



Ordinary Meeting of Council

MINUTES

18 October 2018

THIS DOCUMENT IS AVAILABLE IN OTHER FORMATS ON REQUEST FOR PEOPLE WITH DISABILITY.

LIST OF MOTIONS

18 October 2018	Page No
2018/19 Budget Amendment	10
Bitumen Tender 2018/19	23
Confirmation of Previous Meeting Minutes 20 September 2018	4
Creditors Accounts paid September 2018	8
Financial Statements for September 2018	5
Great Southern Outdoor Recreation Strategy 2018-2021	20
Great Southern Sport and Recreation Plan	17
Integrated Planning – Strategic Community Plan 2018-2028	14
Proposed GROH Housing - Tambellup	33
Receipt of Local Emergency Management Committee (LEMC) Meeting Minutes 09 October 2018	4
Request to Amend RAV Rating – Birt and Crosby Roads, Tambellup	25
Request to Amend RAV Rating – Birt and Crosby Roads, Tambellup	25
Streetscape Works – Tambellup	28
Streetscape Works – Tambellup	28
Works Report for September/October 2018	30

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 October 2018 commencing at 4.15pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr SJF Thompson	President
	Cr MC Paganoni	Deputy President
	Cr GM Sheridan	
	Cr KJ Holzknecht	
	Cr CJ Letter	
	KB Williams	Chief Executive Officer (CEO)
	P Vlahov	Manager of Works
	KP O’Neill	Manager Finance and Administration
	PA Hull	Strategic Support & Projects Officer
	LK Cristinelli	Governance and Executive Assistant

Apologies: Nil

Leave of Absence: Cr ME White
Cr MC Nazzari

2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2.1 The President welcomed Councillors and Staff and declared the meeting open at 4.15pm.

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 SEPTEMBER 2018

Council Decision: *181001*

Moved Cr Sheridan, seconded Cr Holzknicht

“That the Ordinary Meeting of Council Minutes of 20 September 2018 be accepted.”

CARRIED 5/0

9. RECEIPT OF COMMITTEE MEETING MINUTES HELD SINCE LAST MEETING

9.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES 09 OCTOBER 2018

Council Decision: *181002*

Moved Cr Paganoni, seconded Cr Thompson

“That the Local Emergency Management Committee (LEMC) Meeting Minutes of 09 October 2018 be accepted.”

CARRIED 5/0

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Council would like to offer condolences to Tim Williamson’s family and thank Tim for his services to the Shire of Broomehill-Tambellup.

11.01 FINANCIAL STATEMENTS FOR SEPTEMBER 2018

Program:	Other Property and Services	
Attachment:	Monthly Financial Statements for September 2018	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Administration
Date:	9 October 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider the monthly financial report for the period ending 30 September 2018.

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 2018/19 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: 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*.

Receivables - which includes outstanding rates, emergency services levy, pensioner rebates and other 'sundry' debtors - is reported at Note 6. At the end of September approximately 82.07% in rates and charges had been collected.

Note 8 details capital grants and contributions, the unspent balance of which is reported as 'Restricted Cash' throughout the financial report.

Capital revenue and expenditure is detailed in Note 12, which includes plant replacement, road construction, building improvements, reserve transfers and loan transactions planned for the year.

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: **181003**

Moved Cr Holzknacht, seconded Cr Paganoni

*“That the Financial Statement for the period ending 30 September 2018
be adopted.”*

CARRIED 5/0

**Reason For Change to
Recommendation:**

11.02 CREDITORS ACCOUNTS PAID SEPTEMBER 2018

Program:	Other Property and Services	
Attachment:	List of Payments for September 2018	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Administration
Date:	8 October 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during September 2018.

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	\$478,269.93
Trust Fund	\$0.00
Credit Cards	\$2,907.79
Total	\$481,177.72

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: *181004*

Moved Cr Holzknacht, seconded Cr Thompson

“That the list of accounts paid during September 2018, consisting of –

- Municipal Fund cheque, EFT and direct debit payments totalling \$478,269.93;*
- Trust Fund cheque payments totalling \$0.00; and*
- Credit Card payments totalling \$2,907.79*

be endorsed.”

CARRIED 5/0

Reason For Change to Recommendation:

11.03 2018/19 BUDGET AMENDMENT

Program:	Governance	
Attachment:	<ul style="list-style-type: none"> • Surplus analysis – budget v actual • Plant Replacement Program (amended) 	
File Ref:	ADM0163	
Author:	KP O'Neill	Manager Finance & Administration
Date:	08 October 2018	
Disclosure of Interest:	Nil	

Summary: Council to consider amendments to the 2018/19 Annual Budget.

