



Ordinary Meeting of Council

MINUTES

19 May 2016

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SHIRE OF BROOMEHILL - TAMBELLUP

Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 19 May 2016 commencing at 4.05pm.

1. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Present:	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	Cr ME White	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	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

Cr Batchelor is seeking a leave of absence for the July 2016 Ordinary meeting.

160501

Moved Cr Thompson, seconded Cr Paganoni

“That Cr Batchelor be granted leave of absence for the July 2016 Ordinary meeting of Council.”

CARRIED 7/0

6. DECLARATION OF INTEREST

Cr Sheridan declared a Proximity Interest in Item 10.20

Cr Dennis declared a Proximity Interest in Item 10.20 and Item 10.21

Cr Paganoni declared a Proximity Interest in Item 10.21

7. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 21 APRIL 2016

160502

Moved Cr Dennis, seconded Cr Thompson

“That the Minutes of the Ordinary Meeting of Council held on 21 April 2016 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 2016

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

Summary: Council to consider the monthly financial report for the period ending 30 April 2016.

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

Each financial year, Council is required to adopt a percentage or value to be used in the statement of financial activity for reporting material variances.

As part of the 2015/2016 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

Comment: Notes have been provided in the attached report for Councillors information and discussion.

Commentary on the material variances in the Statement of Financial Activity is included in Note 1. Most variances are due to timing estimates, and the funding will be received, or expenditure incurred, prior to the end of the financial year.

Projects such as the pavilion redevelopment and construction of the executive residence will need to be carried over into the 2016/17 budget for completion.

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: *160503*

Moved Cr Paganoni, seconded Cr Prout

“That the Financial Statement for the period ending 30 April 2016 be adopted.”

CARRIED 7/0

Reason For Change to Recommendation:

10.02 CREDITORS ACCOUNTS PAID APRIL 2016

Program:	Other Property and Services	
Attachment:	List of Payments for April 2016	
File Ref:	Nil	
Author:	KP O'Neill	Manager Finance and Assets
Date:	3 May 2016	
Disclosure of Interest:	Nil	

Summary: Council to consider the list of payments made from the Municipal and Trust Funds during April 2016.

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

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

Comment: Summary of payments made for the month:-

Municipal Fund	\$1,258,294.24
Trust Fund	\$261,172.14
Credit Cards	\$1,614.52
<u>Total</u>	<u>\$1,521,080.90</u>

Consultation: Nil

Statutory

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

13. Lists of accounts

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

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

Policy Implications: Nil

Strategic

Implications: This issue is not dealt with in the Plan

Asset Management

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

Financial

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

Workforce Plan

Implications: There are no implications for the Workforce Plan.

Voting Requirements: Simple Majority

Council Decision: *160504*

Moved Cr Batchelor, seconded Cr Dennis

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

- *Municipal Fund payments totalling \$1,258,294.24 –*
 - *cheques 3103 to 3141;*
 - *electronic payments EFT7650 to EFT7688, EFT7690 to EFT7738, EFT7741 to EFT7759;*
 - *direct debits DD4085.1 to DD4085.2, DD4115.1 to DD4115.3.*
- *Trust Fund payments totalling \$261,172.14 –*
 - *cheques 436 to 438;*
 - *electronic payments EFT7689, EFT7739 to EFT7740 and EFT7760.*
- *Credit Card purchases totalling \$1,614.52.*
be endorsed.”

CARRIED 7/0

Reason For Change to Recommendation:

10.03 REVIEW OF COUNCIL POLICY 2.1 – EQUAL OPPORTUNITY

Program:	Governance
Attachment:	Policy 2.1 – Equal Opportunity (incorporating amendment)
File Ref:	ADM0165 & ADM209
Author:	JA Stewart Manager Corporate Services
Date:	9 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 2.1 – Equal Opportunity as part of a review of all of Council’s policies.

Background: Under the *Equal Opportunity Act 1984*, Council is required to have a policy to promote equal employment opportunity (EEO) based solely on merit.

Council’s Policy 2.1 was originally adopted in October 2008 and amended in 2012 to include reference to diversity within Council’s workforce.

Position descriptions for staff involved in the recruitment process were recently (2015) updated to include reference to adhering to EEO guidelines during that process.

Comment: In keeping with Council’s EEO Plan 2015-2017 and the latest local government equal employment opportunity survey (2016), it is recommended that particular reference be made within Council’s Policy 2.1 to EEO initiatives set by the Public Sector Commission (PSC). Council’s attention is drawn to the sentence in red italics as a recommended addition to the existing policy.

Consultation: Nil

Statutory Environment: *Local Government Act 1995* s.2.7 (2) (b)
Equal Opportunity Act 1984 s.138-141, s.145-146

Policy Implications: Nil – the amendment reflects current practice

Strategic Implications: This issue is not dealt with in the Strategic Community 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: Nil – the amendment reflects current practice

Voting Requirements: Simple Majority

Council Decision: **160505**

Moved Cr Batchelor, seconded Cr Dennis

“That Council amends existing Policy 2.1 – Equal Opportunity, as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

“Recommendations for items 10.04 to 10.09 were passed ‘En-Bloc’”

10.04 REVIEW OF COUNCIL POLICY 2.2 – OCCUPATIONAL SAFETY AND HEALTH

Program: Governance
Attachment: Policy 2.2 – Occupational Safety and Health
File Ref: ADM0165 & ADM0209
Author: JA Stewart Manager Corporate Services
Date: 9 May 2016
Disclosure of Interest: Nil

Summary: Council to review Policy 2.2 - Occupational Safety and Health (OSH) as part of a review of all of Council's policies.

Background: Council's Policy 2.2 was originally adopted in October 2008, amended in March 2012 and reviewed in May 2015.

Occupational Safety and Health requirements include an annual review of Council's OSH Policy (Policy). The objective of this document is to assist Council to comply with requirements in the management of OSH in the workplace.

Comment: Council's Occupational Safety and Health Committee has recently endorsed the attached Policy including the update of details of its next review date, in line with OSH requirements. Nil other amendments are recommended for this Policy.

Consultation: LGIS Regional Risk Coordinator, Great Southern – John Appleyard

Statutory Environment: *Local Government Act 1995 s.2.7 (2) (b)*

Policy Implications: Nil

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

Asset Management Implications: There are no asset management implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Minor administrative requirements (e.g.; annual review)

Voting Requirements: Simple Majority

Council Decision: **160506**

Moved Cr Batchelor, seconded Cr Paganoni

“That Council endorses the Occupational Safety and Health Policy as presented and as reviewed by Council’s Occupational Safety and Health Committee.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.05 REVIEW OF POLICY 2.6 – FITNESS FOR WORK

Program:	Governance
Attachment:	Policy 2.6 – Fitness to Work
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	10 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 2.6 – Fitness to Work as part of a review of all of Council’s policies.

Background: Council’s Policy 2.6 – Fitness for Work was adopted in June 2010 and reviewed in March 2012.

This policy recognises that the Shire of Broomehill-Tambellup has a duty of care, under the *Occupational Safety and Health Act 1984*, to provide a safe working environment. The Shire of Broomehill-Tambellup also recognises this duty is incumbent on all employees and extends to co-workers and individuals alike in order to prevent their safety and health being jeopardised through an act or omission of an employee who is unfit for work.

