



# Ordinary Meeting of Council

## MINUTES

20 April 2017

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## **SHIRE OF BROOMEHILL - TAMBELLUP**

**Minutes of the Ordinary Meeting of Council of the Shire of Broomehill - Tambellup held in the Tambellup Council Chambers on Thursday 20 April 2017 commencing at 4.12pm.**

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

<b>Present:</b>	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr ME White	
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	KB Williams	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	GC Brigg	Manager of Works
	KP O'Neill	Manager Finance and Assets
	PA Hull	Strategic Support & Projects Officer

**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 4.12pm.

### **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 from the July 2017 Ordinary meeting.*

*170401*

*Moved Cr Dennis, seconded Cr Paganoni*

*“That Cr Batchelor be granted leave of absence from the July 2017 Ordinary meeting of Council.”*

**CARRIED 6/0**

**6. DECLARATION OF INTEREST**

Cr Batchelor declared a Financial Interest in Item 11.01.

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

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 16 MARCH 2017**

*170402*

*Moved Cr Batchelor, seconded Cr Prout*

*“That the Minutes of the Ordinary Meeting of Council held on 16 March 2017 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 7/0**

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

Nil

**10. MATTERS FOR DECISION**

**10.01 FINANCIAL STATEMENTS FOR MARCH 2017**


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<b>Program:</b>	<b>Other Property and Services</b>
<b>Attachment:</b>	<b>Monthly Financial Statements for March 2017</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>KP O'Neill                      Manager Finance and Assets</b>
<b>Date:</b>	<b>10 April 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the monthly financial report for the period ending 31 March 2017.

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

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

As part of the 2016/17 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

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

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

A large amount of sundry debtors are reported for March, the majority of this relates to WANDRRA claims 7 and 8. Claim 7 is expected to be received in April, claim 8 in May. A milestone payment from the National Stronger Regions Fund for the Tambellup Pavilion was also invoiced in March and payment is expected during April.

Note 2 in the financial statements provides commentary on the material variances shown in the statement of financial activity by reporting program, which is a requirement of the *Local Government (Financial Management) Regulations 1996*.

**Consultation:** Nil

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

*34. Financial activity statement report*

*(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the*

*annual budget under regulation 22 (1)(d), for that month in the following detail –*

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

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

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

**Policy Implications:** Nil

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

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

**Financial Implications:** The report represents the financial position of the Council at the end of the previous month.

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

**Voting Requirements:** Simple Majority

**Council Decision:** *170403*

*Moved Cr Prout, seconded Cr Paganoni*

*“That the Financial Statement for the period ending 31 March 2017 be adopted.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.02 CREDITORS ACCOUNTS PAID MARCH 2017**

**Program:** Other Property and Services  
**Attachment:** List of Payments for March 2017  
**File Ref:** Nil  
**Author:** KP O’Neill Manager Finance and Assets  
**Date:** 7 April 2017  
**Disclosure of Interest:** Nil

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

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

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

**Comment:** Summary of payments made for the month:-

Municipal Fund	\$1,679,461.78
Trust Fund	\$20,416.92
Credit Cards	\$1,040.11
<b>Total</b>	<b>\$1,700,918.81</b>

**Consultation:** Nil

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

*13. Lists of accounts*

- (1) If the local government has delegated authority to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
- (a) the payee’s name;*
  - (b) the amount of the payment;*
  - (c) the date of the payment; and*
  - (d) sufficient information to identify the transaction.*

**Policy Implications:** Nil

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

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

**Financial**

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

**Workforce Plan**

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

**Voting Requirements:** Simple Majority

**Council Decision:** *170404*

*Moved Cr Thompson, seconded Cr Batchelor*

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

- *Municipal Fund payments totalling \$1,679,461.78 comprising
  - *cheques numbered 3407 to 3447;*
  - *electronic payments numbered EFT8732 to EFT8876; and*
  - *direct debits numbered DD 4643.1 to DD 4643.5, DD 4669.1 to DD 4669.5;**
- *Trust Fund payments totalling \$ 20,416.92 comprising
  - *cheques numbered 446 to 449; and*
  - *electronic payments numbered EFT8731;**
- *Credit Card payments totalling \$1,040.11;*

*be endorsed.”*

*CARRIED 7/0*

**Reason For Change to Recommendation:**



**10.03 ASSOCIATION HONOURS 2017**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Honours 2017 - Categories of Awards</b>
<b>File Ref:</b>	<b>ADM0159</b>
<b>Author:</b>	<b>LK Cristinelli Governance &amp; Executive Assistant</b>
<b>Date:</b>	<b>20 March 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** The Western Australian Local Government Association (WALGA) is calling for nominations for the 2017 Association Honours.