Background: The Annual Budget for the 2018/19 year was adopted by Council on 26 July 2018.

The *Local Government (Financial Management) Regulations 1996, Regulation 31* requires the Net Current Assets (surplus or deficit) at the start of the financial year to be shown in the annual budget, however the regulations also state that –

31. (2) If at the time of preparation of the annual budget the net current assets is now known, an estimate of that figure may, if it is disclosed as an estimate, be included in the budget.

The budget is adopted prior to the actual value of the Net Current Assets at 30 June being known, and an estimate of the surplus that will be carried forward into the new year is included in the budget.

The estimated surplus included in the budget, was \$2,144,400. The annual financial report is complete and being reviewed by Councils auditors, and the report shows the actual surplus carried forward at 1 July 2018 being \$1,892,465. The variance is \$251,935 which is material and action will need to be taken to amend the budget to accommodate this.

Comment: As the variance between estimated and actual surplus carried forward is significant, amendments to the 2018/19 budget are required to ensure the appropriate allocation of resources for the year.

The calculations for the estimated surplus have been reviewed, and compared with the actual surplus carried forward, to determine where the variances have occurred.

Creditors payments for year end and materials on hand have been significantly underestimated for 30 June -

- Inventories
It was anticipated that a similar level of stores would be held at the end of the year, however there was no gravel stockpiled or culverts held in stock at the end of the financial year. All materials had been utilised/allocated to projects.

- Trade and other payables
This amount includes creditors invoices unpaid at the end of June, and accrued expenses that relate to 2017/18 projects but the invoices are not received until July/August. The amount of creditors payments for the end of June was significantly underestimated.

A review of the budget has been undertaken, and the following amendments are proposed to bring the budget into line –

- Financial Assistance Grants (FAGs)
The actual amount of the 2018/19 allocation of FAGs to local governments was not known at the time of adopting the budget. The WA Local Government Grants Commission advised at the end of August of the final allocations, which resulted in an additional \$35,400 in general purpose grants and \$9,600 in local road grants (total \$45,000).
- Regional Road Group – Direct Grant
Direct grants are paid via the Regional Road Group and are to be used towards maintenance of the road network. The State Government reduced funding to Regional Road Groups in 2017/18 of around \$10 million, which was taken from Direct Grant pool. The funding has been reinstated in 2018/19 to the previous level and our allocation will be \$143,818, an increase of \$59,500 against the budgeted amount.
- Roman Road Inventory
The Roman road inventory program is a web based program and holds data in relation to the Shires road assets. In the past external consultants have been engaged to assist with maintaining the database and provision of \$20,000 in 2018/19 was made to enable this. Following appointment of a Technical Officer it is expected that (with some training) this position will in time maintain the database, and a reduction in this allocation of \$10,000 can be made.
- Road Maintenance – Contract Services
Provision has been included under this heading to engage a contractor to undertake roadside clearing throughout the Shire. It is proposed to reduce this amount by \$50,000. Roadside clearing will continue as part of funded works where required.
- Plant Reserve
A transfer of \$500,000 was budgeted for transfer into this Reserve. Savings have been realised already with the changeover of the Caterpillar Roller, it is proposed to reduce the transfer into this Reserve to \$420,000 (saving of \$80,000) which will not have a detrimental impact on achieving the plant replacement scheduled in future years.

If the amendments noted above are approved, a variance (deficit) of \$7,400 will remain.

Council is required (in accordance with regulation 33A of the *Local Government (Financial Management) Regulations 1996*) to conduct a budget review between 1 January and 31 March each year. The outcome of the budget review in January 2019 will allow for this variation to be addressed.

Budget Amendments

It is proposed that the following amendments be made to the 2018/19 Budget –

GL	Description	Adopted Budget	Proposed Amendment	Variance
	Surplus / (Deficit)	2,144,400	1,892,500	(\$251,900)
	Revenue			
03229.71	FAGS – general purpose grants	540,800	576,200	35,400
03230.71	FAGS – local road grants	283,600	293,200	9,600
12159.71	MRWA – direct grant	84,300	143,800	59,500
	Expense			
12228.16	Roman Road Inventory	(20,000)	(10,000)	10,000
12226.16	Road Mtce – Contract Services	(150,000)	(100,000)	50,000
15171.40	Plant Reserve – transfer to	(500,000)	(420,000)	80,000
				(7,400)

Consultation: Chief Executive Officer
Manager of Works

Statutory

Environment: *Local Government Act 1995 – Section 6.2 and Local Government (Financial Management) Regulations 1996 – Part 3* prescribe the form and content of the Annual Budget.