This Policy is contained within the Shire of Broomehill-Tambellup’s Employee Induction Manual (Manual) which is read and acknowledged by all staff on an annual basis; the Manual is also reviewed annually by the Occupational Safety and Health Committee.

Comment: There are nil changes recommended for this Policy.

Consultation: Nil

Statutory Environment: *Local Government Act 1995 s. 2.7 (2) (b)*

Policy Implications: Nil

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

Asset Management Implications: There are no asset management implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160507*

Moved Cr Batchelor, seconded Cr Paganoni

“That Council retains Policy 2.6 – Fitness for Work, as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.06 REVIEW OF COUNCIL POLICY 2.5 – STAFF BENEFITS

Program:	Governance
Attachment:	Policy 2.5 – Staff Benefits
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	9 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 2.5 – Staff Benefits as part of a review of all of Council’s policies.

Background: Council’s Policy 2.5 was originally adopted in October 2008 and reviewed in March 2012 with nil amendments made at the 2012 review.

Council recognises that, to attract employees, the Shire must have employment conditions which are fair, provide incentive and opportunity, and are comparative with sector expectations.

Comment: Council’s Housing and Land Strategy (Strategy), reviewed by Council in March 2016, recognises the importance of maintaining housing standards to attract and retain staff. The Strategy contains twelve housing replacement strategies of which Strategies 4 and 5 (copy attached) relate specifically to preferred specifications for future staff housing construction. Council’s Policy 2.5 contains a number of points under ‘Housing’ that could now be considered commonplace and, in some cases, required by building codes. It is, therefore, recommended that the ‘Housing’ section within Policy 2.5 be amended to reference Council’s Housing Replacement Strategies 4 and 5 whilst retaining the reference to window treatments, reticulated lawn and garden areas, and provision of a rain water tank.

It is also proposed that the reference to ‘Relocation Expenses’ be removed. This has not been standard practice and is usually a matter for consideration at the time of recruitment, having regard to the position being filled.

In March 2016 Council adopted new Policy 2.11 – Employee Superannuation, formalising what was previously a Management Practice of Council. As any superannuation paid over and above that required by legislation constitutes a benefit to staff, it is appropriate that this be recognised within this Policy; hence, reference to Policy 2.11 has been added.

Recommended changes to Policy 2.5 – Staff Benefits are shown in red italics and sections to be removed are crossed through.

Consultation: Nil

Statutory Environment: *Local Government Act 1995 s.2.7 (2) (b)*

Policy Implications: Amendments as presented

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

Asset Management Implications: Nil; amendments are in line with current practice

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: *160508*

Moved Cr Batchelor, seconded Cr Paganoni

“That Council amends existing Policy 2.5 – Staff Benefits, as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.07 REVIEW OF POLICY 2.7 – ELECTRONIC MAIL

Program:	Governance
Attachment:	Policy 2.7 – Electronic Mail
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	10 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 2.7 – Electronic Mail as part of a review of all of Council’s policies.

Background: Council’s Policy 2.7 was adopted in June 2010 and amended in July 2012 at which time the somewhat lengthy policy was separated into policy and procedures with information from the procedures section becoming Management Practice 3.5.

Detailed instructions relating to the use and storage of electronic mail are contained within the Employee Induction Manual which is reviewed on an annual basis by the Occupational Safety and Health Committee and also read and acknowledged by all staff on an annual basis. The Shire of Broomehill-Tambellup’s Councillors’ Handbook also makes reference to how correspondence is dealt with (Clause 4.24) and the *State Records Act* (Clause 4.25).

Comment: There are nil changes recommended for this policy.

Consultation: Nil

Statutory Environment: *Local Government Act 1995 s.2.7 (2) (b)*

Policy Implications: Nil

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

Asset Management Implications: There are no asset management implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160509*

Moved Cr Batchelor, seconded Cr Paganoni

“That Council retains Policy 2.7 – Electronic Mail, as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.08 REVIEW OF POLICY 2.8 – HARASSMENT, BULLYING AND DISCRIMINATION

Program:	Governance
Attachment:	Policy 2.8 – Harassment, Bullying and Discrimination
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	10 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 2.8 – Harassment, Bullying and Discrimination as part of a review of all of Council’s policies.

Background: Council’s Policy 2.8 was adopted in June 2010 and amended in July 2012 at which time it was divided into Policy and Management Practice 3.6.

This Policy recognises that everybody has the right to be treated with respect and dignity at work and explains what constitutes harassment, bullying and discrimination. The contents of this Policy are included and expanded on in the Employee Induction Manual which is reviewed annually by the Occupational Safety and Health Committee and read and acknowledged by staff on an annual basis.

Comment: There are nil amendments recommended for this Policy; however, an update to contact details is required for LGIS (Local Government Insurance Services) as shown in red italics.

Consultation: Nil

Statutory Environment: *Local Government Act 1995 s.2.7 (2) (b)*

Policy Implications: Nil

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

Asset Management Implications: There are no asset management implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: ***160510***

Moved Cr Batchelor, seconded Cr Paganoni

***“That Council endorses Policy 2.7 – Harassment, Bullying and
Discrimination with amendments, as presented.”***

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.09 REVIEW OF POLICY 2.10 – CODE OF CONDUCT FOR EMPLOYEES

Program:	Governance
Attachment:	Policy 2.10 – Code of Conduct for Employees
File Ref:	ADM0165
Author:	JA Stewart Manager Corporate Services
Date:	13 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 2.10 – Code of Conduct for Employees as part of a review of all Council’s policies.

Background: Council’s Policy 2.10 was adopted in December 2011 and relates to the conduct expected of employees. In doing so, it deals with the interactional roles between Council, councillors and employees as well as a number of other matters requiring a protocol to be followed to ensure appropriate and professional conduct is practised. The Code of Conduct for Employees makes up part of the documentation read and acknowledged by staff upon commencing employment with the Shire of Broomehill-Tambellup.

Comment: Part of Policy 2.10 deals with *gifts* that employees may receive, or be offered, during their employment with the Shire of Broomehill-Tambellup. Councillors will be aware of recent legislative changes to gift and travel disclosure provisions that include more detailed information being disclosed and recorded and, in some cases, placed on local government websites. Accordingly, Policy 2.10 has been updated to reflect the new legislation – amendments are in red font.

The remainder of this policy is recommended to be retained as is.

Consultation: Chief Executive Officer

Statutory Environment: *Local Government Act 1995* s.2.7 (2) (b), s.5.44, s.5.60, s.5.74 (1) and (3), s.5.82, s. 5.83
Local Government (Administration) Regulations r.25, r.26, r.30, r.34B
Local Government (Rules of Conduct) Regulations r.12

Policy Implications: Nil

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

Asset Management Implications: There are no asset management implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan

Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160511*

Moved Cr Batchelor, seconded Cr Paganoni

“That Council endorses Policy 2.10 – Code of Conduct for Employees with amendments, as presented.”

CARRIED 7/0

Reason For Change to Recommendation:

10.10 REVIEW OF POLICY 6.1 – TOURISM AND AREA PROMOTION

Program:	Governance	
Attachment:	Copy of Policy 6.1	
File Ref:	ADM0165	
Author:	PA Hull	Strategic Support & Projects Officer
Date:	11 May 2016	
Disclosure of Interest:	Nil	

Summary: Council to review Policy 6.1 – Tourism and Area Promotion.

