



# Ordinary Meeting of Council

## MINUTES

21 April 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 21 April 2016 commencing at 4.07pm.

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

<b>Present:</b>	Cr GM Sheridan	President
	Cr SJF Thompson	Deputy President
	Cr MR Batchelor	
	Cr TW Prout	
	Cr MC Paganoni	
	Cr CL Dennis	
	Cr ME White	
	JM Trezona	Chief Executive Officer (CEO)
	JA Stewart	Manager Corporate Services
	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 4.07pm.

#### 3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

#### 4. PUBLIC QUESTION TIME

Nil

#### 5. APPLICATION FOR LEAVE OF ABSENCE

Nil

#### 6. DECLARATION OF INTEREST

Cr Dennis declared a Proximity Interest in Item 10.14

Cr Paganoni declared a Proximity Interest in Item 10.14

Cr Sheridan declared an Impartiality Interest in Item 11.02

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

Nil

**8. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**8.1 ORDINARY MEETING OF COUNCIL MINUTES 17 MARCH 2016**

**160401**

*Moved Cr Batchelor, seconded Cr Paganoni*

*“That the Minutes of the Ordinary Meeting of Council held on 17 March 2016 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 7/0**

**8.2 SPECIAL MEETING OF COUNCIL MINUTES 22 MARCH 2016**

**160402**

*Moved Cr Prout, seconded Cr White*

*“That the Minutes of the Special Meeting of Council held on 22 March 2016 be confirmed as a true and accurate record of proceedings.”*

**CARRIED 7/0**

Keith Williams, visitor, entered the meeting at 4.10pm.

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

Nil

**10. MATTERS FOR DECISION**

**10.01 FINANCIAL STATEMENTS FOR MARCH 2016**


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<b>Program:</b>	<b>Other Property and Services</b>
<b>Attachment:</b>	<b>Monthly Financial Statements for March 2016</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>KP O'Neill                      Manager Finance and Assets</b>
<b>Date:</b>	<b>7 April 2016</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 2016.

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

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

As part of the 2015/16 budget process, Council adopted 10% or \$10,000 as the material variance for reporting purposes for the year.

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

In particular, Note 1 in the financial report provides commentary on material variances which are highlighted in the Statement of Financial Activity.

**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:** *160403*

*Moved Cr Prout, seconded Cr Paganoni*

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

**CARRIED 7/0**

**Reason For Change to Recommendation:**

Manager of Works Glen Brigg enters the meeting at 4.12pm.

**10.02 CREDITORS ACCOUNTS PAID MARCH 2016**


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<b>Program:</b>	<b>Other Property and Services</b>	
<b>Attachment:</b>	<b>List of Payments for March 2016</b>	
<b>File Ref:</b>	Nil	
<b>Author:</b>	<b>KP O'Neill</b>	<b>Manager Finance and Assets</b>
<b>Date:</b>	<b>7 April 2016</b>	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Council to consider the list of payments made from the Municipal and Trust Funds during March 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	\$679,936.82
Trust Fund	\$138,587.90
Credit Cards	\$2,161.70
<b>Total</b>	<b>\$820,686.42</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:** *160404*

*Moved Cr Batchelor, seconded Cr White*

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

- *Municipal Fund –*
  - *cheques 3075 to 3102;*
  - *electronic payments EFT7562 to EFT7649; and*
  - *direct debits DD4048.1 and DD4072.1,*  
*totalling \$679,936.82;*
- *Trust Fund –*
  - *electronic payments EFT7600 and EFT7638,*  
*totalling \$138,587.90;*
- *Credit Card purchases totalling \$2,161.70;*  
*be endorsed.”*

**CARRIED 7/0**

**Reason For Change to  
Recommendation:**



**10.03 ASSOCIATION HONOURS 2016**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Honours 2016 - 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>16 March 2016</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 2016 Association Honours.

**Background:** Nominations for the 2016 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 2016 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.*

Local Government Distinguished Officer Award – this Award category has been included to recognise Local Government officers or employees of Agencies of the sector, to reward their achievements. *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.*

**Comment:** Does Council wish to make a nomination for Association Honours? Nominations close on Friday 6 May 2016.

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.”

**Reason For Change to**

**Recommendation:** After discussing the matter there was no nomination made.

**10.04 LOCAL GOVERNMENT CONVENTION – WALGA AGM**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>2016 Local Government Convention General Information</b>
<b>File Ref:</b>	<b>ADM0159</b>
<b>Author:</b>	<b>JM Trezona</b> <b>Chief Executive Officer</b>
<b>Date:</b>	<b>05 April 2016</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 3<sup>rd</sup> August 2016.

**Background:** The Local Government Convention will be held at the Perth Convention Exhibition Centre from 3<sup>rd</sup> to 5<sup>th</sup> August 2016. The convention incorporates the following events:

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

On Wednesday 3<sup>rd</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 2016 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 **Tuesday 7<sup>th</sup> June 2016**. It should be noted that any motions proposing alterations or amendments to the Constitution of the WALGA must be submitted by Friday 13<sup>th</sup> May 2016 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 Conference 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 2016-2017 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 3<sup>rd</sup> August 2016.”</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 NEW POLICY – MEETING TO SWEAR IN NEWLY ELECTED MEMBERS AND ELECT THE PRESIDENT, DEPUTY PRESIDENT, COMMITTEE MEMBERS AND COUNCIL REPRESENTATIVES**

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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Copy of Management Practice 2.3 Draft Policy 1.22 – Meeting to Swear In Newly Elected Members and elect the President, Deputy President, Committee members and Council Representatives</b>
<b>File Ref:</b>	<b>ADM0091, ADM0165</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>04 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the adoption of a policy regarding the calling of a special meeting within the week following an ordinary election, for the purpose of swearing in newly elected members; electing a President, Deputy President, Committee members and Council representatives; and stipulating the order of business to be conducted at that meeting.

**Background:** Council’s Management Practice Manual was originally formed and endorsed by Council in November 2008 and includes current Management Practice (MP) 2.3 (please see attached) which deals with the above mentioned practice. Legislation requires that councillors are appointed to offices and committees of a council at the first meeting of a council following an election.