Policy Implications: Council does not have a policy in relation to this item.

Strategic

Implications: Strategic Community Plan 2012 – 2022
Community Aspiration - Being Well Governed
Provide leadership for the community through transparent, accountable and representative local government.

Asset Management

Implications: The amendments proposed do not impact the Asset Management Plan.

Financial

Implications: The budget amendments suggested have no impact on the day to day operations of the Shire or propose any reduction in the levels of service currently provided. It is not proposed to defer any capital projects.

Workforce Plan

Implications: There are no workforce plan implications.

Voting Requirements: Absolute Majority

Amendments to the budget are required to be passed by an Absolute Majority decision of Council.

Council Decision: *181005*

Moved Cr Sheridan, seconded Cr Paganoni

“That Council authorises the following amendments to the 2018/19 Annual Budget:-

- Financial Assistance Grants – general purpose revenue be increased from \$540,800 to \$576,200;*
- Financial Assistance Grants – local road grant revenue be increased from \$283,600 to \$293,200;*
- Main Roads WA Direct Grant revenue be increased from \$84,300 to \$143,800;*
- Roman Road Inventory expenditure be reduced from \$20,000 to \$10,000;*
- Road Maintenance contract services expenditure be reduced from \$150,000 to \$100,000;*
- Transfer to the Plant Reserve be reduced from \$500,000 to \$420,000.”*

*CARRIED 5/0
By Absolute Majority*

Reason For Change to Recommendation:

11.04 INTEGRATED PLANNING – STRATEGIC COMMUNITY PLAN 2018-2028

Program:	Governance
Attachment:	Draft Strategic Community Plan 2018-2028
File Ref:	ADM0382
Author:	PA Hull Strategic Support & Projects Officer
Date:	10 October 2018
Disclosure of Interest:	Nil

Summary: Council to endorse the draft Strategic Community Plan 2018-2028 and advertise for public feedback.

Background: As part of the Integrated Planning process, Council is required to develop a Strategic Community Plan.

The Strategic Community Plan states the community's long term (10+ years) vision, values, aspirations and priorities with consideration to Councils other documented plans and resourcing capabilities.

Its purpose is to drive the development of Councils Corporate Business Plan, Long Term Financial Plan, annual budgets, place-based plans, issue-based strategies, and other Local Government informing strategies (such as Workforce Plan, Asset Management Plan).

The Strategic Community Plan is developed in consultation with the community, and is subject to a minor review after two years, and a full review after four years. Progress towards outcomes from the Plan is reported to the community each year in Council's Annual Report.

A full review of the document has been completed, and the draft is presented for Council's endorsement, with community feedback invited through a public advertising period.

Comment: Margaret Hemsley, from LG People & Culture and Risk ID, was engaged to assist with the review process. A community engagement plan was developed to provide opportunity for all members of the community to participate. Engagement methods used included:

- Postcards at key locations in the towns
- Mail out survey
- Online survey through the Shire's website
- Community workshops in Broomehill and Tambellup
- Workshop with members of the indigenous community

A total of 127 individual responses were received, representing 11% of the population of the Shire.

Feedback received through this process has previously been provided to Council for consideration. From the feedback received, three key themes (Key Result Areas) were identified – People, Economy and Place. The feedback was further analysed to identify the community priorities (Desired Outcomes and Objectives). Strategies to achieve these objectives have been developed, and these will form the basis of Council's Corporate

Business Plan, to track progress over the first four years of the Strategic Community Plan.

Recognising that not all the objectives are areas that are under Council's direct control, partnerships may need to be developed in order to achieve the required outcomes. Council's role in each of the Objectives - Facilitate, Advocate, Actively Pursue or Opportunistic - has been determined based on the level of involvement or influence required to achieve the objective.

Council's endorsement of the draft Plan is required, prior to advertising for public comment. It is proposed a four week comment period will be advertised, with submissions to be received by close of business on 30 November 2018.

The finalised Plan will then be submitted for adoption by Council at the Ordinary Council meeting in December 2018.

For Council discussion.