Background: The existing Policy was adopted in 2008, with the following objective:

- *To maximise the potential of the Shire as a tourist destination by encouraging and supporting the development of man-made and natural tourist facilities, thus increasing the employment potential of the area.*

Policy 6.1 is presented as part of a rolling review of the Policy Manual

Comment: This policy sets out the long term objectives that the Council has in relation to the development of tourism in the Shire.

Planning workshops conducted during the development of the Strategic Community Plan identified that the community welcomed opportunities to diversify the local economy through tourism initiatives, acknowledging that commitment from local business and the community is required to support new initiatives.

Council's policy contains a broad range of strategies that will assist in fostering initiatives, both shire and community-driven.

It is considered the policy content is appropriate, and should be retained in its present form.

Consultation: Chief Executive Officer

Statutory Environment: Nil

Policy Implications: Review of existing policy

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

Asset Management Implications: There are no asset management implications

Financial Implications: This matter has no financial implications.

Workforce Plan

Implications: Nil

Voting Requirements: Simple Majority

Council Decision: *160512*

Moved Cr Thompson, seconded Cr Batchelor

“That Council, having reviewed Policy 6.1 – Tourism and Area Promotion, retains the policy without amendment.”

CARRIED 7/0

Reason For Change to Recommendation:

10.11 REVIEW OF POLICY 6.2 – APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

Program:	Governance
Attachment:	Copy of Policy 6.2
File Ref:	ADM0165
Author:	PA Hull Strategic Support & Projects Officer
Date:	11 May 2016
Disclosure of Interest:	Nil

Summary: Council to review Policy 6.2 – Appointment of Bush Fire Control Officers.

Background: The existing Policy was adopted in 2013, with the following objectives:

- *To ensure that a person has the relevant qualifications necessary to hold the position of Bush Fire Control Officer;*
- *To ensure that these qualifications are maintained by the appointed Bush Fire Control Officer.*

Policy 6.2 is presented for review, as part of a rolling review of the Policy Manual.

Comment: The implementation of the policy since it was adopted has been smooth, with all appointed Bush Fire Control Officers having completed the required training.

It is considered the policy should be retained, with no amendments required.

Consultation: Chief Executive Officer

Statutory Environment: Nil

Policy Implications: Review of existing policy

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

Asset Management Implications: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: **160513**

Moved Cr Thompson, seconded Cr Dennis

“That Council, having reviewed Policy 6.2 – Appointment of Bush Fire Control Officers, retains the policy without amendment.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

Council Decision: **160514**

Moved Cr Paganoni, seconded Cr Prout

“That Council retains Policy 6.3 – Independent Living Seniors Accommodation – Housing Allocations for Non-Local Applicants, as presented.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.13 NEW POLICY – SHIRE OWNED EQUIPMENT AT A WILDFIRE

Program:	Governance
Attachment:	<ul style="list-style-type: none"> • Management Practice 7.3 – Shire Owned Equipment at a Wildfire • Draft Policy
File Ref:	ADM0165
Author:	PA Hull Strategic Support & Projects Officer
Date:	13 May 2016
Disclosure of Interest:	Nil

Summary: Council to consider implementation of a new policy – Shire Owned Equipment at a Wildfire

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

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

Comment: MP 7.3 deals with Council’s actions when requested to make Shire equipment available at a fire. It is considered Council should implement a new policy to clarify its position in this regard.

Of particular note is the approach taken to requests for assistance from landowners to ‘mop up’ after a fire. The *Bush Fires Act 1954* states:

s28. Occupier of land to extinguish bush fire occurring on own land

(1) Where a bush fire is burning on any land —

(a) at any time in any year during the restricted burning times; or

(b) during the prohibited burning times, and the bush fire is not part of the burning operations being carried on upon the land in accordance with the provisions of this Act, the occupier of the land shall forthwith, upon becoming aware of the bush fire, whether he has lit or caused the same to be lit or not, take all possible measures at his own expense to extinguish the fire

It is reasonable for Council to provide Shire equipment where possible for the control and containment of a fire, for the safety of the wider district.

However, with the onus being on the landowner to extinguish the fire (under the Act) the cost of mopping up operations is the landowner’s responsibility. If shire equipment is requested by the landowner to assist, the cost should be borne by the landowner.

It is recommended that the current practice of charging this cost to the landowner at applicable Private Works rates be retained, and noted in the new policy.

A draft policy is attached for Council’s consideration and adoption if appropriate.

Consultation: Chief Executive Officer

Statutory Environment: *Bush Fires Act 1954 s.28*

Policy Implications: New policy – Shire Owned Equipment at a Wildfire
Policy 4.8 – Private Works

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

Asset Management Implications: Nil

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: Nil

Voting Requirements: Simple Majority

Council Decision: *160515*

Moved Cr Thompson, seconded Cr Dennis

“That Council adopts the new ‘Shire Owned Equipment at a Wildfire’ policy as follows:

Policy No: *SHIRE OWNED EQUIPMENT AT A WILDFIRE*

Policy Objective: *To assist in control of wildfires by making Council equipment available.*

Policy Statement: *Council is committed to ensuring the safety of the community, particularly in regard to fire prevention and response. It is acknowledged that on occasions, the use of Council’s heavy machinery may be required to assist in containing and controlling a fire.*

Subject to approval being granted by the Chief Executive Officer the Shire will endeavour to make its equipment available for this purpose.

Assistance provided in ‘mopping up’ activities where requested by landowners will be charged to the landowner at current private works rates.

Reference: *Management Practice 7.3 – Shire Owned Equipment at a Wildfire
Policy 4.8 Private Works
Bush Fires Act 1954 s.28”*

CARRIED 7/0

**Reason For Change to
Recommendation:**

Strategic

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

Asset Management

Implications: Control over use of Council equipment will ensure it is maintained in adequate quantity and condition for long term use.

Financial

Implications: Fees and charges relating to venue and equipment hire are set annually as part of the budget process.

Workforce Plan

Implications: This matter has no workforce planning implications.

Voting Requirements: Simple Majority

Council Decision: *160516*

Moved Cr Batchelor, seconded Cr Dennis

“That Council adopts the new ‘Hire of Equipment – Shire Halls’ policy as follows:

Policy No: HIRE OF EQUIPMENT – SHIRE HALLS

Policy Objective: To ensure that equipment provided for use in Council facilities is maintained in appropriate quantities and condition for the purpose of the facilities.

Policy Statement:

Council is committed to providing and maintaining facilities of an appropriate standard within Broomehill and Tambellup, for use by members of the community.

To achieve this, the following arrangements will be implemented:

Broomehill and Tambellup Halls

- The equipment in the Broomehill and Tambellup Halls is available for use as part of the fee for hiring of the facility.*
- Hire fees for facilities will be considered annually as part of Council’s budget process.*
- Under no circumstances is the equipment available for hire away from the facility.*
- The equipment is not to be transferred to other Shire facilities to boost numbers.*
- A limited number of older style tables and chairs stored in the cloak room at the Broomehill Hall are available for hire and use away from the premises.*

Hire costs of this equipment will be determined as part of the annual budget process.”