Under Council’s schedule of conducting ordinary meetings on the third Thursday of a month, Council’s first meeting following an ordinary election (currently held biennially on the third Saturday in October) may, from time to time, fall a few weeks after that election (as occurred in 2015). To avoid a potential three to four week period where vacancies of Council offices and committees could exist, it has been Council’s practice to hold a special meeting in the week after an election, thus ensuring continuity of the governing body.

**Comment:** A staff review of Management Practices has identified MP 2.3 as desirable of a more formalised status and, therefore, is proposed for consideration as a policy of Council.

**Consultation:** Nil

**Statutory**

**Environment:** *Local Government Act (1995) Schedule 2.3 Division 1 cl.1 - cl.15*  
*Local Government Act (1995) Part 5 Division 2 s.5.3 to 5.25*

The above legislation does not stipulate a specific timeframe between an election and the appointment of councillors to offices or committees of a council other than to state that such vacancies are to be filled at the first meeting of a council after an election.

**Policy Implications:** This item proposes a new Policy (previously a management practice) of Council.

**Strategic Implications:** This issue is not dealt with in the Strategic 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:** Administrative duties associated with the holding of a special meeting.

**Voting Requirements:** Simple Majority

**Council Decision:** *160405*

*Moved Cr Dennis, seconded Cr Paganoni*

*“That Council adopts the policy ‘Meeting to Swear In Newly Elected Members and elect the President, Deputy President, Committee Members and Council Representatives’.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.06 NEW POLICY – PUBLIC RELATIONS – PRESS RELEASES**


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<b>Program:</b>	<b>Governance</b>
<b>Attachment:</b>	<b>Draft Policy 1.23 – Public Relations – Press Releases</b>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>05 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider the adoption of a new policy, Public Relations- Press Releases.

**Background:** Staff are currently undertaking a review of Council’s Management Practices Manual (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 a Council Policy.

**Comment:** MP 1.6 deals with the protocol for the issue of press releases on behalf of the Shire.

The *Local Government Act 1995 sec. 2.8 (1)(d)* states that the one of the roles of the President is – *speaks on behalf of the local government*. The President may on delegate this role.

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

**Consultation:** Nil

**Statutory**

**Environment:** *Local Government Act 1995 sec. 2.7(2)(b)* states that *Council is to determine the local government’s policies*.  
*Local Government Act 1995 sec. 2.8 (1)* states the role of the President including speaking on behalf of the Local Government.

**Policy Implications:** A new policy

**Strategic**

**Implications:** The aspiration of ‘Being Well Governed’ within Councils Strategic Plan has a commitment to provide leadership. Good leadership is underpinned by good policies that clearly define the organisations expectations.

**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:** **160406**

*Moved Cr Prout, seconded Cr Dennis*

*“That Council adopts the new Public Relations – Press Releases Policy as follows:*

*Policy Statement:*

*The objective of this policy is to establish the protocols for the issue of press releases on behalf of the Shire of Broomehill-Tambellup.*

*The Local Government Act 1995 provides that the role of the Shire President is to speak on behalf of the Shire and accordingly, the Shire President is the official spokesperson for the Council.*

*If approached by the media for formal comment on any issue, Councillors and staff are in the first instance, to suggest that the media make direct contact with the Shire President as the Council’s official spokesperson.*

*When the media does not make direct contact with the Shire President and a member of staff is asked to respond/comment to the media, the staff member will direct the enquiry to the CEO who will liaise with the Shire President to determine who will respond/comment and the nature of the response/comment. If the Shire President or person acting in the capacity of Shire President is unable to be contacted, the CEO will determine who is to respond and the nature of the response.*

*Without express authority from the Shire President, staff and Councillors are not to offer a Council view, attitude, stance, etc on any issue, this clearly being the function of the Shire President.*

*A Councillor’s right to express a personal opinion on any issue of public interest is recognised.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**



## 10.07 REVIEW OF POLICY 4.2 – ADVERTISING AND PORTABLE DIRECTIONAL SIGNS

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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<ul style="list-style-type: none"> <li>• <b>Policy 4.2 – Advertising and Portable Directional Signs</b></li> <li>• <b>Activities on Thoroughfares and Public Places and Trading Local Law 2008 – Part 3 Advertising Signs on Thoroughfares</b></li> </ul>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>KP O’Neill</b> <b>Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>12 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to review Policy 4.2 – Advertising and Portable Directional Signs.

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

The purpose of the Policy is “to provide guidelines for persons applying to install signs under Part 3 of the Shires Activities on Thoroughfares and Public Places and Trading Local Law 2008.”

The intent of the Policy is to –

- a) provide information as to the Shires requirements for the provision of directional signs on Shire controlled road verges and for private businesses, public facilities (such as sports grounds) plus Government offices and institutions;
- b) balance the need to keep to a minimum unnecessary signs which create aesthetic problems, while still allowing for necessary directions to be given to the travelling public;
- c) acknowledge that a number of directional signs can greatly increase the viability of local businesses, however recognise that large numbers of signs at intersections can reduce road safety, clutter the landscape and reduce the natural aesthetic of the region.

**Comment:** There have been no changes to the Activities on Thoroughfares and Public Places and Trading Local Law 2008 which could affect the intent of the policy. The Policy clearly states that if there is a conflict between this Policy and the Local Law, the Local Law prevails.

Councils existing Policy is still relevant, and does not require amendment.

**Consultation:** Chief Executive Officer

### **Statutory**

**Environment:** *Local Government Act 1995* section 2.7(2)(b) requires Council to ‘determine the local government’s policies’.

*Shire of Broomehill-Tambellup Activities on Thoroughfares and Public Places and Trading Local Law 2008*  
*Part 3 – Advertising Signs on Thoroughfares*

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

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

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

**Financial Implications:** There are no financial implications.

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

**Voting Requirements:** Simple Majority

**Council Decision:** *160407*

*Moved Cr Paganoni, seconded Cr Thompson*

*“That Council, having reviewed Policy 4.2 – Advertising and Portable Directional Signs, retains it without change.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.08 REVIEW OF POLICY 4.5 – STREET VERGES – DEVELOPMENT**


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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<ul style="list-style-type: none"> <li>• <b>Policy 4.5 – Street Verges - Development</b></li> <li>• <b>Activities on Thoroughfares and Public Places and Trading Local Law 2008 – Part 2 Activities in Thoroughfares and Public Places</b></li> </ul>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>KP O’Neill</b> <b>Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>12 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to review Policy 4.5 – Street Verges - Development.