**Background:** Nominations for the 2017 WALGA Honours Program are now open and members of local governments and state councillors are invited to submit nominations.

The six categories of awards within the 2017 Honours program are as follows:

Local Government Medal – recognises outstanding achievement and significant contribution by Elected Members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors and Local Government with a co-signature from a State Councillor.*

Life Membership – recognises the long and outstanding service of Elected Members and officers to the Association and/or to Local Government. *Available for nomination by State Councillors and Local Governments.*

Eminent Service Award (previously Certificate of Appreciation) - recognises personal commitment, eminent service and contribution to Local Government or the Association. *Available for nomination by State Councillors and Local Government.*

Long and Loyal Service Award – this Honour recognises Elected Members who have provided long service of a high degree as an executive member of the Association for eight or more years, or as an Elected Member for twelve or more years. *Available for nomination by State Councillors and Local Governments.*

Merit Award (previously Distinguished Service Award) – recognises Elected Members who have provided distinguished service to the community through their Local Government. *Available for nomination by State Councillors and Local Governments.*

Local Government Distinguished Officer Award – recognises Local Government officers or employees of Agencies of the sector to reward their achievements. *Available for nomination by State Councillors and Member Local Governments.*

**Comment:** Does Council wish to make a nomination for Association Honours? Nominations close on Friday 5 May 2017.

For Council discussion and comment.

**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:** Simple Majority

Officer

Recommendation: *“That Council nominates ..... for a  
..... Associations Honour.”*

**Council Decision:** *170405*

*Moved Cr White, seconded Cr Dennis*

*“Subject to confirmation of eligibility, Council nominates Cr Prout for  
a Long and Loyal Service Associations Honour.”*

**CARRIED 6/0**

**Reason For Change to**

**Recommendation:** To show Council’s Award nomination.

**10.04 LOCAL GOVERNMENT CONVENTION – WALGA AGM**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>2017 Local Government Convention General Information</b>
<b>File Ref:</b>	<b>ADM0159</b>
<b>Author:</b>	<b>KB Williams                      Chief Executive Officer</b>
<b>Date:</b>	<b>6 April 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** The Annual General Meeting of the Western Australian Local Government Association (WALGA) will be held on Wednesday 2<sup>nd</sup> August 2017.

**Background:** The Local Government Convention will be held at the Perth Convention Exhibition Centre from 2<sup>nd</sup> to 4<sup>th</sup> August 2017. The convention incorporates the following events:

- Annual General Meeting WALGA
- Conference Plenary Sessions
- Special Focus Groups

On Wednesday 2<sup>nd</sup> August, the Annual General Meeting will be held commencing at 1.30pm.

*Submission of Motions*

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2017 Annual General Meeting of WALGA. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is **Monday 5<sup>th</sup> June 2017**. It should be noted that any motions proposing alterations or amendments to the Constitution of the WALGA must be submitted by Friday 12<sup>th</sup> May 2017 in order to satisfy the sixty day constitutional notification requirements.

The following guidelines should be followed by members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay;
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums;
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would the matter be better handled immediately by the Association;
- The likely political impact of the motion should be carefully considered;
- Due regard should be given to the educational value to Members – ie. does awareness need to be raised on the particular matter?;

- The potential media interest of the subject matter should be considered;
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.

<b>Comment:</b>	Nil
<b>Consultation:</b>	Nil
<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Strategic Implications:</b>	This issue is not dealt with in the Plan
<b>Asset Management Implications:</b>	This issue has no asset management implications for Council.
<b>Financial Implications:</b>	Provision will be made in the 2017-2018 budget for members to attend the conference.
<b>Workforce Plan Implications:</b>	This issue has no workforce plan implications for Council
<b>Voting Requirements:</b>	Simple Majority
Officer Recommendation:	<i>“That Councillors put forward items that they wish to have included in the Agenda for the Annual General Meeting of the Western Australian Local Government Association to be held on Wednesday 2<sup>nd</sup> August 2017.”</i>
<b>Reason For Change to Recommendation:</b>	Council discussed the matter and had no items to put forward for the WALGA AGM.