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.15 PLANNING APPLICATION FOR SPORTS PAVILION AND BOWLING GREEN – RESERVE 19757 TAMBELLUP

Program: Planning
Attachment: Nil
File Ref: ADM0474
Author: Liz Bushby
Date: Gray & Lewis Landuse Planners
Disclosure of Interest: 13 May 2016
 Gray & Lewis receive planning fees for advice to the Shire, therefore, declare a Financial Interest – Section 5.60A of the *Local Government Act 1995*

Summary: Council is to consider a planning application for a new sports pavilion and synthetic bowling green at the Tambellup Sports Ground located on Reserve 19757 (Lot 300).

Background: The Shire holds a Management Order over Reserve 19757 for the purpose of ‘community centre’ and ‘sportsground’.



There are three zonings that traverse the reserve being a Parks and Recreation reservation, Residential and Farming zone.

The development is within the southern portion of Reserve 19757 which is reserved as ‘Parks and Recreation’.

Council endorsed draft plans for the Tambellup Sports Pavilion upgrade at a Special Council Meeting held on the 22 March 2016.

Now that plans for upgrading are advanced, a planning application for the proposed development can be progressed.

Comment:	<p>The application is for construction of a new building which will include meeting room facilities, a hall, lounge/bar area, kitchen, children’s room, office, change rooms, storerooms and courtyard area.</p> <p>Proposed works also include a lawn bowls area and 3 car parking areas.</p> <p>Under Clause 2.2 of the Shire of Tambellup Town Planning Scheme No 2 (‘the Scheme’), Council is required to have regard to the ultimate purpose intended for the reserve.</p> <p>The proposed development is consistent with the ‘Parks and Recreation’ reserve and the Shires Management Order.</p> <p>As it is a Shire project and Council has already supported the design, it is simply a formality that the development needs a separate planning approval.</p> <p>The proposed development will benefit the local community and additional car parking will cater for any increased usage of the reserve. Accordingly Gray & Lewis recommend conditional approval.</p>
Consultation:	<p>Gray & Lewis has not undertaken consultation in regards to the planning application.</p>
Statutory Environment:	<p>Shire of Tambellup Town Planning Scheme No 2 – explained in the body of this report.</p>
Policy Implications:	<p>Nil</p>
Strategic Implications:	<p>The Strategic Community plan contains an aspiration to ‘<i>undertake a feasibility study to upgrade the sporting pavilion in Tambellup as a multipurpose building with private function and meeting facilities</i>’.</p>
Asset Management Implications:	<p>The new facilities will form part of the Shire’s assets and will be incorporated into the existing Asset Management Plan.</p>
Financial Implications:	<p>Construction funds have been allocated in Council’s 2015/2016 budget. The Shire pays consultancy fees to Gray & Lewis for planning advice.</p>
Workforce Plan Implications:	<p>There are no workforce plan implications</p>
Voting Requirements:	<p>Simple Majority</p>

Council Decision: 160517***Moved Cr Paganoni, seconded Cr Batchelor***

“That Council approve the application for a new sports pavilion building, bowling green and associated car parking on Reserve 19757, Tambellup subject to the following conditions:

- (1) All development shall be generally in accordance with the plans lodged and approved as part of this application.***
- (2) Informal car parking areas are to be provided and maintained to a trafficable standard on site to the satisfaction of the Shire’s Chief Executive Officer generally in accordance with the plans submitted.***
- (3) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the reserve boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.”***

CARRIED 7/0

Reason For Change to Recommendation:

Appointment of Dual Fire Control Officers: Dual Fire Control officers are appointed by agreement of adjoining local governments, to provide for control of incidents which may cross local government boundaries where the local brigade is not in attendance. In previous years, this Shire has complied with s.40 of the *Bushfires Act 1954*, which states:

‘Local governments may join in appointing and employing bush fire control officers

(1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.

(2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.’

Each year, Council approval has been sought from adjoining local governments for appointment of Broomehill-Tambellup brigade members to act as Dual Fire Control Officers within their shires. Response to these requests has been inconsistent over the years, with two councils confirming the appointments each year (and reciprocating), and the other two providing no response at all.

To provide clarity and consistency, it has been decided to dispense with the above process, as a similar outcome can be achieved under s.39A (2) of the *Bushfires Act 1954*:

(2) Where a bush fire to which this section applies occurs, if a bush fire control officer, bush fire brigade officer, or member of a bush fire brigade, of the local government in whose district the bush fire is burning is not present at the fire, a bush fire control officer, a bush fire brigade officer, or member of a bush fire brigade, of a local government whose district is adjoining or adjacent, may exercise in respect of the bush fire, all powers and authorities of a bush fire control officer of the local government in whose district the fire is burning.

This advice is provided for Council’s information only.

Consultation: Broomehill and Tambellup Fire Brigades
Community Emergency Service Manager
Chief Executive Officer

Statutory Environment: *Bush Fires Act 1954*

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.’

Lara Hugill (Broomehill Central) and Warrick McMahon (Broomehill West) will complete the required Bush Fire Control Officer Training before the commencement of the 2016-2017 bush fire season.

All other nominated Brigade Fire Control Officers for 2016-2017 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: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: 160518

Moved Cr Thompson, seconded Cr Paganoni

“That Council endorses the appointment of the following people as Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officers for the 2016-2017 and 2017-2018 fire season:

<i>Chief Bush Fire Control Officer</i>	<i>Ben Hewson</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Ian Cunningham</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Wayne Newbey</i>

CARRIED 7/0

Council Decision: 160519

Moved Cr Thompson, seconded Cr Paganoni

‘That Council endorses the appointment of the following people as Fire Control Officers and Fire Weather Officers for the 2016-2017 fire season:

<u><i>Fire Control Officers:</i></u>	
<i>Broomehill East</i>	<i>Gavin Guerini</i>
<i>Broomehill West</i>	<i>Warrick McMahon</i>
<i>Broomehill Central</i>	<i>Lara Hugill</i>
<i>Tambellup East</i>	<i>Kim Oliver</i>
<i>Tambellup West</i>	<i>Jarrold Thorn</i>
<i>Tambellup Volunteer Fire & Emergency Service Unit</i>	<i>Laurie Hull</i>
<i>Community Emergency Service Manager</i>	<i>Cindy Pearce</i>
<u><i>Fire Weather Officers</i></u>	<i>Ben Hewson</i>
	<i>Ian Cunningham</i>
	<i>Wayne Newbey’</i>

CARRIED 7/0

Reason For Change to Recommendation:

10.17	2016-2017 FIRE BREAK ORDER AND INFORMATION BOOKLET
Program:	Law Order & Public Safety
Attachment:	Draft 2016-2017 Fire Break Order and Information Booklet
File Ref:	ADM0146
Author:	KE Hobbs Finance/Rates Officer
Date:	9 May 2016
Disclosure of Interest:	Nil

Summary: Council to endorse the 2016-2017 Fire Break Order and Information Booklet.

Background: The Fire Break Order and Information Booklet is published annually and distributed to all residents in the Shire.

The Fire Break Order provides landowners with information on their responsibilities with regard to fire prevention, in accordance with the *Bush Fires Act 1954*. Updated contact details for Councils bushfire brigades and the Tambellup Volunteer Fire and Emergency Services are included.

Comment: There are no major changes in this year's Fire Break Order and Information Booklet.