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

The objective of the Policy is “*enhance the visual amenity of townsites within the Shire.*”

The Policy states that Council will assist landowners within townsites to develop street lawns and gardens by clearing, levelling, filling and providing top soil in the street verge. The work may be carried out while the Shires plant is in the vicinity, without reference to the Shire and without charge to the landowner.

**Comment:** There have been no changes to the Activities on Thoroughfares and Public Places and Trading Local Law 2008 which could affect the intent of the policy.

The existing Policy is considered to be appropriate and does not require amendment.

**Consultation:** Chief Executive Officer

**Statutory**

**Environment:** *Local Government Act 1995 section 2.7(2)(b) requires Council to ‘determine the local government’s policies’.*

*Shire of Broomehill-Tambellup Activities on Thoroughfares and Public Places and Trading Local Law 2008  
Part 2 – Activities in Thoroughfares and Public Places*

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

**Strategic**

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

**Asset Management**

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

**Financial**

**Implications:** Minor expenditure would be incurred should a landowner request assistance to develop their street verge.

**Workforce Plan**

**Implications:** This matter has no workforce planning implications.

**Voting**

**Requirements:** Simple Majority

**Council Decision:** *160408*

*Moved Cr Batchelor, seconded Cr White*

*“That Council, having reviewed Policy 4.5 – Street Verges – Development, retains it without change.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**

## 10.09 NEW POLICY – USE OF SHIRE EQUIPMENT BY COMMUNITY GROUPS AND ORGANISATIONS

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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<ul style="list-style-type: none"> <li>• <b>Proposed Policy 4.7 – Use of Shire Equipment by Community Organisations</b></li> </ul>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>KP O’Neill</b> <b>Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>14 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider a new Policy for the use of Shire equipment by community groups and organisations.

**Background:** Council currently has Management Practice 7.2 in place, which provides guidance where Shire plant and equipment is requested to be used assist community groups.

**Comment:** No changes to the wording of the current Management Practice are proposed, however as it involves direction of staff and use of the Shires plant and equipment, it may be appropriate to formalise this into a Policy.

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

**Statutory Environment:** *Local Government Act 1995* section 2.7(2)(b) requires Council to ‘determine the local government’s policies’.

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

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

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

**Financial Implications:** Minor expenditure would be incurred should a community group or organisations request the use of plant and equipment.

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

**Voting Requirements:** Simple Majority

**Council Decision: 160409**

*Moved Cr Thompson, seconded Cr Prout*

*“That Council adopts Policy 4.7 – Use of Shire Equipment by Community Groups and Organisations as follows –*

*Policy Objective – To assist community groups and organisations within the Shire of Broomehill-Tambellup to achieve projects*

*Policy Statement*

*Council is committed to providing assistance, where possible, to support community groups and organisations within the Shire to achieve projects by way of making Shire plant and equipment available for use.*

*Shire plant and equipment may be made available to community groups and organisations for use on community projects, subject to –*

- a) Prior approval being granted by the Chief Executive Officer or Manager of Works;*
- b) Operation of the plant/equipment only by Shire employees who are accredited operators approved by the Chief Executive Officer or Manager of Works.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**

**10.10 NEW POLICY – PRIVATE WORKS**


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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	• <b>Proposed Policy 4.8 – Private Works</b>
<b>File Ref:</b>	<b>ADM0165</b>
<b>Author:</b>	<b>KP O’Neill</b> <b>Manager Finance &amp; Assets</b>
<b>Date:</b>	<b>14 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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<b>Summary:</b>	Council to consider a new Policy in relation to Private Works.
<b>Background:</b>	Council currently has Management Practice 5.6 in place, which establishes the conditions where private works will be undertaken. It may be appropriate to formalise the Management Practice into a Council Policy.
<b>Comment:</b>	<p>A minor change to the wording of the current Management Practice is proposed, to clarify the charging of travel.</p> <p>The intent of the Policy is <i>‘to establish the conditions under which private works will be undertaken’</i>.</p> <p>The Policy outlines how travel time will be charged to customers and the requirement that all plant is operated by Shire employees. It provides guidance to the CEO if the opportunity arises to quote on ‘Commercial’ type works, and requires that major private works quoted over \$20,000 are brought to the Councils attention.</p>
<b>Consultation:</b>	Chief Executive Officer Manager of Works
<b>Statutory Environment:</b>	<i>Local Government Act 1995</i> section 2.7(2)(b) requires Council to <i>‘determine the local government’s policies’</i> .
<b>Policy Implications:</b>	This matter is being considered as part of the rolling review of Council’s Policy Manual.
<b>Strategic Implications:</b>	Strategic Community Plan – <i>Being Well Governed: Provide leadership for the community through transparent, accountable and representative local government.</i>
<b>Asset Management Implications:</b>	There are no implications for the Asset Management Plan.
<b>Financial Implications:</b>	Provision is made annually in the Budget for private works to be undertaken during the year. Council determines, as part of the Budget process each year, the fees that will be charged to customers for private works performed.