**10.05 REVIEW OF DELEGATIONS REGISTER**


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<b>Program:</b>	<b>Governance</b>	
<b>Attachment:</b>	<b>Delegations Register</b>	
<b>File Ref:</b>	<b>ADM0239</b>	
<b>Author:</b>	<b>KB Williams</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 April 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** The purpose of this report is for Council to review its delegations register.

**Background:** Council has the ability to delegate authority relating to a variety of powers and tasks to the Chief Executive Officer.

This is done to facilitate prompt business transaction and streamline customer service of the Council so that waiting times and delays are kept to a minimum. In addition it alleviates the necessity for Council to deal with routine items at its monthly meetings thus freeing up time for matters of strategy and policy.

*The Local Government Act 1995* states that at least once every financial year, delegations are to be reviewed by the Delegator. The Delegations Register was last reviewed in December 2015.

**Comment:** A copy of the current Delegations Register is included with the agenda papers.

No legislative changes are required, and no other changes are proposed.

**Consultation:** Nil

**Statutory Environment:** *Local Government Act 1995* Sections 5.42 & 5.43

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

*\*Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegate on.

5.43. Limits on delegations to CEO's:

A local government cannot delegate to a CEO any of the following powers or duties:

- (a) Any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) Accepting a tender which exceeds an amount determined

- by the local government for the purpose of this paragraph;
- (c) Appointing an auditor;
  - (d) Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
  - (e) Any of the local government’s powers under section 5.98, 5.98A, 5.99, 5.99A, or 5.100;
  - (f) Borrowing money on behalf of the local government;
  - (g) Hearing or determining an objection of a kind referred to in section 9.5;
  - (h) Any power or duty that requires the approval of the Minister or the Governor; or
  - (i) Such other powers or duties as may be prescribed.

**Policy Implications:** Nil

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

**Asset Management Implications:** This issue has no Asset Management Implications

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

**Workforce Plan Implications:** This issue has no Workforce Plan Implications

**Voting Requirements:** Absolute Majority

**Council Decision:** *170406*

*Moved Cr Batchelor, seconded Cr Paganoni*

*“That Council, having undertaken a review of the Delegations Register in accordance with the requirements of the Local Government Act 1995 section 5.42(2), adopts the delegations as presented.”*

**CARRIED 7/0**  
**By Absolute Majority**

**Reason For Change to Recommendation:**

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**10.06 INDEPENDENT LIVING SENIORS ACCOMMODATION (ILSA) – APPLICATION FOR RENTAL HOUSING**


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**Program:** Governance  
**Attachment:** Under Separate Cover: ILSA Application for Rental Housing  
**File Ref:** ADM0417  
**Author:** JA Stewart Manager Corporate Services  
**Date:** 10 March 2017  
**Disclosure of Interest:** Nil

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**Summary:** Council to consider an application for rental of a Sandalwood Villas unit.

**Background:** Due to the applicant’s requested timeframe for rental, Council’s ILSA Committee has agreed, in writing to the author rather than by meeting, to recommend the endorsement of an application for rental of a Sandalwood Villas unit.

**Comment:** The rental application is attached for Council’s endorsement, with all tenancy criteria being met.

**Consultation:** Independent Living Seniors Accommodation Committee

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

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

**Financial Implications:** If the application is endorsed by Council, weekly income from Sandalwood Villas units will increase by \$160.00 per unit representing \$8,320 per year.

**Workforce Plan Implications:** Administrative tasks associated with documentation requirements.

**Voting Requirements:** Simple Majority

**Council Decision:** *170407*  
*Moved Cr Paganoni, seconded Cr White*  
*“That Council approves an application for rental housing for a Sandalwood Villas unit, as presented.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.07 PROPOSED LIQUOR LICENCE EXTENSION – INDIA STREET, BROOMEHILL**

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<b>Program:</b>	<b>Planning</b>	
<b>Attachment:</b>	<b>Site Plan</b>	
<b>File Ref:</b>	<b>A1042 &amp; RD14</b>	
<b>Author:</b>	<b>KB Williams</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>29 March 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** An application has been referred to Council for the extension of a liquor licence at 36 India Street Broomehill (Henry Jones Building).

This report recommends that approval be recommended.

**Background:** An application for the extension of a liquor licence to an outdoor area adjacent to the Henry Jones Buildings was received on 22 March 2017. The application was submitted by the owners of the building.