Note: Once council has endorsed the Chief Fire Control Officer, Deputy Chief Fire Control Officers, Fire Control Officers, Dual Fire Control Officers and Fire Weather Officers they will also be included in the Fire Break Order and Information Booklet.

Consultation: Broomehill-Tambellup Fire Advisory Committee
Community Emergency Services Manager
Chief Executive Officer

Statutory Environment: Bush Fires Act 1954

Policy Implications: Nil

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

Financial Implications: Provision is made in the budget for the printing of the booklet.

Workforce Plan Implications: There are no workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160520*

Moved Cr Prout, seconded Cr Batchelor

*“That Council endorses the 2016-2017 Shire of Broomehill-Tambellup
Fire Break Order and Information Booklet as presented.”*

CARRIED 7/0

**Reason For Change to
Recommendation:**

10.18 REVIEW OF TEN YEAR PLANT REPLACEMENT PROGRAM

Program:	Transport
Attachment:	Draft 10 Year Plant Replacement Program
File Ref:	ADM0303
Author:	KP O'Neill Manager Finance & Assets
Date:	2 May 2016
Disclosure of Interest:	Nil

Summary: Council to review the draft Ten Year Plant Replacement Program as part of the development of the 2016/2017 Annual Budget.

Background: The Ten Year Plant Replacement Program for the Shire of Broomehill-Tambellup is reviewed annually by Council and was previously considered in April 2015.

The plan has been developed to give Council an overview of the future requirements of the organisation and has been incorporated into the Long Term Financial Plan and Corporate Plan. It plays a major role in the asset management plan and includes estimates for future replacement costs. The plan provides guidance for the development of the 2016/2017 budget.

Comment: For the 2016/2017 year, the plan includes changeover of the Iveco truck TA092. Council's policy is to retain heavy trucks for 8 years before seeking their replacement, which would see this truck scheduled for changeover in the 2019/2020 year. However, given the colourful history of the Iveco it is practical to consider an early changeover and bring this forward to 2016/2017.

The second major changeover scheduled for 2016/2017 is the Caterpillar vibrating roller BH001, which aligns with Councils policy of replacing vibrating rollers after 8 years.

Provision is also made to update Councils fleet of light vehicles following established changeover times.

Staff are proposing an alternative to the way that plant and equipment changeovers are funded. The plan has been prepared on the basis that Council would commit general revenue of \$500,000 each year as a transfer into the Plant Reserve, and the inclusions in the plant replacement program will be fully funded from this Reserve now and into the future.

Savings on changeovers realised during the year will be retained in the Reserve for future requirements. This will provide some breathing room in years where there are a number of heavy vehicles requiring replacement (ie 2021/2022 where the total net expense is estimated to be \$639,000) or even allow Council the option to transfer a lesser amount into the Reserve in future years should funds be limited.

This action places no greater financial burden on Council, as \$497,500 in general revenue has been allocated in 2015/16 towards the plant replacement program by way of transfer to the Plant Reserve and funding plant and vehicle changeovers.

Presently, any savings in the plant replacement program are redistributed throughout operations and not set aside for future plant replacement.

Budgets from previous years has seen the following funding allocated from general revenue to fund the plant replacement program and investment in the reserve –

	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16
Transfer to Reserve	150,000	150,000	175,000	170,000	180,000	198,000	220,000	230,000
Municipal Funds utilised	192,500	248,000	277,000	216,900	384,000	371,000	250,000	267,500
Total	342,500	398,000	452,000	386,900	564,000	569,000	470,000	497,500

For Council consideration and discussion.

Consultation: Chief Executive Officer
Manager of Works

Statutory Environment: Nil

Policy Implications: Policy 4.6 – Replacement of Plant and Vehicles
Objective – To maintain a modern, efficient and safe plant and vehicle fleet and ensure that Shire plant and fleet vehicles are replaced at the most cost effective intervals.

- As a general guide the Plant Replacement Programme provides for the following changeover timeframes however Council recognises that circumstances and/or market trends may result in timeframes being varied from time to time;

Graders	8 Years
Loader - Heavy	8 years
Backhoe/Loader	8 years
Skid Steer	5 years
Trucks - Heavy	8 years
Trucks Light	5 years
Roller – Multi Tyred	10 Years
Roller Vibrating	8 years
Plant Trailer	15 years
Jetpatcher	8 years

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:**

An indicative funding budget is included at the bottom of the plant replacement program which indicates how the program will be funded.

Provision will be made in the 2016/2017 budget to accommodate the changeovers proposed, as well as utilisation of the Plant Reserve. Provision for the ongoing renewal of Councils plant fleet is included in the Long Term Financial Plan and the Corporate Plan.

Workforce Plan**Implications:**

There are no implications for the Workforce Plan.

Voting**Requirements:**

Simple Majority

Council Decision:

160521

Moved Cr Prout, seconded Cr Batchelor

“That Council endorses the Ten Year Plant Replacement program 2016/2017 to 2025/2026 for the Shire of Broomehill-Tambellup as presented.”

CARRIED 7/0

**Reason For Change
to Recommendation:**

10.19 FUNCTIONAL ROAD HIERARCHY REVIEW

Program:	Transport	
Attachment:	Road Hierarchy Maps	
	Road List	
File Ref:	ADM0315	
Author:	JM Trezona	Chief Executive Officer
Date:	10 May 2016	
Disclosure of Interest:	Nil	

Summary: The purpose of this report is for Council to review the Functional Road Hierarchy for the roads within the Shire.

Background: 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.

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

The Functional Road Hierarchy is a tool to assist Councillors and staff

- Determining the minimum maintenance required for each category of road
- Identification of upgrade and capital work requirements
- Assist in prioritising projects for the annual budget

Comment: This year has seen a detailed review of the Functional Road Hierarchy. Councillors will note that there has been a reduction in the number of road categories. The five new categories are as follows

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

To assist Council in the prioritising process the road list has also been updated to include the latest road counts and the RAV Network category. Council's attention is drawn to the following roads have been split to reflect different categories or RAV Network ratings

- Chilicup Road
- Brassey Road
- Curnow Road
- Beejenup Road
- Warrenup Road
- Toolbrunup Road
- Nymbup Road
- Johnston Road
- Peter Valley Road

- Norrish Street
- North Terrace

The priority assigned to each road is considered appropriate however local knowledge may suggest otherwise. The attached maps provide a visual interpretation of the reviewed Road Hierarchy. The road hierarchy is just one of the tools that assist Council in setting the priorities for its road construction program and road maintenance program.

For Council consideration and endorsement.

Consultation: Manager of Works
Main Roads WA website

Statutory Environment: Nil

Policy Implications: Nil

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 the Council and community priorities.

Asset Management Implications: There are no Asset Management implications

Financial Implications: Provision is made over the life of the Long Term Financial Plan for road construction and maintenance.