**Workforce Plan**

**Implications:** This matter has no workforce planning implications.

**Voting**

**Requirements:** Simple Majority

**Council Decision:** **160410**

*Moved Cr Batchelor, seconded Cr Dennis*

*“That Council adopts Policy 4.8 – Private Works as follows –*

*Policy Objective – To establish the conditions under which private works will be undertaken*

*Policy Statement*

*The following procedures shall apply to private works performed by the Shire –*

- c) All customers are to pay for kilometres travelled both ways from the Shire’s operating base at the time;*
- d) All plant hired is to be operated only by a Shire employee who is an accredited operator;*
- e) The Chief Executive Officer may submit quotes and compete for “Commercial” type works in the Shire, that is, works other than those of a small or residential nature. Works are not to be quoted for or competed for unless the Shires plant is in the area undertaking other programmed works, or will shortly be relocated to the area to perform programmed works, unless the work is sufficiently large enough to warrant relocating the plant to the area.*
- f) Major private works quoted over \$20,000 are to be brought to Councils attention.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**



## 10.11 TAMBELLUP SPORTS GROUND AND PAVILION – ANNUAL CLUB LEVIES

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<b>Program:</b>	<b>Recreation and Culture</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>ADM0066</b>	
<b>Author:</b>	<b>PA Hull</b>	<b>Strategic Support &amp; Projects Officer</b>
<b>Date:</b>	<b>29 March 2016</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** Council to consider waiving 2016-2017 levies paid by sporting groups in Tambellup for use of the oval and Pavilion.

**Background:** Each year Council charges sporting groups in Tambellup an annual levy for the use of the Tambellup Oval and Pavilion.

Council's 2015-2016 Budget identifies the following charges:

Tambellup Cricket Club	\$400
Tambellup Hockey Club	\$400
Tambellup Tennis Club	\$400
Tambellup Junior Football Club	\$200

With the planned upgrade of the Sports Pavilion due to commence prior to the end of this financial year, the Pavilion will be unavailable for use by these clubs. While the oval will still be available, the lack of toilets and lighting to the oval and tennis courts means clubs may need to make alternative arrangements for training and competition. The construction is anticipated to be completed in October 2017.

As the full use of the facilities by clubs will not be possible, Council may wish to consider waiving the annual levies for the 2016-2017 financial year.

**Comment:** Council has previously identified that its preference for the future management of the new facility is for a Management Committee to be established, with representation from sporting groups and the community. Financial arrangements for the ongoing use of the facilities beyond 2016-2017 will be considered by Council and the Committee as part of the development of management processes.

**Consultation:** Chief Executive Officer

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic Implications:** This matter has no strategic implications.

**Asset Management**

**Implications:** This matter has no asset management implications.

**Financial**

**Implications:** Waiving the annual levies will see a reduction in revenue of \$1,400 for the 2016-2017 financial year.

**Workforce Plan**

**Implications:** This matter has no workforce planning implications.

**Voting Requirements:** Absolute Majority

**Council Decision:** *160411*

*Moved Cr Paganoni, seconded Cr Prout*

*“That Council waives the Sporting Bodies – Annual Levies charged to the Tambellup Cricket Club, Tambellup Hockey Club, Tambellup Tennis Club and Tambellup Junior Football Club for the 2016-2017 financial year.”*

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

**Reason For Change to Recommendation:**

## 10.12 BROOMEHILL RECREATION COMPLEX – GROUNDSMAN AGREEMENT

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<b>Program:</b>	<b>Recreation and Culture</b>	
<b>Attachment:</b>	<b>Copy of Agreement</b>	
<b>File Ref:</b>	<b>ADM0286</b>	
<b>Author:</b>	<b>JM Trezona</b>	<b>Chief Executive Officer</b>
<b>Date:</b>	<b>29 March 2016</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Summary:** The review of the agreement between the Shire of Broomehill-Tambellup and the Broomehill Recreational Complex Inc (BRC) for the provision of a groundsman is now due.

**Background:** The former Shire of Broomehill had entered into an agreement with the BRC in 2004 on the matter of employing a groundsman for the recreation complex. The agreement has previously been reviewed on an ad hoc basis. The review process in 2012 saw the inclusion of the clause for the review to be done biennially.

The review of the agreement is now due.

**Comment:** A copy of the current agreement is attached showing minor changes proposed to the agreement.

In its deliberations Council may wish to consider the following:

- The clauses Council agrees to
- The clauses that the BRC agree to
- Presently we recover 35% of the wages AND Super Guarantee paid to the groundsman from the BRC
- There is no claim for overheads – BRC wrote to Council in June 2009 asking Council to consider waiving the overhead costs. Council agreed to this, however should this be reviewed?

The BRC have been asked to provide comment as part of the review process. No comments were received.

On completion of the review, copies will be sent to the BRC the committee to execute the documents and return for signing by Council.

For Council consideration.

**Consultation:** Nil

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Strategic****Implications:**

The Strategic Community Plan recognises that the recreation facilities are important gathering points for community activities. Ensuring that these venues are well maintained encourages community use and greater community interaction.

**Asset Management****Implications:**

There are no Asset Management Implications

**Financial****Implications:**

Provision is made in the Long Term Financial Plan and the annual budget to cover the expenses of the groundsman position. The recoup of 35% of the wages from BRC helps to offset the costs. Overhead costs are not recovered.

In the 14-15 financial year Council expended a total of \$25,097 in staff wages at the BRC. This included additional hours from staff over and above the groundsman (Parks and Gardens, cleaners). BRC contributed \$5,517 towards the wages cost.

Year to date for the 2015-2016 year, total wage expenses are at \$14,567 of which \$2,275 has been recouped from BRC.

**Workforce Plan****Implications:**

The groundsman position is a funded position and one that is included in the Workforce Plan. At this stage there is no plan or requirement to expand the role.

**Voting Requirements:** Simple Majority

**Council Decision:** *160412*

*Moved Cr Dennis, seconded Cr Paganoni*

*“That Council endorses the amended Groundsman Agreement as presented, between the Shire of Broomehill-Tambellup and the Broomehill Recreational Complex Inc and forwards the agreement to the Committee for its endorsement.”*

**CARRIED 7/0**

**Reason For Change to Recommendation:**

**10.13 APPLICATION FOR A RAV NETWORK 3 RATING**

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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0220, RD260 &amp; RD265</b>
<b>Author:</b>	<b>JM Trezona</b> <b>Chief Executive Officer</b>
<b>Date:</b>	<b>19 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Bridge Street and a section of Donald Street in Tambellup.

**Background:** Council has received a request from Armogedin Pty Ltd to support a proposal to have Donald and Bridge Streets Tambellup assessed for the purpose of applying a RAV Network 3 rating.

The applicant provides a delivery service to the Council by way of delivering aggregate (blue metal) for road works. In some cases the aggregate is required to be dumped at the Shire Depot. Currently there is no RAV rating for either of the roads, making it impossible for deliveries to take place.