Consultation:

Keith Williams – CEO
Margaret Hemsley – Consultant LG People & Culture and Risk ID
Senior Staff

**Statutory
Environment:**

Local Government Act 1995 S5.56. Planning for the future
(1) *A local government is to plan for the future of the district.*
(2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Local Government (Administration) Regulations 1996
Part 5 Div. 3 Reg. 19C Strategic community plans, requirements for
Part 5 Div. 3 Reg. 19D Adoption of plan, public notice of to be given

Policy Implications:

Council Policy 1.15 – Community Engagement

**Strategic
Implications:**

The Strategic Community Plan will provide direction for Council in the long term (10+ years). It will work in conjunction with other Council plans, including the Workforce Plan, Asset Management Plan, and Long Term Financial Plan and will ultimately assist with the annual budget process.

**Asset Management
Implications:**

The Community Strategic Plan sets out the community's expectations in relation to management of Councils assets.

Financial

Implications:

Costs relating to the progress and achievement of Strategic Community Plan objectives will be factored into the Long Term Financial Plan and the annual budget.

Workforce Plan

Implications:

Workforce resourcing required to achieve the outcomes of the Strategic Community Plan will be factored into the Long Term Financial Plan and the annual budget.

Voting Requirements: Simple Majority

Kay O’Neill left the meeting at 4.28pm and returned to the meeting at 4.29pm.

Council Decision: *181006*

Moved Cr Paganoni, seconded Cr Sheridan

“That Council endorses the draft Strategic Community Plan 2018-2028 as presented, to be advertised for public comment for a four week period until Friday 30 November 2018.”

CARRIED 5/0

Reason For Change to Recommendation:

11.05 GREAT SOUTHERN SPORT AND RECREATION PLAN

Program:	Recreation and Culture	
Attachment:	<ul style="list-style-type: none"> • Great Southern Sport and Recreation Plan • Executive Summary • Supporting Documentation 	
File Ref:	ADM0161	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	02 October 2018	
Disclosure of Interest:	Nil	

Summary: Council to receive the Great Southern Sport and Recreation Plan (GSSRP) and advertise for public comment.

Background: The Department of Local Government, Sport and Cultural Industries (DLGSC) works collaboratively with local governments across the State with the aim of enhancing the life style and well-being of Western Australians. This collaborative approach was adopted to successfully deliver the Bunbury Wellington Regional Facilities study. The success of this strategy has been the department's ability to work with local governments to demonstrate the value of working collaboratively to secure funding for future facility provision across the region.

The GSSRP was undertaken to identify the condition and utilisation of current facilities in addition to identifying the future facility and services needs across the region. The Plan contemplates the future population growth and community needs over a 20-year planning horizon. This timeframe aligns with higher order planning documents such as the State Planning Strategy and the Great Southern Regional Investment Blueprint.

Each of the local governments in the Great Southern region have provided funding towards the cost of developing the GSSRP and the project steering committee includes representatives of several of the participant local governments. David Lanfear Consulting was appointed in May 2017 to deliver the GSSRP.

In delivering the GSSRP, the consultant was required to investigate, and present findings and key issues as follows:

- In conjunction with each local government, provide an audit to confirm the location and current condition of sport and recreation facilities.
- Review the use, functionality, and standard of each facility, including capacity to support competition and training.
- Determine the future sporting requirements of each facility through to 2036, including the requirements of sport on a regional basis and quantify the provision gap based on this timeframe.
- Investigate opportunities and constraints associated with the staging of facility development over this timeframe.
- Identify the opportunities and constraints relating to the acquisition of land for proposed future sporting and recreation developments.
- Make recommendations on the appropriate method of implementation of the key findings of the strategy.

The GSSRP includes an overview of the value of sport and recreation to communities across the Great Southern Region including its value in supporting current and emerging health and well-being trends impacting the community.

Comment:

Each of the local governments across the Great Southern region has various strategic objectives based on location and corporate objectives. It was revealed through this project there are geographic alignments based on communities of interest and economic and social objectives. Discussions with all the participating local governments have revealed a strong sense of collaboration and a commitment to align across the region to maximise the opportunity to attain future facility development and resources for services.

Extensive consultation was undertaken by the appointed consultant as evidence in the documentation provided.

The DLGSC will circulate the GSSRP to relevant State Government agencies and State Sporting Associations (SSAs) as part of its obligations as per the partnered community engagement strategy. The DLGSC proposes that each participating local government should advertise the GSSRP for public review and comment for a period of four weeks during November 2018.

Local government will collate feedback from their respective communities and the DLGSC will collate State Government stakeholder and SSAs feedback. This information will be referred to the GSRAG for consideration.