Workforce Plan Implications: There are no Workforce plan implications

Voting Requirements: Simple Majority

Council Decision: *160522*

Moved Cr Dennis, seconded Cr Paganoni

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

CARRIED 7/0

Reason For Change to Recommendation:

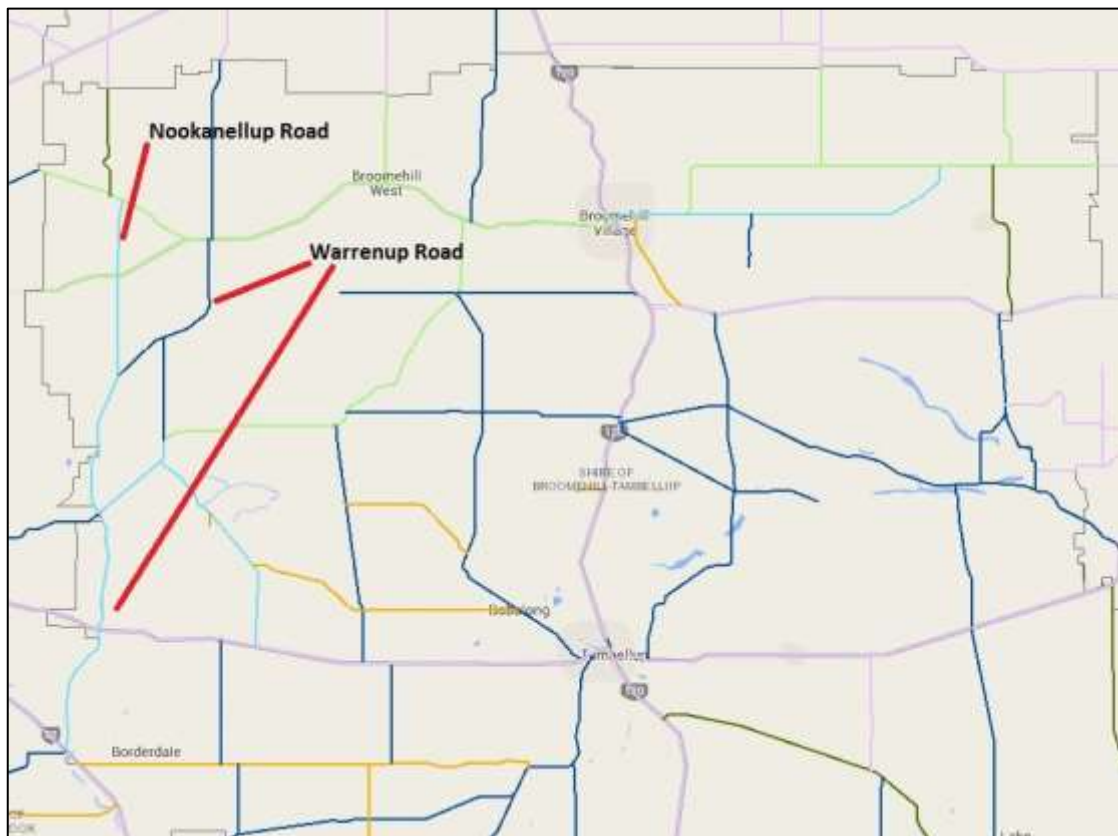
10.20 REQUEST TO AMEND RAV RATING

Program: Transport
Attachment: Nil
File Ref: ADM0220
Author: JM Trezona Chief Executive Officer
Date: 13 May 2016
Disclosure of Interest: Cr Dennis declared a Proximity Interest in Item 10.20 and Item 10.21 as he has an interest in property adjoining these roads, and left the meeting at 4.43pm.
 Cr Sheridan declared a Proximity Interest in this Item as he has an interest in property that adjoins Warrenup Road and left the meeting at 4.43pm.
 Cr Thompson took the Chair.

Summary: Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for part of Warrenup Road and a part of Nookanellup Road.

Background: Council has received a request to support a proposal to amend the RAV rating of the following roads:

- Warrenup Road between Albany Highway to the intersection of Nookanellup Road from RAV Network 3 to RAV Network 4.
 (Warrenup Road from the Nookanellup Road intersection to the Broomehill Kojonup Road already carries a RAV Network 4 rating)
- Nookanellup Road between Warrenup Road and Broomehill Kojonup Road from RAV Network 3 to RAV Network 4



RAV Networks: ✓ 1 ✗ 2 ✗ 3 ✗ 4 ✗ 5 ✗ 6 ✗ 7 ✗ 8 ✗ 9 ✗ 10

Comment:**Warrenup Road**

Warrenup Road has been identified in Roads 2030 as a Local Road of Regional significance and qualifies for funding through the Regional Road Group process. The road formerly comprised of three different names and was renamed to Warrenup Road by Council in 2013.

As previously noted in this report a section of the road (9.41kms) already carries a RAV Network 4 rating. With the growing importance of this link to the Albany Hwy a RAV Network 4 rating would be appropriate for the entire length of the road. Council will need to be mindful that the RAV Network 3 section is over 20kms in length with a major intersection at Tambellup West Road.

If Council chooses to support the request it is recommended that it is subject to the following conditions

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

Nookanellup Road

The section of Nookanellup Road between Broomehill Kojonup Road and Warrenup Road currently has a RAV Network 3 rating.

The Manager of Works advises that the section of road in question could be supported for a RAV Network 4 rating. If Council chooses to support this section of road it is recommended that it has a Low Volume Condition Type A.

(a) Low Volume Condition Type A:

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

For Council consideration and decision.

Consultation:	Manager of Works
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 this road may be altered by a change in the RAV Network rating.
Financial Implications:	There are no financial implications at this time however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.
Workforce Plan Implications:	There are no Workforce Plan implications
Voting Requirements:	Simple Majority
Council Decision:	160523

Moved Cr Paganoni, seconded Cr Batchelor

“That Council, having considered the proposal to amend the Restricted Access Vehicle Network 3 rating of the section of Warrenup Road between Albany Highway and the intersection of Nookanellup Road, supports the proposal to amend the rating to Network 4 subject to the following conditions:-

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

CARRIED 5/0

Council Decision: 160524

Moved Cr Paganoni, seconded Cr Batchelor

“That Council, having considered the proposal to amend the Restricted Access Vehicle Network 3 rating of the section of Nookanellup Road between Warrenup Road and the Broomehill Kojonup Road, supports the proposal to amend the rating to Network 4 subject to the following conditions:-

- A Low Volume Condition type ‘A’ be applied*
- the road not requiring any further Council funded works to achieve a Network 4 status*
- if additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.”*

CARRIED 5/0

Reason For Change to Recommendation:

Cr Sheridan returned to the meeting and resumed the Chair at 4.45pm.

10.21 REQUEST TO AMEND RAV RATING TO NETWORK 7

Program:	Transport
Attachment:	Nil
File Ref:	ADM0224
Author:	JM Trezona Chief Executive Officer
Date:	13 May 2016
Disclosure of Interest:	Cr Paganoni declared a Proximity Interest in this Item as he has an interest in land that adjoins Tie Line Road and left the meeting at 4.45pm.

Summary: Council to consider requests from two separate trucking enterprises to amend the Restricted Access Vehicle (RAV) rating for Broomehill Kojonup Road/Journal Street route and Tie Line Road.

Background: Council has received two requests to support a proposal to amend the RAV rating of the following roads to RAV Network 7

- Tie Line Road between Great Southern Highway and the Gnowangerup Shire boundary. Tie Line Road currently carries the following RAV Network ratings
 - The section of road between Great Southern Highway and Kimberley Street – RAV Network 4
 - The section of road between Kimberley Street and the intersection of Norrish Road RAV Network 3
 - The section of road from the intersection of Norrish Road to the Gnowangerup Shire border RAV Network 5
- Broomehill Kojonup Road/Journal Street between Great Southern Highway and the Kojonup Shire boundary which currently carries a RAV Network 5 rating.