**Comment:** The application is for all of Bridge Street between Great Southern Highway and Donald Street, and Donald Street from the intersection of Bridge Street to Tambellup West Road.

Both Great Southern Highway and Tambellup West Road have a RAV Network 7 rating. The zoning of the land either side of these two streets is Town Centre and the Shire Depot carries a zoning of Public Purposes.

The following map shows the two roads which are the subject of the request.



In discussions with the Manager of Works it is recommended that Council supports the proposal with the addition of a Low Volume Condition - Type A and condition CV17.

*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).*

*Condition CV17*

- *Not to be used as a through route. For local delivery and pickup only. Driver must carry documentation as proof of local delivery or pickup.*

**Consultation:** Nil

**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

**Officer**

**Recommendation:** *“That Council supports the proposal to make an application for a Restricted Access Vehicle Network 3 rating to be applied to Bridge Street and part of Donald Street Tambellup between Great Southern Highway and Tambellup West Road subject to the following:-*

- *the road not requiring any further Council funded works to achieve a Network 3 status*
- *if additional works are required the matter will have to be reconsidered and a determination made on whether or not there is sufficient grounds to include any required works in future budget processes*

*and a ‘Low Volume Condition Type A’ and condition CV17 to be given to the road.”*

**Council Decision:** **160413**

*Moved Cr Dennis, seconded Cr Thompson*

*“That Council supports the proposal to make an application for a Restricted Access Vehicle Network 2, 3 and 4 rating to be applied to Bridge Street and part of Donald Street Tambellup between the intersection of Bridge Street and Tambellup West Road subject to the following:-*

- *the road not requiring any further Council funded works to achieve a Network 2, 3 or 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*

*and a ‘Low Volume Condition Type A’ and condition CV17 to be given to the road.”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**

To include an application for Restricted Access Vehicle Network rating 2 and 4.

**10.14 CHANGE OF RAV CONDITIONS**


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<b>Program:</b>	<b>Transport</b>
<b>Attachment:</b>	<b>Nil</b>
<b>File Ref:</b>	<b>ADM0220</b>
<b>Author:</b>	<b>JM Trezona                      Chief Executive Officer</b>
<b>Date:</b>	<b>20 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Cr Dennis declared a Proximity Interest in this Item as he has an interest in property that adjoins Flat Rocks Road and left the meeting at 4.45pm.</b> <b>Cr Paganoni declared a Proximity Interest in this Item as he has an interest in property that adjoins Tie Line Road and left the meeting at 4.45pm.</b>

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**Summary:** Council to consider the removal of a condition from certain roads in the northern part of the Shire to enable Restricted Access Vehicle (RAV) Network 4 vehicles to use the roads.

**Background:** Currently the following roads in the northern part of the Shire carry RAV ratings of Network 2, 3 and 5 but not network 4.

- Broomehill Kojonup Road
- Fairfield Road
- Tie Line Road
- Tie Line North Road
- Marshall Road
- Old Broomehill Kojonup Road
- Flat Rocks Road
- Heron Road



Main Roads advise that the Network 4 rating is excluded because it allows the use of a tri axle dolly. At some stage pre amalgamation, a Council condition was applied prohibiting truck configurations with a tri axle dolly.



Contact has been made with Main Roads HVO section, who advised that Council is able to remove the condition which will then allow for the inclusion of Network 4 on these roads. It is understood that RAV Network 4 vehicles are not as long as RAV Network 5 vehicles but are able to carry an extra 3 tonne more than RAV Network 5.

**Comment:** The exclusion of these roads as Network 4 creates some confusion. It is generally accepted that a road that carries a RAV Network 5 also allows for vehicles in the Network 2, 3 and 4 category.

Is Council prepared to make an application to remove the existing condition of no tri axle dollies?

**Consultation:** Main Roads HVO section advise that the removal of the condition should not require an assessment of the roads as the roads have previously been assessed for RAV Network 5.

**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:**        **160414**

*Moved Cr Batchelor, seconded Cr Thompson*

*“That Council makes application to Main Roads Western Australia to have the condition of ‘no tri axle dollies’ removed from the following roads to allow for the application of Restricted Access Vehicle Network 4 rating*

- *Broomehill Kojonup Road*
- *Fairfield Road*
- *Tie Line Road*
- *Tie Line North Road*
- *Marshall Road*
- *Old Broomehill Kojonup Road*
- *Flat Rocks Road*
- *Heron Road”*

**CARRIED 7/0**

**Reason For Change  
to Recommendation:**

Cr Dennis and Cr Paganoni returned to the meeting at 4.50pm.

Judy Stewart, Glen Brigg, Kay O’Neill, Pam Hull, Keith Williams and Louise Cristinelli left the meeting at 4.52pm.

## **11.1 CONFIDENTIAL ITEM**

**160415**

*Moved Cr Batchelor, seconded Cr Dennis*

*“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**

**160416**

*Moved Cr Dennis, seconded Cr Batchelor*

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

**CARRIED 7/0**

Judy Stewart, Glen Brigg, Kay O’Neill, Pam Hull, Keith Williams and Louise Cristinelli re-entered the meeting at 5.00pm.

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**11.01**                         **CONFIDENTIAL**           –       **CHIEF**       **EXECUTIVE**       **OFFICER**  
**RECRUITMENT**

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**Program:**                   **Governance**  
**Attachment:**           **CONFIDENTIAL:**  
                                  **Copy of Contract**  
**File Ref:**                 **ADM0488**  
**Author:**                 **Anne Lake**                     **Anne Lake Consultancy**  
**Date:**                     **05 April 2016**  
**Disclosure of Interest:** **Nil**

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**Council Decision:**       **160417**

*Moved Cr Batchelor, seconded Cr Thompson*

*“That Council resolve to approve the contract as distributed for Mr Keith Williams as the Chief Executive Officer of the Shire of Broomehill-Tambellup commencing on the 1<sup>st</sup> of September 2016, and noting that Mr Williams will undertake a two week observation period prior to commencement.”*

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

**11.02****CONFIDENTIAL – REQUEST FOR TENDER 01/2016 AND 02/2016 - SUPPLY OF PLANT, EQUIPMENT AND LABOUR HIRE - STORM DAMAGE RELATED REINSTATEMENT**


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<b>Program:</b>	Transport
<b>Attachment:</b>	<b>CONFIDENTIAL: Tender Evaluations</b>
<b>File Ref:</b>	ADM0491
<b>Author:</b>	Leslie Hewer                      Hewer Consulting Services
<b>Date:</b>	11 April 2016
<b>Disclosure of Interest:</b>	Cr Sheridan declared an Impartiality Interest in this Item as one of the Tenderers is related to his wife.