The area proposed to be utilised consists of private property as well as Council Road Reserve.

**Comment:** The building currently enjoys a Tavern Licence, and the proposed extension is relatively minor. No complaints have been received by Council about the current liquor licence.

The area proposed to be used is within the road reserve for Journal Street, as all verandahs (and portions of the building apparently) are located within the road reserve. The area of expansion is not contained, and includes public footpaths.





Notwithstanding this, it is considered that the licence can be approved with conditions.

**Consultation:** Witham (owners).

**Statutory**

**Environment:** Planning and Development Act 2005  
Shire of Tambellup Town Planning Scheme No 1.

**Policy Implications:** Nil

**Strategic**

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

**Asset Management**

**Implications:** The use of public road reserve for a minor extension of the current liquor licence is unlikely to cause any significant asset management issues.

**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:** *170408*

*Moved Cr Dennis, seconded Cr Thompson*

*“That Council supports the use of a portion of Lot 1 India Street and a portion of the Journal Street road reserve to extend the current Tavern Licence to allow alcohol to be consumed in the designated areas as per the attached plans and subject to the following conditions:*

- 1. Pedestrian access shall not be obstructed by any people or furniture*
- 2. The area that alcohol can be consumed in shall be clearly defined at the cost of the proponent, to the satisfaction of the CEO*
- 3. Any cleaning required as a result of the use of the area shall be undertaken by the proponent, to the satisfaction of the CEO.”*

*CARRIED 7/0*

**Reason For Change to Recommendation:**

## 10.08 PROPOSED DEVELOPMENT - PATIO – LOT 415 MCGUIRE ROAD, BROOMEHILL

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<b>Program:</b>	<b>Planning</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>A6051</b>	
<b>Author:</b>	<b>K Williams</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>20 April 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** An application has been lodged for a new patio adjacent to an existing dwelling at Lot 415 McGuire Road Broomehill.

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

**Background:** An application for the development of a Patio was received on 12 March 2017. The application was submitted by B Conning and R Payne.

The proposed patio will measure 8 metres x 6.5 metres with a height of 2.3 metres.

**Comment:** Description of Application

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

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

Relevant Scheme Provisions

Zoning

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

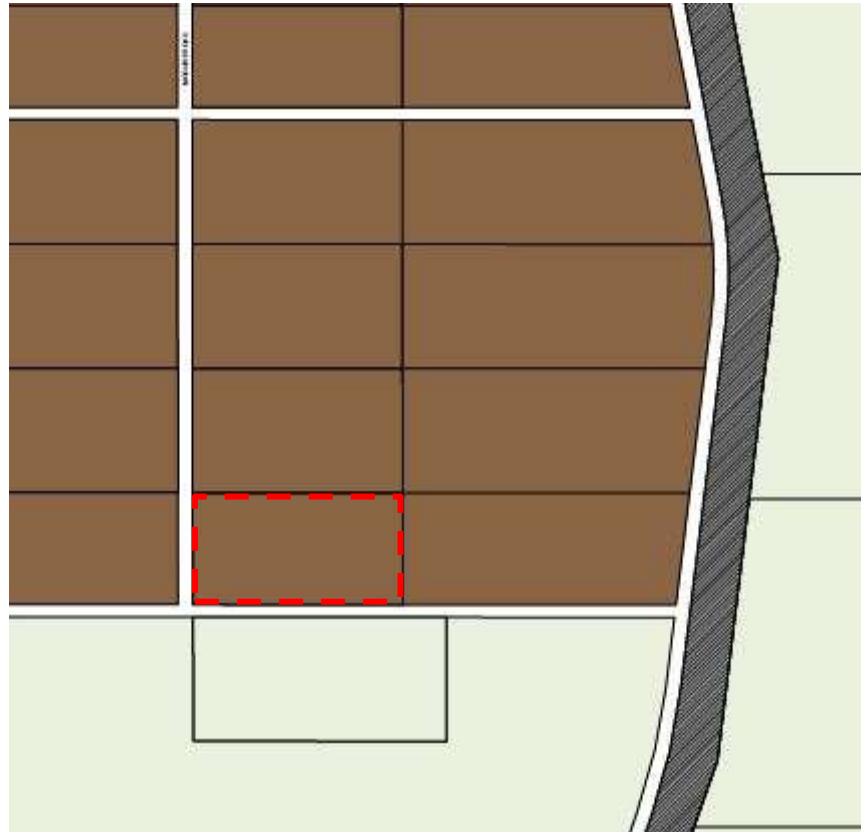
Single Dwellings (and associated outbuildings) are usually exempt from Planning Consent; however, Clause 5.12.5 of the Broomehill TPS requires that an application for Planning Consent is required:

### ***5.12.5 Development Requirements:***

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

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

Accordingly, an application has been submitted.