Comment: **Tie Line Road**
 The requested amendment is for Tie Line Road to carry a RAV Network 7. In the Gnowangerup Shire the road currently carries a RAV Network 7 rating with conditions.
 As has already been noted in this report the Tie Line Road carries 3 different RAV Network ratings in our Shire. Council will recall the difficulty experienced with the assessment to get the short section of the road between Great Southern Highway and Kimberley Street amended to RAV Network 4.

If Council chooses to support the request it is recommended that it is subject to the following conditions

- the road not requiring any further Council funded works to achieve a Network 7 status
- if additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes
- CV18 – Headlights to be switched on in the dipped position at all times
- Maximum speed 80km/h

Broomehill Kojonup Road/Journal Street

The Broomehill Kojonup Road/Journal Street route has also been requested for an amendment to a RAV Network 7.

The Manager of Works advises that the section of road in question could be supported however there may be some sections that will not meet the RAV Network 7 assessment criteria.

If Council chooses to support the request it is recommended that it is subject to the following conditions

- the road not requiring any further Council funded works to achieve a Network 7 status
- if additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes
- CV18 – Headlights to be switched on in the dipped position at all times
- Maximum speed 80km/h

For Council consideration and decision.

Consultation: Manager of Works

Statutory Environment: Nil

Policy Implications: Nil

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

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

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

Workforce Plan Implications: There are no Workforce Plan implications

Voting Requirements: Simple Majority

Council Decision: 160525

Moved Cr Batchelor, seconded Cr White

“That Council, having considered the proposal to amend the Restricted Access Vehicle Network 3, 4 and 5 rating of Tie Line Road between Great Southern Highway and the Gnowangerup Shire boundary, supports the proposal to amend the rating to Network 7 subject to the following conditions:-

- CV18 – Headlights to be switched on in the dipped position at all times*
- Maximum speed 80km/h*
- the road not requiring any further Council funded works to achieve a Network 7 status*
- if additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.”*

CARRIED 4/1

Council Decision: 160526

Moved Cr Batchelor, seconded Cr Thompson

“That Council, having considered the proposal to amend the Restricted Access Vehicle Network rating of Broomehill Kojonup Road and Journal Street between Great Southern Highway and the Kojonup Shire boundary, supports the proposal to amend the rating to Network 7 subject to the following conditions:-

- CV18 – Headlights to be switched on in the dipped position at all times*
- Maximum speed 80km/h*
- the road not requiring any further Council funded works to achieve a Network 7 status*
- if additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes.”*

CARRIED 5/0

Reason For Change to Recommendation:

Cr Dennis and Cr Paganoni returned to the meeting at 4.55pm.

Meeting adjourned at 4.56pm.

Meeting reconvened at 5.05pm.

11.1 & 11.2 CONFIDENTIAL ITEMS

160527

Moved Cr Thompson, seconded Cr Paganoni

“That Council in accordance with the Local Government Act s5.23 (2) closes the meeting to members of the public to deal with confidential items behind closed doors.”

CARRIED 7/0

160528

Moved Thompson, seconded Cr Paganoni

“That Council re-opens the meeting to members of the public.”

CARRIED 7/0

11.01 **CONFIDENTIAL: TAMBELLUP SPORTS PAVILION TENDER**

Program: Recreation and Culture
Attachment: **Confidential: Copy of Tender Analysis**
File Ref: ADM0495
Author: JM Trezona Chief Executive Officer
Date: 13 May 2016
Disclosure of Interest: Nil

Council Decision: *160529*

Moved Cr Thompson, seconded Cr Batchelor

“That Council, in considering the tenders received for the construction of a new sports pavilion and associated site works at the Tambellup Sports Ground, accepts the quote of \$3,079,108.77 (excluding GST) from Wauters Enterprises.”

CARRIED 7/0

**11.02 CONFIDENTIAL: TAMBELLUP SYNTHETIC BOWLING GREEN
TENDER**

Program: Recreation and Culture
Attachment: Confidential: Copy of Tender Analysis
File Ref: ADM0495
Author: JM Trezona Chief Executive Officer
Date: 19 May 2016
Disclosure of Interest: Nil

Council Decision: 160530

Moved Prout, seconded Cr Paganoni

“That Council, in considering the tenders received for the construction of a new synthetic bowling green at the Tambellup Sports Ground, accepts the quote of \$258,980.00 (excluding GST) from Evergreen Synthetic Surfaces.”

CARRIED 7/0

12.01**MAINTENANCE REPORT FOR APRIL 2016**

Program: Transport
Attachment: Nil
File Ref: Nil
Author: GC Brigg **Manager of Works**
Date: 13 May 2016
Disclosure of Interest: Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
OTA	Holden Caprice			2015	2015	1 yr / 15,000km	Bugs on the bumper ☹
1TA	Toyota Fortuner			2016	2016	1 yr / 30,000 kms	
BH00	Toyota Hilux Dual Cab	9,486	10,000	2015	2016	1 yr / 30,000 kms	
BH000	Holden Colorado 7			2016	2016	1yr / 25,000 km	
BH001	CAT vibe Roller	2,819	3,000	2009		8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	1,292	5,000	2016	2016	7 yrs / 250,000km	
BH003	Toyota Landcruiser GXL Dual Cab	7,740	10,000	2015	2016	1 yr / 30,000 km	
BH004	CAT 12M Grader	6,533	6,750	2250	2009	8 yrs / 8,000 hrs	Checked and cleaned Harmonic balancer. Serviced at 6535 hrs.
BH005	Cat multi tyre Roller	3,723	4,000	2011	2011	8 yrs / 8000 hrs	Replaced broken hoses. Replaced rear LH outer tyre. Replaced Hood Gas Strutt. Dismantle Final Drive and remove broken chain.
BH006	CAT 12M	3,538	3,500	2012	2012	8 yrs / 8,000 hrs	Fitted new latch link and marker light lens LH side
BH007	Toro mower	52	100	2016	2016	5 yrs / 5,000 hrs	
BH009	Colorado 4x4 Tray Back	4,151	15,000	2014	2014	1 yr / 30,000 km	
BH010	6x4 Fuel Trailer			1981	1981		
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	1,209	1500	2013	2013	10 yrs / 8,000 hrs	
BH014	Toyota Hilux Ute	11,830	10,000	2014	2014	1 yr / 30,000 km	
BHT84	Toro Groundmaster 3500D mower	264	400	2013	2013		
BHT92	CAT 259B3 Skid Steer	1,025	1500	2012	2013	8 yrs / 8,000hrs	
BHT125	Mack Curser 8 Wheel Tipper	70,554	80,000	2013	2013	5 yrs / 250,000 km	
BHT1633	Tandem Axle Dolly (Float)	4312		2015	2015		
TA001	Toyota Hilux	8,700	10,000	2015	2015	1 yr / 30,000 kms	