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**Council Decision:**            *160418**Moved Cr Thompson, seconded Cr Dennis**“That Council accepts the quotes for Tender 1/2016 for the Supply of Plant, Equipment and Labour Hire for Storm Damage – Roadworks from Gray Carter Earthmoving.”**CARRIED 7/0***Council Decision:**            *160419**Moved Cr Thompson, seconded Cr Dennis**“That Council accepts the quotes for Tender 2/2016 for the Supply of Plant, Equipment and Labour Hire for Storm Damage Restoration – Drainage from Riverhill Contracting Pty Ltd.”**CARRIED 7/0*

**12.01****MAINTENANCE REPORT FOR APRIL 2016**

**Program:** Transport  
**Attachment:** Nil  
**File Ref:** Nil  
**Author:** GC Brigg **Manager of Works**  
**Date:** 15 April 2016  
**Disclosure of Interest:** Nil

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
0TA	Holden Caprice			2015	2015	1 yr / 15,000km	
1TA	Toyota Fortuner			2016	2016	1 yr / 30,000 kms	
BH00	Toyota Hilux Dual Cab	7,121	10,000	2015	2016	1 yr / 30,000 kms	
BH000	Holden Colorado 7			2016	2016	1yr / 25,000 km	
BH001	CAT vibe Roller	2,704	3,000	2009		8 yrs / 8000 hrs	
BH002	ISUZU Flatbed Truck	705	5,000	2016	2016	7 yrs / 250,000km	
BH003	Toyota Landcruiser GXL Dual Cab	5,381	10,000	2015	2016	1 yr / 30,000 km	
BH004	CAT 12M Grader	6,419	6,500	2250	2009	8 yrs / 8,000 hrs	Replaced Steering Actuator, software flushed by Westrac. Replaced UHF Radio mount
BH005	Cat multi tyre Roller	3,663	4,000	2011	2011	8 yrs / 8000 hrs	
BH006	CAT 12M	3,425	3,500	2012	2012	8 yrs / 8,000 hrs	
BH007	Toro mower		100	2016	2016	5 yrs / 5,000 hrs	
BH009	Colorado 4x4 Tray Back	3,319	15,000	2014	2014	1 yr / 30,000 km	
BH010	6x4 Fuel Trailer			1981	1981		
BH012	Isuzu Fire Truck						
BH013	Cat 444F Backhoe	1,186	1500	2013	2013	10 yrs / 8,000 hrs	
BH014	Toyota Hilux Ute	8,696	10,000	2014	2014	1 yr / 30,000 km	
BHT84	Toro Groundmaster 3500D mower	264	400	2013	2013		
BHT92	CAT 259B3 Skid Steer	989	1500	2012	2013	8 yrs / 8,000hrs	Serviced at 989 hrs
BHT125	Mack Curser 8 Wheel Tipper	67,517	80,000	2013	2013	5 yrs / 250,000 km	Replaced Tailgate Pneumatic switch. Fitted 8 new drive tyres
BHT1633	Tandem Axle Dolly (Float)	3258		2015	2015		
TA001	Toyota Hilux	5,222	10,000	2015	2015	1 yr / 30,000 kms	
TA017	Isuzu Tipper	40,775	50,000	2014	2014	5 yrs / 200,000 km	

Reg No.	Description	Current Kms/Hrs	Next Service Due	Year of Manufacture	Year of Purchase	Changeover	Comments
TA052	Colorado 4x4 Tray Back	9,556	15,000	2014	2014	1 yr 30,000 km	
TA06	Jet Patcher Isuzu	133,961	150,000	2007	2010	8 yrs / 8,000 hrs	
TA092	Iveco Strais AD500 8-4	77,481	90,000	2012	2012	5 yrs / 250,000 km	Replaced left hand window winder
TA18	12M Grader	11	250	2016	2016	7 yrs / 8,000 hrs	
TA281	930K Loader	1,215	1,500	2014	2014	8 yrs / 8,000 hrs	
TA386	Isuzu Tipper	42,917	45,000	2012	2012	5 yrs / 200,000 km	
TA2251	3 axle Float Trailer				2009		
1 TIU 961	Papas Tandem Fuel Trailer			2008			
1TMR361	Rockwheeler Side Tipper Trailer	39,109		2012	2012		
1TMR367	Tandem Axle Dolly	3,258					
BKTBR	Skid steer Bucket Broom			2013			Replaced broken hoses
1TLT850	Loadstar 8x5 Trailer			2011			
BH2085	Trailer for Pump at Town dam						
BH2098	Boxtop Trailer						
BH2134	Trailer for Mobile Standpipe						
TA2129	Fuel Tanker						
BH010	6 x 4 Fuel Trailer						
1TCY082	Papas Tandem Fuel Trailer						
1TCY093	Papas Tandem Trailer						
1TIU961	8 x 5 Papas Fuel Trailer						
1TFH594	Loadstar Boxtop Trailer						
1TFC580	Gardeners Boxtop trailer						
1TFD241	Boxtop Trailer for firefighting						
1TJX516	Plant Trailer for Mowers						
1TOI298	Sign Trailer				2015		
Fogger	Fogger						
TSAW	Tree Saw						

<b>Reg No.</b>	<b>Description</b>	<b>Current Kms/Hrs</b>	<b>Next Service Due</b>	<b>Year of Manufacture</b>	<b>Year of Purchase</b>	<b>Changeover</b>	<b>Comments</b>
STAB	Stabiliser attachment				2014		
	Cement Mixer						
	Tree Grab						Replaced hose and fittings
	Wacker Packer						