Consultation:

Chris Thompson – Regional Manager DLGSC
Great Southern Recreation Advisory Group

**Statutory
Environment:**

Nil

Policy Implications:

Nil

**Strategic
Implications:**

Provision of services and facilities that meet the needs and expectations of the community was identified as a priority during Strategic Planning consultation.

**Asset Management
Implications:**

There are no asset management implications for Council

**Financial
Implications:**

Nil

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *181007*

Moved Cr Paganoni, seconded Cr Letter

“That Council receives the Great Southern Sport and Recreation Plan and resolves to advertise for public comment for a four week period, with feedback to be submitted to the Department of Local Government, Sport and Cultural Industries for consideration by the Great Southern Recreation Advisory Group.”

CARRIED 5/0

Reason For Change to Recommendation:

11.06 GREAT SOUTHERN OUTDOOR RECREATION STRATEGY 2018-2021

Program:	Recreation and Culture	
Attachment:	• Great Southern Outdoor Recreation Strategy 2018-2021	
File Ref:	ADM0161	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	02 October 2018	
Disclosure of Interest:	Nil	

Summary: Council to receive the Great Southern Outdoor Recreation Strategy 2018-2021 and advertise for public comment.

Background: The Department of Local Government, Sport and Cultural Industries (DLGSC) encourages all regions to develop outdoor recreation strategies that will support the state-level Outdoor Recreation Framework. In the Great Southern, the Great Southern Centre for Outdoor Recreation Excellence (GSCORE) undertook to produce the Great Southern Outdoor Recreation Strategy (GSORS).

GSCORE works collaboratively with local governments across the region with the aim of supporting the growth and development of the outdoor recreation sector.

The purpose of the GSORS is to encourage collaboration to improve the provision of outdoor infrastructure and increase levels of participation in outdoor recreation activities. The Strategy delivers an integrated, whole-of-region approach to outdoor recreation across the Great Southern over a three-year period. It will enable stakeholders to plan, develop, manage and promote outdoor recreation in the Great Southern into the future.

The objectives of the Strategy are to:

- Establish strong partnerships that will guide infrastructure development and management.
- Build and manage world-class trails and facilities.
- Promote the Great Southern as an adventure tourism destination.
- Build capacity and capability amongst outdoor recreation providers.
- Ensure all people have more opportunities to participate in outdoor recreation.

Successful implementation of this Strategy will result in a strong and connected outdoor recreation system that helps make residents healthier, stimulates economic growth and jobs, encourages environmental stewardship, and contributes to all residents and visitors enjoying lives enriched through their participation in high quality, diverse, safe outdoor recreational pursuits.

Each of the local governments across the Great Southern region has various strategic objectives based on location and corporate objectives. It was revealed through this project there are geographic alignments based on communities of interest and economic and social objectives.

Discussions with all the participating local governments have revealed a strong sense of collaboration and a commitment to align across the region to maximise the opportunity to attain future trails development and resources for other forms of outdoor recreation infrastructure.

Throughout the extensive collaboration in the development of the GSORS, the region has demonstrated its recognition that outdoor recreation is an integral part of creating a liveable region with thriving communities.

The Strategy is an agreement to collaborate, rather than a prescription as to what any one individual, organisation, jurisdiction or sphere of government should do. It aims to minimise the duplication of initiatives and maximise efforts to reach common goals by establishing shared priorities across the transport, planning, environment, education, health, sport and recreation and tourism sectors.

This planning process is now at a pivotal point whereby each member local government within the Great Southern region needs to receive the GSORS. Support is also requested to continue the collaborative approach in the form of a partnered community engagement strategy. This will facilitate a community and stakeholder public review and comment testing and acceptance of the GSORS.

Comment: Consultation was undertaken by GSCORE as evidenced in the documentation provided. The four week public review and comment period proposed for November 2018 will allow each local government to refer the GSORS back to community for a final review.

Local government will collate feedback from their respective communities. This information will be referred to GSCORE through the Great Southern Recreation Advisory Group (GSRAG), of which this Shire is a member, for consideration.

Consultation: Dr Lenore Lyons – Executive Director, GSCORE

Statutory Environment: Nil

Policy Implications: Nil

Strategic Implications: Development of tourism assets (including sport and recreation initiatives) as a driver of economic growth in our communities was identified as a priority during Strategic Planning consultation.

