is still providing treated water to the oval. Supply of the treated water has gone on longer than normal. Watercorp have enough treated water to supply for another 4 weeks.
- Electrician has repaired the Jam Creek dam pump. It is back in the water and working properly. Levels at Jam Creek are still very high as the dams haven't been used this year.
- Carport for administration office is ready to be built in kit form. Should be built and installed by the end of the financial year.
- Shade for the Diprose playground has been designed and priced. This job will not go ahead in 2016/17 as the costs were over initial pricing in the 2016/17 budget.
- Cable location has started along the main street. Once everything is located, work can commence on the footpaths. This project is tied up with funding supplied for pram ramps.
- Preparing sand pads in the depot to install the water tanks as part of the water harvest project.

## Roads

- Warrenup Road was to be ready for seal on the 3<sup>th</sup> of May. Bitumen was ordered for the job weeks beforehand. I checked the job on the 1<sup>st</sup> of May. I was away on the 2<sup>nd</sup> of May. When I arrived on the job on the 3<sup>rd</sup> of May and checked work before spraying I found the quality of the work was substandard and I wasn't prepared to seal the substandard job. This comes at a cost, as bitumen, spreader trucks and rollers were mobilized. Bitumen was ordered and was returned to Perth. This has to be stored as it was cut back to suit the job for cooler conditions. Colas have kept the cost as minimal as they could.
- Gnowangerup Road was to be ready at the same time. This work was to stabilize patches, seal the patches and reseal over the patches full width for a distance of 1900 metres. There are many issues with the quality of this work. Gravel has been spread over the bitumen. This wouldn't allow the new bitumen to fully contact with the old bitumen.
- Maintenance crew have been doing odd jobs but mainly working with the construction crew. Maintenance graders have been working with the construction crew limiting the maintenance grading.
- Trucks and graders are presently working on repairs on Johnson Road.
- The Jetpatcher has been working on bitumen repairs. There are many areas needing work and this will be ongoing over the next month.
- All drainage issues from the flood damage sustained in 2016 are complete. Contractors will complete gravel repairs this month.
- Currently preparing tenders to repair flood damage from 2017 event. The cost estimate lodged with Main Roads totals \$3,536,500.
- Estimations include 110,000 cubic metres of gravel to complete the repairs. There will be issues finding enough gravel within the areas of the damage.
- The 2017/18 budget projects include construction, sealing and resealing which involves high material costs such as bitumen and aggregate. This reduces labour and machinery work.
- The 2017/18 projects only allow for 7,000 cubic metres of gravel to be carted for construction and a few thousand metres of gravel for road maintenance. Council has the capability of carting 45,000 cubic metres. Therefore truck work was light with only needing trucks for 3-4 months during 2017/18.
- WANDRRA has made a temporary exemption for council's to use their own equipment to carry on reinstatement of work. This will now give council's trucks and loader a full years work.

## Plant

- Chief Executive Officer's (CEO) vehicle has been replaced. Toyota priced and accepted an order to replace the Toyota Prado with an SR5 dual cab ute. There was a bit of confusion with other vehicles ordered and they didn't actually order the SR5 dual cab. There were no other dual cab utes available in the configuration required. The CEO has opted to take a LC76 Landcruiser wagon. The LC 76 wagon was a straight swap with the Toyota Prado and no cost to council.
- The Kenworth truck has been to Albany for the first service. This was done by CJD and council only paid for filters. While the Kenworth was in Albany it was plumbed to use the water tank. This wasn't done earlier as the tank needed to be with the truck to set up and test. This will help council operate our own water truck on construction projects.



- The 2017/18 plant replacement budget allows upgrade of the skid steer and stabilizing attachment. There is a limited supply of 1200mm stabilizing attachments in 2017. These are made in Texas USA and there is only expected to be another 10 units made this calendar year.
- Council's 2017/18 budget includes \$400,000 of stabilized pavements within reseal projects throughout the 2017/18 budget year. This doesn't include larger projects like Pallinup South and Warrenup Road which still require Western Stabilizers with large machines to mix in Polycom stabilizing agent.
- The skid steer attachment won't be available until October even if secured immediately. Council has 12 months full time scheduled using the larger skid steer and stabilizing unit.
- An agenda item has been prepared to address the need to secure the stabiliser.

***This Report was received by Council***

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

Nil

**14. DATE OF NEXT MEETING**

15 June 2017

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.10pm.