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
TA005	Toyota Hilux Tray Top	227	1,000	2016	2016	1 yr / 30,000 kms	
TA017	Isuzu Tipper	42,821	50,000	2014	2014	5 yrs / 200,000 km	
TA052	Colorado 4x4 Tray Back	10,697	15,000	2014	2014	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	133,961	150,000	2007	2010	8 yrs / 8,000 hrs	Replaced Roller bearing and air line. Replaced bearing on roller.
TA092	Iveco Strais AD500 8-4	80,277	90,000	2012	2012	5 yrs / 250,000 km	Replaced windshield washer hoses
TA18	12M Grader	100	250	2016	2016	7 yrs / 8,000 hrs	Replaced headlight mount. Fitted VHF Radio and aerial
TA281	930K Loader	1,293	1,500	2014	2014	8 yrs / 8,000 hrs	Re-calibrated bucket self levelling. Replaced O-Ring in Steering pump. Replaced cutting tips
TA386	Isuzu Tipper	43,620	45,000	2012	2012	5 yrs / 200,000 km	
TA2251	3 axle Float Trailer				2009		Fitted rubber mat on deck
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	41,457		2012	2012		
1TMR367	Tandem Axle Dolly						
BKTBR	Skid steer Bucket Broom			2013			
1TTLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BH010	6 x 4 Fuel Trailer						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
1TOI298	Sign Trailer				2015		

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR	Caterpillar Broom						Replaced Bristles
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						Replaced Ignition coil
	Broomehill Fogger						Cleaned

This Report was received by Council

12.02 WORKS REPORT FOR APRIL 2016

Program:	Transport	
Attachment:	Road Hierarchy - April 2016	
File Ref:	Nil	
Author:	GC Brigg	Manager of Works
Date:	13 May 2016	
Disclosure of Interest:	Nil	

Broomehill

- Gardeners busy keeping up with grass and weeds.
- New plants for Sheridan's Garden have arrived and will be planted out over the next couple of weeks.
- New small established trees to be replaced near town signs and other places.
- Sports Complex dam around 1m below inlet pipes. Dam can be filled to 1m over the inlet pipes.
- Katanning Cherry Pickers pruning trees under power lines in town.
- Pram ramp to be installed in the kerb in front of the office to enable to access the footpath.
- Monash Electrical looking at lights along the railway footpath. Looks like some batteries have failed.
- Monash Electrical wiring in some security lights at the depot. This will also light up the yard to help staff when doing call outs at night.

Tambellup

- Gardeners working hard to keep grass and weeds under control.
- Plants have arrived and will be placed into all gardens and areas needed over the next couple of weeks.
- Katanning Cherry Pickers have trimmed trees under power lines within town.
- Number 2 dam around 1m from full.
- Jam Creek dams (both) are close to full.
- Number 1 dam 1m from full.
- Taylor Street still to be completed. West Coast Profilers will return and get levels right before sealing. Kerbing can then be finished.
- Some residents have complained about their driveways in Taylor Street. The current laid back driveway mould leaves a high lip. Kerb West will resolve the issues when completing the next section.
- Driveway fixed on Tambellup West Road after similar complaints. Kerbwest will use the same mould to fix the Taylor Street issues.
- Monash Electrical wiring the new depot shed.

Roads

- Construction crew are currently sealing Pallinup South Road. This has gone from 1.00km to a 2.85km sealed section.
- Reseal on Gnowangerup Tambellup Road complete. A reasonable break in the weather has allowed us to seal late in the season.

- Construction Crew commenced gravelling Norrish Road. This project is held up, as most of the crew is needed for sealing works.
- There are three 2015/16 road projects to finish before the end of the financial year:
 - 4km gravel sheeting Beejenup Road
 - 4kms ravel sheeting Punchmirup North
 - 5kms Gravel sheeting Norrish Road.
- Maintenance graders have been working in the south eastern part of the shire where some roads required grading after the flood damage.
- While shire graders were in the southern part, two contract graders were bought in to help grade some rough roads in the north of the shire.
- Most of the northeast of the shire has been graded by a contractor.
- Maintenance crew have been on construction.
- Cold mix bitumen has been delivered to carry out sealed road, edge breaks.

Plant

- A Trout River trailer was hired from Allroads Albany to fill in until the new dog was finished. This is a non-tipping trailer and instead has a walking floor to eject material. Currently the gravel is wetter than normal and the walking floor couldn't eject the material.
- Trout River Trailer has been returned and currently hiring a side tipper from Coalcliff until the side tipper from Allroads is finished.
- Roller currently broken down. It has snapped a drive chain. Common in rollers.
- Currently hiring 2 multi tyre rollers while sealing.
- Steel fuel tank almost complete and this will finish setting up the new fuel trailer.
- Manager of Works vehicle will be changed over before the end of the financial year. An order was placed on a vehicle currently in the yard as Toyota is having trouble supplying vehicles after the recent earthquake in Japan.
- The gardeners Isuzu truck is in Katanning being repair after an incident in the yard.

This Report was received by Council

12.03 BUILDING SURVEYORS REPORT FOR APRIL 2016

Program: Economic Services
Attachment: **BSR Report and Activity Statement**
File Ref: ADM0258
Author: D Baxter Building Surveyor
Date: 6 May 2016
Disclosure of Interest: Nil

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

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

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

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

12.04 BUILDING MAINTENANCE PROGRAM

Program:	Various
Attachment:	Building Maintenance Program Report to 13 May 2016
File Ref:	Nil
Author:	JA Stewart Manager Corporate Services
Date:	13 May 2016
Disclosure of Interest:	Nil

Summary: Report on the Building Maintenance Program for 2015-16 to 13 May 2016.

Background: Nil

Comment: The Building Maintenance Program Report is updated to 13 May 2016 and presented for Council’s information, comment and/or discussion, if required.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

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

Financial Implications: Council’s Long Term Financial Plan includes provision for building maintenance and capital works costs. Provision was made in the 2015-16 budget or, if unbudgeted expenditure, by Council resolution since, to meet the costs within the attached Report.

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

Voting Requirements: Nil

Officer Recommendation: *“No recommendation required – Councillor information only”
This Report was received by Council*

Reason For Change to Recommendation:

12.05 LIBRARY REPORT – APRIL 2016

Program:	Recreation & Culture
Attachment:	Library Report – April 2016
File Ref:	ADM0097
Author:	S Beaton Library Officers S Reed
Date:	9 May 2016
Disclosure of Interest:	Nil

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

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

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

12.06 COMMUNITY EMERGENCY SERVICES MANAGER – BUSHFIRE ADVISORY MINUTES

Program: Law, Order & Public Safety
Attachment: **Shire of Broomehill-Tambellup Bushfire Advisory Minutes - 19th April 2016**
File Ref: ADM0467
Author: Cindy Pearce Community Emergency Services Manager
Date: 5 May 2016
Disclosure of Interest: Nil

Summary: Attached is the Shire of Broomehill-Tambellup Bushfire Advisory Minutes – 19th April 2016 prepared by Community Emergency Services Manager (CESM) Cindy Pearce for the Broomehill-Tambellup Shire.

Background: The Minutes are from a meeting of Volunteer Emergency Services and Bush Fire Control Officers who meet to discuss any issues throughout the previous year.

Comment: For Council information.

Consultation: Nil

Statutory Environment: Nil

Policy Implications: Nil

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

Asset Management Implications: There are no Asset Management Implications

Financial Implications: This issue has no financial implications for Council

Workforce Plan Implications: There are no Workforce Plan Implications

Voting Requirements: Nil

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

This Report was received by Council

Reason For Change to Recommendation:

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

Nil

14. DATE OF NEXT MEETING

16 June 2016

15. CLOSURE

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.33pm.