*This Report was received by Council*



**12.02 WORKS REPORT FOR APRIL 2016**

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<b>Program:</b>	<b>Transport</b>	
<b>Attachment:</b>	<b>Nil</b>	
<b>File Ref:</b>	<b>Nil</b>	
<b>Author:</b>	<b>GC Brigg</b>	<b>Manager of Works</b>
<b>Date:</b>	<b>15 April 2016</b>	
<b>Disclosure of Interest:</b>	<b>Nil</b>	

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**Broomehill**

- Gardeners busy with cemetery and town after good rain.
- Replacing dead plants in all gardens. Plants ordered.
- New dam opposite CBH is full.
- CBH dam is full.
- Town dam was within ½ m of full. Over 1m of water transferred to the complex dam. That was the highest level this dam has been in 2 years.
- A spare pump for the complex dam will be purchased. Existing pump has been an issue.
- Statewide Turf have completed a verti-mow on the oval.
- Oval has been fertilized.
- Working with Woodlands to start drainage work on the oval.
- Katanning Cherry Pickers trimming trees under power lines and a large tree in Hassell Street. This tree is overhanging a neighbouring house.
- Areas of footpath need work.
- Caravan Park needs crack sealing around the parking area. Asphalt has extensive cracks allowing water to get under the seal.
- Solar lights along the railway path need repairing again.

**Tambellup**

- Gardeners working on all areas after recent summer rain.
- Replacing plants in all gardens. Plants ordered.
- Maintenance crew clearing vegetation in the cemetery. Large bushes have grown over some graves. Part of the front fence was in poor condition. Currently replacing a section of the front fence.
- Transferring water from the rear dam to front dam at Jam Creek.
- Number 2 dam levels haven't increased a great deal even though there has been good rain. Some work is required in the catchment area to increase the runoff.
- Treated water is finished until next summer.
- Oval has been fertilized. Mowing each week with continuing rains.
- Footpaths require work as soon as possible.
- Electrician engaged to fit lights in the new depot shed. Part of the project.
- Still plenty of vandalism continuing to the reticulation in gardens. This is becoming a daily event.

## Roads

- Construction crew are working on Pallinup South Road. Extra funding received from Regional Road group should see the project extended from 1 kilometre of construction and seal to 2.5 kilometres. There have been some rain interruptions with this project.
- Seal truck is booked to complete the Pallinup South Project - 28/29 April.
- Weather will be cool for sealing but cutback bitumen can be used on a 2 coat design.
- While the construction crew are getting the Pallinup South Road ready to seal, trucks are going to the Plantagenet Shire to gravel 3km of road.
- After completion of Pallinup South road the construction crew will continue with gravel sheeting Norrish Road, Punchmirup North and Beejenup roads.
- Sealing of stabilized patches on Toolbrunup road complete. There is money left in the project and 1 km of reseal will be done on the same visit with spray truck 28/29 April.
- Still around 1 km of resealing to complete on Gnowangerup Road. Rain interrupted the seal on the day. Bitumen wasn't mobilized.
- Maintenance graders are back on the roads with a roller after recent rain. We now have 2 x Caterpillar 12Ms on maintenance. We will monitor the productivity over the next quarter.
- Maintenance crew have been involved in a wide range of activities over the last month with numerous town jobs, sealing and resealing. They have also been working on Taylor Street getting ready for contractors.
- Contractors have been working on Taylor Street. Rain has interrupted progress on this project.
- At the last meeting the question was raised about placing box culverts on Pallinup South Road. Attached is a picture of a culvert which I was involved with for the Shire of Katanning. This will assist with sizes and costs. The tender accepted for this culvert was \$195,000. Council still did \$50,000 of work after the culvert was installed.



The size of the culvert in the picture is higher than would be needed, but Pallinup South would need an extra barrel (using link slabs) making it lower but wider. Councillor Dennis inspected the culvert on our way to the RRG meeting in Woodanilling to get an idea of the size and cost.

There is no simple answer to culvert design. I have listed some factors needed when designing culverts. Initially you require the Australian rainfall intensities for the area, the area of the catchment and the time of overland flows. Logically the water closest to the culvert will get there earlier than water that falls 1000m away. It doesn't all get there at the same time. Consideration also has to be given to the type of ground the water is travelling over and co-efficient (loss) of water over the ground which will give you the peak concentration rate in cubic metres per second. Then you need to size culverts to the flow rate which includes friction loss. If you can't design for 1 in 100 year event you will need to try and limit the level to 400mm over the road. If that is the case then the hydraulic pressure needs to be calculated and the batter protection designed.

Typical calculations:

Overland flow, time of concentration equation

$$t_{ov} = K(L \times N)^{0.467} S^{-0.235}$$

Sizing culverts with flow equation,

$$y_{HW} + \frac{V_{HW}^2}{2g} + \Delta Z = y_{TW} + \frac{V_{TW}^2}{2g} + Y_{Friction\ Loss} + Y_{Entrance\ Loss} + Y_{Exit\ Loss}$$

- Attached is extracts on common factors of flooding. All these have to be taken into consideration when designing floodways.
- **Common factors affecting accuracy of flood predictions**

Factor	Description
Antecedent moisture	How much rain has already been absorbed by the ground, season-to-date. The more saturated the ground surface, the greater the runoff from any given storm. Landscape watering can also lead to increased levels of antecedent moisture.
Localized cells of intense precipitation	Very intense bursts of moisture in upland areas can cause localized flooding and destructive debris flows which clog drainage inlets, culverts, etc, which then leads to flooding
Duration of storm events	The longer storms stall over any given area, the greater the flooding
Changes in vegetation within the watershed	Changes in land use (such as grazing) and vegetation will lead to changes in the time-to-concentration of runoff to local creeks and rivers.
Development of the watershed	With the introduction of drainage channels, the greater the peak runoff. A 400% increase is not unusual, commonly leading to cutting of unimproved channels.