**Development Standards:**

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

**5.5 SITE REQUIREMENTS**

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

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

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

The proposed development complies with the setback requirements.

**Consultation:**

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

**Statutory Environment:**

Shire of Broomehill Town Planning Scheme No 1

**Policy Implications:** Nil

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

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

**Financial Implications:** Application fees of \$147.00 have been paid

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

**Voting Requirements:** Simple Majority

**Council Decision:** *170409*

*Moved Cr Thompson, seconded Cr Dennis*

*“That Council approve the application lodged by B Conning and R Payne for the use and development of a patio at Lot 415 McGuire Road Broomehill subject to the following conditions:*

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

*CARRIED 7/0*

**Reason For Change to Recommendation:**

**10.09 DEVELOPMENT ASSESSMENT PANELS - LOCAL GOVERNMENT NOMINATIONS**

**Program:** Planning  
**Attachment:** Copy of the Nomination Form  
**File Ref:** ADM0317  
**Author:** KB Williams Chief Executive Officer  
**Date:** 29 March 2017  
**Disclosure of Interest:** Nil

**Summary:** Council is requested to nominate four elected members to sit on the local Development Assessment Panel (DAP).

**Background:** Under regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the Shire of Broomehill-Tambellup is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the local DAP as required.

Nominations need to include date of birth, contact information and a short CV. Nominations are to be received by 28 April 2017. The Minister will then consider all nominees and make appointments for up to a three year term expiring 26 April 2020. All appointed members will be placed on the member register and advised of DAP training dates and times. It is a mandatory requirement that all DAP members attend training before they can sit on a DAP and determine applications. Those members who have previously been appointed and have received training are not required to attend further training, but are encouraged to attend refresher training.

**Comment:** Councils current DAP members are

DAP Member	Deputy Member
Cr Sheridan	Cr Dennis
Cr Thompson	Cr Batchelor

Council needs to nominate four members to sit on the DAP. The existing members can be renominated if Council so determines.

**Consultation:** Nil

**Statutory Environment:** *Planning and Development Act 2005 and Regulations Planning and Development (Development Assessment Panels) Regulations 2011*

**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:** Training for the DAP members is free however there would be a small cost to cover accommodation if the training is held in Perth.

**Workforce Plan**

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

**Voting Requirements:** Simple Majority

Officer

**Recommendation:** *“That Council nominates Crs ..... and ..... as Development Assessment Panel members and Crs ..... and ..... As Deputy Development Assessment Panel members.”*

**Council Decision:** *170410*

*Moved Cr White, seconded Cr Paganoni*

*“That Council nominates Crs Sheridan and Thompson as Development Assessment Panel members and Crs Dennis and Batchelor as Deputy Development Assessment Panel members.”*

**CARRIED 7/0**

**Reason For Change to**

**Recommendation:** To show the nominated DAP members and Deputy members.

**10.10 REVIEW OF TEN YEAR PLANT REPLACEMENT PROGRAM**


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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<b>Draft 10 Year Plant Replacement Program</b>
<b>File Ref:</b>	<b>ADM0303</b>
<b>Author:</b>	<b>GC Brigg                      Manager of Works</b>
<b>Date:</b>	<b>12 April 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to review the draft Ten Year Plant Replacement Program as part of the development of the 2017/18 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 2016.

The program 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 program provides guidance for the development of the 2017/18 budget.

**Comment:** For the 2017/18 year, the program includes changeover of the 2009 Caterpillar 12M grader. Council's policy is to retain graders for 8 years before seeking their replacement, however the program was amended in 2016/17 to bring forward the Iveco truck one year and push the grader replacement out one year to 2017/18.

The second major changeover scheduled for 2017/18 is the Caterpillar skid steer, which aligns with Councils policy of replacing skid steers after 5 years. A larger machine was always programmed. There has been a larger stabilizing attachment added to the plant replacement program. This attachment is needed with the increase of bitumen failures within the shire.

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

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.