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

Financial Implications: Nil

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *181008*

Moved Cr Holzknacht, seconded Cr Letter

“That Council receives the Great Southern Outdoor Recreation Strategy 2018-2021 and resolves to advertise for public comment for a four week period, with feedback to be submitted to the Great Southern Recreation Advisory Group for consideration.”

CARRIED 5/0

Reason For Change to Recommendation:

11.07	BITUMEN TENDER 2018/2019
Program:	Transport
Attachment:	CONFIDENTIAL: Analysis of tenders received
File Ref:	ADM0310 & ADM0414
Author:	P Vlahov Manager of Works
Date:	04 October 2018
Disclosure of Interest:	Nil

Summary: Tenders have been received for Councils programmed bitumen works for 2018/2019.

Background: Council staff have requested tenders for the full service supply and spray of various bitumen products for the annual works program. Tenders were required as the total expenditure exceeded \$150,000.00.

Council requested quotes from Bitutek, Colas, Fulton Hogan, Bitumen Surfacing and Downer via the WALGA eQuotes System.

Five quotations were received from the above list of which four met the criteria set. Bitumen Surfacing Pty Ltd did not include the cost of aggregate in their submission and therefore did not meet the required criteria.

Comment: After careful analysis via an evaluation matrix, it was decided that Fulton Hogan submitted the Tender with the highest weighted score.

Fulton Hogan have been conducting spray sealing works throughout the great southern for approximately 20 years. Contact with various neighbouring shire managers took place and all have given excellent references regarding services delivered. Fulton Hogan also offer a twelve month defect liability period on all work.

Fulton Hogan has also submitted the best all round price. Bitumen works will also be able to be coordinated with neighbouring shires as a means to minimise mobilisation charges.

Consultation: Manager of Works has consulted neighbouring shires for reference.

Statutory

Environment: *Local Government Act 1995*
Local Government (Functions and General) Regulations 1996

Policy Implications: Policy 3.1 – Purchasing Policy; outlines the requirements of the *Local Government (Functions and General) Regulations 1996* and states that all purchasing exceeding \$150,000 (ex GST) must be put to public tender, unless a regulatory tender exemption is utilised.

Utilising the WALGA eQuotes system negates the need to go to public tender as the tender exemption applies to all WALGA Preferred Supply Contracts which have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance

requirements and offer optimal value for money to the Local Government sector.

Strategic**Implications:**

This issue is not dealt with in the Plan

Asset Management**Implications:**

Upgrade and renewal of existing roads assets in line with Councils endorsed 10 Year Road Construction program and Infrastructure Asset Management Plan.

Financial**Implications:**

The 2018/19 budget includes provision for the reseals in the road construction program, and the recommended tender is within the budgeted costs.

Workforce Plan**Implications:**

There are no implications for the Workforce Plan

Voting Requirements: Simple Majority

Council Decision: *181009*

Moved Cr Letter, seconded Cr Sheridan

“That Council accepts the tender submitted by Fulton Hogan for \$523,693.00 excluding GST (subject to variations as described in tender documents received).”

CARRIED 5/0

Reason For Change to Recommendation:

11.08 REQUEST TO AMEND RAV RATING – BIRT AND CROSBY ROADS, TAMBELLUP

Program:	Transport	
Attachment:	Nil	
File Ref:	ADM0220	
Author:	KB Williams	Chief Executive Officer
Date:	11 October 2018	
Disclosure of Interest:	Nil	

Summary: For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Birt and Crosby Roads.

Background: An application was submitted to Main Roads Western Australia (MRWA) requesting local access at RAV 4 for Birt and Crosby Roads.

Birt Road runs off Tambellup West Road, and Crosby Road runs off Birt road through to Greenhills Road South, parallel to Tambellup West Road.

Birt Road is currently rated to accommodate RAV 3 vehicles, and Crosby Road is currently rated to accommodate RAV 2 vehicles.

Comment: The Chief Executive Officer (CEO) and Works Manager, as well as the newly appointed Technical Officer, have inspected both roads. Both Birt and Crosby Roads are constructed with a gravel pavement.

Both are well constructed and well maintained.

It is recommended that the proposed amendment of both roads to RAV 4 be approved with conditions:

- *No operation during school bus periods;*
- *headlights must be switched on at all times;*
- *operation only during daylight hours unless orange flashing lights are fitted and used;*
- *direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).*

It is also recommended that advice be provided to Main Roads about modifications to the road in the event that improvements are required to facilitate an upgrade from current ratings to RAV 4:

Any upgrades or works required to any of the roads to meet the specifications for RAV Network 4 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.