Unnatural constriction of flow	The placement of hardened improvements in channels, such as culverts, rip rap, retaining walls, or; natural impediments to flow, such as landslides, eroded soil, trees, organic debris and natural storm-laden debris, invariably cause localized hydraulic choking of channels, leading to tail water inundation of previously un-flooded areas
Changes in weather patterns	Frequency and probability-based flood flow assessments are based upon the assumption that weather patterns are essentially unchanging. Data collected since 1849 would suggest otherwise, weather patterns are always changing.
Mistakes in flood plain management	Whatever can go wrong in routing floods via use of planned releases from flood control reservoirs, eventually will.
Failure of flood control infrastructure	Despite the best intentions, infrastructure elements, such as levees, dam spillways and conduits, can fail, most often during peak usage. Levees are particularly sensitive to duration of flood flow
Accuracy of topographic information	The accuracy of topographic information within the watershed being studied will exert keen influence on the areas predicted for inundation
Accuracy of channel roughness estimates	Channel hydraulics assessments are dependent upon estimates of channel roughness, which are highly variable in unimproved channels, and subject to change, depending on frequency and depth of flows
Accuracy of input hydrology	Flow assessments are only as good as the estimates of precipitation upon which they are based. An array of antecedent moisture levels needs to be evaluated in order to make conservative predictions of flow.
Accuracy of the computational methodology chosen	A wide array of computational models exists, the most commonly employed being HEC-2, developed by the Army Corps of Engineers. However, flow predictions are built upon the detail and accuracy of input information, such as the number of channel cross sections.

As council can see it is hard to come up with quick answers when asked on the spot.

## Plant

- Iveco truck hydraulics have been repaired. There was a problem trying to change the parameters in the computer for the PTO control. The access code for truck computer is on a sticker inside the glove-box. The code that is there is not the right code to gain access the computer.
- At some stage the code has been changed or recorded incorrectly. After some time talking to Iveco they don't know why the code doesn't work. As far as council knows WA Iveco are the only ones who accessed the computer to set up the parameters from new. Iveco have requested the truck to go to Perth so they can sort the issue out.
- New Caterpillar 12M grader has been delivered. It is currently on construction work. This grader is physically bigger and has more horsepower.
- New Toro mower has been delivered. This mower has gone from a 72 inch deck to a 100 inch hydraulic folding deck. Toro claim a 38% increase in productivity.
- The new BH gardeners Toyota ute has arrived and will be changed over next week.

*This Report was received by Council*

**12.03 BUILDING SURVEYORS REPORT FOR MARCH 2016**


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<b>Program:</b>	<b>Economic Services</b>
<b>Attachment:</b>	<b>BSR Report and Activity Statement</b>
<b>File Ref:</b>	<b>ADM0258</b>
<b>Author:</b>	<b>D Baxter Building Surveyor</b>
<b>Date:</b>	<b>04 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Attached are the BSR Report and the Activity Statement for the month of March 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 March 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**


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<b>Program:</b>	<b>Various</b>
<b>Attachment:</b>	<b>Building Maintenance Program Report to 01 April 2016</b>
<b>File Ref:</b>	<b>Nil</b>
<b>Author:</b>	<b>JA Stewart                      Manager Corporate Services</b>
<b>Date:</b>	<b>04 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**Summary:** Report on the Building Maintenance Program for 2015-16 to 01 April 2016.

**Background:** Nil

**Comment:** The Building Maintenance Program Report is updated to 01 April 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 – MARCH 2016**


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<b>Program:</b>	<b>Recreation &amp; Culture</b>
<b>Attachment:</b>	<b>Library Report – March 2016</b>
<b>File Ref:</b>	<b>ADM0097</b>
<b>Author:</b>	<b>S Beaton                      Library Officers</b> <b>S Reed</b>
<b>Date:</b>	<b>04 April 2016</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>

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**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 March 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 QUARTERLY OCCUPATIONAL SAFETY AND HEALTH (OS&H) REPORT

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<b>Program:</b>	Various	
<b>Attachment:</b>	Nil	
<b>File Ref:</b>	Nil	
<b>Author:</b>	J A Stewart	Manager Corporate Services
<b>Date:</b>	01 April 2016	
<b>Disclosure of Interest:</b>	Nil	

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**Summary:** Report on Occupational Safety and Health matters – for Council information, comment and/or discussion.

**Comment:** The following represents a summary of OS&H related matters completed between December 2015 and March 2016 or currently being addressed (emanating from workplace inspections and administrative requirements):

- 1) Business Continuity Plan (BCP) – a draft copy of Version 1.0, based on Risk and Business Impact Analyses carried out and the critical activities identified through that process, is in hand and requires contact details to be included to be finalised;
- 2) Work towards Tier 2 audit requirements has progressed (covering the categories of Management Commitment, Consultation, Hazard Management & Safe Work Procedures, Training & Supervision, and Reporting & Monitoring Safety) – minimal amount to do prior to audit;
- 3) Council’s Building Asbestos Register, Dealing with Unreasonable Customers Procedure and Dealing with Pests and Vermin Procedure have been reviewed;
- 4) New OSH Representatives have been endorsed by the OSH Committee; and
- 5) Load Restraint training and fire drills have been undertaken and inspections performed on administration buildings, depots and caravan parks.

The following represents a summary of upcoming OS&H matters:

- 1) Review of Council’s Asbestos Management Plan, OSH Policy and various OSH procedures
- 2) Desktop exercise in early 2016 to test the BCP;
- 3) Ongoing preparation for an OSH Audit; and
- 4) Training for new OSH representatives.

**Consultation:** Nil

**Statutory**

**Environment:** *Occupational Safety & Health Act 1984*  
Occupational Safety & Health Regulations 1996

**Policy Implications:** Policy 2.2 – Occupational Safety and Health

**Strategic Implications:** This report is not dealt with specifically in Council’s Strategic Community Plan; however, it falls within the scope of Civic Leadership – Being well governed (Compliance with Legislation/Performance Measurement).

**Asset Management**

**Implications:** N/A

**Financial**

**Implications:** N/A

**Workforce Plan**

**Implications:** N/A

**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**

19 May 2016

**15. CLOSURE**

There being no further business the President thanked Councillors and Staff for their attendance and declared the meeting closed at 5.18pm.