This action places no greater financial burden on Council, as around \$500,000 in general revenue has historically been allocated towards the plant replacement program by way of transfer to the Plant Reserve and funding plant and vehicle changeovers.

For Council consideration and discussion.

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

**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	8 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 showing that the proposed changeovers can be managed within the Plant Reserve.

Provision will be made in the 2017/18 budget to accommodate the changeovers proposed. 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:** *170411*

*Moved Cr Paganoni, seconded Cr Batchelor*

*“That Council endorses the Ten Year Plant Replacement program 2017/2018 to 2026/2027 for the Shire of Broomehill-Tambellup as presented.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

Cr Batchelor left the meeting at 4.43pm and returned to the meeting at 4.44pm.

**10.11 REQUEST TO AMEND RAV RATING – HOLDING ROAD**

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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0220 &amp; RD72</b>
<b>Author:</b>	<b>KB Williams</b> <b>Chief Executive Officer</b>
<b>Date:</b>	<b>13 April 2017</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Holding Road in Broomehill West.

**Background:** An application was submitted to Main Roads Western Australia (MRWA) requesting local access at RAV 3 rating to Holding Road in Broomehill West locality.

Holding Road runs off Nookanellup Road North and although it serves several farm holdings, it is a no through road:



Initial discussions with MRWA indicated that the applicant could apply for a permit under the 'Last Mile' provisions of the RAV system.

Further advice from MRWA indicates that Council must decide on a RAV rating for the road before the applicant can apply for a permit this way. If Council chooses not to rate the road, then the applicant can apply.

This has caused some confusion and a delay in assessment.

**Comment:**

Holding Road is not particularly well constructed, however, the Manager of Works advises that rating the road as RAV 3 presents no serious issues.

Options available to Council are to recommend approval of the increase in RAV Rating to RAV 3, or to recommend that a Local Access Period Permit be issued.

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

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

*(a) Any upgrades or works required to any of the roads to meet the specifications for RAV Network 3 status shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.*

*(b) Low Volume Condition Type A:*

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

Further to this individual request, MRWA have requested Council to consider 'up-rating' all RAV 1, 2 and 3 roads to RAV 4. This is largely due to the fact that the size of vehicle permitted under RAV 2 - 4 is 27.5 metres, although the mass permitted varies.

The table below shows maximum lengths and mass for RAV 1 - 4 (truck arrangements vary for each rating):

RAV Rating	Length Permitted	Mass
1	20	50
2	27.5	87.5
3	27.5	84
4	27.5	87.5

There are no RAV 1 roads within the Shire.

Similarly, not many other roads within the Shire of Broomehill-Tambellup are rated at RAV 2 - 3, while a large number are rated RAV 4:

RAV Rating	Road
2	Mindora Road
	NW Road
	Crosby Road
	Un-named road off Birt Road
	Nymbup Road
	Peter Valley Road (North end)
	Beejenup Road (south of Toolbrunup Road)
	Stirling Access Road
	Winkelanup Road
3	Norrish Road
	Birt Road
	O’Neill Road
4	Greenhills Road North
	Punchmirup North Road
	Punchmirup South Road (Warrenup Road)
	Warrenup Road
	Palomar Road
	Brassey Road
	Greenhills South Road
	Peringillup Road West
	Pindellup Road
	Bessen Road
	Binniup Road
	Paul Valley
	Kings Cross Road
	Peter Valley Road (South of Paul Valley Road)
	Johnston Road
	Wansborough West Road
	Hassell Road
	Aylmore Road
	Anderson Road
	Beejenup Road (North of Toolbrunup Road)
	Eureka Road
	Peringillup Road East
	Jam Creek Road
	Pallinup Road
	Gillespie Road
	Martinup Road

	Nardlah Road
	Darcy Street
	Tieline Road (Kimberley Street to Norrish Road)
	Bignell Road

It is recommended that Holding Road be given a rating of RAV 4.

It is recommended that all roads currently not rated or Rated below RAV 4 be rated at RAV 4, subject to conditions that reduce the impact of vehicles on the roads, and subject to a condition that ensures that Council will not be expected to upgrade these roads to meet the specifications required for RAV 4.