There is one 'pinch point' at a culvert that will require some work to widen the running surface of Crosby Road, however, this road currently rated for RAV 2 access, and RAV 2 vehicles are the same width as RAV 4, so this issue needs resolution regardless of the application.

Consultation:	Manager of Works, Technical Officer, MRWA.
Statutory Environment:	Nil
Policy Implications:	Nil
Strategic Implications:	This proposal is applicable to the Community Aspiration of <i>Living in a Safe Community</i> and the Community Aspiration of <i>Building Prosperity</i> .
Asset Management Implications:	The whole of life estimates for these roads may be altered by a change in the RAV Network rating.
Financial Implications:	<p>There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.</p> <p>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.</p>
Workforce Plan Implications:	There are no workforce plan implications
Voting Requirements:	Simple Majority
Council Decision:	181010

Moved Cr Paganoni, seconded Cr Sheridan

“That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Birt and Crosby Roads, that it recommends that Birt and Crosby Roads be amended to a RAV category Network 4 subject to the following conditions:

- *No operation during school bus operational periods;*
- *headlights must be switched on at all times;*
- *operation during daylight hours only unless a flashing orange light is fitted and used;*
- *Maximum speed of 60 kilometres per hour;*
- *direct radio contact must be maintained with other RAV’s to establish their position on or near the road (suggested UHF channel 40).”*

CARRIED 5/0

Council Decision: **181011**

Moved Cr Paganoni, seconded Cr Sheridan

“That Council advise Main Roads Western Australia that any upgrades or improvements required to either Birt Road or Crosby Road to meet the specifications for RAV Network 4 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.”

CARRIED 5/0

**Reason For Change to
Recommendation:**

11.09 STREETScape WORKS - TAMBELLUP

Program:	Transport	
Attachment:	Draft designs	
File Ref:	ADM0492	
Author:	KB Williams	Chief Executive Officer
Date:	12 October 2018	
Disclosure of Interest:	Nil	

Summary: For Council to consider changes to the streetscape plans for Tambellup Townsite.

Background: Streetscape works to Tambellup town centre have not been undertaken exactly as per the adopted Townscape Plans. It is unknown why deviation from the adopted plan took place, however, considerable work has been undertaken, with kerbing and traffic nibs already installed.

Comment: Consent is sought to continue works in accordance with the general principles of the streetscape plans, but accommodating a new kerb design, rather than remove the recently installed kerbing.

Paving specifications are required to be adopted.

It is also proposed to modify the portion of the plan surrounding the war memorial to create a more significant space that is more reflective of the purpose of the space.

It is proposed to ‘declutter’ the space, and use paving to portray the rising sun emblem used on ANZAC slouch hats. This is considered a simple cost effective method to create a respectful and appropriate setting for the war memorial.

Proposed works in Broomehill do not require any modification.

Consultation: Manager of Works, Technical Officer, Senior Staff

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: Townscape works will result in less maintenance as current paving standards are poor and it is expected that once completed maintenance will be reduced.

Financial

Implications: There are no immediate financial implications, and townscape budget has been allocated for this project.

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Chief Executive Officer Keith Williams left the meeting at 5.05pm and returned to the meeting at 5.06pm.

Council Decision: **181012**

Moved Cr Holzknacht, seconded Cr Sheridan

“That Council approve the continued development of Townscape elements as per the adopted plan with the following modifications:

- *Replacement of existing kerbing with modified kerbing as per recent development; and*
- *Replacement of all existing paving bricks with Brikmakers ‘mocha’ large as per sample provided.”*

CARRIED 5/0

Officer

Recommendation: *“That Council endorse amendments to the adopted Townscape Plan to allow for the concept of development of an ‘ANZAC square’ that is more open and respectful of the memorial, as per the attached plan, and advertise the proposal for public comment.”*

Council Decision: **181013**

Moved Cr Paganoni, seconded Cr Holzknacht

“That Council authorise the Chief Executive Officer to develop revised concept plans of the proposed Anzac Square that are more open and respectful of the memorial, and undertake a public consultation process.”

CARRIED 5/0

Reason For Change to

Recommendation: Council considers a revised plan is required and that consultation is required rather than just advertising.