**Consultation:** Manager of Works, MRWA.

**Statutory Environment:** Nil

**Policy Implications:** Nil

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

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

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

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

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

**Voting Requirements:** Simple Majority

**Council Decision: 170412*****Moved Cr Batchelor, seconded Cr Dennis***

***“That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of Holding Road, that it recommends that Holding Road be rated at RAV Network 4 subject to the following conditions:***

***(b) Any upgrades or works required to any of the roads to meet the specifications for RAV Network 4 status will not be undertaken by Council and any costs shall be met by the applicant. Any required works shall be to Council and Main Roads Western Australia specifications, and will be submitted to Council for approval prior to implementation.***

***(b) Low Volume Condition Type A:***

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

***CARRIED 7/0***

Officer  
Recommendation:

***“That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of all RAV Network 1 to 4 roads within the Shire of Broomehill-Tambellup, recommends that it supports the rating of all roads within the Shire that are currently not rated or rated below RAV Network 4 being Rated at RAV Network 4, subject to the following conditions:***

***(a) Any upgrades or works required to any of the roads to meet the specifications for RAV Network 3 status will not be met by Council and any requirement to upgrade any roads prior to revised rating at RAV Network 4 should not be altered.***

***(b) All RAV Network Ratings for all roads re-rated shall have Low Volume Condition Type A placed on the rating:***

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

**Council Decision: 170413*****Moved Cr Dennis, seconded Cr Paganoni***

***“That Council advise Main Roads Western Australia, having considered the proposal to amend the Restricted Access Vehicle Network rating of all RAV Network 1 to 4 roads within the Shire of Broomehill-Tambellup, recommends that it supports the rating of all roads within the Shire that are currently not rated or rated below RAV Network 4 being Rated at RAV Network 4, subject to the following conditions:***

- (a) Any upgrades or works required to any of the roads to meet the specifications for RAV Network 4 status will not be met by Council and any requirement to upgrade any roads prior to revised rating at RAV Network 4 should not be altered.***
- (b) All RAV Network Ratings for all roads re-rated shall have Low Volume Condition Type A placed on the rating:***
- 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).”***

***CARRIED 7/0***

**Reason For Change to Recommendation:**

To amend the RAV Network status noted at (a) from ‘3’ to ‘4’.

Cr Batchelor declared a Financial Interest in this Item and left the meeting at 5.06pm.

**11.01 CONFIDENTIAL ITEM**

**170414**

*Moved Cr White, seconded Cr Prout*

*“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 6/0**





**12.01****MAINTENANCE REPORT FOR MARCH/APRIL 2017**

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

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Toyota Prado			2017	2017	1 yr / 15,000km	
1TA	Toyota Hilux extra cab 4x4			2017	2017	1 yr / 30,000 kms	
BH00	Toyota Hilux Dual Cab	9,224	20,000	2016	2016	1 yr / 30,000 kms	
BH000	Holden Trailblazer			2016	2016	1yr / 25,000 km	
BH001	CAT vibe Roller	142	250	2016		8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	8,868	10,000	2016	2016	7 yrs / 250,000km	
BH003	Toyota Landcruiser GXL Dual Cab	5,314	10,000	2016	2016	1 yr / 30,000 km	Serviced at 1000km. Cracked windscreen replaced.
BH004	CAT 12M Grader	7,514	8,000	2250	2009	8 yrs / 8,000 hrs	Tested hydraulic Pressure Relief valve. Replaced Moulboard wear strip. Serviced at 7524 hrs.
BH005	Cat multi tyre Roller	4,636	5,000	2011	2011	8 yrs / 8000 hrs	
BH006	CAT 12M	4,643	5,000	2012	2012	8 yrs / 8,000 hrs	Serviced at 4525hrs.
BH007	Toro mower	454	450	2016	2016	5 yrs / 5,000 hrs	Repaired electrical fault. Fixed mower cutting deck and replaced main drive belt.
BH009	Colorado 4x4 Tray Back	12,500	15,000	2015	2015	1 yr / 30,000 km	
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	1,694	2000	2013	2013	10 yrs / 8,000 hrs	
BH014	Toyota Landcruiser	5,270	10,000	2016	2016	1 yr / 30,000 km	Fitted suspension airbag. Serviced at 1025km.
BHT84	Toro Groundmaster 3500D mower	471	600	2013	2013		Replaced blades. Serviced at 460 hrs.



Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
BHT1624	Fuel Trailer				2016		
1TOI298	Sign Trailer				2015		Replaced trailer plug
Fogger	Fogger						
TSAW	Tree Saw						
STAB	Stabiliser attachment				2014		
CATBR	Caterpillar Broom						Fixed hydraulic leak
	Cement Mixer						
	Tree Grab						
	Wacker Packer						
	Tambellup Fogger						
	Broomehill Fogger						
1TRR872	Hire Side Tipper Trailer	9085		2016			

**12.02 WORKS REPORT FOR APRIL 2017**


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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Road Hierarchy – 31 March 2017</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>12 April 2017</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- Gardeners have caught up mowing and whipper snipping around town.
- Weed spraying is now caught up. Gardeners are now doing general maintenance.
- Oval has been verti-mowed, cored, top dressed and sand has been rubbed back into holes.
- There has been a change to the fertilizing program. Andy Webster is trialling a new program which includes lime.
- Western Power has issued a notice to prune under power lines. There aren't many trees on the list. Contractors will lightly trim other trees while working in town before they become an issue.
- Dams are all at good levels after recent summer rain. It is a great start leading into the wet season.
- Shade structure for Holland Park is currently being painted. Installation will begin in May.
- Pram ramps to be installed at various locations.

**Tambellup**

- Gardeners are catching up with mowing and spraying weeds around town.
- Oval has been verti-mowed, and cored. Cores have been left open to aerate the roots and let moisture in. After good recent rain, the oval surface is still hard. The machine broke 21 coring tools while punching holes.
- There is no change to the fertilizing program from Woodlands soil tests.
- The electrical issues at Jam Creek dam with the pump have been repaired.
- Contractors will trim trees under power lines while in the area.
- Elite Steel has designed a shade structure for Diprose Park. Currently seeking quotes.
- Pads to be built ready for the new tanks at the depot. This is part of the water harvest project.
- Pram ramps need to be installed. This works in with the streetscape work. Council will need to decide on a design for footpaths.

**Roads**

- Construction crew are working on Warrenup Road. Gravel work is complete.
- Stabilizing crew are booked for the 26<sup>th</sup> of April when crews return from the Easter break.
- Sealing is booked for the 3<sup>rd</sup> to 5<sup>th</sup> of May.
- The stabilizing and reseal will be done on the Tambellup - Gnowangerup Road while contractors are in the shire.
- Construction crew will continue with gravel sheeting Beejenup Road over the last few weeks of the financial year.
- Maintenance crew have been working on bitumen repairs with the skid steer and stabilizing attachment.
- Jetpatcher has been sealing stabilized patches and working on bitumen repairs.

- Shire of Gnowangerup recently hired the Jetpatcher. Shire of Kojonup did want to hire the Jetpatcher, but due to our own workload it couldn't be released.
- One maintenance grader has been on construction. The other maintenance grader has been grading roads as needed. Both maintenance graders will be programmed together once the heavy construction period is finished.
- Twin barrel 1200mm pipes have been installed on Pallinup South Road. This will not eliminate flooding over the culvert in any high rainfall event. It will help work more efficiently during normal rainfall events.
- 2016 WANDRRA repairs are almost complete. Estimates for 2017 flood damage have been compiled and sent for approval. Damage to the roads is estimated at approximately \$3,000,000.
- 2016/17 budget made provisions to use Roads to Recovery funding to re-gravel the full section of Tieline North Road. Tieline North Road was damaged during the flood in 2017. If estimates for repairs are approved by Main Roads, Roads to Recovery funding will need to be reallocated to another project.
- There are many bitumen failures across the shire's network. This will require a contract stabilizer to carry out repairs. On current measure up, failures total over \$250,000. Next year's budget includes a larger skid steer, and the purchase of a larger 1200mm stabilizer attachment. If one was purchased at the start of 2017/18 we would need a full time crew for 12 months to complete the work.

## **Plant**

- Manager of Corporate Services Holden Trailblazer has been replaced.
- 5 replacement vehicles have been ordered through Toyota. These vehicles are being replaced before concessional registration changes take place on the 1<sup>st</sup> July 2017.
- Toyota replaced 5 vehicles for \$7,000 including GST.
- Kenworth truck has been sent to Albany to install switches for the hydraulics on the water tank.
- Currently modifying an old aggregate spreader to fit the Kenworth truck as well. Council has no large aggregate spreading capabilities. Jetpatcher only spreads 7mm aggregate.
- Purchasing a larger 5,000 litre tank and pump to fit the skid steer truck. This will be used for skid steer stabilizing work.

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

Nil

**14. DATE OF NEXT MEETING**

18 May 2017

**15. CLOSURE**

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