- Relocated various historic items from the Broomehill museum

Building Maintenance

- Various minor repairs at shire owned properties
- Removed fallen fence and stumps at 1 Janis Street and painting has also been completed

Occupational Health and Safety

- There have been no incidents to report

Parks and Gardens

- Reticulation repairs and start up trials
- Oval mowing
- General mowing
- Pruning
- Mulching
- Planting various trees and shrubs

Workshop

- Minor repairs and servicing
- Assisted with various building maintenance tasks
- Assisted with plant replacement
- Constructed green house

For Council discussion and comment.

Consultation: Nil

Statutory Environment: *Local Government Act 1995*

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: *181014*

Moved Cr Letter, seconded Cr Sheridan

“That Council receives the report from the Manager of Works for the months of September/October 2018.”

CARRIED 5/0

**Reason For Change to
Recommendation:**

11.11 PROPOSED GROH HOUSING - TAMBELLUP

Program:	Housing	
Attachment:	CONFIDENTIAL: Housing Costs Table	
File Ref:	ADM0506	
Author:	KB Williams	Chief Executive Officer
Date:	12 October 2018	
Disclosure of Interest:	Nil	

Summary: For Council to consider entering into an agreement with the Department of Communities to develop Government Regional Officers Housing (GROH) housing in Tambellup.

Background: Council has been requested by the Department of Communities to consider entering into an agreement to develop housing in Tambellup for government employees.

The proposal consists of development of 2 four bedroom two bathroom dwellings and 1 three bedroom two bathroom dwelling. One of the 4x2 dwellings is to accommodate police officer/s, while the other dwellings will accommodate education department officers.

The project proposes that Council develop the three dwellings on Council land and then lease the dwellings to the Department for government employees. If agreement is reached the Department would lease the dwellings from Council for 10 years at a commercial rate.

A further lease would be proposed, although government policy is to lease for set periods of 10 years.

At conclusion of the project Council will retain ownership of the dwellings.

Comment: Council is undertaking housing development within the Shire as part of the Great Southern Housing Initiative (GSHI) in recognition of significant market failure in the Great Southern Region. The GSHI accepts that housing stock in the region is aged and run down, and that replacement costs are significantly higher than market value.

Existing housing stock in Tambellup currently occupied by the police sergeant and principal and teachers are aged and while habitable are not particularly attractive.

Housing quality is a factor in attracting new government employee placements in competition with other town sites and centres. To ensure that Tambellup can compete against these other centres this opportunity to develop new housing is supported.

Another potential benefit of the project is increasing the available housing stock in the Shire as the Department is expected to sell its older housing stock.

The Shire of Kojonup is also participating with the Department to develop new housing for government employees.

Council is the host of the Building Better Regions fund in support of the GSHI, and due to changed State Government support the GSHI is currently undersubscribed.

There is therefore an opportunity to use BBRF funding to assist in the development of the housing to accommodate GROH tenants. This housing project conforms to the requirements of the BBRF as the housing is for ‘key worker’ accommodation, and the BBRF project is to develop ‘key worker’ accommodation.

The Shire of Kojonup is similarly proposing to utilise BBRF funds to offset development costs.

No formal costings have been submitted by the Department, however, based on quotations and recent developments in the Shire of Broomehill-Tambellup and adjacent Local Governments also participating in the GSHI, an estimate of costs can be established.

The attached spreadsheet outlines anticipated costs for development of the dwellings, as well as proposed BBRF funding to offset development costs.

It is recommended that Council participate in the GROH housing project, and it is proposed to authorise the CEO to commence discussion and negotiation to develop and agreement with the Department.

Consultation:	Senior Staff, GROH, Shire of Kojonup
Statutory Environment:	Nil
Policy Implications:	Nil
Strategic Implications:	The Strategic Plan is currently under review, however the community identified during consultation that retention of population is critical to ongoing sustainability, and development of appropriate housing is a major consideration.
Asset Management Implications:	If agreement is reached Council will be required to add the dwellings to its asset register and ensure maintenance is undertaken.
Financial Implications:	If negotiations are successful, it would be proposed to utilise a self-supporting loan over twenty years to develop the dwellings. If the BBRF agreement is successful the development and loan costs will be reduced.
Workforce Plan Implications:	There are no workforce plan implications
Voting Requirements:	Simple Majority

Council Decision: **181015**

Moved Cr Paganoni, seconded Cr Letter

“That Council agrees in principle with the proposed development of Government Regional Employee Housing and authorises the Chief Executive officer to enter into discussions with the Department to develop an agreement that will be presented to Council for consideration.”

CARRIED 5/0

**Reason For Change to
Recommendation:**

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

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

Nil

14. DATE OF NEXT MEETING

15 November 2018

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.43pm.